



Town of Pembroke Park

Agenda

BUDGET HEARING MEETING

Tuesday, September 29, 2020 @ 6:00 PM

Virtual Meeting

Page

1. VIRTUAL MEETING

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a "Virtual" 2ND Budget Hearing Meeting utilizing communications media technology ("CMT"), in accordance with Governor Ron DeSantis' Executive Order No. 20-69, dated March 20, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19).

2nd Budget Hearing

Tuesday, September 29, 2020 6:00 PM - 9:00 PM (EDT)

You can dial in using your phone.

United States (Toll Free): 1 877 309 2073

United States: +1 (646) 749-3129

Access Code: 516-248-813

Two hours prior to the meeting you can submit a text or voicemail at (954) 707-9820

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

All comments submitted by email that, if read orally, are three minutes or less shall be read into the record. All comments submitted by email shall be made a part of the public record. If any member of the public requires additional information about this Town Commission meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Deputy Town Clerk

Town of Pembroke Park

3150 SW 52 Avenue

Pembroke Park, FL 33023

954-966-4600, ext: 235

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

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

7. PROPOSED BUDGET - PUBLIC COMMENT

- 7.1 The millage proposed is the rolled-back determined in accordance with the provisions of Section 200.065(1), Florida Statutes, in that the rolled-back rate computed is 7.9986, and the proposed millage rate is **8.50**, which is 6.27 percent more than the rolled-back rate - Town Manager Jimenez, Assistant Finance Director Taubenfeld 5 - 7
- RESOLUTION NO. 2020-111**
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **RELATING TO TAXATION AND FINANCE; FIXING THE AMOUNT AND RATE OF TAXATION FOR THE FISCAL YEAR 2020-2021;** PROVIDING FOR DELIVERY OF CERTIFIED COPIES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[2020-111 Budget Millage Rate](#)
- 7.2 Final Fiscal Year 2020/2021 Budget - Town Manager Jimenez, Assistant Finance Director Taubenfeld 8 - 82
- [Final Fiscal Year 2020/2021 Budget](#)
- 7.3 General Fund - Town Manager Jimenez, Assistant Finance Director Taubenfeld 83 - 84
- RESOLUTION NO. 2020-107**
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **OFFICIALLY ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE GENERAL FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE GENERAL FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021;** PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[2020-107 Budget General Fund](#)
- 7.4 Pension Trust Fund - Town Manager Jimenez, Assistant Finance Director Taubenfeld 85 - 86
- RESOLUTION NO. 2020-108**
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE PENSION TRUST FUND FOR THE FISCAL YEAR 2020-2021 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE PENSION TRUST FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021;** PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[2020-108 Budget Pension Trust Fund](#)

- 7.5 Sewer Enterprise Fund - Town Manager Jimenez, Assistant Finance Director Taubenfeld 87 - 88
RESOLUTION NO. 2020-109
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE SEWER ENTERPRISE FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE SEWER ENTERPRISE FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021;** PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[2020-109 Budget Sewer Fund](#)
- 7.6 Surface Water Drainage - Town Manager Jimenez, Assistant Finance Director Taubenfeld 89 - 90
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A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **OFFICIALLY ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE SURFACE WATER DRAINAGE ENTERPRISE FUND/DEBT SERVICE FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE SURFACE WATER DRAINAGE ENTERPRISE FUND/DEBT SERVICE FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021;** PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
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[2020-106 Budget Recurring Monthly Expenses](#)
[Recurring Monthly Expense 2020-2021](#)

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RESOLUTION NO. 2020-113

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

[2020-113 Town Consultants](#)

[2ND EXTENSION AGREEMENT \(Capital Hills\)](#)

[2ND EXTENSION AGREEMENT \(CAS\)](#)

[2ND EXTENSION AGREEMENT \(DC\)](#)

[2ND EXTENSION AGREEMENT \(Helmich\)](#)

[MM Planner Agreement Sept 2020](#)

[MMPA Monthly Retainer Analysis July 2020](#)

[MM Comparable FIRMS Jan 2019](#)

[MM PP In-House Planner Analysis 2019](#)

8.2 Town Attorney Contract - Town Manager Jimenez, Town Attorney Ryan

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RESOLUTION NO. 2020-112

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE EMPLOYMENT AGREEMENT FOR TOWN ATTORNEY WITH MELISSA P. ANDERSON**; AUTHORIZING AND DIRECTING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE SAID EMPLOYMENT AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[2020-112 Town Attorney Anderson](#)

[Revised Town Attorney Agreement](#)

- 9. COMMISSION REPORTS
- 10. ATTORNEY REPORTS
- 11. TOWN MANAGER REPORTS
- 12. ANNOUNCEMENTS
- 13. ADJOURNMENT

RESOLUTION NO. 2020-111

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO TAXATION AND FINANCE; FIXING THE AMOUNT AND RATE OF TAXATION FOR THE FISCAL YEAR 2020-2021; PROVIDING FOR DELIVERY OF CERTIFIED COPIES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission of the Town of Pembroke Park, Florida, pursuant to Chapter 59-1722, Laws of Florida, 1959, as amended, is conferred the power to raise money by taxation for the payment of expenses of the municipality incurred in the exercise of its powers; and

WHEREAS, the Town Commission has held such public hearings as are required by law relating to the adoption of a budget for the fiscal year 2020-2021, and the certification of millage required for ad valorem taxation in connection therewith; and

WHEREAS, the Property Appraiser of Broward County, Florida, has requested the Town Commission furnish to him a certified copy of the Resolution fixing the amount and rate of taxation for the fiscal year 2020-2021 by October 1, 2020, in order that same might be certified to the Division of Revenue Collection of Broward County, Florida, for the purpose of mailing tax notices to the taxpayers of Broward County, Florida; and

WHEREAS, the millage proposed herein is the rolled-back determined in accordance with the provisions of Section 200.065(1), Florida Statutes, in that the rolled-back rate computed as aforesaid is 7.9986, and the proposed millage rate is 8.50, which is 6.27 percent more than the rolled-back rate; and

WHEREAS, the Town Commission has, pursuant to all the applicable Florida Statutes, caused to be published the notices as required therein, and conducted the public hearings required under Florida Statutes, and has otherwise complied with the provisions of Florida Statutes with respect to the manner and method of fixing millage.

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

Section 1: That there be and there is hereby levied upon all taxable property in the Town of Pembroke Park, Florida, both real and personal, in conformity with the Constitution of the State of Florida and Florida Statutes declaratory thereto, a tax of 8.50 mills on each dollar of assessed valuation for the fiscal year beginning October 1, 2020, and ending September 30, 2021, for the benefit of the General Fund of the Town of Pembroke Park, Florida, in payment of the budget adopted for the General Fund for said fiscal year, which millage rate is 6.27 percent higher than the rolled-back rate computed aforesaid as 7.9986.

Section 2: That the Town Commission directs that certified copies of this Resolution be delivered to the Board of County Commissioners of Broward County, Florida, the Property Appraiser of Broward County, Florida, and the Department of Revenue of the State of Florida, as soon as possible.

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

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

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

PASSED AND ADOPTED this 23rd day of September, 2020.

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

ASHIRA A. MOHAMMED
Mayor-Commissioner

I HEREBY CERTIFY that I have
approved the form of this Resolution

CHRISTOPHER J. RYAN
Town Attorney

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Town of Pembroke Park Florida



Fiscal Year 2021
Adopted Annual Budget
September 29, 2020

Elected Officials

Ashira Mohammed, Mayor

Howard P. Clark, Jr., Vice Mayor

Geoffrey Jacobs, Clerk Commissioner

Reynold Dieuville, Commissioner

Georgina Cohen, Commissioner

Appointed Officials

JC Jimenez, Town Manager

Christopher Ryan, Town Attorney

Department Heads

Marlen Martell, Administrative Service Director/Deputy Town Clerk

Myriam Jacques, Interim Public Services Director

Harry Taubenfeld, Finance & Budget Director

**TOWN OF PEMBROKE PARK
BUDGET FOR FISCAL YEAR 2020 - 2021
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Office of the Town Manager

Memorandum

Date: September 25, 2020

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez, Town Manager

CC: Harry Taubenfeld, Finance and Budget Director
Christopher J. Ryan, Town Attorney

RE: Fiscal Year 2020-21 Annual Budget Message

It is truly an honor and privilege to submit to you the final proposed annual budget for Fiscal Year 2020-21. This budget that I am presenting to you has been prepared in accordance with local government professional standards and it will provide the general public with a clear understanding of the Town's fiscal operations.

Important Features of the Budget

This proposed budget maintains the ad valorem millage rate at 8.50 per \$1,000. This rate has remained constant since FY 2001. My goal is to begin reducing this rate next fiscal year.

General Fund Revenues and Expenditures

Based upon the Town's reported 2020 gross taxable value of \$782,418,144, the total taxes to be levied is \$6,939,429. This represents an increase of \$608,161 in ad valorem which equates to 6.27% in gross taxable value over the 2019 final gross taxable value of \$736,267,917. For purposes of the budget, 95% of the total taxes to be levied is proposed for adoption or \$6,592,457 versus \$6,014,705 as budgeted in 2020.

Total General Fund revenues for FY 2021 equal \$12,770,104, which represents an increase of \$187,171 or 1.49% over the FY 2020 budget of \$12,582,933. This increase is reflective of the increase in the ad valorem taxes and grants revenue.

Total General Fund Expenditures for FY 2021 equal \$12,770,104, which represents an increase of \$187,171 or 1.49% over the FY 2020 budget of \$12,583,933. This increase is predominantly due to an increase in the contracts with the Broward Sheriff's Office for Police and Fire Rescue services.

General Fund Capital Outlay

Within the General Fund for this fiscal year \$1,406,537 has been appropriated for capital outlay expenditures across all departments. Specifically, the Wind Retrofit project which includes replacing non-hardening openings to protect the building against hurricanes and windstorms. The project includes upgrading the existing roof and replacing the generator. Other projects include: Bike lane and Sidewalk Improvements along County Line Road as well as improvements to SW 52nd Street and SW 56th Avenue.

In addition, Public Works is requesting funding for several projects attached hereto. These projects have a significant amount of grant funding attached to them. It is my recommendation that the

Commission consider these projects on a case by case basis as the grant funding becomes available. If the grants are awarded to the Town, I would recommend that Commission fund these projects from the reserves of the appropriate funds. Once the projects are complete, all grant funds received will be deposited back into the appropriate funds.

General Fund Capital Projects

The total amount budgeted for capital projects from the general fund is \$314,912. The projects included are: ADA Restroom Olgesby Preserve; Linear Walkway Olgesby Preserve; Canopy at Olgesby Preserve; and Additional Lighting Project – Olgesby Preserve.

Sewer Fund Revenues and Expenditures

Total Sewer Fund Revenues for FY 2021 equal \$3,017,929 which represents a increase of \$55,340 or 1.87% of the FY 2020 budget of \$2,962,589. There is no use of Fund Balance Reserve required in FY 2021 in order to balance the sewer budget.

Sewer Fund Capital Outlay and Projects

Within the Sewer Fund, \$140,000 is budgeted for projects in FY 2021. Specifically, the two projects listed are I&I work needed on the lift stations and a budgeted amount to update the master plan.

Stormwater Fund Revenues and Expenditures

Total Stormwater Fund Revenues for FY 2021 equal \$1,831,350 which represents a decrease of \$1,592,751 or 46.52% over the FY 2020 budget of \$3,424,101.

Stormwater Capital Outlay and Projects

Within the Stormwater Fund \$400,030 is budgeted for projects in FY 2021. Specifically, the town has listed two major projects. They are the Stormwater & Sidewalk Engineering and Design for County Line Road and the design phase of the John P. Lyons project.

Conclusion

I would like to extend my sincere gratitude to the Town Commission for their full support and the opportunity to prepare the Town's FY 2021 Annual Budget. The Town is extremely fortunate to have an excellent staff and I would like to thank each department head for their assistance in this process. Lastly, I would like to acknowledge Mr. Harry Taubenfeld for taking the lead in coordinating with each department and in preparing this budget. Mr. Taubenfeld worked diligently to prepare the both the proposed and final budget documents. He is truly an asset to the Town.

My goal for the next year's budget is to have a workshop dedicated solely to the budget. At this meeting, I will present the budget in detail to the commission and address any comments or questions you may have. In addition, we will welcome and encourage the public's input, as their participation is vital in the advancement of the Town.

With the adoption of the FY 2021 Annual Budget, I am hopeful that this document will serve the Town Commission, staff, residents and the commercial and industrial business community well in the next and future fiscal years.

Respectfully Submitted,



J.C. Jimenez
Town Manager

BUDGET SUMMARY
Town of Pembroke Park - Fiscal Year 2020-2021

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF PEMBROKE PARK ARE 7.1 PERCENT LESS THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.

Millage Per \$1,000

General Fund	8.5000
Voted Debt	0.0000

ESTIMATED REVENUES:

		General Fund	Enterprise Funds	Total Budget
Taxes:	Millage per \$1,000			
Ad Valorem Taxes	8.5000	6,592,457	0	6,592,457
Local Option Gas Tax		100,000	0	100,000
Franchise Fees		874,750	0	874,750
Utility Tax		1,211,000	0	1,211,000
Licenses & Permits		938,455	0	938,455
State Shared Revenue		556,500	0	556,500
Charge for Services		364,400	4,210,000	4,574,400
Fines & Forfeitures		36,000	0	36,000
Other Revenue		862,005	639,279	1,501,284
Inter Governmental Revenue		980,324	0	980,324
TOTAL SOURCES		12,515,891	4,849,279	17,365,170
Transfers In				
Fund Balances/Reserves/Net Assets		254,213	0	254,213
TOTAL REVENUES & TRANSFERS & BALANCES		12,770,104	4,849,279	17,619,382

EXPENDITURES/EXPENSES

Financial & Administrative	2,855,274	357,296	3,212,570
Public Safety	6,868,259	0	6,868,259
Physical Environment	0	3,466,980	3,466,980
Public Works	456,691	0	456,691
Culture & Recreation	508,023	0	508,023
Building & Code Enforcement	675,319	0	675,319
Capital Improvements	1,406,537	540,030	1,946,567
Debt Service	0	215,665	215,665
Contingency	0	269,307	269,307
TOTAL EXPENDITURES/ EXPENSES	12,770,104	4,849,279	17,619,382
Reserves	0		0
TOTAL APPROPRIATED EXPENDITURES, RESERVES & BALANCES	12,770,104	4,849,279	17,619,382

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS PUBLIC RECORD.

NOTICE OF PROPOSED TAX INCREASE

The Town of Pembroke Park has tentatively adopted a measure to increase its property tax levy.

Last year's property tax levy:

A. Initially proposed tax levy	6,331,268
B. Less tax reductions due to Value Adjustment Board and other assessment changes	<u>(72,991)</u>
C. Actual property tax levy	6,258,277

This year's proposed tax levy	6,939,429
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All concerned citizens are invited to attend a public hearing on the tax increase to be held on:

DATE:	Tuesday, September 29, 2020
TIME:	6:00 P.M.
VIRTUAL:	HTTP://GLOBAL.GOTOMEETING.COM/JOIN/516248813

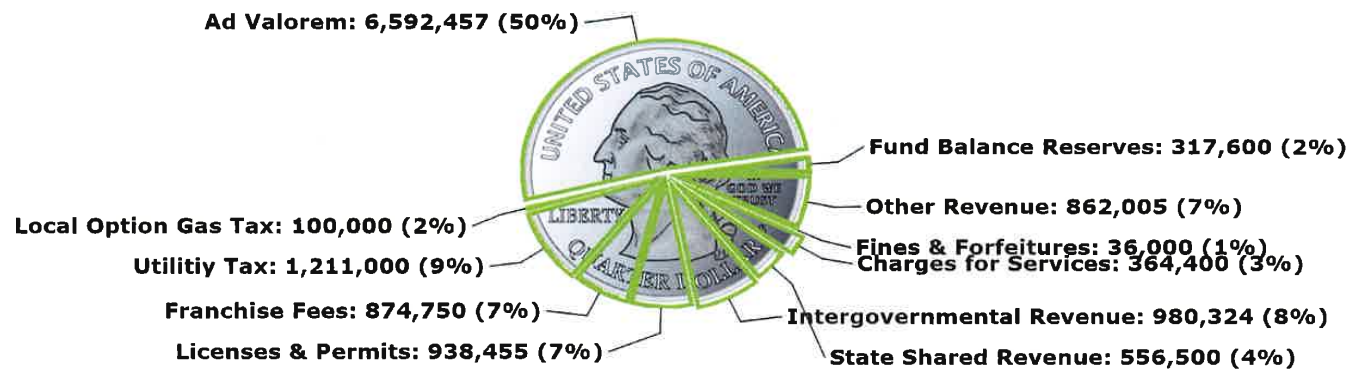
UNITED STATES (TOLL FREE):	1 877 309 2073
UNITED STATES:	1 646 749 3129
ACCESS CODE:	516-248-813

A FINAL DECISION on the proposed tax increase and the budget will be made at this hearing.

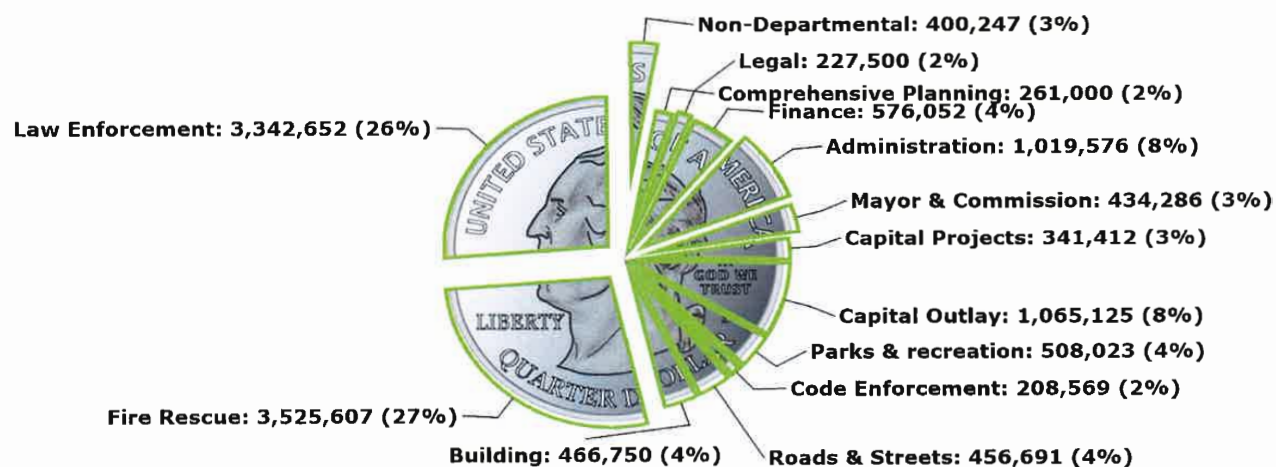
**TOWN OF PEMBROKE PARK
FISCAL YEAR 2020 - 2021 BUDGET SUMMARY**

Description	Adopted Budget 2018-2019	Adopted Budget 2019-2020	Proposed Budget 2020-2021
GENERAL FUND REVENUES			
Ad Valorem	5,702,714	6,014,705	6,592,457
Local Option Gas Tax	118,739	119,137	100,000
Utility Tax	1,266,444	1,225,000	1,211,000
Franchise Fees	822,050	824,750	874,750
Licenses & Permits	1,040,071	1,060,335	938,455
Intergovernmental Revenue	411,482	636,743	980,324
State Shared Revenue	663,296	672,440	556,500
Charges for Services	344,300	335,900	364,400
Fines & Forfeitures	52,000	39,000	36,000
Other Revenue	815,143	834,005	862,005
Fund Balance Reserves	0	820,919	254,213
TOTAL GENERAL FUND REVENUES	11,236,239	12,582,933	12,770,104
GENERAL FUND EXPENDITURES BY DEPARTMENT			
Mayor & Commission	519,125	374,724	434,286
Administration	910,688	1,160,539	1,019,576
Finance	509,681	506,755	561,052
Legal	167,000	217,500	207,500
Comprehensive Planning	271,000	261,000	236,000
Non-Departmental	454,624	418,462	396,860
Law Enforcement	3,049,768	3,327,014	3,342,652
Fire Rescue	3,021,482	3,205,828	3,525,607
Building	400,235	406,518	466,750
Roads & Streets	332,193	415,680	456,691
Code Enforcement	296,794	281,016	208,569
Parks & Recreation	532,649	575,314	508,023
Capital Outlay	271,000	1,248,910	1,065,125
Capital Projects	411,482	183,672	341,412
Debt Service	0	0	0
Contingency	88518	0	0
Use of Fund Balance Reserve			0
TOTAL GENERAL FUND EXPENDITURES	11,236,239	12,582,933	12,770,104
NOTE: LAW ENFORCEMENT AND FIRE RESCUE EXPENDITURES AS A PERCENTAGE OF BUDGET	6,071,250 54%	6,532,842 52%	6,868,259 54%

Fiscal Year 2021 General Fund Revenues by Source \$12,833,491



Fiscal Year 2021 **General Fund Expenditures by Department** **\$12,833,491**



**TOWN OF PEMBROKE PARK
FISCAL YEAR 2020-2021 BUDGET SUMMARY**

ENTERPRISE FUNDS Description	Adopted Budget 2018-2019	Adopted Budget 2019-2020	Proposed Budget 2020-2021
Sewer Fund Revenue			
Charges for services	3,029,000	2,765,000	2,810,000
Intergovernmental Revenue	0	0	0
Other Revenue/ Impact Fees	158,450	197,589	207,929
Cash Balance Brought Forward	0	0	0
Total Sewer Fund Revenue	3,187,450	2,962,589	3,017,929
Sewer Fund Expenses			
Financial & Administrative	234,113	245,523	238,301
Physical Environment	2,380,260	2,331,782	2,423,962
Capital Projects	357,218	170,000	140,000
Debt Service	215,859	215,284	215,665
Contingency	0	0	0
Total Sewer Fund Expenses	3,187,450	2,962,589	3,017,929
DIFFERENCE	0	0	0
Stormwater Fund Revenue			
Charges for services	1,390,000	1,440,000	1,400,000
Intergovernmental Revenue	0	0	0
Other Revenue/ Impact Fees	72,000	1,709,255	431,350
Cash Balance Brought Forward	152,882	274,846	-
Total Stormwater Revenue	1,614,882	3,424,101	1,831,350
Stormwater Fund Expenses			
Financial & Administrative	84,995	110,168	118,995
Physical Environment	933,976	1,013,363	1,043,018
Capital Projects	595,911	2,300,570	400,030
Debt Service	0	0	0
Contingency	0	0	269,307
Total Stormwater Expenses	1,614,882	3,424,101	1,831,350
DIFFERENCE	0	0	0
Combined Enterprise Fund Revenue & Expense			
Enterprise Funds Revenues (Sewer & Stormwater)			
Charges for services	4,419,000	4,205,000	4,210,000
Intergovernmental Revenue	0	0	0
Other Revenue/ Impact Fees	230,450	1,906,844	639,279
Cash Balance Brought Forward	152,882	274,846	-
Total Revenue	4,802,332	6,386,690	4,849,279
Enterprise Funds Expenses (Sewer & Stormwater)			
Financial & Administrative	319,108	355,691	357,296
Physical Environment	3,314,236	3,345,145	3,466,980
Capital Projects	953,129	2,470,570	540,030
Debt Service	215,859	215,284	215,665
Contingency	0	0	269,307
Total Enterprise Fund Expenses	4,802,332	6,386,690	4,849,279
DIFFERENCE	0	0	0

**Fiscal Year 2021
Sewer Fund Estimated Revenue by Source
\$3,017,929**



**Fiscal Year 2021
Sewer Fund Estimated Expenditures by Major Object
\$3,017,929**



**Fiscal Year 2021
Stormwater Fund Estimated Revenue by Source
\$1,831,350**

Charge for Services: 1,400,000 (76%)



Impact Fees/Other Revenue: 431,350 (24%)

**Fiscal Year 2021
Storm Water Fund Estimated Expenditures by Major Object
\$1,831,350**

Physical Environment: 1,043,018 (57%)



Financial & Administrative: 118,995 (6%)

Contingency: 269,307 (15%)

Capital Projects: 400,030 (22%)

**Fiscal Year 2021
Combined Enterprise Fund Revenue by Source
\$4,849,279**

Charges for Services: 4,210,000 (87%)



Other Revenue/Impact Fees: 639,279 (13%)

**Fiscal Year 2021
Combined Enterprise Fund Expenditures by Major Object
\$4,849,279**

Physical Environment: 3,466,980 (71%)



Financial & Administrative: 357,296 (7%)

Debt Service : 215,665 (4%)

Contingency: 269,307 (6%)

Capital Projects: 540,030 (12%)

Town of Pembroke Park
General Fund Revenue
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2020 YTD	FY2021 Department Requested	FY2021 Town Commission Adopted	
		Actual	Actual	Adopted	31-Aug			Variance
Ad Valorem								
001-000310-311001-01-0000	Ad Valorem Taxes	4,375,608	4,999,878	6,014,705	5,285,911	6,592,457	6,592,457	9.61%
001-000310-311002-00-0000	Ad Valorem Taxes - Delinquent	511,549	82,118	-	140,261	-	-	0.00%
001-000310-311001-00-0000	Tangible Personal Property Taxes	661,804	625,462	-	583,312	-	-	0.00%
001-000310-311002-01-0000	Tangible Personal Property Taxes - Delinquent	756	2,309	-	5,938	-	-	0.00%
	Total Ad Valorem	5,549,717	5,709,767	6,014,705	6,015,422	6,592,457	6,592,457	9.61%
001-000310-312410-00-0000	Local Option Fuel Tax	115,463	106,441	119,137	96,528	100,000	100,000	-16.06%
	Total Local Option Fuel Tax	115,463	106,441	119,137	96,528	100,000	100,000	-16.06%
Franchise Fee								
001-000310-323100-00-0000	Electric Franchise Fee	593,391	592,757	575,000	406,974	575,000	575,000	0.00%
001-000310-323400-00-0000	Gas Franchise Fee	6,412	7,046	7,000	6,087	7,000	7,000	0.00%
001-000310-323700-00-0000	Garbage Franchise Fee	288,422	239,352	225,000	243,415	275,000	275,000	22.22%
001-000310-323901-00-0000	Towing Franchise Fee	10,000	20,000	10,000	10,000	10,000	10,000	0.00%
001-000310-323902-00-0000	Bus Stop Shelter Franchise Fee	(3,500)	3,500	3,500	2,100	3,500	3,500	0.00%
001-000310-323903-00-0000	Bus Stop Benches Franchise Fee	4,250	4,250	4,250	4,250	4,250	4,250	0.00%
	Total Franchise Fee	898,975	866,905	824,750	672,826	874,750	874,750	6.06%
Utility Tax								
001-000310-314100-00-0000	Electric Utility Tax	835,424	810,988	790,000	661,974	790,000	790,000	0.00%
001-000310-314200-01-0000	Communication Tax	205,120	147,981	160,000	145,015	149,000	149,000	-6.88%
001-000310-314300-00-0000	Water Utility Tax	296,634	262,187	260,000	249,249	260,000	260,000	0.00%
001-000310-314400-00-0000	Gas Utility Tax	19,893	14,200	15,000	10,740	12,000	12,000	-20.00%
	Total Utility Tax	1,357,071	1,235,357	1,225,000	1,066,978	1,211,000	1,211,000	-1.14%
Licenses & Permits								
001-000320-316000-00-0000	Business Tax Receipts - Local	150,168	120,298	125,000	135,103	127,000	127,000	1.60%
001-000320-321200-00-0000	Business Tax - County	7,444	6,627	2,500	3,732	2,500	2,500	0.00%
100-000320-322001-00-0000	Building Permits	478,347	194,297	318,150	241,557	318,150	318,150	0.00%
100-000320-322001-01-0000	Building Permit - Reinspection Fee	11,734	11,512	7,875	6,449	5,000	5,000	-36.51%
100-000320-322001-02-0000	Building Department - Reinstatement Fee	6,824	8,376	5,555	400	500	500	-91.00%
100-000320-322001-03-0000	Building Inspection Fee	49,484	24,850	34,100	26,425	34,100	34,100	0.00%
100-000320-322002-00-0000	Electrical Permits	45,555	56,819	34,715	46,272	34,715	34,715	0.00%
100-000320-322002-01-0000	Electrical Permits - Reinspection Fee	8,924	7,276	4,850	4,050	500	500	-89.69%
100-000320-322002-03-0000	Electrical Inspection Fee	11,375	15,400	8,585	11,100	8,585	8,585	0.00%
100-000320-322003-00-0000	Mechanical Permits	28,365	94,422	28,150	39,757	30,000	30,000	6.57%
100-000320-322003-01-0000	Mechanical Permit - Reinspection Fee	675	2,550	500	1,012	500	500	0.00%
100-000320-322003-02-0000	Mechanical Inspection Fee	3,950	5,475	3,385	3,825	3,385	3,385	0.00%
100-000320-322004-00-0000	Plumbing Permits	96,379	35,071	44,450	49,154	30,000	30,000	-32.51%

Town of Pembroke Park
General Fund Revenue
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2020 YTD	FY2021 Department	FY2021 Town Commission	
		Actual	Actual	Adopted	31-Aug	Requested	Adopted	Variance
100-000320-322004-01-0000	Plumbing Permit Reinspection Fee	750	1,387	760	3,150	760	760	0.00%
100-000320-322004-02-0000	Plumbing Inspection Fee	3,075	4,875	2,830	4,900	2,830	2,830	0.00%
001-000320-329001-00-0000	Certificate of Use Permits	30,695	24,577	29,000	28,017	28,000	28,000	-3.45%
001-000320-329002-00-0000	Building Inspection Fees	1,992	3,050	2,500	1,500	2,000	2,000	-20.00%
001-000320-329002-00-0000	Building Reinspection Fee B.T.R.	-	(225)	500	(75)	5,000	5,000	900.00%
001-000320-329003-00-0000	Fire Inspection Fees - Business Tax	7,360	11,730	12,000	6,085	10,000	10,000	-16.67%
001-000320-329003-01-0000	Fire Inspection Fees - Annual Renewals	72,452	47,134	49,000	44,071	30,000	30,000	-38.78%
001-000320-329003-04-0000	Fire Inspection Fees - Permits	33,104	27,441	28,500	16,040	15,000	15,000	-47.37%
001-000320-329003-05-0000	Fire Reinspection Fee B. T.R.	380	165	1,000	105	1,000	1,000	0.00%
001-000320-329003-06-0000	Fire Reinspection Fee	50,250	59,510	59,000	28,819	25,000	25,000	-57.63%
001-000320-329005-00-0000	Sign Fees	37,155	56,177	58,000	81,587	58,000	58,000	0.00%
001-000320-329006-01-0000	Zoning & Variance & Site Plan Fees	34,340	32,795	30,000	29,680	30,000	30,000	0.00%
001-000320-329007-00-0000	Engineering-Planning Services	68,423	4,035	30,000	3,200	5,000	5,000	-83.33%
001-000320-329008-00-0000	Alarm Registration Fees	4,380	3,477	2,900	3,834	2,900	2,900	0.00%
001-000320-329009-00-0000	Radon Fees 10% - Restricted for Education	7,077	4,187	4,500	4,022	4,000	4,000	-11.11%
001-000320-329012-00-0000	Insurance Registration Fees	-	3	-	40	-	-	0.00%
100-000320-329014-00-0000	Plan Review	71,333	90,165	68,680	69,305	68,680	68,680	0.00%
100-000320-329015-00-0000	Processing Fee	66,780	68,415	52,520	56,000	52,520	52,520	0.00%
001-000320-329900-00-0000	Other License, Fees, Permits	10,050	10,010	10,830	-	2,830	2,830	-73.87%
	Total Licenses & Permits	1,398,819	1,031,881	1,060,335	949,116	938,455	938,455	-11.49%
	REVENUES AND RESERVES CONTINUED							
001-000330-335120-00-0000	Municipal Revenue Sharing Program	202,251	210,328	213,577	178,809	170,000	170,000	-20.40%
001-000330-335140-00-0000	Mobile Home Licenses	6,298	5,609	6,500	5,106	6,500	6,500	0.00%
001-000330-335150-00-0000	Alcoholic Beverage Licenses	10,345	6,821	5,000	3,361	5,000	5,000	0.00%
001-000330-335180-00-0000	Half Cent Sales Tax	433,102	435,933	447,363	328,906	375,000	375,000	-16.18%
	Total State Shared Revenue	651,995	658,691	672,440	516,183	556,500	556,500	-17.24%
	Intergovernmental Revenue							
001-000330-331203-00-0000	Federal Grant			513,563	-	482,344	482,344	-6.08%
001-000330-334800-00-0000	Other Grants	22,995	125,000	123,180	61,672	497,980	497,980	304.27%
	LED conversion fixtures and add light poles at the Preserve, funded by Broward County Legislative Appropriations-Project # 9067		151,334	-		-	-	0.00%
	Total Intergovernmental Revenue	22,995	276,334	636,743	61,672	980,324	980,324	53.96%
	Charges for Services							
100-000340-341903-00-0000	Certificate of Occupancy Fees	9,215	32,016	5,050	2,319	5,050	5,050	0.00%
100-000340-341903-01-0000	Certificate of Completion	61,639	13,738	34,350	27,779	34,350	34,350	0.00%
001-000340-341905-00-0000	Lien Searches	3,725	4,450	4,000	2,110	2,500	2,500	-37.50%
001-000340-342601-00-0000	EMS Transport Collections	325,206	329,762	280,000	210,019	275,000	275,000	-1.79%
001-000340-347200-02-0000	Park Facility Rental Preserve	2,500	3,250	3,000	1,700	3,000	3,000	0.00%
001-000340-349001-03-0000	Other Charges for Services	25	-	-	-	-	-	0.00%

