



## **TOWN OF PEMBROKE PARK**

Workshop Commission Meeting

Commission Chambers

3152 SW 52 Avenue

Pembroke Park, FL 33023

**Wednesday, January 22, 2020**

**6:00 PM**

Mayor Ashira Mohammed  
Vice Mayor Howard Clark  
Clerk Commissioner Geoffrey Jacobs  
Commissioner Georgina A. Cohen  
Commissioner Reynold Dieuville

Assistant Town Manager Newall Daughtrey  
Town Attorney Chris Ryan  
Public Services Director Todd Larson  
Interim Deputy Clerk Marlen D. Martell

### **WORKSHOP COMMISSION MEETING MINUTES**

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#### **ROLL CALL OF THE CITY OFFICIALS:**

The meeting was called to order at 6:24 pm by Mayor Ashira Mohammed. Present at the meeting were Mayor Ashira Mohammed; Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen and Commissioner Reynold Dieuville.

Additional staff in attendance were: Town Assistant Manager Newall Daughtrey, Town Attorney Christopher Ryan; Todd Larson, Public Services Director, Interim Town Clerk Marlen D. Martell; Assistant Finance Director Harry Taubenfeld; Administrative Assistant to the Town Clerk Suzi Reutlinger; Administrative Assistant to the Town Manager Dierdre Davis; Chief Code Officer Jeffrey Louis; Interim Building Official Miguel Nunez; Building Administrative Assistant Lucy Manzerolle; Consultant Planner Michael Miller; Billing Clerk Michelle Grooms; Assistant Public Works Director Myriam Jacques; Human Resources Director, Yolanda Menegazzo.

**CALL TO ORDER** by Mayor Mohammed at 6:24pm.

**PLEDGE OF ALLEGIANCE:** led by Mayor and Commissioners.

**PRESENTATIONS- NONE**

**REPORTS OF COMMITTEES AND CITY STAFF**

**Broward Sheriff's Office - Captain Coker**

Report Submitted

**Fire Department - Chief Kane**

Report Submitted

**Public Services - Public Services Director Larson**

Report Submitted

Need to set meeting with Commissioner Sharief.

**Finance Department - Assistant Finance Director Taubenfeld**

Report Submitted

**Building Department - Miguel Nunez, Building Official**

Report Submitted

**Code Enforcement - Jeffrey Louis, Code Enforcement Officer**

Report Submitted

Attorney Ryan is to submit policy adoption of citation process and forms (March) if possible on the February 12, 2020 meeting.

**Business Tax Receipt and Billing Update - BTR/Billing Admin. Grooms**

Report Submitted

**Credit Balances for Sign Variances - BTR/Billing Admin. Grooms**

Resolution created to address credit balance for sign variance – place on consent on February 12, 2020 meeting.

**Update on Outstanding Renewal Fiscal Year 2018-2019 - BTR/Billing Admin. Grooms**

Report Submitted

**Parks and Recreation - Parks Supervisor McKine**

Public Services Director Todd Larson was directed to address electrical issues and other life safety issues at the park.

**Employee Evaluation and Job Descriptions - Clerk Commissioner Jacobs, LagomHR  
Yolanda Menegazzo**

Meetings with employees have been completed and evaluation forms have been provided to the commission. Discuss with Interim Town Clerk senior management job descriptions as per Ordinance.

**DISCUSSION**

**Update of Flooding in Bamboo Lakes and FEMA help - Commissioner Cohen**

Forward to February 22, 2020 Meeting

**Dr. Little Pet Shop -Pet Retail Ban - Town Attorney Ryan, Code Officer Louis, Building  
Official Nunez**

Town attorney Ryan, will be researching moratorium.

**Sanitary Sewer Pricing - Mayor Mohammed, Public Services Director Larson**

February meeting submit report from Engineer Keith & Associates.

**Job Postings - Clerk Commissioner Jacobs**

**Finance Director**

**Town Manager**

Discussion on posting of these positions.

**Town Administrator – Vice Mayor Clark**

Town Manager Job description ordinance discussion

Commissioners will review the ordinance and submit their recommendations.

Senior personnel shall clock in and out.

**Reimbursement for Attorney Fees - Attorney Ryan**

Town Attorney Ryan will seek/retrieve resolutions between 2012 and 2018 related to attorney fee reimbursement.

**Disaster Relief Worksite Agreement - Assistant Town Manager Daughtrey**

Placed on the Consent Agenda for February.

**Polo Club - Mayor Mohammed**

Item forwarded to February

Town Planner Michael Miller to identify hardship and annual fee for the extension of the business license hours.

