



## CITY OF LAKE WORTH

7 North Dixie Highway · Lake Worth, Florida 33460 · Phone: 561-586-1600 · Fax: 561-586-1750

**AGENDA  
CITY OF LAKE WORTH  
CITY COMMISSION MEETING  
CITY HALL COMMISSION CHAMBER  
TUESDAY, FEBRUARY 17, 2015 - 6:00 PM**

1. **ROLL CALL:**
2. **INVOCATION:** Reverend Elie Louissant, Salem Haitian Evangelical Lutheran Church
3. **PLEDGE OF ALLEGIANCE:** Commissioner John Szerdi
4. **AGENDA - Additions/Deletions/Reordering:**
5. **PRESENTATIONS:** (there is no public comment on Presentation items)
  - A. Historic Resource Preservation Board update
6. **COMMISSION LIAISON REPORTS AND COMMENTS:**
7. **PUBLIC PARTICIPATION OF NON-AGENDAED ITEMS AND CONSENT AGENDA:**
8. **APPROVAL OF MINUTES:**
  - A. City Commission Work Session - January 27, 2015
  - B. City Commission Special Meeting - February 3, 2015
  - C. City Commission Meeting - February 3, 2015
9. **CONSENT AGENDA:** (public comment allowed during Public Participation of Non-Agendaed items)
  - A. Agreement with Cedars Electro-Mechanical, Inc. for the replacement of the chiller unit at the Public Safety Complex
  - B. Ratify a board member to the City Recreation Advisory Board
  - C. Contract with All Webbs Enterprises, Inc. for the reconstruction of Potable Surficial Aquifer Well 12 and Task Order 11 with Mock, Roos and Associates, Inc. for associated construction phase services

**10. PUBLIC HEARINGS:**

- A. Ordinance No. 2015-03 - Second Reading and Public Hearing - amend Chapter 18 to address all City utilities with specific provisions for water, sewer and stormwater

**11. UNFINISHED BUSINESS:**

- A. Update on the newly modified 7th Avenue South between A and F Streets improvement design

**12. NEW BUSINESS:**

- A. Resolution No. 08-2015 - establish water and sewer utility fees and charges to be effective April 1, 2015
- B. Resolution No. 09-2015 - regulatory and administrative requirements in the Policies and Procedures Manual - Water Utilities Department
- C. Discuss providing space to the United States Green Building Council South Florida Chapter

**13. LAKE WORTH ELECTRIC UTILITY:**

- A. **CONSENT AGENDA:** (public comment allowed during Public Participation of Non-Agendaed items)
- B. **PUBLIC HEARING:**
- C. **NEW BUSINESS:**

**14. CITY ATTORNEY'S REPORT:**

**15. CITY MANAGER'S REPORT:**

- A. March 17, 2015 draft Commission agenda

**16. ADJOURNMENT:**

If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. 286.0105)

NOTE: ONE OR MORE MEMBERS OF ANY BOARD, AUTHORITY OR COMMISSION MAY ATTEND AND SPEAK AT ANY MEETING OF ANOTHER CITY BOARD, AUTHORITY OR COMMISSION.



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**AGENDA DATE:** February 17, 2015, Regular Meeting

**DEPARTMENT:** City Clerk

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### **EXECUTIVE BRIEF**

**TITLE:**

Historic Resource Preservation Board update

**SUMMARY:**

Wes Blackman, Board Chair, will update the Commission on activities that have taken place over the past several months.

**BACKGROUND AND JUSTIFICATION:**

The board members shall consider historic preservation issues. The members serve three-year terms. The last update from the Historic Resources Preservation Board was on May 20, 2014.

**MOTION:**

Not applicable

**ATTACHMENT(S):**

Fiscal Impact Analysis – Not Applicable



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**AGENDA DATE:** February 17, 2015, Regular Meeting

**DEPARTMENT:** Public Services

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Agreement with Cedars Electro-Mechanical, Inc. to replace the chiller unit (AC unit) at the Public Safety Complex.

#### **SUMMARY:**

This Agreement will authorize the replacement of an existing chiller unit that has reached the end of its useful life.

#### **BACKGROUND AND JUSTIFICATION:**

The existing chiller unit has reached the end of its useful life and the Public Services Facilities staff have performed constant maintenance on this unit to keep it running. The unit has been inspected by qualified personnel and deemed necessary for replacement in the near future. Additionally, new valves, meters, and piping will be installed for a complete chiller unit that is certified and reliable. The unit has a 5 year warranty included.

The Contractor was selected from a total of 8 proposers based on the RFP process. This Contractor presented the best value to the City and was selected to perform the work.

