

Application Form

Profile

Mr. Lawrence Szeliga
Prefix First Name Last Name

2395 NW 81 Avenue _____
Home Address Suite or Apt

Sunrise FL 33322
City State Postal Code

tibbs.4358@gmail.com
Email Address

Mobile: (954) 400-8365 _____
Primary Phone Alternate Phone

Current or Former Employer

retired

former construction
specialist
Job Title

Duties

Under City of Fort Lauderdale Housing and Community Development program guidelines take all necessary steps to repair, renovate or replace Single family, multifamily, commercial and industrial structures . Investigate and thoroughly inspect residential and commercial properties. Set up construction files for projects with checklist and all pertinent subdivisions in place. Files must be in order in case of review by OIG, FBI and BSO offices. Investigate /research residential and commercial properties. From the property records office go through micro-film obtain all plans if available, Use community plus program to obtain building permit history and code violations, liens. Go to FEMA site for flood zone status. Meet owner examine his/her needs ask questions regarding deficiencies-noises, leaks, electrical shocks etc. Hand out lead pamphlet and explain content and get owners signature on lead based paint acknowledgement form. Make thorough initial inspection on exterior and interior for unpermitted work and illegal additions. Inspect roof, ceiling, floor joists, floor slab, windows, doors, walls, beams, structural system, electrical, mechanical/ HVAC and plumbing /water heater, sinks, faucets, water closets, tubs and showers etc. Photograph and document all found deficiencies. Inspect the attic and floor joist system beneath structure if required. If structure is in very poor condition/ unsafe, have consulting structural engineer inspect and recommend demolition. Have new structure designed if required. Fill out Housing Quality Standards HQS form with all findings. Print all inspection photographs. Draw an "as built" plan and a proposed plan. Remove all code violations, health and life safety problems, Order a lead test, review results with owner, and generate a scope of work on all repair/rehab to be made along with a Cost Estimate staying within program guidelines. Review all work to be done with owner and obtain their approval. Generate environmental review if required based on grant source. Send scope of work to procurement office and they will send job out to bid. Open and review all bids, keep three lowest bids in construction file. Contact owner and have them sign off on the low bidder. Award general contractor. Arrange for an owner/general contractor meeting, exchange contact information, obtain signatures for permits, get contractor timeline for construction. A Pre-construction meeting is followed on site to reviewing everything on scope of the work once more to eliminate any confusion. Once construction begins make inspections, generate progress payment forms, obtain all signatures on form, if problems occur and additional work is needed generate a change order for general contractor again obtain all required signatures, make regular inspections at least twice a week until finished. Make final inspection, get homeowner to sign off final inspection form, fill out Contractor Performance Evaluation Form CPE and get supervisor to sign off. Generate Release of Liens form, Warranty form and print out permit history making sure all work has passed and all permits are closed out. Check Broward County website for Notice of general contractor completion. Generate final payment request and again get all required signatures. Make ADA assessments of all city structures and make recommendations and designs to comply with current FBC, ADA and NPPA101. Currently I am building a five bedroom three bathroom single family residence using Green building technology utilizing superior electrical, mechanical , plumbing and landscape design making the home incredibly energy efficient and so much more like the fact i perform all the environmental reviews needed when we are using CDBG funding.

Years Employed

16

Do you have a contract with the City of Sunrise or are you a vendor? *

No

Do you work with a company that has a contract with the City of Sunrise? *

No

Did you receive a grant from the City of Sunrise for your 501(c)(3) charitable organization? *

No

Which Boards would you like to apply for?

Sustainability Advisory Board: Submitted

Which of the boards you selected above is your first choice? *

Sustainability Advisory Board

Question applies to Sustainability Advisory Board

The City Commission will give preference, where possible, to persons who meet the following criteria. Please select up to two options that apply to you:

Question applies to Sustainability Advisory Board

Select the option that applies to you:

resident who is actively engaged as a licensed arborist in connection with sustainable development and environmental issues.

Briefly describe why you would like to serve on this advisory board:

I believe in giving back and feel the city of Sunrise desperately need of people who care as i do.

