



AGENDA

WORKSHOP COMMISSION MEETING

6:00 PM - Tuesday, February 3, 2026

Commission Chambers

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. DELETIONS OR WITHDRAWALS TO THE AGENDA
5. PRESENTATIONS
6. REPORTS OF COMMITTEES AND TOWN STAFF
 - 6.1. Accountability - Sponsored by Mayor Jacobs 7 - 11
[Agenda Item Report - AIR-26-040](#)
 - 6.2. Report from the Public Services Department - Public Services Director Odoms 12 - 29
[Agenda Item Report - AIR-26-048](#)
 - 6.3. Report from the Finance Department - Finance Director Davermann 30 - 41
[Agenda Item Report - AIR-26-047](#)
 - 6.4. Report from the IT Department - IT Director Pakula 42 - 59
[Agenda Item Report - AIR-26-052](#)
 - 6.5. Report from the Town Clerk Department - Town Clerk Garcia-Lima 60 - 72
[Agenda Item Report - AIR-26-049](#)
 - 6.6. Report from the Building Department - Building Department Manager Louis 73 - 91
[Agenda Item Report - AIR-26-057](#)
 - 6.7. Report from the Police Department - Chief DeCoursey 92 - 128
[Agenda Item Report - AIR-26-033](#)
 - 6.8. Fire Department Update - Sponsored by Chief Kane 129 - 149
[Agenda Item Report - AIR-26-042](#)
7. ORDINANCES - FIRST READING
 - 7.1. Consideration and Approval of Ordinance Amending Commission Meeting Time from 7:00 p.m. to 6:00 p.m. - Sponsored by Town Manager Lynch 150 - 152
ORDINANCE NO: 2026-004

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING SECTION 2-36 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "DATE AND TIME FOR REGULAR MEETINGS;" BY SPECIFICALLY CHANGING THE TIME THE COMMISSION MEETS FROM 7:00 P.M. TO 6:00 P.M.; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

[Agenda Item Report - AIR-26-024](#)

- 7.2. Consideration to Approve the Capital Improvement Element for Submission to the Department of Commerce - Sponsored by Public Services Director Odoms and Finance Director Davermann 153 - 200

ORDINANCE NO: 2026-005

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE TOWN'S COMPREHENSIVE PLAN TO PROVIDE FOR THE 2026 ANNUAL UPDATE TO THE CAPITAL IMPROVEMENTS ELEMENT, ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN; AUTHORIZING AND DIRECTING TRANSMITTAL TO THE DEPARTMENT OF COMMERCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

[Agenda Item Report - AIR-26-037](#)

- 7.3. Consideration of Ordinance, amending Chapter 2 of the Town's Code of Ordinances to establish Town departments and repeal Ordinance No. 18-06-01 - Sponsored by Commissioner Mohammed 201 - 208

ORDINANCE NO: 2026-006

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE III, ENTITLED "OFFICERS AND EMPLOYEES;" CREATING SECTION 2-56, TO BE ENTITLED "ESTABLISHMENT OF TOWN DEPARTMENTS;" REPEALING ORDINANCE NO. 18-06-01, ADOPTED JUNE 29, 2018; PROVIDING FOR THE CREATION OF CERTAIN DEPARTMENTS PURSUANT TO SEC. 12 OF THE TOWN CHARTER; ELIMINATING THE ADMINISTRATIVE SERVICES DIRECTOR POSITION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

[Agenda Item Report - AIR-26-038](#)

8. ORDINANCES - SECOND READING

- 8.1. Certificate of Use Application Ordinance - Sponsored by Building Department Manager Louis 209 - 216

ORDINANCE: 2026-003

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 15 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "LICENSES AND BUSINESS REGULATIONS;" BY SPECIFICALLY AMENDING ARTICLE VIII,

ENTITLED "CERTIFICATES OF USE;" AMENDING SEC. 15-175, ENTITLED "CERTIFICATE OF USE REQUIREMENTS;" PROVIDING FOR AN APPLICATION AND APPROVAL PROCESS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

[Agenda Item Report - AIR-26-056](#)

9. NEW BUSINESS

- 9.1. Consideration and approval of a sign variance - Town Planner 217 - 228

Consultant Von der Meulen

File No.: 26-SV-01

Applicant: Antonio Acosta/Solutions Electrical Corp

Address: 2540 SW 30th Avenue

Request: The applicant is requesting a variance from the sign code to increase the sign height. This application requests a variance from Section 21-20. (c).1.A limiting the letter height.