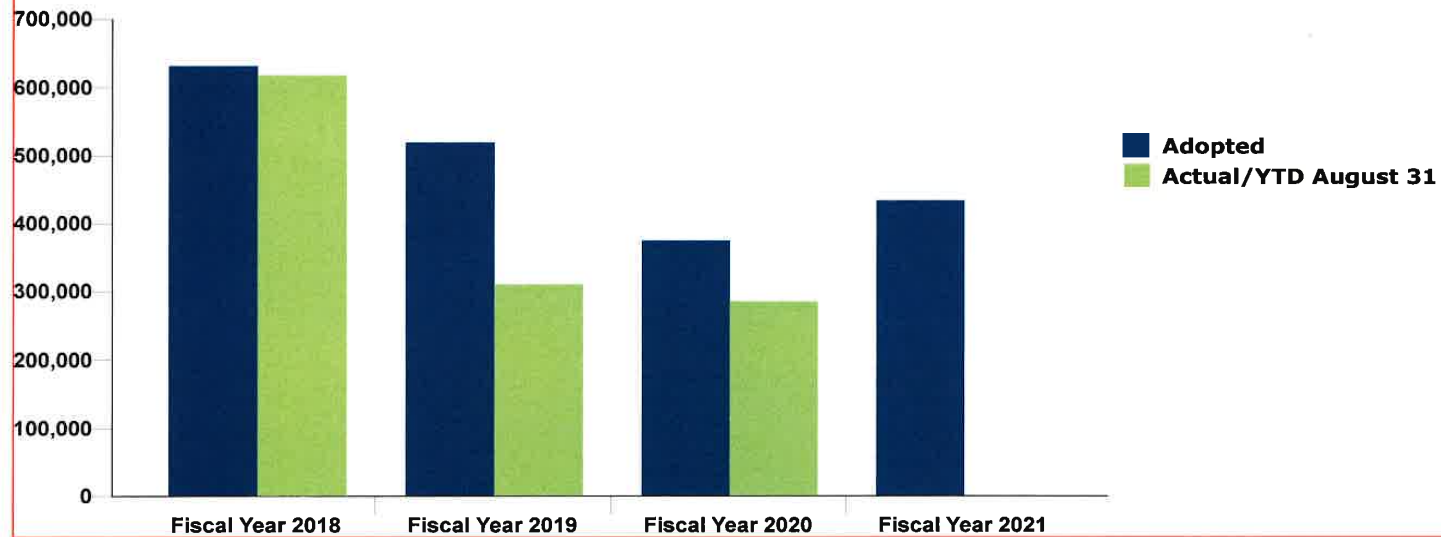
Town of Pembroke Park
General Fund Revenue
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
		Actual	Actual	Budget Adopted	YTD 31-Aug	Department Requested	Town Commission Adopted	Variance
001-000340-349001-04-0000	Reimbursable Charges - Filing Fees	1,400	2,100	-	2,700	-	-	0.00%
001-000340-349001-06-0000	Reimbursable Charges - Legal Services	(7,051)	12,375	-	11,380	10,000	10,000	0.00%
001-000340-349001-07-0000	Reimbursable Charges Misc., Late and Interest Fee	1,186	499	-	5,096	-	-	0.00%
001-000340-349001-08-0000	Reimbursable Charges Planning Services	20,899	23,094	-	26,715	25,000	25,000	0.00%
001-000350-351002-00-0000	Rec. Vehicle Inspection Fee Revenue	2,680	2,525	2,500	1,250	2,500	2,500	0.00%
001-000350-351003-00-0000	False Alarm Fees	6,460	6,339	7,000	5,785	7,000	7,000	0.00%
	Total Charges for Services	427,884	430,149	335,900	296,854	364,400	364,400	8.48%
	Fines & Forfeitures							
001-000350-351001-00-0000	Local Law Enforcement Trust Fund Fines	80	2,997	1,000		1,000	1,000	0.00%
001-000350-351004-00-0000	Code Enforcement Fines	21,409	46,246	30,000	12,623	30,000	30,000	0.00%
001-000350-354001-00-0000	Code Enforcement Fines - Per Diem			1,000			-	-100.00%
001-000350-359001-00-0000	Other Fines and Forfeitures	8,171	6,665	7,000	2,014	5,000	5,000	-28.57%
	Total Fines & Forfeitures	29,659	55,908	39,000	14,637	36,000	36,000	-7.69%
	Other Revenue							
001-000360-361100-02-0000	Interest - FL. Dept. Admin. LGIP Investments	20,049	110,543	18,000		18,000	18,000	0.00%
001-000360-361100-03-0000	Interest/Penalties - Ad Valorem Taxes	12,690	14,944	6,500	17,562	10,000	10,000	53.85%
001-000360-361400-00-0000	Penalty and Late Charges	1,465	11,156	5,000	10,061	5,000	5,000	0.00%
001-000360-361500-00-0000	Garbage Collection Fees OES		10,909	10,000	10,790	10,000	10,000	0.00%
001-000360-363240-00-0000	Impact Fees - Fire	97,070		77,505	1,308	77,505	77,505	0.00%
001-000360-369001-00-0000	Other Revenue	622,278	673,224	632,000	602,715	631,500	631,500	-0.08%
001-000360-369001-01-0000	Other Revenue Building Department	7,436	5,538	5,000	720	5,000	5,000	0.00%
001-000360-369900-00-0000	Other Miscellaneous Revenue	152,679	118,771	80,000	64,202	105,000	105,000	31.25%
	Total Other Revenue	913,666	945,085	834,005	707,359	862,005	862,005	3.36%
	Use of Unexpended Fund Balance FY2018	-	-	-	-	-	-	0.00%
001-000000-284000-00-0000	Use Of Fund Balance/Unassigned Reserve	-	-	820,919	-	317,600	317,600	100.00%
	Total General Fund Revenue	\$11,366,244	\$11,316,518	\$12,582,933	\$10,397,575	\$12,833,491	\$12,833,491	1.99%
001-000000-280000-00-0000	Fund Balance - Nonspendable	9,885	9,885	9,885	9,885			
001-000000-281000-00-0000	Fund Balance - Restricted	56,639	56,639	56,639	56,639			
001-000000-282000-00-0000	Fund Balance - Committed							
001-000000-284000-00-0000	Fund Balance - Unassigned	2,682,999	2,682,999	2,682,999	2,682,999			

Town of Pembroke Park
Mayor & Commission Department
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2020 YTD	FY2021 Department Requested	FY2021 Town Commission Adopted	
		Actual	Actual	Adopted	31-Aug			Variance
	Personal Services							
001-510511-110000-00-0000	Salaries	154,000	168,000	210,000	192,500	210,000	210,000	0.00%
	Total Personal Services	154,000	168,000	210,000	192,500	210,000	210,000	0.00%
	Payroll Expenditures							
001-510511-210000-00-0000	FICA Taxes Expense	11,004	11,191	16,065	13,351	16,065	16,065	0.00%
001-510511-230001-00-0000	Group Insurance Health	29,207	37,362	49,843	29,906	53,831	53,831	8.00%
001-510511-220000-00-0000	Employer Contribution - Retirement Fund	370,136	33,824	21,964	-	81,000	81,000	268.79%
001-510511-230001-01-0000	Dental/Vision Insurance	6,143	6,567	9,889	9,889	9,889	9,889	0.00%
001-510511-230001-02-0000	Life Insurance(Standard Insur.Co.)	2,169	2,812	3,895	3,696	3,673	3,673	-5.72%
001-510511-230001-03-0000	Long Term Care(John Hancock Co.)	4,077	4,386	8,693	8,446	10,076	10,076	15.92%
001-510511-230001-05-0000	Life Insurance(John Hancock VUL)	7,082	7,132	5,082	5,525	4,059	4,059	-20.13%
001-510511-240000-00-0000	Workers' Compensation	513	374	411	297	437	437	6.29%
	Total Payroll Expenditures	430,330	103,647	115,843	71,110	179,030	179,030	54.55%
	Operating Expenditures							
001-510511-400001-00-0000	Travel	9,766	10,984	14,000	7,771	14,000	14,000	0.00%
001-510511-410001-00-0000	Cell Phone	3,559	5,711	5,000	5,074	6,000	6,000	20.00%
001-510512-441002-00-0000	Lease Expense - Copy Machine				-	1,000	1,000	100.00%
001-510511-450002-00-0000	Insurance - Property & Liability	590	622	682	687	756	756	10.87%
001-510511-490006-00-0000	Business Meetings	10,932	4,889	5,000	2,162	5,000	5,000	0.00%
001-510511-490900-00-0000	Misc. Charges	1,503	4,013	3,000	1,363	3,000	3,000	0.00%
001-510511-540001-00-0000	Memberships	3,346	1,695	3,700	4,100	4,500	4,500	21.62%
001-510511-540001-01-0000	Education and Training	325		2,500	770	1,000	1,000	-60.00%
001-510511-540002-00-0000	Election Services	-	10,991	15,000	-	10,000	10,000	-33.33%
	Total Operating Expenditures	30,022	38,905	48,882	21,927	45,256	45,256	-7.42%
Total Personal Services	Total Personal Services	\$ 154,000	\$ 168,000	\$ 210,000	\$ 192,500	\$ 210,000	\$ 210,000	0.00%
Total Payroll Expenditures	Total Payroll Expenditures	\$ 430,330	\$ 103,647	\$ 115,843	\$ 71,110	\$ 179,030	\$ 179,030	54.55%
Operating Expenditures	Total Operating Expenditures	\$ 30,022	\$ 38,905	\$ 48,882	\$ 21,927	\$ 45,256	\$ 45,256	-7.42%
Total Mayor & Commission	TOTAL Mayor & Commission	\$ 614,352	\$ 310,552	\$ 374,725	\$ 285,537	\$ 434,286	\$ 434,286	15.89%

Fiscal Year 2021 Mayor & Commission Department

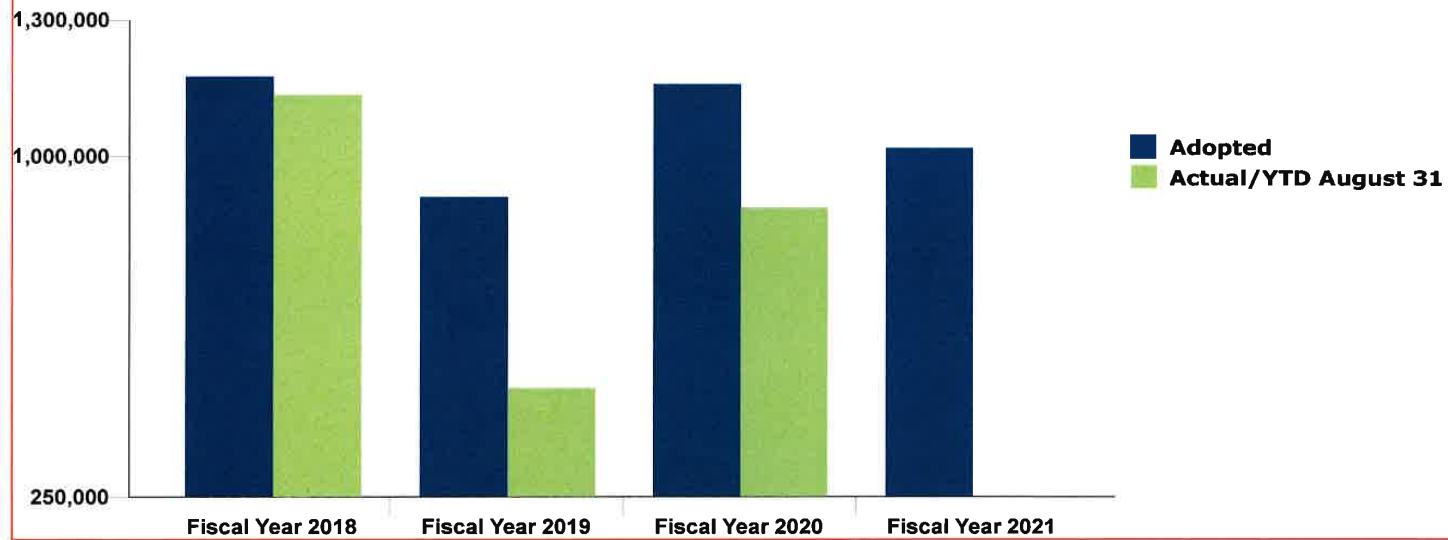


	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	631,346	519,125	374,725	434,286
Actual/YTD August 31	618,078	310,552	285,537	0

Town of Pembroke Park
Administration Department
FY2021

General Ledger Code/Description	FY2018	FY2019	FY2020 Budget	FY2020 YTD	FY2021 Department Requested	FY2021 Town Commission Adopted	Variance
	Actual	Actual	Adopted	31-Aug			
Personal Services							
001-510512-120000-00-0000 Salaries	835,928	242,569	668,499	481,898	563,730	563,730	-15.67%
001-510512-140000-00-0000 Overtime	1,394	5,774	1,500	7,967	1,500	1,500	0.00%
Total Personal Services	837,322	248,343	669,999	489,865	565,230	565,230	-15.64%
Payroll Expenditures							
001-510512-210000-00-0000 FICA Taxes Expense	25,636	16,266	56,196	35,466	42,623	42,623	-24.15%
001-510512-220000-00-0000 Employee Retirement Expense	72,464	40,506	96,813	80,389	114,053	114,053	17.81%
001-510512-230001-00-0000 Group Insurance	40,971	29,126	117,132	75,140	96,895	96,895	-17.28%
001-510512-230001-01-0000 Dental/Vision Insurance	7,484	3,600	19,501	11,258	14,353	14,353	-26.40%
001-510512-230001-02-0000 Life Insurance(Standard Insur.Co.)	5,377	3,325	12,937	8,554	7,345	7,345	-43.22%
001-510512-230001-03-0000 Long Term Care(John Hancock Co.)	2,349	743	686	698	-	-	-100.00%
001-510512-230001-05-0000 Life Insurance(John Hancock VUL)	5,968	2,196	18,544	8,001	12,343	12,343	-33.44%
001-510512-240000-00-0000 Workers' Compensation	1,752	982	1,233	891	1,311	1,311	6.29%
001-510512-250000-00-0000 Unemployment Compensation Expense	5,981	275	-	-	-	-	0.00%
Total Payroll Expenditures	167,982	97,019	323,041	220,396	288,923	288,923	-10.56%
Operating Expenditures							
001-510512-340006-01-0000 Town Hall Janitorial Services	2,611	2,612	2,611	2,933	3,900	3,900	49.38%
001-510512-340007-00-0000 Contractual Services	78,318	93,099	13,800	36,347	-	-	-100.00%
Contractual Services- BTR Structural		7,205		5,175	5,000	5,000	100.00%
001-510512-340011-00-0000 HR Management Services		5,625	81,000	73,583	90,000	90,000	11.11%
001-510512-400001-00-0000 Travel	2,427	5,111	5,000	1,536	7,500	7,500	50.00%
001-510512-410001-00-0000 Cellular Phones	1,933	1,200	1,750	3,827	3,600	3,600	105.71%
001-510512-441001-00-0000 Lease Expense - Vehicles	3,176	-	18,000	8,250	6,000	6,000	-66.67%
001-510512-441002-00-0000 Lease Expense - Copy Machine	5,524	6,348	6,000	10,367	2,000	2,000	-66.67%
001-510512-450002-00-0000 General Liability - Property Insurance	4,657	3,684	4,738	4,924	5,422	5,422	14.44%
001-510512-460010-00-0000 Misc. Maintenance - Car & Buildings	50	57	1,800		2,000	2,000	11.11%
001-510512-470000-00-0000 Printing	2,195	2,173	2,000	2,984	2,000	2,000	0.00%
001-510512-490002-00-0000 Misc. Charges	14,997	7,576	5,000	12,220	7,500	7,500	50.00%
001-510512-490006-00-0000 Business Meetings/Meals	249	439	500	750	1,000	1,000	100.00%
001-510512-510001-00-0000 Office Supplies	9,739	7,423	7,000	7,837	9,000	9,000	28.57%
001-510512-521001-00-0000 Vehicle Expense - Gasoline	349	-	2,000	52	1,000	1,000	-50.00%
001-510512-540001-00-0000 Memberships/Subscriptions	3,801	2,636	5,300	1,930	3,500	3,500	-33.96%
001-510512-540003-00-0000 Education and Training	742		1,000	942	6,000	6,000	500.00%
001-510512-541002-00-0000 Employee - Tuition Assistance	-		10,000	5,273	10,000	10,000	0.00%
Total Operating Expenditures	130,770	145,189	167,499	178,931	165,422	165,422	-1.24%
Total Personal Services	\$ 837,322	\$ 248,343	\$ 669,999	\$ 489,865	\$ 565,230	\$ 565,230	-15.64%
Total Payroll Expenditures	\$ 167,982	\$ 97,019	\$ 323,041	\$ 220,396	\$ 288,923	\$ 288,923	-10.56%
Total Operating Expenditures	\$ 130,770	\$ 145,189	\$ 167,499	\$ 178,931	\$ 165,422	\$ 165,422	-1.24%
TOTAL ADMINISTRATION	\$ 1,136,074	\$ 490,550	\$ 1,160,539	\$ 889,192	\$ 1,019,576	\$ 1,019,576	-12.15%

Fiscal Year 2021 Administration Department

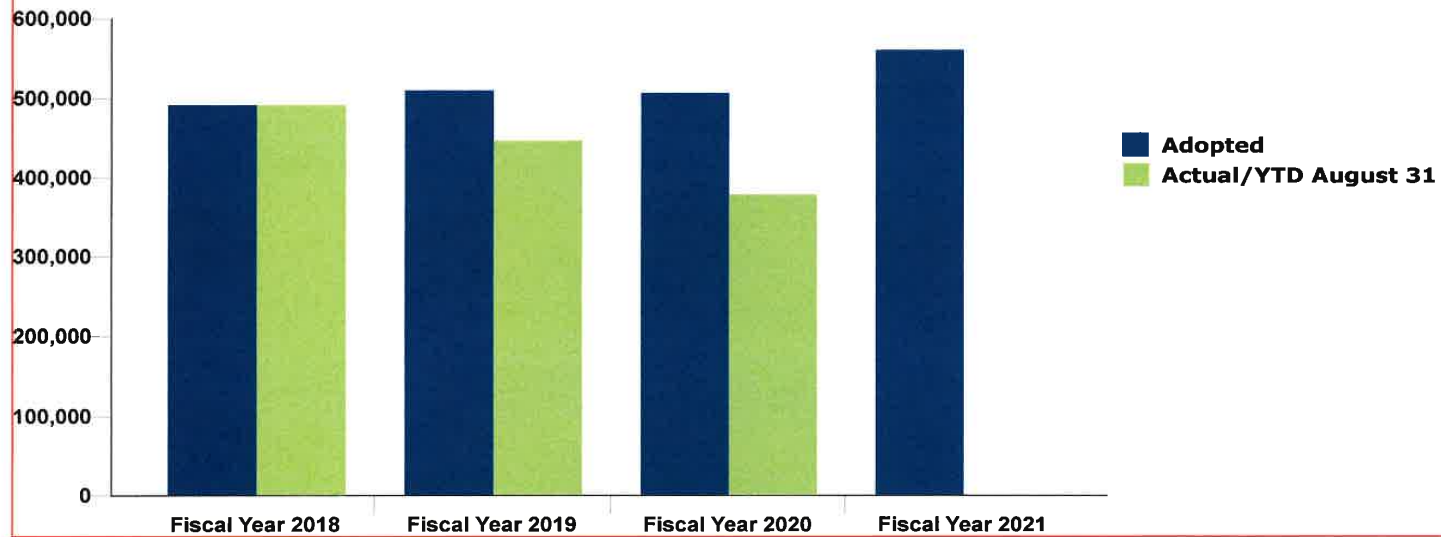


	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	1,176,436	910,688	1,160,539	1,019,576
Actual/YTD August 31	1,136,074	490,550	889,192	0

Town of Pembroke Park
Finance Department
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2020 YTD	FY2021 Department	FY2021 Town Commission	
		Actual	Actual	Adopted	31-Aug	Requested	Adopted	Variance
Personal Services								
001-510513-120000-00-0000	Salaries	208,421	134,899	311,434	227,825	337,433	337,433	8.35%
001-510513-140000-00-0000	Overtime	1,420	1,873	2,000	318	2,000	2,000	0.00%
	Total Personal Services	209,841	136,772	313,434	228,142	339,433	339,433	8.29%
Payroll Expenditures								
001-510513-210000-00-0000	FICA Taxes Expense	13,967	9,513	23,825	17,155	25,814	25,814	8.35%
001-510513-220000-00-0000	Employee Retirement Expense	33,339	15,882	44,168	35,837	54,581	54,581	23.58%
001-510513-230001-00-0000	Group Insurance	18,661	17,851	39,875	32,398	53,831	53,831	35.00%
001-510513-230001-01-0000	Dental Insurance/Vision	1,934	2,100	7,415	5,391	6,745	6,745	-9.03%
001-510513-230001-02-0000	Life Insurance(Standard Insur. Co)	2,493	2,191	5,693	4,184	5,707	5,707	0.25%
001-510513-230001-03-0000	Long Term Care(John Hancock Co.)	933		-	1,161	2,005	2,005	0.00%
001-510513-230001-05-0000	Life Insurance(John Hancock VUL)	2,136	1,718	4,696	927	597	597	-87.29%
001-510513-240000-00-0000	Workers' Compensation	521	369	411	297	437	437	6.29%
001-510513-250000-00-0000	Unemployment Compensation Expense	870		-				0.00%
	Total Payroll Expenditures	74,853	49,624	126,082	97,351	149,716	149,716	18.75%
Operating Expenditures								
001-510513-320001-00-0000	Recurring Audit Costs	55,250	80,800	45,000	35,000	45,000	45,000	0.00%
001-510513-340006-01-0000	Contractual Service	139,474	164,396	4,611	2,933	7,000	7,000	51.82%
001-510513-340007-000000	Contractual Service - Software Maintenance	4,930	6,987	4,000	5,984	6,000	6,000	50.00%
001-510513-400001-00-0000	Travel	-		2,000	-	2,500	2,500	25.00%
001-510513-410001-00-0000	Cellular Phones	485	101	700	585	1,000	1,000	42.86%
001-510513-441002-00-0000	Lease Expense-Copiers	2,378	2,243	2,000	2,505	1,000	1,000	-50.00%
001-510513-450002-00-0000	General Liability - Property Insurance	2,193	2,015	2,428	2,614	2,903	2,903	19.55%
001-510513-460900-00-0000	Maintenance and Repair	-	35	500	65	500	500	0.00%
001-510513-470000-00-0000	Printing and Forms	568	183	1,000	1,783	1,000	1,000	0.00%
001-510513-490006-00-0000	Business Meetings/Meals	136	-	500		500	500	0.00%
001-510513-490900-00-0000	Misc. Charges	53	2,025	500	46	500	500	0.00%
001-510513-510001-00-0000	Office Supplies	1,556	1,498	2,000	1,932	2,000	2,000	0.00%
001-510513-540001-00-0000	Memberships	505	170	1,000	138	1,000	1,000	0.00%
001-510513-541900-00-0000	Education and Training/Registration&Books	70		1,000	199	1,000	1,000	0.00%
	Total Operating Expenditures	207,599	260,452	67,239	53,783	71,903	71,903	6.94%
Total Personal Services		\$ 209,841	\$ 136,772	\$ 313,434	\$ 228,142	\$ 339,433	\$ 339,433	8.29%
Total Payroll Expenditures		\$ 74,853	\$ 49,624	\$ 126,082	\$ 97,351	\$ 149,716	\$ 149,716	18.75%
Total Operating Expenditures		\$ 207,599	\$ 260,452	\$ 67,239	\$ 53,783	\$ 71,903	\$ 71,903	6.94%
TOTAL FINANCE		\$ 492,293	\$ 446,848	\$ 506,755	\$ 379,276	\$ 561,052	\$ 561,052	10.71%

Fiscal Year 2021 Finance Department

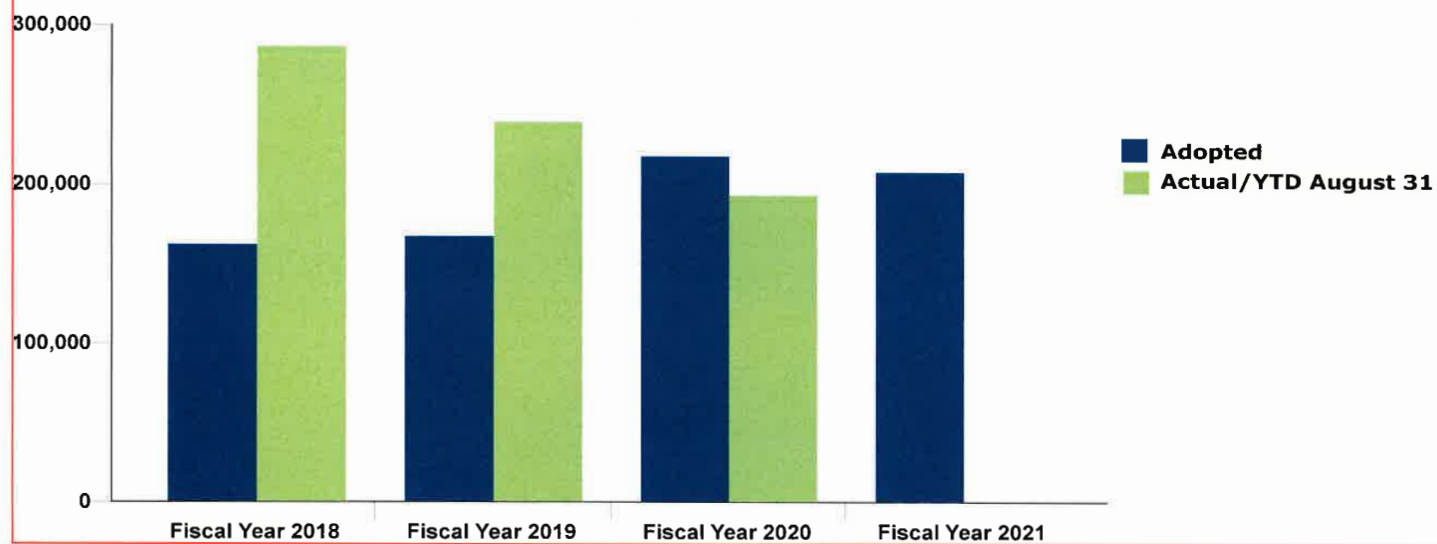


	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	491,150	509,681	506,755	561,052
Actual/YTD August 31	492,293	446,848	379,276	0

Town of Pembroke Park
Legal Department
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020	FY2019	FY2021	FY2021	
				Budget	YTD	Department	Town Commission	
		Actual	Actual	Adopted	31-Aug	Requested	Adopted	Variance
	Operating Expenditures							
001-510514-303003-00-0000	Misc. Reimbursable Expenses	6,073	10,978	10,000	13,285	10,000	10,000	0.00%
001-510514-340003-01-0000	Contractual Services - Legal- Retainer	100,000	100,000	100,000	91,667	100,000	100,000	0.00%
001-510514-340003-02-0000	Contractual Services - Legal- Non Retainer	168,326	120,827	100,000	83,209	90,000	90,000	-10.00%
001-510514-480001-00-0000	Advertising	12,162	7,552	7,500	5,037	7,500	7,500	0.00%
TOTAL LEGAL		\$ 286,561	\$ 239,356	\$ 217,500	\$ 193,198	\$ 207,500	\$ 207,500	-4.60%

Fiscal Year 2021 Legal Department

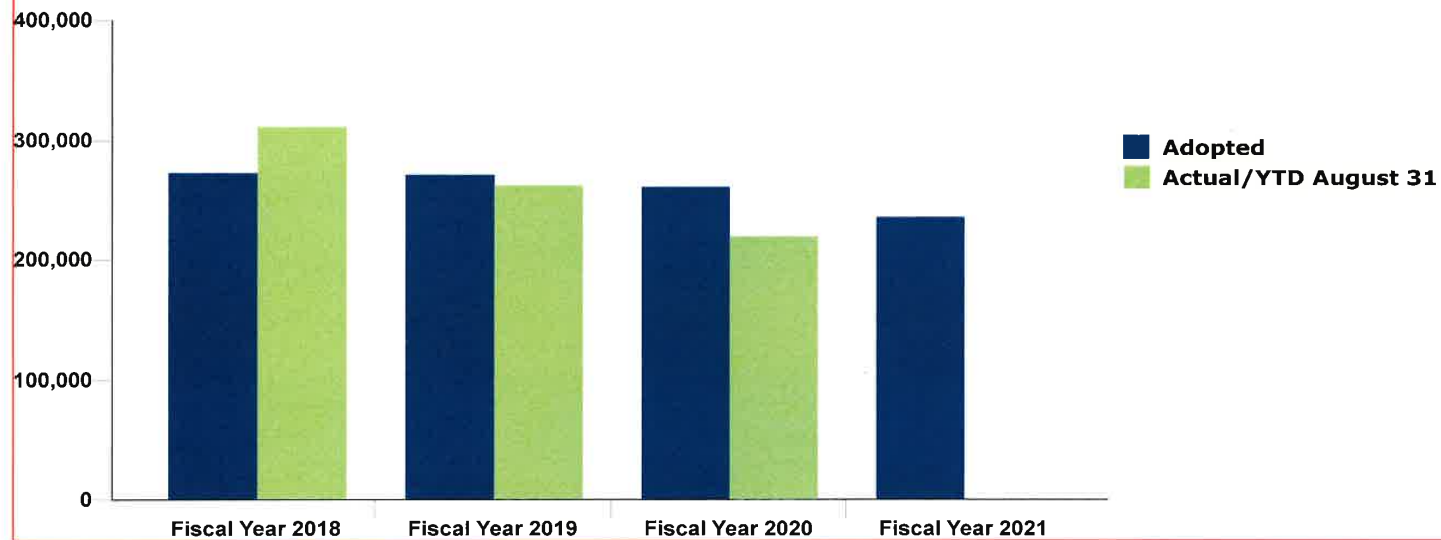


	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	162,000	167,000	217,500	207,500
Actual/YTD August 31	286,561	239,356	193,198	0

**Town of Pembroke Park
Comprehensive Planning
FY2021**

General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2019 YTD	FY2021 Department Requested	FY2021 Town Commission Adopted	
		Actual	Actual	Adopted	31-Aug			Variance
001-510515-303003-00-0000	Reimbursable Expenses	51,226	51,843	50,000	49,082	25,000	25,000	-50.00%
001-510515-340004-00-0000	Contractual Services - Planning	250,986	200,037	200,000	162,022	200,000	200,000	0.00%
001-510515-340004-00-3000	Contractual Services - Legislative Services	9,167	10,000	10,000	8,333	10,000	10,000	0.00%
001-510515-522001-00-0000	Board Expenses - Planning & Zoning Board	550	700	1,000	550	1,000	1,000	0.00%
TOTAL COMPREHENSIVE PLANNING		\$ 311,929	\$ 262,580	\$ 261,000	\$ 219,987	\$ 236,000	\$ 236,000	-9.58%

