



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, February 15, 2012, 7:00 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kendall Rumsey	—	Vice-Mayor
Steven Hockman	—	Commissioner
Jeanine Longtin	—	Commissioner
Tim Stevens	—	Commissioner
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Dave Hunt	—	Interim Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian M. Lemley, CMC	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. **CALL TO ORDER**
- B. **INVOCATION**
- C. **PLEDGE OF ALLEGIANCE**
- D. **ROLL CALL**
- E. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**
- F. **PRESENTATION:**
 - 1. Proclamation In Honor of Donald K. Jordan former Town Commissioner 1967 and Mayor 1969.
- G. **PUBLIC and OTHER COMMENT:**

This time is provided for audience members to address items that **do not** appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a **TOTAL** of three minutes.

Tab 1

- H. **CONSENT AGENDA:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

Consent Agenda Items Recommended For Approval:

2. Emergency Commission Meeting Minutes of January 30, 2012 Tab 2
3. Regular Commission Meeting Minutes of February 1, 2012 Tab 3
4. Authorize the Mayor to Sign the Letter Accepting the Town Managers Resignation Tab 4
5. Award Contract for Marina Security Services to US Security Associates, Inc. Tab 5
6. Approval of Temporary Interim Town Manager Contract with Jamie Titcomb Tab 6
7. Pay Increase for Public Works Director While Acting as Interim Town Manager Tab 7

I. **PUBLIC HEARING:**
ORDINANCE ON SECOND READING:

***** OPEN PUBLIC HEARING*****

A. Staff Report

B. Public Comments

C. Commission Deliberation

8. Ordinance No. 03-2012 Retired Police Officers Pension Fund Tab 8
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AMENDING ORDINANCE 13-2003 WHICH CREATED A TRUST FUND FOR THE PURPOSE OF PAYING PENSION, DISABILITY AND SURVIVOR BENEFITS FOR RETIREES OF THE LAKE PARK POLICE PENSION FUND; PROVIDING FOR THE AMENDMENT OF SECTION 7 PROVIDING FOR THE ADMINISTRATION OF THE TRUST; PROVIDING FOR THE AMENDMENT OF SECTION 8 PERTAINING TO THE TRUST'S FINANCES AND FUND MANAGEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.

***** CLOSE PUBLIC HEARING*****

J. **DISCUSSION AND POSSIBLE ACTION:**

9. Resolution No. 07-02-12 Appointment of Seacoast Utility Authority Board Member Tab 9
10. Internet Viewing of Public Meetings Tab 10

K. **COMMISSIONER COMMENTS, TOWN ATTORNEY, INTERIM TOWN MANAGER:**

L. **ADJOURNMENT:**



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, February 1, 2012 8:15 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, February 1, 2012 at 8:15 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Steven Hockman, Jeanine Longtin and Tim Stevens, Interim Town Manager David Hunt, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

Vice-Mayor Rumsey led the Invocation and Mayor DuBois led the Pledge of Allegiance. Town Clerk Vivian Lemley performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA:

Mayor DuBois requested that item H.6. Ordinance on First Reading Ordinance No. 03-2012 Retired Police Officers Pension Fund be heard before the consent agenda, as there are representatives in the audience.

Motion: A motion was made by Vice-Mayor Rumsey to approve the Agenda as amended; Commissioner Hockman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

PUBLIC AND OTHER COMMENTS:

Stephen Hall, 302 Lake Shore Drive #2, asked for a status of the Marina Village Project.

Mayor DuBois advised that the application has been submitted and is in review by the Community Development Department.

Nadia DiTommaso, Community Development Director, stated that the application and plans were received. She advised that the plans were returned with comments and those comments have not been satisfactorily answered to this date. She stated that at this time there is no definitive date when the project will be before the Planning and Zoning Board or the Commission.

Jim Lloyd, 220 Lake Shore Drive, urged the Commission to be more transparent and open with the residents of the Town. He encouraged people to view the blog thetreeewhereyoulive.wordpress.com.

Michael Summers, 211 US Highway 1, stated that he represents the Marina Village Project. He discussed the promenade aspect of the project as it relates to the private/public partnership and the interlocal agreement. He stated that the plans and documents that they have brought forward for consideration by the Town have been based on the interlocal agreement and conceptual drawings. He stated that they are not getting good direction from the Town regarding the interpretation of the interlocal agreement. He asked that the Town Council bring the item for discussion and provide guidance.

Cynthia Grey, 503 Sabal Palm Drive, stated that the investigation of Commissioner Hockman resulted in the resignation of Maria Davis. She proposed that the Town present a special honor or reward to Commissioner Hockman.

Mayor DuBois stated that there is no precedence for providing an award or recognition for seated commissioners.

Richard Ahrens, 803 Park Avenue and 1461 Kinetic Road, requested guidance from the Town regarding any conflict of interest with the Town regarding the fee-free use of the undeveloped property to the west of 803 Park Avenue. He also stated that qualifications for a general contractor, building contractor, electrical contractor, plumbing contractor or roofing contractor through the State of Florida website to verify that the person or entity has the appropriate licenses.

Diane Bernhard, 301 Lake Shore Drive, she stated that she believes that now is the time to take the steps necessary to limit the powers of the appointed Town Manager or to take the steps necessary to change the charter from a Manager/Commission form of government to a Mayor/Commission form of government. She stated that we need to put the control of the Town government into the hands of the people the residents elect, not into the hands of the people they appoint. She also suggested that the Town workbook be carefully reviewed to ensure that it does not invest more powers into the hands of the Town Manager and other hired appointed personnel.

Ordinance On First Reading:

6. Ordinance No. 03-2012 Retired Police Officers Pension Fund

Anne Costello, Finance Director, advised that Scott Bauer from Pension Resource Center, was present to explain the ordinance and answer the Commission's questions. She stated

that the Pension Resource Center are the administrators for the Retired Police Officers Pension Fund.

Scott Bauer explained that the Ordinance is being recommended by the Board of Trustees for the Retired Police Officers Pension Fund. He explained that the existing ordinance has been in place since 2004 and the proposed ordinance makes some very minor modifications. He stated that it modifies the Board of Trustees composition and minor revision to overall allowable investments for the plan. He noted that the change to the overall allowable investments for the plan will allow for the modification to the investment policy in anticipation to changes in the market and changes in the environment in which the investments are made going forward.

Commissioner Hockman stated that in the Ordinance, page 6 of 30 in section 4(b), it states that a member of the plan is entitled to a refund of contributions and asked if this item is outstanding.

Bonnie Jenson, Legal Counsel for the Pension Board, advised that the person indicated in section 4(b) has received the refund of contributions and that the line can be deleted from the ordinance between first and second reading.

Commissioner Hockman states that in the Ordinance, page 11 of 30 in section 6(a)(1), it states that there are two members entitled to a refund of contributions and asked if the members have received the refund.

Ms. Jenson advised that they have received the refund.

Commissioner Hockman requested that the language regarding the two members that are entitled a refund be removed from the ordinance.

Vice-Mayor Rumsey requested clarification on the compensation of the Board of Trustees. He stated that previous to becoming the Mayor, James DuBois was a member of the Board of Trustees and asked if he was still a member.

