



AGENDA

WORKSHOP COMMISSION MEETING

6:00 PM - Wednesday, January 7, 2026

Commission Chambers

	Page
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. ROLL CALL	
4. DELETIONS OR WITHDRAWALS TO THE AGENDA	
5. PRESENTATIONS	
6. REPORTS OF COMMITTEES AND TOWN STAFF	
6.1. Fire Department Update - Sponsored by Chief Kane Agenda Item Report - AIR-25-485	5 - 20
6.2. Police Department Update - Sponsored by Chief DeCoursey Agenda Item Report - AIR-25-486	21 - 30
7. OLD BUSINESS	
7.1. Consideration to Approve the Commission Meeting dates for the 2026 calendar year. Enclosed is a list of the proposed dates - Sponsored by Town Clerk Garcia-Lima Agenda Item Report - AIR-25-490	31 - 32
8. NEW BUSINESS	
8.1. Consideration and Approval of Park Use Fee Waiver for Community Outreach Event Hosted by Rose Heart Foundation and Earthly Doula - Sponsored by Mayor Jacobs RESOLUTION NO.: 2026-004 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE REQUEST FROM ROSE HEART FOUNDATION AND EARTHLY DOULA TO USE A LOCAL TOWN PARK AT NO COST FOR A COMMUNITY OUTREACH EVENT; PROVIDING FOR AN EFFECTIVE DATE. Agenda Item Report - AIR-25-488	33 - 40
8.2. Ratification of expenses incurred for leased vehicles obtained through Enterprise Fleet Management without prior Commission approval - Procurement Specialist Woodbury Agenda Item Report - AIR-25-482	41 - 73
8.3. Consideration and approval of Andre McKenney to serve as Special	74 - 92

Magistrate for Code Enforcement hearings for the Town - Building
Manager Louis

RESOLUTION NO: 2026-001

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF
PEMBROKE PARK, FLORIDA, APPROVING THE APPOINTMENT OF
ANDRE MCKENNEY AS SPECIAL MAGISTRATE FOR CODE
ENFORCEMENT HEARINGS AND APPROVING AGREEMENT
ATTACHED HERETO AS EXHIBIT A; PROVIDING FOR
COMPENSATION; AUTHORIZING THE EXECUTION OF AN
AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.**

[Agenda Item Report - AIR-25-483](#)

- 8.4. Consideration of Approval of Capital Improvement Element for 93 - 137
Submission to the Department of Commerce - Sponsored by Public
Services Director Odoms and Finance Director Davermann

RESOLUTION NO: 2026-002

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF
PEMBROKE PARK, FLORIDA, APPROVING THE CAPITAL
IMPROVEMENT ELEMENT ATTACHED HERETO AS EXHIBIT A AND
AUTHORIZING SUBMISSION TO THE DEPARTMENT OF
COMMERCE; PROVIDING FOR AN EFFECTIVE DATE.**

[Agenda Item Report - AIR-25-484](#)

- 8.5. Consideration and Approval to Waive Competitive Procurement and 138 - 156
Approve Agreement with Blue Digital Corp. for Document Scanning
Services - Sponsored by Town Clerk Garcia-Lima

RESOLUTION NO: 2026-003

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF
PEMBROKE PARK, FLORIDA, APPROVING THE WAIVER OF
COMPETITIVE PROCUREMENT PURSUANT TO SECTION 2-
125(d)(17) OF THE TOWN CODE AND APPROVING AN
AGREEMENT ATTACHED HERETO AS EXHIBIT A BETWEEN THE
TOWN AND BLUE DIGITAL CORP. FOR DOCUMENT SCANNING
AND RELATED SERVICES; PROVIDING FOR AN EFFECTIVE DATE.**

[Agenda Item Report - AIR-25-487](#)

- 8.6. Approval of Minutes - Sponsored by Town Clerk Garcia-Lima 157 - 179
Workshop Commission Meeting - October 29, 2025

[Agenda Item Report - AIR-25-489](#)

9. DISCUSSION

- 9.1. Discussion and consideration of Hiring of Webmaster/Graphic Designer 180
for the Town - Sponsored by Acting Clerk Commissioner Morrisette

[Agenda Item Report - AIR-25-479](#)

- 9.2. Discussion and possible action to direct the Town Attorney's Office to 181
draft a resolution providing for the establishment of the Pembroke Park
Foundation, a non-profit organization to be used for fundraising and
other charitable purposes for the benefit the Town and its residents -

Sponsored by Clerk Commissioner Hodgkins

[Agenda Item Report - AIR-25-480](#)

- 9.3. Christmas Tree - Sponsored by Mayor Jacobs 182
[Agenda Item Report - AIR-25-481](#)
- 9.4. Discussion and/or possible action regarding the reporting structure and oversight responsibilities for certain Town positions hired by the Town Commission - Sponsored by Commissioner Mohammed 183 - 213
[Agenda Item Report - AIR-25-475](#)
- 9.5. Updates on town purchasing manual, and P-Card purchases - 214
Sponsored by Commissioner Mohammed
[Agenda Item Report - AIR-25-476](#)
- 9.6. Update on Town Planner Position – Status of Hiring vs. Contracted Services - Sponsored by Commissioner Mohammed 215 - 220
[Agenda Item Report - AIR-25-477](#)
- 9.7. Creation of Town-Wide Wellness & Weight-Loss Program With Incentives and Commercial Scale "Walking under the Stars" - 221 - 223
Sponsored by Commissioner Mohammed
[Agenda Item Report - AIR-25-478](#)

10. ATTORNEY COMMENTS

11. TOWN MANAGER COMMENTS

- 11.1. Town Manager Lynch will provide an update on the possibility of acquisition of a new building for the Police Department on Hallandale Beach Blvd.

12. COMMISSIONER COMMENTS

- 12.1. Commissioner Mohammed
Acting Clerk Commissioner Morrisette
Clerk Commissioner Hodgkins
Vice Mayor Kashem
Mayor Jacobs

13. ANNOUNCEMENTS

- 13.1. Regular Commission Meeting, Wednesday, January 14, 2026 at 7:00 pm
Special Magistrate Hearing, Wednesday, January 21, 2026 at 9:00 am
Workshop Commission Meeting, Wednesday, January 28, 2026 at 6:00 pm (Meeting date might be changed by the Commission)

14. ADJOURNMENT

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

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

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

Cynthia Garcia-Lima
Town Clerk



Agenda Item Report

Subject:	Fire Department Update - Sponsored by Chief Kane
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Finance Director, Finance & Budget Director
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[11pkNOV2025](#)

INCIDENTNUMBER	INCIDENTTYPEDESCRIPTION	BEATNAMI INCIDENTD	FIRSTUNITI
FPK25110300001893	COMMERCIAL STRUCTURE FIRE	27B	11/03/2021 11/03/2021
FPK25111400001972	COMMERCIAL STRUCTURE FIRE	27B	11/14/2021 11/14/2021
FPK25112400002033	COMMERCIAL STRUCTURE FIRE	27A	11/24/2021 11/24/2021
FPK25110800001921	ELEVATOR RESCUE	27A	11/08/2021 11/08/2021
FPK25110500001906	ELEVATOR RESCUE	27A	11/05/2021 11/05/2021
FPK25111400001974	ELEVATOR RESCUE	27B	11/14/2021 11/14/2021
FPK25111500001977	ELEVATOR RESCUE	27A	11/15/2021 11/15/2021
FPK25112400002030	ELEVATOR RESCUE	27A	11/24/2021 11/24/2021
FPK25110500001903	ASSAULT	27A	11/05/2021 11/05/2021
FPK25112300002018	ASSAULT	27B	11/23/2021 11/23/2021
FPK25110500001908	FIGHT	27B	11/05/2021 11/05/2021
FPK25110200001891	DOMESTIC DISTURBANCE	27B	11/02/2021 11/02/2021
FPK25110800001923	DOMESTIC DISTURBANCE	27B	11/08/2021 11/08/2021
FPK25111200001956	HIT AND RUN WITH INJURIES	27B	11/12/2021 11/12/2021
FPK25112300002017	ROBBERY-PERSONAL/BUSINESS	27A	11/23/2021 11/23/2021
FPK25110100001882	FIRE ALARM - COMMERCIAL STRUCTURE	27A	11/01/2021 11/01/2021
FPK25110100001883	FIRE ALARM - COMMERCIAL STRUCTURE	27A	11/01/2021 11/01/2021
FPK25110100001884	FIRE ALARM - COMMERCIAL STRUCTURE	27A	11/01/2021 01/01/000
FPK25111000001939	FIRE ALARM - COMMERCIAL STRUCTURE	27B	11/10/2021 11/10/2021
FPK25111100001946	FIRE ALARM - COMMERCIAL STRUCTURE	27A	11/11/2021 11/11/2021
FPK25111100001947	FIRE ALARM - COMMERCIAL STRUCTURE	27A	11/11/2021 11/11/2021
FPK25111100001951	FIRE ALARM - COMMERCIAL STRUCTURE	27B	11/11/2021 11/11/2021
FPK25111300001958	FIRE ALARM - COMMERCIAL STRUCTURE	27B	11/13/2021 11/13/2021
FPK25111600001987	FIRE ALARM - COMMERCIAL STRUCTURE	27B	11/16/2021 11/16/2021
FPK25111900001999	FIRE ALARM - COMMERCIAL STRUCTURE	27A	11/19/2021 11/19/2021
FPK25111900002000	FIRE ALARM - COMMERCIAL STRUCTURE	27A	11/19/2021 11/19/2021
FPK25112200002011	FIRE ALARM - COMMERCIAL STRUCTURE	27A	11/22/2021 11/22/2021
FPK25112200002014	FIRE ALARM - COMMERCIAL STRUCTURE	27B	11/22/2021 11/22/2021
FPK25110600001911	MEDICAL ALARM	27B	11/06/2021 11/06/2021
FPK25111600001984	MEDICAL ALARM	27A	11/16/2021 11/16/2021
FPK25110500001910	FIRE ALARM - RESIDENTIAL	27B	11/05/2021 11/05/2021
FPK25112100002008	FIRE ALARM - RESIDENTIAL	27B	11/21/2021 11/21/2021
FPK25112600002045	FIRE ALARM - RESIDENTIAL	27B	11/26/2021 11/26/2021
FPK25112700002052	FIRE ALARM - RESIDENTIAL	27A	11/27/2021 11/27/2021
FPK25110100001889	ACCIDENT HIGHWAY	27Y1	11/01/2021 11/01/2021
FPK25110300001894	ACCIDENT HIGHWAY	27Y1	11/03/2021 11/03/2021
FPK25110400001897	ACCIDENT HIGHWAY	27Y2	11/04/2021 11/04/2021
FPK25110700001916	ACCIDENT HIGHWAY	27Y2	11/07/2021 01/01/000
FPK25110900001933	ACCIDENT HIGHWAY	27Y1	11/09/2021 11/09/2021
FPK25111000001942	ACCIDENT HIGHWAY	27Y1	11/10/2021 11/10/2021
FPK25111200001957	ACCIDENT HIGHWAY	27Y1	11/12/2021 11/12/2021
FPK25111300001966	ACCIDENT HIGHWAY	27Y2	11/13/2021 11/13/2021
FPK25111400001969	ACCIDENT HIGHWAY	27Y1	11/14/2021 01/01/000
FPK25112100002009	ACCIDENT HIGHWAY	27Y2	11/21/2021 11/21/2021
FPK25112300002020	ACCIDENT HIGHWAY	27Y1	11/23/2021 11/23/2021
FPK25112900002064	ACCIDENT HIGHWAY	27Y1	11/29/2021 11/29/2021
FPK25112900002069	ACCIDENT HIGHWAY	27Y2	11/29/2021 11/29/2021

FPK25112900002070	ACCIDENT HIGHWAY	27Y1	11/29/2021 11/29/2021
FPK25112600002043	ACCIDENT HIGHWAY	27Y1	11/26/2021 11/26/2021
FPK25110700001918	ACCIDENT WITH INJURIES	27B	11/07/2021 11/07/2021
FPK25110400001898	ACCIDENT WITH INJURIES	27A	11/04/2021 11/04/2021
FPK25111300001965	ACCIDENT WITH INJURIES	27B	11/13/2021 01/01/0001
FPK25111300001964	ACCIDENT WITH INJURIES	27B	11/13/2021 11/13/2021
FPK25111400001970	ACCIDENT WITH INJURIES	27A	11/14/2021 11/14/2021
FPK25111600001980	ACCIDENT WITH INJURIES	27A	11/16/2021 11/16/2021
FPK25111900002001	ACCIDENT WITH INJURIES	27B	11/19/2021 11/19/2021
FPK25112600002048	ACCIDENT WITH INJURIES	27B	11/26/2021 11/26/2021
FPK25112800002057	ACCIDENT WITH INJURIES	27A	11/28/2021 11/28/2021
FPK25112200002012	ACCIDENT WITH INJURIES	27A	11/22/2021 11/22/2021
FPK25110900001932	ABDOMINAL PAIN	27A	11/09/2021 11/09/2021
FPK25110900001929	ABDOMINAL PAIN	27B	11/09/2021 11/09/2021
FPK25111400001967	ABDOMINAL PAIN	27A	11/14/2021 11/14/2021
FPK25111300001962	BACK PAIN	27A	11/13/2021 11/13/2021
FPK25112900002071	BACK PAIN	27B	11/29/2021 11/29/2021
FPK25110400001896	CHEST PAINS NON-TRAUMATIC	27A	11/04/2021 11/04/2021
FPK25111500001975	CHEST PAINS NON-TRAUMATIC	27A	11/15/2021 11/15/2021
FPK25110900001928	CHEST PAINS NON-TRAUMATIC	27A	11/09/2021 11/09/2021
FPK25112200002015	CHEST PAINS NON-TRAUMATIC		11/22/2021 01/01/0001
FPK25112200002016	CHEST PAINS NON-TRAUMATIC	27B	11/22/2021 11/22/2021
FPK25112400002029	CHEST PAINS NON-TRAUMATIC	27B	11/24/2021 11/24/2021
FPK25112600002049	CHEST PAINS NON-TRAUMATIC	27A	11/26/2021 11/26/2021
FPK25111600001985	CARDIAC/RESPIRATORY ARREST	27B	11/16/2021 11/16/2021
FPK25112100002007	CARDIAC/RESPIRATORY ARREST	27A	11/21/2021 11/21/2021
FPK25110800001925	DIABETIC	27A	11/08/2021 11/08/2021
FPK25111600001988	DIABETIC	27A	11/16/2021 11/16/2021
FPK25112500002035	FALL NO INJURY	27B	11/25/2021 11/25/2021
FPK25112500002039	FALL NO INJURY	27B	11/25/2021 11/25/2021
FPK25112700002053	FALL NO INJURY	27A	11/27/2021 11/27/2021
FPK25110100001885	FALL INJURY	27A	11/01/2021 11/01/2021
FPK25110100001887	FALL INJURY	27A	11/01/2021 11/01/2021
FPK25110200001892	FALL INJURY	27A	11/02/2021 11/02/2021
FPK25110300001895	FALL INJURY	27A	11/03/2021 11/03/2021
FPK25110700001917	FALL INJURY	27A	11/07/2021 11/07/2021
FPK25110400001901	FALL INJURY	27A	11/04/2021 11/04/2021
FPK25110500001909	FALL INJURY	27A	11/05/2021 11/05/2021
FPK25110700001914	FALL INJURY	27A	11/07/2021 11/07/2021
FPK25111000001936	FALL INJURY	27A	11/10/2021 11/10/2021
FPK25111100001950	FALL INJURY	27A	11/11/2021 11/11/2021
FPK25111200001955	FALL INJURY	27A	11/12/2021 11/12/2021
FPK25111100001952	FALL INJURY	27B	11/11/2021 11/11/2021
FPK25111700001990	FALL INJURY	27A	11/17/2021 11/17/2021
FPK25110900001934	FALL INJURY	27A	11/09/2021 11/09/2021
FPK25111800001996	FALL INJURY	27A	11/18/2021 11/18/2021
FPK25111800001993	FALL INJURY	27A	11/18/2021 11/18/2021
FPK25112400002025	FALL INJURY	27A	11/24/2021 11/24/2021

FPK25112600002046	FALL INJURY	27A	11/26/2021 11/26/2021
FPK25112400002031	FALL INJURY	27A	11/24/2021 11/24/2021
FPK25112800002061	FALL INJURY	27A	11/28/2021 11/28/2021
FPK25112800002062	FALL INJURY	27B	11/28/2021 11/28/2021
FPK25112900002065	FALL INJURY	27A	11/29/2021 11/29/2021
FPK25112800002060	FALL INJURY	27A	11/28/2021 11/28/2021
FPK25112900002067	FALL INJURY	27A	11/29/2021 11/29/2021
FPK25112500002037	FALL INJURY	27B	11/25/2021 11/25/2021
FPK25112800002056	FALL INJURY	27A	11/28/2021 11/28/2021
FPK25110700001915	HEMORRHAGE OR LACERATION	27A	11/07/2021 11/07/2021
FPK25110400001899	INJURY	27Y1	11/04/2021 11/04/2021
FPK25110900001935	INJURY	27A	11/09/2021 11/09/2021
FPK25111300001959	INJURY	27B	11/13/2021 11/13/2021
FPK25111800001995	INJURY	27B	11/18/2021 11/18/2021
FPK25111600001979	OBSTETRICAL/PREGNANCY/CHILDBIRTH/MISCARF	27B	11/16/2021 11/16/2021
FPK25112800002059	OBSTETRICAL/PREGNANCY/CHILDBIRTH/MISCARF	27A	11/28/2021 11/28/2021
FPK25110900001927	OVERDOSE OR POISONING	27B	11/09/2021 11/09/2021
FPK25110100001886	UNCONSCIOUS OR FAINTING	27A	11/01/2021 11/01/2021
FPK25110500001902	UNCONSCIOUS OR FAINTING	27B	11/05/2021 11/05/2021
FPK25110600001912	UNCONSCIOUS OR FAINTING	27A	11/06/2021 11/06/2021
FPK25111000001943	UNCONSCIOUS OR FAINTING	27B	11/10/2021 11/10/2021
FPK25111000001941	UNCONSCIOUS OR FAINTING	27B	11/10/2021 11/10/2021
FPK25111600001978	UNCONSCIOUS OR FAINTING	27B	11/16/2021 11/16/2021
FPK25111800001997	UNCONSCIOUS OR FAINTING	27Y1	11/18/2021 11/18/2021
FPK25111000001944	UNCONSCIOUS OR FAINTING	27A	11/10/2021 11/10/2021
FPK25112200002013	UNCONSCIOUS OR FAINTING	27A	11/22/2021 11/22/2021
FPK25112300002019	UNCONSCIOUS OR FAINTING	27A	11/23/2021 11/23/2021
FPK25111500001976	UNCONSCIOUS OR FAINTING	27B	11/15/2021 11/15/2021
FPK25112400002027	UNCONSCIOUS OR FAINTING	27A	11/24/2021 11/24/2021
FPK25112800002058	UNCONSCIOUS OR FAINTING	27B	11/28/2021 11/28/2021
FPK25112300002021	UNCONSCIOUS OR FAINTING	27B	11/23/2021 11/23/2021
FPK25112800002063	UNCONSCIOUS OR FAINTING	27B	11/28/2021 11/28/2021
FPK25112900002066	UNCONSCIOUS OR FAINTING	27B	11/29/2021 11/29/2021
FPK25112900002068	UNCONSCIOUS OR FAINTING	27A	11/29/2021 11/29/2021
FPK25110100001888	SICK PERSON	27A	11/01/2021 11/01/2021
FPK25110600001913	SICK PERSON	27A	11/06/2021 11/06/2021
FPK25110800001920	SICK PERSON	27B	11/08/2021 11/08/2021
FPK25110800001926	SICK PERSON	27A	11/08/2021 11/08/2021
FPK25111000001940	SICK PERSON	27A	11/10/2021 11/10/2021
FPK25110700001919	SICK PERSON	27B	11/07/2021 11/07/2021
FPK25110500001907	SICK PERSON	27A	11/05/2021 11/05/2021
FPK25110500001905	SICK PERSON	27B	11/05/2021 11/05/2021
FPK25111400001973	SICK PERSON	27B	11/14/2021 11/14/2021
FPK25111400001971	SICK PERSON	27A	11/14/2021 11/14/2021
FPK25111600001986	SICK PERSON	27A	11/16/2021 11/16/2021
FPK25111600001982	SICK PERSON	27B	11/16/2021 11/16/2021
FPK25111900002004	SICK PERSON	27B	11/19/2021 11/19/2021
FPK25111900001998	SICK PERSON	27A	11/19/2021 11/19/2021

FPK25111900002003	SICK PERSON	27A	11/19/2021 11/19/2021
FPK25112300002022	SICK PERSON	27B	11/23/2021 11/23/2021
FPK25112400002026	SICK PERSON	27B	11/24/2021 11/24/2021
FPK25112600002042	SICK PERSON	27B	11/26/2021 11/26/2021
FPK25112600002044	SICK PERSON	27A	11/26/2021 11/26/2021
FPK25112400002032	SICK PERSON	27A	11/24/2021 11/24/2021
FPK25112800002055	SICK PERSON	27B	11/28/2021 11/28/2021
FPK25112000002006	SICK PERSON	27A	11/20/2021 11/20/2021
FPK25112700002051	SICK PERSON	27B	11/27/2021 11/27/2021
FPK25113000002075	SICK PERSON	27B	11/30/2021 11/30/2021
FPK25112500002036	SICK PERSON	27A	11/25/2021 11/25/2021
FPK25111000001937	STROKE	27B	11/10/2021 11/10/2021
FPK25111300001960	STROKE	27A	11/13/2021 11/13/2021
FPK25112000002005	STROKE	27B	11/20/2021 11/20/2021
FPK25113000002074	STROKE	27A	11/30/2021 11/30/2021
FPK25111800001992	SEIZURE	27B	11/18/2021 11/18/2021
FPK25112300002024	SEIZURE	27A	11/23/2021 11/23/2021
FPK25110800001924	TROUBLE BREATHING	27A	11/08/2021 11/08/2021
FPK25110900001931	TROUBLE BREATHING	27A	11/09/2021 11/09/2021
FPK25110400001900	TROUBLE BREATHING	27A	11/04/2021 11/04/2021
FPK25111100001949	TROUBLE BREATHING	27B	11/11/2021 11/11/2021
FPK25111700001989	TROUBLE BREATHING	27B	11/17/2021 11/17/2021
FPK25111800001994	TROUBLE BREATHING	27B	11/18/2021 11/18/2021
FPK25110900001930	TROUBLE BREATHING	27A	11/09/2021 11/09/2021
FPK25112500002038	TROUBLE BREATHING	27B	11/25/2021 11/25/2021
FPK25112700002050	TROUBLE BREATHING	27B	11/27/2021 11/27/2021
FPK25112500002034	TROUBLE BREATHING	27A	11/25/2021 11/25/2021
FPK25111700001991	TROUBLE BREATHING	27A	11/17/2021 11/17/2021
FPK25111200001954	TROUBLE BREATHING	27A	11/12/2021 11/12/2021
FPK25111300001963	TROUBLE BREATHING	27B	11/13/2021 11/13/2021
FPK25113000002073	TROUBLE BREATHING	27B	11/30/2021 11/30/2021
FPK25112600002047	TROUBLE BREATHING	27A	11/26/2021 11/26/2021
FPK25110200001890	UNKNOWN MEDICAL	27B	11/02/2021 11/02/2021
FPK25110800001922	UNKNOWN MEDICAL	27B	11/08/2021 01/01/0001
FPK25112200002010	UNKNOWN MEDICAL	27A	11/22/2021 11/22/2021
FPK25112800002054	UNKNOWN MEDICAL	27B	11/28/2021 11/28/2021
FPK25110500001904	FIRE OR MEDICAL SERVICE CALL	27A	11/05/2021 11/05/2021
FPK25111100001948	FIRE OR MEDICAL SERVICE CALL	27B	11/11/2021 11/11/2021
FPK25111100001945	FIRE OR MEDICAL SERVICE CALL	27A	11/11/2021 11/11/2021
FPK25111300001961	FIRE OR MEDICAL SERVICE CALL	27B	11/13/2021 11/13/2021
FPK25111600001981	FIRE OR MEDICAL SERVICE CALL	27B	11/16/2021 11/16/2021
FPK25111900002002	FIRE OR MEDICAL SERVICE CALL	27B	11/19/2021 11/19/2021
FPK25111200001953	FIRE OR MEDICAL SERVICE CALL	27A	11/12/2021 11/12/2021
FPK25111600001983	FIRE OR MEDICAL SERVICE CALL	27B	11/16/2021 11/16/2021
FPK25112600002040	FIRE OR MEDICAL SERVICE CALL	27B	11/26/2021 11/26/2021
FPK25112600002041	FIRE OR MEDICAL SERVICE CALL	27A	11/26/2021 11/26/2021
FPK25112400002028	FIRE OR MEDICAL SERVICE CALL	27B	11/24/2021 11/24/2021
FPK25112300002023	FIRE OR MEDICAL SERVICE CALL	27A	11/23/2021 11/23/2021

FPK25113000002072	FIRE OR MEDICAL SERVICE CALL	27A	11/30/2021 11/30/2021
FPK25111000001938	DEAD PERSON	27A	11/10/2021 11/10/2021
S25 FIRE	8		
S4 VEH ACC	12		
S4H VEH ACC HWY	15		
S49 ALARM	19		
S67 MEDICAL	126		
S68 SERVICE CALL	13		
TOTAL	193		

FIRSTUNIT/ROUPECLOSEDTIME**INCIDENTT SUBDIVISION**

11/03/2021 11/03/2025 06:50:37	S25CF	
11/14/2021 11/14/2025 15:53:47	S25CF	
11/24/2021 11/24/2025 20:25:14	S25CF	
11/08/2021 11/08/2025 08:45:16	S25EV	
11/05/2021 11/05/2025 12:49:14	S25EV	
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11/15/2021 11/15/2025 19:06:14	S25EV	
11/24/2021 11/24/2025 15:51:34	S25EV	
01/01/000: 11/05/2025 01:49:21	S31IJ	TOWN LAKE
11/23/2021 11/23/2025 06:11:18	S31IJ	
01/01/000: 11/05/2025 17:21:20	S36IJ	
11/02/2021 11/02/2025 15:14:01	S38IJ	
01/01/000: 11/08/2025 10:33:02	S38IJ	
11/12/2021 11/12/2025 14:22:12	S3I	
11/23/2021 11/23/2025 04:40:21	S41IJ	
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11/21/2021 11/21/2025 13:18:00	S49RS	PEMBROKE PARK ESTATES
11/26/2021 11/26/2025 15:52:23	S49RS	BAMBOO COURT MHP
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11/16/202!:11/16/2025 08:59:54	S4I	
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01/01/000:11/26/2025 23:00:11	S4I	
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11/01/202!:11/01/2025 10:31:50	S67FI	
11/02/202!:11/02/2025 17:08:01	S67FI	
11/04/202!:11/04/2025 00:34:04	S67FI	
11/07/202!:11/07/2025 19:15:39	S67FI	
11/04/202!:11/04/2025 20:07:30	S67FI	
11/05/202!:11/05/2025 18:07:35	S67FI	
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11/01/202!11/01/2025 08:20:05	S67PO	CARVER RANCHES
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11/14/202!11/14/2025 18:11:19	S67SP	LAKE SHORE MHP
11/14/202!11/14/2025 13:40:37	S67SP	
11/16/202!11/16/2025 18:50:14	S67SP	
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11/18/202!11/18/2025 05:50:52	S67SZ	LAKE SHORE MHP
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11/08/202!11/08/2025 11:37:52	S67TB	
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11/04/202!11/04/2025 17:51:51	S67TB	
11/11/202!11/11/2025 12:13:52	S67TB	LAKE SHORE MHP
11/17/202!11/17/2025 14:08:20	S67TB	LA SIESTA MHP
11/18/202!11/18/2025 09:44:09	S67TB	LAKE SHORE MHP
11/09/202!11/09/2025 12:00:23	S67TB	LYNN PARK
11/25/202!11/25/2025 20:34:49	S67TB	BAMBOO COURT MHP
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11/26/202!11/26/2025 18:53:07	S67TB	
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01/01/000!11/08/2025 10:04:16	S67UM	
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11/28/202!11/28/2025 01:19:15	S67UM	
11/05/202!11/05/2025 09:24:33	S68	
11/11/202!11/11/2025 09:22:32	S68	LAKE SHORE MHP
11/11/202!11/11/2025 01:53:59	S68	
11/13/202!11/13/2025 07:47:43	S68	HOLIDAY MOBILE ESTATES
11/16/202!11/16/2025 10:02:10	S68	
11/19/202!11/19/2025 14:33:24	S68	
11/12/202!11/12/2025 07:54:56	S68	
11/16/202!11/16/2025 15:49:20	S68	
11/26/202!11/26/2025 00:37:27	S68	
11/26/202!11/26/2025 00:37:26	S68	
11/24/202!11/24/2025 10:57:28	S68	
11/23/202!11/23/2025 23:00:21	S68	TOWN LAKE

11/30/2021 11/30/2025 02:05:44
11/10/2021 11/10/2025 10:01:48

S68
S7

ALLDISPOSITION	DESCRIPTI	PRIMARYUNITID
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CLEAR		R27
CLEAR		E27
CLEAR, CLEAR, CLEAR		R27
CLEAR		E27
CLEAR		E27
CANCELED BY CALLER		E27
CLEAR		E27
CLEAR		E27
NO TRANSPORT REQUIRED		R27
GONE ON ARRIVAL		R27
CANCELED BY FIRE DEPT		R27
CLEAR		R227
CANCELED BY FIRE DEPT		R27
NO TRANSPORT REQUIRED		R27
CANCELED BY DLE		R27
CLEAR		E27
CLEAR		E27
CANCELED BY FIRE DEPT		
CANCELED BY CALLER		E7
CLEAR		E27
CLEAR		E27
CLEAR, CLEAR		R227
CLEAR		E27
CLEAR		E27
CLEAR		E27
CLEAR		E27
CLEAR		E27
CLEAR		E27
CLEAR		E27
TRANSPORTED BY FIRE RES		R27
CLEAR		R7
CLEAR		E27
CLEAR		E27
CLEAR		E27
CLEAR		E27
TRANSPORTED BY FIRE RES		R27
CLEAR, CLEAR		R27
TRANSPORTED BY FIRE RES		R27
DUPLICATE CALL		
PATIENT REFUSED AMA		R27
CLEAR		R27
CLEAR, NO TRANSPORT REI		R27
NO TRANSPORT REQUIRED		R90
DUPLICATE CALL		
CLEAR, CLEAR		R27
TRANSPORTED BY FIRE RES		R227
TRANSPORTED BY FIRE RES		R27
NO TRANSPORT REQUIRED		R27

DUPLICATE CALL E32
 NO TRANSPORT REQUIRED R27
 TRANSPORTED BY FIRE RES R27
 TRANSPORTED BY FIRE RES R27
 DUPLICATE CALL
 TRANSPORTED BY FIRE RES R27
 CLEAR, TRANSPORTED BY F R7
 TRANSPORTED BY FIRE RES R7
 NO TRANSPORT REQUIRED R27
 CANCELED BY DLE, CANCEL R27
 TRANSPORTED BY FIRE RES R27
 NO TRANSPORT REQUIRED R27
 TRANSPORTED BY FIRE RES R27
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 TRANSPORTED BY FIRE RES R27
 TRANSPORTED BY FIRE RES R227
 TRANSPORTED BY FIRE RES R27
 DUPLICATE CALL
 TRANSPORTED BY FIRE RES R27
 TRANSPORTED BY FIRE RES R27
 TRANSPORTED BY FIRE RES R27
 CLEAR R7
 NO TRANSPORT REQUIRED R227
 TRANSPORTED BY FIRE RES R27
 TRANSPORTED BY FIRE RES R27
 CLEAR E27
 TRANSPORTED BY FIRE RES E27
 NO TRANSPORT REQUIRED E27
 TRANSPORTED BY FIRE RES R27
 TRANSPORTED BY FIRE RES R27
 PATIENT REFUSED AMA R27
 NO TRANSPORT REQUIRED R27
 TRANSPORTED BY FIRE RES R27
 TRANSPORTED BY FIRE RES R227
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 TRANSPORTED BY FIRE RES R27
 TRANSPORTED BY FIRE RES R27
 TRANSPORTED BY FIRE RES R27
 CLEAR R227
 TRANSPORTED BY FIRE RES R27
 CANCELED ON SCENE R27
 TRANSPORTED BY FIRE RES R27

TRANSPORTED BY FIRE RES R27
TRANSPORTED BY FIRE RES R227
TRANSPORTED BY FIRE RES R27
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TRANSPORTED BY FIRE RES R27
TRANSPORTED BY FIRE RES R227
CANCELED BY DLE, CANCEL R231
PATIENT REFUSED AMA R27
TRANSPORTED BY FIRE RES R27
TRANSPORTED BY FIRE RES R27
TRANSPORTED BY FIRE RES R227
NO TRANSPORT REQUIRED R227
TRANSPORTED BY FIRE RES R231
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TRANSPORTED BY FIRE RES R227
TRANSPORTED BY FIRE RES R27
NO TRANSPORT REQUIRED R27
TRANSPORTED BY FIRE RES R227
TRANSPORTED BY FIRE RES R227
CANCELED ON SCENE R227
TRANSPORTED BY FIRE RES R27
TRANSPORTED BY FIRE RES R27
NO TRANSPORT REQUIRED R17
UNFOUNDED, UNFOUNDEIR27
DUPLICATE CALL
TRANSPORTED BY FIRE RES R27
NO TRANSPORT REQUIRED R27
CLEAR E32
CLEAR E27
TRANSPORTED BY FIRE RES E27
CLEAR E27
CLEAR E27
NO TRANSPORT REQUIRED E27
CLEAR E27
NO TRANSPORT REQUIRED E27
CLEAR E7
CLEAR Q7
CLEAR E27
CLEAR E27

CLEAR E27
NO TRANSPORT REQUIRED R227



Agenda Item Report

Subject:	Police Department Update - Sponsored by Chief DeCoursey
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Daniel DeCoursey, Police Chief
Dept/Group:	Police Department
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[December Administrative Report 2025](#)

[Calls for Service Monthly Report.xlsx](#)

[Commission Report - November to December 2025](#)



Town of Pembroke Park Police Department
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954-374-8639 Phone
www.tppfl.gov



December 2025 Administrative Report

This report provides an overview of the Pembroke Park Police Department's administrative activities, training initiatives, community engagement, and ongoing inter-agency collaborations for December 2025.

Professional Recognition and Command Staff Engagement

On Wednesday, December 3, 2025, members of the Command Staff and the Chief's Executive Assistant attended the Broward Chiefs' Association Luncheon. During this event, Sergeant Dodge and Officer Velazquez were formally recognized and awarded the Medal of Valor by the Broward Chiefs' Association for their courageous actions during the critical incident that occurred on March 26, 2025. This recognition reflects their exceptional bravery and professionalism under life-threatening circumstances.

On Thursday, December 4, 2025, Chief Daniel DeCoursey and Captain Prichard attended the Labor, Employment, and Internal Affairs Round Table, which provided valuable updates and discussions on evolving labor relations, employment law considerations, and internal affairs best practices relevant to law enforcement leadership.

On December 12, 2025, Lieutenant Dennis Allen graduated the FL Department of Law Enforcement Leadership Academy. This intense 160-hour course objective is to help participants refine leadership skills, prepare for higher responsibility, and lead through change and complexity. The seminar attracts leaders from a wide range of criminal justice agencies across Florida, creating a rich environment for peer learning and networking.

Community Outreach and Special Events

On Thursday, December 4, 2025, Sergeant Cason represented the department at the 6th Annual Mystic Force Childhood Cancer Awareness Gold Ribbon Parade, hosted by the Broward Sheriff's Office. The event focused on supporting children battling cancer, with officers and community partners participating to provide encouragement, inspiration, and positive engagement with families and youth.

