



CITY OF TAMARAC
REGULAR CITY COMMISSION MEETING
City Hall - Commission Chambers
January 11, 2017

CALL TO ORDER:

7:00 p.m.

ROLL CALL:

PLEDGE OF ALLEGIANCE:

Commissioner Julie Fishman

Moment of Silence to Honor Dr. Martin Luther King Jr.

INTRODUCTION

1. PROCLAMATIONS AND PRESENTATIONS:

a. Dr. Martin Luther King Jr. Proclamation

Presentation of a proclamation by Mayor Harry Dressler honoring Dr. Martin Luther King Jr.
(Requested by Mayor Harry Dressler)

b. Presentation of Certificates of Appreciation to the Charter Board

Presentation of Certificates of Appreciation to the Charter Board Members by the Mayor and Commission.

c. Presentation of Certificates Recognizing the 9U Cougars Team and 13U Cougars Cheerleading Group

Presentation of Certificates by the Mayor and Commission to the 9U Cougars Football Team as AYFL Super Bowl participants and the 13U Cougars Cheerleading Group for making it to the State Regional Semi Finals

d. Arbor Day Proclamation

Presentation of a proclamation by Mayor Harry Dressler proclaiming January 20, 2106 as "Arbor Day". (Requested by Public Services Director Jack Strain)

2. CITY COMMISSION REPORTS

a. Commissioner Bolton

b. Commissioner Gomez

c. Commissioner Fishman

d. Vice Mayor Placko

e. Mayor Dressler

3. CITY ATTORNEY REPORT

4. CITY MANAGER REPORT

5. PUBLIC PARTICIPATION

Any member of the public may speak to any issue that is not agendaized for public hearing at this meeting. Speakers will be limited to three minutes during this item and at public hearings. There will be a thirty (30) minute aggregate time limit for this item, and speakers are encouraged to sign up in advance with the City Clerk prior to their participation.

When an issue has been designated as quasi-judicial, public remarks shall only be heard during a quasi-judicial hearing that has been properly noticed for that matter.

ANNOUNCEMENT OF TIME ALLOCATIONS-MOTIONS TO TABLE

The Chair at this time will announce those items that have been given a specific time to be heard, and will entertain motions from the Commission members to table those items that require research. The Commission may agendaize by majority consent matters of an urgent nature which have come to the Commission's attention after publication.

6. CONSENT AGENDA

Items listed under Consent Agenda are viewed to be routine and the recommendation will be enacted by ONE MOTION in the form listed below. If discussion is desired, then, in accordance with Resolution 2003-15, Sec. 4.5, the item(s) will be removed from the Consent Agenda and will be considered separately.

a. Approval of the December 14, 2016 Regular Commission Meeting Minutes

Approval of the December 14, 2016 Regular Commission Meeting Minutes

b. TR12872 - Co-op Contract for Temp Labor

A Resolution of the City Commission of the City of Tamarac, Florida authorizing the appropriate City Staff to select, approve, and award the purchase of temporary labor services utilizing the Southeast Florida Governmental Purchasing Cooperative (Bid Number 13-D-140F), through the City of Coral Springs including Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services, Albion Staffing Solutions, and Alpha 1 Staffing; authorizing expenditures for Temporary Labor Services for canal maintenance workers, pressure cleaning, and temporary labor in an amount not to exceed \$210,000.00 annually from the appropriate accounts; providing for conflicts; providing for severability; and providing for an effective date.

Commission District(s): Citywide

c. TR12885 - Amending Charitable Entities

A Resolution of the City Commission of the City of Tamarac, Florida, amending Resolution R-2016-10, by specifically adding to and deleting from the list of charitable entities with whom the City of Tamarac recognizes a formally approved relationship; providing for an Amended Exhibit "A", attached hereto and incorporated herein, as may be amended from time to time, for the expressed

purpose of compliance with Section 1-19(c)(5)(a)(4) of the Broward County Code of Ordinances; providing for conflicts; providing for severability and providing for an effective date.

Commission District(s): Citywide

d. TR12896 - Ronald L. Book - Agreement Renewal Amendment #14

A Resolution of the City Commission of the City of Tamarac, Florida approving Amendment #14 to the agreement between the City of Tamarac and Ronald L. Book, P.A., for lobbying services, extending the Agreement for one year through January 26, 2018, at a cost not to exceed fifty-nine thousand four hundred dollars (\$59,400) per year; authorizing the appropriate City Officials to execute the amendment to the agreement for lobbying services; providing for conflicts; providing for severability and providing for an effective date.

e. TR12897: Zoning in Progress – Cultivation, Processing, Dispensing or Retail Sale of Cannabis

A Resolution of the City Commission of the City of Tamarac, Florida, confirming and ratifying the City Manager's Administrative Order dated December 13, 2016, attached hereto as Exhibit "1" and incorporated herein, declaring Zoning in Progress and prohibiting the submission, processing, approval or issuance of any new licenses, business tax receipts, development orders or permits for any use that involves the cultivation, processing, dispensing or retail sale of cannabis within the City of Tamarac, in accordance with Chapter 24, Article II, Division 6, Section 24-91 of the City of Tamarac Code of Ordinances; authorizing and directing the City Manager to undertake study and review of the City's regulations relating to the number and locations of uses that involve the cultivation, processing, dispensing or retail sale of cannabis in the City of Tamarac; providing that upon the adoption of this resolution confirming the Administrative Order, no permits shall be issued for any use that involves the cultivation, processing, dispensing or retail sale of cannabis during the time period covered by this Resolution; providing for conflicts; providing for severability; and providing for an effective date.

Commission District(s): Citywide

7. REGULAR AGENDA

8. ORDINANCE(S) - FIRST READING

9. PUBLIC HEARING(S)

10. ORDINANCE(S) - SECOND READING

a. TO2353 - Woodmont Country Club - Restated Development Agreement

TO2353 - Woodmont Country Club - Restated Development Agreement - *Back Up forthcoming*

11. QUASI-JUDICIAL HEARING(S)

a. TR12881 - Woodmont Country Club - Major Revised Site Plan

A Resolution of the City Commission of the City of Tamarac, Florida, granting Major Revised Site Plan approval (with conditions) to allow for the approval of Phase I of the Woodmont Country Club Master Development Plan to allow for the development of a new 15,031 square foot clubhouse with an ancillary 7,202 square foot cart barn with associated parking and pool; for the subject property located at 7801 NW 80 Avenue, Tamarac, Florida (Parcel A of the Woodmont Recreation Complex, according to the Plat thereof, as recorded in Plat Book 91, Page 49, public records of Broward County, Florida) (Case No. 33-sp-14); providing for conflicts; providing for severability; and providing for an effective date.

**DEFERRED FROM THE NOVEMBER 9, 2016 MEETING
CONTINUED FROM THE DECEMBER 14, 2016 MEETING**

Commission District(s): District 4

12. OTHER

The City Commission may consider and act upon such other business as may come before it. In the event this agenda must be revised, such revised copies will be available to the public at the City Commission meeting.

Pursuant to Chapter 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing, he 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 based.

The City of Tamarac complies with the provisions of the Americans with Disabilities Act. If you are a disabled person requiring any accommodations or assistance, please notify the City Clerk's Office at (954) 597-3505 of such need at least 48 hours (2 days) in advance. Additionally, if you are hearing or speech impaired and need assistance, you may contact the Florida Relay Service at either of the following numbers: 1-800-955-8770 or 1-800-955-8771.

A handwritten signature in blue ink, reading "Patricia Teufel". The signature is fluid and cursive, with the first name "Patricia" and last name "Teufel" clearly distinguishable.

Patricia Teufel, CMC
City Clerk



Title - 7:00 p.m.

7:00 p.m.



Title - Commissioner Julie Fishman

Commissioner Julie Fishman



Title - Moment of Silence to Honor Dr. Martin Luther King Jr.

Moment of Silence to Honor Dr. Martin Luther King Jr.



Title - Dr. Martin Luther King Jr. Proclamation

Presentation of a proclamation by Mayor Harry Dressler honoring Dr. Martin Luther King Jr.
(Requested by Mayor Harry Dressler)

ATTACHMENTS:

Description	Upload Date	Type
□ Dr. Martin Luther King Jr. Proclamation	1/6/2017	Proclamation



Requested by Mayor Harry Dressler

WHEREAS, Dr. Martin Luther King Jr., was born in Atlanta, Georgia on January 15, 1929, and became one of the most visible advocates of nonviolence and direct action as positive methods for social change; and

WHEREAS, in 1955 Dr. Martin Luther King Jr. was elected president of the newly-formed Montgomery Improvement Association where he gained national prominence for his role in the campaign against segregation on public buses, and he was a founder and President of the Southern Christian Leadership Conference (SCLC) from 1957 to 1968 supporting the student movement against segregation; and

WHEREAS, in the spring of 1963, due to Dr. Martin Luther King Jr.'s influence and leadership, President Kennedy submitted broad civil rights legislation to Congress, which led to the passage of the Civil Rights Act of 1964; and

WHEREAS, Dr. Martin Luther King Jr.'s mass demonstrations culminated with the March on Washington for Jobs and Freedom on August 28, 1963 at which time Dr. King gave his most famous "I Have a Dream" speech; and

WHEREAS, Dr. Martin Luther King Jr. was selected Time magazine's Man of the Year in 1963 and was awarded the Nobel Peace Prize in 1964; and

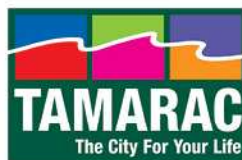
WHEREAS, while supporting striking sanitation workers in Memphis, Tennessee on April 3, 1968, Dr. Martin Luther King Jr. delivered his final address "I've Been to the Mountaintop" - the next day, Dr. Martin Luther King Jr. was assassinated.

NOW, THEREFORE, I, Harry Dressler Mayor of the City of Tamarac, Broward County, Florida, hereby honor and remember

"DR. MARTIN LUTHER KING JR."

for his concept of 'somebodiness' which symbolized the celebration of human worth and gave black and poor people hope and a sense of dignity. Dr. King's philosophy of nonviolent direct action and his strategies for rational and non-destructive social change galvanized the conscience of this nation and reordered its priorities. Dr. King's wisdom, words, actions, commitment, and his dream for a new way of life are indelibly intertwined with the American experience.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Tamarac to be affixed this 11th day of January 2017.



Harry Dressler

Harry Dressler, Mayor





Title - Presentation of Certificates of Appreciation to the Charter Board

Presentation of Certificates of Appreciation to the Charter Board Members by the Mayor and Commission.



Title - Presentation of Certificates Recognizing the 9U Cougars Team and 13U Cougars Cheerleading Group

Presentation of Certificates by the Mayor and Commission to the 9U Cougars Football Team as AYFL Super Bowl participants and the 13U Cougars Cheerleading Group for making it to the State Regional Semi Finals



Title - Arbor Day Proclamation

Presentation of a proclamation by Mayor Harry Dressler proclaiming January 20, 2106 as "Arbor Day". (Requested by Public Services Director Jack Strain)

ATTACHMENTS:

Description	Upload Date	Type
▣ Arbor Day Proclamation	12/7/2016	Proclamation



Requested by Public Services Director Jack Strain

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called "Arbor Day", was first observed with the planting of more than a million trees in Nebraska, and is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean air, produce life-giving oxygen, and provide a habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property value, enhance the economic vitality of business areas, and beautify our community, and are a source of joy and spiritual renewal; and

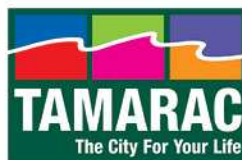
WHEREAS, the City of Tamarac has been recognized as a Tree City USA for the past 24 years by the National Arbor Day Foundation and Tamarac desires to continue its tree planting program.

NOW, THEREFORE, I, Harry Dressler, Mayor of the City of Tamarac, Broward County, Florida, hereby proclaim January 20, 2017 as

"ARBOR DAY"

in the City of Tamarac and urge all residents and citizens of Tamarac to support efforts to protect our trees and woodlands, and to plant trees to bring joy to the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Tamarac to be affixed this 11th day of January 2017.



Harry Dressler

Harry Dressler, Mayor



Title - Approval of the December 14, 2016 Regular Commission Meeting Minutes

Approval of the December 14, 2016 Regular Commission Meeting Minutes



Title - TR12872 - Co-op Contract for Temp Labor

A Resolution of the City Commission of the City of Tamarac, Florida authorizing the appropriate City Staff to select, approve, and award the purchase of temporary labor services utilizing the Southeast Florida Governmental Purchasing Cooperative (Bid Number 13-D-140F), through the City of Coral Springs including Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services, Albion Staffing Solutions, and Alpha 1 Staffing; authorizing expenditures for Temporary Labor Services for canal maintenance workers, pressure cleaning, and temporary labor in an amount not to exceed \$210,000.00 annually from the appropriate accounts; providing for conflicts; providing for severability; and providing for an effective date.

Commission District(s):

Citywide

ATTACHMENTS:


Description	Upload Date	Type
▣ TR 12872 Memo	1/4/2017	Cover Memo
▣ TR 12872 Reso	1/4/2017	Resolution
▣ TR 12872 EXHIBIT 1 - SE FL COOP	12/28/2016	Exhibit

CITY OF TAMARAC
INTEROFFICE MEMORANDUM
PUBLIC SERVICES DEPARTMENT

TO: Michael C. Cernech, City Manager

DATE: January 4, 2017

THRU: Jack Strain, Director of Public
Services 

FROM: Troy Gies, Budget and Contracts
Manager 

RE: Temp. Reso. #12872 Temporary
Labor Utilizing Southeast Florida
Purchasing Group Agreement 13-D-
140F – Agenda January 11, 2017

Recommendation:

I recommend the City Commission authorize the appropriate City Officials to approve the purchase of temporary labor services used by Public Services not to exceed \$210,000.00 annually; and to select, approve, and award the purchase of temporary labor services to the following vendors utilizing the Southeast Florida Governmental Purchasing Cooperative (Bid Number 13-D-140F), through the City of Coral Springs including Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services, Albion Staffing Solutions, and Alpha 1 Staffing, and that this item be placed on the January 11, 2017 Commission Agenda.

Issue:

Approval of the purchase of temporary labor services used by Public Services utilizing the Agreement between Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services and the Southeast Florida Governmental Purchasing Cooperative Bid Number 13-D-140F, through the City of Coral Springs.

Background:

The City of Tamarac is responsible for the care, maintenance and appearance of the canals, waterways, sidewalks, curbs, and medians within its boundaries. To this end, the City has established the following maintenance programs.

Canals & Waterways: The City of Tamarac is responsible for the care and maintenance of canals and waterways within its boundaries. Due to the tropical conditions, the canals and waterways require additional maintenance due to the amount of precipitation and the increased rate of growth of aquatic plants. Shallow areas are especially subject to excess aquatic vegetation which cannot be reached by the vegetation harvester, and the rate of growth exceeds legal limits of chemical treatment; therefore, vegetation in shallow areas must be removed by hand.

Additional labor is required to address heavy aquatic weed growth in order to maintain adequate drainage and appearance of the canals. City staff deemed it prudent to utilize temporary staff to avoid disrupting Stormwater staff from performing daily tasks and emergency work; and, to prevent the need to hire additional full-time staff to address seasonal tasks. Furthermore, the use of temporary labor allows for adjustment of staffing based on conditions, such as a delayed rainy season or unusually high weed growth.

Curbs, Sidewalks, and Medians Pressure Cleaning: The City of Tamarac established a program in FY 2014 to provide pressure cleaning of all curbs, sidewalks, and medians along City streets within City limits. The purpose of the program is to improve the aesthetic appearance of the City by removing built-up dirt. The areas to be cleaned by this program include the following:

Approximate amount of Curbs, Sidewalks, and Medians within City Limits*

Curbing along streets within City limits

430,000 linear feet of curbing

Medians along streets within City limits

150,000 sq. ft. of concrete medians

250,000 sq. ft. of pavers in medians

Total of nearly 400,000 sq. ft. of medians with hard surface

Sidewalks along streets within City limits

1,200,000 sq. ft. of sidewalks along primary roads

(Primary Roads include: Hiatus Road, Nob Hill Road, Pine Island Road, University Drive, Rock Island Road, Southgate Blvd., McNab Road, Commercial Blvd., 441/SR7)

2,000,000 sq. ft. of sidewalks along secondary (residential) roads

(Secondary Roads are all other residential streets within City limits, excluding privately maintained streets and roadways)

Total of nearly 3,200,000 sq. ft. of sidewalks along public rights-of-way

*All pressure cleaning of curbs, sidewalks, and medians occurs along streets within City limits excluding privately maintained streets and roadways.

In FY 2013, the City began evaluating a new program to provide pressure cleaning of City curbs, sidewalks, and medians. City staff reviewed practices of other Broward County Cities, evaluated budgetary impact, including, but not limited to, labor and equipment costs, and determined it would be feasible to initiate the program with moderate operating costs.

A pilot program began in October 2013 with a single team in order to determine the feasibility, efficacy, and output of a single team in performing the necessary tasks. That team was comprised of one full-time employee and two temporary laborers.

The Public Services Department monitored the production of the single team for approximately three months to determine the rate of production. After analyzing the rate of production and the area to be maintained, it was determined that two (2) additional teams would be needed to effectively provide for the ongoing pressure cleaning of the City's curbs, sidewalks, and medians.

Via Resolution R-2014-16, dated February 12, 2014, the City Commission of the City of Tamarac authorized the acquisition of the equipment needed to expand the program. The additional equipment included two additional trucks and two pressure washer units. Additionally, at this time, the City opted to utilize two (2) additional full-time employees (Groundskeeper I), and utilize four (4) additional temporary laborers. The two (2) additional teams were added in June of 2014.

City staff initially utilized a State of Florida Contract (Agreement #991-460-07-1) to secure temporary labor services. The State of Florida allowed this contract to expire and did not renew or rebid the temporary labor services that would have met the needs of the City.

City staff reviewed options and determined the Southeast Florida Governmental Purchasing Cooperative had an Agreement in place (Bid Number 13-D-140F) that would meet the City's needs and requirements. The bid awards blue collar labor employment services to three firms. The City researched and contacted all three firms to gauge the firms' respective ability to meet the demands and requirements of the City.

Due, in part, to the transient nature of temporary labor services and varying level of support from the temporary labor service providers, City staff determined it is prudent to utilize the potential vendor on a trial basis.

The City, based upon this research, determined that Pacesetter Personnel Services would be a suitable candidate to meet the City's needs. During the initial trial period, Pacesetter and the temporary employees performed satisfactorily. Therefore, City Staff propose to utilize Pacesetter for blue collar labor services inclusive of the initial two (2) year term and any subsequent renewal periods in which the terms and conditions of the original contract remain unchanged.

Public Services - Temporary Employee and Temporary Overlap Employees

The Public Services Department has experienced difficulty in filling several positions due to the quality and quantity of candidates applying. Although the Department desires to maintain the current expectations for skills, knowledge, and experience, the Department also has a need for the additional labor to maintain operations and provide essential services. Therefore, during the prolonged process of filling these positions and/or prolonged absences, the Department may make use of temporary staffing services. Based upon past experience and to allow for the expedient placement of temporary labor, the Department is seeking prior approval for the equivalent of up to two (2) temporary laborers for 26 weeks for this purpose. The estimated cost of such temporary employees shall not exceed \$30,000 annually. The use of temporary employees for this purpose shall require City Manager approval per the City of Tamarac Personnel Manual Sections 8.03 and 8.04.

Contract Summary (SE Florida Cooperative):

Contract Title: Southeast Florida Governmental Purchasing Cooperative (Bid Number 13-D-140F), through the City of Coral Springs
Vendor(s): Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services
Albion Staffing Solutions, and
Alpha 1 Staffing
Effective Dates: October 15, 2015 through October 14, 2017
Contract Term: Two (2) year term
One (1) additional two (2) year renewal options

All temporary employees used by the City of Tamarac are subject to background checks prior to placement in any position.

Fiscal Impact

The Fiscal Year 2017 Adopted Budget includes \$55,000.00 for the Stormwater Division in Account Number 410-5050-538.34-01; \$125,000.00 for the Grounds Maintenance Division in Account 001-5090-541.34-01 for temporary labor services; and \$30,000.00 for temporary employees or temporary overlap employees; for an annual total expenditure not to exceed \$210,000.00.

The starting range for the temporary labor is approximately \$10.92 – 11.67 per hour and the approximate cost of a full-time employee (Groundskeeper I) is approximately \$21.17 including salary and benefits.

CITY OF TAMARAC, FLORIDA

RESOLUTION NO. R-2017_____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA AUTHORIZING THE APPROPRIATE CITY STAFF TO SELECT, APPROVE, AND AWARD THE PURCHASE OF TEMPORARY LABOR SERVICES UTILIZING THE SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE (BID NUMBER 13-D-140F), THROUGH THE CITY OF CORAL SPRINGS INCLUDING TAMPA SERVICE CO., INC. D/B/A PACESETTER PERSONNEL SERVICES, ALBION STAFFING SOLUTIONS, AND ALPHA 1 STAFFING; AUTHORIZING EXPENDITURES FOR TEMPORARY LABOR SERVICES FOR CANAL MAINTENANCE WORKERS, PRESSURE CLEANING, AND TEMPORARY LABOR IN AN AMOUNT NOT TO EXCEED \$210,000.00 ANNUALLY FROM THE APPROPRIATE ACCOUNTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Tamarac is responsible for the care, maintenance and appearance of the canals, waterways, sidewalks, curbs, and medians within its boundaries; and

WHEREAS, the Public Services Department utilizes temporary labor services that were needed to provide for continuity of City services for short periods of time for a seasonal project to provide removal of debris and excess aquatic vegetation from the City's canals and drainage areas; and

WHEREAS, temporary labor is utilized to improve the appearance of City-owned sidewalks and medians in the program to pressure wash these areas within the City; and

WHEREAS, temporary labor is utilized to fill budgeted positions during prolonged absences and hiring processes to ensure provision of essential services; and

WHEREAS, the Southeast Florida Governmental Purchasing Cooperative awarded Contract #13-D-140F for Temporary Employment Staffing Services to Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services, Albion Staffing Solutions, and Alpha 1 Staffing; a copy of the Bid No. 13-D-140F is attached hereto as "Exhibit 1", incorporated herein and made a specific part of this Resolution; and

WHEREAS, City of Tamarac Code, §6-148(d) allows the Purchasing Officer the authority to waive purchasing procedures and purchase goods and services by participating contracts under a cooperative purchasing program with other governmental agencies; and

WHEREAS, the Director of Public Services, Director of Financial Services, and Purchasing and Contracts Manager have determined that it is in the City's best interest to authorize the annual expenditure not to exceed \$210,000.00 annually for temporary labor and staffing services utilizing the Southeast Florida Governmental Purchasing Cooperative (Bid Number 13-D-140F), through the City of Coral Springs including Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services, Albion Staffing Solutions, and Alpha 1 Staffing; and

WHEREAS, the City Commission of the City of Tamarac deems it to be in the City's best interest to authorize the annual expenditure not to exceed \$210,000.00 annually for temporary labor and staffing services utilizing the Southeast Florida Governmental Purchasing Cooperative (Bid Number 13-D-140F), through the City of Coral Springs including Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services,

Albion Staffing Solutions, and Alpha 1 Staffing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA THAT:

SECTION 1: The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof. All Exhibits attached hereto are incorporated herein and made a specific part of this Resolution.

SECTION 2: The City Commission of the City of Tamarac hereby authorizes the appropriate City Officials to select, approve, and award the purchase of temporary labor services utilizing the Southeast Florida Governmental Purchasing Cooperative (Bid Number 13-D-140F), through the City of Coral Springs including Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services, Albion Staffing Solutions, and Alpha 1 Staffing; and further authorizes expenditures for Temporary Labor Services for canal maintenance workers, pressure cleaning, and temporary labor in an amount not to exceed \$210,000.00 annually from the appropriate accounts

SECTION 3: That the appropriate City Officials are hereby authorized to extend or renew the Agreement with Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services for temporary labor services utilizing the Southeast Florida Governmental Purchasing Cooperative (Bid Number 13-D-140F), through the City of Coral Springs including Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services, Albion Staffing Solutions, and Alpha 1 Staffing.

SECTION 4: All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

SECTION 6: This Resolution shall become effective immediately upon its passage and adoption.

PASSED, ADOPTED AND APPROVED this _____ day of _____, 2017.

HARRY DRESSLER
MAYOR

ATTEST:

PATRICIA A. TEUFEL, CMC
CITY CLERK

I HEREBY CERTIFY that I have approved this RESOLUTION as to form.

SAMUEL GOREN
CITY ATTORNEY



Southeast Florida Governmental Purchasing Cooperative Group

CONTRACT AWARD

BID/RFP NO.:	13-D-140F
DESCRIPTION/TITLE:	Temporary Employment Services
INITIAL CONTRACT PERIOD:	10/15/13 – 10/14/15
FIRST RENEWAL:	10-15-15 – 10-14-17
TERM OF CONTRACT:	2 year term
	2 additional 2 year renewal option available

SECTION #1 - VENDOR AWARD

Multiple vendors – see award letters, agenda memo and tabulation attached.

Field Staff: Albion Staffing Solutions, Tampa Service Co., Inc. d/b/a Pacesetter

Office Staff: Albion Staffing Solutions, Alpha 1 Staffing

SECTION #2 – AWARD/BACKGROUND INFORMATION

Initial Award Date:	October 2, 2013
First Renewal Award Date:	September 21, 2015
Resolution/Agenda Item No.:	
Insurance Required:	<u> X </u> Yes <u> </u> No
Performance Bond Required:	<u> </u> Yes <u> X </u> No

SECTION #3 - PROCURING AGENCY

Agency Name:	City of Coral Springs
Agency Address:	9551 W Sample Road
	Coral Spring, FL 33065
Agency Contact:	Gail Dixon
Telephone:	954 344-1104
Facsimile:	954 344-1186
Email:	gdixon@coralsprings.org

**BID 13-D-140F
TEMPORARY EMPLOYMENT SERVICES FOR
S.E. FLORIDA GOVERNMENTAL PURCHASING
COOPERATIVE GROUP**

**PARTICIPATING AGENCIES
FOR RENEWAL PERIOD 10/15/15 – 10/14/17**

Coral Springs – Lead Agency

Boynton Beach

Coconut Creek

Cooper City

Dania Beach

Davie

Deerfield Beach

Ft. Lauderdale

Hallandale Beach

Hollywood

Lauderdale Lakes

Miami Gardens

Miramar

N. Palm Beach

Oakland Park

Sunrise

Tamarac

West Palm Beach

**City of Coral Springs
City Commission Meeting Agenda Item**

Meeting: September 16, 2015
Department: Financial Services
Initiated By: Gail Dixon

Summary Sheet

DOC ID: 4577

SUBJECT: Temporary Employment Services

PLACEMENT: Consent

REQUESTED ACTION: Request to renew the contract for Bid #13-D-140F for Temporary Employment Services for Blue Collar Positions to **Albion Staffing Solutions** of Miami, FL. and **Tampa Service Company Inc** of Houston, TX and the contract for Temporary Employment Services for White Collar Positions to **Albion Staffing Solutions** of Miami, FL and **Alpha 1 Staffing** of Miramar, FL from October 15, 2015 through October 14, 2017. The estimated annual expenditure is \$150,000. (REQUEST TO RENEW)

(INCLUDE CONTRACT START/TERM DATES)

**PROJECT REVIEWED BY
OR INCLUDED IN:**

ATTACHMENTS:

BACKGROUND / DESCRIPTION:

1. Using Department: City-Wide
2. Justification for Award Recommendation:

<u> X </u>	Most responsive and responsible Bidders
<u> </u>	Highest ranked Proposer
<u> </u>	Other:
3. Is this item in the adopted budget? X Yes No
4. Is this item in the CIP? Yes X No
5. Additional Information:

The Southeast Florida Governmental Purchasing Cooperative Group began approximately 23 years ago with a small group of Broward County cities. The Co-Op has grown to 46 entities from Broward, Miami-Dade, and Palm Beach Counties.

The Co-Op combines the buying power of the members on products or services purchased by most of the members to achieve the best available pricing under a term contract. The Co-Op also reduces time spend on bidding procedures and the quantity of bids that any individual Co-Op Agency would issue. A lead agency completes the bidding for all members that wish to participate in that product or service.

The City utilizes Temporary Employment Services in lieu of full-time staff or part-time personnel on a regular basis. The hourly rates are low and staff time is saved

**City of Coral Springs
Commission Meeting Agenda Item
Summary Sheet
Meeting: September 16, 2015**

Subject: Temporary Employment Services

processing applications and hiring personnel for temporary assignments. It also affords the opportunity to obtain personnel with only a 24 hour notice.

The City of Coral Springs is the lead agency for the Temporary Employment Services Contract, which was utilized by 21 of the Cooperative Agencies. The first two year renewal term of the contract will be utilized by 16 returning agencies and 3 new agencies in the tri-county area. Three vendors are selected for the Temporary Services Contract awards, as the work force available from each vendor varies. Multiple vendors also allow each Co-Op agency a better opportunity to find appropriate personnel.

A five percent increase in the hourly rates was requested, and is being recommended by staff. The recommended increase is due to the current more competitive labor market, two yearly increases in the Florida Minimum Wage and additional federally mandated health care expenses for insurance coverage provided by the vendors to their temporary work staff.

The Parks and Recreation Department has been the main user of the Blue Collar positions for custodial personnel, irrigation, and ground crews with great success. Code Enforcement, City Attorney's, and Public Works have utilized the contract for office assistants, senior office assistants, and maintenance workers. The quality and dependability of the temporary staff has been quite good, the savings substantial, and several have gone on to obtain full time employment with the City.

