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INTER-OFFICE CORRESPONDENCE
MEMORANDUM NO. 2025-042

TO: Mayor Angelo Castillo
Members of the City Commission

CC: Charles F. Dodge, City Manager
Debra Rogers, City Clerk

FROM: Samuel S. Goren, City Attorney *SSG*

DATE: April 8, 2025

RE: City of Pembroke Pines ("City") / Broward League of Cities
("BLOC") Audit

At the April 2, 2025 meeting of the City Commission, the Mayor and City Commission commenced to publicly review and to consider the annual appointments of members from the City Commission for prospective membership on the 2025 BLOC in advance of the annual meeting of the BLOC to be conducted on June 7, 2025.

The Mayor and City Commission engaged in a discussion regarding the status of the City's current delegate, Commissioner Jay Schwartz, and the status of the several alternates from the Commission to the BLOC.

The Mayor provided to the Commission a document he received from Mary Lou Tighe, the Executive Director of the BLOC entitled "Board Meeting Attendance 2024-2025" attached hereto as Exhibit "A-1" for review by the City Commissioners. "Exhibit A-1" purports to reflect BLOC Board meetings including the attendance and absences of BLOC Board members for the meetings of September 5, 2024, November 7, 2024, January 9, 2025, February 6, 2025 and March 6, 2025. Attached as Exhibit A-2 is "Board Meeting Attendance 2024-2025" inclusive of this month's meeting which occurred on April 3, 2025.

Thereafter, the Mayor and Commission publicly directed the City Attorney to review the status of Commissioner Schwartz's attendance at BLOC Board meetings and to report his findings to the City Commission at the April 16, 2025 City Commission meeting. The City Attorney was further tasked with researching the applicable rules, policies and guidelines of the BLOC with appropriate documentation governing BLOC Board appointments currently in place and for potential future appointments to be made by the Mayor and City Commission at the April 16, 2025 Commission meeting.

Given the foregoing public assignment, the City Attorney commenced with good faith and with due diligence, to review the following documents and materials

provided to you, in addition to conferring with Mary Lou Tighe, the BLOC's Executive Director:

I. The Amended and Restated Bylaws of the BLOC, attached hereto as Exhibit "B".

Several provisions of same are worth noting, below.

- Article 5, Section 1 states that: '.... The business and property of the League shall be managed by a Board of Directors consisting of one Director from each member city...'
- Further, Article 5, Section 3, entitled "Alternate/Second Alternate board member" states that "...each member of the Board of Directors shall notify his or her alternate to attend board of director meetings when that voting member will not attend. The alternate shall have the right to participate and vote. In the event, the alternate cannot attend, the alternate shall not notify his or her second alternate to attend board of Director meetings when the alternate cannot attend. The second alternate shall have the right to participate and vote".
- Article 5, Section 4, states that "...an absent member of the Board of Directors may submit an excuse for such absence from a board of directors meeting. Any member of the Board of Directors who has three absences per year from regular Board of Directors meetings shall automatically be removed from said Board. The alternate member from that city shall assume the position of a member of the board of directors. The board of directors may request that the respective municipality appoint a new alternate".
- Article 5, Section 5, entitled 'Replacement of Directors' states that regardless of quorum requirements, it shall take 21 affirmative votes of the Board of Directors to request a municipality appoint a replacement Director.

II. Ms. Tighe also confirmed the following for the record:

The calendar for the 2024-2025 Board meetings as follows:

1. June, 2024: no meeting due to conflict with the Florida League of Cities meeting;
2. July and August 2024: The BLOC does not have board meetings during these months;
3. September 5, 2024: Plantation Preserve Golf Course and Club. The Minutes attached hereto as Exhibit "C";
4. October, 2024: No meeting due to Rosh Hashanah and a conflict with Florida League of Cities meeting;
5. November 7, 2024: El Mariachi Restaurant, Coral Springs, Florida. The Minutes are attached hereto as Exhibit "D";
6. December, 2024: No meeting due to conflict with Florida League of Cities meeting;
7. January 9, 2025: Nob Hill Hall, Sunrise Florida. The Minutes are attached hereto as Exhibit "E" ;
8. February 6, 2025: Hagen Park Community Center, Wilton Manors Florida. The Minutes are attached hereto as Exhibit "F";

9. March 6, 2025: Lauderdale Lakes Educational and Cultural Center at Lauderdale Lakes, Florida. The Minutes are attached as Exhibit "G";
10. April 3, 2025: Oceanic, Pompano Beach. Meeting minutes are not complete at this time;
11. May 1, 2025: the meeting will be held in the Town of Lauderdale by the Sea. Location to be determined; and,
12. June 5, 2025: the meeting will be held in the City of West Park. Location to be determined.

Ms. Tighe further confirmed that the Minutes from the April 4, 2025 meeting were not completed at the time of this preparation. The May and June 2025 meetings have yet to occur.

III. In my interview and discussions with Ms. Tighe, she also provided to me an example of the formal "Notice of Meeting" for the March 6, 2025 meeting, attached hereto as Exhibit "H".

Ms. Tighe also provided and confirmed to me the March 4, 2025 'Memorandum to City Clerks' attached hereto as Exhibit "I". The Memorandum expressly cites to the rules and requirements of the BLOC Bylaws wherein : '...each member of the Board of Directors shall notify his or her alternate to attend Board of Director meetings when that voting member will not attend. The alternate shall have the right to participate and vote. In the event, the alternate cannot attend, the alternate shall notify his or her second alternate to attend Board of Director meetings when the alternate cannot attend The Second Alternate shall have the right to participate and vote...'.

Ms. Tighe also provided to me the email form and format that Deputy Executive Director Sely Cochrane routinely sends to all BLOC Directors for each Board meeting, attached hereto as Exhibit "J". This email notification expressly requests an RSVP from the Board member or '....if you are not able to attend please forward this notice to your alternate...'.

Lastly, Ms. Tighe provided to me the confirmatory email notice attached hereto as Exhibit "K", sent to the City confirming the monthly distribution list for the Board of Directors Luncheon meetings and General Membership meetings, dated April 4, 2025.

We are happy to respond to your questions individually and in an offline mode, after your review of the foregoing.