Fiscal Year 2021 Comprehensive Planning Department

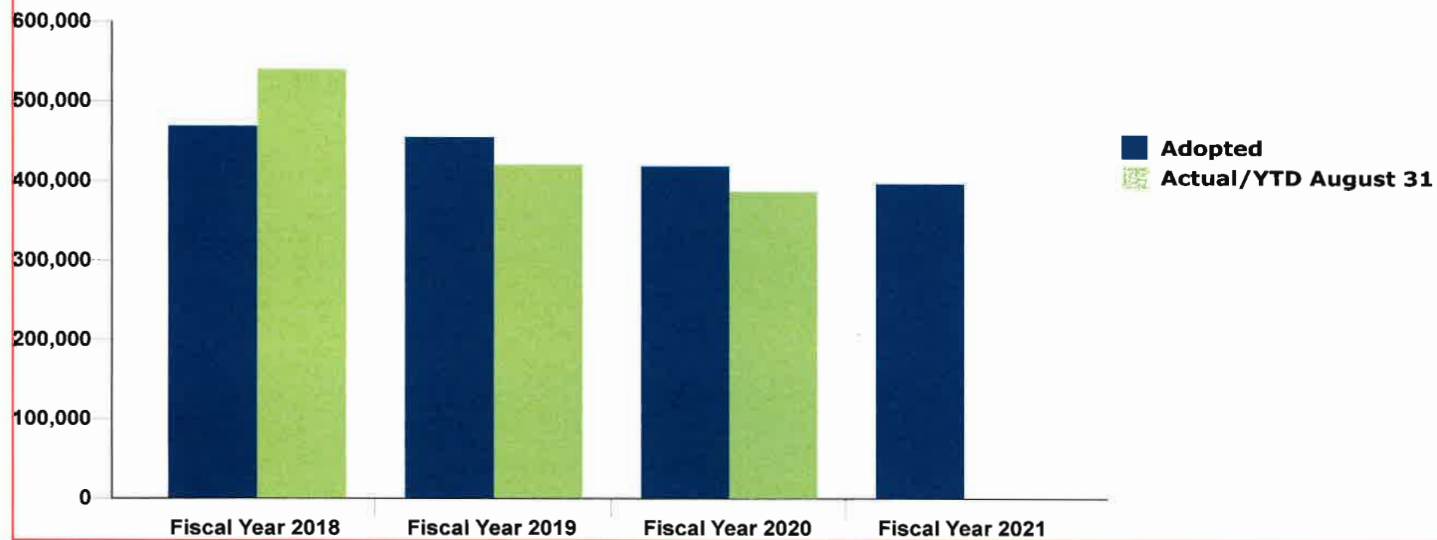


	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	272,559	271,000	261,000	236,000
Actual/YTD August 31	311,929	262,580	219,987	0

**Town of Pembroke Park
Non-Departmental/General Government
FY2021**

General Ledger Code/Description		FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
		Actual	Actual	Budget Adopted	YTD 31-Aug	Department Requested	Town Commission Adopted	Variance
001-510519-340004-00-0000	Various Contractual Services	95,838	76,362	32,000	26,284	25,000	25,000	-21.88%
001-510519-340006-05-0000	Contractual Services/Town Hall-Pest Control	3,060	3,405	3,720	3,159	3,500	3,500	-5.91%
001-510519-340007-00-0000	Contractual Services/Computer Related Service	90,674	86,814	98,000	82,440	60,000	60,000	-38.78%
001-510519-410001-00-0000	Telephone/cellular	4,337	3,007	3,000	2,046	2,500	2,500	-16.67%
001-510519-410003-00-0000	Town Hall Line Charge/Internet Connection	12,660	13,166	13,200	13,323	37,000	37,000	180.30%
001-510519-411003-00-0000	Postage-shipping-FedEx	3,074	4,435	3,500	7,141	8,000	8,000	128.57%
001-510519-430001-00-0000	Electricity Town Hall	41,153	40,717	38,000	34,845	38,000	38,000	0.00%
001-510519-431001-00-0000	Water - Town Hall	4,559	4,717	5,000	6,512	5,000	5,000	0.00%
001-510519-441002-00-0000	Lease Expense - Postage Machine and Other	1,338	641	900	855	1,000	1,000	11.11%
001-510519-450002-00-0000	Insurance Expense - General Liability/Prop.	2,865	1,816	2,642	2,916	3,260	3,260	23.40%
001-510519-460010-00-0000	Maintenance & Repair Car, Building, Equipment	11,261	21,845	15,000	16,597	17,500	17,500	16.67%
001-510519-460011-00-0000	Maintenance - Repair-3rd Floor	-	1,530	2,500	905	2,500	2,500	0.00%
001-510519-480003-00-0000	Donations	12,401	6,963	15,000	3,998	10,000	10,000	-33.33%
001-510519-490001-00-0000	Lobbying Expense	121,170	119,000	134,000	112,878	130,600	130,600	-2.54%
001-510519-490003-00-0000	Misc. Charges	69,418	31,263	48,000	69,778	50,000	50,000	4.17%
001-510519-490005-00-0000	Bad Debt Expense	62,312		-			-	#DIV/0!
001-510519-520900-00-0000	Misc. Market Supplies/Office Supplies	4,459	4,945	4,000	3,790	3,000	3,000	-25.00%
TOTAL NON DEPARTMENTAL		\$ 540,579	\$ 420,627	\$ 418,462	\$ 387,466	\$ 396,860	\$ 396,860	-5.16%

Fiscal Year 2021 Non-Departmental Department

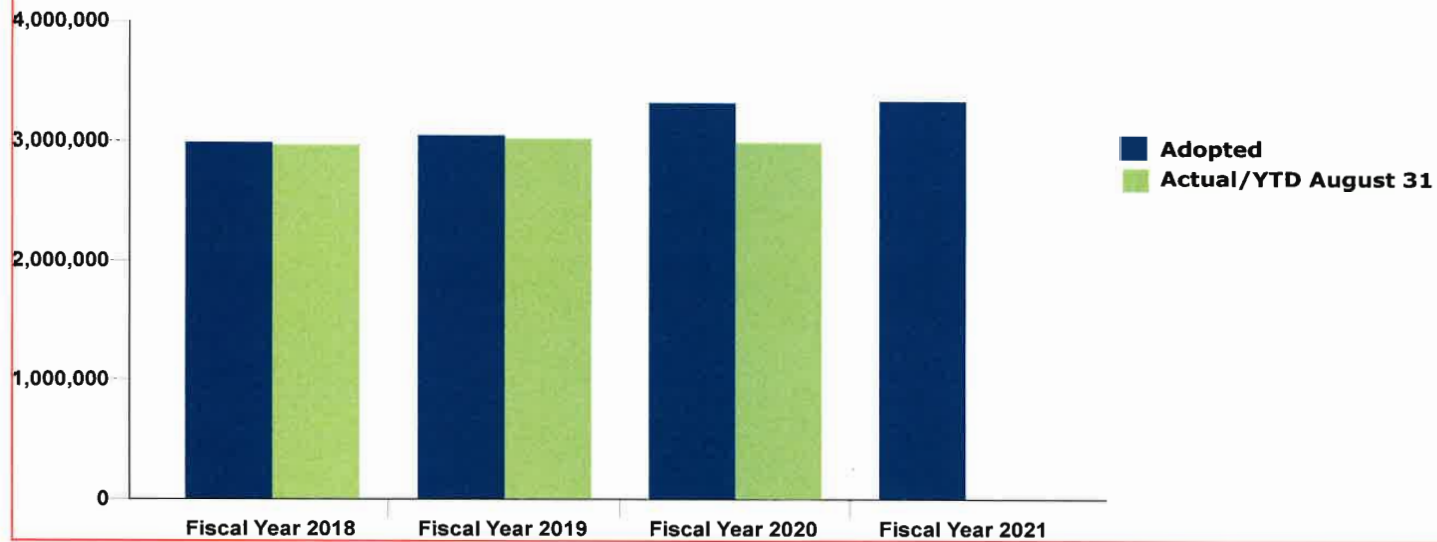


	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	468,136	454,624	418,462	396,847
Actual/YTD August 31	540,579	420,627	387,466	0

**Town of Pembroke Park
Law Enforcement
FY2021**

General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2019 YTD	FY2021 Department Requested	FY2021 Town Commission Adopted	
		Actual	Actual	Adopted	31-Aug			Variance
001-520521-340001-00-0000	Contractual Services - Law Enforcement	2,957,611	3,019,768	3,272,014	2,998,045	3,327,652	3,327,652	1.70%
001-520521-520900-01-0000	LLETf - Explorer Program	8,952	8,320	10,000	827	10,000	10,000	0.00%
001-520521-520900-04-0000	BSO - Traffic Enforcement	6,720	516	5,000	-	5,000	5,000	0.00%
001-520521-520900-07-0000	LLETf - Town Hall Security			40,000	-	-	-	100.00%
TOTAL LAW ENFORCEMENT		\$ 2,973,283	\$ 3,028,604	\$ 3,327,014	\$ 2,998,872	\$ 3,342,652	\$ 3,342,652	0.47%

Fiscal Year 2021 Law Enforcement Department

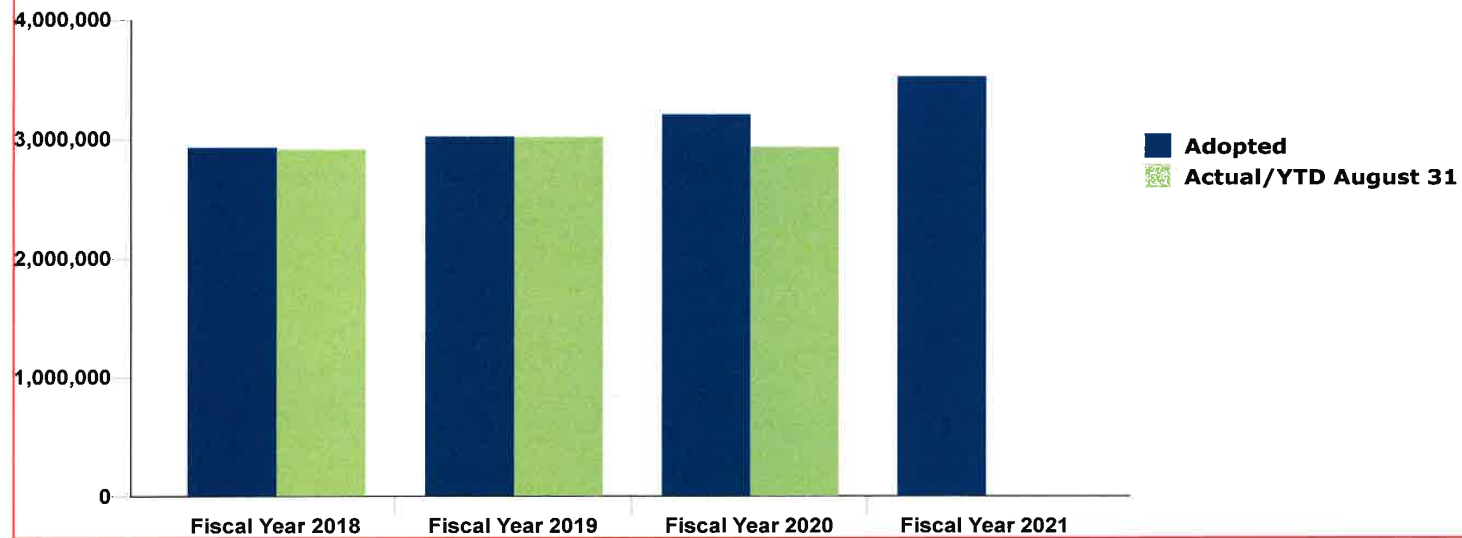


	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	2,989,611	3,049,768	3,327,014	3,342,652
Actual/YTD August 31	2,973,283	3,028,604	2,998,872	0

Town of Pembroke Park
Fire Rescue
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2020 YTD	FY2021 Department Requested	FY2021 Town Commission Adopted	
		Actual	Actual	Adopted	31-Aug			Variance
001-520522-340002-00-0000	Contractual Services - Fire Rescue	2,917,217	3,021,482	3,205,828	2,938,675	3,525,607	3,525,607	9.97%
TOTAL FIRE RESCUE		\$ 2,917,217	\$ 3,021,482	\$ 3,205,828	\$ 2,938,675	\$ 3,525,607	\$ 3,525,607	9.97%

Fiscal Year 2021 Fire Rescue Department



	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	2,928,636	3,021,482	3,205,828	3,525,607
Actual/YTD August 31	2,917,217	3,021,482	2,938,675	0

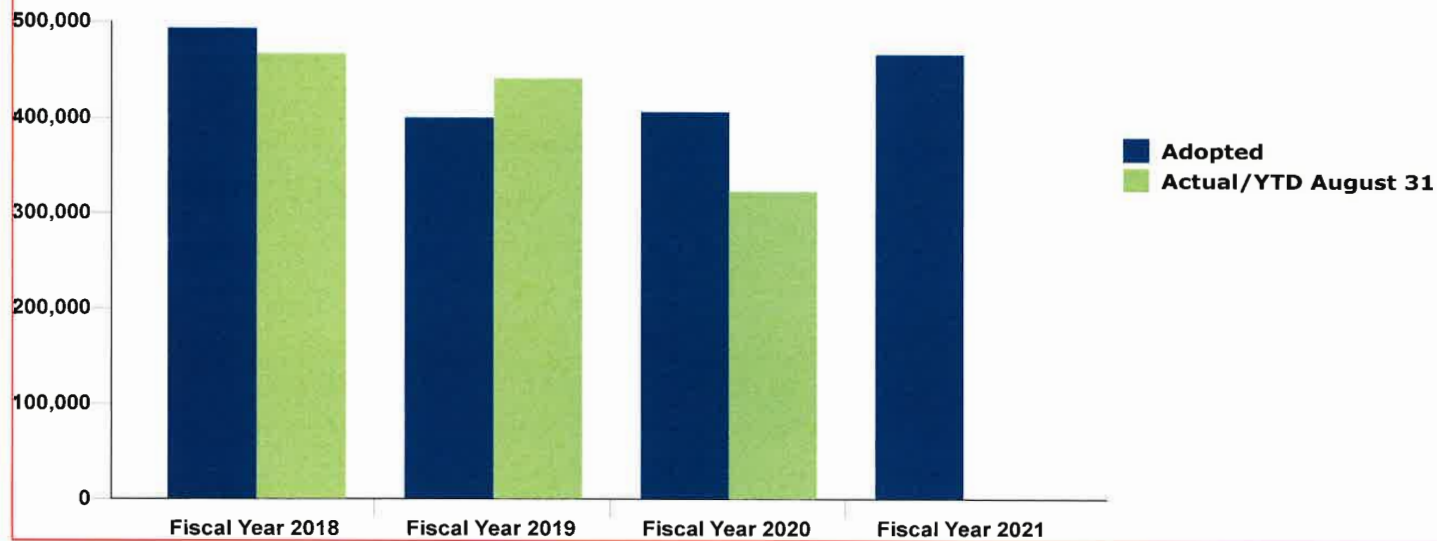
Town of Pembroke Park
Building Department
FY2021

General Ledger Code/Description	FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
	Actual	Actual	Budget	YTD	Department	Town Commission	
	Actual	Actual	Adopted	31-Aug	Requested	Adopted	Variance
Personal Services							
100-524524-120000-00-0000	Full time Salaries	224,477	200,137	212,441	161,596	183,989	-13.39%
100-524524-121000-00-0000	Part-time Salaries	-					0.00%
100-524524-140000-00-0000	Overtime	2,228	4,081	4,000	1,962	4,000	0.00%
	Total Personal Services	226,705	204,218	216,441	163,558	187,989	-13.15%
Payroll Expenditures							
100-524524-210000-00-0000	FICA Taxes Expense	17,484	15,406	16,252	12,466	14,075	-13.39%
100-524524-220000-00-0000	Employee Retirement Expense	36,027	30,266	33,942	23,493	28,773	-15.23%
100-524524-230001-00-0000	Group Insurance	29,207	31,945	29,906	19,937	32,298	8.00%
100-524524-230001-01-0000	Dental/Vision Insurance	3,043	1,917	3,794	1,319	1,319	-65.23%
100-524524-230001-02-0000	Life Insurance (Standard Insur.Co.)	3,513	2,937	3,906	2,201	2,201	-43.67%
100-524524-230001-03-0000	Long Term Care(John Hancock Co.)	5,431	4,549	-	1,440	1,920	100.00%
100-524524-230001-05-0000	Life Insurance (John Hancock VUL)	5,649	4,717	3,420	480	1,500	-56.14%
100-524524-240000-00-0000	Workers' Compensation	2,366	1,289	1,643	1,188	1,747	6.36%
	Total Payroll Expenditures	102,720	93,027	92,863	62,524	83,834	-9.72%
Operating Expenditures							
100-524524-340000-00-0000	Misc. Contractual Services	6,983		-		-	0.00%
100-524524-340006-01-0000	Contractual Service-Town Hall/Janitorial	2,611	2,611	2,611	2,933	4,000	53.20%
100-524524-340007-00-0000	Contractual Service-Software Maint. Fees	-		-		5,000	100.00%
100-524524-340012-01-0000	Contractual Service-Building Dept Elect	7,720	38,870	34,000	27,038	38,000	11.76%
100-524524-340012-02-0000	Contractual Service-Building Dept Plumb	490	9,700	15,000	12,200	13,000	-13.33%
100-524524-340012-03-0000	Contractual Service-Building Dept Mech	16,146	22,278	16,000	14,475	24,000	50.00%
100-524524-340012-05-0000	Contractual Service-Business Tax. Structural	2,410		-	1,650	-	0.00%
100-524524-340012-99-0000	Contractual Service-Building Dept Structural	70,048	35,235	-	14,163	39,000	100.00%
100-524524-340013-00-0000	Contractual Services-User Fees INK FORCE	6,233	9,400	6,000	5,000	6,000	0.00%
100-524524-400001-00-0000	Travel	-	20	1,000		3,000	200.00%
100-524524-410001-00-0000	Cell Phone	3,862	3,812	3,800	2,528	3,700	-2.63%
	Vehicle Expense - Interest				447	-	
100-524524-441002-01-0000	Lease Expense-Copier	4,091	3,839	3,600	2,774	1,500	-58.33%

Town of Pembroke Park
Building Department
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2020 YTD	FY2021 Department	FY2021 Town Commission	
		Actual	Actual	Adopted	31-Aug	Requested	Adopted	Variance
100-524524-450002-00-0000	Insurance- Property & Liability	5,440	5,234	6,203	6,389	7,017	7,017	13.12%
100-524524-460011-00-0000	Maint. & Car Repair Car Bldg & Equipment	971	555	1,000	2,428	1,000	1,000	0.00%
100-524524-470000-00-0000	Printing and Forms	-	1,172	1,000	700	1,000	1,000	0.00%
100-524524-490900-00-0000	Misc. Charges	982	7,268	1,000	330	33,960	33,960	3296.00%
100-524524-520003-000000	Uniforms	-	365	500	612	2,000	2,000	300.00%
100-524524-510001-00-0000	Office Supplies	2,226	2,767	3,000	2,352	6,000	6,000	100.00%
100-524524-521001-00-0000	Vehicle Expense-Gasoline Costs	399	300	1,000	30	1,000	1,000	0.00%
100-524524-540001-00-0000	Membership Subscriptions	319	499	500	190	750	750	50.00%
100-524524-541900-00-0000	Education and Training	1,472	378	1,000	1,343	5,000	5,000	400.00%
	Total Operating Expenditures	132,403	144,301	97,214	97,582	194,927	194,927	100.51%
Total Personal Services		\$ 226,705	\$ 204,218	\$ 216,441	\$ 163,558	\$ 187,989	\$ 187,989	-13.15%
Total Payroll Expenditures		\$ 102,720	\$ 93,027	\$ 92,863	\$ 62,524	\$ 83,834	\$ 83,834	-9.72%
Total Operating Expenditures		\$ 132,403	\$ 144,301	\$ 97,214	\$ 97,582	\$ 194,927	\$ 194,927	100.51%
TOTAL BUILDING		\$ 461,827	\$ 441,546	\$ 406,518	\$ 323,664	\$ 466,750	\$ 466,750	14.82%

Fiscal Year 2021 Building Department



	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	492,788	400,235	406,518	466,750
Actual/YTD August 31	467,168	441,546	323,664	0

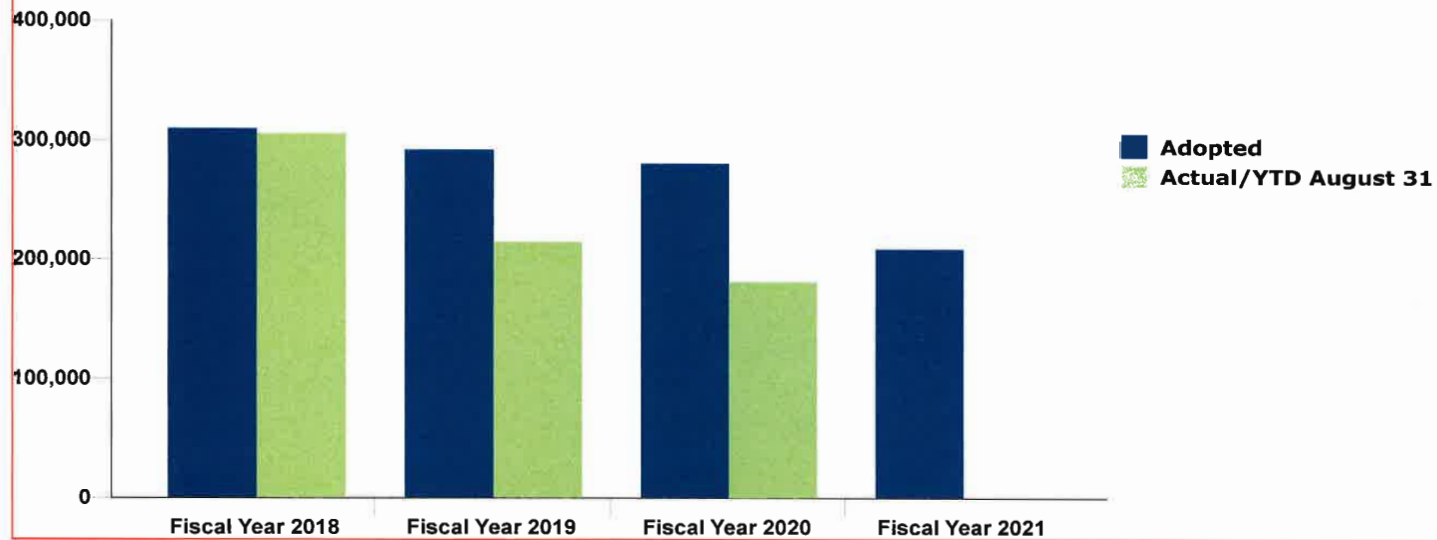
Town of Pembroke Park
Code Enforcement
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
		Actual	Actual	Budget	YTD	Department	Town Commission	
				Adopted	31-Aug	Requested	Adopted	Variance
Personal Services								
001-539539-120000-00-0000	Full time Salaries	196,180	126,057	158,079	106,400	103,985	103,985	-34.22%
001-539539-140000-00-0000	Overtime	492	1,165	2,000	972	2,000	2,000	0.00%
	Total Personal Services	196,672	127,222	160,079	107,372	105,985	105,985	-33.79%
Payroll Expenditures								
001-539539-210000-00-0000	FICA Taxes Expense	14,281	9,044	12,093	8,057	7,955	7,955	-34.22%
001-539539-220000-00-0000	Employee Retirement Expense	38,985	23,451	22,564	20,179	20,026	20,026	-11.25%
001-539539-230001-00-0000	Group Insurance	22,311	25,367	32,398	20,768	21,532	21,532	-33.54%
001-539539-230001-01-0000	Dental/Vision Insurance	4,124	3,503	6,061	3,285	3,134	3,134	-48.28%
001-539539-230001-02-0000	Life Insurance(Standard Insur. Co)	2,495	2,216	2,914	2,019	1,866	1,866	-35.95%
001-539539-230001-03-0000	Long Term Care(John Hancock Co.)	611	248	229	973	1,140	1,140	398.69%
001-539539-230001-05-0000	Life Insurance(John Hancock VUL)	1,316	1,290	2,790	323	-	-	-100.00%
001-539539-240000-00-0000	Workers' Compensation	2,499	1,197	1,643	1,188	1,747	1,747	6.36%
001-539539-250000-00-0000	Unemployment Compensation	344		-				0.00%
	Total Payroll Expenditures	86,966	66,316	80,691	56,792	57,401	57,401	-100.00%
Operating Expenditures								
001-539539-340006-01-0000	Town Hall - Janitorial	2,611	2,611	2,611	2,933	3,900	3,900	49.37%
001-539539-340007-00-0000	Contractual Services	2,372	1,800	5,400	1,500	5,400	5,400	0.00%
001-539539-400002-00-0000	Travel - Hotel, Air fare, Mileage, Tolls, Meals	1,041	1,539	2,500	40	2,500	2,500	0.00%
001-539539-410001-00-0000	Cell Phones	1,450	1,986	3,000	1,260	3,000	3,000	0.00%
001-539539-410003-00-0000	Town Hall Line Charge / Internet Connection	-	-	-		1,200	1,200	0.00%
001-539539-441003-00-0000	Lease Expense - Copier	826	696	1,000	253	1,000	1,000	0.00%
001-539539-450002-00-0000	Insurance - Property Liability	4,884	4,488	5,375	5,561	6,123	6,123	13.92%
001-539539-470000-00-0000	Printing and Forms	353	553	1,300	991	2,500	2,500	92.31%
001-539539-490900-00-0000	Misc. Charges	1,144	184	1,500	(107)	1,500	1,500	0.00%
001-539539-510001-00-0000	Office Supplies	2,339	3,166	4,500	2,079	5,000	5,000	11.11%

**Town of Pembroke Park
Code Enforcement
FY2021**

General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2020 YTD	FY2021 Department Requested	FY2021 Town Commission Adopted	
		Actual	Actual	Adopted	31-Aug			Variance
001-539539-520003-00-0000	Uniform Expense	45	49	800	51	800	800	0.00%
001-539539-521001-00-0000	Vehicle Expense - Gasoline	978	921	3,000	563	3,000	3,000	0.00%
001-539539-521002-00-0000	Vehicle Expense - Maintenance & Repair	495	248	1,000	111	1,000	1,000	0.00%
001-539539-522001-00-0000	Board Expenses - Code & P& Z Boards	1,150	1,450	4,635	800	4,635	4,635	0.00%
001-539539-540001-00-0000	Memberships	282	554	625	194	625	625	0.00%
001-539539-541900-00-0000	Education and Training-Other	2,569	1,008	3,000	843	3,000	3,000	0.00%
	Total Operating Expenditures	22,537	21,254	40,246	17,071	45,183	45,183	12.27%
Total Personal Services		\$ 196,672	\$ 127,222	\$ 160,079	\$ 107,372	\$ 105,985	\$ 105,985	-33.79%
Total Payroll Expenditures		\$ 86,966	\$ 66,316	\$ 80,691	\$ 56,792	\$ 57,401	\$ 57,401	-28.86%
Total Operating Expenditures		\$ 22,537	\$ 21,254	\$ 40,246	\$ 17,071	\$ 45,183	\$ 45,183	12.27%
TOTAL CODE ENFORCEMENT		\$ 306,175	\$ 214,791	\$ 281,016	\$ 181,235	\$ 208,569	\$ 208,569	-25.78%

Fiscal Year 2021 Code Enforcement Department



	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	309,739	292,195	281,016	208,569
Actual/YTD August 31	306,175	214,791	181,235	0

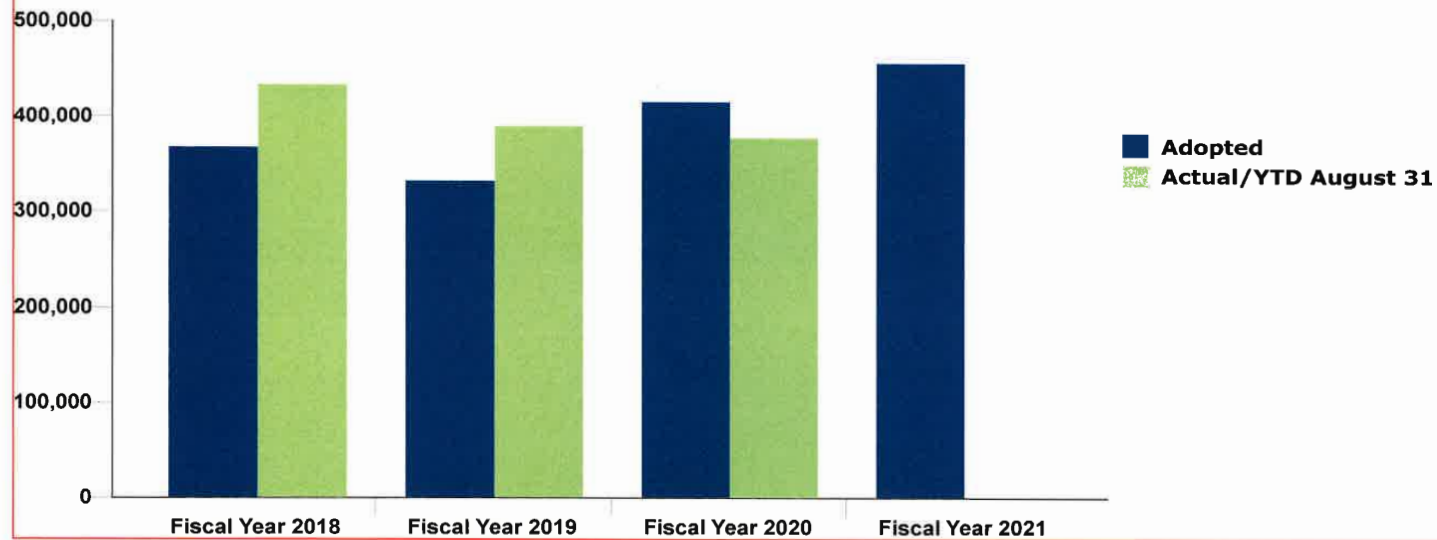
Town of Pembroke Park
Roads & Streets Department
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
		Actual	Actual	Budget Adopted	YTD 31-Aug	Department Requested	Town Commission Adopted	Variance
Personal Services								
001-530541-120000-00-0000	Full-Time Salaries	178,715	168,136	189,724	171,293	205,192	205,192	8.15%
001-530541-140000-00-0000	Overtime	2,792	3,621	3,500	2,286	3,500	3,500	0.00%
Total Personal Services		181,507	171,756	193,224	173,579	208,692	208,692	8.01%
Payroll Expenditures								
001-530541-210000-00-0000	FICA Taxes Expense	12,803	12,539	14,514	12,975	15,744	15,744	8.48%
001-530541-220000-00-0000	Employee Retirement Expense	20,827	18,504	20,246	18,371	25,490	25,490	25.90%
001-530541-230001-00-0000	Group Insurance	29,207	38,052	39,875	36,552	42,865	42,865	7.50%
001-530541-230001-01-0000	Dental/Vision Insurance	4,368	5,783	7,392	6,472	6,774	6,774	-8.37%
001-530541-230001-02-0000	Life Insurance(Standard Insur. Co)	2,854	2,790	3,506	3,299	3,071	3,071	-12.41%
001-530541-230001-03-0000	Long Term Care(John Hancock Co.)	647	315	291	2,799	3,240	3,240	1013.52%
001-530541-230001-05-0000	Life Insurance(John Hancock VUL)	4,037	4,657	4,733	2,680	2,702	2,702	-42.91%
001-530541-240000-00-0000	Workers' Compensation	8,799	6,308	6,984	5,049	7,427	7,427	6.34%
Total Payroll Expenditures		83,542	88,947	97,540	88,197	107,312	107,312	10.02%
Operating Expenditures								
001-530541-340006-01-0000	Town Hall Janitorial	2,656	2,611	2,611	2,933	3,900	3,900	49.37%
001-530541-400002-00-0000	Travel	826	1,012	1,000	2	1,000	1,000	0.00%
001-530541-410001-00-0000	Cellular Phones	2,455	2,697	2,400	2,245	2,400	2,400	0.00%
001-530541-410009-00-0000	Town Hall Line Charge/Internet Connection	537	-	700	-	-	-	-100.00%
001-530541-430009-00-0000	Electricity - Outdoor Lighting	80,804	34,161	32,000	26,867	36,000	36,000	12.50%
001-530541-431006-00-0000	Water - Public Works	1,012	(3)	2,000	564	500	500	-75.00%
001-530541-440001-00-0000	Rental Expense Equipment - copier	4,091	3,839	3,600	3,230	1,000	1,000	-72.22%
001-530541-450002-00-0000	Insurance Expense Prop-General Liability	20,269	20,362	23,805	23,991	26,187	26,187	10.01%
001-530541-460060-00-0000	Maintenance - Equipment	37,559	42,535	30,000	37,991	40,000	40,000	33.33%
001-530541-460900-00-0000	Maintenance and Repair - Other	351	13	-	942	-	-	0.00%
001-530541-490900-00-0000	Misc. Charges	8,698	10,026	15,000	5,484	15,000	15,000	0.00%
001-530541-510001-00-0000	Office Supplies	1,062	2,616	1,500	2,158	2,000	2,000	33.33%
001-530541-520003-00-0000	Uniform Expense	1,573	1,062	1,800	919	1,200	1,200	-33.33%
001-530541-521001-00-0000	Vehicle Expense - Gasoline	5,376	7,296	6,000	8,112	10,000	10,000	66.67%
001-530541-540004-00-0000	Membership/subscriptions & Dues	391	347	1,000	170	500	500	-50.00%

