



TOWN OF POMONA PARK

TOWN COUNCIL & PUBLIC MEETING AGENDA April 12, 2022, 6:00 PM

AT TOWN HALL FOR COUNCIL MEMBERS & PUBLIC

PLEDGE TO FLAG- MOMENT OF SILENCE for Tammy Redwine, Christal Mitchner-Ross

CALL MEETING TO ORDER AND WELCOME VISITORS

CORRESPONDENCE

- Town Clerk

Adopt Minutes of Previous Meetings

- Meeting Minutes of 03/08/2022, 03/19/2022 Workshop, 03/19/2022 Special Meeting

Unfinished Business Including Committee Reports

- Check Register, Financial Review- Kelly Krupski Treasurer
- Beautification- Councilwoman Linkswiler

Guest Speakers

- None

Public Hearing Items

- None

New Business

- Public Works Asset Removal- Bruce Wolfred
- Public Works Land- Attorney Bobby Pickens
- A.R.P.A Contract- Town Clerk Andrea
- A.R.P.A. Follow Up
- Staff Training- Town Clerk Andrea
- Upcoming Events

Q & A / Comments / Announcements

ADJOURN

NOTICE: If a person decides to appeal any decision made by the Town Council of Pomona Park with respect to ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, they will need a record of the proceedings, and for such purpose, they 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. FL 286.0105

PLEDGE OF CIVILITY

We will be respectful of one another even when we disagree.

We will direct all comments to the issues. We will avoid personal attacks

**Town of Pomona Park
Correspondence List for April 12, 2022**

1. Council Meeting Minutes 03/08/2022, 03/19,2022 Workshop, 03/19/2022 Special Meeting-----	1-6
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3. Fixed Asset Removal -----	10
4. A.R.P.A. Contract James Moore -----	11-14
5. Upcoming Events-----	15-17

Town of Pomona Park – Town Council Meeting

Minutes

Tuesday, March 8, 2022 (6:00 pm) This Meeting was held at Town Hall for Council & Public

Mayor Joseph Svingala presided. Present Councilwoman CarrieAnn Evans, Councilwoman Lynda Linkswiler, Councilwoman Pat Mead, Councilman Victor Szatkowski, Councilman Bud Eckels, Councilman Dr. Warren, Town Clerk Andrea Almeida, Deputy Clerk Kelly Krupski (attended by phone) Town Attorney Bobby Pickens

Mayor Joseph Svingala led in the pledge to the flag. The meeting started at 6:02 pm.

Town Clerk Andrea read the Correspondence list.

Minutes of Council Meeting: Councilwoman Evans motioned to adopt meeting minutes 2/08/2022. Councilman Dr. Warren 2nd the motion. The Vote was unanimous.

Unfinished Business: Treasurer Kelly Krupski asked if anyone had questions about the financials. No questions were asked about financials. Treasurer gave details on how she will do a review of the budget at the April meeting. Kelly also gave an update on the CDBG grant. We are currently waiting for an environmental review for the sidewalk to move forward.

Mayor Joe introduced Bobby Pickens as Pomona Park's new Town Attorney, Holmes & Young Law Firm.

Beautification- Breakfast will start on April 2 from 8-11 am.

Tree Board Meeting: Councilwoman Mead recognized this as Pomona Park's 31st year as a Tree City. The Town Clerk Andrea and Public Works Superintendent Bruce have created a new worksheet to make the annual tree report much easier to prepare. The canopy in front of the town hall has been cleaned up and looks great.

Mayor Joe recognized Councilwoman Mead and all the time and dedication she has given to making Pomona Park a Tree City.

Guest Speakers

None

Public Hearing Items

None

New Business:

James Moore \$3,000 Invoice, Councilwoman Evans motioned to approve the payment, and Councilman Szatkowski 2nd the motion. The Vote was unanimously approved.

Audit Response:

The Town received a letter from the Joint Legislative Auditing Committee about repeat findings on the audits. A response was required from the Mayor to resolve the issue. Town Clerk Andrea explained that the response had been sent and working with the new Auditor, the problem has been taken care of. The town inventory had not been completed in the past years. Bruce and Andrea completed an entire inventory of the Town, and the Auditor has helped prepare the correct documents for the committee.