Examples of positions and hourly wages with the 5% increase is as follows:

Position	Vendor	Current Hourly Rate	5% Increase
Maintenance Worker	Albion Staffing	\$10.40	\$10.92
Lead Worker	Tampa Service Co	\$14.20	\$14.91
Office Assistant	Albion Staffing	\$11.56	\$12.13
Senior Office Assistant	Alpha 1 Staffing	\$13.44	\$14.11

The Purchasing Division recommends the renewal of the Temporary Employment Services contract to the listed vendors.

Copies to:

M. Heller, Director of Financial Services
S. Grant, Deputy City Manager
S. Whitacre, Deputy City Attorney
J. Hearn, City Attorney



September 21, 2015

Ms. Garrie Harris, President
Alpha 1 Staffing/Search Firm
3350 S.W. 148th Ave., Suite 220
Miramar, FL 33027

REFERENCE: Temporary Employment Services for Southeast Florida
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Ms. Harris:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of September 16, 2015, awarded the first two year renewal of the aforementioned Bid for *Office Personnel* to Alpha 1 Staffing/Search Firm. The term of this contract is for a period of two years commencing from October 15, 2015 through October 14, 2017 with one additional two-year renewal option available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The attached list of job positions along with the hourly rates are noted on the tab and these are the only items awarded to your firm under this contract. Any other positions or rates are outside of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources
Southeast Florida Governmental Purchasing Cooperative Group
Participating Members



September 21, 2015

Mr. Larry E. Kosta
Tampa Service Co., Inc.
d/b/a Pacesetter Personnel Services
129 Lismore St.
Hutto, TX 78634-5685

REFERENCE: Temporary Employment Services for Southeast Florida
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Mr. Kosta:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of September 21, 2015, awarded the first two year renewal of the aforementioned Bid for *Field Staff* to Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services. The term of this contract is for a period of two years commencing from October 15, 2015 through October 14, 2017 with one additional two-year renewal option available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The attached list of job positions and hourly rates are noted on the tab and are the only items awarded to your firm under this contract. Any other positions or rates are outside of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources
R. Engle, Director of Parks & Recreation
Southeast Florida Governmental Purchasing Cooperative Group
Participating Members



September 21, 2015

Mr. Andrew Titley, Managing Director
Albion Staffing Solutions, Inc.
2520 N.W. 97th Avenue, #110
Doral, Florida 33172

REFERENCE: Temporary Employment Services for Southeast Florida
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Mr. Titley:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of September 21, 2015, awarded the first two year renewal of the aforementioned Bid for *Field Staff & Office Personnel* to Albion Staffing Solutions, Inc. The term of this contract is for a period of two years commencing from October 15, 2015 through October 14, 2017 with one additional two-year renewal option available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The attached list of job positions along with the hourly rates are noted on the tab and these are the only items awarded to your firm under this contract. Any other positions or rates are outside of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources
Southeast Florida Governmental Purchasing Cooperative Group
Participating Members

**TEMPORARY EMPLOYMENT SERVICES FOR
S.E. FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE GROUP
BID NO. 13-D-140F
TABULATION**

TR 12872 - Exhibit 1

Vendor		Albion Staffing Solutions		Tampa Service Co., Inc.		Alpha 1 Staffing	
Contact		Maureen Santangelo		Larry Kosta		Garrie Harris	
Phone #		954.796.3336		512.474.4481		954.734.2744	
Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per	Total Price	Unit Price (Per Hr)	Total Price	Unit Price (Per Hr)
A. Blue Collar							
1	6,000	Custodian	\$11.43		\$11.60		
2	30,800	Maintenance Worker	\$10.92		\$11.60		
3	2,200	Lead Worker	\$12.47		\$14.91		
4	120	Water Plant Operator	\$27.72		\$31.24		
5	2,600	Facilities Technician	\$13.16		\$21.07		
6	7,100	Equipment Operator II	\$13.80		NB		
7	100	Inspector I	\$24.94		NB		
B. White Collar							
1	1,700	Receptionist	\$11.81			\$12.60	
2	7,750	Office Assistant	\$12.13			\$16.14	
3	4,320	Principal Office Assistant	\$12.47			\$14.43	
4	5,440	Sr. Office Assistant	\$14.11			\$14.43	
5	300	Permit Services Representative	\$13.12			\$13.86	
6	100	Legal Secretary	15.75			\$17.01	
7	540	Accounting Clerk I	\$15.75			\$16.59	
8	200	Accounting Assistant	\$18.37			\$14.70	
9	1,400	Accountant	\$23.62			\$17.01	
10	880	Information Services Technician	\$14.43			\$13.38	
11	1,040	Information Services Specialist	\$14.43			\$15.48	
12	3,040	Public Works Inspector	\$15.75			\$15.48	
13	800	Park Ranger	\$15.75			\$13.65	
14	40	Purchasing Assistant	\$13.12		\$	\$13.65	

The awarded vendors for Blue Collar positions are: Albion Staffing Solutions, and Tampa Service Co. The awarded vendors for White Collar positions are: Albion Staffing, and Alpha 1 Staffing.

Note, a 5% increase was given to all three vendors for all positions, with the exception of the Custodian and Maintenance worker positions with Pacesetter. Pacesetter had previously requested the Fla minimum wage increases which were granted. Therefore, those two positions, only received a 1.5% increase.



Southeast Florida Governmental Purchasing Cooperative Group

CONTRACT AWARD

BID/RFP NO.: 13-D-140F
DESCRIPTION/TITLE: Temporary Employment Services
CONTRACT PERIOD: 10/15/13 – 10/14/15
TERM OF CONTRACT: 2 year term
 2 additional 2 year renewal options available

SECTION #1 - VENDOR AWARD

Multiple vendors – see award letters, agenda memo and tabulation attached.

Field Staff: A & Associates, Albion Staffing Solutions, Tampa Service Co., Inc. d/b/a Pacesetter

Office Staff: A & Associates, Albion Staffing Solutions, Alpha 1 Staffing

SECTION #2 – AWARD/BACKGROUND INFORMATION

Award Date: October 2, 2013
Resolution/Agenda Item No.:
Insurance Required: ☒ Yes ☐ No
Performance Bond Required: ☐ Yes ☒ No

SECTION #3 - PROCURING AGENCY

Agency Name: City of Coral Springs
Agency Address: 9551 W Sample Road
 Coral Spring, FL 33065
Agency Contact: Gail Dixon
Telephone: 954 344-1104
Facsimile: 954 344-1186
Email: gdixon@coralsprings.org



October 3, 2013

Ms. Garrie Harris, President
Alpha 1 Staffing/Search Firm
3350 S.W. 148th Ave., Suite 220
Miramar, FL 33027

REFERENCE: Temporary Employment Services for Southeast Florida
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Ms. Harris:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of October 2, 2013, awarded a portion of the aforementioned Bid for *Office Personnel* to Alpha 1 Staffing/Search Firm. The term of this contract is for a period of two years commencing from October 15, 2013 through October 14, 2015 with two additional two-year renewal options available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources
Southeast Florida Governmental Purchasing Cooperative Group
Participating Members



October 3, 2013

Mr. Larry E. Kosta
Tampa Service Co., Inc.
d/b/a Pacesetter Personnel Services
120 Mountain Laurel Way
Austin, TX 78737

REFERENCE: Temporary Employment Services for Southeast Florida
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Mr. Kosta:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of October 2, 2013, awarded a portion of the aforementioned Bid for *Field Staff* to Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services. The term of this contract is for a period of two years commencing from October 15, 2013 through October 14, 2015 with two additional two-year renewal options available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources
R. Engle, Director of Parks & Recreation
Southeast Florida Governmental Purchasing Cooperative Group
Participating Members



October 3, 2013

Mr. Andrew Titley, Managing Director
Albion Staffing Solutions, Inc.
2520 N.W. 97th Avenue, #110
Doral, Florida 33172

REFERENCE: Temporary Employment Services for Southeast Florida
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Mr. Titley:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of October 2, 2013, awarded a portion of the aforementioned Bid for *Field Staff & Office Personnel* to Albion Staffing Solutions, Inc. The term of this contract is for a period of two years commencing from October 15, 2013 through October 14, 2015 with two additional two-year renewal options available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources
Southeast Florida Governmental Purchasing Cooperative Group
Participating Members



October 3, 2013

Ms. Evelyn Looney
A & Associates,
8144 Okeechobee Blvd.
West Palm Beach, FL 33411

REFERENCE: Temporary Employment Services for Southeast Florida
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Ms. Looney:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of October 2, 2013, awarded a portion of the aforementioned Bid for *Field Staff & Office Personnel* to A & Associates. The term of this contract is for a period of two years commencing from October 15, 2013 through October 14, 2015 with two additional two-year renewal options available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources
Southeast Florida Governmental Purchasing Cooperative Group
Participating Members

**City of Coral Springs
City Commission Meeting Agenda Item**

Meeting: October 2, 2013
Department: Financial Services
Initiated By: Gail Dixon

Summary Sheet

DOC ID: 3625

SUBJECT: Temporary Employment Services

PRIORITY: Consent – Financial Health & Economic Development

**REQUESTED ACTION:
(INCLUDE CONTRACT** Request to award the contract Bid #13-D-140F for Temporary Employment Services for Blue Collar Positions to **A & Associates** of West Palm Beach, FL, **Albion Staffing Solutions** of Miami, FL, and **Tampa Service Company Inc.** of Houston, TX and the contract for Temporary Employment Services for White Collar Positions to **A & Associates** of West Palm Beach, FL, to **Albion Staffing Solutions** of Miami, FL, and **Alpha 1 Staffing** of Miramar, FL from October 15, 2013 through October 14, 2015. The estimated annual expenditure is \$45,000. (REQUEST TO AWARD)

START/TERM DATES)

**PROJECT REVIEWED BY
OR INCLUDED IN:**

ATTACHMENTS: #1 – Bid Tabulation

BACKGROUND / DESCRIPTION:

1. Using Department: City-Wide
2. Justification for Award Recommendation:
☒ Most responsive and responsible Bidders
☐ Highest ranked Proposer
☐ Other: _____
3. Is this item in the adopted budget? ☒ Yes ☐ No
4. Is this item in the CIP? ☐ Yes ☒ No
5. Insurance: ☒ Approved
☐ N/A
6. Additional Information:

The Southeast Florida Governmental Purchasing Cooperative Group began approximately 21 years ago with a small group of Broward County cities. The Co-op has grown to 46 entities from Dade, Broward, and Palm Beach Counties.

City of Coral Springs
Commission Meeting Agenda Item
Summary Sheet
Meeting: October 2, 2013

Subject: Temporary Employment Services

The Co-op combines the buying power of the members on products or services purchased by most of the members to achieve the best available pricing under a term contract. The Co-Op also reduces time spent on bidding procedures and the quantity of bids that any individual Co-Op Agency would issue. A lead agency completes the bidding for all members that wish to participate in that product or service.

The City utilizes Temporary Employment Services in lieu of full-time staff or part-time personnel on a regular basis. The hourly rates are low and staff time is saved processing applications and hiring personnel for Temporary Assignments. It also affords the opportunity to obtain personnel with 24 hour notice.

The City of Coral Springs is the lead agency for the Temporary Employment Services Contract, which was utilized by 18 of the Cooperative agencies covering Palm Beach, Broward, and Miami-Dade counties. This new Temporary Employment Services bid will be utilized by 27 agencies in the tri-county area. Multiple vendors are selected for the Temporary Services Contract award, as the workforce available from each vendor will vary. Multiple vendors also allow each Co-Op agency a better opportunity to find appropriate personnel.

The Parks and Recreation Department has been the main user of the Field Staff Temporary Services Contract for janitorial personnel, irrigation, and ground crews with great success. The quality and dependability of the temporary staff has been quite good and the savings substantial. Other Departments utilizing the contract this year included the City Manager's Office, City Attorney's Office, Code Enforcement, Community Development, Public Works, and Utilities Division for positions such as receptionists, office assistants, and maintenance workers.

The second low bidder, JAG Professional Resources was considered non-responsive. They have no staffed offices within the tri-county area as per the bid requirements. They also do not have any local references as per the bid requirements.

Examples of positions and hourly wages are as follows:

Position	Vendor	Hourly Rate	Vendor	Hourly Rate
Maintenance Worker	A & Associates	\$10.25	Albion Staffing	\$10.40
Lead Worker	A & Associates	\$10.65	Albion Staffing	\$11.88
Office Assistant	A & Associates	\$12.50	Albion Staffing	\$11.56
Legal Secretary	A & Associates	\$16.00	Alpha 1 Staffing	\$16.20
IS Technician	Albion Staffing	\$13.75	Alpha 1 Staffing	\$12.75

The Purchasing Division recommends the award of the Temporary Employment Services contract to the above listed Bidders.

**City of Coral Springs
Commission Meeting Agenda Item
Summary Sheet
Meeting: October 2, 2013**

Subject: Temporary Employment Services

Copies to:

M. Heller, Director of Financial Services
J. Hearn, City Attorney
D. Pazdra, Human Resources Director

**TEMPORARY EMPLOYMENT SERVICES FOR
S.E. FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE GROUP
BID NO. 13-D-140F
TABULATION**

TP 12872 Exhibit 1

		Vendor	A & Associates		Tampa Service Co., Inc.		CareersUSA Inc.	
		Contact	Evelyn Looney		Larry Kostia		Jennifer Johnson	
		Phone #	561 533-5303		512 474-4481		561 826-2905	
Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr.)	Total Price
A. Blue Collar								
1	6,000	Custodian	\$10.25	\$61,500.00	\$11.06	\$ 66,360.00	\$12.13	\$72,780.00
2	30,800	Maintenance Worker	\$10.25	\$315,700.00	\$11.06	\$340,648.00	\$14.16	\$436,128.00
3	2,200	Lead Worker	\$10.65	\$23,430.00	\$14.20	\$ 31,240.00	\$14.66	\$32,252.00
4	120	Water Plant Operator	\$18.75	\$2,250.00	\$28.40	\$ 3,408.00	\$17.19	\$2,062.80
5	2,600	Facilities Technician	\$11.00	\$28,600.00	\$19.17	\$ 49,842.00	\$17.19	\$44,694.00
6	7,100	Equipment Operator II	\$12.50	\$88,750.00	NB	\$	\$14.66	\$104,086.00
7	100	Inspector I	\$15.00	\$1,500.00	NB	\$	\$14.66	\$1,466.00
Subtotal (Blue Collar):				\$521,730.00		\$491,498.00		\$693,468.80
B. White Collar								
1	1,700	Receptionist	\$10.00	\$17,000.00	\$14.20	\$ 24,140.00	\$12.88	\$21,896.00
2	7,750	Office Assistant	\$12.50	\$96,875.00	\$17.04	\$13,206.00	\$14.09	\$109,197.50
3	4,320	Principal Office Assistant	\$11.88	\$51,321.60	\$19.88	\$ 85,881.60	\$16.50	\$71,280.00
4	5,440	Sr. Office Assistant	\$12.75	\$69,360.00	\$26.98	\$146,771.20	\$18.92	\$102,924.80
5	300	Permit Services Representative	\$12.50	\$3,750.00	NB	\$	\$16.50	\$4,950.00
6	100	Legal Secretary	\$16.00	\$1,600.00	NB	\$	\$20.13	\$2,013.00
7	540	Accounting Clerk I	\$13.00	\$7,020.00	NB	\$	\$14.09	\$7,608.60
8	200	Accounting Assistant	\$12.00	\$2,400.00	NB	\$	\$16.50	\$3,300.00
9	1,400	Accountant	\$20.00	\$28,000.00	NB	\$	\$23.85	\$33,390.00
10	880	Information Services Technician	\$13.50	\$11,880.00	NB	\$	\$20.13	\$17,714.40
11	1,040	Information Services Specialist	\$14.50	\$15,080.00	NB	\$	\$23.76	\$24,710.40
12	3,040	Public Works Inspector	\$12.50	\$38,000.00	NB	\$	\$17.19	\$52,257.60
13	800	Park Ranger	\$12.50	\$10,000.00	NB	\$	\$19.72	\$15,776.00
14	40	Purchasing Assistant	\$12.50	\$500.00	NB	\$	\$18.92	\$756.80
Subtotal (White Collar):				\$352,786.60		\$269,998.80		\$467,775.10
Total (Blue and White Collar):				\$874,516.60		\$761,496.80		\$1,161,243.90

Vendor		JAG Professional Resources	Albion Staffing Solutions	Adecco USA, Inc.				
Contact		Crystal Jones	Maureen Santangelo	Jennifer Kochilaris				
Phone #		866 466-6186 ext. 925	954 796-3336	941 373-6900				
Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr)	Total Price		
A. Blue Collar								
1	6,000	Custodian	\$10.15	\$60,900.00	\$10.89	\$65,340.00	\$15.62	\$93,720.00
2	30,800	Maintenance Worker	\$10.15	\$312,620.00	\$10.40	\$320,320.00	\$14.20	\$437,360.00
3	2,200	Lead Worker	\$14.00	\$30,800.00	\$11.88	\$26,136.00	\$15.62	\$34,364.00
4	120	Water Plant Operator	\$21.63	\$2,595.60	\$26.40	\$3,168.00	NB	NB
5	2,600	Facilities Technician	\$18.25	\$47,450.00	\$12.54	\$32,604.00	\$16.33	\$42,458.00
6	7,100	Equipment Operator II	\$17.00	\$120,700.00	\$13.20	\$93,720.00	NB	NB
7	100	Inspector I	\$18.00	\$1,800.00	\$23.76	\$2,376.00	\$19.88	\$1,988.00
Subtotal (Blue Collar):				\$576,865.60		\$543,664.00		\$609,890.00
B. White Collar								
1	1,700	Receptionist	\$9.45	\$16,065.00	\$11.25	\$19,125.00	\$16.68	\$28,356.00
2	7,750	Office Assistant	\$9.45	\$73,237.50	\$11.56	\$89,609.00	\$15.29	\$118,497.50
3	4,320	Principal Office Assistant	\$10.45	\$45,144.00	\$11.88	\$51,321.60	\$14.60	\$63,072.00
4	5,440	Sr. Office Assistant	\$11.45	\$62,288.00	\$13.44	\$73,113.60	\$15.99	\$86,985.60
5	300	Permit Services Representative	\$14.00	\$4,200.00	\$12.50	\$3,750.00	\$16.68	\$5,004.00
6	100	Legal Secretary	\$14.25	\$1,425.00	\$15.00	\$1,500.00	\$22.24	\$2,224.00
7	540	Accounting Clerk I	\$11.00	\$5,940.00	\$15.00	\$8,100.00	\$16.68	\$9,007.00
8	200	Accounting Assistant	\$12.00	\$2,400.00	\$17.50	\$3,500.00	\$18.07	\$ 3,614.00
9	1,400	Accountant	\$17.90	\$25,060.00	\$22.50	\$31,500.00	\$26.10	\$36,540.00
10	880	Information Services Technician	\$18.00	\$15,840.00	\$13.75	\$12,100.00	\$26.10	\$22,968.00
11	1,040	Information Services Specialist	\$22.00	\$22,880.00	\$13.75	\$14,300.00	\$36.25	\$37,700.00
12	3,040	Public Works Inspector	\$24.00	\$72,960.00	\$15.00	\$45,600.00	NB	NB
13	800	Park Ranger	\$15.40	\$12,320.00	\$15.00	\$12,000.00	NB	NB
14	40	Purchasing Assistant	\$12.00	\$480.00	\$12.50	\$500.00	\$21.75	\$870.00
Subtotal (White Collar):				\$360,239.50		\$366,000.20		\$414,838.00
Total (Blue and White Collar):				\$937,105.10		\$909,664.20		\$1,024,728.10

Note: JAG Professional Resources bid is considered non-responsive. They do not have any references for the tri-county area as they do not have any offices in the tri-county area. Their virtual office does not have any staff.

Vendor			Alpha 1 Staffing		Creative Staffing		Atrium Personnel, Inc.	
Contact			Garrie Harris		Ann Machado		dba Transhire	
Phone #			954 734-2744		305 279-7799		Scott Rasbach	
Item No.			954 734-2744				954 484-5401	
Est. Annual Usage (Hrs)			Unit Price (Per Hr.)		Unit Price (Per Hr)		Unit Price (Per Hr)	
Description			Total Price		Total Price		Total Price	
A. Blue Collar								
1	6,000	Custodian	NB		\$12.83	\$76,980	NB	
2	30,800	Maintenance Worker	NB		\$13.20	\$406,560.00	NB	
3	2,200	Lead Worker	NB		15.29	\$33,638.00	NB	
4	120	Water Plant Operator	NB		\$19.80	\$2,376.00	NB	
5	2,600	Facilities Technician	NB		\$19.45	\$50,570.00	NB	
6	7,100	Equipment Operator II	NB		\$17.94	\$127,374.00	NB	
7	100	Inspector I	NB		\$26.40	\$2,640.00	NB	
Subtotal (Blue Collar):						\$700,138.00		
B. White Collar								
1	1,700	Receptionist	\$12.00	\$20,400.00	\$13.00	\$22,100.00	\$12.15	\$20,655.00
2	7,750	Office Assistant	\$15.95	\$118,500.00	\$14.19	\$109,972.50	\$12.15	\$94,162.50
3	4,320	Principal Office Assistant	\$13.75	\$59,400.00	\$14.84	\$64,108.80	\$13.50	\$58,320.00
4	5,440	Sr. Office Assistant	\$13.75	\$74,800.00	\$16.13	\$87,747.20	\$14.85	\$80,784.00
5	300	Permit Services Representative	\$13.20	\$3,960.00	\$14.30	\$4,290.00	\$13.50	\$4,050.00
6	100	Legal Secretary	\$16.20	\$1,620.00	\$19.50	\$1,950.00	\$20.46	\$2,046.00
7	540	Accounting Clerk I	\$15.80	\$8,532.00	\$15.60	\$8,424.00	\$13.50	\$7,290.00
8	200	Accounting Assistant	\$14.00	\$2,800.00	\$16.90	\$3,380.00	\$14.85	\$2,970.00
9	1,400	Accountant	\$16.20	\$22,680.00	\$29.90	\$41,860.00	\$22.85	\$31,990.00
10	880	Information Services Technician	\$12.75	\$11,220.00	\$19.50	\$17,160.00	\$16.20	\$14,256.00
11	1,040	Information Services Specialist	\$14.75	\$15,340.00	\$23.40	\$24,336.00	\$18.90	\$19,656.00
12	3,040	Public Works Inspector	\$14.75	\$44,840.00	\$26.00	\$79,040.00	\$26.40	\$80,256.00
13	800	Park Ranger	\$13.00	\$10,400.00	\$20.80	\$16,640.00	\$18.23	\$14,584.00
14	40	Purchasing Assistant	\$13.00	\$520.00	\$15.60	\$624.00	\$13.50	\$540.00
Subtotal (White Collar):				\$400,124.50		\$481,632.50		\$431,559.50
Total (Blue and White Collar):				\$400,124.50		\$1,181,770.50		\$431,559.50

The awarded vendors for Blue Collar positions are: A & Associates, Albion Staffing Solutions, and Tampa Service Co. The awarded vendors for White Collar positions are: A & Associates, Albion Staffing, and Alpha 1 Staffing.

Vendor		TS Staffing Services, Inc.		Enterprise Staffing		Apple One		
Contact		Susan Kennedy		Glyn Maynard		Linda Madigan		
Phone #		212 346-7960		954 349-4513		310 750-3400		
Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr)	Total Price	Unit Price (Per Hr)	Total Price
A. Blue Collar								
1	6,000	Custodian	\$11.99	\$71,940.00	\$18.64	\$111,840.00	NB	
2	30,800	Maintenance Worker	\$13.25	\$408,100.00	\$20.10	\$619,080.00	NB	
3	2,200	Lead Worker	\$15.00	\$33,000.00	\$20.62	\$45,364.00	NB	
4	120	Water Plant Operator	\$19.00	\$2,280.00	\$29.46	\$3,535.20	NB	
5	2,600	Facilities Technician	\$29.00	\$75,400.00	\$25.79	\$67,054.00	NB	
6	7,100	Equipment Operator II	\$32.00	\$227,200.00	\$27.35	\$194,185.00	NB	
7	100	Inspector I	\$38.00	\$3,800.00	\$24.50	\$2,450.00	NB	
Subtotal (Blue Collar):				\$821,720.00		\$1,043,508.20		
B. White Collar								
1	1,700	Receptionist	\$11.25	\$19,125.00	\$19.75	\$33,575.00	\$15.60	\$26,520.00
2	7,750	Office Assistant	\$12.00	\$93,000.00	\$21.10	\$163,525.00	\$18.20	\$141,050.00
3	4,320	Principal Office Assistant	\$13.00	\$56,160.00	\$26.10	\$112,752.00	\$18.20	\$78,624.00
4	5,440	Sr. Office Assistant	\$14.00	\$76,160.00	\$24.25	\$131,920.00	\$20.80	\$113,152.00
5	300	Permit Services Representative	\$12.75	\$3,825.00	\$27.85	\$8,355.00	\$18.20	\$5,460.00
6	100	Legal Secretary	\$19.75	\$1,975.00	\$22.25	\$2,225.00	\$24.46	\$2,446.00
7	540	Accounting Clerk I	\$12.00	\$6,480.00	\$20.75	\$11,205.00	\$17.38	\$9,385.20
8	200	Accounting Assistant	\$15.00	\$3,000.00	\$25.79	\$5,158.00	\$19.50	\$3,900.00
9	1,400	Accountant	\$27.00	\$37,800.00	\$34.94	\$48,916.00	\$26.00	\$36,400.00
10	880	Information Services Technician	\$37.00	\$32,560.00	\$24.90	\$21,912.00	\$18.20	\$16,016.00
11	1,040	Information Services Specialist	\$42.00	\$43,680.00	\$27.00	\$28,080.00	\$20.80	\$21,632.00
12	3,040	Public Works Inspector	\$46.00	\$139,840.00	\$29.23	\$88,859.20	NB	NB
13	800	Park Ranger	\$35.00	\$28,000.00	\$24.60	\$19,680.00	NB	NB
14	40	Purchasing Assistant	\$22.00	\$880.00	\$18.50	\$740.00	\$19.30	\$772.00
Subtotal (White Collar):				\$542,485.00		\$676,902.20		\$455,357.20
Total (Blue and White Collar):				\$1,364,205.00		\$1,720,410.40		\$455,357.20

BID 13-D-140F
TEMPORARY EMPLOYMENT SERVICES FOR
S.E. FLORIDA GOVERNMENTAL PURCHASING
COOPERATIVE GROUP

ATTACHMENT "A"

I. NATURE OF BID

The City of Coral Springs is soliciting bids for a contract for the purchase of temporary employment services. This is a cooperative invitation to bid issued by the City of Coral Springs on behalf of the participating agencies referenced within the specifications, for the purchase of their estimated annual requirements. Any reference in the bid documents to a single entity shall apply to all participating entities referenced in the Invitation to Bid. The terms and conditions of the individual contracts and/or purchase orders including, but not limited to provisions regarding invoicing, individual delivery points, delivery instructions, and insurance requirements shall be established individually by each participating governmental entity prior to award.

MUNICIPALITIES AND OTHER GOVERNMENTAL ENTITIES WHICH ARE NOT MEMBERS OF THE SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE GROUP ARE STRICTLY PROHIBITED FROM UTILIZING ANY CONTRACT OR PURCHASE ORDER RESULTING FROM THIS BID. HOWEVER, OTHER CO-OP MEMBERS MAY PARTICIPATE IN THIS CONTRACT DURING THE RENEWAL PERIOD PROVIDED IT IS ACCEPTABLE TO THE VENDOR (S).

Some of the co-op members may currently have a contract in place for the commodities listed herein. Those entities will participate in this bid at the expiration of their current contracts.

II. SCOPE OF WORK

The successful contractor(s) will furnish all personnel necessary for the day-to-day operations of all agencies participating in this cooperative bid. Temporary employees must be available and report for work within twenty-four (24) work hours of notification. Contractors who are not able to meet delivery requirements will be considered non-responsive.

III. TERM OF CONTRACT

The bidder will be bidding on a two (2) year contract commencing upon approval by the City Commission. This contract may be renewed for two (2) additional two (2) year terms by mutual agreement of the parties. The City will issue a notification of intent to

renew by mail sixty (60) days prior to the expiration date of the contract. The vendor shall be required to respond within thirty (30) days of receipt of notice. All terms and conditions of the original contract will remain unchanged for any contract extension.

The prices offered and accepted must remain firm for the first full year of the contract. Such costs for the second year are subject to an adjustment only if an increase occurs throughout the local industry, but any such increase may not exceed 4% per year. Any such increase must be documented and submitted in writing to the city at least ninety (90) days prior to the contract anniversary date. The City, after examination, may refuse to accept the adjusted costs if they are not properly documented or if they are considered by the City to be excessive. In the event that the City determines that the costs as submitted are not properly documented or are excessive and the matter cannot be resolved to the satisfaction of the City the contract can be cancelled by the City upon thirty (30) days written notice to the Contractor(s).

EXECPTION: If the Federal government revises the minimum wage, the Contractor shall have an opportunity to request immediate price relief to the lead agency for this cooperative contract. There is also an allowance for implementation of Obama Care which vendors must provide full documentation. All requests must be in writing with full documentation explaining what increase covers for vendor and temporary staff. In addition, if vendor implements Obama care providing medical insurance for their temporary staff, you place the request in writing and provide detailed information for the hourly rates to be increased.

IV. TEMP TO HIRE

Should an opening for a permanent position within a co-op agency come available, the temporary worker may apply for this position. The co-op agency reserves the right to hire this temporary worker without any financial obligation to the Contractor.

