

TOWN OF WELAKA
REGULAR TOWN COUNCIL MEETING

January 10, 2023, at 6:00 PM
Honorable Willie Washington, Jr. Town Council Room
400 4th Avenue, Welaka, FL 32193

(This meeting will be broadcasted, for view only, on the Town of Welaka's Facebook Page)

- 1. CALL TO ORDER**
- 2. 1. PLEDGE OF ALLEGIANCE**
2. INVOCATION
- 3. ROLL CALL BY TOWN CLERK , Meghan Allmon**
- 4. ADOPTION OF PREVIOUS MINUTES:**
 - a. December 13, 2022, Regular Meeting Minutes
- 5. APPROVAL OF CURRENT AGENDA**
- 6. RECOGNITIONS**
 1. None
- 7. PUBLIC HEARINGS**
 - 1. ORDINANCE 2023-01** Town of Welaka Park Regulations (First Reading)
- 8. RESOLUTIONS**
 1. None
- 9. PROCLAMATIONS**
 1. Proclamation 2023-01 - Designating January 20, 2023 as Arbor Day
- 10. PUBLIC COMMENTS**

A 'Request To Speak Form' shall be completed and submitted to the Town Clerk to officially address the Town Council. There will be no response to the speaker by Council or Town Staff, except the Council Members desiring to address a comment made during this part of the meeting may do so under Section 13 of this section. One specific issue per Form may be submitted, and you will have up to 3 minutes to address the Council.

11. PRESENTATIONS / REPORTS TO TOWN COUNCIL

1. NEFRC - Presenting the results from the Visioning Workshop held in November, 2022.
2. Citizens Advisory Committee Update

Presentations are scheduled by individuals or businesses to inform the Town Council of issues, projects, etc. The Council shall not take formal action upon issues or matters presented under presentations at the same meeting. If formal action is desired, such matters shall be deferred and scheduled for a subsequent or future Council Meeting for consideration. Council may, however, by a majority vote, act on items they deem necessary and appropriate. Items not requiring Council action shall be directed to the mayor for consideration and further action.

12. CONSENT AGENDA ITEMS

1. Sewer Credits for Businesses on Welaka Utility System

13. NON-CONSENT AGENDA ITEMS

1. **TOWN MATTERS**
2. **ZONING RECOMMENDATIONS**
3. **UTILITY MATTERS**
 - a. None

14. DEPARTMENT REPORTS

1. **PUBLIC WORKS DEPARTMENT REPORT: JOHN STUART, Supervisor**
 - a. Report on overall Maintenance of the Town
2. **UTILITY DEPARTMENT REPORT: TYLER BUFORD, Supervisor**
 - a. Report on Town Utility System
3. **POLICE CHIEF MICHAEL PORATH**
 1. Welaka Police Department Radio Proposal
 2. Town of Welaka Public Safety Complex Phase 1: Project Proposal
 3. Town of Welaka Compensation Study Proposal

4. TOWN ATTORNEY PATRICK KENNEDY REPORT

5. TOWN CLERK MEGHAN ALLMON REPORTS

15. MAYOR & TOWN COUNCIL REPORTS

1. MAYOR WATTS

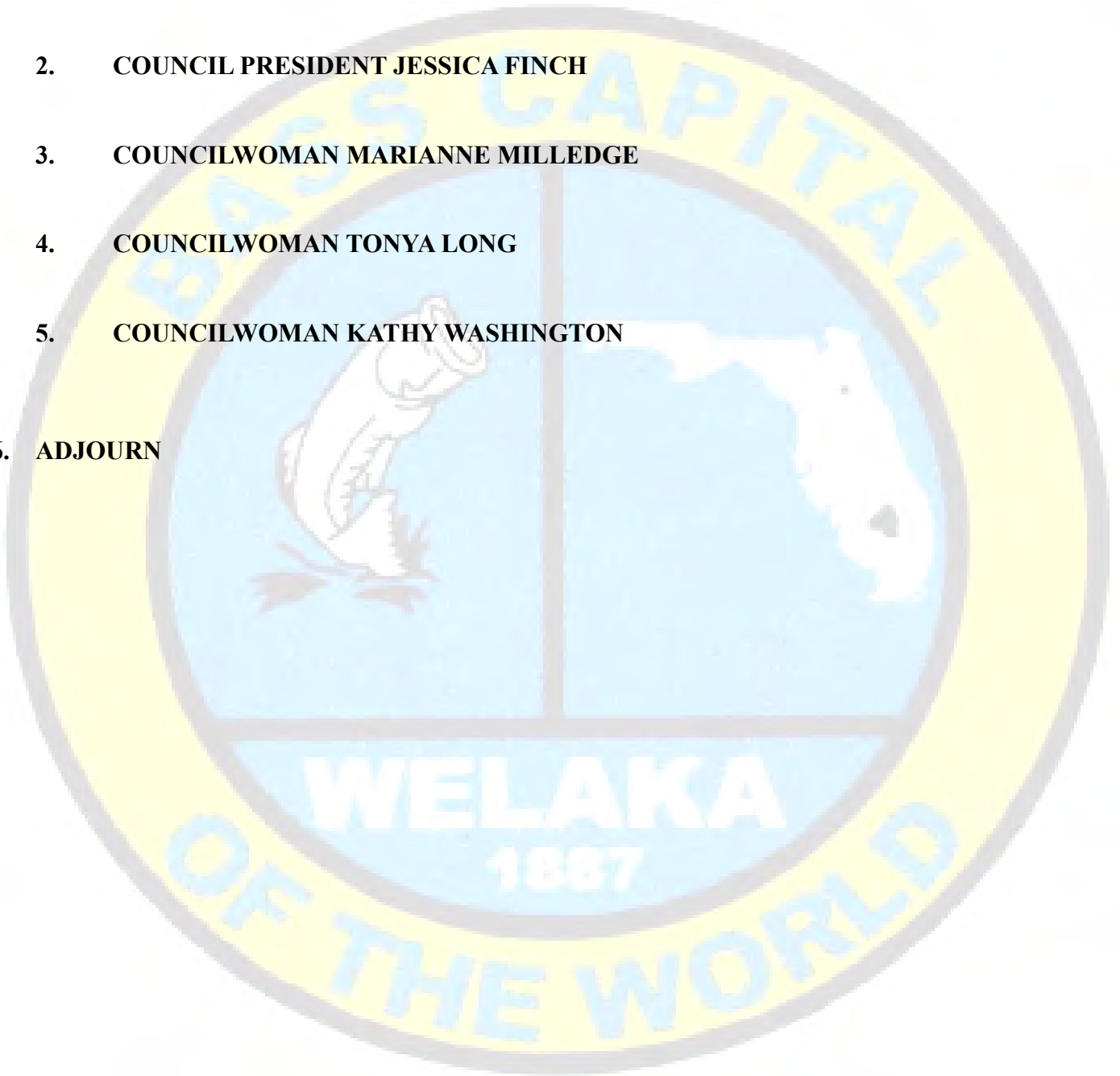
2. COUNCIL PRESIDENT JESSICA FINCH

3. COUNCILWOMAN MARIANNE MILLEDGE

4. COUNCILWOMAN TONYA LONG

5. COUNCILWOMAN KATHY WASHINGTON

16. ADJOURN



12/13/2022 Town Council Meeting Minutes

2.2. Council President Finch gave the invocation.

3. Roll Call – all present.

4. a. Finch motioned to accept 11/8/2022 Meeting Minutes and Milledge seconded. Passed 5/0.

5. Milledge made a motion to accept the current Agenda and Washington seconded. Passed 5/0.

6. None.

7.1. ORD 2022-08: Mayor read the header of ORD aloud. Second Reading.

Milledge made a motion to accept ORD 2022-08 and Finch seconded. Passed 5/0.

7.2. ORD 2022-09 - Mayor read the header of ORD aloud. Second Reading.

Finch made a motion to accept ORD 2022-08 and Milledge seconded. Passed 5/0.

Mayor said you can pick up the voting paperwork here at the Town Hall. We need to pick 2 days to see if Charles Overturf has his availability to come here. The Council said any date. People can still go to Palatka anytime to the Supervisor of Elections Office also.

8.1. RES 2022-10 FDEP Grant work for pre-construction and construction work. Mayor is designated as the authorized representative for the Town of Welaka.

Mayor read the entire RES 2022-10 aloud.

Milledge made a motion to accept RES 2022-09 and Finch seconded. Passed 5/0.

8.2. RES 2022-11 DEO Grant work for pre-construction and construction work. Mayor is designated as the authorized representative for the Town of Welaka.

Mayor read the entire RES 2022-11 aloud.

Milledge made a motion to accept RES 2022-09 and Finch seconded. Passed 5/0.

9. None.

10. None.

11. Scott Turnbull – Asked Town Attorney for an update on the CRA. He said we're waiting on the Jack Shad reply. They'll be here for the January Town Meeting.

Scott asked about the road sealant for the newly fixed roads. Mayor said someone in Jax is going to get with us to show us the sealant they use, and we can save money. It binds the milling together.

Scott asked if they could move ahead with the Trailhead park knowing that the funds have been approved. Mayor asked Town Attorney how we can get the engineering done on the proposed bathrooms. Town Attorney asked Kellen from Mittauer, he's in the audience. Kellen said they can do small engineering projects.

Finch said Fred Fox has been contacted. Mayor said the end of April is the deadline for the engineering and construction. Scott said the Harbor residents said a bathroom and picnic area is the most appealing to them. Two bathrooms, men's and women's.

Scott asked for the employees in the office to have name tags. Mayor said the Town Clerk is working on this now.

Scott asked for the office to send out a mass email of info, but Town Attorney said this will all become public record if anyone replies. A Town employee must do this. Mayor said CivicPlus may offer this and they could do this with a 'No Reply' email address. Mayor asked Finch if she can reach out to them and get a quote from CivicPlus. Finch said initially we want to start with the Newsletter as a mass e-mailing.

Scott asked if the Town could pursue some Grants to purchase waterfront property. He found one that's a 1.5M Grant to purchase waterfront property or a park area. He has 6 sources for grants on his hand-out. Historic Heritage and Seafood and Cultural companies that we used to have here; we may qualify easily. It's free money if we can get it. The 1st grant Scott mentioned expires January 31, 2023.

Town Attorney said he's been to a few seminars, but we should ask Fred Fox now. There's RES that are needed and we only have a month. If we can get the application and RES ready, we can change the 12/29/22 Parks ORD Workshop to a Special Town Council Meeting. Fred is familiar with this Grant.

Town Attorney said that there is a 50/50 matching program for this, and we should double-check this with Fred Fox.

Scott said Sewer gets extended out to 12th Avenue. Mayor said the Grant applied for a few months ago, we're still waiting, was to extend septic to sewer hook-up. Mayor said we're looking for Beecher's Point area also.

Scott said we should create an ORD or a patrol over the Quanza Hut buildings. Should we allow this within the Town? Mayor said with the architectural design of the Town, maybe we could put it in the Land/Dev Code Town Attorney mentioned. Town Attorney will draft up some type of

Build homes or uninhabitable dwellings in Town limits should be limited or ruled against. For example, a garage built on a property, but no home shouldn't be allowed. Town Attorney said if there's a prior home on the land and a storage building needs to be built, that's ok.

Mayor said the digital sign contract was approved and the 50% check was sent this month. Town Clerk is waiting for the email or call back from Guthman Signs to change the Welaka Logo on the top of the sign.

12.1. Sewer Credits – Finch made a motion to accept sewer credits and Milledge seconded. Passed 5/0.

13.a. North Street Dock Demolition Quote - \$4,750 Quote from Brenner Marine presented.

Town attorney asked if the pilons will be removed also? Mayor said, yes. Everything.

Milledge said that all used wood, the Town would like to keep.

Finch made a motion to approve, and Washington seconded. Passed 5/0.

14.5. Town Clerk said that the Parks ORD Workshop can be turned into a Special Called Town Meeting, and is scheduled at 6 PM at Town Hall, inside the Council Room, on 12/29/22.

15.1. Mayor said the DEP did a wonderful inspection of the WWTP. They haven't been here in 4 years.

15.2. Regular Meeting NEFRC will be here to present in the January 10, 2023 Meeting.

15.5. 632 Palmetto Street reduced fines approved yet? Town Attorney said Pauline has been talking with the gentleman and the guy thinks he may have overpaid for the property. If he doesn't want to do it, we may have to charge him the fines that are over \$2,000 right now. There's a hole in the roof that has not been cleared. We need to file a foreclosure and quit-claim the property.

Building Dept. process? Mayor said we used to have an Inspector out of Orlando, then we had Justin, and now we have Universal. There's very little out there to provide all the services that we need. Mayor met with Universal last week. They're creating permit packets for us and an online application process. They'll make specific packets, such as for an A/C, Fence, Home, Doors/Windows, etc. We are aiming for a same-day or 24-hour turn-around and they are [providing this

service so far and are very thorough. Mayor said it's difficult to find a company as rural as we are to provide all of the various services that we need.

Mayor said Mark brought up some of the fees are excessive here when compared to the county's prices. Mayor/Mark will pull the county and surrounding counties fee schedules.

Washington asked if someone comes here to get a permit, can they? Mayor said yes, anyone can contact Mark Criswell 5 days a week with questions, but they can come to the Town Hall and pick up a Permit Packet and Mark's here on Wednesday afternoons every week. Mayor said we can scan and email our packets here and we can shoot for 7-10 days turn around.

She put up flier out front. She went to the Legislative Conference in November. She read the flyer aloud. Very interesting and knowledgeable and lets people know how they can get involved.

16. Adjourned 6:48 PM.

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SECTION 4. SEVERABILITY

If any portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate and such holdings shall not affect the validity of the remaining portions.

SECTION 5. EFFECTIVE DATE

This Ordinance shall take effect upon adoption.

PASSED by the Town Council for the Town of Welaka on **FIRST READING** on the ____ day of _____, 2023.

DONE, ORDERED AND ADOPTED by the Town Council for the Town of Welaka on **SECOND READING** on the ____ day of _____, 2023.

ATTEST:

SIGNED:

Meghan E. Allmon, Town Clerk

Jamie D. Watts, Mayor

Approved as to form and legality:

Patrick Kennedy, Town Attorney

Jessica Finch, Council President

93
94 **EXHIBIT A - ORDINANCE 2022-062023-01**
95

96 **Town of Welaka Park Regulations**
97

98 **SECTION 1 Damaging, Injuring or Removing Items from Park and Recreational**
99 **Facilities is Unlawful.**
100

101 (a) **General Disfiguration and Removal** – It shall be unlawful for any person in a park to
102 mark, deface, disfigure, injure, tamper with, displace or remove, any buildings; bridges; tables;
103 benches; fireplaces; railings; paving or paving materials; water lines or other public utilities or
104 parts or appurtenances thereof; signs, notices or placards, whether temporary or permanent;
105 monuments; stakes; posts; or other boundary markers, or other structures or equipment, facilities
106 or park property or appurtenances whatsoever, either real or personal.
107

108 (b) **Injury or Removal of Natural Features**
109

110 (1) **Trees, shrubbery, lawns.** It shall be unlawful for any person in a park to damage,
111 cut, carve, transplant, or remove any tree or plant, or injure the bark, or pick the
112 flowers or seeds of any tree or plant. Nor shall any person attach any rope, wire,
113 or other contrivance to any tree or plant. A person shall not dig in or otherwise
114 disturb grass areas, wetlands, or in any other way injure or impair the natural
115 beauty or usefulness of any area.
116

117 (2) **Removal, excavation of natural resources.** It shall be unlawful for any person in
118 a park to dig or remove any beach sand, whether submerged or not, or any soil,
119 rock, stones, trees, shrubs or plants, down timber or other wood or materials, or
120 make any excavation by tool, equipment, blasting, or other means or agency,
121 except by specified written permit issued hereunder.
122

123 (c) **Climbing Trees, Monuments, Fences, etc.** – It shall be unlawful for any person in a park
124 to climb any tree or walk, stand or sit upon monuments, vases, fountains, railings, fences or gun
125 carriages or upon any other property not designated or customarily used for such purposes.
126

127 (d) **Restrooms and Washrooms** – It shall be unlawful for any person in a park to fail to
128 cooperate in maintaining park restrooms and washrooms in a neat and sanitary condition.
129

130 (e) **Discarding Refuse and Trash** – It shall be unlawful for any person in a park to bring, or
131 have brought in, or to dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans,
132 dirt, rubbish, waste, garbage, refuse, or other trash on park property. No such refuse or trash shall
133 be placed in any waters in or contiguous to any park, or left anywhere on the grounds thereof, but
134 shall be placed in the proper receptacles where these are provided; where receptacles are not so
135 provided, all such rubbish or waste shall be carried away from the park by the person responsible
136 for its presence, and properly disposed of elsewhere.
137

138 (f) **Water Pollution and Contamination** – It shall be unlawful for any person in a park to
139 throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, lake
140 stream, bay or other body of water in or adjacent to any park or any tributary, stream, storm sewer,
141 or drain flowing into such waters, any substance, matter or thing, liquid or solid, which will or
142 may result in the pollution, discoloration or contamination of said waters.

143
144 **SECTION 2 Vehicle Usage and Parking.**

145
146 (a) **Vehicle Operation Confined to Designated Roads and Parking Areas** – It shall be
147 unlawful for any person in a park to drive any vehicle on any area except on designated park roads
148 or parking areas.

149
150 (b) **Parking.**

151
152 (1) **Parking in Designated Lots Only.** It shall be unlawful for any person in a park
153 to park a vehicle in other than a designated parking area, and such use shall be in
154 accordance with the posted directions.

155
156 (2) **Parking Areas for Loading and Unloading Only.** It shall be unlawful to gather
157 or loiter in a designated parking area except for purposes of loading and
158 unloading the vehicle.

159
160 (3) **Parking After Hours Prohibited.** Parking, stopping, or standing in a vehicle
161 either in a designated off-street parking area for the park or in the right-of-way
162 abutting the park boundaries after established park hours is prohibited. Subject to
163 the prohibitions under section 2(b)(2) above, unless parking after established
164 hours may be allowed if approved under a special written permit issued under this
165 Article or for temporary usage by residents in the neighborhood adjacent to the
166 park to support overflow parking for a lawful gathering at their place of residence.

167
168 (4) **Off-Street Parking.** Use of designated off-street parking for the parks or right-of-
169 way abutting the parks for overnight parking shall be strictly prohibited.

170
171 **SECTION 3 Proper Usage and Activities in Public Parks and Recreational Facilities.**

172
173 (a) **Erection of Structures** – It shall be unlawful for any person in a park to construct or erect
174 any building or structure of whatever kind, whether permanent or temporary in character, or run
175 or string any public service utility into, upon, or across park lands, except for special written permit
176 issued under this Article.

177
178 (b) **Swimming and Bathing.** **[Reserved for Future Use]**

179
180 ~~(1) — Designated areas. It shall be unlawful for any person in a park to swim, bathe or~~
181 ~~wade in any waters or waterways in or adjacent to any park, except in such waters~~
182 ~~and at such places as are provided therefore, and in compliance with such~~
183 ~~regulations as are herein set forth or may be hereafter adopted. Nor shall any~~

184 ~~person frequent any waters or places customarily designated for the purpose of~~
185 ~~swimming or bathing, or congregate thereat, when such activity is prohibited by~~
186 ~~the Mayor upon finding that such use of the water would be dangerous or~~
187 ~~otherwise inadvisable.~~

188
189 ~~(2) — Certain hours. It shall be unlawful for any person in a park to frequent any waters~~
190 ~~or places designated for the purpose of swimming or bathing or congregate~~
191 ~~thereat, except between such hours of the day as shall be designated for such~~
192 ~~purposes.~~

193
194 (c) **Fishing.**

195
196 (1) **Fishing Defined.** In addition to the activity of catching fish, either for food or as a
197 sport, fishing as used here shall include catching crab or shrimp for food or sport.

198
199 (2) **Commerce prohibited.** It shall be unlawful for any person in a park to engage in
200 commercial fishing, or the buying or selling of fish caught in any waters inside
201 the Town limits.

202
203 (3) **Fishing Prohibited in Boat Ramps.** It shall be unlawful for any person in a park
204 to fish in areas designated for boat ramps.

205
206 (4) **Fishing Prohibited in Designated Swimming Areas.** It shall be unlawful for any
207 person in a park to fish offshore from the beaches designated for swimming or
208 bathing.

209
210 (5) **Fishing Prohibited Outside of Established Park Hours.** It shall be unlawful for
211 any person to fish from the shore of any park, including any public Town pier or
212 dock facility, except during established hours of operation under Section 4 below.

213
214 (d) **Picnic Areas**

215
216 (1) **Availability.** Individual picnic amenities such as tables, ~~and benches,~~ shall follow
217 the general rule of "first-come, first-served," except in those cases where prior
218 reservations have been made pursuant to a permit issued under Section 5 below.

219
220 (2) **Non-exclusivity.** It shall be unlawful for any person in a park to use any portion
221 of the picnic areas or any of the buildings or structures therein for the purpose of
222 holding picnics to the exclusion of other persons, or to use such area and facilities
223 for an unreasonable time if the facilities are crowded, except in those cases where
224 prior reservations have been made pursuant to a permit issued under Section 5
225 below.

226
227 (e) **Camping** – No person shall be allowed in the parks after the established hours for public
228 access provided for under Section 4 below. This shall be interpreted to mean that, in addition to
229 being unlawful to be present in a park after established hours, ~~is-it~~ shall be unlawful to set up

230 sleeping bags, hammocks, tents, shacks or any other temporary shelter for the purpose of overnight
231 camping in any parks, right of ways or other public spaces, nor shall any person leave any movable
232 structure or special vehicle to be used or that could be used for such purpose, such as a house-
233 trailer, camp-trailer, RV camper, camp-wagon or the like, except by as expressly provided under
234 a permit issued by the Town Council under Section 5, below, and then only in specified areas that
235 must be specifically designated in the permit.

236
237 **(f) Use of Weapons** ~~–~~ All parks, recreational facilities, or other properties owned by the Town
238 of Welaka are public places within the meaning of section 790.15, Florida Statutes, as amended.

239
240 (1) No person shall carry a firearm on such properties unless properly licensed or
241 authorized to carry firearms under Chapter 790, Florida Statutes.

242
243 (2) It shall be unlawful to discharge a firearm in or into public places except for lawful
244 purposes as defined by Chapter 790, Florida Statutes.

245
246 (3) Air rifles, spring-guns, bow and arrows, slings, or any other forms of weapons
247 potentially inimical to wildlife and dangerous to human safety, or any instrument that
248 can be loaded with and fire blank cartridges, or any kind of trapping device ~~–~~ except
249 a person lawfully defending life or property.

250
251 **(g) Fireworks and Explosives** – It shall be unlawful for any person in a park to bring, or have
252 in his possession, or set off, or otherwise cause to explode or discharge or burn, any firecrackers,
253 torpedo, rocket, or other fireworks or explosives of inflammable material, or discharge them or
254 throw them into any park area from land or a highway adjacent thereto. This prohibition includes
255 any substance, compound, mixture, or article that, in conjunction with any substance or compound,
256 would be dangerous from any of the foregoing standpoints, except under the sponsorship of
257 organized groups and with the permission of the Town Council after application to and a public
258 hearing before the Town Council.

259
260 **(h) Fires** – It shall be unlawful for any person in a park to build or attempt to build a fire except
261 in areas designated for outdoor grilling, and then only in a proper grilling apparatus. Open fire pits
262 or trash barrel fires are prohibited. No person shall drop, throw, or otherwise scatter lighted
263 matches, burning cigarettes or cigars, tobacco paper or other flammable material, within any park
264 area or on any highway, road, or street abutting or contiguous thereto.

265
266 **(i) Loitering, Disorderly Conduct** – It shall be unlawful for any person in a park to sleep or
267 protractedly lounge on seats, on benches, in vehicles or in other areas; or to engage in loud,
268 boisterous, threatening, abusive, insulting, or indecent language; or to engage in any disorderly
269 conduct or behavior tending to a breach of the public peace.

270
271 **(j) Restricted Areas** – It shall be unlawful for any person in a park to enter an area posted as
272 "Closed to the Public"; nor shall any person use or abet the use of any area in violation of posted
273 notices. Any park or section or part of any park may be declared closed to the public by the Mayor
274 or the Chief of Police at any time and for any interval of time, either temporarily or at regular and

275 stated intervals (daily or otherwise) and either entirely or merely to certain uses, as the Mayor or
276 the Chief of Police shall find reasonably necessary.

277
278 **(k) Intoxicating Substances Prohibited** – It shall be unlawful for any person to consume any
279 beer, wine, or liquor, as defined in the beverage law of the State of Florida, or any in any park,
280 boat ramp, or recreation area owned or maintained by the Town, except for a special event
281 authorized and permitted by the Town Council pursuant to the Town’s special event policies and
282 procedures.

283
284 **(l) Gambling** – It shall be unlawful for any person in a park to gamble or participate in or abet
285 any game of chance. A raffle conducted in Town parks pursuant to a permit issued hereunder that
286 serves as a legitimate fund-raising event for civic and religious organizations located in Town, or
287 a charity fundraiser for a Town resident, where all the proceeds are used to support the civic and
288 religious organization or charitable purpose are not considered gambling under this section.

289
290 **(m) Advertising Generally** – It shall be unlawful for any person in a park to announce,
291 advertise or call the public attention in any way to any article or service for sale or hire without
292 the express permission of the Town Council.

