



AGENDA

WORKSHOP COMMISSION MEETING

6:00 PM - Wednesday, October 27, 2021

Council Chambers

	Page
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. ROLL CALL	
4. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA	
4.1. Added:	
14.5 Elevator Proposal and presentation by Public Services Director Clark - The Director will obtain bids and will bring back the information to the Commission	
15.3 Submit Holiday and Regular and Workshop meeting list for 2022 - information will be provided at the November 10th meeting	
15.4 Employee Holiday luncheon - information will be provided at the November 10th meeting	
5. PRESENTATIONS	
6. REPORTS OF COMMITTEES AND CITY STAFF	
6.1. Broward Sheriff's Office - Captain Coker	6 - 8
BSO PEMBROKE PARK ANALYSIS 09-21	
6.2. Fire Department - Chief Kane	9 - 15
Fire Sep.2021	
7. BUILDING DEPARTMENT - INTERIM BUILDING OFFICIAL NUNEZ	
7.1. Building Department September 2021 Monthly and Fiscal Year 20/21 Final Report	16 - 32
None	
21-010	
Building FY20-21 ANNUAL REPORT	
Monthly Status Report 092021	
7.2. New Computers for Building Department	33 - 41
Purchase Computers from Dell	
Agenda Item Report - AIR-21-173 - Pdf	
8. CODE ENFORCEMENT - CHIEF CODE ENFORCEMENT OFFICER RAMIREZ	
8.1. Code Enforcement Department Report for the month of September 2021	42 - 72

9.	FINANCE DEPARTMENT - FINANCE DIRECTOR TAUBENFELD	
9.1.	Business Tax Receipt and Billing Update - BTR/Billing Administrator Grooms	73 - 75
	None	
	Billing Division Monthly Report - Pdf	
9.2.	Bills over \$1,500	76 - 77
	Approve purchases over \$10,000	
	Agenda Item Report - AIR-21-234 - Pdf	
	Finance Bills Over \$500 October 27th 2021	
9.3.	Revenue & Expense Summary through September 30, 2021	78 - 94
	Agenda Item Report - AIR-21-235 - Pdf	
9.4.	Payoff of USDA Rural Development Bond	95 - 98
	Payoff Statement Pembroke Park Loan 92-01 through 11.12.2021 FINAL	
	2021-057 USDA LOAN RESO PAYOFF 2021	
9.5.	Town Merchant Credit Card Account	
	Close out Merchant account with Wells Fargo and open Merchant Account with Synovus Bank	
10.	HUMAN RESOURCES - HR CONSULTANT MENEGAZZO	
	None	
11.	IT DEPARTMENT - IT DIRECTOR PAKULA	
	None	
12.	TOWN PLANNER SIEGEL, AICP	
12.1.	Town Planner Monthly Report	99 - 101
	Agenda Item Report - AIR-21-231 - Pdf	
12.2.	SW 30th Avenue Sanitary Sewer Project -- Route Study Presentation	102
	Agenda Item Report - AIR-21-230 - Pdf	
12.3.	Market Analysis and Economic Development Strategic Plan Request for Qualifications (RFQ)	103 - 115
	Authorize Staff to issue the Request for Qualifications for a Market Analysis and Economic Development Strategic Plan	
	Agenda Item Report - AIR-21-241 - Pdf	
13.	POLICE DEPARTMENT - INTERIM POLICE CHIEF HOWARD	
13.1.	Used Police Cars from Jupiter Police Department	116 - 117

Staff recommends purchasing these three vehicles used from the Jupiter Police Department and having them re-stripped to reflect Pembroke Park.

[Agenda Item Report - AIR-21-232 - Pdf](#)

- 13.2. Purchase of printers for police vehicles 118 - 120

Approve purchase.

[Agenda Item Report - AIR-21-224 - Pdf](#)

14. PUBLIC SERVICES DEPARTMENT - PUBLIC SERVICES DIRECTOR CLARK

- 14.1. Containers for Storage of Town Equipment (Public Works, Parks and Town Hall) 121 - 134

Request for Commission approval to procure 3 containers: one 40ft and two 20ft to be placed

[Agenda Item Report - AIR-21-220 - Pdf](#)

[Municipal Storage Facility](#)

- 14.2. Award Selection and Recommendation for ITB 21-08 Food Forest Improvements at Ryan Park FRDAP Trail and Picnic Facilities 135 - 140

Recommend to Approve Award Selection of Contract to the apparent lowest Bidder Maceda Contractors, LLC at \$51,800. And the option to award to the next lowest bidder (Kailas Contractors, \$69,001.00) if Maceda is found to be non-responsive.

[Agenda Item Report - AIR-21-245 - Pdf](#)

- 14.3. Police Department Engineering Design Proposal from Calvin & Giordano 141 - 147

Recommendation to approve the engineering design proposal to begin the construction procuremen process

[Agenda Item Report - AIR-21-247 - Pdf](#)

- 14.4. Keith & Associates Engineering Study Proposal to Replace the 6-inch Asbestos Concrete Pipe Sanitary Sewer Foce Main on SW 30th Street from SW 46th Avenue to SW 33rd Avenue 148 - 161

Recommendation to approve the engineering study

[Agenda Item Report - AIR-21-246 - Pdf](#)

- 14.5. Elevator Proposals 162 - 168

[Elevators](#)

15. TOWN CLERK'S OFFICE - TOWN CLERK MARTELL

- 15.1. Department of Elections Agreement 169 - 179

Approve the agreement.

[Agenda Item Report - AIR-21-242 - Pdf](#)

- 15.2. Discussion on Workshop Commission Meeting 180

Cancel the Workshop Commission Meeting of Wednesday, November 24. Move the Workshop Commission meeting to December 1st.

[Agenda Item Report - AIR-21-243 - Pdf](#)

16. TOWN ATTORNEY ANDERSON

- 16.1. Ordinance Regarding Town Department Directors 181 - 193

Approve Ordinance Revising Duties of Department Directors and method of hire and retention

[Agenda Item Report - AIR-21-238 - Pdf](#)

17. TOWN MANAGER JIMENEZ

- 17.1. Lobbyist Tidewater - Town Manager Jimenez 194 - 195

[Lobby tidewater 2021](#)

18. OLD BUSINESS

19. NEW BUSINESS

20. DISCUSSION

- 20.1. Employee benefits - Mayor Jacobs

- 20.2. Directors/Department Heads, performance evaluations and expectations - Mayor Jacobs

- 20.3. Events and Training opportunities - Events Coordinator Brown 196 - 198

Thanksgiving Event - 20th Annual Basket Brigade - Monday, November 22, 2021 from 5 to 8 PM

Feeding South Florida 12 week Culinary Training

Feeding South Florida 5 weeks Warehouse Training

[Events 2021 PP thanksgiving](#)

[Event FLYER Culinary Training Program](#)

[Event FLYER Warehouse Training Program](#)

21. ATTORNEY COMMENTS

22. TOWN MANAGER COMMENTS

23. COMMISSIONER COMMENTS

- 23.1. Clerk Commissioner Hodgkins
Vice Mayor Dieuville
Mayor Jacobs

24. ANNOUNCEMENTS

- 24.1. Fall Music Event, Friday, October 29, 2021 from 7:00 PM to 10:00 PM
Regular Commission Meeting, Wednesday, November 10, 2021 at 7:00 PM

Thanksgiving Event - 20th Annual Basket Brigade - Monday, November 22, 2021 from 5 to 8 PM
Workshop Meeting, Wednesday, November 24, 2021 at 6:00 PM
(possible change December 1)
Workshop Meeting, Wednesday, December 15, 2021 at 5:00 PM
Regular Commission Meeting, Wednesday, December 15, 2021 at 7:00 PM

25. 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.

Marlen D. Martell
Town Clerk



Broward County Sheriff's Office

West Park / Pembroke Park
Captain Stephanie Coker
Lieutenant Gerard Charles



PEMBROKE PARK MONTHLY STATISTICS

September 1-30, 2021

CALLS FOR SERVICE: 630

A.	NON 911 CALL	188
B.	911 CALL	318
C.	MDT INITIATED CALL	11
D.	FIELD INITIATED CALL	95
E.	PWT	18

ACCIDENT INVESTIGATION: 38

A.	MINOR ACCIDENT	28
B.	ACCIDENT HIGHWAY	01
C.	ACCIDENT WITH INJURIES	09

CITATIONS: 26

A.	CRIMINAL	02
B.	UNIFORM TRAFFIC	24

ARRESTS:

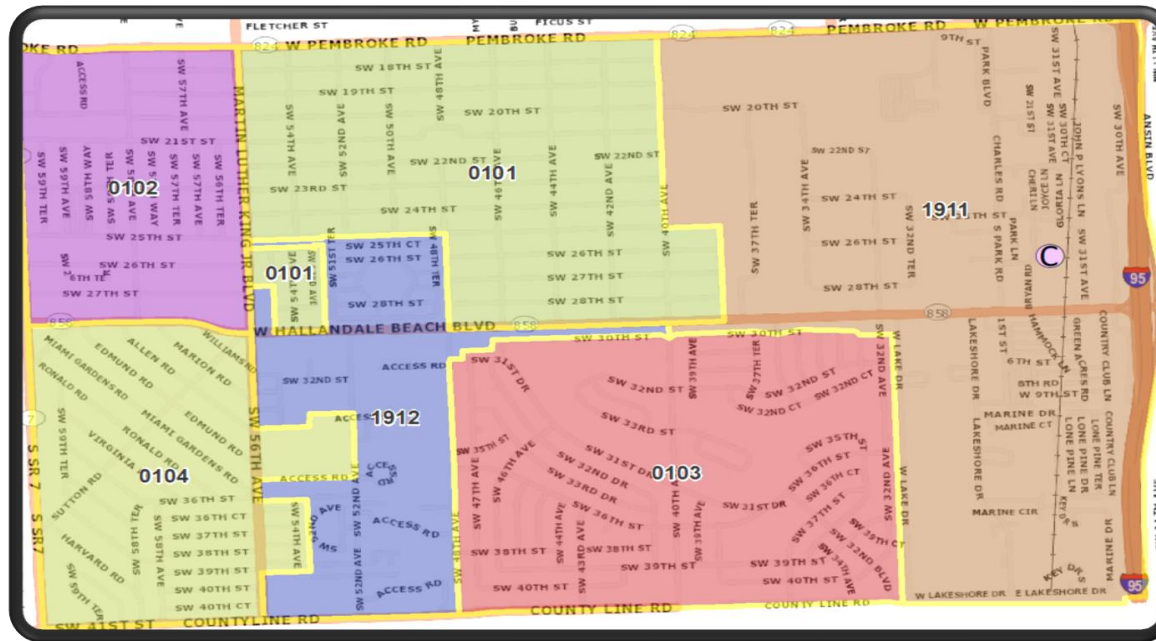
CLASSIFICATION	TOTAL
ARSON-2ND DEGREE	1
DAMAGE PROP-CRIM MISCH-200 DOLS AND UNDER	1
SELL/MAN/DEL POSS/W/INT COCAINE	1
TOUCH OR STRIKE/BATTERY/DOMESTIC VIOL	1
WARRANT- FRAUD BOND - 1,000	1
WARRANT-ATTEMPTED MURDER	1
Grand Total	6

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



PEMBROKE PARK MOBILE HOME ANALYSIS

September 1-30, 2021

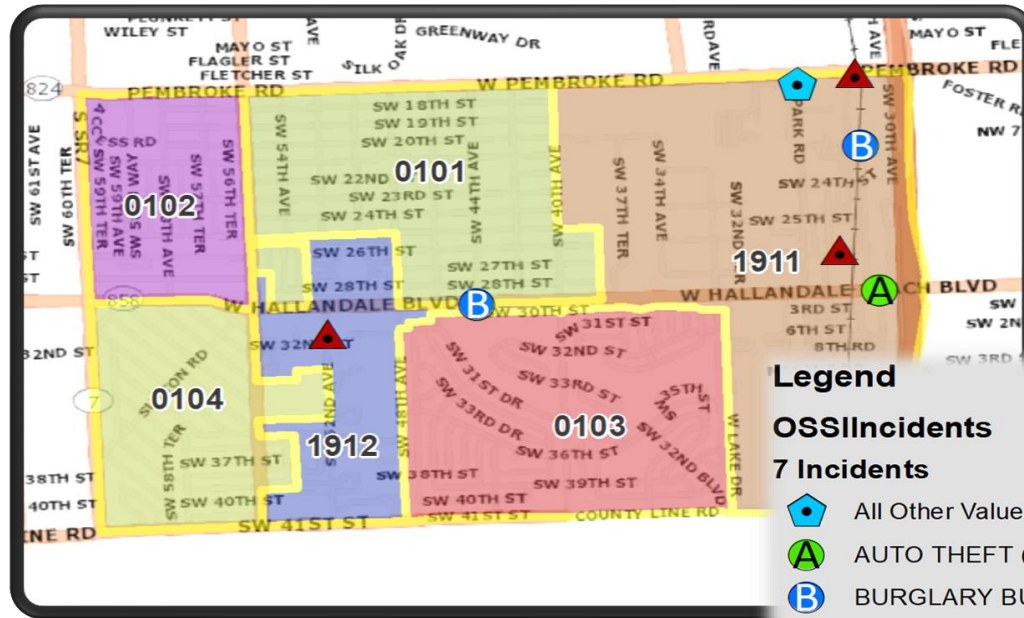


<u>CASE NUMBER</u>	<u>CLASSIFICATION</u>	<u>START DATE</u>	<u>END DATE</u>	<u>DOW</u>	<u>ZONE</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>NARRATIVE</u>
192109000580	BURGLARY CONVEYANCE	9/27/21 4:00PM	9/28/21 8:00AM	MON & TUE	1911	27 W TRACY TER	PEMBROKE PARK	LAKE SHORE MOBILE HOME COMMUNITY. VEHICLE LEFT UNLOCKED.

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

PEMBROKE PARK ANALYSIS

September 1-30, 2021



Legend

OSSI Incidents

7 Incidents

- All Other Values (1)
- AUTO THEFT (1)
- BURGLARY BUSINESS (2)
- BURGLARY CONVEYANCE (3)

<u>CASE NUMBER</u>	<u>CLASSIFICATION</u>	<u>START DATE</u>	<u>END DATE</u>	<u>DOW</u>	<u>ZONE</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>NARRATIVE</u>
192109000097	AUTO THEFT	9/05/21 8:20PM	9/05/21 8:20PM	SUN	1911	3031 W HALLANDALE BEACH BLVD	PEMBROKE PARK	VEHICLE TAKEN FROM RACE TRAC
192109000499	BURGLARY CONVEYANCE	9/23/21 3:00PM	9/23/21 3:00PM	THUR	1911	3080 PEMBROKE RD	PEMBROKE PARK	STORAGE UNIT BURGLARIZED
192109000538	BURGLARY CONVEYANCE	9/26/21 10:00AM	9/26/21 TIME NOT ESPECIFIED	SUN	1912	3115 SW 52ND AV	PEMBROKE PARK	PURSE STOLEN FROM CAR'S TRUNK
192109000422	BURGLARY BUILDING/STRUCTURE	9/13/21 12:00AM	9/13/21 11:55AM	MON	1911	1781 S PARK RD	PEMBROKE PARK	PUBLIC STORAGE UNIT BURGLARIZED
192109000082	BURGLARY BUSINESS	9/05/21 5:00AM	9/05/21 5:00AM	SUN	1912	4400 W HALLANDALE BEACH BLVD	PEMBROKE PARK	BOOST MOBILE BURGLARIZED-FORMER EMPLOYEE POSSIBLY INVOLVED
192109000516	BURGLARY BUSINESS	9/25/2021 12:00AM	9/25/21 9:53AM	SAT	1911	2111 JOHN P LYONS LN	PEMBROKE PARK	TRAILER TAKEN
192109000580	BURGLARY CONVEYANCE	9/27/21 4:00PM	9/28/21 8:00AM	MON & TUES	1911	27 W TRACY TER	PEMBROKE PARK	VEHICLE BURGLARIZED - WAS LEFT UNLOCKED

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

IncidentNumber	SignalDesc	Zone	CreateTime	DispatchTime	ArrivalTime	ClosedTime	Priority	Signal	PrimOfficerId1
FPK21090100001401	TRAFFIC ACCIDENT STANDBY	27B	9/21/2021	1/1/0001	1/1/0001	9/21/2021	4	S20	
FPK21090100001402	CARDIAC/RESPIRATORY ARREST	27A	9/21/2021	9/21/2021	9/21/2021	9/21/2021	1	S25CF	E27
FPK21090100001403	DEAD PERSON	27A	9/21/2021	9/21/2021	9/21/2021	9/21/2021	1	S25CF	BC17
FPK21090100001404	ACCIDENT HIGHWAY	27B	9/26/2021	9/26/2021	9/26/2021	9/26/2021	1	S25CF	R227
FPK21090100001405	SICK PERSON	27B	9/25/2021	9/25/2021	9/25/2021	9/25/2021	4	S25EV	E27
FPK21090100001406	ACCIDENT WITH INJURIES	27B	9/24/2021	9/24/2021	9/24/2021	9/24/2021	3	S25FI	E27
FPK21090100001407	ACCIDENT WITH INJURIES	27A	9/22/2021	9/22/2021	1/1/0001	9/22/2021	1	S25RS	R27
FPK21090200001408	FIRE ALARM - COMMERCIAL STRUCTURE	27Y2	9/5/2021	9/5/2021	9/5/2021	9/5/2021	2	S25VF	Q7
FPK21090200001409	ACCIDENT HIGHWAY	27Y2	9/5/2021	1/1/0001	1/1/0001	9/5/2021	2	S25VF	
FPK21090200001410	ACCIDENT HIGHWAY	27Y2	9/22/2021	1/1/0001	1/1/0001	9/22/2021	2	S25VF	
FPK21090200001411	SICK PERSON	27Y2	9/29/2021	9/29/2021	9/29/2021	9/29/2021	2	S25VF	E27
FPK21090200001412	TROUBLE BREATHING	27A	9/29/2021	9/29/2021	9/29/2021	9/29/2021	3	S31IJ	R7
FPK21090200001413	ACCIDENT HIGHWAY	27B	9/11/2021	9/11/2021	9/11/2021	9/11/2021	1	S33	R27
FPK21090300001414	ACCIDENT HIGHWAY	27Y1	9/11/2021	1/1/0001	1/1/0001	9/11/2021	1	S33	
FPK21090300001415	TROUBLE BREATHING	27Y1	9/6/2021	9/6/2021	9/6/2021	9/6/2021	2	S3H	R27
FPK21090300001416	ACCIDENT HIGHWAY	27A	9/25/2021	9/25/2021	9/25/2021	9/25/2021	2	S3I	R27
FPK21090300001417	SICK PERSON	27B	9/1/2021	9/1/2021	9/1/2021	9/1/2021	4	S4	E27
FPK21090300001418	TROUBLE BREATHING	27Y2	9/26/2021	9/26/2021	9/26/2021	9/26/2021	4	S4	Q7
FPK21090300001419	FIRE ALARM - COMMERCIAL STRUCTURE	27A	9/2/2021	9/2/2021	9/2/2021	9/2/2021	3	S49CF	E27
FPK21090300001420	FIRE OR MEDICAL SERVICE CALL	27A	9/3/2021	9/3/2021	1/1/0001	9/3/2021	3	S49CF	E27
FPK21090300001421	FALL INJURY	27B	9/6/2021	9/6/2021	9/6/2021	9/6/2021	3	S49CF	E27
FPK21090300001422	FALL INJURY	27A	9/12/2021	1/1/0001	1/1/0001	9/12/2021	3	S49CF	
FPK21090400001423	ACCIDENT WITH INJURIES	27A	9/12/2021	9/12/2021	9/12/2021	9/12/2021	3	S49CF	E27
FPK21090400001424	FALL INJURY	27A	9/12/2021	9/12/2021	9/12/2021	9/13/2021	3	S49CF	E27
FPK21090500001425	ACCIDENT HIGHWAY	27A	9/13/2021	1/1/0001	1/1/0001	9/13/2021	3	S49CF	
FPK21090500001426	FALL INJURY	27B	9/13/2021	9/13/2021	9/13/2021	9/13/2021	3	S49CF	E27
FPK21090500001427	INJURY	27B	9/22/2021	9/22/2021	9/22/2021	9/22/2021	3	S49CF	E27
FPK21090500001428	VEHICLE FIRE	27A	9/23/2021	9/23/2021	9/23/2021	9/23/2021	3	S49CF	E27
FPK21090500001429	VEHICLE FIRE	27A	9/23/2021	9/23/2021	9/23/2021	9/23/2021	3	S49CF	E27

FPK21090500001430	ACCIDENT HIGHWAY	27A	9/26/2021	9/26/2021	9/26/2021	9/26/2021	3	S49CF	E27
FPK21090500001431	UNCONSCIOUS OR FAINTING	27B	9/5/2021	9/5/2021	9/5/2021	9/5/2021	3	S49F	E27
FPK21090500001432	FIRE ALARM	27A	9/13/2021	9/13/2021	9/13/2021	9/13/2021	3	S49F	E27
FPK21090500001433	UNCONSCIOUS OR FAINTING	27A	9/12/2021	9/12/2021	9/12/2021	9/12/2021	3	S49MF	E27
FPK21090600001434	FIRE ALARM - COMMERCIAL STRUCTURE	27Y1	9/11/2021	9/11/2021	9/11/2021	9/11/2021	1	S4E	R27
FPK21090600001435	HIT & RUN ON HIGHWAY	27A	9/14/2021	9/14/2021	9/14/2021	9/14/2021	1	S4E	R27
FPK21090600001436	ACCIDENT WITH INJURIES	27Y1	9/21/2021	9/21/2021	9/21/2021	9/21/2021	1	S4E	R27
FPK21090600001437	TROUBLE BREATHING	27Y1	9/27/2021	9/27/2021	1/1/0001	9/27/2021	1	S4E	R27
FPK21090600001438	DIABETIC	27Y2	9/1/2021	9/1/2021	9/1/2021	9/1/2021	2	S4H	E27
FPK21090600001439	ACCIDENT HIGHWAY	27Y1	9/2/2021	9/2/2021	9/2/2021	9/2/2021	2	S4H	R27
FPK21090700001440	FALL INJURY	27Y1	9/2/2021	1/1/0001	1/1/0001	9/2/2021	2	S4H	
FPK21090700001441	TROUBLE BREATHING	27Y1	9/2/2021	9/2/2021	9/2/2021	9/2/2021	2	S4H	R27
FPK21090700001442	UNCONSCIOUS OR FAINTING	27Y2	9/3/2021	9/3/2021	9/3/2021	9/3/2021	2	S4H	R27
FPK21090800001443	FALL INJURY	27Y2	9/3/2021	9/3/2021	9/3/2021	9/3/2021	2	S4H	R27
FPK21090800001444	ACCIDENT WITH INJURIES	27Y2	9/5/2021	9/5/2021	9/5/2021	9/5/2021	2	S4H	R27
FPK21090800001445	FALL INJURY	27Y2	9/5/2021	9/5/2021	9/5/2021	9/5/2021	2	S4H	R27
FPK21090800001446	UNCONSCIOUS OR FAINTING	27Y2	9/6/2021	9/6/2021	9/6/2021	9/6/2021	2	S4H	R27
FPK21090800001447	TROUBLE BREATHING	27Y2	9/13/2021	9/13/2021	9/13/2021	9/13/2021	2	S4H	R27
	OBSTETRICAL/PREGNANCY/CHILDBIRTH/								
FPK21090900001448	MISCARRIAGE	27Y1	9/13/2021	9/13/2021	9/13/2021	9/13/2021	2	S4H	R7
FPK21090900001449	CHEST PAINS NON-TRAUMATIC	27Y1	9/14/2021	9/14/2021	9/14/2021	9/15/2021	2	S4H	R27
FPK21090900001450	UNCONSCIOUS OR FAINTING	27Y1	9/15/2021	9/15/2021	9/15/2021	9/15/2021	2	S4H	R27
FPK21091000001451	UNCONSCIOUS OR FAINTING	27Y2	9/16/2021	9/16/2021	9/16/2021	9/16/2021	2	S4H	R27
FPK21091000001452	TROUBLE BREATHING	27Y2	9/16/2021	1/1/0001	1/1/0001	9/16/2021	2	S4H	
FPK21091000001453	SICK PERSON	27Y2	9/16/2021	9/16/2021	9/16/2021	9/16/2021	2	S4H	R27
FPK21091000001454	TROUBLE BREATHING	27Y1	9/16/2021	9/16/2021	9/16/2021	9/16/2021	2	S4H	R27
FPK21091100001455	TROUBLE BREATHING	27Y1	9/17/2021	9/17/2021	9/17/2021	9/17/2021	2	S4H	R27
FPK21091100001456	SHOOTING	27Y1	9/18/2021	9/18/2021	9/18/2021	9/18/2021	2	S4H	R227
FPK21091100001457	SHOOTING	27Y2	9/18/2021	9/18/2021	9/18/2021	9/18/2021	2	S4H	R27
FPK21091100001458	ACCIDENT ROLLOVER OR EXTRICATION	27Y2	9/18/2021	9/18/2021	9/18/2021	9/18/2021	4	S4H	R227

FPK21091200001459	FIRE OR MEDICAL SERVICE CALL	27Y1	9/18/2021	9/18/2021	9/18/2021	9/18/2021	2	S4H	R27
FPK21091200001460	FIRE ALARM - COMMERCIAL STRUCTURE	27Y1	9/19/2021	9/19/2021	9/19/2021	9/19/2021	2	S4H	R27
FPK21091200001461	FIRE ALARM - MULTI-FAMILY	27Y2	9/20/2021	9/20/2021	9/20/2021	9/20/2021	2	S4H	R27
FPK21091200001462	FALL INJURY	27Y1	9/21/2021	1/1/0001	1/1/0001	9/21/2021	2	S4H	
FPK21091200001463	UNCONSCIOUS OR FAINTING	27Y1	9/22/2021	9/22/2021	9/22/2021	9/22/2021	2	S4H	R27
FPK21091200001464	FIRE ALARM - COMMERCIAL STRUCTURE	27Y1	9/22/2021	9/22/2021	9/22/2021	9/22/2021	2	S4H	R27
FPK21091200001465	FIRE ALARM - COMMERCIAL STRUCTURE	27Y2	9/22/2021	9/22/2021	9/22/2021	9/22/2021	2	S4H	R27
FPK21091300001466	FIRE ALARM	27Y2	9/22/2021	9/22/2021	1/1/0001	9/22/2021	2	S4H	R27
FPK21091300001467	ACCIDENT HIGHWAY	27Y2	9/22/2021	9/22/2021	9/22/2021	9/23/2021	2	S4H	R27
FPK21091300001468	FIRE OR MEDICAL SERVICE CALL	27Y1	9/23/2021	9/23/2021	9/23/2021	9/23/2021	2	S4H	R227
FPK21091300001469	FIRE ALARM - COMMERCIAL STRUCTURE	27Y2	9/24/2021	9/24/2021	9/24/2021	9/24/2021	2	S4H	R27
FPK21091300001470	FIRE ALARM - COMMERCIAL STRUCTURE	27Y2	9/25/2021	9/25/2021	9/25/2021	9/25/2021	2	S4H	R27
FPK21091300001471	TROUBLE BREATHING	27Y1	9/26/2021	9/26/2021	1/1/0001	9/26/2021	2	S4H	R27
FPK21091300001472	HEMORRHAGE OR LACERATION	27Y2	9/28/2021	9/28/2021	9/28/2021	9/28/2021	2	S4H	R27
FPK21091300001473	ACCIDENT HIGHWAY	27Y1	9/29/2021	9/29/2021	1/1/0001	9/29/2021	2	S4H	R27
FPK21091300001474	ABDOMINAL PAIN	27B	9/1/2021	9/1/2021	9/1/2021	9/1/2021	2	S4I	R27
FPK21091400001475	UNCONSCIOUS OR FAINTING	27B	9/1/2021	9/1/2021	9/1/2021	9/1/2021	2	S4I	R27
FPK21091400001476	ACCIDENT ROLLOVER OR EXTRICATION	27Y2	9/4/2021	9/4/2021	9/4/2021	9/4/2021	2	S4I	R27
FPK21091400001477	HEART PROBLEMS	27A	9/6/2021	1/1/0001	1/1/0001	9/6/2021	2	S4I	
FPK21091400001478	ACCIDENT HIGHWAY	27A	9/8/2021	9/8/2021	9/8/2021	9/8/2021	2	S4I	R27
FPK21091500001479	ACCIDENT HIGHWAY	27A	9/15/2021	9/15/2021	9/15/2021	9/15/2021	2	S4I	R227
FPK21091500001480	ACCIDENT WITH INJURIES	27Y2	9/16/2021	9/16/2021	9/16/2021	9/16/2021	2	S4I	R7
FPK21091600001481	ABDOMINAL PAIN	27Y1	9/18/2021	9/18/2021	9/18/2021	9/18/2021	2	S4I	BC7
FPK21091600001482	CHEST PAINS NON-TRAUMATIC	27B	9/27/2021	9/27/2021	9/27/2021	9/27/2021	2	S4I	R27
FPK21091600001483	ACCIDENT WITH INJURIES	27A	9/29/2021	9/29/2021	1/1/0001	9/29/2021	2	S4I	R90
FPK21091600001484	TROUBLE BREATHING	27A	9/13/2021	9/13/2021	9/13/2021	9/13/2021	2	S67AP	R60

FPK21091600001485	ACCIDENT HIGHWAY	27A	9/16/2021	9/16/2021	9/16/2021	9/16/2021	2	S67AP	R27
FPK21091600001486	ACCIDENT HIGHWAY	27B	9/19/2021	9/19/2021	9/19/2021	9/19/2021	2	S67AP	R227
FPK21091600001487	ACCIDENT HIGHWAY	27A	9/26/2021	9/26/2021	9/26/2021	9/26/2021	2	S67AP	R27
FPK21091600001488	ACCIDENT HIGHWAY	27A	9/30/2021	9/30/2021	9/30/2021	9/30/2021	2	S67AP	R27
FPK21091700001489	STROKE	27A	9/9/2021	9/9/2021	9/9/2021	9/9/2021	1	S67CP	R27
FPK21091700001490	ACCIDENT HIGHWAY	27A	9/16/2021	9/16/2021	9/16/2021	9/16/2021	1	S67CP	R27
FPK21091700001491	FALL INJURY	27A	9/22/2021	9/22/2021	9/22/2021	9/22/2021	1	S67CP	R27
FPK21091800001492	FALL INJURY	27A	9/25/2021	9/25/2021	9/25/2021	9/25/2021	1	S67CP	R27
FPK21091800001493	HEART PROBLEMS	27A	9/25/2021	9/25/2021	9/25/2021	9/25/2021	1	S67CP	R27
FPK21091800001494	TROUBLE BREATHING	27A	9/29/2021	9/29/2021	9/29/2021	9/29/2021	1	S67CP	R27
FPK21091800001495	ACCIDENT HIGHWAY	27A	9/29/2021	9/29/2021	9/29/2021	9/29/2021	1	S67CP	R227
FPK21091800001496	FIRE OR MEDICAL SERVICE CALL	27B	9/1/2021	9/1/2021	9/1/2021	9/1/2021	1	S67CR	R27
FPK21091800001497	ACCIDENT HIGHWAY	27A	9/6/2021	9/6/2021	9/6/2021	9/6/2021	2	S67DB	R27
FPK21091800001498	ACCIDENT HIGHWAY	27A	9/19/2021	9/19/2021	9/19/2021	9/19/2021	4	S67F	E27
FPK21091800001499	ACCIDENT WITH INJURIES	27A	9/3/2021	9/3/2021	9/3/2021	9/3/2021	3	S67FI	R27
FPK21091800001500	ACCIDENT HIGHWAY	27A	9/3/2021	9/3/2021	9/3/2021	9/4/2021	3	S67FI	R27
FPK21091900001501	FALL NO INJURY	27A	9/4/2021	9/4/2021	9/4/2021	9/4/2021	3	S67FI	R27
FPK21091900001502	UNCONSCIOUS OR FAINTING	27A	9/5/2021	9/5/2021	9/5/2021	9/5/2021	3	S67FI	R27
FPK21091900001503	FALL INJURY	27A	9/7/2021	9/7/2021	9/7/2021	9/7/2021	3	S67FI	R27
FPK21091900001504	ABDOMINAL PAIN	27A	9/8/2021	9/8/2021	9/8/2021	9/8/2021	3	S67FI	R27
FPK21091900001505	SICK PERSON	27A	9/8/2021	9/8/2021	9/8/2021	9/8/2021	3	S67FI	R27
FPK21091900001506	UNCONSCIOUS OR FAINTING	27A	9/12/2021	9/12/2021	9/12/2021	9/12/2021	3	S67FI	R27
FPK21091900001507	UNCONSCIOUS OR FAINTING	27B	9/17/2021	9/17/2021	9/17/2021	9/18/2021	3	S67FI	R27
FPK21091900001508	ACCIDENT HIGHWAY	27B	9/18/2021	9/18/2021	9/18/2021	9/18/2021	3	S67FI	R27
FPK21091900001509	TROUBLE BREATHING	27A	9/19/2021	9/19/2021	9/19/2021	9/19/2021	3	S67FI	R27
FPK21092000001510	ACCIDENT HIGHWAY	27A	9/21/2021	9/21/2021	9/21/2021	9/21/2021	3	S67FI	R27
FPK21092100001511	OVERDOSE OR POISONING	27A	9/22/2021	9/22/2021	9/22/2021	9/22/2021	3	S67FI	R27
FPK21092100001512	FALL INJURY	27A	9/25/2021	9/25/2021	9/25/2021	9/25/2021	3	S67FI	R27
FPK21092100001513	MENTAL ILLNESS	27B	9/29/2021	9/29/2021	9/29/2021	9/29/2021	3	S67FI	R90
FPK21092100001514	COMMERCIAL STRUCTURE FIRE	27B	9/30/2021	9/30/2021	9/30/2021	9/30/2021	3	S67FI	R27
FPK21092100001515	COMMERCIAL STRUCTURE FIRE	27A	9/30/2021	9/30/2021	9/30/2021	9/30/2021	3	S67FI	R7
FPK21092100001516	FIRE OR MEDICAL SERVICE CALL	27B	9/13/2021	9/13/2021	9/13/2021	9/13/2021	2	S67HM	R227

FPK21092100001517	ACCIDENT ROLLOVER OR EXTRICATION	27A	9/30/2021	9/30/2021	9/30/2021	9/30/2021	2	S67HM	R7
FPK21092100001518	ACCIDENT HIGHWAY	27B	9/14/2021	9/14/2021	9/14/2021	9/14/2021	2	S67HP	R227
FPK21092200001519	RESIDENTIAL FIRE	27A	9/18/2021	9/18/2021	9/18/2021	9/18/2021	2	S67HP	R27
FPK21092200001520	ACCIDENT HIGHWAY	27B	9/5/2021	9/5/2021	9/5/2021	9/5/2021	3	S67IJ	R27
FPK21092200001521	ACCIDENT HIGHWAY	27Y1	9/29/2021	9/29/2021	9/29/2021	9/29/2021	3	S67IJ	R27
FPK21092200001522	ACCIDENT HIGHWAY	27Y1	9/9/2021	9/9/2021	9/9/2021	9/9/2021	2	S67OB	R27
FPK21092200001523	FALL INJURY	27B	9/21/2021	9/21/2021	9/21/2021	9/21/2021	2	S67OD	R27
FPK21092200001524	SICK PERSON	27A	9/26/2021	9/26/2021	9/26/2021	9/26/2021	2	S67OD	R27
FPK21092200001525	FIRE ALARM - COMMERCIAL STRUCTURE	27A	9/5/2021	9/5/2021	9/5/2021	9/5/2021	1	S67PO	R227
FPK21092200001526	CHEST PAINS NON-TRAUMATIC	27A	9/5/2021	9/5/2021	9/5/2021	9/5/2021	1	S67PO	R27
FPK21092200001527	TROUBLE BREATHING	27A	9/7/2021	9/7/2021	9/7/2021	9/7/2021	1	S67PO	R27
FPK21092200001528	ACCIDENT HIGHWAY	27A	9/8/2021	9/8/2021	9/8/2021	9/8/2021	1	S67PO	R27
FPK21092200001529	ACCIDENT HIGHWAY	27Y1	9/9/2021	9/9/2021	9/9/2021	9/9/2021	1	S67PO	R27
FPK21092200001530	VEHICLE FIRE	27B	9/10/2021	9/10/2021	9/10/2021	9/10/2021	1	S67PO	R27
FPK21092300001531	FIRE ALARM - COMMERCIAL STRUCTURE	27B	9/12/2021	9/12/2021	9/12/2021	9/12/2021	1	S67PO	R27
FPK21092300001532	FIRE ALARM - COMMERCIAL STRUCTURE	27Y1	9/14/2021	9/14/2021	9/14/2021	9/14/2021	1	S67PO	R27
FPK21092300001533	TROUBLE BREATHING	27Y1	9/19/2021	9/19/2021	9/19/2021	9/19/2021	1	S67PO	R27
FPK21092300001534	ACCIDENT HIGHWAY	27B	9/19/2021	9/19/2021	9/19/2021	9/19/2021	1	S67PO	R227
FPK21092300001535	FIRE OR MEDICAL SERVICE CALL	27A	9/19/2021	9/19/2021	9/19/2021	9/19/2021	1	S67PO	R27
FPK21092400001536	ACCIDENT HIGHWAY	27A	9/29/2021	9/29/2021	9/29/2021	9/29/2021	1	S67PO	R27
FPK21092400001537	SICK PERSON	27B	9/30/2021	9/30/2021	9/30/2021	9/30/2021	3	S67PO	R27
FPK21092400001538	SICK PERSON	27A	9/30/2021	9/30/2021	9/30/2021	9/30/2021	1	S67PO	R27
FPK21092400001539	FIRE INVESTIGATION	27B	9/1/2021	9/1/2021	9/1/2021	9/1/2021	4	S67SP	R27
FPK21092500001540	FALL INJURY	27A	9/2/2021	9/2/2021	9/2/2021	9/2/2021	4	S67SP	R227
FPK21092500001541	CHEST PAINS NON-TRAUMATIC	27A	9/3/2021	9/3/2021	9/3/2021	9/3/2021	4	S67SP	R27
FPK21092500001542	CHEST PAINS NON-TRAUMATIC	27B	9/10/2021	9/10/2021	9/10/2021	9/10/2021	4	S67SP	R27
FPK21092500001543	ELEVATOR RESCUE	27A	9/19/2021	9/19/2021	9/19/2021	9/19/2021	4	S67SP	R27
FPK21092500001544	HIT AND RUN WITH INJURIES	27B	9/22/2021	9/22/2021	1/1/0001	9/22/2021	4	S67SP	R27

FPK21092500001545	ACCIDENT HIGHWAY	27B	9/24/2021	9/24/2021	9/24/2021	9/24/2021	4	S67SP	R27
FPK21092600001546	FIRE ALARM - COMMERCIAL STRUCTURE	27B	9/24/2021	9/24/2021	9/24/2021	9/24/2021	4	S67SP	R27
FPK21092600001547	ACCIDENT HIGHWAY	27A	9/27/2021	9/27/2021	9/27/2021	9/27/2021	4	S67SP	R27
FPK21092600001548	TRAFFIC ACCIDENT STANDBY	27A	9/29/2021	9/29/2021	9/29/2021	9/29/2021	4	S67SP	R27
FPK21092600001549	OVERDOSE OR POISONING	27A	9/17/2021	9/17/2021	9/17/2021	9/17/2021	2	S67ST	R27
FPK21092600001550	ABDOMINAL PAIN	27B	9/2/2021	9/2/2021	9/2/2021	9/2/2021	2	S67TB	R27
FPK21092600001551	COMMERCIAL STRUCTURE FIRE	27A	9/3/2021	9/3/2021	9/3/2021	9/3/2021	2	S67TB	R27
FPK21092700001552	ACCIDENT ROLLOVER OR EXTRICATION	27A	9/3/2021	9/3/2021	9/3/2021	9/3/2021	2	S67TB	R27
FPK21092700001554	SICK PERSON	27A	9/6/2021	9/6/2021	9/6/2021	9/6/2021	2	S67TB	R27
FPK21092700001556	ACCIDENT WITH INJURIES	27B	9/7/2021	9/7/2021	9/7/2021	9/7/2021	2	S67TB	R27
FPK21092800001557	TROUBLE BREATHING	27A	9/8/2021	9/8/2021	9/8/2021	9/8/2021	2	S67TB	R27
FPK21092800001558	TROUBLE BREATHING	27B	9/10/2021	9/10/2021	9/10/2021	9/10/2021	2	S67TB	R227
FPK21092800001559	ACCIDENT HIGHWAY	27B	9/10/2021	9/10/2021	9/10/2021	9/10/2021	2	S67TB	R90
FPK21092900001560	CHEST PAINS NON-TRAUMATIC	27A	9/11/2021	9/11/2021	9/11/2021	9/11/2021	2	S67TB	R27
FPK21092900001561	VEHICLE FIRE	27A	9/13/2021	9/13/2021	9/13/2021	9/13/2021	2	S67TB	R27
FPK21092900001562	ACCIDENT HIGHWAY	27A	9/16/2021	9/16/2021	9/16/2021	9/16/2021	2	S67TB	R27
FPK21092900001563	SICK PERSON	27A	9/18/2021	9/18/2021	9/18/2021	9/18/2021	2	S67TB	R27
FPK21092900001564	UNCONSCIOUS OR FAINTING	27A	9/19/2021	9/19/2021	9/20/2021	9/20/2021	2	S67TB	R27
FPK21092900001565	INJURY	27A	9/22/2021	9/22/2021	9/22/2021	9/22/2021	2	S67TB	R27
FPK21092900001566	CHEST PAINS NON-TRAUMATIC	27A	9/23/2021	9/23/2021	9/23/2021	9/23/2021	2	S67TB	R27
FPK21092900001567	ASSAULT	27B	9/28/2021	9/28/2021	9/28/2021	9/28/2021	2	S67TB	R27
FPK21092900001568	FALL INJURY	27A	9/28/2021	9/28/2021	9/28/2021	9/28/2021	2	S67TB	R27
FPK21092900001569	ACCIDENT WITH INJURIES	27A	9/3/2021	9/3/2021	9/3/2021	9/3/2021	4	S68	E27
FPK21093000001570	FALL INJURY	27A	9/12/2021	9/12/2021	9/12/2021	9/12/2021	4	S68	E27
FPK21093000001571	UNCONSCIOUS OR FAINTING	27A	9/13/2021	9/13/2021	9/13/2021	9/13/2021	4	S68	E7
FPK21093000001572	UNCONSCIOUS OR FAINTING	27A	9/18/2021	9/18/2021	9/18/2021	9/18/2021	4	S68	BC7
FPK21093000001573	ABDOMINAL PAIN	27B	9/21/2021	9/21/2021	9/21/2021	9/21/2021	4	S68	E32
FPK21093000001574	FALL INJURY	27B	9/23/2021	9/23/2021	9/23/2021	9/23/2021	4	S68	E27
FPK21093000001575	HEMORRHAGE OR LACERATION	27B	9/1/2021	9/1/2021	1/1/0001	9/1/2021	1	S7	R7

S25 FIRE	10
S4 VEHICLE ACCIDENT	53
S49 ALARM	15
S67 MEDICAL	89
S68 SERVICE CALL	6
TOTAL	173



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

MEMORANDUM NO.: 21-010

DATE: October 18, 2021
TO: Juan C. Jimenez, Town Manager
FROM: Miguel A. Núñez, Chief Building Official
RE: **MONTHLY STATUS REPORT – SEPTEMBER 2021 AND FINAL FOR FISCAL YEAR 20/21.**

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

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

Respectfully submitted.