A date for a community workshop for ARPA was set for March 19, 2022, to be held at the Community Center at 9 am. A Special Meeting will be held on April 9 at 9 am at the Town Hall to review the ARPA items.

Town Clerk Andrea was recognized for her Scholarship she received from the IIMC Foundation. She was one of only four in the State of Florida to receive this Scholarship.

Upcoming events were reviewed. Chat with the Mayor Sat. 3-12 7-9 am. ARPA Workshop March 19, 2022, 9 am

Councilwoman Evans motioned to adjourn.
Meeting adjourned at 6:55 pm.

Town of Pomona Park – Town Council Workshop **Minutes**

Saturday, March 19, 2022 (9:00 am) This Workshop was held at the Community Center for Council & Public

Mayor Joseph Svingala presided. Present Councilwoman CarrieAnn Evans, Councilwoman Lynda Linkswiler, Councilman Victor Szatkowski, Councilman Bud Eckels, Councilman Dr. Warren, Town Clerk Andrea Almeida, Public Works Supervisor Bruce Wolfred

Mayor Joseph Svingala led in the pledge to the flag. The meeting started at 9:04 am.

Mayor Svingala reviewed the ARPA handout. Mayor Svingala explained to the Council and audience that this workshop is for ideas only. And that everyone will have a chance to speak, the Council will go first, and then the audience will go in the order assigned.

Councilmember Warren- ask for the surveillance system for the ballfield and the beach

Councilmember Szatkowski- repairs for streets- A&B, Cedar, Pine, Ridge with drainage issues.

Street sign updates to correct what is private and town green and white/white and green

Worcester needs the white lines on the Street with the Stops signs

Change the zoning on Maintenance Shop.

Dawson street has not been maintained. It is grown over.

Interlocal agreement update

Councilmember Lynda- Street's potholes, police protection,

Mayor Joe added about streets. I'm assuming that many of the potholes might be on private roads. If it is on a public street, we can fix it

Councilmember Carrie Ann- Roads and Streets, A&B Street drainage, Solar field put in to help with the electric bills. On top of the Town Hall or Community Center,

Mayor Joe reviewed the issue with the Community Center roof and the holdup with the grant to be repaired. Work will be completed at multiple areas sidewalks, beaches, parks.

Mayor Joe- Audio Visual in the Community Center and the Chambers, Sign Board digital it's not ADA compliant, road striping, refinish the community center floors, Proper Mulch at Mayors Park, a

combined child and parent swing, new tennis and pickleball net, all three children's parks need an upgrade, bonus for each employee \$1000, Doors approved for the town hall ADA, four lighted stop signs at Broward, generator at town hall and Community Center, drainage system A&B Street.

Drainage at A&B

Source of water at the park for senior walking center

Larry Klayman-30 x 50 ft maintenance facility to be built adjacent to the ball fields. Including toilets and showers.

2 ATVs for the maintenance department

One 40 hp tractor for the maintenance department

Provide an additional worker during the summer for the maintenance department

Money to facilitate cleanup of the town beach

Money to rent a woodchipper for the Maintenance department as needed.

Develop a community garden

Raised Garden

Money to allow for tree purchases for beautification of the town

Stabilizing town roads A, B, and May

Maintain retention pond on Perry St

Install a catchment for stormwater runoff into lake Broward

Purchase Sterile Carp for an ecological solution to the invasive algae plants in Lake Broward

Ensure Sufficient Narcan Supplies for first responders for drug overdose victims

Allow for purchase of Self-Contained breathing

Apparatus for the Fire Department as needed

The resident suggested having a Senior Beautification Day

Encourages incentive to stay in the town and keep it friendly, the youth are the future of your town.

Feel safe in the area. The town loves this area.

Councilmember Evans asked about the Fire Department's needs.

Doris Carol-Develop a walking trail, senior playground, Fence on the west side of the beach, bike trails, Hire a part-time person for Parks and Rec with the Police Money.

Karen Jesmel- security, police protection, book station, light-up sign for speeding during bus times, parking at the bus stop. Scholarships for cleanup of homes

Councilmember Evans suggested stop signs could be solar along with the speeding signs.

Martha Mann- Employee Bonus \$1000, the sidewalk on 308B, she recognizes that it's a county road. Solar Paneled speed flashing sign, Community Garden property next to the ball field.