Mr. Bauer advised that Mayor DuBois is no longer a member of the Board of Trustee. He stated that Mayor DuBois resigned from the Board of Trustees when he became Mayor.

Vice-Mayor Rumsey asked who replaced Mayor DuBois on the Board of Trustees.

Mr. Bauer advised that the appointment to the Board of Trustees vacated by Mayor DuBois has not been filled. He advised the Board is comprised of five members, two of which are members of the plan, the Town Manager, Town Finance Director, and a fifth trustee selected by the other four members. He noted that the proposed ordinance contemplates that the fifth member could be a resident or a business owner within Lake Park.

Vice-Mayor Rumsey asked how the vacancy is filled.

Mr. Bauer advised that the four members of the Board of Trustees select the fifth member.

Commissioner Longtin noted that this ordinance was before the Commission previously and was tabled. She asked if there have been any changes to the ordinance since previously presented.

Mr. Bauer stated that there is a change contemplated. He advised that the Mayor DuBois made recommendations to the previously proposed ordinance to restrict the allowable investments in order to ensure the current investment posture of the plan is maintained.

Commissioner Longtin advised she was unable to give the item the due diligence that it deserved and that it is the only reason she will be voting against it.

Commissioner Hockman advised that in the Ordinance, page 9 of 30 section (e), it also states that a member is entitled to a refund. He requested that the section be removed from the ordinance.

Ms. Jenson advised that all references to the member(s) that are entitled to a refund will be removed, as they have received the refund.

Mayor DuBois asked if the changes he requested to the ordinance are incorporated.

Mr. Bauer advised they have not been incorporated as the changes were not completed prior to the publication of the agenda. He noted the change in the Ordinance, page 19 of 30 item (IV). He stated the proposed ordinance reads: "The bonds held by the Fund shall hold an average quality rating of investment grade by any two or more of the major rating services." He advised the proposed changes would add the language: "that at least 20% of the assets of the fund shall remain invested in debt obligations issued or guaranteed by the US Government."

Mayor DuBois suggested that the language to be added to the ordinance between first and second reading. He stated that he believes that the proposed language provides security to the portfolio entirety and specifically adds security to that portion of the portfolio that is invested in bonds.

Motion: A motion was made by Commissioner Stevens to adopt the ordinance on first reading including the addition of the language as proposed by Mayor DuBois and the deletion of the additional unnecessary language referenced by Commissioner Hockman; Commissioner Hockman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin		X	

Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 4-1

Town Attorney Baird read the Ordinance into the record by caption only.

CONSENT AGENDA ITEMS:

1. Regular Commission Meeting Minutes of January 18, 2012
2. Renewal of Intergovernmental Consultant (Lobbyist) Agreement
3. Resolution No. 03-02-12 Modified Renewal Contract between Palm Beach County Library Cooperative Members and SirsiDynix
4. Resolution No. 04-02-12 Deferred Payment Agreement between Delray Beach Public Library and Town of Lake Park Public Library
5. Resolution No. 05-02-12 Contract between Southeast Florida Municipal Libraries Digital Consortium Members and Overdrive "e-book" Vendor

Commissioner Longtin requested that items 1, 3, 4 and 5 be pulled from the consent agenda.

2. Renewal of Intergovernmental Consultant (Lobbyist) Agreement.

Motion: A motion was made by Commissioner Hockman to approve item 2 on the Consent Agenda; Vice-Mayor Rumsey made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

1. Regular Commission Meeting Minutes of January 18, 2012

Commissioner Longtin advised she would be voting no on the minutes, as the Commission has deemed that accuracy is not important.

Motion: A motion was made by Commissioner Hockman to approve item number 1 on the Consent Agenda; Vice-Mayor Rumsey made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin		X	
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 4-1

3. Resolution No. 03-02-12 Modified Renewal Contract between Palm Beach County Library Cooperative Members and SirsiDynix

Library Director, Karen Mahnk advised that the reason this item has come before the Commission is because the server that hosts the information on behalf of the Library Cooperative is old and is about to fail. She advised that the co-operative members have voted to go to Cloud computing as the replace for the existing server. She advised that SirsiDynix will maintain the remote server and that is at an additional cost.

Commissioner Hockman commented that the Town should find the money now for the increased cost of \$2300.00 instead of entering into an agreement with the Delray Public Library.

Anne Costello, Finance Director, advised that funds are available in non-departmental contingency for this expenditure. She noted that it was not considered because of the offer made by the Delray Public Library. She further noted that item 5 on the consent agenda would be taking funds from the non-departmental contingency fund if the Commission approves that item. She noted that there are approximately \$52,000 in that fund and less than half the year has passed.

Commissioner Hockman asked if this is the same fund for the restroom project.

Director Costello advised "yes".

Commissioner Hockman asked for clarification that the loan is interest free and asked when it had to be repaid.

Library Director Mahnk advises that the loan is interest free and would have to be repaid in one year from the date the agreement is signed. She further explained that by entering

into the agreement with Delray Public Library for the interest free loan the Town would be able to properly budget for the expenditure in next year's budget.

Motion: Motion was made by Commissioner Hockman to approve item 3 on the Consent Agenda and to pay for the cost out of the non-departmental contingency fund now. The motion failed due to a lack of a second.

Motion: A motion was made by Vice-Mayor Rumsey to approve item 3 on the Consent Agenda; Commissioner Stevens made the second.

Commissioner Longtin stated that the \$2379.00 in increase over what as budgeted should be paid now. She stated that she was embarrassed that the Town is borrowing the funds. She stated that she concurs with Commissioner Hockman. She stated that she has been unable to give the item its due diligence to the constraints of time and will be voting no on the item.

Commissioner Stevens stated that if the Delray Public Library is willing to loan the Town approximately \$2300.00 interest free that the Town should take the offer. He advised he is not embarrassed to borrow the funds and noted that he would be voting in favor of the item.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin		X	
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 4-1

4. Resolution No. 04-02-12 Deferred Payment Agreement between Delray Beach Public Library and Town of Lake Park Public Library

Motion: A motion was made by Vice-Mayor Rumsey to approve item 3 on the Consent Agenda; Commissioner Stevens made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman		X	
Commissioner			

Longtin		X	
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 3-2

5. Resolution No. 05-02-12 Contract between Southeast Florida Municipal Libraries Digital Consortium Members and Overdrive "e-book" Vendor

Library Director Mahnk, explained that Overdrive is an e-book vendor that provides book across various platforms. This will allow the library to provide popular books to more patrons. She explained that this will provide approximately 5 titles a month to the library and the titles would remain as permanent part of the consortiums collection. She stated that the patron would need their library card and pin number and would be able to download directly to the device even from home.

Commissioner Longtin asked for the funding source for this expenditure.

Finance Director Costello advised that the funding source is non-departmental contingency.

Commissioner Longtin asked why this fund source was not recommended for the contract with SirsiDynix.

Finance Director Costello advised that the SirsiDynix contract was presented with the fund source of the interest free loan from Delray Public Library and this one was presented with the funding source of non-departmental contingency. She stated that she did not make this decision or recommendation.