Cc: Marlen Martell, Town Clerk
File.

[https://tppfl-my.sharepoint.com/personal/mnunez_tppfl_gov/documents/building official/topp-man/pp documents/memos/2021/21-010.docx](https://tppfl-my.sharepoint.com/personal/mnunez_tppfl_gov/documents/building%20official/topp-man/pp%20documents/memos/2021/21-010.docx)



ANNUAL REPORT FY 20-21

TOWN OF PEMBROKE PARK

BUILDING DEPARTMENT



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Amazon Distribution Center - 2301 SW 34 Avenue	11
Coca-Cola Beverages of Florida - 3350 Pembroke Road	11
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TO OUR STAKEHOLDERS

The Building Department operation and regulatory requirements are based in the Florida Building Code (FBC) as mandated by the State of Florida Statutes §553, Title IV; for the technical portion of the Building Code; while the administrative part is governed by the Broward County Administrative Provisions of the Florida Building Code (FBC-BCAP); under chapter 1 amendments of the FBC, under the supervision of the Broward County Board of Rules and Appeals (BORA) as per the march 9, 1976 public referendum to the Broward County Charter under Special act 71-575.

Strategic Highlights

During the reporting fiscal year 20/21; the Building Department have benefitted from the following strategic actions:

- Moving to our new offices within the City Hall.
- Drafted the “Amnesty Program”, as a Town Commission Initiative to reduce the number of violations, and potential unsafe structures.
- Digitizing all files and records for easy accessing and greater efficiency (in-Progress).
- Added Staff for scanning and permitting processing.
- Finalized a 40 Year Safety Inspection audit for the unresponsive buildings; and started the creation of Notices to Violation (NOV) and sending those to the Special Magistrate (this still in-progress).

Financial Highlights

During this fiscal year the Building Department financial state was solid and as a Special Fund (self-dependent) our finances remain independent from Town general fund.

Operating Highlights

During the reporting fiscal year 20/21; the Building Department have increased the number of permits (applied and issued), Inspections, Customers at the Counter, because of our temporary electronic review and process; which have decreased the length of time, that our customers have to wait for a review process from 2 weeks to a 1-week comments results or permit approval. In addition, we will continue to be a partner in our customers permit applications with a three legged stool approach in a equal performance and communication.

Also, would like to note, that these productivity and efficiency efforts, were conducted during the worldwide pandemic of COVID-19; where we did not stopped our operations by applying a diverse number of logistic measures for the benefit of our customers.

“To service our customers with efficiency, Integrity and equality “

Looking Ahead

Because of our current levels of productivity and efficiency; also, the upcoming “Permitting Software”; which is expected to be implemented in the first quarter of the FY 21/22; the following is expected:

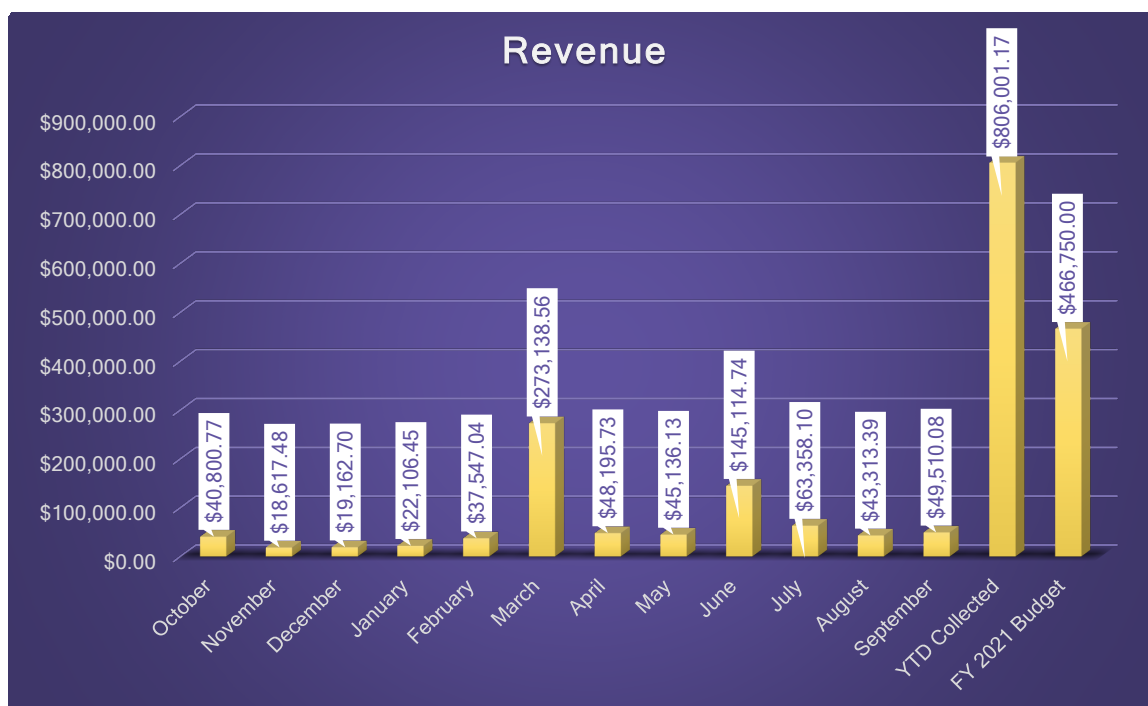
- Efficient application or permits and review process for a comments and approval time reduction.
- Paperwork reduction and paperless interaction.
- Staff accountability to their actions and responsibilities.
- Starting Outreach program, for the upcoming Amnesty Program, Flood plain Provisions, Software Interaction, Permitting University, among others.
- The Building Department will continue to be a partner in our customers permit applications with a three-legged stool approach in an equal performance and communications level.

Miguel A. Núñez, MPA, CBO, CFM, FACE
Chief Building Official

FINANCIAL INFORMATION

During FY20/21, the revenue and expenses were somewhat balanced, and as expected expenses were higher than normal, due the expenditures associated to the new building department offices at the first floor SE corner at our City Hall. In addition, to the added cost in furniture, equipment, and software to support our operations.

Further, the revenue obtained by the building department numbers could be visualized as per the following graph:



As noted in this graph we can state that our revenue has surpassed our proposed budget; thus, allowing additional funds to be used for the new office's construction and equipment. However, without having to tap under our reserves and surplus, when we compared to the Finance Department reported expenses for the reported Fiscal Year, this results in a almost balanced budget, where it shows that our expenses, were mostly offset by our revenue.

For the expenses reporting and the building department balance sheet, we are deferring the financial aspects to the Finance Department, as there may be a difference of amounts with the building department tracking software.

OPERATIONAL INFORMATION

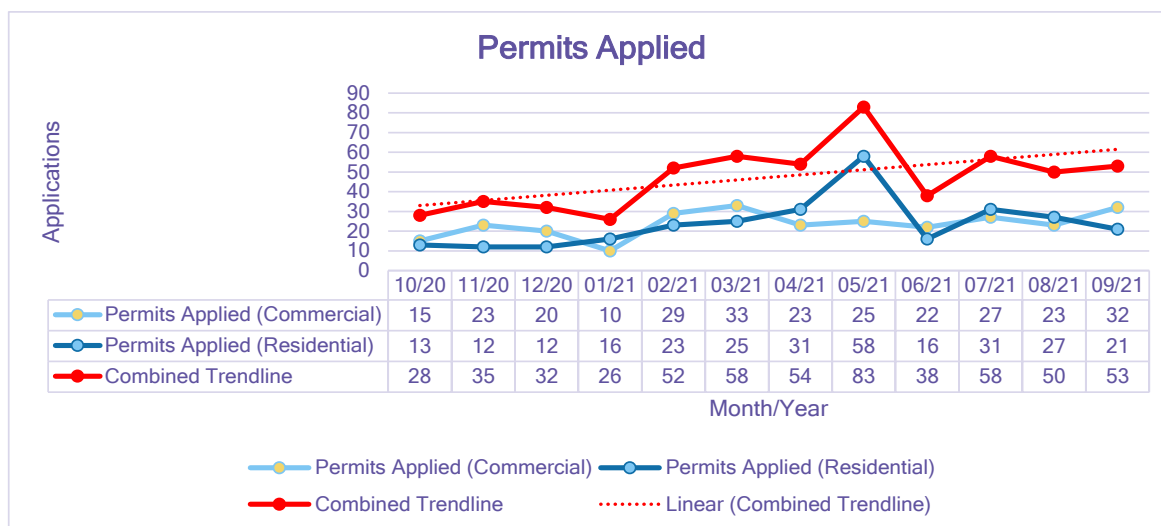
The Building Department operate under the following four disciplines:

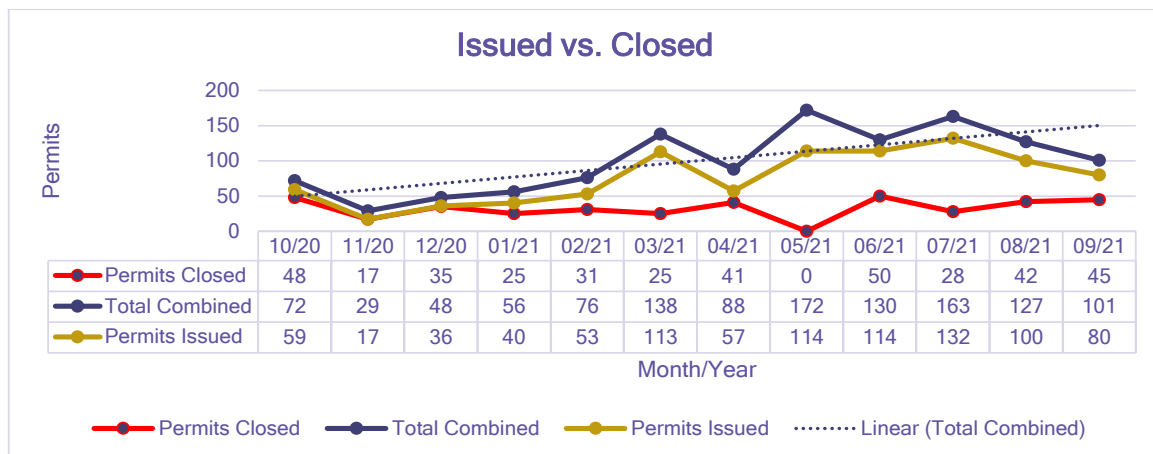
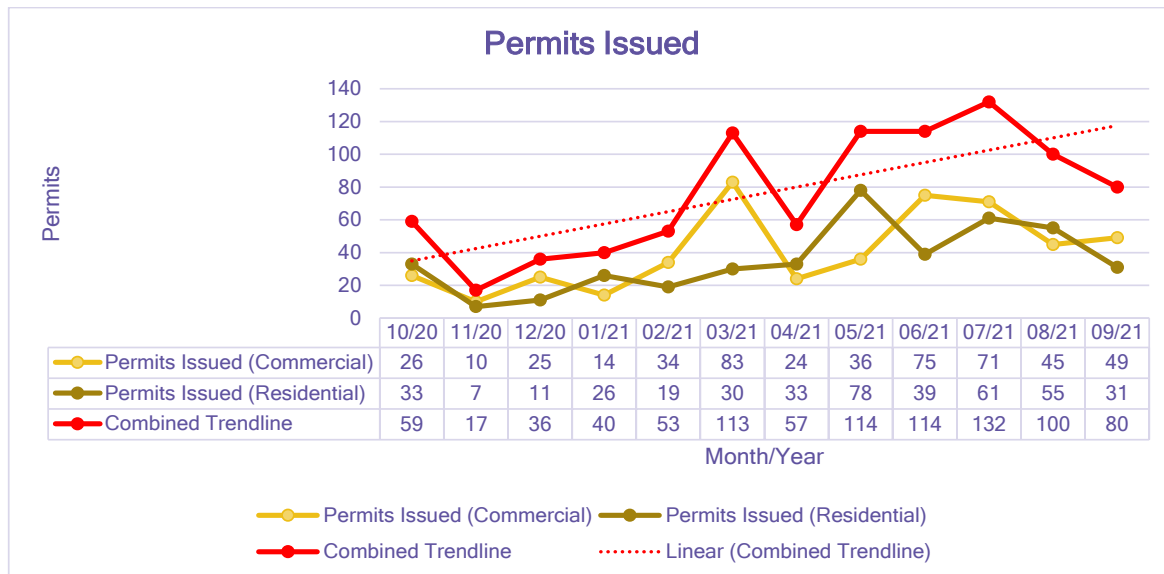
- Structural
- Electrical
- Mechanical
- Plumbing

Therefore, this technical group assisted by the administrative and clerical staff of the building department, has accomplished numerous tasks, and during the reported fiscal year, such efforts have yielded the following results:

Applications for Permits and Permits Issued

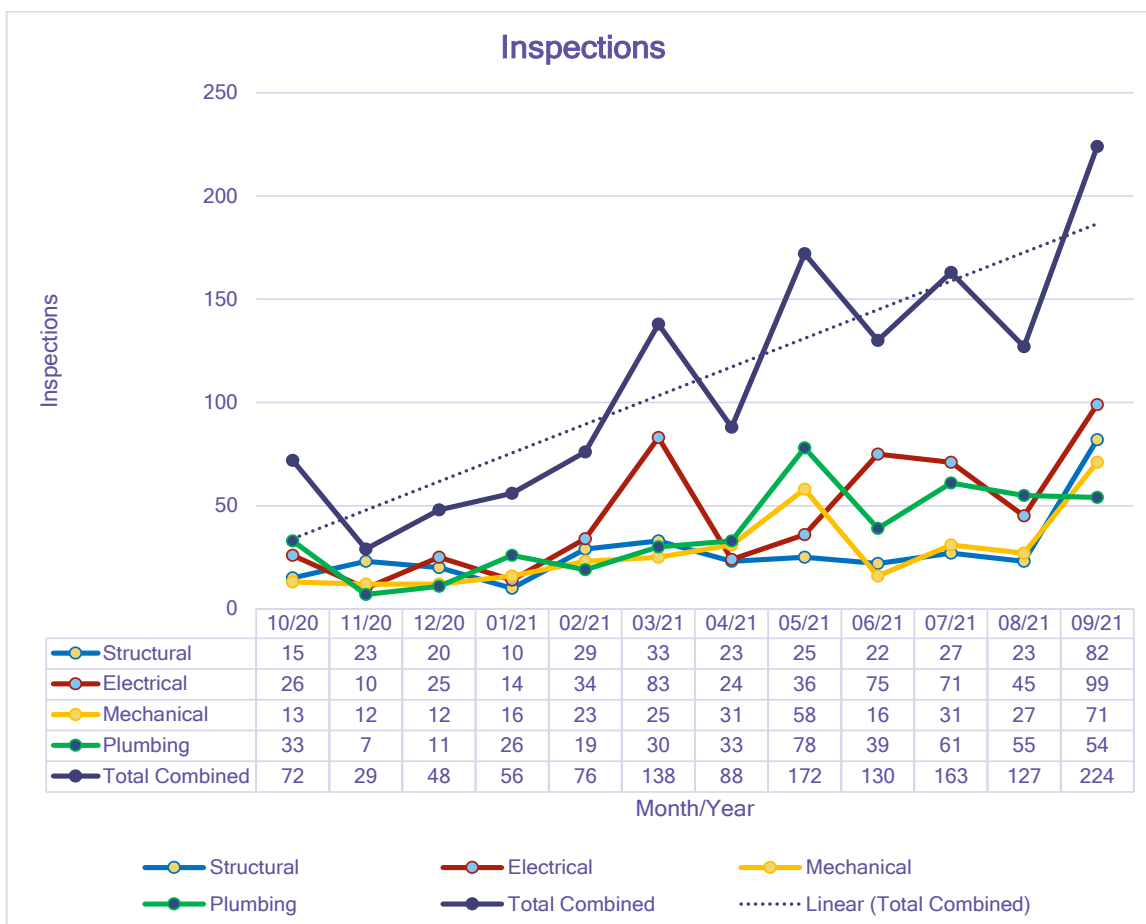
- In the permits area, we can present two paths; the applied permits under the Commercial and Residential columns, where we can observe the upward and balanced trend from the beginning to the end of the fiscal year and this is also confirmed in the combined trendline as an average of both columns, as noted as follows:





Inspections

In the Inspections by discipline area, we can still show the two paths; the Commercial and Residential columns, where we can observe the upward trend in the performed inspections from the beginning of the fiscal year to the end of such, as noted as follows:



Outside Agencies

In the Building Department normal activities, we separate the outside agencies not governed by the FS 553, and the FBC-BCAP; however, we provide a service by assisting in their normal permitting operations and inspection services. Those agencies/units are as follows:

- **Town of Pembroke Park Planning and Zoning**

- *Planning:*

In this area we assist in the Development Review Committee <DRC> proposed projects plan review and comments based in the FBC and Flood provisions.

- *Zoning:*

We maintain their permits applications, and inspections activities, including but not limited to: Permits Submittal and processing, Customer Assistance, Inspection's communications, and requests, (initial, unless a direct communication is requested or required with the agency representative), Fees entering at permits, and permit closing.

- **Town of Pembroke Park Engineering.**

We maintain their permits applications, and inspections activities, including but not limited to: Permits Submittal and processing, Customer Assistance, Inspection's communications and requests, (initial, unless a direct communication is requested or required with the agency representative), Fees entering at permits, and permit closing.

- **Broward County Fire Prevention.**

We maintain their permits applications, and inspections activities, including but not limited to: Permits Submittal and processing, Customer Assistance, Inspection's communications and requests, (initial, unless a direct communication is requested or required with the agency representative), Fees entering at permits, and permit closing.

- Any additional assistance with the towns department in an as needed basis.

NOTABLE PROJECTS SUMMARY

Amazon Distribution Center – 2301 SW 34 Avenue

This project is located in the commission district #1 and consists in a single-story industrial facility for distribution to their assigned area. During the FY 20-21 numerous permits were issued and closed for the building alteration, and site additions. Currently, the building is under a Temporary Certificate of Compliance (TCO) and their final Certificate of Occupancy is expected to have it completed within 90 days.

Coca-Cola Beverages of Florida – 3350 Pembroke Road

This project is located in the commission district #1 and consists in a single-story industrial facility for bottling Coca-Cola products and for distribution to their assigned area. During the FY 20-21 numerous permits were applied and closed for the building alteration, repairs, and site additions. Currently, several projects are still underway, and they will continue in the FY 21-22.

Pembroke Plaza– 4250 West Hallandale Beach Boulevard

This project is located in the commission district #4 and consists in Shopping Center Building for retail use. Currently, its in the final stages of construction and expected to receive its Certificate of Completion (CC) before the end of the calendar year.

Residential Duplex– 4250 West Hallandale Beach Boulevard

This project is located in the commission district #4 and consists in a single story duplex building. Currently, it's in the final stages of construction and expected to receive its Certificate of Occupancy (CO) before the end of the calendar year.

Seneca Industrial Park– 2500 Commerce Drive

This project is located in the commission district #1 and consists in a series of buildings for warehouses and offices for the storage, industrial, manufacturing, and transportation uses, among others. During the FY 20-21 for following was performed and completed:

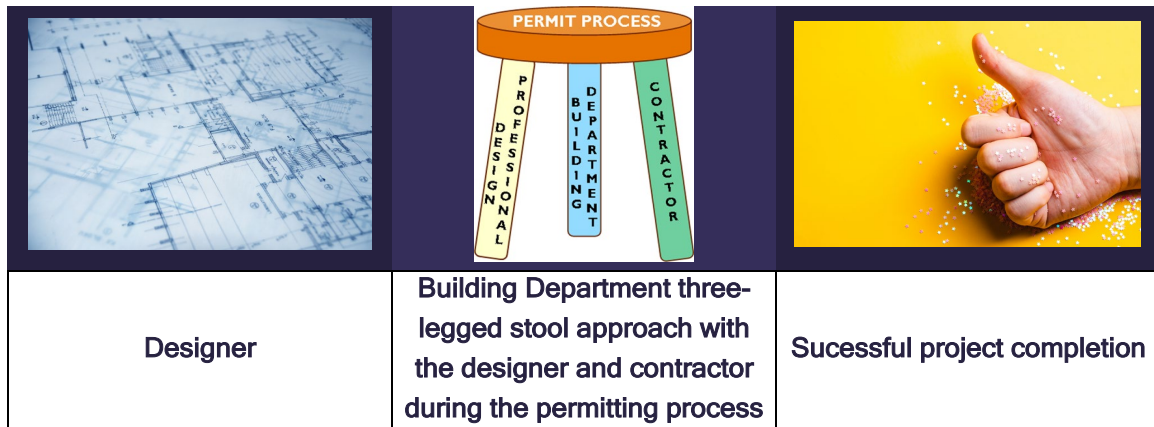
Building 1	Warehouse Building	Building is Partially occupied.
Unit 300	Tenant Improvement	Currently under the inspections and additional applications for permit process.

Unit 400	Tenant Improvement	Currently under the inspections and additional applications for permit process.
Building 2	Building Shell (Structure)	Submitted for Plans Review for first cycle and waiting for resubmittal after comments were rendered.
Building 3	Building Shell (Structure)	Submitted for Plans Review for first cycle and waiting for resubmittal after comments were rendered.
Building 4	Warehouse Building	Building is completely occupied.
Building 5	Building Shell (Structure)	Submitted for Plans Review for first cycle and waiting for resubmittal after comments were rendered.

Others— *at multiple locations.*

This consists in standard projects and stand-alone for the Mobile Homes (MH), Townhomes (TH), Single Family Residences (SFR) and other minor commercial and residential applications for permits at various commission districts.

CONCLUSIONS



The graphic above, summarizes the FY 20/21 department's attitude and approach by being a partner with our customers for a positive experience and a successful project, regardless of size, cost, or type.

Further, we can conclude that the building department is a solid, productive, and efficient unit in the Town of Pembroke Park, and that this approach will continue with the basic premise that our staff is committed to act with integrity and the upmost level of customer service; and this was demonstrated during the previous fiscal year, where incredible challenges were presented due the worldwide pandemic of COVID-19.

Finally, we would like to thank the Mayor, Commissioners and Management for their continuous assistance and support during the reported period.

Regards.



TOWN OF PEMBROKE PARK

BUILDING DEPARTMENT

3150 SW 52ND Avenue

Pembroke Park, FL 33023

Building Department

Monthly Status Report

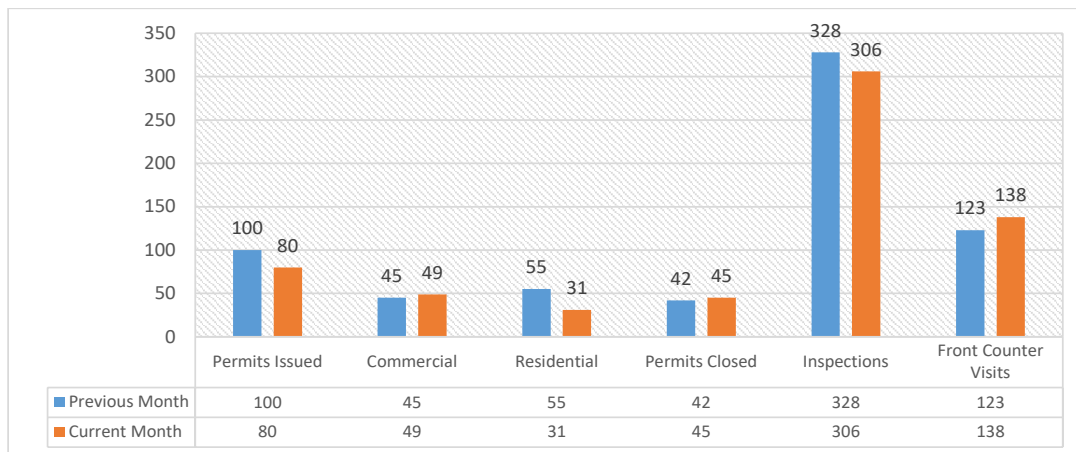
September 2021

Summary:

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

Currently, we are in the process of scheduling the new permitting software training; for all users integration with our ePermitting process.

By the Numbers:



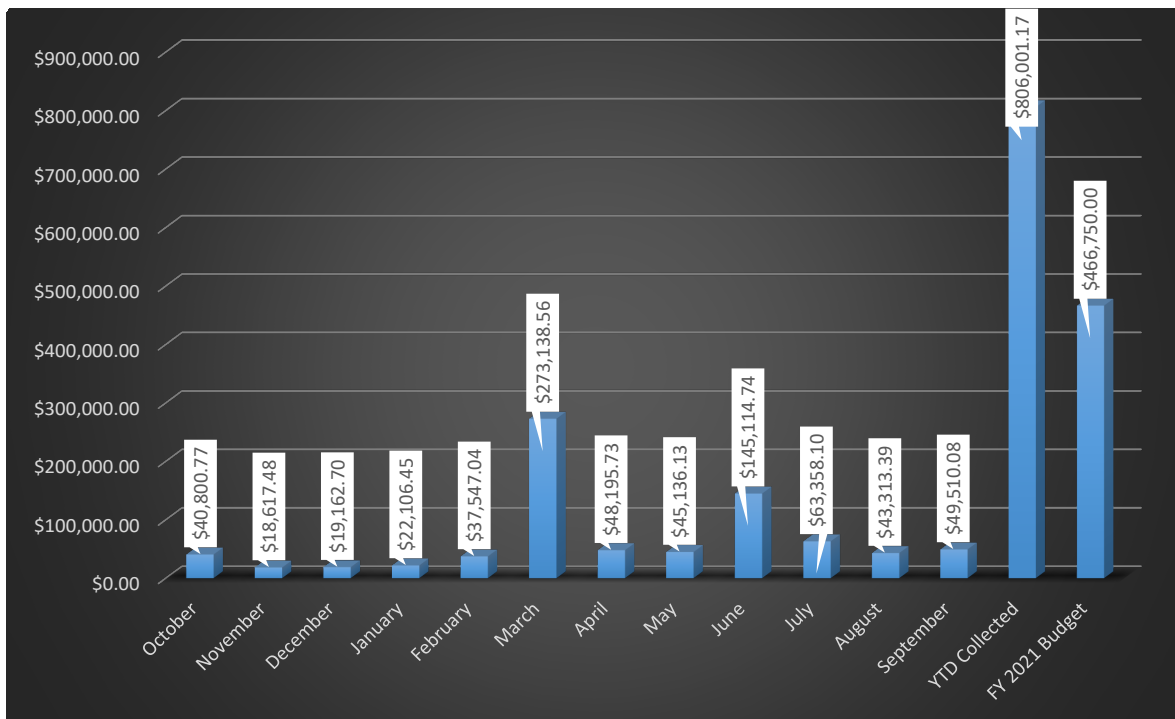
As noted above, during this reporting period the number of permits issued, where we can state that the commercial were decreased and the residential permits were slightly increased; while for the inspections the numbers were decreased; however, the counter visits were slightly higher from the previous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

Further, inspections were as follows:

Structural = 82, Mechanical = 71, Electrical = 99 and Plumbing = 54 for a total of 306 Inspections.

Revenue:

During this reporting period the Building Department associated disciplines (Structural, Electrical, Plumbing and Mechanical) have collected \$49,510.08, see chart below for trend graphical information:



Large Construction Projects Summary:

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

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

1	Unit 400	Tenant Improvement	Currently under the inspections and additional applications for permit process.
1	Building 2	Building Shell (Structure)	Submitted for Plans Review for first cycle and waiting for resubmittal after comments were rendered.
1	Building 3	Building Shell (Structure)	Submitted for Plans Review for first cycle and waiting for resubmittal after comments were rendered.
1	Building 5	Building Shell (Structure)	Submitted for Plans Review for first cycle and waiting for resubmittal after comments were rendered.
Other projects at different areas within the Town			
1	Coca-Cola 3262 Pembroke Road	Various Improvements	Currently under the inspections and additional applications for permit process.
1	Amazon 2301 SW 34 Avenue	Warehouse / Distribution	Currently, under a Temporary Certificate of Occupancy (TCO) for 90 days.
4	Pembroke Plaza 4250 W HBB	Shopping Center Building	Permit issued, Construction under inspections process.
4	Duplex 5500 SW 32 Court	Newest Duplex Residential Building	Permit issued, Construction under inspections process.

Additional Comments:

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

AGENDA ITEM REPORT



To:

Subject: New Computers for Building Department

Meeting: 10 27 2021 DRAFT WORKSHOP COMMISSION MEETING - Oct 27 2021

Department: Building

Staff Contact: Miguel Nunez, Building Official

BACKGROUND INFORMATION:

This is to replace all the old hardware for the Building Department.

Government Contract: State of Florida C000000010853

MNWNC-108 / 43211500-WSCA-15-ACS This satisfies the Procurement Policy of the Town.

FINANCIAL IMPACT:

The total is \$28,869.82

RECOMMENDATION:

Purchase Computers from Dell

ATTACHMENTS:

[US QUOTE 3000103021830.1](#)

	Status:
Miguel Nunez, Building Official	Approved - Aug 17 2021
Harry Taubenfeld, Finance & Budget Director	Approved - Aug 17 2021
Melissa Anderson, Town Attorney	Approved - Aug 18 2021
JC Jimenez, Town Manager	Approved - Aug 18 2021
Marlen Martell, Town Clerk	Denied - Aug 18 2021



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No. 3000103021830.1
Total \$28,869.82
Customer # 14164554
Quoted On Oct. 21, 2021
Expires by Nov. 20, 2021
Contract Name Dell NASPO Computer
Equipment PA - State of FL
Contract Code C000000010853
Customer Agreement # MNWNC-108 / 43211500-
WSCA-15-ACS

Sales Rep Rihl Dougherty
Phone (800) 456-3355, 6179188
Email Rihl_Dougherty@Dell.com
Billing To MARK PAKULA
TOWN OF PEMBROKE PARK
3150 SOUTHWEST 52ND AVE
PEMBROKE PARK, FL 33023

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Rihl Dougherty

Shipping Group

Shipping To	Shipping Method
MARK PAKULA TOWN OF PEMBROKE PARK 3150 SW 52ND AVE PEMBROKE PARK, FL 33023-5413 (195) 470-1434	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Mobile Precision 3560	\$1,551.31	8	\$12,410.48
Dell Thunderbolt Dock- WD19TBS	\$237.92	8	\$1,903.36
Logitech MK360 Keyboard and Mouse Combo - Wireless - Black	\$31.59	10	\$315.90
Dell Stereo Soundbar – AC511M	\$26.00	6	\$156.00
Dell 32 4K USB-C Hub Monitor - P3222QE, 80.0cm (31.5")	\$550.93	16	\$8,814.88

Dell 24 Monitor - P2419H	\$222.13	4	\$888.52
Precision 3240 Compact	\$1,095.17	4	\$4,380.68
	Subtotal:		\$28,869.82
	Shipping:		\$0.00
	Environmental Fee:		\$0.00
	Non-Taxable Amount:		\$28,869.82
	Taxable Amount:		\$0.00
	Estimated Tax:		\$0.00
	Total:		\$28,869.82

Shipping Group Details

Shipping To

MARK PAKULA
TOWN OF PEMBROKE PARK
3150 SW 52ND AVE
PEMBROKE PARK, FL 33023-5413
(195) 470-1434

Shipping Method

Standard Delivery

Mobile Precision 3560

Estimated delivery if purchased today:

Nov. 05, 2021

Contract # C000000010853

Customer Agreement # MNWNC-108 / 43211500-WSCA-15-ACS

	Quantity	Subtotal
\$1,551.31	8	\$12,410.48

Description	SKU	Unit Price	Quantity	Subtotal
Dell Mobile Precision Workstation 3560 BTX	210-AXWP	-	8	-
Intel Core Processor i7-1165G7 (4 Core, 12MB Cache, 2.8 GHz up to 4.70 GHz Turbo, 17.5W)	379-BEHR	-	8	-
Windows 10 Pro English, French, Spanish	619-AHKN	-	8	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	8	-
Intel Core Processor i7-1165G7 non-vPro with NVIDIA T500 2GB, TBT	329-BFEP	-	8	-
NVIDIA T500 2GB GDDR6	490-BGHE	-	8	-
Non-Touch LCD Cover with WLAN&WWAN capable	320-BEDL	-	8	-
Touch/Non-Touch LCD bezel + IR Camera + Mic	325-BDZI	-	8	-
15.6"FHD, 16x9, 1920x1080, 250 nit, WVA, 45% NTSC, 60Hz, Non-Touch	391-BFPW	-	8	-
16 GB, 1 x 16 GB, DDR4, 3200Mhz Non-ECC, SODIMM	370-AFXW	-	8	-
M.2 2280 512 GB, Gen 3 PCIe x4 NVMe, Solid State Drive	400-BKTY	-	8	-
No Additional Hard Drive	401-AAGM	-	8	-
Single Pointing Backlit English US Keyboard with numeric keypad	583-BHBG	-	8	-
Palmrest, Fingerprint Reader, Thunderbolt 4	346-BGVU	-	8	-
Intel Wi-Fi 6 AX201 Wireless Card with Bluetooth 5.2	555-BGGX	-	8	-
No Mobile Broadband Card	556-BBCD	-	8	-
4-cell 63 Whr Lithium Ion battery with ExpressCharge	451-BCSU	-	8	-
90W E5 Type C Power Adapter (EPEAT)	492-BCWT	-	8	-
non-vPro Manageability	631-ACTC	-	8	-
Resource Media not Included	430-XYGV	-	8	-
ENERGY STAR Qualified	387-BBPI	-	8	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	8	-
No AutoPilot	340-CKSZ	-	8	-
E5 US Power Cord	537-BBBD	-	8	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	8	-
No Mouse	570-AADK	-	8	-
Wireless Intel AX201 WLAN Driver	555-BGGN	-	8	-

US Order	332-1286	-	8	-
EAN label	389-BKKL	-	8	-
Packaging for 90W Adapter	340-CUKC	-	8	-
Fixed Hardware Configuration	998-EMWT	-	8	-
11th Gen Intel Core i7 non-vPro label	340-CUEQ	-	8	-
SupportAssist	525-BBCL	-	8	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	8	-
Dell Optimizer for Precision	640-BBSC	-	8	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	8	-
Waves Maxx Audio	658-BBRB	-	8	-
Dell Power Manager	658-BDVK	-	8	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	8	-
No Anti-Virus Software	650-AAAM	-	8	-
OS-Windows Media Not Included	620-AALW	-	8	-
Quick Setup Guide for Mobile Precision 3560	340-CUEN	-	8	-
Bottom cover	354-BBDO	-	8	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	8	-
ProSupport: 7x24 Technical Support, 3 Years	997-1109	-	8	-
Dell Limited Hardware Warranty Plus Service	997-1129	-	8	-
ProSupport: Next Business Day Onsite, 3 Years	997-6028	-	8	-
Smart Selection Shipment (S)	800-BBGW	-	8	-

			Quantity	Subtotal
Dell Thunderbolt Dock- WD19TBS	\$237.92	8		\$1,903.36

Estimated delivery if purchased today:
Dec. 30, 2021
Contract # C000000010853
Customer Agreement # MNWNC-108 / 43211500-WSCA-15-ACS

Description	SKU	Unit Price	Quantity	Subtotal
Dell Thunderbolt Dock- WD19TBS	210-AZBI	-	8	-
Advanced Exchange Service, 3 Years	824-3984	-	8	-
Dell Limited Hardware Warranty	824-3993	-	8	-

			Quantity	Subtotal
Logitech MK360 Keyboard and Mouse Combo - Wireless - Black	\$31.59	10		\$315.90

Estimated delivery if purchased today:
Nov. 01, 2021
Contract # C000000010853
Customer Agreement # MNWNC-108 / 43211500-WSCA-15-ACS

Description	SKU	Unit Price	Quantity	Subtotal
Logitech MK360 Keyboard and Mouse Combo - Wireless - Black	AB050933	-	10	-

			Quantity	Subtotal
Dell Stereo Soundbar – AC511M	\$26.00	6		\$156.00

Estimated delivery if purchased today:
Oct. 29, 2021
Contract # C000000010853
Customer Agreement # MNWNC-108 / 43211500-WSCA-15-ACS

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

Dell Stereo Soundbar – AC511M

520-AAOT

- 6

-

Quantity

Subtotal

Dell 32 4K USB-C Hub Monitor - P3222QE, 80.0cm (31.5")

\$550.93

16

\$8,814.88

Estimated delivery if purchased today:

Nov. 15, 2021

Contract # C000000010853

Customer Agreement # MNWNC-108 / 43211500-WSCA-15-ACS

Description

SKU

Unit Price

Quantity

Subtotal

Dell 32 4K USB-C Hub Monitor - P3222QE, 80.0cm (31.5")

210-BBCQ

-

16

-

Advanced Exchange Service 3 Years

844-1960

-

16

-

Dell Limited Hardware Warranty

844-1966

-

16

-

Quantity

Subtotal

Dell 24 Monitor - P2419H

\$222.13

4

\$888.52

Estimated delivery if purchased today:

Dec. 29, 2021

Contract # C000000010853

Customer Agreement # MNWNC-108 / 43211500-WSCA-15-ACS

Description

SKU

Unit Price

Quantity

Subtotal

Dell 24 Monitor - P2419H

210-AQDX

-

4

-

Dell Limited Hardware Warranty

814-5380

-

4

-

Advanced Exchange Service, 4 Years

814-5382

-

4

-

Quantity

Subtotal

Precision 3240 Compact

\$1,095.17

4

\$4,380.68

Estimated delivery if purchased today:

Feb. 02, 2022

Contract # C000000010853

Customer Agreement # MNWNC-108 / 43211500-WSCA-15-ACS

Description

SKU

Unit Price

Quantity

Subtotal

Intel Core i7-10700 (8 Core, 16M cache, base 2.9GHz, up to 4.8GHz)
DDR4-2933

338-BVOL

-

4

-

Windows 10 Pro English, French, Spanish

619-AHKN

-

4

-

No Microsoft Office License Included – 30 day Trial Offer Only

658-BCSB

-

4

-

Precision 3240 Compact Chassis

321-BFVY

-

4

-

16GB 2X8GB DDR4 2666MHz or 2933MHz (2933MHz requires Intel
Core i7 or above) SoDIMM Non-ECC Memory

370-AFQF

-

4

-

80W CPU Heatsink

412-AATU

-

4

-

NVIDIA Quadro P620, 2GB, 4 mDP to DP adapter

490-BGCR

-

4

-

C2 M.2 PCIe Boot SSD

780-BCPU

-

4

-

No RAID

780-BBCJ

-

4

-

512GB PCIe Class 40 M.2 SSD

400-BJQO

-

4

-

No Hard Drive

400-AKZR

-

4

-

No Hard Drive

400-AKZR

-

4

-

No Additional Network Card Selected (Integrated NIC included)

555-BBJO

-

4

-

Thank you for Choosing Dell

555-BBNG

-

4

-

Not selected in this configuration

817-BBBC

-

4

-

Optional HDMI 2.0b Video Port

382-BBFI

-

4

-

vPro - Manageability

631-ACRL

-

4

-

Dell Premier Multi-Device Wireless Keyboard and Mouse - KM7321W

580-AJL

-

4

-

Black Dell MS116 Wired Mouse	275-BBBW	-	4	-
ENERGY STAR Qualified	387-BBLW	-	4	-
Not selected in this configuration	817-BBBC	-	4	-
Dell Precision TPM	340-ACBY	-	4	-
No Wireless LAN Card (no WiFi enablement)	555-BBFO	-	4	-
US Power Cord	450-AHED	-	4	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	4	-
Quick Setup Guide - Precision 3240	340-CRZJ	-	4	-
US Order	332-1286	-	4	-
Print on Demand Label	389-BDQH	-	4	-
Shipping and Handling Single-Pack	340-CRZI	-	4	-
Precision 3240, 240W Reg Label DAO	389-DWQC	-	4	-
Intel Core i7 vPro Processor Label	340-CPOZ	-	4	-
No Internal Speaker	520-AARK	-	4	-
No Stand Option	575-BBBI	-	4	-
No Accessories	461-AABV	-	4	-
No PCIe add-in card	492-BBFF	-	4	-
OS-Windows Media Not Included	620-AALW	-	4	-
Not selected in this configuration	817-BBBC	-	4	-
SupportAssist	525-BBCL	-	4	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	4	-
Dell Optimizer for Precision	640-BBSC	-	4	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	4	-
Waves Maxx Audio	658-BBRB	-	4	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	4	-
No AutoPilot	340-CKSZ	-	4	-
240W A/C Adapter	450-AKEM	-	4	-
No Anti-Virus Software	650-AAAM	-	4	-
No Cable Cover	325-BCZQ	-	4	-
Fixed Hardware Configuration	998-EINW	-	4	-
Precision 3240 Compact BTX BASE	210-AWXS	-	4	-
Integrated Intel SATA Controller	403-BBCE	-	4	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	4	-
Dell Limited Hardware Warranty Plus Service	997-2808	-	4	-
ProSupport: 7x24 Technical Support, 3 Years	997-2836	-	4	-
ProSupport: Next Business Day Onsite, 3 Years	997-6782	-	4	-

Subtotal:	\$28,869.82
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00
Total:	\$28,869.82

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 product, pricing and other information is based on the latest information available and is subject to change. 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.