Noni-Health, and ARPA is vast and Narrow. Roof repair, The walkways, retention ponds,

Sharlene Hamilton- Silver Sneakers paid instructor, coordinator for the park, sign for the beach that says security you are being recorded.

CA a special needs Swing

Mayor Joe, an ADA sidewalk will be put in at the beach area

Bruce covered the ADA need at the Parks, the restrooms, and Parks

Workshop adjourned 11:03

Town of Pomona Park – Town Council Special Meeting Minutes

Saturday, March 19, 2022 (11 am) This Meeting was held at the Community Center for Council & Public

Mayor Joseph Svingala presided. Present Councilwoman CarrieAnn Evans, Councilwoman Lynda Linkswiler, Councilman Victor Szatkowski, Councilman Bud Eckels, Councilman Dr. Warren, Town Clerk Andrea Almeida, Public Works Supervisor Bruce Wolfred

The Special Meeting began at 11:08 am.

Town Clerk Andrea explained the handout was a proposal from iWorQ. This is an inventory software that the Public Works department and office staff can use to help with cost measures. This software tracks all work orders that the Public Works Department processes. iWorQ will be able to track the town's assets moving forward with the help of Public Works Superintendent Bruce.

Councilwoman Evans made a motion to sign the three-year contract with iWorQ. Councilwoman Linkswiler 2nd the Motion. The Vote was unanimously approved.

Meeting adjourned 11:20 am.

Town of Pomona Park

4/8/2022 11:32 AM

Register: 001.101 · General Fund Checking

From 03/01/2022 through 03/31/2022

Sorted by: Date, Type, Number/Ref

7

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/01/2022	DEP	Income	335.14 · Mobile Home ...	payment # 042...		X	24.25	397,514.58
03/01/2022	EFT	Florida Blue	-split-	Employee Heal...	2,631.64	X		394,882.94
03/01/2022	10591	City of Crescent City	572.341 · Parks other c...	Service charge ...	30.00	X		394,852.94
03/02/2022		QuickBooks Payroll ...	-split-	Created by Pay...	2,559.44	X		392,293.50
03/03/2022	10593	Kelly Lake	513.311 · F&A Profes...	invoice # IT-07...	649.00	X		391,644.50
03/03/2022	10594	KC'S Air conditionin...	575.461 · Comm Ctr R...	service date 2-2...	90.00	X		391,554.50
03/03/2022	10595	Florida Municipal In...	511.451 · Legis Insura...	invoice date 1/...	839.00	X		390,715.50
03/03/2022	DD	Alphonso (Al) Willi...	-split-	Direct Deposit		X		390,715.50
03/03/2022	DD	Andrea J Almeida	-split-	Direct Deposit		X		390,715.50
03/03/2022	DD	Bruce wolfred	-split-	Direct Deposit		X		390,715.50
03/03/2022	DD	Kelly Krupski	-split-	Direct Deposit		X		390,715.50
03/03/2022	10592	Carl L Robinson	-split-		526.32	X		390,189.18
03/09/2022		QuickBooks Payroll ...	-split-	Created by Pay...	2,559.43	X		387,629.75
03/09/2022		QuickBooks Payroll ...	-split-	Created by Pay...	1,015.20	X		386,614.55
03/10/2022	E-pay	Capital City Bank pa...	-split-	59-1502925 Q...	3,439.24	X		383,175.31
03/10/2022	DD	Alphonso (Al) Willi...	-split-	Direct Deposit		X		383,175.31
03/10/2022	DD	Andrea J Almeida	-split-	Direct Deposit		X		383,175.31
03/10/2022	DD	Bruce wolfred	-split-	Direct Deposit		X		383,175.31
03/10/2022	DD	Kelly Krupski	-split-	Direct Deposit		X		383,175.31
03/10/2022	DD	CarrieAnn M Evans	-split-	Direct Deposit		X		383,175.31
03/10/2022	DD	Joseph C Svingala	-split-	Direct Deposit		X		383,175.31
03/10/2022	DD	Lynda Linkswiler { c...	-split-	Direct Deposit		X		383,175.31
03/10/2022	DD	Patricia L Mead	-split-			X		383,175.31
03/10/2022	DD	Robert Warren	-split-			X		383,175.31
03/10/2022	DD	Victor J Szatkowski	-split-	Direct Deposit		X		383,175.31
03/10/2022	10596	Carl L Robinson	-split-		526.32	X		382,648.99
03/10/2022	10597	Forest P Eckels	-split-		184.70	X		382,464.29
03/14/2022	10614	James moore	513.321 · F&A Accou...	invoive # 513006	3,000.00			379,464.29
03/15/2022	DEP	Income	314.10 · Utility Service...	Deposit		X	3,474.68	382,938.97
03/16/2022	10599	Hill's Hardware	-split-	10/05/2021-11/...	1,799.32	X		381,139.65
03/16/2022		QuickBooks Payroll ...	-split-	Created by Pay...	2,559.43	X		378,580.22
03/17/2022	DEP	Income	335.12 · State Revenue...	payment # 045...		X	2,842.18	381,422.40
03/17/2022	10600	FGUA	-split-	service from 02...	89.79	X		381,332.61
03/17/2022	10601	Waste Pro	-split-	invoice # 0000...	32.02	X		381,300.59
03/17/2022	10602	Putnam County Cha...	511.541 · Legis books ...	invoive # 21600	99.00			381,201.59
03/17/2022	10603	Aqua Pure Water & ...	572.311 · Parks Profes...	invoice # 85427	70.00	X		381,131.59
03/17/2022	10604	Producers Ace Hard...	541.521 · R&S Operati...	Reference # 79...	2.59	X		381,129.00
03/17/2022	10605	AT&T	-split-	invoice 287283...	130.29	X		380,998.71
03/17/2022	10606	State of Fla Dept of ...	-split-	invoice # 2k-00...	97.01	X		380,901.70
03/17/2022	10607	Cit	513.641 · F&A Machin...	invoice # 3963...	193.60	X		380,708.10