Describe the qualifications, skills and abilities you possess that would directly benefit this board:

experience..... City of Ft. Lauderdale Housing & Community Development Department November 2007-to February 2022 □ Construction Review Specialist - rehab /build single family, multi-family and commercial projects. City of Fort Lauderdale Architects Office July 2007-November 2007 □ Architects assistant on multiple city projects including first LEED certified building at Executive Airport and fire station design. Robert Vick Architect P.A. Ft. Lauderdale, FL. May 2003-2007 □ Project Manager for exclusive residential and commercial projects. Falkanger Snyder Martineau & Yates Architects Ft. Lauderdale FL. June 2001-April 2002 □ Job Captain for exclusive residential projects. Lawrence Kramer Architect P.A. Ft. Lauderdale FL. October 1979-October 2000 □ Project Manager for Industrial, Commercial and residential projects. Responsible for the production of Site, Landscape, Architectural, Electrical, Mechanical and Plumbing construction documents using AutoCAD, also, building models, generating perspectives and making presentations to clients and local governmental boards. Knowledge of FBC, NEC ,NFPA 101,ADA, ULDR, AutoCAD proficient, excellent graphic and model skills, Efficient and dedicated. I generate all the Environmental reviews required by HUD when we are using CDBG funding

List your education background and area of study:

Masters Degree City Planning- Florida Atlantic School of Architecture - need six classes to complete degree 5 year accredited Bachelors of Architecture Degree - Florida Atlantic School of Architecture - December 2008 Associates Degree in Building Construction – Broward Community College - June 1992

Describe your involvement in the Sunrise community:

Sunrise Organization

sustainability board member

Number of Years

10

Office(s) Held/Responsibilities

none-just board member

Sunrise Organization

planning and zoning board

Number of Years

2

Office(s) Help/Responsibilities

none-just board member

Are you a resident of the City of Sunrise?

Yes No

Are you a resident of Broward County?

Yes No

Are you a citizen?

Yes No

Appointment to this board will require your attendance at regularly scheduled meetings that may occur in the evening.

How many hours per month are you willing to commit as a volunteer?

as needed

If you are not appointed to a board at this time

Would you like to be considered for appointment to a board if a vacancy occurs?

Yes No

Mr. Lawrence Szeliga

ACKNOWLEDGEMENT:

I acknowledge that in accordance with Sunrise City Code Section 2-76(f), all applicants for or voting members of city boards shall be subject to a comprehensive background check to ensure they have 1) Not violated any standard of conduct or code of ethics established by law for public officials; 2) Not violated any standard of conduct or code of ethics established by law for any profession regulated by the State of Florida or any other state; 3) No criminal charges pending; 4) Not had a misdemeanor conviction in the ten-year period prior to the date of the proposed appointment; and 5) Not ever been convicted of a felony or a crime of moral turpitude. I shall sign all paperwork necessary to enable the city to perform said background check. I understand that if I am charged with a crime while I am a sitting member of a city board, agency, authority, committee or commission, that I am automatically removed from my position (Section 2-76, City Code). By executing this application, I hereby waive any rights I may have under Florida Statutes section 112.501, entitled "Municipal board members; suspension; removal." I acknowledge receipt of the separate documents entitled **DISCLOSURE REGARDING BACKGROUND INVESTIGATION** and **A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** and that I have read and understand both of those documents. I understand that in accordance with the Florida Public Records Law, information on my application may be made public unless an exemption exists. I understand that all appointments are for voluntary, uncompensated service. If appointed, I agree to faithfully and fully perform the duties of my office, make every endeavor to serve my full term, and comply with all laws and ordinances of the City, County, and State of Florida, particularly those pertaining to the conduct of public officials and the financial disclosure requirements. I have received a copy of the City of Sunrise Code of Ethics (Chapter 10, Article II, City Code). Consistent with Florida Statutes pertaining to public records, please note that your social security number will not be released. Social Security Number Collection Disclosure Statement: Please be advised that pursuant to Section 119.071(5)(a)2.a., Florida Statutes, the City of Sunrise ("City") discloses that the City requests your social security number for the purpose of payroll eligibility verification, processing employment benefits, income reporting, tax reporting, background checks on employee applicants, advisory board applicants, or other City program volunteers. Social security numbers are also used as a unique numeric identifier and may be used for search purposes.

I Agree

Question applies to multiple boards

Please complete an application for a comprehensive background check by going to the

[Existing Board Member](#)

[New Board Member Applicant](#)