Library Director Mahnk advised that both of these contract were evolving at the same time and she knew that in order to participate in the agreement with Southeast Florida Municipal Libraries Digital Consortium Members and Overdrive "e-book" vendor, \$3,000.00 would have to come from non-departmental contingency and when Delray Public Library made the offer to provide an interest free loan for the additional cost for the SirsiDynix contract, she thought it was a good balance so that the library could offer both services to its patrons.

Motion: A motion was made by Commissioner Stevens to approve item 5 on the Consent Agenda; Vice-Mayor Rumsey made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		

Commissioner Longtin		X	
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 4-1

DISCUSSION AND POSSIBLE ACTION:

7. Award of Bert Bostrom Park Restroom-Storage Building (Design-Build) to Ahrens Companies

Public Comment Opened:

Susan Lloyd, 220 Lake Shore Drive, suggested starting the bidding on the project or shelving the project for now. She noted that at the last Commission Meeting there were conflicts of interest allegations made and that the bid was not handled correctly.

Public Comment Closed:

Interim Town Manager Hunt advised that this item was brought before the Commission at the January 19, 2012 meetings. He stated that staff recommended awarding this grant to the lowest responsive bidder. He noted that the lowest responsive bidder was approximately \$3,000 more than the grant funds available. He stated that the award is for Ahrens Companies and he further noted that the contractor has identified as cost savings. He stated that there are funds in the non-departmental contingency funds to cover the shortfall. He advised that the cost for the removal of the building are included in the agenda backup.

Commissioner Hockman asked how we are going to do this when we do not have the staff to maintain other items. He wanted to know the staff costs to remove the building and asked if there is a licensed electrician on staff to run the electric to the new building. He proposed that the project and all bids be thrown out and go out to bid and include the demolition of the existing building in the bid package.

Interim Town Manager Hunt asked for clarification from the Commission about if it is their intent to move forward with this project.

Vice-Mayor Rumsey questioned whether item 8 should have been heard first.

Town Attorney Baird advised that item 7 and 8 can be combined for discussion purposes.

Commissioner Stevens asked if the grant is time sensitive and if the Town has addition time to award the bid.

CRA Project Manager, Richard Pittman advised that if the Commission awards the bid to Ahrens the Commission would need to approve the amendment to the grant agreement, which is item number 8.

Commissioner Stevens asked if the Town risks losing the grant if the Commission does not act on it at this meeting.

CRA Project Manager Pittman advised "yes" and stated that if the Commission does not act the Town would default on the original agreement.

Commissioner Stevens asked what the total cost to the Town for the project.

Interim Town Manager Hunt advised the cost would be \$9170 demolition to the building and \$3,000 grant shortfall for a total of \$12,170.00.

Commissioner Stevens stated that the changes recommended by the contractor has a saving of approximately \$3,000.00, thus making the cost to the Town \$9,170.00 for a \$53,000.00 grant.

Interim Town Manager Hunt advised "yes".

Commissioner Longtin stated that she believes awarding this contract to the Ahrens company to be a huge conflict of interest. She stated that she thinks this should of back out to bid.

Motion: A motion was made by Commission Stevens to combine item 7 Award of Bert Bostrom Park Restroom-Storage Building (Design-Build) to Ahrens Companies and item 8 Resolution No. 06-02-12 Amendment to Grant Agreement for Bert Bostrom Park Restroom Storage Building on the Commission agenda; Vice-Mayor Rumsey made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman		X	
Commissioner Longtin		X	
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 3-2

Motion: A motion was made by Commissioner Stevens to approve Resolution No. 06-02-12 Amendment to Grant Agreement for Bert Bostrom Park Restroom Storage

Building and to Award to Ahrens Companies the Bert Bostrom Park Restroom-Storage Building (Design-Build) Bid No. 101-2012; Vice-Mayor Rumsey made the second.

Commissioner Hockman stated that this item should go back out to bid. He further stated that there could be a conflict of interest for the Aherns Companies to be awarded the bid. He read a portion of an e-mail dated Thursday, June 23, 2011 between Richard Aherns and former Town Manager Davis, attached as Exhibit "A".

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman		X	
Commissioner Longtin		X	
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 3-2

9. Selection of a Interim Town Manager

Public Comment Opened:

Cheryl Secondino, 725 Date Palm Drive, stated that based on her reading of the Town Code, the Commission is charged with hiring the new Town Manager. She asked if David Hunt was the new Town Manager.

Interim Town Manager Hunt, advised that he is the Public Works director and that he is the Interim Town Manager. He further advised that the Town Charter prohibits elected officials from speaking directly to staff except through a Town Manager. Therefore, he was appointed Interim Town Manager for preparation of tonight's meeting.

Ms. Secondino stated that the Town Code states that it takes a 4/5 vote of the Commission to appoint a Town Manager. She asked why the Code was not adhered to.

Town Attorney Baird advised that the Code requires a 3/5 vote to appoint and 4/5 to terminate.

Frank Spence, 4530 Portofino Way #203, West Palm Beach, stated that he would like to be named the Town's Interim Town Manager. He advised that he is a professional and has the expertise and qualifications to be the Town's Interim Manager. He recommended being hired as a consultant and not an employee.

Public Comment Closed:

Interim Town Manager Hunt recommended that the hiring of an Interim Town Manager be done as rapidly and seamlessly as possible. He noted that the Interim Town Manager is a stop gap until a permanent Town Manager can be hired. He stated that based on the experience of other local municipalities the process of hiring a permanent Town Manager could take four months or longer, however the day to day operations of the Town must be attended to and that would be the function and purpose of an Interim Town Manager. He advised that the International City/County Managers Association has a program that can assist the Town in the recruitment of an Interim Town Manager and/or permanent Town Manager.

Commissioner Hockman recommended placing a job announcement with the Florida League of Cities for both Interim and permanent Town Manager. He wants to see the Commission takes its time in the selection of a Town Manager.

Mayor DuBois stated that in his conversations with Interim Town Manager Hunt that he is concerned regarding splitting his responsibilities between his duties as Director of the Public Works Department and duties as the Interim Town Manager. He noted that Interim Town Manager Hunt suggested a revolving Interim Town Manager through staff. He stated that the Range Rider program does not actually provide a Manager, the program provide the criteria and suggestions on the process of appointing an interim manager. He noted that there would be a multiple week gap to go through the process and select an Interim Manager.

Interim Town Manager Hunt confirmed that the Range Rider program provides criteria, suggestions and assistance in selection of an interim manager and permanent manager but does not participate in the actual selection of a manager. He noted that he held a senior staff meeting where decisions of a revolving Interim Town Manager were discussed with existing staff members. He stated that the revolving Interim Town Manager concept would share the day to day operation of the Town Administration amongst the senior staff.

Attorney Baird stated that according to the Town Charter section VI Operation of Commission-Manager Form of Government, Section 1 Qualifications of town manager that the Town Commission can appoint an Interim Town Manager. He further stated that this provision does not specify the number of votes required to appoint an Interim Town Manager therefore a simple majority would suffice. He stated that if the Commission wanted to use the revolving interim manager process the Commission would be required to appoint the next Interim Town Manager at each successive Commission meeting.

Mayor DuBois stated that senior staff would support the Interim Town Manager but ultimately a single person would be named Interim Town Manager until a permanent Town Manager was hired.