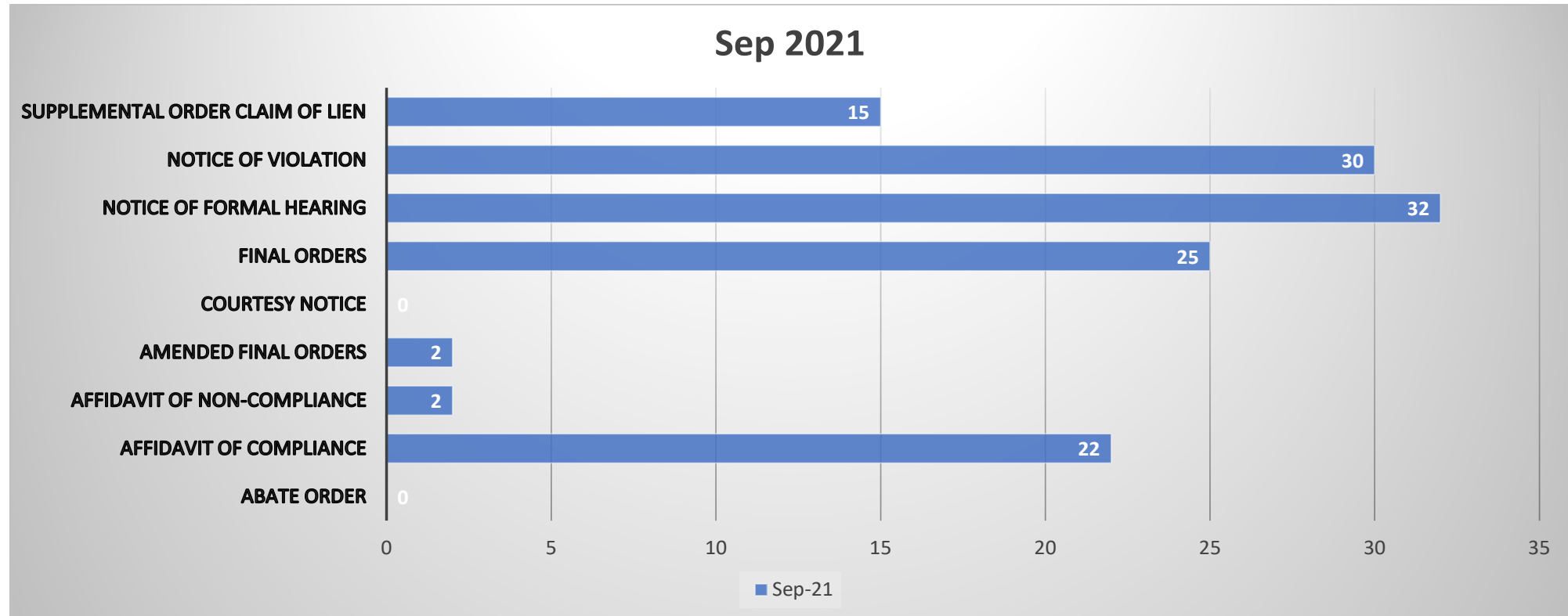
Electronically linked terms and descriptions are available in hard copy upon request.

Code Enforcement Department Monthly Report September 2021

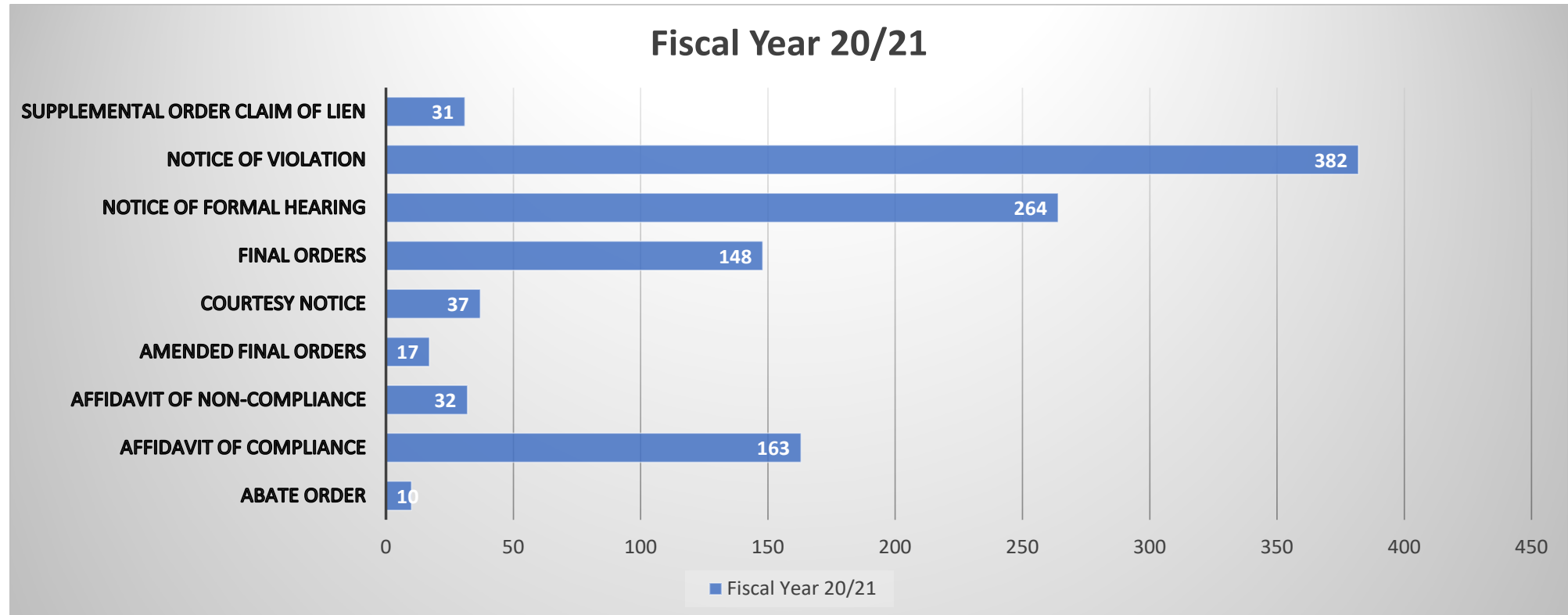


**Chief Code Enforcement Officer
Joseline Ramirez**

Summary of Detail Report



Summary of Detail Report



Special Magistrate Past & Upcoming Dates

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



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

Projects

- Graffiti removal on SW 30th AVE
- GIS System for Code Enforcement
- Working with Town Attorney with Citation process
- Elimination of illegal dumping and trash
- Town Corridor Assessments

3153 W Hallandale Beach Blvd – Blight – Before and after



B E F O R E



A F T E R



B E F O R E



A F T E R



3120 W HALLANDALE BEACH BLVD, LOT 901 – UNPERMITTED ADDITION



2550 SW 30 AVE – BLIGHT – PERMITTED DEMO



4100 W HALLANDALE BEACH BLVD – PROHIBITED
DONATION BIN – REMOVED BY PUBLIC WORKS CREW

5401 SW 25TH COURT – TRASH - REMOVED





2500 SW 30 AVE — BLIGHT — NEW ROOF



Questions



Code Enforcement Department Report

From 9/1/2021 to 9/30/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
6270	9/2/2021	5100 SW 41 ST, PEMBROKE PARK, FL 33023 223	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Regular Mail
2285	9/8/2021	SW 19 ST, PEMBROKE PARK, FL 33009 #Storage & More -1781 S. Park Road	Sec. 21-19. - Prohibited signs. Sec 5-103. - Exterior maintenance of structures and premises (h)	Affidavit of Compliance	J. Louis	
4893	9/8/2021	1781 S PARK RD, PEMBROKE PARK, FL 33009	Sec. 21-23 (a) - Permit	Affidavit of Compliance	T. Malcolm	Regular Mail
1063	9/9/2021	3990 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 21-19. - Prohibited signs.	Affidavit of Compliance	T. Larson	Regular Mail
6247	9/9/2021	3990 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103 (a)(e). - Exterior maintenance of structures and premises	Affidavit of Compliance	T. Malcolm	Regular Mail
6278	9/13/2021	3744 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023 1-4 #7	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-2(b). - Nonresidential commercial buildings, owner's responsibilities	Notice of Violation	J. Ramirez	Regular Mail
6279	9/13/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #821	Sec 5-103 (a)(b)(k). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-2(b). - Nonresidential commercial buildings, owner's responsibilities	Notice of Violation	J. Ramirez	Regular Mail



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5553	9/13/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #1010	Sec. 12-48. - Outdoor storage prohibited Sec. 5-17. - Permit application. Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b) Sec. 5-87. - Permit required Sec 5-105. - Repairs and installations	Affidavit of Compliance	T. Malcolm	Regular Mail
5450	9/15/2021	5500 SW 32 CT, PEMBROKE PARK, FL 33023 1-2	Sec 5-103. - Exterior maintenance of structures and premises (c) Sec 5-105. - Repairs and installations	Affidavit of Compliance	J. Ramirez	Regular Mail
5464	9/15/2021	5500 SW 32 CT, PEMBROKE PARK, FL 33023 1-2	Sec. 12-41. - Accumulations deemed public nuisance	Affidavit of Compliance	J. Ramirez	Regular Mail
636	9/15/2021	5500 SW 32 Ct PEMBROKE PARK, FL 33023	Sec 5-103. - Exterior maintenance of structures and premises (h)	Affidavit of Compliance	J. Louis	Regular Mail
4534	9/15/2021	5500 SW 32 CT, PEMBROKE PARK, FL 33023 1-2	Sec 5-103. - Exterior maintenance of structures and premises (h) Sec. 13-2. - Storage of abandoned property in the open prohibited	Affidavit of Compliance	J. Louis	Regular Mail
5105	9/15/2021	5500 SW 32 CT, PEMBROKE PARK, FL 33023 1-2	Sec 5-105. - Repairs and installations	Affidavit of Compliance	J. Louis	Regular Mail
5907	9/15/2021	5500 SW 32 CT, PEMBROKE PARK, FL 33023 1-2	Sec. 12-41. - Accumulations deemed public nuisance	Affidavit of Compliance	T. Malcolm	Regular Mail
6043	9/15/2021	2781 SW 56 AVE, PEMBROKE PARK, FL 33023	110.15 Building Safety Inspection Program	Final Order	M. Nunez	Certified Mail
6287	9/16/2021	4790 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103(h)(j). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Regular Mail



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6288	9/16/2021	4790 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103 (a)(b)(c)(e)(h)(i)(j)(l)(m)(n)(o). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec 5-207. - Graffiti Enforcement Sec. 5-17. - Permit application. Sec. 5-2(a). - Nonresidential commercial buildings, owner's responsibilities Sec. 28-330 - Minimum standards for fences, walls and hedges Sec. 12-41. - Accumulations deemed public nuisance Sec. 12-43. - Notice to remove accumulations—To be sent to property owner. Sec. 12-48. - Outdoor storage prohibited Sec. 12-76. (b) Nuisances: duty of property owners and tenants to prevent.	Notice of Violation	T. Malcolm	Regular Mail
6289	9/16/2021	3400 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
4504	9/16/2021	3150 PEMBROKE RD, PEMBROKE PARK, FL 33009 #Executive Diesel Marine - 3154 Pembroke Road	Sec. 15-17. - Business Tax Receipt Required. Sec. 15-24. - Tax payment	Supplemental Order/Claim of Lien	J. Louis	Certified Mail
4469	9/16/2021	3120 SW 19 ST, PEMBROKE PARK, FL 33009 #Waterman Plumbing - 3120 SW 19th Street Bay 153	Sec. 15-17. - Business Tax Receipt Required. Sec. 15-24. - Tax payment	Supplemental Order/Claim of Lien	J. Louis	Certified Mail
4471	9/16/2021	3120 PEMBROKE RD, PEMBROKE PARK, FL 33009 #Roody Jean Gilles Cabinetry - 3120 Pembroke Rd. #234	Sec. 15-17. - Business Tax Receipt Required. Sec. 15-24. - Tax payment	Supplemental Order/Claim of Lien	J. Louis	Certified Mail



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4420	9/16/2021	2565 S PARK LN, PEMBROKE PARK, FL 33009 #AC Customs-2565 S Park Ln.	Sec. 15-17. - Business Tax Receipt Required. Sec. 11-42. (b)(1) - Disposal of	Supplemental Order/Claim of Lien	J. Louis	Certified Mail
5123	9/16/2021	3487 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec 5-103(a)(c)(f)(h). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Final Order	J. Ramirez	Certified Mail Hand
5164	9/16/2021	3437 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Final Order	J. Ramirez	Certified Mail Hand
5169	9/16/2021	3427 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Final Order	J. Ramirez	Certified Mail Hand
5168	9/16/2021	3425 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Final Order	J. Ramirez	Certified Mail Hand
5167	9/16/2021	3433 SW 52 AVE, PEMBROKE PARK, FL 33021 17 #Holly Tree	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Final Order	J. Ramirez	Certified Mail
5166	9/16/2021	3423 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-103. - Exterior maintenance of structures and premises (a) Sec 5-105. - Repairs and installations	Final Order	J. Ramirez	Hand



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5163	9/16/2021	3421 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Final Order	J. Ramirez	Certified Mail
5148	9/16/2021	3900 SW 52 AVE, PEMBROKE PARK, FL 33023 701 #Glennwood Cort	Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b)	Final Order	J. Ramirez	Certified Mail
5127	9/16/2021	3818 SW 52 AVE, PEMBROKE PARK, FL 33023 #3818 SW 52 AVE	Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b) Sec 5-105. - Repairs and installations	Final Order	J. Ramirez	Certified Mail Hand
5140	9/16/2021	3911 SW 52 AVE, PEMBROKE PARK, FL 33023 5-5 #Park Pointe	Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b) Sec 5-103(a)(o). - Exterior maintenance of structures and premises	Final Order	J. Ramirez	Certified Mail
5141	9/16/2021	3911 SW 52 AVE, PEMBROKE PARK, FL 33023 4-5 #Park Pointe	Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b)	Final Order	J. Ramirez	Certified Mail



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5704	9/16/2021	2520 SW 30 AVE, PEMBROKE PARK, FL 33009	Sec 5-103(a)(b). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-104. - Determination of need for correction Sec. 5-17. - Permit application. Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b) Sec. 21-19. - Prohibited signs.	Final Order	J. Ramirez	Certified Mail
6295	9/17/2021	4700 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103(h). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Regular Mail
6065	9/17/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-2(a). - Nonresidential commercial buildings, owner's responsibilities Sec. 11-43 (d) - Frequency and preparation generally Sec. 21-19. - Prohibited signs. Sec 5-103 (a)(c)(h)(i)(j)(k)(m). - Exterior maintenance of structures and premises Sec. 27-33. - Maintenance	Notice of Formal Hearing	T. Malcolm	Hand
6158	9/17/2021	2250 SW 30 AVE, PEMBROKE PARK, FL 33021	110.15 Building Safety Inspection Program	Notice of Formal Hearing	M. Nunez	Certified Mail
6159	9/17/2021	2300 S PARK RD, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Formal Hearing	M. Nunez	Certified Mail
6165	9/17/2021	2050 SW 30 AVE, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Formal Hearing	M. Nunez	Certified Mail



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6147	9/17/2021	4790 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103 (a)(c)(e)(h)(j). - Exterior maintenance of structures and premises	Notice of Formal Hearing	T. Malcolm	Hand
5384	9/17/2021	5501 SW 34 ST, PEMBROKE PARK, FL 33023 1-2	Sec. 12-61 - Excessive, untended growth deemed public nuisance Sec 5-103(a)(b)(c)(i)(j)(l)(o)(h). - Exterior maintenance of structures and premises Sec. 12-48. - Outdoor storage prohibited	Final Order	J. Ramirez	Certified Mail Hand
4343	9/17/2021	2501 SW 32 TER, PEMBROKE PARK, FL 33023 #Feeding South	109.4 Work commencing before permit issuance.	Amended Final Order	T. Malcolm	Certified Mail
6186	9/17/2021	2503 JOHN P LYONS LN, PEMBROKE PARK, FL 33009	Sec 5-103. - Exterior maintenance of structures and premises (a) Sec 5-207. - Graffiti Enforcement	Final Order	J. Ramirez	Certified Mail
6058	9/17/2021	1971 S PARK RD, PEMBROKE PARK, FL 33009 B	110.15 Building Safety Inspection Program	Final Order	M. Nunez	Certified Mail Hand
5165	9/17/2021	3439 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-105. - Repairs and installations	Final Order	J. Ramirez	Certified Mail
5808	9/17/2021	102 S KEY DR, PEMBROKE PARK, FL 33009 616	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Final Order	T. Malcolm	Certified Mail
5801	9/17/2021	2430 CHARLES RD, PEMBROKE PARK, FL 33009 #2402 SUSAN LANE	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Final Order	T. Malcolm	Certified Mail
5619	9/17/2021	5100 SW 41 ST, PEMBROKE PARK, FL 33023 108	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required	Amended Final Order	T. Malcolm	Certified Mail



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6189	9/17/2021	5401 SW 25 CT, PEMBROKE PARK, FL 33023	Sec 5-103 (a)(h)(i). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-104. - Determination of need for correction Sec. 27-33. - Maintenance Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Final Order	J. Ramirez	Certified Mail
5735	9/17/2021	2301 SW 31 CT, PEMBROKE PARK, FL 33009 #3105 SW 23 ST	Sec 5-103(i)(j)(h). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Final Order	T. Malcolm	Certified Mail
6044	9/17/2021	1904 SW 31 AVE, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Final Order	M. Nunez	Certified Mail Hand
6045	9/17/2021	2601 JOHN P LYONS LN, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Final Order	M. Nunez	Certified Mail
4632	9/17/2021	3804 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations	Supplemental Order/Claim of Lien	T. Malcolm	Certified Mail
4876	9/17/2021	3000 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Elegant Beauty Supply - 3000 W. Hallandale	Sec 5-103(e). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Supplemental Order/Claim of Lien	T. Malcolm	Certified Mail
5185	9/17/2021	3180 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 21-19. - Prohibited signs.	Supplemental Order/Claim of Lien	T. Malcolm	Certified Mail
5186	9/17/2021	3196 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Pembroke Park Lakes	Sec 5-103. - Exterior maintenance of structures and premises (c) Sec. 21-23 (a) - Permit	Supplemental Order/Claim of Lien	T. Malcolm	Certified Mail



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5195	9/17/2021	3181 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Sundrift Apartments	Sec 5-103(a)(i). - Exterior maintenance of structures and premises Sec 5-103. - Exterior maintenance of structures and premises Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)	Supplemental Order/Claim of Lien	T. Malcolm	Certified Mail
5553	9/17/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #1010	Sec. 12-48. - Outdoor storage prohibited Sec. 5-17. - Permit application. Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b) Sec. 5-87. - Permit required Sec 5-105. - Repairs and installations	Supplemental Order/Claim of Lien	T. Malcolm	Certified Mail
5636	9/17/2021	5441 SW 41 ST, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required	Supplemental Order/Claim of Lien	T. Malcolm	Certified Mail
5700	9/17/2021	2000 SW 30 AVE, PEMBROKE PARK, FL 33009	Sec 5-103(a)(e)(m)(n). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required	Supplemental Order/Claim of Lien	T. Malcolm	Certified Mail
5701	9/17/2021	2400 SW 30 AVE, PEMBROKE PARK, FL 33009 #Bay B	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 13-2. - Storage of abandoned property in the open prohibited	Supplemental Order/Claim of Lien	T. Malcolm	Certified Mail



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5702	9/17/2021	2400 SW 30 AVE, PEMBROKE PARK, FL 33009 #Bay A	Sec. 12-48. - Outdoor storage prohibited Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Supplemental Order/Claim of Lien	T. Malcolm	Certified Mail
5706	9/17/2021	3181 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #105	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required Sec. 12-76. (b) Nuisances: duty of property owners and tenants to prevent.	Supplemental Order/Claim of Lien	T. Malcolm	Certified Mail
6051	9/17/2021	3252 SW 52 AVE, PEMBROKE PARK, FL 33023	110.15 Building Safety Inspection Program	Final Order	M. Nunez	Certified Mail Hand
5142	9/17/2021	3911 SW 52 AVE, PEMBROKE PARK, FL 33023 3-5 #Park Pointe	Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b) Sec 5-103(a)(c)(o). - Exterior maintenance of structures and premises	Final Order	J. Ramirez	Certified Mail
5069	9/20/2021	5590 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	110.15 Building Safety Inspection Program	Notice of Formal Hearing	M. Nunez	Certified Mail
6297	9/20/2021	2400 SW 30 AVE, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
6298	9/20/2021	2099 S PARK RD, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
6299	9/20/2021	1812 SW 31 AVE, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
6300	9/20/2021	HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009	Sec. 5-2(a). - Nonresidential commercial buildings, owner's responsibilities	Notice of Violation	J. Louis	Hand
6301	9/20/2021	2150 SW 30 AVE, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail



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6302	9/20/2021	5525 SW 41 ST, PEMBROKE PARK, FL 33023	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
6303	9/20/2021	3153 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
6304	9/20/2021	3707 SW 56 AVE, PEMBROKE PARK, FL 33023	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
6306	9/22/2021	3121 SW 21 ST, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Certified Mail
6307	9/22/2021	2701 BRYAN RD, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
6308	9/22/2021	2940 COUNTRY CLUB LN, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
6309	9/22/2021	2530 SW 30 AVE, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
6310	9/22/2021	3610 SW 48 AVE, PEMBROKE PARK, FL 33023	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
6311	9/22/2021	2517 S PARK LN, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
5184	9/23/2021	3520 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec. 21-22 (d) - Nonconforming signs Sec 5-103(a)(c)(i)(h). - Exterior maintenance of structures and premises	Affidavit of Compliance	T. Malcolm	Regular Mail
5276	9/27/2021	3196 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted
5279	9/27/2021	5403 SW 41 ST, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted
5129	9/27/2021	3701 SW 48 AVE, PEMBROKE PARK, FL 33009	Sec 5-103(b)(c)(g)(o)(h). - Exterior maintenance of structures and premises Sec. 27-33. - Maintenance	Affidavit of Compliance	J. Ramirez	Regular Mail
6313	9/27/2021	3215 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Regular Mail
6058	9/27/2021	1971 S PARK RD, PEMBROKE PARK, FL 33009 B	110.15 Building Safety Inspection Program	Affidavit of Compliance	M. Nunez	Regular Mail



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6240	9/27/2021	SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree Patio Villas	Sec 5-103(a)(b)(g)(k). - Exterior maintenance of structures and premises	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
6155	9/28/2021	2503 JOHN P LYONS LN, PEMBROKE PARK, FL 33009	Sec. 12-41. - Accumulations deemed public nuisance Sec 5-103 (a)(e)(g)(h)(i)(j)(m)(o). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
6178	9/28/2021	2950 SW 32 AVE, PEMBROKE PARK, FL 33023	Sec. 13-2. - Storage of abandoned property in the open prohibited Sec 5-103(h)(i)(j)(c). - Exterior maintenance of structures and premises	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
6063	9/28/2021	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #212 LONE PINE LANE	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Notice of Formal Hearing	T. Malcolm	Certified Mail
6123	9/28/2021	4900 SW 36 CT, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec 5-103 (a). - Exterior maintenance of structures and premises	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
6126	9/28/2021	3610 SW 48 AVE, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 21-19. - Prohibited signs. Sec 5-103(m). - Exterior maintenance of structures and premises	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail



Code Enforcement Department Report

From 9/1/2021 to 9/30/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
6130	9/28/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #903	Sec 5-103(h). - Exterior maintenance of structures and premises Sec 5-103(j). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
6066	9/28/2021	4803 SW 41 ST, PEMBROKE PARK, FL 33009 #Building 4009 #104	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property
6001	9/28/2021	3181 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #306	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property
6320	9/28/2021	2701 S PARK RD, PEMBROKE PARK, FL 33009	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Notice of Violation	T. Malcolm	Posted to Property Regular Mail
6321	9/28/2021	4900 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103(b)(c)(j). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Regular Mail
6323	9/28/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #1128	Sec. 12-48. - Outdoor storage prohibited Sec. 15-17. - Business Tax Receipt	Notice of Violation	T. Malcolm	Hand
6324	9/28/2021	2421 SW 25 ST, PEMBROKE PARK, FL 33009	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Notice of Violation	T. Malcolm	Regular Mail



Code Enforcement Department Report

From 9/1/2021 to 9/30/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
6325	9/28/2021	4100 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec 5-103(i). - Exterior maintenance of structures and	Notice of Violation	T. Malcolm	Regular Mail
6326	9/28/2021	3250 S 31 WAY, PEMBROKE PARK, FL 33009 #13, 14, 15, & 16 sunny lane	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec 5-103(h). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Regular Mail
5074	9/28/2021	3184 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	110.15 Building Safety Inspection Program	Affidavit of Compliance	M. Nunez	Regular Mail
5293	9/28/2021	3301 SW 56 AVE, PEMBROKE PARK, FL 33023 1-2	Sec 5-103(a)(c)(h). - Exterior maintenance of structures and premises Sec. 28-313. - Parking or storage of watercraft, watercraft trailers, and golf carts.	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5304	9/28/2021	3407 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec 5-103(a)(b). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b)	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5316	9/28/2021	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #108 Lone Pine Drive	Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b)	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5325	9/28/2021	3400 SW 20 ST, PEMBROKE PARK, FL 33023 #IRBA LLC	Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b)	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail



Code Enforcement Department Report

From 9/1/2021 to 9/30/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
5709	9/28/2021	3181 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009	Sec 5-103(a)(c)(i)(j)(k)(l). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required Sec. 13-2. - Storage of abandoned property in the open prohibited Sec. 28-332. - Commercial zoned areas. Sec. 28-335. - Miscellaneous design standards.	Notice of Formal Hearing	T. Malcolm	Hand
5710	9/28/2021	2421 SW 25 ST, PEMBROKE PARK, FL 33009 #2412 Cheri Ln	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
5705	9/28/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #423	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required Sec. 12-48. - Outdoor storage prohibited	Notice of Formal Hearing	T. Malcolm	Hand
5833	9/28/2021	427 MARINE DR, PEMBROKE PARK, FL 33009 381	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Formal Hearing	T. Malcolm	Hand
5680	9/28/2021	SW 41 ST, PEMBROKE PARK, FL 33023	Sec 5-103(a)(b)(c)(g)(i)(j)(l). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required Sec. 12-48. - Outdoor storage prohibited	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail



Code Enforcement Department Report

From 9/1/2021 to 9/30/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
5676	9/28/2021	5409 SW 41 ST, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required Sec. 12-48. - Outdoor storage prohibited	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
5143	9/29/2021	3911 SW 52 AVE, PEMBROKE PARK, FL 33023 1-5	Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b) Sec 5-103. - Exterior maintenance of structures and premises (c)	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
2280	9/29/2021	4945 SW 41 ST, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations	Affidavit of Compliance	J. Louis	Regular Mail
6043	9/29/2021	2781 SW 56 AVE, PEMBROKE PARK, FL 33023	110.15 Building Safety Inspection Program	Affidavit of Compliance	M. Nunez	Regular Mail
6045	9/29/2021	2601 JOHN P LYONS LN, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Affidavit of Compliance	M. Nunez	Regular Mail
6363	9/29/2021	4400 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023 #3	Sec. 21-19. - Prohibited signs. Sec. 15-17. - Business Tax Receipt	Notice of Violation	J. Ramirez	Regular Mail
6044	9/30/2021	1904 SW 31 AVE, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Affidavit of Compliance	M. Nunez	Regular Mail
6077	9/30/2021	3350 PEMBROKE RD, PEMBROKE PARK, FL 33021	110.15 Building Safety Inspection Program	Affidavit of Compliance	M. Nunez	Regular Mail
6109	9/30/2021	3401 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103(a)(g)(i). - Exterior maintenance of structures and premises	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
6353	9/30/2021	3150 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #LOT 14	Sec. 12-48. - Outdoor storage prohibited Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Regular Mail



Code Enforcement Department Report

From 9/1/2021 to 9/30/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
4560	9/30/2021	4900 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (b) Sec. 5-87. - Permit required	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
4582	9/30/2021	3100 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec 5-105. - Repairs and installations	Affidavit of Compliance	J. Ramirez	Regular Mail
4900	9/30/2021	1960 SW 30 AVE, PEMBROKE PARK, FL 33009 #1960 B SW 30 Ave - Cabinets to Go	Sec. 28-346 (c)(3),(c)(4),(f) - Portable storage units. Sec. 21-19. - Prohibited signs.	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property
4900	9/30/2021	1960 SW 30 AVE, PEMBROKE PARK, FL 33009 #1960 B SW 30 Ave - Cabinets to Go	Sec. 28-346 (c)(3),(c)(4),(f) - Portable storage units. Sec. 21-19. - Prohibited signs.	Affidavit of Non-Compliance	J. Louis	Hand
5006	9/30/2021	4100 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103(c)(i)(h). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec 5-207. - Graffiti Enforcement Sec. 12-48. - Outdoor storage prohibited Sec. 21-19. - Prohibited signs.	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5006	9/30/2021	4100 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103(c)(i)(h). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec 5-207. - Graffiti Enforcement Sec. 12-48. - Outdoor storage prohibited Sec. 21-19. - Prohibited signs.	Affidavit of Non-Compliance	J. Louis	Certified Mail



Code Enforcement Department Report

From 9/1/2021 to 9/30/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
5676	9/30/2021	5409 SW 41 ST, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required Sec. 12-48. - Outdoor storage prohibited	Affidavit of Compliance	T. Malcolm	Regular Mail

<u>Summary</u>	
Affidavit of Compliance	22
Affidavit of Non-Compliance	2
Amended Final Order	2
Final Order	25
Notice of Formal Hearing	32
Notice of Violation	30
Supplemental Order/Claim of	15
Total	128

AGENDA ITEM REPORT



To:

Subject: Business Tax Receipt and Billing Update

Meeting: 10 27 2021 DRAFT WORKSHOP COMMISSION MEETING - Oct 27 2021

Department: Finance

Staff Contact: Michelle Grooms, BTR/Billing Administrator

BACKGROUND INFORMATION:

See attachment.

RECOMMENDATION:

None

ATTACHMENTS:

[BTR - Billing Report for Comm Oct 2021](#)

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

1 of 2

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	Billing FOR 2020/21	Amt Collected or Acct Balance	Amount Pending	Status	Complete	
1	ACCT#	REIMBURSABLE EXPENSES		(CREDIT)		7
2	000200SPEX	5311 PARK PROPERTY - SPEC EX @5311 SW 25 CT	\$2,627.50	\$4,817.50	(\$2,190.00)	BILLING CURRENT - AS OF 10/19/21
3	007470SM	BL COMPANY(AMAZON) - SITE MINOR @3375 SW 24 ST	\$2,945.06	\$2,945.06	\$0.00	BILLING COMPLETE X
4	024170S	AVI SHLOMO (COMM CTR) - SITE @ 2991 SW 32 AVE	\$5,023.58	\$5,023.58	\$0.00	\$4,663.20 Prev Bal FY 20 - Credit of \$1,955.00 from Acct 126595SP
5	042510RZ	COUNTY LINE RESIDENCES - REZONING @SW 41 ST	\$0.00	\$6.25	(\$6.25)	Inactive Acct - Notice sent 5/2021 to closed out account. X
6	048537PK	EAST COAST INVEST (Seneca Town Ctr) - PK REDUCTION ADDITION @ 3195 W HALL BCH BLVD	\$0.00	\$2,000.00	(\$2,000.00)	Inactive Acct - Notice sent 5/2021 to closed out account. X
7	048503S	CORS-AIR - MINOR SITE @ 2865 SW 30 AVE	\$0.00	\$510.00	(\$510.00)	BILLING CURRENT - AS OF 10/19/21
8	054621S	COCA COLA BEV. FL LLC - SITE @3350 PEMB RD	\$0.00	\$1,707.50	(\$1,707.50)	Inactive Acct - Notice sent 5/2021 to closed out account. X
9	101700S	O'REILLY AUTO STORES-SITE @ 4700 W HALL BCH BLVD	\$3,607.50	\$3,607.50	\$0.00	BILLING COMPLETE X
10	112351SM	RACETRAC - SITE MINOR @ 3996 PEMB RD	\$2,351.80	\$2,351.80	\$0.00	BILLING CURRENT - AS OF 10/19/21
11	112403EXA	POLO CLUB - APP FOR EXT HOURS LICENSE @ 5590 W HALL BCH BLVD	\$854.25	\$854.25	\$0.00	BILLING COMPLETE X
12	115140ZV	PLANS BY LINDA LLC(ROULEAU)-ZON VAR @ 134 W LAKE DR	\$1,945.00	\$1,945.00	\$0.00	BILLING COMPLETE X
13	126595S	3441 HALLANDALE LLC (SENECA CARWASH) -SITE @ 3441 W HALL BCH BLVD	\$2,722.50	\$2,722.50	\$0.00	BILLING COMPLETE X
14	126595SP	3441 HALLANDALE LLC (SENECA CARWASH) -SPECIAL PERMIT @ 3441 W HALL BCH BLVD	\$3,045.00	\$3,045.00	\$0.00	BILLING COMPLETE - \$1,955.00 credit applied to Acct 024170S X
15	133040S	AMITA - SITE MINOR @ 2350 SW 30 AVE	\$2,607.50	\$2,607.50	\$0.00	BILLING COMPLETE X
16	133040ZV	WE BRONZE WHOLESALE-ZON VAR@2350 SW 30 AVE	\$937.50	\$5,102.50	(\$4,165.00)	BILLING COMPLETE X
17	133707S	SENECA COMM CTR - SITE@ 3799 W HALL BCH BLVD	\$383.20	\$383.20	\$0.00	Credit from Acct 133708P2 apply to bal due X
18	133708F2-2	SENECA (PEMB IND)- FILL @ 3201 W HALL BCH BLVD	\$157.11	\$157.11	\$0.00	Credit from Acct 133708P2 apply to bal due X
19	133730S	WHEAT CAPITAL -SITE @ 2801 - 2805 J P LYONS LN	\$0.00	\$1,415.00	(\$1,415.00)	Inactive Acct - Notice sent 5/2021 to closed out account. X
20		DEVELOPMENT APPLICATION FEES				Billing from 3/2021-10/19/2021
21		BEVERAGE APPLICATION REVIEWS				
22		PREVIOUS BALANCE AS OF 9/15/21	\$375.00	\$375.00	\$0.00	
23		OTHER FEES - SPECIAL PERMIT/SPECIAL EXCEPT/VARIANCES				
24		PREVIOUS BALANCE AS OF 9/15/21	\$6,350.00	\$6,350.00	\$0.00	
25	083299SV	RE BILLED BKI-95 LLC-SIGN VAR	\$750.00	\$750.00	\$0.00	
26		SITE REVIEWS				
27		PREVIOUS BALANCE AS OF 9/15/21	\$41,009.58	\$41,009.58	\$0.00	
28		ZONING USE LETTERS				
29		PREVIOUS BALANCE AS OF 9/15/21	\$1,500.00	\$1,500.00	\$0.00	
30	222222	2781 S PARK RD (REQUEST 9-2-21)	\$150.00	\$0.00	\$150.00	BILLING CURRENT
31		2940 COUNTRY CLUB LN (REQUEST 9/16/21)	\$150.00	\$150.00	\$0.00	BILLING COMPLETE 9/16/21
32		TOTAL REIMBURSABLE EXPENSES-LINES 2-31	\$79,342.08	\$91,185.83		
33						
34		ANNUAL RENEWAL BILLING -FISCAL YEAR 2020/2021	Billed	Amt Collected	Pending	OOB/ADJUSTMENTS %
35	OL	BTR	\$133,697.50	\$118,695.75	\$4,725.25	3.5% OUTSTANDING ACCTS \$10,276.50 7.7%
36	CU	CERTIFICATE OF USE	\$29,802.00	\$25,969.50	\$1,365.00	4.6% OUTSTANDING ACCTS \$2,467.50 8.3%
37	SF**	SIGNS-include Billboard Billing	\$61,062.00	\$60,472.00	\$340.00	0.6% OUTSTANDING ACCTS \$250.00 0.4%
38	AL	ALARM REGISTRATION	\$3,060.00	\$2,690.00	\$220.00	7.2% OUTSTANDING ACCTS \$150.00 4.9%
39	AN	FIRE INSPECTION FEES- ANNUAL BTR	\$40,476.10	\$37,371.10	\$2,060.00	5.1% OUTSTANDING ACCTS \$1,045.00 2.6%
40		TOTAL BILLED ON ANNUAL RENEWAL STATEMENTS-LINES 35-39	\$268,097.60	\$245,198.35	\$8,710.25	3.25% OUTSTANDING ACCTS \$14,189.00 5.29%
41				91.46%	ACCTS COLLECTED AS OF 10/19/21	
42						
43		NEW ACCTS - FISCAL YR 2020/2021	Billed	Amt Collected	Projected billing (10% OF BILLING FY 20/21)	AMT PENDING
44	LC / OL >6/21	BTR	\$17,718.28	\$16,668.28	\$13,369.75	Projected Amt Reached \$1,050.00 *
45	CCU/CU >6/21	CERTIFICATE OF USE	\$1,732.50	\$997.50	--	\$735.00 *
46	SF	SIGNS	\$75.00	\$30.00	--	\$45.00 *
47	CAL/AL>6/21	ALARM REGISTRATION	\$560.00	\$495.00	\$306.00	Projected Amt Reached \$65.00 *
48	BIF	BLDG DEPT INSP - NEW/ RE-INSP	\$4,200.00	\$3,800.00	--	Billing for 6/22/20-10/19/21 \$400.00
49	FB	FIRE INSPECTIONS- NEW / RE-INSP/ ANNUAL	\$16,375.00	\$14,925.00	--	Billing for 6/22/20-10/19/21 \$1,450.00
50	AN	FIRE INSPECTION FEES- ANNUAL BTR	\$2,245.00	\$2,245.00	--	Billing for 6/22/20-6/19/21 \$0.00
51		TOTAL NEW ACCT BILLING - LINES 44-50	\$42,905.78	\$39,160.78		*Billing/Collection for 6/22/20-10/19/21 \$3,745.00

As of 10/20/2021

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

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

2 of 2

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52								
53		ANNUAL RENEWAL BILLING - FISCAL YEAR 2021/2022	Billed	Amt Collected	Pending		OOB/ADJUSTMENTS	%
54	OL	BTR	\$131,088.25	\$110,859.65	\$16,492.85	12.6%	OUTSTANDING ACCTS	\$3,735.75 2.8%
55	CU	CERTIFICATE OF USE	\$29,644.50	\$23,406.00	\$5,451.00	18.4%	OUTSTANDING ACCTS	\$787.50 2.7%
56	SF**	SIGNS-include Billboard Billing	\$60,782.00	\$39,447.00	\$21,215.00	34.9%	OUTSTANDING ACCTS	\$120.00 0.2%
57	AL	ALARM REGISTRATION	\$3,775.00	\$2,935.00	\$715.00	18.9%	OUTSTANDING ACCTS	\$125.00 3.3%
58	AN	FIRE INSPECTION FEES- ANNUAL BTR	\$117,675.14	\$100,358.14	\$16,077.00	13.7%	OUTSTANDING ACCTS	\$1,240.00 1.1%
60		TOTAL BILLED ON ANNUAL RENEWAL STATEMENTS-LINES 54-58	\$342,964.89	\$277,005.79	\$59,950.85	17.48%	OUTSTANDING ACCTS	\$6,008.25 1.75%
61				80.77%	ACCTS COLLECTED AS OF 10/20/21			
62								
63		NEW ACCTS - FISCAL YR 2021/2022	Billed	Amt Collected	Projected billing	(10% OF BILLING FY 20/21)	AMT PENDING	
64	LC / OL >6/21	BTR	\$3,956.25	\$2,438.75	\$13,108.83	30.2%	Projected Amt Reached	\$1,517.50 *
65	CCU/CU >6/21	CERTIFICATE OF USE	\$577.50	\$315.00	--			\$262.50 *
66	SF	SIGNS	\$90.00	\$0.00	--			\$90.00 *
67	CAL/AL >6/21	ALARM REGISTRATION	\$50.00	\$40.00	\$377.50	13.2%	Projected Amt Reached	\$10.00 *
68	BIF	BLDG DEPT INSP - NEW/ RE-INSP	\$400.00	\$250.00	150.00		Billing for 10/01/21-10/19/21	\$150.00
69	FB	FIRE INSPECTIONS- NEW / RE-INSP/ ANNUAL	\$1,000.00	\$800.00	200.00		Billing for 10/01/21-10/19/21	\$200.00
70	AN	FIRE INSPECTION FEES- ANNUAL BTR	\$0.00	\$0.00	0.00		Billing for 10/01/21-10/19/21	\$0.00
71		TOTAL NEW ACCT BILLING - LINES 64-70	\$6,073.75	\$3,843.75			*Billing/Collection for 6/21/21-10/20/21	\$1,880.00
72								
73		ASSESSMENT IN LIEU OF PROPERTY TAXES	Billed FY 20/21	Amt Collected	Amt Pending			
74	083950B	KOINONIA	\$47,691.29	\$47,691.29	\$0.00		BILLING COMPLETE - NEXT BILL 10/2021	X
75	105800B	PEMBROKE PK CHURCH OF CHRIST	\$15,956.54	\$0.00	\$111,651.37		*Pending= Past Due Bal \$95,706.30 Previous Yrs+ FY20/21	billing
76		TOTAL BILLED IN LIEU OF PROPERTY TAXES-LINES 74-75	\$63,647.83	\$47,691.29				
77								
78		OTHER COLLECTABLE FEES	Billed FY 20/21	Amt Collected	Amt Pending			
79		BUS BENCHES ADV. - GOLD COAST	\$4,250.00	\$4,250.00	\$0.00		BILLING COMPLETE - NEXT BILL 12/2021	X
80		BUS SHELTER ADV - CLEAR CHANNEL	\$3,908.35	\$3,908.35	\$0.00		*Write off \$361.65 diff based on the removal of bus shelters	X
81	002767	CLEAR CHANNEL (Additional fee for LED Billboard)	\$20,381.68	\$20,320.00	\$61.68		BILLING CURRENT - AS OF 4/21/21	
82	108306EXS	CORP DONATION - SCARLETT'S/JW LEE	\$12,000.00	\$12,000.00	\$0.00		BILLING COMPLETE - NEXT BILL 10/01	X
83	108306EXS	CORP DONATION - SCARLETT'S/JW LEE FY 2021-2022	\$1,000.00	\$1,000.00	\$0.00		BILLED MTHLY @ \$1000 - NEXT BILL 11/01	X
84		FDOT-LIGHTING MAINTENANCE	\$22,726.08	\$22,726.08	\$0.00		AMT LISTED FOR FY19/20-BILLED ANNUALLY	X
85		FDOT-LIGHTING MAINTENANCE	\$23,407.80	\$0.00	\$23,407.80		AMT LISTED FOR FY20/21-BILLED ANNUALLY - BILLED 6/2021	
86	065100	FPL FIBERNET- RIGHT OF WAY	\$2,000.00	\$2,000.00	\$0.00		BILLING COMPLETE - NEXT BILL 12/2021	X
87	112403EX	POLO CLUB - EXTENDED HRS LICENSE 2020-2021	\$7,736.00	\$7,736.00	\$0.00		BILLING COMPLETE - NEXT BILL 9/2021	X
88	112403EX	POLO CLUB - EXTENDED HRS LICENSE FY 2021-2022	\$1,456.00	\$0.00	\$1,456.00		BILLING CURRENT - Past Due as of 10/11/21	
89	108306EX	SCARLETT'S - EXTENDED HRS LICENSE FY 2020-2021	\$5,000.00	\$5,000.00	\$0.00		*BILLING COMPLETE (PAYMENT REC'D IN FY 19/20)	X
90	108306EX	SCARLETT'S - EXTENDED HRS LICENSE FY 2021-2022	\$5,000.00	\$5,000.00	\$0.00		BILLING COMPLETE - NEXT BILL 9/2022	X
91	118907R	SHORELINE FOUNDATION-AGREEMT RT-A-WY	\$633.87	\$633.87	\$0.00		BILLING COMPLETE - NEXT BILL 12/2021	X
92		MAC'S TOWING	\$10,000.00	\$10,000.00	\$0.00		BILLING COMPLETE - NEXT BILLING PENDING FY 21/22	X
93		FROM DEPTS					OOB/ADJUSTMENTS	%
94	PUBLIC WKS	FALSE ALARM BILLING (FA)	\$7,168.25	\$5,568.25	\$1,550.00		AS OF 10/19/2021	\$50.00 0.7%
95	CODE ENF	PERMANENT RV FEES (RVF)	\$1,100.00	\$1,100.00	\$0.00		ESTIMATED BILLING \$1,300-Billing accts	
96	PUBLIC WKS	TEMPORARY SIGN PERMITS (ZF)						
97	012010	ARTISAN FURNITURE INC.	\$50.00	\$50.00	\$0.00		LOCATION: 1960 SW 30 AVE	BANNER SIGN X
98	017350	BATH & DESIGN	\$50.00	\$50.00	\$0.00		LOCATION: 2940 SW 30 AVE, 5	BANNER SIGN X
99	112351	RACETRAC #102	\$50.00	\$50.00	\$0.00		LOCATION: 3996 PEMB RD	BANNER SIGN X
100		TOTAL BILLED OTHER COLLECTABLES-LINES 79-99	\$127,918.03	\$101,392.55				

As of 10/20/2021

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

AGENDA ITEM REPORT



To: commission
Subject: Bills over \$1,500
Meeting: 10 27 2021 DRAFT WORKSHOP COMMISSION MEETING - Oct 27 2021
Department: Finance
Staff Contact: Harry Taubenfeld, Finance & Budget Director

BACKGROUND INFORMATION:

The Town updated its procurement policy and increased the required commission approval from \$1,500 to \$10,000. Included in the report are all bills over \$1,500. All bills between \$1,500 and \$10,000 will require the Town Managers approval and are for informational purposes only for the Town commission. We are seeking commission approval for any bill over \$10,000 that is included on the report.