293
294 **(n) Vending and Peddling** – It shall be unlawful for any person in a park to expose or offer
295 for sale any article or thing, or to station or place any stand, cart, or vehicle for the transportation,
296 sale or display of any such article or thing, or to engage in any commercial business activity. An
297 exception is made as to any regularly licensed concessionaire acting by and under the authority
298 and regulation of a special permit issued hereunder.

299
300 **(o) Dogs and other pets in parks.**

301
302 **(1)** It shall be unlawful for any person keeping, harboring, owning or responsible for a
303 dog or other pet to permit the dog to be in a public park unless the dog is held, by
304 a competent person, on a leash that is no more than eight [8] feet in length.

305
306 **(2) Exceptions.**

307
308 **(a)** It is a defense to a charge of violating this section that the dog involved is
309 a working dog trained to assist disabled individuals and that the dog is
310 under the control of a competent person and obedient to the command of
311 such person.

312
313 **(b)** It is a defense to a charge of violating this section that the dog involved
314 was participating in an organized competition or that the dog involved was
315 engaged in an organized training exercise under the supervision of a
316 person competent to provide such training.

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318 **(c)** It is a defense to a charge of violating this section that the dog involved is
319 a trained police dog and that the dog is under the control of a competent
320 person and obedient to the command of such person.

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(d) It is a defense to a charge of violating this section that the dog is located inside an established dog park where dogs have been expressly permitted or required by the Town to be off their leash while in the designated dog park.

(3) No person owning or responsible for a dog shall permit the dog to defecate on any public property or right of way. It is a specific defense to a charge of violating this section that the person keeping, harboring, owning or responsible for the dog or other pet has and makes use of equipment to remove animal waste and dispose of it in a sanitary and lawful manner or that the dog involved is a certified working dog trained to assist disabled individuals and that the person charged has a disability which prevents the individual from removing the excrement and properly disposing of it in a sanitary manner.

(p) **Posting Signs** – It shall be unlawful for any person in a park to paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatsoever, or to erect or cause to be erected any sign whatsoever on any public lands, parks or highways or roads adjacent to ~~a parks~~such parks or public lands. A temporary sign posted to advertise a special event at the park approved by a permit issued hereunder may be posted on the day of the event at or near the area to be occupied by the event.

(q) **Extinguish Grills and Remove Trash** – It shall be unlawful for any person in a park to leave the park area before any grill fire is completely extinguished or before all his or her trash, garbage or other refuse is placed in the disposal receptacles where provided. If no such trash receptacles are available, then the person shall be responsible for carrying away all his or her refuse and trash away from the park area to be properly disposed of elsewhere.

(r) **Use of Vehicles** – It shall be unlawful to operate motorized vehicles of any kind inside a public park except in designated parking areas, unless expressly permitted pursuant to a special event permit under Section 5, below, or such vehicle is being operated by a Town employee or authorized contractors in the normal course of their official duties for the Town. This includes but shall not be limited to cars, trucks, golf carts, and off-road vehicles of any size or type.

(s) **Mooring Docking Watercraft** – It shall be unlawful to ~~moor dock~~ any motorized or non-motorized watercraft over night at a public dock or pier owned and maintained by the Town except when expressly authorized by the Town. The Town may, by resolution and in its discretion, establish additional rules and regulations concerning the use of its docks and piers.

SECTION 4 Hours of Operation.

(a) **Establishing the Hours of Operation** – The Town Council may set and establish from time to time by Resolution the permissible times or hours in which the Town's various ~~Town~~public lands, or other recreational facilities may be used. Except for unusual and unforeseen emergencies, or when reserved pursuant to a permit issued under Section 5 below, parks shall be open to the public every day of the year during the designated hours. The opening and closing

367 hours for each individual park shall be posted at Town Hall for public information. ~~Absent a~~
368 ~~resolution and a posting of specific hours that a park will be open to the public, t~~The default
369 designated hours for all Town parks shall be sunrise to sunset, unless altered by Resolution and
370 posted as provided for in the section or closure pursuant to Section 3(j), above.

371
372 (b) It shall be unlawful and a violation of this ordinance to be in a Town park or recreational
373 facility outside of the established hours.

374
375 (c) The Mayor or the Chief of Police are hereby authorized, in their discretion, to close a park
376 or parks or reduce the hours of said park or parks based on a determination that it is in the best
377 interest of the health, safety and general welfare of the public. Valid purposes for closure or
378 reduced hours may include but are not limited to:

- 379
380 (1) Over-crowding, excessive traffic and/or noise.
381
382 (2) Damage to support facilities such bathrooms, parking areas, playground equipment,
383 etc.
384
385 (3) Unsafe conditions due to current or impending weather events.
386
387 (4) Person or persons violating the provisions of this Ordinance in blatant disregard to
388 direction given by the Mayor, the Chief of Police or such other person authorized
389 by the Mayor or the Chief of Police to provide such direction.
390

391 **SECTION 5 Park Permits.**

392
393 (a) **Permit Required** – A permit shall be obtained before holding or participating in any
394 special event or activity in a park. A special event or activity as used in this section shall mean a
395 gathering of more than ~~20-50~~ people for a single purpose or event such as a birthday party,
396 wedding, family reunion, organized sporting event, rally, festival, etc. The Mayor, or the Chief of
397 Police ~~or their respective designees upon the request of the Mayor,~~ may review and determine
398 whether to issue a permit under this Section, unless said permit or usage requires the approval of
399 the Town Council under this or any other Ordinance of the Town, ; except that events that are
400 expected to exceed 50 participants or will otherwise make use of the full capacity of the park so
401 that members of the public who are not part of the event or activity will be excluded from the park,
402 then the application must be approved by the Town Council. Copies of park permits issued
403 pursuant to this Section, whether issued by the Mayor, the Chief of Police or the Town Council,
404 will be provided to the Chief of Police; and ~~any event expected to exceed 50 participants~~ shall be
405 subject to review by the Chief of Police to determine whether the proposed use is allowed under
406 local or state laws and whether additional public safety measures are necessary, including but not
407 limited to additional traffic control and the provision of additional law enforcement or safety
408 measures.

409
410 (b) **Application** – A person seeking issuance of a permit hereunder shall submit an application
411 ~~to the Mayor~~ on a form provided by Town Hall. The application shall include, at a minimum:
412

- 413 (1) The name and address of the applicant.
414
415 (2) The name and address of the person sponsoring the activity, if any.
416
417 (3) The day and hours for which the permit is desired.
418
419 (4) The park or portion thereof for which such permit is desired.
420
421 (5) An estimate of the anticipated attendance.
422
423 (6) The nature of the activity and whether there will be amplified sound.
424
425 (7) Any other information which the permit issuer shall find reasonably necessary to
426 a fair determination as to whether a permit should be issued hereunder.
427

428 (c) **Standards for issuance** – ~~The Mayor or the Town Council~~Permits issued under this
429 Section may issue ~~a permit hereunder~~ when they find it is determined:

- 430
431 (1) That the proposed activity or use of the park will not unreasonably interfere with
432 or detract from the public enjoyment of the park.
433
434 (2) That the proposed activity and use will not unreasonably interfere with or detract
435 from the promotion of public health, welfare, safety, and recreation.
436
437 (3) That the proposed activity or use is not reasonably anticipated to incite violence,
438 crime or disorderly conduct.
439
440 (4) That the proposed activity will not entail unusual, extraordinary, or burdensome
441 expense or police operation by the Town.
442
443 (5) That the facilities desired have not been reserved for other use at the day and hour
444 required in the application.
445
446 (6) The proposed activity and use will not extend past the established hours of
447 operation for the park, unless the permit has been brought before the Town
448 Council for approval and the Town Council expressly approves a waiver of the
449 hours of operation.
450
451 (7) The proposed use will not violate the Town’s Noise Ordinance unless the permit
452 has been brought before the Town Council for approval and the Town Council
453 expressly approves decibel levels more than the levels established by ordinance.
454
455 (8) The application or request is timely as described in Section 9, below.
456
457 (9) The application demonstrates sufficient planning and resources to support the
458 proposed use, including proper arrangements for the applicant to provide

management and removal of trash and debris from the park, public safety of the attendees, and the provision portable toilet facilities if deemed necessary by the Town due to the size, length, or general nature of the event.

(d) **Liability of permittee.** The person to whom a permit is issued shall be liable for any applicable ordinances as fully as though the same were inserted in said permits.

(e) **Revocation.** The Mayor or the Chief of Police shall have the authority to revoke a permit upon finding a violation of any rule or ordinance, or upon good cause shown.

(f) **Display of Permit Required.** It shall be unlawful for any person in a park to fail to produce and exhibit any permit he claims to have upon request of any authorized person who shall desire to inspect the same for the purpose of enforcing compliance with any ordinance or rule.

(g) **Interference with Permittees.** It shall be unlawful for any person in a park to disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit.

SECTION 6 Fees.

The ~~Mayor-Town Council~~ shall have the authority to implement and collect ~~the following fee schedule for the use of the usage fees and deposit requirements by Resolution~~ Town's parks and other publicly owned properties for events or occasions other than Town-sponsored events on or in the Town's parks and public properties.

Use of Public Facilities

Special Sporting Events: _____ \$ ___ per team per day, or \$ _____ per day, whichever is greater, plus a deposit of \$ _____ per day

Seasonal Sporting Clubs _____ \$ ___ per team, or \$ _____ per month, whichever is greater, plus a deposit of \$ _____ per day

Special Event – 100+ people _____ \$ ___ per hour or \$ _____ per day, plus \$ _____ deposit per day.

Special Event – 50 to 100 people _____ \$ _____ per hour or \$ _____ per day, plus a deposit of \$ _____ per day

Special Event – 20 to 50 people _____ Resident: \$ _____ deposit only, no usage

_____ Non-Resident: \$ ___ per hour, or \$ _____ per day, whichever is less, plus \$ _____ deposit per day
Insurance may still be required by Mayor depending on the type of event

505 ~~The Mayor shall have the authority to reduce the fee or deposit requirement for Town sponsored~~
506 ~~or charitable events. Any other request to reduce or waive fees as provided for in this Section shall~~
507 ~~require approval of the Town Council.~~

508
509 **SECTION 7 Insurance.**
510

511 For special events ~~that want to make use of a bounce house or similar apparatus, that are~~
512 ~~commercial in nature over fifty [50] people, or for involve the~~ use of sporting facilities for
513 organized sports camps or leagues, or at the discretion of the Mayor ~~or the Town Council~~ due to
514 the nature of the proposed use, the host organization or person shall be required to carry ~~aan~~
515 occurrence form general liability policy that shall name the Town as an additional insured with a
516 right of defense, with minimum coverage protection of sufficient to cover the maximum liability
517 of the Town under state law. Special events, or use of sporting facilities involving more than 1,000
518 persons, the limits will be no less than \$1,000,000 / \$2,000,000. Any request to waive or reduce
519 the amount of insurance coverage shall require the approval of the Town Council.
520

521 **SECTION 8 Security and traffic control.**
522

523 The Chief of Police shall determine whether security and traffic control devices may be mandated
524 due to the size and nature of the proposed event. Unless expressly waived by the Town Council,
525 the costs associated with any additional security and traffic control shall be borne by the festival
526 organizers and shall be paid prior to the event, ~~in addition to any required with the standard~~ permit
527 fee ~~and or~~ deposit.
528

529 **SECTION 9 Application required, minimum time to review, and right to refuse.**
530

531 (a) Application Required. In addition to the uses described therein, the following shall require a
532 permit as provided for in Section 5 above:
533

534 (1) Any use of a ~~Town park~~ Town P park, public property, or public facility that will draw
535 more than 1000 persons, which shall also require the approval of the Town Council.
536

537 (2) Any event or use that will involve bringing in elements not already provided at the park
538 or public facilities (~~i.e.~~ i.e., staging, booths, bounce houses, amplification devices other than
539 a personal radio or ~~hand held~~ handheld portable speaker, etc.).
540

541 (3) Any use of a commercial nature.
542

543 (4) Any use of sporting facilities for organized sports camps or leagues.
544

545 (b) Timeframe for Submittal of Applications. For purposed of events that will bring 150 or
546 more participants that do not require Town Council approval, the application must be submitted
547 a minimum of two weeks prior to the event to be considered timely. All other applications that
548 do not require Town Council approval shall be submitted at least 72 hours prior to the event to be
549 considered timely. Subject to the discretion of the Mayor or the Town Council to increase the
550 time frames described herein, applications that require only mayoral or Chief of Police approval

551 ~~shall be submitted at least 72 hours in advance of the proposed event.~~ For events or activities
552 ~~where that require~~ Town Council approval ~~is required,~~ the special event application must be
553 submitted no later than two weeks prior to date of the Town Council meeting where such
554 application will be reviewed.

555
556 ~~Any proposed use of the Town park or public facilities for events that will draw more than 100~~
557 ~~persons, or involve bringing in elements not already provided at the park or public facilities (i.e.~~
558 ~~staging, booths, bounce houses, amplification devices, etc.) shall be required to obtain a permit~~
559 ~~from the Town Council as provided in section 5 above. Such permit application shall be submitted,~~
560 ~~and all necessary fees, documentation and insurance provided at least 30 days prior to the proposed~~
561 ~~event or usage date.~~

562
563 (c) Right to Refuse. ~~The Mayor or the Town Council~~ permit reviewer, whether it be the Mayor,
564 the Chief of Police or the Town Council, shall have the discretion to refuse or deny the use of
565 Town parks, or other public facilities, if ~~he or they~~ the reviewer determines that the proposed use
566 is inappropriate for the facilities such that it has the potential to damage the facilities and prevent
567 normal use thereof; or if there is a conflict with events or uses already permitted for that same
568 date or dates; or if the person(s) using or proposing to use the facilities have demonstrated improper
569 use of the facilities in the past; or if the person(s) proposing to use the facilities is unable to provide
570 the required fee, deposit or insurance in a timely fashion.

571
572 **SECTION 10 _____ Penalties.**

573
574 (a) A violation of this Ordinance shall be punishable by any enforcement action or legal
575 remedy permitted by law including, but not limited, to (i) prosecution as a misdemeanor with
576 imposition of a fine not to exceed \$500.00, imprisonment for a term not to exceed 60 days, or by
577 both fine and imprisonment; (ii) imposition of civil fines or penalties; and (iii) pursuit of injunctive
578 relief or declaratory relief from a court of competent jurisdiction. Nothing stated in this paragraph
579 shall prevent the Town from taking any lawful action that may be necessary for it to enforce or to
580 remedy any violation of this Ordinance.

581
582 (b) Each violation of the ordinance is a separate infraction for which a separate penalty may
583 be imposed. Violations of a continuing nature shall constitute a separate violation for each day
584 such violation continues and a separate fine whether imposed pursuant to a misdemeanor
585 prosecution, civil penalty, or otherwise, may be imposed for each day such violation continues or
586 occurs.

587
588 (c) The Town's law enforcement officers, or if Town law enforcement is unavailable, any on
589 duty law enforcement officer responding to a situation at any of the Town parks or recreational
590 facilities are authorized to remove an ordinance violator and their personal property from any
591 Town park, property or recreational area. The enforcement officer(s) shall first warn the violator
592 and request that the violator immediately leave the area with their personal property. A violator's
593 failure to timely comply with the request shall constitute a trespass after warning which may be
594 prosecuted in accordance with applicable criminal sanctions.



Town of Welaka Proclamation 2023-01
Designating January 20, 2023
as Arbor Day in the Town of Welaka

Whereas, in 1872, the Nebraska Board of Agriculture established a special day to 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

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing 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 values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees — wherever they are planted — are a source of joy and spiritual renewal.

Now, Therefore, be it proclaimed, that the Town of Welaka does hereby proclaim January 20, 2023 as **ARBOR DAY** in the Town of Welaka and urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and *Further*, urges all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 10th Day of January 2022

ATTEST:

Meghan E. Allmon, Town Clerk

Jamie D. Watts, Mayor

Quote Prepared For
 Chief Michael Porath
 Town of Welaka
 400 4th Ave
 Welaka, FL 32193

Quote Name: Welaka Radio Subscribers
 Quote Date: 2022-12-30
 Expiration Date: 2023-02-28
 Contract Name: NASPO

Quote Created By:
 Drew Miller
 Manufacturer's Representative
 dmiller@emciwireless.com

Currency: USD

Payment Terms: 30 NET
 Terms and Conditions: none

APX™ 6000 Series Portabl Radio

	MODEL #	DESCRIPTION	QTY	UNIT LIST	EXT LIST	PERCENT DISCOUNT	DISCOUNT	UNIT DISC PRICE	EXT DISC PRICE
APX™ 6000	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE.	4	\$3,595.00	\$14,380.00	27.00%	\$970.65	\$2,624.35	\$10,497.40
APX™ 6000	QA09006AA	ADD: ADAPTIVE NOISE SUPPRESSION.	4	\$165.00	\$660.00	27.00%	\$44.55	\$120.45	\$481.80
APX™ 6000	Q6678B	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY).	4	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
APX™ 6000	QA05570AA	ALT: LI-ION IMPRES 2 IP68 3400 MAH.	4	\$115.50	\$462.00	27.00%	\$31.18	\$84.32	\$337.28
APX™ 6000	Q361AR	ADD: P25 9600 BAUD TRUNKING.	4	\$330.00	\$1,320.00	27.00%	\$89.10	\$240.90	\$963.60
APX™ 6000	H388BT	ADD: SMARTZONE OPERATION.	4	\$1,320.00	\$5,280.00	27.00%	\$356.40	\$963.60	\$3,854.40
APX™ 6000	Q58AL	ADD: 3Y ESSENTIAL SERVICE.	4	\$121.00	\$484.00	0.00%	\$0.00	\$121.00	\$484.00
APX™ 6000	QA00580AC	ADD: TDMA OPERATION.	4	\$495.00	\$1,980.00	27.00%	\$133.65	\$361.35	\$1,445.40
APX™ 6000	Q8068M	ADD: ASTRO DIGITAL CAI OPERATION.	4	\$567.00	\$2,268.00	27.00%	\$153.09	\$413.91	\$1,655.64
Spare Battery	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T.	4	\$188.27	\$753.08	27.00%	\$50.83	\$137.44	\$549.76
Charger	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA.	4	\$169.56	\$678.24	27.00%	\$45.78	\$123.78	\$495.12
Microphone	PMMN4136B	ACCESSORY KIT,XVP830 REMOTE SPEAKER MICROPHONE, NO CHANNI	4	\$486.00	\$1,944.00	27.00%	\$131.22	\$354.78	\$1,419.12
PROGRAMMING	LSV00Q00203A	PROGRAMMING AND CODEPLUG CREATION OF FOUR PORTABLE RADIOS	1	\$815.00	\$815.00	0.00%	\$0.00	\$815.00	\$815.00

APX™ 6000 Series Portabl Radio Subtotal **\$22,998.52**

APX™ 4500 Enhanced Dash Mount Mobile Radio

	MODEL #	DESCRIPTION	QTY	UNIT LIST	EXT LIST	PERCENT DISCOUNT	DISCOUNT	UNIT DISC PRICE	EXT DISC PRICE
APX 4500 Mobile	M22URS9PW1BN	APX4500 ENHANCED 7/800 MHZ MOBILE.	4	\$2,036.00	\$8,144.00	27.00%	\$549.72	\$1,486.28	\$5,945.12
APX 4500 Mobile	G24AX	ENH: 3 YEAR ESSENTIAL SVC.	4	\$145.00	\$580.00	0.00%	\$0.00	\$145.00	\$580.00
APX 4500 Mobile	G66BF	ADD: DASH MOUNT O2 APXM.	4	\$138.00	\$552.00	27.00%	\$37.26	\$100.74	\$402.96
APX 4500 Mobile	GA00580AA	ADD: TDMA OPERATION.	4	\$495.00	\$1,980.00	27.00%	\$133.65	\$361.35	\$1,445.40
APX 4500 Mobile	GA01576AB	ADD: SMA TO QMA ADAPTER.	4	\$22.00	\$88.00	27.00%	\$5.94	\$16.06	\$64.24
APX 4500 Mobile	QA02756AD	ADD: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM.	4	\$1,727.00	\$6,908.00	27.00%	\$466.29	\$1,260.71	\$5,042.84
APX 4500 Mobile	GA00804AA	ADD: APX O2 CH (GREY).	4	\$541.00	\$2,164.00	27.00%	\$146.07	\$394.93	\$1,579.72
APX 4500 Mobile	W432AG	ADD: AUXILIARY SPKR 13W (3.2OHM).	4	\$79.00	\$316.00	27.00%	\$21.33	\$57.67	\$230.68
APX 4500 Mobile	G444AH	ADD: APX CONTROL HEAD SOFTWARE.	4	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
APX 4500 Mobile	GA00226AA	ADD: GPS ANTENNA.	4	\$83.00	\$332.00	27.00%	\$22.41	\$60.59	\$242.36
APX 4500 Mobile	W22BA	ADD: STD PALM MICROPHONE APX.	4	\$79.00	\$316.00	27.00%	\$21.33	\$57.67	\$230.68
APX 4500 Mobile	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY).	4	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
APX 4500 Mobile	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870.	4	\$47.00	\$188.00	27.00%	\$12.69	\$34.31	\$137.24
INSTALLATION	LSV00Q00203A	INSTALLATION, PROGRAMMING AND CODEPLUG CREATION OF 3 MOBILE RADIOS INSTALLED INTO LIGHT DUTY VEHICLES WITH HAVIS STYLE CENTER CONSOLES. ADDITIONALLY PROGRAMMING OF 1 SPARE MOBILE	1	\$3,274.00	\$3,274.00	0.00%	\$0.00	\$3,274.00	\$3,274.00

APX™ 4500 Enhanced Dash Mount Mobile Radio Subtotal **\$19,175.24**

Net Total **\$42,173.76**
 Estimated Tax **\$0.00**
 Estimated Freight **\$0.00**
 Grand Total **\$42,173.76**



Town of Welaka Public Safety Complex

Phase 1: Project Definition



Charrette

Date: 10/5/2022

Post Charrette

Date: Revised 11/18/2022



Charrette Agenda

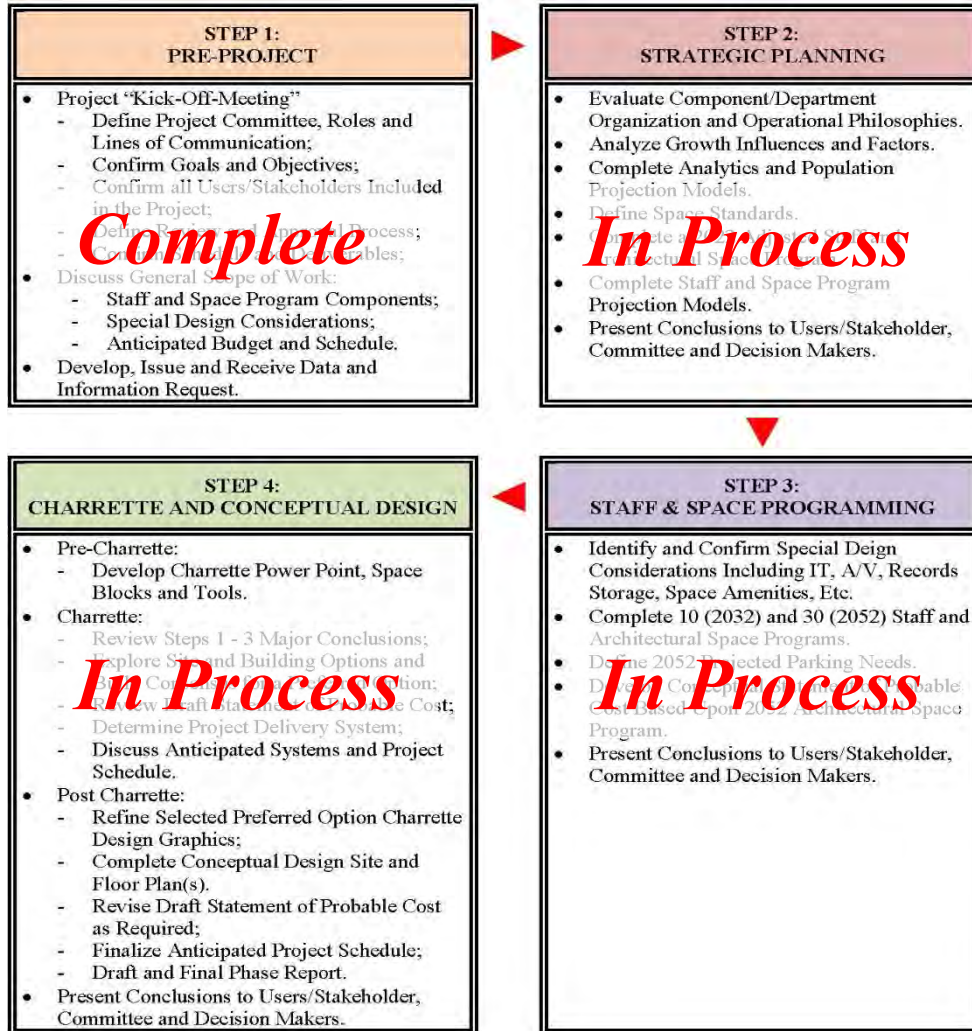
Agenda	
Introductions/Purpose of the Meeting	1:00pm – 1:05pm
Approach, Methodology and Schedule	1:05pm – 1:10pm
Review Analytics, Space Standards, Projection Modeling and Space Programming	1:10pm – 1:15pm
Visioning Session	1:15pm – 1:30pm
Charrette	1:30pm – 2:30pm
Build Consensus for Preferred Option Discuss Anticipated Systems	2:30pm – 3:00pm
Statement of Probable Cost Components	3:00pm – 3:15pm
Next Steps	3:15pm – 3:30pm
Adjourn	3:00pm

Attendees:

- *Mike Porath, Police Chief*
- *Robert Turnbull, Fire Chief*
- *Michael Latham – GatorSkitch President*
- *Vanassa Brown, Projects Coordinator*
- *Bret Dodd - Planner*



Phase 1 Approach and Methodology



• Step 1: Pre-Project:

- Establish Project Administration Guidelines;
- Develop, Issue and Receive Data Requests and Questionnaires.