On Wednesday, December 10, 2025, Officer Pollock, Officer Noel, Sergeant Cason, and Deputy Chief Ochoa attended the Lake Forest Elementary Holiday Gift Giveaway, supporting local students and reinforcing the department's commitment to community partnership and youth engagement.

On Friday, December 12, 2025, department personnel provided security services for the Town's Holiday Toy Drive, ensuring the event remained safe and orderly while supporting a successful charitable initiative benefiting local families.

On Saturday, December 20, 2025, Deputy Chief Ochoa, Sergeant Mobley, and Officer Belony attended the CASON Foundation Toy Giveaway in the City of West Park. Children from Lake Forest Elementary and Watkins Elementary were selected to receive toys and bicycle donations, further strengthening collaborative efforts between law enforcement, nonprofit organizations, and neighboring communities.

Training and Interagency Collaboration

The department conducted Active Assailant Training on Tuesday, December 9, 2025, and Thursday, December 11, 2025, in partnership with the Sea Ranch Lakes Police Department. These training sessions involved department personnel and focused on coordinated response tactics, officer safety, and rapid threat mitigation. joint training opportunities such as these enhance interoperability and preparedness among neighboring agencies.

Conclusion

This concludes with the Pembroke Park Police Department's administrative summary for December 2025. The department remains committed to professional excellence, proactive training, and meaningful community engagement.

CALLS FOR SERVICE		
INCIDENT TYPE		Nov 20th - Dec20th
TRAFFIC INCIDENTS		
HIT & RUN - 3	8	
HIT & RUN ON HIGHWAY - 3H	0	
HIT & RUN WITH INJURIES - 3I	4	
ACCIDENT - Minor - 04	26	
ACCIDENT ROLLOVER/EXTRACTION - 4E	0	
ACCIDENT WITH INJURIES - 4I	4	
ACCIDENT WITH FIRE - 4VF	0	
TOTAL TRAFFIC INCIDENTS		42
ALARM CALLS		
AUDIBLE/INTRUSION ALARM - 49A	44	
HOLD UP ALARM - 49H	0	
SILENT ALARM - 49S	6	
TOTAL ALARM CALLS		50
BURGLARY		
Attempt - 21A	0	
Commercial - 21C	0	
Residential - 21R	2	
Vehicle - 21V	1	
TOTAL BURGLARIES		3
GENERAL INCIDENTS		
DRUNK DRIVER - 01	0	
STOLEN VEHICLE - 10	3	
OFFICER NEEDS ASSISTANCE	0	
TRAFFIC STOP (10-50)	64	
STOLEN VEHICLE RECOVERED (10R)	4	
ABANDONED VEHICLE - 11	7	
RECKLESS DRIVER - 12	7	
SUSPICIOUS PERSON - 13P	31	
SUSPICIOUS VEHICLE -13V	18	
INFORMATION -14	49	
SPECIAL DETAIL - 15	0	
FELONY WARRANT - 18	0	
MISDEMEANOR WARRANT -19	0	
HAZ-MAT INCIDENT	0	
MULTIFAMILY STRUCTURE FIRE (Greater than 5 Units)	2	
OUTSIDE FIRE	0	
OT- ANY FIRE NOT OTHERWISE CATEGORIZED - 25	0	
RESIDENTIAL FIRE - 25RS	0	
SMOKE INVESTIGATION - 25SI	0	
TANK FIRE	0	
TRAIN AND RAIL COLLISION/DERAILMENT	0	

TRAIN AND RAIL FIRE	0	
VEHICLE FIRE - 25VF	0	
VEHICLE FIRE (Commercial - Tankers, Semi-Trucks)	0	
LARCENY - 30	13	
ASSAULT - 31	3	
SHOOTING - 33	0	
STABBING - 34	0	
SEXUAL ASSAULT - 35	0	
SEXUAL ASSAULT- Attempt - 35A	0	
FIGHT - 36	0	
FIGHT AT SCHOOL - 36S	0	
DISTURBANCE JUVENILE - 37	0	
DISTURBANCE JUVENILE - School,Daycare,Child Facility - 37S	0	
DOMESTIC DISTURBANCE - 38	6	
DOMESTIC DISTURBANCE - VERBAL - 38V	6	
VANDALISM - 40	1	
ROBBERY - Armed - 41AR	1	
ROBBERY - Home Invasion - 41HI	0	
ROBBERY - Personal Business - 41SA	0	
LEWD - LASCIVIOUS ACTS - 43	0	
BOMB/CBRN THREAT - 46	0	
MURDER (for close out) - 5	0	
TRESPASSING - 51	30	
TRESPASSING - School, Daycare Child Facility (51S)	0	
FORGERY - COUNTERFEIT - 52	0	
EMBEZZLEMENT - FRAUD - 53	6	
EXPLOSION - 55	0	
NARCOTICS - 57	1	
ESCAPED PRISONER - 6	0	
LARCENY - AUTO PARTS - 64	1	
SHIPLIFTER - 65	0	
MEDICAL - HEART ATTACK/ CARDIAC ARREST - 67HA	0	
MEDICAL - INJURY - 67IJ	0	
MEDICAL -TROUBLE BREATHING - 67TB	0	
MEDICAL -UNKNOWN - 67UM	4	
WEATHER/DISASTER - 68WD	0	
ANIMAL SERVICE CALL - 69	1	
DEAD PERSON - 7	2	
ANIMAL ABUSE - 70AA	0	
ANIMAL BITE - 70AB	1	
PARKING COMPLAINTS - 73	62	
ASSIST OTHER AGENCY - 76	84	
CODE ENFORCEMENT - Water Restriction - 77WR	0	
HARRASSMENT/STALKING/THREAT - 79	1	

HARRASSMENT/STALKING/THREAT AT SCHOOL - 79S	0	
MISSING PERSON- 8	1	
SHOTS FIRED/WEAPONS COMPLAINT - 83	0	
POSSIBLE WANTED PERSON/VEHICLE - 85	0	
MISSING PERSON RECOVERED - 8R	0	
STOLEN TAG - 9	0	
911 HANG UP/ DROP OFF	27	
STOLEN TAG ATTEMPT - 9A	0	
STOLEN TAG RECOVERY - 9R	0	
TOTAL GENERAL INCIDENTS		436
POLICE SERVICE CALLS - 68		
DISPOSITIONS:		
A - Written Report	0	
B - No Written Report	752	
C - Contact Made with Owner (Alarm)	0	
E - Civil Assist	0	
		752
ARRESTS		
FELONY	4	
MISDEMEANOR	2	
OTHER/CAPIAS	0	
TOTAL ARRESTS		6
CITATIONS	67	
WARNINGS	11	
TOTAL CITATIONS		78
REPORTS		
FIBRS REPORTS	79	
CRASH REPORTS	36	
TOTAL REPORTS		115
Total Calls for Service :		1482



Monthly Commission Report

November 20, 2025, through December 20, 2025

November 20, 2025

- **Case #PKPK25OFF015806**
Incident: **Burglary/Petit Theft**
Location: All-Ways Towing
-

November 21, 2025

- **Case #PKPD25OFF015872**
Incident: **Extra Watch**
Location: 4400 W. Hallandale Beach Blvd.
 - **Case #PKPD25OFF015880**
Incident: **AOA District 1 – BSO West Park**
Location: 4510 SW 28 Street
 - **Case #PKPD25OFF015883**
Incident: **AOA District1 – BSO West Park**
Location: 4510 SW 28 Street
-

November 22, 2025

- **Case #22-2511-015931**
Incident: **AOA – Hallandale Beach PD**
Location: W. Hallandale Beach Blvd. & I-95
 - **Case #PKPD25OFF015932**
Incident: **Disturbance**
Location: Scarlett's
-

November 23, 2025

- **Case # PKPD25OFF015933**
Incident: **Armed Robbery**
Location: 4200 W. Hallandale Beach Blvd. - Sweeney's Liquor
 - **Case #PKPD25OFF015940**
Incident: **Recovered Stolen Vehicle**
Location: 3708 SW 52 Avenue
-

November 24, 2025

- **Case PKPD25OFF016009**
Incident: **Dumpster Fire**
Location: 5100 W. Hallandale Beach Blvd. - The Peninsula

- **Case #PKPD25OFF016016**
Incident: **Trespass Warning**
Location: 2550 S. Park Road – All Ways Towing
-

November 25, 2025

- **Case #PKPD25OFF016053**
Incident: **Death – Unknown Cause**
Location: 105 Country Club Lane
-

November 26, 2025

- **Case 22-2511-016102**
Incident: **AOA Hallandale PD**
Location: S. Dixie Hwy. & 10th Street
-

November 29, 2025

- **Case #PKPD25OFF016238**
Incident: **Directed Patrol**
Location: 3115 SW 52 Avenue
-

November 30, 2025

- **Case #PKPD25OFF016278**
Incident: **Directed Patrol**
Location: 3115 SW 52 Avenue
 - **Case #PKPD25OFF016263**
Incident: **Grand Theft**
Location: 3996 Pembroke Road – Racetrac
-

December 02, 2025

- **Case #PKPD25OFF016348**
Incident: **Petit Theft**
Location: 3199 W. Hallandale Beach Blvd. - WaWa
 - **Case #PKPD25OFF016398**
Incident: **Recovered Stolen Vehicle**
Location: 3031 W. Hallandale Beach Blvd.
-

December 03, 2025

- **Case #PKPD25OFF014644**
Incident: **Stolen Vehicle**
Location: 2831 SW 56 Avenue
 - **Case #PKPD25OFF016446**
Incident: **Death – Natural**
Location: Peninsula – ALF
-

December 04, 2025

- **Case #PKPD25OFF016490**
Incident: **Auto Theft Recovery**
Location: 3710 SW 52 Ave.
- **Case #PKPD25OFF016492**
Incident: **Auto Theft Recovery**
Location: 3710 SW 52 Ave.
- **Case #22-2512-016487**
Incident: **Noise Disturbance**

Location: Patrick Behan Park

December 05, 2025

- **Case #PKPD25OFF016514**
Incident: **Grand Theft Auto/Burglary**
Location: 2550 S. Park Rd. - All Ways Towing
 - **Case #PKPD25OFF016524**
Incident: **Domestic Verbal Non-Crime**
Location: 2306 SW 31 Avenue
 - **Case #PKPD25OFF015447**
Incident: **Aggravated Assault**
Location: 4400 W. Hallandale
-

December 06, 2025

- **Case #PKPD25OFF016542**
Incident: **Fire**
Location: 3841 SW 52 Ave. #106
 - **Case #PKPD25OFF016545**
Incident: **Petit Theft**
Location: 109 Lone Pine Drive
 - **Case #PKPD25OFF016565**
Incident: **Trespass after Warning**
Location: 4790 W. Hallandale Beach Blvd. - Dollar General
-

December 07, 2025

- **Case #PKPD25OFF016596**
Incident: **Train vs. Pedestrian**
Location: Pembroke Rd. & SW 30 Avenue
-

December 08, 2025

- **Case #PKPD25OFF016665**
Incident: **Domestic Battery**
Location: 3215 SW 52 Ave. #73
-

December 13, 2025

- **Case #PKPD0FF016833**
Incident: **Aggravated Battery; Theft**
Location: 4800 W. Hallandale Beach Blvd.
-

December 14, 2025

- **Case #PKPD25OFF016861**
Incident: **Illegal Dumping**
Location: 3707 S.W. 56th Avenue – Pembroke Park Church of Christ
 - **Case #PKPD25OFF016865**
Incident: **AOA Hallandale Beach PD – use of fingerprint scanner**
 - **Case #PKPD25OFF016881**
Incident: **Information Report – Illegal Dumping**
Location: 3926 Pembroke Road
-

December 15, 2025

- **Case #PKPD25OFF016930**

Incident: **Hit-and-Run Traffic Crash** (leaving the scene of an accident with injuries and property damage)

Location: Intersection of Pembroke Rd. & S. Park Rd.

December 16, 2025

- **Case #PKPD25OFF016962**

Incident: **Aggravated Battery**

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

December 17, 2025

- **Case #PKPD25OFF017012**

Incident: **AOA Hallandale Beach PD**

Location: 3199 W. Hallandale Beach Blvd.

- **Case #PKPD25OFF017013**

Incident: **Burglary to Vehicle**

Location: 5100 SW 41 Street

- **Case #PKPD25OFF017014**

Incident: **Theft of Services**

Location: 3121 W. Hallandale Beach Blvd.

- **Case #PKPD25OFF017015**

Incident: **Information**

Location: 2550 S. Park Rd. - All-Ways Towing

December 18, 2025

- **Case #PKPD25OFF017064**

Incident: **Recovered Stolen Vehicle**

Location: 3708 SW 52 Ave.

- **Case #PKPD25OFF017085**

Incident: **Residential Burglary / Grand Theft**

Location: 5525 SW 41 Street, #306

December 19, 2025

- **Case #PKPD25OFF017109**

Incident: **Disturbance**

Location: 4428 W. Hallandale Beach Blvd.

December 20, 2025

- **Case #PKPD25OFF017169**

Incident: **Animal Bite**

Location: 2309 SW 31 Ave. - Bamboo Lakes Mobile

- **Case #PKPD25OFF017219**

Incident: **AOA BSO District 1 – West Park**

Location: 4321 SW 24 Street



Agenda Item Report

Subject:	Consideration to Approve the Commission Meeting dates for the 2026 calendar year. Enclosed is a list of the proposed dates - Sponsored by Town Clerk Garcia-Lima
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Clerk
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Meeting Calendar](#)



TO: Honorable Mayor & Commissioners

FROM: Cynthia Garcia-Lima, Town Clerk

DATE: December 31, 2025

TITLE: Approval of 2026 Regular Commission Meetings and Workshops

The following is the list of Regular Commission Meeting and Commission Workshop Meetings for the year 2026.

Regular Commission Meeting Dates	Commission Workshop Meeting Dates
Wednesday, January 14, 2026	Wednesday, January 7, 2026
Wednesday, February 11, 2026	Wednesday, January 28, 2026 Suggest February 2 or 3, 2026
Wednesday, March 11, 2026	Wednesday, February 25, 2026
Wednesday, April 8, 2026	Wednesday, March 25, 2026
Wednesday, May 13, 2026	Wednesday, April 29, 2026
Wednesday, June 10, 2026	Wednesday, May 27, 2026
Wednesday, July 8, 2026	Wednesday, June 24, 2025, 2026
Wednesday, August 12, 2026	Wednesday, July 22, 2026
Wednesday, September 9, 2026	Wednesday, August 26, 2026
Wednesday, October 14, 2026	Wednesday, September 30, 2026
Thursday, November 12, 2026*	Wednesday, October 28, 2026
Wednesday, December 9, 2026	Monday, November 30, 2026 **

Re
gul

ar Commission meetings set to begin at 7:00 p.m.

Workshop Commission Meetings set to begin at 6:00 p.m.

** November 11, 2026 is Veteran's Day, therefore, the regular commission meeting was changed to Thursday, November 12, 2026. Meeting can be changed by the Town Commission.

** November 25, 2026 is the day before Thanksgiving, therefore, the workshop commission meeting was changed to Monday, November 30, 2026.



Agenda Item Report

Subject:	Consideration and Approval of Park Use Fee Waiver for Community Outreach Event Hosted by Rose Heart Foundation and Earthly Doula - Sponsored by Mayor Jacobs RESOLUTION NO.: 2026-004 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE REQUEST FROM ROSE HEART FOUNDATION AND EARTHLY DOULA TO USE A LOCAL TOWN PARK AT NO COST FOR A COMMUNITY OUTREACH EVENT; PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Geoffrey Jacobs, Commissioner
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	The Town Commission is requested to consider and approve a request from Rose Heart Foundation and Earthly Doula to use a local Town park at no cost for a community outreach event scheduled for Saturday, April 11, from 12:00 PM to 4:00 PM. - Rose Heart Foundation is a nonprofit organization committed to empowering families by providing community support, resources, and events that promote family stability, wellness, and connection. - Earthly Doula focuses on supporting pregnant and postpartum mothers through education, emotional support, and advocacy, with an emphasis on families from low-income communities. The proposed event will be free and open to the public, designed to support low-income families, specifically pregnant and postpartum mothers and their children. Planned activities include: - Community outreach and family engagement - Music and entertainment - Bounce house and games for children and adults - Face painting - Food vendors - Raffles and giveaways The organizers have requested that the Town waive any park rental fees to allow the event to take place at no cost, as part of their mission to provide accessible resources and support to the community.

Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[RESOLUTION NO 2026-004](#)
[Re_ Community event](#)

RESOLUTION NO. 2026-002

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE CAPITAL IMPROVEMENT ELEMENT ATTACHED HERETO AS EXHIBIT A AND AUTHORIZING SUBMISSION TO THE DEPARTMENT OF COMMERCE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission of the Town of Pembroke Park, Florida, recognizes the importance of planning for future infrastructure and capital needs; and

WHEREAS, the proposed Capital Improvement Element (CIE) outlines anticipated projects, priorities, estimated costs, and funding strategies for the next five fiscal years; and

WHEREAS, submission of the approved CIE to the Department of Commerce is required to ensure compliance with applicable regulations and eligibility for funding opportunities.

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

Section 1. The Town Commission hereby approves the Capital Improvement Element as presented attached hereto as Exhibit A.

Section 2. The Town Commission authorizes Town staff to submit the approved plan to the Department of Commerce and take all necessary actions to comply with submission requirements.

Section 3. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 14h day of January 2026.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney

From: [Dieulene Jeanlouis](#)
To: [Town Clerk](#)
Cc: [Geoffrey Jacobs](#); [David Lynch](#)
Subject: Re: Community event
Date: Tuesday, December 30, 2025 10:52:40 AM

I will be there, thank you!

On Tue, Dec 30, 2025 at 10:04 AM Town Clerk <townclerk@tppfl.gov> wrote:

Good morning,

The next workshop agenda is on January 7, 2026 at 7 pm in the commission chambers in Town Hall. We are located at [3150 SW 52 Ave, Pembroke Park, FL 33023](#).

Let me know if you need further assistance.

Thank you,

Cynthia

Get [Outlook for iOS](#)

From: Dieulene Jeanlouis <earthlydoula@gmail.com>
Sent: Tuesday, December 30, 2025 8:35:59 AM
To: Geoffrey Jacobs <[gjacobson@tppfl.gov](mailto:gjacobs@tppfl.gov)>
Cc: David Lynch <dlynch@tppfl.gov>; Town Clerk <townclerk@tppfl.gov>
Subject: Re: Community event

Good morning,

Thank you so much for your response and for outlining the next steps in the process. I truly appreciate your openness and support, as well as your willingness to move this forward for discussion.

I completely understand and respect the need for the event to go before the commission for final approval, and I appreciate you including the Town Manager and Town Clerk and placing this item on the next workshop agenda. I would be more than happy to attend the commission meeting and present the event to the commission, and to engage in a public discussion alongside you.

Please let me know the date, time, and any materials you would like me to prepare in

advance. I am grateful for the opportunity to collaborate and look forward to continuing this conversation.

Thank you again for your time and support.

Warm regards,

Dieulene Jean Louis, Founder

Earthly Doula & Rose Heart Foundation

On Tue, Dec 30, 2025 at 7:10 AM Geoffrey Jacobs <gjacobs@tppfl.gov> wrote:

Good morning, Dieulene,

Personally, I do not have a problem with an event like this as long as there are zero charges to the community, That said it would have to go before the commission for a final decision. I've included the town manager in town clerk on this email and will have it put on the next workshop for discussion. I would appreciate it if you attended the commission meeting and brought it forward to the commission where you and I could have that discussion publicly with the commission.

Have a happy new year.

Mayor Geoffrey Jacobs
Town of Pembroke Park
GJacobs@TPPFL.Gov
[3150 SW 52 Avenue](#)
[Pembroke Park, FL 33023](#)
[\(Office\) 954-966-4600](#)

I firmly commit to the principles of truth, transparency, and accountability in governance. As I have repeatedly declared, any actions that are illegal, unethical, or immoral will not be tolerated and must be reported to the appropriate authorities. Our residents, business owners, and the public at large deserve nothing less than a municipal government that operates with integrity and unwavering dedication to the highest ethical standards.
Commissioner Geoffrey Jacobs

From: Dieulene Jeanlouis <earthlydoula@gmail.com>
Sent: Monday, December 29, 2025 7:22:48 PM
To: Geoffrey Jacobs <gjacobs@tppfl.gov>
Subject: Community event

Hello,

Happy New Year! I hope this message finds you well.

My name is Dieulene Jean Louis, and I am the founder of Rose Heart Foundation and Earthly Doula. I am writing to respectfully inquire whether the Town of Pembroke Park would consider allowing us to use a local park at no cost for a community outreach event.

Earthly Doula is dedicated to supporting pregnant and postpartum mothers through education, emotional support, and advocacy, with a strong focus on families from low-income communities.

Rose Heart Foundation is a nonprofit organization committed to empowering families by providing community support, resources, and events that promote family stability, wellness, and connection.

We are planning a free community event on Saturday, April 11, from 12:00 PM to 4:00 PM, designed to support low-income families, specifically pregnant and postpartum mothers and their children. Our goal is to create a welcoming and uplifting environment that encourages community connection and support.

The event will include:

- Community outreach and family engagement
- Music and entertainment
- Bounce house and games for children and adults
- Face painting
- Food vendors
- Raffles and giveaways

This event will be completely free and open to the community, and all activities are centered around bringing families together in a safe, joyful, and supportive space.

We would be honored to partner with the Town of Pembroke Park for this event. If participation or park usage is not possible at this time, we completely understand and hope there may be an opportunity to collaborate in the future.

Thank you very much for your time and consideration. I truly appreciate the work the Town of Pembroke Park does to support the community, and I look forward to the possibility of working together.

Warm regards,

Dieulene Jean Louis, Founder

Rose Heart Foundation & Earthly Doula

(954) 232-1133

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Agenda Item Report

Subject:	Ratification of expenses incurred for leased vehicles obtained through Enterprise Fleet Management without prior Commission approval - Procurement Specialist Woodbury
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Stephanie Woodbury, Project Manager
Dept/Group:	Finance
Recommendation for Counsel to consider:	
Background Information:	This item seeks Commission ratification of expenses associated with leased vehicles acquired through the Enterprise Fleet program. These leases were initiated without prior authorization from the Commission, and formal ratification is required to properly recognize and approve the related expenditures.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[3810_001](#)

Open - End (Equity) Lease Schedule

Quote No: 8279759

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida	Delivery Date	10/07/2024
Address	3150 SW 52nd Ave	Customer#	597381
City	PEMBROKE PARK	Postal Code	33023
State	FL		
ATTN	<i>Police</i>		
Driver		Alternate Driver	Please Provide
Address	3150 SW 52nd Ave	Garage County	BROWARD
City	PEMBROKE PARK	State	FL
		Postal Code	33023-5413
2. Lease Term	Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.		
3. Vehicle Description	Year 2025	Make Ford	Model Explorer
	Series Active 4dr 4x2		
	License # TEMP	Unit # 28D9KN	Replacement Unit #
			VIN# 1FMUK7DH7SGA20479

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$47,715.53	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Sales Tax
\$50.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$7,164.83	Less Capitalized Price Reduction
<u>\$40,600.70</u>	Total Capitalized Amount (Delivered Price)
\$609.01	Depreciation Reserve @1.50%
\$207.56	Monthly Lease Charge
<u>\$816.57</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$73.95	Full Maintenance ¹	Contract Miles	<u>75,000</u>	Overmileage Charge	\$0.0648 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle)	0	# Tires	0	Loaner Vehicle Not Included
	Master Policy Enrollment Fees				
\$0.00	Physical Damage Management			Comp/Collision Deductible	<u>0/0</u>
\$0.00	Commercial Automobile Liability Enrollment				
	Liability Limit	\$0.00			
\$890.52	Monthly Rental Sub-Total				
<u>\$0.00</u>	Tax	0.0000		State	<u>FL</u>
<u>\$890.52</u>	Total Monthly Rental Including Additional Services				

4B. Initial Charges

\$718.16	Pro-Rated Rental
\$890.52	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$7,164.83	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$0.00)
\$200.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$200.00</u>	Other: (See Page 2)
<u>\$9,173.51</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$4,060.10 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 15,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8279759

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Radio Equipment (AME Quote: 24121)	C	\$0.00
Lighting - Miami Amber Quote 24121 (AME Quote: 24121)	C	\$4,950.81
Total Capitalized		\$4,950.81
Total		\$4,950.81

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$200.00
Total Billed		\$200.00
Courtesy Delivery Fee	C	\$0.00
Tax on Courtesy Delivery Fee	C	\$0.00
Est delivery charge	C	\$50.00
Tax on Est delivery charge	C	\$0.00
Total Capitalized		\$50.00
Total		\$250.00

*** Report is based on ***
 *** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8279559

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida		Delivery Date 10/07/2024
Address 3150 SW 52nd Ave		Customer# 597381
City PEMBROKE PARK	State FL	Postal Code 33023
ATTN <i>Police</i>		
Driver <i>Police</i>	Alternate Driver Please Provide	
Address 3150 SW 52nd Ave	Garage County BROWARD	
City PEMBROKE PARK	State FL	Postal Code 33023-5413
2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.		
3. Vehicle Description		
Year 2025	Make Ford	Model Explorer
Series Active 4dr 4x2		
License # XK0869	Unit # 28D9NJ	Replacement Unit #
		VIN# 1FMUK7DH8SGA21463

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$47,715.53	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Sales Tax
\$50.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$7,164.83	Less Capitalized Price Reduction
\$40,600.70	Total Capitalized Amount (Delivered Price)
\$609.01	Depreciation Reserve @1.50%
\$207.56	Monthly Lease Charge
\$816.57	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$73.95	Full Maintenance ¹	Contract Miles 75,000	Overmileage Charge \$0.0648 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	# Tires 0	Loaner Vehicle Not Included
	Master Policy Enrollment Fees		
\$0.00	Physical Damage Management		Comp/Collision Deductible 0/0
\$0.00	Commercial Automobile Liability Enrollment		
	Liability Limit	\$0.00	
\$890.52	Monthly Rental Sub-Total		
\$0.00	Tax	0.0000	State FL
\$890.52	Total Monthly Rental Including Additional Services		

4B. Initial Charges

\$718.16	Pro-Rated Rental
\$890.52	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$7,164.83	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$0.00)
\$200.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
\$200.00	Other: (See Page 2)
\$9,173.51	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$4,060.10 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 15,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8279559

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Radio Equipment (AME Quote: 24121)	C	\$0.00
Lighting - Miami Amber Quote 24121 (AME Quote: 24121)	C	\$4,950.81
Total Capitalized		\$4,950.81
Total		\$4,950.81

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$200.00
Total Billed		\$200.00
Courtesy Delivery Fee	C	\$0.00
Tax on Courtesy Delivery Fee	C	\$0.00
Est delivery charge	C	\$50.00
Tax on Est delivery charge	C	\$0.00
Total Capitalized		\$50.00
Total		\$250.00

*** Report is based on ***
 *** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8689361

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida		Delivery Date 07/31/2025
Address 3150 SW 52nd Ave		Customer# 597381
City PEMBROKE PARK	State FL	Postal Code 33023
ATTN <i>Police</i>		
Driver <i>Police</i>	Alternate Driver Donald Prichard	
Address 3150 SW 52nd Ave	Garage County Broward	
City Hollywood	State FL	Postal Code 33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description	Year 2025	Make Ford	Model Explorer
	Series Active 4dr 4x2		
	License # FKLJ36	Unit # 28WJ6D	Replacement Unit # VIN# 1FMUK7DHXSGC28808

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$46,966.84	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$450.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$6,284.50	Less Gain Applied From Prior Unit
\$0.00	Less Capitalized Price Reduction
<u>\$41,132.34</u>	Total Capitalized Amount (Delivered Price)
\$678.13	Depreciation Reserve @1.65%
\$179.10	Monthly Lease Charge
<u>\$857.23</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$73.95	Full Maintenance ¹	Contract Miles <u>75,000</u>	Overmileage Charge \$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) <u>0</u>	# Tires <u>0</u>	Loaner Vehicle Not Included
	Master Policy Enrollment Fees		
\$0.00	Physical Damage Management	Comp/Collision Deductible <u>0/0</u>	
\$0.00	Commercial Automobile Liability Enrollment		
	Liability Limit \$0.00		
\$931.18	Monthly Rental Sub-Total		
<u>\$0.00</u>	Tax	0.0000	State <u>FL</u>
<u>\$931.18</u>	Total Monthly Rental Including Additional Services		

4B. Initial Charges

\$30.04	Pro-Rated Rental
\$931.18	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$0.00	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$2,000.00)
\$450.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$250.96</u>	Other: (See Page 2)
<u>\$1,662.18</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$444.54 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 15,000
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8689361

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this Invoice/Schedule/Quote, all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Lighting - Miami Amber (estimate)	C	\$5,553.00
Total Capitalized		\$5,553.00
Total		\$5,553.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$200.00
Transport to ame	B	\$14.00
GAS	B	\$25.00
Transport to client	B	\$11.96
Total Billed		\$250.96
Courtesy Delivery Fee	C	\$450.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$450.00
Total		\$700.96

*** Report is based on ***
*** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8782634

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida	Delivery Date	08/01/2025
Address	3150 SW 52nd Ave	Customer#	597381
City	PEMBROKE PARK	State	FL
ATTN		Postal Code	33023
Driver	Merentius Stanley <i>Hanks</i>		
Address	3150 SW 52nd Ave	Garage County	Broward
City	Hollywood	State	FL
		Postal Code	33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description	Year 2025	Make Ford	Model F-250
	Series XL 4x2 SD Super Cab 8 ft. box 164 in. WB SRW		
	License # XM6107	Unit # 292W2W	Replacement Unit # 245C9N VIN# 1FT7X2AA8SED43531

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$53,680.84	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$280.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$7,322.85	Less Capitalized Price Reduction
<u>\$46,637.99</u>	Total Capitalized Amount (Delivered Price)
\$769.02	Depreciation Reserve @1.65%
\$202.92	Monthly Lease Charge
<u>\$971.94</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$68.93	Full Maintenance ¹	Contract Miles	<u>60,000</u>	Overmileage Charge	\$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle)	0	# Tires	0	Loaner Vehicle Not Included
	Master Policy Enrollment Fees				
\$0.00	Physical Damage Management			Comp/Collision Deductible	<u>0/0</u>
\$0.00	Commercial Automobile Liability Enrollment				
	Liability Limit	\$0.00			
\$1,040.87	Monthly Rental Sub-Total				
<u>\$0.00</u>	Tax	0.0000		State	<u>FL</u>
<u>\$1,040.87</u>	Total Monthly Rental Including Additional Services				

4B. Initial Charges

\$0.00	Pro-Rated Rental
\$1,040.87	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$7,322.85	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$1,000.00)
\$450.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$525.00</u>	Other: (See Page 2)
<u>\$9,338.72</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$496.79 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 15,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8782634

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this Invoice/Schedule/Quote, all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Strobe Lights - Advanced FTL-SO13772 (AME Quote: FTL-SO13772)	C	\$0.00
Legacy Liftgate - Advanced FTL-SO13772 (AME Quote: FTL-SO13772)	C	\$6,560.00
Total Capitalized		\$6,560.00
Total		\$6,560.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$200.00
Estimated Transport	B	\$75.00
Transport to client	B	\$250.00
Total Billed		\$525.00
Courtesy Delivery Fee	C	\$280.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$280.00
Total		\$805.00

*** Report is based on ***
 *** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8782635

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida		Delivery Date 08/01/2025
Address 3150 SW 52nd Ave		Customer# 597381
City PEMBROKE PARK	State FL	Postal Code 33023
ATTN		
Driver Morant, Stanley <i>RIS</i>		
Address 3150 SW 52nd Ave	Garage County Broward	
City Hollywood	State FL	Postal Code 33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description	Year 2025	Make Ford	Model F-250
	Series XL 4x2 SD Super Cab 8 ft. box 164 in. WB SRW		
	License # XM5388	Unit # 292W9B	Replacement Unit # 245C9W VIN# 1FT7X2AA8SED45618

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$53,680.84	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$280.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$7,322.85	Less Capitalized Price Reduction
<u>\$46,637.99</u>	Total Capitalized Amount (Delivered Price)
\$769.02	Depreciation Reserve @1.65%
\$202.92	Monthly Lease Charge
<u>\$971.94</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$68.93	Full Maintenance ¹	Contract Miles <u>60,000</u>	Overmileage Charge \$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) <u>0</u>	# Tires <u>0</u>	Loaner Vehicle Not Included
	Master Policy Enrollment Fees		
\$0.00	Physical Damage Management		Comp/Collision Deductible <u>0/0</u>
\$0.00	Commercial Automobile Liability Enrollment		
	Liability Limit	\$0.00	
\$1,040.87	Monthly Rental Sub-Total		
\$0.00	Tax	0.0000	State <u>FL</u>
<u>\$1,040.87</u>	Total Monthly Rental Including Additional Services		

4B. Initial Charges

\$0.00	Pro-Rated Rental
\$1,040.87	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$7,322.85	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$1,000.00)
\$450.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$525.00</u>	Other: (See Page 2)
<u>\$9,338.72</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$496.79 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 15,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8782635

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Legacy Liftgate - Advanced FTL-SO13772 (AME Quote: FTL-SO13772)	C	\$6,560.00
Strobe Lights - Advanced FTL-SO13772 (AME Quote: FTL-SO13772)	C	\$0.00
Total Capitalized		\$6,560.00
Total		\$6,560.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$200.00
Estimated Transport	B	\$75.00
Transport to client	B	\$250.00
Total Billed		\$525.00
Courtesy Delivery Fee	C	\$280.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$280.00
Total		\$805.00

*** Report is based on ***
*** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8668121

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida	Delivery Date	08/27/2025
Address	3150 SW 52nd Ave	Customer#	597381
City	PEMBROKE PARK	Postal Code	33023
State	FL		
ATTN			
Driver	<i>Stormwater</i>	Alternate Driver	Please Provide
Address	3150 SW 52nd Ave	Garage County	Broward
City	Hollywood	State	FL
		Postal Code	33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description	Year 2025	Make Ford	Model Explorer
	Series Active 4dr 4x2		
License #	XM5417	Unit #	2949PJ
		Replacement Unit #	VIN# 1FMUK7DH5SGC54801

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$43,492.22	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$280.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$5,958.60	Less Capitalized Price Reduction
<u>\$37,813.62</u>	Total Capitalized Amount (Delivered Price)
\$623.57	Depreciation Reserve @ 1.65%
\$162.68	Monthly Lease Charge
<u>\$786.25</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$51.35	Full Maintenance ¹	Contract Miles	<u>50,000</u>	Overmileage Charge	\$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	# Tires	0	Loaner Vehicle Not Included	
	Master Policy Enrollment Fees				
\$0.00	Physical Damage Management			Comp/Collision Deductible	<u>0/0</u>
\$0.00	Commercial Automobile Liability Enrollment				
	Liability Limit	\$0.00			
\$837.60	Monthly Rental Sub-Total				
<u>\$0.00</u>	Tax	0.0000		State	<u>FL</u>
<u>\$837.60</u>	Total Monthly Rental Including Additional Services				

4B. Initial Charges

\$135.09	Pro-Rated Rental
\$837.60	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$5,958.60	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$2,000.00)
\$450.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$383.08</u>	Other: (See Page 2)
<u>\$7,764.37</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$399.42 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 10,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8668121

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Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Sirobe Lights - Strobes, Q#816, Strobes R Us	C	\$1,960.38
Total Capitalized		\$1,960.38
Total		\$1,960.38

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$60.00
Transport to AME	B	\$295.00
Transport to client	B	\$28.08
Total Billed		\$383.08
Courtesy Delivery Fee	C	\$280.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$280.00
Total		\$663.08