RECOMMENDATION:

Approve purchases over \$10,000

Town of Pembroke Park
Bills Over \$1,500
October 27, 2021
Workshop Meeting

Payments				
Invoice#	Vendor	Service/Product	Dept.	Amount
218857	Brinkley Morgan	Professional Matters Relating to the Progressive Waste Solutions vs. Town of Pembroke Park Thru September 30, 2021	Legal	\$ 22,118.29
69752	Johnson, Anselmo, Murdoch, Burke, Piper & Hochman P.A.	Professional Matters Relating to the Progressive Waste Solutions vs. Town of Pembroke Park Thru September 30, 2021	Legal	\$ 33,995.89
Total:				\$56,114.18

Purchase Orders				
305602	USA Blue Book	Roto-Float 30' Pipe Mounted Switch with Clamp	Stormwater	\$ 1,624.11
305603	Insight Public Inc.	(10) Additional Adobe Licenses for Town Employees	NonDept	\$ 1,810.90
305604	InUnison Apparel	Gold Plated Badges for Police Department	Police	\$ 2,016.00
305606	Hydra Service Inc	Sulzer ABS Model Submersible Pump	Sewer	\$ 8,521.20
Total:				\$13,972.21

Grand Total:	\$70,086.39
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AGENDA ITEM REPORT



To: commission
Subject: Revenue & Expense Summary through September 30, 2021
Meeting: 10 27 2021 DRAFT WORKSHOP COMMISSION MEETING - Oct 27 2021
Department: Finance
Staff Contact: Harry Taubenfeld, Finance & Budget Director

ATTACHMENTS:

[Sept 2021 Revenue & Expenditures](#)

**Town of Pembroke Park
Revenue & Expense Summary
Budget Performance
From 10/1/2020 to 9/30/21**

	Revenue	Expense	Surplus
General Fund	\$ 11,417,786	\$ 11,367,451	\$ 50,336
Building Department	775,805	820,997	(45,192)
Sewer	2,659,445	2,715,783	(56,337)
StormWater	1,422,720	1,191,654	231,065
Totals	<u>\$ 16,275,757</u>	<u>\$ 16,095,885</u>	<u>\$ 179,871</u>

**Town of Pembroke Park
Revenue Summary by Fund
Budget Performance
From 10/1/2020 to 9/30/21**

Page 3 of 17

GENERAL FUND				
	Budget	Actual	Remaining	
			\$	%
Ad Valorem	\$ 6,592,457	\$ 6,606,343	\$ (13,886)	-0.21%
Local Option Tax	100,000	102,500	(2,500)	-2.50%
Utility Tax	1,211,000	1,194,606	16,394	1.35%
Franchise Fees	874,750	915,532	(40,782)	-4.66%
Licenses & Permits	348,230	498,061	(149,831)	-43.03%
Intergovernmental Revenue	980,324	7,500	972,824	99.23%
State Shared Revenue	556,500	692,472	(135,972)	-24.43%
Charges for Services	364,400	560,430	(196,030)	-53.80%
Fines & Forfeitures	36,000	10,068	25,932	72.03%
Other Revenue	857,005	830,274	26,731	3.12%
Totals	\$ 11,920,666	\$ 11,417,786	\$ 502,880	4.22%
BUILDING	\$ 595,225	\$ 775,805	\$ (180,580)	-30.34%
SEWER				
Charge for Services	\$ 2,810,000	\$ 2,657,961	\$ 152,039	5.41%
Other Revenue	207,929	1,484	206,445	99.29%
	\$ 3,017,929	\$ 2,659,445	\$ 358,484	11.88%
STORMWATER				
Charge for Services	\$ 1,400,000	\$ 1,420,926	\$ (20,926)	-1.49%
Other Revenue	431,350	1,794	429,556	99.58%
	\$ 1,831,350	\$ 1,422,720	\$ 408,630	22.31%
Totals	\$ 17,365,170	\$ 16,275,757	\$ 1,089,413	6.27%

**Town of Pembroke Park
Expense Summary by Fund
Budget Performance
From 10/1/2020 to 9/30/21**

Page 4 of 17

GENERAL FUND

DEPARTMENT	Budget	Actual	Remaining	
			\$	%
Mayor & Commission	\$ 434,286	\$ 366,027	\$ 68,259	15.72%
Administrative	1,019,575	1,030,299	(10,724)	-1.05%
Finance	561,053	586,289	(25,236)	-4.50%
Legal	207,500	311,360	(103,860)	-50.05%
Planning	236,000	262,040	(26,040)	-11.03%
Non Departmental	396,860	536,048	(139,188)	-35.07%
Police	3,342,652	3,431,207	(88,555)	-2.65%
Fire Rescue	3,525,607	3,468,493	57,114	1.62%
Code Enforcement	208,568	151,270	57,298	27.47%
Roads & Streets	456,692	492,506	(35,814)	-7.84%
Parks & Recreation	508,024	358,109	149,915	29.51%
Capital Outlay	1,024,125	262,883	761,242	74.33%
Capital Projects	327,412	110,921	216,491	66.12%
Totals	\$ 12,248,354	\$ 11,367,451	\$ 880,903	7.19%
BUILDING	\$ 521,749	\$ 820,997	\$ (299,248)	-57.35%
SEWER				
Operating Expenses	2,662,264	2,487,350	174,914	6.57%
Capital Projects	140,000	12,800	127,200	90.86%
Debt Service	215,665	215,633	32	0.01%
Totals	3,017,929	2,715,783	302,146	10.01%
STORMWATER				
Operating Expenses	\$ 1,162,013	\$ 1,165,852	(3,839)	-0.33%
Capital Projects	\$ 360,030	\$ 25,802	334,228	92.83%
	\$ 1,522,043	\$ 1,191,654	330,389	21.71%
Totals	\$ 17,310,075	\$ 16,095,885	\$ 1,214,190	7.01%

TOWN OF PEMBROKE PARK (1BPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
001 - GENERAL FUND						
001-000310-311001-01-0000	Tangible Personal Property Taxes	0.00	0.00	667,500.76	(667,500.76)	100.00%
001-000310-311001-01-0000	Ad Valorem Taxes	6,592,457.00	0.00	5,835,052.53	757,404.47	88.51%
	Tangible Personal Property Taxes - Delinquent	0.00	0.00	103,789.45	(103,789.45)	100.00%
001-000310-312410-00-0000	Local Option Gas Tax	100,000.00	0.00	102,500.27	(2,500.27)	102.50%
001-000310-314100-00-0000	Electric Utility Tax	790,000.00	0.00	796,969.26	(6,969.26)	100.88%
001-000310-314200-01-0000	Communication Tax	149,000.00	0.00	137,597.24	11,402.76	92.35%
001-000310-314300-00-0000	Water Utility Tax	260,000.00	0.00	245,188.11	14,811.89	94.30%
001-000310-314400-00-0000	Gas Utility Tax	12,000.00	0.00	14,851.74	(2,851.74)	123.76%
001-000310-323100-00-0000	Electric Franchise Fee	575,000.00	0.00	559,237.01	15,762.99	97.26%
001-000310-323400-00-0000	Gas Franchise Fee	7,000.00	0.00	6,693.42	306.58	95.62%
001-000310-323700-00-0000	Garbage Franchise Fee	275,000.00	0.00	332,839.83	(57,839.83)	121.03%
001-000310-323901-00-0000	Towing Franchise Fee	10,000.00	0.00	10,000.00	0.00	100.00%
001-000310-323902-00-0000	Bus Stop Shelter Franchise Fee	3,500.00	0.00	2,512.19	987.81	71.78%
001-000310-323903-00-0000	Bus Stop Benches Franchise Fee	4,250.00	0.00	4,250.00	0.00	100.00%
001-000320-316000-00-0000	Business Tax Receipt - Local	127,000.00	0.00	132,338.51	(5,338.51)	104.20%
001-000320-321200-00-0000	Business Tax - County	2,500.00	0.00	2,380.98	119.02	95.24%
	Electrical Permit -Reinspection Fee	0.00	0.00	3,400.00	(3,400.00)	0.00%
001-000320-329001-00-0000	Certificate of Use Permits	28,000.00	0.00	27,229.50	770.50	97.25%
001-000320-329002-00-0000	Building Inspection Fees	2,000.00	0.00	3,525.00	(1,525.00)	176.25%
001-000320-329002-01-0000	Building Reinspection Fee B.T.R.	5,000.00	0.00	(125.00)	5,125.00	-2.50%
001-000320-329003-00-0000	Fire Inspection Fees Business Tax	10,000.00	0.00	14,425.00	(4,425.00)	144.25%
001-000320-329003-01-0000	Fire Inspection Fees Annual Renewals	30,000.00	0.00	116,051.14	(86,051.14)	386.84%
001-000320-329003-05-0000	Fire Reinspection Fee B.T.R.	1,000.00	0.00	0.00	1,000.00	0.00%
001-000320-329005-00-0000	Sign Fees	58,000.00	0.00	75,058.68	(17,058.68)	129.41%
	Zoning Variance Site Plans	0.00	0.00	0.00	0.00	0.00%
	Engineering - Planning Services	0.00	0.00	0.00	0.00	0.00%
001-000320-329008-00-0000	Alarm Registration Fees	2,900.00	0.00	3,190.12	(290.12)	110.00%
001-000320-329900-00-0000	Other License, Fees, Permits	2,830.00	0.00	0.00	2,830.00	0.00%
001-000330-334800-00-0000	Federal Grants	482,344.00	0.00	0.00	482,344.00	0.00%
001-000330-334800-00-0000	Other Grants	497,980.00	0.00	59,015.19	438,964.81	11.85%
001-000330-335120-00-0000	Municipal Revenue Sharing Program	170,000.00	0.00	219,585.76	(49,585.76)	129.17%
001-000330-335140-00-0000	Mobile Home Licenses	6,500.00	0.00	4,355.09	2,144.91	67.00%
001-000330-335150-00-0000	Alcoholic Beverage Licenses	5,000.00	0.00	9,418.22	(4,418.22)	188.36%
001-000330-335180-00-0000	Half Cent Sales Tax	375,000.00	0.00	459,113.31	(84,113.31)	122.43%
001-000340-341905-00-0000	Lien Searches	2,500.00	0.00	4,075.00	(1,575.00)	163.00%
001-000340-342601-00-0000	EMS Transport Collections	275,000.00	0.00	446,363.42	(171,363.42)	162.31%
001-000340-347200-02-0000	Park Facility Rental-Preserve	3,000.00	0.00	1,250.00	1,750.00	41.67%
	Reimbursable Charges - Filing Fees	0.00	0.00	2,700.00	(2,700.00)	#DIV/0!
	Reimbursable Charges - Legal	10,000.00	0.00	3,326.70	6,673.30	0.00%
	Reimbursable Charges - Misc, Late Fees Etc..	0.00	0.00	(2,346.65)	2,346.65	0.00%
	Reimbursable Charges - Planning	25,000.00	0.00	69,759.58	(44,759.58)	0.00%
001-000350-351001-00-0000	Local Law Enforcement Trust Fund Fines	1,000.00	0.00	1,004.42	(4.42)	100.44%
001-000350-351002-00-0000	Rec. Vehicle Inspection Fee Revenue	2,500.00	0.00	1,075.00	1,425.00	43.00%
001-000350-351003-00-0000	False Alarm Fees	7,000.00	0.00	5,450.00	1,550.00	77.86%
001-000350-354001-00-0000	Code Enforcement Fines - Per Diem	30,000.00	0.00	(25.00)	30,025.00	-0.08%
001-000350-359001-00-0000	Other Fines and Forfeitures	5,000.00	0.00	1,688.28	3,311.72	33.77%
001-000360-361100-02-0000	Interest - FL Dept Admin - LGIP Investments	18,000.00	0.00	0.00	18,000.00	0.00%
001-000360-361100-03-0000	Interest/Penalties - Ad Valorem/Tangible Taxes	10,000.00	0.00	19,123.72	(9,123.72)	191.24%
001-000360-361400-00-0000	Penalty and Late Charges	5,000.00	0.00	10,142.99	(5,142.99)	202.86%
001-000360-361500-00-0000	Garbage Collection Fees OES	10,000.00	0.00	12,782.79	(2,782.79)	127.83%
001-000360-363240-00-0000	Impact Fees - Fire	77,505.00	0.00	501.76	77,003.24	0.65%
001-000360-369001-00-0000	Other Revenue	631,500.00	0.00	643,895.65	(12,395.65)	101.96%
001-000360-369900-00-0000	Other Miscellaneous (JWL Community Event)	105,000.00	0.00	143,827.24	(38,827.24)	136.98%
	Total Revenue	\$11,802,266.00	\$ -	\$11,312,538.21	\$ 489,727.79	95.85%

TOWN OF PEMBROKE PARK (1BPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
001-510511-110000-00-0000	Salaries	210,000.00	0.00	165,432.80	44,567.20	78.78%
001-510511-210000-00-0000	FICA Taxes Expense	16,065.00	0.00	12,126.63	3,938.37	75.48%
001-510511-220000-00-0000	Employer Contribution Retirement Fund	81,000.00	0.00	110,484.00	(29,484.00)	136.40%
001-510511-230001-00-0000	Group Insurance Health	53,831.00	0.00	38,332.38	15,498.62	71.21%
001-510511-230001-01-0000	Dental/Vision Insurance	9,889.00	0.00	7,940.44	1,948.56	80.30%
001-510511-230001-02-0000	Life Insurance (Standard Insur.Co.)	3,673.00	0.00	2,763.44	909.56	75.24%
001-510511-230001-03-0000	Long Term Care (John Hancock Co.)	10,076.00	0.00	7,155.25	2,920.75	71.01%
001-510511-230001-05-0000	Life Insurance (John Hancock VUL)	4,059.00	0.00	3,904.43	154.57	96.19%
001-510511-240000-00-0000	Workers' Compensation	437.00	0.00	444.96	(7.96)	101.82%
001-510511-400001-00-0000	Travel	14,000.00	0.00	346.13	13,653.87	2.47%
001-510511-410001-00-0000	Cell Phone	6,000.00	0.00	4,252.52	1,747.48	70.88%
001-510511-441002-00-0000	Lease Expenses - Copiers	1,000.00	0.00	270.15	729.85	27.02%
001-510511-450002-00-0000	Insurance - Property & Liability	756.00	0.00	756.16	(0.16)	100.02%
001-510511-490006-00-0000	Business Meetings	5,000.00	0.00	2,622.44	2,377.56	52.45%
001-510511-490900-00-0000	Misc. Charges	3,000.00	0.00	3,396.04	(396.04)	113.20%
001-510511-540001-00-0000	Memberships	4,500.00	0.00	5,799.00	(1,299.00)	128.87%
001-510511-540001-01-0000	Education and Training	1,000.00	0.00	0.00	1,000.00	0.00%
001-510511-540002-00-0000	Election Services	10,000.00	0.00	0.00	10,000.00	0.00%
Total Expense Mayor & Commission Department		<u>\$ 434,286.00</u>	<u>\$ -</u>	<u>\$ 366,026.77</u>	<u>\$ 68,259.23</u>	<u>84.28%</u>

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
001-510512-120000-00-0000	Full Time Salaries	563,730.00	0.00	588,759.41	(25,029.41)	104.44%
001-510512-140000-00-0000	Overtime	1,500.00	0.00	272.75	1,227.25	18.18%
001-510512-210000-00-0000	FICA Taxes Expense	42,623.00	0.00	43,871.79	(1,248.79)	102.93%
001-510512-220000-00-0000	Employee Retirement Expense	114,053.00	0.00	124,019.63	(9,966.63)	108.74%
001-510512-230001-00-0000	Group Insurance	96,895.00	0.00	97,262.18	(367.18)	100.38%
001-510512-230001-01-0000	Dental/Vision Insurance	14,353.00	0.00	13,333.20	1,019.80	92.89%
001-510512-230001-02-0000	Life Insurance (Standard Insur.Co.)	7,345.00	0.00	9,735.54	(2,390.54)	132.55%
001-510512-230001-03-0000	Long Term Care (John Hancock Co.)	0.00	0.00	0.00	0.00	#DIV/0!
001-510512-230001-05-0000	Life Insurance (John Hancock VUL)	12,343.00	0.00	11,188.47	1,154.53	90.65%
001-510512-240000-00-0000	Workers' Compensation	1,311.00	0.00	1,334.99	(23.99)	101.83%
001-510512-340006-01-0000	Town Hall-Janitorial Services	3,900.00	0.00	3,900.00	0.00	100.00%
001-510512-340007-00-0000	Contractual Services	0.00	0.00	0.00	0.00	#DIV/0!
001-51512-340011-00-0000	Contractual Services - Professional Services	90,000.00	0.00	89,123.59	876.41	99.03%
	Contractual Services - Business Tax Structural	5,000.00	0.00	8,350.00	0.00	0.00%
001-510512-400001-00-0000	Travel	7,500.00	0.00	3,617.40	3,882.60	48.23%
001-510512-410001-00-0000	Cellular Phones	3,600.00	0.00	4,255.01	(655.01)	118.19%
001-510512-441001-00-0000	Lease Expense - Vehicles	6,000.00	0.00	0.00	6,000.00	0.00%
001-510512-441002-00-0000	Lease Expense-Copy Machine	2,000.00	0.00	1,973.97	26.03	98.70%
001-510512-450002-00-0000	General Liability - Property Insurance	5,422.00	0.00	5,422.19	(0.19)	100.00%
001-510512-460010-00-0000	Misc. Maintenance - Car & Buildings	2,000.00	0.00	483.29	1,516.71	24.16%
001-510512-470000-00-0000	Printing	2,000.00	0.00	148.21	1,851.79	7.41%
001-510512-490002-00-0000	Misc. Charges	7,500.00	0.00	8,346.95	(846.95)	111.29%
001-510512-490006-00-0000	Business Meetings/Meals	1,000.00	0.00	2,020.31	(1,020.31)	202.03%
001-510512-510001-00-0000	Office Supplies	9,000.00	0.00	5,406.29	3,593.71	60.07%
001-510512-521001-00-0000	Vehicle Expense - Gasoline	1,000.00	0.00	0.00	1,000.00	0.00%
001-510512-540001-00-0000	Memberships/Subscriptions	3,500.00	0.00	5,142.82	(1,642.82)	146.94%
001-510512-541002-00-0000	Education & Training, Tuition Assistance	10,000.00	0.00	1,456.41	8,543.59	14.56%
001-510512-541900-00-0000	Education & Training, Registration/Books	6,000.00	0.00	875.00	5,125.00	14.58%
Total Expense Administration Department		\$ 1,019,575.00	\$ -	\$ 1,030,299.40	\$ (7,374.40)	101.05%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
001-510513-120000-00-0000	Salaries	337,433.00	0.00	353,900.99	(16,467.99)	104.88%
001-510513-140000-00-0000	Overtime	2,000.00	0.00	1,247.70	752.30	62.39%
001-510513-210000-00-0000	FICA Taxes Expense	25,814.00	0.00	25,621.30	192.70	99.25%
001-510513-220000-00-0000	Employee Retirement Expense	54,581.00	0.00	63,101.58	(8,520.58)	115.61%
001-510513-230001-00-0000	Group Insurance	53,831.00	0.00	53,422.32	408.68	99.24%
001-510513-230001-01-0000	Dental/Vision Insurance	6,745.00	0.00	6,744.96	0.04	100.00%
001-510513-230001-02-0000	Life Insurance (Standard Insur.Co.)	5,707.00	0.00	4,973.00	734.00	87.14%
	Long Term Care (John Hancock Co.)	2,005.00	0.00	2,999.56	0.00	0.00%
001-510513-230001-05-0000	Life Insurance (John Hancock VUL)	597.00	0.00	597.00	0.00	100.00%
001-510513-240000-00-0000	Workers' Compensation	437.00	0.00	445.01	(8.01)	101.83%
001-510513-320001-00-0000	Recurring Audit Costs	45,000.00	0.00	49,000.00	(4,000.00)	108.89%
001-510513-340006-01-0000	Contractual Service	7,000.00	0.00	3,900.00	3,100.00	55.71%
001-510513-340007-00-0000	Contractual Services-Software Maint Fees	6,000.00	0.00	6,188.91	(188.91)	103.15%
001-510513-400001-00-0000	Travel	2,500.00	0.00	0.00	2,500.00	0.00%
001-510513-410001-00-0000	Cellular Phones	1,000.00	0.00	512.09	487.91	51.21%
001-510513-441002-00-0000	Lease Expense-Copiers	1,000.00	0.00	1,187.68	(187.68)	118.77%
001-510513-450002-00-0000	General Liability - Property Insurance	2,903.00	0.00	2,902.64	0.36	99.99%
001-510513-460900-00-0000	Maintenance & Repair	500.00	0.00	0.00	500.00	0.00%
001-510513-470000-00-0000	Printing and Forms	1,000.00	0.00	2,175.16	(1,175.16)	217.52%
001-510513-490006-00-0000	Business Meetings/Meals	500.00	0.00	0.00	500.00	0.00%
001-510513-490900-00-0000	Misc. Charges	500.00	0.00	1,540.45	(1,040.45)	308.09%
001-510513-510001-00-0000	Office Supplies	2,000.00	0.00	2,779.78	(779.78)	138.99%
001-510513-540001-00-0000	Memberships	1,000.00	0.00	1,935.83	(935.83)	193.58%
001-510513-541900-00-0000	Education & Training-Registration/Books	1,000.00	0.00	1,113.00	(113.00)	111.30%
	Total Expense Finance Department	\$ 561,053.00	\$ -	\$ 586,288.96	\$ (24,241.40)	104.50%

TOWN OF PEMBROKE PARK (1BPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
001-510514-120000-00-0000	Salaries	0.00	0.00	158,033.55	(158,033.55)	#DIV/0!
001-510514-210000-00-0000	FICA Taxes Expense	0.00	0.00	11,422.87	(11,422.87)	#DIV/0!
001-510514-220000-00-0000	Employee Retirement Expense	0.00	0.00	22,128.30	(22,128.30)	#DIV/0!
001-510514-230001-00-0000	Group Insurance	0.00	0.00	10,571.44	(10,571.44)	#DIV/0!
001-510514-230001-01-0000	Dental/Vision Insurance	0.00	0.00	1,654.84	(1,654.84)	#DIV/0!
001-510514-230001-02-0000	Life Insurance (Standard Insur.Co.)	0.00	0.00	1,994.30	(1,994.30)	#DIV/0!
001-510514-230001-03-0000	Long Term Care (John Hancock Co.)	0.00	0.00	2,671.34	(2,671.34)	#DIV/0!
001-510514-230001-05-0000	Life Insurance (John Hancock VUL)	0.00	0.00	0.00	0.00	#DIV/0!
001-510514-240000-00-0000	Workers' Compensation	0.00	0.00	0.00	0.00	#DIV/0!
001-510514-303003-00-0000	Misc. Reimbursable Expense	10,000.00	0.00	0.00	10,000.00	0.00%
001-510514-340003-01-0000	Contractual Services-Legal-Retainer	100,000.00	0.00	0.00	100,000.00	0.00%
001-510514-340003-02-0000	Contractual Services-Legal-Non Retainer	90,000.00	0.00	87,775.57	2,224.43	97.53%
001-510514-400002-00-0000	Travel			350.00		
001-510514-410001-00-0000	Cell Phone Charges	0.00		528.33	(528.33)	#DIV/0!
001-510514-441001-00-0000	Auto Allowance	0.00	0.00	3,000.00	(3,000.00)	#DIV/0!
001-510514-480001-00-0000	Advertising	7,500.00	0.00	5,018.20	2,481.80	66.91%
001-50514-490900-00-0000	Misc. Charges	0.00	0.00	3,438.46	(3,438.46)	#DIV/0!
001-10514-541900-00-0000	Education/training			340.00		
001-510514-540001-00-0000	Memberships/Subscriptions	0.00	0.00	2,432.50	(2,432.50)	#DIV/0!
	Total Expense Legal Department	\$ 207,500.00	\$ -	\$ 311,359.70	\$ (97,298.74)	150.05%
001-510515-120000-00-0000	Salaries	0.00	0.00	66,542.55	(66,542.55)	#DIV/0!
001-510515-210000-00-0000	FICA Taxes Expense	0.00	0.00	5,173.95	(5,173.95)	#DIV/0!
001-510515-220000-00-0000	Employee Retirement Expense	0.00	0.00	6,238.44	(6,238.44)	#DIV/0!
001-510515-230001-00-0000	Group Insurance	0.00	0.00	6,024.26	(6,024.26)	#DIV/0!
001-510515-230001-01-0000	Dental/Vision Insurance	0.00	0.00	1,053.08	(1,053.08)	#DIV/0!
001-510515-230001-02-0000	Life Insurance (Standard Insur.Co.)	0.00	0.00	1,046.50	(1,046.50)	#DIV/0!
001-510515-230001-03-0000	Long Term Care (John Hancock Co.)	0.00	0.00	1,499.69	(1,499.69)	#DIV/0!
001-510515-230001-05-0000	Life Insurance (John Hancock VUL)	0.00	0.00	0.00	0.00	#DIV/0!
001-510515-240000-00-0000	Workers' Compensation	0.00	0.00	0.00	0.00	#DIV/0!
001-510515-303003-00-0000	Reimbursable Expense	25,000.00	0.00	32,858.38	(7,858.38)	131.43%
001-510515-340004-00-0000	Contractual Services-Planning	200,000.00	0.00	130,995.38	69,004.62	65.50%
001-510515-340004-00-3000	Contractual Services-Legis Svcs Planning	10,000.00	0.00	8,333.30	1,666.70	83.33%
001-510515-410001-00-0000	Cell Phone Charges	0.00	0.00	482.84	(482.84)	#DIV/0!
001-510515-490900-00-0000	Misc. Charges	0.00	0.00	1,681.68	(1,681.68)	#DIV/0!
	Office Supplies			110.06	(110.06)	#DIV/0!
001-510515-522001-00-0000	Board Expenses - Planning & Zoning	1,000.00	0.00	0.00	1,000.00	0.00%
	Total Expense Comprehensive Planning Dept.	\$ 236,000.00	\$ -	\$ 262,040.11	\$ (26,040.11)	111.03%
001-510519-340004-00-0000	Various Contractual Services	25,000.00	0.00	32,766.91	(7,766.91)	131.07%
001-510519-340006-05-0000	Contractual Svcs-Town Hall-Pest Control	3,500.00	0.00	3,351.16	148.84	95.75%
001-510519-340007-00-0000	Contractual Svc-Computer Related Service	60,000.00	0.00	62,698.42	(2,698.42)	104.50%
001-510519-410001-00-0000	Telephone Cost - Cellular	2,500.00	0.00	3,487.39	(987.39)	139.50%
001-510519-410003-00-0000	Town Hall Line Charge/Internet Connection	37,000.00	0.00	42,424.31	(5,424.31)	114.66%
001-510519-411003-00-0000	Postage-Shipping-Fed Express	8,000.00	0.00	7,497.71	502.29	93.72%
001-510519-430001-00-0000	Electricity-Town Hall	38,000.00	0.00	41,286.63	(3,286.63)	108.65%
001-510519-431001-00-0000	Water-Town Hall	5,000.00	0.00	9,058.95	(4,058.95)	181.18%
001-510519-441002-00-0000	Lease Expense-Copy Machine and Other	1,000.00	0.00	855.12	144.88	85.51%
001-510519-450002-00-0000	Insurance Expense - General Liability/Prop.	3,260.00	0.00	3,247.24	12.76	99.61%
001-510519-460010-00-0000	Maintenance & Repair Car Bldg & Equipmnt	17,500.00	0.00	28,513.86	(11,013.86)	162.94%
001-510519-460011-00-0000	Maintenance and Repair-3RD FLOOR	2,500.00	0.00	3,260.00	(760.00)	130.40%
001-510519-480003-00-0000	Donations	10,000.00	0.00	3,890.28	6,109.72	38.90%
001-510519-490001-00-0000	Lobbying Expenses	130,600.00	0.00	118,211.60	12,388.40	90.51%
001-510519-490003-00-0000	Misc Charges	50,000.00	0.00	168,121.48	(118,121.48)	336.24%
001-510519-520900-00-0000	Misc. Market Supplies/Office Supplies	3,000.00	0.00	7,376.66	(4,376.66)	245.89%
	Total Expense Non - Departmental General Gov't	396,860.00	0.00	536,047.72	(139,187.72)	135.07%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
001-520521-120000-00-0000	Salaries	0.00	0.00	83,896.25	(83,896.25)	#DIV/0!
001-520521-210000-00-0000	FICA Taxes Expense	0.00	0.00	6,392.83	(6,392.83)	#DIV/0!
001-520521-220000-00-0000	Employee Retirement Expense	0.00	0.00	11,069.47	(11,069.47)	#DIV/0!
001-520521-230001-00-0000	Group Insurance	0.00	0.00	0.00	0.00	#DIV/0!
001-520521-230001-01-0000	Dental/Vision Insurance	0.00	0.00	902.64	(902.64)	#DIV/0!
001-520521-230001-02-0000	Life Insurance (Standard Insur.Co.)	0.00	0.00	1,001.88	(1,001.88)	#DIV/0!
001-520521-230001-03-0000	Long Term Care (John Hancock Co.)	0.00	0.00	0.00	0.00	#DIV/0!
001-520521-230001-05-0000	Life Insurance (John Hancock VUL)	0.00	0.00	0.00	0.00	#DIV/0!
001-520521-240000-00-0000	Workers' Compensation	0.00	0.00	0.00	0.00	#DIV/0!
001-520521-340001-00-0000	Contractual Services-Law Enforcement	3,327,652.00	0.00	3,289,650.44	38,001.56	98.86%
001-510515-410001-00-0000	Cell Phone Charges	0.00	0.00	461.69	(461.69)	#DIV/0!
001-510515-490900-00-0000	Misc. Charges	0.00	0.00	3,942.23	(3,942.23)	#DIV/0!
001-520521-520900-01-0000	LLETF - Explorer Program	10,000.00	0.00	0.00	10,000.00	0.00%
001-520521-520900-04-0000	BSO - Traffic Enforcement	5,000.00	0.00	4,508.84	491.16	90.18%
001-520521-520900-07-0000	LLETF Town Hall Security	0.00	0.00	0.00	0.00	#DIV/0!
001-520521-540001-00-0000	Memberships/Subscriptions	0.00	0.00	1,590.86	(1,590.86)	#DIV/0!
001-520521-599999-00-0000	Misc. Charges	0.00	0.00	27,789.39	(27,789.39)	#DIV/0!
	Total Law Enforcement	3,342,652.00	0.00	3,431,206.52	42,497.94	102.65%
001-520522-340002-00-0000	Contractual Services-Fire Rescue	3,525,607.00	0.00	3,468,492.96	57,114.04	98.38%
	Total Fire Department	3,525,607.00	0.00	3,468,492.96	57,114.04	98.38%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
100 - Building Department						
001-000320-322001-00-0000	Building Permits	318,150.00	0.00	326,447.22	(8,297.22)	102.61%
001-000320-322001-01-0000	Building Permit - Reinspection Fee	5,000.00	0.00	1,800.00	3,200.00	36.00%
001-000320-322001-02-0000	Building Dept. Reinstatement Fee	500.00	0.00	6,177.17	(5,677.17)	1235.43%
001-000320-322001-03-0000	Building Inspection Fee	34,100.00	0.00	32,625.00	1,475.00	95.67%
001-000320-322002-00-0000	Electrical Permits	34,715.00	0.00	122,607.07	(87,892.07)	353.18%
001-000320-322002-01-0000	Electrical Permit-Reinspection Fee	500.00	0.00	325.00	175.00	65.00%
001-000320-322002-03-0000	Electrical Inspection Fee	8,585.00	0.00	20,900.00	(12,315.00)	243.45%
001-000320-322003-00-0000	Mechanical Permits	30,000.00	0.00	52,970.44	(22,970.44)	176.57%
001-000320-322003-01-0000	Mechanical Permit-Reinspection Fee	500.00	0.00	1,275.00	(775.00)	255.00%
001-000320-322003-02-0000	Mechanical Inspection Fee	3,385.00	0.00	8,275.00	(4,890.00)	244.46%
001-000320-322004-00-0000	Plumbing Permits	30,000.00	0.00	29,610.37	389.63	98.70%
001-000320-322004-01-0000	Plumbing Permit Reinspection Fee	760.00	0.00	1,775.00	(1,015.00)	233.55%
001-000320-322004-02-0000	Plumbing Inspection Fee	2,830.00	0.00	7,800.00	(4,970.00)	275.62%
001-000320-329003-04-0000	Fire Inspection Fees Permits	15,000.00	0.00	21,780.00	(6,780.00)	145.20%
001-000320-329003-06-0000	Fire Reinspection Fee	25,000.00	0.00	46,322.90	(21,322.90)	185.29%
001-000320-329006-01-0000	Zoning & Variance & Site Plan Fees	30,000.00	0.00	35,085.00	(5,085.00)	116.95%
001-000320-329007-00-0000	Engineering-Planning Services	5,000.00	0.00	9,200.00	(4,200.00)	184.00%
001-000320-329009-00-0000	Radon Fees - 10% Restricted for Education Insurance - Registration Fees	4,000.00	0.00	8,198.96	(4,198.96)	204.97%
001-000320-329014-00-0000	Plan Review	68,680.00	0.00	101,170.00	(32,490.00)	147.31%
001-000320-329015-00-0000	Processing Fee	52,520.00	0.00	51,336.00	1,184.00	97.75%
10-000340-341900-00-0000	Grant Revenue			7,500.00		
001-000340-341903-00-0000	Certificate of Occupancy Fee	5,050.00	0.00	2,362.70	2,687.30	46.79%
001-000340-341903-01-0000	Certificate of Completion	34,350.00	0.00	26,413.90	7,936.10	76.90%
001-000350-351004-00-0000	Code Enforcement Fines	0.00	0.00	3,700.00	(3,700.00)	#DIV/0!
001-000360-369001-01-0000	Other Revenue Building Department	5,000.00	0.00	10,711.78	(5,711.78)	214.24%
Total Revenue - Building Department		713,625.00	0.00	936,368.51	(215,243.51)	131.21%
001-524524-120000-00-0000	Full Time Salaries	183,989.00	0.00	236,331.46	(52,342.46)	128.45%
001-524524-140000-00-0000	Overtime	4,000.00	0.00	0.00	4,000.00	0.00%
001-524524-210000-00-0000	FICA Taxes Expense	14,075.00	0.00	17,744.93	(3,669.93)	126.07%
001-524524-220000-00-0000	Employee Retirement Expense	28,773.00	0.00	25,391.71	3,381.29	88.25%
001-524524-230001-00-0000	Group Insurance	32,298.00	0.00	16,968.16	15,329.84	52.54%
001-524524-230001-01-0000	Dental/Vision Insurance	1,319.00	0.00	1,319.04	(0.04)	100.00%
001-524524-230001-02-0000	Life Insurance (Standard Insur.Co.)	2,201.00	0.00	2,490.83	(289.83)	113.17%
001-524524-230001-05-0000	Long Term Care (John Hancock Co.)	1,920.00	0.00	1,990.00	(70.00)	0.00%
001-524524-230001-05-0000	Life Insurance (John Hancock VUL)	1,500.00	0.00	0.00	1,500.00	0.00%
001-524524-240000-00-0000	Workers' Compensation	1,747.00	0.00	1,780.00	(33.00)	101.89%
001-524524-340006-01-0000	Contractual Service-Town Hall-Janitorial	4,000.00	0.00	3,900.00	100.00	97.50%
001-524524-340007-00-0000	Contractual Services-Software Maint Fees	5,000.00	0.00	0.00	5,000.00	0.00%
001-524524-340012-01-0000	Contractual Services-Bldg Dept Elect	38,000.00	0.00	28,462.50	9,537.50	74.90%
001-524524-340012-02-0000	Contractual Services-Bldg Dept Plumb	13,000.00	0.00	21,325.00	(8,325.00)	164.04%
001-524524-340012-03-0000	Contractual Services-Bldg Dept Mech	24,000.00	0.00	30,000.00	(6,000.00)	125.00%
001-524524-340012-99-0000	Contractual Services-Bldg Dept Structural	39,000.00	0.00	14,250.00	24,750.00	0.00%
001-524524-340013-00-0000	Contractual Services-User Fees Ink Force	6,000.00	0.00	9,400.00	(3,400.00)	156.67%
001-524524-400001-00-0000	Travel	3,000.00	0.00	0.00	3,000.00	0.00%
001-524524-410001-00-0000	Cell Phone	3,700.00	0.00	2,547.77	1,152.23	68.86%
	Vehicle Expense - Interest	0.00	0.00	54.03	(54.03)	0.00%
001-524524-441002-01-0000	Lease Expense-Copier	1,500.00	0.00	594.33	905.67	39.62%
001-524524-450002-00-0000	Insurance - Property & Liability	7,017.00	0.00	7,017.04	(0.04)	100.00%
001-524524-460011-00-0000	Maintenance & Repair Car Bldg & Equipmt.	1,000.00	0.00	43.19	956.81	4.32%
001-524524-470000-00-0000	Printing & Forms	1,000.00	0.00	423.72	576.28	42.37%
001-524524-490900-00-0000	Misc. Charges	33,960.00	0.00	6,344.67	27,615.33	18.68%
001-524524-510001-00-0000	Office Supplies	2,000.00	0.00	2,926.69	(926.69)	146.33%
001-524524-520003-00-0000	Uniforms	6,000.00	0.00	40.00	5,960.00	0.67%
001-524524-521001-00-0000	Vehicle Expense-Gasoline Costs	1,000.00	0.00	174.06	825.94	17.41%
001-524524-540001-00-0000	Memberships/Subscriptions	750.00	0.00	17,551.60	(16,801.60)	2340.21%
001-524524-541900-00-0000	Education & Training-Registration/Books	5,000.00	0.00	0.00	5,000.00	0.00%
Total Building Department		\$ 466,749.00	\$ -	\$ 449,070.73	\$ 17,678.27	96.21%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
001-539539-120000-00-0000	Full Time Salaries	103,985.00	0.00	72,966.92	31,018.08	70.17%
001-539539-140000-00-0000	Overtime	2,000.00	0.00	0.00	2,000.00	0.00%
001-539539-210000-00-0000	FICA Taxes Expense	7,955.00	0.00	5,246.16	2,708.84	65.95%
001-539539-220000-00-0000	Employee Retirement Expense	20,026.00	0.00	7,886.37	12,139.63	39.38%
001-539539-230001-00-0000	Group Insurance	21,532.00	0.00	27,411.88	(5,879.88)	127.31%
001-539539-230001-01-0000	Dental/Vision Insurance	3,134.00	0.00	3,134.40	(0.40)	100.01%
001-539539-230001-02-0000	Life Insurance (Standard Insur.Co.)	1,866.00	0.00	1,808.41	57.59	96.91%
001-539539-230001-03-0000	Long Term Care (John Hancock Co.)	1,140.00	0.00	1,070.00	70.00	93.86%
001-539539-230001-05-0000	Life Insurance (John Hancock VUL)	0.00	0.00	0.00	0.00	#DIV/0!
001-539539-240000-00-0000	Workers' Compensation	1,747.00	0.00	1,780.00	(33.00)	101.89%
001-539539-340006-01-0000	Town Hall-Janitorial	3,900.00	0.00	3,900.00	0.00	100.00%
001-539539-340007-00-0000	Contractual Services	5,400.00	0.00	1,500.00	3,900.00	27.78%
001-539539-400002-00-0000	Travel - Hotel, Airfare, Mileage, Tolls & Meals	2,500.00	0.00	353.85	2,146.15	14.15%
001-539539-410001-00-0000	Cell Phones	4,200.00	0.00	1,135.44	3,064.56	27.03%
001-539539-441003-00-0000	Lease Expense- Copier	1,000.00	0.00	0.00	1,000.00	0.00%
001-539539-450002-00-0000	Insurance - Property & Liability	6,123.00	0.00	6,123.24	(0.24)	100.00%
001-539539-470000-00-0000	Printing and Forms	2,500.00	0.00	818.52	1,681.48	32.74%
001-539539-490900-00-0000	Misc. Charges	1,500.00	0.00	2,101.52	(601.52)	140.10%
001-539539-510001-00-0000	Office Supplies	5,000.00	0.00	2,214.38	2,785.62	44.29%
001-539539-520003-00-0000	Uniform Expense	800.00	0.00	1,037.79	(237.79)	129.72%
001-539539-521001-00-0000	Vehicle Expense-Gasoline	3,000.00	0.00	1,102.57	1,897.43	36.75%
001-539539-521002-00-0000	Vehicle Expense-Maintenance & Repair	1,000.00	0.00	130.21	869.79	13.02%
001-539539-522001-00-0000	Board Expenses-Code & P&Z Boards	4,635.00	0.00	0.00	4,635.00	0.00%
001-539539-540001-00-0000	Memberships	625.00	0.00	8,448.03	(7,823.03)	1351.68%
001-539539-541900-00-0000	Education & Training - Other	3,000.00	0.00	1,100.00	1,900.00	36.67%
	Total Code Enforcement	\$ 208,568.00	\$ -	\$ 151,269.69	\$ 57,298.31	72.53%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
001-530541-120000-00-0000	Full Time Employee Salaries	205,192.00	0.00	187,640.50	17,551.50	91.45%
001-530541-140000-00-0000	Overtime	3,500.00	0.00	454.06	3,045.94	12.97%
001-530541-210000-00-0000	FICA Taxes Expense	15,744.00	0.00	13,376.51	2,367.49	84.96%
001-530541-220000-00-0000	Employee Retirement Expense	25,490.00	0.00	23,785.68	1,704.32	93.31%
001-530541-230001-00-0000	Group Insurance	42,865.00	0.00	46,579.43	(3,714.43)	108.67%
001-530541-230001-01-0000	Dental/Vision Insurance	6,774.00	0.00	5,595.96	1,178.04	82.61%
001-530541-230001-02-0000	Life Insurance (Standard Insur.Co.)	3,071.00	0.00	3,278.63	(207.63)	106.76%
001-530541-230001-03-0000	Long Term Care (John Hancock Co.)	3,240.00	0.00	3,240.00	0.00	100.00%
001-530541-230001-05-0000	Life Insurance (John Hancock VUL)	2,702.00	0.00	1,913.55	788.45	70.82%
001-530541-240000-00-0000	Workers' Compensation	7,427.00	0.00	7,565.01	(138.01)	101.86%
001-530541-340006-01-0000	Town Hall Janitorial	3,900.00	0.00	3,900.00	0.00	100.00%
001-530541-400002-00-0000	Travel	1,000.00	0.00	0.00	1,000.00	0.00%
001-530541-410001-00-0000	Cellular Phones	2,400.00	0.00	1,917.95	482.05	79.91%
001-530541-410009-00-0000	Town Hall Line Charge/Internet Connection	0.00	0.00	0.00	0.00	#DIV/0!
001-530541-430009-00-0000	Electricity-Outdoor Lighting	36,000.00	0.00	35,510.95	489.05	98.64%
001-530541-431006-00-0000	Water-Public Works	500.00	0.00	46.62	453.38	9.32%
001-530541-440001-00-0000	Rental Expense-Equipment Copier	1,000.00	0.00	648.36	351.64	64.84%
001-530541-450002-00-0000	Insurance Expense Prop - General Liability	26,187.00	0.00	26,186.81	0.19	100.00%
001-530541-460060-00-0000	Maintenance & Repair Car Bldg & Equipmnt	40,000.00	0.00	98,537.10	(58,537.10)	246.34%
001-530541-490900-00-0000	Misc. Charges	15,000.00	0.00	8,543.90	6,456.10	56.96%
001-530541-510001-00-0000	Office Supplies	2,000.00	0.00	1,430.78	569.22	71.54%
001-530541-520003-00-0000	Uniform Expense	1,200.00	0.00	1,128.94	71.06	94.08%
001-530541-521001-00-0000	Vehicle Expense-Gasoline	10,000.00	0.00	10,320.27	(320.27)	103.20%
001-530541-540004-00-0000	Memberships/Subscriptions & Dues	500.00	0.00	9,685.41	(9,185.41)	1937.08%
001-530541-541001-00-0000	Education & Training-Registration/Books	1,000.00	0.00	1,220.00	(220.00)	122.00%
Total Roads & Streets Department		<u>\$ 456,692.00</u>	<u>\$ -</u>	<u>\$ 492,506.42</u>	<u>\$ (35,814.42)</u>	<u>107.84%</u>