• Step 2: Strategic Planning

- Analytics and projection Modeling;
- Define Strategic Foundation for Step 3.

• Step 3: Staff and Space Programming

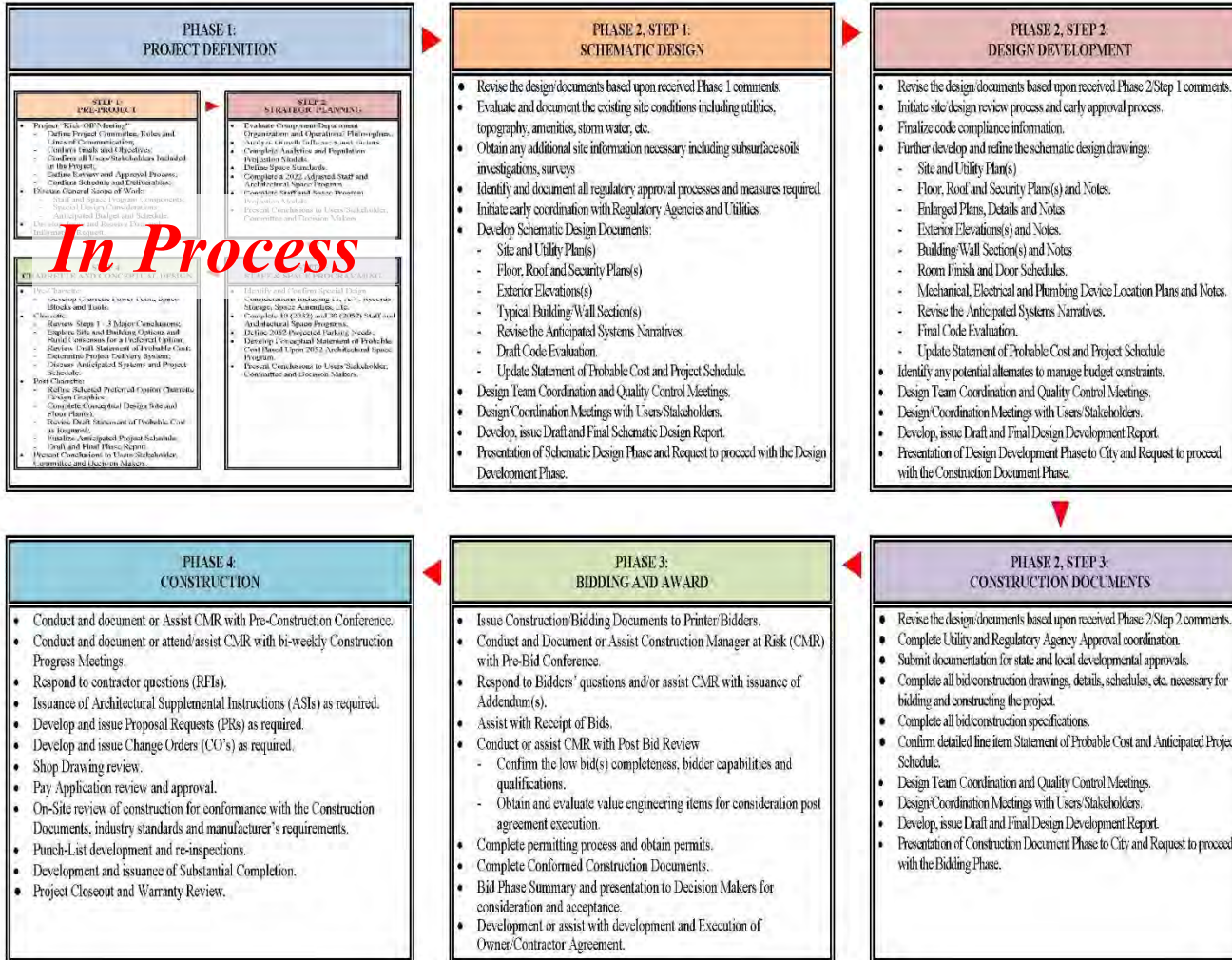
- Architectural Space Program:
- Define 10 and 20 Year Space Needs.

• Step 4: Charrette and Conceptual Design:

- Define Design Direction;
- Develop Conceptual Design Graphics;
- Statement of Probable Cost;
- Draft and Final Reports;
- Council Presentation.



Project Approach and Methodology

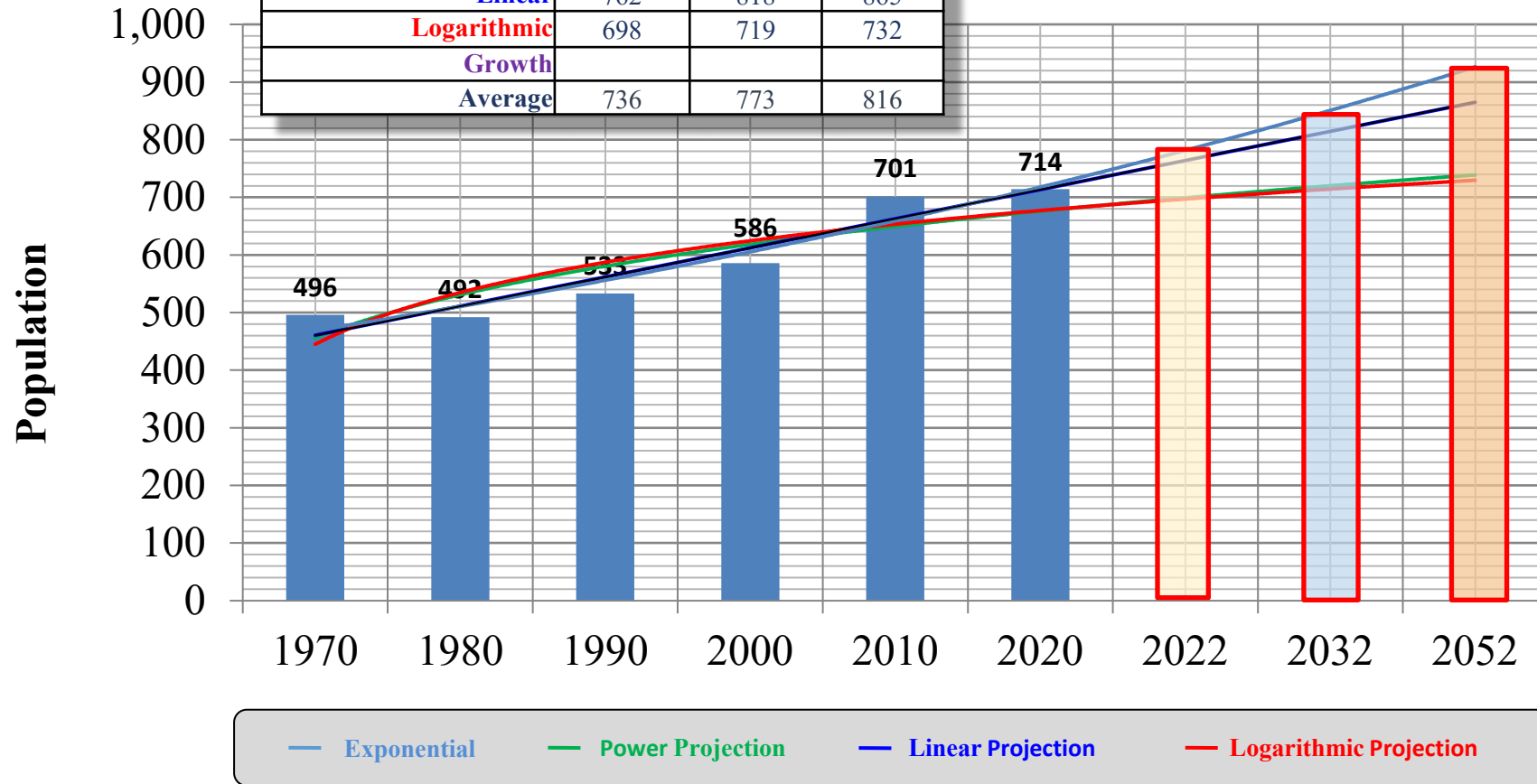


- **Steps 1 - 3: Design**
 - *Schematic;*
 - *Design Development;*
 - *Construction Documents;*
 - *Permitting.*
- **Step 4: Bidding and Award**
 - *Issuance of Bidding Documents;*
 - *Response to Bidders' Questions and Addendums;*
 - *Receipt and Verification of Bids;*
 - *Award of Bid.*
- **Step 5: Construction:**
 - *Construction Administration;*
 - *Construction Documents Compliance;*
 - *Progress Meetings;*
 - *Punch Lists;*
 - *Substantial Completion;*
 - *Occupancy.*



Analytics: Town of Welaka Population Projection Model 1 – US Census

Algorithm	2022	2032	2052
Exponential	784	829	927
Power	700	724	738
Linear	762	818	865
Logarithmic	698	719	732
Growth			
Average	736	773	816

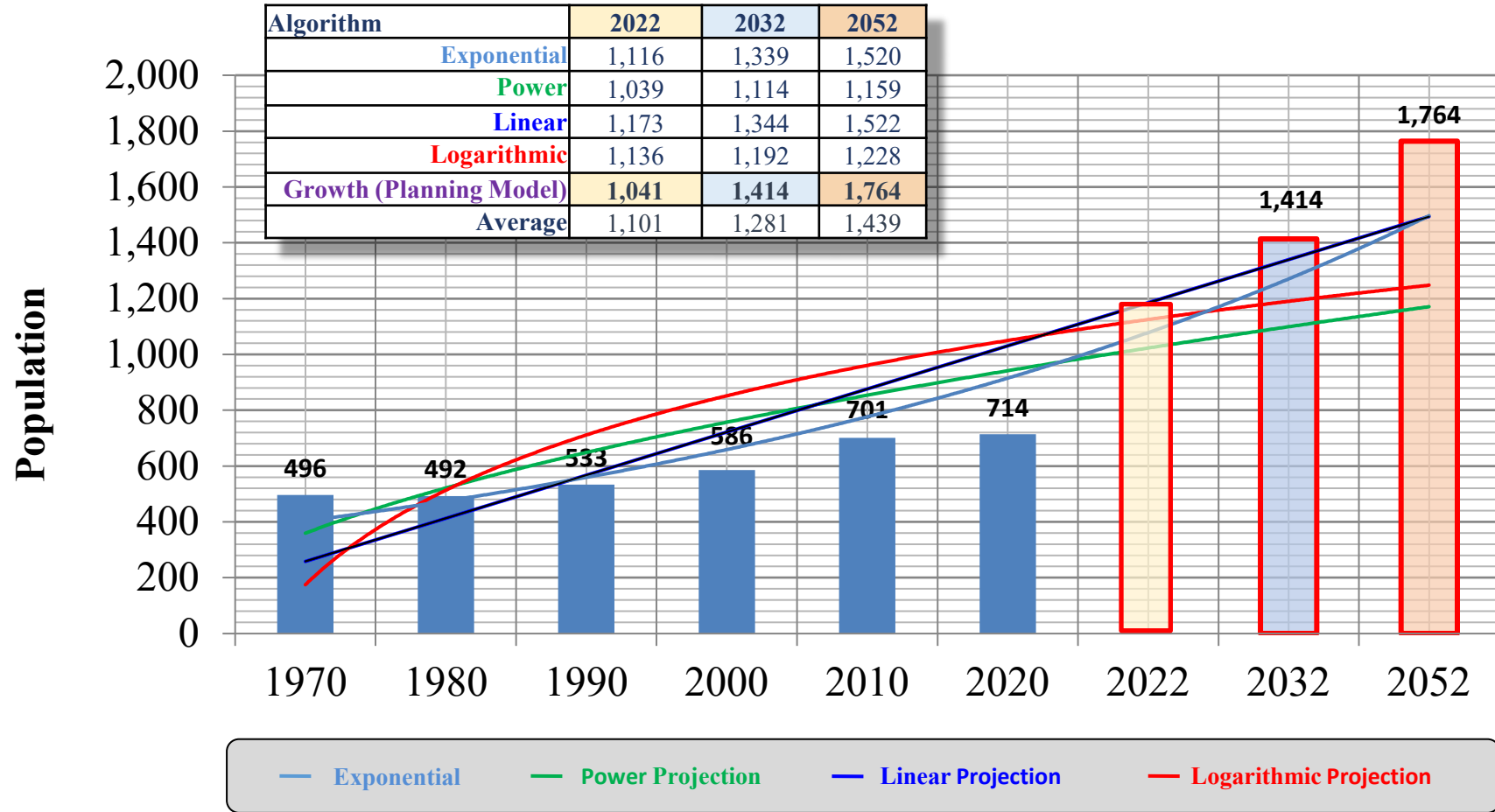




Analytics: Town of Welaka Population Projection Model 2 – Growth

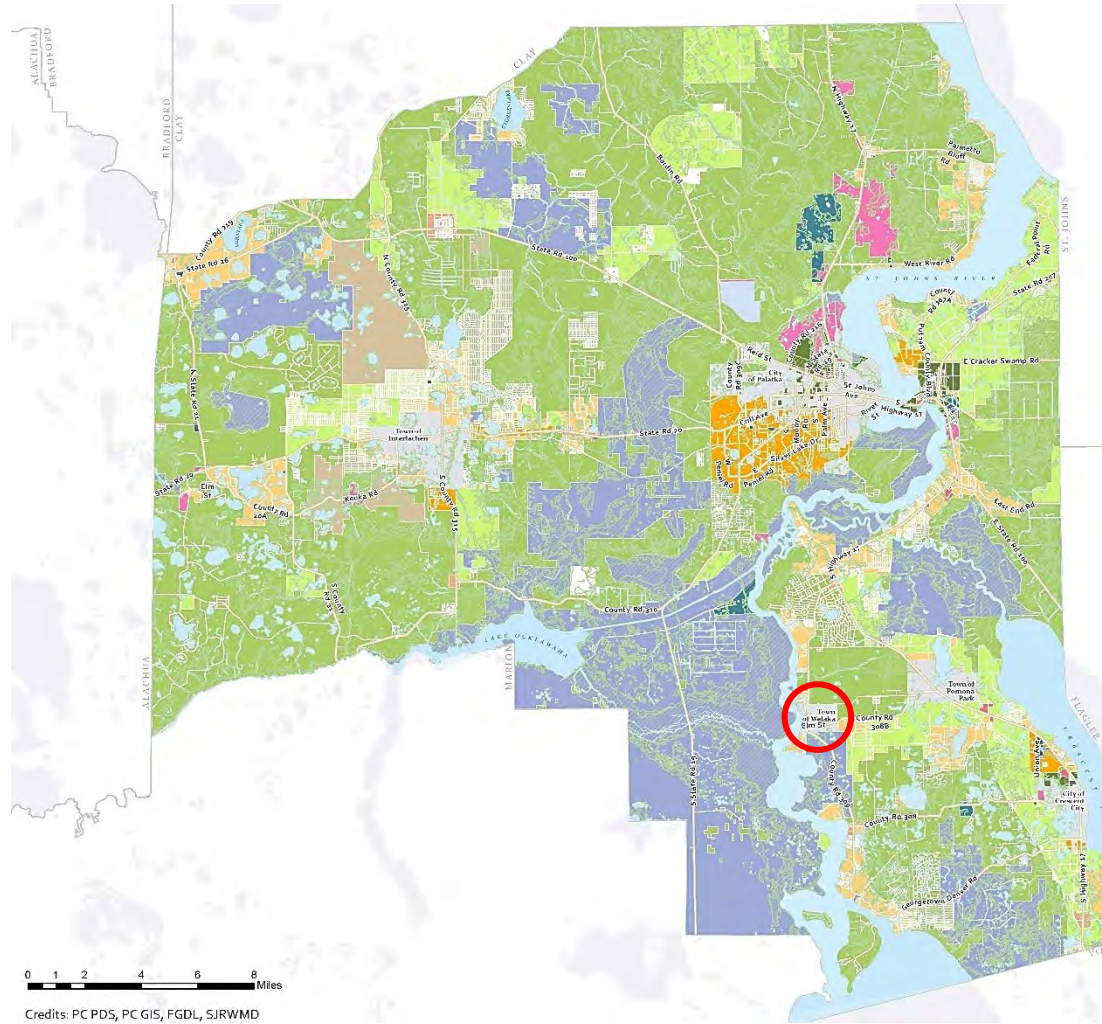
2032 assumes 2 new subdivisions at 100 homes each with average population of 3.5 each

2052 assumes 1 additional new subdivision at 100 homes with average population of 3.5 each



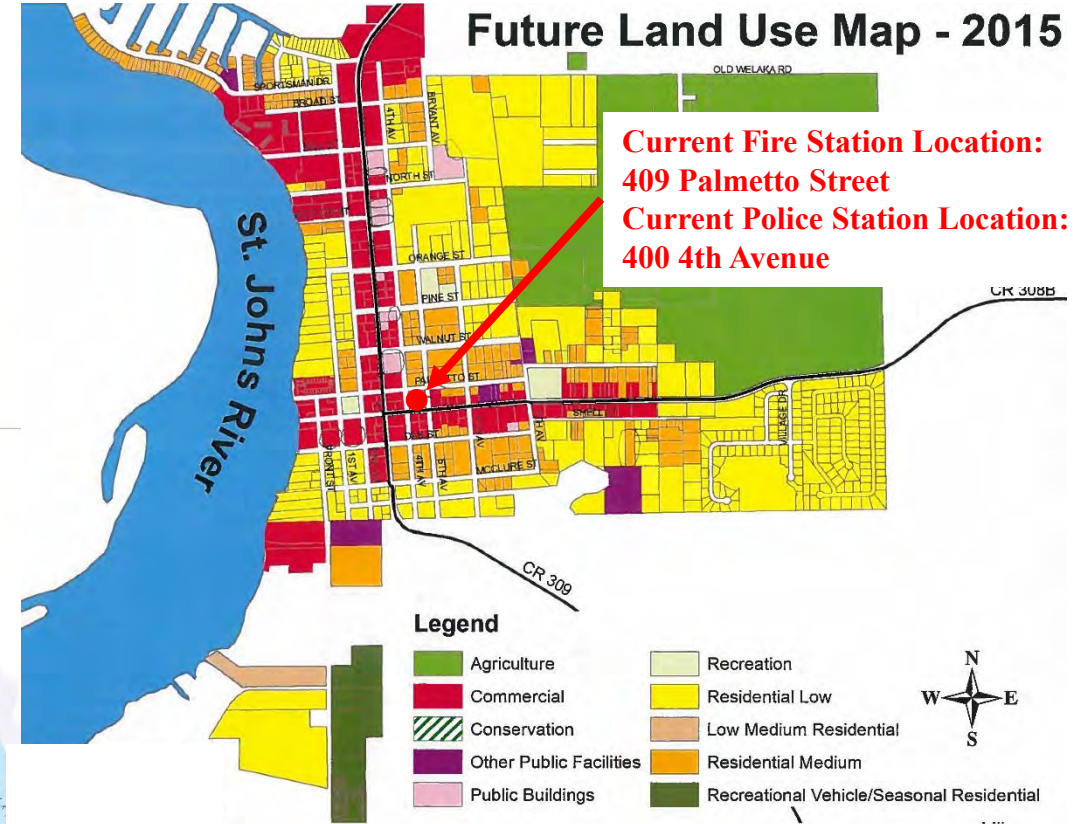


Analytics: Putnam County and Town of Welaka Future Land Use Maps



0 1 2 4 6 8 Miles

Credits: PC PDS, PC GIS, FGDL, SJRWMD





Analytics: Town of Welaka Fire Station(s) and Public Safety Building Location Evaluation



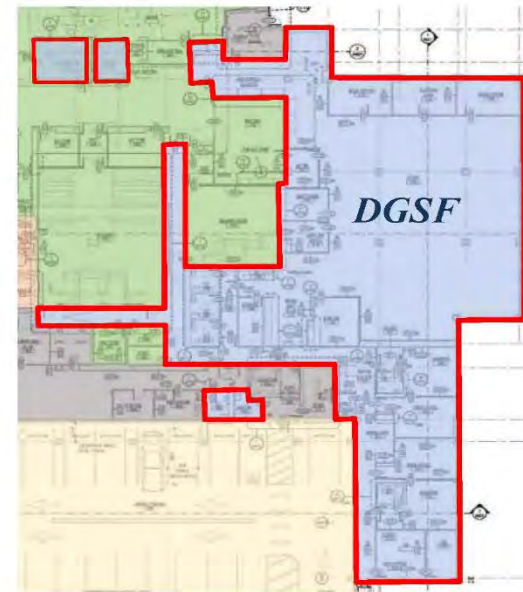


Space Standards Terminology

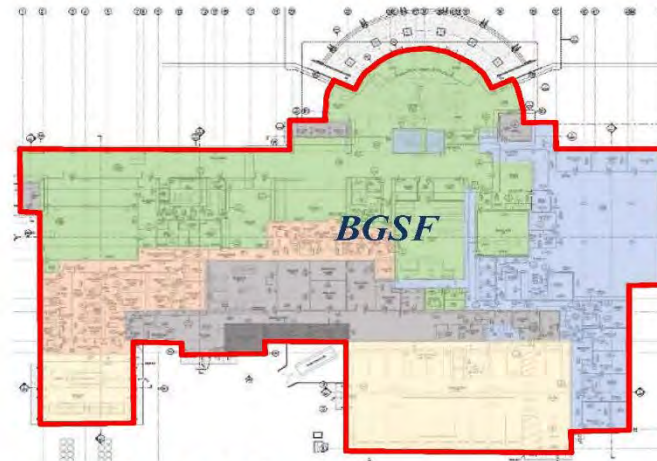
- **Net Square Feet (NSF)** = Area defining the interior dimension of a space.
- **Department Gross Square Feet (DGSF)** = NSF + Walls defining the spaces and internal circulation within a department to access each space.
- **Building Gross Square Feet (BGSF)** = DGSF + General Circulation to access each Department and the width of exterior walls.
- **Grossing Factor:** a multiplier applied to the NSF to determine a DGSF planning area and to DGSF to define the BGSF.