Town of Pomona Park

4/8/2022 11:32 AM

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03/17/2022	DD	Alphonso (Al) Willi...	-split-	Direct Deposit		X		380,708.10
03/17/2022	DD	Andrea J Almeida	-split-	Direct Deposit		X		380,708.10
03/17/2022	DD	Bruce wolfred	-split-	Direct Deposit		X		380,708.10
03/17/2022	DD	Kelly Krupski	-split-	Direct Deposit		X		380,708.10
03/17/2022	10598	Carl L Robinson	-split-		526.33	X		380,181.77
03/21/2022	DEP	Income	315.00 · Communicati...	payment # 046...		X	1,791.81	381,973.58
03/23/2022	10609	Woodland & Rich	-split-	invoice 49584	314.12			381,659.46
03/24/2022	EFT	FPL	-split-		2,896.64	X		378,762.82
03/24/2022	10611	Putnam County Cha...	511.541 · Legis books ...	inovice # 21830	250.00			378,512.82
03/24/2022	10612	Putnam County BOCC	529.341 · Other Public...	invoice #2021-...	70.00	X		378,442.82
03/24/2022	10613	Palatka Daily News	-split-	ad # 00087962,...	635.24	X		377,807.58
03/24/2022		QuickBooks Payroll ...	-split-	Created by Pay...	2,559.45	X		375,248.13
03/24/2022	10610	Carl L Robinson	-split-		526.32	X		374,721.81
03/25/2022	EFT	T Mobile	-split-		302.25	X		374,419.56
03/25/2022	EFT	Principal Life Insura...	-split-	for period 02/0...	207.15	X		374,212.41
03/25/2022	10615	Putnam County Healt...	572.311 · Parks Profes...	VOID: March ...		X		374,212.41
03/25/2022	DD	Alphonso (Al) Willi...	-split-	Direct Deposit		X		374,212.41
03/25/2022	DD	Andrea J Almeida	-split-	Direct Deposit		X		374,212.41
03/25/2022	DD	Bruce wolfred	-split-	Direct Deposit		X		374,212.41
03/25/2022	DD	Kelly Krupski	-split-	Direct Deposit		X		374,212.41
03/25/2022	104	Putnam County Healt...	572.311 · Parks Profes...	For CHK 1061...	40.00			374,172.41
03/28/2022	DEP	Income	312.60 · Better Place - ...	payment # 047...		X	5,782.06	379,954.47
03/28/2022	DEP	Income	335.18 · State Revenue...	payment # 047...		X	3,754.34	383,708.81
03/28/2022	EFT	Cardmember Services	-split-	CC	1,359.17	X		382,349.64
03/28/2022	EFT	Health Equity	-split-	HSA	666.64	X		381,683.00
03/29/2022	DEP	Income	323.10 · Franchise Tax...	Deposit		X	3,599.66	385,282.66
03/30/2022	DEP	Income	312.42 · 1 to 5 cents L...	payment # 047...		X	1,403.07	386,685.73
03/30/2022	DEP	Income	312.41 · First Local Op...	payment # 048...		X	1,838.46	388,524.19
03/30/2022	10617	Putnam County Healt...	572.311 · Parks Profes...	March	30.00			388,494.19
03/31/2022	DEP	Income	311.00 · Ad Valorem T...	2/21-03/25		X	7,670.25	396,164.44
03/31/2022	DEP	Income	314.30 · Utility Service...	check # 00112...		X	521.81	396,686.25
03/31/2022	DEP	Income	351.10 · Judgements &...	check # 776076		X	27.83	396,714.08
03/31/2022	DEP	Income	314.80 · Utility Service...	check # 10544...		X	49.48	396,763.56
03/31/2022	DEP	Income	314.80 · Utility Service...	check # 12542		X	67.31	396,830.87
03/31/2022	DEP	Income	314.80 · Utility Service...	check # 10538...		X	51.98	396,882.85
03/31/2022	DEP	Income	351.10 · Judgements &...	check # 775908		X	19.07	396,901.92
03/31/2022	DEP	Income	314.30 · Utility Service...	check # 00111...		X	614.86	397,516.78
03/31/2022	DEP	Income	314.80 · Utility Service...	check # 4311559		X	11.39	397,528.17
03/31/2022	DEP	Income	351.10 · Judgements &...	check # 775778		X	77.47	397,605.64
03/31/2022	DEP	Income	314.80 · Utility Service...	check # 12515		X	34.42	397,640.06