RESOLUTION NO: 2026-011

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SIGN VARIANCE APPLICATION NO. 26-SV-01 AND GRANTING ONE (1) SIGN VARIANCES FOR THE PROPERTY LOCATED AT 2540 SW 30th AVENUE, PEMBROKE PARK, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

[Agenda Item Report - AIR-26-041](#)

- 9.2. Consideration of Approval of Agreement with the Broward County 229 - 250

Supervisor of Elections for Administration of the 2026 General Election Referendum - Sponsored by Town Clerk Garcia-Lima

RESOLUTION NO: 2026-008

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH THE BROWARD COUNTY SUPERVISOR OF ELECTIONS FOR SERVICES RELATED TO THE ADMINISTRATION OF THE 2026 GENERAL ELECTION REFERENDUM AS REQUIRED BY ORDINANCE 2025 005; PROVIDING FOR AUTHORIZATION, IMPLEMENTATION, AND AN EFFECTIVE DATE.

[Agenda Item Report - AIR-26-029](#)

- 9.3. Discussion and Possible action on Policy for Acceptance & Tracking of 251 - 257

Tickets to Events (Ethics) - Sponsored by Town Attorney Horowitz

RESOLUTION NO: 2026-009

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA APPROVING THE COMMISSION POLICY ATTACHED HERETO AS EXHIBIT "A," RELATED TO THE ACCEPTANCE, CONTROL AND DISTRIBUTION OF TICKETS TO CHARITABLE AND OTHER EVENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE

DATE

[Agenda Item Report - AIR-26-028](#)

- 9.4. Consideration and Approval for Adoption of Fixed Asset Management SOP Policy - Sponsored by Finance Director Davermann 258 - 269

RESOLUTION NO: 2026-010

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING A FIXED ASSET MANAGEMENT STANDARD OPERATING PROCEDURES POLICY, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR PURPOSE AND AUTHORITY; PROVIDING FOR IMPLEMENTATION AND ADMINISTRATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

[Agenda Item Report - AIR-26-043](#)

- 9.5. 2026 Hallandale Beach Chamber of Commerce Board Installation - Sponsored by Town Manager Lynch 270 - 278

RESOLUTION NO: 2026-012

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE TOWN TO SPONSOR A TABLE IN THE AMOUNT OF TWO THOUSAND DOLLARS (\$2,000.00); PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

[Agenda Item Report - AIR-26-044](#)

- 9.6. Consideration and Approval for Creation of Town-Wide Wellness & Weight-Loss Program With Incentives and Commercial Scale "Walking under the Stars" - Sponsored by Commissioner Mohammed 279 - 285

RESOLUTION NO. 2026-013

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE ESTABLISHMENT OF A VOLUNTARY TOWN-WIDE WELLNESS PROGRAM; AUTHORIZING THE PURCHASE OF A COMMERCIAL-GRADE SCALE SUBJECT TO BUDGET AND PROCUREMENT REQUIREMENTS; AUTHORIZING THE USE OF GUEST TRAINERS SUBJECT TO INSURANCE AND WAIVER REQUIREMENTS; AUTHORIZING THE TOWN MANAGER TO ADMINISTER THE PROGRAM; PROVIDING FOR PRIVACY PROTECTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

[Agenda Item Report - AIR-26-045](#)