*** Report is based on ***
 *** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8782275

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida		Delivery Date 09/25/2025
Address 3150 SW 52nd Ave		Customer# 597381
City PEMBROKE PARK	State FL	Postal Code 33023
ATTN		
Driver Odams, Jeff <i>AES</i>		
Address 3150 SW 52nd Ave	Garage County Broward	
City Hollywood	State FL	Postal Code 33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description

Year 2025	Make Ford	Model F-150
Series XL 4x2 SuperCab 6.5 ft. box 145 in. WB		
License # XM8606	Unit # 294B9T	Replacement Unit #
		VIN# 1FTEX1KP0SKE71879

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$46,203.84	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$280.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$6,412.65	Less Capitalized Price Reduction
<u>\$40,071.19</u>	Total Capitalized Amount (Delivered Price)
\$660.40	Depreciation Reserve @ <u>1.65%</u>
\$170.32	Monthly Lease Charge
<u>\$830.72</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$48.83	Full Maintenance ¹	Contract Miles <u>40,000</u>	Overmileage Charge \$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) <u>0</u>	# Tires <u>0</u>	Loaner Vehicle Not Included
	Master Policy Enrollment Fees		
\$0.00	Physical Damage Management		Comp/Collision Deductible <u>0/0</u>
\$0.00	Commercial Automobile Liability Enrollment		
	Liability Limit	\$0.00	
\$879.55	Monthly Rental Sub-Total		
<u>\$0.00</u>	Tax	0.0000	State <u>FL</u>
\$879.55	Total Monthly Rental Including Additional Services		

4B. Initial Charges

\$175.91	Pro-Rated Rental
\$879.55	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$6,412.65	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$1,000.00)
\$450.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$302.16</u>	Other: (See Page 2)
\$8,220.27	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$447.19 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of **10,000**

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8782275

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Strobe Lights - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	\$0.00
Tailgate Lift - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	\$6,560.00
Interior Lighting (AME Quote: FTL-SO13772)	C	\$0.00
Total Capitalized		\$6,560.00
Total		\$6,560.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$60.00
Transport to AME	B	\$225.00
Transport to client	B	\$17.16
Total Billed		\$302.16
Courtesy Delivery Fee	C	\$280.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$280.00
Total		\$582.16

*** Report is based on ***
 *** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8782276

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida	Delivery Date	09/25/2025
Address	3150 SW 52nd Ave	Customer#	597381
City	PEMBROKE PARK	Postal Code	33023
ATTN			
Driver	<i>Odessa Jeff Parks</i>		
Address	3150 SW 52nd Ave	Garage County	Broward
City	Hollywood	State	FL
		Postal Code	33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description	Year 2025	Make Ford	Model F-150
	Series XL 4x2 SuperCab 6.5 ft. box 145 in. WB		
	License # XM8607	Unit # 294B9V	Replacement Unit #
			VIN# 1FTEX1KP8SKE72276

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$46,191.84	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$280.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$6,412.65	Less Capitalized Price Reduction
<u>\$40,059.19</u>	Total Capitalized Amount (Delivered Price)
\$660.20	Depreciation Reserve @1.65%
\$170.27	Monthly Lease Charge
<u>\$830.47</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$48.83	Full Maintenance ¹	Contract Miles	<u>40,000</u>	Overmileage Charge	\$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	# Tires	0	Loaner Vehicle Not Included	
	Master Policy Enrollment Fees				
\$0.00	Physical Damage Management			Comp/Collision Deductible	<u>0/0</u>
\$0.00	Commercial Automobile Liability Enrollment				
	Liability Limit	\$0.00			
\$879.30	Monthly Rental Sub-Total				
<u>\$0.00</u>	Tax	<u>0.0000</u>		State	<u>FL</u>
<u>\$879.30</u>	Total Monthly Rental Including Additional Services				

4B. Initial Charges

\$175.86	Pro-Rated Rental
\$879.30	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$6,412.65	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$1,000.00)
\$450.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$327.16</u>	Other: (See Page 2)
<u>\$8,244.97</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$447.19 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 10,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8782276

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this Invoice/Schedule/Quote, all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Strobe Lights - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	\$0.00
Tailgate Lift - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	\$6,548.00
Interior Lighting (AME Quote: FTL-SO13772)	C	\$0.00
Total Capitalized		\$6,548.00
Total		\$6,548.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$60.00
transport to AME	B	\$250.00
Transport to client	B	\$17.16
Total Billed		\$327.16
Courtesy Delivery Fee	C	\$280.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$280.00
Total		\$607.16

*** Report is based on ***
*** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8782277

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida		Delivery Date 09/25/2025
Address 3150 SW 52nd Ave		Customer# 597381
City PEMBROKE PARK	State FL	Postal Code 33023
ATTN		
Driver Odems, Jeff <i>Parks</i>		
Address 3150 SW 52nd Ave	Garage County Broward	
City Hollywood	State FL	Postal Code 33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description	Year 2025	Make Ford	Model F-150
	Series XL 4x2 SuperCab 6.5 ft. box 145 in. WB		
	License # XM8608	Unit # 294B9X	Replacement Unit #
			VIN# 1FTEX1KP5SKE71988

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$46,203.84	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$280.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$6,412.65	Less Capitalized Price Reduction
<u>\$40,071.19</u>	Total Capitalized Amount (Delivered Price)
\$660.40	Depreciation Reserve @1.65%
\$170.32	Monthly Lease Charge
<u>\$830.72</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$48.83	Full Maintenance ¹	Contract Miles <u>40,000</u>	Overmileage Charge \$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) <u>0</u>	# Tires <u>0</u>	Loaner Vehicle Not Included
	Master Policy Enrollment Fees		
\$0.00	Physical Damage Management		Comp/Collision Deductible <u>0/0</u>
\$0.00	Commercial Automobile Liability Enrollment		
	Liability Limit	\$0.00	
\$879.55	Monthly Rental Sub-Total		
\$0.00	Tax	0.0000	State <u>FL</u>
<u>\$879.55</u>	Total Monthly Rental Including Additional Services		

4B. Initial Charges

\$175.91	Pro-Rated Rental
\$879.55	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$6,412.65	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$1,000.00)
\$450.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$302.16</u>	Other: (See Page 2)
<u>\$8,220.27</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$447.19 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 10,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8782277

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this Invoice/Schedule/Quote, all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Tailgate Lift - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	\$6,560.00
Interior Lighting (AME Quote: FTL-SO13772)	C	\$0.00
Strobe Lights - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	\$0.00
Total Capitalized		\$6,560.00
Total		\$6,560.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$60.00
transport to AME	B	\$225.00
Transport to client	B	\$17.16
Total Billed		\$302.16
Courtesy Delivery Fee	C	\$280.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$280.00
Total		\$582.16

*** Report is based on ***
 *** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8782278

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida		Delivery Date 09/25/2025
Address 3150 SW 52nd Ave		Customer# 597381
City PEMBROKE PARK	State FL	Postal Code 33023
ATTN		
Driver Odums, Jeff <i>BES</i>		
Address 3150 SW 52nd Ave	Garage County Broward	
City Hollywood	State FL	Postal Code 33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description	Year 2025	Make Ford	Model F-150
	Series XL 4x2 SuperCab 6.5 ft. box 145 in. WB		
	License # XM8609	Unit # 294BB2	Replacement Unit # VIN# 1FTEX1KP4SKE72372

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$46,191.84	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$280.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$6,412.65	Less Capitalized Price Reduction
\$40,059.19	Total Capitalized Amount (Delivered Price)
\$660.20	Depreciation Reserve @ 1.65%
\$170.27	Monthly Lease Charge
\$830.47	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$48.83	Full Maintenance ¹	Contract Miles 40,000	Overmileage Charge \$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	# Tires 0	Loaner Vehicle Not Included
	Master Policy Enrollment Fees		
\$0.00	Physical Damage Management		Comp/Collision Deductible 0/0
\$0.00	Commercial Automobile Liability Enrollment		
	Liability Limit	\$0.00	
\$879.30	Monthly Rental Sub-Total		
\$0.00	Tax	0.0000	State FL
\$879.30	Total Monthly Rental Including Additional Services		

4B. Initial Charges

\$175.86	Pro-Rated Rental
\$879.30	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$6,412.65	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$1,000.00)
\$450.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
\$327.16	Other: (See Page 2)
\$8,244.97	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$447.19 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 10,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8782278

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Tailgate Lift - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	\$6,548.00
Interior Lighting (AME Quote: FTL-SO13772)	C	\$0.00
Strobe Lights - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	\$0.00
Total Capitalized		\$6,548.00
Total		\$6,548.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$60.00
Transport to AME	B	\$250.00
Transport to client	B	\$17.16
Total Billed		\$327.16
Courtesy Delivery Fee	C	\$280.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$280.00
Total		\$607.16

*** Report is based on ***
*** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8782248

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida		Delivery Date 08/25/2025
Address 3150 SW 52nd Ave		Customer# 597381
City PEMBROKE PARK	State FL	Postal Code 33023
ATTN		
Driver <i>Sewer</i>	Alternate Driver Mike Flores	
Address 3150 SW 52nd Ave	Garage County Broward	
City Hollywood	State FL	Postal Code 33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description Year 2025 Make Ford Model Transit-150 Cargo
 Series Base Rear-Wheel Drive Medium Roof Van 148 in. WB
 License # XM5436 Unit # 294BCR Replacement Unit # VIN# 1FTYE1C80SKA77602

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$57,192.16	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$280.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$7,664.24	Less Capitalized Price Reduction
<u>\$49,807.92</u>	Total Capitalized Amount (Delivered Price)
\$821.07	Depreciation Reserve @1.65%
\$213.39	Monthly Lease Charge
<u>\$1,034.46</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$67.04	Full Maintenance ¹	Contract Miles 60,000	Overmileage Charge \$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	# Tires 0	Loaner Vehicle Not Included
	Master Policy Enrollment Fees		
\$0.00	Physical Damage Management		Comp/Collision Deductible 0/0
\$0.00	Commercial Automobile Liability Enrollment		
	Liability Limit \$0.00		
\$1,101.50	Monthly Rental Sub-Total		
\$0.00	Tax 0.0000	State FL	
<u>\$1,101.50</u>	Total Monthly Rental Including Additional Services		

4B. Initial Charges

\$248.73	Pro-Rated Rental
\$1,101.50	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$7,664.24	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$0.00)
\$450.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$324.30</u>	Other: (See Page 2)
<u>\$9,788.77</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$543.72 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 10,000
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8782248

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Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Shelving - AWV Quote FTL-SO12887 (AME Quote: FTL-SO12887)	C	\$7,547.90
Laptop Mount (AME Quote: FTL-SO12887)	C	\$0.00
Strobe Lights (AME Quote: FTL-SO12887)	C	\$0.00
Partition/Bulkhead (AME Quote: FTL-SO12887)	C	\$0.00
Racks and Bins (AME Quote: FTL-SO12887)	C	\$0.00
Total Capitalized		\$7,547.90
Total		\$7,547.90

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$60.00
Transport to AME	B	\$250.00
Transport to client	B	\$14.30
Total Billed		\$324.30
Courtesy Delivery Fee	C	\$280.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$280.00
Total		\$604.30

*** Report is based on ***
*** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8782298

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida	Delivery Date	09/25/2025
Address	3150 SW 52nd Ave	Customer#	597381
City	PEMBROKE PARK	Postal Code	33023
ATTN			
Driver		Alternate Driver	Please provide
Address	3150 SW 52nd Ave	Garage County	Broward
City	Hollywood	State	FL
		Postal Code	33023-5413
2. Lease Term	Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.		
3. Vehicle Description	Year 2025	Make Ford	Model F-150
	Series XLT 4x2 SuperCrew Cab 5.5 ft. box 145 in. WB		
	License # XM5418	Unit # 294BDT	Replacement Unit #
			VIN# 1FTEW3KP3SKE71972

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$44,818.84	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$280.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$7,170.15	Less Capitalized Price Reduction
<u>\$37,928.69</u>	Total Capitalized Amount (Delivered Price)
\$624.96	Depreciation Reserve @1.65%
\$162.47	Monthly Lease Charge
<u>\$787.43</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$67.04	Full Maintenance ¹	Contract Miles	<u>60,000</u>	Overmileage Charge	\$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle)	0	# Tires	0	Loaner Vehicle Not Included
	Master Policy Enrollment Fees				
\$0.00	Physical Damage Management			Comp/Collision Deductible	<u>0/0</u>
\$0.00	Commercial Automobile Liability Enrollment				
	Liability Limit	\$0.00			
\$854.47	Monthly Rental Sub-Total				
<u>\$0.00</u>	Tax	0.0000		State	<u>FL</u>
<u>\$854.47</u>	Total Monthly Rental Including Additional Services				

4B. Initial Charges

\$170.90	Pro-Rated Rental
\$854.47	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$7,170.15	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$2,000.00)
\$450.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$302.16</u>	Other: (See Page 2)
<u>\$8,947.68</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$431.09 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 15,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8782298

[†]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this Invoice/Schedule/Quote, all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate (Maintenance Agreement) entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Strobe Lights - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13466)	C	\$635.00
Total Capitalized		\$635.00
Total		\$635.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$60.00
Transport to AME	B	\$225.00
Transport to celint	B	\$17.16
Total Billed		\$302.16
Courtesy Delivery Fee	C	\$280.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$280.00
Total		\$582.16

*** Report is based on ***
*** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8668028

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida		Delivery Date	10/01/2025
Address	3150 SW 52nd Ave		Customer#	597381
City	PEMBROKE PARK	State	FL	Postal Code
ATTN				33023
Driver	<i>Laczabal Oemanny Sewer</i>			
Address	3150 SW 52nd Ave	Garage County	Broward	
City	Hollywood	State	FL	Postal Code
				33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description	Year	2025	Make	Ford	Model	F-250
	Series	XL 4x2 SD Super Cab 8 ft. box 164 in. WB SRW				
	License #	XM7764	Unit #	295SRV	Replacement Unit #	VIN# 1FT7X2AA0SED86387

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$46,455.84	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$450.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$10,804.50	Less Capitalized Price Reduction
<u>\$36,101.34</u>	Total Capitalized Amount (Delivered Price)
\$591.94	Depreciation Reserve @1.64%
\$159.71	Monthly Lease Charge
<u>\$751.65</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$0.00	Full Maintenance ¹	Contract Miles	0	Overmileage Charge	\$0.0000 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle)	0	# Tires	0	Loaner Vehicle Not Included
	Master Policy Enrollment Fees				
\$0.00	Physical Damage Management			Comp/Collision Deductible	0/0
\$0.00	Commercial Automobile Liability Enrollment				
	Liability Limit	\$0.00			
\$751.65	Monthly Rental Sub-Total				
\$0.00	Tax	0.0000		State	FL
<u>\$751.65</u>	Total Monthly Rental Including Additional Services				

4B. Initial Charges

\$0.00	Pro-Rated Rental
\$751.65	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$10,804.50	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$1,000.00)
\$450.00	License and Certain Other Charges
\$24,331.00	Aftermarket Equipment
<u>\$102.64</u>	Other: (See Page 2)
<u>\$36,439.79</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$584.94 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 10,000
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8668028

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Service/Utility - 8' Service Body Knapheide Quote# L2354-25 (AME Quote: L2354-25)	B	\$24,331.00
Legacy Auto Transporter - Knapheide Quote# L2354-25	B	\$0.00
Total Billed		\$24,331.00
Total Capitalized		\$0.00
Total		\$24,331.00

Other Totals

Description	(B)illed or (C)apped	Price
Transport to AME	B	\$16.64
Estimated Transport	B	\$1.00
GAS	B	\$25.00
Initial Administration Fee	B	\$60.00
Total Billed		\$102.64
Courtesy Delivery Fee	C	\$450.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$450.00
Total		\$552.64

*** Report is based on ***
 *** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 9181147

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name		Town of Pembroke Park, Florida	Delivery Date	09/18/2025
Address	3150 SW 52nd Ave		Customer#	597381
City	PEMBROKE PARK	State FL	Postal Code	33023
ATTN				
Driver	<i>Sewer</i>	Alternate Driver	Please provide	
Address	3150 SW 52nd Ave	Garage County	Broward	
City	Hollywood	State FL	Postal Code	33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description	Year 2025	Make Ford	Model F-150
	Series XLT 4x2 SuperCrew Cab 5.5 ft. box 145 in. WB		
	License # XM8612	Unit # 29HXGC	Replacement Unit #
			VIN# 1FTEW3KP0SKD86135

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$51,578.60	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$0.00	Other
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$8,164.44	Less Capitalized Price Reduction
<u>\$43,414.16</u>	Total Capitalized Amount (Delivered Price)
\$720.68	Depreciation Reserve @1.66%
\$210.44	Monthly Lease Charge
<u>\$931.12</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$74.98	Full Maintenance ¹	Contract Miles	<u>75,000</u>	Overmileage Charge	\$0.0648 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle)	0	# Tires	0	Loaner Vehicle Not Included
	Master Policy Enrollment Fees				
\$0.00	Physical Damage Management			Comp/Collision Deductible	<u>0/0</u>
\$0.00	Commercial Automobile Liability Enrollment				
	Liability Limit	\$0.00			
\$1,006.10	Monthly Rental Sub-Total				
<u>\$0.00</u>	Tax	0.0000		State	<u>FL</u>
<u>\$1,006.10</u>	Total Monthly Rental Including Additional Services				

4B. Initial Charges

\$435.98	Pro-Rated Rental
\$1,006.10	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$8,164.44	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$3,600.00)
\$450.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$89.38</u>	Other: (See Page 2)
<u>\$10,145.90</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$173.36 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 15,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 9181147

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Window Tint	C	\$249.00
Total Capitalized		\$249.00
Total		\$249.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$60.00
Transport to client	B	\$29.38
Total Billed		\$89.38
Courtesy Delivery Fee	C	\$0.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$0.00
Total		\$89.38

*** Report is based on ***
 *** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 9367953

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida	Delivery Date	11/14/2025
Address	3150 SW 52nd Ave	Customer#	597381
City	PEMBROKE PARK	Postal Code	33023
ATTN			
Driver	Larzabal, Manny		
Address	3150 SW 52nd Ave	Garage County	Broward
City	Hollywood	State	FL
		Postal Code	33023-5413
2. Lease Term	Commencing on the delivery date of the vehicle and ending 48 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.		
3. Vehicle Description	Year 2025	Make Ford	Model F-150
	Series XLT 4x2 SuperCrew Cab 5.5 ft. box 145 in. WB		
	License # XM9353	Unit # 29P9P3	Replacement Unit # VIN# 1FTEW3KP9SKF22956

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$46,150.50	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Certain Other Charges
\$0.00	Other
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$7,416.30	Less Capitalized Price Reduction
\$38,734.20	Total Capitalized Amount (Delivered Price)
\$581.01	Depreciation Reserve @1.50%
\$219.99	Monthly Lease Charge
\$801.00	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$53.83	Full Maintenance ¹	Contract Miles	40,000	Overmileage Charge	\$0.0648 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	# Tires	0	Loaner Vehicle Not Included	
	Master Policy Enrollment Fees				
\$0.00	Physical Damage Management			Comp/Collision Deductible	0/0
\$0.00	Commercial Automobile Liability Enrollment				
	Liability Limit		\$0.00		
\$854.83	Monthly Rental Sub-Total				
\$0.00	Tax		0.0000	State	FL
\$854.83	Total Monthly Rental Including Additional Services				

4B. Initial Charges

\$484.40	Pro-Rated Rental
\$854.83	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$7,416.30	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$3,000.00)
\$450.00	License and Certain Other Charges
\$635.00	Aftermarket Equipment
\$510.00	Other: (See Page 2)
\$10,350.53	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$10,845.72 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 10,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 9367953

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Utility Lights - Adv Work Vans 117825 (AME Quote: 117825)	B	\$635.00
Total Billed		\$635.00
Total Capitalized		\$0.00
Total		\$635.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$60.00
transport to ame	B	\$450.00
Total Billed		\$510.00
Courtesy Delivery Fee	C	\$0.00
Tax on Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$0.00
Total		\$510.00

*** Report is based on ***
*** Delivery/Activation Date ***

Open - End (Equity) Lease Schedule

Quote No: 8133915

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida		Delivery Date 08/09/2024
Address 3150 SW 52nd Ave		Customer# 597381
City Hollywood	State FL	Postal Code 33023
ATTN		
Driver Williamson, Chandler		
Address 3150 SW 52nd Ave	Garage County BROWARD	
City PEMBROKE PARK	State FL	Postal Code 33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 48 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description	Year 2024	Make Ford	Model Ranger
	Series XL 4x2 SuperCrew 5 ft. box 128.7 in. WB		
	License # TEMP	Unit # 288SBS	Replacement Unit #
			VIN# 1FTER4BH6RLE36403

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$36,673.00	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Sales Tax
\$249.00	Other: (See Page 2)
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$5,538.30	Less Capitalized Price Reduction
<u>\$31,383.70</u>	Total Capitalized Amount (Delivered Price)
\$470.76	Depreciation Reserve @1.50%
\$186.61	Monthly Lease Charge
<u>\$657.37</u>	Total Monthly Rental Excluding Additional Services

*** Report is based on ***

*** Delivery/Activation Date ***

Additional Services

\$67.04	Full Maintenance ¹	Contract Miles <u>60,000</u>	Overmileage Charge \$0.0648 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) <u>0</u>	# Tires <u>0</u>	Loaner Vehicle Not Included
	Master Policy Enrollment Fees		
\$0.00	Physical Damage Management		Comp/Collision Deductible <u>0/0</u>
\$0.00	Commercial Automobile Liability Enrollment		
	Liability Limit	\$0.00	
\$724.41	Monthly Rental Sub-Total		
<u>\$0.00</u>	Sales Tax	<u>7.0000</u>	State <u>FL</u>
<u>\$724.41</u>	Total Monthly Rental Including Additional Services		

4B. Initial Charges

\$537.47	Pro-Rated Rental
\$724.41	First Month's Rental
\$0.00	Security Deposit
\$0.00	Tax on Security Deposit
\$5,538.30	Capitalized Price Reduction
\$0.00	Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$0.00)
\$0.00	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$350.00</u>	Other: (See Page 2)
<u>\$7,200.18</u>	Total Initial Charges

4C. Service Charge

\$400.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$8,787.22 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 15,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 8133915

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Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Custom Equipment - Window Tinting Dealer Installed	C	\$249.00
Total Capitalized		\$249.00
Total		\$249.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$200.00
Delivery Charge	B	\$150.00
Total Billed		\$350.00
Temp tag	C	\$249.00
Courtesy Delivery Fee	C	\$0.00
Total Capitalized		\$249.00
Total		\$599.00

*** Report is based on ***
 *** Delivery/Activation Date ***



Agenda Item Report

Subject:	Consideration and approval of Andre McKenney to serve as Special Magistrate for Code Enforcement hearings for the Town - Building Manager Louis RESOLUTION NO: 2026-001 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE APPOINTMENT OF ANDRE MCKENNEY AS SPECIAL MAGISTRATE FOR CODE ENFORCEMENT HEARINGS AND APPROVING AGREEMENT ATTACHED HERETO AS EXHIBIT A; PROVIDING FOR COMPENSATION; AUTHORIZING THE EXECUTION OF AN AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Jeffrey Louis, Emergency Management Manager
Dept/Group:	Code
Recommendation for Counsel to consider:	
Background Information:	The Town requires a Special Magistrate to preside over Code Enforcement hearings. Andre McKenney has been identified as the candidate for this role. The proposed compensation rate is \$150 per hour . At this time, there is no signed contract between the Town and Ms. McKenney. Approval of this item will authorize staff to proceed with finalizing the agreement and scheduling hearings as needed. He was previously approved in 2022, however, the agreement was never executed.
Staff Recommendations:	Motion to approve Andre McKenney as Special Magistrate for Code Enforcement hearings at a rate of \$150 per hour, and authorize staff to execute the necessary agreement.
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Resolution No.: 2026-001](#)

[Proposed Agreement](#)

[Andre Mckenny - Agenda Item Report - AIR-22-111 - Pdf](#)

[Pembroke Park, FL Code of Ordinances](#)

RESOLUTION NO. 2026-001

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE APPOINTMENT OF ANDRE MCKENNEY AS SPECIAL MAGISTRATE FOR CODE ENFORCEMENT HEARINGS AND APPROVING AGREEMENT ATTACHED HERETO AS EXHIBIT A; PROVIDING FOR COMPENSATION; AUTHORIZING THE EXECUTION OF AN AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission of the Town of Pembroke Park, Florida, requires the services of a Special Magistrate to preside over Code Enforcement hearings; and

WHEREAS, Andre McKenney has been identified as a qualified candidate to serve in this capacity; and

WHEREAS, the proposed compensation for the Special Magistrate services is \$150 per hour; and

WHEREAS, there is currently no signed agreement between the Town and Andre McKenney, and approval of this resolution will authorize Town staff to finalize and execute such agreement.

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

Section 1. The Town Commission hereby approves the appointment of Andre McKenney as Special Magistrate for Code Enforcement hearings.

Section 2. The Town Commission approves compensation at the rate of \$150 per hour for services rendered by the Special Magistrate.

Section 3. The Town Commission authorizes the Town Manager to execute any necessary agreement attached hereto as exhibit A with Andre McKenney to formalize this appointment.

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

PASSED AND ADOPTED this 14h day of January 2026.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney

EXHIBIT A

AGREEMENT FOR SPECIAL MAGISTRATE SERVICES

THIS AGREEMENT, made and entered into the ____ day of _____, 2026 ("Effective Date") by and between:

TOWN OF PEMBROKE PARK, a Florida municipal corporation,
having the business address, 3150 SW 52nd Avenue, Pembroke Park, FL 33023
(hereinafter referred to as "TOWN"),

and

ANDRE McKENNEY, ESQ.
having the business address, _____
(hereinafter referred to as "SPECIAL MAGISTRATE").

WITNESSETH:

WHEREAS, Chapter 162, Florida Statutes, provides that municipalities may contract with Special Magistrates as an alternative method of hearing code enforcement cases; and

WHEREAS, the SPECIAL MAGISTRATE is not a charter officer of the TOWN; and

WHEREAS, the SPECIAL MAGISTRATE position is further established pursuant to Chapter 7 of the TOWN's Code of Ordinances; and

WHEREAS, the services of the Special Magistrate is a professional/legal service procured pursuant to Sec. 2-125(d) of the Code of Ordinances of the TOWN; and

WHEREAS, the TOWN and SPECIAL MAGISTRATE wish to enter into this Agreement in order to set out the terms and conditions of engagement related the appointment of the SPECIAL MAGISTRATE to serve as a hearing officer for the TOWN's code enforcement cases;

NOW THEREFORE, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, TOWN and SPECIAL MAGISTRATE, agree as follows:

Section 1 . Recitals. The above recitals and findings set forth above are hereby adopted by reference and incorporated herein as if fully set forth in this section.

Section 2. Services.

2.1 SPECIAL MAGISTRATE agrees to provide Special Magistrate services by adjudicating code enforcement cases that may be assigned to SPECIAL MAGISTRATE by TOWN, in

accordance with Chapter 7 of the Town's Code of Ordinances. SPECIAL MAGISTRATE understands that Special Magistrates may be utilized for hearings on a rotational basis, and the TOWN reserves the right to schedule additional hearings of code enforcement cases, as needed.

- 2.2 SPECIAL MAGISTRATE is authorized to hear cases involving but not limited to, vacant properties, single-family and multi-family residential properties, neighborhood preservation, non-residential properties, cases involving an immediate threat to health and safety, and any other quasi-judicial hearing as directed by the TOWN.
- 2.3 SPECIAL MAGISTRATE agrees that at the conclusion of each hearing, a written order, which shall include findings of fact and conclusions of law, shall be promptly prepared by TOWN, reviewed and signed by SPECIAL MAGISTRATE, and furnished to the parties. The above notwithstanding, SPECIAL MAGISTRATE acknowledges and agrees that the Orders shall be drafted by the Special Magistrate Clerk for review and execution by SPECIAL MAGISTRATE unless otherwise agreed by the parties. TOWN shall be responsible for furnishing a copy of the order to the applicable parties.
- 2.4 SPECIAL MAGISTRATE is an independent contractor under this Agreement. Services provided by SPECIAL MAGISTRATE shall not be as officer or employee of TOWN.
- 2.5 SPECIAL MAGISTRATE acknowledges that he/she has been a member of the Florida Bar in good standing for at least five (5) year. Further SPECIAL MAGISTRATE acknowledges that he has no existing client relationship, which would pose a conflict of interest to his service as a Special Magistrate for TOWN. Any conflicts arising out the SPECIAL MAGISTRATES engagement by the TOWN shall be resolved in accordance with the Rules Regulating the Florida Bar.

Section 3. Payment.

- 3.1 TOWN agrees to pay SPECIAL MAGISTRATE One Hundred Dollars (\$150.00) per hour of time reasonably expended by the SPECIAL MAGISTRATE at each session, excluding travel time to and from Special Magistrate hearings and meetings. There will be a minimum guarantee of two (2) hours for each special Magistrate hearing. For the purposes of this subsection, "session" shall mean all cases brought before the SPECIAL MAGISTRATE for a hearing on one (1) particular date.
- 3.2 SPECIAL MAGISTRATE may bill the TOWN for reasonable out-of-pocket expenses in connection with Special Magistrate hearings, including, but not limited to, postage, telephone calls (a copy of the telephone bill must be submitted with the request), photocopy charges (\$0.15 per page) and courier charges. Receipts shall be provided along with any requests for out-of-pocket reimbursement.
- 3.3 SPECIAL MAGISTRATE agrees to provide TOWN with a monthly invoice outlining the services provided and time billed as SPECIAL MAGISTRATE under the conditions set out in this agreement. Invoices shall include the total number of hours worked (rounded

to the nearest tenth), and a brief summation of the work performed. Such invoices shall be submitted within fifteen (15) days after the end of the preceding month.

3.4 If any errors are discovered in any invoice, TOWN shall inform the SPECIAL MAGISTRATE and will request revised copies of such invoices. If any disagreement arises as to payment of any portion of an invoice, TOWN agrees to pay all undisputed portions, and the parties agree to cooperate by promptly conferring to resolve the disputed portion of the invoice.

3.5 TOWN shall pay the SPECIAL magistrate pursuant to the Florida prompt Payment Act found in §§218.70-218.80, Florida Statutes.

3.6 Payment shall be made monthly to the SPECIAL MAGISTRATE at:

Section 4. Term of Agreement.

4.1 This Agreement shall be effective on the Effective Date and remain in effect until terminated by either party pursuant to this Section. The SPECIAL MAGISTRATE acknowledges that he/she serves at the will and pleasure of the TOWN Commission. This Agreement shall supersede, replace, or otherwise terminate any prior existing agreement.

4.2 This Agreement with the SPECIAL MAGISTRATE may be terminated at any time by the TOWN, without cause, by providing seven (7) calendar days' written notice to the SPECIAL MAGISTRATE. The Agreement may be terminated by the SPECIAL MAGISTRATE upon thirty (30) calendar days' written notice to the TOWN.

Section 5. Miscellaneous Provisions.

5.1 No modification, amendment or alteration in the terms of conditions of this Agreement shall be effective unless contained in written document executed with the same formality and of equal dignity herewith.

5.2 SPECIAL MAGISTRATE agrees that the services provided in this Agreement are personal in nature and may not be assigned or transferred to any other party without the prior written consent of TOWN.

5.3 The TOWN is a public entity entitled to sovereign immunity pursuant to Florida law. Nothing in this agreement shall be considered a waiver of the TOWN's sovereign immunity provided by §768.28, Florida Statutes.

5.4 **Public Records:** The TOWN is public agency subject to Chapter 119, Florida Statutes. SPECIAL MAGISTRATE shall comply with Florida's Public Records Law. Specifically, the SPECIAL MAGISTRATE shall:

- 5.4.1 Keep and maintain public records required by the TOWN to perform the service;
- 5.4.2 Upon request from the TOWN's custodian of public records, provide the TOWN with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- 5.4.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and, following completion of the Agreement, SPECIAL MAGISTRATE shall destroy all copies of such confidential and exempt records remaining in its possession after the SPECIAL MAGISTRATE transfers the records in its possession to the TOWN; and
- 5.4.4 Upon completion of the Agreement, SPECIAL MAGISTRATE shall transfer to the TOWN, at no cost to the TOWN, all public records in SPECIAL MAGISTRATE' possession. All records stored electronically by the SPECIAL MAGISTRATE must be provided to the TOWN, upon request from the TOWN's custodian of public records, in a format that is compatible with the information technology systems of the TOWN.
- 5.4.5 The failure of SPECIAL MAGISTRATE to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the TOWN shall enforce the Default in accordance with the provisions set forth in this Agreement.

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

**TOWN CLERK
3150 SW 52nd AVENUE
PEMBROKE PARK, FL 33023
(954) 966-4600
townclerk@tppfl.gov**

5.5 Scrutinized Companies: The SPECIAL MAGISTRATE, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is engaged in business operations with Syria. In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services if:

5.5.1 Any amount of, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

5.5.2 One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

5.5.3 Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or

5.5.4 Is engaged in business operations in Syria.

5.6 E-Verify. SPECIAL MAGISTRATE certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statutes, as may be amended from time to time and briefly described herein below. For purposes of this section, the Contractor shall mean the SPECIAL MAGISTRATE. Definitions for this Section: “ Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration; “ Contractor” includes, but is not limited to, a vendor or consultant; “Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration; and, “ E-Verify system” means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees. Pursuant to Section 448.095, Florida Statutes, effective October 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of: all persons employed by a Contractor to perform employment duties within Florida during the term of the contract; all persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the TOWN. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’ s E-Verify System during the term of the contract is a condition of the contract with the TOWN; the

Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

IN WITNESS WHEREOF, the TOWN OF PEMBROKE PARK and SPECIAL MAGISTRATE have caused these present to be executed in their respective names by the proper officials the day and year first above written.

THE REST OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

ATTEST:

TOWN OF PEMBROKE PARK, FLORIDA

CYNTHIA GARCIA-LIMA,
TOWN CLERK

GEOFFREY JACOBS
MAYOR

APPROVED AS TO FORM:

OFFICE OF THE TOWN ATTORNEY

SPECIAL MAGISTRATE

Print: _____

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by means of ☐ physical presence or

☐ online notarization, this _____ day of _____ 2026, by
_____.

NOTARY PUBLIC

_____ Personally Known OR
_____ Produced Identification

Type of Identification Produced

AGENDA ITEM REPORT



To:

Subject: Approval of Special Magistrate Andre McKenney

Meeting:

Department: Legal

Staff Contact: Melissa Anderson, Town Attorney

BACKGROUND INFORMATION:

Code Enforcement and the Building Department would like to hire attorney Andre McKenney as Special Magistrate to hear the code enforcement cases as well as variances.

FINANCIAL IMPACT:

Special Magistrate is paid \$150.00 per hour.

RECOMMENDATION:

Approve Appointment of Andre McKenney as Special Magistrate

ATTACHMENTS:

[TA ANDRE MCKENNEY Cover Letter](#)

[TA Resume - ANDRE MCKENNEY](#)

	Status:
Joseline Ramirez, Chief Code Enforcement Officer	Pending
Miguel Nunez, Building Official	None
Roy Brown, Finance & Budget Director	None
Melissa Anderson, Town Attorney	None
JC Jimenez, Town Manager	None
Marlen Martell, Town Clerk	None

ANDRE MCKENNEY, ESQ.

Dear Town Attorney Melissa P. Anderson,

I am very excited to be applying for the Special Magistrate position with the Town of Pembroke Park. I am confident that I have the skills and qualifications that you are looking for and that I would excel in this role.

I have been a practicing municipal attorney for the past 15 years, during which time I have gained extensive experience in code enforcement matters through my representation of city staff before the special magistrate in code enforcement hearings/proceedings. During my years of practice as a municipal attorney, I have also worked closely with building and planning and zoning city staff, which also gives me a unique insight in the role of being a special magistrate presiding over matters which arise out of such city divisions. I am positive that my legal experience and the valuable insight into how a city's enforcement process works and how to best serve the needs of all parties involved makes me an excellent asset to your organization.