Town of Pembroke Park
Roads & Streets Department
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2020 YTD	FY2021 Department Requested	FY2021 Town Commission Adopted	
		Actual	Actual	Adopted	31-Aug			Variance
001-530541-541001-00-0000	Education/Training	819	800	1,500	350	1,000	1,000	-33%
	Total Operating Expenditures	168,477	129,374	124,916	115,958	140,687	140,687	13%
Total Personal Services		\$ 181,507	\$ 171,756	\$ 193,224	\$ 173,579	\$ 208,692	\$ 208,692	8%
Total Payroll Expenditures		\$ 83,542	\$ 88,947	\$ 97,540	\$ 88,197	\$ 107,312	\$ 107,312	10%
Total Operating Expenditures		\$ 168,477	\$ 129,374	\$ 124,916	\$ 115,958	\$ 140,687	\$ 140,687	13%
TOTAL ROADS & STREETS		\$ 433,526	\$ 390,077	\$ 415,680	\$ 377,734	\$ 456,691	\$ 456,691	10%

Fiscal Year 2021 Roads & Streets Department



	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	366,787	331,693	415,680	456,691
Actual/YTD August 31	433,526	390,077	377,734	0

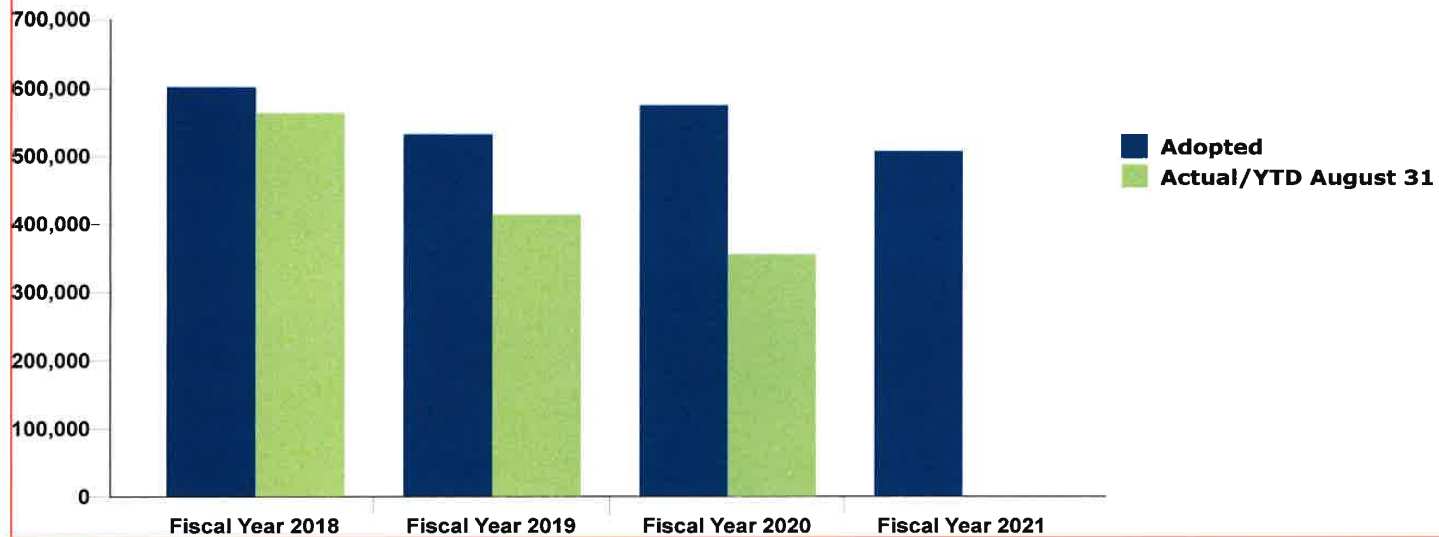
**Town of Pembroke Park
Parks & Recreation Department
FY2021**

General Ledger Code/Description		FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
		Actual	Actual	Budget Adopted	YTD 31-Aug	Department Requested	Town Commission Adopted	Variance
Personal Services								
001-570572-110000-00-0000	Full time Salaries	291,591	167,643	251,461	161,277	213,057	213,057	-15.27%
001-570572-140000-00-0000	Overtime	21,088	32,308	15,000	13,857	15,000	15,000	0.00%
	Total Personal Services	312,678	199,950	266,461	175,134	228,057	228,057	-14.41%
Payroll Expenditures								
001-570572-210000-00-0000	FICA Taxes Expense	22,810	13,239	19,237	13,342	16,346	16,346	-15.03%
001-570572-220000-00-0000	Employee Retirement Expense	35,907	16,584	21,299	15,250	19,306	19,306	-9.36%
001-570572-230001-00-0000	Group Insurance	40,564	35,703	49,843	37,382	43,065	43,065	-13.60%
001-570572-230001-01-0000	Dental/Vision Insurance	6,375	6,034	10,559	7,465	8,084	8,084	-23.44%
001-570572-230001-02-0000	Life Insurance(Standard Insur. Co)	3,284	2,507	4,664	3,279	3,451	3,451	-26.01%
001-570572-230001-03-0000	Long Term Care(John Hancock Co.)	740	61	-	1,818	2,424	2,424	0.00%
001-570572-230001-05-0000	Life Insurance(John Hancock VUL)	3,843	2,804	5,449	1,750	1,500	1,500	-72.47%
001-570572-240000-00-0000	Workers' Compensation	7,481	5,040	5,752	4,158	6,116	6,116	6.33%
	Total Payroll Expenditures	121,004	81,972	116,803	84,446	100,292	100,292	-14.14%
Operating Expenditures								
001-570572-340006-05-0000	Contractual Services	1,677	2,098	1,700	2,000	2,000	2,000	17.65%
001-570572-400000-00-0000	Travel - Hotel, Air fare, Mileage, Tolls, Meals	-	-	400	-	-	-	-100.00%
001-570572-410001-00-0000	Cellular Phones & Beepers	1,150	1,518	1,500	950	1,500	1,500	0.00%
001-570572-410005-00-0000	Phone Line - Behan Park	3,769	3,088	3,200	3,024	3,200	3,200	0.00%
001-570572-410006-00-0000	Phone Line - Oglesby Preserve	1,195	681	1,200	661	800	800	-33.33%
001-570572-430003-00-0000	Electricity	14,825	14,378	15,000	14,405	16,000	16,000	6.67%
001-570572-431003-00-0000	Water Charge	2,421	2,286	3,000	4,124	5,400	5,400	80.00%
001-570572-450002-00-0000	Insurance - Property Liability	11,369	11,371	13,000	13,176	14,475	14,475	11.35%
001-570572-460900-00-0000	Maintenance Repair Cars, Buildings, Equipment	21,415	27,483	25,000	15,076	25,000	25,000	0.00%
001-570572-510001-00-0000	Office Supplies	222	124	400	456	400	400	0.00%
001-570572-520003-00-0000	Uniform Expense	1,423	929	2,000	776	1,000	1,000	-50.00%

Town of Pembroke Park
Parks & Recreation Department
FY2021

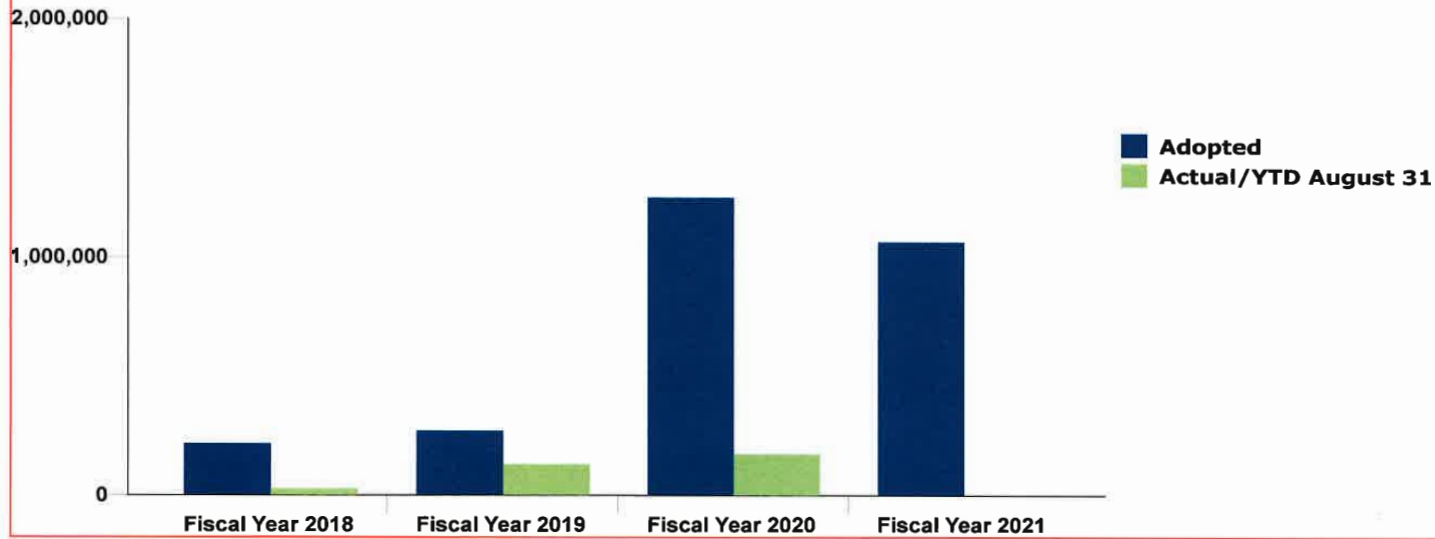
General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2020 YTD	FY2021 Department Requested	FY2021 Town Commission Adopted	
		Actual	Actual	Adopted	31-Aug			Variance
001-570572-520900-00-0000	Misc. Charge	7,016	7,248	15,000	3,590	7,500	7,500	-50.00%
001-570572-521001-00-0000	Gasoline Costs	5,714	4,232	4,500	3,020	4,000	4,000	-11.11%
001-570572-541001-00-0000	Memberships, dues, and subscriptions	770	-	900	-	900	900	0.00%
001-570572-541001-00-0000	Education & Training, Registration, Books	1,044	813	1,500	350	1,000	1,000	-33.33%
	Pembroke Park Community Events	29,759		37,000	-	37,000	37,000	0.00%
001-570572-640000-00-9049	Health Fair Festival - \$10,000		8,297		9,917			
001-570572-640000-00-9051	Egg Hunt - \$6,000		5,670		1,128			
001-570572-640000-00-9052	Toy Drive \$4,000		2,888		3,763			
001-570572-640000-00-9053	Turkey Drive - \$6,000		7,544		6,442			
001-570572-640000-00-9076	Walk A Thon - \$1,000				-			
001-570572-640000-00-9070	Kids Day Fall Festival - \$2,500		3,078		3,163			
	Food Distribution Farm Share - \$2,000		1,415		-			
001-570572-640000-00-9062			1,415		-			
001-570572-640000-00-9058	School Supply Drive \$3,500		5,485		24			
001-570572-640000-00-9066	Little Library Dispensers				94			
	Agro - Eco Community Garden & Centers	10,389		14,750	-	32,500	32,500	120.34%
001-570572-640000-00-9055	Community Garden - \$25,000		18,832		3,244			
	Maculele Miami Brazilian Arts Institute - \$2,000		1,487		-			
001-570572-640000-00-9056			1,487		-			
001-570572-640000-00-9057	Relay for Life Event - \$2,000				1,000			
001-570572-640000-00-9059	Church of Christ - \$1,500				-			
001-570572-640000-00-9071	Club Richelieu - \$1,000				-			
	Florida International Trade & Cultural Expo (FITCE) - \$2,000				1,070			
001-570572-640000-00-9060	Newsletter Mailings	8,146		10,000	2,000	10,000	10,000	0.00%
001-570572-640000-00-9061	60th Anniversary Celebration	-		25,000	-	-	-	-100.00%
001-570572-640000-00-9063	Holiday Party	2,516	2,181	4,500	2,519	4,500	4,500	0.00%
001-570572-640000-00-9064	Pet Fair	-		5,000	-	5,000	5,000	0.00%
001-570572-640000-00-9065	Pembroke Park Cares Inc.	1,435		-	-	-	-	0.00%
001-570572-640000-00-9075	Promotions All Community Events	4,428	(700)	7,500	-	7,500	7,500	0.00%
	Total Operating Expenditures	130,682	132,426	192,050	96,064	179,675	179,675	-6.44%
Total Personal Services		\$ 312,678	\$ 199,950	\$ 266,461	\$ 175,134	\$ 228,057	\$ 228,057	-14.41%
Total Payroll Expenditures		\$ 121,004	\$ 81,972	\$ 116,803	\$ 84,446	\$ 100,292	\$ 100,292	-14.14%
Total Operating Expenditures		\$ 130,682	\$ 132,426	\$ 192,050	\$ 96,064	\$ 179,675	\$ 179,675	-6.44%
TOTAL PARKS		\$ 564,364	\$ 414,349	\$ 575,314	\$ 355,643	\$ 508,023	\$ 508,023	-11.70%

Fiscal Year 2021 Parks & Recreation Department



	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	601,684	532,649	575,314	508,023
Actual/YTD August 31	564,364	414,349	355,643	0

Fiscal Year 2020 Capital Outlay Department



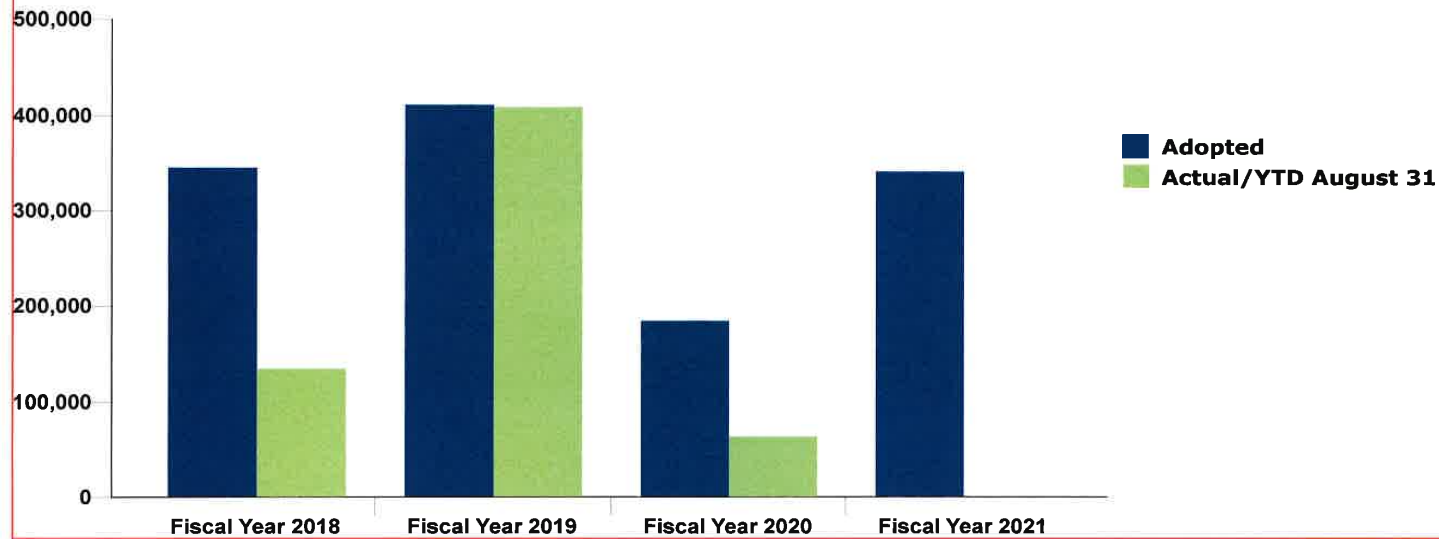
Town of Pembroke Park
Capital Outlay & Equipment
FY2021

General Ledger Code/Description	FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
	Actual	Actual	Budget	YTD	Department	Town Commission	Variance
			Adopted	31-Aug	Requested	Adopted	
COMMISSION							
001-510511-640003-00-0000				4,251			0.00%
				4,251			0.00%
ADMINISTRATION							
001-510512-640003-00-0000	8,543	334	700	12,395			-100.00%
001-510512-640003-00-0000			60,000				100.00%
	8,543	334	60,700	12,395			100.00%
FINANCE							
001-510513-640003-00-0000				4,251			0.00%
				4,251			0.00%
NON DEPARTMENTAL							
001-510519-640003-00-0000	4,153	1,419	6,000	5,495	10,000	10,000	66.67%
001-530541-640000-00-9075			40,000		25,000	25,000	100.00%
001-530541-640000-00-9078			684,750		643,125	643,125	100.00%
001-530541-640000-00-9076			79,110				-100.00%
001-530541-640000-00-9077			20,000				100.00%
							0.00%
001-510519-640003-00-9077	3,658	112,232	226,000	87,553	48,000	48,000	-78.76%
	7,811	113,650	1,055,860	93,048	726,125	726,125	-31.23%
BUILDING							
001-524524-640003-00-0000	500	2,742	10,000	4,682	5,000	5,000	-50.00%
001-524524-640003-00-0000			25,000	25,794	50,000	50,000	100.00%
	500	2,742	35,000	30,476	55,000	55,000	57.14%
ROADS & STREETS							
001-530541-640003-00-0000	606	4,733	5,000	20,837	10,000	10,000	100.00%
					90,000	90,000	#DIV/0!
					144,000	144,000	#DIV/0!
					30,000	30,000	#DIV/0!
	606	4,733	5,000	20,837	274,000	274,000	5380.00%
CODE ENFORCEMENT							
001-539539-640003-00-0000	1,375	111	2,500				-100.00%
001-539539-640003-00-0000			26,000				-100.00%
	1,375	111	28,500				-100.00%
PARKS & RECREATION							
001-570572-640003-00-0000	9,692	10,235	25,000		10,000	10,000	-60.00%
001-570572-640003-00-0000			18,850	9,229			100.00%
001-570572-640003-00-0000			10,000				100.00%
001-570572-640003-00-0000			10,000				100.00%
	9,692	10,235	63,850	9,229	10,000	10,000	-84.34%
Total Capital Outlay & Equipment							
	\$ 28,527	\$ 131,806	\$ 1,248,910	\$ 174,487	\$ 1,065,125	\$ 1,065,125	-14.72%

Town of Pembroke Park
Capital Projects
FY2021

General Ledger Code/Description	FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
	Actual	Actual	Budget Adopted	YTD 31-Aug	Department Requested	Town Commission Adopted	Variance
PARKS & RECREATION							
001-570572-640000-00-9048	19,201	251,610			-	-	#DIV/0!
001-570572-640000-00-9067	525	157,654			-	-	#DIV/0!
001-570572-640000-00-9068	108,788		-	(2,757)	-	-	0.00%
001-570572-640000-00-9069	4,577		8,000		10,000	10,000	25.00%
001-570572-640000-00-9073			4,000		4,000	4,000	0.00%
001-570572-640000-00-9074	1,487		-			-	100.00%
					45,000	45,000	100.00%
					12,500	12,500	100.00%
					65,000	65,000	100.00%
001-570572-640000-00-9078	263		66,672	65,478		-	-100.00%
001-570572-640000-00-9082			105,000	1,068	105,400	105,400	0.38%
					99,512	99,512	100.00%
	134,841	409,263	183,672	63,789	341,412	341,412	85.88%
Total Capital Outlay	\$ 134,841	\$ 409,263	\$ 183,672	\$ 63,789	\$ 341,412	\$ 341,412	85.88%

Fiscal Year 2021 Capital Projects Department

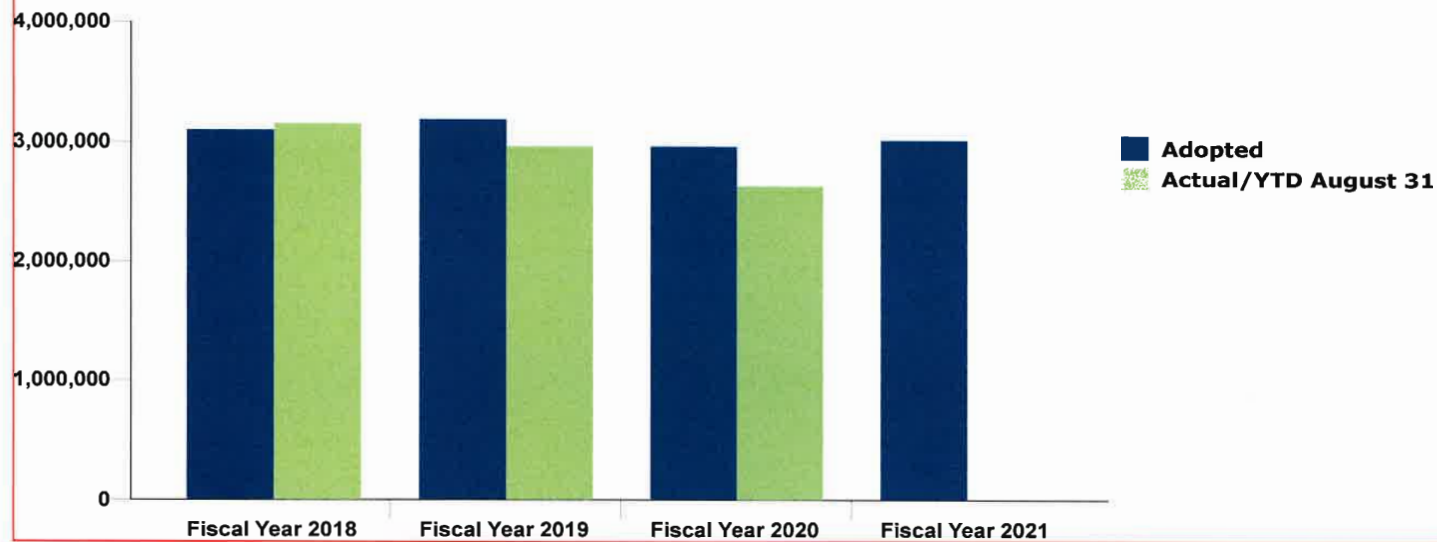


	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	345,081	411,482	183,672	341,412
Actual/YTD August 31	134,841	409,263	63,789	0

Town of Pembroke Park
Sewer Fund Revenue
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
		Actual	Actual	Budget	YTD	Department	Town Commission	Variance
				Adopted	31-Aug	Requested	Adopted	
Operating Revenue								
400-000340-343501-00-0000	Sewer Service Charges	2,887,961	2,705,713	2,680,000	2,555,451	2,725,000	2,725,000	1.68%
400-000340-343502-00-0000	Fixture Charges	74,835	66,995	75,000	69,072	75,000	75,000	0.00%
400-000340-343503-00-0000	Sewer Hookup Fees	16,700	21,050	10,000	5,800	10,000	10,000	0.00%
400-000360-369900-00-0000	Other Misc. Revenue	120	-	-	-	-	-	0.00%
Total Operating Revenue		2,979,616	2,793,759	2,765,000	2,630,323	2,810,000	2,810,000	1.63%
Non Operating Revenue								
400-000360-361100-02-0000	Interest Revenue LGIP	23,301	133,774	20,000	-	20,000	20,000	0.00%
400-000360-363230-00-0000	Impact Fees Physical Environment	151,718	40,011	177,589	5,376	187,929	187,929	5.82%
Total Non Operating Revenue		175,019	173,785	197,589	5,376	207,929	207,929	5.23%
Fund Balance Reserve		-	-	-	-	-	-	100.00%
Total Operating Revenue		2,979,616	2,793,759	2,765,000	2,630,323	2,810,000	2,810,000	1.63%
Total Non Operating Revenue		175,019	173,785	197,589	5,376	207,929	207,929	5.23%
Fund Balance Reserve		0	0	-	0	-	-	100.00%
Total Sewer Fund Revenue		\$ 3,154,635	\$ 2,967,543	\$ 2,962,589	\$ 2,635,699	\$ 3,017,929	\$ 3,017,929	1.87%
400-000000-240002-00-0000	Sinking Fund Reserve Account	10,484	10,896	10,896	10,896			
400-000000-240003-00-0000	Debt Service Reserve Account	111,517	124,429	124,429	124,429			
400-000000-240004-00-0000	Construction Reserve Account	715,838	789,859	789,859	789,859			
400-000000-250001-00-0000	Contributed Capital	856,065	856,065	856,065	856,065			
400-000000-271001-00-0000	Fund Balance - Unreserved	4,229,015	4,141,478	4,141,478	4,141,478			

Fiscal Year 2021 Sewer Department Revenues



	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	3,094,708	3,187,450	2,962,589	3,017,929
Actual/YTD August 31	3,154,635	2,967,543	2,635,699	0

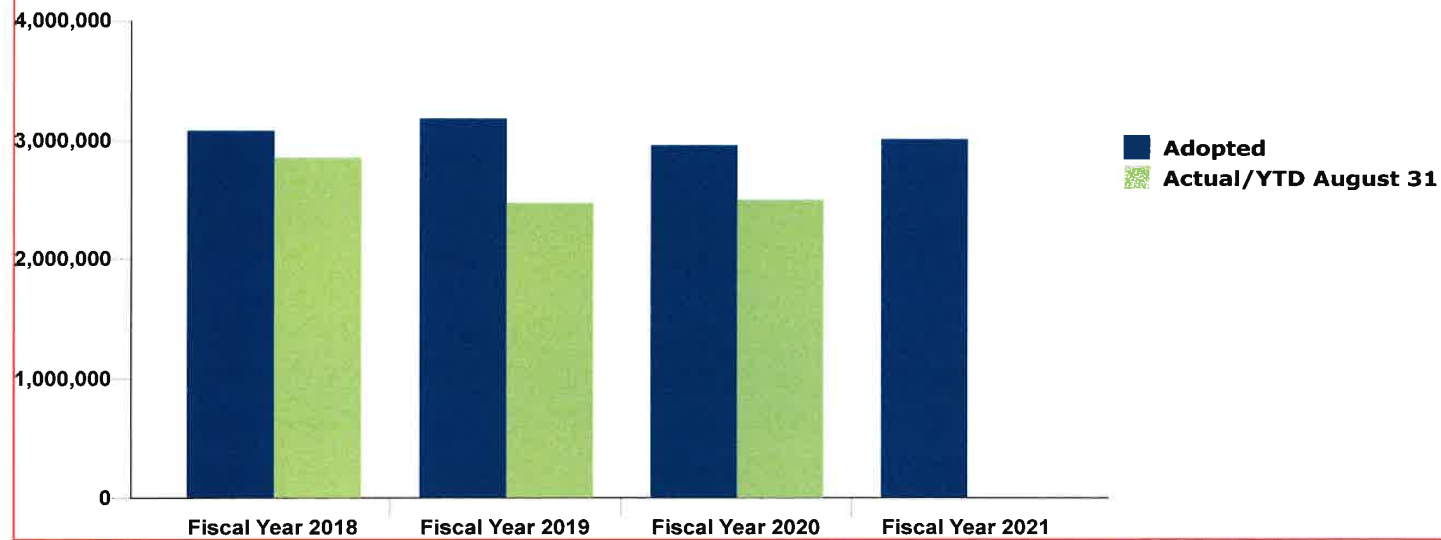
Town of Pembroke Park
Sewer Fund Expense
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
		Actual	Actual	Budget	YTD	Department	Town Commission	
				Adopted	31-Aug	Requested	Adopted	Variance
	Personal Services							
400-530535-120000-00-0000	Regular Full Time Salary	484,492	306,811	399,259	293,286	354,932	354,932	-11.10%
400-530535-140000-00-0000	Overtime	10,852	9,689	10,000	6,159	10,000	10,000	0.00%
	Total Personal Services	495,344	316,500	409,259	299,445	364,932	364,932	-10.83%
	Payroll Expenses							
400-530535-210000-00-0000	FICA Taxes	34,606	23,603	30,543	22,260	27,152	27,152	-11.10%
400-530535-220000-00-0000	Employee Retirement Expense	126,811	40,551	46,346	35,820	50,406	50,406	8.76%
400-530535-230001-00-0000	Group Insurance - Health	44,217	52,334	59,812	50,674	53,831	53,831	-10.00%
400-530535-230001-01-0000	Group Insurance - Dental & Vision	7,655	5,266	8,042	6,346	4,284	4,284	-46.73%
400-530535-230001-02-0000	Group Life Insurance - SIC	6,660	5,581	6,934	5,634	4,743	4,743	-31.60%
400-530535-230001-03-0000	Long Term Care Insurance - JHC	1,867	873	873	2,738	1,944	1,944	122.70%
400-530535-230001-04-0000	Other Post Employment Benefits	212	-	-	-	-	-	0.00%
400-530535-230001-05-0000	Life Insurance - JHC VUL	6,345	5,674	7,511	3,411	3,794	3,794	-49.49%
400-530535-240000-00-0000	Workers' Compensation	17,392	12,751	13,969	10,098	14,854	14,854	6.33%
	Total Payroll Expenses	245,765	146,633	174,030	136,982	161,007	161,007	-7.48%
	Operating Expenses							
400-530535-310002-00-0000	Professional Services Engineering	-	-	2,000	-	-	-	-100.00%
400-530535-340003-02-0000	Contractual Services - Legal Non Retainer	-	-	2,000	-	-	-	-100.00%
400-530535-340009-01-0000	Sewer Maintenance & Treatment-Hollywood	1,022,336	896,090	1,000,000	962,218	1,135,000	1,135,000	13.50%
400-530535-340009-02-0000	Misc. Contractual Services - Sewer Dept.	14,218	21,134	20,000	11,816	15,000	15,000	-25.00%
400-530535-400001-00-0000	Travel	910	1,095	2,000	5	2,000	2,000	0.00%
400-530535-410001-00-0000	Cellular Phones/ Beepers	3,752	3,458	3,500	2,662	3,000	3,000	-14.29%
400-530535-410009-00-0000	Telephone Lines	537	-	-	-	-	-	0.00%
400-530535-430007-00-0000	Electricity-Sewer Pumps	38,126	35,006	35,000	32,351	35,000	35,000	0.00%
400-530535-431006-00-0000	Water - Public Works	22,394	19,131	20,000	18,181	22,000	22,000	10.00%
400-530535-450002-00-0000	Insurance - Property & Liability FLC	32,399	33,808	37,516	39,335	42,824	42,824	14.15%