#### **MOTION:**

I move to approve / disapprove an agreement with Cedars Electro-Mechanical, Inc. for the removal and replacement of the existing chiller unit at the Public Safety Complex.

#### **ATTACHMENT(S):**

Fiscal Impact Analysis  
Cedars Electro- Mechanical, Inc. – RFP submittal  
Agreement

**FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact:

| Fiscal Years                               | 2015      | 2016 | 2017 | 2018 | 2019 |
|--|-----------|------|------|------|------|
| Capital Expenditures                       | 59,850.00 | 0    | 0    | 0    | 0    |
| Operating Expenditures                     | 0         | 0    | 0    | 0    | 0    |
| External Revenues                          | 0         | 0    | 0    | 0    | 0    |
| Program Income                             | 0         | 0    | 0    | 0    | 0    |
| In-kind Match                              | 0         | 0    | 0    | 0    | 0    |
| Net Fiscal Impact                          | 59,850.00 | 0    | 0    | 0    | 0    |
| No. of Addn'l Full-Time Employee Positions | 0         | 0    | 0    | 0    | 0    |

B. Recommended Sources of Funds/Summary of Fiscal Impact:

| Public Services    |                                    |               |           |                  |                           |                   |
|--------------------|------------------------------------|---------------|-----------|------------------|---------------------------|-------------------|
| Account Number     | Account Description                | FY2015 Budget | Project # | Pre Exp; Balance | Expenditure for this item | Post Exp; Balance |
| 301-5062-531.65-62 | Construction in Progress/Buildings | 80,000.00     | GV1507    | 80,000.00        | 59,850.00                 | 20,150.00         |

C. Department Fiscal Review:



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**AGENDA DATE:** February 17, 2015, Regular Meeting

**DEPARTMENT:** City Commission

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### **EXECUTIVE BRIEF**

**TITLE:**

Ratify a board member to the City Recreation Advisory Board

**SUMMARY:**

This item is to ratify the appointment of Joseph Coicou to the City Recreation Advisory Board to fill an unexpired term ending on July 31, 2016.

**BACKGROUND AND JUSTIFICATION:**

On February 5, 2013, the Commission adopted an ordinance amending the board member appointment process to allow for the selection of board members by individual elected officials. In accordance with the ordinance, the board appointments would be effective upon ratification by the Commission as a whole.

The Recreation Advisory Board is a seven member board; however, due to the recent resignations of several board members, there remains two active members. With the ratification of Mr. Coicou, this Board still lacks a quorum and cannot take action on issues during a public meeting.

**MOTION:**

I move to ratify Vice Mayor Scott Maxwell's appointment of Joseph Coicou to the City Recreation Advisory Board to fill an unexpired term ending on July 31, 2016.

**ATTACHMENT(S):**

Fiscal Impact Analysis – not applicable  
Board Membership Application



## CITY OF LAKE WORTH

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**AGENDA DATE:** February 17, 2015, Regular Meeting

**DEPARTMENT:** Water Utilities

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Contract with All Webbs Enterprises, Inc. for the reconstruction of Potable Surficial Aquifer Well 12 and Task Order 11 with Mock, Roos and Associates, Inc. for associated construction phase services

#### **SUMMARY:**

The Contract and Task Order authorizes the construction phase services and reconstruction of this well, located on Lake Osborne Drive west of I-95 and south of Lake Worth Avenue, to restore its designed water capacity. The Task Order's services will be in conjunction with JLA Geosciences, Inc. as hydrogeologic subconsultant.

#### **BACKGROUND AND JUSTIFICATION:**

Surficial Aquifer Well 12 was constructed in 2003, gradually reduced production from 800 gallons per minute (GPM) to 200 GPM and was taken out of service due to low production. Mock Roos & Associates and JLA Geosciences, Inc. were retained to provide engineering and hydrogeologic services to redesign the well and restore its designed water capacity by redrilling the well deeper.

The city then solicited bids from well contractors for the Well 12 reconstruction, under Bid IFB-15-101. Four bids were received and the lowest responsive and responsible bid for the sum of \$291,665.00 was from All Webbs Enterprises, Inc. Mock Roos & Associates are recommending award of the Bid to All Webbs, Inc. The engineer and geologic consultant have proposed a Task Order 11 under the current Mock Roos & Associates, Inc. agreement for general engineering services to provide construction phase consulting services for a price of \$39,300. These consulting services are more extensive for well drilling than normal construction projects.

#### **MOTION:**

I move to approve/disapprove a Contract with All Webbs Enterprises, Inc for the reconstruction of potable Surficial Aquifer Well No. 12 for the lowest responsive and responsible bid price of \$291,665.00, and approve/disapprove Task Order 11 with Mock, Roos and Associates, Inc. for construction phase services of \$39,300.