Thank you for considering me for this position, and I trust that my accompanying resume will give you a better sense of my professional experience and background. I welcome the opportunity to meet with you to discuss my qualifications in greater detail.

Sincerely,

Andre Mckenney, Esq.

ANDRE MCKENNEY, ESQ.

PROFESSIONAL EXPERIENCE:

DEPUTY CITY ATTORNEY CITY OF HALLANDALE BEACH OCTOBER 2014 TO MAY 2022

Duties: Responsible for the administration and performing of all legal duties in connection with assigned city departments including city enforcement divisions, municipal prosecutor, in-house litigation, supervising office personnel, providing legal advice, guidance, and legal opinions to city departments, officials and city staff.

Essential Responsibilities:

- Handled all day-to-day internal legal service requests for assigned City Departments.
- Significant experience working with city code staff related to all phases of code enforcement matters including but not limited to providing legal guidance as to requirements of Chapter 162 and relevant case law, serving as legal counsel to code staff before special magistrate, analyzing and providing legal guidance in code matters arising via issuance of notice of violations, civil citation, appeal of civil citation or code order, defending the City in code enforcement appeals; creating and preserving a record for appeal.
- Served as legal counsel to the unsafe structure's board regarding matters before the board to include orders for demolition, orders for rehabilitation and legal guidance/application of the Florida Building Code.
- Extensive knowledge and experience with City code provisions and processes related to code, building and planning and zoning, and Broward County's 40-year certifications.
- Collaborated with senior management and provided legal advice and guidance as laws changed.
- Served as the Civil Service Board Attorney in employee disciplinary grievance appeals, and all other monthly Civil Service Board meetings.
- Served as legal counsel to the Planning and Zoning Board related to variance applications, minor and major development applications, and rezoning.
- Consulted with the Human Resource Department on employee relations issues, disciplinary actions, EEOC matters, policy administrative/interpretative matters.
- Prepared city commission resolutions and ordinance drafting and agenda cover memorandums.
- Reviewed city contracts; ensuring compliance with procurement and purchasing processes.
- Developed administrative compliance processes and procedures for city departments.
- Collaborated with the City Clerk Office in responding to Public Records Request and Subpoena requests.
- Worked closely with Risk Manager in all presuit claims, litigation and preventative matters.
- Extensive experience in motion writing, drafting orders, motion practice and appearing before trial courts and quasi-judicial bodies.
- Extensive civil litigation practice, deposition, mediation, and jury trial experience.

INTERIM CITY ATTORNEY - CITY OF HALLANDALE BEACH NOVEMBER 2016 TO FEBRUARY 2017

Duties: Responsible for the administration of the general management of the City Attorney's Office, in all legal and risk matters including but not limited to city administration, personnel management, fiscal and operations management and senior management team.

- Planned, organized, directed, controlled, and evaluated the work of the Legal Department.
- Provided legal counsel to the elected officials and City Departments.
- Ensured the proper prosecution and defense of the City in all legal matters.
- Engaged outside counsel to provide special expertise or to handle exceptional legal workload.
- Prepared numerous resolutions and ordinances for City Commission meetings.
- Reviewed legal documents, code provisions, contracts, and a variety of other legal instruments.
- Approved as to form and content sufficiency all City legal documents prior to execution by City Manager and/or Mayor or other approving authority.
- Supervised and evaluated Assistant City Attorney and paralegal.
- Oversaw department budget to ensure financial well-being of the legal office remained intact.

**ASSISTANT CITY ATTORNEY - CITY OF HALLANDALE BEACH
OCTOBER 2009 TO OCTOBER 2014**

Duties: Responsible for performing a variety of legal duties supporting the City Attorney's Office in connection with departments, litigation and administrative matters, and employee matters.

- Represented city staff at code enforcement hearings before the special magistrate. Prepared repealed and reenacted ordinance for the City's Code Enforcement Code and created a new section of enforcement to wit: civil citation.
- Worked closely with the Development Services Director and code staff in training code staff in issuance of civil citation.
- Successfully prepared and obtained Inspection Warrant(s) Order for the completion of unsafe structures inspections for the Building Official and relevant building staff.
- Worked closely with the Building Official and staff in the presentation and preparation of unsafe structure cases.
- Drafted legal opinions, contracts, hold harmless agreements.
- Presented agenda items before the City Commission.
- Received and prepared answers to orders of continuing writs of garnishments.
- Contributed and participated in employee complaint investigations.
- Reviewed, analyzed, and drafted Position Statement in response to EEOC complaint.
- Coordinated the administration of city staff responding to subpoena requests and public records.
- Served as liaison between outside counsel and City Attorney's Office for specialized legal matters.
- Conducted numerous depositions. Defended the city in civil litigation, foreclosure suits, criminal prosecution and public records suits.
- Prepared and drafted a variety of correspondence including letters, memorandums, pleadings, settlement agreements, last chance agreements.

**STAFF ATTORNEY -CITY OF HALLANDALE BEACH
AUGUST 2006 TO OCTOBER 2009**

Duties: Responsible for providing legal support, guidance for assigned areas and supervised support staff.

- Prepared memorandums to various City Departments and City Manager's Office concerning administrative and legal matters.
- Attended municipal court hearings related to municipal information case filings.
- Performed legal review of contracts for legal form and sufficiency.
- Represented City staff before special magistrate in code enforcement matters.
- Successfully written and argued Appellate Brief before the 4th District Court of Appellees.
- Assisted City staff in the administration of public records requests to ensure compliance with state and federal laws.

GLANTZ AND GLANTZ, PLANTATION, FLORIDA 2005

- Responsibilities included analyzing and preparing all phases of civil litigation cases for trial.
- Consulted in matters including immigration, consumer finance, foreclosure, contracts, family law, civil, criminal.
- Extensive motion writing, motion practice and negotiating settlements.
- Conducted research, discovery, drafting correspondences to opposing parties and demand letters.
- Attended conferences, mediation, court hearings, and calendar calls.

STATE ATTORNEY'S OFFICE 11TH JUDICIAL CIRCUIT, MIAMI, FLORIDA 2004

- Significant bench and jury trial experience, including extensive motion practice, research and analysis of various criminal legal issues.
- Managed a caseload of over 300 felony cases in various stages of litigation for the preparation of trial.
- Written and successfully argued Appellate Brief before the 11th Circuit Court of Appeals Miami Dade County.
- Analyzed Predisposition Reports for sentencing and provided recommendations to the Court.
- Negotiated pleas on numerous cases and drafted plea agreements.
- Led and conducted Probation Violation hearings.
- Attended court hearings, calendar calls and status conferences.
- Led voire dire selection in jury trial cases.
- Conducted Bond hearings.
- Prepared witnesses for deposition and trial.

EDUCATION

Nova Southeastern University, School of Business, Master of Business Administration
University of Miami, School of Law, Juris Doctorate
University of South Florida, Bachelor of Arts in Political Science

AWARDS and ACTIVITIES

James S. Mofsky Service Award
 University of Miami, Business Law Review
 Academic Achievement Dean's Fellow
 Florida Education Fund Law Recipient Award

Volunteer, Words of Life Media Ministry
Volunteer, Words of Life Icare Ministry

PROFESSIONAL ASSOCIATIONS AND MEMBERSHIP(S)

Broward Bar Association
Haitian Lawyers Association
National Association of Insurance and Financial Advisors

ADMITTED TO PRACTICE

U.S. Southern District of Florida
U.S. Southern District Bankruptcy Court

PROFESSIONAL LICENSES

Member of the Florida Bar in Good Standing
Florida Licensed Insurance Agent

LANGUAGES

Proficient in Spanish
Proficient in Creole

PROFESSIONAL REFERENCE(S)

Harry Hipler, Esq.
hhip@aol.com

Lourdes Wylder, Esq.
lew@marrerolegal.com

Sec. 7-34. - Special Magistrate qualifications.

Special Magistrates shall be members in good standing of the Florida Bar. Special Magistrates shall be authorized to hear and decide cases involving code violations in the same manner as the Board. The Town Attorney is authorized to hire and enter into a contract for services with qualified Special Magistrates as necessary.

(Ord. No. 2021-001, § 1, 2-10-21)



Agenda Item Report

Subject:	Consideration of Approval of Capital Improvement Element for Submission to the Department of Commerce - Sponsored by Public Services Director Odoms and Finance Director Davermann RESOLUTION NO: 2026-002 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE CAPITAL IMPROVEMENT ELEMENT ATTACHED HERETO AS EXHIBIT A AND AUTHORIZING SUBMISSION TO THE DEPARTMENT OF COMMERCE; PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Finance Director, Finance & Budget Director
Dept/Group:	Public Works
Recommendation for Counsel to consider:	
Background Information:	The Town Commission is requested to review and approve the proposed Capital Improvement Element (CIE). This plan outlines anticipated capital projects, priorities, and funding strategies for the next five fiscal years. Approval of this plan is required for submission to the Department of Commerce in compliance with applicable regulations and funding requirements. The Capital Improvement Element serves as a strategic roadmap for infrastructure improvements, facility upgrades, and other major capital investments. The plan includes estimated costs, timelines, and potential funding sources for each project. Submission to the Department of Commerce ensures eligibility for grants, funding programs, and compliance with state and federal guidelines.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[TPP Capital Improvements Element 12.30.25](#)
[RESOLUTION NO 2026-002](#)

Town of Pembroke Park

Capital Improvements Element Goals, Objectives, and Policies Document



Capital Improvements Element

Goals, Objectives, and Policies



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

Capital Improvements Element (CIE) Adoption Document

Town of Pembroke Park

1. Introduction, Purpose and Policies

The goal of the Capital Improvements Element of the Town of Pembroke Park Comprehensive Plan is to identify, prioritize, and fund capital projects necessary to support existing and future development, maintain adopted Levels of Service (LOS), and ensure consistency with the Town's goals, objectives, and policies.

This Capital Improvement Element (CIE) for the Town of Pembroke Park assesses public facility and infrastructure requirements for the Town, and identifies specific level-of-service standards related to municipal services. Development must always demonstrate that the adopted level-of-service standard is maintained in order to receive approval.

Additionally, the CIE prioritizes the implementation of capital improvements projects based on public facility requirements, and specifies the funding required to pay for implementation. The entire Capital Improvements Element must be reviewed on an annual basis.

SECTION I: CAPITAL IMPROVEMENTS

OBJECTIVE 1.1:

The Town shall adopt, and annually amend, a balance 5-year Capital Improvement Plan (CIP) prepared to be implemented in the Town's yearly budget with anticipated projected expenditures for the following four year period.

POLICY 1.1.1: The 5-year CIP shall be financially feasible and address all capital improvements identified in the comprehensive plan including existing and estimated deficiencies with estimated cost for replacement, renovation or substituted alternatives.

POLICY 1.1.2: All future building owners shall assist in paying their share of future anticipated impact on the Town's capital facilities and improvements.

POLICY 1.1.3: All Land Use decisions for public and private construction shall be based on the 5-year CIP which shall assure the Town's available and projected fiscal resources are allocated for construction of the necessary public facilities to meet LOS concurrent



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

with actual need for said services consistent with Chapter 163.3180 Florida Statutes 1993 [and Rule 9J-5.055 Florida Administrative Code 1989] as may be amended.

POLICY 1.1.4: The Town shall establish criteria to evaluate future capital improvement projects. Such criteria shall be directly related to the individual elements of the comprehensive plan and shall include consideration of:

- a. The elimination of public hazards;
- b. The elimination of existing capacity deficiencies;
- c. Local budget impact and financial feasibility;
- d. The accommodation of new development and redevelopment facility service demand;
- e. Plans of State Agencies that provide public facilities within the Town's jurisdiction.

OBJECTIVE I.2

The Town shall approve development or redevelopment proposals that are consistent with existing services availability or coincides with budgeted provisions of additional services at the adopted Level of Service (LOS) standards; and that all future development bears their proportionate cost of new facility improvements required by the Town to maintain adopted levels of service and improvements.

POLICY 1.2.1: All development proposals and redevelopment proposals shall be reviewed cognizant of level of service standards, existing levels of service and where appropriate, the timeframe for implementation of additional facility improvements.

POLICY 1.2.2: The approval of proposed development or redevelopment projects shall be based on the project related service needs being concurrently available at the adopted level of service standards or that development orders and permits are conditioned on the availability of facilities to serve the proposed development.

POLICY 1.2.3: The recommended Level of Service (LOS) Standards for basic urban services within the Town are as follows:



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

FACILITY	LOS STANDARDS TO BE MAINTAINED
A. Sanitary Sewer Facilities	Average sewage generation rate is 258 gallons per capita per day
B. Solid Waste Facilities	Average solid waste generation rate is 8.9 pounds per residential unit
C. Drainage Facilities	1 in 100 year storm with attenuation (24 hour storm event) and treatment of the first 1" of run off on site
D. Potable Water Facilities	Average water consumption rate is 103 gallons per capita per day
E. Arterial / Collector Roadways**	See Below
F. Local Roadways	LOS "D"
G. Recreation Standard for Land	3 acres per 1,000 permanent population

[The Town is located in a Broward County Transportation Concurrency Management Area (TCMA). All new development is subject to payment of Transit Impact Fees to Broward County.]**

OBJECTIVE 1.3:

The Town shall utilize the Capital Improvements Element of the Comprehensive Plan as a means to correct existing deficiencies, replace obsolete or worn out facilities and limit public expenditures that subsidize private development in High Hazard Coastal Area.

POLICY 1.3.1: The Town shall annually review the need for providing public facilities to serve developments approved before the adoption of this comprehensive plan and replacing existing capital improvements as required in the 5-year CIP.

POLICY 1.3.2: The Level of Service (LOS) Standards established in accordance with the other elements of the Comprehensive Plan and identifying in Objective



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

1.2 shall be maintained and available concurrently with the impact of all new development

OBJECTIVE 1.4: The annual budget shall demonstrate the Town's ability to provide needed facilities identified in the Comprehensive Plan Elements so that current and future public facility needs do not exceed the Town's available revenue sources.

POLICY 1.4.1: The annual budget adopted by the Town shall contain an annual capital budget that corresponds to the Capital Improvement Program and Schedule of Improvements included in the Comprehensive Plan

POLICY 1.4.2: The Town shall continue to encourage private developers to construct and donate to the Town capital improvements needed to mitigate impacts of new development in order to meet adopted level of service standards.

POLICY 1.4.3: The Town shall not incur any debt from financing capital improvements unless plans are adopted for borrowing funds and providing the necessary debt service within its capital improvement budget in accordance with Town Charter.

OBJECTIVE 1.5: The Town shall insure that the land development regulations require that developers of proposed development and redevelopment projects participate in any facility improvement costs necessary to maintain LOS standards.

POLICY 1.5.1: Require the performance bonding of project related utility or transportation improvements necessary to accommodate the development of vacant parcels or substantial redevelopment of existing properties.

POLICY 1.5.2: Establish a preference for the actual construction of adjacent site road improvements in lieu of impact fee payments.



Public Infrastructure Element

Goals, Objectives, and Policies

SECTION II: PUBLIC INFRASTRUCTURE



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

SECTION II-A: SANITARY SEWER

GOAL II-A: Ensure efficient and economical sanitary sewage disposal.

OBJECTIVE 2-A.1:

Continue to coordinate with the City of Hollywood to ensure compliance with the Large Users Agreement pertaining to the capacity made available for sewage disposal to the Town.

POLICY 2-A.1.1: Provide and monitor metering of all sewage flows to the Hollywood treatment plant.

POLICY 2-A.1.2: Provide annual information to the City of Hollywood Utilities Department about Pembroke Park's projected and actual growth.

OBJECTIVE 2-A.2:

Complete the process begun in 1995 to phase out all septic tanks in the Town. Maintain and improve the Town's sewage collection system in order to maximize the use of the Town's existing infrastructure.

POLICY 2-A.2.1: Continue to establish a priority system for replacing / correcting existing collection lines, and a sewer maintenance and replacement schedule.

POLICY 2-A.2.2: Adopt regulations to require the adoption of a "special assessment district" for connection of all septic tanks to available sanitary sewer lines.

POLICY 2-A.2.3: Continue to extend sanitary sewer service to all areas of the Town where septic tanks are in use.

SECTION II-B: SOLID WASTE

GOAL 2-B: Secure the most efficient and economical solid waste disposal for residents and commercial establishments.

OBJECTIVE 2-B.1:

Continue to evaluate current waste collection practices and recommend methods to coordinate disposal carriers, increase current capacities or reduce per capita generation



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

and address priorities, deficiencies and needs.

POLICY 2-B.1.1: Require the committee to report to the Commission its findings and recommendations within two years.

POLICY 2-B.1.2: Continue to enforce regulations to discourage litter and illegal dumping.

POLICY 2-B.1.3: Continue to enforce regulations to prohibit solid waste incinerators within the Town.

POLICY 2-B.1.4: Continue to enforce regulations to prohibit solid waste transfer stations within the Town.

OBJECTIVE 2-B.2:

The Town shall coordinate with Broward County to comply with programs to meet the State of Florida goal of recycling 75 percent of municipal solid waste by 2030.

POLICY 2-B.2.1: The Town shall continue to implement a comprehensive recycling program to be completed as follows:

- a. Continue to collect recycling from all Mobile Home Parks.
- b. Continue to collect recycling from apartment complexes as requested by owners.

POLICY 2-B.2.2: The Town will participate with Broward County in the development and use of a resource reduction and recovery system for non-diverted solid waste.

POLICY 2-B.2.3: The Town will coordinate and participate with local governments in programs designed to collect and dispose of small-volume hazardous wastes.

POLICY 2-B.2.4: The Town will coordinate and participate with local governments to find alternative methods for disposing of materials no longer acceptable at landfills according to the Solid Waste Act of 1988 (Section 403.70-.7221).



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

SECTION III-C DRAINAGE

GOAL III-C: Protect structures and roadways from the effects of 100 years storms.

OBJECTIVE 3-C.1:

The Town shall continue to use the Master Drainage Plan developed in 2000 and updated in 2001 and 2010 as a basis for selecting drainage projects that are ongoing.

POLICY 3-C.1.1: Continually review and enforce regulations pertaining to the Town's adopted Flood Prevention and Protection Ordinance.

OBJECTIVE 3-C.2:

The Town shall continue to complete drainage improvements in flood prone areas.

POLICY 3-C.2.1: The Town shall continue to utilize the Master Drainage Plan.

POLICY 3-C.2.2: The Town shall continue to utilize the adopted drainage standard that requires all commercial properties to hold a 25-year storm event on site. This shall continue to be enforced on all new developments and redevelopments. The first inch of rainfall shall be treated.

POLICY 3-C.2.3: The Town shall continue to encourage public facility and service providers to give priority to the elimination of any infrastructure deficiencies which would impede the rehabilitation or redevelopment of blighted areas.

POLICY 3-C.2.4: The Town shall continue to utilize the Master Plan developed in 2000 and Drainage Regulations updated in 2003 and 2014 to alleviate recurring critical flooding problems.

POLICY 3-C.2.5: The Town shall continue to coordinate with the requirement of the Broward County NPDES Permit.

OBJECTIVE 3-C.3:

The Town will continue to enforce wellfield protection regulations providing for the surveillance and enforcement of the existing and proposed wellfields within and adjacent to the municipal boundaries.



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

POLICY 3-C.3.1: Areas determined to be located within wellfield cones of influence will not be allowed to be constructed for new industrial or toxic storage purposes. All existing non-residential developments located in wellfield zone 3 shall be required to coordinate with Broward County the requirement of installing monitoring wells.

SECTION IV-D: GENERAL REQUIREMENTS

GOAL IV-D: Existing deficiencies will be corrected by undertaking the projects identified in the Pembroke Park 5 year Capital Improvement Plan.

OBJECTIVE 4-D.1:

During the annual review process, the Commission shall rank proposed capital improvement projects as follows:

Level One – whether the project is needed to protect public health and safety, to fulfill the Town's legal commitment to provide facilities and services, or to preserve or achieve full use of existing facilities and structure.

Level Two – whether the project increases efficiency of use of existing facilities, prevents or reduces future improvement costs, provides services or to developed areas lacking full service or promotes "in-fill" development.

Level Three – whether the project represents a logical extension of facilities and services within a designated service area.

OBJECTIVE 4-D.2:

Needed public facilities and improvements shall be coordinated and provided concurrent with projected growth and costs of the system shall be proportionately allocated based on the added benefits received by the Town's existing and future residents

POLICY 4-D.2.1: All improvements for replacements, expansion or increase in capacity of facilities shall be compatible with the adopted Level of Service standards for the facilities

POLICY 4-D.2.2: The following level of service standards are hereby adopted and shall be used as the basis for determining the availability of facility capacity and demand generated by a development:



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

FACILITY	LOS STANDARDS TO BE MAINTAINED
A. Sanitary Sewer Facilities	Average sewage generation rate is 258 gallons per capita per day
B. Solid Waste Facilities	Average solid waste generation rate is 8.9 pounds per residential unit
C. Drainage Facilities	1 in 100 yearstorm with attenuation (24 hour storm event) and treatment of the first 1 st run off on site
D. Potable Water Facilities	Average water consumption rate is 103 gallons per capita per day

In order to ensure that level of service standards are maintained, methodologies for determining available capacity and demand shall incorporate appropriate peak demand coefficients for each facility and for the type of development proposed.

POLICY 4-D.2.3: The Town shall continue to promote the availability of consistent information on existing and planned facilities and services provided by different governmental entities.

POLICY 4-D.2.4: The Town shall continue to utilize coordinated regulatory and programmatic approaches and financial incentives to promote compact, efficient urban growth patterns and redevelopment activities.



Recreation and Open Space Element

Goals, Objectives, and Policies



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

SECTION V: RECREATION AND OPEN SPACE

GOAL V: Plan and build recreational facilities that fulfill the needs and leisure-time desires of the various population groups in the Town.

OBJECTIVE 5.1:

Continue to require private development to pay their fair share of needed park facilities and maintenance.

POLICY 5.1.1: Continue to fund and maintain all existing park sites and operations.

POLICY 5.1.2: Maximize the public utilization of Behan Park located along SW 21st Street in the eastern part of the Town. Continue to enhance the passive linear park adjacent to Behan Park and that portion within the Bamboo Mobile Home Park east of Park Road (Howard P. Clark, Sr. Linear Walkway).

POLICY 5.1.3: The Town shall continue to evaluate the acquisition and improvements of potential park sites utilizing available funding for natural areas or other sources for active parks.

OBJECTIVE 5.2:

The Town hereby adopts the level of service for the Town, to consist of 3 acres of recreational space per 1,000 permanent residents.

POLICY 5.2.1: Ensure the protection of natural areas through public acquisition with emphasis on ecologically intact systems.

POLICY 5.2.2: The Town shall place passive recreational furniture, equipment and displays in all public passive parks such as: benches, tables, trails, interpretive displays and wildlife observation areas.

POLICY 5.2.3: The Town shall link all public parks, community centers, schools, etc. with greenways including native landscaping. The greenway corridors, shall provide access for handicap residents, bikes, pedestrians, and other non-motorized vehicles.

POLICY 5.2.4: All publicly owned parks less than 20 acres in size shall be defined as neighborhood parks. The public shall be able to walk and bike in neighborhood parks without encountering heavy vehicular traffic.

POLICY 5.2.5: The Town shall continue to promote active and passive recreational programs, as well as social programs for its residents, guests and workforce. This may include health fairs, holiday festivals and tourist related activities and programs.



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

POLICY 5.2.6: The Town shall continue to require new residential developments to mitigate the impacts of new residents by dedicating land, construction facilities, paying impact fees, or combinations thereof.

POLICY 5.2.7: The Town may elect to adopt regulations to govern activities within its parks (alcohol use / tobacco use / drug use / animals / hours of operation / etc.) and may require fees to utilize its facilities.

OBJECTIVE 5.3:

The Town's natural areas, environmental preserves and recreational facilities shall continue to be accessible by all motorized and non-motorized means.

POLICY 5.3.1: All parks, public recreation areas, natural areas, environmental preserves and other recreational facilities shall continue to be accessible to pedestrians and automobiles and provide access to handicapped residents.



Intergovernmental Coordination Element

Goals, Objectives, and Policies



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

SECTION VI: INTERGOVERNMENTAL COORDINATION

GOAL VI: Continue to coordinate to the maximum extent possible all regional issues with applicable governmental agencies and adjacent municipalities in order to achieve a compatible built and natural environment.

OBJECTIVE 6.1:

Coordinate the Town's adopted Comprehensive Plan with the plans of adjacent cities (West Park, Miramar, Hollywood, Hallandale Beach), Broward County, Miami-Dade County, the State Comprehensive Plan, the Broward County School Board (BCSB), State of Florida Department of Transportation (FDOT), South Florida Regional Planning Council (SFRPC), South Florida Water Management District (SFWMD) and the Broward County Department of Environmental Protection and Growth Management (DEPGM).

POLICY 6.1.1: The Town shall request the opportunity to review Comprehensive Plans and proposed amendments thereto of West Park, Miramar, Hollywood, Hallandale Beach, Broward County, Miami-Dade County and the Regional POLICY Plan prepared by the SFRPC to identify potential impacts to or conflicts with the Town's Comprehensive Plan.

POLICY 6.1.2: Upon identification of potential impacts to or conflicts with the Town's Comprehensive Plan arising from review of Comprehensive Plans or amendments pursuant to Policy 6.1.1 the Town shall consider adoption of amendments to the Town's Comprehensive Plan to address identified conflicts or impacts.

POLICY 6.1.3: The Town shall annually review the current short range and long range plans of the Broward County School Board, South Florida Water Management District, State of Florida Department of Transportation, and the Broward County Metropolitan Planning Organization to identify impacts to or conflicts with the Town's Comprehensive Plan.

POLICY 6.1.4: The Town shall utilize the SFRPC's informal mediation process to resolve conflicts with other local governments when agreed to by all affected parties.

POLICY 6.1.5: The Town shall identify the programs and activities of adjacent municipalities, Broward and Miami-Dade Counties, the SFRPC, FDOT, DEPGM and the SFWMD which are determined to impact the Town during the review of the plans contained within Policies 6.1.1 and 6.1.3. Upon identification of programs impacting the Town, the Town shall consider amendments to the Town's Comprehensive Plan addressing coordination with identified programs as appropriate. Said coordination may include but is not limited to interlocal agreements, joint work groups and coordinated activities.



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

POLICY 6.2.9: The Town shall consider the impacts of proposed amendments to the Town's Comprehensive Plan upon existing development of adjacent municipalities, unincorporated areas, Miami-Dade County, the SFRPC's regional POLICY Plan and the State of Florida Comprehensive Plan prior to adoption of proposed amendments, in order to insure that all future development is compatible with neighboring municipalities.

POLICY 6.2.10: The Town shall continue to attend the monthly meetings of the League of Cities Technical Advisory Committee (TAC) or its equivalent to coordinate planning activities with adjacent municipalities, the Broward County School Board and other governmental units and agencies providing services but not having regulatory authority over the use of land in the Town, the County, the Region and/or State.

POLICY 6.2.11: The Town will consider amendment of its Comprehensive Plan to address issues affecting adjacent local governments the County, the Region and/or the State identified through coordination with the Technical Advisory Committee as per Policy 6.2.10.

POLICY 6.2.12: Where the Town's land development regulations require mailing of public notices for various land development applications, a copy of the notice will be mailed to neighboring jurisdictions for comments pertaining to the proposed action in relationship to their plans when those jurisdictions fall within the required notice area.

POLICY 6.2.13: The Town will review Special District Facility Reports prepared by the South Florida Water Management District (SFWMD) and the Broward County Solid Waste Disposal District (BCSWDD) pursuant to Chapter 189.415 F.S. and identify potential conflicts with the Town's adopted Comprehensive Plan.

POLICY 6.2.14: The Town will coordinate with the governing boards of the SFWMD and the BCSWDD in order to resolve issues identified in Policy 6.1.2.

POLICY 6.2.15: The Town will consider amending its Comprehensive Plan based upon the review of the plans and discussions identified in Policies 6.1.1 and 6.1.2.

OBJECTIVE 6.2:

Continue to monitor State Department of Transportation, South Florida Water Management District, County MPO and Regional Plans, studies and/or changes to the level of service standards that may affect the Town's future actions and policies pertaining to the maintenance of the adopted Level of Service Standards within the Town's boundaries.



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

POLICY 6.2.1: The Town Commission shall continue to review all correspondence pertaining to the Town Comprehensive Plan's effect on the comprehensive plans of adjacent municipalities.

POLICY 6.2.2: The Town shall continue to be active in the Broward County League of Cities in order to address regional issues and issues the Town or effecting other local government units and agencies providing service to the Town of Pembroke Park.

POLICY 6.2.3: The Town shall utilize the dispute resolution process of the South Florida Regional Planning Council when potential conflicts arise with adjacent municipalities.

POLICY 6.2.4: In accordance with State law and Broward County Charter, the Town hereby elects to accept by reference the adopted Level of Service (LOS) of the applicable agencies having operational maintenance responsibility for public facilities located within the Town boundaries.

POLICY 6.2.5: The Town shall continue to coordinate with the Broward County Legislative Delegation relating to annexation issues which may affect southeastern Broward County including the Town of Pembroke Park.

POLICY 6.2.6: The Town shall coordinate and provide information to the providers of services and adjacent communities. Said coordination shall include, but is not limited to, review of population projections and estimates prepared by Broward County and included in the Broward County 10-Year Water Supply Facilities Work Plan to ensure consistency with Town estimates and projections.

POLICY 6.2.7: The Town shall coordinate with Broward County in the review of proposed amendments to Level of Service (LOS) standards for potable water which impact the Town to ensure that adequate capacity remains available to serve the existing and future needs of the Town.

POLICY 6.2.8: The Town shall participate in on-going collaborative efforts with the City of Hollywood and Broward County Water and Wastewater Services and other governments and agencies regarding water supply needs, long-term alternative water supply projects, sharing of information, establishing level of service standards and serving newly annexed areas, where applicable.

OBJECTIVE 6.3:

The Town of Pembroke Park shall pursue the identification and implementation of joint planning areas for the purposes joint infrastructure service areas.



Town of Pembroke Park – Capital Improvement Element

Goals & Objectives

POLICY 6.3.1: The Town will coordinate with existing and future service providers that have no regulatory authority over the use of land within the Town including, but not limited to, the City of Hollywood, Broward County and the Broward County School Board to develop recommendations that address ways to improve existing and future coordination of the Town's concurrency management methodologies, systems and levels of service.

POLICY 6.3.2: The Town shall pursue and support the establishment of joint planning areas with adjacent municipalities, Broward County and agencies or other governmental units providing services including but not limited to the maintenance of sanitary sewer, potable water, roadway, drainage, public schools, solid waste and parks and recreations facilities in order to enhance, improve or increase the efficiency with which these facilities are currently provided.

POLICY 6.3.3: "Joint Planning Areas" described in Policy 7.3.5 shall be established through formal agreements among the necessary governmental bodies and shall include and not be limited to as many of the following planning considerations as possible:

- A. Cooperative planning and review of land development activities within the areas covered by an agreement.
 - B. Specification of service delivery
 - C. Funding and cost-sharing issues with joint planning areas.
- Enforcement/Implementation

POLICY 6.3.4: The Town shall pursue coordination of activities with FDOT to address capacity and stormwater management issues and needs along state roadway, including I-95, Hallandale Beach Boulevard and Pembroke Road.

POLICY 6.3.5: The Town shall continue to coordinate with DNRP as necessary to comply with the requirements of the Broward County Joint Municipal National Pollutant Discharge Elimination System (NPDES) Permit.

POLICY 6.3.6: The Town shall continue to hold discussions with Broward County or other service providers relating to the provision of fire protection services within the Town and shall consider amendment of the Comprehensive Plan (if necessary) to reflect and future change to the existing method of fire protections.