Town of Pomona Park

4/8/2022 11:32 AM

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9

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/31/2022	DEP	Income	369.90 · Other Misc R...	check # 196051		X	1,085.00	398,725.06
03/31/2022	DEP	Income	314.30 · Utility Service...	check # 00111...		X	508.74	399,233.80
03/31/2022	DEP	Income	314.80 · Utility Service...	check # 10530...		X	47.48	399,281.28
03/31/2022	DEP	Income	323.40 · Franchise Tax...	check # 37172		X	125.87	399,407.15
03/31/2022	DEP	Income	314.40 · Utility Service...	check # 37173		X	129.10	399,536.25
03/31/2022	DEP	Income	322.00 · Building Per...	check #s 2185,...		X	185.00	399,721.25
03/31/2022	DEP	Income	369.90 · Other Misc R...	cash box deposit		X	270.00	399,991.25
03/31/2022	10618	K&D Cleaning	575.341 · Comm Ctr, o...	com center clea...	250.00			399,741.25
03/31/2022	10619	King's Office Supply	511.311 · Legislative P...	invoice #36640	16.60			399,724.65
03/31/2022		QuickBooks Payroll ...	-split-	Created by Pay...	2,529.26	X		397,195.39
03/31/2022	10616	Carl L Robinson	-split-		526.32			396,669.07
03/31/2022	104R	Putnam County Healt...	572.311 · Parks Profes...	Reverse of GJE...			40.00	396,709.07

TOWN OF POMONA PARK
NOTIFICATION OF INTENT TO
DISPOSE OF FIXED ASSET

ASSET TAG IDENTIFICATION

NUMBER: none

DESCRIPTION OF ASSET: Jungle Jim x 2

LOCATION OF ASSET: Mayors Park x 1 Maintenance Shop x 1

CONDITION OF ASSET: EXCELLENT GOOD FAIR POOR SCRAP

TYPE OF DISPOSAL REQUESTED: TRADE-IN SALE BY BID SALE BY AUCTION JUNKED

ESTIMATED VALUE TO BE RECEIVED: \$0

REASON FOR DISPOSAL: Unsafe

REPLACEMENT IS: REQUIRED? YES NO

BUDGETED? YES NO

ESTIMATED COST TO REPLACE: 0

=====

AUTHORIZATIONS

SUPERINTENDENT OF PUBLIC WORKS DATE

TOWN CLERK DATE

COUNCIL (Required F.S. 274.07)