Commissioner Longtin asked if there was an Assistant Public Works Director.

Interim Town Manager Hunt advised "no".

Commissioner Stevens stated that senior staff are full-time and have other duties with the exception of Richard Pittman, CRA Project Manager. He suggested that because Mr. Pittman is part-time that he would have the time to take on the duties of Interim Town Manager.

Richard Pittman, CRA Project Manager, stated that he is willing to assist the Interim Town Manager, however he is not willing or able to serve as the Interim Town Manager until a permanent Town Manager is hired.

Commissioner Stevens asked Mr. Pittman if he was willing to serve as Interim Town Manager on a rotating basis with other senior staff.

Mr. Pittman stated "yes".

Commissioner Hockman suggested that the Town place a job announcement for Interim Town Manager on the Florida League of Cities and ICMA websites and make a selection from the people who apply. He also recommended that the Commission limit the authority of the Interim Town Manager. He stated that this will allow the department heads to focus on their departments and the Interim Town Manager will focus of the overall administration of the Town. He stated that using a rotation basis might lead to confusion for the public and the Commission on who to contact regarding day to day Town business.

Mayor DuBois advised that he spoke with Kurt Bressner, Range Rider Program Coordinator, and stated that he advised that the Interim Town Manager position be well advertised and that he would assist with that process.

Mr. Frank Spence returned to the podium and explained the process on how the Range Rider Program works and noted that the ICMA already has a network set up to advise City Manager's in Transit of openings for interim and permanent manger positions and suggested that the Town use the program and the services of ICMA in this process.

Vice-Mayor Rumsey stated that he agrees that the position of Interim Town Manager should be well advertised. He suggested that all resumes should be coming to Human Resources Director, Bambi Turner. He further suggested that Ms. Turner could work with Mr. Bressner to narrow down the applicants for those that meet the minimum qualifications and then bring them before the Commission. He stated that the process will take a month or longer and that Mr. Hunt has been names Interim Town Manager until the conclusion of this meeting and they need someone tomorrow to serve as the Interim Town Manager until the process is complete. He stated that they have an entire staff that has told the Commission that they do not want to serve as Interim Town Manager. He stated that they can look at themselves as one of the main reasons none of them want to serve as Interim Town Manager. He requested that Human Resources Director discuss how the process of hiring an Interim Town Manager would work.

Human Resources Director Turner explained the recruit process for hiring an Interim Town Manager through the Range Rider Program. She explained the assistance available

from the Range Rider Program as provided by ICMA and noted that the information has been provided to the Commission (Attached Exhibit "B"). She stated that the assistance provided by ICMA through the Range Rider Program is done on a volunteer basis.

Vice-Mayor Rumsey asked what the cost will be for the solicitation of an Interim Town Manager.

Human Resources Director Turner advised she is in the process of developing a budget.

Vice-Mayor Rumsey asked if the Interim Town Manager would be eligible to apply for the permanent Town Manager position.

Human Resources Director Turner advised if the Interim Town Manager participates in any way in the selection and screening process for the hiring of the permanent Town Manager that they should not be eligible to apply for the position. She recommended in her professional opinion that the Interim Town Manager, except for possibly spending authority, have all the authority in administrative and personnel matters as the permanent Town Manager.

Vice-Mayor Rumsey asked how long the process would take to hire an Interim Town Manager through the Range Rider Program.

Human Resources Director Turner stated that based on her conversations with Kurt Bressner it would take more than a month. She advised that Mr. Bressner has stated that because of his commitment to Lake Worth he would have to split his time and that may increase the amount of time it takes to complete the process.

Commissioner Stevens stated that advertising for the position of Interim Town Manager needs to happen immediately.

Mayor DuBois noted that part of advertising for the position is advertising the criteria and we need to develop that criterion.

Human Resources Director Turner advised that in the packages that was distributed to the Commission on page five of the ICMA package is a list of desired characteristics of a city/county manager and stated that this list could be used as a starting point to develop the criteria and qualifications for the position.

Mayor DuBois stated that Mr. Bressner would meet with Commissioner individually to develop and quantify the criteria we want in a Town Manager.

Human Resources Director Turner stated "yes".

Vice-Mayor Rumsey asked if Human Resources Director Turner has been receiving the resumes that the Commission has been receiving.

Human Resources Director Turner advised that she has received one resume.

Mayor DuBois stated that he has replied to those that have sent him their resume advising to send the resume to Human Resources Director Turner and to Kurt Bressner. He suggested that the other Commissioners do the same.

Human Resources Director Turner advised that the Town has a Town Manager job description and that she can develop an advertisement for the Interim Town Manger position based on that job description and advertise the position as soon as possible.

Commissioner Hockman recommended using the Lake Worth advertisement with changes to make it Lake Park specific.

Human Resources Director Turner advised she would obtain that information.

Vice-Mayor Rumsey stated that he was thinking Jamie (Titcomb).

Commissioner Longtin agreed with Vice-Mayor Rumsey and recommended Jaime Titcomb as Interim Town Manager only. She stated that should would support Jamie Titcomb as Interim Town Manager only. She recommended that all resumes be sent to the Town Clerk who then forwards them to the Human Resources Director and the Commission. She stated that she wants to see all resumes. She stated that she is ready to think outside the box and that she thinks that ICMA does not hold their members responsible for their actions. She stated that she does not think that the Town needs someone that has had Town Manager experience and that the Town needs to think outside the box on the hiring of the next Town Manager. She stated that she is dissatisfied with ICMA. She stated that the Commission gives the Town Manager too much authority and stated that needs to stop and the Commission needs to step up and take more authority over what is happening in the Town.

Mayor DuBois asked if the Commission desired to consider Mr. Titcomb for the Temporary Interim Town Manager while going through the process to advertise for an Interim Town Manager or to consider him for the Interim Town Manager position until a permanent Town Manager is hired. He stated that Mr. Titcomb is qualified for the position of Interim Town Manager and it would eliminate the need to advertise and select an Interim Town Manager and start the process of hiring a Town Manager.

Mayor DuBois asked Interim Town Manager Hunt if he would continue to serve as Interim Town Manager until the next Commission Meeting.

Vice-Mayor Rumsey stated we cannot wait two more weeks to take action on this item.

Discussion ensued regarding pay range for the Interim Town Manager position.

Commissioner Longtin stated the qualifications of Jamie Titcomb and stated as a Commissioner she feels comfortable in having him serve as the Interim Town Manager.

Discussion ensued regarding who should contact Mr. Titcomb regarding serving as the Interim Town Manager.

The Commission reached consensus that Mayor DuBois would contact Mr. Titcomb regarding serving as the Town Temporary Interim Town Manager.

Vice-Mayor Rumsey thanked Interim Town Manager Hunt for stepping up and serving the Commission and the community.

Town Attorney Baird stated that if it is the Commission's intention to have a special meeting to consider the hiring of an Interim Town Manager that per Town code 48 hour notice is required.

Mayor DuBois recommended having the special meeting on Monday, February 6, 2012.

Commissioner Longtin suggested giving the authority now if Mr. Titcomb accepts the offer.