NSF = Net Square Feet



DGSF = Department Gross Square Feet



BGSF = Building Gross Square Feet



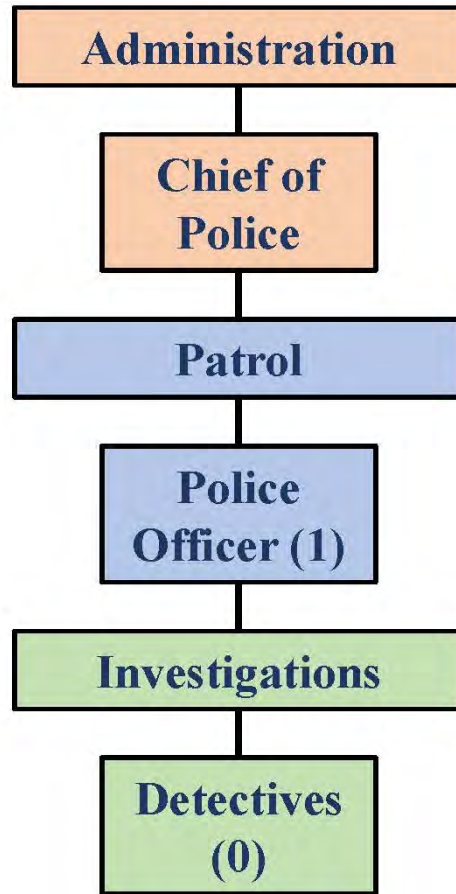
Space Standards

Space Standard	Net Square Feet (nsf)
A. Offices and Workstations	
1. Private Office Type "A" (Modified)	300nsf
a. Not Used	
2. Private Office Type "A"	240nsf
a. Not used	
3. Private Office Type "B"	192nsf
a. Chief of Police	
b. Fire Chief, Fire Fighter/EMR	
4. Private Office Type "B" (Modified)	168nsf
a. Deputy Police Chief	
b. Deputy Fire Chief, Fire Fighter/EMR	
c. Code Compliance/Fire Inspector	
5. Private Office Type "C"	120nsf
a. Lieutenant	
b. Detective Sergeant	
c. Shift Sergeant - Patrol	
d. Administrative Assistant	
e. Public Information Officer	
f. Fire Support Staff	
6. Workstation type "D"	96nsf
a. Sergeant	
b. Detective	
c. IT Technician	
d. Reserves (Shared)	
7. Workstation Type "E"	80nsf
a. Office Assistant	
b. Receptionist/Clerical	
c. Corporals	
d. Records/File Clerk	
e. Community Services Officer	
f. Training Assistant	
8. Workstation Type "E" (Modified)	60nsf
a. Lab Technician/Evidence Processing Station	
b. Property Room/Crime Scene Sergeant	
9. Workstation Type "F"	48nsf
a. Part Time Staff/Intern	
B. Conference/Meeting Rooms	
1. Seating for 2 - 4	120nsf
2. Seating for 4 - 6	150nsf
3. Seating for 6 - 8	180nsf
4. Seating for 8 - 10	210nsf
5. Seating for 10 - 12	240nsf
6. Seating for 12 - 14	280nsf
7. Seating for 14 - 16	320nsf
8. Seating for more than 16 persons	<i>Approximately 18-20nsf per person</i>
C. Conference/Training	
1. Large room (150 persons)	3,000nsf
2. Medium room (70 persons)	1,400nsf

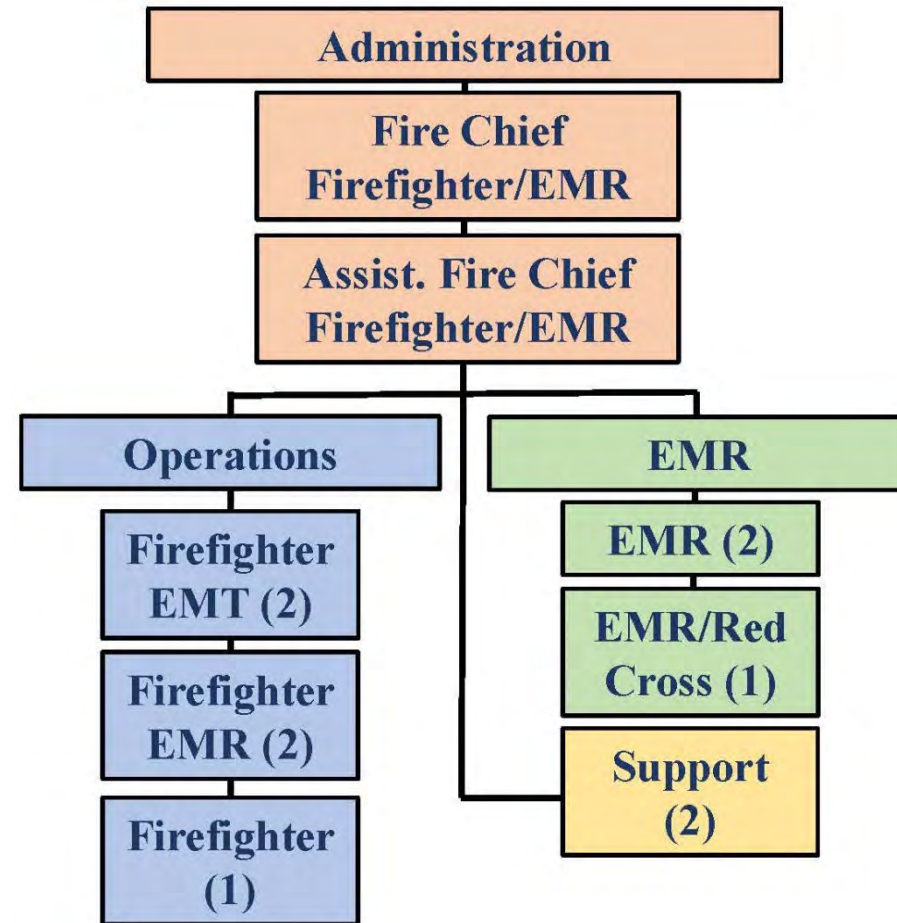
Desig.	Description	Furniture and Equipment Diagram
B.1	192 Square Feet A. Plan View, Furniture and Equipment <ol style="list-style-type: none"> Credenza- shown with PC (1) and Printer (2) Double Pedestal Desk- 36" x 72" Desk Chair Guest Chairs, Qty. -2 Bookshelf Units, Qty. -1 Conference Table, Qty. -1 Conference Chairs, Qty. -3 B. Storage <ol style="list-style-type: none"> File: 156" Drawer: 136" Bookshelf: 122" 	
B.2	192 Square Feet A. Plan View, Furniture and Equipment <ol style="list-style-type: none"> Credenza- shown with PC (1) and Printer (2) Double Pedestal Desk- 36" x 72" Desk Chair Guest Chairs, Qty. -2 Bookshelf Units, Qty. -1 Conference Table, Qty. -1 Conference Chairs, Qty. -4 B. Storage <ol style="list-style-type: none"> File: 156" Drawer: 136" Bookshelf: 122" 	
B.3	192 Square Feet A. Plan View, Furniture and Equipment <ol style="list-style-type: none"> Credenza- shown with PC (1) and Printer (2) Double Pedestal Desk- 36" x 72" Desk Chair Guest Chairs, Qty. -2 Bookshelf Units, Qty. -1 Lounge Seating, Qty. -2 Coffee Table, Qty. -1 B. Storage <ol style="list-style-type: none"> File: 156" Drawer: 136" Bookshelf: 122" 	



2022 Staff Organization Charts



2022 Staffing: 2
Police Department



2022 Staffing: 11
Fire Department (Volunteer)



2022 Architectural Space Program Summary

<i>Department: All</i>											
<i>Division: All</i>											
No.	Component	NSF	Adjacency:								General Remarks:
			2022 Program				2022 Revised				
			Staff	No. of Spaces	Total NSF	Total DGFSF	Staff	No. of Spaces	Total NSF	Total DGFSF	
Police Department											
A.	Administration	N/A	1	15	1,905	2,477	1	15	1,905	2,477	Refer to Section
B.	Patrol	N/A	1	9	1,504	1,880	1	9	1,504	1,880	Refer to Section
C.	Investigations	N/A	0	5	436	523	0	5	436	523	Refer to Section
D.	Support Space	N/A	0	9	714	857	0	9	714	857	Refer to Section
Subtotal			2	38	4,559	5,737	2	38	4,559	5,737	
Total Building Gross Square Feet (BGSF)			8%			6,195				6,195	Exterior Walls/General Circulation
Fire Department											
A.	Administration	N/A	4	8	963	1,252	4	8	963	1,252	Refer to Section
B.	Operations	N/A	5	62	5,529	6,358	5	63	7,897	9,082	Refer to Section
C.	EMR/Ambulance	N/A	3	8	512	666	3	7	448	582	Refer to Section
D.	Support Space	N/A	0	6	480	552	0	6	480	552	Refer to Section
Subtotal			12	84	7,484	8,828	12	84	9,788	11,468	
Total Building Gross Square Feet (BGSF)			8%			9,534				12,385	Exterior Walls/General Circulation
Grand Totals			14	122	12,043	14,564	14	122	14,347	17,204	
Grand Total Bldg. Gross Square Feet (BGSF)			8%			15,729				18,581	Exterior Walls/General Circulation
<i>1. Terminology:</i>											
<i>a. NSF: Net Square Footage = The actual area required for optimum performance of a function, task or duty.</i>											
<i>b. DGFSF: Departmental Gross Square Footage = The area within a Department and/or Division including the NSF, walls defining the NSF and circulation space required to access the spaces within the area.</i>											
<i>c. BGSF: Building Gross Square Footage = The sum of the DGFSF plus general circulation to the Departments and/or Divisions and exterior walls of the building.</i>											
<i>d. Grossing Factor: A planning multiplier of the Adjusted NSF to define the DGFSF or DGFSF to BGSF.</i>											

- **2022 Space Program:**
 - Based Upon Interpretation of Questionnaire Responses.
- **2022 Revised Space Program:**
 - Based Upon Steps 2 and 3 Review Meeting 9/2/2022



Staff and Space Projection Modeling

Town of Welaka Population Projection Model 1 – US Cens

Component	2032												2052						Notes					
	Population: 2022		Exponential:		Power		Linear		Logarithmic		Growth		Average:		2022: 1,041		2032: 1,414			2052: 1,767				
	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF		Staff	DGSF			
Police Department																								
A. Administration	1	2,477	1.1	2,619	0.9	2,287	1.0	2,584	0.9	2,271														
B. Patrol	1	1,880	1.1	1,988	0.9	1,736	1.0	1,962	0.9	1,724														
C. Investigations	0	523	0.0	553	0.0	483	0.0	546	0.0	480														
D. Support Space	0	857	0.0	906	0.0	791	0.0	894	0.0	786														
Subtotal	2	5,737	2.115	6,066	1.85	5,297	2.087	5,985	1.834	5,261	0	0	1.971											
Subtotal BGSF	8%	6,195	8%	6,551	8%	5,721	8%	6,464	8%	5,682	8%	0	8%											
Fire Department																								
A. Administration	4	1,252	4.2	1,324	3.7	1,156	4.2	1,306	3.7	1,148														
B. Operations	5	9,082	5.3	9,603	4.6	8,387	5.2	9,475	4.6	8,329														
C. EMR/Ambulance	3	582	3.2	616	2.8	538	3.1	608	2.8	534														
D. Support Space	0	552	0.0	584	0.0	510	0.0	576	0.0	506														
Subtotal	12	11,468	12.69	12,126	11.1	10,590	12.52	11,965	11.01	10,517	0	0	11.82											
Subtotal BGSF	8%	12,385	8%	13,096	8%	11,437	8%	12,922	8%	11,358	8%	0	8%											
Total Staff/DGSF	14	17,204	14.8	18,192	12.9	15,888	14.6	17,950	12.8	15,778	0	0	13.8											
Total BGSF	8%	23,400	8%	24,743	8%	21,609	8%	24,415	8%	21,460	8%	0	8%											

Town of Welaka Population Projection Model 2 – Growth

Component	2032												2052												Notes		
	Population: 2022		Exponential:		Power		Linear		Logarithmic		Growth		Average:		Exponential:		Power		Linear		Logarithmic		Growth			Average:	
	Staff	Adjusted	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF		Staff	DGSF
Police Department																											
A. Administration	1	2,477	1.3	3,185	1.1	2,650	1.3	3,197	1.1	2,836	1.4	3,364	1.2	3,046	1.5	3,616	1.1	2,757	1.5	3,621	1.2	2,921	1.7	4,204	1.4	3,424	
B. Patrol	1	1,880	1.3	2,418	1.1	2,012	1.3	2,427	1.1	2,153	1.4	2,554	1.2	2,313	1.5	2,745	1.1	2,093	1.5	2,749	1.2	2,218	1.7	3,191	1.4	2,599	
C. Investigations	0	523	0.0	673	0.0	560	0.0	675	0.0	599	0.0	711	0.0	644	0.0	764	0.0	583	0.0	765	0.0	617	0.0	888	0.0	723	
D. Support Space	0	857	0.0	1,102	0.0	917	0.0	1,106	0.0	981	0.0	1,164	0.0	1,054	0.0	1,251	0.0	954	0.0	1,253	0.0	1,011	0.0	1,454	0.0	1,185	
Subtotal	2	5,737	2.6	7,379	2.14	6,139	2.6	7,406	2.3	6,569	2.717	7,792	2.5	7,057	2.9	8,376	2.2	6,387	2.9	8,387	2.4	6,767	3.4	9,737	2.8	7,931	
Subtotal BGSF	8%	6,195	8%	7,969	8%	6,630	8%	7,999	8%	7,094	8%	8,415	8%	7,621	8%	9,046	8%	6,898	8%	9,058	8%	7,308	8%	10,516	8%	8,565	
Fire Department																											
A. Administration	4	1,252	5.1	1,610	4.3	1,340	5.2	1,616	4.6	1,433	5.4	1,700	4.9	1,540	5.8	1,828	4.5	1,394	5.8	1,830	4.7	1,477	6.8	2,125	5.5	1,731	
B. Operations	5	9,082	6.4	11,681	5.4	9,718	6.5	11,725	5.7	10,399	6.8	12,336	6.2	11,172	7.3	13,260	5.6	10,111	7.3	13,278	5.9	10,713	8.5	15,415	6.9	12,555	
C. EMR/Ambulance	3	582	3.9	749	3.2	623	3.9	752	3.4	667	4.1	791	3.7	716	4.4	850	3.3	648	4.4	852	3.5	687	5.1	989	4.1	805	
D. Support Space	0	552	0.0	710	0.0	591	0.0	713	0.0	632	0.0	750	0.0	679	0.0	806	0.0	615	0.0	807	0.0	651	0.0	937	0.0	763	
Subtotal	12	11,468	15.44	14,751	12.8	12,272	15.49	14,806	13.74	13,131	16.3	15,577	14.76	14,107	17.52	16,745	13.36	12,768	17.54	16,767	14.16	13,528	20.37	19,466	16.5902	15,854	
Subtotal BGSF	8%	12,385	8%	15,931	8%	13,254	8%	15,990	8%	14,182	8%	16,823	8%	15,236	8%	18,084	8%	13,789	8%	18,108	8%	14,610	8%	21,023	8%	17,123	
Total Staff/DGSF	14	17,204	18.0	22,129	15.0	18,411	18.1	22,212	16.0	19,700	19.0	23,369	17.2	21,164	20.4	25,121	15.6	19,155	20.5	25,154	16.5	20,295	23.8	29,203	19.4	23,785	
Total BGSF	8%	23,400	8%	30,098	8%	25,041	8%	30,211	8%	26,794	8%	31,784	8%	28,786	8%	34,167	8%	26,052	8%	34,212	8%	27,603	8%	39,719	8%	32,351	



Staff Program Summary

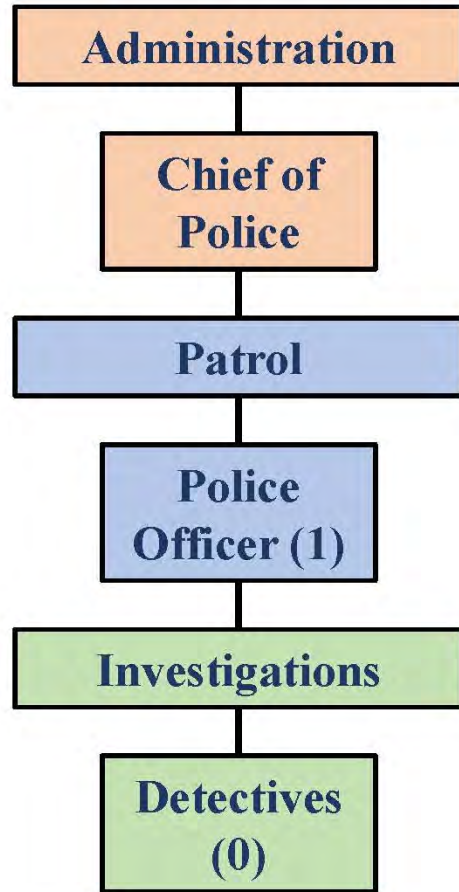
Department: All						Table Notes:																													
Division: All						1. Refer to Each Division																													
Staff Positions	2022 Staff Positions	Projected Staff				Division																													
	Number	2027	2032	2042	2052																														
Police Department																																			
A. Administration	1.0	3.0	3.0	3.0	3.0																														
B. Patrol	1.0	2.0	4.0	4.0	5.0																														
C. Investigations	0.0	0.0	1.0	1.0	1.0																														
Subtotal	2.0	5.0	8.0	8.0	9.0	(1), (2).																													
Fire Department																																			
A. Administration	4.0	4.0	6.0	6.0	6.0																														
B. Operations	5.0	5.0	18.0	18.0	18.0	(3).																													
C. EMR/Ambulance	3.0	3.0	5.0	5.0	5.0																														
Subtotal	12.0	12.0	29.0	29.0	29.0	(1), (2), (4).																													
Total	14.0	17.0	37.0	37.0	38.0																														
Projection Model 2 - Growth																																			
Police Department			2.7		3.4	(1), (2).																													
Fire Department			16.3		20.4																														
Total			19.0		23.8	(1), (2), (3), (4).																													
General Notes:						<table border="1"> <thead> <tr> <th rowspan="2">Population</th> <th colspan="3">Projection Modeling Total Staff</th> <th colspan="2">Sworn Officer Per 1,000</th> </tr> <tr> <th>2022</th> <th>2032</th> <th>2052</th> <th>1.8 Ratio</th> <th>2.5 Ratio</th> </tr> </thead> <tbody> <tr> <td>2020 1,014</td> <td>2</td> <td></td> <td></td> <td>1.3</td> <td>1.8</td> </tr> <tr> <td>Growth Model 1,414</td> <td></td> <td>2.7</td> <td></td> <td>2.5</td> <td>3.5</td> </tr> <tr> <td>Growth Model 1,767</td> <td></td> <td></td> <td>3.4</td> <td>3.2</td> <td>4.4</td> </tr> </tbody> </table>	Population	Projection Modeling Total Staff			Sworn Officer Per 1,000		2022	2032	2052	1.8 Ratio	2.5 Ratio	2020 1,014	2			1.3	1.8	Growth Model 1,414		2.7		2.5	3.5	Growth Model 1,767			3.4	3.2	4.4
Population	Projection Modeling Total Staff			Sworn Officer Per 1,000																															
	2022	2032	2052	1.8 Ratio	2.5 Ratio																														
2020 1,014	2			1.3	1.8																														
Growth Model 1,414		2.7		2.5	3.5																														
Growth Model 1,767			3.4	3.2	4.4																														
1. Refer to 2022 Staffing and Future Organizational Charts at end of Staff Program.																																			
Table Notes:																																			
(1). Projected Staff based upon Steps 2 and 3 Review 9/2/2022. Master Planning Total.																																			
(2). Refer to Police Projection Modeling/Staff Ratio Table Below.																																			
(3). Assumes Full time Staff in 2030, 3 apparatus total with 2 @ 2 per shift and 1 @1 per shift. Total Shift = 6 including Battalion Chief/Lieutenant.																																			
(4). Major deviation attributed to changing from Volunteer to Full Time Fire Dept.																																			
Police Projection Modeling/Staff Ratio Evaluation																																			

Major Deviation:

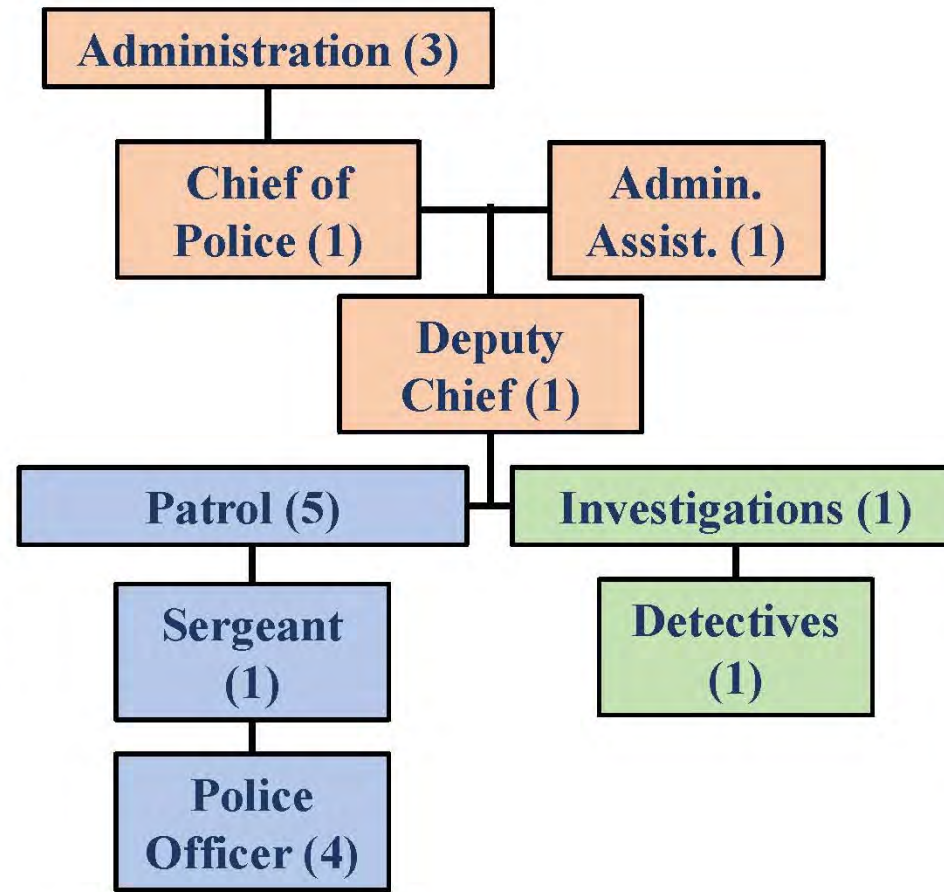
- Assumes Full Time Fire Department in 2030, 3 apparatus total with 2 @ 2 per shift and 1 @1 per shift. Total Shift = 6 including Battalion Chief/Lieutenant.



Police Department 2022 and 2052 Organizational Charts



2022 Staffing: 2



2052 Staffing: 9 (Master Plan)

Population	Projection Modeling Total Staff			Sworn Officer Per 1,000	
	2022	2032	2052	1.8 Ratio	2.5 Ratio
2020 1,014	2			1.3	1.8
Growth Model 1,414		2.7		2.5	3.5
Growth Model 1,767			3.4	3.2	4.4

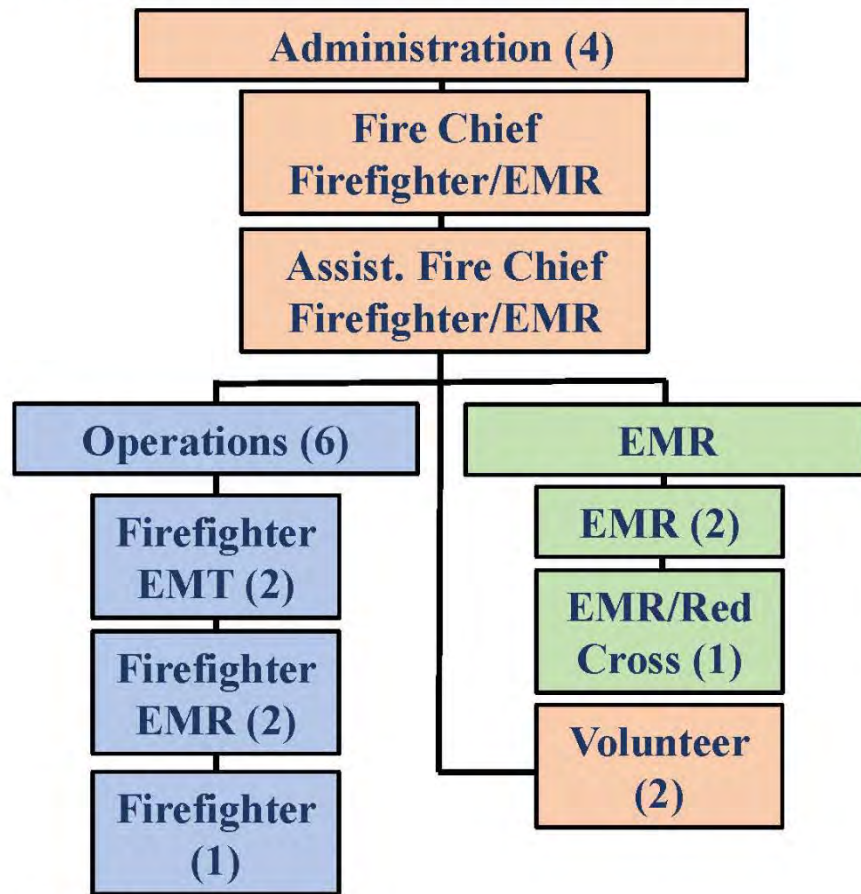
General Notes:

- 2022 Population based upon current staff and Model 2 - Growth
- 2032 and 2052 Population based upon Model 2 - Growth.