#### Attachments

- 1) Fiscal Analysis
- 2) All Webb Enterprises, Inc. bid
- 3) Bid tabulation
- 4) Mock Roos recommendation and proposal
- 5) All Webb Enterprises, Inc. Agreement

## **FISCAL IMPACT ANALYSIS**

### **A. Five Year Summary of Fiscal Impact**

| Fiscal Years           | 2015       | 2016 | 2017 | 2018 | 2019 |
|------------------------|------------|------|------|------|------|
| Capital Expenditures   | \$330,965. | 0    | 0    | 0    | 0    |
| Operating Expenditures | 0          | 0    | 0    | 0    | 0    |
| External Revenues      | 0          | 0    | 0    | 0    | 0    |
| Program Income         | 0          | 0    | 0    | 0    | 0    |
| In-Kind Match          | 0          | 0    | 0    | 0    | 0    |
| Net Fiscal Impact      | \$330,965. | \$0  | \$0  | \$0  | \$0  |

|                                       |   |   |   |   |   |
|---------------------------------------|---|---|---|---|---|
| No. of Additional Full-Time Employees | 0 | 0 | 0 | 0 | 0 |
|---------------------------------------|---|---|---|---|---|

### **B. Recommended Source of Funds/Summary of Fiscal Impact**

The funds have been identified in the FY2014 Water Treatment Operating budget from account 402-7022-533.63-00.

| Utilities/Water Production |                      |           |                |                |                 |                          |                   |
|----------------------------|----------------------|-----------|----------------|----------------|-----------------|--------------------------|-------------------|
| Account Number             | Account Description  | Project # | FY 2015 Budget | Amended Budget | Current Balance | Agenda Item Expenditures | Remaining Balance |
| 402-7022-533.63-00         | Improvement of Wells | WT # 1404 | \$380,000      | 380,000        | \$374,420       | -\$330,965               | \$43,455          |

### **C. Fiscal Review:**

Larry Johnson – Director  
Clyde Johnson - Finance



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**AGENDA DATE:** February 17, 2015, Regular Meeting

**DEPARTMENT:** Water Utilities, Public Services

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Ordinance No. 2015-03 - Second Reading and Public Hearing - amend Chapter 18 to address all City utilities with specific provisions for water, sewer and stormwater

#### **SUMMARY:**

This ordinance will consolidate the city utility systems into Chapter 18 (except solid waste) and provide provisions for water, sewer and stormwater. Many of the provisions currently exist in the city's code, city resolutions or in policies/practice. This ordinance also authorizes the implementation of Policies and Procedures Manuals for Water Utilities and Stormwater.

#### **BACKGROUND AND JUSTIFICATION:**

The city currently has ordinances, resolutions and policies/practices for the operations, management and maintenance of its water, sewer, electric and stormwater utilities. City staff desires to consolidate the primary legal requirements of these utilities in Chapter 18 and to create and adopt policies and procedural manuals (PPMs) to supplement the legal requirements and set forth particular specifications, procedures and policies. This ordinance specifically addresses the water, sewer and stormwater utilities. Solid Waste will remain in Chapter 12 (Health and Sanitation) and the electric utility system will be updated in Chapter 18 in the near future. The PPMs for water, sewer and stormwater will be presented to the City Commission on second reading of this ordinance (or shortly thereafter) for adoption by the Commission. Once adopted, the PPMs may be modified by the applicable utility director with the approval of the City Manager. All fees and charges are removed from Chapter 18 and will be set forth in the city-wide fee resolution (or may be separated into their own resolution).

#### **MOTION:**

I move to approve/not approve Ordinance No. 2015-03 on second reading.

#### **ATTACHMENT(S):**

Fiscal Impact Analysis – Not applicable



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**AGENDA DATE:** February 17, 2015, Regular Meeting

**DEPARTMENT:** Public Services

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Update on the newly modified 7<sup>th</sup> Avenue South between A and F Streets improvement design

#### **SUMMARY:**

This item is to provide the Commission with an update on a modified design as a result of a meeting between staff and residents.

#### **BACKGROUND AND JUSTIFICATION:**

Back in 2014, the City Commission (and subsequently the County) approved moving forward with a 7<sup>th</sup> Avenue South Community Development Block Grant (CDBG) project. This improvement project would stretch from South A Street to South F Street. The original typical section (attachment 1) entailed converting the existing unimproved shell rock right-of-way into a residential roadway consisting of two 11' wide drive lanes, sidewalks, two 4' wide bicycle lanes, drainage improvements, water main upgrades for water pressure and fire hydrant coverage, and the addition of stop signs and pavement striping.