Town Attorney Baird advised that the Commission is required to meet in order to appoint an Interim Town Manager.

Discussion continued regarding the scheduling of a Special Call Commission Meeting.

The Commission reached consensus to schedule a Special Call Commission Meeting for Monday, February 6, 2012 at 7:30 p.m. to consider the selection of an Interim Town Manager.

Mayor DuBois requested that in the time between now and the special call meeting for staff to continue working on the job announcement, criteria, qualifications and pay range and forward the information to the Commission as available.

Interim Town Manager Hunt advised that he would work with Human Resources Director Turner and provide the information to the Commission.

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Attorney Baird stated that he has been in contact with the attorneys handling the Marina litigation and asked to be provided with a detailed status report.

Commissioner Longtin asked the Town Attorney about his communication with Mr. Hunt regarding the Interim Town Manager position on January 27, on who's authority did he make that phone call.

Attorney Baird stated that no one asked him to contact Mr. Hunt.

Commissioner Longtin asked Attorney Baird why he choose Mr. Hunt.

Attorney Baird states that advised he contacted Mr. Hunt because he had inkling that no one else would be interested.

Commissioner Longtin stated that in her conversation with Attorney Baird that they never discussed an Interim Town Manager.

Attorney Baird stated that is correct and that he did not understand Commissioner Longtin's point.

Commissioner Longtin advised that the Planning and Zoning meeting for Monday, February 6, 2012 has been cancelled. She recommended that Mr. Hunt be compensated for serving as Interim Town Manager. She asked about an infestation on the trees at Kelsey Park.

Interim Town Manager Hunt advised that they are aware of the infestation and they have identified five trees that have a bug infestation. He stated that quotes are being obtained for the professional pest control treatment.

Commissioner Longtin suggested that the Town advertise the Green Market on the Town website and calendar.

The Commission reached consensus to advertise the Green Market on the calendar of the Town website.

Commissioner Longtin stated that she still does not know how the money donated to the Community Garden is being expended. She encouraged people to attend the Green Market on Sunday from 11:00 a.m. to 3:00 p.m. in Kelsey Park.

Commissioner Stevens stated that the Green Market has been great and spoke in support of advertising it everywhere possible. He stated that he has concerns regarding the powers and duties of the Town Manager position as outlined in the Charter and Code and recommended restricting the powers of the Town Manager. He spoke about accessibility and provided his telephone number and e-mail address. He stated that he supports community involvement and he noted he has attempted to view the blog on the streetwhereyoulive.wordpress.com and has found some of the entries inaccurate and blatantly offensive; therefore he will not be making comments on the blog. He requested that the promenade and closure of the east lane at the marina be placed on a future agenda for Commission discussion. He encourage the youth of the community to get involved in the Town. He stated he was pleased that the Commission is working together to hire an Interim Town Manager.

Vice-Mayor Rumsey advised that the correct name for the Green Market is the Sunday Market because it is not just green. He stated that the people working with the Community Garden are doing a great job and it is a great community project. He asked about a reception for a funeral for the Kulinka Family. He stated that the charge of \$500.00 for the use of the facility should be returned.

Motion: A motion was made by Vice-Mayor Rumsey to refund any payment(s) made by the Kulinka Family for the use of Town facilities related to the funeral and reception for Mr. Kulinka; Commissioner Longtin made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0

Vice-Mayor Rumsey advised that Mr. Kulinka is a long time resident who volunteered for the Town in many capacities. He asked for an update on the hiring of a Recreation Director.

Human Resources Director Turner stated that the position was advertised with a closing date of November 4, 2011. She advised that the Town received a number of resumes and ten have been shortlisted. She stated interviews were scheduled for the second and third week of January, however, that has been postponed at the direction of the previous Town Manager until further notice. She advised that all applicants have been contacted and advised that the interviews have been postponed, and that they will be contacted as soon as possible to reschedule.

Vice-Mayor Rumsey stated he would like to see the process continue and a Recreation Director hired.

Commissioner Longtin stated that the hiring of a Recreation Director needs to wait until a permanent Town Manager is hired or Mr. Titcomb as Interim Town Manager if necessary. She noted that the Commission cannot be involved in hiring and firing employees other than the Town Manager and Attorney.

Commissioner Hockman stated that it is important to hire a Recreation Director as it gets closer to summer, however we need to make sure the right person is hired for the job. He asked where in the process they are in hiring a Recreation Director.

Human Resources Director Turner stated that the resumes have been shortlisted and the background checks have been performed and came back clean and ready for the initial interviews.

Vice-Mayor Rumsey asked who interviews the applicants.

Human Resources Director Turner advised that the Town Manager and herself perform the interviews.

Vice-Mayor Rumsey suggested that the Commission provide direction to staff at the Monday, February 6, 2012 Special Call Meeting regarding moving forward in the hiring process.

Commissioner Hockman stated that he spoke with Mr. Michael Summers regarding the Marina Village and he discussed the promenade. He asked for the status and clarification on the need of the modification to noise ordinance. He stated that he has spoken with residents and there is support for changing the Town's form of government to Mayor-Commission and having a strong mayor. He noted crime in certain areas of Town. He stated that if anyone sees someone in their neighborhood that does not belong to call the Sheriff's office and have them come out and check things out. He stated that the Town Manager's powers should be changed and limited. He stated that it is the Commission responsibility to oversee the activities and performance of the Town Manager. He asked why the Town is hiring a part-time accountant and wanted to know if we lost someone.

Finance Director Costello advised that the part-time clerk resigned for a position at the Palm Beach County Clerk's office.

Commissioner Hockman stated that the Sunday Market was great.

Mayor DuBois thanked staff for their hard work and noted the Town has capable people working here and the Town will continue on very well.

Interim Town Manager Hunt asked for direction from the Commission regarding the Marina Promenade and the noise ordinance.

Commissioner Hockman stated that he is asking for transparency and better communication.

Community Development Director, Nadia DiTommaso stated that the noise ordinance has not been placed on any agenda and it is not scheduled to be on an agenda at this time. She stated that she is still working with the noise consultant regarding the drafting of the ordinance.

Commissioner Hockman asked for an agenda item on the legality and options regarding the closure of Lake Shore Drive near the Marina for the promenade.

Attorney Baird advised abandonment would require an ordinance. He stated that the abandonment of the roadway is a policy question for the Commission not necessarily a legal question.

Commissioner Hockman requested that the closure of Lake Shore Drive near the Marina be placed on the next agenda.

Commissioner Longtin asked for a legal opinion regarding options for abandonment, closure and/or construction on the roadway.

Attorney Baird advised he would prepare the opinion as requested.

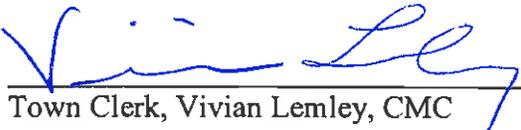
Interim Town Manager Hunt stated that it has been his pleasure to serve the Commission and thanked senior staff for their support and assistance. He stated that the Town is fortunate to have such professionals as members of its staff.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Rumsey and seconded by Commissioner Stevens, and by unanimous vote, the meeting adjourned at 10:45 p.m.