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
001-570572-120000-00-0000	Full Time Salaries	213,057.00	0.00	162,479.74	50,577.26	76.26%
001-570572-140000-00-0000	Overtime	15,000.00	0.00	4,371.68	10,628.32	29.14%
001-570572-210000-00-0000	FICA Taxes Expense	16,346.00	0.00	12,580.32	3,765.68	76.96%
001-570572-220000-00-0000	Employee Retirement Expense	19,306.00	0.00	17,133.44	2,172.56	88.75%
001-570572-230001-00-0000	Group Insurance	43,065.00	0.00	36,376.84	6,688.16	84.47%
001-570572-230001-01-0000	Dental/Vision Insurance	8,084.00	0.00	6,048.96	2,035.04	74.83%
001-570572-230001-02-0000	Life Insurance (Standard Insur.Co.)	3,451.00	0.00	2,864.80	586.20	83.01%
	Long Term Care (John Hancock Co.)	2,424.00	0.00	1,920.00	504.00	79.21%
	Life Insurance (John Hancock VUL)	1,500.00	0.00	779.57	720.43	51.97%
001-570572-240000-00-0000	Workers' Compensation	6,116.00	0.00	6,230.02	(114.02)	101.86%
001-570572-340006-05-0000	Contractual Services	2,000.00	0.00	2,961.25	(961.25)	148.06%
001-570572-400000-00-0000	Travel- Hotel, Airfare, Milage, Tolls & Meals	0.00	0.00	0.00	0.00	#DIV/0!
001-570572-410001-00-0000	Cellular Phones & Beepers	1,500.00	0.00	1,023.65	476.35	68.24%
001-570572-410005-00-0000	Phone Line-Behan Park	3,200.00	0.00	2,669.05	530.95	83.41%
001-570572-410006-00-0000	Phone Line- Oglesby Preserve	800.00	0.00	5,976.11	(5,176.11)	747.01%
001-570572-430003-00-0000	Electricity	16,000.00	0.00	13,499.11	2,500.89	84.37%
001-570572-431003-00-0000	Water Charges	5,400.00	0.00	3,627.14	1,772.86	67.17%
001-570572-450002-00-0000	Insurance - Property & Liability	14,475.00	0.00	14,475.13	(0.13)	100.00%
001-570572-460900-00-0000	Maintenance & Repair Car Bldg & Equipmt.	25,000.00	0.00	24,970.76	29.24	99.88%
001-570572-510001-00-0000	Office Supplies	400.00	0.00	361.76	38.24	90.44%
001-570572-520003-00-0000	Uniform Expense	1,000.00	0.00	644.42	355.58	64.44%
001-570572-520900-00-0000	Misc. Charges	7,500.00	0.00	4,717.29	2,782.71	62.90%
001-570572-521001-00-0000	Gasoline Costs	4,000.00	0.00	2,650.79	1,349.21	66.27%
001-570572-540001-00-0000	Membership, Dues & Subscription	900.00	0.00	0.00	900.00	0.00%
001-570572-541001-00-0000	Education & Training-Registration/Books	1,000.00	0.00	1,219.05	(219.05)	121.91%
001-570572-640000-00-9049	Pembroke Park Health Fair Festival	10,000.00	0.00	0.00	10,000.00	0.00%
001-570572-640000-00-9051	Pembroke Park- Eqd Hunt	6,000.00	0.00	1,860.95	4,139.05	31.02%
001-570572-640000-00-9052	Pembroke Park- Toy Drive	4,000.00	0.00	3,899.22	100.78	97.48%
001-570572-640000-00-9053	Pembroke Park- Turkey Drive	6,000.00	0.00	7,740.79	(1,740.79)	129.01%
001-570572-640000-00-9055	Community Garden	24,000.00	0.00	1,465.18	22,534.82	6.10%
001-570572-640000-00-9056	Maculele Miami Brazalian Arts Institute	2,000.00	0.00	0.00	2,000.00	0.00%
001-570572-640000-00-9057	Relay for Life Event	2,000.00	0.00	0.00	2,000.00	0.00%
001-570572-640000-00-9058	School Supply Drive	3,500.00	0.00	2,084.34	1,415.66	59.55%
001-570572-640000-00-9059	Church of Christ	1,500.00	0.00	0.00	1,500.00	0.00%
001-570572-640000-00-9060	Newsletter Mailings	10,000.00	0.00	8,758.37	1,241.63	87.58%
001-570572-640000-00-9061	60th Anniversary Celebration	0.00	0.00	0.00	0.00	#DIV/0!
001-570572-640000-00-9062	Food Distribution Farm Share	2,000.00	0.00	0.00	2,000.00	0.00%
001-570572-640000-00-9063	Holiday Party	4,500.00	0.00	2,418.82	2,081.18	53.75%
001-570572-640000-00-9064	Pet Fair	5,000.00	0.00	0.00	5,000.00	0.00%
001-570572-640000-00-9066	Little Library Dispensers	2,000.00	0.00	300.00	1,700.00	15.00%
001-570572-640000-00-9070	Halloween Spectacular Event	2,500.00	0.00	0.00	2,500.00	0.00%
001-570572-640000-00-9071	Club Richelieu	1,000.00	0.00	0.00	1,000.00	0.00%
001-570572-640000-00-9075	Promotions for All Community Events	7,500.00	0.00	0.00	7,500.00	0.00%
001-570572-640000-00-9076	Walk A Thon	1,000.00	0.00	0.00	1,000.00	0.00%
001-570572-640000-00-9079	Fl. Intl. Trade & Commission Expo (FITCE)	2,000.00	0.00	0.00	2,000.00	0.00%
001-570572-640000-00-9080	Focal Point - Walk a thon	0.00	0.00	0.00	0.00	#DIV/0!
001-570572-640000-00-9081	One Blood	0.00	0.00	0.00	0.00	#DIV/0!
	Total Parks Department	508,024.00	0.00	358,108.55	149,915.45	70.49%

TOWN OF PEMBROKE PARK (1BPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
001-510512-640003-00-0000	Machinery and Equipment	0.00	0.00	22,754.15	(22,754.15)	#DIV/0!
001-510511-640003-00-0000	Machinery and Equipment	0.00	0.00	6,481.75	(6,481.75)	100.00%
001-510513-640003-00-0000	Machinery and Equipment	0.00	0.00	5,123.88	(5,123.88)	100.00%
001-510514-640003-00-0000	Machinery and Equipment	0.00	0.00	5,315.35	(5,315.35)	100.00%
001-510515-640003-00-0000	Machinery and Equipment	0.00	0.00	448.90	(448.90)	100.00%
001-510519-640003-00-0000	Equipment, Security, Holiday Deco (+250)	10,000.00	0.00	5,411.52	4,588.48	54.12%
001-570572-640000-00-9069	Community Garden - Irrigation System	10,000.00	0.00	539.86	9,460.14	5.40%
001-570572-640000-00-9073	Park Rec - Concrete Slab	4,000.00	0.00	0.00	4,000.00	0.00%
001-530541-640000-00-9075	Fire & EMS Study Project # 9075	25,000.00	0.00	0.00	25,000.00	0.00%
001-520521-640003-00-0000	Machinery and Equipment	0.00	0.00	78,356.82	(78,356.82)	#DIV/0!
001-530541-640000-00-9077	Town all Restroom Improvements	0.00	0.00	26,629.00	(26,629.00)	#DIV/0!
001-530541-640000-00-9078	TownHall Hardening Project # 9078	643,125.00	0.00	0.00	643,125.00	0.00%
001-510519-640003-00-9077	Hardware & Software Replacement	48,000.00	0.00	88,952.26	(40,952.26)	185.32%
001-524524-640003-00-0000	Machinery and Equipment	5,000.00	0.00	371,926.73	(366,926.73)	7438.53%
001-524524-640003-00-0001	Vehicle Purchase	50,000.00	0.00	0.00	50,000.00	0.00%
001-530541-640003-00-0000	Capital Outlay-Machinery and Equipment	10,000.00	0.00	14,793.06	(4,793.06)	147.93%
	County Line Rd - Bike Bath 52nd and 56th Ave	90,000.00		0.00	90,000.00	0.00%
	SW 52nd Ave Complete Streets	144,000.00		0.00	144,000.00	0.00%
	Bike Lane Improvements	30,000.00		0.00	30,000.00	0.00%
001-539539-640003-00-0000	Machinery & Equipment (over \$250.00)	0.00	0.00	2,488.16	(2,488.16)	#DIV/0!
001-539539-640003-00-0001	Vehicle Purchase	0.00	0.00	0.00	0.00	#DIV/0!
001-570572-640003-00-0000	Machinery and Equipment	10,000.00	0.00	5,588.04	4,411.96	55.88%
	Total Capital Outlay & Equipment	1,079,125.00	0.00	634,809.48	444,315.52	#DIV/0!
001-570572-640000-00-9078	45 Year CDBG Tot Lot OlqesbvProject	105,400.00		110,921.29	(5,521.29)	105.24%
	Ryan Park - Canopy	45,000.00		0.00	45,000.00	
	Howard Clark Sr Linear Walkway	12,500.00		0.00	12,500.00	
	Olqesbv Preserve Linear Walkway	65,000.00		0.00	65,000.00	
001-570572-640000-00-9082	46 Year CDBG ADA Restrooms	99,512.00	0.00		99,512.00	0.00%
	Total Capital Projects	327,412.00	0.00	110,921.29	216,490.71	105.24%
	Total Expenditures - General Fund	\$12,770,103.00		\$12,188,448.30	\$ 723,612.68	95.45%

TOWN OF PEMBROKE PARK (1BPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
400 - SEWER ENTERPRISE FUND						
400-000340-343501-00-0000	Sewer Service Charges	2,725,000.00	0.00	2,579,471.00	145,529.00	94.66%
400-000340-343502-00-0000	Fixture Charges	75,000.00	0.00	67,742.40	7,257.60	90.32%
400-000340-343503-00-0000	Sewer Hookup Fees	10,000.00	0.00	10,747.73	(747.73)	107.48%
400-000360-361100-02-0000	Interest - Revenue- LGIP	20,000.00	0.00	0.00	20,000.00	0.00%
400-000360-363230-00-0000	Impact Fee Physical Environment	187,929.00	0.00	1,484.18	186,444.82	0.79%
400-000360-369900-00-0000	Other Miscellaneous Revenue	0.00	0.00	0.00	0.00	#DIV/0!
	Total Revenue - Sewer Fund	3,017,929.00	0.00	2,659,445.31	358,483.69	88.12%
400-530535-120000-00-0000	Regular Full Time Salary	354,932.00	0.00	261,560.63	93,371.37	73.69%
400-530535-140000-00-0000	Overtime	10,000.00	0.00	2,236.83	7,763.17	22.37%
400-530535-210000-00-0000	FICA Taxes	27,152.00	0.00	19,741.46	7,410.54	72.71%
400-530535-220000-00-0000	Employee Retirement Expense	50,406.00	0.00	42,146.94	8,259.06	83.61%
400-530535-230001-00-0000	Group Insurance - Health	53,831.00	0.00	44,748.66	9,082.34	83.13%
400-530535-230001-01-0000	Group Insurance - Dental & Vision	4,284.00	0.00	4,369.88	(85.88)	102.00%
400-530535-230001-02-0000	Group Life Insurance (SIC)	4,743.00	0.00	5,098.67	(355.67)	107.50%
400-530535-230001-03-0000	Long Term Care Insurance (JHC)	1,944.00	0.00	1,176.00	768.00	60.49%
400-530535-230001-05-0000	Life Insurance - JHC VUL	3,794.00	0.00	3,356.21	437.79	88.46%
400-530535-240000-00-0000	Workers' Compensation	14,854.00	0.00	15,130.02	(276.02)	101.86%
400-530535-303003-00-0000	Reimbursable Expenses-Site Plan	0.00	0.00	0.00	0.00	#DIV/0!
400-530535-310002-00-0000	Professional Services-Engineering	0.00	0.00	55,400.00	(55,400.00)	#DIV/0!
400-530535-340003-02-0000	Retainer	0.00	0.00	0.00	0.00	#DIV/0!
400-530535-340009-01-0000	Sewer Maintenance & Treatment - Hollywood	1,135,000.00	0.00	1,048,095.04	86,904.96	92.34%
400-530535-340009-02-0000	Misc. Contractual Services-Sewer Department	15,000.00	0.00	10,435.48	4,564.52	69.57%
400-530535-400001-00-0000	Travel	2,000.00	0.00	2.25	1,997.75	0.11%
400-530535-410001-00-0000	Cellular Phones/Beepers	3,000.00	0.00	2,959.40	40.60	98.65%
400-530535-410009-00-0000	Telephone Lines	0.00	0.00	0.00	0.00	#DIV/0!
400-530535-430007-00-0000	Electricity-Sewer Pumps	35,000.00	0.00	36,408.86	(1,408.86)	104.03%
400-530535-431006-00-0000	Water-Public Works	22,000.00	0.00	21,352.73	647.27	97.06%
400-530535-450002-00-0000	Insurance - Property & Liability FLC	42,824.00	0.00	43,342.92	(518.92)	101.21%
400-530535-460050-00-0000	Maintenance-Lift Stations	150,000.00	0.00	83,983.11	66,016.89	55.99%
400-530535-460900-00-0000	Maintenance & Repair Car Bldg & Equipmt.	80,000.00	0.00	49,892.45	30,107.55	62.37%
400-530535-490900-00-0000	Misc. Charges	20,000.00	0.00	22,259.64	(2,259.64)	111.30%
400-530535-520003-00-0000	Operating Supplies-Uniform Expense	1,000.00	0.00	638.99	361.01	63.90%
400-530535-521001-00-0000	Vehicle Expense-Gasoline	5,000.00	0.00	3,278.93	1,721.07	65.58%
400-530535-540001-00-0000	Memberships	2,000.00	0.00	8,037.26	(6,037.26)	401.86%
400-530535-541001-00-0000	Education & Training-Registration/Books	2,000.00	0.00	2,780.85	(780.85)	139.04%
400-530535-581000-00-0000	Administrative Services	421,500.00	0.00	398,916.80	22,583.20	94.64%
400-530535-640003-00-0000	New Sewer Truck	0.00	0.00	12,799.54	(12,799.54)	#DIV/0!
400-530535-640003-00-4141	Master Plan Update	40,000.00	0.00	0.00	40,000.00	0.00%
400-530535-710000-00-0000	Debt Service-Principal Payment	39,000.00	0.00	38,833.34	166.66	99.57%
400-530535-720000-00-0000	Debt Service- Sinking Fund Interest	89,731.00	0.00	89,866.10	(135.10)	100.15%
400-530535-730000-00-0000	Debt Service Reserve Account	12,912.00	0.00	12,912.00	0.00	100.00%
400-530535-730000-01-0000	Debt Service S/T Assets Reserve	74,022.00	0.00	74,021.64	0.36	100.00%
400-530535-800000-00-0000	Depreciation/Amortization Expense	300,000.00	0.00	300,000.00	0.00	100.00%
	Total Sewer Fund Expenditures	3,017,929.00	0.00	2,715,782.63	302,146.37	89.99%

TOWN OF PEMBROKE PARK (1BPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 9/30/21

Account Number	Description	Budget	Encumbered	Actual	Remaining Dollars	Percent Used
401 - STORMWATER MANAGEMENT FUND						
401-000340-343801-00-0000	Stormwater Managemetn Utility Fees	1,400,000.00	0.00	1,420,925.83	(20,925.83)	101.49%
401-000330-331203-00-0000	FEMA Grant	431,350.00	0.00	0.00	431,350.00	0.00%
	Interest - Revenue- LGIP	0.00	0.00	0.00	0.00	#DIV/0!
401-000360-363230-00-0000	Impact Fee Revenue-Physical Environment	0.00	0.00	1,794.00	(1,794.00)	#DIV/0!
	Total Stormwater Revenue	1,831,350.00	0.00	1,422,719.83	408,630.17	77.69%
401-530538-120000-00-0000	Salaries	203,369.00	0.00	202,517.60	851.40	99.58%
401-530538-140000-00-0000	Overtime	10,000.00	0.00	3,078.22	6,921.78	30.78%
401-530538-210000-00-0000	FICA Taxes	15,558.00	0.00	14,690.15	867.85	94.42%
401-530538-220000-00-0000	Employee Retirement Expense	20,337.00	0.00	21,393.23	(1,056.23)	105.19%
401-530538-230001-00-0000	Group Insurance - Health	32,298.00	0.00	21,774.96	10,523.04	67.42%
401-530538-230001-01-0000	Group Insurance - Dental & Vision	5,944.00	0.00	3,358.44	2,585.56	56.50%
401-530538-230001-02-0000	Group Life Insurance - SIC	3,581.00	0.00	2,837.95	743.05	79.25%
	Long Term Care Insurance (JHC)	1,680.00	0.00	1,680.00	0.00	100.00%
401-530538-230001-05-0000	Life Insurance - JHC VUL	2,094.00	0.00	1,178.71	915.29	56.29%
401-530538-240000-00-0000	Workers' Compensation	9,611.00	0.00	9,790.03	(179.03)	101.86%
401-530538-340003-02-0000	Legal/Non Retainer	4,000.00	0.00	0.00	4,000.00	0.00%
401-530538-340005-00-0000	Engineering	5,000.00	0.00	0.00	5,000.00	0.00%
401-530538-340011-00-0000	Professional Services	5,000.00	0.00	0.00	5,000.00	0.00%
401-530538-410001-00-0000	Cell Phones/Beeepers	1,000.00	0.00	1,184.55	(184.55)	118.46%
401-530538-430006-00-0000	Electricity-Drainage Pumps	25,000.00	0.00	36,084.37	(11,084.37)	144.34%
401-530538-450001-00-0000	Insurance Expense FLC	0.00	0.00	0.00	0.00	#DIV/0!
401-530538-450002-00-0000	Insurance - Prop & General Liability	38,541.00	0.00	38,886.60	(345.60)	100.90%
401-530538-460900-00-0000	Maintenance & Repair Cars, Building & Other	50,000.00	0.00	63,456.84	(13,456.84)	126.91%
401-530538-490900-00-0000	Misc. Charges	15,000.00	0.00	21,964.61	(6,964.61)	146.43%
401-530538-520003-00-0000	Uniform Expense	500.00	0.00	359.36	140.64	71.87%
401-530538-541001-00-0000	Memberships/Subscriptions and Dues	1,000.00	0.00	8,164.09	(7,164.09)	816.41%
401-530538-541002-00-0000	Education & Training,Registration, Books	2,500.00	0.00	44.37	2,455.63	1.77%
401-530538-581000-00-0000	Administrative Services GF Cost Allocation	210,000.00	0.00	213,407.97	(3,407.97)	101.62%
401-530538-640001-00-0000	Machinery and Equipment New Stormwater Truck	0.00	0.00	5,125.85	(5,125.85)	#DIV/0!
401-530538-800000-00-0000	Depreciation Expense	500,000.00	0.00	500,000.00	0.00	100.00%
	Master Plan Update	40,000.00	0.00	0.00	40,000.00	0.00%
401-941002-693200-00-3352	County Line Stormwater & Sidewalk Project # 3353	119,002.00	0.00	0.00	119,002.00	0.00%
401-941002-693200-00-3354	John P. Lyons Phase II Engineering & Design #3354	151,028.00	0.00	0.00	151,028.00	0.00%
401-941002-693200-00-3354	S.W. 25th St. Stormwatr Improvement Phase II #3355	90,000.00	0.00	20,676.50	69,323.50	22.97%
	Total Stormwater Expenditures	1,562,043.00	0.00	1,191,654.40	370,388.60	76.29%
Total Revenue - ALL FUNDS		\$17,365,170.00		\$16,331,071.86	\$1,041,598.14	94.04%
Total Expenditures - ALL FUNDS		\$17,350,075.00		\$16,095,885.33	\$1,396,147.65	92.77%



United States Department of Agriculture

Rural Development

Royal Palm Beach
Area Office

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

Voice 561.792.2727
Fax 855.475.4827

October 15, 2021

Town of Pembroke Park
Attn: Harry Taubenfeld, Budget & Finance Director
3150 SW 2nd Avenue
Pembroke Park, FL 33023

Subject: Payoff Amount Request for Loan 92-01

Dear Mr. Taubenfeld,

These figures represent the estimated payoff amount subject to confirmation upon receipt, on the account of: Town of Pembroke Park 09-006-XXXXX8454 Loan 92-01.

As of November 12th, 2021:

Principal balance(s)	\$ 2,012,000.00
Interest balance(s)	<u>17,363.92</u>
Total	\$ 2,029,363.92

Daily interest accrual 241.1644

This figure is based on information provided. Payment is applied as of date of receipt, please adjust payoff total accordingly. A change in any of the variables involved in determining a payoff could result in a significant change in the above payoff amount.

When ready to pay off the loan, there are various methods available. Please notify the office in writing of the method to be used as some methods require prior notification to the finance office.

1. You may use the current payment method Pre-Authorized Debt Agreement (PAD), where full payment will be withdrawn. This method requires written notification prior to the transaction date.
2. You may submit any form of cash payment for the final payment
3. You may have funds wired into the Federal Reserve. Please keep in mind that this method requires the office to request instructions from the finance office. This method requires a form to be completed in anticipation of the transaction.

"USDA is an equal opportunity provider, employer, and lender."

Security instruments will be released after the final payment is applied and a zero balance is shown. Final payments in a form other than U.S. Treasury check, cashier's check, certified check, money order, bank draft, or check issued by an institution determined by the Agency to be financially responsible, will not release the mortgage and paid note until after a 30-day waiting period.

Please feel free to contact Kristine Roy, Area Specialist or Ada Rivera, Acting Area Director for any further information at (561) 792-2727, Ext. 5.

Thank you,

KRISTINE
ROY

Digitally signed by
KRISTINE ROY
Date: 2021.10.15
10:37:35 -04'00'

For Ada E. Rivera,
Acting Area Director

AER/kbr

RESOLUTION NO. 2021-057

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE PAYOFF OF USDA LOAN 92-01 IN THE AMOUNT OF \$2,012,000; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park (the “Town”) has an outstanding loan (#92-01, the “Loan”) to the USDA in the principal amount of \$2,012,000 (Two Million and Twelve Thousand Dollars); and

WHEREAS, the Town’s finance department recommends that the Town pay off the Loan.

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

Section 1: That the Town Commission (the “Commission”) of the Town of Pembroke Park, Florida hereby authorizes the repayment of the Loan in the principal amount of \$2,012,000 to the USDA.

Section 2: The Commission (the “Commission”) Florida hereby authorizes the Town Manager and the Town’s finance director to take any and all action necessary for the repayment of the Loan in the principal amount of \$2,012,000 to the USDA.

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.

Town of Pembroke Park
Resolution No. 2021-057

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.

PASSED AND ADOPTED this day of November, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

MELISSA P. ANDERSON
Town Attorney

AGENDA ITEM REPORT



To: Town Commission
Subject: Town Planner Monthly Report
Meeting: 10 27 2021 DRAFT WORKSHOP COMMISSION MEETING - Oct 27 2021
Department: Planning and Zoning
Staff Contact: Heidi Siegel, Town Planner

BACKGROUND INFORMATION:

For informational purposes only.

ATTACHMENTS:

[Town Planner Monthly Report September October 2021](#)



Town Planner Monthly Update September / October 2021

Potential Development Application Meetings

- Continued to coordinate with representatives of the six-acre Seneca site on Hallandale Beach Blvd (Wawa Station, Fast Food, Office, and Self-Storage).
- Coordinated with representatives for Trinity property redevelopment.
- Met with representatives from Prologis regarding future development at Seneca Industrial Park.

Department Administration

- Attended Charter Review Committee and presented Town Boundaries and planning related Charter items.
- Coordinated with Town Attorney and outside counsel regarding Progressive Waste settlement.
- Coordinated with the Town's GIS consultant.
- Coordinated Impact Fee Study
- Coordinate SW 30th Avenue Sanitary Sewer Project -- Route Study
- Collaborated with Town Manager on Town Commission Goal Setting Workshop.
- Collaborated with Finance, Code Compliance, Building, and Public Works on various projects.
- Continued to identify improvements and standard operating procedures for Planning Department.

Development Boards

- Development Review Committee (DRC) – Meeting
 - September 20, 2021 -- 21-SP-05 / 3195 West Hallandale Beach Blvd / Seneca Town Center
- Planning and Zoning Board Meetings (PZB) – Meetings
 - September 6, 2021 – Workshop and Overview of PZB responsibilities
 - October 7, 2021 -- 21-SP-05, 21-RZ-01, 21-SE-01, 21-SE-02, 21-PR-01 / 3195 West Hallandale Beach Blvd / Seneca Town Center – all items continued to October 21, 2021.

Zoning

September 2021

Zoning Inquiries	19
Building Permit Reviews (Zoning)	15
Building Permit Inspections (Zoning)	25
Business Tax Receipt Reviews (Zoning)	9



**Town Planner
Monthly Update
September / October 2021**

October 2021 (Through 10/19/2021)

Zoning Inquiries	15
Building Permit Reviews (Zoning)	20
Building Permit Inspections (Zoning)	19
Business Tax Receipt Reviews (Zoning)	4
Special Event Permits	2

AGENDA ITEM REPORT



To: Town Commission
Subject: SW 30th Avenue Sanitary Sewer Project -- Route Study Presentation
Meeting: 10 27 2021 DRAFT WORKSHOP COMMISSION MEETING - Oct 27 2021
Department: Planning and Zoning
Staff Contact: Heidi Siegel, Town Planner

BACKGROUND INFORMATION:

On May 12, 2021 the Town Commission authorized staff to engage with Keith & Associates for the SW 30th Avenue Sanitary Sewer Project -- Route Study.

The study is nearing completion and Keith & Associates will provide an overview to the Town Commission.

AGENDA ITEM REPORT



To: Town Commission
Subject: Market Analysis and Economic Development Strategic Plan Request for Qualifications (RFQ)
Meeting: 10 27 2021 DRAFT WORKSHOP COMMISSION MEETING - Oct 27 2021
Department: Planning and Zoning
Staff Contact: Heidi Siegel, Town Planner

BACKGROUND INFORMATION:

As part of the FY 2021/2022 Annual Budget, the Town Commission appropriated \$40,000 for a Market Analysis and Economic Development Strategic Plan.

Town Staff has prepared an Request for Qualifications (RFQ) in order to conduct a public bidding process. The RFQ has been reviewed by the Town Attorney for legal sufficiency.

The scope of work is as follows with more details within Attachment A of the Draft RFQ.

The Town of Pembroke Park (the "Town") is requesting proposals from qualified firms to assist the Town in its understanding of its economic market potential and needs for redevelopment in the Town. The Town wants their redevelopment expectations to be strategic and realistic. The Town would like to better understand market trends and demands and housing-type needs. We encourage the consultant to look at the Town creatively and to consider a wide range of options. The consultant will be expected to propose realistic options with possibilities for implementation through future rezonings and land use changes.

The consultant will formulate a redevelopment strategy to include, but not limited to, market data with existing conditions that thoroughly assess whether existing housing stock, commerce and industrial uses, the Zoning Code and development review procedures are realistic for economic growth. The redevelopment strategy should identify targeted development and uses, development requirements and the overall market viability to support the targets developments.

The consultant will also develop a preliminary list of current impediments to redevelopment and Town procedures and Zoning Code modifications, if any, needed to foster such redevelopment. It is expected this analysis will result in a final market feasibility report to include housing, commerce, and industrial uses. If this analysis determines the area is feasible for additional redevelopment, it will also identify the type and format of redevelopment possible and the type of businesses and housing that would be drawn to the area. The consultant should be able to provide conceptual plans and renderings of potential re-use. If new housing, commerce, or industrial uses are deemed

not feasible, the consultant will identify alternative land uses that would be viable to specific sites.

The tentative dates of the RFQ process are as follows:

Release of RFQ: November 1, 2021

Deadline for questions: November 15, 2021 5PM EST

Proposal due date: November 22, 2021 4PM EST

Opening of proposals: November 22, 2021 4PM EST (Town Commission Chambers)

Evaluation Committee: Estimated Week of December 6, 2021 Approval of contract: Estimated January 12, 2021

Proposers will be asked to provide a timeline. The goal of the Town is to have all work completed within six months.

RECOMMENDATION:

Authorize Staff to issue the Request for Qualifications for a Market Analysis and Economic Development Strategic Plan

ATTACHMENTS:

[RFQ TPP Market Study 2021](#)



TOWN OF PEMBROKE PARK

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

REQUEST FOR QUALIFICATIONS (RFQ) Market Analysis and Economic Development Strategic Plan RFQ No. 21-XX

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN:

Monday, November 22, 2021 AT 4:00PM, EST

TOWN OF PEMBROKE PARK
ATTENTION: TOWN CLERK
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFQ ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY
AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR



REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ENGINEERING DESIGN SERVICES FOR
Market Analysis and Economic Development Strategic Plan
RFQ NO. 21-XX

1. BACKGROUND

The Town of Pembroke Park is a Florida municipal corporation and is in the southeastern part of the state in Broward County. The Town has a current estimated permanent population of 6,500 residents with a large influx of seasonal residents each winter. The Town has a total area of 1.7 square miles. The Town boasts a large mobile home community. From the Town Charter:

[Sec. 21B.] - Preservation of mobile home communities. Mobile home communities provide a unique living environment which is enjoyed by numerous residents in the Town. It is the intention of the Town residents that the mobile home communities shall continue to exist in perpetuity under the current zoning regulations. No amendment to the Town Ordinances that changes the actual zoning map designation of a parcel or parcels of land, changes the actual list of permitted, conditional or prohibited uses, or in any manner modifies the zoning regulations within the T-1 Mobile Home Park Zoning District shall become effective unless the amendment shall be approved by Sixty-Five Percent (65%) of the electors of the Town voting in an election called for the purpose of amending the T-1 Mobile Home Park Zoning District.

Notwithstanding the foregoing conditions for amendment of the T-1 Mobile Home Park Zoning District, this article shall not require the approval of the electors of the Town for the Town Commission to change the zoning classification of a parcel or parcels of real property located in the T-1 Mobile Home Park Zoning District to a classification other T-1 Mobile Home Park Zoning District when the request for change of the zoning classification has been submitted by the owner of the parcel or parcels of real property.

The Town is governed by a Mayor and four (4) Town Commissioners, operating under a Commissioner form of government and has approximately 32 employees. Commissioners are elected by-district and serve for four (4) year terms. The Town Commission is responsible for passing Town Ordinances and Resolutions, adopting the annual budget, appointing committees, and setting policies. The Town Manager is responsible for the overall management and administration of each Department within the Town and implements Town policy at the direction of the Town Commission. The Town provides a range of traditional municipal functions. These include police protection, fire rescue services (BSO), water and sewer services, planning and zoning services, maintenance of roadways, and recreational opportunities.

2. PURPOSE

The Town of Pembroke Park (the "Town") is requesting proposals from qualified firms to assist the Town in its understanding of its economic market potential and needs for redevelopment in the Town. The Town wants their redevelopment expectations to be strategic and realistic. The Town would like to better understand market trends and demands and housing-type needs. We encourage the consultant to look at the Town creatively and to consider a wide range of options. The consultant will be expected to propose realistic options with possibilities for implementation through future rezonings and land use changes.

Proposers shall perform the work in accordance with the Scope of Work, Attachment A of this RFQ.

Page 2 of 31

3. INFORMATION TO PROPOSERS

A. RFQ TIMETABLE

The anticipated schedule for the RFQ is as follows:

Release of RFQ: November 1, 2021

Deadline for questions: November 15, 2021 5PM EST

Proposal due date: November 22, 2021 4PM EST

Opening of proposals: November 22, 2021 4PM EST (Town Commission Chambers)

Evaluation Committee: Estimated Week of December 6, 2021

Approval of contract: Estimated January 12, 2021

*All dates are subject to change at the discretion of the Town

B. PROPOSALS SUBMISSION

Respondents are required to submit one (1) original hardcopy, three (3) duplicate copies, and one (1) electronic copy on USB drive inside a sealed package marked " Market Analysis and Economic Development Strategic Plan ". Proposals must be received by November 22, 2021 4PM EST:

TOWN OF PEMBROKE PARK
ATTENTION: TOWN CLERK
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

HAND delivered copies may be delivered to the above address ONLY between the working hours of 8:00AM and 5:00PM EST, Monday through Friday, excluding holidays observed by TOWN.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. NOTE: *Many express mail and delivery services do not guarantee overnight by noon to the Town of Pembroke Park.*

The Submittal must be signed by a company officer who is legally authorized to enter a contractual relationship in the name of the Proposer.

C. CONTACT PERSON

Proposers must contact the Town Planner via electronic mail at townplanner@tppfl.gov for clarification to any part of the RFQ requirements. All questions shall be directed to Heidi Siegel, Town Planner, in writing via electronic mail before the DEADLINE FOR QUESTIONS by November 15, 2021 5PM EST. Any information obtained by an unauthorized contact shall not be used as a basis for responding to this RFQ and may result in the disqualification of the vendor's submittal.

Proposers may not contact any elected official or other TOWN employee to discuss the evaluation process or proposal opportunities except through the Town Planner named herein, which may only be contacted by electronic mail. This policy shall be strictly enforced, and TOWN reserves the right to reject the submittal of any Proposer violating this provision.

D. ADDITIONAL INFORMATION/ADDENDA

TOWN will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date posted on TOWN's website under Departments at www.townofpembrokepark.com/departments/bid-openings/, and on DemandStar at www.demandstar.com. Proposers should not rely on any representations, statements or explanations other than those made in this RFQ or in any addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued shall prevail. Proposers are advised to check the websites for addenda before submitting their proposals.

Proposers shall acknowledge any issued addenda by including the Addenda Acknowledgement (Attachment B) with the submittal. Proposals which fail to acknowledge the Proposer's receipt of any addendum shall result in the rejection of the offer if the addendum contains information which substantively changes TOWN's requirements.

