



## **BUSINESS IMPACT ESTIMATE<sup>1</sup>**

Meeting Date: September 10, 2025

Agenda Item No. 11.2

### **Summary of Proposed Ordinance and Statement of Public Purpose to be Served**

The proposed Ordinance amends Section 24-102 of the Town Code to designate the Town Manager and the Town Finance Director as additional authorized signatories for Town checks and fund transfers, in addition to existing authorized officials.

### **Estimate of Direct Economic Impact on Private/For Profit Businesses**

- a. Estimate of Direct Business Compliance Costs:  
There are no direct business compliance costs.
- b. New Charges/Fees on Businesses Impacted:  
Not applicable as there are no new charges being imposed on businesses.
- c. Estimate of Regulatory Costs:  
  
There are no new regulatory costs associated with this Ordinance.

**Good Faith Estimate of Number of Businesses Likely Impacted:** Not applicable.

### **Any Additional Information:**

This Business Impact Estimate statement is provided as a courtesy. This Ordinance is exempt from the Business Impact Estimate statement requirements under Florida Law as an ordinance required for compliance with federal or state law or regulation under Section 166.041(4)(c)(1), Florida Statutes.

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<sup>1</sup> Business Impact Estimate does not apply to the following:

1. Ordinances required for compliance with federal or state law or regulation;
2. Ordinances related to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract/agreement;
5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
  - a. Part II of Chapter 163, F.S.;
  - b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
  - c. Sec. 553.73, F.S. (Fla. Building Code);
  - d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).

**ORDINANCE NO. 2025-007**

**AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 24 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "TAXATION AND FINANCE;" BY SPECIFICALLY AMENDING ARTICLE III, ENTITLED "FINANCE;" AMENDING SEC. 24-102, ENTITLED "DISBURSEMENT BY CHECK ONLY; AUTHORIZATIONS TO SIGN CHECKS; TRANSFER FUNDS;" PROVIDING FOR THE TOWN MANAGER AND THE TOWN FINANCE DIRECTOR TO BE INCLUDED AS AUTHORIZED SIGNATORIES FOR TOWN CHECKS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 24-102 of the Town's Code of Ordinances establishes the individuals authorized to sign checks on behalf of the Town; and

**WHEREAS**, the Town Commission seeks to authorize the Town Manager and the Town's Finance Director to serve as signatories for Town checks; and

**WHEREAS**, the Town Commission further seeks to prohibit the use of electronic signatures on Town checks without the expressed authorization of the individual whose name is being signed; and

**WHEREAS**, the Town Commission finds that authorizing the Town Manager and the Finance Director to serve as signatories for the issuance of checks is in the best interests of the citizens and residents of the Town.

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

**Section 1.**     **RECITALS ADOPTED.**     That each of the above-stated recitals is hereby adopted and confirmed.

**Section 2.**     **CHAPTER 2 OF TOWN CODE AMENDED.**     Article III, entitled “Finance,” of Chapter 24 of the Town Code, entitled “Taxation and Finance,” is hereby specifically amended as follows:

**Sec. 24-102. - Disbursement by check only; authorizations to sign checks, transfer funds.**

(a) All municipal funds and public monies shall only be disbursed by check, which check shall be signed by the Mayor or Vice-Mayor, and countersigned by the Clerk-Commissioner or acting Clerk-Commissioner. In addition to these enumerated members of the Town Commission, the Town Manager and the Finance Director shall be authorized to sign or countersign checks on behalf of the Town in the absence of the Town’s elected officials.

(b) The Town Manager, or his/her designee, at the direction of the Town Commission, shall be authorized to transfer funds from one authorized depository or fund to another authorized depository or fund in the process of investment or reinvestment of municipal funds or public monies, which transfer may be by wire transfer where applicable.

**Section 3.** It is the intention of the Town Commission of the Town of Pembroke Park that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Pembroke Park, Florida, and that the Sections of this ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to "Section," "Article" or such other word or phrase in order to accomplish such intention.

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

**Section 5.** If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

**Section 6.** This Ordinance shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE FIRST READING, THIS 10TH DAY OF SEPTEMBER, 2025.**

**PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE SECOND AND FINAL READING, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

ATTEST:

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MAYOR GEOFFREY JACOBS

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CYNTHIA GARCIA-LIMA  
Town Clerk

Approved as to form and legal sufficiency:

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JACOB G. HOROWITZ  
Town Attorney