Town of Pembroke Park
Sewer Fund Expense
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
		Actual	Actual	Budget Adopted	YTD 31-Aug	Department Requested	Town Commission Adopted	Variance
400-530535-460050-00-0000	Maintenance - Lift Stations	37,243	11,920	50,000	42,762	50,000	50,000	0.00%
400-530535-460900-00-0000	Maintenance and Repair Car Bldg. & Equip.	18,131	63,416	80,000	41,774	80,000	80,000	0.00%
400-530535-490005-00-0000	Bad Debt Expense	-	-	-	-	-	-	#DIV/0!
400-530535-490900-00-0000	Misc. Charges	23,146	15,043	20,000	19,217	20,000	20,000	0.00%
400-530535-520003-00-0000	Operating Supplies - Uniform Expense	590	789	1,500	630	1,000	1,000	-33.33%
400-530535-521001-00-0000	Vehicle Expense - Gasoline	6,879	5,460	6,000	3,987	5,000	5,000	-16.67%
400-530535-540001-00-0000	Memberships	946	1,209	2,000	331	2,000	2,000	0.00%
400-530535-541001-00-0000	Education & Training, Registration, Books	2,063	1,575	2,500	350	2,000	2,000	-20.00%
400-530535-581000-00-0000	Administrative Services GF Cost	410,000	417,697	410,000	394,548	421,500	421,500	2.80%
400-530535-800000-00-0000	Depreciation/Amortization Expense	275,927	273,732	300,000	275,000	300,000	300,000	0.00%
	TOTAL OPERATING EXPENSES	1,909,594	1,800,562	1,994,016	1,845,169	2,136,324	2,136,324	7.14%
	CAPITAL PROJECTS							
400-530535-460050-00-0000	Maintenance - Lift Stations I&I	-	-	100,000	-	100,000	100,000	0.00%
400-530535-640003-00-0000	New Sewer Truck	-	-	30,000	25,699	-	-	-100.00%
	Master Plan Update	-	-	40,000	-	40,000	40,000	
400-530535-640005-00-0000	Federal and State Grant Match Funds	-	-	-	-	-	-	#DIV/0!
	Total Capital Projects	-	-	170,000	25,699	140,000	140,000	-17.65%
	Debt Service							
400-530535-710000-00-0000	Debt Service - Principal Payment	31,001	31,750	37,000	33,917	39,000	39,000	5.41%
400-530535-720000-00-0000	Debt Service - Sinking Fund Interest	94,213	92,670	91,350	83,738	89,731	89,731	-1.77%
400-530538-730000-00-0000	Debt Service - Reserve Account	12,912	12,912	12,912	11,836	12,912	12,912	0.00%
400-530538-730000-01-0000	Debt Service - S/T Assests Reserve	74,022	74,022	74,022	67,853	74,022	74,022	0.00%
	Total Debt Service	212,147	211,353	215,284	197,343	215,665	215,665	0.18%
	Contingency/Reserves	0	0	0	0	0	0	
	Total Personal Services	\$ 495,344	\$ 316,500	\$ 409,259	\$ 299,445	\$ 364,932	\$ 364,932	-10.83%
	Total Payroll Expenses	\$ 245,765	\$ 146,633	\$ 174,030	\$ 136,982	\$ 161,007	\$ 161,007	-7.48%
	Total Operating Expenses	\$ 1,909,594	\$ 1,800,562	\$ 1,994,016	\$ 1,845,169	\$ 2,136,324	\$ 2,136,324	7.14%
	Total Capital Projects	\$ -	\$ -	\$ 170,000	\$ 25,699	\$ 140,000	\$ 140,000	-17.65%
	Total Debt Service	\$ 212,147	\$ 211,353	\$ 215,284	\$ 197,343	\$ 215,665	\$ 215,665	0.18%
	Total Contingency/Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Sewer Fund Expenses	\$ 2,862,849	\$ 2,475,048	\$ 2,962,589	\$ 2,504,638	\$ 3,017,929	\$ 3,017,929	1.87%

Fiscal Year 2021 Sewer Department Expenses

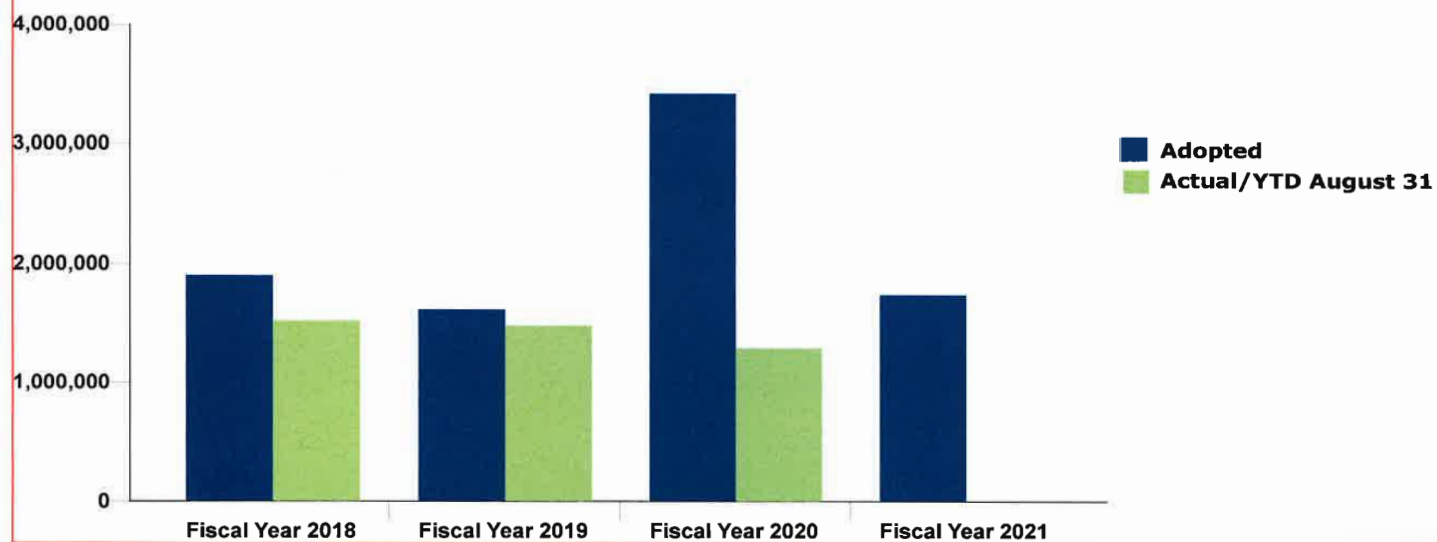


	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	3,081,083	3,187,450	2,962,589	3,017,929
Actual/YTD August 31	2,862,849	2,475,048	2,504,638	0

**Town of Pembroke Park
Storm Water Fund Revenue
FY2021**

General Ledger Code/Description		FY2018	FY2019	FY2020 Budget	FY2020 YTD	FY2021 Department Requested	FY2021 Town Commission Adopted	
		Actual	Actual	Adopted	31-Aug			Variance
Operating Revenue								
401-000340-343801-00-0000	Stormwater Management Utility Fees	1,393,399	1,372,337	1,440,000	1,287,889	1,400,000	1,400,000	-2.78%
Total Operating Revenue		1,393,399	1,372,337	1,440,000	1,287,889	1,400,000	1,400,000	-2.78%
Non Operating Revenue								
'401-000330-331204-00-0000	John P. Lyons Phase II Engineering and Design Project #3354			684,263		89,252	89,252	-86.96%
'401-000330-331204-00-0000	S.W. 25th St. Stormwater Improvements Phase III Project #3355			906,165		113,271	113,271	-87.50%
County Line Road Stormwater Connection						90,000		100.00%
401-000360-361100-02-0000	Interest Revenue LGIP	19,379	109,634			20,000	20,000	100.00%
401-000360-363230-00-0000	Impact Fee Revenue Physical Environment	109,746		118,827	6,467	118,827	118,827	0.00%
Total Non Operating Revenue		129,124	109,634	1,709,255	6,467	431,350	341,350	-80.03%
Use of Fund Balance Reserve		-		274,846	-		-	-100.00%
Use of Unexpended Prior Year Funds Carry Over		-		-	-	-	-	0.00%
Total Operating Revenue		1,393,399	1,372,337	1,440,000	1,287,889	1,400,000	1,400,000	-2.78%
Total Non Operating Revenue		129,124	109,634	1,709,255	6,467	431,350	341,350	-80.03%
Total Storm Water Fund Revenues		\$ 1,522,523	\$ 1,481,971	\$ 3,424,101	\$ 1,294,356	\$ 1,831,350	\$ 1,741,350	-49.14%
401-000000-271001-00-0000	Fund Balance - Unreserved	7,275,211	7,275,257	7,275,257	7,275,257			
401-000000-272001-00-0000	Retained Earnings - Unreserved	1,170,951	1,170,951	1,170,951	1,170,951			

Fiscal Year 2021 Stormwater Department Revenues



	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	1,899,186	1,614,882	3,424,101	1,741,350
Actual/YTD August 31	1,522,523	1,481,971	1,294,356	0

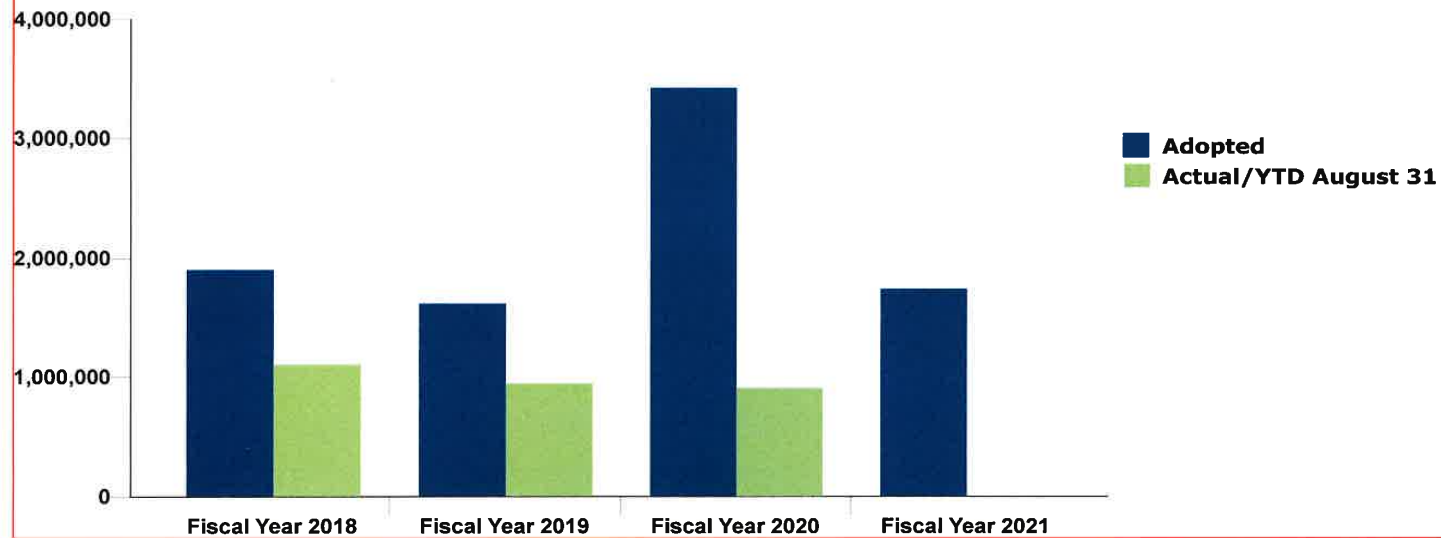
Town of Pembroke Park
Storm Water Fund Expense
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
		Actual	Actual	Adopted	31-Aug	Department Requested	Town Commission Adopted	Variance
Personal Services								
401-530538-120000-00-0000	Salaries	107,265	96,509	178,340	95,356	203,369	203,369	14.03%
401-530538-140000-00-0000	Overtime	9,005	7,019	10,000	10,540	10,000	10,000	0.00%
	Total Personal Services	116,270	103,528	188,340	105,896	213,369	213,369	13.29%
Payroll Expenses								
401-530538-210000-00-0000	FICA Taxes	9,112	7,791	13,643	8,062	15,558	15,558	14.03%
401-530538-220000-00-0000	Employee Retirement Expense	20,403	8,487	15,105	9,313	20,337	20,337	34.63%
401-530538-230001-00-0000	Group Insurance - Health	13,387	18,129	29,906	14,953	32,298	32,298	8.00%
401-530538-230001-01-0000	Group Insurance - Dental & Vision	2,714	2,954	6,517	2,805	5,944	5,944	-8.79%
401-530538-230001-02-0000	Group Life Insurance - SIC	1,648	1,515	2,877	1,869	3,581	3,581	24.47%
401-530538-230001-03-0000	Long Term Care Insurance - JHC	249	-	-	1,260	1,680	1,680	0.00%
401-530538-230001-04-0000	Other Post Employment Benefits	33	-	-				0.00%
401-530538-230001-05-0000	Life Insurance - JHC VUL	1,630	1,820	4,530	420	2,094	2,094	-53.77%
401-530538-240000-00-0000	Workers' Compensation	11,213	8,277	9,038	6,534	9,611	9,611	6.34%
	Total Payroll Expenses	60,389	48,973	81,616	45,215	91,103	91,103	11.62%
Operating Expenses								
401-530538-340003-02-0000	Legal/Non Retainer	-		4,000		4,000	4,000	0.00%
401-530538-340005-00-0000	Engineering	-	455	5,000		5,000	5,000	0.00%
401-530538-340011-00-0000	Professional Services	-		5,000		5,000	5,000	0.00%
401-530538-410001-00-0000	Cell phones/Beepers	629	680	650	607	1,000	1,000	53.85%
401-530538-430006-00-0000	Electricity - Drainage Pumps	24,712	20,265	25,000	25,721	25,000	25,000	0.00%
401-530538-450001-00-0000	Insurance Expense FLC	96	(63)	2,500		-	-	-100.00%
401-530538-450002-00-0000	Insurance Expense Prop-General Liability	27,743	29,526	32,825	35,122	38,541	38,541	17.41%
401-530538-460900-00-0000	Maintenance and Repair - Cars, Building & Other	45,777	23,962	50,000	19,895	50,000	50,000	0.00%
401-530538-490900-00-0000	Misc. Charges	22,508	11,775	15,000	15,454	15,000	15,000	0.00%
401-530538-520003-00-0000	Uniform Expense	449	356	500	429	500	500	0.00%
401-530538-541001-00-0000	Memberships, Subscriptions and Dues	38	750	600	593	1,000	1,000	66.67%
401-530538-541002-00-0000	Education & Training, Registration, Books	224	493	2,500	-	2,500	2,500	0.00%
401-530538-581000-00-0000	Administrative Services GF Cost Allocation	196,000	205,984	210,000	193,183	210,000	210,000	0.00%
401-530538-640001-00-9068	Hurricane IRMA	2,068		-			-	0.00%
401-530538-800000-00-0000	Depreciation Expense	528,247	497,948	500,000	458,333	500,000	500,000	0.00%
	Total Operating Expenses	848,492	792,132	853,575	749,336	857,541	857,541	0.46%

Town of Pembroke Park
Storm Water Fund Expense
FY2021

General Ledger Code/Description		FY2018	FY2019	FY2020	FY2020	FY2021	FY2021	
		Actual	Actual	Budget	YTD	Department	Town Commission	
				Adopted	31-Aug	Requested	Adopted	Variance
	Capital Projects						0	
401-530538-640001-00-0000	Machinery and Equipment New Stormwater Truck	-		30,000	4,328		0	-100.00%
401-941002-693200-00-3342	Meekins Lake Dredge and Fill Project # 3342	-					0	0.00%
401-941002-693200-00-3352	County Line Rd. Stormwater and Sidewalk Engineering and Design Project #3353	-		150,000		119,002	119,002	-20.67%
401-941002-693200-00-3354	John P. Lyons Phase II Engineering and Design Project #3354	-		912,350			-	-100.00%
401-941002-693200-00-3355	S.W. 25th St. Stormwater Improvements Phase III Project #3355	-		1,208,220		151,028	151,028	100.00%
	County Line Road Stormwater Connection	-				90,000	90,000	100.00%
	Master Plan Update	-				40,000	40,000	100.00%
401-941002-693200-00-0000	Federal and State Grant Match Funds	-					0	0.00%
	Total Capital Projects	-	-	2,300,570	4,328	400,030	400,030	-82.61%
	Debt Service							
401-530538-710000-00-0000	Debt Service-Principal Payment	77,957		-	-	-	-	0.00%
401-530538-720000-00-0000	Debt Service-Interest Payment	408		-	-	-	-	0.00%
	Total Debt Service	78,365	-	-	-	-	-	0.00%
	Total Personal Expenses	\$ 116,270	\$ 103,528	\$ 188,340	\$ 105,896	\$ 213,369	\$ 213,369	13.29%
	Total Payroll Expenses	\$ 60,389	\$ 48,973	\$ 81,616	\$ 45,215	\$ 91,103	\$ 91,103	11.62%
	Total Operating Expenses	\$ 848,492	\$ 792,132	\$ 853,575	\$ 749,336	\$ 857,541	\$ 857,541	0.46%
	Total Capital Projects	\$ -	\$ -	\$ 2,300,570	\$ 4,328	\$ 400,030	\$ 400,030	-82.61%
	Total Debt Service	\$ 78,365	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Storm Water Fund Expenses	\$ 1,103,516	\$ 944,634	\$ 3,424,101	\$ 904,775	\$ 1,562,043	\$ 1,562,043	-54.38%

Fiscal Year 2021 Stormwater Department Expenses



	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Adopted	1,899,186	1,614,882	3,424,101	1,741,350
Actual/YTD August 31	1,103,516	944,634	904,775	0

FY 2021
Salaries & Authorized Positions

Position	Employee	Adopted Budget FY 2017-2018	Adopted Budget FY 2018-2019	Adopted Budget FY 2019-2020	YTD 8/31/20	Proposed FY 2021	Variance	Variance %
Mayor & Commission								
Mayor	Mohammed	42,000	42,000	42,000	38,500	\$ 42,000	0	0.00%
Vice Mayor/Commissioner	Clark	42,000	42,000	42,000	38,500	\$ 42,000	0	0.00%
Clerk Commissioner	Jacobs	42,000	42,000	42,000	38,500	\$ 42,000	0	0.00%
Commissioner	Cohen	42,000	42,000	42,000	38,500	\$ 42,000	0	0.00%
Commissioner	Dieuveille	0	42,000	42,000	38,500	\$ 42,000	0	0.00%
TOTALS		168,000	210,000	210,000	192,500	\$ 210,000	0	0.00%
Administration								
Town Manager	Jimenez	327,413	130,000	155,190	82,553	\$ 150,000	-5,190	-3.34%
Assistant Town Manager		161,158	0	124,152	95,474	\$ -	-124,152	-100.00%
Executive Assistant to Mayor & Town Commissioners	Brown	71,510	52,663	44,555	50,456	\$ 50,000	5,445	12.22%
Executive Assistant to Town Manager	Davis	50,111	44,555	44,555	44,694	\$ 48,305	3,750	8.42%
Administrative Services Director /Deputy Town Clerk	Martell	120,869	74,336	76,908	82,251	\$ 83,840	6,932	9.01%
Receptionist	Chavez	54,224	31,111	31,111	30,101	\$ 38,234	7,123	22.90%
IT Director	Pakula	0	0	0	7,181	\$ 99,764	99,764	100.00%
Assistant to Billing Administrator		0	31,111	16,187		\$ -	-16,187	-100.00%
Contract Administrator		0	44,557	16,099		\$ -	-16,099	-100.00%
Human Resources Clerk		0	44,557	11,099		\$ -	-11,099	-100.00%
Administrative Assistant to Town Clerk	Reutlinger	48,547	39,529	41,384	41,083	\$ 51,352	9,968	24.09%
Records Management Specialist	Segree	0	0	32,187	32,550	\$ 42,234	10,047	31.21%
TOTALS		833,833	492,419	593,427	466,343	563,730	-29,697	-5.00%
Finance								
Finance & Budget Director		148,803	94,147	75,072		\$ 120,520	45,448	60.54%
Assistant Finance & Budget	Taubenfeld	87,000	72,542	105,016	95,661	\$ -	-105,016	-100.00%
Billing Administrator	Grooms	87,651	72,561	75,072	69,235	\$ 76,418	1,347	1.79%
Accounts Receivable/Payroll Clerk	Price	68,245	70,361	72,795	67,419	\$ 74,110	1,315	1.81%
Accounts Payable/Purchasing Clerk	Noel	0	56,612	58,571	54,064	\$ 66,384	7,814	13.34%
TOTALS		391,699	366,223	386,526	286,380	337,433	-49,093	-12.70%

FY 2021
Salaries & Authorized Positions

Position	Employee	Adopted Budget FY 2017-2018	Adopted Budget FY 2018-2019	Adopted Budget FY 2019-2020	YTD 8/31/20	Proposed FY 2021	Variance	Variance %
Building								
Chief Building Official	Nunez	120,016	62,531	94,147	53,942	60,000	-34,147	-36.27%
Building Manager	Manzerolle	68,141	54,890	76,201	73,418	79,869	3,668	4.81%
Building Clerk/Permit Technician	Malcolm	40,000	36,091	42,093	39,018	44,120	2,027	4.82%
TOTALS		228,157	153,512	212,441	166,378	183,989	-28,452	-13.39%

Code Enforcement								
Code Enforcement Supervisor	Louis	101,109	52,348	54,159	49,955	55,680	1,521	2.81%
Code Enforcement Officer	Ramirez	0	44,557	46,096	44,415	48,305	2,209	4.79%
Administrative Assistant/Code Clerk		43,276	32,925	32,187		0	-32,187	-100.00%
TOTALS		144,385	129,830	132,442	94,370	103,985	-28,457	-21.49%

Sewer								
Public Services Director 75%	VACANT	112,164	71,485	73,958	59,606	86,250	12,292	16.62%
Town Engineer 50%	Ortiz	78,749	67,362	46,462	8,462	55,990	9,528	20.51%
Administrative Assistant to Public Services	Greene	60,823	31,111	32,187	29,670	33,722	1,535	4.77%
Assistant Public Service Director 75%	Jaques	0	29,015	59,524	57,846	61,717	2,193	3.68%
Project Manager	Woodbury	0	0	58,878	57,774	62,387	3,509	5.96%
Stormwater/Sewer Team Leader	Day	47,133	37,113	49,237	49,669	54,867	5,630	11.43%
TOTALS		298,868	236,087	320,246	263,026	354,932	34,686	10.83%

Parks & Recreation								
Parks & Recreation Manager		0	63,677	65,880		0	-65,880	-100.00%
Park Maintenance Supervisor	McKine	53,967	40,520	60,040	63,712	62,932	2,892	4.82%
Maintenance Worker P&R	Mesa	49,811	39,838	46,461	47,181	48,357	1,896	4.08%
Maintenance Worker P&R	Flores	39,998	36,091	42,093	42,694	44,120	2,027	4.82%
Maintenance Worker P&R	VACANT	0	0	0		20,000	20,000	#DIV/0!
Maintenance Worker P&R	Hill	0	35,000	36,982	30,126	37,648	666	1.80%
TOTALS		143,776	215,125	251,456	183,713	213,057	-38,399	-15.27%

FY 2021
Salaries & Authorized Positions

Position	Employee	Adopted Budget FY 2017-2018	Adopted Budget FY 2018-2019	Adopted Budget FY 2019-2020	YTD 8/31/20	Proposed FY 2021	Variance	Variance %
Stormwater								
Superintendant	Nereus	86,112	42,223	75,082	87,800	86,561	11,479	15.29%
Town Engineer 50%	Ortiz	26,250	22,454	46,462	8,462	55,990	9,528	20.51%
Maintenance Worker 50%	Wallace	19,999	18,045	21,046	20,723	22,060	1,014	4.82%
Maintenance Worker	Vacant	49,982	35,069	35,750	32,552	38,758	3,008	8.41%
TOTALS		182,343	117,791	178,340	149,537	203,369	25,029	14.03%
Roads & Streets								
Public Services Director 25%	Vacant	37,388	23,828	24,652	19,869	28,750	4,098	16.62%
Assistant Public Service Director 25%	Jaques		29,015	19,626	19,282	20,572	946	4.82%
Maintenance Worker	Hill	44,690	37,113	43,340	42,446	49,971	6,630	15.30%
Maintenance Worker	Brown			36,987	34,252	37,648	661	1.79%
Maintenance Worker	Lawson	41,584	37,794	44,072	41,088	46,191	2,119	4.81%
Maintenance Worker - 50%	Wallace	19,999	18,045	21,046	20,723	22,060	1,014	4.82%
TOTALS		143,661	145,795	189,724	177,660	205,192	15,468	8.15%
GRAND TOTALS		2,534,722	2,066,782	2,474,602	1,979,905	2,375,687	-98,915	-4.00%

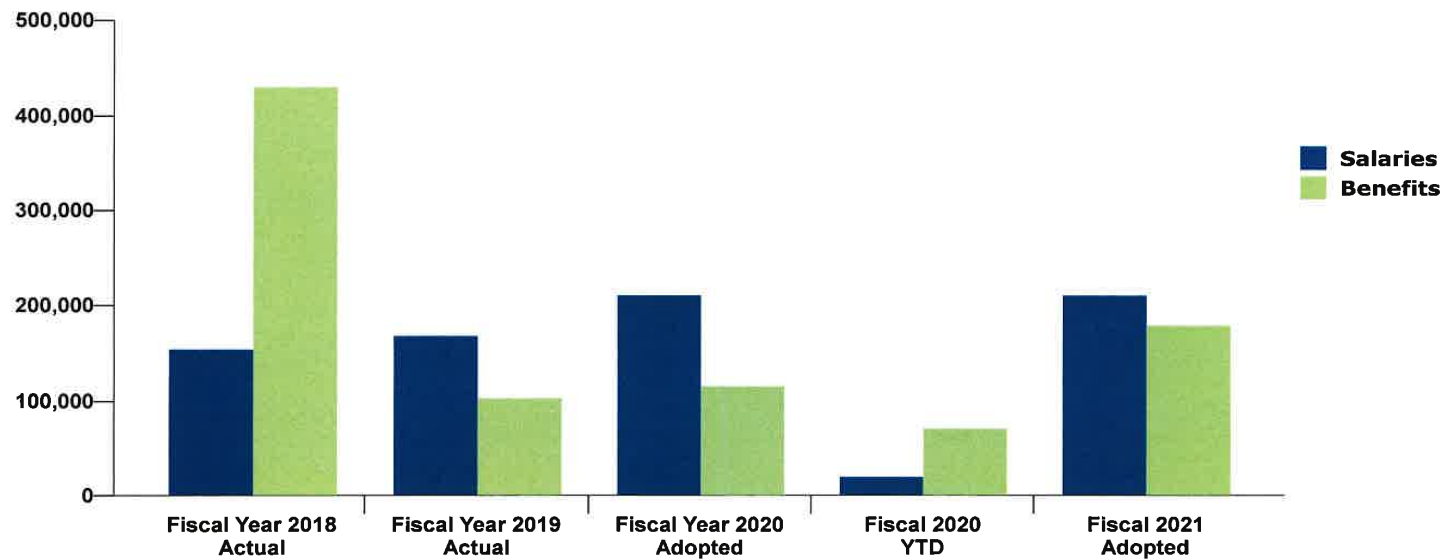
FY 2021
Retirement & Insurance Benefits

Position	Employee	Proposed FY 2021	FICA 7.65%	FRS SMSC Class 27.29% 7/1/20	FRS Regular Class 10.00% 7/1/20	BCBS Group Health	Reliance Group Life & AD&D	Reliance Dental and Vision Status	Reliance Group Dental	Reliance Group Vision	Reliance STD	Reliance LTD	John Hancock Life	John Hancock Long Term Care	Salary Variance
Mayor & Commission															
Mayor	Mohammed	42,000	3,213	0	0	10,766	149	EC	1,613	192	192	214	1,954		0
Vice Mayor/Commissioner	Clark	42,000	3,213	0	0	10,766	373	EF	2,174	192	192	214	4,837		0
Clerk Commissioner	Jacobs	42,000	3,213	0	0	10,766	373	EF	2,174	300	192	214	0	2,460	0
Commissioner	Cohen	42,000	3,213	0	0	10,766	373	ES	1,104	225	192	214	3,285		0
Commissioner	Dieuveille	42,000	3,213	0	0	10,766	373	EC	1,613	300	192	214	0	1,599	0
TOTALS		210,000	16,065	0	0	53,831	1,641		8,679	1,210	961	1,071	10,076	4,059	0
Administration															
Town Manager	Jimenez	150,000	10,973	40,935	0	10,766	1,066	EF	2,174	300	396	714	0	2,519	-5,190
Assistant Town Manager	VACANT	0	0	0	0	0	0	ES	0	0	0	0	0	0	-124,152
Executive Assistant to Mayor & Town Commissioner	Brown	50,000	3,825		5,000	10,766	413	EF	2,174	300	211	235	0	898	5,445
Executive Assistant to Town Manager	Davis	48,305	3,695	0	4,831	10,766	413	EE	543	117	211	235	0	0	3,750
Administrative Services Director /Deputy Town Clerk	Martell	83,840	6,414	22,880		10,766	710	EF	2,174	300	366	408	0	4,680	6,932
Receptionist	Chavez	38,234	2,925	0	3,823	10,766	289	EF	2,174	300	147	164	0	1,500	7,123
IT Director	Pakula	99,764	7,632	0	27,226	10,766	0	EF	2,174	300	0	0	0	1,500	99,764
Assistant to Billing Administrator (New)	VACANT	0	0	0	0	0	0	EF	0	0	0	0	0	0	-16,187
Contract Administrator (New)	VACANT	0	0	0	0	0	0	EF	0	0	0	0	0	0	-16,099
Human Resources Clerk (New)	VACANT	0	0	0	0	0	0	EF	0	0	0	0	0	0	-11,099
Administrative Assistant to Town Clerk	Reutlinger	51,352	3,928	0	5,135	10,766	369	EE	543	117	189	211	0	1,246	9,968
Records Management Specialist	Segree	42,234	3,231	0	4,223	10,766	289	EE	543	117	147	164	0	0	10,047
TOTALS		563,730	42,623	63,815	50,238	86,129	3,548		12,501	1,852	1,666	2,132	0	12,343	-29,697
Finance															
Finance & Budget Director	0	120,520	9,220	32,890	0	10,766	937	EF	2,174	300	396	536	0	0	45,448
Assistant Finance & Budget	VACANT	0	0	0	0	10,766	0	EF	0	0	0	0	0	0	-105,016
Billing Administrator	Grooms	76,418	5,846	0	7,642	10,766	670	EC	1,613	192	343	383	685	0	1,347
Accounts Receivable/Payroll Clerk	Price	74,110	5,669	0	7,411	10,766	648	EE	543	117	333	371	1,320	0	1,315
Accounts Payable/Purchasing Clerk	Noel	66,384	5,078	0	6,638	10,766	524	EC	1,613	192	268	299		597	7,814
TOTALS		337,433	25,814	32,890	21,691	53,831	2,779		5,944	801	1,339	1,588	2,005	597	-49,093
Building															
Chief Building Official	Nunez	60,000	4,590	16,374	0	10,766	0	EF	0	0	0	0	0	1,500	-34,147
Assistant to Building Official	Manzerolle	79,869	6,110		7,987	10,766	679	EE	543	117	348	389	1,320		3,668
Building Clerk/Permit Tech	Malcolm	44,120	3,375		4,412	10,766	377	EE	543	117	192	215	600		2,027
TOTALS		183,989	14,075	16,374	12,399	32,298	1,057		1,086	233	541	603	1,920	1,500	-28,452
Code Enforcement															
Administrative Services Director	Joseph	0	0	0	0	0	0	EC	0	0	0	0	0		
Code Enforcement Supervisor	Louis	55,680	4,260	15,195	0	10,766	484	EE	543	117	248	276	720		1,521
Code Enforcement Officer	Ramirez	48,305	3,695	0	4,831	10,766	413	EF	2,174	300	211	235	420		2,209
Administrative Assistant/Code Clerk	VACANT	0	0	0	0	10,766	0	EF	0	0	0	0	0	0	-32,187
TOTALS		103,985	7,955	15,195	4,831	32,298	897		2,717	417	458	511	1,140	0	-28,457