E. LATE SUBMITTAL AND LATE MODIFICATIONS

Submittals received after the due date and time will not be accepted. Modifications received after the due date will not be accepted. TOWN assumes no responsibility for the premature opening of a proposal not properly addressed and identified, or not delivered to the proper designation.

F. REJECTION OF PROPOSALS/CANCELLATION

TOWN reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of TOWN. TOWN reserves the right to cancel this RFQ at any time.

G. MINIMUM RFQ ACCEPTANCE PERIOD

Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

H. NON-COLLUSION AFFIDAVIT

By submitting a proposal in response to this RFQ, the Proposer represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal, and that the Proposer has not in any manner sought by collusion to secure to that Proposer any advantage over any other Proposer.

By submitting a proposal, the Proposer represents and warrants that no official or employee of TOWN has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be awarded under it, or in any expected profits to arise there from.

I. COST INCURRED BY PROPOSERS

All expenses involved with the preparation and submission of the Proposal to TOWN, or any work performed in connection therewith is the responsibility of the Proposer(s).

J. RFQ OPENING

The names of the firms responding to this RFQ shall be read aloud publicly by the Town Clerk (or designee) in

Town Hall at the submitting deadline and their proposals shall subsequently be subject to an evaluation review. A list of names of firms responding to the RFQ shall be posted on TOWN's website at <http://pembrokeparkfl.civiccms.acsitefactory.com/bids>.

K. PUBLIC RECORDS

All materials submitted in connection with this RFQ shall be public documents and subject to the Public Records Act and all other laws of the State of Florida, the United States of America and the public records policies of TOWN. All such materials shall remain the property of TOWN and will not be returned to the respondent.

L. PROPOSER INFORMATION

All submissions shall include a completed Vendor Information Form, current copy of business license and current W-9.

M. INSURANCE

The selected Proposer shall provide TOWN with a Certificate of Insurance for General liability, Automobile insurance, and Workers' Compensation before work can begin on TOWN project, and remain effective for the duration of the work as described in the contract documents, including authorized change orders, plus any period of guarantee as required in the general warranty.

General liability insurance must be at least one million dollars (\$1,000,000) combined single limit per occurrence. Automobile insurance must be at least five hundred thousand dollars (\$500,000) combined single limit per accident for bodily injury or property damage; and Workers' Compensation insurance must be in compliance with the requirements established by the State of Florida.

N. BONDS

OMITTED

O. ANTI-DISCRIMINATION

TOWN, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Proposers that it will affirmatively ensure that in any contract entered into pursuant to this RFQ, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this RFQ and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

By submitting their proposals, all Proposers certify to TOWN that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended and comply with Form FHWA-1273, Required Contract Provisions Federal-Aid Construction Contracts.

In every contract of over ten thousand dollars (\$10,000) the below-listed provisions apply:

- a. During the performance of this contract, the Contractor agrees as follows:
 - i. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- ii. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- iii. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- b. The Contractor shall include the above-listed provisions in every subcontract or purchase order of over ten thousand dollars (\$10,000) so that the provisions will be binding upon each subcontractor or vendor.

P. 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.

4. PROPOSAL REQUIREMENTS/ DELIVERABLES

Interested firms should submit one printed, tabbed and bound copy (2-sided) and a USB drive with an electronic copy of same with the following information:

Tab I: Cover Letter/Qualifications of the Firm

A Statement of Qualifications in the form of a Cover Letter providing a summary of the project team, information about the project manager and relevant experience in South Florida. The Cover Letter must be signed by a company officer who is legally authorized to enter a contractual relationship in the name of the Proposer. (Two-page limit)

Tab II: Resumes

Resumes of project team. Include education, years of experience, credentials, and relevant projects. (Two-page limit per resume)

Tab III: Work Examples

Provide a summary of relevant experience as it pertains to the scope of work and a link to, or copy of, a relevant completed project. (Three-page limit for summary of relevant experience)

Tab IV: Project Approach and Timeline

A detailed description of the proposer's approach to the scope of work including the proposed steps or actions to be taken in the development of the work; and anticipated timelines for work components and assignment completion. The project approach and timeline should contemplate one public involvement event. (Five-page limit)

Tab V: References:

A minimum of three (3) project references of similar projects:

- i. Description of project
- ii. Project cost
- iii. Name of contact and title
- iv. Address
- v. Telephone number and email address
- vi. Statement on project timeline and whether timeline and budget was met or exceeded

Tab VI: Forms

Attachment B Acknowledgement of Addendum

Completed Vendor Information Form, current copy of business license and current W-9

5. SELECTION PROCESS

- A. All proposals will be reviewed to determine compliance with the requirements as specified in the RFQ. Only proposals which in the opinion of the review committee, meet the requirements of the RFQ, will be further evaluated.
- B. Proposal, which pass the preliminary review, will be evaluated on how well the proposal meets the needs of the Town of Pembroke Park as described in the Proposer's response to each requirement listed in the RFQ. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal.
- C. TOWN will evaluate proposals using a committee. The committee will review all written proposals that meet the minimum requirements. As a result of this review, the committee may select what it deems to be the top proposals may be requested to make a presentation to the review committee. If a presentation is requested, as part to the presentation, TOWN reserves the right to request additional information from those Proposers making presentations.

6. EVALUATION CRITERIA

The evaluation criteria that will be utilized in the selection of the successful candidate are as follows:

- A. Experience in the Scope of Work and other similar projects.
- B. Proposed approach to meeting local needs including an outline of the tasks to be performed and the thoroughness of the approach presented.
- C. Quality of the client's references provided from other communities.
- D. Timeline of proposed Scope of Work

Questions and inquiries should be directed to Ms. Heidi Siegel, AICP, Town Planner at townplanner@tppfl.gov

7. LOBBYING.

Offerors must adhere to all local, state and federal laws regarding ethics and lobbying and specifically must comply with Section 2-265 of the Town Code of Pembroke Park.

Page 7 of 31

ATTACHMENT A – SCOPE OF WORK

PROJECT OVERVIEW

The Town of Pembroke Park (the "Town") is requesting proposals from qualified firms to assist the Town in its understanding of its economic market potential and needs for redevelopment in the Town. The Town wants their redevelopment expectations to be strategic and realistic. The Town would like to better understand market trends and demands and housing-type needs. We encourage the consultant to look at the Town creatively and to consider a wide range of options. The consultant will be expected to propose realistic options with possibilities for implementation through future rezonings and land use changes.

The consultant will formulate a redevelopment strategy to include, but not limited to, market data with existing conditions that thoroughly assess whether existing housing stock, commerce and industrial uses, the Zoning Code and development review procedures are realistic for economic growth. The redevelopment strategy should identify targeted development and uses, development requirements and the overall market viability to support the targets developments.

The consultant will also develop a preliminary list of current impediments to redevelopment and Town procedures and Zoning Code modifications, if any, needed to foster such redevelopment. It is expected this analysis will result in a final market feasibility report to include housing, commerce, and industrial uses. If this analysis determines the area is feasible for additional redevelopment, it will also identify the type and format of redevelopment possible and the type of businesses and housing that would be drawn to the area. The consultant should be able to provide conceptual plans and renderings of potential re-use. If new housing, commerce, or industrial uses are deemed not feasible, the consultant will identify alternative land uses that would be viable to specific sites.

II. SCOPE OF SERVICES

In addition to the two deliverables listed below, the consultant shall complete the following tasks:

- Scoping — undertake an in-person tour and verbal analysis of the Town with key Town Staff.
- Meetings with Town Staff and stakeholders — this includes Town staff, Mayor and Town Commissioners, residents, and business and property owners
- Presentation to staff, Planning and Zoning Board, and Town Commission.

Deliverable 1: Market Analysis

The Market Analysis will provide for current and future housing, commerce, and industrial needs to ensure the continued economic health of the Town. A Market Analysis report outlining potential redevelopment options for the Town site based on market realities will be the result of the first phase of this project that involves the following:

- Existing Conditions Assessment — An initial assessment and inventory of the redevelopment potential of the Town taking into consideration land use, zoning, utilities, housing, transportation, neighborhood conditions and recent development trends. This assessment should go beyond US Census data to include sales tax revenue and a breadth of psychographics for further characterization of the Town.
- Destination traffic profiles —Inbound/outbound profile information to assist with better understanding consumer behavior and how to market and serve them.
- A review of Town codes, regulations, and policies.
- Needs assessment – Synopsis of the Town's interest and desire for certain types of potential uses, housing types, or redevelopment and the scale, intensity and economic market for those uses.

- Market and gap analysis — Complete a market study to understand supply and demand conditions for the Town's market capacity. The analysis should include a gap analysis to determine what, if any, retail or other commercial demand is not being met locally.
- Retail Market Analysis Report — Prepare a report compiling data and findings from the existing conditions assessment, Destination traffic profiles, Town Code review, needs assessment, and market and gap analysis.

Deliverable 2: Economic Development Strategic Plan

The Economic Development Strategic Plan will provide a more detailed and refined strategy for the Town. The Plan should provide a more in-depth detailed analysis with recommendations on how to improve the quality and diversity of uses and housing types within the Town as well as outline how the Town can leverage resources that will positively influence the redevelopment.

The Economic Development Strategy Plan should:

- Address specific relevant issues such as business mix, vacancies, and market competition from surrounding communities.
- Identify the appropriate uses for the Town that is supported by market data and Town interests and desires.
- Provide a total of two conceptual development plans based on the identified uses for key sites (to be identified in conjunction with Town Staff) in the Town.
- Recommend potential public incentives that could improve the Town's viability for redevelopment.
- Assess and produce inventory of public/private local, state and federal resource programs that could assist with the implementation of the Economic Development Strategy Plan.
- Conduct a strengths, weaknesses, opportunities and constraints (SWOC) analysis including areas to leverage for future development, developable nodes/parcels, and recommended development focus.
- Report on economic trends, projected areas of growth and the regional context including target industries/principal land uses, economic strategies and policies.
- Preparation of clear five (5) year and ten (10) year implementation plan(s) with policies, projects and programs, medium-and long-term prioritization.

Deliverables

The consultant will assemble the components into final documents for review. The consultant team will provide the Town with one (1) hard copy and an electronic version of the final report in both PDF and MS Word formats.

ATTACHMENT B - ADDENDA ACKNOWLEDGEMENT

The Proposer has examined and carefully studied the Request for Proposals and the following Addenda. Receipt of all ADDENDA is hereby acknowledged:

Addendum Number:	Acknowledged By:
Addendum No. 1	
Addendum No 2	
Addendum No. 3	
Addendum No. 4	
Addendum No.	
Addendum No.	
Addendum No.	

Authorized Representative Signature	Date
-------------------------------------	------

Authorized Representative/Title (Type or Print)

Proposers must acknowledge all issued addenda. Proposals which fail to acknowledge the Proposer's receipt of any addendum shall result in the rejection of the offer, if the addendum contained information which substantively changes the Owner's requirements.

DRAFT

AGENDA ITEM REPORT

**To:****Subject:** Used Police Cars from Jupiter Police Department**Meeting:** PUBLIC NOTICE - WORKSHOP MEETING - October 27, 2021**Department:** Police Department**Staff Contact:** David Howard, Interim Chief of Police**BACKGROUND INFORMATION:**

The Police Department was not able to purchase police vehicles in a timely manner due to numerous issues. Current supply constraints will not allow us to obtain cars for our anticipated opening. Jupiter has stepped up to assist us with three marked patrol cars that will only require re-stripping and should be viable for our department for at least two years if used sparingly.

FINANCIAL IMPACT:

\$1750 to Town of Jupiter per vehicle and \$1668. for all stripping. \$6918. Total cost.

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Staff recommends purchasing these three vehicles used from the Jupiter Police Department and having them re-stripped to reflect Pembroke Park.

ALTERNATIVES:

The alternative to purchasing cars from the Town of Jupiter would be to buy three new cars at a cost of \$45K per vehicle plus lighting and stripping.

ATTACHMENTS:

[PEMBROKE PARK PD-FL PROPOSAL \(DODGE CHARGER KITS with REMOVAL\)](#)

	Status:
Harry Taubenfeld, Finance & Budget Director	Approved - Oct 20 2021
Melissa Anderson, Town Attorney	Approved - Oct 20 2021
JC Jimenez, Town Manager	Pending
Marlen Martell, Town Clerk	None



**GRAPHIC DESIGNS
INTERNATIONAL**
Providing Quality Public Safety
Decals Since 1994.

PROPOSAL

CHIEF DAVID HOWARD

3150 SW 52nd Ave.
Pembroke Park, FL 33023
dhoward@tppfl.gov

PEMBROKE PARK POLICE DEPARTMENT
--

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>TOTAL</u>
3	COMPLETE GRAPHICS KIT FOR A 2014 DODGE CHARGER INCLUDING INSTALLATION	\$381.00 each	\$1,143.00
3	REMOVAL OF OLD GRAPHICS	\$175.00 each	\$525.00
	TOTAL		\$1,668.00

PLEASE LET ME KNOW IF AND WHEN TO PROCEED. THANK YOU.

Jenice Sellers
AUTHORIZED SIGNATURE
Jenice Sellers

October 20, 2021
TODAY'S DATE

Thank you for your inquiry. We appreciate your consideration.

**PLEASE FAX PURCHASE ORDER TO JENICE SELLERS @ 772-286-8198
OR EMAIL TO JENICE@GDIGRAPHICS.COM**

7941 SW Jack James Dr. Stuart, FL 34997
T: 772-286-0600 | 1-800-344-6853 F: 772-286-8198 WWW.GDIGRAPHICS.COM

AGENDA ITEM REPORT



To:

Subject: Purchase of printers for police vehicles

Meeting: 10 27 2021 DRAFT WORKSHOP COMMISSION MEETING - Oct 27 2021

Department: Police Department

Staff Contact: David Howard, Interim Chief of Police

BACKGROUND INFORMATION:

These purchases are from a cooperative and therefore satisfy the procurement code (National IPA Technology Solutions (2018011-01) from CDW-G)

FINANCIAL IMPACT:

one time purchase of \$ 10,953.45 for Eleven Printers

RECOMMENDATION:

Approve purchase.

ATTACHMENTS:

[MKSJ806](#)

	Status:
Harry Taubenfeld, Finance & Budget Director	Approved - Oct 20 2021
Melissa Anderson, Town Attorney	Pending
JC Jimenez, Town Manager	None
Marlen Martell, Town Clerk	None

QUOTE CONFIRMATION



DEAR MARK PAKULA,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below.
[Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MKSJ806	10/13/2021	POCKETJET	8245953	\$10,953.45

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Brother PocketJet PJ-763 - printer - monochrome - direct thermal Mfg. Part#: PJ763 UNSPSC: 43212108 Contract: National IPA Technology Solutions (2018011-01)	11	3877336	\$395.41	\$4,349.51
Havis - mounting kit Mfg. Part#: C-PM-1001 Contract: National IPA Technology Solutions (2018011-01)	11	6671704	\$106.54	\$1,171.94
Brother Premium - thermal paper - 600 sheet(s) Mfg. Part#: LB3788 UNSPSC: 14111507 Contract: National IPA Technology Solutions (2018011-01)	100	2001358	\$54.32	\$5,432.00

PURCHASER BILLING INFO		SUBTOTAL	\$10,953.45
Billing Address: TOWN OF PEMBROKE PARK ACCTS PAYABLE 3150 SOUTWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Payment Terms: VISA		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$10,953.45
DELIVER TO		Please remit payments to:	
Shipping Address: TOWN OF PEMBROKE PARK MARK PAKULA 3150 SOUTWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Shipping Method: UPS Ground		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION



Alex Powell

(866) 253-1086

alex.powell@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$10,953.45	\$307.68/Month	\$10,953.45	\$351.50/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

© 2021 CDW•G LLC 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

AGENDA ITEM REPORT



To: Town Commission
Subject: Containers for Storage of Town Equipment (Public Works, Parks and Town Hall)
Meeting: 10 13 2021 DRAFT REGULAR COMMISSION MEETING - Oct 13 2021
Department: Public Works
Staff Contact: Myriam Jacques, Interim Public Services Director

BACKGROUND INFORMATION:

The storage space currently being used for Town equipment will be used by the new Town Police Department. Placing containers on site would be the perfect alternate stockroom solution achievable at a very low and reasonable cost-effective price.

FINANCIAL IMPACT:

Not to Exceed \$25,000

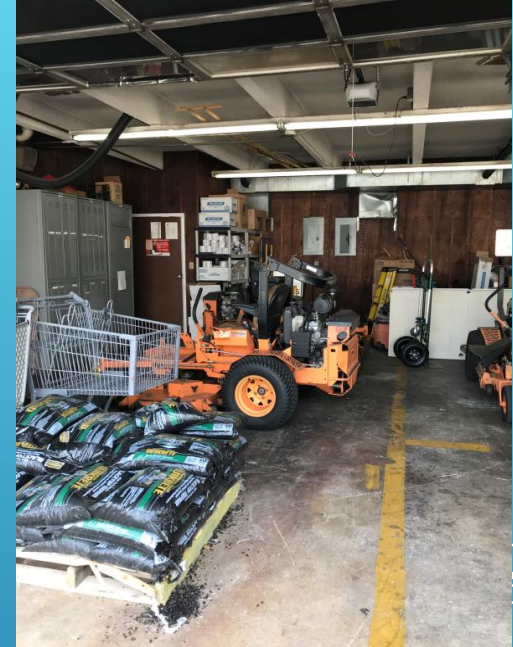
RECOMMENDATION:

Request for Commission approval to procure 3 containers: one 40ft and two 20ft to be placed

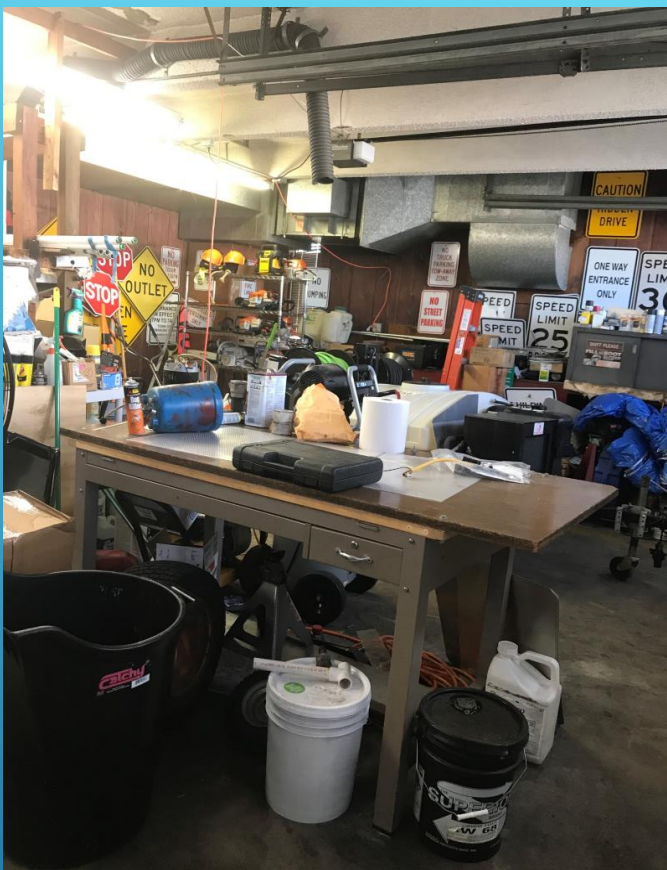
	Status:
Myriam Jacques, Interim Public Services Director	Approved - Oct 06 2021
Robert Clark, Public Services Director	Approved - Oct 06 2021
Harry Taubenfeld, Finance & Budget Director	Pending
Melissa Anderson, Town Attorney	None
JC Jimenez, Town Manager	None
Marlen Martell, Town Clerk	None

**Municipal
Storage
Facility**

TOWN OF PEMBROKE
PARK – PUBLIC
SERVICES DEPT.



CURRENT STORAGE AREAS









- ▶ Finished Floor Elevation (6' above the crown of the road)
- ▶ • Building permit applications (all required disciplines) by a Certified Contractor (General/Building).
- ▶ • Electrical Drawings and diagrams, (if applicable)
- ▶ • Provide Stated Product Approval (FL15623-R2)
- ▶ • Special Inspector's form (must be retained as per submitted plans and as per FBC-BCAP 110.1)
- ▶ • Provide Broward County Environmental Certificate.
- ▶ • Soil Boring Tests for soil verification as per plans.
- ▶ • Manufactured Building manual and documentation (seal/label)
- ▶ • Overhead Door product approval, and design pressures.
- ▶ • Signed and sealed drawing by a licensed engineer or registered architect (the provided one, is not signed and sealed)

BUILDING REQUIREMENTS

8' x 20'



Exterior: 20' 0" L x 8' 0" W x 8' 6" H
Interior: 19' 4" L x 7' 8" W x 7' 10" H
1,172 ft³

ISO-grade shipping containers

Tare Weight: 4,982 lbs
Max Payload: 47,928 lbs
Max Weight: 52,910 lbs

Floor type: Marine Plywood
or Timber Planks

- Standard lock box
- Optional High Security lock box

Straight line
60 ft clearance
Height required 14 ft

► \$7,900

8' x 40'



Exterior: 40' 0" L x 8' 0" W x 8' 6" H
Interior: 39' 9" L x 7' 8" W x 7' 10" H
2,390 ft³

ISO-grade shipping containers

Tare Weight: 8,554 lbs
Max Payload: 58,642 lbs
Max Weight: 67,196 lbs

Floor type: Marine Plywood
or Timber Planks

- Standard lock box
- Optional High Security lock box

Straight line
100 ft clearance
Height required 14 ft

► \$10,700

MOBILE MODULAR PORTABLE STORAGE

ALLIED
CONTAINER
20' STORAGE CONTAINER

Office Storage Container Features and Options

- Secure doors and lock systems
- Heavy duty corrugated steel construction
- Two-way forklift pockets
- 1 ½ thick marine plywood floors
- Corner castings all corners (8 total)
- Completely weatherproof
- Ground level entry
- Securely closing cargo doors



EXTERNAL DIMENSIONS
Length: 19' 10 1/2"
Width: 8'
Height: 8' 6"

INTERNAL DIMENSIONS
Length: 19' 4 13/64"
Width: 7' 8 19/32"
Height: 7' 10"

MAXIMUM LOAD
48,130 Lbs. (21,830 Kgs.)

DOORS
Width: 7' 8 1/8"
Height: 7' 6 1/32"

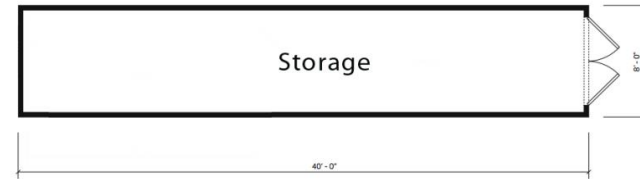
GROSS WEIGHT
52,910 Lbs.

\$6,500

ALLIED
CONTAINER
40' STORAGE CONTAINER

Office Container Features and Options

- Secure lock systems
- Single end corrugated steel swing doors
- 1 ½ thick marine plywood floors
- Corner castings all corners (8 total)
- Completely weatherproof
- Ground level entry



EXTERNAL DIMENSIONS
Length: 39' 9" (12.12m)
Width: 8' (2.44m)
Height: 8' 6" (2.60m)

INTERNAL DIMENSIONS
Length: 39' 6" (12.04m)
Width: 7' 8" (2.35m)
Height: 7' 10" (2.39m)

MAXIMUM LOAD
58,863 lbs (26,700 kg)

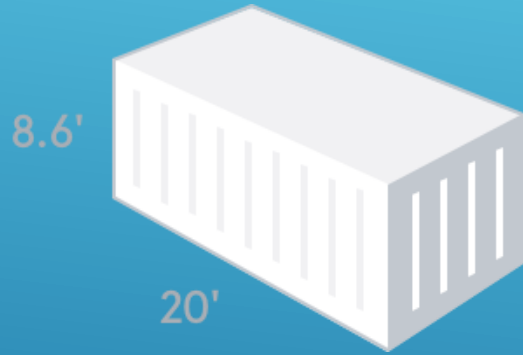
DOORS
Width: 7' 8" (2.34m)
Height: 7' 10" (2.39m)

WEIGHT
8,333 lbs (3,780 kg)

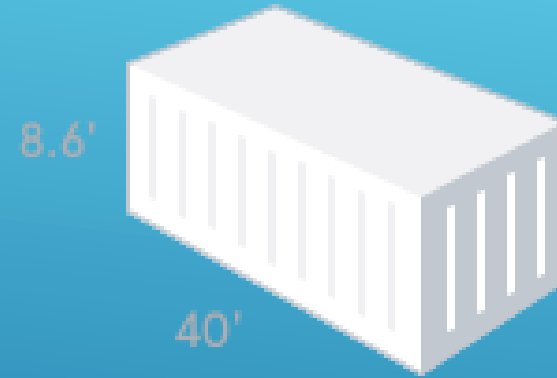
\$3,500 (As-Is)

ALLIED TRAILERS SALES & RENTALS

\$3,095



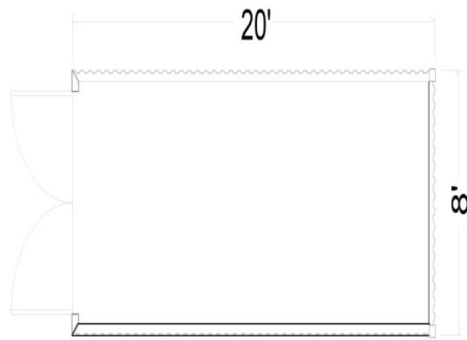
\$4,595



BOXHUB

\$4,200

20 ft Storage Container



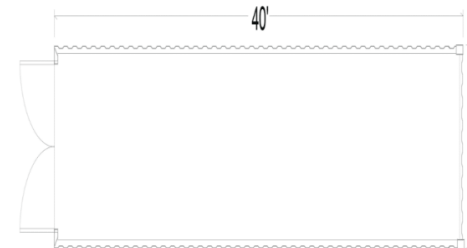
20' Portable Storage Container

- 1120 cubic feet of storage space
- 7' 5-3/8" H 7' 8-1/2" W door openings
- 14-gauge corrugated steel sides and roof
- 14-gauge steel cam-locking doors
- 1-1/8" thick marine wood floor
- Fully tested wind/watertight & rodent proof
- Ventilated
- Portable via forklift
- Interior and exterior custom options available upon request.

Floor plans are not drawn to scale. There may be slight variations in floor plans, furnishings, and dimensions. Please call to confirm availability.

\$5,750

40' Storage Container



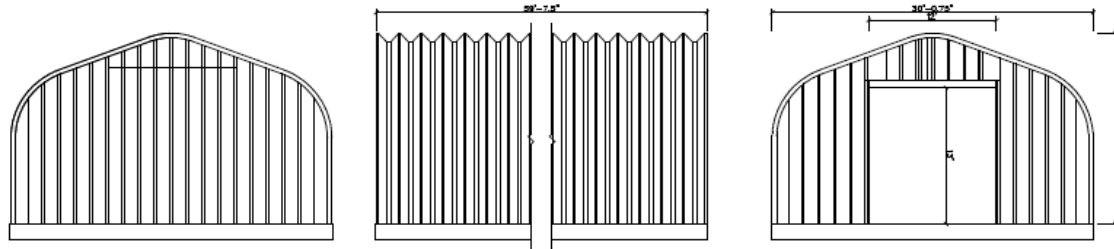
40 ft Storage Container

- Approximately 2240 cubic feet storage space
- 7' 5-3/8" H x 7' 8-1/2" W door opening
- Corrugated steel construction
- Steel cam-locking doors
- 1-1/8" marine wood floor
- Fully tested, wind/water tight and rodent proof
- Ventilated
- Can be customized upon request

Floor plans are not drawn to scale. There may be slight variations in floor plans, furnishings, and dimensions. Please call to confirm availability.

STORAGE AND MOBILE SOLUTIONS

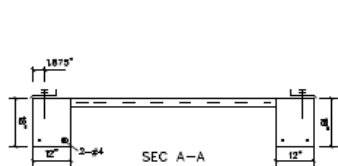
PRELIMINARY DRAWING ONLY



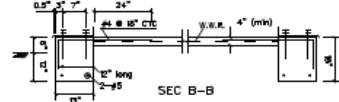
REAR ELEVATION

SIDE ELEVATION

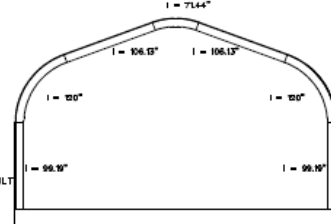
FRONT ELEVATION
OVERHEAD DOOR TO BE DESIGNED
AND SUPPLIED BY OTHERS
SERVICE DOOR TO BE PROVIDED, BUT FIELD LOCATED



SEC A-A



SEC B-B

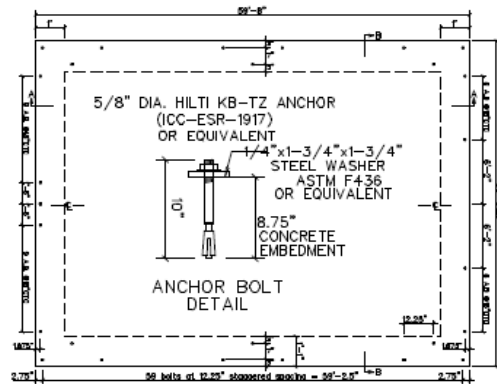


ARCH PROFILE

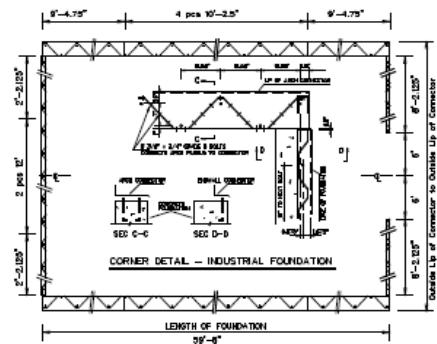
WARNING: DO NOT REMOVE OR REDUCE THE CONCRETE FLOOR
OR THE REINFORCING STEEL AND/OR RAISE THE TOPS OF
THE FOOTERS ABOVE THE FLOOR OR BUILDING FAILURE MAY RESULT

Minimum Concrete Cover:

- (a) Concrete cast against earth: 3"
- (b) Concrete exposed to earth or weather: 1.5"
- (c) Concrete not exposed to earth or weather: 0.75"



FOUNDATION PLAN



INDUSTRIAL BASE CONNECTOR LAYOUT

STEEL MASTER USA

30x18x60 metal shed building

\$37,518

- Mobile Modular Portable Storage: \$26,500
- Allied Trailer Sales & Rentals: \$16,500
- Storage & Mobile Solutions: \$14,150
- BoxHub: \$10,485
- Steel Master USA: \$37,518 w/installation \$101,578

AGENDA ITEM REPORT



To: Town Commission
Subject: Award Selection and Recommendation for ITB 21-08 Food Forest Improvements at Ryan Park FRDAP Trail and Picnic Facilities
Meeting: AGENDA WORKSHOP COMMISSION MEETING - Oct 27 2021
Department: Public Works
Staff Contact: Myriam Jacques, Interim Public Services Director

BACKGROUND INFORMATION:

The Town applied and got approved for a FRDAP grant to build an 7,000 square foot ADA-compliant trail with picnic facilities at Ryan Park. The main purpose of this project is for public education, recreation, and the enjoyment of the Town's residents.

FINANCIAL IMPACT:

None. Within budget

RECOMMENDATION:

Recommend to Approve Award Selection of Contract to the apparent lowest Bidder Maceda Contractors, LLC at \$51,800. And the option to award to the next lowest bidder (Kailas Contractors, \$69,001.00) if Maceda is found to be non-responsive.

ATTACHMENTS:

[ITB 21-08 Food Forest Improvements Ryan Park - Bids](#)

	Status:
Myriam Jacques, Interim Public Services Director	Approved - Oct 25 2021
Robert Clark, Public Services Director	Approved - Oct 26 2021
Harry Taubenfeld, Finance & Budget Director	Approved - Oct 26 2021
Melissa Anderson, Town Attorney	Approved - Oct 26 2021
JC Jimenez, Town Manager	Approved - Oct 26 2021
Marlen Martell, Town Clerk	Approved - Oct 26 2021

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 Attachments A Unless Otherwise Stated. Contractor Shall Calculate and Provide Quantity Required for Each Line Item.

In accordance with the Town's Invitation to Bid (ITB 21-08) and the specifications contained herein, the undersigned proposes the following Bid prices:

A. FOOD FOREST IMPROVEMENTS AT RYAN PARK

Bidder's Company Name				
ITEM #	DESCRIPTION	QTY	UNIT	TOTAL COST (\$)
1.	Mobilization/Demobilization	1	LS	2,000.00
2.	Clearing and Grubbing: Removal and Disposal of Soil, Vegetation and Grass	1	LS	4,000.00
3.	Asphalt Trail	1	LS	33,200.00
4.	Concrete Pads for Picnic Facilities 3,000.00	2	EC	6,000.00
5.	Picnic Facilities - Picnic Tables 1,830.00	2	EC	3,660.00
6.	Picnic Facilities - Trash Receptacles 1,220.00	2	EC	2,440.00
7.	WARRANTY: One (1) Year Minimum Warranty	1	LS	500.00
8.	TOTAL	\$		51,800.00

Authorized Signatory:

(Signature)

Executed by:

(Type or Print Name)

Title:

For (Company):

Address:

Telephone Number:

Email:

Town of Pembroke Park
ITB 21-08 Food Forest Improvements at Ryan Park

FORMS

1. BID FORM

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3.	Asphalt Trail	1	LS	33,000.00
4.	Concrete Pads for Picnic Facilities	2	EC	6,000.00
5.	Picnic Facilities - Picnic Tables	2	EC	6,000.00
6.	Picnic Facilities - Trash Receptacles	2	EC	1,000.00
7.	WARRANTY: One (1) Year Minimum Warranty	1	LS	1.00
8.	TOTAL	\$		69,001.00

Authorized Signatory:

(Signature)

Executed by:

(Type or Print Name)

Title:

For (Company):

Address:

Telephone Number:

Email:

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 Attachments A Unless Otherwise Stated. Contractor Shall Calculate and Provide Quantity Required for Each Line Item.

In accordance with the Town's Invitation to Bid (ITB 21-08) and the specifications contained herein, the undersigned proposes the following Bid prices:

A. FOOD FOREST IMPROVEMENTS AT RYAN PARK

Bidder's Company Name				
ITEM #	DESCRIPTION	QTY	UNIT	TOTAL COST (\$)
1.	Mobilization/Demobilization	1	LS	\$15,000.00
2.	Clearing and Grubbing: Removal and Disposal of Soil, Vegetation and Grass	1	LS	\$16,000.00
3.	Asphalt Trail	1	LS	\$36,500.00
4.	Concrete Pads for Picnic Facilities	2	EC	\$7,200.00
5.	Picnic Facilities - Picnic Tables	2	EC	\$4,800.00
6.	Picnic Facilities - Trash Receptacles	2	EC	\$2,400.00
7.	WARRANTY: One (1) Year Minimum Warranty	1	LS	\$1,000.00
8.	TOTAL	\$		\$82,900.00

Authorized Signatory:

(Signature)

Executed by:

Jesus Quinones

(Type or Print Name)

President

Title:

Marcdan, Inc.

For (Company):

2721 SW 137th Ave. Miami, FL 33175

Address:

(786) 264-1765

info@marcdan.com

Telephone Number:

Email:

ADD Alternate #1: Installation of Dedication Sign provided by the Town of Pembroke Park - \$4,500.00

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.

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In accordance with the Town's Invitation to Bid (ITB 21-08) and the specifications contained herein, the undersigned proposes the following Bid prices:

A. FOOD FOREST IMPROVEMENTS AT RYAN PARK

Bidder's Company Name				
ITEM #	DESCRIPTION	QTY	UNIT	TOTAL COST (\$)
1.	Mobilization/Demobilization	1	LS	15,000.00
2.	Clearing and Grubbing: Removal and Disposal of Soil, Vegetation and Grass	1	LS	19,955.00
3.	Asphalt Trail	1	LS	22,500.00
4.	Concrete Pads for Picnic Facilities	2	EC	7,500.00
5.	Picnic Facilities - Picnic Tables	2	EC	4,500.00
6.	Picnic Facilities - Trash Receptacles	2	EC	1,500.00
7.	WARRANTY: One (1) Year Minimum Warranty	1	LS	100.00
8.	TOTAL			\$ 84,555.00

Authorized Signatory: Matteo Cornali
(Signature)

Executed by: Matteo Cornali
(Type or Print Name)

Title: President
Prostate Construction LLC

For (Company): 4077 Lincoln Rd Suite 2H Miami Beach FL 33139

Address: 954-682-4059 Email: Matteo@prostategrp.com

Telephone Number:

Email:

Town of Pembroke Park
ITB 21-08 Food Forest Improvements at Ryan Park

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.

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In accordance with the Town's Invitation to Bid (ITB 21-08) and the specifications contained herein, the undersigned proposes the following Bid prices:

A. FOOD FOREST IMPROVEMENTS AT RYAN PARK

Bidder's Company Name				
ITEM #	DESCRIPTION	QTY	UNIT	TOTAL COST (\$)
1.	Mobilization/Demobilization	1	LS	\$4,424.00
2.	Clearing and Grubbing: Removal and Disposal of Soil, Vegetation and Grass	1	LS	\$17,700.00
3.	Asphalt Trail	1	LS	\$51,910.00
4.	Concrete Pads for Picnic Facilities	2	EC	\$17,200.00
5.	Picnic Facilities - Picnic Tables	2	EC	\$2,714.00
6.	Picnic Facilities - Trash Receptacles	2	EC	\$2,714.00
7.	WARRANTY: One (1) Year Minimum Warranty	1	LS	\$500.00
8.	TOTAL	\$		\$97,162.00

Authorized Signatory:

(Signature)

Executed by:

Jaime M. Shlimbaum

(Type or Print Name)

Title:

CEO

For (Company):

Huurr Homes, LLC

Address:

2705 Burriss Road, Unit 4A, Davie, FL 33314

Telephone Number: (954)270-1121

Email: **Jaime@huurrhomes.com**

AGENDA ITEM REPORT



To: Town Commission
Subject: Police Department Engineering Design Proposal from Calvin & Giordano
Meeting: AGENDA WORKSHOP COMMISSION MEETING - Oct 27 2021
Department: Public Works
Staff Contact: Myriam Jacques, Interim Public Services Director

BACKGROUND INFORMATION:

The Town Commission has approved the creation of a Police Department. The Department must have a location to house its offices to conduct business and its police duties. One suggestion is to do renovation to the north wing of Town Hall (former Building Department) and transform that space into a Police department. This item meets the procurement code requirements because Calvin Giordano is under a continuing services agreement with the town.

FINANCIAL IMPACT:

Not-to-Exceed \$126,237.50. (all but construction costs)

RECOMMENDATION:

Recommendation to approve the engineering design proposal to begin the construction procurement process

ATTACHMENTS:

[21-5612.1 TOPP Police Built-out 2021-10-19](#)

[21-5612.1 TOPP Police Build-out - Staff-Hours Budget 2021-10-22](#)

	Status:
Melissa Anderson, Town Attorney	Pending
JC Jimenez, Town Manager	None
Marlen Martell, Town Clerk	None



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

Memorandum of Understanding For Engineering Services for the Police Department Build-out Town of Pembroke Park

Project: Police Department Build-out
Project Number: 21-5612.1

Date: October 22, 2021

Building Code Services
Civil Engineering / Roadway
& Highway Design
Coastal Engineering
Code Enforcement
Construction Engineering &
Inspection (CEI)
Construction Services
Data Technologies &
Development
Electrical Engineering
Engineering
Environmental Services
Facilities Management
Geographic Information
Systems (GIS)
Governmental Services
Indoor Air Quality
Landscape Architecture
Planning
Project Management
Redevelopment
& Urban Design
Surveying & Mapping
Traffic Engineering
Transportation Planning
Water / Utilities Engineering
Website Development

1800 Eller Drive
Suite 600
Fort Lauderdale, FL
33316
954.921.7781 phone
954.921.8807 fax

www.cgasolutions.com

In response to the Town of Pembroke Park's (TOWN) request, Calvin, Giordano & Associates, Inc. (CGA) is pleased to submit this Memorandum of Understanding (MOU) to identify the overall project scope and to outline the scope of professional services and associated fees for Police Department Build-out architectural and engineering services at the Town of Pembroke Park. The scope of work proposed under this MOU shall generally include the interior build-out of the Police Department on the north half of the ground floor of the Town Hall including evaluation, detailed design, construction documents, inspection and project close out as indicated in the 2020 Florida Building Code (7th Edition) and permitting agencies.

PROJECT SCOPE

The general scope of work to be completed by CGA for the proposed police department build-out includes the preparation of a technical memorandum to summarize the ground floor electrical system, air conditioning systems evaluation, evaluation of the existing generator and associated electrical components, as well as detailed design, construction documents, inspection, and project close out for the Police Department interior build-out.

The anticipated scope of work shall include the following:

1. Renovate the entire ground floor north side of the Town Hall building, included but not limited to, separation of the Police Department areas from the existing ground floor electrical and air conditioning systems.
2. Provide new electrical, plumbing, and air conditioning to the existing garage area proposed to be enclosed.
3. Evaluation and upgrade of the existing server room's power and A/C.
4. Review the existing condenser water piping conditions at ground floor level and propose replacement if required.

SCOPE OF PROFESSIONAL SERVICES

The services offered by CGA under this MOU generally consist of the preparation of a technical memorandum and the construction document preparation for the above referenced scope of services. CGA shall execute Professional Services Agreements (PSA's) with Saltz Michelson Architect (SMA) to assist with the interior design and the structural engineering to close the existing garage openings for the Police Department build-out. CGA understands that time is of the essence, and, consequently, shall make every effort to perform this work in an expeditious manner, whenever possible. The Scope of Professional Services to be provided under this MOU and the associated fees are detailed below.