V. VACATION PAY

If a temporary worker qualifies for a vacation under their employment contract with the Contractor, that employee will give the co-op agency two (2) weeks notice before the start of such vacation. The Contractor shall be responsible for any vacation pay due the employee. Additionally, if the assignment is ongoing at the time of employee's vacation, the contractor will provide a replacement employee.

VI. OVERTIME

Should any assignment require the temporary employee to work more than forty (40) hours in any given week, the co-op agency shall pay an overtime rate equal to 1-1/2 times the hourly rate specified in the contractor's bid.

VII. LOCATIONS

Please provide physical address, contact person, phone number, fax number and email of each location your firm has in **Broward, Palm Beach and Miami-Dade County**. Note: firms must have a minimum of 2 office locations in at least 2 of the above counties.

VIII. QUANTITIES

No warranty or guarantee is given or implied as to the total amounts to be purchased resulting from this contract. The quantities stated in this bid are estimates of annual usage, to be used for bid comparison purposes only. All services will be ordered on an as needed basis. The minimum request will be for one (1) day (eight (8) hours).

The successful Contractor(s) shall be required to submit a report to the City of Coral Springs detailing all contract usage by all participating co-op agencies on a quarterly basis.

IX. PARTICIPATING AGENCIES

Coral Springs	Hallandale Beach
Boca Raton	Hollywood
Broward MPO	Lauderdale Lakes
Boynton Beach	Miami Gardens
Coconut Creek	N. Lauderdale
Cooper City	N. Miami
Dania Beach	Oakland Park
Davie	Parkland
Deerfield Beach	Sunrise
Ft. Lauderdale	Tamarac
Green Acres	

A complete list of Co-Op members has been provided herein. Any member not specifically mentioned above may participate pursuant to the provisions of Section I of this specification.

X. POSITION CLASSIFICATIONS

A. BLUE COLLAR

1. CUSTODIAN

WORK OBJECTIVE:

Under direction, performs responsible janitorial work involving the care and maintenance of various municipal buildings. Although the employee works independently and is often

physically removed from supervision, duties are performed **within** the framework of pre-established policies and procedures.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Vacuums and shampoos carpet.
- Scrubs, mops, waxes, strips and polishes floors.
- Dusts, cleans and polishes furniture and woodwork.
- Cleans windows, doors, walls, tiles, air conditioning vents, etc.
- Cleans restroom facilities, e.g., toilets, sinks, floors; replaces paper supplies and soap in restrooms.
- Maintains inventory of cleaning and paper supplies; prepares and maintains routine records and logs; requisitions supplies as needed.
- Sets up and takes down tables, chairs, platforms and podiums for meetings.
- Moves office furniture and equipment; assists in making simple repairs to building equipment and furniture.
- Empties waste baskets; takes out trash for disposal.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED, some janitorial experience preferred; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of methods, materials, chemicals and equipment used in commercial cleaning.

Knowledge of special equipment such as electronics equipment and sound systems, etc.

Ability to understand and follow written and oral instructions.

Ability to perform work requiring strength and dexterity; ability to perform work for extended periods of time while standing.

Ability to operate basic yard maintenance equipment and machinery.

Ability to adhere to prescribed routines and practices.

Ability to read and write English.

Ability to prepare and maintain routine records and logs.

Ability to operate basic office equipment.

Ability to perform moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials, supplemented by a demonstrated ability to read and write English.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). May require occasional lifting, carrying, pushing, and/or pulling of heavier objects.

ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in outdoor and indoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around potentially hazardous environments and/or chemicals, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

2. MAINTENANCE WORKER

WORK OBJECTIVE:

Under direct supervision, the purpose of the position is to provide organization, sanitation, and general maintenance in the assigned area of the assigned Department. Employees in this classification perform general and preventative maintenance work. Position is responsible for the cleanliness and maintenance of supplies in the assigned areas.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Organizes the set up and break down for work areas, break rooms and classrooms throughout the building.
- Maintains fields and courts; sets up fields; paints facilities; mows grass, and inspects parks for repairs.
- Relocates and organizes furniture, fixtures and equipment as required by departmental functions.
- Maintains a safe and clean working environment and provides for the general upkeep for the assigned areas.
- Organizes and restocks products and supplies through weekly inventories.
- Performs cleaning tasks and preventive maintenance according to assigned schedules or as directed.
- Utilizes various cleaning agents, mixing such according to label instructions and product specifications, and using in accordance with prescribed safety precautions and directions.
- Utilizes various custodial and general maintenance equipment.
- Performs various routine and minor facilities improvement tasks, e.g., painting, minor repairs.
- Performs routine grounds maintenance tasks, including, but not limited to: lawn mowing, tree and hedge trimming, edging, blowing, installation of mulch and pulling of weeds.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED preferred; supplemented by demonstrated ability to fulfill the physical requirements of the work; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Ability to understand and follow written and oral instructions.

Ability to perform routine maintenance and custodial tasks with limited supervision.

Ability to read and write English.

Ability to operate various basic tools and grounds keeping equipment, e.g., hammer, screwdriver, wrench, saw, lawn mower, edger, chainsaw, blower.

Some positions may require the ability to operate City vehicles and some heavy equipment, e.g., forklift, tractor, trucks.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (80+ pounds).

ENVIRONMENTAL REQUIREMENTS:

Some work is performed in usual office conditions with some exposure to disagreeable environmental factors, e.g., cleaning chemicals/fumes, mild temperature variations, dust. Almost all work is performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around vehicle/equipment and lawn maintenance equipment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

3. LEAD WORKER

WORK OBJECTIVE:

Under general supervision, the purpose of the position is to coordinate all routine and preventative maintenance efforts to provide a clean, safe, working environment. Employees in this class are distinguished from that of the Maintenance Worker by the completion of additional training in a trade discipline relevant to facilities maintenance. Position is responsible for coordinating all repair, remodeling and relocation efforts.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one

position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Ensures a safe, clean working environment by maintaining the assigned area.
- Performs maintenance activities for athletic fields and courts. Sets up fields for sports leagues. Paints facilities as needed, maintains turf and clay fields; mows grass as needed.
- Coordinates and organizes all minor repair, remodeling, and relocation projects throughout the Division.
- Advises Maintenance Workers, in a variety of tasks, of work to be accomplished in order to clarify and expedite projects and repairs.
- Oversees and participates in the projects and repairs in progress, and reviews completed work.
- Recognizes and reports any detected deterioration, repair needs, and maintenance needs to Supervisor.
- Performs maintenance and general repairs on structures, facilities, equipment, and other property in one or more of the trade disciplines, e.g., irrigation plumbing and repair, masonry, carpentry.
- Performs cleaning tasks and preventive maintenance according to assigned schedules or as directed.
- Utilizes various cleaning agents, mixing such according to label instructions and product specifications, and using in accordance with prescribed safety precautions and directions
- Performs various routine to moderately complex facilities improvement tasks, e.g., irrigation repairs and maintenance, painting, minor facilities repairs.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by two (2) or more years experience and/or training in one (1) or more of the trade disciplines outlined herein, and possess abilities in an additional trade discipline acquired through either internal or external vocational training resources; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Ability to understand and follow written and oral instructions.

Ability to perform routine to moderately complex maintenance and custodial tasks with limited supervision.

Ability to read and write English.

Ability to operate various basic tools and grounds keeping equipment, e.g., hammer, screwdriver, wrench, saw, lawn mower, edger, chainsaw, blower.

Some positions may require the ability to operate City vehicles and some heavy equipment, e.g., forklift, tractor, trucks.

Ability to operate all equipment and tools in one or more of the trade disciplines.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (80+ pounds).

ENVIRONMENTAL REQUIREMENTS:

Some work is performed in usual office conditions with some exposure to disagreeable environmental factors, e.g., cleaning chemicals/fumes, mild temperature variations, dust. Most work is performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around vehicle/equipment and lawn maintenance equipment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

4. WATER PLANT OPERATOR**WORK OBJECTIVE:**

Under general supervision, the purpose of the position is to operate and regulate water flow and pressure in the City's Utilities Division. Employees in this classification are responsible for performing routine to complex inspection and maintenance duties to ensure efficient and effective operation of water facilities and equipment. Objective is to ensure safe and clean drinking water is provided to the City.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs skilled operational and regulatory work in the testing and treatment of City water in compliance with all applicable City, State and Federal regulations and guidelines.
- Performs routine to complex maintenance and repair duties of water equipment and facilities, e.g., pumps, tanks, aerators, precipitators, filters, motors, pulleys, drive belts, solids and chemicals handling.
- Performs and records chemical and pressure sampling and laboratory testing; calculates results/readings; ascertains treatment performance and quality; performs appropriate equipment adjustments and calibrations.
- Monitors and sets chlorine machinery to obtain proper chemical usage readings.
- Operates and maintains pump stations; records daily pump readings, e.g., pressure, flow, time, chemical usage, pump function/operation; perform corrective measures to pump operations and settings as necessary.
- Performs clerical duties, e.g., data entry; generates spreadsheets for process control; prepares various reports; performs calculations, runs quantitative/qualitative analysis and interprets data for performance evaluation.
- Performs various maintenance and purging duties, e.g., cleans algae from clarifier overflow weirs; cleans mechanical aerators and diffuser; cleans pumps, pipes and plumbing apertures.
- Transfers treated and untreated water.

MINIMUM QUALIFICATIONS:**Education / Certifications / Experience –**

High school diploma or GED; Florida Class “C” Water Operator’s License; supplemented by one (1) to two (2) years responsible experience in utilities operations; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Florida Driver’s License.

Knowledge, Skills, & Abilities –

General knowledge of the methods, tools, equipment and necessary safety precautions used in water plant operator work.

Considerable knowledge of all functions relevant to the operation of utility pumps.

Ability to understand and follow written and oral instructions.

Ability to inspect machinery and mechanical equipment and to detect and identify apparatus malfunctions.

Ability to operate various hand held tools and repair equipment, e.g., gas portable pumps, air-compressors.

Ability to operate various heavy equipment and machinery, e.g., utility vehicles, dump truck, fork lift.

Ability to operate various office equipment, e.g., computer terminals, telephone systems, calculator.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects and materials (20-100 pounds). Some tasks involve the intermittent performance of extremely physically demanding work, typically involving some combination pushing, and/or pulling of heavy objects (150 pounds).

ENVIRONMENTAL REQUIREMENTS:

Some tasks are performed in a shop environment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Some tasks are performed in an outdoor environment with potential for exposure to disagreeable elements, e.g., heat, humidity, toxic agents. Tasks include working around moving parts, equipment, carts, and materials handling where physical risks are predictable/controllable by observance of standard safety precautions.

5. FACILITIES TECHNICIAN

WORK OBJECTIVE:

Under general supervision, the purpose of the position is to perform a wide variety of semi-skilled maintenance and repair work in one or more of the trade disciplines, e.g., electrical, masonry, plumbing, carpentry. Performs all work according to established safety standards, building codes and regulations applicable to the work. Employees in this

classification have previous experience in the trade, and can perform tasks independently, though work remains subject to review and inspection during and upon completion of assigned tasks.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs routine maintenance and repairs on structures, facilities, equipment, and other City property in one or more of the trade disciplines, e.g., electrical, plumbing, masonry, carpentry, locks.
- Performs various semi-skilled carpentry tasks, i.e., hangs doors, installs shelving, installs drywall.
- Performs general maintenance, replacement tasks and minor plumbing repairs to restrooms, drinking fountains and plumbing fixtures.
- Performs minor electrical repair, replacement and installation tasks of various electrical components, e.g., ceiling fans, light fixtures, electrical switches.
- Prepares and performs various special projects, e.g., painting, carpentry, plumbing, masonry, locks, office remodeling.
- Prepares and submits work estimates for work orders; locates vendors and contractors to supply materials or labor, schedules work with customers.
- Performs preventive maintenance inspections on City buildings.
- Assists with public safety emergency response.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by two (2) years' experience in semi-skilled laboring or maintenance work; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Class D Florida Driver's License.

Knowledge, Skills, & Abilities –

General knowledge of the methods, tools, equipment and necessary safety precautions used in general maintenance and repair work.

Knowledge of current codes and regulatory standards governing facilities construction, maintenance and repair.

Ability to understand and follow written and oral instructions.

Ability to read and write English.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to operate basic manual and electric hand tools, e.g., hammer, screwdriver, skill saw, power drill, wrench, level, pliers.

Ability to operate various City automobiles and pickup trucks.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-90 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (200+ pounds).

ENVIRONMENTAL REQUIREMENTS:

Some work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some tasks are performed in an outdoor environment with potential for exposure to disagreeable elements, e.g., heat, humidity, toxic agents. Some tasks are performed in a shop environment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

6. EQUIPMENT OPERATOR II

WORK OBJECTIVE:

Under direction, the purpose of the position is to perform skilled maintenance and construction work through the operation of heavy equipment and machinery. Employee possesses journeyman knowledge of various public services construction, repair and maintenance activities policies and procedures. Employee performs all work according to established safety standards, codes and regulations applicable to the work. Employee works with independence and limited supervision, and functions in a lead capacity in the absence of a supervisor.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Operates complex and heavy mechanical equipment.
- Performs routine safety inspections of operating equipment and mechanical systems; performs maintenance, makes moderately complex repairs, and assists in complex repairs of equipment and vehicles.
- Operates a wide variety of construction equipment and tools; operates various standard hand-held manual, electrical, and gas powered tools and equipment; operates a variety of specialized specific tools and equipment.
- Performs routine to complex maintenance and repairs on structures, facilities, equipment, street signs, sidewalks, bicycle paths and other City property.
- Performs inspections, maintenance repairs and construction of Public Works facilities.
- Prepares and performs various special projects, e.g., painting, carpentry, plumbing, masonry, underground utilities, paving, pavement marking, road signs.
- Identifies and reports any detected deterioration, repair needs, and maintenance needs to supervisor.
- Acts as Crew Leader to subordinate personnel in the absence of a supervisor.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by three (3) to four (4) years responsible experience in Public Works/construction, to include two (2) years' experience in the operation of heavy equipment; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Class "B" Florida Commercial Driver's License. Must possess and maintain Department of Transportation Zone Intermediate Certificate.

Knowledge, Skills, & Abilities –

Knowledge of the hazards involved and of applicable safety precautions and established safety precautions essential in avoidance of injury or accidents.

Considerable knowledge and training of procedures, equipment and methods utilized in the heavy equipment trade.

Ability to understand and follow written and oral instructions.

Ability to read and write English.

Ability to operate basic office equipment, e.g., printers, copy machines, telephone systems, facsimile machines.

Ability to make minor adjustments of repairs to assigned equipment.

Ability to perform physically demanding manual labor.

Skill in inspecting, diagnosing and repairing complex mechanic problems of automotive motors and equipment.

Skill in operating various heavy construction equipment and machinery.

Skill in operating various automobiles, light and heavy trucks, mechanical equipment and other gasoline and diesel driven motors, e.g., service trucks, forklifts, back hoe, grader, bulldozer, dump trucks.

PHYSICAL REQUIREMENTS:

Tasks involve the performance of physically demanding work, typically involving some combination of standing, walking, sitting, reaching, stooping, climbing or kneeling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (100+ pounds). Work includes exposure to physically stressful conditions including extended periods of shaking or jolting from machinery and equipment.

ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

7. INSPECTOR I

WORK OBJECTIVE:

Under general direction, the purpose of the position is to inspect structural, electrical, mechanical, or plumbing building/development to enforce compliance with the Florida Building Code. Employees in this classification perform at a technical level, and are responsible for reviewing development operations to verify conformity with the approved plans and specifications in their respective trades. Objective is to enforce all local, state and federal laws, ordinances and regulations to ensure the safety and welfare of the general public.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs systematic site inspections of skilled trades work for new and existing construction within the city, to ensure compliance with all applicable City, state and Federal code and regulatory requirements in their respective trades, e.g., structural, electrical, mechanical, plumbing.
- Verifies compliance with approved building permits, plans and specifications; reviews and approves work of completed projects.
- Collaborates with independent contractors and subcontractors, engineers, architects, homeowners, and internal administrative support to ensure all required documentation is completed and submitted for approval of requested permits and licenses.
- Reads and interprets blue prints and specifications for construction plans and designs.
- Identifies compliance problems and issues code violations; meets with violators and general public to explain and interpret applicable codes and advises violator of expected time frame to correct infraction; performs re-inspection to determine if corrections have been made to achieve compliance.
- Issues written violations of codes; makes re-inspection to determine if corrections have been made to achieve compliance.
- Reviews, maintains and updates all files, documents, records and reports of inspections activities and findings.
- Communicates with Building Official on any structural problems, code issues or regulatory requirements that have not been resolved.

- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge; attends annual continuing education courses for re-certification.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED; supplemented by all appropriate certifications for the position in the respective trade/discipline as designated under the provisions of the Florida Building Code (Broward County Administration); or an equivalent combination of education, training, and experience. Must possess a valid Florida Driver's License.

Knowledge, Skills, & Abilities –

Knowledge of current codes and regulatory standards governing the state's building construction industry in the respective trade/discipline.

Knowledge of all functions relevant to the processing and approval of building construction projects in the respective trade/discipline, e.g., plans review, licensing, permitting, inspections.

Ability to understand and follow written and oral instructions.

Ability to provide plans review oversight and recommend/develop modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to establish and maintain effective working relationships with City employees, departmental staff and management, contractors, engineers, architects and property owners.

Skill in the review and interpretation of construction project plans, and the technical interpretation of applicable construction codes and regulatory standards.

Skill in written communications for the effective development and presentation of departmental reports and modifications to established codes and ordinances.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work typically involving some combination of typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve some lifting, carrying, climbing ladders, pushing and/or pulling of objects and materials of light weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or workstation, and walking on roofs.

ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in outdoor and indoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and building equipment/machinery, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

B. WHITE COLLAR**1. RECEPTIONIST****WORK OBJECTIVE:**

Performs routine duties as primary receptionist for City Hall and general clerical duties under the supervision of the Finance Department, or clerical responsibilities under the Director or supervisor of Parks & Recreation. Employee in this class has the responsibility of answering all incoming calls on the main switchboard and greeting all persons coming into City Hall or parks and recreation facilities, and directing inquiries to proper individual or department. Employee is also required to perform general clerical duties and work as assigned. Detailed instructions are given for new or difficult assignments and work is reviewed in progress or upon completion for accuracy.

ESSENTIAL FUNCTIONS:

- Receives all incoming calls on main switchboard, takes messages, routes to proper individual or department.
- In Parks & Recreation, handles inputting and collecting registration fees for recreation classes and park permits.
- Acts as receptionist for the public coming into City Hall or professional greeter to the public in parks and recreation facilities, handling routine inquiries, requests for information or directs to proper department or individual.
- Receives, sorts and distributes incoming mail to all departments.
- Maintains bidders list for purchasing.
- Performs other duties as assigned and/or required.

- Punctuality and regular attendance are essential functions of this position.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience:

Must be a high school graduate or have a GED, and prior experience of at least one (1) year in a similar position.

Knowledge, Skills and Abilities:

Knowledge of office terminology, procedures, equipment, business math and English.

Skill in the operation of Word Perfect and ability to type from clear copy or rough draft at a reasonable speed.

Ability to understand and follow simple oral and written directions.

Ability to handle money when collecting fees, and be able to make correct change, log in money, and safeguard funds responsibly.

Ability to write legibly and speak clearly.

Ability to get along well with others and the general public. Clerical aptitude, mental alertness, tact and courtesy.

Ability to type 20 WPM.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.

2. OFFICE ASSISTANT

WORK OBJECTIVE:

Under general supervision, the purpose of the position is to provide routine administrative support to the assigned department or assigned supervisor. Employees in this classification function at a moderately difficult generalist level and are accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the nature of department. Position may be assigned to a large department and perform a broad array of generalized administrative support functions, or assignment may be to a smaller specialized department wherein incumbents receive instruction in departmental functions.

This classification requires strong organizational and interpersonal skills with the ability to carry out a variety of directed tasks.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Researches and generates correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to the assigned department.
- Performs a variety of routine administrative functions, e.g., data entry, typing, reports processing.
- Compiles, prepares, and may be responsible for distributing daily, weekly, monthly or annual reports, invoices, purchasing orders, and other relevant materials appropriate to the assigned unit.
- Receives telephone inquiries and complaints, ascertaining the nature of the call, resolving customer issues or directing to appropriate personnel for further assistance.
- Performs a variety of essential record keeping duties, and maintains department record keeping and filing systems relevant materials appropriate to assigned unit, e.g., payroll, accounts payable, departmental files, personnel records, accounting data.
- Develops, receives and reviews various reports, plans, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made and distributed appropriately, e.g., statistical data, licenses, invoices, purchase orders.
- Completes and processes various forms required of assigned department, i.e., personnel forms, invoices, work orders, purchase orders.
- Operates various office equipment, e.g., computer terminals, word processor, printers, copy machines, telephone systems, facsimile machines, calculators.
- Assists other unit personnel in supporting efficient functioning of the department.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by one (1) to two (2) years' experience and/or training in administrative/secretarial support functions; or an equivalent combination of education, training, and experience. Must successfully and accurately pass the entrance typing exam with 45 + Words Per Minute.

Knowledge, Skills, & Abilities –

Knowledge of the functions and operations of the department's activities.

Knowledge of governmental purchasing, personnel and accounting procedures.

Knowledge of the organizational structure and functioning of municipal government.

Knowledge of business writing including spelling, punctuation, and grammar.

Knowledge of mathematics.

Ability to understand and follow written and oral instructions.

Ability to plan, organize, and coordinate schedules and meetings.

Ability to read, update and maintain various records and files.

Ability to perform routine mathematical computations and tabulations accurately and efficiently.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, calculators.

Ability to establish and maintain effective working relations with other employees, public officials, management, and the general public.

Ability to make decisions in accordance with laws, ordinances, regulations, departmental policies and procedures.

Skill in routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.

Skill in business English, e.g., correspondence formats, spelling, punctuation and grammar.

Skill in composing routine correspondence, summaries and reports in a clear and concise manner; ability to compose routine correspondence, summaries and reports.

Skill acting as a liaison.

Skill in typing 45 WPM.

Skill in the principles and techniques of customer service skills.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

3. PRINCIPAL OFFICE ASSISTANT

WORK OBJECTIVE:

Under limited supervision, the purpose of the position is to provide responsible, complex administrative support to the assigned department or assigned supervisor. Employees in this classification function in a lead capacity and are accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the nature of department. Position performs essential duties for a large operating unit, a specialized unit, or as primary administrative support for an organization official. Position is distinguished from that of the Office Assistant by the degree of accountability of the work, greater latitude in exercise of independent judgment concerning assigned duties, and the ability to function with a higher degree of independence. Only projects with entail technical or highly complex matters are given close attention by the immediate supervisor.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Researches and generates routine to complex correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to the assigned department; develops and generates material for supervisor's public speaking engagements and official correspondence.
- Attends meetings, conferences and briefings to document subject matter concerning amendments and developments impacting the supervisor or assigned work unit; occasionally takes and transcribes dictation or transcribes from dictating equipment.
- Performs a variety of routine to complex administrative functions, e.g., data entry, typing, reports processing, documentation proofing.
- Compiles, prepares, and may be responsible for distributing daily, weekly, monthly or annual reports, invoices, and other relevant materials appropriate to the assigned unit.
- Receives telephone inquiries and concerns, ascertaining the nature of the call, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the assigned senior level supervisor.
- Performs a variety of essential record keeping duties, and manages department record keeping and filing systems relevant materials appropriate to assigned unit, e.g., payroll, accounts payable, departmental files, personnel records, accounting data.
- Develops, receives, and reviews various reports, plans, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made and distributed appropriately, e.g., statistical data, licenses, invoices, purchase orders.
- Completes and processes various forms required of assigned department, i.e., personnel forms, invoices, work orders, purchase orders. Monitors unit's budget.

- Coordinates logistics and travel arrangements for conferences, meetings and seminars, e.g., location reservations, time, and directions; assembly subject matter; travel reservations.
- Assists in the departmental preparation of operating budget; requests documents; reviews budget documentation to ensure compliance with pre-established guidelines and requirements.
- Operates various office equipment, e.g., computer terminals, word processor, printers, copy machines, telephone systems, facsimile machines, calculators.
- Assists with training and monitoring of other support staff and/or volunteers.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by up three (3) to four (4) years progressively responsible experience and/or training in administrative/secretarial support functions; or an equivalent combination of education, training, and experience. Must successfully and accurately pass the entrance typing exam with 45 + Words Per Minute.

Knowledge, Skills, & Abilities –

Knowledge of the functions and operations of the department's activities.

Knowledge of governmental purchasing, personnel and accounting procedures.

Knowledge of the organizational structure and functioning of municipal government.

Knowledge of business writing including spelling, punctuation, and grammar.

Knowledge of mathematics.

Ability to understand and follow written and oral instructions.

Ability to plan, organize, and coordinate schedules and meetings.

Ability to read, update and maintain various records and files.

Ability to perform routine mathematical computations and tabulations accurately and efficiently.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, calculators.

Ability to establish and maintain effective working relations with other employees, public officials, management, and the general public.

Ability to make decisions in accordance with laws, ordinances, regulations, departmental policies and procedures.

Skill in moderately complex administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.

Skill in business English, e.g., correspondence formats, spelling, punctuation and grammar.

Skill in composing routine correspondence, summaries and reports in a clear and concise manner; ability to compose moderately complex correspondence, summaries and reports.

Skill acting as a liaison.
 Skill in typing 45 WPM.
 Skill in the principles and techniques of customer service skills.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

4. SENIOR OFFICE ASSISTANT

WORK OBJECTIVE:

Under general supervision, the purpose of the position is to provide highly responsible, complex administrative support to the assigned department or assigned supervisor. Employees in this classification function at journey level and are accountable for the accuracy of both routine and non-routine administrative support duties performed and analyzing administrative problems and recommending solutions as dictated by the nature of department. Position performs essential duties for a large operating unit, a specialized unit, or as primary administrative support for an organization official. Position is distinguished from that of the Principal Office Assistant by the high degree of accountability of the work, greater latitude in exercise of independent judgment concerning assigned duties, and the ability to function with a higher degree of independence.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Researches complex data and generates complex correspondence, articles, memos, agendas, orders, reports, forms, manuals, legal notices, or other relevant materials appropriate to the assigned department; develops and generates material for supervisor's public speaking engagements and official correspondence. Attends meetings, conferences and briefings to document subject matter concerning amendments and developments impacting the supervisor or assigned work unit; takes and transcribes dictation or transcribes from dictating equipment. Assists in the preparation of Commission agenda documents.

- Performs a variety of complex administrative functions, e.g., data entry, typing, researching and developing complex reports, documentation proofing. Administers and oversees complex work unit programs involving diversified work regulated by complex requirements, laws, policies, and/or procedures. Researches and plans activities for program development and maintenance. Oversees office administration. Classifies complex information, develops detailed reports, interprets advisory data, and implements changes. Reconciles data and accounts for cash funds. Coordinates a variety of special events, services, projects, and activities.
- Compiles, prepares, and may be responsible for distributing daily, weekly, monthly or annual reports, invoices, and other relevant materials appropriate to the assigned unit.
- Receives telephone inquiries and concerns, ascertaining the nature of the call, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the assigned supervisor.
- Performs a variety of complex, essential record management duties, and maintains department record keeping and filing systems relevant materials appropriate to assigned unit, e.g., payroll, accounts payable, departmental files, personnel records, accounting data. Develops and implements office systems, forms, and procedures; identifies procedures for process improvements, and recommends new methods and strategies to improve work flow and customer service.
- Receives and reviews various reports, plans, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made and distributed appropriately, e.g., statistical data, licenses, invoices, purchase orders.
- Completes and processes various forms required of assigned department, i.e., personnel forms, invoices, work orders, purchase orders.
- Coordinates logistics and travel arrangements for conferences, meetings and seminars, e.g., location reservations, time, and directions; assembly subject matter; travel reservations.
- Assists in the departmental preparation of operating budget; requests documents; reviews budget documentation to ensure compliance with pre-established guidelines and requirements.
- Operates various office equipment, e.g., computer terminals, word processor, printers, copy machines, telephone systems, facsimile machines, calculators.
- Assists with training and monitoring of unit's work flow. May assign and review work of other support staff. Expedites the unit's work to take care of fluctuating workloads. Ensures office coverage during normal business hours. Coordinates office and business communications.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by four (4) to five (5) years responsible experience and/or training in administrative/secretarial support functions; or an equivalent combination of education, training, and experience. Must successfully and accurately pass the entrance typing exam with 45 + Words Per Minute.

Knowledge, Skills, & Abilities –

Considerable knowledge of the functions and operations of the department's activities.
 Considerable knowledge of governmental purchasing, personnel and accounting procedures.
 Knowledge of the organizational structure and functioning of municipal government.
 Considerable knowledge of business writing including spelling, punctuation, and grammar.
 Knowledge of mathematics.

Ability to understand and follow written and oral instructions.
 Ability to plan, organize, and coordinate schedules and meetings.
 Ability to transcribe dictation using notes or dictating equipment.
 Ability to read, update and maintain various records and files.
 Ability to perform routine mathematical computations and tabulations accurately and efficiently.
 Ability to access, operate and maintain various software applications.
 Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, calculators.
 Ability to establish and maintain effective working relations with other employees, public officials, management, and the general public.
 Ability to make decisions in accordance with laws, ordinances, regulations, departmental policies and procedures.