Mayor James DuBois



Town Clerk, Vivian Lemley, CMC



Approved on this 15 of February, 2012

Exhibit "A"

RE: Use of Vacant Parcel

Maria Davis

Sent: Thursday, June 23, 2011 10:15 AM

To: Richard Ahrens [Richard@ahrenscompanies.com]

Cc: Nadia DiTommaso; Jennifer Spicer; Jeanine Longtin; Kendall Rumsey; Patricia Osterman; Steve Hockman; Vivian Lemley

Richard: Thanks for bringing your frustration to my attention. I had no idea that there was a problem. However, I am somewhat surprised and disappointed at your reaction to a simple request to pressure clean the mildew from your building. Code enforcement is simply doing its job. The building is looking pretty bad and the code department is treating your building as it would any other building in town. I was not aware that you requested a deferral for hearing. I have no problem deferring your hearing until August; however, I would much rather see you clean up the building than try to fight it at a magistrate's hearing. It is what it is.

I very much appreciate the public/private partnership that you and the Town enjoy with the joint use agreement for your west parcel of land. I would hate to see that partnership dissolve. You as the property owner certainly benefit from the Town's improvements to the property as well as from the Town's on-going commitment to maintain the property and the landscape around your building to an acceptable standard.

I do believe you and I can work together to resolve this issue. You indicated in your email below that due to the "code department" not granting a deferral of the hearing you wish to sever the joint use agreement. I am more than willing to defer the hearing until August and work with you on this issue, however, the building does need some maintenance and I cannot turn my head and treat you any differently than anyone else.

If this is not acceptable to you, please advise and I will comply with your request and remove the infrastructure that the Town installed and cancel the Town's maintenance contract accordingly. I would like to reiterate however, that I believe our agreement is a win/win situation for you and the Town and I would like to see it continue.

On a much lighter note, my sincere congratulations on your upcoming nuptials. I wish you all the best and look forward to hearing from you.

Sincerely,

Maria V. Davis

Town Manager

Town of Lake Park

535 Park Avenue

Lake Park, FL 33403

561-881-3304

From: Richard Ahrens [mailto:Richard@ahrenscompanies.com]

Sent: Wednesday, June 22, 2011 5:45 PM

To: Maria Davis; Jennifer Spicer

Subject: Use of Vacant Parcel

Marie & Jennifer,

Please be advised that this is a formal notice that the use of the property west of our building at 801 Park Avenue is being resented as per the signed agreement. Please inform me in writing when you will be removing your electrical feeds, garbage cans, etc. from the site. In addition, it will be required that you bring all landscaping and sod that is disturbed back to the condition prior to the removal of all items

As I stated to your code enforcement department I will be on my Honey Moon on the date of the hearing and they will not postpone the hearing until August. Therefore, it has caused the above action. If your code enforcement wants to schedule a hearing for

2/2/2012

August the building may be under contract and the work can be completed. At this time Barbara and I are out over 1.7 million of personal money. In addition, we agreed to allow you to use the vacant parcel at no expense except for the maintenance of the area, we could and should have asked that you wave the taxes for the vacant parcel.

As mentioned, I am getting married on July 2nd and will not be in town. If you want I can forward this e-mail to the Town Commissioners. Your code enforcement department has in the past caused businesses to move out of the Town and it looks like they are moving in that direction again.

I have worked with the Town to bring activity to the building and have always been proactive in selling the Town and this is how you are going to treat me!

Park Avenue LLC
Richard C. Ahrens
Managing Member.

Please forward a copy of this to your code enforcement individual.

**BEST REGARDS,
RICHARD C. AHRENS, CEO**



Phone: 561-863-9004 ext.101
Toll Free: 877-263-9004
Direct: 561-839-2820
Cell: 561-909-8543
Fax: 561-863-9007
Email: rahrens@ahrenscompanies.com

Click our logo to check us out on the web.



Leaders at the Core of Better Communities

To: Lake Park Town Commission, David Hunt, Acting Town Manager,
and Bambi Turner, HR Director

From: Kurt Bressner, ICMA/FCCMA Range Rider

Date: January 31, 2012

Subject: Supplemental Information for Discussion at Meeting – Interim
Town Manager

The FCCMA/ICMA Range Rider can assist the Town of Lake Park retain an Interim Town Manager. I recommend the following basic steps be considered in such a process:

1. Town Commission authorize staff to proceed with the Range Rider Program to assist Town Staff with the Interim Town Manager Recruitment.
2. All Resumes should be forwarded to the HR Director as they are a matter of public record. This includes any resumes that may have been sent to members of the Town Commission unsolicited.
3. The HR Director or her designee acknowledge all resumes.
4. The Town Commission should establish a cut-off date for resumes. I recommend a minimum of two or three weeks.
5. The Town Commission should develop their basic criteria to consideration of an Interim Town Manager. Is the Town Commission looking for an experienced City or County Manager, Assistant Town Manager? How many years experience is needed? I recommend an experienced City or County Manager with at least seven years of experience as a manager and a member of the International City/County Management Association in good standing. Experience as a Deputy or Assistant City/County Manager could be considered provided the applicant has good experience in supervising core municipal or county operations. I have provided the Lake Worth Interim City Manager Job Announcement as an example. I assisted in the preparation of this announcement.
6. Resumes should be reviewed by at least three persons independently with a recommendation to interview at least three to five candidates. I and one other Range Rider can assist the Town in this regard. There should be no discussion of the candidates among the three reviewers.

The Town Commission should also review the resumes and if any person besides the recommended list is to be considered, this person should be considered as part of an open-public meeting.

7. The Range Rider can assist the HR Staff with interview questions. However, the Range Rider will not participate in the interviews. The Town Commission should perform this task.
8. Lake Park staff or PBSO should perform background checks and credit checks for the finalists.
9. The Town Attorney should negotiate final negotiation of terms and conditions for the Interim Town Manager.

Concluding remarks: This work for the Town is done at no charge except as outlined in my e-mail to Ms. Turner on January 30, 2012. I currently am assisting the City of Lake Worth on their Interim and Permanent City Manager recruitment. Therefore my time commitment as a volunteer for Lake Park must be balanced with their needs.

Exhibits to Report:

Sample RFP language for a City Manager Search – the language provides a good overview of a search process also.

Desired Characteristics of a City Manager or Administrator provided by Mark Durbin, Florida Range Rider.

Excerpts from ICMA listings of key words used in recruitment of City Managers and Administrators – provided by Paul Sharon, Florida Range Rider.

Respectfully submitted,

Kurt Bressner, ICMA-CM
FCCMA/ICMA Range Rider – District 7
kbressner@gmail.com
561-436-2328

Sample RFP language for a City Manager Search – the language also provides a good overview of a search process. (Source: Colin Baenziger and Assoc) - illustrative Language only)

**Excerpts from Roanoke, Virginia RFP for City Manager Selection – 2009
SECTION 6. SERVICES AND/OR ITEMS REQUIRED.**

The following are the services and/or items that the successful Offeror will be required to provide to the City and should be addressed in each Offeror's proposal.

A description and/or listing of the services and/or items that the successful Offeror will be required to provide to the City under this RFP are those that are set forth below and/or referred to in any way in the sample contract, any terms and conditions, and/or any attachments to this RFP.