Town of Pembroke Park – Capital Improvements Element

Goals & Objectives

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CAPITAL IMPROVEMENT PLAN

Fiscal Years 2025 - 2030

Town of Pembroke Park Capital Improvement Plan (2025 - 2030)												
	PROJECT NAME	PROJECT CATEGORY	BUDGET					FIVE-YEAR TOTAL	Grant Funded	Town Funded	Funding Needed	Total Project Cost
			FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30					
1	Town Hall Generator	Facilities Improvements	\$1,800,000	\$ -	\$ -	\$ -	\$ -	\$1,800,000	\$400,000	\$1,400,000	\$ -	\$1,813,653
2	Replacement of Town Hall AC/HV and System Upgrades	Facilities Improvements	\$1,500,000	\$ -	\$ -	\$ -	\$ -	\$1,500,000	\$ -	\$1,500,000	\$ -	\$1,517,896
3	Surtax Road Improvements Projects PPRK-010	Road & Street Improvements	\$ -	\$274,156	\$ -	\$ -	\$ -	\$274,156	\$264,000	\$10,156	\$ -	\$274,156
4	S.W. 30th Avenue Wastewater Project- Septic to Sewer	Sewer Improvements	\$ -	\$ -	\$9,734,400	\$ -	\$ -	\$9,734,400	\$ -	\$ -	\$9,734,400	\$9,734,400
5	Lift Station 14 Improvements	Sewer Improvements	\$3,824,538	\$ -	\$ -	\$ -	\$ -	\$3,824,538	\$ -	\$ -	\$3,824,538	\$3,824,538
6	Lift Station 17 Improvements	Sewer Improvements	\$3,536,000	\$ -	\$ -	\$ -	\$ -	\$3,536,000	\$ -	\$ -	\$3,536,000	\$3,536,000
7	Lift Station 19 Improvements	Sewer Improvements	\$ -	\$ -	\$ -	\$2,690,675	\$ -	\$2,690,675	\$ -	\$ -	\$2,690,675	\$2,690,675
8	Inflow and Infiltration Location and Repair	Sewer Improvements	\$585,036	\$ -	\$ -	\$ -	\$ -	\$585,036	\$ -	\$ -	\$585,036	\$585,036
9	Pipe Bursting	Sewer Improvements	\$2,817,390	\$ -	\$ -	\$ -	\$ -	\$2,817,390	\$ -	\$ -	\$2,817,390	\$2,817,390
10	SW 31st Avenue South	Stormwater Improvements	\$ -	\$ -	\$744,000	\$ -	\$ -	\$744,000	\$ -	\$ -	\$744,000	\$744,000
11	SW 25th St. Park Rd N. & S. Stormwater Improvements Project II	Stormwater Improvements	\$1,527,000	\$1,026,000	\$513,000	\$ -	\$ -	\$3,066,000	\$513,000	\$2,553,000	\$1,760,213	\$4,826,213
12	SW 36th Court	Stormwater Improvements	\$444,000	\$ -	\$ -	\$ -	\$ -	\$444,000	\$ -	\$ -	\$444,000	\$444,000
13	SW 55th Avenue	Stormwater Improvements	\$ -	\$ -	\$1,036,000	\$ -	\$ -	\$1,036,000	\$ -	\$ -	\$1,036,000	\$1,036,000
14	County Line Rd. Stormwater Connection	Stormwater Improvements	\$ -	\$ -	\$862,500	\$ -	\$ -	\$862,500	\$ -	\$ -	\$862,500	\$862,500
15	John P. Lyons Lane Stormwater Improvements	Stormwater Improvements	\$2,200,000	\$ -	\$ -	\$ -	\$ -	\$2,200,000	\$ -	\$2,200,000	\$ -	\$2,200,000
16	Preserve Lighting Project	Parks Improvements	\$138,000	\$ -	\$ -	\$ -	\$ -	\$138,000	\$ -	\$138,000	\$ -	\$138,000
17	Partheon at Preserve Park Amphitheater	Parks Improvements	\$345,000	\$ -	\$ -	\$ -	\$ -	\$345,000	\$200,000	\$145,000	\$ -	\$345,000
18	Splash Pad at Preserve Park	Parks Improvements	\$517,500	\$ -	\$ -	\$ -	\$ -	\$517,500	\$200,000	\$317,500	\$ -	\$517,500
			\$19,234,464	\$1,300,156	\$12,889,900	\$2,690,675	\$0	\$36,115,195	\$1,577,000	\$8,263,656	\$28,034,752	\$37,906,957

**Town of Pembroke Park
Capital Improvement Plan (2025 - 2030) By Category**

PROJECT CATEGORY	BUDGET					FIVE-YEAR TOTAL	Grant Funded	Town Funded	Funded Needed
	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30				
Facilities Improvements	\$ 3,300,000	\$ -	\$ -	\$ -	\$ -	\$ 3,300,000	\$ 400,000	\$ 2,900,000	\$ 0
Road & Street Improvements	\$ -	\$ 274,156	\$ -	\$ -	\$ -	\$ 274,156	\$ 264,000	\$ 10,156	\$ 0
Sewer Improvements	\$ 10,762,964	\$ -	\$ 9,734,400	\$ 2,690,675	\$ -	\$ 23,188,039	\$ 0	\$ 0	\$ 23,188,039
Stormwater Improvements	\$ 4,171,000	\$ 1,026,000	\$ 3,155,500	\$ -	\$ -	\$ 8,352,500	\$ 513,000	\$ 4,753,000	\$ 4,846,713
Parks Improvements	\$ 1,000,500	\$ 0	\$ 0	\$ -	\$ -	\$ 1,000,500	\$ 400,000	\$ 600,500	\$ 0
	\$ 19,234,464	\$ 1,300,156	\$ 12,889,900	\$ 2,690,675	\$ 0	\$ 36,115,195	\$ 1,577,000	\$ 8,263,656	\$ 28,034,752

**Town of Pembroke Park
Capital Improvement Plan (2025 - 2030) By Fund**

PROJECT Fund	BUDGET					FIVE-YEAR TOTAL	Grant Funded	Town Funded	Funded Needed
	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30				
General Fund	\$4,300,500	\$274,156	\$ -	\$ -	\$ -	\$4,574,656	\$1,064,000	\$3,510,656	\$ -
Building Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Fund	\$10,762,964	\$ -	\$9,734,400	\$2,690,675	\$ -	\$23,188,039	\$ -	\$ -	\$23,188,039
Stormwater Fund	\$4,171,000	\$1,026,000	\$3,155,500	\$ -	\$ -	\$8,352,500	\$513,000	\$4,753,000	\$4,846,713
	\$19,234,464	\$1,300,156	\$12,889,900	\$2,690,675	\$0	\$36,115,195	\$1,577,000	\$8,263,656	\$28,034,752

CIP Request Form FY25 - FY30

Project Name:	Town Hall Generator				
Department:		Address:		Totals	\$1,813,653
Account Number:		State		Request Type:	New Request
Project Category	Community Facilities				

Description:

General improvements to Town Hall will include a new, larger capacity, generator unit retrofit and installed in accordance with current Building Code requirements

Justification:

This generator unit is necessary to power the building in the event of a emergency or power outage.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Generator		1,813,653					1,813,653
								-
								-
								-
								-
								-
Total		-	1,813,653	-	-	-	-	1,813,653

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
HMGP		22%	-	400,000	-	-	-	-	400,000
Gen Fund		78%		1,413,653					1,413,653
		0%							-
		0%							-
Total		100%	-	1,813,653	-	-	-	-	1,813,653

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Replacement of Town Hall AC/HV and System Upgrades			
Department:	Public Services	Address:		
Account Number:		State:	Totals	\$1,517,896
Project Category	Community Facilities		Request Type:	New Request

Description:

General Improvements to Town Hall will include upgrades to the existing building security and camera system

Justification:

The existing own Hall AC/HV system is approaching disrepair with the scarcity of replacement parts due to the system's age. Repeated outage has become costly and uncomfortable to staff and the public who visit Town business.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	HVAC Replacement		1,517,896					1,517,896
								-
								-
								-
								-
								-
Total		-	1,517,896	-	-	-	-	1,517,896

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Gen Fund		100%	-	1,517,896	-	-	-	-	1,517,896
		0%							-
		0%							-
		0%							-
Total		100%	-	1,517,896	-	-	-	-	1,517,896

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Surtax Road Improvements Projects PPRK-010				
Department:	Roads & Streets	Address:		Totals	\$274,156
Account Number:		State		Request Type:	New Request
Project Category	Roads & Streets Improvements				

Description:

This project constructs sidewalks along the targeted corridors

Justification:

Combined projects will consist of construction of water piping between S. W 52nd avenue and S.W. 56th avenue. 1.5 miles of complete street improvement including bike lanes, improved sidewalks with complete connectivity, adjustment to drainage, roadway resurfacing, streetlights, pavement marking and landscaping. Complete missing sections of sidewalk and bike paths S.W. 40th Ave Park Rd. and County Line Road.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	SW 52nd Ave			91,385				91,385
	County Line Road			91,385				91,385
	SW 40th Avenue			91,386				91,386
								-
								-
								-
Total		-	-	274,156	-	-	-	274,156

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
MPO Surtax		96%	-	-	264,000	-	-	-	264,000
General Fund		4%			10,156				10,156
		0%							-
		0%							-
Total		0%	-		274,156	-	-	-	274,156

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	S.W. 30th Avenue Wastewater Project- Septic to Sewer		
Department:	Sewer	Address:	Totals <u>\$9,734,400</u>
Account Number:		State:	Request Type: <u>New Request</u>
Project Category	Sewer and Wastewater		

Description:

This project includes the construction of a gravity sewer collection system and pumping station for the section of S.W. 30th Avenue north of Hallandale Beach Boulevard.

Justification:

The proposed gravity sewer and lift station design will be in conformance with new Broward County/DEP construction standards.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Gravity Sewer Collection Construction		9,734,400					9,734,400
								-
								-
								-
								-
Total		-	9,734,400	-	-	-	-	9,734,400

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Sewer Trust Fund		100%	-	9,734,400	-	-	-	-	9,734,400
		0%							-
		0%							-
		0%							-
Total		100%	-	9,734,400	-	-	-	-	9,734,400

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Waste Lift Station 14 Improvements		
Department:	Sewer	Address:	Totals \$3,824,538
Account Number:		State	Request Type: New Request
Project Category	Sewer and Wastewater		

Description:

The design and construction plan for the replacement of this existing sanitary sewer pumping station and will be in conformance with new construction standards.

Justification:

Lift Station 14 serves Peninsula Assisted Living Facility, Dale Village Mobile Home Community, & Town Hall areas. Improvements are needed to assure good quality of life for Pembroke Parks residents.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Lift Station 14 Improvements		3,824,538					3,824,538
								-
								-
								-
								-
								-
Total			3,824,538					3,824,538

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Sewer Trust Fund		100%		3,824,538					3,814,538
		0%							-
		0%							-
		0%							-
Total		100%		3,824,538				-	3,824,538

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Waste Lift Station 17 Improvements		
Department:	Sewer	Address:	Totals <u>\$3,536,000</u>
Account Number:		State:	Request Type: <u>New Request</u>
Project Category	Sewer and Wastewater		

Description:

Contractual design, engineering and construction services to replace Lift Station No. 17, which serves the local Watkins elementary school and nearby homes.

Justification:

This critical infrastructure has exceeded its life span and is no longer viable or reliable and must be replaced. Proper operation of critical infrastructure prevents pollutants from entering surface waters, which also protects public health, life and safety of visitors, citizenry, and the business community.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Lift Station 17 Improvements		3,536,000					3,536,000
	Maintenance							-
								-
								-
								-
								-
Total		-	3,536,000	-	-	-	-	3,536,000

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Sewer Trust Fund		100%	-	3,536,000	-	-	-	-	3,536,000
		0%							-
		0%							-
		0%							-
Total		100%	-	3,536,000	-	-	-	-	3,536,000

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25- FY30

Project Name:	Waste Lift Station 19 Improvements		
Department:	Sewer	Address:	Totals \$2,690,675
Account Number:		State:	Request Type: New Request
Project Category	Sewer and Wastewater		

Description:

The design and construction is for the replacement of this existing sanitary sewer pumping stations, serves Coca Cola on Pembroke Road and will be in conformance with new construction standards.

Justification:

This critical infrastructure has exceeded its life span and is no longer viable or reliable and must be replaced. Proper operation of critical infrastructure prevents pollutants from entering surface waters, which also protects public health, life and safety of visitors, citizenry, and the business community.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Lift Station 17 Improvements					2,690,675		2,690,675
								-
								-
								-
								-
								-
Total		-	-	-	-	2,690,675		2,690,675

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Sewer Trust Fund		100%	-		-	-	2,690,675	-	2,690,675
		0%							-
		0%							-
		0%							-
Total		100%	-	-	-	-	2,690,675	-	2,690,675

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Inflow and Infiltration Location and Repair			
Department:	Sewer	Address:		Totals
Account Number:		State		\$585,036
Project Category	Sewer and Wastewater		Request Type:	New Request

Description:

This project will scope and repair all of the identified Lift Stations: Number 3,7, 22 and including analysis and repair.

Justification:

The net gain will reduce the overall cost for wastewater treatment from 3 party contractor because this system will reduce the amount of water requiring treatment.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Lift Station 14 Improvements		585,036					585,036
								-
								-
								-
								-
								-
Total		-	585,036	-	-	-	-	585,036

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Sewer Trust Fund		100%	-	585,036	-	-	-	-	585,036
		0%							-
		0%							-
		0%							-
Total		100%	-	585,036	-	-	-	-	585,036

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Pipe Bursting		
Department:	Public Works	Totals	\$2,817,390
Account Number:		Request Type:	New Request

Description:

Town is required to perform a pipe-bursting project along SW 52nd Avenue to increase sanitary sewer capacity and ensure adequate serviceability for current and future development in the surrounding area. As new development places additional demand on the wastewater collection system, the existing pipe size and condition are no longer sufficient to meet required service levels or regulatory standards. By utilizing pipe bursting to upsize the line, the Town can enhance conveyance capacity, reduce the risk of surcharging or backups, and support the planned growth corridor without significant roadway excavation or long-term disruption to the community. This improvement is a necessary component of the Town's infrastructure readiness strategy and is essential for ensuring reliable, compliant sewer service to the development area.

Justification:

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Pipe Bursting		2,817,390					2,817,390
								-
								-
								-
								-
								-
Total		-	2,817,390	-		-		2,817,390

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
W&S		100%	-	2,817,390	-		-	-	2,817,390
		0%							-
		0%							-
		0%							-
Total		100%	-	2,817,390	-		-	-	2,817,390

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	SW 31st Avenue South		
Department:	Public Works	Address: SW 31st Ave/ North of Carolir	Totals \$744,000
Account Number:		State FL	Request Type: New Request

Description:

The recommendation is the addition of an exfiltration trench as well as the addition of catch basins throughout the project area. The overall flow of water is to be facilitated through the proposed main trunk line exfiltration trench system that is fully connected with pipes. These pipes will be connected to the proposed catch basin inlets as well as core drilled into the existing inlets. The lack of existing connectivity and underground storage currently results in ponding or flooding. The proposed improvements will connect the stormwater system to the system that is along Carolina Street and was designed to complement the permitted plans for John P. Lyons.

Justification:

This sub-basin consists of approximately 1.02 acres of existing industrial development adjacent to manufactured home developments with approximately 720 LF of roadway. The current stormwater system consists of sparsely scattered drainage inlets. Some of the inlets along this portion of road fall behind curbing which inhibits the flows to the structures causing further flooding.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	SW 31st Avenue South				744,000			744,000
								-
								-
								-
								-
								-
Total		-	-	-	744,000	-	-	744,000

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Storm Wtr		100%	-		-	744,000	-	-	744,000
		0%							-
		0%							-
		0%							-
Total		100%	-	-	-	744,000	-	-	744,000

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	SW 25th Street, Park RD N. & S. Stormwater Improvements Project II		
Department:	Address:	Totals	\$4,826,213
Account Number:	State	Request Type:	New Request
Project Category	Stormwater		

Description:

Stormwater improvements include drainage structures, stormwater piping, an exfiltration water quality system, and a larger outfall located on Behan Lake.

Justification:

These improvements are a rehabilitation and upsizing of an existing drainage system.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Phase II - Improvements		1,527,000	1,026,000	513,000			3,066,000
								-
								-
								-
								-
Total		-	3,066,000	1,026,000	513,000	-	-	3,066,000

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Stormwater Trust		32%	-	1,527,000	-	-	-	-	1,527,000
Stormwater Trust		21%			1,026,000				1,026,000
CSLIP		11%				513,000			513,000
Unfunded		36%							1,760,213
Total		100%	-	1,527,000	1,026,000	513,000	-	-	4,826,213

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	SW 36th Court		
Department:	Public Works	Address: SW 36 Ct./W of SW 48th Ave	Totals \$444,000
Account Number:		State FL	Request Type: New Request

Description:

The recommendation is most of the existing swales be regraded and that new swales be constructed in flatter areas more susceptible to flooding. The cumulative length of the proposed swales is approximately 600 LF. The swales are to be designed with a minimum width of 4 feet and a minimum depth of 0.5 feet. KHA recommends the addition of exfiltration trench as well as the addition of catch basins throughout the project area. The overall flow of water is to be facilitated through the proposed main trunk line exfiltration trench system that is fully connected with pipes. These pipes will be connected to the proposed catch basin inlets and connected to the existing system along SW 48th Avenue. The lack of existing stormwater infrastructure and connectivity results in flooding and ponding.

Justification:

This sub-basin consists of approximately 1.69 acres of an existing detached single-family development with approximately 500 LF of roadway. There is currently an absence of any stormwater infrastructure along this portion of road.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	SW 36th Court		444,000					444,000
								-
								-
								-
								-
								-
Total			444,000	-	-	-		444,000

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Storm Water		100%	-	444,000	-	-	-		444,000
		0%							-
		0%							-
		0%							-
Total		100%	-	444,000	-	-	-		444,000

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	SW 55th Avenue		
Department:	Public Works	Address: SW 55th Ave/N of Mc Tyre Pk	Totals \$1,036,000
Account Number:		State FL	Request Type: New Request

Description:

The recommendation is the addition of an exfiltration trench as well as the addition of catch basins throughout the project area. The overall flow of water to the existing outfall to the east of the development is to be facilitated through the proposed main trunk line exfiltration trench system that is fully connected with pipes. These pipes will be connected to the proposed catch basin inlets as well as core drilled into the existing inlets. The lack of existing connectivity and underground storage currently disrupts uninterrupted flow to the outfall resulting in ponding or flooding. The proposed improvements will connect and compliment the stormwater system at Infinity Azure home development, eventually reaching an outfall into the lake on site.

Justification:

Based on the hydrologic and hydraulic calculations for this project area, the existing drainage infrastructure does not discharge quickly enough to meet the desired performance criteria. Improvements to drainage infrastructure will be needed to address these inadequacies.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	SW 55th Avenue				1,036,000			1,036,000
								-
								-
								-
								-
								-
Total		-	-	-	1,036,000	-	-	1,036,000

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Storm Water		100%	-		-	1,036,000	-	-	1,036,000
		0%							-
		0%							-
		0%							-
Total		100%	-	-	-	1,036,000	-	-	1,036,000

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	County Line Rd. Stormwater Connection			
Department:	Stormwater	Address:		Totals \$862,500
Account Number:		State:		Request Type: New Request
Project Category	Stormwater			

Description:

Stormwater improvements include the construction of stormwater piping between S.W. 52nd Avenue and S.W. 56th Avenue

Justification:

Stormwater piping construction will convey stormwater west to discharge into the Broward County Neighborhood Improvement Stormwater Conveyance System located on S.W. 56th Avenue.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Construction				862,500			862,500
								-
								-
								-
								-
								-
Total		-	-	-	862,500	-	-	862,500

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Stormwater Trust		100%	-	-	-	862,500	-	-	862,500
		0%							-
		0%							-
		0%							-
Total		100%	-	-	-	862,500	-	-	862,500

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	John P. Lyons Lane Stormwater Improvements		
Department:	Public Works	Address: 3150 SW 52nd Ave	Totals \$2,200,000
Account Number:		State FL	Request Type: New Request
Project Category	Stormwater		

Description:	
Stormwater improvements include drainage structures, an exfiltration water quality system, and regrading and paving of the street.	

Justification:	
Stormwater improvements include drainage structures, an exfiltration water quality system, a stormwater pumping station and force main, and regrading and paving of the street.	

Project Estimates:								
Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Construction		2,200,000					2,200,000
								-
								-
								-
								-
Total		-	2,200,000		-			2,200,000

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Stormwater Trust		100%		2,200,000					2,200,000
		0%							
		0%							-
		0%							-
Total		100%		2,200,000		-	-		2,200,000

Impact on Operating Budget:								
Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only	
☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Preserve Lighting Project		
Department:	Parks & Recreation	Address:	Totals \$138,000
Account Number:		State:	Request Type: New Request
Project Category	Parks & Recreation		

Description:

This item is for engineering design services for the construction of lighting improvement and upgrades at the Preserve.

Justification:

New LED lighting fixtures needed throughout the Preserve, which will provide an additional measure of illumination and safety for residents.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Engineering		86,250					86,250
	Design Services		51,750					51,750
								-
								-
								-
								-
Total		-	138,000	-	-	-	-	138,000

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Gen Fund		100%	-	138,000	-	-	-	-	138,000
		0%							
		0%							
		0%							-
Total		100%	-	138,000	-	-	-	-	138,000

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Partheon at Preserve Park Amphitheater				
Department:	Parks & Recreation	Address:		Totals	\$345,000
Account Number:		State		Request Type:	New Request
Project Category	Parks & Recreation				

Description:

Justification:

The addition of a semicircular, open-air, covered structure with stage, extends the Preserve's "recreation only" park into a fully cultural & recreational epicenter within walking distance of all residential & commercial areas of Town. The structure's multiple usages include, concerts, theater, movie screenings and other performances and gatherings.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Amphitheater		345,000					345,000
								-
								-
								-
								-
								-
Total		-	345,000	-	-	-	-	345,000

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
LWCF		87%	-	200,000	-	-	-	-	200,000
Gen Fund		13%		145,000					145,000
		0%							-
		0%							-
Total		100%	-	345,000	-	-	-	-	345,000

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Splash Pad at Preserve Park		
Department:	Parks & Recreation	Address:	Totals \$517,500
Account Number:		State:	Request Type: New Request
Project Category	Parks & Recreation		

Description:

A Splash Pad is an automated colorful area where water is dispersed through varied hoses and buckets with very little standing water, offering a safe environment in which children can play without the risk of drowning.

Justification:

Many design options and theming opportunities offer universal accessibility for all types of physical abilities. These options can help the Town tie into existing design elements, or create a new sense of place. Cost varies based on size, design, water accessories, etc.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Splash Pad			517,500				517,500
								-
								-
								-
								-
								-
Total		-	-	517,500	-	-	-	517,500

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
LWCF		38%	-	-	200,000				200,000
Gen Fund		62%			317,500				317,500
		0%							-
		0%							-
Total		100%	-	-	517,500	-	-	-	517,500

Impact on Operating Budget:

Object Code	Description	Available \$	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

RESOLUTION NO. 2026-002

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE CAPITAL IMPROVEMENT ELEMENT ATTACHED HERETO AS EXHIBIT A AND AUTHORIZING SUBMISSION TO THE DEPARTMENT OF COMMERCE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission of the Town of Pembroke Park, Florida, recognizes the importance of planning for future infrastructure and capital needs; and

WHEREAS, the proposed Capital Improvement Element (CIE) outlines anticipated projects, priorities, estimated costs, and funding strategies for the next five fiscal years; and

WHEREAS, submission of the approved CIE to the Department of Commerce is required to ensure compliance with applicable regulations and eligibility for funding opportunities.

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

Section 1. The Town Commission hereby approves the Capital Improvement Element as presented attached hereto as Exhibit A.

Section 2. The Town Commission authorizes Town staff to submit the approved plan to the Department of Commerce and take all necessary actions to comply with submission requirements.

Section 3. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 14h day of January 2026.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney



Agenda Item Report

Subject:	Consideration and Approval to Waive Competitive Procurement and Approve Agreement with Blue Digital Corp. for Document Scanning Services - Sponsored by Town Clerk Garcia-Lima RESOLUTION NO: 2026-003 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE WAIVER OF COMPETITIVE PROCUREMENT PURSUANT TO SECTION 2-125(d)(17) OF THE TOWN CODE AND APPROVING AN AGREEMENT ATTACHED HERETO AS EXHIBIT A BETWEEN THE TOWN AND BLUE DIGITAL CORP. FOR DOCUMENT SCANNING AND RELATED SERVICES; PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Clerk
Recommendation for Counsel to consider:	
Background Information:	The Town Commission is requested to waive competitive procurement pursuant to Section 2-125(d)(17) of the Town Code and approve an agreement with Blue Digital Corp. for document scanning and related services. Blue Digital Corp. has been providing document scanning services for the Town for some time and has consistently delivered high-quality, reliable results. They are a local company, which allows for responsive service and strong familiarity with the Town's records management needs. Based on their proven track record and established working relationship, staff recommends continuing with Blue Digital Corp. as they are the best company for the job.
Staff Recommendations:	Motion to waive competitive procurement pursuant to Section 2-125(d)(17) of the Town Code and approve an agreement with Blue Digital Corp. for document scanning and related services.
Procurement:	
Financial Implications:	The cost will be coming from the Clerk's and Building Department budget.
Alternatives:	

ATTACHMENTS:

[Resolution No. 2026-003](#)
[Blue Digital Price List](#)
[Coral Gables Contract 10-31-2024'](#)

RESOLUTION NO. 2026-003

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE WAIVER OF COMPETITIVE PROCUREMENT PURSUANT TO SECTION 2-125(d)(17) OF THE TOWN CODE AND APPROVING AN AGREEMENT ATTACHED HERETO AS EXHIBIT A BETWEEN THE TOWN AND BLUE DIGITAL CORP. FOR DOCUMENT SCANNING AND RELATED SERVICES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission recognizes the need for document scanning and related services to maintain efficient records management; and

WHEREAS, Blue Digital Corp. has been providing these services to the Town for some time and has demonstrated reliability, quality, and responsiveness; and

WHEREAS, Blue Digital Corp. is a local company familiar with the Town's operational needs, making them the best choice for continued service; and

WHEREAS, pursuant to Section 2-125(d)(17) of the Town Code, the Town Commission may waive competitive procurement when it is in the best interest of the Town; and

WHEREAS, the Town Commission finds that waiving competitive procurement and continuing services with Blue Digital Corp. serves the best interest of the Town.

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

Section 1. The Town Commission hereby approves the waiver of competitive procurement pursuant to Section 2-125(d)(17) of the Town Code.

Section 2. The Town Commission approves the agreement between the Town and Blue Digital Corp. for document scanning and related services and authorizes the Town Manager

to execute the agreement attached hereto as Exhibit A and take all necessary actions to implement this resolution.

Section 3. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 14h day of January 2026.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney



3/21/2024

Dear Miss Liguori,

I am reaching out on behalf of Blue Digital Corp. to express our genuine appreciation for granting us the opportunity to provide the City of Coral Gables with our specialized document imaging and management services.

We deeply value the trust you have placed in us, to handle your organization's digitization needs. With a proven track record spanning three decades, we've had the privilege of servicing many municipalities, including Miami Dade County, City of Miami, Miami Gardens, City of Sunny Isles, Bay Harbor Islands, Town of Miami Lakes, Town of Medley, City of Sweetwater, Village of Pinecrest, City of Homestead, City of North Miami, City of Surfside, Town of Bal Harbour Village, among others.

We look forward to collaborating with your team, and we pledge to deliver nothing short of outstanding service. Your confidence in our abilities is appreciated, and we are genuinely excited for the opportunity to contribute to the ongoing digital transformation of the City of Coral Gables.

Should you have any questions, specific requests, or additional feedback, please feel free to reach out to me at any time. We are fully committed to ensuring your complete satisfaction and eagerly anticipate a mutually beneficial relationship.

Once again, thank you for entrusting us with the privilege to serve you.

Sincerely,

Wayne Barclay, President

Blue Digital Corp.



Description	Unit	Unit Price
B/W Scanning - 8.5 x 11	Ea.	.12
B/W Scanning - 8.5 x 14	Ea.	.14
B/W Scanning - 11 x 17	Ea.	.15
B/W Scanning - 12 x 18	Ea.	.65
B/W Scanning - 18 x 24	Ea.	.85
B/W Scanning - 24 x 36	Ea.	1.20
B/W Scanning - 30 x 42	Ea.	1.50
B/W Scanning - 36 x 48	Ea.	1.75

Description	Unit	Unit Price
Color Scanning - 8.5 x 11	Ea.	.15
Color Scanning - 8.5 x 14	Ea.	.17
Color Scanning - 11 x 17	Ea.	.30
Color Scanning - 12 x 18	Ea.	.65
Color Scanning - 18 x 24	Ea.	1.50
Color Scanning - 24 x 36	Ea.	2.00
Color Scanning - 30 x 42	Ea.	2.50
Color Scanning - 36 x 48	Ea.	3.00

Description	Unit	Unit Price
*Document Prepping	Hour	\$25.00
Laserfiche workflow	Ea.	\$35.00
Creating Cloud Link	Ea.	\$25.00



Laserfiche Workflow& Document Prepping

*Document preparation includes organizing documents for scanning by removing staples, clips, flattening, and separating documents, so they can be easily scanned preventing document jamming or double feeding. Document preparation also includes the following processes:

- Entering four fields of metadata to include folio, permit number, address, and description.
- Quality control to ensure accuracy of metadata and the image quality of documents scanned.
- Run Optical Character Recognition (OCR) process to enable the end-user to search all scanned documents.
- Prepare a zipped Laserfiche briefcase for the city to import directly into their Laserfiche ERM.

Other services:

- Pickup of 200 document boxes in Tampa, FL and deliver to Blue Digital's production facility in Doral, FL = \$1,600.00
- Local pickup at City of Coral Gables = \$45.00 (up to 45 lbs.) and \$2 per lb over
- Destruction of documents once they are scanned and reviewed by the City of Coral Gables. (Certificate of disposal included) = No Charge
- On-Site Destruction services w/ certificate of destruction = \$6.00 per box

PROFESSIONAL SERVICES AGREEMENT
CONTRACT NO. BW 2025-012
Blue Digital Corp./ Off-Site Records Management Services

THIS PROFESSIONAL SERVICES AGREEMENT (this "Agreement") is made as of this 31st day of October 2024, between the City of Coral Gables (hereinafter called the "CITY"), and Blue Digital Corp., (hereinafter called the "CONTRACTOR").

In accordance with the exemption of the Procurement Code set forth in Section 2607-(24) and in consideration of the promises and the mutual covenants herein contained, the CITY agrees to retain the CONTRACTOR for the term specified herein.

1. **Services.** The CONTRACTOR agrees to perform as an independent contractor all the services described herein in the scope of services set forth in Exhibit 1 hereto (the "Services").

- a. **Changes in Services.** This Agreement cannot be modified except by written Change order (issued on CITY'S form) signed by both parties, and CONTRACTOR shall not rely on any alleged verbal or written statement to the contrary. If the CONTRACTOR believes it is entitled to additional compensation or additional time to perform its Services, CONTRACTOR shall notify CITY of such claim within twenty one (21) days of the event giving rise to the claim, or it shall be deemed waived by the CONTRACTOR.
- b. **Subcontractors/Assignment.** If CONTRACTOR desires to utilize the services of subcontractors or other third parties not identified in the Scope of Services attached as Exhibit A, such persons or parties must be approved in advance by the CITY. The CITY agrees to provide such approval, to be determined by the CITY, within fourteen (14) days of the CONTRACTOR's request. All agreements entered into with subcontractors by CONTRACTOR shall contain a provision binding the subcontractor to the terms of this Agreement. The duties and obligations of the CONTRACTOR under this Agreement may not be delegated to any other person or party, and the rights and privileges of CONTRACTOR under this Agreement may not be assigned to any other person or party. It is understood that a sale of the majority of the stock or partnership shares of the CONTRACTOR, a merger, bulk sale, or an assignment for the benefit of creditors, shall each be deemed transactions that would constitute an assignment or sale hereunder requiring prior CITY approval. Notwithstanding anything to the contrary herein, any transfer, pledge, sale, assignment, or delegation without such express prior written consent shall be null and void and shall constitute a material breach of this Agreement, upon which the CITY may immediately terminate the Agreement. The CITY may assign its rights, together with its obligations hereunder.

2. **Schedule.** Time is of the essence of this Agreement. CONTRACTOR agrees to perform the Services in accordance with a reasonably schedule established by CITY after consultation with CONTRACTOR, or as specifically set forth in Exhibit 1.

3. **Payment.** Unless otherwise provided in Exhibit 1, the CONTRACTOR shall be paid in a sum not to exceed \$125,000 per fiscal year in accordance with Exhibit 2 (Resolution) upon satisfactory completion of and acceptance by the CITY of the Services. There shall be no additional reimbursable expenses.

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4. **Independent Contractor.** The CONTRACTOR acknowledges entering into this Agreement as an independent contractor, and the CONTRACTOR shall therefore be responsible for the deposit and payment of any Federal Income Taxes, FICA, Unemployment Taxes or any similar fees or taxes that become due, and shall be responsible for the collection and payment of all withholdings, contributions and payroll taxes relating to CONTRACTOR'S services, or those of employees of the CONTRACTOR. The CITY shall not withhold from sums payable to the CONTRACTOR, any amount whatsoever for Federal Income Taxes, FICA, Unemployment Insurance Taxes or any similar fees or taxes. The CONTRACTOR, its employees or agents, will not be considered as employees of the CITY or entitled to participate in plans, distributions, arrangements or other benefits extended to the CITY employees. The CONTRACTOR is an independent contractor. This Agreement does not create a joint venture, partnership, or other business enterprise between the parties. Nothing herein shall imply or shall be deemed to imply an agency relationship between the CITY and CONTRACTOR. The CONTRACTOR has no authority to bind the CITY to any promise, debt, default, or undertaking. The CONTRACTOR and the CITY agree that it is not intended that any provision of the Agreement establish a third party beneficiary giving or allowing any claim or right of action whatsoever by any third party under this Agreement.

5. **Indemnification and Hold Harmless.** Indemnification and Hold Harmless. To the fullest extent permitted by laws and regulations, CONTRACTOR shall defend, indemnify, and hold harmless the City, its elected and appointed officials, attorneys, administrators, CONTRACTORS, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the work and caused in whole or in part by either (i) any willful, intentional, reckless, or negligent act or omission of CONTRACTOR, any subCONTRACTOR, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder and regardless of the negligence of any such indemnified party, or (ii) any willful, intentional, reckless, or negligent act or omission of any individual or entity not a party to this agreement, or (iii) any negligent act or omission of the City or the City's officers, agents, or employees. The parties expressly agree that this provision shall be construed broadly, and CONTRACTOR's obligations to pay for the City's legal defense hereunder shall arise and be fully enforceable when CONTRACTOR (or any subCONTRACTOR or any person or organization directly or indirectly employed by CONTRACTOR) is alleged to have acted willfully, intentionally, recklessly, or negligently in the performance of the work required under this Agreement. Any failure of CONTRACTOR to comply with the terms of this provision shall be deemed a material breach of this Agreement and may subject CONTRACTOR to debarment from consideration for future award of city contracts pursuant to Section 2-912(4) of the City of Coral Gables Code of Ordinances. This provision shall survive termination of the Agreement.

In any and all claims against the City or any of its elected and appointed officials, attorneys, administrators, CONTRACTORS, agents, or employees by any employee of CONTRACTOR, any subCONTRACTOR, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for CONTRACTOR or any such subCONTRACTOR or other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts. Moreover, nothing in this Indemnification and Hold Harmless provision shall be considered to increase or otherwise waive any limits of liability, or to waive any immunity, established by Florida Statutes, case law, or any other source of law.

6. **Insurance.** Pursuant to the City of Coral Gables Code, Section 2-971, the Risk Management Division of the Human Resources and Risk Management Department Labor-Relations Department has developed the following insurance requirements to protect the City of Coral Gables to

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the maximum extent feasible against any and all claims that could significantly affect the ability of the City to continue to fulfill its obligations and responsibilities to the taxpayers and the public. Consequently, prior to commencing work, the CONTRACTOR shall procure, and provide the City with evidence of insurance coverage as required herein and name the City as an Additional Insured on a primary and non-contributory basis. The CONTRACTOR shall secure and maintain, at its own expense, and keep in effect during the full period of the contract a policy or policies of insurance, and must submit these documents to the Risk Management Division of the Human Resources and Risk Management Department Office of Labor Relations and Risk Management for review and approval.

INSURER REQUIREMENTS

The CONTRACTOR shall maintain, at its own cost and expense, the following types and amounts of insurance with insurers with rating of "A-" "VI" or better according to the A.M. Best rating guide as a minimum standard. The insurers providing coverage must be approved by the State of Florida and hold all of the required licenses in good standing to conduct business within the State of Florida. In addition, they must be acceptable to the City of Coral Gables Risk Management Division and/or the City Attorney's Office.

TYPE OF COVERAGE & LIMIT OF LIABILITY REQUIREMENT

Workers' Compensation and Employers Liability Insurance covering all employees, subcontractors, and/or volunteers of the CONTRACTOR and/or Vendor engaged in the performance of the scope of work associated with this contract and/or agreement. The minimum limits of liability shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation insurance, with the following limits:

Workers' Compensation - Coverage A
Statutory Limits (State of Florida or Federal Act)

Employers' Liability - Coverage B
~~\$500,000~~ \$1,000,000 Limit - Each Accident
\$1,000,000 ~~500,000~~ Limit - Disease each Employee
\$1,000,000 ~~500,000~~ Limit - Disease Policy Limit

Commercial General Liability Insurance written on an occurrence basis, including but not limited to, coverage for contractual liability, products and completed operations, personal & advertising injury, bodily injury and property damage liabilities with limits of liability no less than:

Each Occurrence Limit - \$1,000,000
Fire Damage Limit (Damage to rented premises) - \$100,000
Personal & Advertising Injury Limit - \$1,000,000
General Aggregate Limit - \$2,000,000
Products & Completed Operations Aggregate Limit - \$2,000,000

Business Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Contract, with a combined single limit of liability for bodily injury and property damage of not less than:

Combined Single Limit (Each Accident) - \$1,000,000
Any Auto (Symbol 1)

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Hired Autos (Symbol 8)

Non-Owned Autos (Symbol 9)

Uninsured and Underinsured motorist coverage with limits of not less than \$100,000 per accident

MINIMUM COVERAGE FORM (SHALL BE AT LEAST AS BROAD AS):

Workers Compensation

The standard form approved by the State of Jurisdiction

Commercial General Liability

ISO (Insurance Services Office, Inc.) Commercial General Liability coverage ("occurrence" Form CG 0001) or its equivalent. "Claims made" form is unacceptable except for professional or environmental liability coverage.

Commercial Auto Liability

ISO (Insurance Services Office, Inc.) Commercial Auto Liability coverage (form CA 0001) or its equivalent.

REQUIRED ENDORSEMENTS

In addition to being stated on the Certificate of Insurance, the following endorsements with City approved language.

Additional insured status provided on a primary & non-contributory basis (except for Workers Compensation Insurance and Professional Liability)

Waiver of Subrogation for all required insurance coverages.

Notices of Cancellation/Non-renewal/Material Changes on any required insurance coverage must be sent directly to the City of Coral Gables by the Insurance Company. The City only requires the same statutory notice that an insurance company must provide to the insured, however this Notice may not be less than Thirty (30) Days, except a Ten (10) Day Notice of cancellation is acceptable for non-payment of premium.