Skill in routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.
 Skill in business English, e.g., correspondence formats, spelling, punctuation and grammar.
 Skill in composing routine correspondence, summaries and reports in a clear and concise manner; ability to compose moderately complex correspondence, summaries and reports.
 Skill acting as a liaison.
 Skill in typing 45 WPM.
 Skill in the principles and techniques of customer service skills.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

5. PERMIT SERVICES REPRESENTATIVE

WORK OBJECTIVE:

Under general supervision, the purpose of the position is to assist citizens and contractors with the processes of application, review and approval for building permits and inspections enforcing compliance with established State, County and City safety codes. Employee is responsible for administrative/clerical work in relation to regulatory standards, inspection activities, and permitting and licensing functions for building construction throughout the City. Performs other essential duties in support of departmental objectives to ensure safety and welfare of the general public and business community.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Answers inquiries and requests from the general public and business community, through friendly, professional customer service skills, ascertaining the needs of the customer and providing appropriate assistance and information; responds to escalated customer service issues. Instruct customer on forms completion, advise regarding permit process.
- Performs data entry tasks, and issues the appropriate documentation with compliance to established building codes and regulations.
- Coordinates all commercial and private inspection and permitting documentation to enforce compliance with South Florida Building Code of each respective trade, e.g., structural, electrical, mechanical, plumbing building/development. Receives permit paperwork; scrutinizes for completeness at time of receipt; logs document in and issues permit number. Homeowner requests, research open permits, investigate before issuing new permits
- Maintain contractor listing and credentials verification
- Performs both routine and non-routine administrative duties, as dictated by the nature of the task, e.g., data entry, records keeping, filing, basic calculations, typing.
- Receives telephone inquiries ascertains the nature of the call, and resolves personally or directs it to the appropriate individual or department.
- Performs a variety of essential record keeping duties, and maintains department record keeping and filing systems relevant to permitting.

- Performs various fiscal/ cashiering tasks, e.g., receives fees and payments for permitting, logs payments, generates appropriate receipts.
- Generates correspondence, memos, agendas, orders, reports, forms, permits or other relevant materials appropriate to the assigned department.
- Assists in maintaining and updating all code revisions and documentation.
- Receives and distributes all inward and outward office mail.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED; supplemented by one (1) to two (2) years responsible secretarial/customer service experience; or an equivalent combination of education, training, and experience. Must possess Notary Public Certification.

Knowledge, Skills, & Abilities –

Knowledge of all functions relevant to the processing and approval of building construction permits, e.g., plans review, licensing, permitting, inspections.

Knowledge of changes to building codes and city ordinances., as well as City/State changes related to contractor requirements

Knowledge of the principles and techniques of customer service skills.

Ability to understand and follow written and oral instructions.

Ability to perform routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.

Ability to compose routine correspondence, summaries and reports in a clear and concise manner.

Ability to read, update and maintain various records and files.

Ability to perform routine mathematical computations and tabulations accurately and efficiently.

Ability to act as a liaison.

Ability to type 35 WPM.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with departmental personnel, Inspectors, and the general public..

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

6. LEGAL SECRETARY

WORK OBJECTIVE:

Legal secretarial and staff assistant work of more than ordinary difficulty and responsibility in the office of the City Attorney's Office of the City. An employee in this class performs moderately complex and varied clerical, staff assistant, legal secretarial duties and public contact work. Work is performed under general supervision and requires the application of knowledge of legal methods, requirements, and terminology in meeting a variety of work problems with some independence of action exercised in the disposition of work matters, giving information, receiving complaints, and other public contact work. Assignments are usually provided in the form of general outlines of desired results with detailed instructions received as required.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides clerical and secretarial support to legal staff.
- Sets and cancels hearings and trials, deals with judicial personnel.
- Files pleadings, obtains copies of court documents and recorded documents.

- Sets witness interviews.
- Prepares simple pleadings, notices and subpoenas.
- Drafts, types and edits reports, resolutions, ordinances, drafts, legal briefs, contracts, and other legal documents.
- Makes entries on legal calendar and assembles documents and exhibits needed for discovery in cases.
- Calendars pending cases to avoid delay or default in filing pleadings.
- Screens visitors and arranges appointments for attorney, explains standard programs and policies.
- Files and maintains documents and other data requested in the conduct of official business.
- Assists in maintaining the Law Library for legal staff.
- Reads, routes and types replies to daily correspondence.
- Maintains records and reports relative to legal work.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED preferred; supplemented by four (4) to six (6) years of secretarial or clerical experience; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Considerable knowledge of modern legal office practices, procedures, and appliances, and of Business English, legal terminology and civil law procedures, and of spelling and arithmetic.

Ability to work from standard forms to draft legal documents for supervising attorney's review.

Ability to analyze facts and exercise responsible judgment; understand and interpret complex rules and regulations; understand and follow complex oral and written instructions; and express ideas clearly and concisely, orally, and in writing.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to operate a computer, knowledge of Word 6.0 or higher and Excel.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials

of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with limited exposure to disagreeable environmental factors.

7. ACCOUNTING CLERK I

GENERAL PURPOSE

Performs cashiering, clerical and accounting work of a routine nature.

SUPERVISION RECEIVED

Works under the general supervision of the Comptroller and/or Utility Billing Specialist..

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as a cashier including receipting of utility payments and various other payments.

Responds to and works with customers and handles their inquiries.

Enters payment data and performs account inquiry on point-of-sale cash register.

Opens mail and balances and totals money received by mail.

Counts and rolls money received from mini-bus and parking meters.

Assists in maintaining a daily cash balance and balancing cash on hand against receipts.

Assists in preparing and balancing deposits.

Prepares periodic utility, financial, statistical or operational reports as assigned.

PERIPHERAL DUTIES

Provides clerical and accounting support to the finance staff as required.

Assists in utility billing operations as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED equivalent, and

- (B) Two (2) years of accounting or finance related experience, or
- (C) Any equivalent combination of education, training and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of the principles and practices of cashiering and business math;
- (B) Working knowledge of computers and electronic data processing;
- (C) Working knowledge of modern office practices and procedures;
- (D) Some knowledge of general bookkeeping procedures and practices.
- (E) Skill in operating listed tools and equipment;
- (F) Ability to perform arithmetic computations accurately and quickly;
- (G) Ability to communicate effectively verbally and in writing;
- (H) Ability to establish successful working relationships;
- (I) Ability to work under pressure and/or frequent interruptions;
- (J) Ability to receive cash and make change with accuracy and speed;
- (K) Ability to deal effectively with the public.

Certification from the Federal Emergency Management Administration, National Incident Management System IS-700 Introduction to NIMS, IS-800 National Response Plan.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer and computer terminal, including word processing, application and spreadsheet software; 10-key calculator, phone, fax, point-of-sale cash register and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

8. ACCOUNTING ASSISTANT

WORK OBJECTIVE:

Under direct supervision, the purpose of the job is to perform routine accounting and administrative support work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at support staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes posting, data entry, maintenance and reconciliation tasks relevant to assigned functional areas, e.g., billing, purchase orders, invoices, payroll, accounting records and reports.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs support level accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Maintains adherence to generally accepted accounting principles and auditing standards; ensures maintenance of proper audit trails and verification for all processed work.

- Receives and performs data entry tasks for various billings and payments relevant to accounts payable and/or receivable functions, e.g., invoices, requisitions, purchase orders, check requests, billings, payroll, petty cash receipts, payments, stop payments.
- Performs posting, data entry, and maintenance tasks relevant to assigned functional areas, e.g., purchase orders, billing, invoices, accounting records and reports.
- Performs verification tasks for invoices/receipts/balances according to department checks and balances procedures.
- Maintains, updates and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.
- Generates various system reports and receipts, and ensures accuracy, e.g., billing, payroll processing, personnel accounting processing, insurance billings.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by one (1) to two (2) years responsible experience in accounting work, e.g., processing invoices and requisitions, budgeting, payroll processing, payments, stop payments, maintaining general ledger accounts; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge in the principles and techniques of customer service skills.

Ability to understand and follow written and oral instructions.

Ability to perform routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.

Ability to read, update and maintain various records and files.

Ability to type 35 WPM.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with others.

Skill in performing routine mathematical computations and tabulations accurately and efficiently.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

9. ACCOUNTANT

WORK OBJECTIVE:

Under general direction, the purpose of the job is to perform routine to moderately complex accounting analysis according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at professional staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes researching and collecting data, preparing clear and concise financial reports, and monitoring expenditures and revenues of assigned divisions and/or departments.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops, recommends, implements and conducts accounting audits and programs designed to accurately reflect financial conditions; prepares reports to identify deviations from accounting standards.
- Performs routine accounting analysis according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Maintains adherence to generally accepted accounting standards and principles; ensures maintenance of proper audit trails and verification and reconciliation actions for all processed work.

- Prepares and analyzes various investment and financial management programs, e.g., Return On Investment (ROI), City grants, audit reports; coordinates and implements the City's Cost Allocation Plan.
- Prepares, analyzes and reports monthly financial statements for all areas of accounting; assists in the preparation of various five year financial programs.
- Analyzes various billings and payments relevant to accounts payable and/or receivable functions, e.g., cash flow, invoices, requisitions, work orders, check requests, payroll, billings, payments.
- Assists Financial Services Accounting Team in the completion of the Comprehensive Annual Financial Report (CAFR), e.g., Cash & Investments lead and footnote disclosures; Federal, State and Statistical Single Audit Reports.
- Assists staff and support employees with coordination and preparation of schedules and activities of year-end audits.
- Maintains, updates and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.
- Generates various system reports or audit calculations to verify accuracy, e.g., billing, payroll processing, personnel accounting processing.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Accounting or related field; supplemented by two (2) to four (4) years progressively responsible experience in accounting or financial analysis, preferably within a similar government agency; or an equivalent combination of education, training, and experience. Must be a Certified Public Accountant in the State of Florida.

Knowledge, Skills, & Abilities –

Knowledge of the principles and practices of governmental accounting/budgeting management and analysis.

Ability to understand and follow written and oral instructions.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to read, update and maintain various records and files.

Ability to type 35 WPM.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with others.

Skill in performing and analyzing routine to moderately complex accounting work and financial analysis; ability to recognize and report deviations through audit programs.

Skill in performing routine to moderately complex mathematical computations and tabulations accurately and efficiently.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

10. INFORMATION SERVICES TECHNICIAN

WORK OBJECTIVE:

Performs technical and administrative work for Production Support Team. This position assists department in meeting service level agreements relative to: system availability, problem resolution, and demand request completion. Work is performed under general direction with some latitude for individual initiative and judgment and is reviewed via customer feedback and tangible results.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Staff service desk as assigned and provide 1st level support in accordance with service level agreements.
- Perform Production Service Events and System Availability Checks as required.

- Update service requests to reflect current status and work completed based upon results reported by other teams.
- Perform system backups as scheduled.
- Perform quality control of completed work requests and update cause code and sla indicators.
- Perform password resets on numerous systems.
- Assist with developing and delivering training programs relative to software and procedures.
- Assist in system testing of new and/or upgraded applications and services prior to implementation.
- Assist in testing of new and/or revised production procedures as part of change management process.
- Perform related tasks as assigned.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Associate's Degree in Computer Science or closely related field; supplemented by two (2) to four (4) years responsible experience in production support and/or service desk environments; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of modern office practices, procedures and equipment.

Ability to operate office information equipment and communicate accurately in written and verbal form.

Ability to keep and monitor detailed records, prepare reports, conduct tests, analyze test results and take proper corrective steps.

Knowledge of computer operations and the concepts of operating systems, utilities, and application software.

Ability to establish and maintain effective working relationships with co-workers, customers, outside contractors and vendors

Ability to train users in technical support procedures.

Ability to troubleshoot and resolve basic software, hardware and network problems.

Ability to make decisions recognizing per established guidelines, precedents and practices.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL REQUIREMENTS:

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

Position is responsible for work supporting the operation, installation and use of information processing software, applications and procedures. Incumbent tests and resolves problems with production applications and services. Duties include data analysis, report generation, and execution of scheduled production service events.

11. INFORMATION SERVICES SPECIALIST

WORK OBJECTIVE:

This is moderately complex technical work supporting the operation, maintenance and installation of information processing equipment, software, applications and procedures.

An employee in this class tests and evaluates information processing equipment and procedures, resolves problems with equipment and provides basic training in procedures and techniques. Duties include data analysis, report generation, and problem solving. Independent analysis and work decisions are made on technical matters. Leadership may be given to subordinate technicians regarding maintenance, equipment setup and repair. This class supports any or all departmental automation efforts, including LAN, WEB development, graphics software and GIS functions as related to departmental projects and requirements.

Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Acts as user contact point for reporting problems, analyzes and makes preliminary determinations regarding network related problems, applications or software problems, and guides users through corrective action steps.

- Prepares technical user documentation for a variety of applications.
- Develops and provides training programs to user personnel in the proper use of equipment, software and procedures.
- Coordinates and assists in the installation and implementation of information processing systems, analyzes equipment and recommends modifications.
- Prepares equipment for operation; initializes disks, configures systems and loads software; performs specialized operations such as system recoveries, system backup and assignment of passwords and other protection features.
- Advises management on applications to assist department operations.
- May supervise, lead or guide subordinate technical and clerical employees.
- Installs and configures operating systems on computers.
- Configures, maintains and troubleshoots telephone systems and other communication systems.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Associate's Degree in Computer Science or closely related field; supplemented by three (3) to five (5) years responsible technical experience involving network installation, implementation, and administration, to include two (2) years in a supervisory capacity; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of business English, spelling and mathematics and modern office practices, procedures and machines.

Knowledge of office automation, data processing and word processing equipment, practices, and procedures.

Knowledge of collection, inputting, analysis and dispersal of departmental data into or out of a computer.

Knowledge of computer operations and the concepts of operating systems, utilities, and application software.

Knowledge of information network or operating systems troubleshooting and maintenance procedures.

Knowledge of the principles, practices, techniques and instruments associated with drafting, graphics and design work.

Skill in hardware/software diagnostic procedures.

Skill in verbal and written communication, personnel interaction, and interpretation of poorly defined information.

Ability to train users in technical support procedures.

Ability to organize and conduct basic training classes for non-technical users.

Ability to utilize application software and utilities to perform analyses, generate reports, sort and categorize data, etc. which may include skill in the manipulation of automation equipment and software relative to application of graphics and Web sites.

Ability to troubleshoot and resolve routine software, hardware and network problems.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL REQUIREMENTS:

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

12. PUBLIC WORKS INSPECTOR

WORK OBJECTIVE:

Provide Construction Engineering Services for Public Works Projects (stormwater, milling and resurfacing, sidewalk, new road construction, landscaping, irrigation, lighting).

The candidate must possess the following minimum requirements:

- Have background experience in engineering, construction management or related field.
- Be able to read design plans
- Perform technical and administrative work to determine compliance with contract plans and specifications.
- Keep accurate records with daily project items installed (e.g. square foot, linear feet, tons, etc.)
- Produce daily, weekly, monthly reports related with project activities.
- Review and approve quantities submitted by the Contractor for payment.
- Inform residents, formal and informal about project progress (phone, email, letters, face to face conversations).
- Respond to customer complaints.
- Monitor project schedule.

13. PARK RANGER

GENERAL STATEMENT OF JOB

Under general supervision, performs a wide variety of tasks in the day-to-day operation, maintenance and patrol of the Town Parks and related facilities. Is responsible safety and security of parks and patrons. Reports to Parks and Recreation Coordinator or designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

- Patrols the park and related facilities to enforce regulations, maintain order and assist the public in the use of the facilities; opens and closes parks and community buildings as necessary. Inspects parks and playgrounds to ascertain need for repair or maintenance and performs minor repair work or submit work orders for repair.
- Enforces rules and regulations with the public concerning matters of park usage.
- Radios for police help in emergencies such as serious injuries, disorderly conduct or lost children.
- Performs a variety of duties associated with the daily custodial maintenance of park areas and facilities.
- Performs minor maintenance duties to park equipment and facilities; processes work orders for more complicated maintenance needs.
- Opens reserved park areas for use by a variety of clubs and organizations or the general public; prepares and ensures area or buildings are in working order and there is no damage prior to event and after usage. Secures area or facility afterward.
- Participates in various fee collection, accounting and records maintenance activities.
- Promotes good public relations with citizens using the park and recreation facilities.

ADDITIONAL JOB FUNCTIONS

- Assists in the instruction of new employees on new or difficult job assignments.
- Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 to 2 years of experience in park operations and maintenance work preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Class "E" Florida driver's license

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects. Physical demand requirements are those for Medium Work. Must be able to walk trails throughout the various parks for extended period of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors, and giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, letters and memos; work orders, diagrams, drawings, studies, etc. Requires the ability to prepare correspondence, reports, forms, permits, records, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, mechanical and natural science terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using hand and power tools. Must be able to operate a vehicle safely.

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has general knowledge of the standard practices, materials, tools, and equipment employed in park operations and maintenance. Has some knowledge of Town provisions, law, ordinances and policies pertaining to care of park equipment and properties. Has some knowledge of the occupational hazards and safety precautions related to the work. Is skilled in the use and care of the tools, equipment and materials employed in the work. Is able to prepare and maintain routine work records and reports. Is able to communicate effectively both orally and in writing. Is able to exercise tact and courtesy in dealings with the public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time- off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

14. PURCHASING ASSISTANT

WORK OBJECTIVE:

Under direct supervision, the purpose of the position is to assist the administrative functions of purchasing and receiving commodities and supplies for all departments. Employees in this job classification function at entry level to aid in maintaining vendor relationships for the continuous supply of quality products. Work includes maintaining basic

commodity buying, records and reports, weekly and monthly product updates, and product inventory journals.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the operational functions of purchasing, stocking and distributing commodities and supplies for the City.
- Conducts bids of basic commodity items for Central Stores, utilization of others, and existing government contracts.
- Receives and prepares special shipments, UPS and Freight shipments; notifies specific departments of delivery.
- Prepares and submits purchase orders and reorder reports.
- Aids in maintaining vendor relationships for the continuous supply of quality products.
- Maintains records and reports, weekly and monthly product updates, and product inventory journals.
- Maintains active communication with Purchasing Agents, and Purchasing Administrator to define required tasks that will support departmental administrative functions.
- Participates in current and new product review to determine appropriate product purchasing, distribution and development.
- Performs administrative support duties, e.g., data entry, file and records maintenance.
- Reviews information for product procurement.
- Operates a forklift to stock and retrieve products and supplies from warehouse.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience -

High School Diploma or GED; supplemented by six (6) to eleven (11) months experience in the administrative support functions of purchasing, accounting or related field; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities -

Knowledge of generally accepted standard purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.

Ability to understand and follow written and oral instructions.

Ability to utilize vendor catalogues, commercial registers, directories, office files and other recourses for the procurement of goods.

Ability to perform routine mathematical computations and tabulations accurately and efficiently as they relate to purchasing.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with all City personnel, departmental personnel and supervisors, and vendors.

Skill in operating pallet jack and forklift safely.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects and materials (20-80 pounds).

ENVIRONMENTAL REQUIREMENTS:

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

**BID FORM FOR TEMPORARY EMPLOYMENT SERVICES FOR
S.E. FLORIDA GOVERNMENTAL PURCHASING
COOPERATIVE GROUP
BID NO. 13-D-140F**

SUBMITTED TO: City of Coral Springs
9551 West Sample Road
Coral Springs, Florida 33065

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with CITY to perform all work as specified in the Bid Documents for the price(s) and within the time indicated in this Bid, and in accordance with the terms and conditions of the Bid Documents.
2. Bidder accepts and hereby incorporates by reference in this Bid Form all of the terms and conditions of the Invitation to Bid and Instructions to Bidders.
3. Bidder has become fully informed concerning the local conditions, and nature and extent of work. Bidder has examined the indemnification and insurance requirements of the bid, and accepts and agrees to abide by those terms and conditions without exception or limitation of any kind.
4. Bidder has given the Purchasing Administrator written notice of all conflicts, errors or discrepancies that it has discovered in the Bid and/or Contract documents and the written resolution thereof by the Purchasing Administrator is acceptable to Bidder.
5. Bidder proposes to furnish all labor, materials, equipment, machinery, tools, transportation, supplies, services, and supervision for the work described as follows:

TEMPORARY EMPLOYMENT SERVICES FOR
S.E. FLORIDA GOVERNMENTAL PURCHASING
COOPERATIVE GROUP

6. Bidder will provide services for the following price(s):

Item No.	Estimated Annual Usage (Hours)	Description	Unit Price (Per Hour)	Total Price
A. Blue Collar				
1	6,000	Custodian	\$	\$
2	30,800	Maintenance Worker	\$	\$
3	2,200	Lead Worker	\$	\$
4	120	Water Plant Operator	\$	\$
5	2,600	Facilities Technician	\$	\$
6	7,100	Equipment Operator II	\$	\$
7	100	Inspector I	\$	\$
Subtotal (Blue Collar):				\$
B. White Collar				
1	1,700	Receptionist	\$	\$
2	7,750	Office Assistant	\$	\$
3	4,320	Principal Office Assistant	\$	\$
4	5,440	Sr. Office Assistant	\$	\$
5	300	Permit Services Representative	\$	\$
6	100	Legal Secretary	\$	\$
7	540	Accounting Clerk I	\$	\$
8	200	Accounting Assistant	\$	\$
9	1,400	Accountant	\$	\$
10	880	Information Services Technician	\$	\$
11	1,040	Information Services Specialist	\$	\$
12	3,040	Public Works Inspector	\$	\$
13	800	Park Ranger	\$	\$
14	40	Purchasing Assistant	\$	\$
Subtotal (White Collar):				\$
Total (Blue & White Collar):				\$

7. Acknowledgement is hereby made of the following Addenda (identified by number) received since issuance of the Invitation to Bid:

Addendum No. _____	Date _____
Addendum No. _____	Date _____
Addendum No. _____	Date _____

8. PLEASE HAVE YOUR INSURANCE REPRESENTATIVE CAREFULLY REVIEW THE INSURANCE COVERAGE REQUIREMENTS CONTAINED IN THE INSTRUCTIONS TO BIDDERS PRIOR TO SUBMITTING YOUR BID TO ENSURE COMPLIANCE WITH ALL INSURANCE REQUIREMENTS.
9. The CITY reserves the right to award this contract on the basis of any combination of the above items, or all items, in which the CITY deems in its best interests.

10. Communications concerning this Bid shall be addressed to:

Name: _____

Address: _____

Telephone No.: _____

Fax No.: _____

11. The following documents are attached to and made as a condition to this Bid:

(a) Certificate(s) of insurance

13. The following documents are attached to and made as a condition to this Bid:

- (a) Bidder's certification
- (b) Certified resolution (corporation, partnerships)
- (c) Certificate(s) of insurance
- (d) Non-collusive affidavit
- (e) Bidder's qualification statement
- (f) Bidder's Foreign (Non-Florida) corporate statement
- (g) References

BIDDER'S CERTIFICATION

WHEN BIDDER IS AN INDIVIDUAL

In witness whereof, the Bidder has executed this Bid Form this _____ day of _____, 201__.

By: _____
Signature of Individual/Title

Witness

Printed Name of Individual

ACKNOWLEDGEMENT

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 201__,
by _____ who is personally known to me or who has
produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp,
or type as Commissioned)

BIDDER'S CERTIFICATIONWHEN BIDDER IS A CORPORATION, PARTNERSHIP OR FIRM

In witness whereof, the Bidder has executed this Bid Form this _____ day of _____, 201__.

Witness

Signature of Owner

Printed Name of Corporation,
Partnership, Firm

Witness

Printed Name of Owner

Business Address

City/State/Zip

(_____) _____
Business Phone Number

ACKNOWLEDGEMENT

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 201__, by _____ (Name), _____ (Title) of _____ (Name of Company) who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp,
or type as Commissioned)

CERTIFIED RESOLUTION

I, _____ (Name), the duly elected Secretary of _____ (Corporate Title), a corporation organized and existing under the laws of the State of _____, do hereby certify that the following Resolution was unanimously adopted and passed by a quorum of the Board of Directors of the Said corporation at a meeting held in accordance with law and the by-laws of the said corporation.

"IT IS HEREBY RESOLVED THAT _____ (Name)" The duly elected _____ (Title of Officer) of _____ (Corporate Title) be and is hereby authorized to execute and submit a Bid and Bid Bond, if such bond is required, to the City of Coral Springs and such other instruments in writing as may be necessary on behalf of the said corporation; and that the Bid, Bid Bond, and other such instruments signed by him/her shall be binding upon the said corporation as its own acts and deeds. The secretary shall certify the names and signatures of those authorized to act by the foregoing resolution.

The City of Coral Springs shall be fully protected in relying upon such certification of the secretary and shall be indemnified and saved harmless from any and all claims, demands, expenses, loss or damage resulting from or growing out of honoring, the signature of any person so certified or for refusing to honor any signature not so certified.

I further certify that the above resolution is in force and effect and has not been revised, revoked or rescinded.

I further certify that the following are the name, titles and official signatures of those persons authorized to act by the foregoing resolution.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Given under my hand and the Seal of the said corporation this _____ day of _____, 201__.

(SEAL)

By: _____
Secretary

Corporate Title

NOTE:

The above is a suggested form of the type of Corporate Resolution desired. Such form need not be followed explicitly, but the Certified Resolution submitted must clearly show to the satisfaction of the City of Coral Springs that the person signing the Bid and Bid Bond for the corporation has been properly empowered by the corporation to do so in its behalf.

NON-COLLUSIVE AFFIDAVIT

State of _____)

)ss.

County of _____)

_____ being first duly sworn, deposes and says
that:

- (1) He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____, the Bidder that has submitted the attached Bid;
- (2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

By: _____

(Printed Name)

(Title)

ACKNOWLEDGEMENT

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____
_____ 201____, by _____, who is personally known to me
or who has produced _____ as identification and who did (did not) take an
oath.

WITNESS my hand and official seal

NOTARY PUBLIC

(Name of Notary Public: Print,
Stamp, or Type as Commissioned.)

QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Coral Springs
(Purchasing Administrator)

ADDRESS: 9551 West Sample Road
Coral Springs, Florida 33065

CIRCLE ONE

SUBMITTED BY: _____

NAME _____

ADDRESS: _____

TELEPHONE NO. _____

FAX NO. _____

E-MAIL ADDRESS: _____

Corporation
Partnership
Individual
Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Bidder is: _____

The address of the principal place of business is: _____

2. If Bidder is a corporation, answer the following:

- a. Date of Incorporation: _____
- b. State of Incorporation: _____
- c. President's name: _____
- d. Vice President's name: _____
- e. Secretary's name: _____
- f. Treasurer's name: _____

g. Name and address of Resident Agent:

3. If Bidder is an individual or a partnership, answer the following:

- a. Date of organization: _____
- b. Name, address and ownership units of all partners:

c. State whether general or limited partnership: _____

4. If Bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

5. If Bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

a. Under what other former names has your organization operated?

7. Indicate registration, license numbers or certificate numbers for the businesses or professions that are the subject of this Bid. Please attach certificate of competency and/or state registration.

8. Do you have a complete set of documents, including drawings **and** addenda?
(Y) _____ (N) _____
9. Have you personally inspected the site of the proposed work? _____ Yes _____ no
10. Did you attend the pre-bid conference if such conference was held? _____ (Y) _____ (N)
11. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

12. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

13. State the name of the individual who will have personal supervision of the work:

14. Within the last five (5) years, has any officer or partner of your organization ever been an officer or partner of another organization when it failed to complete a contract? If so, explain fully.

15. State the name and address of attorney, if any, for the business of the Offeror:

16. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Bidder's business and indicate the percentage owned of each such business and/or individual:

17. State the names, addresses and the type of business of all firms that are partially or wholly owned by Bidder:

18. Bank References:

<u>BANK</u>	<u>ADDRESS</u>
-------------	----------------

19. Attach a financial statement (including bidder's latest balance sheet and income statement showing the following items:

- a. Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials, real estate, stocks and bonds, equipment, furniture and fixtures, inventory and prepaid expenses).
- b. Net fixed assets
- c. Other assets
- d. Current liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, real estate encumbrances and accrued payroll taxes).
- e. Other liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus, and retained earnings)*

- 19.1 State the name of the firm preparing the financial statement and date thereof:

19.2 Is this financial statement for the identical organization named on page one?
(Y) ____ (N) ____

19.3 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

19.4 Will this organization act as a guarantor of the contract?

(Y) ____ (N) ____

THE BIDDER ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY BIDDER TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE BIDDER'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE BID, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

Signature

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 201_ by _____ of _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp,
or type as Commissioned)

FOREIGN (NON-FLORIDA) CORPORATIONS MUST COMPLETE THIS FORM

DEPARTMENT OF STATE CORPORATE CHARTER NO. _____

If your corporation is exempt from the requirements of Section 607.1501, Florida Statutes, YOU MUST CHECK BELOW the reason(s) for the exemption. Please contact the Department of State, Division of Corporations at (850) 245-6051 for assistance with corporate registration or exemptions.

