



# MEMORANDUM

## Engineering

April 5, 2022

RE: Lyons Park Stormwater and Wastewater Improvement Project

Dear Residents:

If you are receiving this letter, the City has not received your signed Authorized Agent Agreement. **Please complete, sign and notarize the attached Authorized Agent Agreement prior to May 6<sup>th</sup> 2022**, to avoid any financial responsibility related to the construction project taking place in your neighborhood.

The project taking place in your neighborhood is listed in the City's Stormwater Master Plan, which identified Lyons Park a high priority for stormwater (drainage) improvements. Currently, construction efforts are underway and the project is scheduled for completion March, 2023.

In addition to installing a new stormwater system, this project consists of installing new sanitary sewer main piping located in the City's street right-of-way. Thereafter, the existing sanitary main piping located in the easements at the rear of properties will be abandoned in place. Prior to abandoning the existing sewer main, the city's private contractor will need to access your property to disconnect the existing sewer lateral and install a new lateral and connection to the new sewer piping located in the street. The work performed will be at no cost to you. However, a plumbing permit is required prior to this work being performed. The city will obtain the required permit on your behalf but requires you to sign the "Authorized Agent" agreement attached herein. To avoid any financial responsibility for this proposed work on your property, please sign and notarize the Authorized Agent agreement. Please note, you will be notified in advance of all work to be performed on your property and your property will be restored to match existing conditions. Feel free to refer to Frequently Asked Questions below.

Stay informed! Visit the city's Website for periodic project updates:

<https://www.pompanobeachfl.gov/government/engineering/engineering-project-updates>

We respectfully request your patience and understanding throughout the construction duration. Please find staff contact information below if you have any questions or concerns related to this project.

**Primary City Staff Contact:**

Gary Eagle  
Engineering Inspector  
City of Pompano Beach, Engineering Department  
Office: (954)786-5521  
[Gary.eagle@copbfl.com](mailto:Gary.eagle@copbfl.com)

**Secondary City Staff Contact(s):**

Matthew Kudrna  
Engineering Project Manager II  
City of Pompano Beach, Engineering Department  
Office: (954)786-4023  
[Matthew.kudrna@copbfl.com](mailto:Matthew.kudrna@copbfl.com)

OR: Tammy Good  
CIP Manager  
City of Pompano Beach, Engineering Department  
Office: (954)786-5512 or Cell: (954)650-7783  
[Tammy.good@copbfl.com](mailto:Tammy.good@copbfl.com)



### FREQUENTLY ASKED QUESTIONS

***How will the city address individuals with special needs?***

If you or someone in your home has a physical disability or special need requiring assistance to access your property, please call the city staff contact listed herein for immediate assistance.

***Will any work be performed on my property?***

Yes, the City's contractor will need to access your property to grout and abandon the existing rear easement sanitary main and to install the new sanitary lateral from the back of property to the front. You will be notified in advance of this work being performed, which will also require you to sign a Authorized Agent Agreement prior to work commencing. There is no cost to you for any work related to this project and your property will be fully restored properly

***What is an Authorized Agent Agreement? (requested from homeowners in the Lyons Park neighborhood)***

A Authorized Agent Agreement gives the contractor permission to enter your property during normal business hours after obtaining the applicable plumbing permit on your behalf to install a sanitary sewer lateral. Prior to work being performed on your private property and permit procurement, you will be required to sign and notarize the Authorized Agent Agreement attached herein. You may view or download the City of Pompano Beach Sanitary Sewer Lateral Connection Application/Permit and Authorized Agent Agreement by visiting the following Website: <https://www.pompanobeachfl.gov/government/engineering/engineering-project-updates>.

***What do I need to do with the Authorized Agent Agreement?***

Please sign and notarize the original Authorized Agent Agreement form and mail or drop off the completed form to:

Missy Stanley, Department Head Secretary  
City of Pompano Beach, Engineering Department  
1201 NE 5th Avenue, Pompano Beach, FL 33060

***What if I am unable to have the Authorized Agent Agreement form notarized?***

If you are unable to notarize the Authorized Agent Agreement, you may bring the form to the Engineering Department or Customer Service Department during business hours and the City will notarize the form, free of charge (please bring a state driver's license or identification card). City Hours Mon - Thurs 7:00 am - 6:00 pm excluding holidays. The address for each location is as follows:

City of Pompano Beach Engineering Department  
1201 NE 5th Avenue  
Pompano Beach, FL 33060

or:

City of Pompano Beach City Hall  
100 W. Atlantic Boulevard  
Pompano Beach, FL, 33060

If you are unable to come into either City location, you may call City staff to schedule a time and accommodations will be made to meet you at your service address to notarize your signature on the Authorized Agent Agreement form, free of charge.

***Will I be without water or sewer during construction?*** We do not anticipate any major interruptions to your water or sewer service during construction. You will be notified in advance of any planned interruptions, which should be temporary and will occur during normal working hours.

***Will my trash and/or recyclables continue to be picked up?***



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Yes, all trash and recyclables will be picked up as normal. When access is restricted due to construction operations, the applicable personnel will retrieve your trash containers and place them at a location accessible by the collection service on normally scheduled collection days. Please ensure that your trash and recyclable cans are appropriately marked to ensure your cans are returned.

***Will I have access in and out of my driveway?***

Yes, the contractor is required to maintain access to all roadways and driveways during construction. However, you will receive written notice a minimum of 72 hours in advance if access cannot be maintained, and other accommodations will be provided.

***Will my mail service be disrupted?***

No, the construction work related to this project will not impact mail delivery service.