Notices of Cancellation, Non-renewal or Material Change must be provided to the following address:

CITY OF CORAL GABLES
INSURANCE COMPLIANCE
P.O. Box 100085 – CE
Duluth, GA 30096

All policies shall contain a "severability of interest" or "cross liability" clause without obligation for premium payment of the City.

HOW TO EVIDENCE COVERAGE TO THE CITY

The following documents must be provided to the City;

A Certificate of Insurance containing the following information:

Issued to entity contracting with the City
Evidencing the appropriate Coverage
Evidencing the required Limits of Liability required
Evidencing that coverage is currently in force
Language provided in the Special Provision Section of the Certificate of Insurance affirming that all endorsements required by the City have been endorsed to all of the policies
A copy of each endorsement that is required by the City

All Certificates of Insurance must be signed by a person authorized by that insurer to bind or amend coverage on its behalf.

The City reserves the right to require a complete copy of any insurance policies required by the City. Should the City invoke this right, the policy must be provided directly to the City by the insurance agent or insurance company.

The city reserves the right to require additional insurance requirements at any time during the course of the agreement.

WAIVER OF INSURANCE REQUIREMENTS

Should a bidder not be able to comply with any insurance requirement, for any reason, the bidder must write a letter to the Risk Management Division on their letter head requesting that a waiver of a specific insurance requirement be granted. The requested waiver will be evaluated by the Risk Management Division.

CONTRACTOR is encouraged to review their individual insurance needs with their insurance agents/brokers regularly to determine the adequacy of the coverage and the limits of liability that are being purchased. In certain circumstances, the City of Coral Gables will require additional insurance to respond to the hold harmless and indemnification clauses executed with the City of Coral Gables. Based on the nature of the work performed, the City of Coral Gables will determine what additional types of insurance and/or higher limits of liability that must be obtained.

All insurance documents evidencing insurance to City of Coral Gables – Insurance Compliance should be sent via email to cityofcoralgables@ebix.com and copy to riskmanagement@coralgables.com. Should you require assistance, contact the dedicated Call Service Lines for City of Coral Gables:

Call Service Lines - Insurance Compliance
Phone: (951) 652-2883.
Fax: (770) 325-0417
Email: cityofcoralgables@ebix.com

When submitting Professional, Contractor and/or Vendor evidence of insurance to the City of Coral Gables, the Certificate Holder section of the Certificate of Insurance should read as follows:

City of Coral Gables
Insurance Compliance
P.O. Box 100085 – CE
Duluth, GA 30096

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7. **Standard of Care.** The CONTRACTOR shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a comparable professional under similar circumstances and the CONTRACTOR shall, at no additional cost to the CITY, re-perform services which fail to satisfy the foregoing standard of care. The CONTRACTOR shall be responsible for the quality of all services performed by subCONTRACTORS or other third parties retained by CONTRACTOR. The CONTRACTOR warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

8. **Compliance with Applicable Law.** In performance of the services, the CONTRACTOR will comply with applicable regulatory requirements, including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria, and standards, including but not limited to, compliance with all local, state and federal Equal Employment Opportunity (EEO) and American Disabilities Act (ADA) requirements. It shall be the responsibility of the CONTRACTOR to obtain and maintain, at no cost to the CITY, any and all license and permits required to complete the services provided pursuant to this Agreement. CONTRACTOR warrants that it fully complies with all Federal statutes and regulations regarding the employment of aliens and others and that all employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal statutes and regulations. CONTRACTOR shall indemnify, defend, and hold harmless CITY, its officers and employees from and against any sanctions and any other liability which may be assessed against CONTRACTOR or CITY in connection with any alleged violation of any Federal statutes or regulations pertaining to the eligibility for employment of any persons performing work hereunder.

9. **Equal Opportunity.** It is understood that the CONTRACTOR shall not discriminate against any employee in the performance or the contract with respect to hire, tenure, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment because of race, creed, color, national origin, age, disability, sex, gender identity, sexual orientation, marital status or any other legally protected class. Discrimination, harassment, and/or violations of this clause and City non-discrimination policies will not be tolerated and are grounds for immediate termination of the contract without liability to the CITY or its employees.

10. **Policy Regarding Conduct.** All contractors, including CONTRACTOR, its employees, agents and subcontractors, must abide by the CITY'S policies regarding conduct. Violations of CITY policies will not be tolerated and are grounds for termination of the contract without liability to the CITY or its employees.

11. **Conflict of Interest.** Any potential or actual conflict between private interests and responsibilities under this Agreement shall be immediately disclosed to the CITY. The CONTRACTOR agrees that it will not enter into any agreements during the term of this Agreement to provide services for any person or corporation who applies for a permit or other development approval from the CITY. Upon request of the CONTRACTOR and full disclosure of the nature and extent of the proposed representation, the City Manager shall have the authority to authorize such representation during the term of this Agreement.

12. **Confidentiality.** Subject to the requirements of Chapter 119 of the Florida Statutes, the CONTRACTOR agrees that any information received by the CONTRACTOR for the CITY and in providing services in accordance with this Agreement which is not publicly available, shall not be revealed to any other persons, firm or organizations, and that no reports, information, computer programs, documentation, and/or data given to or prepared or assembled by the CONTRACTOR under this

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Agreement shall be made available to any individual or organization by the CONTRACTOR without prior written approval of the CITY.

13. Ownership of Documents. All right, title, and interest in and to all work performed under this Agreement, including without limitations all schematics, designs, plans, specifications, documents, records, disks, or other information (including electronic copies) produced or developed by the CONTRACTOR or sub-CONTRACTORS, shall become the property of the CITY for its use and/or distribution as may be deemed appropriate by the CITY; provided that any materials used by the CONTRACTOR and any sub-CONTRACTORS for which a patent or copyright protection has previously been secured by them shall remain the property of the CONTRACTOR or sub-CONTRACTORS. The CONTRACTOR shall be permitted to retain copies, including reproducible copies, solely for information and reference in connection with the CITY's use.

14. Notice. Any notice, request, instruction or other document required or permitted to be given hereunder by either party hereto to the other shall be in writing, and delivered personally, or sent by certified or registered mail, postage prepaid, return receipt requested, to the address set forth for such party at the bottom of this Agreement. Any notice so given shall be deemed received when personally delivered or rejected, or three (3) calendar days after mailing. Any party may change the address to which notices are to be sent by giving notice of such change of address to the other party in the manner herein provided for giving notice. Notice as the City of Coral Gables shall be to:

City Manager
City of Coral Gables
405 Biltmore Way
Coral Gables, FL 33134

cc: City Attorney

Notice as to CONTRACTOR shall be to:

Blue Digital Corp.
Wayne Barclay
1740 NW 94th Avenue
Doral, FL 33172

15. Most Favored Public Entity. CONTRACTOR represents that the prices charged to CITY in this Agreement do not exceed existing prices to other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions. If CONTRACTOR'S prices decline, or should CONTRACTOR, at any time during the term of this Agreement, provide the same goods or services to any other customer at prices below those set forth herein, then such lower prices shall be immediately extended to the CITY.

16. Termination. The CITY may terminate this Agreement without cause at any time by providing written notice to CONTRACTOR, and may terminate this Agreement for cause by providing thirty (30) days written notice to CONTRACTOR. In the event of a termination for cause, due to CONTRACTOR'S failure to perform in accordance with the terms of this Agreement, CONTRACTOR shall be paid any sums otherwise due and owing under this Agreement only after CITY has completed the work called for by this Agreement with other forces, and has deducted the cost of such work, and any other damages payable to CITY, from any contract balance otherwise due and owing to CONTRACTOR under this Agreement. In the event of a termination for convenience, the CONTRACTOR shall be paid for all services performed through the date of termination, based on the percentage of services completed (subject to applicable setoff

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rights), and CONTRACTOR shall not be entitled to any other compensation or damages from CITY. If, after notice of termination for cause, it is determined for any reason that the CONTRACTOR was not in default, the rights and obligations of the CITY and CONTRACTOR shall be the same as though the termination had been a termination for convenience. In no event shall the CITY be liable to the CONTRACTOR for lost profits on any work not performed, overhead, or any other type of consequential, special or indirect damages, and CONTRACTOR hereby waives same. The CONTRACTOR may terminate this Agreement due to the CITY'S failure to comply with the material terms of this Agreement after giving CITY thirty (30) days' notice of its default and an opportunity to cure. Upon termination of this Agreement, all schematics, designs, plans, specifications, documents, records, disks, or other information (including electronic copies) produced or developed by the CONTRACTOR or sub-CONTRACTORS, whether finished or not, shall become CITY property. Failure to timely deliver the documentation shall be cause to withhold any payments due without recourse by the CONTRACTOR until all documentation is delivered to the CITY.

17. Waiver of Consequential Damages. CONTRACTOR waives claims against the CITY for consequential damages arising out of or related to this Agreement or its performance including, but not limited to, damages for lost income, profit, lost bonding capacity, financing, business and reputation, or for loss of management or labor productivity, damages incurred for principal office expenses, including the compensation of personnel stationed there, and for anticipated profit on any work not performed by CONTRACTOR.

18. Sovereign Immunity. CONTRACTOR acknowledges that the Florida Doctrine on Sovereign Immunity bars all claims by CONTRACTOR against the CITY other than claims arising out of this Agreement. Specifically, the CONTRACTOR acknowledges that it cannot and will not assert any claims against the CITY, unless the claim is based upon a breach by the CITY of this Agreement. Further, the CONTRACTOR recognizes the CITY is a sovereign with regulatory authority that it exercises for the health, safety, and welfare of the public. This Agreement in no way estops or affects the CITY's exercise of that regulatory authority. In addition, the CITY retains the full extent of its sovereign immunity in relation to the exercise of its regulatory authority. The CONTRACTOR acknowledges that it has no right and will not make claim based upon any of the following:

- a. Claims based upon any alleged breach by the CITY of implied warranties or representations not specifically set forth in this Agreement, as the parties stipulate that there are no such implied warranties or representations of the CITY. All obligations of the CITY are only as set forth in this Agreement;
- b. Claims based upon negligence or any tort arising out of this Agreement;
- c. Claims upon alleged acts or inaction by the City, its commissioners, attorneys, administrators, CONTRACTORS, agents, or any CITY employee;
- d. Claims based upon an alleged waiver of any of the terms of this Agreement unless such waiver is in writing and signed by an authorized representative for the CITY and CONTRACTOR.

19. Force Majeure. Neither the CITY nor CONTRACTOR shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Force Majeure, the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term "Force Majeure" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to, fire, flood, earthquake, storm, lighting, epidemic, war, riot, civil disturbance, sabotage, and governmental action, but shall not include financial inability of the CONTRACTOR. The nonperforming party shall, within a reasonable time of being prevented or delayed

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from performance by a Force Majeure, give written notice to the other party describing the circumstances and Force Majeure preventing continued performance of the obligations of this Agreement.

20. Financial records. The CONTRACTOR shall maintain accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. CONTRACTOR shall maintain adequate records to justify all charges and costs incurred in performing the services for at least three (3) years after completion of this Agreement. CONTRACTOR agrees that CITY, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, or records relating to this Agreement during normal business hours. All such materials shall be maintained by CONTRACTOR at a location in Miami-Dade County, Florida; provided that if any such material is located outside Miami-Dade County, then, at CITY'S option CONTRACTOR shall pay CITY for travel, per diem, and other costs incurred by CITY to examine, audit, excerpt, copy or transcribe such material at such other location. In the event that an audit is conducted by CONTRACTOR specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by CONTRACTOR, then CONTRACTOR shall file a copy of the audit report with the CITY'S Auditor within thirty (30) days of CONTRACTOR'S receipt thereof, unless otherwise provided by applicable Federal or State law. CITY shall make a reasonable effort to maintain the confidentiality of such audit report(s).

21. Duty to Cure and Remedy for Non-Compliant Services by the Contractor. The Contractor shall, within () working days of written notice from City, proceed to commence and diligently proceed to provide the services requested as specified in the City's purchase order. As requested by the City, the Contractor shall correct or remedy services that are not in compliance with the requirements of this Agreement. The Contractor shall bear all costs of correcting non-compliant services. This obligation shall survive termination of this Agreement. If the Contractor fails to commence to correct or remedy non-compliant services within three (3) business days from written Notice to Contractor, the City may correct such non-compliant services and the City may deduct such costs from any monies due, or if after final payment the City discovers that the Contractor provided non-compliant services, then Contractor shall pay such cost and expense, including attorney's fees incurred, within fourteen (14) days of receipt of WRITTEN demand from the City for reimbursement. Nothing contained in this Agreement shall be construed to establish a period of limitation with respect to any other obligation which the Contractor might have under the Contract Documents or law. The establishment of the time periods set forth above relates only to the specific obligation of the Contractor to correct defective goods, and has no relationship to the time within which its obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to its obligations and any damages caused by the Contractor, including but not limited to any action commenced

22. Miscellaneous.

- a. **Modification.** This agreement may not be amended or modified unless in writing and signed by both parties.
- b. **Availability of funds.** The obligations of the CITY under this Agreement are subject to the availability of funds lawfully appropriated for its purpose by the City Commission.
- c. **Conflict of Interest.** CONTRACTOR covenants that no person employed by the CONTRACTOR which exercises any functions or responsibilities in connection with this Agreement has any personal financial interests direct or indirect with the CITY. CONTRACTOR further covenants that, in the performance of this Agreement, no person having a conflicting interest shall be employed. Any such

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interests on the part of CONTRACTOR or its employees must be disclosed in writing to CITY. CONTRACTOR is aware of the conflict of interest code of the City of Coral Gables, the Conflict of Interest and Code of Ethics of Miami-Dade County, Florida, Section 2-11.1 et seq., and the Ethics Laws of the State of Florida, and agrees that it shall fully comply in all respects with the terms of said laws.

- d. **Background check/Drug and Alcohol Policy.** CONTRACTOR agrees that all of its employees performing work on CITY property may be subject, at the CITY's discretion, to an annual "Level 2" background investigation in accordance with Chapter 435.04 of the Florida Statutes. If the CITY in its discretion determines that a specific employee of the CONTRACTOR should not perform work on CITY property, the CONTRACTOR will ensure that such employee does not perform work on CITY property. CONTRACTOR agrees to comply with the CITY's drug and alcohol policy. The CITY may waive all or part of this subsection d., in its discretion.
- e. **Federal and State taxes.** The CITY is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the CITY will provide an exemption certificate to the CONTRACTOR. The CONTRACTOR shall not be exempted from paying sales tax to its suppliers for materials to fulfill the contractual obligations with the CITY, nor shall the CONTRACTOR be authorized to use the CITY'S Tax Exemption Number in securing such materials.
- f. **Entirety of agreement.** The CITY and the CONTRACTOR agree that this Agreement, as amended from time to time, sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications, written or oral, between the CITY and the CONTRACTOR pertaining to the services. None of the provisions, terms, and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto.
- g. **Counterparts.** This Agreement may be executed simultaneously in several counterparts, each of which will be an original, but all of which together will constitute one and the same instrument.
- h. **Waiver.** A waiver by either the CITY or the CONTRACTOR of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.
- i. **Severability.** If any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable provision had been severed and deleted.
- j. **Governing law and venue.** This Agreement shall be governed and construed in accordance with the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Miami-Dade County, and the Agreement will be interpreted according to the laws of Florida.
- k. **Joint preparation.** Preparation of this Agreement has been a joint effort of the CITY and the CONTRACTOR and the resulting document shall not, solely as a

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matter of judicial construction, be construed more severely against one of the parties than any other.

- l. **Headings.** The headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of the Agreement.
- m. **Public Records Law, Florida Statutes Chapter 119.** Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept and maintained in accordance with such Statute. CONTRACTOR acknowledges that records and books, not subject to exemption under Chapter 119, may be disclosed and/or produced to third parties by the City in accordance with requests submitted under Chapter 119 or court orders without penalty or reprisal to the City for such disclosure and/or production. CONTRACTOR also agrees to assert, in good faith, any relevant exemptions provided for under Chapter 119 for records in its possession on behalf of the City. Furthermore, CONTRACTOR agrees to comply with the provisions outlined in Section 119.0701 of the Florida Statutes, the requirements of which are incorporated by reference herein.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 305-460-5210, cityclerk@coralgables.com, 405 Biltmore Way, First Floor, Coral Gables, FL 33134.

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IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Approved as to insurance:

AS TO CITY:

Risk Manager
Risk Management Division

Amos Rojas, Jr.
City Manager

Approved by

Alberto N. Parjus
Deputy City Manager

Billy Y. Urquia
City Clerk

ATTEST:

Billy Y. Urquia
City Clerk

Approved as to compliance with
applicable procurement requirements:

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY:

Celeste S. Walker-Harmon
Chief Procurement Officer

Cristina M. Suárez
City Attorney

Approved as to funds appropriation:

Diana M. Gomez
Finance Director

ATTEST:

AS TO CONTRACTOR:

Corporate Secretary
Print Name: _____
(SEAL)

President
Print Name: Wayne Barclay

(OR)

WITNESSES (2):

Print Name: Yamile Moreno

Print Name: Daniel Salcedo

City of Coral Gables
Revised – 03/24

Professional Services Agreement (Short Form)
Page 12 of 12



Agenda Item Report

Subject:	Approval of Minutes - Sponsored by Town Clerk Garcia-Lima Workshop Commission Meeting - October 29, 2025
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Clerk
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[10-29-2025 - Workshop Commission Minutes](#)



MINUTES WORKSHOP COMMISSION MEETING

6:00 PM - Wednesday, October 29, 2025
Commission Chambers

The WORKSHOP COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, October 29, 2025, at 6:00 PM, in the Commission Chambers, with the following members present:

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

EXCUSED:

1 CALL TO ORDER

The Workshop Commission Meeting was called to order by Mayor Geoffrey Jacobs at 6:06 PM on Wednesday, October 29, 2025.

2 PLEDGE OF ALLEGIANCE

Mayor Jacobs led the Pledge of Allegiance.

3 ROLL CALL

The meeting was called to order at 6:06 pm by Mayor Jacobs. Present at the meeting were Ashira Mohammed, Commissioner; Erik Morrisette, Acting Clerk Commissioner; William Hodgkins, Clerk Commissioner; Musfika Kashem, Vice Mayor; Geoffrey Jacobs, Mayor.

Additional staff in attendance were Jacob Horowitz, Town Attorney; Natalie Monfiston, Assistant Town Clerk; and David Lynch, Town Manager

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

Town Manager Lynch requested that agenda item 8.10 regarding procurement specifications be moved to the front of the New Business section, as Donna

Rockfeld was present and needed to return to her family. Mayor Jacobs agreed to move item 8.10 to the beginning of New Business.

The Commission also agreed to pull item 8.1 regarding potential changes to the Pension Insurance from this workshop and move it to the next workshop.

5 PRESENTATIONS / PROCLAMATIONS

5.1 Update from Florida Atlantic University regarding redistricting of the Town's commission districts - Town Attorney Horowitz

Town Attorney Horowitz introduced Mike Stamm from Florida Atlantic University, who was present to provide an update on the town's redistricting analysis. Attorney Horowitz explained that this was a two-step process: first presenting initial findings, followed by recommendations for revised commission maps in December.

Mr. Stamm explained that he was part of a team at FAU with over 50 years of combined redistricting experience, including Dr. Ron Schultz who had originally drawn the town's districts in 2004. Mr. Stamm provided background on the town's districts, noting they were adopted by ordinance in 2002 after a charter amendment creating five separate geographic districts.

Mr. Stamm explained that redistricting is based on census data specifically created for apportionment purposes. He also emphasized that the current district populations are significantly out of alignment.

He explained that the goal is population equity, with each district ideally containing about 1,276 residents. The current deviation is 177% between the highest and lowest populated districts, whereas the accepted standard is closer to 10%.

Mayor Jacobs commented that "District 5 is hoarding all the residents," to which Mr. Stamm responded that District 5 and District 4, the western districts, contain most of the population and most of the town's growth.

Clerk Commissioner Hodgkins mentioned that a large mobile home park in District 1 had closed about three years ago, which would further impact the population figures. Mayor Jacobs added that the 2020 Census was conducted during COVID, which affected data collection, and that shortly after the census, a mobile home community in District 1 closed with 30 days' notice, resulting in about 300 lost residents.

Mr. Stamm informed the Commission that Florida Senate Bill 181 (now Florida Statute 166.0321) requires municipalities to maintain districts with nearly equal populations and prohibits drawing districts to favor or disfavor candidates. Based on his analysis, Mr. Stamm strongly recommended redistricting, as the current districts are significantly imbalanced. He proposed bringing back three map alternatives in December for the Commission to consider.

The Commission agreed to move forward with the second phase of the redistricting process.

6 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

6.1 Police Department Report – Chief Daniel DeCoursey

Police Chief DeCoursey presented the police department's activities for October 2025; Training and community activities: Co-hosted active shooter training with Sea Ranch Lakes Police Department, Participated in food drive on October 4, Met with business relations committee and HR department on October 9, Met with property managers regarding issues with homeless individuals and trespassing, Planning to participate in Lake Forest Elementary School's trunk or treat event. Operational updates: Met with potential vendor for speed camera enforcement project, continuing successful trial with Fort Lauderdale PD teletype, Staff received training on media and crisis management, Continuing progress on accreditation and policy development. Chief DeCoursey mentioned they were in the process of restoring all police vehicles, which would complete the rebranding of the organization.

6.2 Fire Department Report – Chief Michael Kane

Battalion Chief Michael Kane from Broward Sheriff's Office Fire and Rescue presented the statistics for September 2025; Total calls for service 188, Structure fires 8, Vehicle accidents with injuries 10, Vehicle accidents on highway 29, Fire alarms 14, Medical calls 116, and Service calls 11.

Chief Kane noted that the call volume was consistent with the previous month but anticipated an increase in December.

7 **OLD BUSINESS**

8 **NEW BUSINESS**

8.1 Discussion of Potential changes to the Pension Insurance - Insurance Consultant Rosen

Commissioners agreed to remove 8.1 from the agenda and be heard on the next workshop meeting.

8.10(A) -

Donna Rockfeld, a procurement consultant with 47 years of experience in government procurement, presented recommendations for updating the town's purchasing thresholds. She explained that she had conducted an analysis comparing Pembroke Park's thresholds with other municipalities.

Ms. Rockfeld noted that Pembroke Park currently has the lowest manager approval threshold at \$10,000, while other municipalities typically range between \$25,000 and \$50,000. Her recommendations included Keeping the verbal quote threshold at \$5,000, maintaining the requirement for two written quotes for purchases between \$5,000 and \$10,000, increasing the manager's approval threshold from \$10,000-\$15,000 to \$10,000-\$25,000 for purchases requiring three written quotes, and raising the formal competitive solicitation threshold from \$25,000 to \$30,000.

Ms. Rockfeld emphasized that raising these thresholds would streamline operations without changing transparency requirements, as all purchases would still require proper documentation and approvals.

Town Attorney Horowitz clarified that they would prepare the ordinance for first reading at the next meeting, incorporating the recommendation to increase the manager's spending threshold to \$25,000.

Motion to prepare an ordinance amending the purchasing thresholds as recommended by Donna Rockfeld for first reading as line item on regular commission meeting.

8.2 Approval of Meeting Minutes:
August 27, 2025 - Special Commission Meeting
August 27, 2025 - Workshop Commission Meeting

Motion to approve Meeting Minutes for consent agenda on the next regular commission meeting.

8.3 Building Department: Surplus and Purchase Vehicles - Building Manager Louis

Building Manager Jeffrey Louis presented a request to replace code compliance division vehicles that are approaching the 3.5 to 4-year mark. He explained that the vehicles were purchased in 2022, and the department has since switched to Enterprise fleet management. He proposed selling the current vehicles to Enterprise and leasing new Ford Escapes through them. For logistical purposes, they would replace the vehicles one at a time to maintain operations.

Motion to move Surplus and Purchase Vehicles as line item on the next regular commission meeting.

8.4 Consideration and Approval of an agreement with Flagler Technologies - Omnia - IT Director Pakula

IT Director Mark Pakula explained that items 8.4 and 8.5 were housekeeping matters to align contracts with audit requirements. The agreements with Flagler Technologies would allow for regular billing through open purchase orders rather than month-to-month payments.

Motion to approve agreement with Flagler Technologies for consent agenda at the next regular commission meeting.

8.5 Consideration and approval of updating the agreement with Flagler Technologies - IT Director Pakula

IT Director Pakula explained that this item was also updating language in agreements with Flagler Technologies to include current practices, future projects, and emergency management response capabilities for IT.

Motion to approve updating the agreement with Flagler Technologies for consent agenda at the next regular commission meeting.

8.6 Lightening and Tornado warning system for The Preserve and Behan Park - IT Director Pakula

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE IMPLEMENTATION

OF THE TG 360 WEATHER DETECTION AND EMERGENCY ALERT SYSTEM AND NOT TO EXCEED AN AMOUNT OF \$45,000.00; PROVIDING FOR ENHANCED WEATHER MONITORING, PUBLIC SAFETY, AND COMMUNITY ACCESS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

IT Director Pakula presented a project for a lightning and tornado warning system that would benefit the town in multiple ways. He explained that technology can predict weather events before they hit, protecting schools, parks, and residents. Features include Mobile apps for residents to receive warnings, Capability for police to trigger alarms if needed, Website integration showing heat index and warnings, Audible warning system at parks, Solar-powered, and self-contained operation.

The system would be installed at the main park (The Preserve) with a radio transmitter to send warnings to Behan Park. The initial installation would cost \$39,000, with annual maintenance at \$1,500 per year.

Town Manager Lynch noted that this system uses ionization technology to detect lightning conditions before they form, checking the atmosphere 170,000 times per second compared to older technology that checked 50 times per second.

Town Attorney Horowitz confirmed this was a proprietary technology unique to this vendor.

Motion to approve Lightning and Tornado warning system for consent agenda on the next regular commission meeting.

- 8.7 Recurring Services for Backup internet for Police and Town - IT Director Pakula

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FL, AUTHORIZING THE APPROVAL OF RECURRING SERVICES FOR BACKUP INTERNET CONNECTIVITY FOR THE POLICE DEPARTMENT AND TOWN OPERATIONS WITH FMC GLOBALSAT, INC.; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

IT Director Pakula requested approval for recurring services for backup internet via satellite dishes for both the police department and town networks. The cost would be \$12,120 per year.

Motion to approve Recurring services for backup internet for police and town for consent agenda on the next regular commission meeting.

- 8.8 Consideration and Approval of Fiber Internet Service Renewal for the Police Department - IT Director Pakula

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FL, APPROVING THE RENEWAL OF FIBER INTERNET SERVICES FOR THE POLICE DEPARTMENT WITH CROWN CASTLE; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE RENEWAL AGREEMENT ATTACHED HERETO AS EXHIBIT A; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

IT Director Pakula presented the renewal of fiber internet service for the Police Department. He noted that the original cost when the police department was established was \$849 per month, but now that the infrastructure was in place, the rate had been reduced to \$399 per month.

Motion to approve Fiber internet service renewal for consent agenda on the next regular commission meeting.

- 8.9 Consideration and Approval of Furniture Purchase for the Third Floor Emergency Operations Center (EOC) and Waiting Area - IT Director Pakula

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA APPROVING THE PURCHASE OF FURNITURE FOR THE THIRD FLOOR EMERGENCY OPERATIONS CENTER (EOC) AND WAITING AREA; AUTHORIZING THE TOWN MANAGER TO EXECUTE NECESSARY PURCHASE AGREEMENTS; PROVIDING FOR A TOTAL COST OF \$14,691.55 NOT TO EXCEED \$16,000.00; LIMITING THE PURCHASE TO SPECIFIED ITEMS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

IT Director Pakula presented a request to purchase furniture for the third-floor Emergency Operations Center and waiting area using ARPA funds. The cost would be \$14,691.55, with not to exceed amount of \$16,000.

Motion to approve furniture purchase for third floor emergency operations center and waiting area for consent agenda on the next regular commission meeting.

- 8.10 Consideration and approval of an Ordinance Amending the Purchasing Thresholds - Procurement Administrator Woodbury & Town Attorney Horowitz

ORDINANCE NO.: 2025-XXX

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" BY SPECIFICALLY AMENDING ARTICLE V, ENTITLED "PROCUREMENT;" AMENDING SEC. 2-128, ENTITLED "PROCUREMENT AMOUNT THRESHOLDS;" AMENDING THE PROCUREMENT THRESHOLDS FOR THE TOWN'S ACQUISITION OF GOODS AND SERVICES; PROVIDING FOR CONSISTENCY WITH THE TOWN'S PURCHASING MANUAL; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Moved to be heard first as 8.10 A.

- 8.11 Consideration and approval of the Revised Town Personnel Handbook - HR Director Frishman

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; ADOPTING THE AMENDED PEMBROKE PARK PERSONNEL POLICIES AND PROCEDURES MANUAL, ATTACHED HERETO AS EXHIBIT "A," AND INCORPORATED AS IF FULLY SET FORTH HEREIN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Mayor Jacobs noted that HR Director Frishman was excused from the meeting as his wife had recently had a child. He commented that this was the best version of an HR manual the town had seen to date.

Town Attorney Horowitz explained that Section 19.1 of the town code adopts the manual of personnel policies by ordinance, so the revisions would need to be approved by ordinance rather than resolution. He suggested converting the resolution to an ordinance that would also provide for future amendments to be adopted by resolution.

Commissioner Mohammed requested a modification to eliminate the requirement that employees must work for the town for one year before being eligible for maternity leave, noting that several employees had recently given birth, adopted, or would be giving birth soon.

Motion to approve the Revised Town Personnel Handbook as an ordinance, with a modification to remove the one-year employment requirement for maternity leave as a line item for the next regular commission meeting.

- 8.12 Consideration and approval to Hire a Traffic Infraction Enforcement Officer as an Independent Contractor -Chief DeCoursey

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FL, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH JOHN WILSON TO SERVE AS TRAFFIC INFRACTION ENFORCEMENT OFFICER AS AN INDEPENDENT CONTRACTOR, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR AN EFFECTIVE DATE.

Police Chief DeCoursey requested approval to hire John Wilson, a retired captain from Hollywood Police Department, as an independent contractor to handle the town's school zone speed cameras. Chief DeCoursey explained that Mr. Wilson currently performs this service for the City of Davie and previously for West Park, making him experienced with the review process, preparing court evidence packages, and providing sworn testimony for magistrate hearings. He would work approximately 20 hours per week at \$40 per hour, funded through monies received from traffic enforcement cameras.

Motion approval to hire a traffic infraction enforcement officer for consent agenda on the next regular commission meeting.

- 8.13 Discussion and possible approval of Interagency Agreement between Fort Lauderdale and Pembroke Park - Chief Daniel DeCoursey (ADDED)

Chief DeCoursey presented an interagency agreement for teletype services with Fort Lauderdale Police Department. He explained that the town currently uses Margate for these services at a cost of \$9,000-\$10,000 per month, but Fort Lauderdale would provide the same services for approximately \$5,000 less per month. The Chief noted that Fort Lauderdale's city manager and attorney had already signed off on the agreement. If approved, he would work with the town attorney to issue a 60-day closeout letter to Margate.

Motion to approve Interagency agreement for consent agenda on the next regular commission meeting.

- 8.14 South Florida Business & Wealth's 2025 Apogee Awards Gala Honoring Mayor Jacobs - Town Manager Lynch

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA APPROVING SPONSORSHIP OF THE 2025 SFBW APOGEE AWARDS IN THE AMOUNT OF FOUR THOUSAND FIVE HUNDRED (\$4,500) AND RECOGNIZING THE SELECTION OF MAYOR GEOFFREY JACOBS AS AN HONOREE; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager Lynch explained that Mayor Jacobs had been nominated by a third party and selected by the South Florida Business and Wealth Association to receive an award for his community contributions. The event would be held on November 19 at The Venue on Wilton Drive in Fort Lauderdale from 11:30 AM to 1:00 PM. The Manager recommended approval as it would provide positive recognition for the town.

Clerk Commissioner Hodgkins expressed concern about spending town funds for an out-of-county organization, but Town Manager Lynch clarified that the organization serves the entire South Florida region including Broward County, and the event would provide valuable networking opportunities for the town's economic development efforts.

Motion to approve South Florida Business & Wealth's 2025 Apogee Awards Gala Honoring Mayor Jacobs in the amount of \$4,500, for consent agenda for the next regular commission meeting.

- 8.15 Consideration and Approval of Town Hall Exterior Lighting Project Using ARPA Funds - Public Works Director Odoms

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE TOWN HALL EXTERIOR LIGHTING PROJECT FUNDED THROUGH THE AMERICAN RESCUE PLAN ACT (ARPA); AUTHORIZING THE USE OF A PIGGYBACK CONTRACT WITH JLMB CONSTRUCTION GROUP CORP ATTACHED HERETO AS EXHIBIT A; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE NECESSARY AGREEMENTS; PROVIDING FOR A NOT-TO-EXCEED AMOUNT OF \$28,000.00; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Jeff Odoms presented a project to add exterior lighting to Town Hall using ARPA funds. The lighting would be installed around the perimeter of the building roof, in the rear parking area, and at

the front of the building at ground level. The project would also include electrical outlets near trees for decorative purposes. The project would utilize a piggyback contract with JLMB Construction through the City of Aventura for a not-to-exceed amount of \$28,000.

Motion to approve Town Hall Exterior Lighting Project using ARPA Funds for a not-to-exceed amount of \$28,000 for consent agenda for the next regular commission meeting.

- 8.16 Consideration and Approval of Complete A/C Replacement and duct work for Town Hall - Public Works Director Odoms

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE COMPLETE REPLACEMENT OF THE AIR CONDITIONING SYSTEM AND DUCTWORK FOR TOWN HALL; AUTHORIZING THE USE OF ARPA FUNDS AND CAPITAL OUTLAY ACCOUNT 001-530541-640003-00-0000; CONFIRMING PROCUREMENT THROUGH SOURCEWELL WITH HALL MECHANICAL AND AIR CONDITIONING LLC AS THE CONTRACTOR; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE NECESSARY AGREEMENTS; PROVIDING FOR A NOT-TO-EXCEED AMOUNT OF \$1,600,000.00; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Odoms presented a request for replacing the Town Hall's original air conditioning system from the 1970s. He explained that the design takes into account the building's modified airflow needs due to office additions and wall changes over the years.

The estimated cost would be \$1.6 million. Director Odoms noted that the town had previously received bids averaging \$1.3-\$1.5 million (with one as high as \$2.1 million) before utilizing the Sourcewell cooperative agreement for this proposal.

Clerk Commissioner Hodgkins suggested investigating whether some of the existing ductwork could be cleaned and saved rather than replaced entirely, potentially saving money and reducing disruption. Town Manager Lynch proposed that the item be approved contingent upon a review of the ductwork to determine if all components are necessary.

Public Works Director Odoms emphasized that the work would include bringing all systems up to current code requirements. Deputy Public Works Director Olarzabal added that regardless of whether the town

obtained grant funding, the work needed to be done to bring the building into compliance.

The Commission agreed to place this as a line item for the next meeting, allowing time for further evaluation of the ductwork requirements.

- 8.17 Consideration and Approval of Purchase for Additional Tower Gardens for Community Garden - Public Works Director Odoms

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE PURCHASE OF ADDITIONAL TOWER GARDENS FOR THE COMMUNITY GARDEN PROGRAM; AUTHORIZING THE USE OF FUNDS FROM THE CAPITAL OUTLAY – MACHINERY AND EQUIPMENT COMMUNITY GARDEN ACCOUNT (001-570572-640003-00-0000); CONFIRMING SOLE SOURCE PROCUREMENT AGREEMENT ATTACHED HERETO AS EXHIBIT A; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE NECESSARY AGREEMENTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Odoms requested approval to purchase additional tower gardens for the community garden for the current planting season at a cost of \$12,441.92, not to exceed \$13,000.

Motion to approve purchase of additional Tower Gardens for the Community Garden for an amount not to exceed \$13,000 for consent agenda for the next regular commission meeting.