607.1501 Authority of foreign corporation to transact business required.

- (1) A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.
- (2) The following activities, among others, do not constitute transacting business within the meaning of subsection (1):
- ____(a) Maintaining, defending, or settling any proceeding.
 - ____(b) Holding meetings of the board of directors or shareholders or carrying on other activities concerning internal corporate affairs.
 - ____(c) Maintaining bank accounts.
 - ____(d) Maintaining officers or agencies for the transfer, exchange, and registration of the corporation's own securities or maintaining trustees or depositories with respect to those securities.
 - ____(e) Selling through independent contractors.
 - ____(f) Soliciting or obtaining orders, whether by mail or through employees, agents, or otherwise, if the orders require acceptance outside this state before they become contracts.
 - ____(g) Creating or acquiring indebtedness, mortgages, and security interests in real or personal property.
 - ____(h) Securing or collecting debts or enforcing mortgages and security interests in property securing the debts.
 - ____(i) Transacting business in interstate commerce.
 - ____(j) Conducting an isolated transaction that is completed within 30 days and that is not one in the course of repeated transactions of a like nature.
 - ____(k) Owning and controlling a subsidiary corporation incorporated in or transacting business within this state or voting the stock of any corporation which it has lawfully acquired.
 - ____(l) Owning a limited partnership interest in a limited partnership that is doing business within this state, unless such limited partner manages or controls the partnership or exercises the powers and duties of a general partner.
 - ____(m) Owning, without more, real or personal property.
- (3) The list of activities in subsection (2) is not exhaustive.
- (4) This section has no application to the question of whether any foreign corporation is subject to service of process and suit in this state under any law of this state.

Please check one of the following if your firm is NOT a corporation:

- (I) _____ Partnership, Joint Venture, Estate or Trust
 (II) _____ Sole Proprietorship or Self-Employed

NOTE: This sheet MUST be enclosed with your bid if you claim an exemption or have checked I or II above. If you do not check I or II above, your firm will be considered a corporation and subject to all requirements listed herein.

 BIDDER'S CORRECT LEGAL NAME

 SIGNATURE OF AUTHORIZED AGENT OF BIDDER

REFERENCES

In order to receive Bid Award consideration on the proposed bid, it is a requirement that the following "Information Sheet" be completed and returned with your bid. This information may be used in determining the Bid Award for this contract.

Bidder (company name): _____
 Address: _____
 Telephone No: _____ () _____
 Contact person: _____ Title: _____
 Number of years in business: _____ Years
 Address of nearest facility: _____

List three (3) companies or governmental agencies where these products and services have been provided in the last year:

1. Company Name: _____
 Address: _____
 Telephone No: _____ () _____
 Contact Person: _____ Title: _____
 Date Products Sold: _____

2. Company Name: _____
 Address: _____
 Telephone No: _____ () _____
 Contact Person: _____ Title: _____
 Date Products Sold: _____

3. Company Name: _____
 Address: _____
 Telephone No: _____ () _____
 Contact Person: _____ Title: _____
 Date Products Sold: _____



Title - TR12885 - Amending Charitable Entities

A Resolution of the City Commission of the City of Tamarac, Florida, amending Resolution R-2016-10, by specifically adding to and deleting from the list of charitable entities with whom the City of Tamarac recognizes a formally approved relationship; providing for an Amended Exhibit "A", attached hereto and incorporated herein, as may be amended from time to time, for the expressed purpose of compliance with Section 1-19(c)(5)(a)(4) of the Broward County Code of Ordinances; providing for conflicts; providing for severability and providing for an effective date.

Commission District(s):

Citywide

ATTACHMENTS:

Description	Upload Date	Type
▣ TR #12885 Amending Charitable Entities Memo	11/18/2016	Cover Memo
▣ TR12885 - Resolution - Revised	1/5/2017	Resolution

CITY OF TAMARAC
INTEROFFICE MEMORANDUM
FINANCE DEPARTMENT
ADMINISTRATION DIVISION

TO: Michael C. Cernech
City Manager

DATE: November 18, 2016

FROM: Mark C. Mason,
Director of Financial Services

RE: TR #12885 – Amending
Charitable Entities

Recommendation:

I recommend that TR #12885 amending the list of charitable entities with which the City of Tamarac recognizes a sponsorship or co-sponsorship relationship be placed on the December 14, 2016 regular agenda for approval by the City Commission.

Issue:

Staff has received a request by the elected officials to amend the list of charitable entities that is recognized as having a sponsorship or co-sponsorship relationship by the City of Tamarac.

Background:

The City of Tamarac has a rich history of sponsoring charitable organizations within the community. On October 11, 2011, the Board of County Commissioners of Broward County, Florida, adopted Ordinance No. 2011-19 (the “Code of Ethics”), which implemented a Code of Ethics for elected municipal officials.

The Code of Ethics establishes certain conditions and disclosure obligations on elected officials who engage in fundraising on behalf of charitable organizations. Specifically, Section 1-19(C)(5)(A)(4) of the Code of Ethics provides that the additional obligations shall not apply to an elected official who raises funds for those charities and events which are sponsored by the elected official’s municipality.

So, on May 9, 2012, the City Commission approved Resolution No. R-2012-61 adopting a list of entities with which the City has sponsorship relationships.

On November 14, 2012, Resolution R-2012-61 was subsequently amended by R-2012-125 by adding to the list of charitable entities with whom the City of Tamarac recognizes a sponsorship or co-sponsorship relationship.

Resolution No. R-2012-125 was subsequently amended by Resolution No. R-2016-10 on January 13, 2016 by adding to the list of charitable entities with whom the City of Tamarac recognizes a sponsorship or co-sponsorship relationship.

Over the course of the past two months, the City Commission has reviewed the existing list of charitable entities approved as part of Resolution No. R-2016-10 and there has been a requested addition to the list of charitable entities as follows.

Addition:

- Junior Achievement of South Florida

In addition, following the approval of Resolution R-2016-10, it was determined that the Tamarac Theater Performing Arts was no longer in operation and had closed. As such, staff recommends removing that entity from the list of approved charitable entities.

Deletion:

- Tamarac Theater Performing Arts

Fiscal Impact:

There is no fiscal impact to the city.

CITY OF TAMARAC, FLORIDA

RESOLUTION NO. R - 2017 - _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA, AMENDING RESOLUTION R-2016-10, BY SPECIFICALLY ADDING TO AND DELETING FROM THE LIST OF CHARITABLE ENTITIES WITH WHOM THE CITY OF TAMARAC RECOGNIZES A FORMALLY APPROVED RELATIONSHIP; PROVIDING FOR AN AMENDED EXHIBIT "A", ATTACHED HERETO AND INCORPORATED HEREIN, AS MAY BE AMENDED FROM TIME TO TIME, FOR THE EXPRESSED PURPOSE OF COMPLIANCE WITH SECTION 1-19(C)(5)(A)(4) OF THE BROWARD COUNTY CODE OF ORDINANCES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on October 11, 2011, the Board of County Commissioners of Broward County, Florida, adopted Ordinance No. 2011-19 (the "Code of Ethics"), which implemented a Code of Ethics for elected municipal officials; and

WHEREAS, the Code of Ethics establishes certain conditions and disclosure obligations on elected officials who engage in fundraising on behalf of charitable organizations; and

WHEREAS, Section 1-19(C)(5)(A)(4) of the Code of Ethics provides that the additional obligations shall not apply to an elected official who raises funds for those charities and events which are formally approved by elected official's municipality; and

WHEREAS, on May 9, 2012, the City Commission approved Resolution No. R-2012-61 adopting a list of entities with which the City has formally approved relationships; and

WHEREAS, on November 14, 2012, the City Commission approved Resolution No. R-2012-125 amending Resolution R-2012-61 by adding to the list of charitable entities with whom the City of Tamarac recognizes a formally approved relationship; and

WHEREAS, on January 13, 2016, the City Commission approved Resolution No. R-2016-10 amending Resolution R-2012-61 by adding and deleting from the list of charitable

entities with whom the City of Tamarac recognizes a formally approved relationship; and

WHEREAS, the City of Tamarac has a rich history of formally approving charitable organizations within the community and seeks to amend the previously adopted list of entities with which the City of Tamarac has a formally approved relationship with to include those entities listed in Amended Exhibit "A", attached hereto and incorporated herein, as may be amended from time to time, to ensure compliance with the Code of Ethics; and

WHEREAS, the City Commission finds that the formally approved charities and events organized by and promoted by those entities listed on Amended Exhibit "A" is in the best interest of the health, safety, and welfare of the residents and citizens of the City of Tamarac; and

WHEREAS, the City Commission deems it beneficial to amend Resolution No. R-2016-10 to include the entities listed in Amended Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA THAT:

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof. All Exhibits attached hereto are incorporated herein and made a specific part hereof.

Section 2. The City Commission of the City of Tamarac, Florida, hereby amends Resolution No. R-2016-10 to hereby amend the City of Tamarac's list of entities with which it has a formally approved relationship to include those entities listed in Amended Exhibit "A", attached hereto and incorporated herein, as may be amended from time to time, for the expressed purpose of ensuring compliance with Section 1-19(C)(5)(A)(4) of the Code of Ethics for elected municipal officials.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5. This Resolution shall become effective immediately upon its passage and adoption.

PASSED, ADOPTED AND APPROVED this _____ day of _____, 2015.

ATTEST:

HARRY DRESSLER, MAYOR

PAT TEUFEL, CMC CITY CLERK

I HEREBY CERTIFY that I have approved
this RESOLUTION as to form.

SAMUEL S. GOREN, CITY ATTORNEY

AMENDED EXHIBIT A

ORGANIZATION
Aging & Disability Resource
Alzheimer's Association
American Cancer Society
American Red Cross
ARC Broward
Art Serve
Broward Coalition -Homeless
Broward Education Foundation
Broward Health (Gold Coast Hospice)
Broward Homebound Program
Broward Outreach Center
Family Central
First Call for Help
Florida Special Arts Center
Gilda's Club
Humane Society of Broward County
<u>Junior Achievement South Florida</u>
Kids in Distress
Kids Voting Broward
Lakes Alzheimer's Foundation
Lighthouse of Broward
Mental Health Association of Broward
Nine Muses Art Center of Broward County
Social Services
Susan G. Komen for the Cure
Tamarac Bulldogs
Tamarac Challenger Baseball
Tamarac Chamber of Commerce
Tamarac Cougars
Tamarac Historical Society
Tamarac Parks & Rec Foundation
Tamarac Theater Performing Arts
United Managed Care, Alzheimer's Support Group, Inc.
United Way
Women In Distress of Broward County
Wounded Warriors

Coding: Words in strike through type are deletions from existing law;
Words in underscored type are additions.



Title - TR12896 - Ronald L. Book - Agreement Renewal Amendment #14

A Resolution of the City Commission of the City of Tamarac, Florida approving Amendment #14 to the agreement between the City of Tamarac and Ronald L. Book, P.A., for lobbying services, extending the Agreement for one year through January 26, 2018, at a cost not to exceed fifty-nine thousand four hundred dollars (\$59,400) per year; authorizing the appropriate City Officials to execute the amendment to the agreement for lobbying services; providing for conflicts; providing for severability and providing for an effective date.

ATTACHMENTS:

Description	Upload Date	Type
▣ TR 12896 - Ronald L. Book Amend #14 - Memo	12/27/2016	Cover Memo
▣ TR 12896 - Ronald L. Book Amend #14 - Reso	1/4/2017	Resolution
▣ TR 12896 - Ronald L. Book Agreement Amend #14 - Exhibit A	12/27/2016	Exhibit
▣ TR 12896 - Agreement - Back Up	12/27/2016	Backup Material

**CITY OF TAMARAC
INTEROFFICE MEMORANDUM
CITY MANAGER'S OFFICE**

**TO: MICHAEL C. CERNECH,
CITY MANAGER**

DATE: DECEMBER 7, 2016

**FROM: DIANE PHILLIPS,
ASSISTANT CITY MANAGER**



**RE: AGREEMENT FOR LOBBYIST
SERVICES/TR12896**

Recommendation:

Place the above referenced item on the agenda for the January 11, 2017 Regular City Commission Meeting.

Issue:

Approval of Amendment #14 to the agreement for Lobbyist Services between the City of Tamarac and Ronald L. Book, P.A.

Background:

In September 2002 the City entered into a contract for lobbyist services with Ronald L. Book. The agreement was subsequently amended on an annual basis. The terms of the existing agreement provide that Mr. Book will;

- contact and communicate with agencies and officers of Federal State and Local government as directed by City Manager or designee
- establish and maintain liaisons with Federal State and Local agencies, officers and elected officials
- obtain and provide information relating to all matters concerning the specific interests of the City of Tamarac and recommend action as necessary
- monitor Federal and State legislation and rule-making processing by Federal and State agencies (whether pending, introduced or initiated during the term of this contract) which impact the operation, revenues and/or required expenditures of the City
- act as an official representative of the City with members of the Federal and State delegations, governmental agencies and persons involved in governmental affairs affecting the City as directed and authorized by City Manager or designee
- arrange meetings with legislators as necessary, and participate in said meetings as required
- lobby on behalf of City-sponsored legislation and on specific bills and issues as directed by City Manager or designee
- assist the City of Tamarac in identifying funding opportunities
- assist the City of Tamarac in obtaining Federal and State permits and appropriations

Since the onset of the contract, Mr. Book has assisted in securing State level appropriations, lobbied on behalf of the City based on Commission priorities, and apprised the City regarding pertinent bills and issues as they arise throughout the legislative session.

The proposed Amendment #14 provides for the continuation of Mr. Book's services under the existing contract terms and conditions and at the current contract cost of \$59,400 per year, for an additional one year period.

Fiscal Impact:

Approval of the resolution and subject Amendment #14 provides for continuation of services through January 26, 2018. Funds for lobbyist services are included in the FY17 adopted budget.

CITY OF TAMARAC, FLORIDA

RESOLUTION NO. R-2017-

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA; APPROVING AMENDMENT #14 TO THE AGREEMENT BETWEEN THE CITY OF TAMARAC AND RONALD L. BOOK, P.A., PROVIDING FOR LOBBYING SERVICES AT A COST NOT TO EXCEED FIFTY-NINE THOUSAND FOUR HUNDRED DOLLARS (\$59,400.00) PER YEAR, EXTENDING THE AGREEMENT FOR ONE YEAR THROUGH JANUARY 26, 2018; AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE AMENDMENT #14 TO THE AGREEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Tamarac Commission has expressed its interest in retaining the services of a qualified professional lobbyist to represent the City of Tamarac's legislative, administrative and funding interests at the Federal, State and Local levels; and

WHEREAS, the City of Tamarac entered into an Agreement with Ronald L. Book, P.A. on September 11, 2002, (a copy of said agreement is on file in the office of the City Clerk), providing for said lobbying services for a one (1) year period; and

WHEREAS, the City of Tamarac has amended the Agreement annually providing for continuation of lobbying services; and

WHEREAS, the existing agreement is in effect through January 26, 2017 and provides that the parties may terminate, renew and/or renegotiate the agreement; and

WHEREAS, the City Commission of the City of Tamarac, Florida, deems it to be

in the best interest of the citizens and residents of the City of Tamarac to approve and execute Amendment #14 to the Agreement between the City of Tamarac and Ronald L. Book, P.A. providing for Lobbying Services at a cost not to exceed \$59,400 extending the agreement through January 26, 2018, attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA, THAT:

SECTION 1: The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution. All exhibits attached hereto are incorporated herein and made a specific part of this Resolution.

SECTION 2: The City Commission hereby approves Amendment #14 to the Agreement between the City of Tamarac and Ronald L. Book, P.A., providing for lobbying services at a cost not to exceed \$59,400, extending the agreement through January 26, 2018.

SECTION 3: The appropriate City Officials are hereby authorized to execute Amendment #14, attached hereto as Exhibit "A".

SECTION 4: All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

SECTION 6: This Resolution shall become effective immediately upon its passage and adoption.

PASSED, ADOPTED AND APPROVED this _____ day of _____,
2017.

HARRY DRESSLER, MAYOR

ATTEST:

PATRICIA A. TEUFEL, CMC
City Clerk

I HEREBY CERTIFY that I have
approved this RESOLUTION as to form.

SAMUEL S. GOREN
City Attorney

**AMENDMENT #14
TO AGREEMENT
BETWEEN THE CITY OF TAMARAC
AND
RONALD L. BOOK, P.A.**

TR 12896
EXHIBIT A

The CITY OF TAMARAC ("City") and RONALD L. BOOK, P.A., a Florida corporation, with principal offices located at 2999 N.E. 191 Street, PH6, Aventura, Florida, 33180 ("Consultant") agree to execute Amendment #14 to the original Agreement dated September 11, 2002 providing for Lobbying Services as follows:

1. Per the terms of Section 3 of the original Agreement dated September 11, 2002, as amended by the City Commission on August 27, 2003, August 25, 2004, September 11, 2005, September 13, 2006, September 27, 2007, September 10, 2008 January 27, 2010, January 26, 2011, January 11, 2012, January 26, 2013, January 26, 2014, January 26, 2015 and January 26, 2016 the City and Consultant agree to exercise the renewal option for a term effective January 27, 2017 through January 26, 2018.

* * *

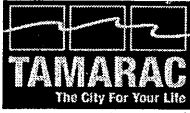
2. Section 3 of the agreement shall be amended as follows:

3) Time of Commencement and Performance Evaluation

The term of this Agreement shall be January 27, 2017 through January 26, 2018. Upon expiration of this term, the parties may choose to terminate, renew and/or re-negotiate the Agreement by written agreement signed by the parties hereto for a term to be set in the renewal agreement.

* * *

All other provisions of the original Agreement, as amended, remain in effect as written.



IN WITNESS WHEREOF, the parties have made and executed this Amendment to Agreement on the respective dates under each signature. CITY OF TAMARAC, signing by and through its Mayor and City Manager, and CONSULTANT, Ronald L. Book, P.A., duly authorized to execute same.

CITY OF TAMARAC

Harry Dressler, Mayor

Date

ATTEST:

Michael C. Cernech, City Manager

Patricia Teufel, CMC
City Clerk

Date

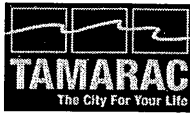
Date

Approved as to form and legal sufficiency:

Samuel S. Goren, City Attorney

Date

ATTEST:



City of Tamarac

Purchasing & Contracts Division
Temp Reso #12737

Signature of Consultant

[Handwritten Signature]
Ronald Book

Signature

Type/Print Name of Consultant

Type/Print Name

Date

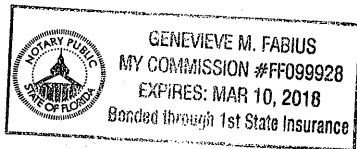
12/14/16

(CORPORATE SEAL)

STATE OF FLORIDA :
: ss.:
COUNTY OF _____:

I HEREBY CERTIFY that on this day, before me, an Officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared RONALD L. BOOK, an individual, to me known to be the person described in and who executed the foregoing instrument and acknowledged before me that he executed the same.

WITNESS my hand and official seal this *14* day of *December* 20 *16*



[Handwritten Signature]
Signature of Notary Public
State of Florida at Large
MY COMMISSION #FF099928
EXPIRES: MAR 10, 2018
Bonded through 1st State Insurance

Print, Type or Stamp

Name of Notary Public

Genevieve FABIOUS

☒
☐

Personally known to me or
Produced Identification

Type of I.D. Produced

☐
☐

DID take an oath, or
DID NOT take an oath.

AGREEMENT
BETWEEN THE CITY OF TAMARAC
AND

RONALD L. BOOK, P.A.

THIS AGREEMENT is made and entered into this 11th day of September, 2002 by and between the City of Tamarac, a municipal corporation with principal offices located at 7525 N.W. 88th Avenue, Tamarac, Florida 33321 (the "City") and Ronald L. Book, P.A. a Corporation with principal offices located at 2999 NE 191 Street, PH 6, Aventura, Florida 33180 (the "Consultant") to provide for Lobbyist Services.

Now therefore, in consideration of the mutual covenants hereinafter set forth, the City and Consultant agree as follows:

1) The Contract Documents

The contract documents consist of this Agreement, conditions of the contract, specifications, all addenda issued prior to, and all modifications issued after execution of this Agreement. These contract documents form the Agreement, and all are as fully a part of the Agreement as if attached to the Agreement or repeated therein.

2) Scope of Work

Working in consultation and conjunction with the City Manager and/or his designee, the following are areas of general responsibility for the lobbyist:

- a. Contact and communicate with agencies and officers of Federal and State government as directed by City Manager.
- b. Establish and maintain liaisons with Federal and State agencies, officers and elected officials.
- c. Obtain and provide information and data relating to all matters concerning the specific interests of the City of Tamarac.
- d. Monitor Federal and State legislation and rule-making processing by Federal and State agencies (whether pending, introduced or initiated during the term of this contract) which impact the operation, revenues and/or required expenditures of the City as discovered by the Proposer or as directed by City Manager.

- e. Act as an official representative of the City with members of the Federal and State delegations, governmental agencies and persons involved in governmental affairs affecting the City as directed and authorized by City Manager.
- f. Arrange meetings with Federal and State legislators for City Commissioners and City staff as necessary, and be prepared to participate in said meetings as required.
- g. Lobby on behalf of City-sponsored legislation and on specific bills and issues as directed by City Manager.
- h. Assist the City of Tamarac in identifying funding opportunities.
- i. Assist the City of Tamarac in obtaining Federal and State permits and appropriations.
- j. Submit monthly reports to City Manager that reflect progress toward accomplishing the objectives of the City. During the legislative sessions, weekly reports will be required unless City Manager determines otherwise.
- k. Appear before the City Commission during a regularly scheduled workshop, to report on legislative activity, at least once per quarter or as directed by the City Manager.
- l. Provide specific recommendations on Federal and State legislative and administrative action.

3) Time of Commencement and Performance Evaluation

The term of this Agreement shall be for one year beginning upon approval and execution by the City Commission. Upon expiration of this term, the parties may choose to terminate, renew and/or re-negotiate the Agreement by written agreement signed by the parties hereto for a term to be set in the renewal agreement.

Thirty days prior to renewal or at a specific date and time determined by the City, the Consultant will present a report outlining specific accomplishments, which were of benefit to the City during the preceding contract term and expectations for future year accomplishments. The annual performance evaluation process will incorporate this information as well as the quality and timeliness of reports as outlined in Paragraph 2.

If the results of the Performance Evaluation are positive, the City of Tamarac Commission may consider an increase in compensation to take effect in the renewal Agreement.

4) Contract Sum

Consultant shall perform the services described in Paragraph 2. Upon satisfactory performance of said services described in Paragraph 2, the City will pay Consultant an amount of Thirty-Five Thousand and no/100----(\$35,000.00) annually, payable in eleven monthly installments of \$2,916.66 with a final installment of \$2,916.74.

5) Payments

Payment will be made monthly upon completion, delivery, and acceptance by the City of the written report as detailed in Paragraph 2 and submission of an invoice for said report. Consultant shall not incur costs for performance of services under this Agreement in excess of said amount without the prior written authorization of the City Manager or designee.

6) Insurance

Consultant shall obtain at Consultant's expense all necessary insurance in such form and amount as required by the City's Risk and Safety Officer before beginning work under this Agreement including, but not limited to, Workers' Compensation, Commercial General Liability, and all other insurance as required by the City, including Professional Liability when appropriate. Consultant shall maintain such insurance in full force and effect during the life of this Agreement. Consultant shall provide to the City's Risk and Safety Officer certificates of all insurances required under this section prior to beginning any work under this Agreement. The Consultant will ensure that all subconsultants comply with the above guidelines and will retain all necessary insurance in force throughout the term of this agreement.

Consultant shall indemnify and hold the City harmless for any damages resulting from failure of the Consultant to take out and maintain such insurance. Consultant's Liability Insurance policies shall be endorsed to add the City as an additional insured. Consultant shall be responsible for payment of all deductibles and self-insurance retentions on Consultant's Liability Insurance policies.

7) Indemnification

The Consultant shall indemnify and hold harmless the City, its elected and appointed officials, employees, and agents from any and all claims, suits, actions, damages, liability, and expenses (including attorneys' fees) in connection with the work performed by the Consultant or its officers, employees, agents, subConsultants, or independent Consultants, excepting only such damage solely attributable to the gross negligence or willful misconduct of the City or its elected or appointed officials and employees. The above provisions shall survive the termination of this Agreement and shall pertain to any occurrence during the term of this Agreement, even though the claim may be made after the termination hereof.

Nothing contained herein is intended nor shall be construed to waive City's rights and immunities under the common law or Florida Statutes 768.28, as amended from time to time.

8) Non-Discrimination

The Consultant agrees not to discriminate against any of its employees or applicants for employment because of their age, handicap, race, color, religion, sex, or national origin, and to abide by all federal and State laws regarding non-discrimination. The Consultant further agrees to insert the foregoing provisions in all subcontracts hereunder except subcontracts for standard commercial supplies or raw materials. Any violation of such provisions shall constitute a material breach of this Agreement.

9) Independent Consultant

Consultant is an independent Consultant under this Agreement. Personal services provided by the Consultant shall be by employees of the Consultant and subject to supervision by the Consultant, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Agreement shall be those of the Consultant.

10) Assignment and Subcontracting

Consultant shall not transfer or assign the performance required by this Agreement without the prior consent of the City. This Agreement, or any portion thereof, shall not be subcontracted without the prior written consent of the City.

11) Notice

Whenever either party desires or is required under this Agreement to give notice to any other party, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended at the following addresses.

CITY

City Manager
City of Tamarac
7525 N.W. 88th Avenue
Tamarac, FL 33321

With a copy to City Attorney at the same address.

CONSULTANT

Ronald L. Book, P.A.
2999 NE 191 Street, PH 6
Aventura, Florida 33180

12) Termination

This Agreement may be terminated by City or Consultant for cause or by the City for convenience, upon thirty (30) days of written notice by the terminating party to the other party for such termination in which event the Consultant shall be paid its compensation for services performed to termination date, including services reasonably related to termination. In the event that the Consultant abandons this Agreement or causes it to be terminated, Consultant shall indemnify the City against loss pertaining to this termination.

13) Agreement Subject to Funding

This Agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Commission of the City of Tamarac in the annual budget for each fiscal year of this Agreement, and is subject to termination based on lack of funding.

14) Venue

This Agreement shall be governed by the laws of the State of Florida as now and hereafter in force. The venue for actions arising out of this agreement is fixed in Broward County, Florida.

15) Signatory Authority

The Consultant shall provide the City with copies of requisite documentation evidencing that the signatory for Consultant has the authority to enter into this Agreement.

16) Severability; Waiver of Provisions

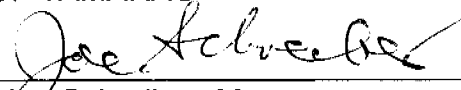
Any provision in this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provisions in any other jurisdiction. The nonenforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

17) Merger; Amendment

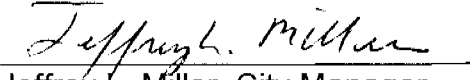
This Agreement constitutes the entire Agreement between the Consultant and the City, and negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both the Consultant and the City.

IN WITNESS WHEREOF, the parties have made and executed this Agreement on the respective dates under each signature. City of Tamarac, through its Mayor and Ronald L. Book duly authorized to execute same.

CITY OF TAMARAC

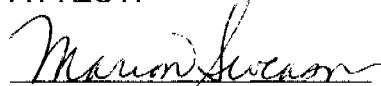

Joe Schreiber, Mayor

Date: 9/18/02


Jeffrey L. Miller, City Manager

Date: 9/18/02

ATTEST:


Marion Swenson, CMC
City Clerk

Date: 9/19/02

Approved as to form and legal
Sufficiency.


Mitchell S. Kraft, City Attorney

ATTEST:

Sheri Himelstein
Signature

SHERI HIMELSTEIN
Type/Print Name

RONALD L. BOOK, P.A.

[Signature]
Signature

Ronald L. Book
Type/Print Name of Consultant

Date: 9/31/02

ACKNOWLEDGEMENT

STATE OF FLORIDA :
COUNTY OF MIAMI-DADE :SS

I HEREBY CERTIFY that on this day, before me, an Officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared Ronald L. Book, an individual, to me known to be the person(s) described herein and who executed the foregoing instrument and acknowledged before me that he executed the same.

WITNESS my hand and official seal this 31 day of JULY, 2002.

[Signature]
NOTARY PUBLIC, State of Florida at
Large



(Name of Notary Public: Print, Stamp, or
Type as Commissioned)

☒ Personally known to me or
☐ Produced Identification

Type of I.D. Produced

☐ DID take an oath, or ☐ DID NOT take an oath



Title - TR12897: Zoning in Progress – Cultivation, Processing, Dispensing or Retail Sale of Cannabis

A Resolution of the City Commission of the City of Tamarac, Florida, confirming and ratifying the City Manager's Administrative Order dated December 13, 2016, attached hereto as Exhibit "1" and incorporated herein, declaring Zoning in Progress and prohibiting the submission, processing, approval or issuance of any new licenses, business tax receipts, development orders or permits for any use that involves the cultivation, processing, dispensing or retail sale of cannabis within the City of Tamarac, in accordance with Chapter 24, Article II, Division 6, Section 24-91 of the City of Tamarac Code of Ordinances; authorizing and directing the City Manager to undertake study and review of the City's regulations relating to the number and locations of uses that involve the cultivation, processing, dispensing or retail sale of cannabis in the City of Tamarac; providing that upon the adoption of this resolution confirming the Administrative Order, no permits shall be issued for any use that involves the cultivation, processing, dispensing or retail sale of cannabis during the time period covered by this Resolution; providing for conflicts; providing for severability; and providing for an effective date.