MEETING DATE

ACTION TAKEN: DISPOSAL DATE: _____

VALUE RECEIVED: _____



March 4, 2022

Town of Pomona Park, Florida
Attn: Andrea Almeida, Town Clerk
Via E-Mail: townclerk@pomonapark.com

RE: ARPA Reporting and Compliance Consulting Engagement Letter

Dear Ms. Almeida:

We are pleased to provide the Town of Pomona Park, Florida (the Government) with reporting and compliance consulting services related to the Government's Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) from the American Rescue Plan Act (ARPA). This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide as it relates to assistance with the Government's reporting of its CSLFRF funds and internal compliance and accountability. This engagement between you and our firm will be governed by the terms of this letter.

Engagement Objectives

You have requested that we perform ARPA CSLFRF reporting and compliance consulting services as described below:

- Preparation of all required reports through the United States Treasury's online portal for the Government's use of ARPA CSLFRF funds in accordance with the Government's plan to elect the standard allowance for revenue replacement for the use of 100% of the ARPA CSLFRF award.
- Assistance in the development of an official accounting policy or internal memo related to the Government's planned usage of the economic impact of the ARPA CSLFRF funds.
- Assembly of a final audit package related to the usage of the ARPA CSLFRF funds that can be provided to your auditors for single audit purposes.

Your Responsibilities

In order for us to perform the above services, we will need the following assistance:

- Assistance in establishing a member of our team as an authorized user to prepare reports through the Treasury's portal.
- Trial balance and/or general ledger reports and applicable supporting documentation, as requested.
- Final review, approval, and submittal of reports and internal policy/memo document.

The sufficiency of the consulting services we provide is solely the responsibility of the Government. Consequently, we make no representation regarding the sufficiency of the procedures to be performed. Our recommendations regarding procedures to be performed and the results of the procedures performed are dependent on the accuracy and completeness of the representations and information that we receive from your personnel. Accordingly, inaccurate or incomplete information could result in inaccurate findings or inappropriate recommendations, and critical recommendations may not be identified. Any reports we issue

to you as a result of this consulting engagement are solely intended for the use of the Government, and should not be used by anyone other than those specified parties. We will not provide any legal services.

You are responsible for ensuring compliance with all applicable ARPA and Federal guidance, and making all management decisions and responsibilities and for designating an individual, with suitable skills, knowledge, and experience to oversee any nonattest services that we provide. You are responsible for: accepting responsibility for the results of the services performed, including decisions regarding implementation of any recommendations provided by us; making all management decisions and performing all management functions; evaluating the adequacy and results of the services performed; and establishing and maintaining internal controls as well as monitor ongoing activities.

Our Responsibilities

We will perform our services in accordance with the Statement on Standards for Consulting Services and the Code of Professional conduct issued by the American Institute of Certified Public Accountants. Such services are not intended to represent an audit, examination, attestation, financial forecast or projection, special report or agreed-upon procedures engagement as those services are defined in AICPA literature applicable to such engagements. Accordingly, these services will not result in the issuance of a written communication to third parties by us regarding financial data or internal controls, expressing a conclusion, or providing any form of assurance.

The engagement is limited to the professional services outlined above. James Moore & Co., P.L., in its sole professional judgement, reserves the right to refuse to take any action that may be construed as making management decisions or performing management functions on your behalf. However, we may provide advice and recommendations to assist management in performing its functions and making decisions. Our engagement does not include any procedures designed to detect errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters.

Upon completion of our procedures, we will provide a copy of any final deliverables included in this engagement, including the final accounting policy/memo language and internal audit package for single audit purposes.

Nonattest Services

We will perform the following nonattest services: preparation of ARPA CSLFRF program reports to be submitted to the U.S. Treasury and related internal reporting package; preparation of an internal policy/memo related to the usage of such funds. With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the Government. However, we will provide advice and recommendations to assist management of the Government in performing its responsibilities. The Government's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual (Andrea Almeida) to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows. We will perform the services in accordance with applicable professional standards. This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. Our firm may advise the Government with regard to different matters, but the Government must make all decisions with regard to those matters.