**FY 2021
Retirement & Insurance Benefits**

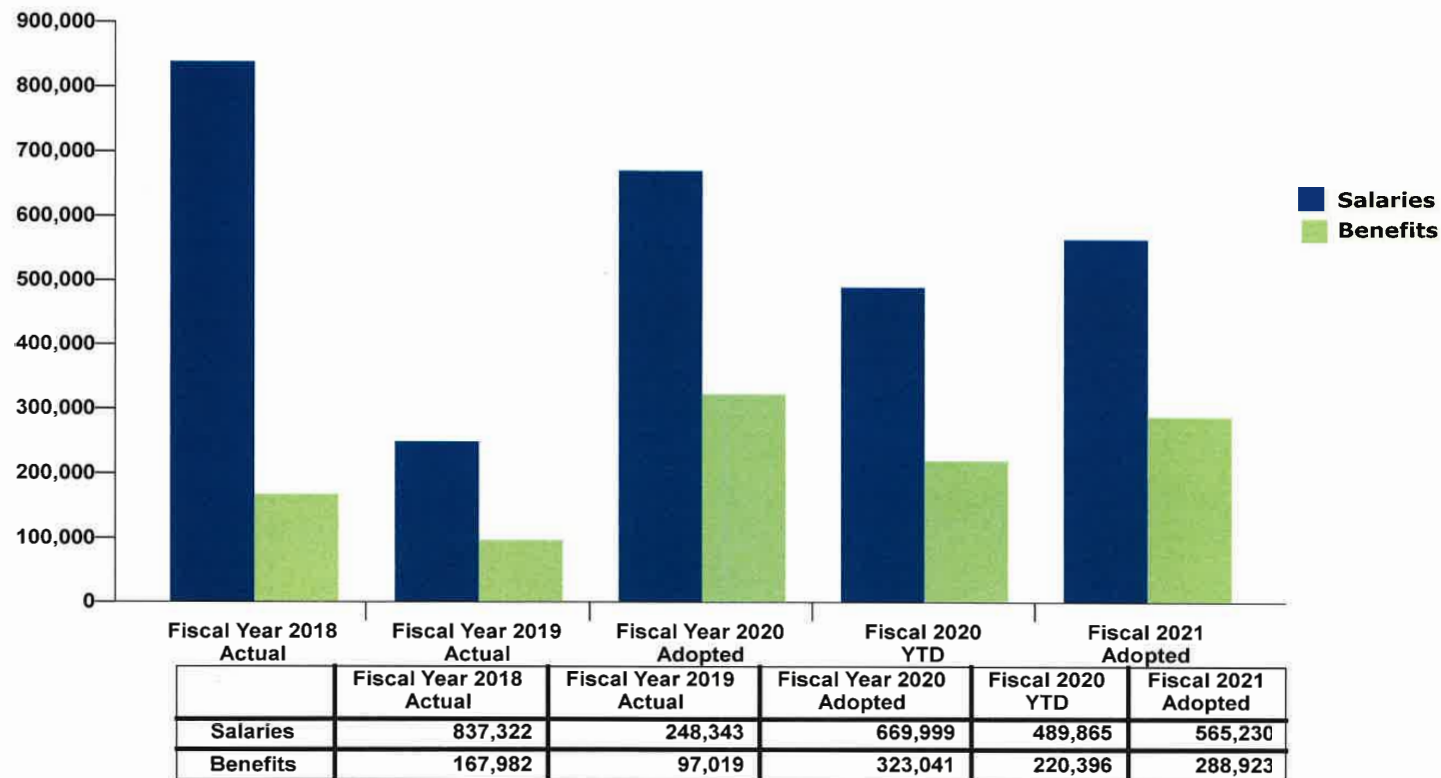
Position	Employee	Proposed FY 2021	FICA 7.65%	FRS SMSC Class 27.29% 7/1/20	FRS Regular Class 10.00% 7/1/20	BCBS Group Health	Reliance Group Life & AD&D	Reliance Dental and Vision Status	Reliance Group Dental	Reliance Group Vision	Reliance STD	Reliance LTD	John Hancock Life/Minn esota Life	John Hancock Long Term Care	Salary Variance
Sewer															
Public Services Director -75%	Vacant	86,250	6,598	23,538	0	8,075	0	EF	0	0	0	0	0	750	12,292
Town Engineer -50%	Ortiz	55,990	4,283		5,599	5,383	488	EF	552	113	198	281	0	750	9,528
Administrative Assistant to PSD	Greene	33,722	2,580	0	3,372	10,766	289	EC	1,613	192	147	164	0	939	1,535
Assistant Public Service Director -75%	Jaques	61,717	4,773	0	6,239	10,766	533	EE	543	117	272	304	504	0	2,193
Projects Manager	Woodbury	62,387	4,721		6,172	8,075	526	EE	407	87	269	300	0	1,355	3,509
Maintenance Worker III	Day	54,867	4,197	0	5,487	10,766	466	EE	543	117	239	267	1,440	0	5,630
TOTALS		354,932	27,152	23,538	26,868	53,831	2,302		3,658	625	1,125	1,316	1,944	3,794	34,686
Parks & Recreation															
Parks & Recreation Manager	VACANT	0	0	0	0	0	0	EF	0	0	0	0	0	0	-65,880
Lead Park Maintenance	McKine	62,932	4,814	0	6,293	10,766	537	EF	2,174	300	274	306	504	0	2,892
Maintenance Worker I P&R	Mesa	48,357	3,699	0	4,836	10,766	413	EE	543	117	212	237	1,200	0	1,896
Maintenance Worker I P&R	Flores	44,120	3,375	0	4,412	10,766	377	EF	2,174	300	192	215	720	0	-2,021
Maintenance Worker I P&R	Vacant	20,000	1,530	0	0	0	0		0	0	0	0	0	0	20,000
Maintenance Worker I P&R	Vacant	37,648	2,927	0	3,765	10,766	329	EF	2,174	300	169	189	0	1,500	666
TOTALS		213,057	16,346	0	19,306	43,065	1,656		7,066	1,018	848	947	2,424	1,500	-42,447
Stormwater															
Stormwater Supervisor	Nereus	86,561	6,622	0	8,656	10,766	737	EF	2,174	300	377	421	1,080	0	11,479
Town Engineer -50%	Ortiz	55,990	4,283	0	5,599	5,383	488	EF	552	113	198	281	0	750	9,528
Maintenance Worker II	Wallace	22,060	1,688		2,206	5,383	189	EE	271	58	96	107	0	0	1,014
Maintenance Worker I P&R	Brown	38,758	2,965	0	3,876	10,766	329	EF	2,174	300	169	189	600	1,344	3,008
TOTALS		203,369	15,558	0	20,337	32,298	1,743		5,172	772	841	998	1,680	2,094	25,029
Roads & Streets															
Public Services Director -25%	Vacant	28,750	2,199	7,846	0	2,492	0	ES	0	0	0	0	0	750	4,098
Assistant Public Service Director 25%	Jaques	20,572	1,574		2,057	2,692	175	EE	136	29	90	100	0	452	946
Maintenance Worker II	Hill	49,971	3,823	0	4,997	10,766	386	EF	2,174	300	198	221	1,200	0	6,630
Maintenance Worker II	Vacant	37,648	2,927	0	3,765	10,766	329	EF	2,174	300	169	189	0	1,500	2,119
Maintenance Worker II	Lawson	46,191	3,534	0	4,619	10,766	395	ES	1,104	225	202	225	1,440	0	2,119
Maintenance Worker II	Wallace	22,060	1,688	0	2,206	5,383	189	EE	271	58	96	107	600	0	1,014
TOTALS		205,192	15,744	7,846	17,644	42,865	1,474		5,860	914	755	842	3,240	2,702	16,926
GRAND TOTALS		2,375,687	181,333	159,657	173,314	430,446	17,097		52,683	7,843	8,534	10,007	24,429	28,589	-101,505

Fiscal Year 2021 Mayor & Commission Department Salaries & Benefits

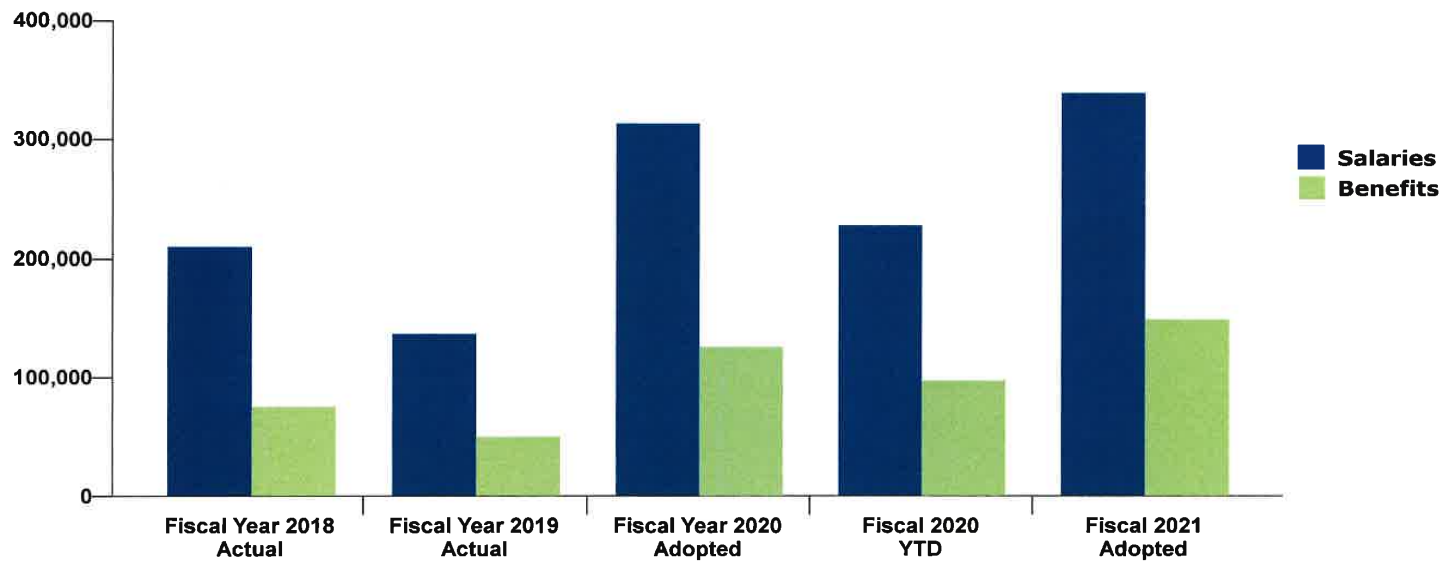


	Fiscal Year 2018 Actual	Fiscal Year 2019 Actual	Fiscal Year 2020 Adopted	Fiscal 2020 YTD	Fiscal 2021 Adopted
Salaries	154,000	168,000	210,000	19,500	210,000
Benefits	430,330	103,647	115,843	71,110	179,030

Fiscal 2021 Administration Department Salaries & Benefits

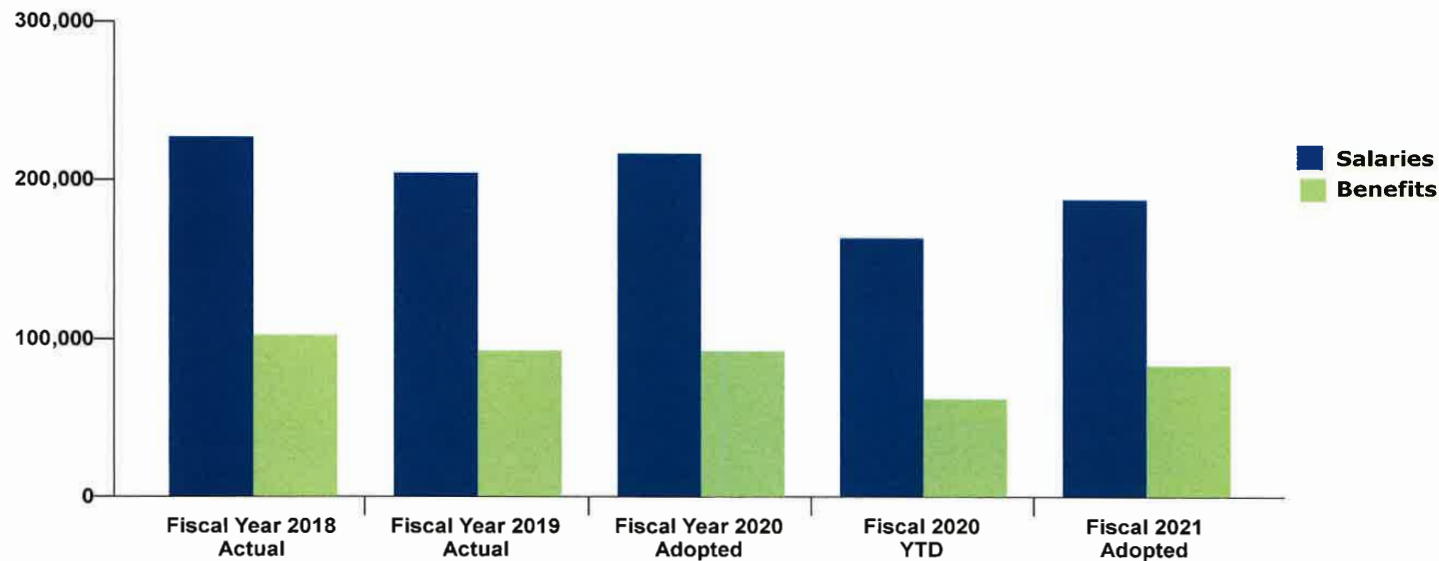


Fiscal Year 2021 Finance Department Salaries & Benefits



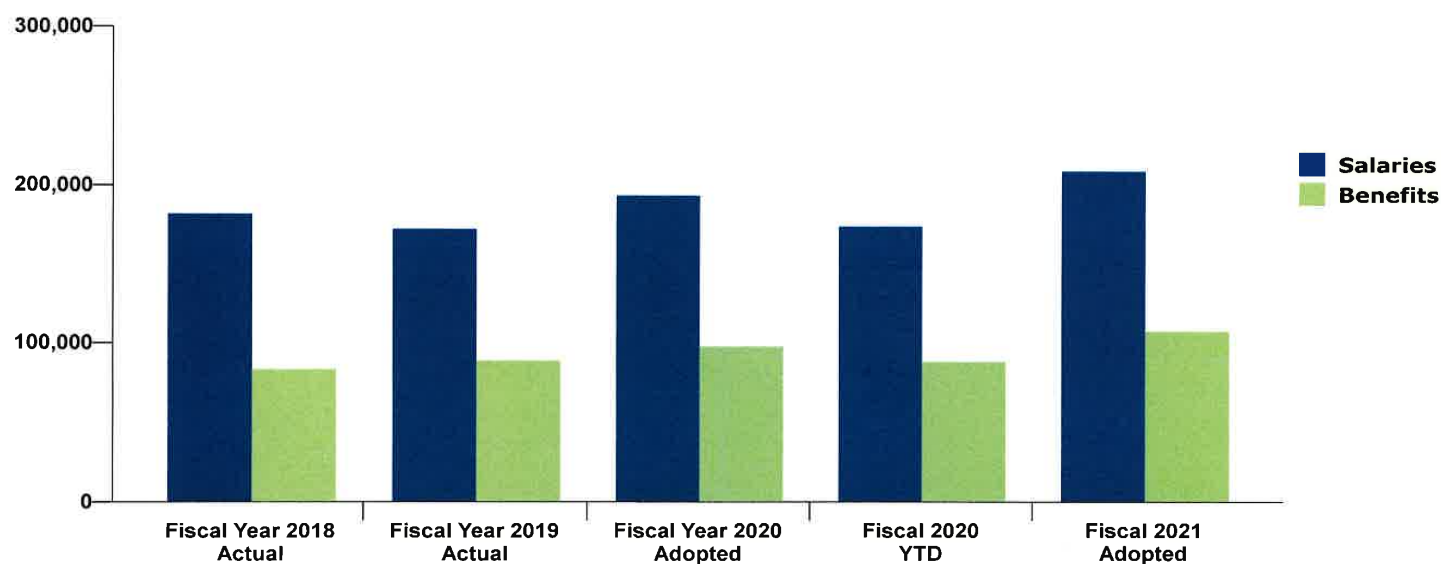
	Fiscal Year 2018 Actual	Fiscal Year 2019 Actual	Fiscal Year 2020 Adopted	Fiscal 2020 YTD	Fiscal 2021 Adopted
Salaries	209,841	136,772	313,434	228,142	339,433
Benefits	74,853	49,624	126,082	97,351	149,716

Fiscal Year 2021 Building Department Salaries & Benefits



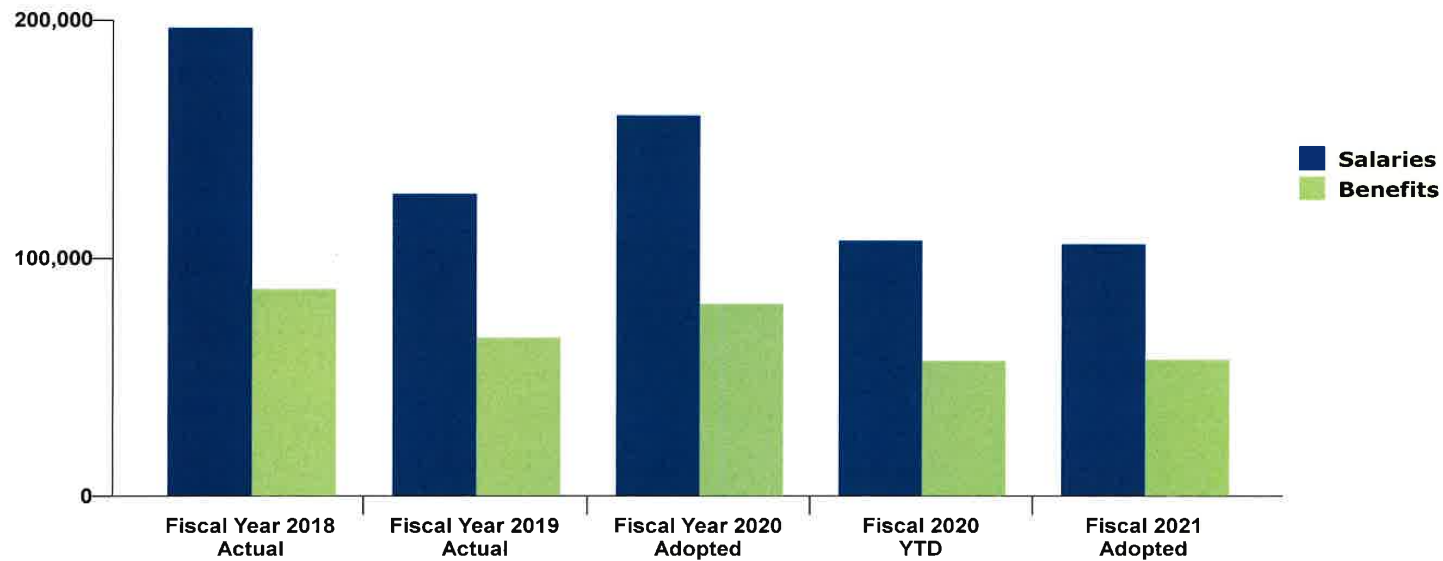
	Fiscal Year 2018 Actual	Fiscal Year 2019 Actual	Fiscal Year 2020 Adopted	Fiscal 2020 YTD	Fiscal 2021 Adopted
Salaries	226,705	204,218	216,441	163,558	187,989
Benefits	102,720	93,027	92,863	62,524	83,834

Fiscal Year 2021 Roads & Streets Department Salaries & Benefits



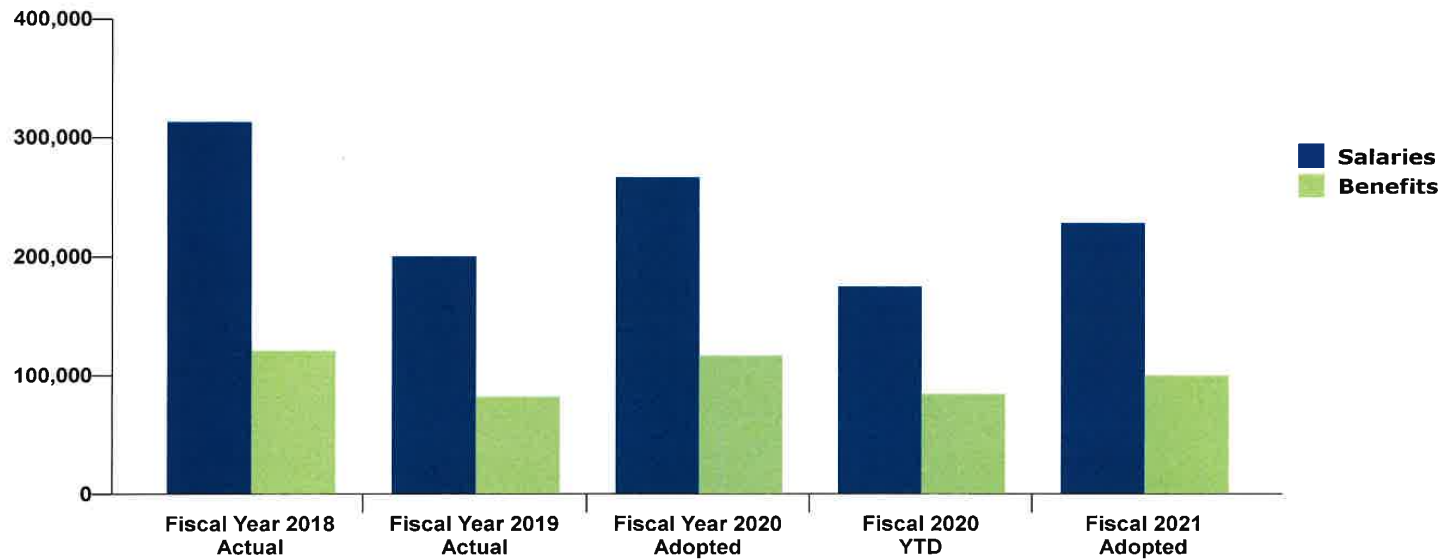
	Fiscal Year 2018 Actual	Fiscal Year 2019 Actual	Fiscal Year 2020 Adopted	Fiscal 2020 YTD	Fiscal 2021 Adopted
Salaries	181,507	171,756	193,224	173,579	208,692
Benefits	83,542	88,947	97,540	88,187	107,312

Fiscal Year 2021 Code Enforcement Department Salaries & Benefits



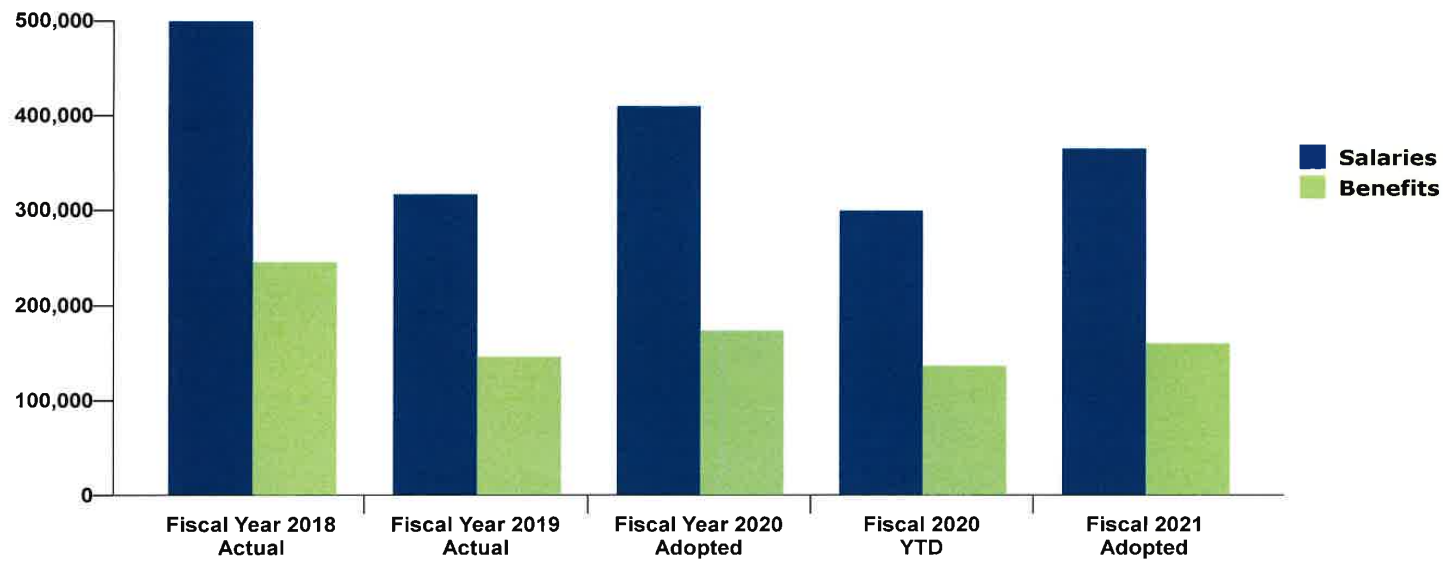
	Fiscal Year 2018 Actual	Fiscal Year 2019 Actual	Fiscal Year 2020 Adopted	Fiscal 2020 YTD	Fiscal 2021 Adopted
Salaries	196,672	127,222	160,079	107,372	105,985
Benefits	86,966	66,316	80,691	56,792	57,401

Fiscal Year 2021 Parks & Recreation Department Salaries & Benefits



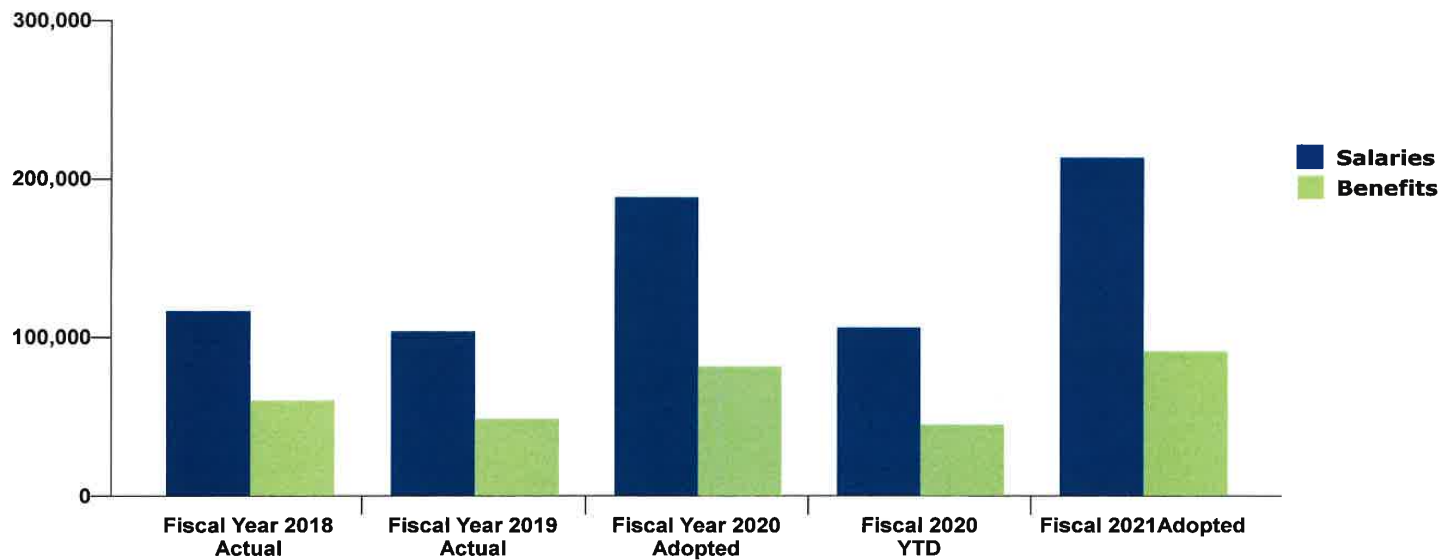
	Fiscal Year 2018 Actual	Fiscal Year 2019 Actual	Fiscal Year 2020 Adopted	Fiscal 2020 YTD	Fiscal 2021 Adopted
Salaries	312,678	199,950	266,461	175,134	228,057
Benefits	121,004	81,972	116,803	84,446	100,292

Fiscal Year 2021 Sewer Department Salaries & Benefits



	Fiscal Year 2018 Actual	Fiscal Year 2019 Actual	Fiscal Year 2020 Adopted	Fiscal 2020 YTD	Fiscal 2021 Adopted
Salaries	499,657	316,500	409,259	299,445	364,932
Benefits	245,765	146,633	174,030	136,982	161,007

Fiscal Year 2021 Stormwater Department Salaries & Benefits



	Fiscal Year 2018 Actual	Fiscal Year 2019 Actual	Fiscal Year 2020 Adopted	Fiscal 2020 YTD	Fiscal 2021 Adopted
Salaries	116,270	103,528	188,340	105,896	213,369
Benefits	60,389	48,973	81,616	45,215	91,103

RESOLUTION NO. 2020-107

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, OFFICIALLY ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE GENERAL FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE GENERAL FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

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

Section 1: That the budget for the Town of Pembroke Park for the operation of the General Fund for the fiscal year beginning October 1, 2020, and ending September 30, 2021, be and it is officially and finally adopted, a photocopy of which is on file with the Town Clerk, and by reference made a part hereof, and the appropriations set out therein are made for the maintenance and carrying on of the General Fund for the Town of Pembroke Park for the fiscal year beginning October 1, 2020, and ending September 30, 2021.

Section 2: 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 3: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 4: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 23rd day of September, 2020.

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

ASHIRA A. MOHAMMED
Mayor-Commissioner

I HEREBY CERTIFY that I have
approved the form of this Resolution

CHRISTOPHER J. RYAN
Town Attorney

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RESOLUTION NO. 2020-108

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE PENSION TRUST FUND FOR THE FISCAL YEAR 2020-2021 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE PENSION TRUST FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

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

Section 1: That the budget for the Town of Pembroke Park for the operation of the Pension Trust Fund for the fiscal year beginning October 1, 2020, and ending September 30, 2021, be and it is officially and finally adopted, a photocopy of which is on file with the Town Clerk and by reference made a part hereof, and the appropriations set out therein are made for the maintenance and carrying on of the Pension Trust Fund for the Town of Pembroke Park for the fiscal year beginning October 1, 2020, and ending September 30, 2021.

Section 2: 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 3: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 4: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 23rd day of September, 2020.

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

ASHIRA A. MOHAMMED
Mayor-Commissioner

I HEREBY CERTIFY that I have
approved the form of this Resolution

CHRISTOPHER J. RYAN
Town Attorney

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RESOLUTION NO. 2020-109

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE SEWER ENTERPRISE FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE SEWER ENTERPRISE FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

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

Section 1: That the budget for the Town of Pembroke Park for the operation of the Sewer Enterprise Fund for the fiscal year beginning October 1, 2020, and ending September 30, 2021, be and it is officially and finally adopted, a photocopy of which is on file with the Town Clerk and by reference made a part hereof, and the appropriations set out therein are made for the maintenance and carrying on of the Sewer Enterprise Fund for the Town of Pembroke Park for the fiscal year beginning October 1, 2020, and ending September 30, 2021.

Section 2: 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 3: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 4: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 23rd day of September, 2020.

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

ASHIRA A. MOHAMMED
Mayor-Commissioner

I HEREBY CERTIFY that I have
approved the form of this Resolution

CHRISTOPHER J. RYAN
Town Attorney

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RESOLUTION NO. 2020-110

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, OFFICIALLY ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE SURFACE WATER DRAINAGE ENTERPRISE FUND/DEBT SERVICE FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE SURFACE WATER DRAINAGE ENTERPRISE FUND/DEBT SERVICE FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2020-2021; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

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

Section 1: That the budget for the Town of Pembroke Park for the operation of the Surface Water Drainage Enterprise Fund/Debt Service for the fiscal year beginning October 1, 2020, and ending September 30, 2021, be and it is officially and finally adopted, a photocopy of which is on file with the Town Clerk, and by reference made a part hereof, and the appropriations set out therein are made for the maintenance and carrying on of the Surface Water Drainage Enterprise Fund/Debt Service for the Town of Pembroke Park for the fiscal year beginning October 1, 2020, and ending September 30, 2021.

Section 2: 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 3: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 4: That this Resolution shall be in force and take effect immediately upon its

passage and adoption.

PASSED AND ADOPTED this 23rd day of September, 2020.

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

ASHIRA A. MOHAMMED
Mayor-Commissioner

I HEREBY CERTIFY that I have
approved the form of this Resolution

CHRISTOPHER J. RYAN
Town Attorney

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RESOLUTION NO. 2020-106

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE PAYMENT OF CERTAIN SERVICES, MATERIALS AND SUPPLIES WHICH ARE PROCURED ON A REGULAR OR RECURRING BASIS FOR THE FISCAL YEAR 2020-2021; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

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

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

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

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

Section 1: That the Town Commission authorizes the monthly payment for the services, materials and supplies listed on the attached Exhibit "A" for the fiscal year 2020-2021 without the submission of invoices for individual approval pursuant to the provisions of Section 2-125, Pembroke Park Code of Ordinances.

Town of Pembroke Park
Resolution No. 2020-106

Section 2: That the Town Finance and Budget staff is authorized and directed to provide for the monthly payment for the services, materials and supplies listed on the attached Exhibit “A” without further action required by the Town Commission.

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

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

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

PASSED AND ADOPTED this 23rd day of September, 2020.