Commission District(s):

Citywide

ATTACHMENTS:

Description	Upload Date	Type
❑ Memo	1/3/2017	Cover Memo
❑ Resolution	1/3/2017	Resolution
❑ Exhibit 1 - Administrative Order	12/28/2016	Exhibit

**CITY OF TAMARAC
INTEROFFICE MEMORANDUM
COMMUNITY DEVELOPMENT**

**TO: Michael Cernech,
City Manager**

DATE: December 28, 2016

**FROM: Maxine Calloway,
Director of Community
Development**

**RE: City of Tamarac ("City") / Zoning
in Progress – Cultivation,
Processing, Dispensing or
Retail Sale of Cannabis**

Temp. Reso. No. 12897

Recommendation: The Director of Community Development recommends that the Mayor and City Commission ratify the Administrative Order signed by the City Manager on December 13, 2016 and approve the associated Temporary Resolution 12897 declaring "Zoning in Progress" and prohibiting the submission, processing, approval or issuance of any new licenses, business tax receipts, development orders or permits for any use that involves the cultivation, processing, dispensing or retail sale of cannabis within the City of Tamarac at its January 11, 2017 meeting.

Issue: On December 13, 2016, the City Manager issued an Administrative Order to implement zoning in progress pursuant to City of Tamarac Code of Ordinance Section 24-91 ("Administrative Order"). A copy of the Order is attached to this memorandum.

Background: In 2014, the Florida Legislature approved Senate Bill 1030, providing for the growing, processing, and distributing of specific forms of low-THC (non-euphoric) cannabis to qualified patients for the treatment of certain medical conditions codified as Section 381.986, Florida Statutes ("Senate Bill 1030"). The Florida Department of Health (DOH) adopted Chapter 64-4 of the Florida Administrative Code to implement Senate Bill 1030. In 2016, the Florida Legislature approved House Bill 307, which amended Senate Bill 1030 and provided for the growing, processing, and distributing of specific forms of medical (euphoric) cannabis to qualified patients for the treatment of certain medical conditions, which became effective on March 25, 2016. In November 2016, Florida voters voted to approve an amendment to the Florida Constitution to allow for broader medical use of marijuana ("Amendment 2").

Amendment 2 will become effective on January 3, 2017. Section 381.986, Florida Statutes remains in effect and the Florida Department of Health ("DOH"), physicians, dispensing organizations, and patients are still bound by it. Following Amendment 2's effective date, the DOH is directed to promulgate rules to implement Amendment 2 within six (6) months, and to implement such regulations within nine (9) months. Pursuant to Amendment 2, the DOH shall register and regulate centers that produce and distribute marijuana for medical purposes.

House Bill 307 provides that all matters regarding the regulation of the cultivation and processing of medical cannabis or low-THC cannabis by dispensing organizations are preempted to the State.

City Manager

City of Tamarac ("City") / Zoning in Progress – Cultivation, Processing, Dispensing or Retail Sale of Cannabis

Temp. Reso. No. 12897

December 28, 2016

However, House Bill 307 specifically allows a municipality to determine, by ordinance, the criteria for the number and location of dispensaries, and other permitting requirements that do not conflict with State law or the DOH rules. Since the City's ability to regulate marijuana dispensaries is limited by the DOH regulations, and the full body of DOH regulations does not yet exist, it is not possible, at this time, to determine the full scope of the City's authority. Therefore, any attempts to pass ordinances or regulations beyond the scope of the plain language of the existing law may be premature.

The zoning in progress relates to the processing, approval or issuance of any new licenses, business tax receipts, development orders or permits for any use that involves the cultivation, processing, dispensing or retail sale of cannabis within the City. As explained in the Administrative Order, the zoning in progress is intended to allow staff sufficient time to study the provision and location of these uses to ensure that there is a balance between the existing residential uses and the projected demand for the location of Medical Marijuana Treatment Centers (MMTCs), and to further create an application process and placement criteria for the number and locations of dispensaries, and other permitting requirements that are not in conflict with State Law or the DOH rules, once they are implemented.

Analysis: The authority for the City Manager to issue an Administrative Order to implement zoning in progress is provided in Section 24-91(a) of the City's Code, which states as follows:

Whenever it shall appear to the City Manager that it is in the public interest to make a comprehensive determination as to whether existing zoning districts and regulations applying to a portion of the area of the city are appropriate, and it further appears to the City Manager that the said existing zoning districts and regulations may be detrimental to the said area, using the criteria set forth herein, should they continue to remain applicable and building permits are issued predicated thereon, the City Manager shall immediately issue an Administrative Order delineating the area(s) in question and prohibiting the issuance of any permits except as provided in this section.

Once the City Manager issues an Administrative Order, Section 24-91(c) of the City's Code provides that the City Manager must place the Order on the next Commission agenda for review and adoption of a resolution confirming the administrative order. If the City Commission finds that the Administrative Order should be validated, then the City Commission should adopt a resolution affirming the Administrative Order, direct that no permits shall be issued in the affected area during the period of time covered by the resolution, and request that the City Manager report back to the City Commission, at a duly notice public hearing, any recommendations relating to appropriate zoning regulations for the affected area. At the public hearing, the City Commission may then initiate the actions required to implement any recommended changes to the City's Land Development Regulations.

City Manager

City of Tamarac ("City") / Zoning in Progress – Cultivation, Processing, Dispensing or Retail Sale of Cannabis

Temp. Reso. No. 12897

December 28, 2016

Following a review of the Administrative Order and the proposed resolution, if the City Commission finds the zoning in progress is warranted, then the City Commission should adopt the resolution. The adoption of the resolution will provide staff with sufficient time to research and evaluate the City's obligations and regulatory options relative to the approval and placement of MMTC's. The City Commission will then be able to review the recommended land use regulations, applications, and enforcement actions for consideration of approval.

Summary of Recommendation: Staff recommends that the Mayor and City Commission review the Administrative Order signed by the City Manager on December 13, 2016 and approve the associated Temporary Resolution 12897 ratifying the City Manager's actions and declaring "Zoning in Progress" for the submission, processing, approval or issuance of any new licenses, business tax receipts, development orders or permits for any use that involves the cultivation, processing, dispensing or retail sale of cannabis within the City of Tamarac.

The Zoning in Progress is consistent with City of Tamarac Comprehensive Plan Future Land Use Element Objective 1 by reviewing and adopting appropriate land development code revisions, amending them as needed to respond to changing conditions. In addition, the proposed resolution also supports the City's Strategic Goal #5 "A Vibrant Community" by updating the City's Code to provide for clear definitions and uses that are appropriate in certain zoning designations, thereby preserving the environment.

It is therefore necessary and in the public's best interest to study these uses that involve the cultivation, processing, dispensing or retail sale of Cannabis and create a long term strategy to ensure the appropriate placement and regulation of these uses to protect the public's health, safety and welfare.

Fiscal Impact: There will be no direct budgetary impact.



Maxine A. Calloway,
Director of Community Development

MAC/ATJ/alg

Attachment: Temporary Resolution No. 12897
Exhibit "1": Administrative Order

CITY OF TAMARAC, FLORIDA

RESOLUTION NO. 2017 - _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA, CONFIRMING AND RATIFYING THE CITY MANAGER'S ADMINISTRATIVE ORDER DATED DECEMBER 13, 2016, ATTACHED HERETO AS EXHIBIT "1" AND INCORPORATED HEREIN, DECLARING ZONING IN PROGRESS AND PROHIBITING THE SUBMISSION, PROCESSING, APPROVAL OR ISSUANCE OF ANY NEW LICENSES, BUSINESS TAX RECEIPTS, DEVELOPMENT ORDERS OR PERMITS FOR ANY USE THAT INVOLVES THE CULTIVATION, PROCESSING, DISPENSING OR RETAIL SALE OF CANNABIS WITHIN THE CITY OF TAMARAC, IN ACCORDANCE WITH CHAPTER 24, ARTICLE II, DIVISION 6, SECTION 24-91 OF THE CITY OF TAMARAC CODE OF ORDINANCES; AUTHORIZING AND DIRECTING THE CITY MANAGER TO UNDERTAKE STUDY AND REVIEW OF THE CITY'S REGULATIONS RELATING TO THE NUMBER AND LOCATIONS OF USES THAT INVOLVE THE CULTIVATION, PROCESSING, DISPENSING OR RETAIL SALE OF CANNABIS IN THE CITY OF TAMARAC ; PROVIDING THAT UPON THE ADOPTION OF THIS RESOLUTION CONFIRMING THE ADMINISTRATIVE ORDER, NO PERMITS SHALL BE ISSUED FOR ANY USE THAT INVOLVES THE CULTIVATION, PROCESSING, DISPENSING OR RETAIL SALE OF CANNABIS DURING THE TIME PERIOD COVERED BY THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, In 2014, the Florida Legislature approved Senate Bill 1030, providing for the growing, processing, and distributing of specific forms of low-THC (non-euphoric) cannabis to qualified patients for the treatment of certain medical conditions codified as Section 381.986, Florida Statutes ("Senate Bill 1030"); and

WHEREAS, In 2016, the Florida Legislature approved House Bill 307, which amended Senate Bill 1030 and provided for the growing, processing, and distributing of specific forms of medical (euphoric) cannabis to qualified patients for the treatment of certain medical conditions codified at Sections 391.986 and 499.0295, Florida Statutes ("House Bill 307"); and

WHEREAS, In November 2016, Florida voters voted to approve an amendment to the Florida Constitution to allow for broader medical use of marijuana ("Amendment 2"); and

WHEREAS, the approval of Amendment 2 to the Florida Constitution provides for an effective date of January 3, 2017; and

WHEREAS, Section 381.986(8) F.S. provides that all matters regarding the regulation of the cultivation and processing of medical cannabis by dispensing organizations/facilities are preempted to the state; and

WHEREAS, the state's Department of Health (DOH) has been directed to promulgate rules to implement Amendment 2 within six (6) months, and to implement such regulations within nine (9) months; and

WHEREAS, the state's Department of Health regulations have not been established for the cultivation and processing of medical cannabis by dispensing organizations/facilities; and

WHEREAS, the City's ability to regulate marijuana dispensaries is limited by Department of Health regulations; and

WHEREAS, Section 381.986(8) F.S. provides that a municipality may determine by ordinance the criteria for the number and location of, and other permitting requirements that do not conflict with state law or DOH rules for, dispensing facilities located within its municipal boundaries; and

WHEREAS, the City Manager and the City's professional staff continuously monitors and reviews the City's Comprehensive Plan and Land Development Regulations to ensure appropriate development in the City, and from time to time recognizes the need to study and amend aspects of the same; and

WHEREAS, it appears to the City Manager that the existing zoning districts and regulations is not sufficient in content and may be detrimental to the public interest if not studied and improved; and

WHEREAS, on December 13, 2016, the City Manager signed an Administrative Order instituting "Zoning in Progress" in order to study the City's ability to regulate cannabis dispensaries within the City, a copy of which is attached hereto as Exhibit "1", and incorporated herein by reference; and

WHEREAS, pursuant to Section 24-91 of the City of Tamarac Code of Ordinances, the City Manager, subject to the confirmation by the City Commission pursuant to this Resolution, has imposed a prohibition on the submission, processing, approval or issuance of any new licenses, business tax receipts, development orders or permits for any use that involves the cultivation, processing, dispensing or retail sale of cannabis within the City of Tamarac's corporate boundaries for a period of one hundred and eighty (180) days from the date of the Administrative Order; and

WHEREAS, such a prohibition for one hundred and eighty (180) days is the minimum reasonable time based upon the time needed to enable the City's professional staff to properly study the issues associated with the placement, number and locations of dispensaries, and other permitting requirements that are not in conflict with State Law or the Department of Health rules; ; and

WHEREAS, the City Commission approves of and confirms the City Manager's Administrative Order, and hereby finds that the ratification of same is in the best interest of the citizens and residents of the City.

NOW, THEREFORE, be it resolved by the City Commission of the City of Tamarac, Florida, that:

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution; all exhibits referenced and attached hereto are incorporated herein and made a specific part of this resolution.

Section 2. That pursuant to Section 24-91 of the City of Tamarac Code of Ordinances, ("Zoning in Progress"), the City Commission confirms and ratifies the City Manager's December 13, 2016, Administrative Order prohibiting the submission, processing, approval or issuance of any new licenses, business tax receipts, development orders or permits for any use that involves the cultivation, processing, dispensing or retail sale of cannabis within the corporate limits of the City of Tamarac.

Section 3. The Zoning in Progress shall cease at the earliest of the expiration of one hundred and eighty (180) days from the issuance of the Administrative Order, upon the effectiveness of an Ordinance addressing the subject matter of the Administrative Order, or upon the adoption of a resolution terminating the Zoning in Progress.

Section 4. That the City Commission hereby directs the City Manager to study and review regulations governing uses that involve the cultivation, processing, dispensing or retail sale of cannabis within the City of Tamarac.

Section 5. The City Commission hereby authorizes and directs the appropriate City Officials to do all things necessary and expedient to effectuate the intent of this Resolution.

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

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF TAMARAC,
FLORIDA THIS ____ DAY OF _____, 2017.

CITY OF TAMARAC FLORIDA

HARRY DRESSLER,
MAYOR

ATTEST:

PATRICIA TEUFEL, CMC
CITY CLERK

RECORD OF COMMISSION VOTE:

MAYOR DRESSLER
DIST 1: COMM. BOLTON
DIST 2: COMM GOMEZ
DIST 3: COMM. FISHMAN
DIST 4: VM. PLACKO

I HEREBY CERTIFY THAT I HAVE
APPROVED THIS RESOLUTION
AS TO FORM:

SAMUEL S. GOREN,
CITY ATTORNEY

CITY OF TAMARAC, FLORIDA

ADMINISTRATIVE ORDER

ORDER DECLARING ZONING IN PROGRESS AND PROHIBITING THE SUBMISSION, PROCESSING, APPROVAL OR ISSUANCE OF ANY NEW LICENSES, BUSINESS TAX RECEIPTS, DEVELOPMENT ORDERS OR PERMITS FOR ANY USE THAT INVOLVES THE CULTIVATION, PROCESSING, DISPENSING OR RETAIL SALE OF CANNABIS IN THE CITY OF TAMARAC.

BACKGROUND

In 2014, the Florida Legislature approved Senate Bill 1030, providing for the growing, processing, and distributing of specific forms of low-THC (non-euphoric) cannabis to qualified patients for the treatment of listed medical conditions, which is codified as Section 381.986, Florida Statutes ("Senate Bill 1030"). The Florida Department of Health adopted Chapter 64-4 of the Florida Administrative Code to implement Senate Bill 1030. In 2016, the Florida Legislature approved House Bill 307, which amended Senate Bill 1030 and provided for the growing, processing, and distributing of specific forms of medical (euphoric) cannabis to qualified patients for the treatment of listed medical conditions, which became effective on March 25, 2016, and is codified at Sections 391.986 and 499.0295, Florida Statutes ("House Bill 307"). In November 2016, Florida voters voted to approve an amendment to the Florida Constitution to allow for broader medical use of marijuana ("Amendment 2").

Amendment 2 will become effective on January 3, 2017. Section 381.986, Florida Statutes remains in effect and the Florida Department of Health ("DOH"), physicians, dispensing organizations, and patients are still bound by it. Following Amendment 2's effective date, the DOH is directed to promulgate rules to implement Amendment 2 within six (6) months, and to implement such regulations within nine (9) months.

The City's 2007 adopted Comprehensive Plan, *Future Land Use Element*, Objective 1 requires the City to administer and adopt appropriate land development code revisions, amending them as needed to respond to changing conditions. The existing City of Tamarac Code of Ordinances ("Code") lack clear direction on uses that involve the cultivation, processing, dispensing or retail sale of cannabis, and how an application for these uses are formally processed, relative to the placement, location, parking, signage and a myriad of similar issues that are not defined or listed in the City's Code.

It is therefore necessary and in the public's best interest to study these uses and create a long term strategy to ensure adequate placement and access to such uses and services are provided. The "zoning

in progress” is intended to allow staff sufficient time to study the provision and location of these uses to ensure that there is a balance between the existing residential uses and the projected demand for the location of MMTCs, and to further create an application process and placement criteria for the number and locations of dispensaries, and other permitting requirements that are not in conflict with State Law or the DOH rules, once they are implemented.

ORDER

Pursuant to Chapter 24, Article II, Division 6, Section 24-91 of the Code of Ordinances of the City of Tamarac, Florida, the City Manager hereby issues an Administrative Order declaring “Zoning in Progress” on the submission, processing, approval or issuance of any new licenses, business tax receipts, development orders or permits for any use that involves the cultivation, processing, dispensing or retail sale of cannabis, within the City’s municipal boundaries. Furthermore, the City Manager declares “Zoning in Progress” for a period of one hundred and eighty (180) days from the date of this Administrative Order to allow Staff to develop an application, approval, and revocation process and associated development standards for the placement of MMTCs located within the City of Tamarac; providing that the Administrative Order shall be complied with by all city personnel and shall be effective immediately upon execution, subject to affirmation by resolution of the City Commission, unless reversed, modified or superseded by resolution passed by the City Commission.

In accordance with Section 24-91(c) of the City of Tamarac Code of Ordinances, this matter shall be placed on the next available City Commission agenda of January 11, 2017, for review and adoption of a Resolution confirming this administrative order.

Effective date: December 13, 2016

Expiration date: June 13, 2017

**Contact: Frank Zickar, Assistant Director
Community Development Department
Planning and Zoning Division
(954) 597-3530**

Approved by 

Michael Cernech, City Manager
City of Tamarac, Florida



Title - TO2353 - Woodmont Country Club - Restated Development Agreement

TO2353 - Woodmont Country Club - Restated Development Agreement - ***Back Up forthcoming***



Title - TR12881 - Woodmont Country Club - Major Revised Site Plan

A Resolution of the City Commission of the City of Tamarac, Florida, granting Major Revised Site Plan approval (with conditions) to allow for the approval of Phase I of the Woodmont Country Club Master Development Plan to allow for the development of a new 15,031 square foot clubhouse with an ancillary 7,202 square foot cart barn with associated parking and pool; for the subject property located at 7801 NW 80 Avenue, Tamarac, Florida (Parcel A of the Woodmont Recreation Complex, according to the Plat thereof, as recorded in Plat Book 91, Page 49, public records of Broward County, Florida) (Case No. 33-sp-14); providing for conflicts; providing for severability; and providing for an effective date.

DEFERRED FROM THE NOVEMBER 9, 2016 MEETING
CONTINUED FROM THE DECEMBER 14, 2016 MEETING

Commission District(s):

District 4

ATTACHMENTS:

Description	Upload Date	Type
❑ Memo	11/30/2016	Cover Memo
❑ TR12881 - Resolution	12/7/2016	Resolution
❑ 1- Justification Letter	11/30/2016	Exhibit
❑ 2- Site Location Map	11/30/2016	Exhibit
❑ 3- Site Plan - Sheet A100.2	11/30/2016	Exhibit
❑ 4- Site Plan - Sheet SP102	11/30/2016	Exhibit
❑ 5- Master Plan - Sheet MP001	11/30/2016	Exhibit
❑ 6- Exterior Elevation - Sheet A200.1	11/30/2016	Exhibit
❑ 7- Exterior Elevation - Sheet A200.2	11/30/2016	Exhibit
❑ 9- Preliminary Floor Plan - Sheet A120.2	11/30/2016	Exhibit
❑ 8- Preliminary Floor Plan - Sheet A120.1	11/30/2016	Exhibit
❑ 10- Landscape Plan L1	11/30/2016	Exhibit
❑ 11- Landscape Plan L2	11/30/2016	Exhibit

CITY OF TAMARAC
INTEROFFICE MEMORANDUM 16-10-007M
COMMUNITY DEVELOPMENT DEPARTMENT

TO: Michael C. Cernech
City Manager

DATE: November 30, 2016

FROM: Maxine A. Calloway,
Director of Community Development

RE: Woodmont Country Club Parcel –
Major Revised Site Plan

CASE#: 33-SP-14 - Temp. Reso No. 12881

MF#: 13-76

RECOMMENDATION: The Director of Community Development recommends that the Mayor and City Commission issue a Development Order for a Major Revised Site Plan for the Woodmont Country Club Parcel project at its December 14, 2016 meeting with conditions of approval as agreed to by the applicant.

ISSUE: Steve Williams, Keith and Associates, Designated Agent for the property owner, Mark Schmidt is requesting approval of a Major Revised Site Plan to allow for the redevelopment of the existing Woodmont Country Club Parcel located at 7801 N.W. 80 Avenue, Tamarac, Florida through the development of a new country club facility and cart barn along with associated parking lot modifications and landscaping improvements.



BACKGROUND: The subject property is located on the west side of N.W. 80 Avenue, north of N.W. 75 Street (see aerial photograph above and attached location map). The parcel is 12 acres in size, has a Tamarac Future Land Use designation of “Commercial Recreation” and a zoning classification of S-1 (Recreational District).

City Manager

Woodmont Country Club Parcel – Major Revised Site Plan (33-SP-14)

Temp. Reso. No. 12881

November 30, 2016 – Page 2

A review of prior actions regarding the Woodmont property is provided below:

Land Use Plan Amendment – Approved on second reading June 25, 2014. Approval of six (6) parcels from Commercial Recreation to Low (0-5) Residential and one parcel from Commercial Recreation to Commercial.

Rezoning – Approved on second reading June 25, 2014. Approval of six (6) parcels from S-1 (Recreational District) to R-1 (Single Family Residential District) and one parcel from S-1 to B-2 (Planned Community Business District).

Development Agreement – Approved on second reading July 9, 2014. Approval of a Development Agreement between The City of Tamarac and Woodmont Country Club, Inc. for the development of property within the Woodmont Plat.

Consolidated, Amended and Restated Covenant – Approved on July 9, 2014. Approval of the Consolidated, Amended and Restated Covenant for a period of fifty (50) years for the Woodmont Country Club.

Planning Board forwards a favorable recommendation of approval for the Woodmont Country Club project with conditions of approval on October 7, 2015.

ANALYSIS: The applicant is requesting approval of a major revised site plan (see attached site plan) for phase one of the overall Woodmont redevelopment project, which includes the redevelopment of the Clubhouse parcel and associated cart barn, parking lot and landscaping. A Master Plan (see attached Master Plan) has been provided with this submittal outlining the phasing of the overall Woodmont plan which includes the Clubhouse Parcel, 9 hole golf course, the commercial and residential parcels and Aqua Range. The current submittal is for the Clubhouse Parcel only.

Architecture: (See attached exterior elevation plan sheets)

A new fifteen thousand and thirty-one (15,031) square foot clubhouse building is proposed for this site (see rendering below). Additionally, a seven thousand two hundred and two (7202) square foot cart barn is also proposed.



Front Elevation



Rear Elevation

City Manager

Woodmont Country Club Parcel – Major Revised Site Plan (33-SP-14)

Temp. Reso. No. 12881

November 30, 2016 – Page 4

Floor Plan:

The proposed floor plan for the new clubhouse facility will include (see attached architectural floor plan):

- Casual Dining area 1240 square feet
- Outdoor Covered Dining area 2173 square feet
- Banquet Facility 5699 square feet
- Bar area 325 square feet
- Gallery area 745 square feet
- Fitness Center 1620 square feet
- Office area 576 square feet
- Retail area 1658 square feet

Site Plan:

A summary of site plan details is listed below (see attached site plan):

- The proposed site will require two hundred and nine (209) parking spaces where two hundred and thirty-four (234) will be provided, including six (6) handicap accessible spaces.
- All parking islands will be constructed to code requirements to allow proper landscaping throughout the parking area.
- Required pedestrian zone areas will be constructed along the front of the clubhouse building that is adjacent to vehicular use areas have been met.
- A new swimming pool and pool deck are proposed directly adjacent to the new clubhouse building.
- As previously mentioned, a cart barn is proposed south of the new clubhouse building/pool area.
- An existing practice green will be maintained at the very northwest corner of this parcel.
- All dimensional code requirements have been met regarding the proposed site plan.
- The parcel will maintain the eighteen (18) tennis courts within the southern half of this parcel.

Landscaping Plan:

A summary of the landscape plan is listed below (see attached landscape plan):

- 114 shade trees will be planted
- 87 palm trees will be planted
- 81 small tree species will be planted
- 88 existing trees will be preserved or relocated throughout the site
- 4600 shrubs and shrubs and ground cover plants will be planted

City Manager

Woodmont Country Club Parcel – Major Revised Site Plan (33-SP-14)

Temp. Reso. No. 12881

November 30, 2016 – Page 5

Currently this property has significant existing tree canopy throughout the site that will be preserved. The existing shade trees along N.W. 75 Street will remain. The shade trees along N.W. 80 Avenue will be removed due to the overhead wires and be replaced with a more appropriate tree species. This is one of the conditions of approval that the applicant has agreed to. All street tree and buffer requirements are met with the exception of perimeter requirements along the western portion of this parcel. Staff agrees with the applicant that this area should be strategically planted to preserve the view from the new clubhouse looking towards the west onto the existing golf course. Required trees versus proposed trees create a deficit of trees on this parcel but will be planted on the remaining golf course portion of the overall project. The applicant has agreed to this condition of approval.

Phasing Plan:

The current clubhouse facility will be maintained and useable throughout the construction of the new clubhouse facility until it is substantially completed, or otherwise approved by the City. A phasing plan has been developed to ensure that adequate parking and vehicular movement will exist throughout this site during the construction of the new clubhouse. Phase 1 of this project will be to construct a ninety-one (91) space parking lot while maintaining two hundred and twenty-two (222) existing parking spaces. This will allow adequate parking while the site is being developed. Phase 2 will entail the construction of the new clubhouse, cart barn, swimming pool and site amenities. Phase 3 will entail the demolition of the existing clubhouse after the City approves the new clubhouse.

Development Agreement:

A summary of all Development Agreement requirements that are related to the Clubhouse facility are summarized below:

- Maximum building height of forty (40) feet – The proposed height of the new clubhouse is thirty-six (36) feet nine (9) inches
- Developer shall construct a new clubhouse ranging in size from twelve thousand (12,000) feet to fourteen thousand (14,000) feet or greater – The new clubhouse is proposed to be fifteen thousand and thirty-one (15,031) square feet.
- The new clubhouse shall have the following amenities: locker rooms, restaurant and bar with indoor and outdoor seating, banquet/conference facilities with seating capacity of one hundred and thirty-two (132), golf and tennis pro shop, fitness facility, administrative offices, storage facilities and other ancillary uses – The new clubhouse has all of the mentioned amenities including banquet facility of two hundred and twenty-four (224).
- A cart barn shall be constructed between five thousand (5000) and eight thousand (8000) square feet – A cart barn is proposed at seven thousand two hundred and two (7202) square feet.
- A demolition permit cannot be issued for the existing clubhouse until the new clubhouse is substantially completed (minimum temporary certificate of occupancy) – A phasing plan has been established with this application to ensure this requirement will be met.

City Manager

Woodmont Country Club Parcel – Major Revised Site Plan (33-SP-14)

Temp. Reso. No. 12881

November 30, 2016 – Page 6

Conditions of Approval:

1. Construction is to be in complete compliance with the plans and specifications submitted by the developer to the City of Tamarac and approved engineering drawings.
2. The new Clubhouse shall be “substantially completed” no later than eighteen (18) months from approval of the applications (Land Use approval, Zoning approval and Residential applications site plan approval) by the City Commission. “Substantial completion” shall mean issuance of a temporary certificate of occupancy by the City for the New Clubhouse.
3. The Development Order is assignable, but assignment does not discharge any assignee from strict compliance with the order unless the City Commission consents to modify any of the original requirements.
4. The required trees not planted on the western perimeter of this parcel shall be incorporated into the next phase (golf course) of this overall project as additional landscaping beyond requirements for that next phase.
5. The shade trees along N.W. 80 Avenue shall be removed due to the existing overhead wires and replaced with appropriate small tree species as approved by a Broward County Tree Removal Permit. Additionally, existing *Bischofia javonica* trees 82, 84, 85, 86 and 87 shall be removed and replaced with native Shade trees. *Bischofia* is a Category 1 invasive plant species identified by Florida’s Exotic Pest Plant Council.
6. All requirements from the Developers Agreement between the City of Tamarac and Woodmont Country Club, Inc. shall be adhered to as part of this application.
7. Satisfaction of the outstanding Development Review Committee comments from the review of the Major Revised Site Plan for Woodmont Country Club Parcel, Case #33-SP-14.
8. Prior to issuance of a vertical building permit for the New Clubhouse, Applicant or its designee shall obtain a completion bond in a form approved by the City Attorney, to secure completion of the New Clubhouse in accordance with approved Development Agreement.
9. As further assurances guaranteeing construction and completion of the New Clubhouse, and upon Pulte consummating the closing on its acquisition of the Residential Parcels from Developer, the sum of Two Million Four Hundred Thousand (\$2,400,000.00) Dollars from the closing proceeds shall be held in escrow by Pulte, who shall disburse such escrowed funds pursuant to a customary draw schedule to be agreed upon between Pulte and Developer for construction of the New Clubhouse. Upon Developer’s substantial completion of the New Clubhouse, any balance of funds remaining in escrow pursuant to this Section 10 shall be immediately released to Developer. In the event that Developer fails to substantially complete construction of the New Clubhouse, as provided herein, Pulte may use the balance of the escrowed funds to substantially complete construction of the New Clubhouse.

City Manager

Woodmont Country Club Parcel – Major Revised Site Plan (33-SP-14)

Temp. Reso. No. 12881

November 30, 2016 – Page 7

10. Prior to any paving, grading and drainage activities, a copy of Broward County's Environmental Resource Permit for the Woodmont Country Club Conceptual Master Plan shall be provided. Any modifications to the site, due to the surface water permit requirements, shall be reflected on the site plan.

CONCLUSION: Policy 1.5 of the Future Land Use Element of the 2007 City of Tamarac Comprehensive Plan is to promote “quality development” in all land use categories by the establishment and implementation of design criteria and development standards in the Land Development Code, which promote the highest standards of urban development and community aesthetics. The re-development of this property will greatly enhance this area with a new clubhouse facility with all associated amenities.