Each Offeror should carefully read and review all such items and should address such items in its proposal. However, the final description of the services and/or items to be provided to the City under this RFP is subject to negotiations with the successful Offeror, and final approval by the City.

The firm shall specialize in recruitment for municipal organizations, as defined in the Scope of Work, and/or have extensive executive-level personnel recruitment experience. To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Work section of this RFP, to organizations similar in size and complexity to the City. Specifically, the City of Roanoke is seeking the services of a qualified Offeror to provide the following services:

1. Assist the City to develop a job description, strategy and process for carrying out the recruitment of a City Manager, including outreach to encourage applicants from diverse backgrounds to apply.
2. Conduct two (2) public meetings in an effort to gather citizen input into the selection process.
3. Identify potential contacts and conduct personal outreach recruiting to include posting the position through national channels. Assist the City in preparing and placing advertisements for the position in appropriate industry job services.
4. Review resumes for background and qualifications followed by telephone and/or video interviews to clarify each applicant's experience and to prepare a written summary of 10 to 15 candidates with the most promising qualifications for the position.
5. Evaluate candidates for serious consideration (five to six candidates) by conducting in depth reference checks with individuals who are or have been in a

position to evaluate the candidate's performance on the job. Through these reference checks, ascertain the candidate's strength in personal dimensions identified by the job description as well as the contractor's interviews with stakeholders.

6. Finalize and participate in a process with the City for interviews and coordinate candidates' participation in interviews.

7. Debrief with the City following interviews and identify additional candidates if necessary.

8. Verify selected candidates' educational background, and conduct criminal, financial, media and civil litigation checks.

9. In the event politically sensitive or potentially embarrassing issues arise from the candidate's background, conduct in-depth interviews with the principal parties to clarify the event and clearly present to the City a picture of the event.

10. Notify rejected applicants.

11. In the event that the selected candidate leaves employment with the City before a period of one year, an additional recruitment and selection process will be conducted at no cost to the City.

SECTION 7. EVALUATION CRITERIA.

Offerors will be evaluated for selection on the basis of those most qualified to meet the requirements of this RFP. Major criteria to be considered in the evaluation may include, but shall not necessarily be limited to the items referred to above and those set forth below:

- A. The background, education and experience of the Offeror in providing similar services or items elsewhere, including the level of experience in working with municipalities and the quality of services performed or items supplied.
- B. Reasonableness/competitiveness of proposed fee and/or benefits to the City, although the City is not bound to select the Offeror who proposes the lowest fees or most benefits for services. The City reserves the right to negotiate fees and/or benefits to the City with the selected Offeror(s).
- C. The Offeror's responsiveness and compliance with the RFP requirements and conditions.
- D. Determination that the selected Offeror has no contractual relationships, which would result in a conflict of interest with the City's contract.

E. The Offeror's ability, capacity, and skill to fully and satisfactorily provide the services and/or items required in this RFP.

F. The quality of Offeror's performance in comparable and/or similar projects.

G. Whether the Offeror can provide the services in a prompt and timely fashion.

Desired Characteristics of a City Manager or Administrator provided by Mark Durbin, Florida Range Rider.

DESIRED CHARACTERISTICS OF A CITY/COUNTY MANAGER

1. Consensus builder
2. Decisive; good judgment
3. Excellent communicator to public, employees, Commissioners
4. Honest, ethical, moral
5. Willing to work whatever hours are needed
6. Outstanding leadership skills
7. Keeps composure at all times
8. Sensitive to others' needs and positions
9. Keeps current on County projects
10. Willing to be innovative
11. Available
12. Timely executes Commission policy
13. Treats everyone with respect; even-handed
14. Cooperates with other governments
15. Recruits and retains competent staff
16. Decentralized management style, but holds people accountable
17. Believes in strategic planning
18. Ambassador for the City/County
19. Outgoing, confident, positive, proactive, approachable
20. Good listening skills
21. Demands accountability, and willing to be held accountable

Excerpts from ICMA listings of key words used in recruitment of City Managers and Administrators – provided by Paul Sharon, Florida Range Rider

Position Profile Trait Examples

Actual samples extracted from recent ads in ICMA Newsletter

"...demonstrated leadership capabilities..."

"...fiscal acumen..."

"...excellent communication & interpersonal skills..."

"...employee/citizen relations (skills)..."

"...labor & contract negotiations (skills)..."

"...technical knowledge of municipal operations..."

" financial & budget preparation (skills)..."

".. bondable..."

"...progressive, proactive, community-oriented leader..."

"...community & economic development (skills)..."

"...community-oriented problem solving..."

"... (experience) achieving community consensus around critical issues..."

"...integration of technology into municipal operations..."

"...establishing strategic goals & priorities..."

"...customer service orientation..."

"...strong interpersonal skills..."

"...facilitating a community vision & implementing action plans..."

"...strong commitment to customer-focused government..."

"...redevelopment, economic development & financial management experience..."

"...strong interpersonal & consensus building skills..."

"... (commitment to) team/participative management..."

"... (experience in) personnel management..."

"... (experience in) intergovernmental relations..."

"... (experience in) utility management..."

"...considerable community involvement & working with volunteers..."

"...knowledge of new technology..."

"...skills/knowledge involving (state) laws..."

"...understanding of public financing..."

"...grant writing (skills)..."

"...conservative fiscal management..."

..infrastructure replacement & development (experience)..."

"...human resources development..."

• strategic & long-range planning...

"...knowledge of principles & management of city government..."

"...capacity to address problems in proactive manner

END 1/31/12

INTERIM CITY MANAGER

JOB CODE

Salary based on qualification and experience.

Closing: TBD

The City of Lake Worth is located on the Atlantic Ocean in Palm Beach County, 60 miles north of Miami. Lake Worth has old-Florida charm with sub-tropical climate, 5 historic districts, Waterways and Beach front, a Municipal Golf Course and eclectic downtown shopping area. Lake Worth is a dynamic, vibrant, multi-cultural City with strong social and environmental consciousness and pride in its identity.

The City incorporated in 1913 and has operated under a Council-Manager form of government since 1937. The City provides a full range of municipal services and recreational amenities. Expenditures in the FY 2012 Annual Operating Budget total \$172,266,317 for all City funds, with approximately 248 full time employees and a population of 34,910.

The City of Lake Worth currently has an immediate opening for a Interim City Manager. The successful candidate will be a strong communicative leader who can promote a collaborative and trusting work environment. The selected candidate will have a track record of proven participative management and leadership skills, including developing and maintaining a strong cooperative team atmosphere and open communications between the manager and City Council, the manager and City staff and the manager and community residents. A demonstrated track record of working well with varied agendas, interests and opinions is important, as well as the ability to be an effective consensus builder and respected leader among those various individuals and groups. The City has major planning and project management issues and increasing financial constraint, so competency in financial and project management is essential. The City imposed contracts with two of three labor unions in 2010, and is now in negotiations for new three year contracts so demonstrated experience in successful employee relations is a key expertise for the candidate. The ideal candidate will value diversity, full transparency in government, and the principles of energy conservation and sustainability.