- 8.18 Consideration of Approval of Emergency Street Repair for Sinkhole on SW 52 Avenue - Public Works Director Odoms

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FL, APPROVING EMERGENCY STREET REPAIR FOR A SINKHOLE ON SW 52 AVENUE; AUTHORIZING THE USE OF A PIGGYBACK CONTRACT WITH SOUTHEASTERN ENGINEERING CONTRACTORS ATTACHED HERETO AS EXHIBIT A; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE NECESSARY AGREEMENTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Odoms presented a ratification of emergency repairs that had already been initiated for a sinkhole on SW 52nd Avenue. He explained that one side of the repair was complete, but the other side

still required cleanup due to a major rainstorm that affected the settling of the asphalt.

Commissioner Hodgkins asked whether the original contractor who had previously worked in the area should be responsible for repairs, as there may have been improper compaction that led to the issue.

Town Attorney Horowitz agreed to research the original contract to determine if there were any options for recourse.

Motion to approve to ratify the emergency street repair for sinkhole on SW 52 Avenue, for consent agenda for the next regular commission meeting.

- 8.19 Consideration and approval for a light pole replacement for Public Services - Public Services Director Odoms

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FL, APPROVING THE REPLACEMENT OF A LIGHT POLE UTILIZING A PIGGYBACK CONTRACT WITH UPRIGHT ELECTRICAL SERVICES ATTACHED HERETO AS EXHIBIT A; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE NECESSARY AGREEMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Odoms requested approval to replace two light poles that were damaged in a car accident at a cost of \$14,691.55. Mayor Jacobs directed the director to pursue reimbursement from the responsible parties' insurance companies.

Motion to approve the replacement of light poles for Public Services, for consent agenda for the next regular commission meeting.

9 DISCUSSIONS

- 9.1 Discussion and possible action to amend Agreement with RG Underground for SW 30th Street Forcemain Project - Public Works Director Odoms

Public Works Director Odoms explained that during research of the project, he discovered that the contract documentation did not match the final approved scope of work. He presented an addendum to align the documents with the actual work performed for transparency and proper record keeping.

Motion to amend the Agreement with RG Underground for SW 30th Street Forcemain Project, for consent agenda for the next regular commission meeting.

9.2 Consideration and approval of amending the agreement with TK Elevator - Public Works Director Odoms

Town Attorney Horowitz explained that after the Commission had approved an agreement with TKE Elevator in September, the vendor requested several amendments. Since the changes came after Commission approval, staff couldn't accept these changes without bringing them back to the Commission. The amendments included changing the quote date, addressing tariffs and taxes (which don't affect the town due to tax-exempt status), and modifying indemnification language.

Motion to approve amending the agreement with TK Elevator, for consent agenda for the next regular commission meeting.

9.3 Discussion and possible action on SW 36th Court Drainage Improvements - Public Works Director Odoms

Public Works Director Odoms presented a stormwater management project for SW 36th Court as part of the town's stormwater master plan. He requested approval to move forward with the design phase at a cost of just over \$40,000, noting that the project would utilize Craven Thompson as a continuing consultant through the CCNA process. The director confirmed that funding was already budgeted for the project.

Motion to approve proceeding with design for SW 36th Court Drainage Improvements for consent agenda on the next regular commission meeting.

9.4 Discussion and Consideration of the use of 2-Acre Parcel Adjacent to Meekin Lake for Modular Building Placement - Public Works Director Odoms

Public Works Director Odoms proposed utilizing a portion of the 2-acre space near Meekin Lake behind Channel 10 for placement of the previously approved modular building. He explained that West Wind Construction is currently using the area, but he had met with them and determined that the space was large enough for both uses. Commissioner

Hopkins expressed concern about the contractor's rights as a tenant, but Town Attorney Horowitz clarified that the town's agreement with West Wind Construction reserves the town's right to utilize the property.

Motion to approve exploring the use of the 2-acre parcel adjacent to Meekan Park for modular building placement for consent agenda on the next regular commission meeting.

9.5 Discussion and Consideration of Additional Construction Funding – Town Emergency Generator Project - Public Works Director Odoms

Public Works Director Odoms presented the emergency generator project, explaining that the project was designed five years ago but costs had increased significantly. The current projection is approximately \$1.6 million, with a grant reimbursement of up to \$400,000. He noted that the project must be completed by December 2026 to comply with grant requirements.

Town Manager Lynch pointed out that the town currently rents a functional generator for \$4,500 per month, which works well for their needs. He questioned whether spending \$1.6 million to receive a \$400,000 grant made financial sense.

Commissioner Mohammed emphasized that this was funding from the Florida Department of Emergency Management, which provides numerous other grants to the town, and that rejecting the grant could jeopardize future funding opportunities.

Director Odoms added that having a permanent generator that meets FEMA standards is critical for disaster reimbursement eligibility. If the town suffered damage during an emergency and did not have proper infrastructure in place, FEMA would not provide reimbursement.

The Commission agreed to place this as a line item on the next meeting agenda and directed staff to prepare bid specifications that would include substantial liquidated damages for missing the grant deadline.

9.6 Discussion and Consideration of Additional Design Funding – South Park Road CSLIP Project (Inclusive of SW 25th Street Drainage Design) - Public Works Director Odoms

Public Works Director Odoms presented a request for additional design funding for the South Park Road Complete Streets Project through the FDOT/Broward County CSLIP grant program. He explained that the

design company Tetra Tech would incorporate design for both this project and the second part of the SW 25th Street stormwater project, saving money on the drainage aspects. The additional design funds would amount to \$501,000, which had already been appropriated in the budget.

Motion to approve additional design funding for the South Park Road CSLIP Project in the amount of \$501,000 as consent agenda for the next regular commission meeting.

- 9.7 Consideration and Approval of Agreement with Raftelis Financial Consultants, Inc - Public Services Director Odoms

RESOLUTION NO. 2025-060

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES; AUTHORIZING THE TOWN OFFICIALS TO EXECUTE THE AGREEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Odoms requested approval to engage Raftelis, a company he was familiar with, for a rate study of the town's sewer and stormwater rates. The scope would include reviewing the entire stormwater master plan, infrastructure projects, and assessing rates compared to other municipalities in the area. The director mentioned he was still exploring options for potentially lower-cost local alternatives.

The Commission agreed to place this as a line item for the next meeting to allow time for further research.

- 9.8 Discussion and possible action regarding the processing of automated clearing house (ACH) payments for town vendors and contractors - Town Attorney Horowitz & Finance Director Davermann

Town Attorney Horowitz explained that when the Commission recently adopted an ordinance amending check signing policies, the language stated that municipal funds would be dispersed "by checks only." However, for the past 8-9 years, the town has used ACH wire transfers for most recurring expenses. The attorney sought clarification that it was not the Commission's intent to stop all ACH transfers but rather to ensure that when checks are issued, they follow the revised signature requirements. He suggested an amendment to the ordinance to clarify this point at a future meeting.

The Commission directed the manager and finance director to continue with current ACH payment practices while the attorney prepares the clarifying ordinance.

9.9 Discussion of the matter identified in the October 14, 2025, JLAC Committee Meeting, and update on Audit Findings - Town Manager Lynch

Finance Director James Davermann reported on remediation efforts for audit findings identified in the Joint Legislative Auditing Committee (JLAC) meeting. He explained that persistent audit findings included timing of bank reconciliations, payment processes, procurement processes, and accounts payable processes.

Finance Director Davermann noted that the town's auditors, James Moore and Company, had provided a letter stating it was unlikely there would be punitive action if the town continued to address the audit findings proactively.

The Commission gave directions to Finance Director for later updates.

9.10 Discussion and possible action of Additional Benefits for Employees in the form of a car wash - Town Manager Lynch

Town Manager Lynch proposed providing town employees with car wash benefits at Sud Stop, which currently washes police vehicles at no charge. The cost would be approximately \$11-12 per month per employee for unlimited washes. He suggested this as a small but meaningful employee benefit to improve morale.

Town Attorney Horowitz raised concerns about potential tax implications for employees and questioned whether selecting one business in the community might create issues. He recommended researching the matter further.

The Commission agreed to postpone this item to allow the town attorney to conduct additional research.

9.11 Discussion and possible action to engage the Akerman law firm to represent the Town as special counsel to pursue potential recovery from the City of Hollywood for overcharging and related matters relative to the Large User Agreement - Town Attorney Horowitz & Town Manager David Lynch

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE ENGAGEMENT OF THE LAW FIRM OF AKERMAN LLP AS SPECIAL COUNSEL TO REPRESENT THE TOWN IN CONNECTION WITH POTENTIAL RECOVERY FROM THE CITY OF HOLLYWOOD FOR OVERCHARGING AND RELATED MATTERS UNDER THE LARGE USER AGREEMENT; APPROVING THE FEE ENGAGEMENT AGREEMENT WITH AKERMAN, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Horowitz explained that the town is a participant in the Large User Agreement with the City of Hollywood for wastewater treatment. Recently, Pembroke Pines settled a lawsuit with Hollywood for approximately \$8.5 million regarding misapplication of the agreement's methodology. The Akerman law firm represented Pembroke Pines in this lawsuit.

Based on preliminary analysis, Pembroke Park could potentially recover by about \$100,000 per year, going back five years based on similar overcharges. The cities of Hallandale Beach and Dania have already engaged Akerman to pursue recovery against Hollywood.

The Commission directed the town manager and town attorney to first have a conversation with their counterparts in Hollywood about potential resolutions before engaging Akerman, with the item to be placed on the next meeting agenda as a line item for formal consideration.

- 9.12 Consideration and Approval of Declaration of Surplus Property and Approval of Intergovernmental Sale for Ford Explorer - Town Attorney Horowitz & Town Manager Lynch

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DECLARING A 2022 FORD EXPLORER AS SURPLUS PROPERTY; AUTHORIZING THE SALE OF SAID VEHICLE TO THE VILLAGE OF SEA RANCH LAKES PURSUANT TO SECTION 274.05, FLORIDA STATUTES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Police Chief DeCoursey requested approval to declare a Building Department vehicle as surplus property and sell it to the Village of Sea Ranch Lakes for their police department at Blue Book value. Town Attorney Horowitz explained that state law allows for government-to-government transfers without the normal advertising requirements for surplus property.

Motion to approve the Declaration of Surplus Property and Intergovernmental Sale of Ford Explorer to the Village of Sea Ranch Lakes for consent agenda for the next regular commission meeting.

- 9.13 Motion to direct the Town Attorney's Office to draft an ordinance implementing Sec. 9 of the Town Charter and providing for the rotation by commission district, every two years of the mayor, vice mayor, clerk commissioner and acting clerk commissioner - Clerk Commissioner Hodgkins & Town Attorney Horowitz

Clerk Commissioner Hodgkins explained that he was concerned about how the last selection of mayor and vice mayor occurred, with one commissioner not voting. He suggested implementing an ordinance to provide for rotation by commission district every two years for the mayor, vice mayor, clerk commissioner, and acting clerk commissioner positions.

Town Attorney Horowitz explained that such an ordinance would implement the charter provision requiring rotation every two years. He noted that other municipalities, like Pembroke Pines, have similar rotation systems for their vice mayor position. The attorney mentioned some unique challenges due to the town having all commissioners elected at the same time rather than having staggered terms.

After discussion, the Commission agreed to place this as a line item for further consideration at the next meeting.

- 9.14 Discussion and/or possible action regarding the reporting structure and oversight responsibilities for certain Town positions hired by the Town Commission - Commissioner Mohammed

Commissioner Mohammed raised concerns about clarifying which positions report directly to the Commission versus the town manager. She noted that historically, positions hired by the Commission were terminated by the Commission, including the assistant town manager, HR director, and IT director.

Town Manager Lynch requested that this item be postponed to the next workshop to allow him time to prepare and present his position on the matter, as it directly affects his management authority.

The Commission agreed to table this item until the next workshop meeting.

- 9.15 Discussion and possible action regarding the publication of agendas for Town Commission meetings and related commission agenda procedures - Mayor Geoffrey Jacobs

Mayor Jacobs acknowledged he had made a mistake in previously instructing that agenda documents needed to be submitted to the town clerk by Friday at 5:00 PM before meetings. He clarified that the correct deadline is Thursday at 5:00 PM, which gives the clerk's office Friday to prepare the agenda.

- 9.16 Designation of Delegate for NLC Annual Business - Town Clerk Garcia-Lima

The Commission discussed who would serve as the delegate for the National League of Cities annual business meeting. After discussion, they designated Acting Clerk Commissioner Morrisette as the delegate.

Motion to designate Acting Clerk Commissioner Morrisette as the delegate for NLC Annual Business.

10 **ATTORNEY COMMENTS**

Town Attorney Horowitz noted a housekeeping issue regarding the town's agreement with DC Strategies (Dee Carper). He explained that there were two competing agreements - one from 2022 extending the relationship through 2026, and another from 2023. He requested permission to amend the 2023 agreement to align with the terms of the 2022 agreement. The Commission granted this direction.

11 **TOWN MANAGER COMMENTS**

Town Manager Lynch reported that the FITC conference was a success, with Mayor Jacobs, Vice Mayor Kashem, and Commissioner Mohammed attending. He requested retroactive approval for hotel rooms for town staff who had to be at the event from 6:30 AM until 7:00 PM, despite a town travel policy prohibiting hotel stays within Broward County. The Commission granted him forgiveness for this exception.

The Manager also requested approval to provide donations of \$1,500 each to Phoenix South Florida and Farm Share to help with food assistance during the federal government shutdown. The Commission approved this request.

For the upcoming health fair on November 8th, he agreed to work with staff to provide prizes or incentives to encourage residents to visit all vendor booths, as the food giveaway that typically served this purpose would be held on a different date.

12 COMMISSIONER COMMENTS

- 12.1 Mayor Jacobs Mayor Jacobs reminded everyone to be vigilant for children while driving on Halloween.

Vice Mayor Kashem invited all commissioners to attend the press release event for the Bangladesh Consular General on November 10th at 4:00 PM.

Clerk Commissioner Hodgkins had no comments.

Commissioner Mohammed had no comments.

Acting Clerk Commissioner Morrisette reported on the successful rollout of the Narcan distribution project, which provided nearly 40 kits. He mentioned plans to install a Narcan dispenser at the Town Hall entrance and discussed potentially placing them at apartment complexes and other locations.

13 ANNOUNCEMENTS

- 13.1 Regular Commission Meeting, November 12, 2025
Health Fair - Saturday, November 8, 2025, at 12:00 p.m. to 4:00 p.m.
Food giveaway with Farm Share at the Preserve on November 1st
Turkey Giveaway on November 24th
Tree Lighting Ceremony on November 25th

14 ADJOURNMENT

The meeting was adjourned at 10:10 PM.

ATTEST:

Cynthia Garcia-Lima, Town Clerk
Commission approved on:

Town of Pembroke Park
Regular Commission Meeting
October 29, 2025

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeal is to be based.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (td).

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.



Agenda Item Report

Subject:	Discussion and consideration of Hiring of Webmaster/Graphic Designer for the Town - Sponsored by Acting Clerk Commissioner Morrisette
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Erik Morrisette, Vice Mayor
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	To discuss and approve the recruitment of a Webmaster/Graphic Designer to support the digital and visual communication needs of the town.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	



Agenda Item Report

Subject:	Discussion and possible action to direct the Town Attorney's Office to draft a resolution providing for the establishment of the Pembroke Park Foundation, a non-profit organization to be used for fundraising and other charitable purposes for the benefit the Town and its residents - Sponsored by Clerk Commissioner Hodgkins
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Bill Hodgkins, Clerk Commissioner
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	



Agenda Item Report

Subject:	Christmas Tree - Sponsored by Mayor Jacobs
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Geoffrey Jacobs, Commissioner
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	



Agenda Item Report

Subject:	Discussion and/or possible action regarding the reporting structure and oversight responsibilities for certain Town positions hired by the Town Commission - Sponsored by Commissioner Mohammed
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Ashira Mohammed, Mayor
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	From time to time, clarification is necessary to ensure that the Town's organizational structure and lines of authority remain consistent with the Town Charter, adopted policies, and established Commission directives. This item provides an opportunity for the Commission to discuss personnel-related reporting relationships and oversight to promote accountability, transparency, and operational efficiency.
Staff Recommendations:	Staff recommends Commission discussion and direction as deemed appropriate.
Procurement:	
Financial Implications:	There is no financial impact.
Alternatives:	

ATTACHMENTS:

[Memo 2025-008 \(Charter Officers - Commission Direct-Reports\)](#)
[Resolution No: 19-10-09](#)
[Resolution No: 18-09-15](#)
[Resolution No: 19-07-14](#)
[04-09-2025 - Regular Commission Meeting - Bradley Frishman](#)
[07_13_2022 - Meeting Minutes - Regular - Babette Friedman](#)

**INTER-OFFICE CORRESPONDENCE
MEMORANDUM NO. 2025-008**

TO: Mayor Geoffrey Jacobs
Members of the Town Commission

CC: David Lynch, Town Manager
Bradley Frishman, Human Resources Director
Cynthia Garcia-Lima, Town Clerk

FROM: Jacob G. Horowitz, Town Attorney *JGH*

DATE: November 21, 2025

RE: Town of Pembroke Park ("Town") / Charter Officers – Direct-reports to Town Commission

The Town Attorney's Office has been asked to examine the recent charter amendment pertaining to charter officers and to opine on which positions in the Town report directly to the Town Commission.

I. TOWN CHARTER

On November 5, 2024, the Pembroke Park electorate approved an amendment to the Town Charter identifying certain employment positions in the Town as "charter officers engaged by and reporting directly to the Town Commission." As amended, Section 15 of the Town Charter expressly provides, as follows:

The Town Commission shall hire or engage by contract an individual or firm to serve in the following positions: **Town Manager, Town Clerk, Public Works Director, Building Official, Town Attorney, Finance Director, Town Planner and Chief of Police**. These positions shall be considered Charter Officers of the Town of Pembroke Park and shall report directly to the Town Commission. The Town Commission shall adopt job descriptions for each of these positions and may, by ordinance, further set forth the duties and responsibilities of each position.

On May 8, 2024, the Town Commission adopted Ordinance No. 2024-003 (the "Ordinance") on second reading, thereby placing the charter officer question before the voters at the November 5, 2024 general election.

The substance of Ordinance, however, was discussed in greater detail during first reading on April 5, 2024. More specifically, the Commission was asked by Mr. Roach, during public comment, about the inclusion of the Information Technology Director as a charter officer position that reports directly to the Commission. Then-Mayor Mohammed explained that there are certain positions, including the IT Director, that **"are hired by the Commission,"** but **will not** be codified in the charter as formal "charter officers." She went on to state that the IT Director "is still at the pleasure of the Commission,"

but it will not be included in the charter as there may not be a need for an IT Director position in the future. No other Town positions were specifically identified or discussed, and the Commission **did not** appear to disagree or question Mayor Mohammed's interpretation.

There was no further discussion by the Commission at second reading, and the Ordinance passed unanimously at each time it was considered. Therefore, it is our understanding that the commission intended the IT Director position to continue to be a direct report to the commission despite the commission's decision to exclude that position from the Ordinance.

II. CODE OF ORDINANCES

Chapter 2, Article III of the Town's Code of Ordinances, entitled "Officers and Employees," further details certain employment positions and their relationship with the Town Commission.

- **Sec. 2-67** of the Town Code expressly provides, in part, that "The **Town Planner** shall serve at the pleasure of the Town Commission." As noted, the Town Planner is also one of the positions identified in Sec. 15 of the Town Charter and enumerated as a charter officer.
- **Sec. 2-83** of the Town Code further provides, in part, that "The **Town Engineer** shall serve at the pleasure of the Town Commission." Unlike the Town Planner, the Town Engineer **was not** included by the Commission in the Ordinance and is not identified as a charter officer.
- **Sec. 2-88** of the Town Code states that the **Public Services Director** "shall serve at the pleasure of the Town Commission." Like the Town Planner, this position was also memorialized in Sec. 15 of the Town Charter as a Charter Officer.
- **Sec. 2-92** of the Town Code expressly provides, in part, that the **Town Manager** "shall serve at the pleasure of the Town Commission." The Town Manager is designated as a charter officer pursuant to Sec. 15 of the Town Charter.
- **Sec. 2-100.1** provides that the "Town Commission shall appoint a **Town Attorney** who shall serve at the will of the Town Commission." The Town Attorney is also designated as charter officer pursuant to Sec. 15 of the Town Charter.

The Town Code also refers to an **Administrative Services Director**. In accordance with **Sec. 2-97** of the Town Code, the Administrative Services Director "shall serve in the office at the pleasure of the Town Commission." **Sec. 2-99** establishes the duties and responsibilities for the Administrative Services Director and states, in relevant part, as follows:

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.

To the best of our knowledge, the Town **has not** employed anyone to serve as the Administrative Services Director since at least 2022. Further, it is our understanding that the duties and responsibilities of the Administrative Services Director have been generally carried out by the Town Manager and the Town Clerk, among other Town Employees.

Additionally, while the Administrative Services Director is charged with the "oversight and effectiveness" of Human Resources and Information Technology, **neither the HR Director nor the IT Director are expressly identified in the Town Code or Town Charter as reporting directly to the Town Commission or Town Manager.** It is our understanding that the Town Commission has a longstanding custom and practice of approving both the HR Director and IT Director positions. This understanding, at least as it relates to the IT Director, is consistent with the Commission's April 5, 2024 discussion while considering the charter officer Ordinance on first reading.

Moreover, as it relates to the HR Director position, Sec. 2-16(C)(2) expressly states, as follows:

(2) Elected and appointed officials shall express any concerns about an employee's performance privately and only to the Town Manager. Elected officials may make direct inquiry on Town matters to the Human Resources Director; however, **direction by the elected officials to the Human Resources Director shall only be through the Town Manager.**

Based on the Town Commission's past practice and discussion during the consideration of the Ordinance, it appears that Town Commission **intends** for the IT Director to be included among the positions reporting directly to the commission. However, while the Town Commission has also approved the appointment of the HR Director in the past, there appears to be **less support** for this position to be a direct-report to the commission, as evidenced by the fact that direction by the commission to the HR Director shall only be through the Town Manager.

III. CONCLUSION

As detailed herein, there appears to be ambiguity in the Town Code regarding the Town's organizational structure and the reporting obligations of certain positions in the Town. Certain positions, such as the Town Engineer, are identified in the Code as a direct-report to the Town Commission, but are not included as charter officers. Some positions, such as the Administrative Services Director, have significant duties and responsibilities under the Town Code, but no longer exist operationally in the Town. Other positions, such as the IT Director and the HR Director, are

not delineated in either the Town Charter or the Town Code and, with limited guidance in the Code, appear to operate based on a longstanding custom and practice, rather than a codified process.

Moreover, the Town Commission has also recently approved the hiring of individuals to serve in both charter officer positions, such as the Public Works Director, and non-charter officer positions, such as the HR Director. In each instance, the individuals were presented to the Town Commission as recommendations by the Town Manager.¹

Sec. 2-94 of the Town Code states, in part, that “The Town Manager is in charge of, responsible for, and accountable to the Town Commission for the **day to day operations of all departments.**” However, as noted, many departments, or the directors thereof, fall under the expressed or implied purview of the Town Commission. Importantly, under the commission form of government, the Town Commission is empowered to establish, by ordinance, the duties and responsibilities of any position in the Town, including the Town Manager.² In fact, Sec. 15 of the Town Charter specifically provides that the commission may, by ordinance, establish duties and responsibilities for all charter officers.

In November 2024, the Pembroke Park electorate clearly approved and identified eight (8) positions as being charter officers under the direct authority and control of the Town Commission. It appears that the intent of the Commission was for additional positions to also remain under the purview of the commission without being codified as charter officers. In the opinion of the Town Attorney’s Office, this is an issue in need of clarification by the Town Commission. Therefore, our office would recommend placing an additional item on a future general election ballot to specifically identify all positions in the Town that are intended to serve as charter officers reporting directly to the commission. This would provide clarity and consistency among all positions reporting to the Town Commission. Alternatively, we would recommend that the commission should define, by ordinance, those other positions that are intended to operate under the direct purview of the Town Commission.

Please contact our office if there is any additional information that we can provide.

¹ Certain municipal charters in a commission-manager form of government require the commission to approve the hiring and/or termination of department heads, while those individuals clearly report directly to the manager.

² In a commission-manager form of government, the duties and responsibilities of the manager are generally enumerated in the charter and may only be amended by the approval of the electorate.

RESOLUTION NO. 19-10-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO HIRE NEWALL DAUGHTREY AS ASSISTANT TOWN MANAGER; PROVIDING FOR HIS COMPENSATION; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town has advertised for qualified candidates for the position of Assistant Town Manager as required by the Town Personnel Policies and Procedures Manual; and

WHEREAS, the Town Commission has evaluated the candidates who applied for the position of Assistant Town Manager and desires to retain the services of Newall Daughtrey to serve in the position of Assistant Town Manager.

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

Section 1: That the Town Commission hereby hires Newall Daughtrey to serve as Assistant Town Manager of the Town of Pembroke Park.

Section 2: That the Town Commission agrees to pay Newall Daughtrey the salary of One Hundred Twenty Four Thousand One Hundred Fifty Two Dollars and Ten Cents (\$124,152.10) per year for his employment as Assistant Town Manager to be paid on the same payment schedule as all other Town employees.

Section 3: That Newall Daughtrey shall serve as Assistant Town Manager at the pleasure of the Town Commission.

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 9th day of October, 2019.

ATTEST:



ASHIRA A. MOHAMMED
Mayor-Commissioner



GEOFFREY JACOBS
Clerk-Commissioner



RESOLUTION NO. 18-09-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE MUTUAL RELEASE WITH THOMAS S. WILDE; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID MUTUAL RELEASE FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission eliminated the position of Assistant Town Manager held by Thomas S. Wilde and his employment with the Town ended on April 23, 2018; and

WHEREAS, the Town Commission and Thomas S. Wilde desire to resolve any potential claims each party may have against the other related to Thomas S. Wilde's employment with the Town through the preparation and execution of a Mutual Release of their actual or potential claims.

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the Town agrees to pay Thomas S. Wilde six (6) weeks of salary as severance pay as partial consideration for the execution and delivery of the Mutual Release.

Section 3: That the Town is authorized to enter into the Mutual Release with Thomas S. Wilde, in form and content as per the Mutual Release on file with the Town Clerk and by reference made a part hereof.

Section 4: That the Mayor is authorized and directed to execute the Mutual Release for and on behalf of the Town.

Section 5: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

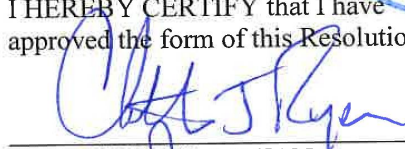
Section 7: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

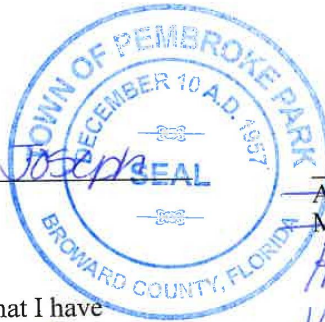
PASSED AND ADOPTED this 18th day of September, 2018.

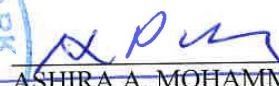
ATTEST:

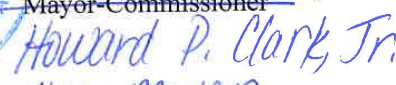

NATASHA JOSEPH
Deputy Town Clerk

I HEREBY CERTIFY that I have
approved the form of this Resolution


CHRISTOPHER J. RYAN
Town Attorney




ASHIRA A. MOHAMMED
Mayor-Commissioner


Howard P. Clark, Jr.
Vice Mayor

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RESOLUTION NO. 19-07-14

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, CREATING THE ADMINISTRATIVE POSITION OF ASSISTANT TOWN MANAGER; PROVIDING FOR DUTIES AND RESPONSIBILITIES; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission desires to create the administrative position of Assistant Town Manager and provide for the Assistant Town Manager's duties and responsibilities.

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

Section 1: That the Town Commission hereby creates the administrative position of Assistant Town Manager.

Section 2: That the duties and responsibilities of the Assistant Town Manager are as follows: (i) work under the general supervision of the Town Manager; (ii) assist in the administration of all Town functions, (iii) assist the Town Manager on a variety of broad based management issues; (iv) assist in the planning, analysis, and implementation of Town-wide projects and initiatives; (v) participate in various working groups and committees; (vi) develop complex analytical reports; (vii) coordinate projects for the Town Manager; (viii) and such other duties as the Town Commission deems appropriate.

Section 3: That the Assistant Town Manager will work under the administrative direction of the Town Manager and under the policy direction of the Town Commission.

Section 4: That the Assistant Town Manager shall be selected by resolution of the Town Commission, and shall serve at the pleasure of the Town Commission.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the

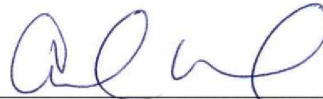


same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 17th day of July, 2019.

ATTEST:



ASHIRA A. MOHAMMED
Mayor-Commissioner



NATASHA JOSEPH
Deputy Town Clerk





MINUTES REGULAR COMMISSION MEETING

7:00 PM – Wednesday April 9, 2025
Commission Chambers

The REGULAR COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, April 9, 2025, at 7:00 PM, in the Commission Chambers, with the following members present:

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

1 CALL TO ORDER

Mayor Mohammed called the meeting to order at 7:04pm

2 PLEDGE OF ALLEGIANCE

Led by Mayor and Commissioners

3 ROLL CALL

The meeting was called to order at 7:04 pm by Mayor Mohammed. Present at the meeting were Ashira Mohammed, Mayor; Erik Morrisette, Vice Mayor; William Hodgkins, Clerk Commissioner; Musfika Kashem, Acting Clerk Commissioner; Geoffrey Jacobs, Commissioner.

Additional staff in attendance were Jacobs Horowitz, Town Attorney; Cynthia sGarcia-Lima, Town Clerk; James Davermann, Finance Director,

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

There were no deletions or withdrawals to the agenda.

5 PRESENTATIONS / PROCLAMATIONS

5.1 Presentation of a Commendation to Sergeant Dodge and Officer Velazquez

On Wednesday, March 26, Sergeant Dodge and Officer Velazquez responded to a call at an apartment on West Hallandale Beach Boulevard regarding a reported shooting. Upon arrival, they received minimal preliminary information but swiftly assessed the situation upon entry. Inside the apartment, they discovered a child in need of urgent medical attention. Demonstrating exceptional composure and bravery, both officers quickly secured the scene, rescued the child, and brought her to waiting paramedics for immediate treatment. Chief DeCoursey presented Certificates of Commendation to both officers, noting that their actions saved the child's life and represented the best of the department's values. He praised their dedication, professionalism, and service to the community, stating, "Proud is an understatement."

Officer Steven Estevez was also recognized for his outstanding investigative work on Tuesday, March 4. Officer Estevez was contacted by the Palm Beach County Sheriff's Office regarding a 15-year-old female who had been missing since January 22 and was believed to be in Pembroke Park. Officer Estevez conducted a neighborhood canvass, sharing the girl's photo with residents and providing his contact information. His outreach efforts paid off when a concerned citizen called 911 to report a possible sighting. Officer Estevez responded promptly, located the girl, and determined she was a victim of human trafficking. His swift response and diligent investigation were instrumental in recovering the child and removing her from a dangerous situation. Chief DeCoursey lauded Officer Estevez for his tireless commitment and quick action, which directly led to saving a vulnerable child from further harm.

5.2 Recognition of Sponsors for their support and contributions- Mayor Mohammed

Mayor Mohammed recognized not only the sponsors but all the people who have helped the town under her administration over the years in their various capacities.

5.3 Mid-Year Budget Review- Finance Director Davermann

Finance Director Davermann came forward to present the Mid-Year budget review to give the commissioners a lot more visibility and transparency on how the town has been performing budget-wise.

6 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

Anna Baptist, 3354 SW 54th Avenue, came forward and commented regarding a recent burglary and her concerns for public safety. On March 27th at approximately 1:00 PM, while at the Swifty Laundromat, Ms. Baptist's vehicle was burglarized, resulting in the theft of her purse and critical personal documents, including her passport, Social Security card, driver's license, and green card. She emphasized the emotional impact, stating that it felt as though "part of her life was taken away." She reported that video footage from the laundromat's security cameras was too unclear to identify the suspect or capture the vehicle's license plate. The perpetrator(s) remain at large. Ms. Baptist urged the Town to consider implementing higher-quality security measures, such as requiring businesses to install proper surveillance cameras and the Town to invest in street-level or license plate reader (LPR) cameras. She stressed that such measures would greatly assist law enforcement in deterring and solving crimes within Pembroke Park.

7 CONSENT AGENDA

- 7.1 Approval of Minutes - Town Clerk Garcia-Lima
February 12, 2025, Regular Commission Meeting
February 26, 2025, Special Commission Meeting
February 26, 2025, Workshop Commission Meeting
March 13, 2025, Regular Commission Meeting

- 7.2 Motorola Bridge for New Police RMS software- IT Director Pakula

- 7.3 Consideration and approval of an Underground Drainage Pipe Easement Agreement between the Town and Pembroke Park Villas – Town Manager Lynch

Town Attorney commented that this item was discussed during the previous workshop meeting. He stated that the developer's counsel is still working through the details of Exhibit C, which contains the legal description of the easement area. He requested that, when the commission approves the item, it be approved subject to confirmation of the legal description by the Town Manager and Town Attorney.

- 7.4 Consideration and Approval to use Blue Digital for Scanning Services for Digitization of Town Records - Town Manager Lynch
- 7.5 Surplus of Unused Town Hardware Property – IT Director Mark Pakula
- 7.6 ARPA, Restoration 3rd Floor and Emergency Operation center, portable office public works and installation, furnishing of 3rd floor renovations-
- 7.7 Broward County Escheating Property to the Town - Town Manager Lynch
RESOLUTION NO.: 2025-011
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ACCEPTING THE CONVEYANCE OF THE REAL PROPERTY OWNED BY BROWARD COUNTY PURSUANT TO SECTION 197.592(3), FLORIDA STATUTES WITH PARCEL ID # 514229000059 BY QUIT CLAIM DEED FROM BROWARD COUNTY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
- 7.8 Moratorium on Enforcement for Certain Prohibited Signs- Town Manager Lynch
RESOLUTION NO.: 2025-013
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, IMPOSING A NINETY (90) DAY SUSPENSION ON THE ENFORCEMENT OF CERTAIN PROVISIONS OF SEC. 21-19 OF THE TOWN'S CODE OF ORDINANCES RELATED TO PROHIBITED SIGNS; SPECIFICALLY SUSPENDING THE ENFORCEMENT OF THE TOWN'S CODE OF ORDINANCES AS IT RELATES TO SIDEWALK OR SANDWICH SIGNS AND BANNER SIGNS. FLAGS AND PENNANTS, SUBJECT TO CERTAIN CONDITIONS; AUTHORIZING AND DIRECTING THE TOWN'S PROFESSIONAL STAFF TO TEMPORARILY CEASE THE ENFORCEMENT OF CERTAIN PROHIBITS SIGNS AS SET FORTH IN THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
- 7.9 Consideration and Approval of Amendment of Original Agreement of the Gehring Group to include expand the scope to include a Compensation Study - Town Manager Lynch
- 7.10 Consideration and approval to Award Agreement for the Construction of the SW 25th St Stormwater Improvement Project

ACTION: Clerk Commissioner Hodgkins made a motion to approve the Consent Agenda, with the condition that Item 7.3 be approved subject to confirmation of the legal description by the Town Manager and Town Attorney. Vice Mayor Morrisette seconded the motion and it passed unanimously on a poll vote.