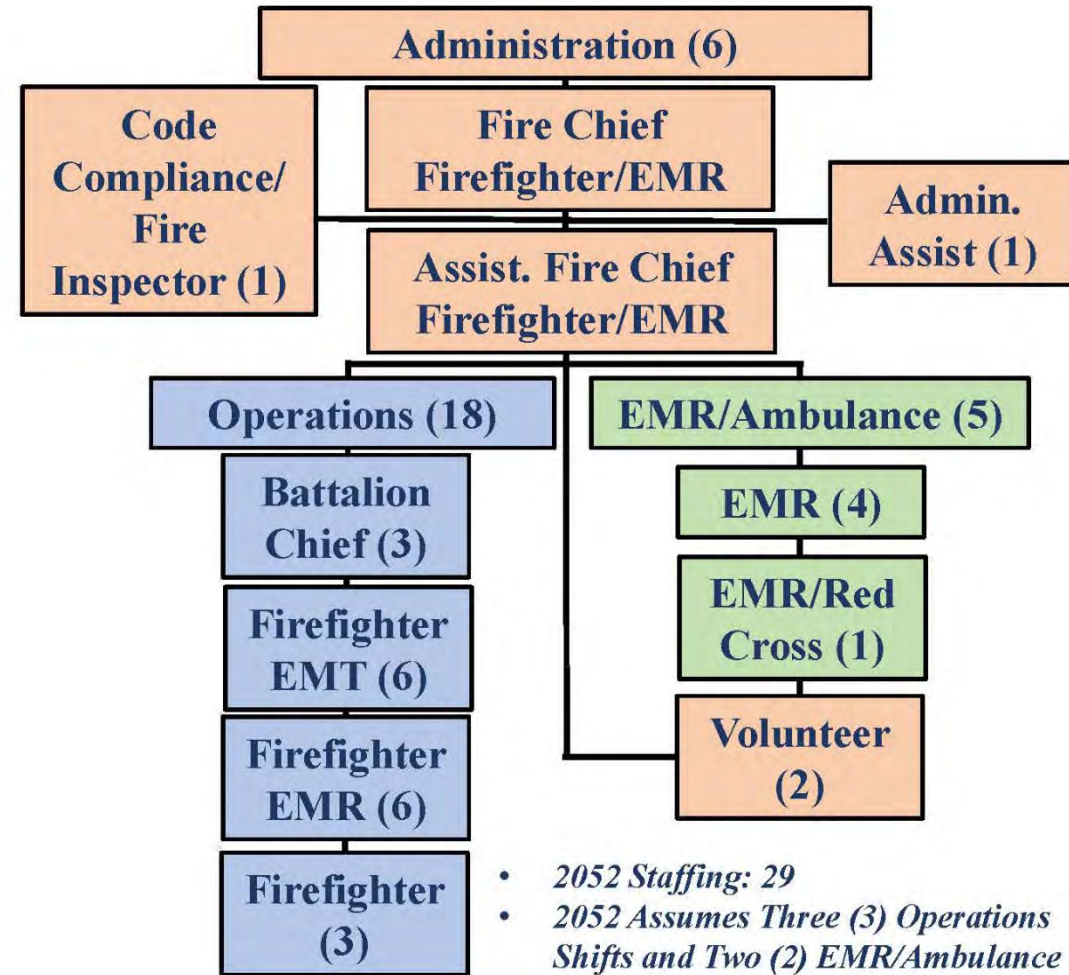
Projection Modeling/Staff Ratio Evaluation



Fire Department 2022 and 2052 Organizational Charts



2022 Staffing: 11



- 2052 Staffing: 29
- 2052 Assumes Three (3) Operations Shifts and Two (2) EMR/Ambulance Shifts



2032 and 2052 Architectural Space Program

<i>Department: All</i>											
<i>Division: All</i>											
No.	Component	NSF	Adjacency:								General Remarks: 1. Security at Public Points of Contact
			2032 Program				2052 Program				
			Staff	No. of Spaces	Total NSF	Total DGFSF	Staff	No. of Spaces	Total NSF	Total DGFSF	
Police Department											
A.	Administration	N/A	3	17	2,303	2,994	3	17	2,383	3,098	Refer to Section
B.	Patrol	N/A	4	25	3,064	3,830	5	29	3,606	4,508	Refer to Section
C.	Investigations	N/A	1	7	732	878	1	7	792	950	Refer to Section
D.	Support Space	N/A	0	9	734	881	0	9	814	977	Refer to Section
Subtotal			8	58	6,833	8,583	9	62	7,595	9,533	
Total Building Gross Square Feet (BGSF)				8%		9,270				10,295	<i>Exterior Walls/General Circulation</i>
Fire Department											
A.	Administration	N/A	6	10	1,271	1,652	6	10	1,311	1,704	Refer to Section
B.	Operations	N/A	18	82	8,531	9,811	18	83	9,847	11,324	Refer to Section
C.	EMR/Ambulance	N/A	5	7	468	608	5	7	508	660	Refer to Section
D.	Support Space	N/A	0	6	480	552	0	6	480	552	Refer to Section
Subtotal			29	105	10,750	12,623	29	106	12,146	14,241	
Total Building Gross Square Feet (BGSF)				8%		13,633				15,380	<i>Exterior Walls/General Circulation</i>
Grand Totals			37	163	17,583	21,206	38	168	19,741	23,773	
Grand Total Bldg. Gross Square Feet (BGSF)				8%		22,903				25,675	<i>Exterior Walls/General Circulation</i>
1. Terminology:											
a. NSF: Net Square Footage = The actual area required for optimum performance of a function, task or duty.											
b. DGFSF: Departmental Gross Square Footage = The area within a Department and/or Division including the NSF, walls defining the NSF and circulation space required to access the spaces within the area.											
c. BGSF: Building Gross Square Footage = The sum of the DGFSF plus general circulation to the Departments and/or Divisions and exterior walls of the building.											
d. Grossing Factor: A planning multiplier of the Adjusted NSF to define the DGFSF or DGFSF to BGSF.											



2022 Revised Space Program, Projected, Staff and Space Program Analysis

Component	2022		2032 Planning Model		2052 Planning Model		2032 Program		2052 Program		Table Notes:
	Population: 1,041		Population: 1,414		Population: 1,767		Staff	DGSF	Staff	DGSF	
	Staff	NSF	Staff	DGSF	Staff	DGSF					
Police Department											
A. Administration	1.0	2,477	1.4	3,364	1.7	4,204	3.0	2,994	3.0	3,098	
B. Patrol	1.0	1,880	1.4	2,554	1.7	3,191	4.0	3,830	5.0	4,508	
C. Investigations	0.0	523	0.0	711	0.0	888	1.0	878	1.0	950	
D. Support Space	0.0	857	0.0	1,164	0.0	1,454	0.0	881	0.0	977	
Subtotal	2.0	5,737	2.7	7,792	3.4	9,737	8.0	8,583	9.0	9,533	(1).
Subtotal BGSF	8%	6,195	8%	8,415	8%	10,516	8%	9,270	8%	10,295	
Fire Department											
A. Administration	4.0	1,252	5.4	1,700	6.8	2,125	6.0	1,652	6.0	1,704	(1).
B. Operations	5.0	9,082	6.8	12,336	8.5	15,415	18.0	9,811	18.0	11,324	(2).
C. EMR/Ambulance	3.0	582	4.1	791	5.1	989	5.0	608	5.0	660	(3).
D. Support Space	0.0	552	0.0	750	0.0	937	0.0	552	0.0	552	
Subtotal	12.0	11,468	16.3	15,577	20.4	19,466	29.0	12,623	29.0	14,241	
Subtotal BGSF	8%	12,385	8%	16,823	8%	21,023	8%	13,633	8%	15,380	
Total Staff, NSF and DGSF	14.0	17,204	19.0	23,369	23.8	29,203	37.0	21,206	38.0	23,773	
Total BGSF		18,581		25,238		31,539		22,903		25,675	
General Notes:					Table Notes:						
I. Planning Model is base upon Projection Model 2 - Growth,					(1). Includes Support Staff						
					(2). 2052 Assumes three (3) Operations Shifts at 6 Firefighters each, and 5 Apparatus Bays.						
					(3). 2052 Assumes two (2) EMR/Ambulance Shifts at two (2) each and 1 Support Staff/Red Cross.						
Analysis:											
1.2052 Major Deviations occur in Fire Department DGSF:											
Component	Projection	Program	Deviation	Analysis Notes:							
A. Administration	2,125	1,704	421	Consider master Planning to include flex office(s)/Space.							
B. Operations	15,415	11,324	4,091	Consider Master Planning for 6 Apparatus Bays and 8 Operatiosn Staff per Shift							
C. EMR/Ambulance	989	660	328	Consider Master Planning for 3 EMR/Ambulance Shifts, 2 each and dedicated Ambulance Bay							
D. Support Space	937	552	385	Consider Master Planning for independent M.E.P Spaces in Lieu of Shared.							
Total	19,466	14,241	5,225	Master Plann for Deviation							



2052 Parking Projections

Component	Projected Parking			Notes
	Subtotal	Non-Concurrent Use Factor 1.	Total	
Police Department				
A. Administration				
1. Staff	3	100%	3.0	
2. Visitor/Public	2	50%	1.0	
3. Special Events	30	45%	13.5	(1).
Subtotal	35	65%	17.5	
B. Patrol				
1. Staff	5	54%	2.7	(3).
2. Visitor/Public	2	50%	1.0	
3. Special Events	0	45%	0.0	
Subtotal	7	50%	3.7	
C. Investigations				
1. Staff	1	100%	1.0	
2. Visitor/Public	0	54%	0.0	
3. Special Events	0	45%	0.0	
Subtotal	1	66%	1.0	
Total Police Department	43	52%	22.2	
Fire Department				
A. Administration				
1. Staff	6	100%	6.0	
2. Visitor/Public	2	50%	1.0	
3. Special Events	30	45%	13.5	(1).
Subtotal	38	65%	20.5	
B. Operations				
1. Staff	16	50%	8.0	(4).
2. Visitor/Public	1	50%	0.5	
3. Special Events	0	45%	0.0	(2).
Subtotal	17	48%	8.5	
C. EMR/Ambulance				
1. Staff	5	50%	2.5	
2. Visitor/Public	1	50%	0.5	
3. Special Events	0	45%	0.0	
Subtotal	6	48%	3.0	
Total Fire Department	43	74%	32.0	
Total Complex	86	63%	54.2	

- *Non-Concurrent Use Factor assumes the following:*
 - *Not all staff, participants or visitors will require parking simultaneously.*
 - *Training and Community Events will not be concurrent.*

Component	Recommended	Notes
Police Department		
Staff	7	1.
Visitor	2	2.
Special Events	14	3.
Subtotal	23	
Fire Department		
Staff	17	1.
Visitor	2	2.
Special Events	14	3.
Subtotal	33	
Total Complex	56	

Notes:

1. *Secure Parking, Includes Shift Overlap.*
2. *Common Non-Secure Parking Area.*
3. *Assumes Non-Concurrent Fire and Police Training or Community Event.*



Visioning Session

- **Site Development:**

- *General Location of Facility(s) and Parking;*
- *Site Location and Size;*
- *Location of Stormwater Management System:*
 - *Retention or Detention Pond;*
 - *Water Rescue Training.*
- *Security Fencing;*
- *Combined or Separate Buildings:*
 - *Fire;*
 - *Police;*
- *Future Expansion;*

- **Facility:**

- *General Space Organization:*
 - *Police Department:*
 - *Administration;*
 - *Patrol;*
 - *Investigations;*
 - *Future expansion;*
 - *Fire Department:*
 - *Administration;*
 - *Operations;*
 - *EMR/Ambulance;*
 - *Future Expansion*
- *Critical Adjacencies:*
 - *Public;*
 - *Shared Spaces;*
 - *Staff Secure Spaces;*



Visioning Session

- **New Public Safety Building Image:**
 - *Architectural Style:*
 - *Form:*
 - *Materials:*
 - *Fenestration:*
 - *Colors:*
 - *Community Context:*
 - *Town Built Fabric:*





Visioning Session



Image 1



Image 2



Image 3 Preferred Image



Image 4 Preferred Image



Image 5



Image 6



Image 7



Image 8



Image 9



Image 10



Image 11



Anticipated Facility Systems

- **Site/Civil**

- **Utilities:**

- *Electrical:*
 - *Water:*
 - *Sewer:*
 - *Gas:*
 - *Electric:*
 - *Phone:*
 - *Data/Fiber:*

- **Asphalt Paving:**

- *Light Duty – Car Parking/Circulation:*
 - *Heavy Duty – Apparatus Circulation:*

- **Concrete Paving:**

- *Sidewalks:*
 - *Apparatus Aprons:*

- **Stormwater Management System:**

- *Retention or Detention Pond*
 - *Out Flow Location:*

- **Site Amenities:**

- *Visitor and Secure Parking:*
 - *Security Fencing and Gates:*
 - *Landscaping:*
 - *Site Monument Sign:*
 - *Flag Poles:*
 - *Dumpster:*
 - *Lighting:*

- **Other:**

- ?
 - ?



Anticipated Facility Systems

- **Architectural**

- **Substructure:**

- *Standard and Special Concrete Foundations and Footers;*
 - *Slab on Grade.*

- **Shell:**

- **Superstructure:**

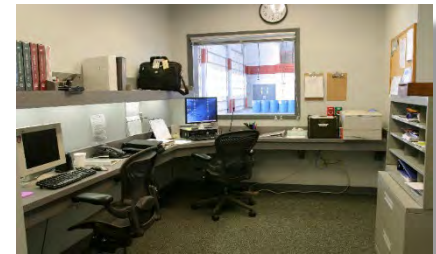
- *Load Bearing CMU, Steel Beams;*
 - *Steel Bar Joists/Trusses with Supporting Steel Beams and Columns.*

- **Exterior Enclosure**

- *CMU Exterior Walls and Selected Veneer System;*
 - *Exterior Windows:*
 - *Insulated , Low -E Glazing;*
 - *Fixed or Operable;*
 - *Alu minimum or Aluminum Clad Wood;*
 - *Hollow Metal Exterior Doors and Frames;*
 - *Aluminum Entrance Storefront.*

- **Roofing and Trim:**

- *Roof Covering:*
 - *Standing Seam Metal Roof;*
 - *Asphalt Shingle;*
 - *Membrane.*





Anticipated Facility Systems

- Interiors

- **Partitions:**
 - *Metal Studs and Gypsum Board;*
 - *CMU.*
- **Interior Doors:**
 - *Solid Core Wood Doors with Metal Frames.*
- **Fittings:**
 - *Toilet Partitions – HDPE;*
 - *Display Cases;*
 - *Toilet Room Accessories;*
 - *Signage;*
 - *Fire Extinguishers.*
- **Base Finishes:**
 - *Vinyl or Porcelain Tile.*
- **Floor Finishes:**
 - *Carpet Tile, LVT, Porcelain Tile.*
- **Walls Finishes:**
 - *Paint.*
- **Ceilings:**
 - *Gyp. Bd. at bottom of trusses with insulation;*
 - *Suspended Acoustical Tile.*





Anticipated Facility Systems

- **Services**

- **Conveying:**
 - *None Anticipated, 1 Floor.*
- **Mechanical:**
 - *Light Commercial/Residential DX;*
(Assumes Multiple Zones);
 - *Breath Fill.*
- **Electrical:**
 - *Incoming Service;*
 - *Subpanels;*
 - *Lighting:*
 - *LED.*
 - *Emergency Generator – Exterior;*
 - *Special Features.*
- **Plumbing**
 - *Virtus China Plumbing Fixtures;*
 - *Domestic Water Distribution;*
 - *Drinking Fountains with Bottle Fill;*
 - *Service Sink;*
 - *Sanitary System;*
 - *Turnout Gear Extractor.*

- **Fire Protection:**
 - *Wet Automatic Sprinkler System Throughout.*
- **Security:**
 - *Access Control;*
 - *CCTV, Covert CCTV;*
 - *Duress System at Public Points of Contact.*
- **IT/Phone:**
 - *Server(s)/Network;*
 - *Fire Annunciation;*
 - *Computers and Equipment;*
 - *Data/Fiber Connection;*
 - *Phones.*
- **Audio and Visual Systems:**
 - *Training/EOC/Community Room;*
 - *Squad Briefing;*
 - *Conference Room.*



Statement of Probable Cost/Total Project Budget Components

Town of Welaka Public Safety Complex Phase I: Strategic Planning, Programming and Conceptual Design Statement of Probable Cost Summary: Combined Police and Fire Facility			
Project Description:			
1. New Public Safety Building:			
a. Police Department: 16,238 BGSF;			
b. Fire Department: 15,390 BGSF;			
c. Total: 31,628 BGSF			
2. Site: 3 acres/217,800 square feet			
3. Estimated 2023 Architectural Service Programs			
4. Assesses Utilities at Performer of Site			
5. Assesses Stormwater Management System to be Required			
6. Assumes Construction Start Date in Summer 2023			
Anticipated Range of Probable Cost			
Range of Probable Cost (Low, Mean and High) to Account for Potential Variations in Design and Fluctuations in Building Materials, Material and Labor Costs at the Uncompleted Point of Building, Vegetation and Construction.			
Plan for Mean Cost: Work Towards Low Cost, Be Prepared for High Cost.			
A. Hard Construction			
Costs Directly Related to Construction also known as "Bricks and Mortar"			
	Low	\$11,766,485	\$48,29
	Mean	\$12,720,525	\$495,44
	High	\$13,674,564	\$532,00
	Total Mean Cost % of Total Project Budget		86.00%
B. Soft Cost Construction Related			
Costs Indirectly Related to Construction such as Site Survey, Soils Investigations, Design Fees etc. Does Not Include Cost of Financing, Legal or Land Acquisition.			
	Low	\$1,207,975	\$50,94
	Mean	\$1,414,027	\$55,07
	High	\$1,520,079	\$59,20
	Total Mean Cost % of Total Project Budget		9.56%
C. Soft Costs Occupancy Related			
Costs Related to Occupancy including IT, Audio/Visual, Phones and Printers, as well as Equipment, etc.			
	Low	\$607,652	\$23,67
	Mean	\$656,921	\$25,59
	High	\$706,190	\$27,50
	Total Mean Cost % of Total Project Budget		4.44%
Anticipated Total Project Budget			
Costs Indirectly Related to Construction such as Site Survey, Soils Investigations, Design Fees etc. Does Not Include Cost of Financing, Legal or Land Acquisition.			
	Low	\$13,682,112	\$532,90
	Mean	\$14,791,472	\$576,10
	High	\$15,900,833	\$619,31
	Total Mean Cost % of Total Project Budget		100%
Assumptions and Exclusions:			
1. No hazardous materials or poor soils mitigation anticipated.			
2. Assumes Construction Manager at Risk project delivery system.			
3. Assumes Construction Start Date of Summer 2023.			
4. Square foot costs based upon historical data and RSMeans square foot data with Florida (Hlando) index (.85).			
5. Does not include Financing, Legal or Property Acquisition Costs.			
6. Refer to Table Notes for additional assumptions.			

- **Hard Construction Costs**
 - New Construction;
 - Site;
 - Does Not Include Demolition or Renovation Associate with Existing Structures;
 - Inflationary Factors and Contingencies.

Town of Welaka Public Safety Complex Phase I: Strategic Planning, Programming and Conceptual Design Statement of Probable Cost Detail: Combined Police and Fire Facility						
Item	Description	Quantity	Unit	Unit Cost	Total	Notes
A. Hard Construction						
0.1	Demolition	0	BGSF	\$5.20	\$0	(1)
0.2	Renovation	0	BGSF	\$158.70	\$0	(2)
0.3	New Construction	25,675	BGSF	\$306.00	\$7,907,500	(3)
0.4	Site Improvements	25,675	BGSF	\$20.00	\$515,500	(4)
0.5				Subtotal	\$8,423,000	
0.6	Construction Manager at Risk			2.0%	\$1,684,280	
0.7				Subtotal	\$10,107,280	
0.8	General Contractor			1.8%	\$180	
0.9				Subtotal	\$10,105,080	
0.10	Contingency			1.8%	\$1,818,912	
0.11				Subtotal	\$11,923,992	
0.12	Inflationary Factor			10.0%	\$1,192,399	(5)
0.13				Subtotal Hard Construction Costs	\$12,783,685	
0.14	Sales Tax Credit for Owner Direct Purchases	0.7%		\$1,052,675	-\$63,161	(6)
0.15				Total Hard Construction Costs	\$12,720,525	
B. Soft Cost Construction Related						
0.1	Property Acquisition	0	LSU	\$75,000	\$0	
0.2	Temporary Housing	1	LSU	\$0	\$0	(7)
0.3	Site Survey	1	LSU	\$30,000	\$30,000	(10)
0.4	Subsurface Soil Investigations- Geotech.	12	EA	\$2,000	\$24,000	
0.5	Phase I Environmental	1	EA	\$2,000	\$2,000	(8)
0.6	Civil Site Design Fees and Reimbursable Expenses			5.0%	\$513,500	\$25,675
0.7	Architectural/Engineering Design Fees			7.5%	\$12,783,685	\$958,776
0.8	Interior Design Fees			0.5%	\$12,783,685	\$63,918
0.9	FFE Coordination Fee			0.4%	\$12,783,685	\$51,135
0.10	Security, Access Control Design Fee			0.4%	\$12,783,685	\$51,135
0.11	A/E Reimbursable Expenses			0.2%	\$12,783,685	\$25,567
0.12	Construction Manager at Risk			0.7%	\$12,783,685	\$89,486
0.13	Financing and Legal Fees			0%	\$12,783,685	\$0
0.14	Bulkers Risk Insurance	1	LSU	\$25,000	\$25,000	(11)
0.15	Permitting	0	LSU	\$5,000	\$0	(12)
0.13				Subtotal	\$1,346,602	
0.14	Contingency			5.0%	\$67,335	
0.15				Total Soft Costs Construction Related	\$1,414,027	
C. Soft Costs Occupancy Related						
0.1	Information Technology/Audio/Visual/Security	25,675	BGSF	\$4.10	\$105,268	(13)
0.2	Furniture and Equipment	25,675	BGSF	\$17.79	\$455,988	(14)
0.3	Telephone	25,675	BGSF	\$0.25	\$6,419	(15)
0.4	Cleaning/Maintenance/Supplies	25,675	BGSF	\$0.15	\$3,851	
0.5	Moving/Relocation Expenses	25,675	BGSF	\$1.00	\$25,675	

- **Soft Costs Construction Related**
 - Subsurface Soils Investigations/ Geotechnical Report;
 - Architectural/Engineering Fees;
 - Construction Manager At Risk Fees;
 - Bid Printing and Advertising;
 - Contingencies and Inflationary Factors.
 - Dose not Include Financing and Legal Fees or Property Acquisition Cost

	Subtotal	\$597,201
0.6		
0.7	Contingency	10.0%
0.8	Total Soft Costs Occupancy Related	\$656,921
Table Notes:		
(1) No demolition anticipated. Site demolition in site improvement costs.		
(2) No renovation of existing vacant space/facilities anticipated.		
(3) Assumes 1 story building with load bearing CMU and brick veneer or comparable material.		
(4) Includes utility extensions, apparatus drive and related site improvements.		
(5) Assumes construction start date of Summer of 2023.		
(6) Assumes 50% of construction cost attributed to materials. Assumes 25% of materials, (bricks), comparisons and/or systems directly purchased.		
(7) Assumes construction sequence will not require temporary housing for police or police.		
(8) Assumes Phase I environmental will be required as part of the land purchase.		
(9) Includes Architectural, Security Design and Engineering fees for all phases of the project.		
(10) Money of financing the project to be determined.		
(11) Directly by Owner for construction, cost to be confirmed.		
(12) Assumes construction permitting fees waived, construction fees included in General Contractor cost.		
(13) Assumes non servers (Police and Fire), all new audio/visual equipment. CAT 6 wiring is included in Hard Construction Costs. Includes new fire time generator/alerting system and CCTV access control system.		
(14) Assumes all new furniture and equipment including appliances and fire laundry extractor.		
(15) Assumes new telephone handsets. Phone board and wiring is included in Hard Construction Costs.		
(16) Includes Survey of Entire Proposed Site.		

- **Soft Costs Occupancy Related**
 - Furniture and Equipment;
 - Technology;
 - Audio/Visual;
 - Telephone;
 - Moving Expenses;
 - Contingencies and Inflationary Factors.



2052 Space Program Statement of Probable Cost/Total Project Budget

Anticipated Total Project Budget: 2052 Space Program – 10,606 BGsf			
Police Department			
<i>Includes "Hard Construction", "Soft Costs Construction Related" and "Soft Costs Occupancy Related" as well as Contingencies Appropriate for the Level of Design Completed.</i>	Low	\$6,183,832	\$600.66
	Mean	\$6,685,223	\$649.37
	High	\$7,186,615	\$698.07
Total Mean Cost % of Total Project Budget		100%	

Anticipated Total Project Budget: 2052 Space Program - 15,380 BGsf			
Fire Department			
<i>Includes "Hard Construction", "Soft Costs Construction Related" and "Soft Costs Occupancy Related" as well as Contingencies Appropriate for the Level of Design Completed.</i>	Low	\$7,605,032	\$494.48
	Mean	\$8,221,657	\$534.57
	High	\$8,838,281	\$574.66
Total Mean Cost % of Total Project Budget		100%	

Anticipated Total Project Budget: 2052 Space Program - 25,986 BGsf			
Combined Police and Fire			
<i>Costs Indirectly Related to Construction such as Site Survey, Soils Investigations, Design Fees etc. Does Not Include Cost of Financing, Legal or Land Acquisition.</i>	Low	\$13,682,112	\$532.90
	Mean	\$14,791,472	\$576.10
	High	\$15,900,833	\$619.31
Total Mean Cost % of Total Project Budget		100%	



2052 and Optional 2052 Architectural Space Program

Department: All											
Division: All											
No.	Component	NSF	Adjacency:								General Remarks:
			2052 Program				2052 Optional Program				
			Staff	No. of Spaces	Total NSF	Total DGFSF	Staff	No. of Spaces	Total NSF	Total DGFSF	
Police Department											
A.	Administration	N/A	3	17	2,383	3,098	3	16	2,303	2,994	Refer to Section
B.	Patrol	N/A	4	30	3,702	4,628	5	28	2,398	2,998	Refer to Section
C.	Investigations	N/A	1	8	932	1,118	1	7	792	950	Refer to Section
D.	Support Space	N/A	0	9	814	977	0	9	914	1,097	Refer to Section
Subtotal			8	64	7,831	9,821	9	60	6,407	8,039	
Total Building Gross Square Feet (BGSF)			8%			10,606				8,682	Exterior Walls/General Circulation
Fire Department											
A.	Administration	N/A	6	10	1,311	1,704	6	10	1,311	1,704	Refer to Section
B.	Operations	N/A	18	83	9,847	11,324	18	82	8,551	9,834	Refer to Section
C.	EMR/Ambulance	N/A	5	7	508	660	5	7	508	660	Refer to Section
D.	Support Space	N/A	0	6	480	552	0	6	480	552	Refer to Section
Subtotal			29	106	12,146	14,241	29	105	10,850	12,750	
Total Building Gross Square Feet (BGSF)			8%			15,380				13,770	Exterior Walls/General Circulation
Grand Totals			37	170	19,977	24,061	38	165	17,257	20,789	
Grand Total Bldg. Gross Square Feet (BGSF)			8%			25,986				22,452	Exterior Walls/General Circulation
1. Terminology:											
a. NSF: Net Square Footage = The actual area required for optimum performance of a function, task or duty.											
b. DGFSF: Departmental Gross Square Footage = The area within a Department and/or Division including the NSF, walls defining the NSF and circulation space required to access the spaces within the area.											
c. BGSF: Building Gross Square Footage = The sum of the DGFSF plus general circulation to the Departments and/or Divisions and exterior walls of the building.											
d. Grossing Factor: A planning multiplier of the Adjusted NSF to define the DGFSF or DGFSF to BGSF.											