- 9.7. Consideration and Approval to Cancel Otis Elevator Maintenance Contract - Sponsored by Public Services Director Odoms 286 - 300

RESOLUTION NO: 2026-014

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE CANCELLATION OF THE OTIS ELEVATOR MAINTENANCE CONTRACT; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

[Agenda Item Report - AIR-26-046](#)

- 9.8. Consideration and Approval of Eggstravaganza Budget - Sponsored by Procurement Administrator Woodbury 301 - 305

RESOLUTION NO: 2026-015

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK APPROVING THE BUDGETED EXPENSES TOTALING \$12,000.00 FOR THE 2026 EGGSTRAVAGANZA EVENT SCHEDULED FOR MARCH 28, 2026; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

[Agenda Item Report - AIR-26-051](#)

- 9.9. Vehicle Maintenance Plan Quote and Coverage - Sponsored by Chief DeCoursey 306 - 309

[Agenda Item Report - AIR-26-023](#)

- 9.10. Consideration and approval of ESRI Renewal for 2026 to 2027 - Sponsored by Mark Pakula 310 - 314

[Agenda Item Report - AIR-26-032](#)

- 9.11. Approval of Minutes - Sponsored by Town Clerk Garcia-Lima 315 - 364

November 7, 2025 - Regular Commission Meeting

December 1, 2025 - Final Budget Commission Meeting

December 1, 2025 - Workshop Commission Meeting

December 10, 2025 - Final Budget Commission Meeting

January 7, 2026 - Workshop Commission Meeting

[Agenda Item Report - AIR-26-050](#)

10. DISCUSSION

- 10.1. Discussion and possible action on Town Re-Districting - Sponsored by Town Attorney Horowitz 365 - 415

[Agenda Item Report - AIR-26-027](#)

- 10.2. Discussion on the Creation of a Pembroke Park Community Benefit Fund Modeled After Tamarac's Program - Sponsored by Commissioner Mohammed 416 - 419

[Agenda Item Report - AIR-26-020](#)

- 10.3. Christmas Tree - Sponsored by Mayor Jacobs 420

[Agenda Item Report - AIR-26-021](#)

- 10.4. Discussion on the Building Department - Sponsored by Mayor Jacobs 421

[Agenda Item Report - AIR-26-025](#)

- 10.5. Discussion on ARPA funds - Sponsored by Mayor Jacobs 422

[Agenda Item Report - AIR-26-026](#)

- 10.6. Discussion on the Assistant Town Manager/Administrative Services Director Position - Sponsored by Mayor Jacobs 423

[Agenda Item Report - AIR-26-034](#)

- 10.7. Discussion on Taxation/ Utilities/fire suppression - Sponsored by Mayor Jacobs 424
[Agenda Item Report - AIR-26-035](#)
- 10.8. Discussion on Little Free Libraries - Sponsored by Mayor Jacobs 425
[Agenda Item Report - AIR-26-036](#)
- 10.9. Discussion on Vulnerability Assessment March 2025 - Sponsored by Mayor Jacobs 426
[Agenda Item Report - AIR-26-039](#)
- 10.10. Discussion on Employee Carwash Benefit Program - Sponsored by Town Manager Lynch 427 - 431
[Agenda Item Report - AIR-26-053](#)
11. ATTORNEY COMMENTS
12. TOWN MANAGER COMMENTS
13. COMMISSIONER COMMENTS
- 13.1. Commissioner Mohammed
Acting Clerk Commissioner Morrisette
Clerk Commissioner Hodgkins
Vice Mayor Kashem
Mayor Jacobs
14. ANNOUNCEMENTS
- 14.1. Regular Commission Meeting, Wednesday, February 11, 2026 at 7:00 p.m.
Special Magistrate Hearing, Wednesday, February 18, 2026 at 9:00 a.m.
Workshop Commission Meeting, Wednesday, February 25, 2026, at 6:00 p.m.
15. ADJOURNMENT

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

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

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

Cynthia Garcia-Lima
Town Clerk