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS

The following tasks shall be executed under this agreement:

- **Task 1: Data Collection**
- **Task 2: Ground Floor Existing Air Conditioning Evaluation**
- **Task 3: Preparation of Technical Memorandum/Preliminary Design Documents**
- **Task 4: 60% Design Documents**
- **Task 5: 90% Design Documents**
- **Task 6: 100% Design Documents**
- **Task 7: Bidding Services**
- **Task 7: Engineering Services During Construction**

Task 1 – Data Collection

CGA shall perform the due diligence to obtain the required information to complete the evaluation and design. These services shall include:

1. Review record drawings, permits and other TOWN records. CGA will also request and review all the structural drawings and permits closeouts documents available from the TOWN Building Department.
2. Conduct a visual condition assessment of the building first floor air conditioning and the main electrical distribution systems of the Town Hall Building. These assessments shall identify first floor air conditioning deficiencies, cooling tower and associated pumps evaluation and main electrical distribution system. Two (2) site visits per trade are assumed for this task.
3. TOWN shall provide a Test and Balance (T&B) Report of the first floor air conditioning system. This report will be required for the air conditioning evaluation of the areas serve by the system.
4. This task will also include general coordination with TOWN staff related to progress and potential issues/resolution that may evolve throughout the life of the Project.

Task 2 – Ground Floor Existing Air Conditioning Evaluation

Evaluate the existing ground floor air conditioning (A/C) system capacity due to the separation of the Police Department Build-out from the existing ground floor A/C system. The evaluation of the existing ground floor A/C system must be completed prior to the preparation of the TM report. An evaluation report will be provided with the finding from the load calculations, including recommendation and/or alterations to the existing ground floor A/C system. Construction documents indicating changes to the ground floor A/C system and other associated changes can be provided as Additional Services to be approved by the TOWN.

Task 3 – Preparation of Technical Memorandum/Preliminary Design Documents

1. Prepare a technical memorandum (TM) to include:
 - a. A compilation of the findings and preliminary recommendations of the proposed Police Department area, including but not limited to, electrical, plumbing and air conditioning, as required.
 - b. Air conditioning load calculations of the areas served from first floor air conditioning system, and recommendations for changes and controls of the system. To provide this part of the TM, Task 8 shall be completed prior the preparation of the TM.
 - c. Evaluation of the existing generator capabilities.

PAGE 2 OF 5

- d. A preliminary cost estimate for the proposed preliminary recommendations.
2. Prepare a preliminary plan layout of the Police Department Build-out for TOWN review.
3. Provide one meeting for the review of the preliminary layout and TM with TOWN.
4. Revise preliminary plan per TOWN review and comments. Resubmit revised plan for final approval. Preliminary plan shall be approved by TOWN prior to start 60% design documents.
5. One revised preliminary plan submission is assumed. Any additional revisions to preliminary plan considered a major revision will require an Additional Service Agreement (ASA).

Task 4 – Preparation and Development of Plans and Specifications – 60% Design Documents

CGA will prepare preliminary plans and draft technical specifications for the Police Department Build-out as part of the Project. The services under this task will include:

1. Preparation of architectural, mechanical (air conditioning), structural, electrical, and plumbing drawings for the Project. Drawings will be prepared in AutoCAD format using 24x36 format. The design will incorporate applicable CGA and TOWN standards whenever possible. All drawing submittals will be provided in digital (.pdf) format.
2. Coordination with TOWN security system vendor for location of devices and requirements, security system construction documents shall be provided by others.
3. Preparation of draft technical specifications using CGA and TOWN standard requirements as applicable. The TOWN shall provide its latest front-end documents to CGA for review of consistency with the technical specifications.
4. Prepare an Architect/Engineers Opinion of Probable Construction Costs at the 60% Design submittal milestone.
5. Attendance at a meeting with the TOWN to review and discuss the documents.
6. Upon approval of this task's documents from the TOWN's, CGA will start the 90% Design task as outlined below. It is assumed that the City will provide review comments within five (5) working days of receiving the 60% submittal.
7. All work shall be in accordance with all currently applicable local, state, and federal rules and regulations, and design standards including, but not limited to: TOWN, USEPA, OSHA, NEC, IC and NFPA.

Task 5 – Preparation and Development of Final Design – 90% Design Documents and Permitting

CGA will prepare 90% plans and technical specifications for the Police Department interior build-out as part of the Project. The services under this task will include:

1. Incorporation of the TOWN's 60% Design Review comments into the documents and development of the architectural, mechanical, structural, electrical, and plumbing drawings to 90% design documents for the Project. Drawings will be prepared in AutoCAD format using 24x36 format. The design will incorporate applicable CGA and CITY standards whenever possible. All drawing submittals will be provided in both hardcopy (24" x36") and digital (.pdf) formats.
2. Final coordination with TOWN security system vendor for location of devices and requirements, security system construction documents shall be provided by others.
3. Incorporation of the CITY's 60% Design Review comments into the technical specifications.
4. Updating of the Architect/Engineers Opinion of Probable Construction Costs.
5. Attendance at a meeting with the CITY to review and discuss the documents.
6. Submit 90% design documents and technical specification for a dry-run to the building department.



7. All work shall be in accordance with all currently applicable local, state and federal rules and regulations, and design standards including, but not limited to: TOWN, USEPA, OSHA, NEC, IC and NFPA.

Task 6 – Preparation and Development of Final Design – 100% Design Documents

CGA will prepare 100% plans and technical specifications for the Police Department Built-out as part of the Project. The services under this task will include:

1. Incorporation of the building department 90% Design Review comments into the documents and development of the architectural, mechanical, structural, electrical, and plumbing drawings to Bid Documents for the Project. Drawings will be prepared in AutoCAD format using 24x36 format. The design will incorporate applicable CGA and CITY standards whenever possible. All drawing submittals will be provided in both hardcopy (24" x36") and digital (.pdf) formats.
2. Incorporation of the building department 90% Design Review comments into the technical specifications and develop the specifications to Bid Documents for the Project.
3. Updating of the Architect/Engineers Opinion of Probable Construction Costs.
4. All work shall be in accordance with all currently applicable local, state and federal rules, regulations and design standards including, but not limited to: CITY, USEPA, OSHA, NEC, IC and NFPA.

Task 7 – Bidding Services

CGA will provide bidding services to the TOWN for the Police Department Build-out. The services under this task will include:

1. Conduct and attend pre-bid conference for each contract, meeting minutes shall be provided by the TOWN. Responses to pre-bid conference questions will be in the form of addenda issued to TOWN for review and approval.
2. Prepare addenda for each contract addressing additions, deletions, modifications, or interpretations to the contract documents. Issuance of one addendum for the contract is assumed.
3. Provide bid evaluation and recommendations.

Task 8 – Engineering Services During Construction

It is assumed that the engineering services during construction will include the required improvements for the Police Department interior build-out. It is assumed a six-month construction time and one month to address the punchlist items. Per the Town's request, attendance at bi-weekly progress meetings is include. Engineering services during construction related to improvements not included in the Police Department interior build-out will be considered Additional Services to be approved by the TOWN. The services under this task will include:

1. Review shop drawings and respond to request for information (RFI) for conformance with the design criteria.
2. Review Contractor's red-line as-builts documents. CGA can provide revisions to the final documents as additional services per TOWN request.
3. Attend bi-weekly OAC meetings and review of once-a-month Certificate of Payment Inspections.
4. Conduct construction progress field visits and provide reports. A total of twelve (12) site visits are assumed for this task. These visits will be coordinated with the OAC meeting schedule.
5. Conduct one (1) substantial completion field observations site visit and submit punchlist for each construction contract.

6. Conduct one (1) final completion field observations site visit for the construction contract to confirm that the Contractor's completed work is in general accordance with the Contract Documents and that all previously issued punchlist items have been addressed by the Contractor.
7. Participate in start-up/commissioning period, a total of two (2) site visits are assumed for this task.

Assumptions:

- All permitting fees shall be paid by the TOWN.
- These services are based on assumed improvements based on current conditions. If additional improvements are needed and not included in the scope of work, an additional services proposal will be required.
- The existing parking lot and parking spaces are to remain. Civil site engineering is not included but can be provided under an additional services agreement (ASA).
- Surveying services are not included. If topographic survey or elevations are required, an ASA shall be required.
- External ADA improvements are not included.
- It is assumed site plan processing or modification is not required and therefore is not included.
- CGA will provide project management as part of the scope of work.
- CGA will provide Design Team coordination to assure the project progresses on schedule. This includes internal progress meetings; coordination with sub-consultants and CGA staff; coordination with the TOWN; budget control and invoice processing; responding to TOWN comments; provide supporting documentation for design and permitting; and quality control review of design; overall coordination to keep the Owner aware of the project's progress, budget, schedule and critical design decisions.
- Proposed plans for the inside of the building are limited to the north half of the first floor. No other interior improvement analysis or plans are included.
- It is assumed that the existing generator will remain, and the electrical system modified to accept the new police build-out. The scope does not include replacement of the generator.
- The existing windows inside the build-out area are to remain. They will be replaced as part of a future hurricane hardening project.
- Access to the site will be provided by the TOWN.

Information to be provided by the Client:

- TOWN will provide front end documents for incorporation into the CD's.

Services not included on this MOU:

- Geotechnical Investigation
- Utility Coordination or Subsurface Utility Exploration
- Civil/Survey Site Engineering

FEES

The table below gives the hourly breakdown for the subject professional basic services; not-to-exceed total of **\$126,237.50**. It is assumed that all items outlined on the specific scope of work will be executed.

Staff-Hours by Classification & Hourly Rate for Services									
Task	Engineering Department						Sub-Consultants		Task Subtotal
	Civil Engineering Services			Electrical Engineering Services					
	Director ENG (V)	Clerical	Task Subtotal	Project Manager (IV)	CADD Tech.	Task Subtotal	SMA	Task Subtotal	
	\$175.00	\$75.00		\$150.00	\$95.00		LS		
Task 1									
1A - Project Management	2		\$350.00	8		\$1,200.00		\$0.00	\$1,550.00
1C - Obtain existing conditions			\$0.00	8		\$1,200.00		\$0.00	\$1,200.00
1E - SMA			\$0.00			\$0.00	\$4,200.00	\$4,200.00	\$4,200.00
Task 2									
Ground floor A/C Evaluation			\$0.00	2		\$300.00	\$3,150.00	\$3,150.00	\$3,450.00
Task 3									
3A - Project Management	2		\$350.00	8		\$1,200.00		\$0.00	\$1,550.00
3A - TM & Prelim	1	8	\$775.00	24	24	\$5,880.00		\$0.00	\$6,655.00
3B - Prelim Cost Estimate			\$0.00	12		\$1,800.00		\$0.00	\$1,800.00
3B -Meeting	1		\$175.00	2		\$300.00		\$0.00	\$475.00
3F - SMA			\$0.00			\$0.00	\$7,350.00	\$7,350.00	\$7,350.00
Task 4									
4A - Project Management	2		\$350.00	8		\$1,200.00		\$0.00	\$1,550.00
4B - 60% Design Documents	1		\$175.00	24	24	\$5,880.00		\$0.00	\$6,055.00
4C - Meeting	1		\$175.00	2		\$300.00		\$0.00	\$475.00
4F - SMA			\$0.00			\$0.00	\$15,277.50	\$15,277.50	\$15,277.50
Task 5									
5A - Project Management	2		\$350.00	8		\$1,200.00		\$0.00	\$1,550.00
5B - 90% Design Documents	1		\$175.00	40	32	\$9,040.00		\$0.00	\$9,215.00
5C - Meeting	1		\$175.00	2		\$300.00		\$0.00	\$475.00
5F - SMA			\$0.00			\$0.00	\$25,956.00	\$25,956.00	\$25,956.00
Task 6									
6A - Project Management	2		\$350.00	4		\$600.00		\$0.00	\$950.00
6B - 100% Design Documents	1		\$175.00	8	12	\$2,340.00		\$0.00	\$2,515.00
6C - Meeting	1		\$175.00	2		\$300.00		\$0.00	\$475.00
6F - SMA			\$0.00			\$0.00	\$3,234.00	\$3,234.00	\$3,234.00
Task 7									
7A - Project Management			\$0.00	4		\$600.00		\$0.00	\$600.00
7B - Pre-bid conference			\$0.00	4		\$600.00		\$0.00	\$600.00
7C - Pre-bid agenda and RFI			\$0.00	8	8	\$1,960.00		\$0.00	\$1,960.00
7D - Bid Evaluation			\$0.00	8		\$1,200.00		\$0.00	\$1,200.00
7F - SMA			\$0.00			\$0.00	\$3,150.00	\$3,150.00	\$3,150.00
Task 8									
8A - Project Management			\$0.00	12		\$1,800.00		\$0.00	\$1,800.00
8B - RFI			\$0.00	16		\$2,400.00		\$0.00	\$2,400.00
8C - Shop drawings			\$0.00	12		\$1,800.00		\$0.00	\$1,800.00
8D - Field visits and reports			\$0.00	32		\$4,800.00		\$0.00	\$4,800.00
8D - SMA			\$0.00			\$0.00	\$11,970.00	\$11,970.00	\$11,970.00
Total Hours	18	8		258	100				
Total Amount			\$3,750.00			\$48,200.00		\$74,287.50	\$126,237.50

Police Department Build-out fee = \$126,237.50 (Fee does not include any cooling tower and generator electrical systems upgrades)

AGENDA ITEM REPORT



To: Town Commission
Subject: Keith & Associates Engineering Study Proposal to Replace the 6-inch Asbestos Concrete Pipe Sanitary Sewer Force Main on SW 30th Street from SW 46th Avenue to SW 33rd Avenue
Meeting: AGENDA WORKSHOP COMMISSION MEETING - Oct 27 2021
Department: Public Works
Staff Contact: Myriam Jacques, Interim Public Services Director

BACKGROUND INFORMATION:

The Town's Sanitary sewer is aging and must be replaced to eliminate pipe breaks that have been occurring frequently along this pipeline. The pipe will be replaced in-place via the pipe bursting method along 5,750 linear feet of pipe on SW 30th Street. Pipe bursting is a method by **which the existing pipe is opened and forced outward by a bursting tool**. As the expansion head is pulled through the existing pipe, it pushes that pipe radially outward until it breaks apart, creating a space for the new pipe. This item meets the procurement code because Keith and Associates is under a continuing services contract with the Town.

FINANCIAL IMPACT:

\$29,700

POLICY IMPLICATIONS:

None. Will use the Sewer funds

RECOMMENDATION:

Recommendation to approve the engineering study

ALTERNATIVES:

Continue to have sewer force main pipe breaks and patch the pipe after each breaks.

ATTACHMENTS:

[09630.M14-SW 30th Street Forcemain Replacement-Work Authorization #14 KEITH Signed 10.21.2021](#)

	Status:
Melissa Anderson, Town Attorney	Approved - Oct 26 2021
JC Jimenez, Town Manager	Pending
Marlen Martell, Town Clerk	None



AGREEMENT FOR PROFESSIONAL SERVICES

October 20, 2021

Robert Clark
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023
Phone: (954) 466 – 4600
E-mail: TownPlanner@tppl.gov

Project Name: SW 30th Street Sanitary Sewer
Force Main Replacement.
Project Location: SW 30th Street from SW 33rd
Avenue to SW 46th Avenue
Pembroke Park, FL, 33023
KEITH Project Number: 09630.M14

Dear Mr. Clark:

In accordance with your request and pursuant to our Master Agreement to provide Professional General Engineering Consulting Services to the Town of Pembroke Park, as provided by Town's Agreement dated April 13, 2017, this agreement between Keith and Associates, Inc. dba KEITH ("CONSULTANT"), and the Town of Pembroke Park ("CLIENT") for Architectural consultant services is submitted for your consideration and approval. All the terms and conditions of the Master Agreement apply to this Work Authorization.

PROJECT UNDERSTANDING

The CLIENT has requested that KEITH provide professional services associated with the replacement of a 6-inch Sanitary Sewer Force Main Asbestos Concrete Pipe (ACP) via Pipe Bursting along SW 30th Street.

The project site location is along SW 30th Street from SW 33rd Avenue to SW 46th Avenue, within the Town of Pembroke Park.

The professional services provided by KEITH shall include the following: Topographic Survey, Subsurface Utility Engineering (SUE), and Civil Engineering Services.

The project will consist of the replacement of approximately 5,750 LF of 6-inch Sanitary Sewer ACP force main with 6-inch HDPE sanitary sewer force main using the pipe bursting method.

APPROACH

KEITH believes in a context-based approach that considers multiple facets of the development process resulting in solutions that are curated for each authentic scenario. In addition to the traditional design approach, we believe careful consideration should be given to economic, ecological, and social factors. This cohesive approach to each project is engineered to enhance the opportunity for a resilient solution.

Our approach is categorized into the following three general phases:

Exploration Phase – The process of becoming familiar with an area through extensive analysis.

Inspiration Phase – The process of developing ideas emanating from the exploration process.

Implementation Phase – The process of activating a decision or plan

www.KEITHteam.com

pompano beach (HQ) • fort Lauderdale • miami • west palm beach • orlando • tallahassee

October 20, 2021 / Page 3 of 10
09630.M14 – SW 30th Street Force Main Replacement
Town of Pembroke Park

PROJECT SCOPE

KEITH services included for this project:

☒ **Survey**

- ☐ ALTA/NSPS
- ☒ Topography
- ☐ Boundary
- ☐ Tree
- ☐ Sketch and Description
- ☐ Construction Layout
- ☐ Construction As-Built
- ☐ Other _____

☒ **SUE**

- ☐ Horizontal Designation
- ☒ Location Services
- ☐ Utility Mapping
- ☐ Records Research
- ☐ Other _____

☐ **Planning Services**

- ☐ Due Diligence
- ☐ Platting
- ☐ Rezoning
- ☐ Conditional Use Permit
- ☐ Right of Way Vacation
- ☐ Site Plan Processing and Coordination
- ☐ Site Plan / Project Coordination
- ☐ Other _____

☒ **Civil Engineering Services**

- ☐ Paving, Grading and Drainage
- ☒ Sanitary Sewer
- ☒ Erosion Control Plan
- ☒ Engineering Permitting

☐ **Transportation Engineering Services**

- ☐ Major Roadway
- ☐ Minor Roadway
- ☐ Drainage
- ☐ Maintenance of Traffic Plans
- ☐ Quality Control
- ☐ Other _____

☐ **Traffic Engineering Services**

- ☐ Traffic Impact Study
- ☐ Traffic Impact Statement
- ☐ Parking Study
- ☐ Pavement Marking and Signage
- ☐ Signalization
- ☐ Roadway Lighting
- ☐ Other _____

☐ **Landscape Architecture Services**

- ☐ Hardscape and Paving
- ☐ Fine Grading
- ☐ Landscape
- ☐ Irrigation
- ☐ Site Lighting
- ☐ Pools or Water Features
- ☐ Specialty Features
- ☐ Tree Inventory & Analysis
- ☐ Other _____

☒ **Construction/Program Management Services**

- ☐ Permitting
- ☒ Bidding Assistance
- ☐ Building Permit Coordination
- ☒ Construction Observation
- ☒ Construction Certification
- ☐ Other _____

It is assumed adequate service points already exist on-site or at the abutting site boundary or in the adjacent public right-of-way. No sewage pump station or offsite improvements or extensions, other than service connections, are anticipated under this Proposal.



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09630.M14 – SW 30th Street Force Main Replacement
Town of Pembroke Park

DESCRIPTION OF SERVICES AND DELIVERABLES

SURVEY SERVICES

Task 101 Topographic Survey

KEITH shall prepare a Topographic Survey of the site. Survey shall show the approximate boundary lines per the Broward County GIS together with 2D surface improvements such as roadways, pavement, sidewalks, traffic striping, walls, fences, surface utilities, etc. Trees shall be noted by common name and trunk diameter. Storm and Sanitary structures are excluded. No elevations are included.

SW 30 St & SW 46 Ave



SW 30 St & SW 40 Ave



SW 30 St & SW 34 Ave



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SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES

KEITH will follow ASCE Standard 38-02 – “Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data” during the field and office operations for this project. The quality levels discussed below are defined within the standard. KEITH is to provide professional services associated with setting up and locating up to Ten (10) Test Holes as requested by the designer. Gravity systems, service laterals, irrigation or overhead facilities are not included in this investigation.

Task 201 Location Services

KEITH will perform up to (10) test holes at specific sites requested by the design engineer. Test holes will be utilized to expose utilities to minimize any potential for damage. Test holes performed will be of minimum size (usually 1' by 1'). Backfill of test holes will be performed utilizing the removed material, if suitable. Areas will be restored back as close as possible to their original condition. Installation of an identifiable above ground marker will be performed at each test hole location. Field markers will consist of a nail and disk in asphalt, or an iron rod and cap with survey stake in grassed areas. Test holes performed in the street will be patched using cold patch. The test hole number and utility will be identified on the ground or on the stake, as appropriate. A test hole summary report will be created providing depth of cover, type, size, and material if applicable.

Subsurface Utility Engineering Conditions and Understandings

CLIENT is required by law to contract Sunshine State One Call of Florida forty-eight (48) hours in advance of any CLIENT excavation. KEITH will not access confined spaces. If confined spaces need to be accessed for locating purposes, then the client will be notified, and further arrangements will be made for said access. Additional fees may be applicable. If additional MOT is required beyond the capability of KEITHS standard MOT operations, KEITH will notify the client. Additional requests outside the scope of services, when requested by client and/or client's representative, will be invoiced on an hourly basis. This proposal assumes site access is available and work can be performed between the hours of 7:30 AM and 5:00 PM Monday through Friday.

PLANNING SERVICES

Planning Services are not included in this scope of work.

Planning Services (including Site Plan Preparation / Processing / Rezoning / Traffic Studies / Right-of-Ways and/or Easement Vacations / Plat Determination and/or Plat Note Amendment and other Entitlements) are not included in this scope of work. It is anticipated these services will be performed by the CLIENT and/or other consultants.

CIVIL ENGINEERING SERVICES

Task 401 Preliminary Engineering / Schematic Design (SD) / Site Plan/DRC

Preliminary Civil Engineering Design Plans

The Preliminary Plans are for regulatory agency Development Review Committee (DRC), Site Plan review and approval.

KEITH shall research existing available records for the project and prepare preliminary civil engineering plans for the infrastructure improvements to support the processing of the site plan layout for the Project. The preliminary civil engineering plans shall be prepared in accordance with the CLIENT and regulatory agency requirements and will include Sewer System adjustments and services.

The preliminary engineering plan shall include available existing utility information collected from various sources (Government Agencies, Utility providers etc.). This preliminary utility information will be relied



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Town of Pembroke Park

upon by KEITH in the preliminary design phase. Final design will require additional survey and Subsurface Utility investigation to verify the preliminary information supplied to or obtained by KEITH. KEITH will utilize a topographic survey and site plan supplied by the CLIENT, either as identified elsewhere in this agreement or from the CLIENT's other Consultant / Surveyor, as a base for the preliminary civil plans.

One preliminary engineering plan will be prepared.

KEITH shall attend one (1) coordination meeting with the CLIENT and other team members in the preparation of plans to avoid conflicts between disciplines.

Deliverables

1. Preliminary Design Plans.
2. Meetings and Team Coordination – During the specified duration in the project schedule, the KEITH team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

Task 402 Construction Documents (CD) – Final Engineering

Sanitary Sewer Plans

KEITH shall prepare sanitary sewer system plans for the replacement via pipe bursting of the existing force main.

It is anticipated that all existing utility infrastructure is adequate to provide the required sanitary sewer services to the existing developments. These engineering services do not include the extension/replacement and/or upsizing of any water and/or sanitary sewer services to the surrounding properties. Services associated with designing; and permitting any existing and/or proposed new services will be addressed as additional services.

KEITH will include all available existing utility information on the plans. KEITH will not identify the means and methods on how the contractor is to reconnect all existing sanitary sewer services to the new force main and/or maintain temporary service.

Erosion Control Plans

KEITH shall prepare an Erosion Control Plan for the project that meets the requirements of the regulatory agencies and for the Contractor's use in preparing and processing the required Stormwater Pollution Prevention Plan (SWPPP), in compliance with the "Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP)" through FDEP. The Erosion Control Plan(s) shall include standard details and notes to meet the requirements of the regulatory agencies.

Note: The use of explosive demolition materials and the assessment for or removal of hazardous materials or toxic waste are not included in these services and will not be incorporated in the Demolition Plan.

Deliverables

1. Construction Documents (60% and Final Construction Documents) for above referenced Plans.
2. Specifications – For above referenced Design Elements (specifications may be included in the plan sheets or a separate document for inclusion in the Contract Document Specification book.)
3. Meetings and Team Coordination – During the specified duration in the project schedule, the KEITH team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.



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Town of Pembroke Park

Engineering Permitting is not anticipated since the size of the new pipe is not changing. The CONSULTANT will obtain a permit exception letter from Broward County Environmental Protection and Growth Management Department. If Engineering Permitting required, the CONSULTANT will be pleased to provide additional services under a separate agreement.

TRANSPORTATION ENGINEERING SERVICES

Transportation Engineering Services are not included in this scope of work. If required, the CONSULTANT will be pleased to provide additional services under a separate agreement.

TRAFFIC ENGINEERING SERVICES

Traffic Engineering Services such as Traffic Data Collection, Traffic Impact Statement, Traffic Impact Study(ies) and/or Parking Study(ies) are not included in this scope of work. If required, the CONSULTANT will be pleased to provide additional services under a separate agreement.

LANDSCAPE ARCHITECTURE SERVICES

Landscape Architecture Services are not included in this scope of work. If required, the CONSULTANT will be pleased to provide additional services under a separate agreement.

CONSTRUCTION / PROJECT MANAGEMENT SERVICES

Task 801 Construction Observation for Engineering Certification

KEITH shall provide construction engineering services in order to ensure the integrity of the design intent and certify to the CLIENT and other jurisdictional agencies that the construction work has been completed in substantial compliance with the approved documents and permits. Services included are described as follows and are anticipated to take three (3) months:

Shop Drawing Reviews

KEITH shall review shop drawings, samples, and calculations, which the selected contractor is required to submit for review. This review will only be for conformance with the design concept of the project and compliance with the information provided on the design drawings and specifications. Such review will not extend to methods, means, techniques, construction sequence(s) or procedures, or to safety precautions and related programs. KEITH shall also determine the acceptability, subject to CLIENT approval, of substitute materials and equipment proposed by contractors.

Periodic Site Visits and Construction Observation

KEITH shall visit the Project at intervals appropriate to the various stages of construction, as KEITH deems necessary to observe as an experienced and qualified design professional to review the progress and quality of the various aspects of the contractor's work. KEITH shall coordinate and attend one (1) Pre-construction Meetings. If required by the CLIENT, KEITH shall attend or participate in CLIENT scheduled coordination and progress meetings or telephone conferences. These services will be invoiced on a time and material basis in accordance with our Professional Service Fee schedule (attached). Re-tests and failed inspections will be invoiced based on this same Fee schedule.

As-builts Review

KEITH will review the record drawings (as-builts) to ensure substantial conformance to the approved plans. KEITH will only review and reject any particular as-built plans set a maximum of two (2) times; any additional review will be considered additional services. The contractor will be expected to have the as-builts revised in accordance with all comments.



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Town of Pembroke Park

Final Inspections

KEITH shall participate, with the CLIENT's representative, in a semi-final inspection for the purpose of determining if the project is substantially complete and participate in the preparation of a written "Punch List" of all incomplete, defective or deficient items. Upon notice from the CLIENT, participate in a final inspection together with CLIENT and contractor representatives to assure that all "Punch List" items are complete, and the work is indeed completed in accordance with all contract documents. Upon completion of the final inspection, certify, in writing, that the work in-place is acceptable, subject to any conditions therein expressed. This service is anticipated to be two (2) inspections, additional inspection(s) will be invoiced based on the attached Fee schedule.

Issue Clarifications

KEITH shall issue all instructions and revisions of the CLIENT to Contractor(s); issue necessary interpretations and clarifications of the contract documents; have authority, as the City's representative to require special inspection or testing of the work; act as initial interpreter of the requirements of the contract documents and judge of the acceptability of the work there under, and make decisions on all claims of the CLIENT and contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the contract documents pertaining to the execution and progress of the work.

Meetings and Conference calls

KEITH shall attend and or participate in project meetings and conference calls as requested by the CLIENT and CITY. KEITH shall review requests for information prepared by the Contractor and respond accordingly to all parties. KEITH will prepare drawings supplemental information needed to address the contractor's request for information.

Final Certification

KEITH will prepare final certification to all appropriate permitting agencies utilizing record drawings for the design from the survey information supplied by the contractor, or by other means agreed to by both KEITH and CLIENT.

Note: It is the Contractor's responsibility to coordinate through KEITH the scheduling of testing. KEITH shall represent the CLIENT in performing periodic observation of construction as necessary to confirm construction is in accordance with the approved plans.

The Construction Engineering and Certification for the work is for an anticipated period of one (1) month beyond the construction completion date for certifications.

We anticipate the following items requiring as-built certification:

- Sanitary Sewer System

Note: Construction-related surveying (stakeout, as-built plans, etc.) and testing (densities, concrete, LBR'S, etc.) services are not included in this Agreement.

*NOTE: The Construction Observation for Engineering Certification fee is estimated, and this work will be done/billed on a time and material basis in accordance with our current Professional Service Fee Schedule. If billing reaches 75% an additional contract addendum will be submitted to the CLIENT. **



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Town of Pembroke Park

SCHEDULE

SURVEY SERVICES

Task 101 Topographic Survey	8 weeks
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SUE SERVICES

Task 201 Location Services	1 week
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CIVIL ENGINEERING SERVICES

Task 401 Preliminary Engineering Plans	1 Month
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Task 402 Construction Documents (CD) – Final Engineering	2 Months
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CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Construction Observation	3 Months
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Schedule Disclaimer:

Considering the ongoing outbreak of the Coronavirus 2019 (COVID-19), KEITH remains fully committed to pursuing the completion of our work in a safe, diligent, and reasonable manner under the current circumstances based on the schedule provided. It is possible that we will encounter certain delays because of this pandemic. Potential impacts may include, but are not limited to, labor shortages due to mandated quarantine regulations, material shortages and significant delays in lead times because of factory closings across the globe. We will continue to monitor the situation and advise of any delays resulting from the impacts of the current worldwide health scenario.



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Town of Pembroke Park

COMPENSATION

SURVEY SERVICES

Task 101 Topographic Survey \$4,500 (Lump Sum)

SUE SERVICES

Task 201 Location Services (up to Ten Test Holes) \$5,000 (NTE)

CIVIL ENGINEERING SERVICES

Task 401 Preliminary Engineering Plans \$5,000 (Lump Sum)

Task 402 Construction Documents (CD) – Final Engineering \$10,000 (Lump Sum)

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Construction Observation \$5,200 (Hourly/NTE)*

Total Fee \$29,700 + reimbursables

If you concur with the foregoing and wish to direct us to proceed with the aforementioned work, please execute the agreement in the space provided and return same to the undersigned with the required retainer.

IN WITNESS WHEREOF, CONSULTANT and CLIENT have executed this agreement the day and year indicated below.

As to CONSULTANT

KEITH

DocuSigned by:

Alex Lazowick

080BFD99633146B...

Alex Lazowick

President

10/21/2021

DATED: _____

As to CLIENT

Town of Pembroke Park

Signature: _____

Print Name: _____

Title: _____

DATED: _____





301 East Atlantic Boulevard, Pompano Beach, Florida 33060-6643

Tel: 954-788-3400 Fax: 954-788-3500

EXHIBIT A
PROFESSIONAL SERVICE FEE SCHEDULE

	Hourly Rate
01 Administrative Assistant	\$50.00
11 Technician	\$80.00
15 Senior Technician	\$90.00
30 Associate Planner	\$90.00
32 Senior Planner (AICP)	\$125.00
33 Landscape Designer	\$80.00
34 Senior Landscape Designer	\$100.00
35 Landscape Architect (RLA)	\$125.00
36 ISA Certified Arborist.....	\$125.00
50 Project Engineer	\$100.00
51 Senior Project Engineer	\$115.00
52 Professional Engineer (PE).....	\$125.00
53 Field Representative.....	\$75.00
54 Sr Field Representative.....	\$90.00
60 Project Manager.....	\$125.00
61 Senior Project Manager	\$160.00
70 Principal.....	\$190.00
72 Expert Witness Testimony.....	\$250.00
75 Model Specialist.....	\$100.00
76 BIM/CIM Modeler	\$150.00
77 GIS Specialist	\$100.00
78 Project Surveyor	\$95.00
79 Senior Project Surveyor.	\$110.00
80 Professional Surveyor & Mapper (PSM).....	\$120.00
81 Survey Party (2) Person.....	\$110.00
82 Survey Party (3) Person.....	\$130.00
83 Survey Laser Scanning	\$250.00
90 Utility Crew Supervisor.....	\$80.00
91 Utility Technician.....	\$70.00
92 Utility Project Manager	\$100.00
93 Utility Project Engineer.....	\$130.00
95 Utility Coordinator.....	\$120.00
96 Utility Designating/GPR	\$200.00
97 Vacuum Excavation Test Hole (Pervious Surface)	\$350.00/Each
98 Vacuum Excavation Test Hole (Impervious Surface).....	\$440.00/Each

Effective 11/15/2016

EXHIBIT B

<u>Direct Expenses</u>	<u>Cost per Unit</u>
Photographic Copies	
Color Copies	
a) 8.5" x 11"	\$ 1.00
b) 8.5" x 14 or 11"x 17"	\$ 2.00
c) 24"x 36"	\$18.00
Black & White Copies	
a) Any Size up to 11"x17"	\$ 0.15
b) 24"x 36" Blackline	\$ 2.00
c) 30" x 42" Blackline	\$ 2.00
d) 24"x 36" Mylar	\$15.00
Laminating/Transparency Film Covers	\$ 2.00
Display Boards	
Mounted (Foam) 30"x 40"	\$42.00
Mounted (Foam) 40"x 60" and larger	\$70.00
3 Ring Binders 1"	\$ 1.00
Dividers (Tabs) Set of 10	\$ 0.80
Acco/GBC Binding	\$ 1.50
Facsimiles	\$ 2.00
Overnight Packages	per service
Courier & Delivery Services	per service
Postage: 1 st Class	Current US Postal rate
Mileage:	\$ 0.54 / mile

Any other expenses will be billed at cost plus 10% carrying charge.

****NOTE:** Typical other reimbursable expenses include travel, lodging, and meals when traveling on CLIENT'S behalf, identifiable communication expenses, all reproduction costs, and special accounting expenses not applicable to general overhead.

Effective 11/15/16



Town of Pembroke Park

ELEVATOR PROPOSALS

***The average life expectancy of an elevator is 20-25 years. The Dover elevator onsite was installed in 1972 and has been in operation for 49 years. The other elevator had a controller modification in 1999 and has limited support from the manufacturer.**



Otis Elevator

Maintenance Agreement: \$4,496.64

Quarterly maintenance visits

Current contract expires 7/1/2025

CONTRACT PRICE AND TERM

CONTRACT PRICE

**Three hundred seventy-four dollars and seventy-two cents (\$ 374.72) per month,
payable Monthly**

PRICE ADJUSTMENT

The Contract Price will be adjusted based on the following schedule: There will be no price adjustment for first year of the contract. Regular price adjustment thereafter.

KONE

Maintenance Agreement: \$2,520 annually

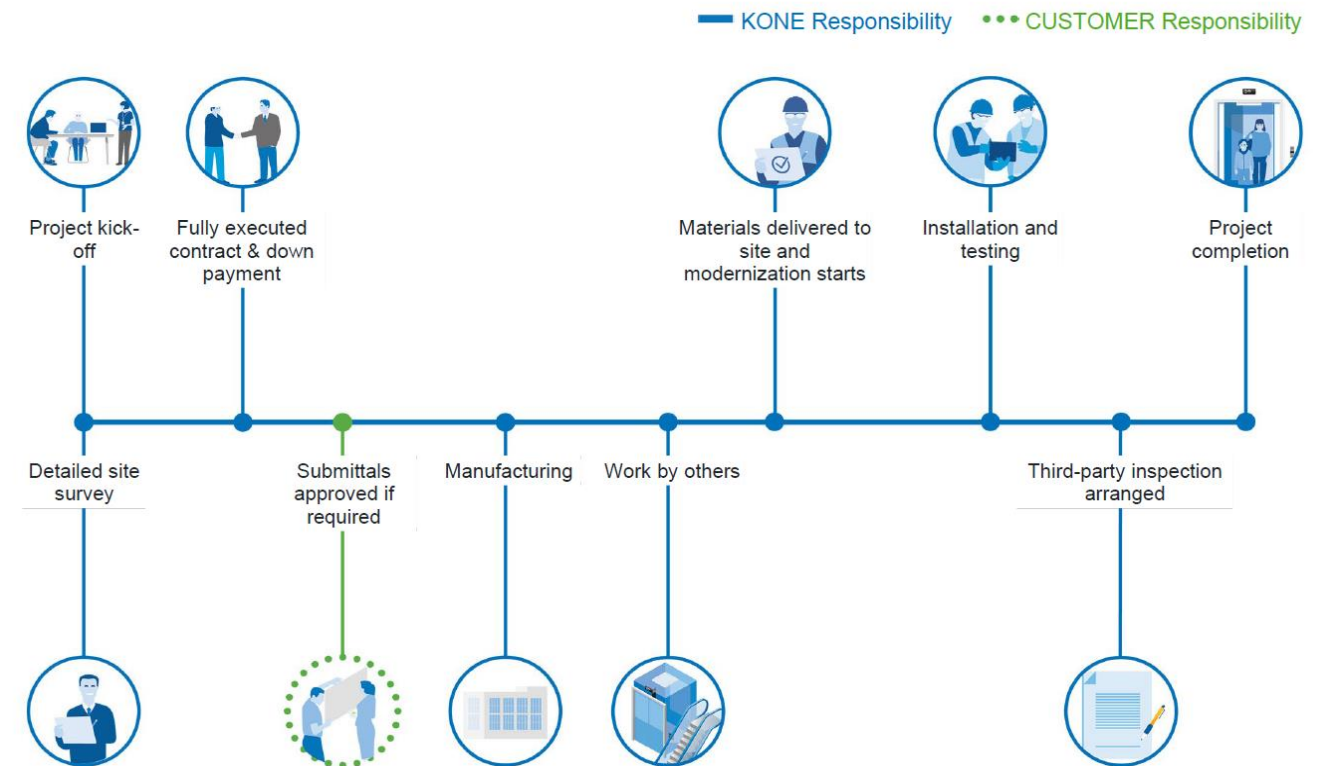
Quarterly maintenance visits

Modernization costs: \$266,227.06



2. Ensuring your project success

Project Overview



TK Elevator

Maintenance Agreement: \$3,900.00 annually

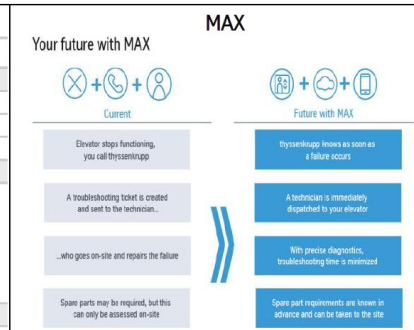
Quarterly Maintenance visits

Modernization costs: \$170,981.00

Capital Plan



SCOPE OF WORK	
HYDRAULIC	
Pump Unit	
Power Unit	New - Power Unit
Shut Off Valve	New - Shut Off Valve Kit
Oil	New - Oil
Control System	
Controller (tank mounted)	New - TAC 32H Controller (Includes Options listed below): -eMax Monitoring Device Provisions -Solid State Starters (6 or 12 leads) 208 VAC -Battery Lowering in Controller -Viscosity Control (Required over 150 FPM)
Car Door Equipment	
Complete Front Door Package	New - Complete Front Door Package
Door Detectors	New - Infrared door detector
Front Mechanical Restrictor Package	New - Front Car Door and Hatch Side Restrictors (vanes)
Cab/Platform/Car Fixtures	
Cab Interior	Retain – Alternate Options Available
Main Car Station	New - Main Car Station Includes: Custom finish, Applied panel, Braille Plates, Digital Position Indicators, Standard Key Switch Package, Locked Service Cabinet, ADA Phone System, Emergency Light, Swing Return (TKE Cab only), Vandal Resistant Floor Buttons
Car Position Indicator	New - Car Position Indicator
Hands Free Phone	New - Hands Free Phone
Emergency Lighting	New - Emergency Lighting
Hall and Lobby Fixtures	
Hall Stations (excluding Egress)	New - Hall Stations (excluding Egress)
Egress Hall Stations (Lobby)	New - Egress Hall Stations (Lobby)
Jamb Braille	New - Jamb Braille
Hoistway Access Station	New - Hoistway Access Switch
Hoistway Equipment	
Car Top Inspection Station	New - Car Top Inspection Station
Leveling Unit / Landing System	New - Leveling Unit / Landing System



Tac32 Controller and Submersible Power Unit



Schindler Elevator

Maintenance agreement: \$4,800.00 annually

Quarterly maintenance visits

Modernization costs: \$ 170,720.00

Hydro Package will provide:

Enhanced performance and reliability

Ensures a higher level of passenger satisfaction with a smoother riding experience

Greater sustainability and efficiency

Delivers cutting-edge technologies to significantly reduce energy consumption and costs

Improved safety and code compliance

Employs the latest equipment designs with advanced safety features.