After bringing this forward, some residents in the area were displeased with the proposed typical section. The main concern was the large addition of hardscape and potential for increased traffic in the area. Public Services then arranged an onsite meeting on November 6<sup>th</sup> with City residents to discuss the project, which took place on 7<sup>th</sup> Avenue South between A Street and B Street. Following this meeting, staff went back to the engineer of record for the project and requested a modification to the original typical section. Staff feels this new section (attachment 2) displays a good compromise: what was once a two way street with sidewalk on both the north and south has been changed to a one way street headed westbound with only a meandering multi-use path on the north side. Addressing resident concerns, this design adds more green space and restricts traffic to west bound only. It also addresses City staff goals of drainage improvement as well as beautification.

#### **MOTION:**

No motion required.

#### **ATTACHMENT(S):**

7<sup>th</sup> Ave Typical Section – Original

7<sup>th</sup> Ave Typical Section – Updated

7<sup>th</sup> Ave Aerial



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**AGENDA DATE:** February 17, 2015, Regular Meeting

**DEPARTMENT:** Water Utilities

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Resolution No. 08-2015 - establish water and sewer utility fees and charges to be effective April 1, 2015

#### **SUMMARY:**

This Resolution establishes the Water and Sewer Utility Fees and Charges, to be effective April 1, 2015. These fees and charges will be incorporated in the City's consolidated Fees and Charges when they are updated. This resolution does not change the Water or Sewer rates previously approved for Fiscal Year 2014-2015.

#### **BACKGROUND AND JUSTIFICATION:**

The City of Lake Worth has developed a consolidated listing of fees and charges that consolidates fees and charges previously required by many documents. This Resolution establishes consolidated Fees and Charges for the Water and Sewer Utility Department, which are consistent with the regulatory and administrative requirements contained in the Policies and Procedures Manual – Water (PPM-W). These Fees are in addition to Fees and Charges established for Electric Utilities and Customer Services.

#### **MOTION:**

I move to approve/not approve Resolution No. 08-2015 establishing Water and Sewer Fees and Charges to be effective April 1, 2015.

#### **ATTACHMENT(S):**

Fiscal Impact Analysis – Not Applicable  
Resolution



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**AGENDA DATE:** February 17, 2015, Regular Meeting

**DEPARTMENT:** Water Utilities

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Resolution No. 09-2015 - regulatory and administrative requirements in the Policies and Procedures Manual - Water Utilities Department

#### **SUMMARY:**

The Resolution approves the regulatory and administrative requirements included in the Policies and Procedures Manual – Water Utilities Department (PPM-W).

#### **BACKGROUND AND JUSTIFICATION:**

The Policies and Procedures Manual (PPM-W) consolidates and updates the administrative and regulatory requirements for the Water and Sewer Utility functions, which supplements the legal requirements included in the revised Ordinance, Chapter 18, “Utilities”. The PPM-W is a compilation of procedures and requirements contained in various documents over the years, and already followed by the department. The PPM-W contains changes in requirements described in the attached presentation provided to the City Commission in a workshop on December 9, 2014. The PPM-W references and includes standard work processes and standard operating procedures for work done by the department.

#### **MOTION:**

I move to approve/not approve Resolution No. 09-2015 approving the Policies and Procedures Manual – Water Utilities Department.

#### **ATTACHMENT(S):**

Fiscal Impact Analysis – Not Applicable

Resolution

Policies and Procedures Manual - Water Utilities

Commission presentation dated December 9, 2014



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**AGENDA DATE:** February 17, 2015, Regular Meeting

**DEPARTMENT:** City Manager

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Discussion regarding allowing the United States Green Building Council (USGBC) South Florida Chapter to locate its headquarters in City office space.

#### **SUMMARY:**

The Discussion regarding a potential collaboration with the USGBC South Florida Chapter for the exchange of certain resources and services for space within City offices.

#### **BACKGROUND AND JUSTIFICATION:**

The principal focus of the USBC South Florida Chapter is to provide extensive education and training to professionals, residents, students and companies in southeast Florida in sustainable construction, education and community engagement.

The Chapter is represented by hundreds of experts in green-building and sustainability initiatives and practices and is a respected organization in the offices of elected officials in both Tallahassee and Washington, DC. Locating this Chapter in Lake Worth, as a tangible partner, will provide credibility to the City's own advocacy efforts. Additionally, the USGBC staff will assist the City by being a resource regarding the City's efforts to create a sustainable community. This includes coordinating and facilitating workshops and staff meetings.

#### **MOTION:**

I move to authorize/not authorize the City Attorney and City Manager to discuss and negotiate terms of an agreement with USBC South Florida Chapter for City Commission action.

#### **ATTACHMENT(S):**

Fiscal Impact Analysis – not applicable  
Memorandum from USGBC South Florida