MEETING RESUMED AT 8:09PM

8 ORDINANCES, 2ND READING

8.1 Speed Camera Program in School Zones - Town Manager Lynch

ORDINANCE NO: 2025-002

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATED TO POWERS OF LOCAL AUTHORITIES; AMENDING CHAPTER 22 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "STREETS, SIDEWALKS, AND OTHER PUBLIC PLACE;" BY SPECIFICALLY AMENDING ARTICLE II, ENTITLED "STREETS, SIDEWALKS, AND ROADWAYS," DIVISION 5, ENTITLED, "ROADWAYS;" CREATING SECTION 22-100, TO BE ENTITLED "SPEED DETECTION SYSTEMS; SCHOOL ZONES;" PROVIDING FOR SPEED DETECTION SYSTEM PLACEMENT AND INSTALLATION; PROVIDING FOR SCHOOL CROSSING GUARD RECRUITMENT AND RETENTION PROGRAM; PROVIDING FOR SPEED DETECTION SYSTEMS IN SCHOOL ZONES; PROVIDING FOR PENALTIES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

Town Manager addressed the commissioners first congratulating Mayor Mohammed for 20 years of outstanding service.

Mayor Mohammed addressed the issue of speed cameras in school zones, raising the following points:

- **Misalignment of Hours:** She observed that the operating hours of the speed cameras do not match the school hours. She asked for clarification on what hours the cameras will be active.
- **Delayed Enforcement:** She suggested allowing a delayed enforcement period, where people would first receive warnings as they get accustomed to the cameras.

- Focus on School Infrastructure: She emphasized the need to focus on improving school infrastructure, rather than using the speed cameras as a revenue-generating measure.

Vice Mayor Morrisette stated that the warning lights associated with the speed cameras will only be active during official school hours.

The Town Manager responded to Mayor Mohammed's concerns by explaining that the ordinance aligns with the Florida state statute. The statute permits speed enforcement in school zones from the start of the morning school zone hours until the end of the afternoon school zone hours. He emphasized that continuous enforcement throughout the school day enhances safety, particularly during dismissal times.

The Town Manager added that the enforcement hours are flexible and can be adjusted based on data collected from the program. He also noted that a warning period is built into the system to allow drivers time to adapt before citations are issued.

Regarding the concern that the cameras might serve as a revenue generator, the Town Manager clarified that the program follows state guidelines. He assured the Commission that the primary goal is deterrence, not revenue generation, and that performance metrics in the RFP were weighted accordingly.

The Town Attorney added that the ordinance mandates a minimum 30-day public awareness campaign before citations can be issued, during which only warnings will be given. He also clarified that, per the ordinance, any revenue generated from the speed camera program can only be used for two specific purposes: (1) crossing guard recruitment and (2) a retention program. The funds cannot be used for general budget purposes.

Mayor Mohammed inquired whether the 30-day public awareness period could be extended.

The Town Attorney responded that the ordinance mandates at least 30 days, allowing for the possibility of extension.

The Town Manager confirmed that the awareness period could be extended beyond the minimum requirement. He acknowledged that similar programs in other states have faced criticism for appearing to be revenue-driven but emphasized that the Town's intent is focused on safety, not profit. He noted that in the Request for Proposals (RFP), the primary evaluation criteria

centered on whether the cameras serve as an effective deterrent rather than a financial tool.

The Town Attorney further clarified that, per the ordinance, any revenue generated from the school speed zone detection program is restricted to two specific uses:

- Administering a crossing guard recruitment process, and
- Supporting a retention program for crossing guards.

These funds are not allowed to be allocated to the Town's general fund and are designated solely for these public safety purposes.

ACTION: Vice Mayor Morrisette made a motion to approve ordinance on second reading. Acting Clerk Commissioner Kashem seconded the motion, and it passed on a 4-1 vote with Mayor Mohammed opposing.

9 NEW BUSINESS

10 OLD BUSINESS

11 DISCUSSION

- 11.1** Human Resources Director Position - Town Manager Lynch
Appointment of Bradley Frishman as Human Resources Director, and to authorize the Town Manager, or the manager's designee, to make an offer of employment to Mr. Frishman consistent with the Town's manual of personnel policies. (REMOVED FROM CONSENT AGENDA)

ACTION: Commissioner Jacobs made a motion to approve Bradley Frishman as Human Resources Director. Vice Mayor Morrisette seconded the motion, and it passed unanimously on a poll vote.

12 COMMISSION REORGANIZATION & APPOINTMENTS

- 12.1** Selection of a Mayor, Vice Mayor, Clerk Commissioner, and Acting Clerk Commissioner pursuant to Section 9 of the Town Charter - Town Attorney Horowitz

RESOLUTION NO: 2025-010

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, PURSUANT TO SECTION 9 OF THE TOWN CHARTER, APPOINTING COMMISSIONER

_____ AS MAYOR OF THE TOWN OF PEMBROKE PARK, FLORIDA; APPOINTING COMMISSIONER

_____ AS VICE-MAYOR OF THE TOWN OF PEMBROKE PARK, FLORIDA; APPOINTING COMMISSIONER

_____ AS CLERK-COMMISSIONER OF THE TOWN OF PEMBROKE PARK, FLORIDA; AND _____ AS ACTING CLERK-COMMISSIONER; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney advised that, pursuant to the recent charter amendment approved by the voters of Pembroke Park in November, the Town Commission is required—during the month of April in every odd-numbered year—to appoint officers to serve in the roles of Mayor, Vice Mayor, Clerk Commissioner, and Acting Clerk Commissioner for the upcoming two-year term. The resolution presented to the Commission is a fill-in-the-blank format intended to formally designate each of those appointed individuals.

Commissioner Jacobs stated that he had emailed the commissioners requesting that those seeking officer positions submit both a cover letter and a résumé. He explained that this would provide a clearer understanding of each candidate's background and qualifications relevant to the positions.

Mayor Mohammed acknowledged receiving Commissioner Jacobs' email and shared that she had prepared both her cover letter and résumé in response. She added that during last year's charter amendment process, she researched practices in other municipalities and found that several cities include a requirement in their charters mandating applicants for commission positions to submit a position statement, résumé, and cover letter.

Vice Mayor Morrisette stated he does not have a cover letter, nor a resume prepared.

1st ACTION: Vice Mayor Morrisette made a motion to nominate Clerk Commissioner Hodgkins as mayor. Clerk Commissioner Hodgkins seconded the motion, and motion failed on a poll vote 2-3 with Mayor Mohammed. Acting Clerk Commissioner Kashem and Commissioner Jacobs opposing.

2nd ACTION: Clerk Commissioner Hodgkins made a motion to nominate Vice Mayor Morrisette as mayor. Vice Mayor Morrisette seconded Clerk

Commissioner Hodgkins' motion, and motion failed on a poll vote 2-3 with Mayor Mohammed, Acting Clerk Commissioner Kashem and Commissioner Jacobs opposing.

3rd ACTION: Vice Mayor Morrisette made a motion to nominate Acting Clerk Commissioner Kashem as Mayor. Clerk Commissioner Hodgkins seconded the motion, however; Acting Clerk Commissioner Kashem refused the nomination.

4th ACTION: Clerk Commissioner Hodgkins made a motion to nominate Mayor Mohammed for mayor. Vice Mayor Morrisette seconded the motion, it passed 4-1 with Commissioner Jacobs opposing.

5th ACTION: Vice Mayor Morrisette made a motion to keep the same positions they are currently in. Clerk Commissioner Hodgkins seconded the motion, and it passed 4-1 with Commissioner Jacobs opposing.

ACTION: Clerk Commissioner made a motion to approve the resolution. Vice Mayor Morrisette seconded the motion and it passed with a 4-1 poll vote with Commissioner Jacobs opposing.

12.2 Consideration and Possible Action on a Resolution Designating Members of the Town Commission to Serve in an Oversight Capacity for Certain Town Departments - Clerk Commissioner Hodgkins

RESOLUTION NO.: 2025-012

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, PURSUANT TO SECTION 15 OF THE TOWN CHARTER, DESIGNATING MEMBERS OF THE TOWN COMMISSION TO SERVE IN AN OVERSIGHT CAPACITY IN CHARGE OF THE TOWN'S POLICE SERVICES, FIRE SERVICES, PARKS DEPARTMENT AND PUBLIC WORKS DEPARTMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

1st ACTION: Vice Mayor Morrisette made a motion to keep the same positions they are currently in. Clerk Commissioner Hodgkins seconded the motion, and it passed 4-1 with Commissioner Jacobs opposing.

ACTION: Vice Mayor Morrisette made a motion to approve the resolution. Clerk Commissioner Hodgkins seconded the motion, and it passed with a 4-1 poll vote with Commissioner Jacobs opposing.

13 ATTORNEY REPORTS

The Town Attorney had no comments.

14 TOWN MANAGER REPORTS

The Town Manager had no comments.

15 COMMISSION REPORTS

Commissioner Jacobs expressed his concern regarding holding commission meetings during regular workday hours. He stated that, as the only commissioner currently maintaining a full-time career, such scheduling excludes him from participating and limits access for working residents and business owners who may also be unable to attend daytime meetings. He further commented that over the past two years, he believes there has been a targeted effort by certain members of the commission to remove him from office, stemming from his role as a whistleblower who exposed significant concerns within the town. Commissioner Jacobs alleged that these actions have resulted in the misuse of approximately \$300,000 in taxpayer funds. He referenced a legal matter from November 2023, in which Mayor Mohammed filed an emergency order of protection against him, describing it as another attempt to restrict his presence at Town Hall. He concluded by stating that continued decisions by the current commission could expose the Town of Pembroke Park to further civil liability and that, in his view, the Town has regressed under the commission's leadership over the last two years.

Mayor Mohammed expressed her heartfelt gratitude and humility for the support she has received from both the community and her fellow commissioners. She emphasized that while there is still significant work ahead, unity and teamwork are essential to making meaningful progress for the Town of Pembroke Park. She directly addressed Commissioner Jacobs, acknowledging his past contributions to improving the town and recognizing the value he brings through his experience and commitment. She encouraged him to take an active role in moving the town forward, stating that his leadership is needed. Mayor Mohammed reminded the Town Manager that each commissioner has expressed interest in having a commissioner assistant liaison and asked that this request be prioritized. She also conveyed her desire to engage collaboratively with every commissioner, noting that open communication and the exchange of ideas will be vital for success. In closing, she underscored the importance of collective leadership, noting that she and Commissioner Jacobs, as the two most tenured members of the commission, have a responsibility to help guide and mentor the newer commissioners. By working together, she believes the commission can lead the town in a positive and unified direction.

Town Manager Lynch acknowledged the request regarding commissioner assistant liaisons and confirmed that the matter is actively being addressed. He stated that a formal memo will be distributed to all commissioners the following morning.

Clerk Commissioner Hodgkins commended Mayor Mohammed for her dedication and unwavering commitment to the Town of Pembroke Park. He noted that her deep involvement has not gone unnoticed by the community and that residents appreciate her efforts and actively engage with her. He praised her selfless approach to leadership, stating that she steps up when needed without seeking recognition. On behalf of the residents, he congratulated her and expressed how glad he is to see her return.

Acting Clerk Commissioner Kashem extended her gratitude to Mayor Mohammed for her service. She shared that she had a heartfelt conversation with Commissioner Hodgkins and Commissioner Morrisette, during which she apologized for a difficult decision. While she held them in high regard, she expressed that she did not support a mayoral change mid-year, believing it was not the right timing. She added that should there be re-elections, she hopes for future change.

Vice Mayor Morrisette also thanked Mayor Mohammed for her service and stated that he trusts her leadership. He praised the recent initiative to hold informal roundtable discussions, noting that the format was productive. He observed that while commissioners often share similar goals and ideas, they do not always communicate them with one another, and this new platform could help bridge that gap.

16 ANNOUNCEMENTS

- 16.1 Special Magistrate Hearing, Wednesday, April 16, 2025 at 9:00 a.m.
Workshop Commission Meeting, Wednesday, April 30, 2025 at 6:00 p.m.
Regular Commission Meeting, Wednesday, May 14, 2025 at 7:00 p.m.

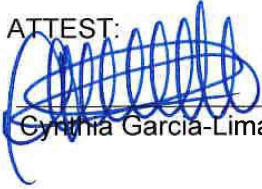
SPECIAL EVENTS

Eggstravaganza, Saturday, April 12, 2025 at 10:00 a.m. through 2:00 p.m.
at Raymond P. Oglesby Park

17 ADJOURNMENT

With no further business to discuss meeting adjourned at 9:11pm.

ATTEST:



Cynthia Garcia-Lima, Town Clerk



Commission approved on:

5/14/25

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeal is to be based.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (td).

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.



TOWN OF PEMBROKE PARK

3150 SW 52 Avenue, Pembroke Park, FL 33023
Broward (954) 966- 4600 - Fax (954)966-5186

REGULAR COMMISSION MEETING MINUTES Wednesday, July 13, 2022 at 7:00 PM

Mayor Geoffrey Jacobs
Vice Mayor Reynold Dieuville
Clerk Commissioner William Hodgkins

Town Manager JC Jimenez
Town Attorney Melissa P. Anderson
Town Clerk Marlen D. Martell

1 CALL TO ORDER Meeting called to order at 7:19 PM.

2 PLEDGE OF ALLEGIANCE

3 ROLL CALL The meeting was called to order at 7:19 pm by Mayor Jacobs. Present at the meeting were Geoffrey Jacobs, Mayor; Reynold Dieuville, Vice Mayor; and Williams Hodgkins, Clerk Commissioner.

Additional staff in attendance were JC Jimenez, Town Manager; Melissa Anderson, Town Attorney; Marlen Martell, Town Clerk; Suzi Reutlinger, Assistant to Town Clerk; Robert Clark, Public Services Director; Miguel Nunez, Building Official; David Howard, Interim Chief of Police; Joseline Ramirez, Chief Code Enforcement Officer; Joy Brown, Executive Assistant to the Chief of Police and Commission/Events Coordinator; Lucie Manzerolle, Building Manager; Mark Pakula, Information Technology Director; Cai Schwartz, Town Planner; Bill Gordon, Captain; Marc Tallentire, Officer; Wade Douty, Sergeant; and Ra Shana Dabney-Donovan, Major.

4 ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA ADDED 11.6 HR DIRECTOR

Items 11.6 moved to 5.1, 11.7 moved to 5.2, 11.8 moved to 5.3; item 11.9 moved to 5.4 and item 11.10 moved to 5.5

4.1 ACCEPT AGENDA WITH ADDED CHANGES

MOTION TO APPROVE AGENDA WITH ADDED CHANGES

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

5 PRESENTATIONS / PROCLAMATIONS

5.1 / 11.6 Clarification/cost/video - Clerk Commissioner Hodgkins

/document/12160/?splitscreen=true&media=true

2:39:51

VIDEO SHOWN

5.2 / 11.7 Consultant Report on Police Department - Clerk Commissioner Hodgkins

5.3 / 11.8 Something to consider (Mayor Jacobs) - Clerk Commissioner Hodgkins

5.4 / 11.9 Taxes - Clerk Commissioner Hodgkins

Town Clerk to email all Commissioners Ad Valorem Tax comparison

5.5 / 11.10 Democratic, systematic choice - Clerk Commissioner Hodgkins

6 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

David Roach spoke on record

Erik Morrisette spoke on record

Larry Bernard spoke on record

7 CONSENT AGENDA

7.1 Meeting Minutes

June 8, 2022, Regular Commission Meeting

June 22, 2022, Workshop Commission Meeting

7.2 Purchase of remainder of police fleet - Interim Police Chief Howard

Cost of \$22,000.00 needs to be added to the police fleet

7.3 Dump Trailers - Public Services Director Clark

7.4 Surplus vehicles & equipment - Public Services Director Clark

7.5 Sewer lift station repair - Public Services Director Clark

7.6 Lake Shore Drive - annual reimbursement for maintenance - Public Services

Director Clark

7.7 Purchase of Bypass Pump - Public Services Director Clark

7.8 Public Works Auxiliary Storage Facility for Police Station Build-Out - Public Services

Director Clark

7.9 Interim Finance Director - Interim Finance Director Noel

Salary adjustment

Town of Pembroke Park
Regular Commission Meeting
July 13, 2022

Page 26 of 31

7.10 Approval of budget and personnel recommendation by Interim Police Chief Howard
PPPD budget of \$3,773,361.00
Staffing: 3 officers and a sergeant = (4) per shift = 96 work hours per day (12 officers),
(24 total staff)

7.11 Motion to approve consent agenda

Motion to approve consent agenda

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

8 RESOLUTIONS

8.1 Resolution for the millage rate and to set budget hearing dates - Town Manager Jimenez

RESOLUTION NO. 2022-009

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING A TENTATIVE MILLAGE RATE FOR FISCAL YEAR 2022-23 AND PROVIDING AN EFFECTIVE DATE.

Approval of Resolution No. 2022-009

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

8.2 Finance Director - Town Manager Jimenez

RESOLUTION NO. 2022-008

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING ROY BROWN AS FINANCE AND BUDGET DIRECTOR FOR THE TOWN OF PEMBROKE PARK; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Motion to appoint Roy Brown as Finance Director at the salary offered of \$118,000.00

**MOTION TO APPROVE MADE BY CLERK COMMISSIONER WILLIAMS HODGKINS,
SECONDED BY VICE MAYOR REYNOLD DIEUVEILLE. MOTION PASSED 2-1
MAYOR GEOFFREY JACOBS OPPOSED.**

8.3 Resolution Declaring "Zoning in Progress" for Medical Marijuana Dispensaries -
Town Attorney Anderson

RESOLUTION NO. 2022-010

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DECLARING ZONING IN PROGRESS PERTAINING TO THE AMENDMENT AND DEVELOPMENT OF LAND DEVELOPMENT REGULATIONS PERTAINING TO MEDICAL MARIJUANA DISPENSARIES, MEDICAL MARIJUANA RETAIL CENTERS AND MEDICAL MARIJUANA TREATMENT CENTERS WITHIN THE TOWN; PROVIDING THAT WHILE ZONING IN PROGRESS IS IN EFFECT THE TOWN SHALL

NOT ACCEPT NOR PROCESS APPLICATIONS FOR DEVELOPMENT ORDERS OR PERMITS, AMENDMENTS TO SITE PLANS, OR OTHER ZONING APPLICATIONS, WHETHER ADMINISTRATIVELY OR OTHERWISE FOR MEDICAL MARIJUANA DISPENSARIES, MEDICAL MARIJUANA RETAIL CENTERS AND MEDICAL MARIJUANA TREATMENT CENTERS WITHIN THE TOWN; PROVIDING FOR WAIVERS FOR THE PROCESSING OF APPLICATIONS AND THE APPROVAL OF DEVELOPMENT ORDERS OR PERMITS FOR MEDICAL MARIJUANA DISPENSARIES, MEDICAL MARIJUANA RETAIL CENTERS AND MEDICAL MARIJUANA TREATMENT CENTERS WHICH HAVE APPLICATIONS DEEMED BY THE TOWN TO BE IN ALREADY IN PROCESS; AND PROVIDING FOR AN EFFECTIVE DATE.

Mike Vonder Meulen spoke on record

Motion to approve Resolution 2022-010 the "Zoning in Progress" Resolution

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

9 ORDINANCES - 1ST PUBLIC HEARING

9.1 Rescind Ordinance 2022-003 Property Rights Element and advertise Ordinance 2022-006 - Planning Consultant Michael Vonder Meulen

ORDINANCE NO. 2022-006

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE TOWN OF PEMBROKE PARK'S ADOPTED COMPREHENSIVE PLAN AS AMENDED; BY ADDING THE PROPERTY RIGHTS ELEMENT; ADDING GOALS, OBJECTIVES, AND POLICIES, PURSUANT TO SECTION 163.3177, FLORIDA STATUTES; PROVIDING SEVERABILITY; RESCINDING AND SUPERSEDING ORDINANCE 2022-003; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Mayor Jacobs opened for public comment-NONE

Mayor Jacobs closed public comment

Motion to adopt Ordinance 2022-006

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

10 ORDINANCES - 2ND FINAL PUBLIC HEARING

10.1 Proposed Building Standards Ordinance (Ch. 5) Changes and Addition - Building Official Nunez

ORDINANCE NO. 2022-004

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING AND UPDATING "CHAPTER 5 – BUILDINGS AND BUILDING REGULATION" " OF TOWN'S CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN

THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Mayor Jacobs opened for public comment - none

Mayor Jacobs closed for public comment

MOTION TO APPROVE ORDINANCE 2022-004

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUEVILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

10.2 Proposed Changes to the Floodplain Ordinance - Building Official Nunez

ORDINANCE NO. 2022-005

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AMENDING AND UPDATING CHAPTER 10 "FLOOD PREVENTION AND PROTECTION" OF TOWN'S CODE**; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Mayor Jacobs opened for public comment

Erik Morrisett spoke on record

Mayor Jacobs closed public comment

Motion to Approve Ordinance No. 2022-005

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUEVILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

11 NEW BUSINESS

11.1 Police Organizational Chart - Interim Police Chief Howard

Motion to approve Police Organizational Chart

**MOTION TO APPROVE MADE BY CLERK COMMISSIONER WILLIAMS HODGKINS,
SECONDED BY VICE MAYOR REYNOLD DIEUEVILLE. MOTION PASSED 3-0.**

11.2 A&B Recycling-Authorization to Foreclose - Town Attorney Anderson

Motion to authorize foreclosure and fines

**MOTION TO APPROVE MADE BY CLERK COMMISSIONER WILLIAMS HODGKINS,
SECONDED BY VICE MAYOR REYNOLD DIEUEVILLE. MOTION PASSED 3-0.**

11.3 Award Selection and Recommendation for ITB 22-05 CDBG 47th Year - Preserve Safety Improvements Project Award - Public Services Director Clark

Motion to award bid package to Imperial Electrical, Inc., in an amount not to exceed \$129,960.00

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUEVILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

11.4 Award Selection and Recommendation for ITB 22-07 SW 32nd Street Asphalt Replacement - Public Services Director Clark

Motion to award bid package to Weekly Asphalt Paving, Inc. in an amount not to exceed \$40,000.00

Motion to award bid package ITB 22-07 SW 32nd Street to Asphalt Paving, Inc. in an amount not to exceed \$40,000.00

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUEVILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

11.5 Lift Station 15 Replacement Change Order #1 - Public Services Director Clark
MOTION TO APPROVE \$19,800.00 FOR CONTINUOUS CONSTRUCTION ON LIFT STATION 15.

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUEVILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

11.6 HR Director

MOTION TO HIRE BABETTE FRIEDMAN AS HR DIRECTOR AT \$115,00.00

**MOTION TO APPROVE MADE BY CLERK COMMISSIONER WILLIAMS HODGKINS,
SECONDED BY VICE MAYOR REYNOLD DIEUEVILLE. MOTION PASSED 3-0.**

11.7 Premium Pay for Public Service Maintenance Employees during COVID

Item placed as a line item for the next Regular Commission Meeting

Amount to be determined by Town Manager

12 OLD BUSINESS

12.1 Town Attorney - Mayor Jacobs

Item moved to the August 10, 2022 meeting

13 DISCUSSION

13.1 Police Department Update and Grant Update - Mayor Jacobs

14 ATTORNEY REPORTS Town Attorney Anderson will be out July 27th, Jake Horowitz will be stepping in for the Attorney at the Commission Workshop.

15 TOWN MANAGER REPORTS Town Manager seeking direction to approve attending the ICMA Conference. (APPROVED)

16 COMMISSION REPORTS

Clerk Commissioner Hodgkins - None

Vice Mayor Dieuville - Vice Mayor Dieuville stated that he was impressed with the Police Department and the progress being made.

Mayor Jacobs - Major Jacobs thanked Joy Brown and other Town Employees for a successful Food Drive

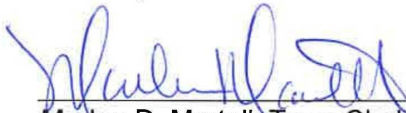
17 ANNOUNCEMENTS

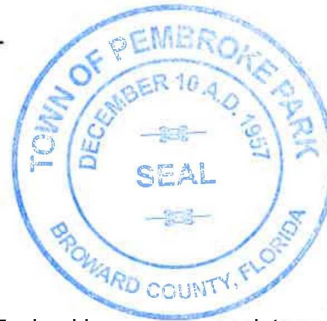
17.1 Special Magistrate Hearing, Wednesday, July 20, 2022 at 9:00 AM
Charter Review Committee, Monday, July 25, 2022 at 6:00 PM
Workshop Commission meeting, Wednesday, July 27, 2022 at 6:00 PM
Back to School Event, Saturday, August 6, 2022 from 11 AM to 3 PM
Food Drive, Saturday, August 13, 2022 from 11 AM to 3 PM at the Raymond P. Oglesby Park

18 ADJOURNMENT With no further items for discussion, meeting adjourned at 9:44 PM

Commission approved on: September 14, 2022

ATTEST:


Marlen D. Martell, Town Clerk



In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeal is to be based.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (tdd).

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

Town of Pembroke Park
Regular Commission Meeting
July 13, 2022

Page 31 of 31



Agenda Item Report

Subject:	Updates on town purchasing manual, and P-Card purchases - Sponsored by Commissioner Mohammed
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Ashira Mohammed, Mayor
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	



Agenda Item Report

Subject:	Update on Town Planner Position – Status of Hiring vs. Contracted Services - Sponsored by Commissioner Mohammed
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Ashira Mohammed, Mayor
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	Hiring an internal Full-Time Employee (FTE) Planner is anticipated to be significantly lower than current expenditures on contracted planning services. - FY 2023–24 Contract Cost: \$175,741.40 - FY 2024–25 Contract Cost: \$235,809.72 Total 2-year cost: \$411,551.12 Policy Questions: Status of hiring process for the Town Planner position and consideration of filling the role as an FTE for long-term cost savings. Summary: Requesting an update on the Town Planner hiring status, current applicant pool, and Town's plan to fill the position. Contract services exceed \$235K annually despite previous advertisement for the role. Background: The Town previously advertised a full-time Town Planner position. Contracted planning services cost between \$175K and \$235K annually. An FTE would provide continuity and savings. An update is needed on current progress. Discussion/Analysis: - Annual contracted services increased by nearly \$60K.- FTE will provide cost savings, stability, and better service. - Clarity needed on recruitment status and next steps. Options: 1. Proceed with hiring an internal FTE Town Planner.

	2. Continue using contracted planning services. 3. Reassess and re-advertise the position. Advantages: - Cost savings. - Continuity & institutional knowledge. - Increased availability for residents, developers, and Commission priorities. Disadvantages: - Requires onboarding and HR processing.
Staff Recommendations:	Motion to direct the Town Manager to provide a full hiring update and proceed with filling the Town Planner FTE position.
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Fwd Building official and town planner positions](#)

From: Ashira Mohammed
To: [Joan Clark](#)
Subject: Fwd: Building official and town planner positions
Date: Friday, November 21, 2025 2:51:54 PM
Attachments: [Outlook-01hr@tppfl.gov](#)
[Outlook-02zoffina.org](#)
[Outlook-01hr@tppfl.gov](#)
[Outlook-02zoffina.org](#)
[Outlook-03hr@tppfl.gov](#)
[Outlook-04zoffina.org](#)

Sent from my iPhone

Begin forwarded message:

From: HR <hr@tppfl.gov>
Date: August 18, 2025 at 9:49:19 AM EDT
To: Ashira Mohammed <amohammed@tppfl.gov>
Subject: Re: Building official and town planner positions

Good morning, Mayor Ashira,

Thank you for this. I will continue to discuss where we are on this in the building. From my understanding, we do not have enough fulltime work for a Town Planner. Would it be an issue to do a part-time?

Call me if you would like to discuss. I am still doing further probing in the understanding of that information give to me by Town Manager.

Thank you,
Bradley



Bradley S. Frishman
Human Resources Director
(754)232-1622 | hr@tppfl.gov
www.tppfl.gov
3150 SW 52nd Ave
Pembroke Park, FL 33023

From: Ashira Mohammed <amohammed@tppfl.gov>
Sent: Saturday, August 16, 2025 6:06 PM
To: HR <hr@tppfl.gov>
Subject: Fwd: Building official and town planner positions

Sent from my iPhone

Begin forwarded message:

From: Ashira Mohammed <amohammed@tppfl.gov>
Date: March 19, 2025 at 9:31:40 PM AST
To: Jacob Horowitz <jhorowitz@gorencherof.com>
Subject: Fwd: Building official and town planner positions

Sent from my iPhone

Begin forwarded message:

From: Ashira Mohammed <amohammed@tppfl.gov>
Date: June 27, 2024 at 11:39:26 AM EDT
To: Chandler Williamson <cwilliamson@tppfl.gov>
Subject: Fwd: Building official and town planner positions

Sent from my iPhone

Begin forwarded message:

From: Kristen Biazar <kristen.biazar@gchringgroup.com>
Date: June 27, 2024 at 8:16:41 AM EDT
To: Ashira Mohammed <amohammed@tppfl.gov>
Subject: Re: Building official and town planner positions

Good morning Mayor Mohammed,

I hope you are doing well. There are only two (2) qualified candidates for the Building Official position:

- Emmanuel Aghenohevi
- James "Jim" McGuinness

Both of the above candidates were sent to the Commission previously. There are no other candidates that meet the minimum qualifications of this position to be sent to the Commission.

As for Town Planner, the following top candidates were sent to Commission:

- Jeremiah Champion (Veteran) - (this is probably the candidate that you mentioned in your previous email as Jeremy?)
- Mitchell Graham - Stopped responding following missed interviews
- Saradja Registre - Withdrew interest
- Isabel Nieves
- Veronica Sanchez - Withdrew interest

Also, I contacted Ehsan Sarabi (another top candidate), but he did not respond, so I did not send him to Commission.

There are additional candidates from this recruitment, would you like me to a few more Town Planner candidates to the Commission? If so, I will contact the candidates first, to ensure they are still interested.

Please clarify how you would like me to move forward.

Thank you!

Respectfully,

Kristen

From: Ashira Mohammed <amohammed@tppl.gov>
Sent: Tuesday, June 25, 2024 6:29 PM
To: Kristen Biazar <kristen.biazar@gehringgroup.com>
Subject: Re: Building official and town planner positions

Caution – This email originated from outside of our organization. Please do not open any attachments or click on any links from unknown sources or unexpected email.

Please forward me the other 3 for building official. I thought it was just the two women and Jeremy. Is the other gentleman still interested if so please see if we can do a zoom this week any day but Friday
Sent from my iPhone

On Jun 25, 2024, at 4:48 PM, Kristen Biazar <kristen.biazar@gehringgroup.com> wrote:

Hi Ashira,

I hope you are doing well. There are no additional candidates for the Building Official position, the two provided were the only qualified candidates.

As for the Town Planner, there was also a candidate named Jeremiah Champion (veteran), did you interview him as well? There are a few additional candidates, but not as qualified as the ones we sent over to the Commission, which were the top 6 candidates. I can definitely provide the additional candidates, unless the Commission would like to move forward with our original recommendation. We can re-review the job description and update based on the needs of the department and Town Manager and re-post. Also, we can set-up interviews initially with the Town Manager before having the Commission set-up, if that would be helpful.

Please let me know how you would like to proceed.

Thank you!

Respectfully,

Kristen



Kristen Biazar
HR & Risk Services Consultant

Office: 561-626-6797



Fax: 561-293-3722
3500 Kyoto
Gardens Dr.



Palm Beach
Gardens, FL
33410
gehrlinggroup.com

[c:linkedin_32x32_565d47a2-c:facebook_32x32_e923565a-c:youtube_32x32_ace2ac45-8c1142e8-9e67-75de-4400-9407-0636-4774-8219-0e4500b3141.png-916c92a46b17.png-7f318d92299.png](#)

From: Achira Mohammed <amohammed@tpdf.gov>
Sent: Tuesday, June 25, 2024 3:31 PM
To: Kristen Biazar <kristen.biazar@gehrlinggroup.com>
Subject: Building official and town planner positions

Caution – This email originated from outside of our organization. Please do not open any attachments or click on any links from unknown sources or unexpected email.

Good afternoon,

Do you have any additional candidates to interview for the two positions?
I interviewed the two women and I know one withdrew her application for planner and interviewed one candidate for building official and never heard back from the other one. Please update. Thank you.

Sent from my iPhone

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render and know the content is safe.



Agenda Item Report

Subject:	Creation of Town-Wide Wellness & Weight-Loss Program With Incentives and Commercial Scale "Walking under the Stars" - Sponsored by Commissioner Mohammed
Meeting Date:	Workshop Commission Meeting - January 7, 2026
Prepared For:	Town Commission
Staff Contact:	Ashira Mohammed, Mayor
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	Policy Questions: Should Pembroke Park launch a Town-Wide Wellness & Weight-Loss Program for residents and staff? 1. Should the Town purchase a commercial-grade scale for official weigh-ins at Town Hall? 2. Should the program include incentives and rewards such as gift cards, recognition, fitness equipment, or sponsored prizes? 3. Should staff work with local businesses, health vendors, or the American Beverage Foundation (nutrition grant) for funding support? Summary: This item proposes the creation of a Pembroke Park Wellness & Weight-Loss Challenge for residents and Town staff. The program would include: • Initial and monthly weigh-ins using a commercial-grade scale • A wellness app or tracking system • Workshops, walking groups, nutrition classes, and fitness challenges • Rewards and incentives based on participation or weight loss percentages • Partnerships with local grocery stores, gyms, and corporate sponsors This program aligns with the Town's historic commitment to health and wellness, including the annual Health Fair. Background: Pembroke Park residents have expressed strong interest in holistic wellness, nutrition, and fitness opportunities, especially following the Town's successful health fairs.

	Other cities have implemented similar wellness challenges to improve community health metrics, strengthen social engagement, and promote healthy lifestyles. These programs often partner with national organizations, health insurers, and corporate sponsors to reduce costs and expand benefits. The Town can tailor a model that fits our community, using Town Hall as the weigh-in location and public parks as movement spaces (walk challenges, outdoor fitness sessions, etc.). A Town-wide wellness program can be designed to include: 1. Monthly Weigh-Ins at Town Hall Using a commercial-grade scale suitable for accurate, high-capacity measurement. 2. Community Engagement Activities • Walking clubs at Patrick Behan Park • Yoga/stretch classes • Weekend family fitness days • Cooking demos focused on diabetes-friendly meals 3. Digital Tracking Participants can optionally use a wellness app to track: • Steps • Weight • Water intake • Sleep • Challenge milestones 4. Rewards & Incentives Options may include: • Gift cards • “Most Improved” awards • Fitness gear (mats, water bottles, resistance bands) • Sponsored prizes • Recognition at Commission meetings 5. Sponsorship Opportunities Potential partners include: • American Beverage Foundation (nutrition grant) • Local Publix and Walmart • Gyms and personal trainers • Local health practitioners
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	- Corporate partners such as Home Depot (equipment for community fitness areas) This type of program promotes community health, enhances Town visibility, and supports family-oriented initiatives. Options: Approve creation of a Town-Wide Wellness & Weight-Loss Program with incentives. - Approve the program but require staff to present a detailed implementation plan in 30 days. - Approve purchase of a commercial-grade scale only, and begin a pilot program. - Defer for further analysis. Advantages: Promotes healthier lifestyles among residents and staff - Low-cost, high-impact community benefit - Builds positive community engagement - Reinforces Town leadership in wellness initiatives - Supports residents with diabetes, hypertension, and weight-loss goals Disadvantages: - Requires staff time for weigh-ins and program administration - Incentives may require sponsorships or budget allocation Possible Action: Motion to approve creation of a Pembroke Park Town-Wide Wellness & Weight-Loss Program, authorize the purchase of a commercial-grade scale, and direct staff to begin planning partnerships and incentives.
Staff Recommendations:	
Procurement:	
Financial Implications:	Minimal startup cost. Main expenses include: - Acquisition of a commercial-grade scale for weigh-ins - Marketing materials (flyers, banners, digital posts) - Potential sponsorships to offset costs
Alternatives:	