Additionally, this project supports the City’s Strategic Plan, Goal #5 providing for “A Vibrant Community” by being accessible and responsive to our neighborhood and business partners and developing an understanding of the unique needs of each neighborhood and commercial area.

The Director of Community Development recommends that the Mayor and City Commission approve the Major Revised Site Plan, 33-SP-14 (with conditions of approval) to allow for the redevelopment of the Clubhouse Parcel.

FISCAL IMPACT: This application is being funded by an application/processing fee. The development of this project will provide a net positive impact as building and engineering fees will be collected as the applicant moves forward with the development of this property.

INTERVENING ACTION: At its October 7, 2015, meeting, the Planning Board voted unanimously, 5-0, to forward a favorable recommendation for approval of the Major Revised Site Plan for the Woodmont Country Club Parcel, Case No. 33-SP-14, to the City Commission with the recommended conditions of approval as agreed to by the applicant.



Maxine A. Calloway,
Director of Community Development

Attachments: Temporary Resolution No. 12881
 Justification Letter
 Location Map
 Site Plan
 Master Plan
 Exterior Elevation Plans
 Floor Plan
 Landscape Plan

MAC/FLZ/alg

CITY OF TAMARAC, FLORIDA

RESOLUTION NO. R-2016- _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA, GRANTING MAJOR REVISED SITE PLAN APPROVAL (WITH CONDITIONS) TO ALLOW FOR THE APPROVAL OF PHASE I OF THE WOODMONT COUNTRY CLUB MASTER DEVELOPMENT PLAN TO ALLOW FOR THE DEVELOPMENT OF A NEW 15,031 SQUARE FOOT CLUBHOUSE WITH AN ANCILLARY 7,202 SQUARE FOOT CART BARN WITH ASSOCIATED PARKING AND POOL; FOR THE SUBJECT PROPERTY LOCATED AT 7801 NW 80 AVENUE, TAMARAC, FLORIDA (PARCEL A OF THE WOODMONT RECREATION COMPLEX, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 91, PAGE 49, PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA) (CASE NO. 33-SP-14); PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Steve Williams, of Keith & Associates, designated agent for the property owner, Woodmont Country Club, Inc., is requesting approval of a Major Revised Site Plan to allow for the development of a new 15,031 square foot clubhouse with an ancillary 7,202 square foot cart barn with associated parking and pool; and

WHEREAS, pursuant to the instructions of the City Commission of the City of Tamarac, Florida, a public meeting has been advertised in accordance with applicable law of the date, time and place of the meeting regarding the review of the petition for Major Revised Site Plan approval; and

WHEREAS, Director of Community Development recommends approval (with conditions); and

WHEREAS, the Planning Board recommended approval (with conditions) on October 7, 2015; and

WHEREAS, the City Commission has examined the application, the staff and Planning Board recommendations; and

WHEREAS, the City Commission has determined that the application is in compliance with all elements of the Comprehensive Plan, or will be in compliance with all elements of the Comprehensive Plan prior to the issuance of a Certificate of Occupancy for the development; and

WHEREAS, the City Commission of the City of Tamarac, Florida deems it to be in the best interests of the citizens and residents of the City of Tamarac, Florida to grant Major Revised Site Plan approval (with conditions) to allow for the development of a new 15,031 square foot clubhouse with an ancillary 7,202 square foot cart barn with associated parking and pool; for the subject property located at 7801 NW 80th Avenue, Tamarac, Florida (Parcel A of the Woodmont Recreation Complex, according to the Plat thereof, as recorded in Plat Book 91, Page 49, public records of Broward County, Florida) (Case No. 33-SP-14).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA:

SECTION 1: The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution; all exhibits attached hereto are incorporated herein and made a specific part of this resolution.

SECTION 2: That the application for Major Revised Site Plan approval (with conditions) to allow for the development of a new 15,031 square foot clubhouse with an ancillary 7,202 square foot cart barn with associated parking and pool; for the subject property located at 7801 NW 80th Avenue, Tamarac, Florida (Parcel A of the Woodmont Recreation Complex, according to the Plat thereof, as recorded in Plat Book 91, Page 49, public records of Broward County, Florida) (Case No. 33-SP-14), is HEREBY APPROVED subject to the following conditions:

1. Construction is to be in complete compliance with the plans and specifications submitted by the developer to the City of Tamarac and approved engineering drawings.
2. The new Clubhouse shall be “substantially completed” no later than eighteen (18) months from approval of the applications (Land Use approval, Zoning approval and Residential applications site plan approval) by the City Commission. “Substantial completion” shall mean issuance of a temporary certificate of occupancy by the City for the New Clubhouse.
3. The Development Order is assignable, but assignment does not discharge any assignee from strict compliance with the order unless the City Commission consents to modify any of the original requirements.
4. The required trees not planted on the western perimeter of this parcel shall be incorporated into the next phase (golf course) of this overall project as additional landscaping beyond requirements for that next phase.
5. The shade trees along N.W. 80 Avenue shall be removed due to the existing overhead wires and replaced with appropriate small tree species as approved by a Broward County Tree Removal Permit.

Additionally, existing Bischofia javonica trees 82, 84, 85, 86 and 87 shall be

removed and replaced with native Shade trees. Bischofia is a Category 1 invasive plant species identified by Florida's Exotic Pest Plant Council.

6. All requirements from the Developers Agreement between the City of Tamarac and Woodmont Country Club, Inc. shall be adhered to as part of this application.
7. Satisfaction of the outstanding Development Review Committee comments from the review of the Major Revised Site Plan for Woodmont Country Club Parcel, Case #33-SP-14.
8. Prior to issuance of a building permit for the New Clubhouse, Applicant or its designee shall obtain a completion bond in a form approved by the City Attorney, to secure completion of the New Clubhouse in accordance with approved Development Agreement.
9. As further assurances guaranteeing construction and completion of the New Clubhouse, and upon Pulte consummating the closing on its acquisition of the Residential Parcels from Developer, the sum of Two Million Four Hundred Thousand (\$2,400,000.00) Dollars from the closing proceeds shall be held in escrow by Pulte, who shall disburse such escrowed funds pursuant to a customary draw schedule to be agreed upon between Pulte and Developer for construction of the New Clubhouse. Upon Developer's substantial completion of the New Clubhouse, any balance of funds remaining in escrow pursuant to this Section 10 shall be immediately released to Developer. In the event that Developer fails to substantially complete construction of the New Clubhouse, as provided herein, Pulte may use the balance of the escrowed funds to substantially complete construction of the New Clubhouse.
10. Prior to any paving, grading and drainage activities, a copy of Broward County's Environmental Resource Permit for the Woodmont Country Club Conceptual Master Plan shall be provided. Any modifications to the site, due to the surface water permit

requirements, shall be reflected on the site plan.

SECTION 3: All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or in application, it shall not affect the validity of the remaining portions or applications of this Resolution.

SECTION 5: This Resolution shall become effective immediately upon its adoption.

PASSED, ADOPTED AND APPROVED this day of , 2016.

HARRY DRESSLER,
MAYOR

ATTEST:

PATRICIA TEUFEL, CMC
CITY CLERK

I HEREBY CERTIFY that I
have approved this
ORDINANCE as to form.

SAMUEL S. GOREN,
CITY ATTORNEY

August 11, 2015

Donna Payne, Community Development
City of Tamarac
7525 NW 88th Ave, Tamarac, FL 33321

**RE: Woodmont Country Club
Site Plan Application – Proposed Clubhouse and Cart Barn
7801 N.W. 80th Avenue**

Dear Ms. Payne;

On behalf of Woodmont Country Club, (Owner) for this site plan application, Keith and Associates, Inc. (Agent) is requesting Site Plan approval for a 15,031 square foot Clubhouse building and 7,202 square foot Cart Barn building on an existing 12.00 acre site located at 7801 NW 80th Avenue. The clubhouse will offer a lobby, restaurant, banquet hall, office, retail, locker rooms, and a fitness center. The Cart Barn will house general storage, member's golf club storage, and golf cart storage and maintenance.

The site will feature a proposed outdoor pool, outdoor seating, a new 182 space parking lot, and it will maintain the existing tennis court facility. There will be an enlarged dumpster pad area that will aid in the screening of any maintenance activity from the golf course view.

The proposed site plan is consistent with the submittal and approval of previous LUPA and re-zoning applications.

Keith & Associates looks forward to discussing the details of the site plan application with City Staff and is available anytime to address any questions the City may have.

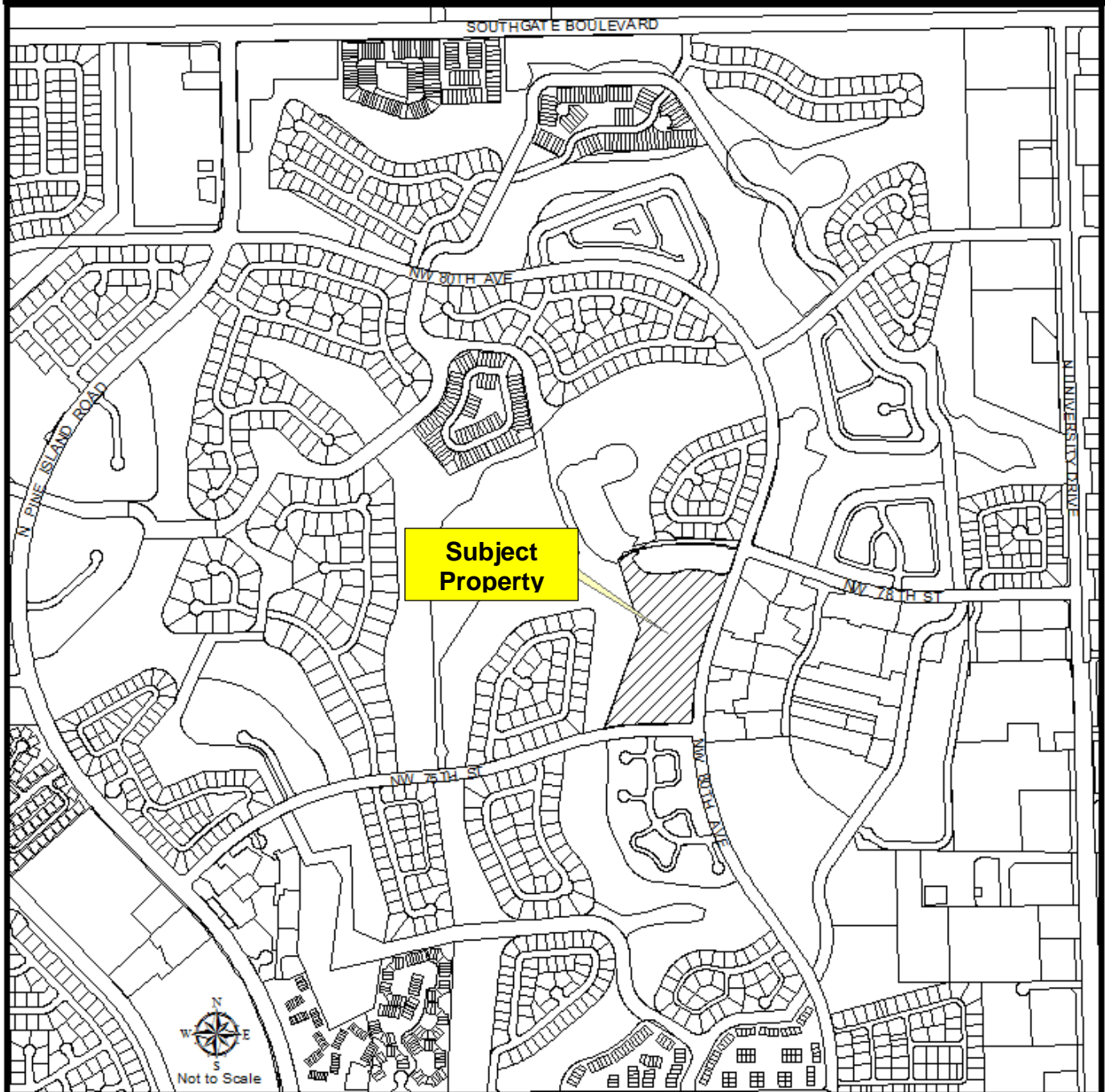
Respectfully submitted,



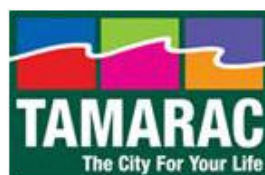
Mike Amodio, Associate Planner
Keith & Associates, Inc.

Cc: Mark Schmidt, Woodmont Country Club

**Woodmont Country Club Parcel- Phase 1
Major Revised Site Plan
Case No. 33-SP-14**

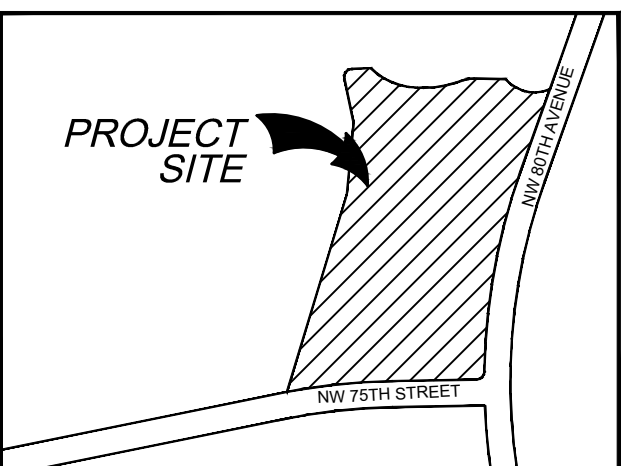
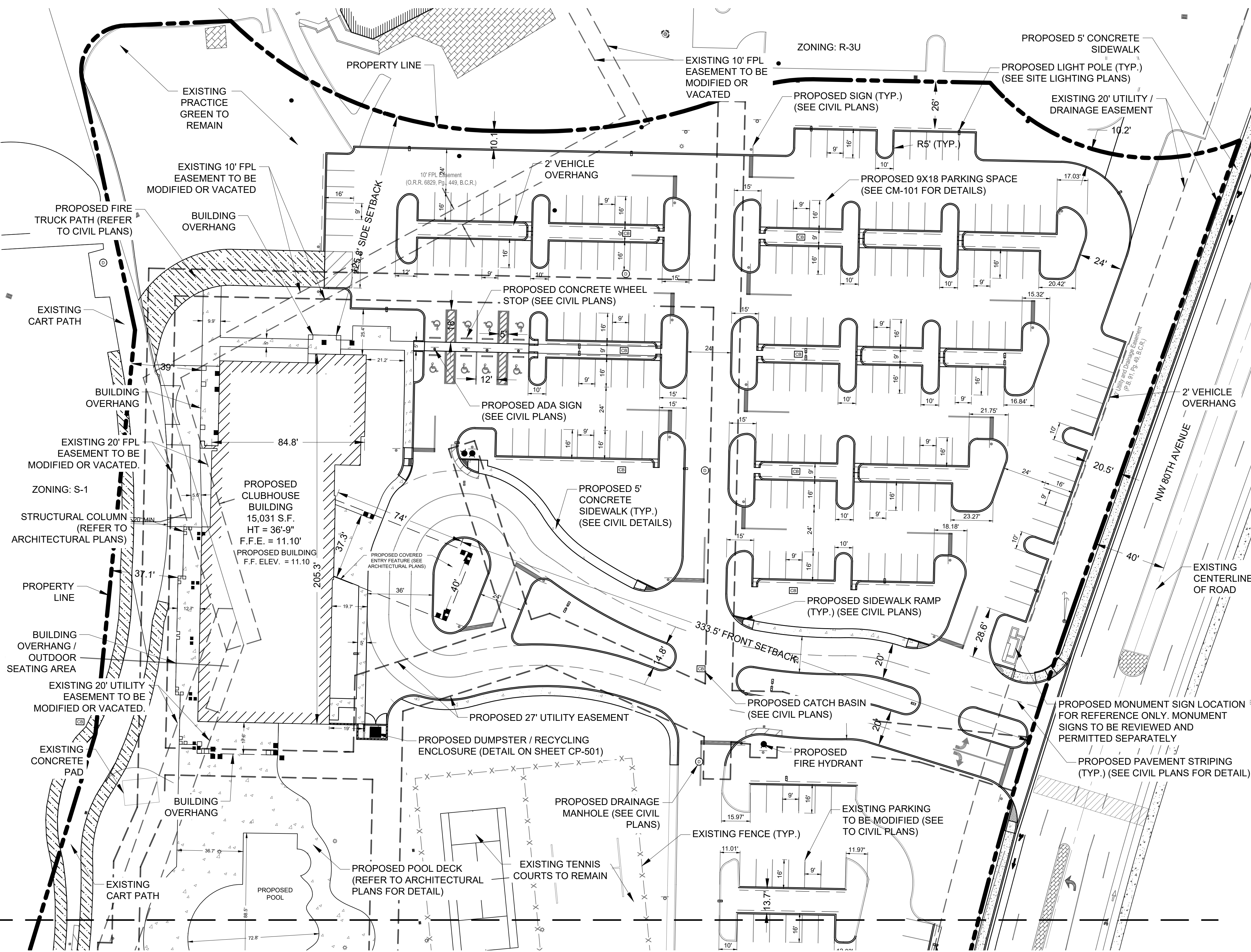


**City Commission
Public Hearing
December 14, 2016
City Commission Chambers
7:00 p.m.**



**Maxine Calloway, Director
Community Development
7525 NW 88 Avenue
Tamarac, FL 33321
Telephone (954) 597-3530**

Drawing name: K:\0870702\0870702\Woodmont Country Club House Construction Drawings\0870702-SP-101.dwg Layout Name: SP-101 Plotted by: tamarac Plotted on: Sep 15, 2016 5:25pm



VICINITY MAP
(NOT TO SCALE)

SITE DATA TABLE:

PROJECT ADDRESS: 7801 NW 80TH AVENUE, TAMARAC, FLORIDA 33321	
FUTURE LAND USE DESIGNATION: COMMERCIAL RECREATION	
ZONING DESIGNATION:	S-1 (RECREATION DISTRICT)
WATER/WASTEWATER SERVICE PROVIDER	CITY OF TAMARAC
BUILDING HEIGHT	MAX ALLOWED: 40' PROVIDED: CLUBHOUSE 36'-9" CART BARN 11'-4"
SITE AREA (GROSS):	586,765 S.F. (13.47 ACRES)
SITE AREA (NET):	522,854 S.F. (12.00 ACRES)
OPEN SPACE / LANDSCAPE:	304,101 S.F. (6.98 ACRES)

SITE AREA CALCULATIONS:	SQUARE FEET / PERCENT
CLUBHOUSE:	15,031 S.F.
CART BARN:	7,202 S.F.
TOTAL BUILDING AREA:	22,233 S.F. (4%)
PAVEMENT / PARKING	119,938 S.F. (22.9%)
SIDEWALKS / CONCRETE:	19,418 S.F. (3.8%)
COVERED OUTDOOR DINING	2,173 S.F. (0.5%)
TENNIS COURTS	50,544 S.F. (9.7%)
POOL:	4,447 S.F. (1%)
PERVIOUS AREA:	304,101 S.F. (58.1%)
TOTAL SITE AREA:	522,854 S.F. (100%)

PARKING CALCULATIONS:	
GOLF COURSE	
1.5 COURSES @ 75 PER COURSE	113 SPACES
CASUAL DINING (INDOOR)	
1,240 SF @ 1 PER 100 SF	13 SPACES
COVERED OUTDOOR DINING	
2,173 SF @ 1 PER 100 SF	22 SPACES
BANQUET FACILITY	
5,699 SF @ 1 PER 150 SF	38 SPACES
BAR	
325 SF @ 1 PER 100 SF	4 SPACES
GALLERY	
745 SF @ 1 PER 500 SF	2 SPACES
FITNESS CENTER	
1,620 SF @ 1 PER 200 SF	9 SPACES
OFFICE	
576 SF @ 1 PER 300 SF	2 SPACES
RETAIL	
1,658 SF @ 1 PER 300 SF	6 SPACES
TOTAL NET PARKING REQUIRED	209 SPACES
PROPOSED PARKING	183 SPACES
EXISTING PARKING	51 SPACES
TOTAL PARKING PROVIDED	234 SPACES

SETBACK REQUIREMENTS:	
CLUBHOUSE	
REQUIRED	PROVIDED
FRONT 25'	333.5'
SIDE 25'	125.8'
REAR 25'	37.1'
CART BARN	
REQUIRED / PROVIDED	
FRONT 25'	407.5'
SIDE 25'	287'
REAR 25'	27.1'

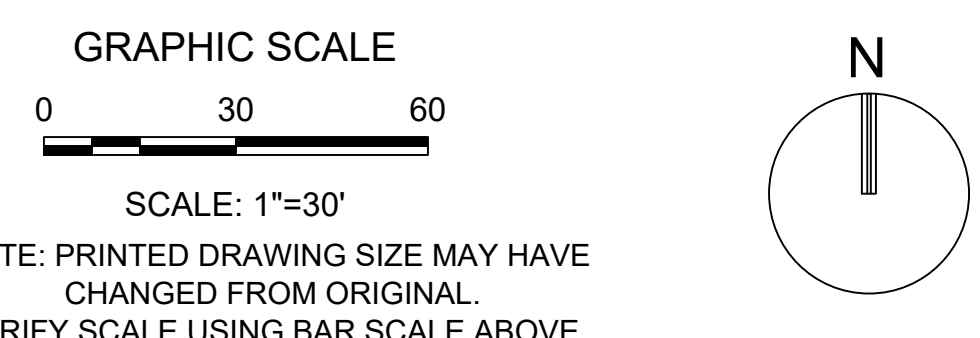
**PRELIMINARY PLAN
NOT FOR CONSTRUCTION**

THESE PLANS ARE NOT FULLY PERMITTED AND ARE SUBJECT TO REVISIONS MADE DURING THE PERMITTING PROCESS. RESPONSIBILITY FOR THE USE OF THESE PLANS PRIOR TO OBTAINING PERMITS FROM ALL AGENCIES HAVING JURISDICTION OVER THE PROJECT WILL FALL SOLELY UPON THE USER.

09/15/2016

- NOTES:
- REFER TO SURVEY FOR LEGAL DESCRIPTION
 - REFER TO GI-001 FOR LEGEND
 - REFER TO GI-002 FOR GENERAL NOTES
 - REFER TO GC-101 FOR PROJECT PHASING
 - REFER TO ARCHITECTURAL PLANS FOR FIRE PREVENTION TYPE
 - BASE FLOOD ELEVATION = 10.00 (ZONE AE) REFER TO CIVIL PLANS
 - REFER TO LANDSCAPE PLANS FOR SIGHT DISTANCE CLEARANCES.

MATCHLINE A-A (SEE SHEET SP-102)



PLAN PURPOSE:

THE PROPOSED PROJECT INCLUDES A PROPOSED CLUB HOUSE AND CART BARN ON AN EXISTING 12.00 ACRE SITE LOCATED AT 7801 NW 80TH AVENUE. THE CLUBHOUSE WILL BE USED FOR A LOBBY, RESTAURANT, BANQUET HALL, OFFICE, RETAIL, LOCKER ROOMS, AND FITNESS CENTER.

DATE: MAY 26, 2015
SCALE: AS INDICATED
DRAWN BY: M.A.
DESIGN BY: M.G.
CHECKED BY: S.W.

7-14-2015	PER DRC COMMENTS
8-12-2015	PER DRC COMMENTS
9-16-2015	PER DRC COMMENTS
8-26-2016	PER DRC COMMENTS
DATE	REVISION

STEPHEN D. WILLIAMS, P.E.
FLORIDA REG. NO. 32095
(FOR THE FIRM)

KEITH & ASSOCIATES, INC.
consulting engineers
301 East Atlantic Boulevard
Pompano Beach, Florida 33060-6643
(954) 788-3400; FAX (954) 788-3500

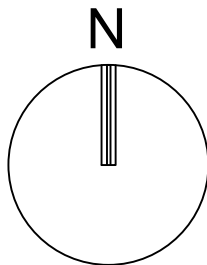
State of Florida Certificate of
Authorization Number - 7928

WOODMONT COUNTRY CLUB
BROWARD COUNTY
CITY OF TAMARAC
PHASE II SITE PLAN

SHEET IDENTIFICATION
SP-101
SHEET

PROJECT NO. 08707.01

MATCHLINE A-A (SEE SHEET SP-101)



GRAPHIC SCALE

0 30 60

SCALE: 1"=3'

NOTE: PRINTED DRAWING SIZE MAY HAVE
CHANGED FROM ORIGINAL.
VERIFY SCALE USING BAR SCALE ABOVE.

PLAN PURPOSE:

THE PROPOSED PROJECT INCLUDES A PROPOSED CLUB HOUSE AND CART BARN ON AN EXISTING 12.00 ACRE SITE LOCATED AT 7801 NW 80TH AVENUE. THE CLUBHOUSE WILL BE USED FOR A LOBBY, RESTAURANT, BANQUET HALL, OFFICE, RETAIL, LOCKER ROOMS, AND FITNESS CENTER.

NOTES:

1. REFER TO SURVEY FOR LEGAL DESCRIPTION
2. REFER TO GI-001 FOR LEGEND
3. REFER TO GI-002 FOR GENERAL NOTES
4. REFER TO GC-101 FOR PROJECT PHASING
5. REFER TO ARCHITECTURAL PLANS FOR FIRE PREVENTION TYPE

PRELIMINARY PLAN
NOT FOR CONSTRUCTION

THESE PLANS ARE NOT FULLY PERMITTED
AND ARE SUBJECT TO REVISIONS MADE
DURING THE PERMITTING PROCESS.
RESPONSIBILITY FOR THE USE OF THESE
PLANS PRIOR TO OBTAINING PERMITS
FROM ALL AGENCIES HAVING JURISDICTION
OVER THE PROJECT WILL FALL SOLELY
UPON THE USER
09/15/2016

DATE: AUGUST 12, 2015

SCALE: AS INDICATED

DRAWN BY: M.A.

DESIGN BY: SW.

CHECKED BY: S.W.

[illegible]

STEPHEN D. WILLIAMS, P.E.
FLORIDA REG. NO. 32090
(FOR THE FIRM)

KELLER ASSOCIATES, INC.
consulting engineers
301 East Atlantic Boulevard
Pompano Beach, Florida 33060-6643
(954) 788-3400; FAX (954) 788-3500

State of Florida Certificate of
Authorization Number - 7928

WOODMONT COUNTRY CLUB

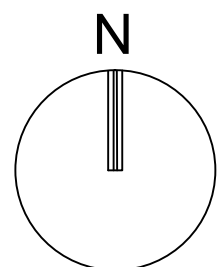
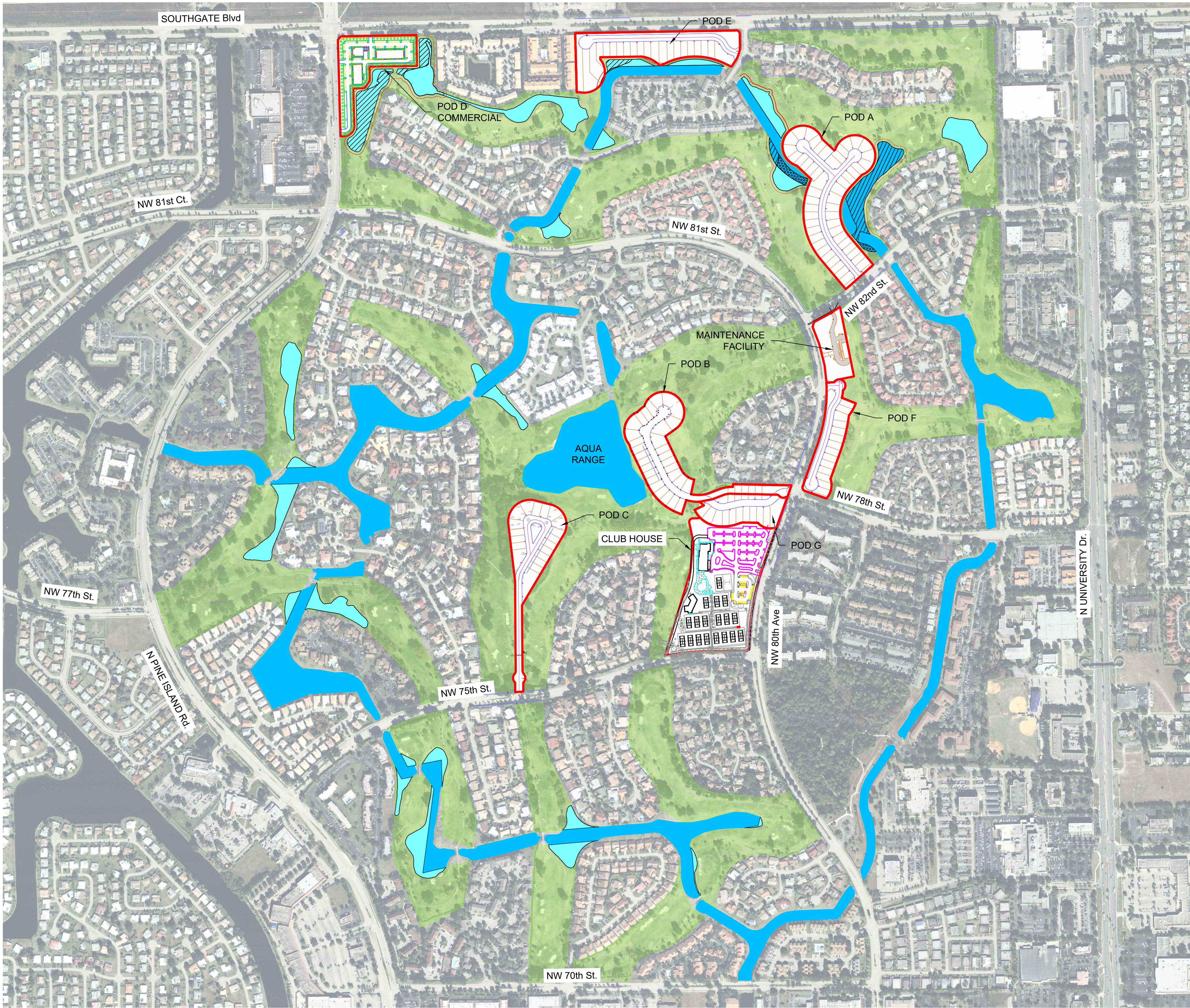
PHASE II-SITE PLAN

CITY of TAMARAC BROWARD COUNTY

SHEET
IDENTIFICATION
SP-102
SHEET

PROJECT NO. 08707.01

Drawing name: J:\0870707\0870707\Woodmont Country Club\Engineering\Civil\Construction Drawings\0870707\0870707.dwg Layout Name: C:\001 Plotted by: mchalea Plotted on: Sep 16, 2016 2:46pm



GRAPHIC SCALE

0 400 800

SCALE: 1"=400'

NOTE: PRINTED DRAWING SIZE MAY HAVE
CHANGED FROM ORIGINAL.
VERIFY SCALE USING BAR SCALE ABOVE.