Engagement Timeline

We expect to perform these procedures in accordance with the following timeline:

- ***Upon Execution of Agreement: Project Kickoff and Planning***
 - o Initial setup within the Treasury’s portal to ensure proper access is available to file the required reports.
 - o Submittal of client survey related to planned usage of funds, accounting policy preferences, and other key information to aid us in the development of the accounting policy/internal memo.
- ***By April 30, 2022: Filing of Initial Project and Expenditure Report***
 - o Determination of usage of funds for general government expenditures to meet the applicable compliance requirements for usage of funds earned under the standard allowance for revenue replacement; expected to equal 100% of award.
 - o Submittal of report.
- ***By May 31, 2022: Completion of Internal Accounting Policy/Memo and Final Audit Package***
 - o Final edits of accounting policy/memo for use by the Government.
 - o Completion of final audit package summarizing compliance and with supporting documentation for single audit purposes.
- ***Ongoing: Subsequent Reporting Deadlines***
 - o Submittal of subsequent reports through the Treasury portal, as required, in succeeding years.

Other Engagement Terms

Zach Chalifour is the service leader for the services specified in this letter. His responsibilities include supervising James Moore & Company’s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign any reports we issue to you as part of this engagement.

Our fee for these services will be \$4,900. Our services will be billed according to the following milestone schedule:

Milestones (in expected order of completion)	Percentage of Total Fee Due
At Execution of Engagement Letter	0%
Upon Filing Treasury P&E Report Due April 30, 2022	30%
Submittal of Internal ARPA Audit Package	30%
Submittal of Internal ARPA Accounting Policy/Memo	30%
Upon Completion of Final Report Due to U.S. Treasury	10%

The above fees are based upon the Government’s planned usage of the \$10 million standard allowance for revenue replacement for the full ARPA CSLFRF award amount. Should the plan for use of these funds change, or additional reporting and compliance requirements not in effect at the time of this letter by instituted by the Treasury, our fees may be subject to change. In such case, no additional work shall be performed without advance discussion and approval of any additional fees.

Town of Pomona Park, Florida
March 4, 2022
Page 4

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of additional services and the estimated price. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. While we would be more than glad to discuss a custom service plan to best meet your needs, specific services related to this engagement that may be added on at your request are as follows:

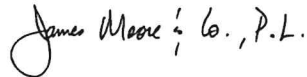
<u>Elective Add-on Service</u>	<u>Fee</u>
Presentation to Elected Officials – In Person	\$1,000 + travel costs + travel time at \$100/hour
Presentation to Elected Officials – Remote	\$750
Project Accounting & Reporting – Accounting & Final Report	\$7,500
Project Accounting & Reporting – Interim Report	\$2,000 each

This engagement letter may be terminated by either party for noncompliance with the terms as noted in this engagement letter. The parties will provide 60 days’ notice of their intention to terminate the engagement. If work has been partially completed toward an identified milestone at the time of termination, a final billing shall be made based on the amount of actual time incurred.

You agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney’s fees, resulting from management’s knowing misrepresentations to us.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our proposal. If you have any questions, please let us know. If you agree with the terms of our proposal as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



JAMES MOORE & CO., P.L.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Pomona Park, Florida.

By: _____

Title: _____

Date: _____

Upcoming Pomona Park Event and Meeting Announcements:

April/May	
Good Friday 1/2 Day office	Friday, April 15, 2022
Community Clean Up	Saturday, April 23, 8-11
Beautification Meeting- Town Hall	Monday, May 2, 2022 6:00 pm
Town Council Meeting - Town Hall	Tuesday, May 10, 2022 6:00 pm
Founder's Day	Saturday, May 14, 2022 Time?

April 2022

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
					A.R.P.A. Town Council Meeting 9-11 am	
11	12	13	14	15	16	17
	Town Council Meeting 6pm			Good Friday 1/2 Day for Staff		EASTER
18	19	20	21	22	23	24
					Community Clean Up 8am	
25	26	27	28	29	30	

May 2022

MON	TUE	WED	THU	FRI	SAT	SUN
						1
2 Beautification Meeting 6pm Town Hall	3	4	5	6	7 First Saturday Breakfast	8 Mother's Day
9 Town Council Meeting 6:00pm	10	11	12	13	14 Founder's Day	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					