**Sweeney's Car Wash - Mayor Mohammed**

Building Department determined building permits had not been issued for the canopy. They also needed to pay Business Tax Receipt (BTR) fees from 2014 to present.

**Broward Sheriffs Contract - Vice Mayor Clark, Attorney Ryan, Attorney Parks**

Town Attorney Ryan will be meeting with Broward Sheriffs' Office (BSO) and report back to the Commissioners.

**Master Drainage/Flooding/FEMA - Vice Mayor Clark, Public Services Director Larson  
Amnesty**

**Grants**

Items forwarded to the lobbyist for future funding and opportunities.

**Agro-Eco Wellness Program - Vice Mayor Clark**

**MPO**

**Annexation**

Verbal Report was given.

**Employee Evaluations - Mayor Mohammed**

Evaluation forms were submitted to the Commission.

**Golf Carts – Vice Mayor Clark**

Purchase one golf cart not to exceed \$7,000

Item forwarded to the February consent agenda

**Amendment to Code of Ordinance Chapter 12 - Commissioner Dieuveille**

Town Attorney Ryan to provide for the February meeting, a modification of ordinance to request the removal of trash from dumpsters within 7 to 10 days.

**Florida League of Cities (FLC) legal services – Mayor Mohammed**

Obtain legal outside counsel on handling Town Manager issues.

**Lagom HR – Crisis Management Services – Mayor Mohammed**

Obtain quote from the Human Resources consultant to include Crisis Management Services.

**Professional Fire Fighters Office Relocation - Mayor Mohammed, Public Services Director Larson**

Their lease will expire and they will be moving from the second floor to the third floor.

**Proclamation – Pembroke Park School Choice Week**

Item was place on the February consent agenda.

**Instruct Legislative staff to work on the following five (5) incentives Mayor Mohammed**  
The following items were sent to the Lobbyist.

**ResolutionTCSF # 19-01** - Support and advocate for full Appropriation of Sadowski State and Local Housing Trust Funds for Housing.

**ResolutionTCSF # 19-02** - Ensure that any reauthorization of the National Flood Insurance Program include meaningful affordability protections and cap on annual increases for all policy holders; increase inclusion, affordability, mitigation, mapping, solvency, consumer protection, privatization, and transparency.

**ResolutionTCSF # 19-03** - Support legislation to quantify and address current and projected deficit funding needed for water and wastewater infrastructure investment; significantly increase funding for water infrastructure.

**ResolutionTCSF # 19-04** - Support increased awareness and prioritize the education and eventual elimination of land application of human biosolids; support funding for new state of the art wastewater treatment technologies.

**ResolutionTCSF # 19-05** - Support the establishment of a long-term, recurring revenue source for Coral Reef disease intervention and restoration at both state and federal levels; support the national Restoring Resilient Reefs Act of 2019 to restore and conserve America's Coral Reefs

**Records Management - Clerk Commissioner Jacobs, Interim Deputy Clerk Martell**  
Schedule training sessions for staff. Documents will be destroyed as per the State of Florida Records Retention Schedule.

**Exterior Public Notification Board - Clerk Commissioner Jacobs, Interim Deputy Clerk Martell**

Approval of (2) two exterior notification boards not to exceed \$800.00, to be place on the February consent agenda.

Added to the Consent Agenda will be an alternative to Code Red. It will be replaced by a Free State Alert system.

### **FOR YOUR INFORMATION**

#### **Robert's Rules of Order**

Provided as a tool for the Commissioners

### **RESOLUTIONS – NONE**

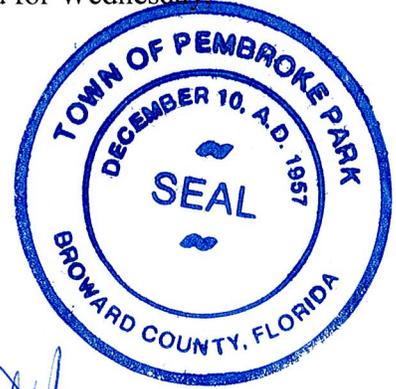
### **ORDINANCES - NONE**

**ADJOURNMENT**

With no further items for discuss, meeting adjourned at 10:45 pm. Clerk Commissioner Jacobs motioned for adjournment, seconded by Vice Mayor Clark **MOTION PASSED 5-0.**

**NEXT REGULAR TOWN COMMISSION MEETING** is scheduled for Wednesday February 12<sup>th</sup> 2020.

Commission approved on: 2/12/2020



**ATTEST:**

(SEAL)

  
\_\_\_\_\_  
Ashira Mohammed, Mayor

  
\_\_\_\_\_  
Marlen D. Martell, Interim Deputy Town Clerk

**In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeal is to be based.**

**Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD)**

**DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.**