LEGEND:

CITY OF TAMARAC LAKES

PROPOSED LAKE EXCAVATION

EXISTING

EXISTING WOODMONT LAKE TO BE
TRANSFERRED TO THE CITY OF TAMARAC

WOODMONT LAKES

PROPOSED LAKE EXCAVATION

EXISTING

WOODMONT PROPERTY

PROPOSED POD LIMITS *

PROPOSED EASEMENT

* ALL PROPOSED DEVELOPMENT IS
LOCATED WITHIN PROPERTY BOUNDARIES

Woodmont Country Club Project Phasing				
Phase	Description of Phase Improvements	POD ID	*Area per Developers Agreement	+Dwelling Units
1	Clubhouse Parcel "A" Dev. Agreement		11.24 ac.	
	Clubhouse Parcel "Golf Course"		0.76 ac.	
	Total Clubhouse Parcel		12.00 ac.	
2	9 Hole Golf Course Improvements		87.37 ac.	
3	Commercial Parcel	POD D	4.58 ac.	
4	Residential Parcels + Maintenance Facilities	POD A	9.47 ac.	51
		POD B	6.95 ac.	30
		POD C	5.50 ac.	19
		POD E	6.62 ac.	20
		POD F	3.41 ac.	14
		POD G	3.00 ac.	18
		MAINTENANCE	2.30	
	Total Residential + Maintenance Facilities		37.25 ac.	152
5	Aqua Range		0 ac. *	
	Total Development Parcels		53.83 ac.	
Existing	18 Hole Golf Course		141.02 ac.	
	Total Woodmont CC Property		282.22 ac.	

* AQUA RANGE LAKE OWNED BY THE CITY OF TAMARAC
Not Count from Dev. Agreement (DJG orig. layout - POD A-45, Pod B-30, Pod E-22)

DATE: _____
SCALE: _____
DRAWN BY: _____
DESIGN BY: _____
CHECKED BY: _____

REVISION	DATE

STEPHEN D. WILLIAMS, P.E.
FLORIDA REG. NO. 32690
(FOR THE FIRM)

KEITH & ASSOCIATES, INC.
consulting engineers
301 East Atlantic Boulevard
Pompano Beach, Florida 33060-6643
(954) 788-3400; FAX (954) 788-3500

State of Florida Certificate of
Authorization Number - 7928

WOODMONT COUNTRY CLUB
POD GRADING PLANS
MASTER PLAN

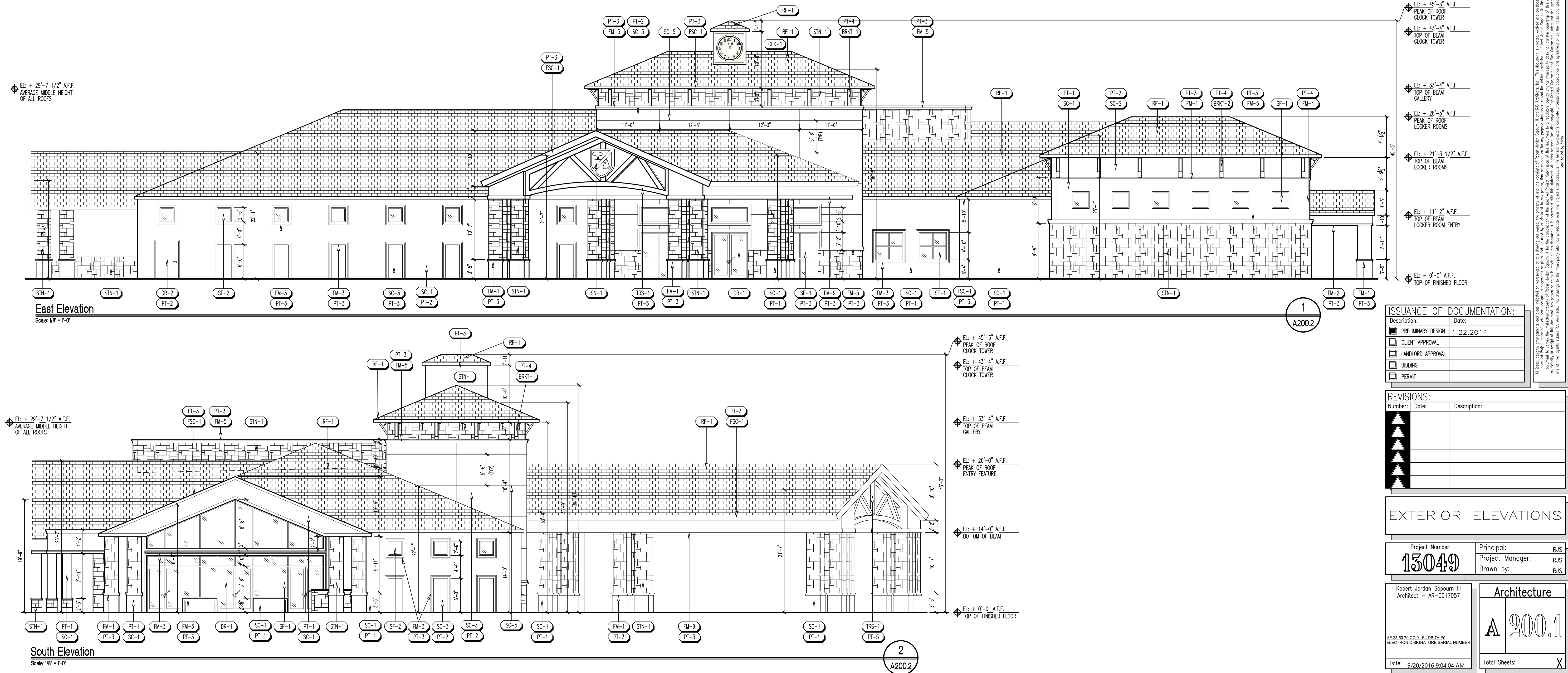
BROWARD COUNTY

CITY of TAMARAC

SHEET
IDENTIFICATION
MP-001
SHEET

PROJECT NO. 08707.00

The logo for RJS Architects features a stylized 'R' and 'J' intertwined within a square frame, with a smaller 'S' to the right. Below the graphic, the word 'ARCHITECTS' is written in a bold, sans-serif font. The contact information is presented in a clean, sans-serif font, with the address '11019 Northwest 19th Street, Coral Springs, Florida 33071' on the first line, and a two-column table for phone and fax numbers, company and email addresses on the second line. The company name 'A Building for: Woodmont Country Club' is prominently displayed in a large, serif font on the third line, followed by the address '7801 NW 80th Avenue, Tamarac, Florida 33321' in a bold, sans-serif font on the fourth line.



A Building for:
Woodmont Country Club

7801 NW 80th Avenue
Tamarac, Florida 33321

West Elevation
Scale 1/8" = 1'-0"

North Elevation
Scale 1/8" = 1'-0"

ISSUANCE OF DOCUMENTATION:

Description:	Date:
PRELIMINARY DESIGN	1.22.2014
CLIENT APPROVAL	
LANDLORD APPROVAL	
BIDDING	
PERMIT	

REVISIONS:

Number:	Date:	Description:
1		

EXTERIOR ELEVATIONS

Project Number: **13049**

Principal: RJS
Project Manager: RJS
Drawn by: RJS

Robert Jordan Sapourn III
Architect - AR-0017057

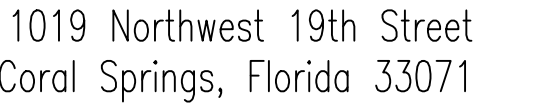
Architecture

A 200.2

AF 28.60.70.00 91 F4 DB 7A.00
ELECTRONIC SIGNATURE SERIAL NUMBER

Date: 9/20/2016 9:04:19 AM

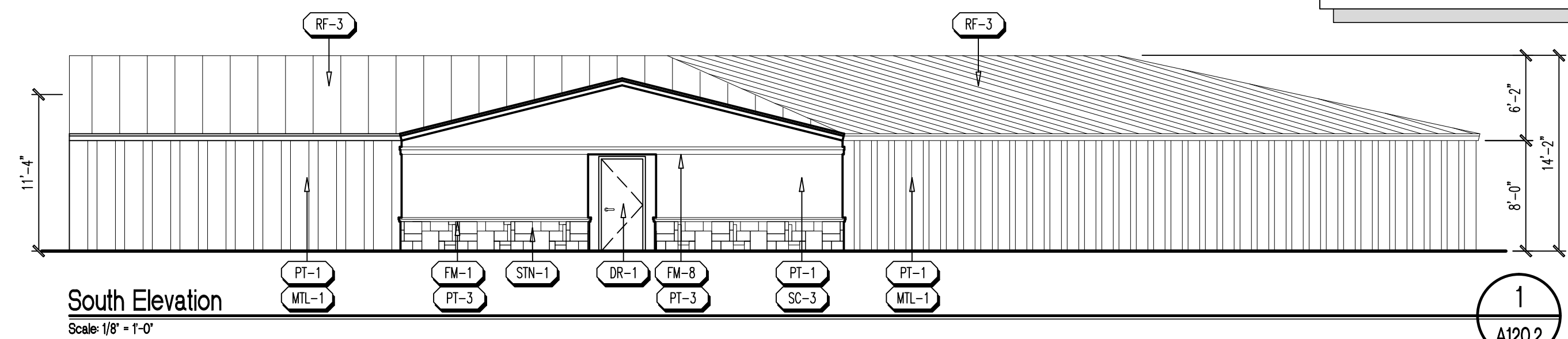
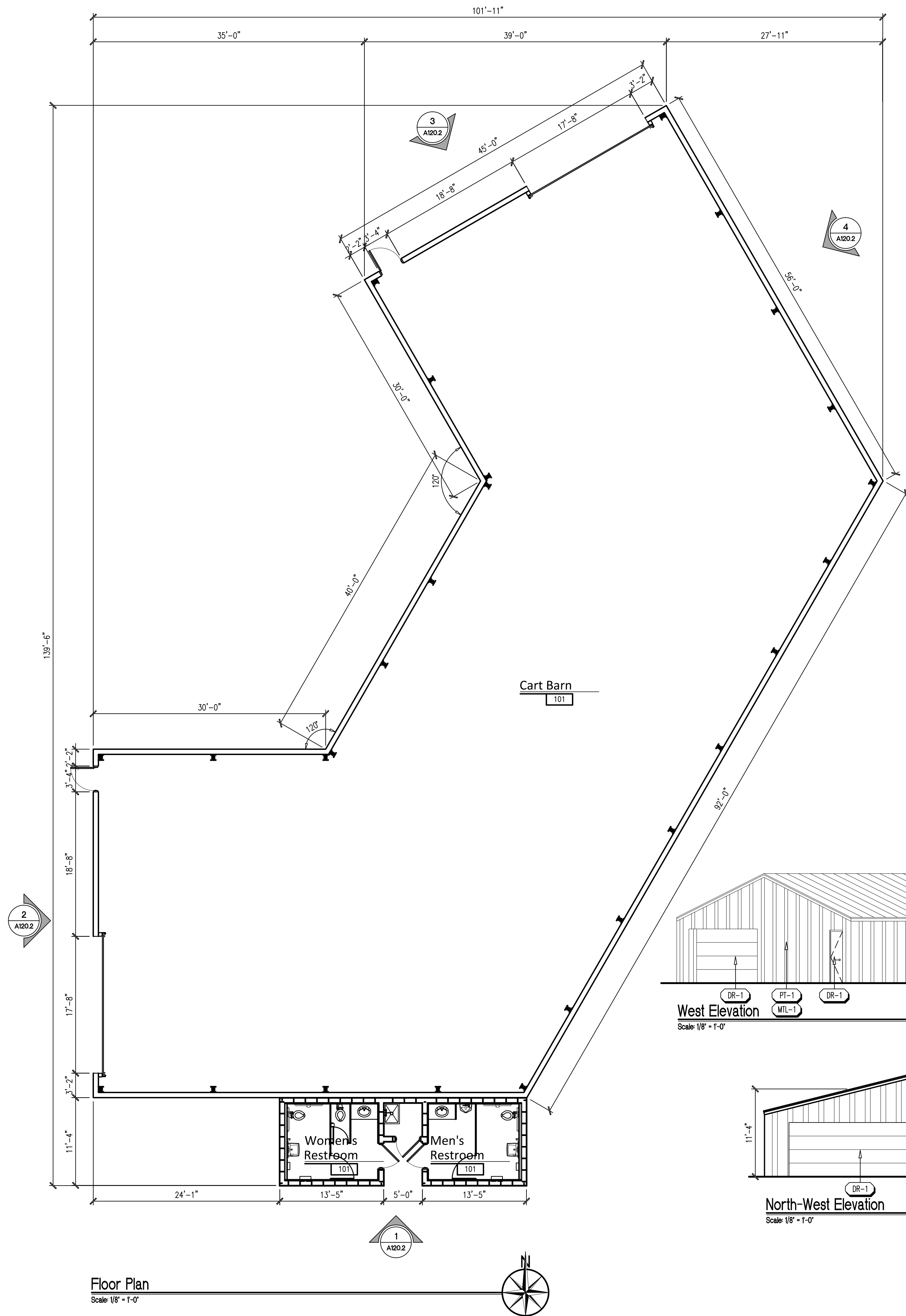
Total Sheets: 1



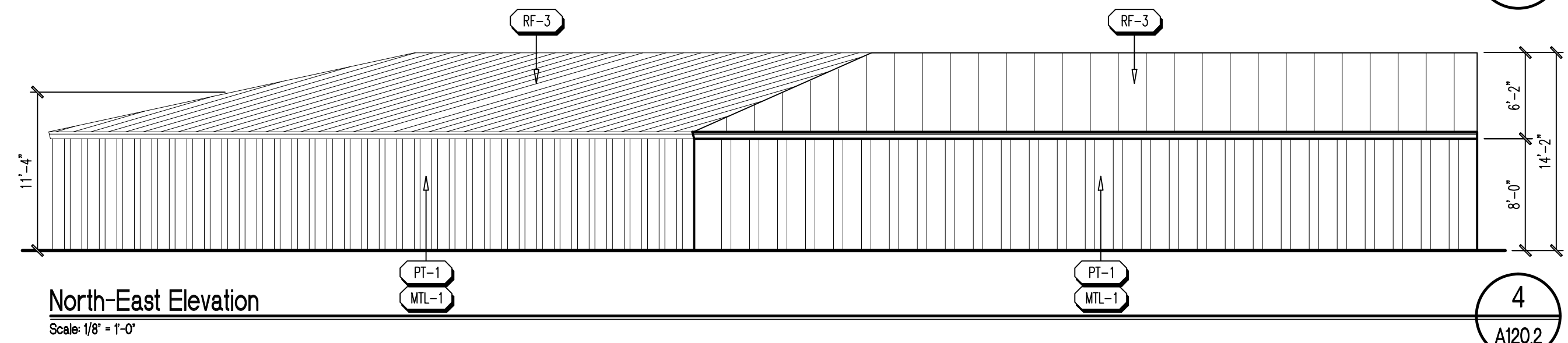
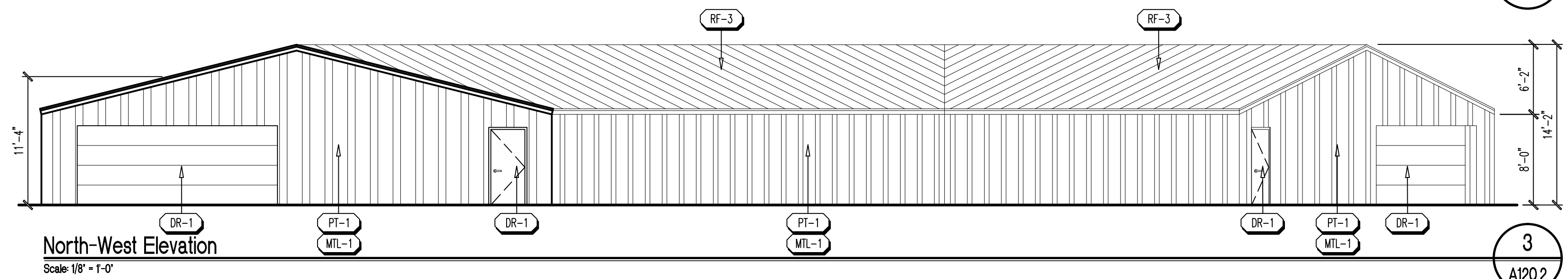
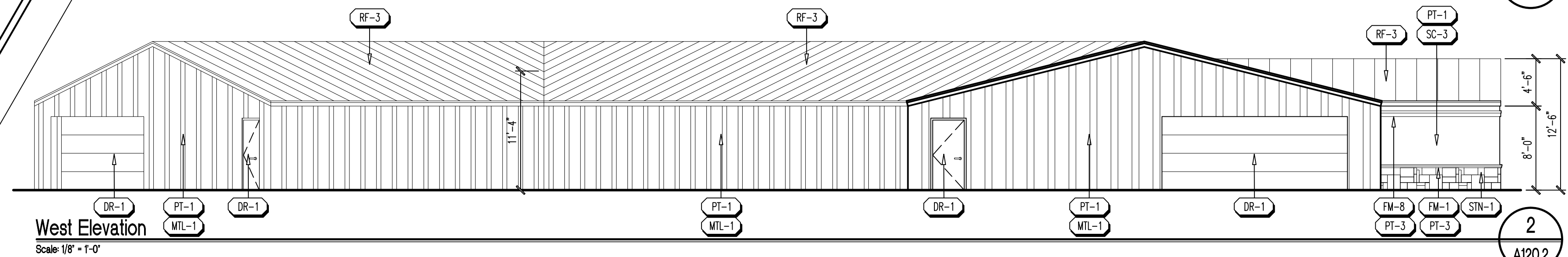
Corp Lic: AA-26001293	O: 954.753.0018
Robert Jordan Sopourn III	F: 954.346.7723
Arch Lic: AR-0017057	E: jordy@rjsarchitects.com

A Building for:
Woodmont Country Club

7801 NW 80th Avenue
Tamarac, Florida 33321



Refer to Exterior
Elevation Schedule on
sheet A200.1 for
elevation callouts.



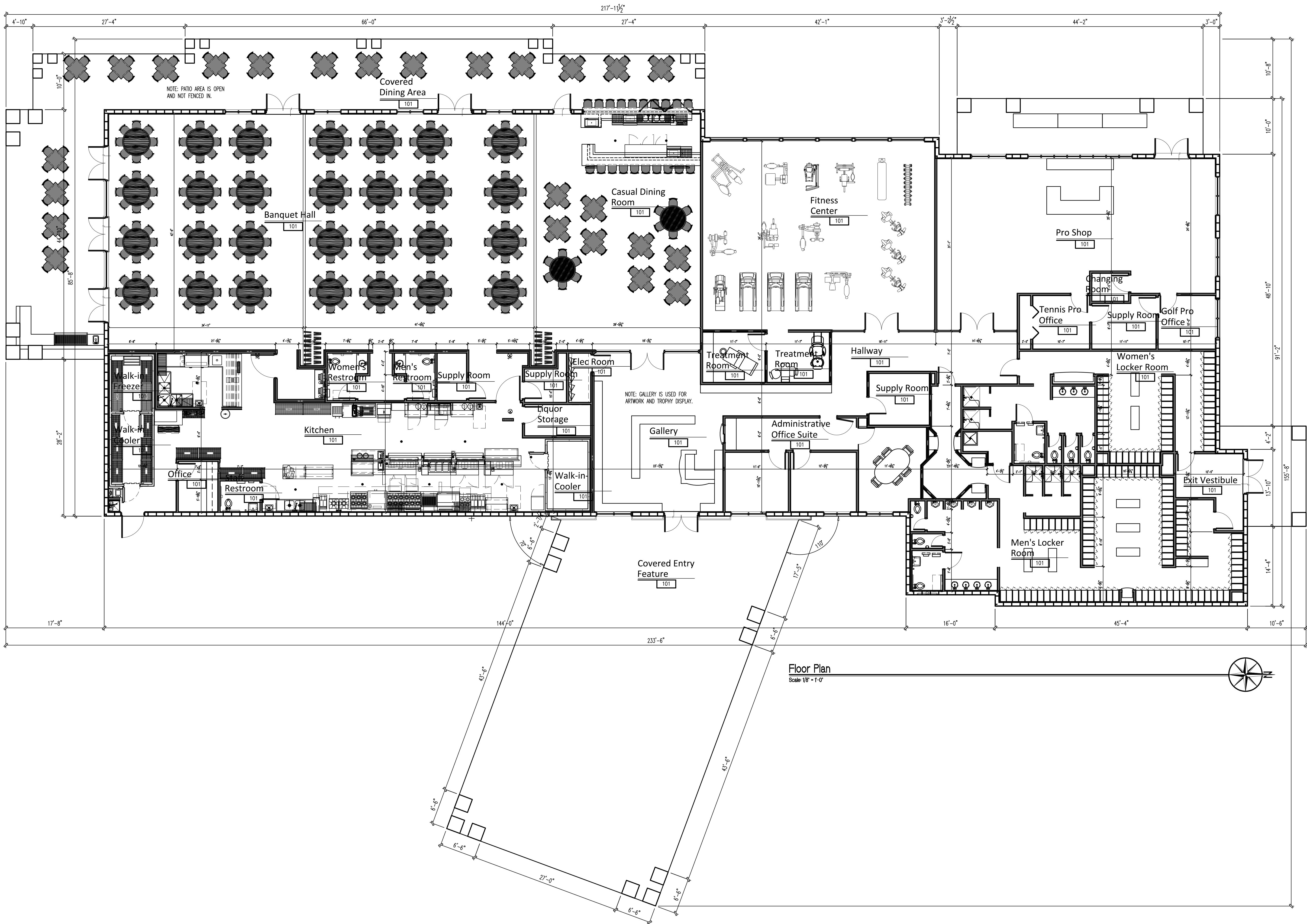
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<input type="checkbox"/> LANDLORD APPROVAL	
<input type="checkbox"/> BIDDING	
<input type="checkbox"/> PERMIT	

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PRELIMINARY FLOOR PLAN
CART BARN

Project Number:	Principal:	RJS
13049	Project Manager:	RJS
	Drawn by:	RJS

Robert Jordan Sopoun III Architect – AR-0017057	<h1>Architecture</h1>	
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Date:	Total Sheets: X	



Floor Plan
Scale: 1/8" = 1'-0"



11019 Northwest 19th Street
Coral Springs, Florida 33071

Corp Lic: AA-26001293 O: 954.753.0018
Robert Jordan Sopoun III F: 954.346.7723
Arch Lic: AR-0017057 E: jordy@rjsarchitects.com

A Building for:
Woodmont Country Club

7801 NW 80th Avenue
Tamarac, Florida 33321

ISSUANCE OF DOCUMENTATION:	
Description:	Date:
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<input type="checkbox"/> CLIENT APPROVAL	
<input type="checkbox"/> LANDLORD APPROVAL	
<input type="checkbox"/> BIDDING	
<input type="checkbox"/> PERMIT	

REVISIONS:	
Number:	Date: Description:
▲	
▲	
▲	
▲	
▲	
▲	

PRELIMINARY FLOOR PLAN
CLUBHOUSE

Project Number:	Principal:	RJS
13049	Project Manager:	RJS
	Drawn by:	RJS

Robert Jordan Sopoun III
Architect - AR-0017057

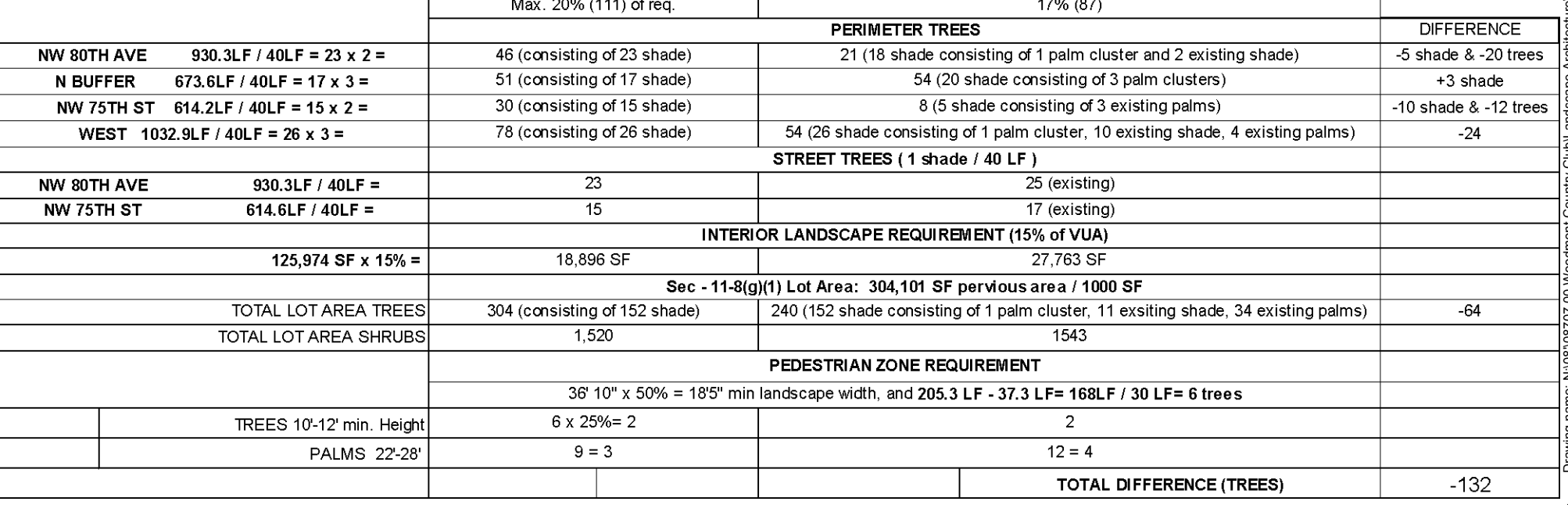
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ELECTRONIC SIGNATURE SERIAL NUMBER

Date: 9/20/2016 9:00:57 AM

Architecture

A 120.1

Total Sheets: **X**



TAMARAC LANDSCAPE SCHEDULE			
NET AREA			522,264 SF
PAVEMENT/PARKING AREA			123,974 SF
TOTAL BUILDING AREA			22,233 SF
POOL			4,447 SF
SIDEWALKS/CONCRETE			27,628 SF
PERVIOUS AREA			304,101 SF
GENERAL LANDSCAPE REQUIREMENTS - ZONE - S-1			
REQUIRED		PROVIDED	
		TOTAL TREES (overall site)	
553		361	
		TOTAL SHRUBS (overall site)	
1520		2963	
		TOTAL NATIVE TREES (overall site)	
50% (277)		28% (149)	
		TOTAL NATIVE SHRUBS (overall site)	
50% (760)		55% (827)	
		TOTAL PALMS (overall site)	
Max. 20% (111) of req.		17% (87)	
		PERIMETER TREES	
46 (consisting of 23 shade)		21 (18 shade consisting of 1 palm cluster and 2 existing shade)	-5 shade & -20 palm
51 (consisting of 17 shade)		54 (20 shade consisting of 3 palm clusters)	+3 shade
30 (consisting of 15 shade)		8 (6 shade consisting of 3 existing palms)	-10 shade & -12 palm
78 (consisting of 26 shade)		54 (26 shade consisting of 1 palm cluster, 10 existing shade, 4 existing palms)	-24
		STREET TREES (1 shade / 40 LF)	
23		25 (existing)	
15		17 (existing)	
		INTERIOR LANDSCAPE REQUIREMENT (15% of VUA)	
= 18,896 SF		27,763 SF	
Sec - 11-8(g)(1) Lot Area: 304,101 SF pervious area / 1000 SF			
ES 304 (consisting of 152 shade)		240 (152 shade consisting of 1 palm cluster, 11 existing shade, 34 existing palms)	-64
BS 1,520		1543	
PEDESTRIAN ZONE REQUIREMENT			
38'10" x 50% = 185' min landscape width, and 205.3 LF - 37.3 LF= 168LF / 30 LF= 6 trees			
ght 6 x 25% = 2		2	
18' 9 = 3		12 = 4	
		TOTAL DIFFERENCE (TREES)	
		-132	

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