Optional Summary

- **Police Department:**
 - Deleted Police Administration Reception/Waiting - Enlarged Lobby;
 - Deleted Maintenance Bay - Utilize Sallyport;
 - Deleted Defensive Tactics, Added Matt Storage - Use EOC/Training Room;
 - Deleted Indoor Fire Arms Training/Range - Use Local Resources
- **Fire Department:**
 - Deleted 1 Apparatus Bay (Future – Master Plan), 4 Bays Remain.

Space Program	BGSF
2052	25,986
Optional 2052	22,452
Reduction	-3,534



2052 Charrette Space Program Statement of Probable Cost/Total Project Budget

Anticipated Total Project Budget: 2052 Space Program – 10,606 BGSF			
Police Department			
<i>Includes "Hard Construction", "Soft Costs Construction Related" and "Soft Costs Occupancy Related" as well as Contingencies Appropriate for the Level of Design Completed.</i>	Low	\$6,183,832	\$600.66
	Mean	\$6,685,223	\$649.37
	High	\$7,186,615	\$698.07
Total Mean Cost % of Total Project Budget (TMB)		100%	

Anticipated Total Project Budget: 2052 Space Program - 15,380 BGSF			
Fire Department			
<i>Includes "Hard Construction", "Soft Costs Construction Related" and "Soft Costs Occupancy Related" as well as Contingencies Appropriate for the Level of Design Completed.</i>	Low	\$7,605,032	\$494.48
	Mean	\$8,221,657	\$534.57
	High	\$8,838,281	\$574.66
Total Mean Cost % of Total Project Budget (TMB)		100%	

Anticipated Total Project Budget: 2052 Space Program - 25,986 BGSF			
Combined Police and Fire			
<i>Costs Indirectly Related to Construction such as Site Survey, Soils Investigations, Design Fees etc. Does Not Include Cost of Financing, Legal or Land Acquisition.</i>	Low	\$13,682,112	\$532.90
	Mean	\$14,791,472	\$576.10
	High	\$15,900,833	\$619.31
Total Mean Cost % of Total Project Budget (TMB)		100%	

2052 Optional Space Program – 8,682 BGSF			
Police Department			Reduction
Low	\$5,225,461	\$601.87	-\$958,371
Mean	\$5,649,147	\$650.67	-\$1,036,076
High	\$6,072,833	\$699.47	-\$1,113,782
%TMB	100%		-1,924BGSF

2052 Optional Space Program – 13,770 BGSF			
Fire Department			Reduction
Low	\$6,812,892	\$494.76	-\$792,140
Mean	\$7,365,289	\$534.88	-\$856,368
High	\$7,917,685	\$575.00	-\$920,596
%TMPB	100%		-1,610 BGSF

2052 Optional Space Program – 22,452 BGSF			
Combined Police and Fire			Reduction
Low	\$11,974,463	\$533.34	-\$1,707,649
Mean	\$12,945,365	\$576.58	-\$1,846,107
High	\$13,916,268	\$619.82	-\$1,984,565
%TMPB	100%		-3,534 BGSF



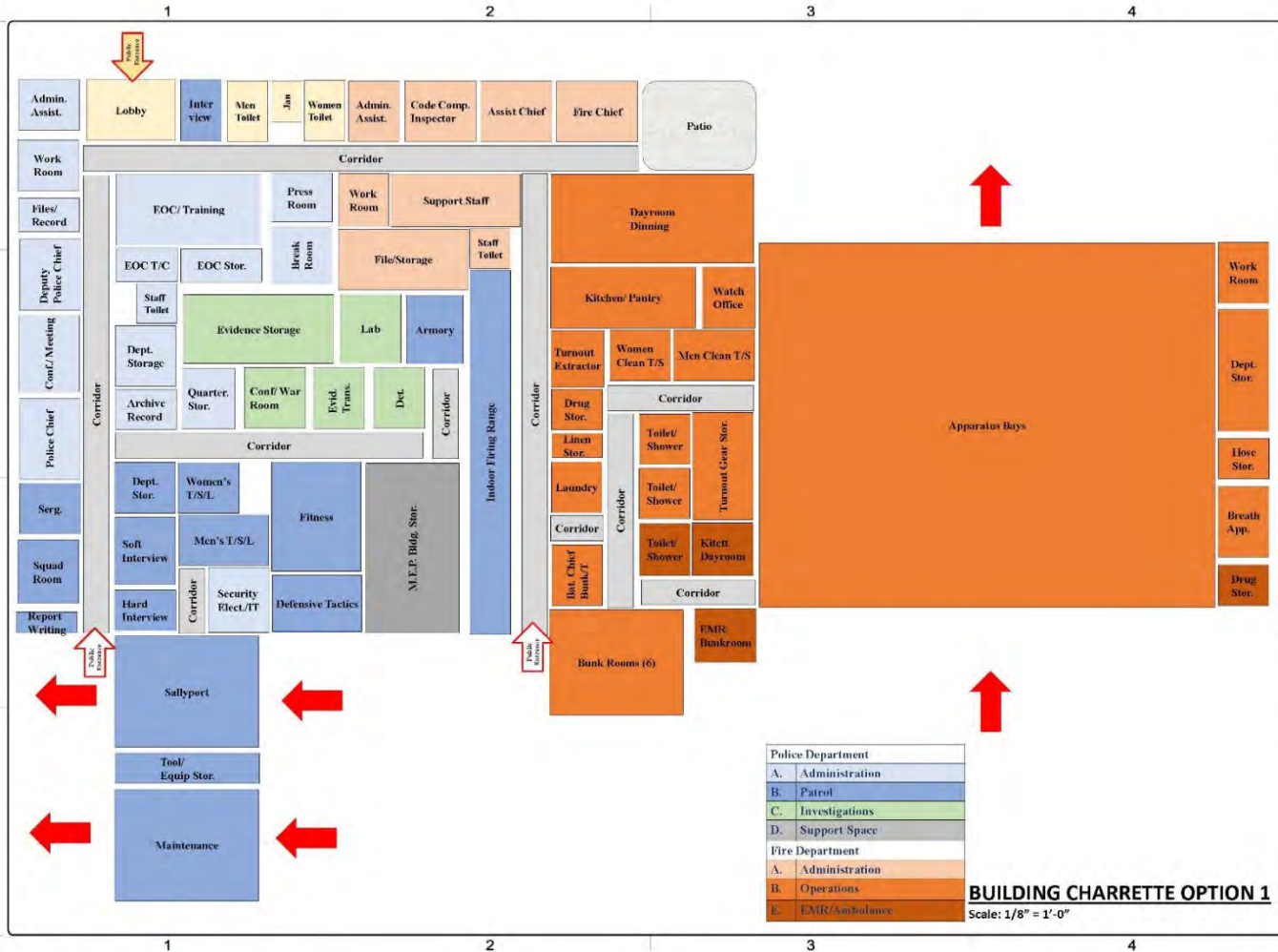
Charrette Process

- **Charrette Blocks:**
 - *Size of 20 Year Space Needs and Include Future Expansion;*
 - *Don't worry about the shape, focus on critical adjacency.*
- **Fluid exploration of multiple options;**
- **Leverage expertise of participants to realize a more holistic solution;**
- **No “Dumb Ideas”;**
- **“Everyone has a say”;**
- **“Leave no stone unturned”;**
- **Simultaneously build consensus for conclusions;**
- **Everyone will know and understand the “How”, “What” and “Why” of the decisions made;**
- **Primary Goals and Objectives:**
 - *Confirm Steps 2 and 3 Information and Major Conclusions;*
 - *Define a Vision for the New Public Safety Facility;*
 - *Establish Critical Adjacencies and General Building Organization;*
 - *Define the Design Direction;*
 - *Confirm Next Steps.*





Charrette Tools

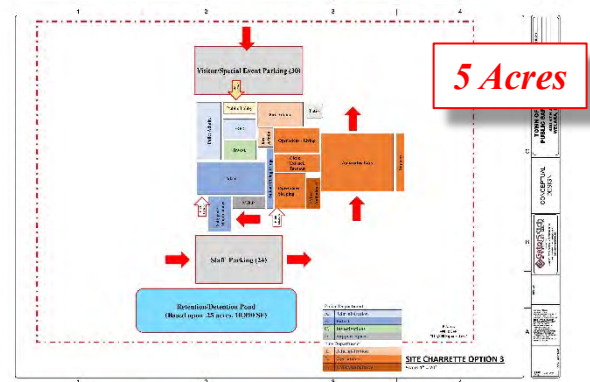
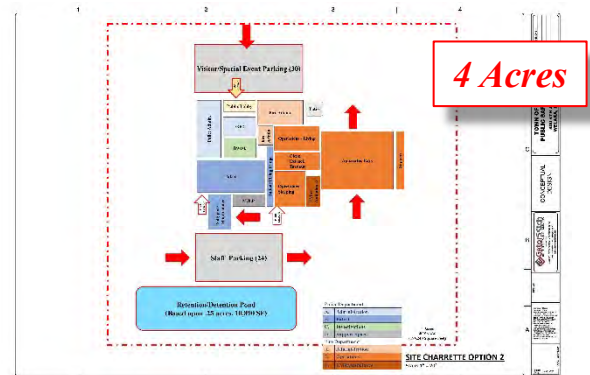
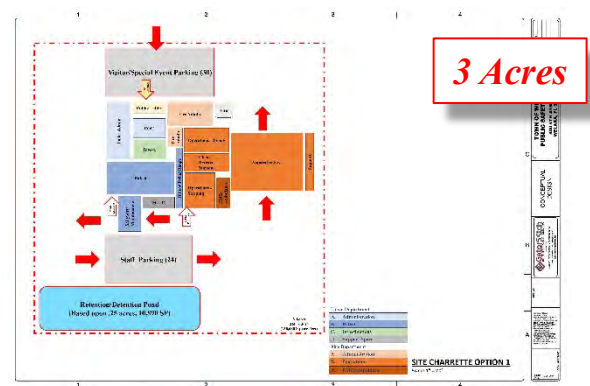


2052 Architectural Space Program: 30 Year Building

TOWN OF WELAKA
 PUBLIC SAFETY STUDY
 400 4TH AVENUE
 WELAKA, FL 32193

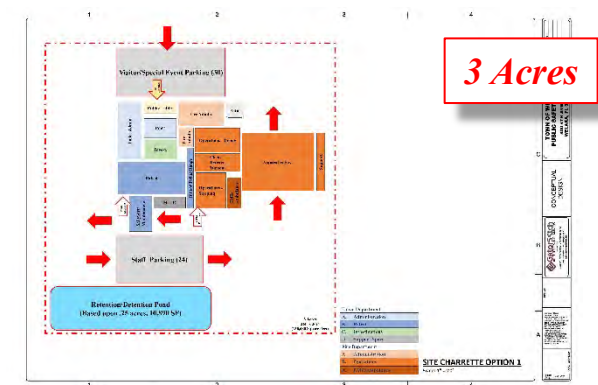
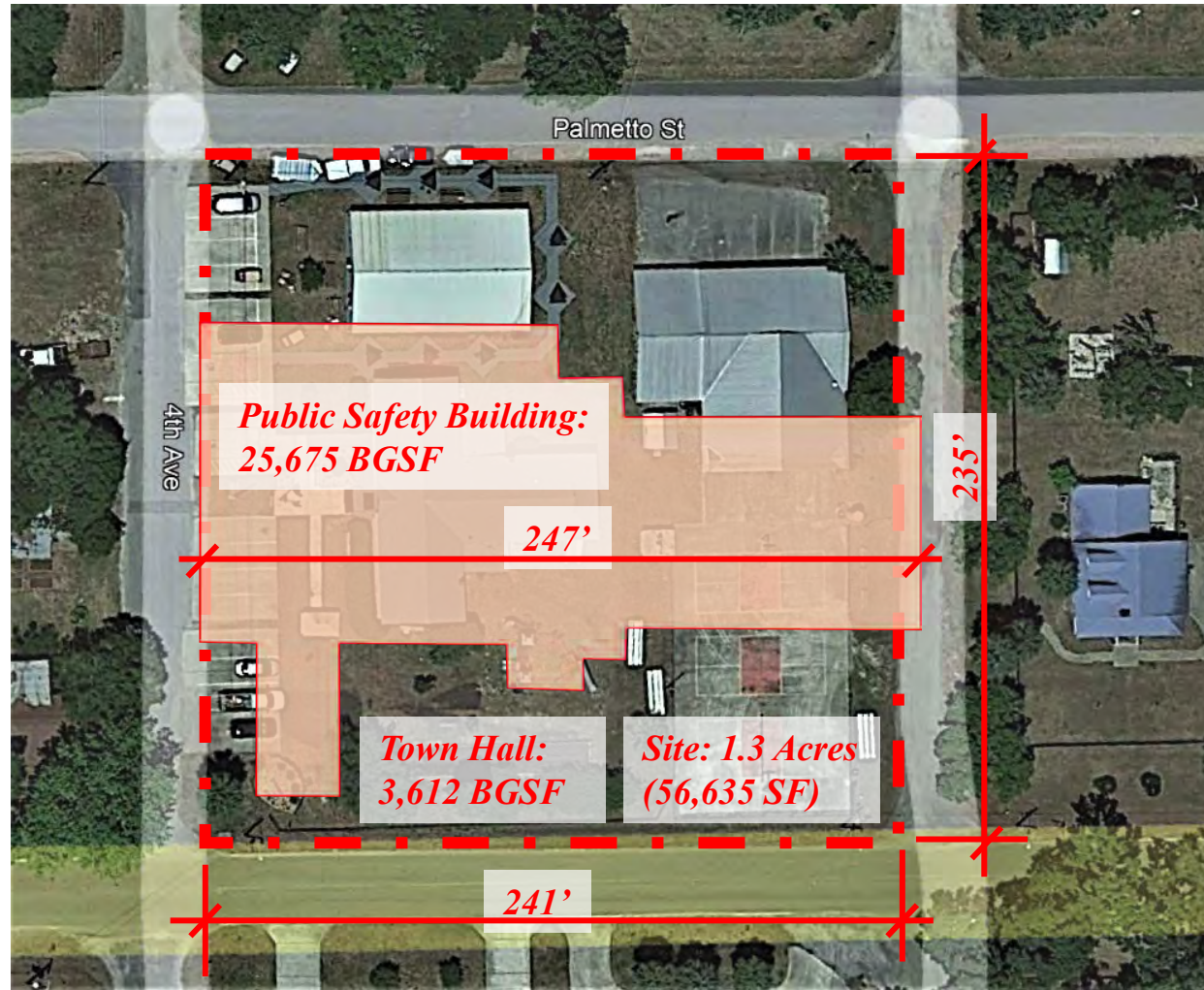
GatorSketch
 ARCHITECTS & PLANNERS
 10000 GATOR SKETCH DRIVE, WELAKA, FL 32193
 TEL: 386.321.1111 FAX: 386.321.1112
 WWW.GATORSKETCH.COM

DATE: 9-15-22
 JOB#: 2023001

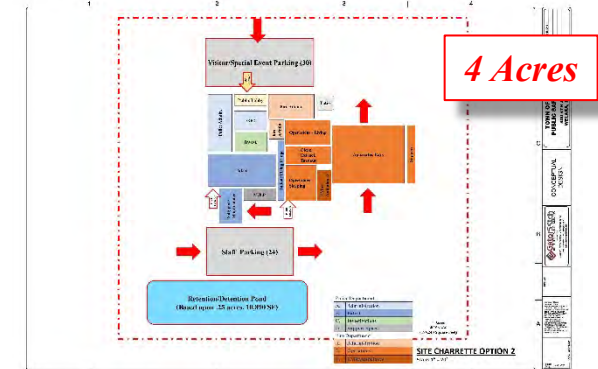




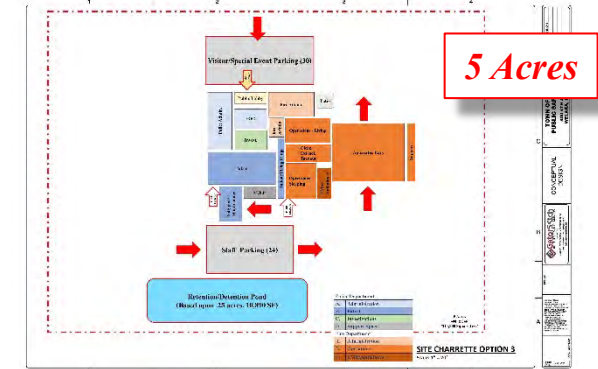
Charrette Tools: Relative Scale



3 Acres



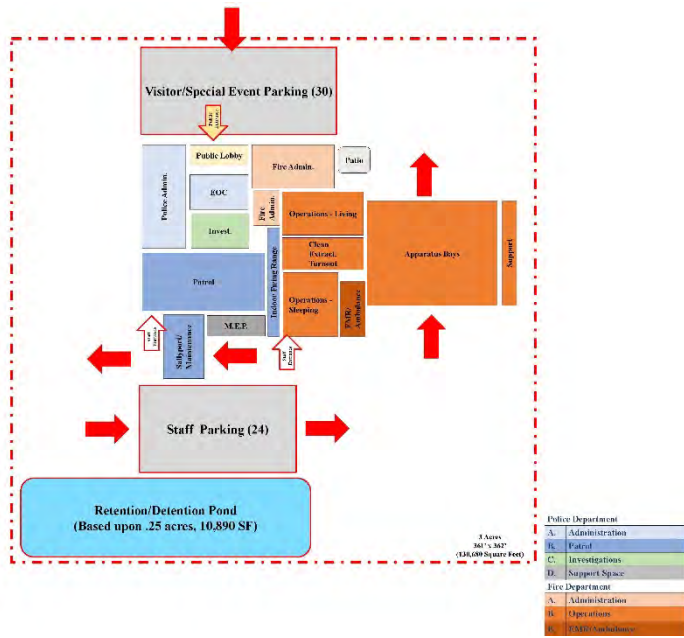
4 Acres



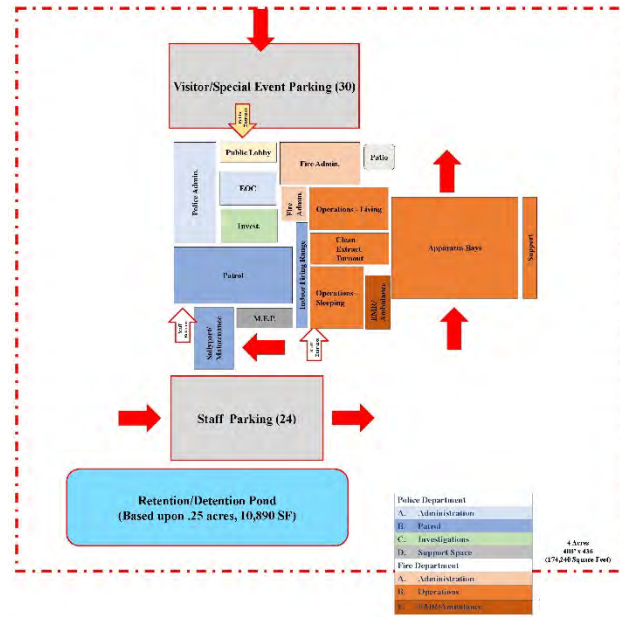
5 Acres



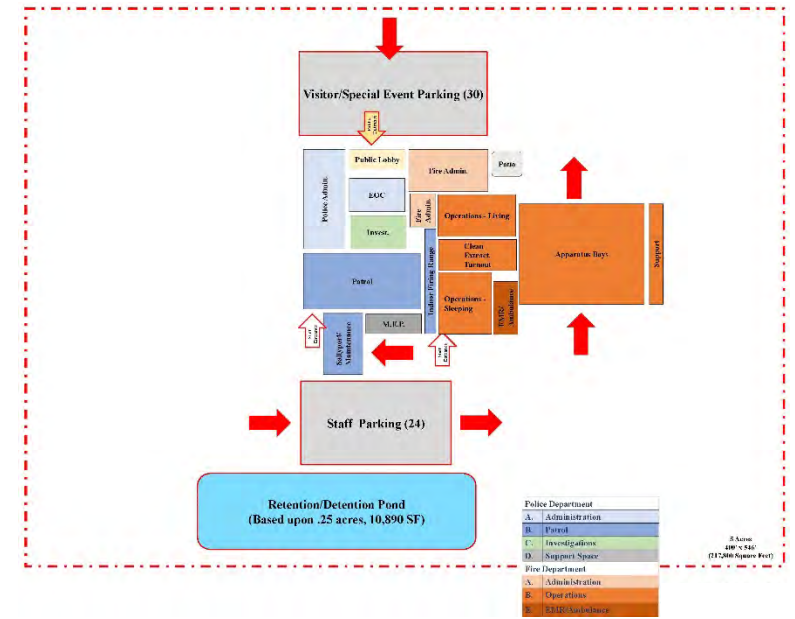
Charrette Options: Generic Sites



Site Charrette Option 1: 3 Acres



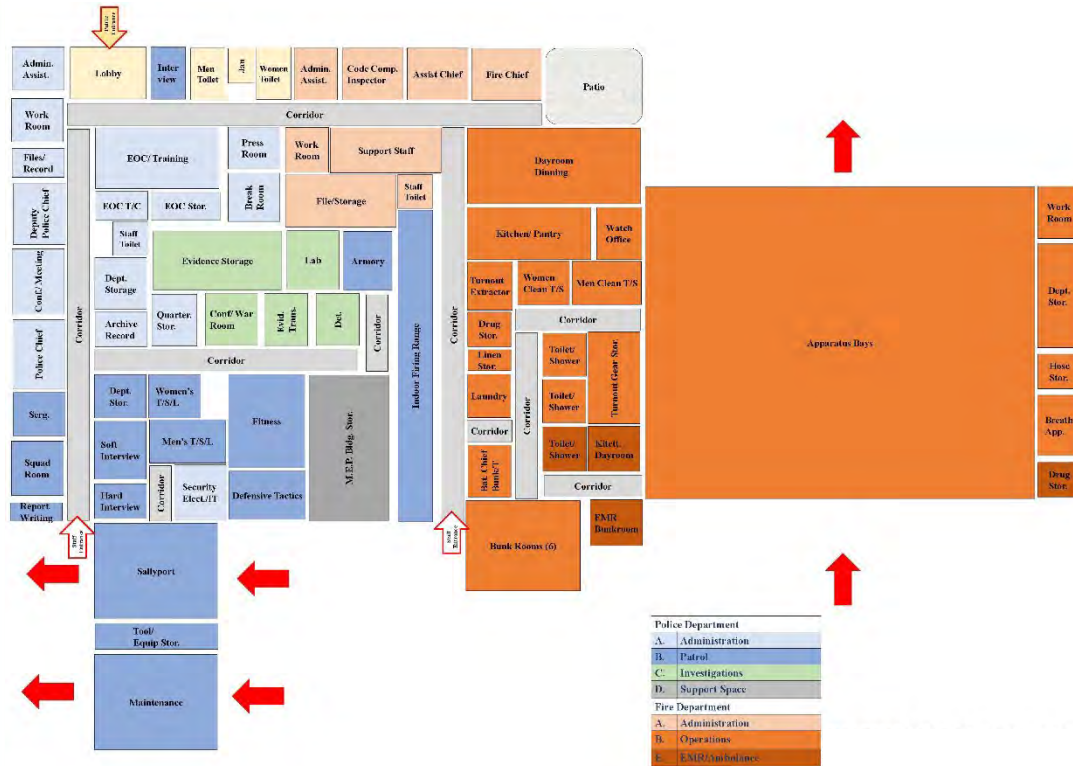
Site Charrette Option 2: 4 Acres



Site Charrette Option 3: 5 Acres



Charrette Options: Building



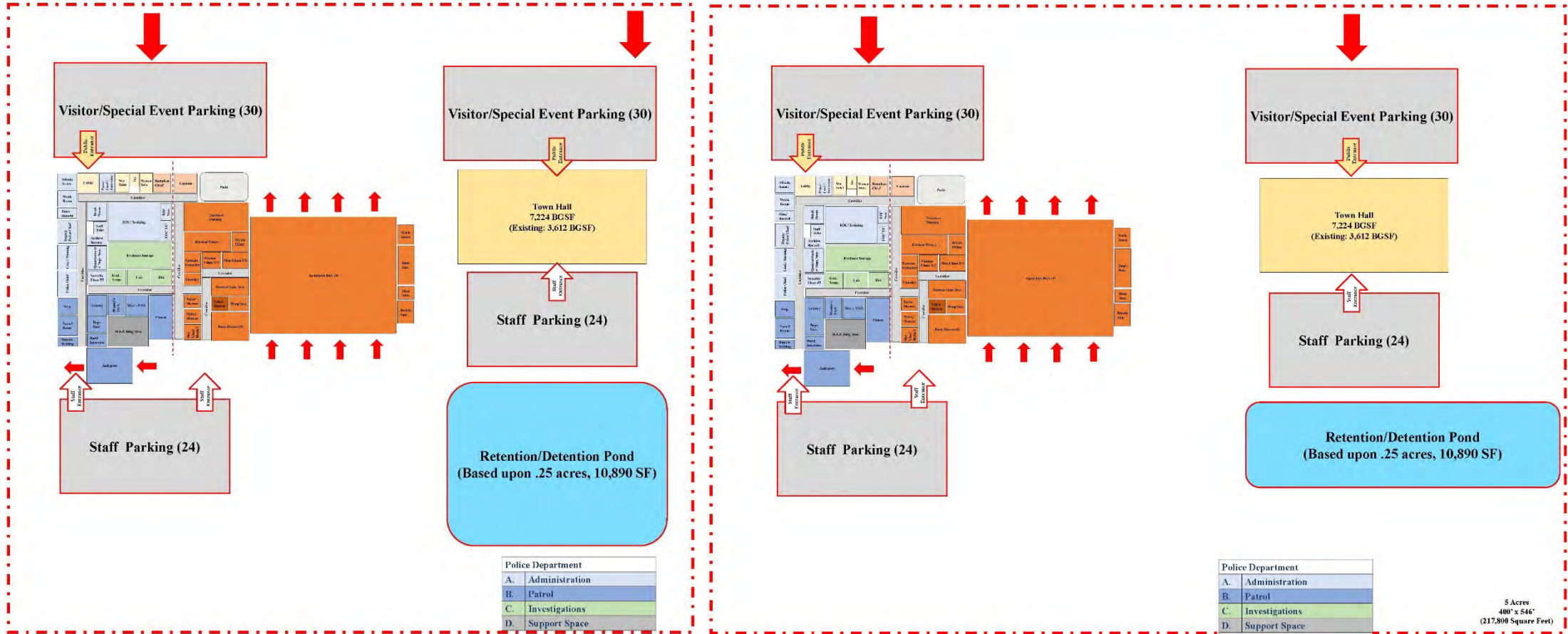
Building Charrette Option 1: 26,323 BGSF