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

ASHIRA A. MOHAMMED
Mayor-Commissioner

I HEREBY CERTIFY that I have
approved the form of this Resolution

CHRISTOPHER J. RYAN
Town Attorney

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Town of Pembroke Park
Recurring Monthly Expenses 2020/2021

Vendor *	Service/Product	Monthly Amount	Quarterly Amount	Yearly Amount
Action Labor/ Staffing Connections	Crossing Guard Services	2,600.00		
AFLAC	Supplemental Insurance	2,000.00		
Broward County Board of Comm.	Building Permit Remittance Fees/Radon	3,500.00		
Broward County Board of Comm.	Stormwater Management Fees			2,000.00
Broward County Fire & Rescue	Fire & Rescue Services	289,041.04		
Broward County Law Enforcement	Police Protection Services	274,647.63		
Broward County Traffic Enforcement	Additional Police Service	3,848.00		
Broward County Waste & Recycling Svcs	Solid Waste & Recycling Services		7,000.00	
Calvin, Giordano & Associates, Inc.	Yearly Maintenance Renewal			3,400.00
Capital Hill Consultant (David A. Sigerson)	Consultant	4,500.00		
City of Hollywood	Wastewater Management	125,000.00		
CivicPlus (Website)	Annual Maintenance/AudioEye			7,500.00
Comcast	Telephone/Fax/Internet/Long Distance/Cable TV or substitute	4,000.00		
Cougar Mountain Software	Accounting Software Annual Renewal			3,500.00
Cougar Mountain Software	Additional Customer Support			5,000.00
Craig A. Smith	Utility Locates	2,500.00		
DC Strategies	Grant writer - Retainer	5,000.00		
Diligent/	ICompass System/ Meeting Management			10,000.00
Dora Industries, Inc. (Gold Coast Chemical)	Maintenance for Lift Stations		2,000.00	
Florida Blue	Group Health Insurance	40,000.00		
Florida Municipal Insurance Trust	Liability/Auto/Property/WC Insurance		47,795.50	
Florida Power And Light	Electric Bill	18,000.00		
Florida Retirement System (FRS)	Retirement Pension	40,000.00		
Foster & Foster, Inc.	Actuarial Valuation of Other Post Employment Benefits			5,000.00
Home Depot	General Supplies for Repairs and Maintenance	4,000.00		
ICMA	Employee ICMA Contributions	5,000.00		
John Hancock/ Minnesota Life Insurance	Additional Life Insurance/Disability Care	7,500.00		
Kelly Janitorial	Janitorial Services	2,000.00		
LagomHR	Human Resources	7,500.00		
Michael Miller Planning Associates	Professional Planning Services	15,000.00		
Michael Miller Planning Associates	Reimbursable Expenses	4,000.00		
Pace Analytical	Annual Water Testing			2,000.00
Petty Cash	Storm Emergency Funds			3,000.00
Reliance Standard Life	Life, AD&D, LTD, STD, Dental, Vision	10,000.00		
Ryan & Ryan P.A.	Town Attorney-Retainer	8,333.33		
State of FL Dept. of Bus & Prof Reg	Building Permit Quarterly Surcharge		4,000.00	
Sun Sentinel	Advertising	4,000.00		
Terminix	Termite Control Services - Town Hall/Parks Depts.			2,300.00
Tidewater Consulting	Lobbying Services		20,000.00	
Town Approved Elec./Occ Lic Insp.	Insp. by Elec./Occ Lic Inspector or Substitute	5,000.00		
Town Approved Mechanical Insp.	Insp. by Mechanical Inspector or Substitute	5,000.00		
Town Approved Plumbing Insp.	Insp. by Plumbing Inspector or Substitute	5,000.00		
Town Approved Structural/Roof Insp.	Insp. by Structural Inspectors or Substitute	5,000.00		
Transamerica	GAP Insurance	7,000.00		
Vantagepoint Transfer Agents	IRA Contributions	2,000.00		
Verizon Wireless	Radio/Cell Phone Communications	3,500.00		
Waste Management Inc of Florida	Solid Waste Services	1,200.00		
Water & Wastewater Services	Water Usage	5,500.00		
Wells Fargo Bank	Sinking Fund	10,727.60		
Wells Fargo Bank	Debt Service Reserve	1,076.00		
Wells Fargo Bank	ST Construction Reserve	6,168.47		
Wells Fargo Bank	Cafeteria Plan	2,500.00		
WellsFargo Visa Cards	Corporate Credit Card	20,000.00		
WEX	Fuel Expense	4,000.00		
		965,642.07	80,795.50	43,700.00
			Grand Total	1,090,137.57

* Vendors names may change

RESOLUTION NO. 2020-113

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

WHEREAS, the Town Commission has previously entered into agreements with The Capital Hills Consultants, Inc., CAS Governmental Services, LLC, Helmich Consulting, Inc., Michael Miller Planning and Associates, Inc. and DC Strategies, LLC to provide professional consulting services; and

WHEREAS, the respective agreements for professional consulting services are due to expire; and

WHEREAS, the Town Commission desires to enter into new professional services agreements with the aforesaid consultants for the Fiscal year 2020-2021.

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

Section 1: That the Town is authorized to make and enter into professional services agreements with The Capital Hills Consultants, Inc., CAS Governmental Services, LLC, Helmich Consulting, Inc., Michael Miller Planning and Associates, Inc. and DC Strategies, LLC, copies of said agreements being on file with the Town Clerk and by reference made a part hereof.

Section 2: That upon approval of the agreements by the Town staff, the Mayor and appropriate Town officials are authorized and directed to execute and deliver the aforesaid agreements for and on behalf of the Town.

Section 3: That the Town Manager is directed to execute the lobbyist registration office forms to allow The Capital Hills Consultants, Inc., CAS Governmental Services, LLC, Helmich Consulting, Inc. and DC Strategies, LLC to represent the Town during the 2021 Florida Legislative Session.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

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

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 29th day of September, 2020.

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

ASHIRA A. MOHAMMED
Mayor-Commissioner

Town of Pembroke Park
Resolution No. 2020-113

I HEREBY CERTIFY that I have
approved the form of this Resolution

CHRISTOPHER J. RYAN
Town Attorney

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FN24613E.docx



TOWN OF PEMBROKE PARK

SECOND EXTENSION AGREEMENT

THIS Second Extension Agreement (“Agreement”) is made by and between the Town of Pembroke Park, a Florida municipality, (“Town”), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and The Capital Hills Consultants, Inc., a Florida corporation, (“Consultant”) whose address is 6004 Vista Linda Lane, Boca Raton, Florida 33433 (each a “Party” and collectively “Parties”).

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement (“Original Agreement”).
- B. The Parties reinstated and extended the terms of the Original Agreement by execution of the Consultant Reinstatement and Extension Agreement (“Reinstatement and Extension Agreement”).
- C. The Parties further extended the term of the Original Agreement through September 30, 2020 by execution of a Consultant Extension Agreement.
- D. The Parties desire to extend the term of the Original Agreement as provided in this Agreement for an additional one (1) year term.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

- 1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
- 2. The term of this Agreement is for the period beginning October 1, 2020 through September 30, 2021 (“Term”), unless terminated by either Party as provided herein.
- 3. This Agreement may be terminated by either party in full or in part at any time, in the terminating party’s sole discretion. The party desiring to terminate this Agreement must notify the other party by registered mail at least (15) days before the proposed termination date of its intention to terminate this Agreement. If this Agreement is terminated before September 30, 2021, the Consultant will be paid for all work satisfactorily performed through the date of termination. All work in progress will become the property of the Town and will be turned over promptly to the Town by the Consultant.
- 4. It is expressly agreed by and between the Parties, that this Agreement is supplemental to the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, which are made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.

5. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$4,500.00. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.
6. In the event of any conflict, inconsistency, or incongruity between the provisions of this Extension Agreement and any of the provisions of the Original Agreement, the Reinstatement and Extension Agreement and Consultant Extension Agreement, the provisions of this Agreement shall in all respects govern and control.
7. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

**THE CAPITAL HILLS CONSULTANTS,
INC., a Florida corporation**

TOWN OF PEMBROKE PARK

By: _____

By: _____
Ashira Mohammed, Mayor-Commissioner

Print Name: _____
Authorized Representative

Attest: _____
Geoffrey Jacobs, Clerk-Commissioner

Date: _____

Date: _____

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: _____
Christopher J. Ryan, Town Attorney



TOWN OF PEMBROKE PARK

SECOND EXTENSION AGREEMENT

THIS Second Extension Agreement ("Agreement") is made by and between the Town of Pembroke Park, a Florida municipality, ("Town"), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and CAS Governmental Services, LLC, a Florida limited liability company, ("Consultant") whose address is 36910 3rd Street, Canal Point, FL 33438 (each a "Party" and collectively "Parties").

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement ("Original Agreement").
- B. The Parties reinstated and extended the terms of the Original Agreement by execution of the Consultant Reinstatement and Extension Agreement ("Reinstatement and Extension Agreement").
- C. The Parties further extended the term of the Original Agreement through September 30, 2020 by execution of the Consultant Extension Agreement.
- D. The Parties desire to extend the term of the Original Agreement as provided in this Agreement for an additional one (1) year term.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

- 1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
- 2. The term of this Agreement is for the period beginning October 1, 2020 through September 30, 2021 ("Term"), unless terminated by either Party as provided herein.
- 3. This Agreement may be terminated by either party in full or in part at any time, in the terminating party's sole discretion. The party desiring to terminate this Agreement must notify the other party by registered mail at least (15) days before the proposed termination date of its intention to terminate this Agreement. If this Agreement is terminated before September 30, 2021, the Consultant will be paid for all work satisfactorily performed through the date of termination. All work in progress will become the property of the Town and will be turned over promptly to the Town by the Consultant.
- 4. It is expressly agreed by and between the Parties, that this Agreement is supplemental to the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, which are made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.

5. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$833.33. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.
6. In the event of any conflict, inconsistency, or incongruity between the provisions of this Extension Agreement and any of the provisions of the Original Agreement, the Reinstatement and Extension Agreement and Consultant Extension Agreement, the provisions of this Agreement shall in all respects govern and control.
7. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, the Reinstatement and Extension Agreement and Consultant Extension Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

**CAS GOVERNMENTAL SERVICES, LLC,
a Florida limited liability company**

TOWN OF PEMBROKE PARK

By: _____

By: _____
Ashira Mohammed, Mayor-Commissioner

Print Name: _____
Authorized Representative

Attest: _____
Geoffrey Jacobs, Clerk-Commissioner

Date: _____

Date: _____

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: _____
Christopher J. Ryan, Town Attorney



TOWN OF PEMBROKE PARK

SECOND EXTENSION AGREEMENT

THIS Second Extension Agreement ("Agreement") is made by and between the Town of Pembroke Park, a Florida municipality, ("Town"), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and DC Strategies, LLC, a Florida limited liability company, ("Consultant") whose address is 2522 Tahoe Circle, Winter Park, FL 32790 (each a "Party" and collectively "Parties").

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement ("Original Agreement").
- B. The Parties reinstated and extended the terms of the Original Agreement by execution of the Consultant Reinstatement and Extension Agreement ("Reinstatement and Extension Agreement").
- C. The Parties further extended the term of the Original Agreement through September 30, 2020 by execution of the Consultant Extension Agreement.
- D. The Parties desire to extend the term of the Original Agreement as provided in this Agreement for an additional one (1) year term.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

- 1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
- 2. The term of this Agreement is for the period beginning October 1, 2020 through September 30, 2021 ("Term"), unless terminated by either Party as provided herein.
- 3. This Agreement may be terminated by either party in full or in part at any time, in the terminating party's sole discretion. The party desiring to terminate this Agreement must notify the other party by registered mail at least (15) days before the proposed termination date of its intention to terminate this Agreement. If this Agreement is terminated before September 30, 2021, the Consultant will be paid for all work satisfactorily performed through the date of termination. All work in progress will become the property of the Town and will be turned over promptly to the Town by the Consultant.
- 4. It is expressly agreed by and between the Parties, that this Agreement is supplemental to the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, which are made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.

5. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$4,666.66. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.
6. In the event of any conflict, inconsistency, or incongruity between the provisions of this Extension Agreement and any of the provisions of the Original Agreement, the Reinstatement and Extension Agreement and Consultant Extension Agreement, the provisions of this Agreement shall in all respects govern and control.
7. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

DC STRATEGIES, LLC, a Florida limited liability company

TOWN OF PEMBROKE PARK

By: _____

By: _____
Ashira Mohammed, Mayor-Commissioner

Print Name: _____
Authorized Representative

Attest: _____
Geoffrey Jacobs, Clerk-Commissioner

Date: _____

Date: _____

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: _____
Christopher J. Ryan, Town Attorney



TOWN OF PEMBROKE PARK

SECOND EXTENSION AGREEMENT

THIS Second Extension Agreement ("Agreement") is made by and between the Town of Pembroke Park, a Florida municipality, ("Town"), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and Helmich Consulting, Inc., a Florida corporation, ("Consultant") whose address is 303 Johns Drive, Tallahassee, FL 32301 (each a "Party" and collectively "Parties").

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement ("Original Agreement").
- B. The Parties reinstated and extended the terms of the Original Agreement by execution of the Consultant Reinstatement and Extension Agreement ("Reinstatement and Extension Agreement").
- C. The Parties further extended the term of the Original Agreement through September 30, 2020 by execution of the Consultant Extension Agreement.
- D. The Parties desire to extend the term of the Original Agreement as provided in this Agreement for an additional one (1) year term.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

- 1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
- 2. The term of this Agreement is for the period beginning October 1, 2020 through September 30, 2021 ("Term"), unless terminated by either Party as provided herein.
- 3. This Agreement may be terminated by either party in full or in part at any time, in the terminating party's sole discretion. The party desiring to terminate this Agreement must notify the other party by registered mail at least (15) days before the proposed termination date of its intention to terminate this Agreement. If this Agreement is terminated before September 30, 2021, the Consultant will be paid for all work satisfactorily performed through the date of termination. All work in progress will become the property of the Town and will be turned over promptly to the Town by the Consultant.
- 4. It is expressly agreed by and between the Parties, that this Agreement is supplemental to the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, which are made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.

5. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$416.66. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.
6. In the event of any conflict, inconsistency, or incongruity between the provisions of this Extension Agreement and any of the provisions of the Original Agreement, the Reinstatement and Extension Agreement and Consultant Extension Agreement, the provisions of this Agreement shall in all respects govern and control.
7. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

HELMICH CONSULTING, INC., a Florida corporation

TOWN OF PEMBROKE PARK

By: _____

By: _____
Ashira Mohammed, Mayor-Commissioner

Print Name: _____
Authorized Representative

Attest: _____
Geoffrey Jacobs, Clerk-Commissioner

Date: _____

Date: _____

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: _____
Christopher J. Ryan, Town Attorney

AGREEMENT FOR PROFESSIONAL SERVICES

**TOWN OF PEMBROKE PARK, FLORIDA
AND
MICHAEL MILLER PLANNING ASSOCIATES, INC.**

UPDATE TO ORIGINAL NOVEMBER 8th, 2000 AGREEMENT

THIS AGREEMENT made and entered into this ____ day of September, 2020, by and between the Town of Pembroke Park, a Florida municipal corporation, 3150 SW 52nd Avenue, Pembroke Park, Florida, hereinafter called the "TOWN" and Michael Miller Planning Associates, Inc., a Florida Corporation, 7522 Wiles Road, Suite B-203, Coral Springs, Florida 33067, hereinafter called the "CONSULTANT".

WHEREAS, the TOWN desires to engage a planning consulting firm to provide assistance in miscellaneous planning services as may be defined and deemed necessary by the Town of Pembroke Park.

WHEREAS, the TOWN wishes to obtain the professional services of a consultant to provide continuing general planning consulting services as may be authorized from time-to-time; and

WHEREAS, Michael J. Miller, AICP has been the Consultant Town Planner for the Town while employed at various consulting firms since June 1996 and has unique, detailed knowledge of TOWN's Comprehensive Plan, Land Development Regulations and physical land development activities; and

WHEREAS, CONSULTANT wishes to perform such services for the TOWN.

NOW THEREFORE, for and in consideration of the premises, the mutual covenants hereinafter recited, and for other good, valuable and sufficient consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

SECTION 1. INCORPORATION OF WHEREAS CLAUSES

The foregoing WHEREAS clauses are hereby ratified and confirmed as being true and correct and hereby made a specific part of this Agreement upon execution hereof.

SECTION 2. DEFINITIONS AND IDENTIFICATIONS

- 2a. TOWN: Town of Pembroke Park, a incorporated municipality in the State of Florida.
- 2b. CONSULTANT: Michael Miller Planning Associates, Inc., a professional organization incorporated under the Laws of the State of Florida.
- 2c. COMMISSION: Town of Pembroke Park Town Commission, which is the governing body of the TOWN.
- 2d. TOWN MANAGER: Whenever the TOWN MANAGER or MANAGER is used herein it is intended to mean the TOWN MANAGER of the Town of Pembroke Park or his/her

designee. It is noted that the TOWN MANAGER is the administrative head of all departments and divisions of the Town of Pembroke Park. In the administration of this contract, as contrasted with matters of policy, all parties may rely upon instructions or determinations made by the TOWN MANAGER or his/her designee.

SECTION 3. AUTHORIZATION OF WORK

- 3a. All work to be performed by the CONSULTANT under this Agreement shall be authorized in writing by the TOWN as required by the TOWN in accordance with Section 8b below. The TOWN can give verbal authorization up to a \$2,500 limit for special or urgent work assignments. As of 2020 there are several open Work Authorizations issued by the TOWN to CONSULTANT for repetitive daily planning and zoning tasks. For recurring tasks approved under a Work Authorization no individual written authorization is necessary.
- 3b. Authorizations shall contain a description of the work to be undertaken, a budget amount of the fee to be paid and a schedule. Budget amounts shall not be exceeded unless prior written approval and an increase in funds available are provided by the TOWN. In the event the TOWN does not approve a revised budget and additional funding, and the need for such action is not shown to be the fault of the CONSULTANT, then the authorization shall be terminated and the CONSULTANT shall be paid in full for all work performed to that point.
- 3c. The form and format of the budget described in Section 3b above shall be in sufficient detail so as to identify the various elements of cost and shall be subject to the approval of the TOWN.
- 3d. Authorization may contain additional provisions specific to the authorized work for the purpose of further clarifying or defining certain aspects of this Agreement pertinent to the work to be undertaken. Such supplemental instruction or provision shall not be construed as a modification to this Agreement.
- 3e. Authorization shall be dated and serially numbered.
- 3f. Subconsultants – The CONSULTANT shall obtain prior written approval of the TOWN for any subconsultants selected by the CONSULTANT to perform any of the services pursuant to this Agreement.

SECTION 4. CONSULTING SERVICES

- 4a. The CONSULTANT agrees to provide continuing consulting, review and advisory services as requested by the TOWN. It is understood that this contract is non-exclusive and that the TOWN may retain other consultants at its sole discretion. Furthermore, no minimum amount of professional services or compensation will be assured to the CONSULTANT.
- 4b. The CONSULTANT shall submit a proposal upon the MANAGER's request prior executing a Work Authorization (aka Notice to Proceed). No payment shall be made for the CONSULTANT's time or services in connection with the preparation of any such proposal.

The MANAGER or his/her authorized representative shall confer with the CONSULTANT before any Work Authorization is issued to discuss and agree upon the scope, time for completion and fee for services to be rendered pursuant to this Agreement.

Upon receipt of authorization to proceed from the MANAGER or his/her designee, the CONSULTANT agrees to perform professional services associated with the requested work in accordance with the negotiated terms of the applicable Work Authorization. Said services are to include, but are not limited to, the items described in Section 7.

In connection with professional services to be rendered pursuant to this Agreement, CONSULTANT further agrees to:

- i) Maintain an adequate staff of qualified personnel on the work at all times to ensure its completion with the term specified in the applicable Notice to Proceed. Comply with all Federal, State and Local laws or ordinances applicable to the work.
 - ii) Cooperate fully with the TOWN in the scheduling and coordination of all phases of the work.
 - iii) Report the status of the work to the MANAGER upon request and hold pertinent data, calculations, field notes, records, sketches and other products open to the inspection of the MANAGER or the MANAGER's authorized agent during the period of time the work is being performed.
 - iv) Submit for TOWN review, draft documents, design computations, sketches and other data representative of the work's progress at the percentage stages of completion which may be stipulated in the applicable Work Authorization. Submit for TOWN approval the final work products upon incorporation of any modification requested by the TOWN during any previous review.
 - v) Confer with the TOWN at any time during the further development and implementation of improvements for which the CONSULTANT has provided design or other services as to interpretation of plans or other documents, corrections of errors and omissions and preparation of any necessary plan thereof.
 - vi) Prior to final approval of the work by the MANAGER or his/her designee, complete a preliminary check of any documents through any County, Municipal, State or Federal Agency from which the review, certification, permit or other approval is required.
- 4c. The services to be rendered by the CONSULTANT for each section of the work shall commence upon receipt of a written Work Authorization from the MANAGER subsequent to the execution of this Agreement, and shall be completed within the time stated in the Work Authorization. A reasonable extension of the time shall be granted in the event there is a delay on the part of the TOWN in fulfilling its part of the Agreement or should a Force Majeure render the performance of the CONSULTANT's duties impossible. Such extensions of time shall not be cause for any claim by the CONSULTANT for extra compensation.
- 4d. Force Majeure shall mean an act of God, epidemic, lightning, earthquake, fire, explosion, hurricane, flood, or similar occurrence, strike, an act of a public enemy, or blockade,

insurrection, riot, general arrest or restraint of government or people, civil disturbance, or similar occurrence, which has had or may reasonably be expected to have a material adverse effect on the rights and obligations under this Agreement, and which, by the exercise of due diligence, such parties shall not have been able to avoid. Such acts or events DO NOT INCLUDE inclement weather (except as noted above) or the acts or omissions of subconsultants / subcontractors, third party consultants / contractors, materialmen, suppliers or their subconsultants, unless such acts or omissions are otherwise encompassed by the definition set forth above.

No party hereto shall be liable for its failure to carry out its obligations under the Agreement during a period when such party is rendered unable, in whole or in part, by Force Majeure to carry out such obligations, but the obligation of the part of parties relying on such Force Majeure shall be suspended only during the continuance of any inability so caused and for no longer period of such unexpected or uncontrollable event, and such cause shall, so far as possible, be remedied with all reasonable dispatch.

It is further agreed and stipulated that the right of any party hereto to excuse its failure to perform by reason of Force Majeure shall be conditioned upon such party giving, to the other party or parties, written notice of its assertion that a Force Majeure delay has commenced within ten (10) working days after such commencement.

SECTION 5. SCHEDULE OF WORK

The TOWN shall have the sole right to determine on which units or sections of the work the CONSULTANT shall proceed and in what order. Written Work Authorization issued by the MANAGER or his/her designee shall cover in detail the scope, time for completion and compensation for the planning services requested in connection with each unit or section of work.

SECTION 6. RIGHT OF DECISIONS

All services shall be performed by the CONSULTANT to the satisfaction of the MANAGER or his/her designee who shall decide all questions, difficulties, and disputes of whatever nature which may arise under or by reason of this Agreement, the prosecution and fulfillment of the services hereunder, and the character, quality, amount and value thereof. The MANAGER's or his/her designee's decisions upon all claims, questions and disputes shall be final, conclusive and binding upon the parties hereto unless such determination is clearly arbitrary or unreasonable. In the event the CONSULTANT does not concur with the decision of the MANAGER or his/her designee, the CONSULTANT shall present any such objections in writing to the MANAGER. The MANAGER and the CONSULTANT shall abide by the decision of the MANAGER. Notwithstanding the previous provision, CONSULTANT reserves the right to appeal to the COMMISSION for a final decision. This paragraph does not constitute a waiver of any party's right to proceed in a court of competent jurisdiction.

SECTION 7. SCOPE OF SERVICES

This Agreement anticipates a variety of projects being requested by the TOWN to be provided by the CONSULTANT as determined to be necessary by the TOWN.

7a. The range of services available from the CONSULTANT includes but are not limited to services related to the following:

- Conduct special studies including, but not limited to, corridor land use studies, small area planning, neighborhood plans and annexation studies.
- Perform development review for plats, subdivisions, planned developments, site plans, conditional uses, re-zoning, etc.
- Participate as a member of the Development Review Committee (DRC).
- Attend Planning and Zoning Board, Town Commission, and other meetings requested by the TOWN as necessary.
- Review and draft proposed modifications to the Land Development Regulations from time to time.
- Provide periodic drafting services and training to TOWN Staff for the update of data bases, land use, zoning and related maps.
- Assist in defining and prioritizing capital improvement projects.
- Develop and complete grant applications as required by the TOWN.
- Research and prepare documents related to the TOWN's Comprehensive Plan.
- Prepare traffic and review traffic studies presented to the TOWN as part of development permits or street modifications.
- Provide urban design plans or services.
- Participate as a team member on special projects.
- Conduct feasibility investigations and cost studies as may be required for the development of public works projects.
- As required, review land development plans, including engineering construction plans and perform necessary inspections to ensure compliance with approved plans and TOWN Codes.
- Represent the TOWN, when required, before all courts or commissions to state opinions or conclusions where expert testimony is required.
- Provide any other planning-related services as requested by the TOWN MANAGER or Town or authorized representative.

7b. General Consultation: The CONSULTANT shall be available upon reasonable notice by the TOWN MANAGER to participate in meetings, prepare brief reports and otherwise advise and counsel the TOWN as may be requested.

7c. Additional Services: Services other than those contained in Section 7a above may be determined by the parties to be desirable at a future date. Such Additional Services shall be defined as to Scope of Services, Time Schedule, Deliverable Products and Compensation by means of an approved Work Authorization under this Agreement authorized and concurred in by the parties.

SECTION 8. COVENANTS BY THE TOWN

The TOWN hereby covenants and agrees:

- 8a. To promptly pay the fees to the CONSULTANT in the amounts and at the times specified herein.
- 8b. To appoint representatives with respect to work to be performed under this Agreement. These representatives shall have the authority to transmit instructions, receive information, interpret and define the TOWN's policy and decisions pertinent to the work covered by this Agreement.
- 8c. The TOWN agrees it shall make available to the CONSULTANT any plans and other data available in the TOWN files pertaining to the work to be performed under this Agreement.

SECTION 9. OWNERSHIP OF DOCUMENTS

The TOWN shall become the owner of the Deliverable Products upon satisfaction of any and all indebtedness to CONSULTANT of all sketched, tracings, drawings, data, computations, details, design calculations and other documents and plans that are required for or result from the CONSULTANT's services under this Agreement. Copies of Instruments of Services, not otherwise restricted by limitations including but not limited to leases, copyrights, trade secrets, proprietary restrictions and prior agreement, may be obtained by the TOWN upon request and compensation in accordance with the terms and conditions of this Agreement. In the event the TOWN shall use such documents, data, sketches or tracings for a purpose other than which they were originally provided to the TOWN, the TOWN shall remove the name plate or any other identifying features, thereby indemnifying the CONSULTANT against all claims arising from such unintended use and provide notice to the CONSULTANT of such use.

**Note: Addendum #1 Added to Original 2000 Agreement in 2016 per F.S. Changes.
See Attached Addendum**

SECTION 10. CONFLICT OF INTEREST

CONSULTANT agrees not to accept employment during the time this Agreement (Contract) is in effect from any builder, land developer, utility company or others doing construction work within the corporate limits of the Town of Pembroke Park which might be construed as a conflict of interest with CONSULTANT's work with the TOWN. The determination of conflicts shall be made by the TOWN MANAGER or their designee.

SECTION 11. PAYMENT FOR SERVICES

- 11a. The CONSULTANT shall submit to the TOWN monthly invoice(s) detailing all fees and expenses. Upon approval by the TOWN, the TOWN agrees to compensate the

CONSULTANT for all services authorized and performed in accordance with approved Work Authorizations subject to the hourly or lump sum fee set out in each Work Authorization. TOWN shall make its best effort to pay CONSULTANT within 30 days of receipt of complete invoices.

- 11b. The TOWN agrees to pay and the CONSULTANT agrees to accept, for services rendered pursuant to this Agreement, fees and other compensation computed in accordance with one or a combination of the methods outlined below. The Lump Sum Fee method shall be the preferred method of billing. Unique work products, however, may require a different billing method. The billing method selected shall be at the option of the TOWN.

Lump Sum Fee

The fee for any requested portion of work may, at the option of the TOWN, be a lump sum mutually agreed upon by the TOWN and CONSULTANT and stated in the written Work Authorization. Lump sum fees may or may not include reimbursable expenses.

Fixed Hourly Rate Fees

The fee for planning services rendered by the CONSULTANT's personnel shall be computed based on the hourly rates for said personnel indicated for each personnel category indicted in Exhibit "A". The fee shall constitute full compensation to the CONSULTANT for costs incurred in the performance of work such as overhead fringe benefits, operating margin and all other cost not covered by reimbursable expenses. The hourly rates indicted in Exhibit "A" shall be subject to annual cost of living adjustments based on the Consumer Price Index, updated annually.

Reimbursable Expenses

The CONSULTANT shall be compensated for certain work-related expenditures not covered by fees for planning services, provided such expenditures are previously authorized by the MANAGER or his/her designee. Reimbursable expenses may include expenses for document reproduction, rental of specialized equipment and purchase of specialized instruments necessary for the efficient performance of the work, provided that such instruments remain the property of the TOWN upon the completion of the work. These expenses shall be reimbursed on a direct cost basis. Expenses for travel, transportation and subsistence outside of Broward County will be reimbursed according to the provisions of the Internal Revenue Service Code Section 301-7.3(a), Government Travel Allowance Rates, as presently written or hereafter amended. For projects that are billed as multiples of direct salary cost and fixed hourly rates, budget amounts for reimbursable expenses shall be included in the Work Authorization for such projects. The reimbursable expense budget shall not be exceeded without the written authorization by the MANAGER.

- 11c. The TOWN agrees to make monthly payments to CONSULTANT for all authorized work performed during the previous calendar month or other mutually agreed invoicing period. The CONSULTANT agrees to provide copies of any records necessary to substantiate payment requests to the TOWN. Payment shall be made in accordance with the following methods:

Monthly Professional Fees and/or Reimbursable Expenses

The CONSULTANT shall submit duly certified invoices to the MANAGER or their designee. Each invoice shall be referenced to a particular Work Authorization which authorized the services performed and/or expenses incurred.

The amount of invoices submitted shall be comprised of the amounts due for all services performed and/or reimbursable expenses incurred to date in accordance with authorized work, less previous payments. The amounts due for professional services and/or reimbursable expenses shall be calculated in accordance with the above provisions. Invoiced reimbursable expenses must be substantiated by copies of receipts and other documentation as necessary. Any disputed amounts will be subtracted from the invoice. The disputed amount will be paid upon resolution of such items.

Lump Sum Fees

The CONSULTANT shall submit invoices to the MANAGER. Each invoice shall be referenced to the particular Notice to Proceed which authorized the services performed. The amount due of invoices submitted shall be calculated by applying the percentage of the total work completed to date to the authorized lump sum, and subtracting any previous payment. Any disputed amount will be subtracted from the invoice. Disputed amount will be paid upon resolution of such items.

SECTION 12. WARRANTIES AND ATTORNEY FEES

The CONSULTANT warrants that its services are to be performed within the limits prescribed by the TOWN with the usual thoroughness and competence of the Planning Profession. No other warranty or representation, either expressed or implied, is included under the terms of this Agreement.

In the event it becomes necessary for either party herein to seek legal means to enforce the terms of this Agreement, the prevailing party shall be entitled to its reasonable attorney fees and court costs, at both the trial and appellate levels.

SECTION 13. INDEMNIFICATION

The CONSULTANT shall, at all times hereafter, indemnify and hold harmless the TOWN, its agents, officers and employees from and against any claim, demand or cause of action of any kind or nature (including reasonable attorney fees) arising out of negligent act, error or admission of CONSULTANT, its agents, servants or employees in the performance of services under this Agreement.

The TOWN shall, at all times hereafter, to the extent not inconsistent with law, indemnify and hold harmless the CONSULTANT, its agents, officers and employees from and against any claim, demand or cause of action of any kind or nature (including reasonable attorney fees) arising out of a negligent act, error or omission of TOWN, its agents, servants, or employees in the performance of services under this Agreement.

Nothing in this Agreement shall be construed to affect in any way the TOWN's rights, privileges, and immunities as set forth in Florida Statutes §768.28.

SECTION 14. INSURANCE

The CONSULTANT shall provide and maintain in force at all times during this Agreement with the TOWN, such insurance, including Workers' Compensation and Employer's Liability Insurance, Comprehensive General Liability Insurance, Automobile Liability Insurance, and Professional Liability Insurance as will assure to the TOWN the protection contained in the foregoing indemnification undertaken by the CONSULTANT.