Improved performance and reliability

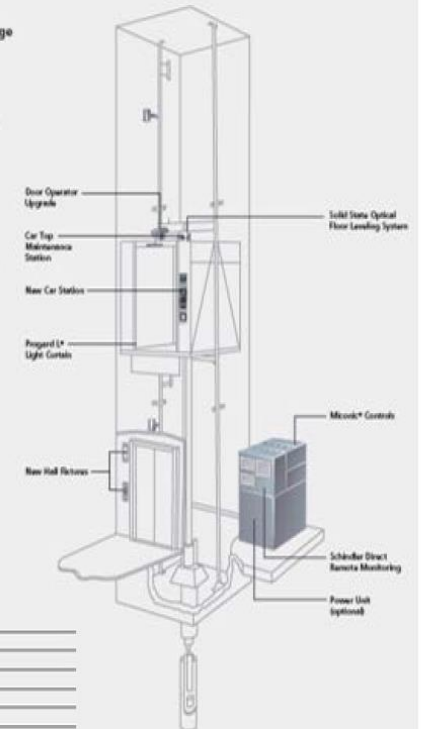
Enhance your elevator's performance, reliability and safety beyond its original specifications with a complete Schindler HXpress hydraulic modernization.

Schindler HXpress Standard Package

- Schindler Miconic® controller
- Door operator
- Interlocks, closers and assembly
- Hall fixtures and car station
- Hoistway and machine room wiring
- Soft Start line starter
- Progard® L light curtains
- Car top maintenance station
- Floor leveling system
- Battery lowering unit
- Safety components
- Schindler Direct remote monitoring

Available options

- Submersible power unit with hush kit noise suppressor
- Oil cooler
- Tank heater
- Card reader provisions
- Emergency power



Application range

Speed	Up to 150 fpm
Capacity	2000 lb. - 5000 lb.
Stops	2 - 6 (8 openings max.)
Power unit	Up to 50 hp
Group size	4 car maximum

Parts most likely to be impacted:

1 Power units and pumps

An elevator's power unit transfers electrical energy into hydraulic power to lift and lower the elevator. It's made up of a hydraulic pump, motor and valve. Supply chain shortages and certification qualifications are likely reasons why power units are at risk for end of product life.

2 Controller

Due to heavy reliance on external electronic manufacturers, controllers are the most difficult elevator component to support long-term.

3 Door operator

Elevator door operators open, close and lock car doors while the elevator is in motion.

They're susceptible to end of product life because many different types of door operators are currently being used. When unique repair parts are no longer manufactured, the entire door operator can need replacing.

4 Fixtures

An elevator's fixtures includes a car operating panel, hall lanterns, position indicators and hall stations.

Fixture designs are typically unique to the company that manufactures the elevator. Over time, individual replacement parts of specific designs can be difficult to source.

5 Positioning system

An elevator's positioning system signals the cab location to the controller as it travels up and down the hoistway. It also helps control the cab's speed as it approaches the landing selected by elevator users.

The electronics that operate positioning systems either include magnetic sensors or printed circuit board assemblies (PCBA's). Magnetic sensors are outdated technology. PCBA's have intricate designs which can include thousands of small chips supplied by various vendors. When a vendor ceases production of just one of these chips, the risk of obsolescence can increase. In addition, these parts can also be impacted by local code changes and supply chain shortages.



AGENDA ITEM REPORT



To: Commission
Subject: Department of Elections Agreement
Meeting: 10 27 2021 DRAFT WORKSHOP COMMISSION MEETING - Oct 27 2021
Department: Clerk
Staff Contact: Marlen Martell, Town Clerk

BACKGROUND INFORMATION:

2022 Municipal Elections Agreement and the estimated cost. This agreement is provided by Broward County Elections Department to all municipalities hosting elections.

RECOMMENDATION:

Approve the agreement.

ATTACHMENTS:

[2022 Municipal Election Agreement](#)
[2022 Pembroke Park - Revised Estimate](#)

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

AGREEMENT FOR MUNICIPAL ELECTIONS

This Agreement for Municipal Elections is made and entered into by and between Joe Scott, the Supervisor of Elections of Broward County ("Supervisor"), and the City/Town/Village of _____, a municipality in the State of Florida ("Municipality") (the Supervisor and the Municipality are referred to collectively as the "Parties").

RECITALS

A. Joe Scott is the Supervisor of Elections of Broward County, Florida, pursuant to the provisions of Article VIII, Section 1(d) of the Florida Constitution, and serves in that capacity as a Constitutional Officer and under the State of Florida Election Code.

B. The Supervisor has specific duties, functions, and responsibilities described in the State of Florida Election Code, contained in Chapters 97 through 106 of the Florida Statutes, as amended from time to time.

C. Among the duties and functions of the Supervisor is the engagement, training, and assigning of poll workers, including Voting Systems Technicians (VST), in connection with federal, state, county, and certain municipal and district elections described in Chapter 102, Florida Statutes, and the appointment of election boards consisting of an inspector and a clerk who shall perform their duties and functions as provided in the State of Florida Election Code.

D. Chapter 75-350, Laws of Florida (Special Acts 1975) ("Local Election Law"), as amended, provides for a uniform filing and election date for all municipal elections conducted in Broward County, Florida, in addition to setting forth the requirements for qualification for office, the conducting of elections, the payment of costs associated with municipal elections, and other matters affecting all municipalities within Broward County, Florida.

E. Whether a municipal election is held during a stand-alone election (i.e., when only municipal races are on the ballot and there is only vote-by-mail voting and election day voting) or as part of a state or federal election (i.e., a municipal election held at the same time as a Presidential Preference Primary Election, August Primary Election, or November General Election), , the individual municipality is ultimately responsible for all costs associated with conducting the municipality's election, including without limitation all "election costs" as defined in Section 97.021(15), Florida Statutes, and for the procurement and payment of poll workers.

F. The Supervisor possesses the requisite legal authority, expertise, personnel, and equipment to assist the Municipality in selecting and training poll workers and conducting the Municipality's municipal election(s). The Municipality desires to delegate to the Supervisor the power, duty, and authority to select and train poll workers and conduct the Municipality's municipal election(s) pursuant to the terms, conditions, and provisions of this Agreement.

NOW, THEREFORE, IN CONSIDERATION of the mutual promises and covenants contained herein, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

ARTICLE 1

Recitals

1.1 The above Recitals are true and correct and are incorporated as if fully set forth herein.

ARTICLE 2

Duties of Supervisor

2.1 The Supervisor shall conduct the municipal election to be held by Municipality on the ___ day of _____, 202____, in accordance with the State of Florida Election Code and the Local Election Law, each as amended from time to time. The Parties may identify additional municipal election(s) that shall be deemed included within the scope of this Section 2.1 upon written approval of both the Supervisor and the authorized representative of the Municipality.

2.2. At the request of the Municipality, the Supervisor shall select, assign, and train an appropriate number of poll workers for the aforesaid election(s).

2.3. For stand-alone municipal elections, provided the Municipality complies with its obligations under Section 3.2, the Supervisor will utilize the polling places selected by the Municipality and identify the applicable location for the electors in the Supervisor's records as well as in any notices the Supervisor is otherwise legally required to provide to electors for the applicable municipal elections. For municipal elections held during a state or federal election, the Supervisor will utilize polling places (including early voting locations) selected by the Supervisor.

2.4. The Supervisor's decisions regarding the number of poll workers and their assignments to precincts and polling places shall be determined by the Supervisor in his sole and absolute discretion.

2.5. The Supervisor or his staff, on behalf of the Municipality, shall properly and timely pay poll workers as required by law, with such payment issued directly by the Supervisor to the poll workers. All amounts paid to poll workers and any and all additional expenses associated with the Supervisor's payroll function will be included in the invoice that will be sent by the Supervisor to the Municipality after the election.

2.6. The Supervisor shall, on behalf of the Municipality, assign and place poll deputies for each of the precincts or polling places for the applicable election. Poll deputies should be considered poll workers for purposes of payment only. The Supervisor will also be responsible for directly paying each of these deputies. Any and all fees associated with this function will be included in the invoice that will be sent to the Municipality after the election.

2.7. The Supervisor, on behalf of the Municipality, shall set the rate of pay for poll workers and poll deputies and any other costs and expenses associated with conducting the municipal election(s) described in Section 2.1. The Supervisor will advise the Municipality of the current pay scale and provide an estimate of costs and expenses.

ARTICLE 3

Municipality's Obligations

3.1 The Municipality hereby engages the Supervisor to perform the services described in Article 2. The Municipality will reimburse the Supervisor for all costs and expenses associated with the Supervisor conducting the municipal election(s) described in Section 2.1, including all election costs as defined in Section 97.021(15), Florida Statutes, and all amounts paid or due to poll workers and poll deputies. The Municipality shall timely pay all invoices submitted by the Supervisor of Elections within thirty (30) days from the date of invoice. Payment shall be made to the Office of the Broward County Supervisor of Elections at the address stated in Section 5.1. An estimate of the costs associated with the Municipality's planned election listed in Section 2.1 is attached to this Agreement as Exhibit A and incorporated herein. For any additional municipal election identified pursuant to Section 2.1, the Supervisor shall provide the Municipality with an estimate of costs at least seven (7) business days after written approval for such additional elections is given by both the Municipality and the Supervisor. Exhibit A and all other municipal election estimates provided by the Supervisor are merely estimates and subject to adjustment by the Supervisor based on actual costs incurred conducting the Municipality's stand-alone election(s) and/or the incremental cost differential associated with conducting the Municipality's election(s) during a state or federal election.

3.2 For stand-alone municipal elections, no later than sixty (60) days prior to the date of the applicable municipal election, the Municipality shall advise the Supervisor in writing of the proposed polling places to be utilized for the election, which locations shall be subject to review and approval by the Supervisor, and provide copies of the rental agreements or other documentation for the utilization of the polling places consistent with the provisions of this section. The Municipality is responsible for: (a) ensuring the location(s) fully comply with the Supervisor's then-existing security standards for polling places; (b) entering into written use or other rental agreements for the sites utilizing a form provided by the Supervisor or otherwise approved in advance by the Supervisor; and (c) ensuring the locations comply with all applicable laws, including, but not limited to, the Americans with Disabilities Act, 42 U.S.C. § 12101, Section 504 of the Rehabilitation Act of 1973, and any related federal, state, or local laws, rules, and regulations.

3.3 The Municipality shall promptly provide any and all documents, information, and cooperation reasonably requested by the Supervisor in connection with the performance of the Supervisor's duties under this Agreement.

ARTICLE 4
Indemnification

4.1 To the extent permitted by law, the Municipality shall indemnify, hold harmless, and defend the Supervisor and all of the Supervisor's past, present, and future officers, employees, or agents (collectively, "Indemnified Party") from and against any and all causes of action, demands, claims, losses, liabilities, and expenditures of any kind, including attorneys' fees, court costs, and expenses, including through the conclusion of any appellate proceedings, raised or asserted by any person or entity not a party to this Agreement, and caused or alleged to be caused, in whole or in part, by any intentional, reckless, or negligent act or omission of the Municipality, its officers, employees, or agents, arising from, relating to, or in connection with this Agreement (collectively, a "Claim"). In the event any Claim is brought against an Indemnified Party, the Municipality shall, upon written notice from the Supervisor, defend each Indemnified Party against each such Claim by counsel satisfactory to the Supervisor or, at the Supervisor's option, pay for an attorney selected by the County Attorney to defend the Indemnified Party. The obligations of this section shall survive the expiration or earlier termination of this Agreement.

ARTICLE 5
Notices and Public Records

5.1 In order for a notice to a party to be effective under this Agreement, notice must be sent via U.S. first-class mail, hand delivery, or commercial overnight delivery, each with a contemporaneous copy via e-mail, to the addresses listed below, and shall be effective upon mailing or hand delivery (provided the contemporaneous email is also sent). The addresses for notice shall remain as set forth in this section unless and until changed by providing notice of such change in accordance with the provisions of this section.

For the Supervisor:

Joe Scott, Supervisor of Elections
115 South Andrews Avenue, Room 102
Fort Lauderdale, Florida 33301
E-mail: jscott@browardsoe.org

With a copy to:

Broward County Attorney's Office
Attn: Nathaniel Klitsberg
115 South Andrews Avenue, Suite 423
Fort Lauderdale, Florida 33301
Email addresses: nklitsberg@broward.org

For the Municipality:

Email address: _____

5.2 Public Records. Both Parties are governmental units subject to Chapter 119, Florida Statutes. To the extent that Section 119.0701 applies to the relationship between the Parties created by this Agreement, that section is deemed incorporated into this Agreement as if fully stated herein. If either of the Parties has questions regarding the application of Chapter 119 or receives a request for public records relating to this Agreement, the party with a question or who received the records request shall provide written notice of the question or request to the other in the manner provided in Section 5.1 of this Agreement.

ARTICLE 6

Disputes

6.1 Should a dispute arise regarding the interpretation of this Agreement or the performance of either party, the Parties shall complete dispute resolution proceedings pursuant to Chapter 164, Florida Statutes, prior to commencing a legal action. In the event a court action is commenced, each party shall bear its own attorneys' fees and costs at both the trial and appellate levels. Any litigation arising from or relating to this Agreement shall be litigated exclusively in the state courts of Broward County, Florida.

ARTICLE 7

Term; Termination

7.1 The term of this Agreement shall be from the date of full execution (the "Effective Date") until thirty (30) days after the last election date identified pursuant to Section 2.1 above, unless earlier terminated pursuant to this article. The Agreement may be extended for up to four (4) additional one-year extension terms upon the written approval of both the Supervisor and the authorized representative of the Municipality prior to the termination of the then-current term, which written approval must contain the dates for the upcoming municipal elections during the extension term.

7.2 This Agreement may be terminated for cause by the aggrieved party if the party in breach has not corrected the breach within thirty (30) days after receipt of written notice from the aggrieved party identifying the breach. Provided no municipal election identified pursuant to Section 2.1 is scheduled to occur within the next ninety (90) days, this Agreement may also be terminated for convenience upon written notice by either party, effective on the termination date stated in the written notice provided such termination date shall be not less than thirty (30)

days after the date of such written notice. In the event this Agreement is terminated, Supervisor shall be paid for any services performed through the effective date of termination.

ARTICLE 8

Miscellaneous

8.1 Except to the extent sovereign immunity may be deemed to be waived by entering into this Agreement, nothing herein is intended to serve as a waiver of sovereign immunity by the Municipality or the Supervisor, nor shall anything included herein be construed as consent by the Municipality or the Supervisor to be sued by third parties in any matter arising out of this Agreement. The Municipality and the Supervisor are municipal corporations or constitutional officers of political subdivisions as defined in Section 768.28, Florida Statutes, and each shall be responsible for the negligent or wrongful acts or omissions of its own employees pursuant to Section 768.28, Florida Statutes.

8.2 This Agreement represents the final and complete understanding of the Parties regarding the subject matter and supersedes all prior and contemporaneous negotiations and discussions regarding that subject matter. There is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. No modification, amendment, or alteration in the terms and conditions of this Agreement shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

8.3 Neither the Supervisor nor the Municipality intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

8.4 This Agreement has been jointly prepared by the Parties and shall not be construed more strictly against either party. In the event any part of this Agreement is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this Agreement and the balance of this Agreement shall remain in full force and effect.

8.5 The terms, provisions, covenants, and conditions of this Agreement shall be construed solely in accordance with the laws of the State of Florida.

8.6 This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement. This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of each of the Parties hereto.

AGREEMENT FOR MUNICIPAL ELECTIONS

SUPERVISOR OF ELECTIONS

WITNESS:

Supervisor of Elections of Broward County,
Florida

(Signature)

By _____
Joe Scott, Supervisor of Elections

(Print Name of Witness)

____ day of _____, 20____

(Signature)

(Print Name of Witness)

NAK
2021 Municipal Election Agreement.docx
09/23/2021
#552651v2

AGREEMENT FOR MUNICIPAL ELECTIONS

ATTEST:

CITY OF _____

CITY CLERK

By: _____
Enter Title

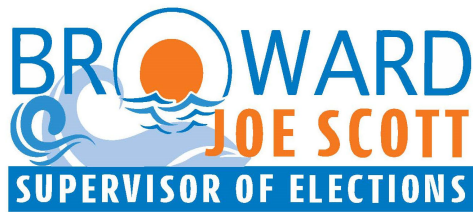
Print Name

____ day of _____, 20____

I HEREBY CERTIFY that I have approved
this Agreement as to form and legal
sufficiency subject to execution by the parties:

City Attorney

EXHIBIT A
Municipal Election Cost Estimate



Joe Scott, Supervisor of Elections
115 S. Andrews Ave, Rm. 102
Fort Lauderdale, FL 33301
(954) 357-7050 • www.browardsoe.org

Town of Pembroke Park,

Please see revised cost estimate for the March 2022 Municipal Election. The estimate provided previously was based on actual costs from the March 2018 Municipal Election, at \$2.27 per registered voter. Considering the changes over the years in voting patterns, we found it more practical to base our estimate on the more recent March 2021 Municipal Election costs.

The revised estimate for the March 2022 Municipal Election is based on a \$2.79 per registered voter cost. See estimate below.

Municipality	Estimated Cost
Town of Pembroke Park	\$7,700.00

Please contact me with any questions at 954-712-1951 or JScott@browardsoe.org.

AGENDA ITEM REPORT



To: Commission
Subject: Discussion on Workshop Commission Meeting
Meeting: 10 27 2021 DRAFT WORKSHOP COMMISSION MEETING - Oct 27 2021
Department: Clerk
Staff Contact: Marlen Martell, Town Clerk

BACKGROUND INFORMATION:

The Workshop Commission Meeting in November is scheduled for the day before Thanksgiving. We can change the Workshop meeting to Wednesday, December 1st. Those items would be forwarded to the Special Commission Meeting of December 15th at 7:00 PM.

The Workshop Commission meeting agenda items discussed at the December 15th meeting at 6:00 PM, will be forwarded to the January 12, 2022 Regular Commission meeting.

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Cancel the Workshop Commission Meeting of Wednesday, November 24. Move the Workshop Commission meeting to December 1st.

AGENDA ITEM REPORT



To:

Subject: Ordinance Regarding Town Department Directors

Meeting:

Department: Legal

Staff Contact: Melissa Anderson, Town Attorney

BACKGROUND INFORMATION:

The Town desires to revise the Code of Ordinance to revise: the job description and duties of each department director; and the method of hiring and retaining department directors.

FINANCIAL IMPACT:

none

RECOMMENDATION:

Approve Ordinance Revising Duties of Department Directors and method of hire and retention

ATTACHMENTS:

[2021-008 REVISED Director Ordinance](#)

	Status:
Harry Taubenfeld, Finance & Budget Director	Approved - Nov 03 2021
Melissa Anderson, Town Attorney	Approved - Nov 04 2021
JC Jimenez, Town Manager	Approved - Nov 04 2021
Marlen Martell, Town Clerk	Approved - Nov 04 2021

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ORDINANCE NO. 2021-008

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE PEMBROKE PARK CODE OF ORDINANCES AS IT RELATES TO DEPARTMENT DIRECTORS BY REVISING CHAPTER 2, ARTICLE III “OFFICERS AND EMPLOYEES” AND CHAPTER 24, ARTICLE III, DIVISION 2 “FINANCE AND BUDGET DIRECTOR”; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2, Florida Constitution, grants municipalities the power to conduct municipal government, perform municipal functions and render municipal services; and

WHEREAS, Section 166.021, Florida Statutes, referred to as the Municipal Home Rule Powers Act, grants all municipalities the expansive home rule power contemplated by the Florida Constitution; and

WHEREAS, the Town of Pembroke Park (the “Town”) finds it in the best interest of the Town to update the Town’s code regarding the duties of the Town’s various department directors.

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

Section 1: Chapter 2, Article III “Officers and Employees” shall be amended as set forth below:

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CHAPTER 2 – ADMINISTRATION

* * *

ARTICLE III. - OFFICERS AND EMPLOYEES

* * *

~~DIVISION 2. – TOWN PLANNER~~

~~Sec. 2-66. – Appointment.~~

~~The Town Planner shall be appointed by resolution of the Town Commission, which Town Commission shall determine the necessary qualifications for such position.~~

~~Sec. 2-67. – Compensation.~~

~~The Town Planner shall serve at the pleasure of the Town Commission and shall receive such compensation as may be fixed in the resolution appointing him or her.~~

~~Sec. 2-68. – Duties, responsibilities.~~

~~The duties and responsibilities of the Town Planner shall be as follows:~~

- ~~(a) Review all subdivision plats received by the Town for compliance with the Town of Pembroke Park Code of Ordinances, Broward County, Florida Code of Ordinances, Florida Statutes, and all other relevant agency rules and regulations.~~
- ~~(b) Provide land use planning services for site development plan applications, zoning classification and text amendment applications, land use amendments, variances and related land development issues presented to the Town.~~
- ~~(c) Provide such professional services as are necessary for the review and amendment of the Town's Comprehensive Plan as per the requirements of Chapter 163, Florida Statutes.~~
~~Respond to questions on any planning and land development matter from the public, staff and employees of the Town.~~
- ~~— (d) Appear at all Commission and Board meetings wherein a matter relating to the Town Planner's duties and responsibilities is scheduled to be discussed and also upon the request of the Town Commission.~~
- ~~— (e) Prepare studies on any planning, zoning, land use, development or urban design matter upon the direction of the Town Commission.~~
- ~~— (f) Coordinate and participate with other governmental entities or agencies in matters related to Town zoning, development, land use and other matters as directed by the Town Commission.~~

~~Sec. 2-69. – Authorization required for certain projects.~~

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~~The Town Planner shall not undertake any project on behalf of the Town that is not enumerated in section 2-68 unless specifically authorized by the Town Commission.~~

~~DIVISION 3. – TOWN ENGINEER~~

~~Sec. 2-81. – Office created.~~

~~The position of Town Engineer is hereby created.~~

~~Sec. 2-82. – Appointment.~~

~~The Town Engineer shall be appointed by resolution of the Town Commission, which Commission shall determine the necessary qualifications for such position.~~

~~Sec. 2-83. – Compensation.~~

~~The Town Engineer shall serve at the pleasure of the Town Commission and shall receive such compensation as may be fixed in the resolution appointing him.~~

~~Sec. 2-84. – Duties, responsibilities.~~

~~The duties and responsibilities of the Town Engineer shall be as follows:~~

- ~~(1) He shall prepare all specifications, designs, plans and contractual documents for all public work projects including, but not limited to, streets and roadways, drainage, water and waste water and sanitary sewage collection systems.~~
- ~~(2) He shall review all plat submissions and provide his written recommendation regarding same.~~
- ~~(3) He shall review all site plan submissions and provide his written recommendation regarding same.~~
- ~~(4) He shall review all plans and specifications for water, drainage, streets and roadways submitted by private developers and provide his written recommendation regarding same.~~
- ~~(5) He shall observe and review all engineering projects built by the Town or built for the Town under contracts with private contractors and provide a written report on his observations.~~
- ~~(6) He shall observe and review all engineering projects built by private developers under permits from the Town and provide a written report on his observations.~~
- ~~(7) He shall review cost estimates whenever costs are a basis for the fee to be charged for permits or otherwise.~~

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~~(8) He shall advise the Commission as requested from time to time on all engineering matters.~~

~~(9) He shall advise the Commission immediately upon his observation of any project or undertaking within the Town that does not comply with sound engineering principles.~~

~~(10) He shall respond to questions on any engineering matter for the staff and employees of the Town.~~

~~(11) He shall appear at all Commission meetings wherein a matter relating to engineering is scheduled to be discussed and also upon the request of the Commission.~~

~~(12) He shall determine whether or not the elevations of all sites submitted for development are within the criteria as provided in the floodplain ordinance and submit his written report with respect to same.~~

~~Sec. 2-85. — Authorization required for certain projects.~~

~~The Town Engineer shall not undertake any project on behalf of the Town that is not enumerated in [section 2-84](#) unless specifically authorized by the Town Commission.~~

~~Sec. 2-86. — Field work to be coordinated with Building Official.~~

~~Prior to the Town Engineer undertaking any field work pursuant to the provisions of this division, he shall first coordinate and schedule such action, and/or inspection, with the Town Building Official who shall maintain a record of such actions and/or inspections.~~

~~DIVISION 4. — PUBLIC SERVICES DIRECTOR~~

~~Sec. 2-87. — Public services director created.~~

~~The position of Public Services Director for the Town of Pembroke Park is hereby created.~~

~~Sec. 2-88. — Appointment.~~

~~The Public Services Director shall be appointed by resolution of the Town Commission, and shall serve at the pleasure of the Town Commission.~~

~~Sec. 2-89. — Compensation.~~

~~The Public Services Director shall be paid such compensation as authorized by the Town Commission.~~

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~~Sec. 2-90. – Duties and responsibilities.~~

~~The Public Services Director shall serve under the general supervision of the Town Manager, and will provide support to the Town Manager by serving as a liaison on major projects; managing the oversight and effectiveness of including, but not limited to, the Stormwater and Wastewater Utilities, Planning and Zoning, Parks, Buildings, Roads and Streets, Facility Maintenance Departments and other divisions as assigned by the Town Commission; supervising and directing staff; expediting resolution of certain matters.~~

~~The duties and responsibilities of the Public Services Director shall be as follows:~~

- ~~(a) Plan, organize and direct a comprehensive public works program and service delivery system.~~
- ~~(b) Establish and monitor procedures for the orderly and timely processing of public services.~~
- ~~(c) Perform administrative reviews; and advise and consult with the Town Manager and Town Commission.~~
- ~~(d) Prepare the summarized monthly project status report to the Town Commission.~~
- ~~(e) Evaluate the projects in accordance to the given budget.~~
- ~~(f) Evaluate his or her staff based on the department's requirements and criteria.~~
- ~~(g) Monitor the working progress of their staff and other employees; thus create an alternative plan if employees received a low evaluation grade from upper management.~~
- ~~(h) Conduct performance reviews, hiring new employees, and handling disciplinary measures.~~
- ~~(i) Assist in the development of protocol for hiring outside vendors, and other public staff members.~~
- ~~(j) Attend all Town Commission meetings.~~
- ~~(k) Serve as Emergency Operations Manager for the Town Emergency Operations center, assisting staff with the training and preparations for emergencies.~~
- ~~(l) Assist in the grant process by searching for grants, applying for grants, and supervising the administration of grants.~~
- ~~(m) Assist the Town Engineer in the preparation of project descriptions.~~
- ~~(n) Monitor the activities of various sub-departments within the Public Services Division.~~

~~DIVISION 51. - TOWN MANAGER~~

~~Sec. 2-91. – Office created.~~ Appointment, qualifications, compensation; powers and duties; suspension and removal.

~~There is hereby created the office of Town Manager for the Town of Pembroke Park.~~
The Town Manager shall be appointed and designated by the Town Commission by resolution, and shall serve in the office at the pleasure of the Town Commission. The Town Manager shall be the administrative head of the municipal government answerable to and under the direction of the Town Commission. The Town Manager shall be chosen solely on the basis on his or her executive and administrative

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qualifications. The Town Manager shall serve the Town on a full time basis, and shall not be or become engaged in any other occupation during his or her term of office. The Town Manager shall not serve on any committee, board, or as an officer of any enterprise, compensated or not, while in the Town's service, except by approval of the Town Commission by resolution.

~~Sec. 2-92. Appointment.~~

~~The Town Manager shall be appointed and designated by the Town Commission by resolution, and shall serve in the office at the pleasure of the Town Commission. The Town Manager shall be the administrative head of the municipal government answerable to and under the direction of the Town Commission. The Town Manager shall be chosen solely on the basis on his or her executive and administrative qualifications. The Town Manager shall serve the Town on a full time basis, and shall not be or become engaged in any other occupation during his or her term of office. The Town Manager shall not serve on any committee, board, or as an officer of any enterprise, compensated or not, while in the Town's service, except by approval of the Town Commission by resolution.~~

~~Sec. 2-93. Compensation.~~

~~The Town Manager shall be paid such compensation as may be authorized by resolution of the Town Commission.~~

~~Sec. 2-94. - Duties and responsibilities.~~

The duties and responsibilities of the Town Manager shall be as follows:

(a) The Town Manager is in charge of and responsible for overseeing the Town's compliance with including, but not limited to, all federal, state, county and local laws, statutes, ordinances, resolutions, policies and procedures.

(b) To see that the policies and directions of the Commission with respect to the administration and operation of the Town are followed.

(c) To attend all meetings of the Commission.

(d) To oversee the agenda for all meetings of the Commission including, but not limited to, special and workshop meetings.

(e) To keep the Commission fully advised as to the financial condition, management, governance and related needs of the Town.

(f) To recommend to the Commission for its consideration such measures as he or she may deem necessary, expedient or otherwise in the Town's best interests.

(g) The Town Manager is in charge of, responsible for, and accountable to the Town Commission for the day to day operations of all departments, and shall prepare a written monthly report to the Town Commission as to the operations of same.

(h) To perform research and prepare reports as may be assigned by the Commission.

(i) To conduct management and cost studies on Town activities and make recommendations for revision where necessary.

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- (j) To serve as the affirmative action program coordinator.
- (k) To assist the Town staff and Town consultants in making application for Federal and State grants as directed by the Commission.
- (l) To maintain liaison and communication with other local governments and other levels of government as directed by the Town Commission.
- (m) To coordinate the activities of all department and division heads to ensure the efficient operation of the Town government as directed by the Commission.
- (n) To keep the Town Commission fully advised as to the financial conditions and needs of the Town at such times and in such detail as necessary, but at a minimum on a monthly basis.
- (o) The Town Manager shall prepare and submit an annual budget to the Town Commission for its consideration.
- (p) To investigate and determine whether purchases of current supplies and contractual services are made in accordance with regulations prescribed by state law, Town charter and ordinance, and whether competitive procurement procedures are maintained in a fair and impartial manner.
- (q) To hold such staff meetings and perform such other functions as are required to carry out the duties as outlined above.
- (r) To appoint or remove all department heads or directors, subordinate officers, and employees.
- (rs) To perform such other duties as may be required of him or her by ordinance, resolution, or other direction of the Commission.

Sec. 2-95. - Town Commission interactions.

The Town Commission reserves the right to consult with the Town Manager, and department and division heads as deemed necessary by the Town Commission. The Town Commission may appoint Commissioners to serve as lead Commissioners to work with staff on various issues or projects from time to time.

~~DIVISION 6. -- ADMINISTRATIVE SERVICES DIRECTOR~~

~~Sec. 2-96. -- Office created.~~

~~The position of Administrative Services Director for the Town of Pembroke Park is hereby created.~~

~~Sec. 2-97. -- Appointment.~~

~~The Administrative Services Director shall be appointed and designated by the Town Commission by resolution, and shall serve in the office at the pleasure of the Town Commission.~~

~~Sec. 2-98. -- Compensation.~~

~~The Administrative Services Director shall be paid such compensation as may be~~

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~~authorized by the Town Commission.~~

~~Sec. 2-99.—Duties and responsibilities.~~

~~The Administrative Services Director shall serve under the general supervision of the Town Manager and will provide support to the Town Manager by serving as a liaison on major projects; managing the oversight and effectiveness of including, but not limited to, the Administration, Clerk's Office, Code Enforcement, Finance and Budget, Human Resources, and Information Technology departments and other divisions as assigned; supervision and directing staff; and expediting resolution of certain matters.~~

~~The duties and responsibilities of the Administrative Services Director shall be as follows:~~

- ~~(a) To maintain regular contact with and keep the Town Commission and Town Manager apprised of situations and issues.~~
- ~~(b) To provide assistance to the Town Commission and Town Manager.~~
- ~~(c) To work with the Town Manager on matters concerning major departmental activities and community problems and recommend a course of action.~~
- ~~(d) To exercise general oversight of the operations of the Administrative Division of the Town.~~
- ~~(e) To actively participate in the development of the Town's strategic plan and strategies to achieve stated goals.~~
- ~~(f) To directly supervise departmental heads and staff, establishing goals, objectives and performance targets; preparing and administering reviews of individual and department performance.~~
- ~~(g) To coordinate and supervise the activities of department and division heads to ensure the efficient operation of the Town government as directed by the Town Commission.~~
- ~~(h) Meet with department heads to discuss programs or inquiries, answer questions, address challenges and resolve issues which may arise in the course of daily business, including budget, personnel, customer service and intradepartmental issues.~~
- ~~(i) Promote an effective, responsive and value-based organizational culture.~~
- ~~(j) To attend all meetings of the Town Commission.~~
- ~~(k) To prepare the agenda for all meetings of the Town Commission including, but not limited to, special and workshop meetings.~~
- ~~(l) To perform such other duties as may be required of him or her by ordinance, resolution, or other direction of the Town Commission.~~
- ~~(m) To direct the activities of Town departments as assigned, and oversee the operations thereof.~~
- ~~(n) To work in conjunction with departmental heads to establish policies and practices.~~
- ~~(o) Conducting performance reviews, hiring new employees, and handling disciplinary measures.~~
- ~~(p) To direct and coordinate special projects and programs. To oversee the preparation of the annual budget and the administration thereof.~~
- ~~(q) Promote an effective, responsive and value-based organizational culture.~~

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[DIVISION 72. - TOWN ATTORNEY]

* * *

DIVISION 3. TOWN CLERK

2-100.3. There shall be a Town Clerk who shall be appointed by the Town Commission and shall work at the pleasure of the Town Commission at a salary established by the Town Commission.

Sec. 2-100.4. – The Town Clerk shall have the following duties and authority:

- (a) To give notice of, attend, and keep minutes of all Town Commission meetings.
- (b) To prepare the agenda for all meetings of the Town Commission including, but not limited to, special and workshop meetings.
- (c) To serve as the Town of Pembroke Park official Records Custodian.
- (d) To maintain records of the Town Commission, Town Boards, and Town Committees.
- (e) The Town Clerk shall be the Supervisor of Town Elections in accordance with applicable state, county, and Town law.
- (f) Ensure that all new ordinances are properly codified in the Code of Ordinances and provide for the updating of the Code of Ordinances.
- (g) Administer any oath required by law.
- (h) Serves as the official custodian of the seal of the Town.
- (i) Attests the signatures of the Mayor and Town Manager on all documents if needed and of all records, and papers of a general character pertaining to the affairs of the municipality. Whenever an official seal is required on any official document of the Town, it shall be affixed by the Town Clerk.
- (j) Supervises, conducts performance reviews, hires new employees, and handles disciplinary measures within the Town Clerk’s Office under the direction of the Town Manager.
- (k) To otherwise account to the Town Commission for the conduct and acts of the Town Clerk's Office.
- (l) To perform such other professional duties as may be required of him/her by ordinance, resolution, or other direction of the Town Commission.

* * *

Section 2: Chapter 24, Article III “Finance” shall be amended as set forth below:

Chapter 24 - TAXATION AND FINANCE

* * *

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ARTICLE III. – FINANCE

* * *

DIVISION 2. – FINANCE AND BUDGET DIRECTOR

~~Sec. 24-71.~~

~~There is hereby created the office of Finance and Budget Director for the Town.~~

~~Sec. 24-72. – Appointment.~~

~~The Finance and Budget Director of the Town shall be appointed and designated by the Town Commission by resolution and shall serve office at the pleasure of the Commission.~~

~~Sec. 24-73. – Compensation.~~

~~(a) The Finance and Budget Director shall be paid such compensation as may be authorized by the Town Commission.~~

~~(b) The office of Finance and Budget Director may be filled by a member of the Town Commission, and if such office is filled by a member of the Commission, the compensation paid to the Finance and Budget Director shall be in addition to the compensation paid to such individual as a Commissioner.~~

~~Sec. 24-74. – Duties, responsibilities.~~

~~The duties and responsibilities of the Finance and Budget Director shall be as follows:~~

- ~~(1) To advise the Commission on all matters relating to fiscal affairs of the Town including budgeting and accounting;~~
- ~~(2) To assist in the preparation of the annual budget of the Town;~~
- ~~(3) To review expenditures to ensure compliance with the current budget of the Town;~~
- ~~(4) To recommend amendments and revisions to the annual budget when advisable;~~
- ~~(5) To review bookkeeping, accounting and disbursement procedures to ensure compliance with the statutes of the State and the ordinances and resolutions of the Town;~~
- ~~(6) To review investment policy to ensure the highest return to the Town on its investments and that such investments are made in accordance with the applicable statutes of the State and the ordinances of the Town;~~

“Strikethrough = Deletion of Text; Underline + Addition of Text”

~~(7) To perform such other duties as may be assigned by the Commission relating to the financial and budgetary matters of the Town.~~

* * *

Section 3: That the provisions of this Ordinance are to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4: That it is the intention of the Commission of the Town of Pembroke Park that the provisions of this Ordinance shall be included in the Pembroke Park Code of Ordinances, and the sections may be renumbered, or re-lettered, ordinance may be changed to “section”, “article” or such other appropriate word or phrase in order to accomplish such intentions.

Section 5: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions, in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Ordinance shall be in force and take effect as provided by law.

PASSED AND ADOPTED on First Reading this ____ day of _____, 2021.

PASSED AND ADOPTED on Second Reading this ____ day of _____, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

“Strikethrough = Deletion of Text; Underline + Addition of Text”

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON
Town Attorney

VOTE

GEOFFREY JACOBS

REYNOLD DIEUVEILLE

WILLIAM HODGKINS

TOWN OF PEMBROKE PARK
RENEWAL OF CONSULTING AGREEMENT

THIS RENEWAL OF THE CONSULTING SERVICES AGREEMENT is entered into this by and between the Town of Pembroke Park ("Town"), a Florida municipal corporation, and Tidewater Consulting, Inc., a Florida corporation ("Vendor"), whose principal address is 115 East Park Avenue, Unit 1, Tallahassee, Florida 32301.

WHEREAS, on January 15, 2020, the Town entered into an Agreement with Vendor for the provision of lobbyist services before the Florida legislature (the "Agreement") for a period of one year ending on December 31, 2020; and

WHEREAS, the Agreement provided that it would "automatically renew" for "succeeding terms of two (2) additional years"; and

WHEREAS, on November 10, 2020, the Town Commission agreed to renew the Agreement with Vendor for an additional one year term; and

WHEREAS, the Parties desire to renew the Agreement for a final term as set forth in the Agreement.

NOW THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the sufficiency of which is acknowledged by both parties, Town and Vendor agree as follows:

1. Renewal. The Agreement with Vendor shall be renewed for a one year period and shall expire on December 31, 2022.
2. Compensation. The compensation for this Renewal shall remain the same as in Paragraph 2 of the Agreement, but milestone payment dates in Paragraph 2 of the Agreement shall be changed to 2022 for this renewal.
3. Remaining Terms and Conditions. All other terms and conditions of the Agreement shall remain the same.

REMAINDER OF PAGE LEFT BLANK
SIGNATURE PAGE TO FOLLOW

TOWN OF PEMBROKE PARK,
a municipal corporation

MAYOR COMMISSIONER

TOWN ATTORNEY

ATTEST:

TOWN CLERK

Date: _____

TIDEWATER CONSULTING, INC.

By: _____
RICHARD E. COATES
PRESIDENT

Date: _____



Brought to you by the

Town of Pembroke Park Commission

MAYOR GEOFFREY JACOBS | CLERK COMM. REYNOLD DIEUVEILLE | COMMISSIONER BILL HODGKINS

20th Annual Thanksgiving Drive-Thru Basket Brigade

Monday, November 22, 2021, 5pm-8pm

Raymond P Oglesby Preserve Park 3115 SW 52nd AVE Pembroke Park FL 33023

REGISTER

Residents of Pembroke Park
(with Photo I.D.) can register by:

November 11th

Bring form between 8am-5pm.

For more info, contact Joy:

(954) 966-4600 ext. 700



PLEASE PRINT CLEARLY & BRING THIS FORM TO THE ABOVE LOCATION WITH PICTURE I.D.

Head of Household Name: _____

Complex/Mobile Park Name: _____

Address: _____ Apt. # _____

City, State, Zip: _____

Phone: _____ Email: _____

of Adults: _____ # of Children: _____

Under Florida Law, e-mail addresses are public records. If you do not want your email released in response to a public records request, do not send electronic mail to entity. Instead, contact this office by phone or in writing.

Office Use Only

Initials: _____ # _____



CULINARY TRAINING PROGRAM

**JOIN OUR 12-WEEK TRAINING COURSE DESIGNED BY JAMES BEARD
NOMINATED CHEF LINDSAY AUTRY.**

TRAININGS ARE HELD MONDAY TO FRIDAY FROM 8:30 A.M. TO 3:00 P.M. IN FEEDING SOUTH
FLORIDA'S COMMUNITY KITCHEN AT FEEDING PALM BEACH COUNTY IN BOYNTON BEACH.

LEARN:

- Meats
- Poultry
- Fish
- Sauces
- Menu planning
- Knife skills

Gain hands-on experience and more!

ELIGIBILITY REQUIREMENTS:

- Be 18 years of age or older
- U.S. Citizen or Legal Resident
- Have a high school diploma or GED equivalent
- Must prove reliability and interest in pursuing a culinary career.



APPLY NOW BY VISITING WWW.FEEDINGSOUTHFLORIDA.ORG/FAMILIES

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WAREHOUSE TRAINING PROGRAM

**JOIN OUR 5-WEEK TRAINING COURSE DESIGNED TO
PREPARE CANDIDATES FOR A CAREER IN WAREHOUSING!**

Trainings are held Monday to Friday from 9:00 a.m. to 1:00 p.m. at Feeding South Florida's Main Warehouse in Pembroke Park.

LEARN:

- Receiving
- Inventory
- Fulfillment
- General Safety
- Shipping
- Food Safety

Gain hands-on experience and more!

EARN:

- ServSafe Food Handler Certification
- Certificate of Completion from Feeding South Florida

ELIGIBILITY REQUIREMENTS:

- Be 18 years of age or older
- U.S. Citizen or Legal Resident
- Have a high school diploma or GED equivalent



APPLY NOW BY VISITING WWW.FEEDINGSOUTHFLORIDA.ORG/FAMILIES

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