*Building Charrette Option 2: 20,293 BGSF
Preferred Option*



Post Charrette Options: Generic Site



Police Department	
A.	Administration
B.	Patrol
C.	Investigations
D.	Support Space
Fire Department	
A.	Administration
B.	Operations
E.	EMR/Ambulance

Police Department	
A.	Administration
B.	Patrol
C.	Investigations
D.	Support Space
Fire Department	
A.	Administration
B.	Operations
E.	EMR/Ambulance

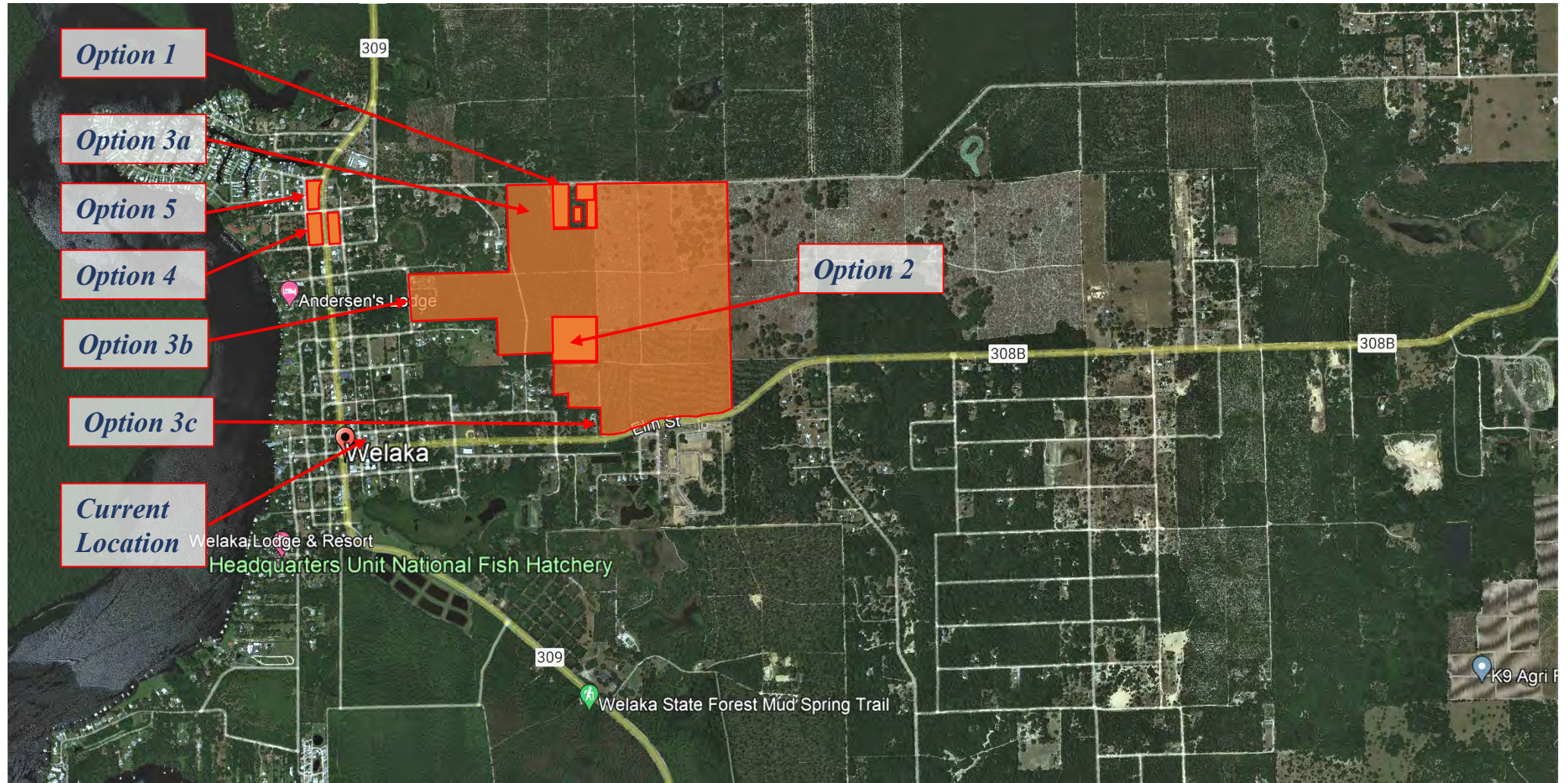
5 Acres
400' x 546'
(217,800 Square Feet)

Post Site Charrette Option 1: 4 Acres

Post Site Charrette Option 2: 5 Acres

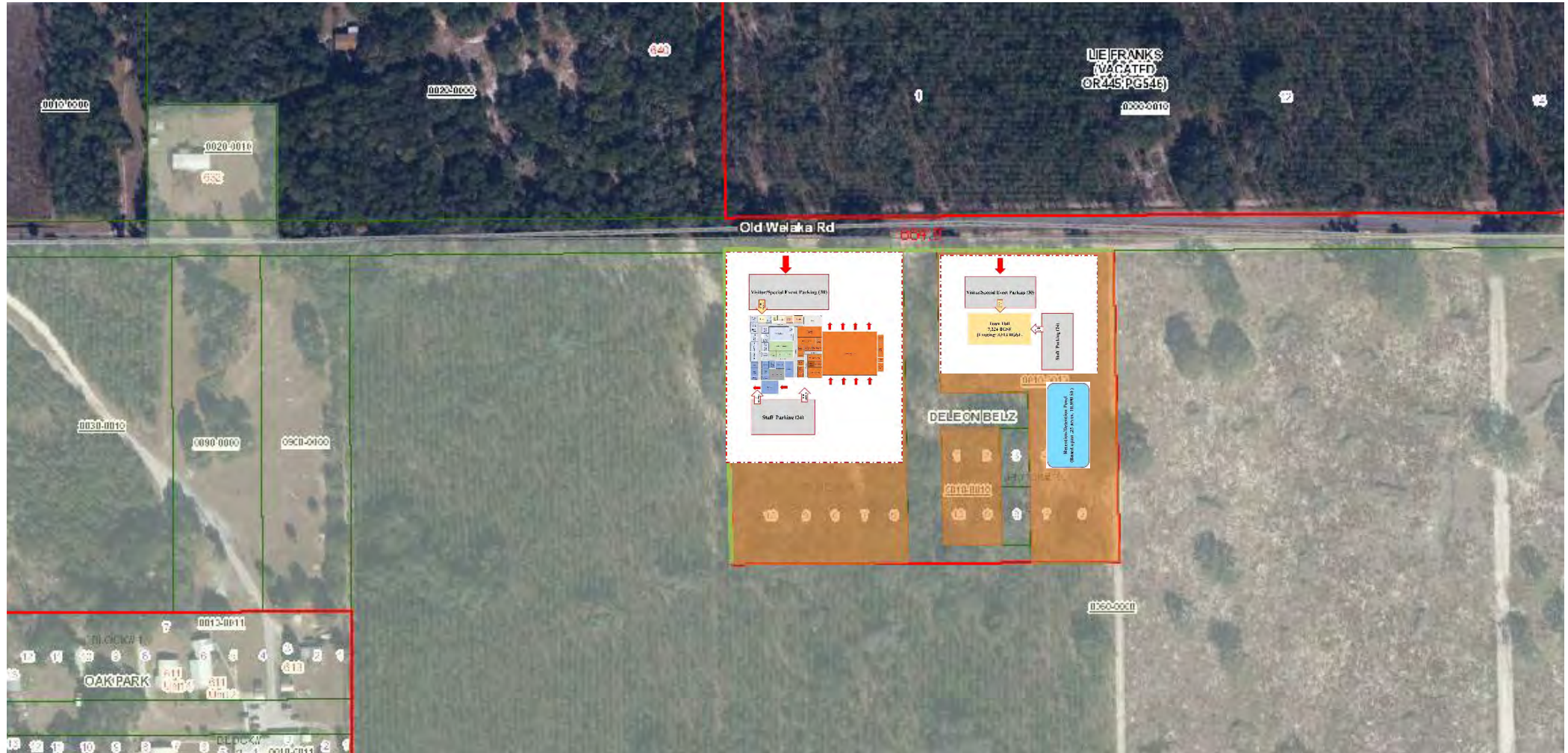


Post Charrette Options: Specific Site Options Locations



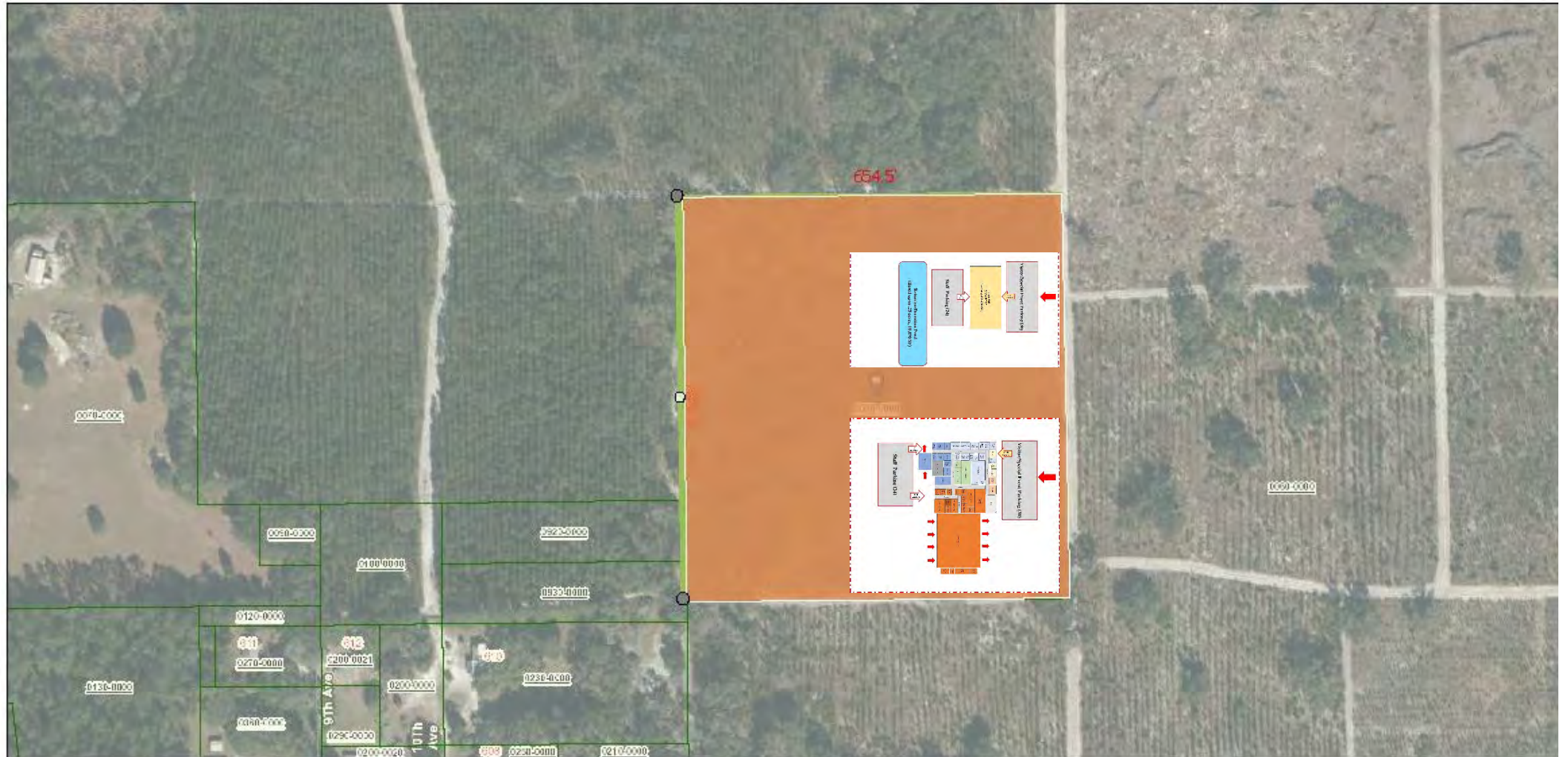


Post Charrette Options: Specific Site Option 1 (Lot 0010)



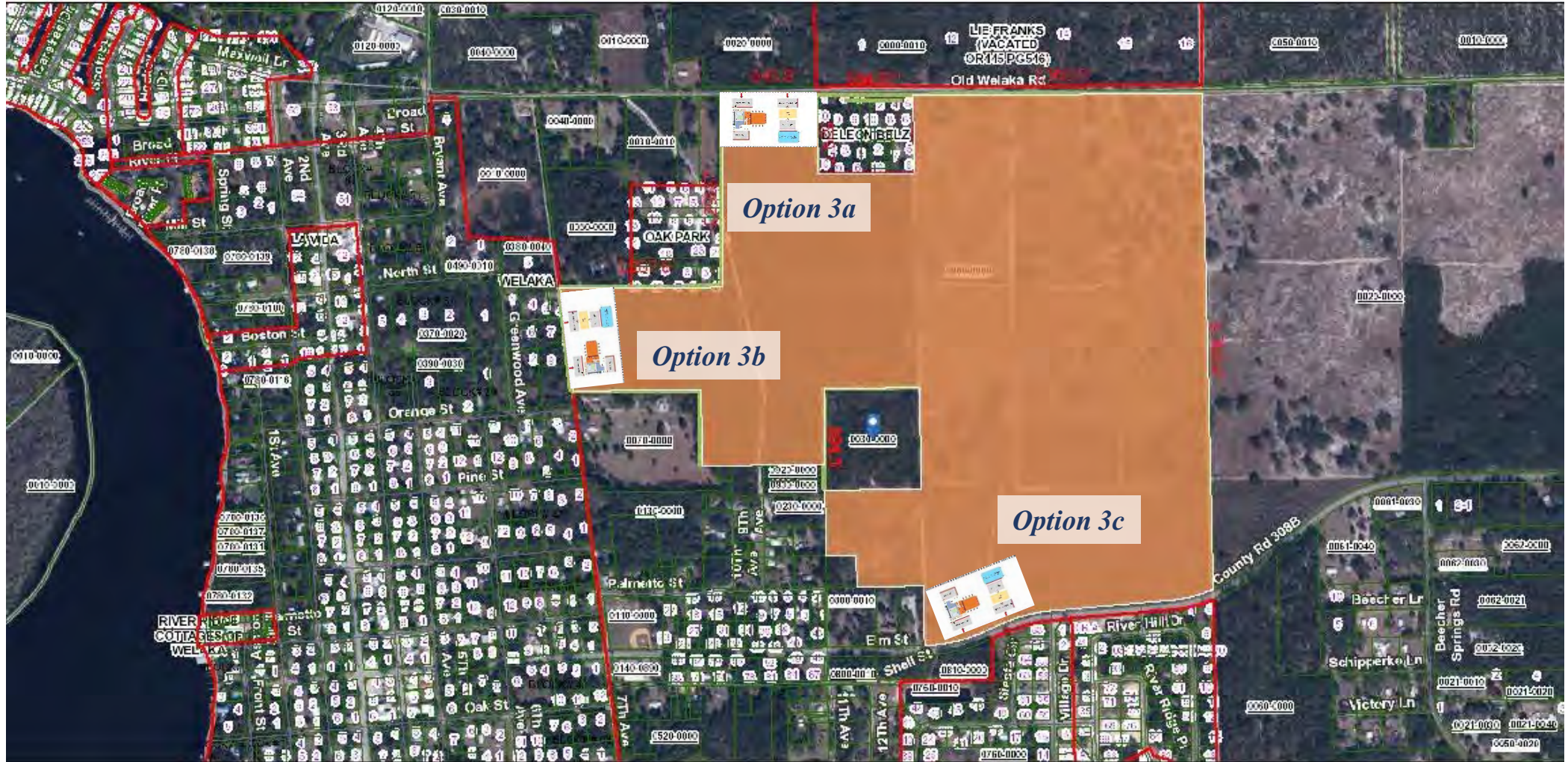


Post Charrette Options: Specific Site Option 2 (Lot 0030)



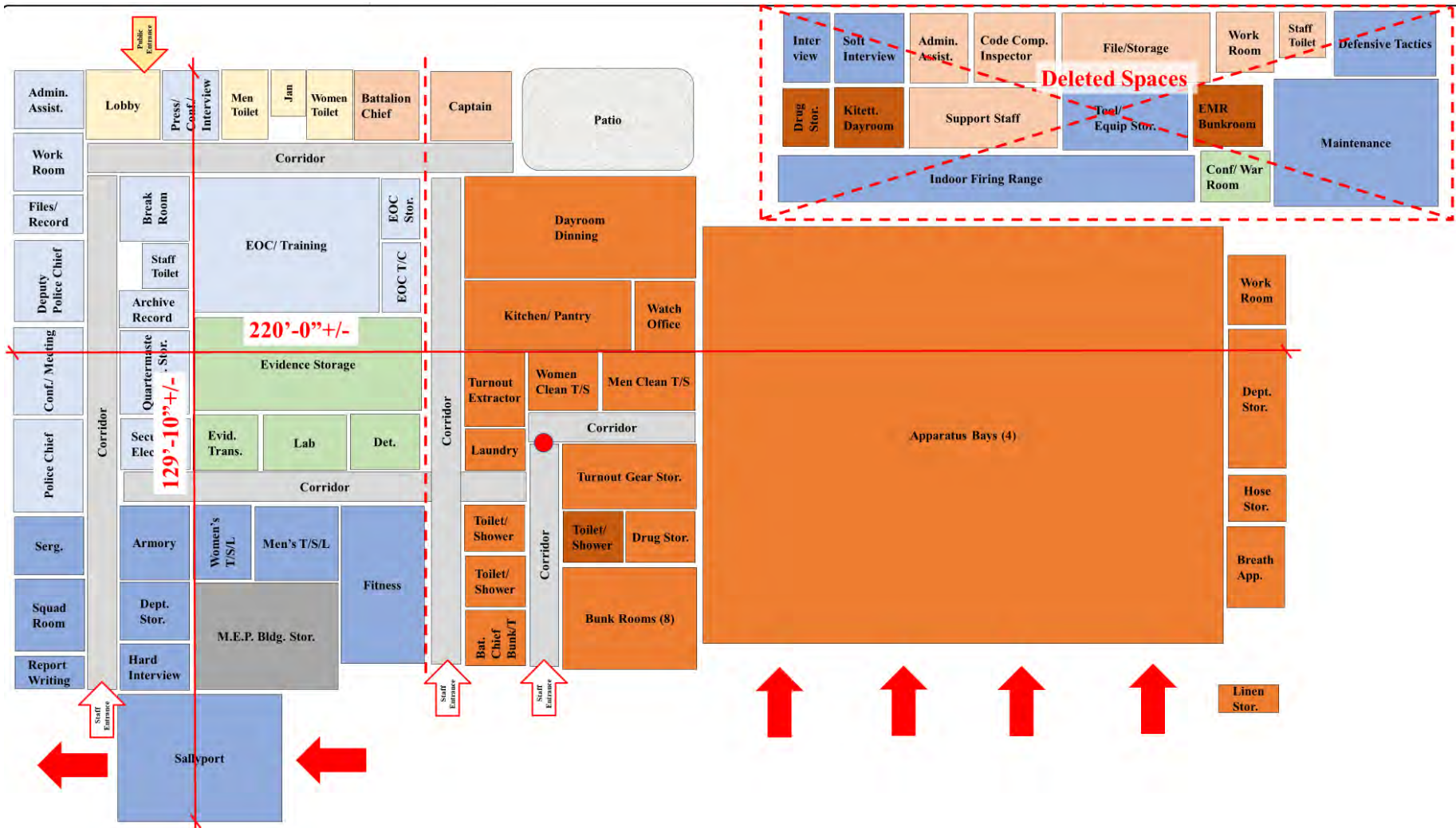


Post Charrette Options: Specific Site Option 3a, b and c (Lot 0060)





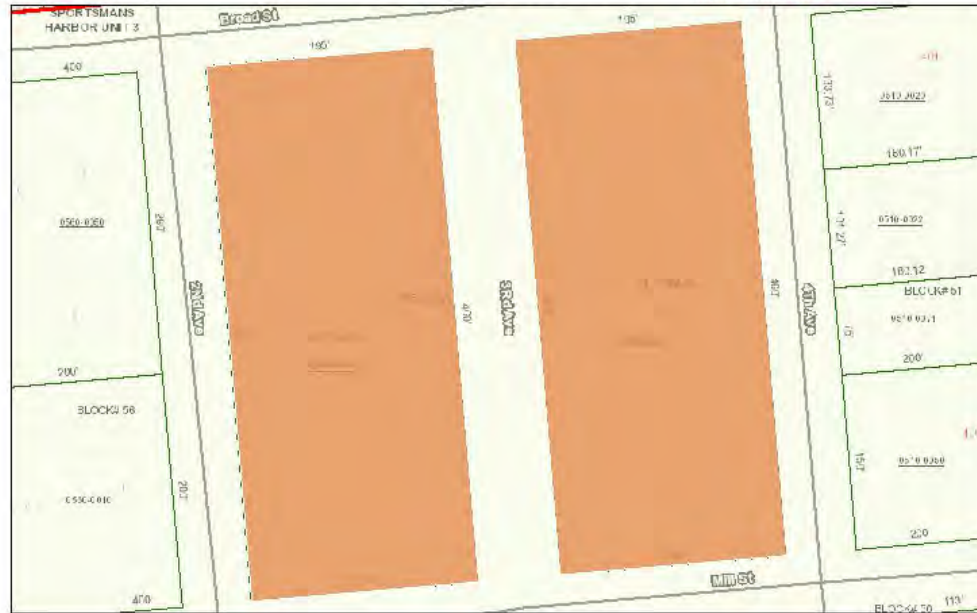
Post Charrette Options: F10or Plan Diagram Option 2





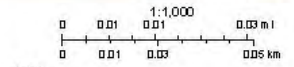
Post Charrette Options: Specific Site Option 4

41-12-26-9200-0540-0010 PARCEL #2
1985 A Mizell Road



11/16/2022, 8:02:40 AM

- Site Address Points
- Road Centerlines
- Parcel Lines
- Subdivisions
- PLSS Townships
- Blocks
- Subdivisions
- Dimensions
- Parcel
- Lot
- Blocks



Pulham County, FL
PC 66 (Pulham County) CS (PC 302, PC 321) (PC 65) (PC 67, PC 68) (PC 69) (Pulham County Property Appraiser, Pulham County, CS (PC 302, PC 321))