- 14a. Workers' Compensation Statutory limits with \$100,000 Employers Liability.
- 14b. Commercial General Liability with limits of no less than \$250,000. Bodily injury shall include operations and premises liability, products and completed operations, owners and personal injury liability.
- 14c. Business Auto Liability coverage is to include bodily injury and property damage arising out of operation, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership with limits of not less than \$300,000 per occurrence.
- 14d. Professional Liability Insurance limits of liability provided by such policy shall be no less than \$250,000 to assure the TOWN the indemnification specified in Section 13.
- 14e. A Certificate of Insurance acceptable to the TOWN shall be provided listing the above coverages and providing 30 days prior written notice to the Town of Pembroke Park in the case of cancellation. The TOWN shall be named as an additional insured on both of the General Liability Policies with a waiver of subrogation on the Workers' Compensation / Employees Liability Policy.

SECTION 15. TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Agreement by the CONSULTANT shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete and current at the time of contracting. The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the TOWN determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of each authorizes service.

SECTION 16. NOTICES

Whenever either party desires to give notice unto the other, I must be given by written notice, sent by certified or registered United States mail, with return receipt requested, addressed to the party for whom it is intended at the place last specified or by facsimile transfer with confirmation thereof. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective place for giving notice, to wit:

For TOWN: Town of Pembroke Park
 Attention: Town Manager

3150 SW 52nd Avenue
Pembroke Park, Florida 33023
(954) 966-4600

For CONSULTANT: Michael Miller Planning Associates, Inc.
Attn: Michael J. Miller, AICP – President
7522 Wiles Road, Suite B-203
Coral Springs, Florida 33067
(954) 757-9909

SECTION 17. MISCELLANEOUS

17a. Law Governing: This Agreement shall be governed by and construed in accordance with the Laws of the State of Florida.

17b. Venue for litigation concerning this Agreement shall be in Broward County, Florida.

17c. Severability: If any portion of this Agreement shall be held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provisions hereof, and this Agreement shall be construed and enforced as if such provisions had not been included.

17d. Entire Agreement: This Agreement, including all exhibits and work authorizations which are referred to herein, is the entire understanding of the parties hereto, with respect to this Agreement and subsequent work authorizations. Said Agreement may not be modified, amended or terminated by either party except by written instrument executed by both parties or their lawful representatives, successors or assigns. No oral representations made by the CONSULTANT or its employees or agents shall be binding on the CONSULTANT unless such representations are reduced to writing.

SECTION 18. TERMINATION

It is expressly understood and agreed that the MANAGER may terminate this Agreement, with the consent of the COMMISSION, in total or in part, without cause or penalty, by thirty (30) days prior notification sent by certified mail, or by declining to issue Authorization of Work, as provided in Section 3; in which event the TOWN's sole obligation to the CONSULTANT shall be payment, in accordance with Section 11 – Payment for Services, for those units or sections of work previously authorized. Such payment shall be determined on the basis of the hours or percentages of work performed by the CONSULTANT up to the time of termination. In the event partial payment has been made for professional services not performed, the CONSULTANT shall return such forms to the TOWN within ten (10) days after receipt of written notice that said sums are due. Upon such termination, the TOWN may, without penalty or other obligation to the CONSULTANT, elect to employ other persons to perform the same similar services.

SECTION 19. DEFAULT

In the event the CONSULTANT fails to comply with the provisions of this Agreement, the MANAGER or his/her designee may declare the CONSULTANT in default and notify it in

writing, giving a reasonable time to cure the default, but in no event shall this time period exceed sixty (60) business days unless otherwise agreed to by the parties. In such event, the CONSULTANT shall only be compensated for any professional services completed as of the date written notice of default is served. In the event partial payment has been made for incomplete professional services, the CONSULTANT shall return such items to the TOWN within ten (10) days after receipt of written notice that said sums are due. The CONSULTANT shall not be compensated for professional services which have been performed but not completed by the time the MANAGER or his/her designee declares a default.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals the day and year first above written.

**MICHAEL MILLER PLANNING
ASSOCIATES, INC.**

TOWN OF PEMBROE PARK

BY: _____
Michael Miller

BY: _____
Mayor

BY: _____
(Seal)

ATTEST:

Town Clerk

APPROVED AS TO FORM

Town Attorney

ADDENDUM #1 2016

In 2016 the Florida Legislature amended Chapter 119 Florida Statutes regarding public records created / held by individuals, partnerships, corporations or business entities that enter into a contract with a public agency and is acting on behalf of the public agency. Effective July 1st, 2016 all contracts must contain specific language and terms. A revision to the Original November 8th, 2000 Agreement was made in 2016 which was intended to update certain agreement text and satisfy the new statutory provisions.

- A statement in at least 14 point bold face type stating:

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 (954) 966-4600 EXTENSION 233, townclerk@townofpembrokepark.com, 3150 SW 52nd Avenue, Pembroke Park, Florida 33023.

- A contract must also contain a provision that states:
 1. Keep and maintain public records required by the Town of Pembroke Park to perform service.
 2. Upon request from the Town of Pembroke Park's custodian of public records, provide the Town of Pembroke Park 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 for in Chapter 119, Florida Statutes, or as otherwise provide by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the Town of Pembroke Park.
 4. Upon completion of the contract, transfer, at no cost, to the Town of Pembroke Park all public records in possession of the contractor or keep and maintain public records required by the Town of Pembroke Park to perform the service. If the contractor transfers all public records to the Town of Pembroke Park upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor

keeps and maintains public records upon completion of the contract, the contractor shall meet the applicable requirements for retaining public records. All records stored electronically must be provided to the Town of Pembroke Park, upon request from the Town of Pembroke Park custodian of public records, in a format that is compatible with the informational technology systems of the Town of Pembroke Park.

ADDENDUM #2 2017

Prior to the renewal of the FY 2017-18 annual contract renewals, the Town Commission requested that all Contractors revise their contracts to add specified language related to (1) communications between the Town Commission and the Contractor, (2) compliance with project completion deadlines, and (3) periodic reporting to the Town Commission on work efforts. The Town Attorney's office has provided the required text to all Contractors to be included in all contracts.

Addendum to Existing Agreement 2017

1. Contractor agrees to return all phone calls from the Town Commissioners by the close of business on the following business day.
2. Contractor agrees to complete all assignments given the Contractor by Town Commission by the deadline provided by the Town Commission. In the event no deadline has been provided by the Town Commission, Contractor agrees to complete all assignments given to Contractor by the Town Commission within a reasonable time.
3. Contractor agrees to provide the Town Commission a status report of all matters which the Contractor has undertaken by the direction of the Town Commission on a monthly basis.

EXHIBIT "A"

2020-21 HOURLY RATE SCHEDULE FOR PERSONNEL

<u>Employee Function</u>	<u>Hourly Rate</u>
Principal Planner (MJM)	\$140.00
Senior Planner	\$115.00
Planner.....	\$100.00
CADD Designer.....	\$90.00
Clerical	\$50.00

NOTE: These rates are subject to change annually in accordance with the US CPI as noted in Section 11b.

2020-21 FIXED FEES FOR SERVICES

A FIXED LUMP SUM FEE OF \$3,500.00 PER MONTH SHALL BE PAID TO MMPA FOR GENERAL COMMUNITY DEVELOPMENT, PLANNING AND ZONING INQUIRIES BY THE PUBLIC, REALTORS, PROPERTY OWNERS, ETC. AS WELL AS COORDINATION WITH THE TOWN'S ELECTED / APPOINTED OFFICIALS / STAFF ON VARIOUS PLANNING AND ZONING ISSUES, LAND DEVELOPMENT ISSUES, BUSINESS TAX RECEIPTS, AND CODE ENFORCEMENT ACTIVITIES.

2020-21 PROFESSIONAL PLANNING CONFERENCE(S) COSTS

AN ANNUAL CONTRIBUTION NOT TO EXCEED \$1,000.00 FOR CONFERENCE AND MEETING FEES, TRAVEL, HOTEL ROOM AND MISCELLANEOUS EXPENSES. AMOUNT REPRESENTS PROPORTIONATE SHARE OF COSTS. SPECIFIC CONFERENCE TIMES AND PLACES TO BE APPROVED BY TOWN COMMISSION.

EXHIBIT "B"

REIMBURSABLE EXPENSES

- A. Transportation, Telephone, Email and USPS Mail Postage
No charge for local travel time, telephone, faxes or emails. Postage at cost.
- B. Reproductions (outside services)
- | | |
|--|------|
| Blueprinting | Cost |
| Mylars | Cost |
| Bulk Copying (Large Documents ex. Complan) | Cost |
- C. Delivery, Courier Services, Express Mail Cost
- D. Services of Outside Consultants Cost

MICHAEL MILLER PLANNING ASSOCIATES, INC.
Land Design Municipal Planning Services Transportation Planning

July 2020

MJM has served as the Consulting Planner to Pembroke Park since June 14th, 1996. My first involvement with the Town was through a professional services agreement while I was employed at Craig A. Smith & Associates (CASA). In the fall of 1999 I left CASA and accepted a position for about one year with another engineering firm. I continued to serve as the Consultant Town Planner while employed at that firm. In November 2000 Michael Miller Planning Associates, Inc. (MMPA) was formed. On November 8th, 2000 the Town Commission retained my firm to be the Town Planner via Resolution No. 00-11-6. Attached to the Resolution is our mutual Agreement for Professional Services. The agreement sets forth the terms of employment, the types of work to be performed and the initial hourly fees for company personnel / expenses. Initially I was the only employee of my firm but over the years additional personnel were added. As various tasks have been assigned to our firm, a fee structure was developed between the Town and MMPA. The Agreement specifies that work can be paid for either on a lump sum basis or hourly. The original 2000 Agreement and each year's annual contract renewal included an Exhibit with hourly rates for each MMPA employee position. Most work is performed on an hourly basis due to the nature of the work (BP review / zoning questions / staff coordination / Commission interactions / etc.). Larger projects such as Comprehensive Plan work has been typically handled via a lump sum arrangement. Hourly work benefits both the clients and MMPA as payment is based on the actual cost of the work. Tabulating small increments of time for zoning calls or staff coordination calls would require lengthier invoices (which were done initially). MMPA is the only contractor that provides the Town with a detailed monthly invoice for all work performed (10+/- page invoice). Over time as average times were monitored it was agreed a monthly lump sum for basics zoning services (the retainer) benefited both parties. The current retainer is \$3,500 per month and covers most of the daily routine planning and zoning services MMPA provides to the Town.

Planning Services	Average Time per Month	2020 Rate \$117.50	Industry Rate \$150.00
Zoning Calls / Emails / Research	12 Hrs. (1/2 hr. per day)	\$1,410.00	\$1,800.00
BTR Calls / Emails / Research	2 Hrs.	\$235.00	\$300.00
Staff Coordination	2 Hrs. Wk. / 8 Hrs. Mth.	\$940.00	\$1,200.00
TC Coordination	2 Hrs. Wk. / 8 Hrs. Mth.	<u>\$940.00</u>	<u>\$1,200.00</u>
		\$3,525.00	\$4,500.00

7522 Wiles Road Suite B-203 Coral Springs, Florida 33067 Telephone: 954-757-9909

MICHAEL MILLER PLANNING ASSOCIATES, INC.

Land Design Municipal Planning Services Transportation Planning

January 2019

Re: MMPA / Town of Pembroke Park Agreement for Municipal Planning Services
Comparison of MMPA Staff Hourly Rates

On November 8th, 2000 the Town of Pembroke Park entered into a Professional Services Agreement with the firm of Michael Miller Planning Associates, Inc. (MMPA) for a multitude of municipal planning and zoning work. While the Agreement allows for each listed MMPA personnel hourly rates to increase annually thereafter tracking the annual Consumer Price Index (CPI), only two (2) adjustments have ever been requested / approved (2006 / 2014). MMPA's hourly personnel rates are by far the lowest in the local Consulting Planning industry. To illustrate this point following is a comparison chart with best data available:

	MMPA 2018	CGA 2011	CORRADINO 2015	KEITH 2016	MELLGREN 2017	B. MILLER 2017
PRINCIPAL (MJM)	\$117 / \$130	\$215	\$172.50	\$190	\$185	\$185
SENIOR	\$94.50 / \$105	\$125	\$138	\$125	\$175	\$120
PLANNER	\$76.50 / \$85	\$90	\$116.15	\$90	\$105	\$95
CAD	\$72 / \$80	\$100	\$69	\$95	\$85	\$75
CLERICAL	\$45 / \$50	\$75	\$40.25	\$50	\$50	\$45

7522 Wiles Road

Suite B-203

Coral Springs, Florida 33067

Telephone: 954-757-9909

MICHAEL MILLER PLANNING ASSOCIATES, INC.

Land Design Municipal Planning Services Transportation Planning

Following is an analysis of hiring an in-house Planner for the Town of Pembroke Park

(Assume 1 Senior Planner @ \$90,000 Salary)

(Average Planning Director Salary = \$125,000)

(Assume Extensive Skills in Complan / Land Development Reviews / LDRs / Misc.)

Salary \$90,000

Benefits @ 50% \$45,000

(Taxes / Ins. / Retirement / Phone / Uniforms / Misc.)

\$135,000

Misc. Cost @ 50% \$45,000

(Office Space / Utilities / Supplies / Computer / Training / Car / Misc.)

\$180,000

7522 Wiles Road

Suite B-203

Coral Springs, Florida 33067

Telephone: 954-757-9909

RESOLUTION NO. 2020-112

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE EMPLOYMENT AGREEMENT FOR TOWN ATTORNEY WITH MELISSA P. ANDERSON; AUTHORIZING AND DIRECTING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE SAID EMPLOYMENT AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission publicly advertised for the position of Town Attorney, reviewed the applications of the qualified candidates, and selected Melissa P. Anderson to serve as Town Attorney; and

WHEREAS, Melissa P. Anderson has accepted the Town's offer to serve as Town Attorney; and

WHEREAS, the parties have agreed upon the terms of employment for Melissa P. Anderson to serve as Town Attorney and the parties desire to enter into a written agreement regarding same.

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

Section 1: That the Town is authorized to make and enter into the Employment Agreement for Town Attorney services with Melissa P. Anderson, a copy of said Employment Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the appropriate Town officials are authorized and directed to execute and deliver said Employment Agreement for and on behalf of the Town.

Town of Pembroke Park
Resolution No. 2020-112

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

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

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

PASSED AND ADOPTED this 23rd day of September, 2020.

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

ASHIRA A. MOHAMMED
Mayor-Commissioner

I HEREBY CERTIFY that I have
approved the form of this Resolution

CHRISTOPHER J. RYAN
Town Attorney

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EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (hereinafter referred to as "Agreement"), is entered into by and between Town of Pembroke Park, Florida, a Florida municipal corporation (hereinafter referred to as "Town"), and Melissa P. Anderson (hereinafter referred to by name or as "Town Attorney").

WITNESSETH:

WHEREAS, the Town desires to employ Melissa P. Anderson as Town Attorney of the Town of Pembroke Park, Florida; and

WHEREAS, the Town, through its Town Commission, desires to provide for certain benefits and compensation for Town Attorney and to establish conditions of employment applicable to Town Attorney; and

WHEREAS, Melissa P. Anderson desires to accept employment as Town Attorney of the Town of Pembroke Park under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual terms and conditions as set forth in this Agreement, the parties agree as follows:

Section 1. Employment

A. The Town hereby hires and appoints Melissa P. Anderson as its Town Attorney under the terms established herein.

B. The Town's employment of Melissa P. Anderson shall be effective as of October 1, 2020, and will continue for a period of three (3) years. Provided that neither party gives the other two (2) months' termination notice, there shall be an unlimited number of one (1) year automatic renewals of this Agreement. In the event the Town Commission decides not to renew this Agreement, there shall be no severance pay made except for accumulated Vacation Leave (up to a maximum of 400 hours) and sick leave (up to \$500.00). In the event that less than two (2) months' notice of termination is provided by either party, terminations shall occur in accordance with Sections 11 and 12 of this Agreement.

Section 2. Salary and Evaluation

A. For the performance of services pursuant to this Agreement, the Town agrees to pay the Town Attorney an annual base salary of One Hundred and Sixty Thousand dollars (\$160,000.00), payable in equal installments at the same pay schedule as other Town employees are paid.

B. After the first full year of this Agreement, should the general Town staff receive a cost of living increase, the Town Attorney will receive the same cost of living increase at the same time as the other staff.

C. Town Attorney shall prepare and submit periodic reports to the Town Commission and Town Manager relating to legal matters currently pending for the Town and proposed changes to the Code which the Town Attorney deems to be in the Town's best interest.

D. The Town may also increase the Town Attorney's base salary and/or other benefits of the Town Attorney in such amounts and to such an extent as the Town Commission may determine desirable on the basis of an annual performance evaluation of the Town Attorney. The form of the evaluation shall be suggested by the Town Attorney and approved by the Town Commission. The annual evaluation shall be made between June 1st and August 1st of each year in which this Agreement is effective.

E. Nothing in this Section shall require the Town to increase the base salary or other benefits of the Town Attorney. Furthermore, the Town's failure to conduct any of the scheduled evaluations shall not constitute noncompliance with a material provision of this Agreement.

Section 3. Duties and Obligations

A. The Town Attorney agrees to perform the following duties and functions, to wit:

- (1) To act as legal counsel and advisor to the Town Commission and Town Manager, as well as to Town departments, boards, and committees, and to provide legal opinions where warranted in the performance of such function.
- (2) To prepare or review ordinances, resolutions, contracts, and other legal instruments, and to approve same as to form and legal sufficiency.
- (3) To file, prosecute or defend, for and on behalf of the Town, all complaints, suits, code violations, enforcement actions, offenses and controversies to which the Town is a party, or to which it is in the Town's interests to become a party, before any court or other tribunal; to file suit where expressly authorized by the Pembroke Park Code of Ordinances (hereinafter "Code"). The approval of the Town Commission shall be sought before filing suit, except where immediate action is warranted, in which case the Town Attorney, with the approval of the Town Manager, may act in the best interest of the Town, and will promptly notify the Town Commission of such legal action.
- (4) To file amicus curiae briefs or intervene in actions already pending on behalf of the Town where the Town Attorney determines that the Town has an interest in such proceedings and where such action is warranted to protect the Town's interests.
- (5) To represent or provide for the representation of Town officers and employees where required by law or where otherwise appropriate, and where such

officers and employees are sued based on actions taken in their official capacities.

- (6) To settle disputes and sign settlement agreements on behalf of the Town consistent with settlement authority as designated by applicable law or by resolution of the Town Commission unless such authority is provided to the Town Manager or another Town officer under the Town Charter or the Code.
- (7) To attend and speak at meetings of the Town Commission or any Town board.
- (8) To interpret the Town Charter, the Code, and zoning code on behalf of the Town.
- (9) To renumber or make corrections to ordinances, resolutions, the Code and the zoning code where appropriate to address scrivener's and typographical errors, to delete provisions that have been superseded or preempted by applicable law, and to improve the format by moving provisions within and between the ordinances, resolutions and the Code.
- (10) To issue cease and desist letters in accordance with the provision of the Code relating to cease and desist letters.
- (11) To act as parliamentarian and to make rulings on matter of parliamentary law.
- (12) To prosecute municipal ordinance violations, to coordinate with prosecutorial Entities or to name a Town Prosecutor to carry out those functions.
- (13) To exercise all other authority granted to the Town Attorney in the Town Charter, the Code, and zoning code.
- (14) To perform such other legally permissible and proper duties and functions as the Town Commission shall from time to time assign.

B. The Town Attorney agrees to perform the foregoing duties and responsibilities of her office faithfully, industriously, and to the best of her ability and in a professional and competent manner.

C. The parties acknowledge that the Town Attorney is currently serving as counsel to various clients. The parties agree that the Town Attorney may continue to represent her clients other than the Town provided that all work related to her representation of those clients is not conducted in Town Hall nor during Town regular business hours. The Town Attorney shall dedicate no less than an average of forty (40) hours per week in the performance of her duties hereunder, and shall be present at Town Hall during regular business hours.

D. The Town Attorney may serve on any appointed boards or elected boards of any professional organization, or serve on any committees related to her professional activities, provided that such activities do not interfere with the performance of her duties as Town Attorney.

E. In the event the Town Attorney is temporarily unable to perform her duties, she shall nominate an Acting Town Attorney for consideration and designation, if acceptable, by Town Commission.

Section 4. Automobile Allowance and Communications Equipment

The Town agrees to provide the Town Attorney the following related to her employment:

A. The Town agrees to provide the Town Attorney with a monthly automobile allowance of five hundred dollars (\$500.00) for the discharge of her responsibilities to the Town. For the conduct of any Town business outside Broward County, the Town Attorney shall be reimbursed for related automobile expenses at the established Florida Statute mileage rate.

B. Town shall provide the Town Attorney with a cellular telephone and laptop computer capable of remote connection to Town internet for her use in conducting Town business.

Section 5. Dues and Subscriptions

The Town agrees to pay the Town Attorney's professional dues for membership in the Florida Bar, the Broward County Bar Association and other local government legal professional associations. The Town shall pay other dues and subscriptions on behalf of the Town Attorney as are approved in the Town's annual budget (on a line item basis) or as authorized separately by the Town Commission.

Section 6. Professional Development

The Town agrees to pay reasonable and customary travel and subsistence expenses pursuant to the Town's travel policy for the Town Attorney's travel to and attendance at the Florida Municipal Attorneys Association's annual conference or other local government legal professional association's annual conference. The Town may choose to pay for the Town Attorney's attendance at other seminars, conferences, and committee meetings as it deems appropriate and approves by Town Commission action. Travel outside of the State of Florida at Town's expense requires prior approval by the Town Commission.

Section 7. Vacation Leave, Personal Holiday, and Sick Days

A. The Town Attorney shall be entitled to one hundred sixty (160) hours of annual Vacation Leave during each year of the term of this Agreement. The Town Attorney's annual Vacation Leave shall be available for use upon commencement of employment and each year thereafter on the service date anniversary. There is no limit on the amount of Vacation Leave that

may carry forward. Upon separation of employment, Town Attorney shall be paid for up to Four Hundred (400) hours of unused Vacation Leave at her then current annual salary.

B. In addition to Vacation Leave, the Town Attorney shall be entitled to ten (10) personal leave days in each calendar year, none of which may be carried forward from year to year.

C. Town Attorney shall be entitled to and abide by the Sick Leave Policy stated in the Town Personnel Policies and Procedures Manual, effective April 9, 1997, or as such policy may be updated and adopted upon future action of the Town Commission.

Section 8. Holidays

The Town Attorney is entitled to the same paid holidays as the general Town staff.

Section 9. Health, Dental, Vision, Life and Disability Insurance

A. The Town agrees to pay 100% of the Town Attorney's health, dental and vision insurance and the Town Attorney's long term disability insurance on the same terms as general employees.

B. Life insurance for the Town Attorney shall be provided in an amount equal to \$100,000.00, or the highest amount as may be available through the Town's insurance carrier, if less than \$100,000.00.

C. Supplemental life insurance in larger amounts can be requested in accordance with and subject to the "Evidence of Insurability Form" being approved through the underwriting guidelines. Such supplemental life insurance is at the Town Attorney's expense.

Section 10. Retirement

The Town agrees to contribute 27.29 % stipulated by the Florida Retirement System Senior Management Class of the Town Attorney's base salary to the Florida Retirement System, upon approval by the Town's Finance and Budget Department, which approval may not to be unreasonably withheld. Contribution percentage amounts are subject to change each year based on legislative law changes, investment experience, and the actuarial experience of the trust fund.

Section 11. Termination by the Town and Severance Pay

A. The Town Attorney shall serve at the pleasure of the Town Commission, and the Town Commission may terminate this Agreement and the Town Attorney's employment with the Town at any time, with or without "just cause".

B. Termination "without just cause". Should a majority of the members of the Town Commission, then currently holding office, vote to terminate the services of the Town Attorney "without just cause", then within ten (10) business days following such vote, the Town

Commission shall cause the Town Attorney to be paid any accrued and unpaid salary and benefits earned (including 400 hours maximum hours of Vacation Leave, up to Five Hundred (\$500.00) dollars of Sick Leave, and insurance, but excluding such items and allowances as are used in conducting Town business such as, but not limited to, the use of the Town computer and the automobile and cell phone allowance) prior to the date of termination based on a forty (40) hour work week. Within forty-five (45) calendar days following the vote to terminate the Town Attorney's employment, the Town Commission agree to pay the Town Attorney a lump sum severance pay equal to the lesser of either twenty (20) weeks of her base salary or the balance of time remaining under the term of this Agreement, as full and complete payment and satisfaction of any claims of the Town Attorney of whatsoever nature arising out of this Agreement or otherwise. As consideration for such payment, the Town Attorney shall, prior to receipt thereof, execute and deliver to the Town a general release of the Town, the Town Commission members, and all Town officers, agents, and employees for all claims, acts and actions (whether accrued or subsequently accruing) from the beginning of time until the date of release.

C. Termination "with just cause". In the event the Town Attorney is terminated "with just cause", the Town, with the exception of accrued and unpaid salary and benefits actually earned, shall have no obligation to pay the amounts outlined in Section 11, Paragraph B of this Agreement. For purposes of this Agreement, termination with "just cause" is defined and limited to any of the following:

1. Misfeasance, malfeasance and/or nonfeasance in performance of the Town Attorney's duties and responsibilities.
2. Conviction or a plea of guilty or no contest to a misdemeanor or felony crime, whether or not adjudication is withheld.
3. Neglect of duty, including the inability or unwillingness to properly discharge the responsibilities of office.
4. Violation of any substantive Town policy, rule, or regulation, which would subject any other Town employee to termination.
5. The commission of any fraudulent act against the interest of the Town.
6. The commission of any act which involves moral turpitude, or which causes the Town disrepute.
7. Violation of the rules regulating the Florida Bar or being found to have committed an ethics violation by the Florida Commission on Ethics.
8. Termination of Town Attorney's right to practice law in the state of Florida.
9. Any other act of a similar nature of the same or greater seriousness.

D. In the event Town terminates the employment of Town Attorney “with just cause”, as provided in Paragraph C above, then the Town Attorney will be given a written copy of the particulars and shall have the right to appear in public before the Town Commission, with counsel, if so desired, and present evidence, argument, and rebuttal concerning said allegations. After such hearing, if a majority of the members of the Town Commission then currently holding office find there is cause to terminate the Town Attorney, then the Town Attorney shall not be entitled to severance pay. Said hearing shall be held within sixty (60) days of the notice of termination.

E. In the event the Town Commission, during the employment term, reduces the salary or other benefits of the Town Attorney, as identified herein, in a greater percentage than an equivalent across-the-board reduction for all full-time Town employees, or in the event the Town allegedly refuses to comply with any other material provision of this Agreement benefiting the Town Attorney, the Town Attorney shall notify the Town Commission in writing of the alleged violation. The Town Commission shall have forty-five (45) days from the date of such notice within which to cure the violation, otherwise, the Town Attorney may at her option, consider such violation as termination "without just cause" as of the date of such alleged reduction or refusal, and the severance pay provisions and other termination provisions contained herein shall become applicable at the annual salary and benefit level in effect prior to the reduction or refusal.

Section 12. Termination by the Town Attorney

The Town Attorney may terminate this Agreement at any time by delivering to the Town Commission a written notice of termination not later than ninety (90) days prior to the effective date of the notice of termination. If the Town Attorney terminates this Agreement, then the provisions of Section 11, Paragraph B above, shall not apply. If the Town Attorney voluntarily resigns pursuant to this Section, the Town shall pay to the Town Attorney all accrued compensation due the Town Attorney up to the Town Attorney's final day of employment, including any accrued Vacation Leave up to the Four Hundred (400) hour limit. The Town shall have no further financial obligation to the Town Attorney pursuant to this Agreement. This subsection shall not prevent the Town Attorney from collecting any money earned as a result of participation in a deferred retirement or pension program approved as per Section 10 of this Agreement.

Section 13. Disability

If the Town Attorney becomes permanently disabled or is otherwise unable to perform her duties because of sickness, accident, injury, mental incapacity or health for a period of four consecutive weeks beyond any accrued leave, the Town shall have the option to terminate this Agreement, subject to the severance pay provision outlined in Section 11, Paragraph B of this Agreement.

Section 14. Indemnification

A. Town shall defend, save harmless, and indemnify the Town Attorney against any action for any injury or damage suffered as a result of any act, event, or omission of action that the Town Attorney reasonably believes to be in the scope of her duties or function, unless she acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. The Town will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. The Town shall not be liable for the acts or omissions of the Town Attorney committed while acting outside the course and scope of her agreed duties or committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. In such instance, the Town Attorney shall reimburse the Town for any legal fees and expenses the Town has incurred or otherwise paid, for or on her behalf, in connection with the charged conduct.

B. Said indemnification shall extend beyond the termination of employment and the expiration of this Agreement to provide protection for any such acts undertaken or committed in her capacity as Town Attorney, regardless of whether the notice of claim or filing of a lawsuit occurs during or following employment with the Town.

Section 15. Rules of Professional Responsibility

Inasmuch as the Town Attorney is an active full member of the Florida Bar, the “Rules of Professional Responsibility” promulgated by the Florida Bar is incorporated herein, and by this reference made a part hereof. Said “Rules of Professional Responsibility” shall furnish principles to govern the Town Attorney's conduct and actions as Town Attorney for the Town. Additionally, the Town Attorney shall abide by the standards established by the Florida Commission on Ethics.

Section 16. Attorney's Fees

If any litigation is commenced between the parties concerning any provision of this Agreement or the rights and duties of any person in relation thereto, the party prevailing in such litigation will be entitled, in addition to such other relief as may be granted, to reasonable attorney's fees and expenses incurred in connection therewith, including appellate fees and expenses.

Section 17. Professional Malpractice Insurance

The Town agrees to pay the annual premiums for Town Attorney's professional malpractice insurance.

Section 18. Transparency

A. Open Door Policy: The Town Attorney shall maintain an open door policy encouraging communication between the members of the Town Commission, Town Manager and Town department heads.

B. Governmental Relations: The Town Attorney shall strive to maintain positive constructive relationships with elected officials, employees and agents of other governmental agencies for the purpose of mutual good will and the constructive conduct of business regarding matters of interest between the parties.

C. Communications: The Town Attorney agrees to keep the Town Commission and Town Manager informed as to the status of legal issues related to the Town.

D. Right to Speak: The Town Attorney shall have the right to address the Town Commission orally and/or in writing in all matters before the Town Commission affecting those legal matters under her responsibility and/or her employment with the Town.

Section 19. General Terms and Conditions

A. If any provision or any portion thereof, contained in this Agreement is held by a court of competent jurisdiction to be unconstitutional, illegal, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.

B. The waiver by either party of a breach of any provision of this Agreement by the other shall not operate or be construed as a waiver of any subsequent breach by that party.

C. This Agreement shall be binding upon and inure to the benefit of the heirs at law or personal representative of Town Attorney.

D. This Agreement contains the entire Agreement of the parties. It may not be changed verbally, but only by an Agreement in writing signed by the parties.

E. Florida law shall govern this Agreement and any litigation that may arise from this Agreement, shall be filed and litigated in Broward County, Florida.

F. Upon Town Attorney's death, the Town's obligations under this Agreement shall terminate except for:

1. Transfer of ownership of retirement funds, if any, to her designated beneficiaries;
2. Payment of accrued leave balances in accordance with this Agreement;
3. Payment of all outstanding hospitalization, medical, vision and dental bills in accordance with this Agreement;
4. Payment of all life insurance benefits in accordance with this Agreement.

G. The parties acknowledge that each has shared equally in the drafting and preparation of this Agreement and, accordingly, no court construing this Agreement shall

construe it more strictly against one party than the other and every covenant, term and provision of this Agreement shall be construed simply according to its fair meaning.

H. This Agreement may be executed in duplicate or counterparts, each of which shall be deemed an original and all of which together shall be deemed one and the same instrument. No term, condition or covenant of this Agreement shall be binding on either party until both parties have signed it.

I. The effective date of this Agreement shall be the last date it is executed by either of the parties to this Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

Executed by the TOWN this _____ day of September, 2020.

ATTEST:

TOWN OF PEMBROKE PARK

Geoffrey Jacobs, Clerk-Commissioner

By: _____
Ashira Mohammed, Mayor

Executed by the TOWN ATTORNEY this _____ day of September, 2020.

Witnesses:

Signature

Melissa P. Anderson, Esq.

Print Name

Signature

Print Name

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