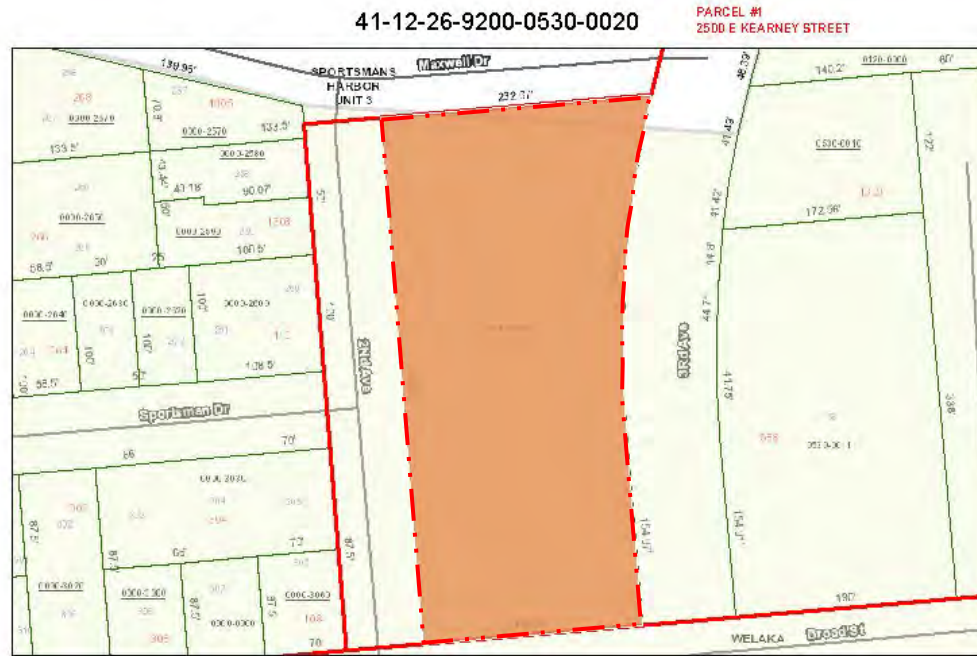


Post Charrette Options: Specific Site Option 4 (1" = 40')





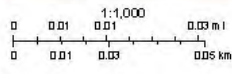
Post Charrette Options: Specific Site Option 5



11/16/2022, 7:58:31 AM

Site Address Points	Subdivisions	Parcel	 Subdivisions	Lot
Road Centerlines	Lot	 PLSS Township	Dimension	Municipality
Parcel Lines	Block	 PLSS Section	 Parcel	Town of Welaka

Palmer County, FL
PC G 5 (Palmer County G 5) PC 20E (PC 20E) PC 20F (PC 20F) PC 20G (PC 20G) PC 20H (Palmer County Property Appraiser, Palmer County G 5) (PC 20S, PC 20T)





Post Charrette Architectural Space Program

Department: All												
Division: All												
No.	Component	NSF	Adjacency:								General Remarks:	
			2052 Charrette Program				2052 Post Charrette Program					1. Security at Public Points of Contact
			Staff	No. of Spaces	Total NSF	Total DGSF	Staff	No. of Spaces	Total NSF	Total DGSF		
Police Department												
A.	Administration	N/A	3	17	2,383	3,098	3	16	2,303	2,994	Refer to Section	
B.	Patrol	N/A	4	30	3,702	4,628	5	25	2,058	2,573	Refer to Section	
C.	Investigations	N/A	1	8	932	1,118	1	7	792	950	Refer to Section	
D.	Support Space	N/A	0	9	814	977	0	9	914	1,097	Refer to Section	
Subtotal			8	64	7,831	9,821	9	57	6,067	7,614		
Total Building Gross Square Feet (BGSF)			8%			10,606				8,223	Exterior Walls/General Circulation	
Fire Department												
A.	Administration	N/A	8	12	1,551	2,016	2	2	480	624	Refer to Section	
B.	Operations	N/A	18	83	9,847	11,324	18	82	8,551	9,834	Refer to Section	
C.	EMR/Ambulance	N/A	5	7	508	660	5	2	128	166	Refer to Section	
D.	Support Space	N/A	0	6	480	552	0	6	480	552	Refer to Section	
Subtotal			31	108	12,386	14,553	25	92	9,639	11,176		
Total Building Gross Square Feet (BGSF)			8%			15,717				12,070	Exterior Walls/General Circulation	
Grand Totals			39	172	20,217	24,373	34	149	15,706	18,790		
Grand Total Bldg. Gross Square Feet (BGSF)			8%			26,323				20,293	Exterior Walls/General Circulation	
1. Terminology:												
a. NSF: Net Square Footage = The actual area required for optimum performance of a function, task or duty.												
b. DGSF: Departmental Gross Square Footage = The area within a Department and/or Division including the NSF, walls defining the NSF and circulation space required to access the spaces within the area.												
c. BGSF: Building Gross Square Footage = The sum of the DGSF plus general circulation to the Departments and/or Divisions and exterior walls of the building.												
d. Grossing Factor: A planning multiplier of the Adjusted NSF to define the DGSF or DGSF to BGSF.												

Architectural Space Program Summary	
Charrette BGSF	25,986
Post Charrette BGSF	20,096
Space Reduction	-5,890

Deleted Spaces:

• Police Department:

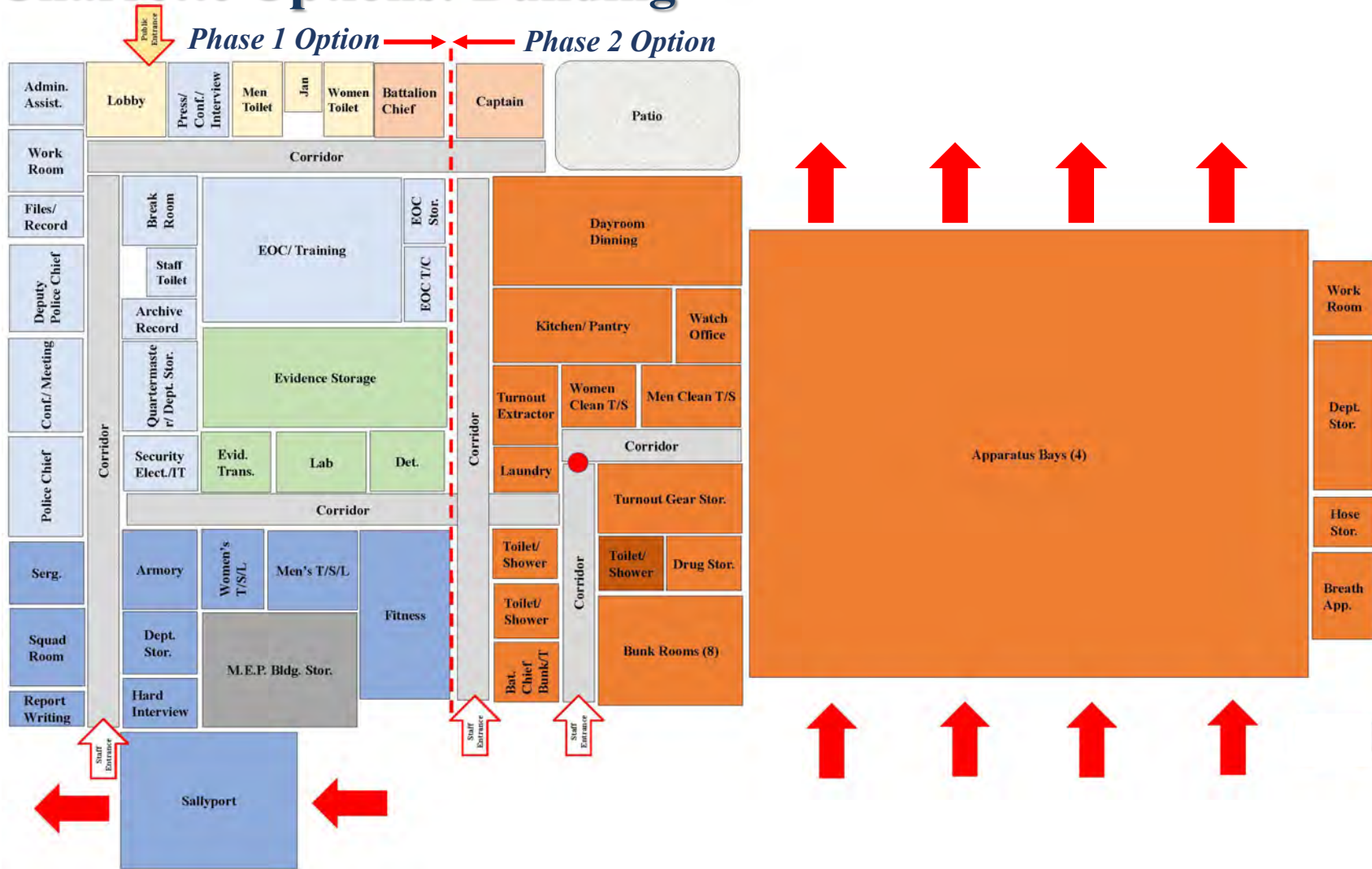
- Soft and Public Interview - Use Press Room
- 1 Hard Interview Room
- Defensive Tactics - Use Training Room, Add Matt Storage.
- Maintenance Bay and Storage - Use Sallyport
- Fire Arms Training - Use Available Resource

• Fire Department:

- Fire Chief, Firefighter/EMR – By Putnam County
- Assistant Fire Chief, Firefighter/EMR – By Putnam County
- Admin Assist. – By Putnam County
- Support Staff – By Putnam County
- File, Department and Quartermaster Storage
- EMR/Ambulance Linen Storage, Drug Storage and Kitchenette
- Combine Bunk Room with Fire Operations



Post Charrette Options: Building



Police Department	
A.	Administration
B.	Patrol
C.	Investigations
D.	Support Space
Fire Department	
A.	Administration
B.	Operations
E.	EMR/Ambulance



Post Charrette 2052 Space Program Statement of Probable Cost/Total Project Budget

Anticipated Total Project Budget: 2052 Charrette Space Program – 10,606 BGSF			
Police Department			
<i>Includes "Hard Construction", "Soft Costs Construction Related" and "Soft Costs Occupancy Related" as well as Contingencies Appropriate for the Level of Design Completed.</i>	Low	\$6,183,832	\$600.66
	Mean	\$6,685,223	\$649.37
	High	\$7,186,615	\$698.07
Total Mean Cost % of Total Project Budget (TMB)		100%	

Anticipated Total Project Budget: 2052 Charrette Space Program - 15,380 BGSF			
Fire Department			
<i>Includes "Hard Construction", "Soft Costs Construction Related" and "Soft Costs Occupancy Related" as well as Contingencies Appropriate for the Level of Design Completed.</i>	Low	\$7,605,032	\$494.48
	Mean	\$8,221,657	\$534.57
	High	\$8,838,281	\$574.66
Total Mean Cost % of Total Project Budget (TMB)		100%	

Anticipated Total Project Budget: 2052 Charrette Space Program - 25,986 BGSF			
Combined Police and Fire			
<i>Costs Indirectly Related to Construction such as Site Survey, Soils Investigations, Design Fees etc. Does Not Include Cost of Financing, Legal or Land Costs</i>	Low	\$13,682,112	\$532.90
	Mean	\$14,791,472	\$576.10
	High	\$15,900,833	\$619.31
Total Mean Cost % of Total Project Budget (TMB)		100%	

2052 Post Charrette Space Program – 8,223 BGSF			
Police Department			Reduction
Low	\$4,952,744	\$602.30	-\$1,231,088
Mean	\$5,354,318	\$651.14	-\$1,330,905
High	\$5,755,892	\$699.97	-\$1,430,723
%TMB	100%		-2,383 BGSF

2052 Post Charrette Space Program – 11,874 BGSF			
Fire Department			Reduction
Low	\$5,880,036	\$495.20	-\$1,724,996
Mean	\$6,356,796	\$535.35	-\$1,864,861
High	\$6,833,556	\$575.51	-\$2,004,725
%TMPB	100%		-3,506 BGSF

2052 Post Charrette Space Program – 20,096 BGSF			
Combined Police and Fire			Reduction
Low	\$10,726,178	\$533.75	-\$2,955,934
Mean	\$11,595,868	\$577.02	-\$3,195,604
High	\$12,465,559	\$620.30	-\$3,435,274
%TMPB	100%		-5,890 BGSF



Next Steps

- **Finalize Steps 2 and 3 Information and Documents.**
- **Complete Conceptual Design Graphics:**
 - **Complete Based Upon Selected Charrette Option(s):**
 - *Site Diagram;*
 - *Building Diagram;*
 - *Main Elevation.*
- **Finalize Statement of Probable Cost.**
- **Complete and Issue Reports:**
 - *Draft Report;*
 - *Final Report.*
- **Council Presentation:**
 - *Develop Presentation Power Point;*
 - *Presentation in Late October/Early November.*



LagomHR

HUMAN RESOURCES
CONSULTING SERVICES



TOWN OF WELAKA PROFESSIONAL SERVICES PROPOSAL

SEPTEMBER 1, 2022

***YOLANDA MENEGAZZO, HR CONSULTANT & CEO
LAGOMHR, INC.
MIAMI, FLORIDA 33165
WWW.LAGOMHR.NET***

INTRODUCTION

LagomHR is pleased to present this Consulting Proposal for Human Resources Consulting Services to Michael Porath, Chief of Police with Town of Welaka located at 400 4th Avenue, Welaka, Florida 32193.

ABOUT US

Lagom is a philosophy that means “not too little, not too much, just right.” We apply this philosophy to our relationships with clients by providing them just the right solutions that will help their business attract, hire, retain, and train top talented professionals. We adapt to your industry, business, and culture.

LagomHR specializes in recruitment and training for small, medium, and large businesses so they can focus on what they do best. Our on-demand expertise helps organizations fill positions quickly and reduce liability through necessary training that is tailored for each client. LagomHR provides recruitment and training services throughout the entire United States both on-site and virtually based on the client’s needs. We also focus in projects such as compensation studies, automation, employee retention & rewards programs, and more.

Training is an excellent way to invest in your employees and mitigate liability. LagomHR offers training in the areas of Sexual Harassment, Diversity & Inclusion, Conflict Resolution, Customer Service, and more. We customize our trainings to your industry and organization to ensure your employees are fully engaged during the presentation. Trainings are available in-person and virtually. Our trainers come to you and provide on-site training solutions throughout the United States!

LagomHR, Inc. was established in January 2018 based out of Miami, Florida.

ABOUT THE FOUNDER & CEO

Yolanda Menegazzo has over 10 years of experience as a senior HR professional. She earned her Bachelor’s Degree in Business Administration with a concentration in Human Resources from Management (SHRM) organization. She is a member of the Society for Human Resources Management and the Greater Miami Society for Human Resources Management. She is also a Certified Corporate Wellness Specialist (CCWS). She previously served as the Human Resources Manager for City of North Miami Beach and the Human Resources Director for Miccosukee Resort & Gaming. Yolanda is a PROGRESSIVE People Operations Professional and takes great pride in serving as a transformational change agent in organizations.

LIST OF SERVICES

ORGANIZATIONAL ASSESSMENTS:

- Organizational Chart & Job Descriptions
- Compensation Surveys
- Benefits Analysis
- Department Operations Analysis
- Strategic Planning
- Forms & Program Revamp

EMPLOYEE RELATIONS:

- Interdepartmental Communications Strategies
- Conflict Resolution Consultations
- Employee Grievances Consultations
- Employee Engagement Surveys & Program Implementation
- Workplace Investigations

AUTOMATION:

- Automation Sourcing & Implementation
- Physical Documents Scanning, Archiving, & Uploading

COMPLIANCE & RISK MANAGEMENT:

- Employee Policies & Procedures Manual
- Standard Operating Procedures Manual
- Employment Laws Compliance
- Personnel Files Audit
- General Liability & Workers Compensation Claims Analysis
- Safety Manual
- Safety Initiatives
- COVID-19 Safety & Wellness Programs/Policies

EMERGENCY MANAGEMENT PLANNING:

- Emergency Management Assessment & Plan Implementation
- Crisis Management Consulting

TRAININGS:

- Safety & Risk
- Workplace Harassment & Discrimination, Diversity & Inclusion
- Crisis Leadership
- Conflict Resolution
- Customer Service
- Management & Supervisory Leadership Skills
- Ethics
- Interviewing Best Practices for Hiring Managers

TALENT ACQUISITION:

- Job Announcements
- Interview Standardization
- Recruitment Workflow
- Recruitment & Selection
- Internship Programs

EMPLOYER OF CHOICE BRANDING:

- Business Writing & Communications
- Company Newsletters
- Employee Recognition & Team Building Programs
- New Hire Orientation & Mentoring Programs
- Professional Social Media Management
- Wellness Programs
- Corporate Social Responsibility Program

BACKGROUNDS & INVESTIGATIONS:

- Background Checks
- Administrative/Workplace Investigations
- Internal Investigations Process Review & Best Practices Training
- Workers Compensation & Insurance
- Accident/Fraud Investigations
- Active Shooter & Workplace Violence Awareness Training
- Union Contract Negotiations & Labor Relations Consulting
- Drug & Alcohol Recognition Training for Managers

CLIENT INFORMATION

LagomHR provides services to both the public and private sectors. We get the projects done in weeks or months that you've been talking about getting done for years. Thanks to our extensive HR background in both private and public sector, we understand your needs, tailor the work to your organization, and strive to save your organization money with affordable and competitive pricing.

LagomHR, Inc. is fully insured with the policies listed below. Certificates of insurance may be furnished upon request.

- Commercial General Liability \$1,000,000 per occurrence / \$2,000,000 general aggregate
- Professional Liability Errors & Omissions \$2,000,000 general aggregate
- Workers Compensation & Employers' Liability \$1,000,000 each accident / policy limit
- Umbrella Liability \$1,000,000 per occurrence / aggregate

Below is a list of recent clients serviced.



Should you accept this proposal, a separate Professional Services Agreement shall be prepared for your perusal detailing the terms and conditions of the relationship between LagomHR and Town of Welaka. It is important to note that LagomHR, Inc. does not require any long-term contract. All contracts/business relationships may be terminated with thirty (30) days' notice. We are extremely confident in our quality, quantity, and overall delivery of professional human resources services.

We look forward to hearing your feedback and thank you for the opportunity of discussing potential services for your organization.



Yolanda Menegazzo, SHRM-SCP, MPA

LAGOMHR COST PROPOSAL & STATEMENT OF WORK FOR TOWN OF WELAKA

Scope of Work:

Delivery of a compensation study for all positions within the Town of Welaka.

12 positions + 2 Elected Official positions = 14 positions total

14 positions x \$300 per position = \$4,200.00

Includes:

- Analysis of current salaries & benefits
- Gathering compensation data from all municipalities within the County as well as municipalities similar in size in the state of Florida
- Providing market data for compensation rates
- Providing recommendations for salary increases/adjustments if needed
- Providing recommendations for tiered compensation and benefits packages for elected officials, management, and general employees

Availability & Duration:

Available to start by Thursday, September 15, 2022

Project duration: Approximately 6 weeks (timeline may vary based on municipalities responses to compensation data public records requests)

Additional compensation may be required for on-site presentation of final Compensation Plan.



Evergreen Solutions, LLC

2878 Remington Green Circle - Tallahassee, Florida 32308
850.383.0111 - fax 850.383.1511

August 9, 2022

Mr. Michael L. Porath
Chief of Police
Town of Welaka
400 4th Avenue
Welaka, Florida 32193

SUBMITTED VIA EMAIL: mporath@welaka-fl.gov

Dear Chief Porath:

We appreciate the opportunity to submit a letter proposal to conduct a Compensation Study for the Town of Welaka. I have prepared a work plan outlining the tasks, activities, and milestones necessary to accomplish this study as well as a proposed timeline and cost.

Detailed Work Plan

Task 1.0 Project Initiation

TASK GOALS

- Finalize the project plan with the Town.
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for all project milestones and deliverables.

TASK ACTIVITIES

- 1.1 Discuss with the Town's Project Manager and any other key staff the following objectives:
 - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
 - reach agreement on a schedule for the project including all assignments and project milestones/deliverables;
 - establish an agreeable communication schedule.
- 1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the Town and some of the short- and long-term priorities. This activity serves as the basis for assessing where the Town is going and what type of pay plan will reinforce current and future goals.

**Task 2.0
Evaluate the
Current System**

- 1.3 Obtain relevant materials from the Town, including:
- any previous projects, research, evaluations, or other studies that may be relevant to this project;
 - organizational charts for the departments and divisions, along with related responsibility descriptions; and
 - current position and classification descriptions, and salary schedule(s).
- 1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of Town staff

TASK GOAL

- Conduct a comprehensive preliminary evaluation of the existing compensation plan(s) for the Town.

TASK ACTIVITIES

- 2.1 Obtain the existing pay structure and compensation philosophy (if any). Review the existing pay structure and look for potential problems and issues to be resolved.
- 2.2 Discuss the strengths and weaknesses of the current pay plan(s) for the Town.
- 2.3 Complete an assessment of current conditions that details the pros and cons of the current system for the Town as well as highlights areas for potential improvement in the final adopted solution.

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Assessment of current conditions

**Task 3.0
Identify Approved
List of Benchmarks
and Survey Targets**

TASK GOALS

- Identify positions to benchmark for the market salary survey.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market salary assessment.



TASK ACTIVITIES

- 3.1 Identify and review with the Town's Project Manager the classifications that will be used as benchmarks for the market salary survey. **Note:** Evergreen will use the following classifications as benchmarks for the market salary survey: Town Clerk- (who is also the finance officer, Human Resources); Assistant Clerk; Police Chief; Police Officer; Water Utility Clerk; Water Utility Supervisor; Water Utility employees; Public Works Supervisor; General Maintenance employees; Waste Water and Water Treatment Operator; Mayor; and Town Council members.
- 3.2 Review with the Town's Project Manager up to 20 peer organizations that should be included in the market salary survey.
- 3.3 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:
 - size of the organization;
 - geographic proximity to the Welaka area;
 - economic and budget characteristics; and
 - other demographic data.
- 3.5 Develop a list of survey targets by employee group. Develop a system for use of secondary data, including potential sources and weighting of secondary data, if necessary.
- 3.6 Review survey methodology with the Town's Project Manager and refine survey methodology prior to distribution of survey.
- 3.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

KEY PROJECT MILESTONES

- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

TASK GOALS

- Conduct the external labor market salary survey.
- Provide a summary of the survey results to the Town's Project Manager for review.

**Task 4.0
Conduct Market
Survey and Provide
External
Assessment
Summary**



**Task 5.0
Develop Strategic
Positioning
Recommendations**

TASK ACTIVITIES

- 4.1 Prepare a customized external labor market salary survey for the Town Project Manager's approval. Discuss the questions to include in the market salary survey.
- 4.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 4.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 4.4 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 4.5 Validate all data submitted.
- 4.6 Develop summary report of external labor market salary survey assessment results.
- 4.7 Submit summary report of external labor market salary survey assessment results to the Town's Project Manager.

KEY PROJECT MILESTONES

- Market salary survey instrument
- Summary report of external labor market salary survey assessment results

TASK GOALS

- Assess the appropriateness of the Town's existing compensation philosophy.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

- 5.1 Identify the accepted compensation philosophy and accompanying thresholds.
- 5.2 Using the market salary survey data collected in **Task 4.0**, and compensation data reviewed in **Task 2.0**, determine the proper pay scale including number of grades and ranges.
- 5.3 Produce a revised or new pay scale(s) that best meets the needs of the Town from an external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account external equity
- Plan for addressing unique, highly competitive positions



**Task 6.0
Conduct Solution
Analysis**

TASK GOALS

- Slot classifications into the revised or new pay scale based on survey results.
- Propose several possible options for implementation.

TASK ACTIVITIES

- 6.1 Use a market-based approach, or other appropriate techniques, to properly slot each classification into the revised or new pay scale.
- 6.2 Place all classifications into pay grades based on **Task Activity 6.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 6.3 Create implementation solutions for consideration that take into account the current compensation philosophy and financial impact, as well as the findings from the compensation analysis. Recommend alternative compensation policy changes.
- 6.4 Determine the best solution to meet the needs of the Town in the short- and long-term.
- 6.5 Document the accepted solution.

KEY PROJECT MILESTONES

- Revised or new pay scale(s)
- Classification assignments by pay grade
- Implementation plan(s)
- Documented final solution

TASK GOALS

- Develop and submit a draft and final report of the Compensation Study to the Town of Welaka.
- Present final report.

TASK ACTIVITIES

- 7.1 Produce a comprehensive draft report that captures the results of each previous step. The report will include the costs associated with all recommendations as well as implementation strategies.

**Task 7.0
Develop Draft and
Final Reports**



**Task 8.0
Develop
Recommendations
for Compensation
Administration**

- 7.2 Submit the comprehensive draft report to the Town's Project Manager for review and approval.
- 7.3 Make edits and submit necessary copies of the final report to the Town's Project Manager.
- 7.4 Present the final report, if requested.
- 7.5 Develop a communication plan for sharing study results with the Town's employees.
- 7.6 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan

TASK GOAL

- Develop recommendations for a maintenance program so administration by Town staff may sustain the recommended compensation system/structure.

TASK ACTIVITIES

- 8.1 Develop recommendations and guidelines for continued administration and maintenance of the compensation system, including recommendations and guidelines related to:
 - how employees will move through the pay structure/ system as a result of transfers, promotions, or demotions;
 - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
 - the proper mix of pay;
 - how often to adjust pay scales and survey the market;
 - the timing of implementation; and
 - how to keep the system fair and competitive over time.
- 8.2 Recommend recruitment/retention strategies, where appropriate.



8.3 Finalize and present recommendations to the Town's Project Manager for review.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies

Proposed Cost and Timeline

Our total, not-to-exceed, fixed cost to complete all tasks in our work plan is **\$9,000**. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket expenses. Evergreen can conduct this study in approximately two months from the execution of a contract. Our cost doesn't include any onsite visits as all of the work can be conducted virtually.

Our preferred method of invoicing is as follows:

- 50% - upon completion of Tasks 1 - 3
- 50% - upon completion of Tasks 4 - 8

We would love the opportunity to work with the Town of Welaka. If you need any additional information, please feel free to contact me at (850) 383-0111 or via email at jeff@consultevergreen.com.

Sincerely,



Dr. Jeffrey Ling, President
Evergreen Solutions, LLC