Essential Duties and Responsibilities: The Interim City Manager is the chief administrative officer of the City and is responsible to the Mayor and City Commissions for the management and operations of all affairs of all departments within the City. The successful candidate will manage and control all matters and things pertaining to the day to day operations of the City. All duties shall be performed in conformity with the ordinances or resolutions of the City and the statutes of the State. Standard office hours are required, along with substantial overtime work on nights, weekends, holidays, etc. as necessary. The successful candidate will be involved in directing and supervising the administration of all departments, and offices within the City and when deemed necessary responsible over departments and/or officers that may be created or appointed in the future. The successful candidate will be responsible for; attending all City Commission meetings and taking part in the discussion; submitting to the City Commission and make available to the public a complete report on the finances and administrative activities, and any other reports concerning the operations of City departments and offices. The successful candidate will perform advisory services to the City Commission concerning financial condition and future needs of the City and make recommendations to the City Commission concerning affairs of the City as deemed desirable. The successful candidate will execute such other duties as are specified in this charter or may be required by the City Commission.

Knowledge, Skills, and Abilities: This position is a high visibility position requiring the ability to interact with the public, employees, elected officials, and outside agencies and government officials. A high degree of oral and written communications skills is required, along with the ability to speak in public and represent the City in an official capacity. Strong knowledge of sound leadership and performance management, community-oriented problem solving, budgeting principles and practices, finance, and interpersonal skills, are a key requirement for this position.

Education and Experience: Bachelor's degree (B.A.) in Public Administration, Finance, Management or related field from a four (4) year college or university. Seven (7) years work experience at the executive level. City Manager and/or Florida municipal or county experience is preferred and experience with a municipal electrical power distribution system desirable. Military command or business executive/ownership experience also will be considered as a substitute for municipal or county executive level experience.

Certifications, Licenses, Registration: Valid driver's license. Membership in International City Management Association (ICMA) or Florida City County Managers Association (FCCMA) preferred. ICMA Credentialed Manager designation desirable.

Update Interim CM Posting (All Dates Tentative and Subject to Change)

Date	Activity
1/03/2012	Web Posting Finalized
1/04/2012	Interim CM position Posted on the following sites; 1. City of Lake Worth 2. Florida League of Cities 3. Employ Florida.Com 4. Government Jobs.Com
1/19/ 12	Posting removed from all Job Boards removed (Unless Otherwise Directed)
1/26/12	Last date resumes and credentials will be accepted for the interim role.
2/7/12	Interim CM Applicant Review aka Which Applicants will be interviewed? (Screening Team / City Commission)
2/8 to 2/21	Background and Reference Checks** a. Completion of Employment Application b. Degree Verification c. Professional Credentials Verification d. Reference Check e. Criminal Background Check f. Credit Check (?) **It is recommended for this to be completed done prior to interviewing any candidate.
2/22 to 3/9	Interim CM Applicant Interviews (<i>Will Individual or Panel interviews be conducted still needs to be determined</i>)
3/13 to 3/20	Employment Contract Development Extend Employment Offer / Introductory Meetings with Sr. Staff
3/26 – 4/2	Anticipated Start Date

Interim CM Application and Screening Process

- Interim CM applicant Resumes will be received in the HR@lakeworth.org inbox.
- Resumes sent directly to the City Commission can be forwarded to HR Director, Mark Farrington for action.
- HR will log the resumes/credentials received, scanning them into an Interim City Manager Applicant folder (database).

- Effective every Thursday morning, HR will send applicant resumes (PDF files) to the City Commission, Kurt Bressner, HR Director, Mark Farrington and the City Clerk, Pam Lopez.
- Letters of interest and resumes received prior to the posting have been sent to the Commission and City Clerk's office on 12/22/11.
- HR will confirm receipt of every resume and commit to providing a status update following a review of their credentials and experience.
- The resume screening team will consist of Kurt Bressner, Another ICMA Range Rider and the Human Resources Director, Mark Farrington. They will evaluate and rate the Interim applications, bringing forward recommendations to the City Commission on which top five (5) applicants should be assessed further.
- The City Commission will then instruct HR on their final decision as to which candidates they wish to interview.
- Prior to the Commission's interviewing of a candidate it is recommended that the candidate submit an official employment application, which will allow HR the right to execute a background check, and all other pre-employment requirements.
- Candidates identified will be scheduled for interviews with the City Commission members by HR.
- Each Commissioner will be asked to complete a candidate evaluation form (documents to be provided later) where they will assess the candidates fit for the Interim City Manager role and make a hiring recommendation.
- At the conclusion of the interview process, Kurt Bressner will facilitate a consensus meeting with the City Commission to reach a decision on which candidate will be successful.
- Prior to offering the role, senior staff should be granted the opportunity to meet with the final candidates to discuss practices, philosophies of leadership and expectations.

Post Interview / Selection Process : Subsequent to the selection of an interim CM, the following pre-employment steps will be completed by HR:

- Notification of Required Ethics Training
- Pre-employment physical / Drug Screen
- Press Release Jointly Developed with the City Clerk's office.

Date	Activity
12/28/04	CM Profile Questionnaire Completed
1/6-1/9	City Commission Interviews (K. Bressner)
1/10-1/13	Profile Finalization and Publication (mock up)
1/17	Get approval to distribute Profile through various posting sites <ol style="list-style-type: none"> 1. City of Lake Worth 2. Florida League of Cities (Free) 3. Employ Florida.Com (Free) 4. Government Jobs.Com (\$150.00) 5. ICMA (\$500.00 fee)
1/19 -23	Posting of the available opportunity / Distribute Profiles to ICMA chapters, other professional organizations.
1/23 – 2/20	Resumes and Credentials Received
2/20	Remove Posting
2/27	Last date resumes/ credentials will be accepted
3/13	Candidate Review Completed
3/20- 3/27	City Commission determines which Candidates to Interview (Role of Screening Team tbd)
3/29 to 4/13	Background and Reference Checks** <ol style="list-style-type: none"> a. Completion of Employment Application b. Degree Verification c. Professional Credentials Verification d. Reference Check e. Criminal Background Check f. Credit Check (?) <p>**It is recommended for this to be completed done prior to interviewing any candidate.</p>
4/13 – 4/26	Candidate Interviews
4/26 – 5/8	Commission considers candidates and reaches agreement on a preferred candidate.
5/1-5/8	Preferred Candidates meet with Sr. Staff
5/15 – 5/25	Employment Contract Development
6/4-6/18	Tentative Start Date

Full Time CM Sourcing Go Forward Steps (All dates are Time Approximate)

Kurt Bressner and Staff have developed a format for the City Manager Profile which the City Commission will be asked to assess the importance of each skill, attribute or accountability to the selection process on a 1-5 scale (1= low and 5= high) as it relates to importance to the City and importance to the City Manager Job.

This will lead us to the clear establishment and communication of what this individual is being recruited to accomplish for the City of Lake Worth. This will be accomplished by distinguishing between the "Must have" and "Nice to have" criteria. Using a scale like this will help determine the degree of

difference on a particular skill/ experience or competency. Where there are major perceived gaps between the importance of a skill to the city and to the job, discussions with the principles will help rectify ambiguity .

As of now, we will be proceeding with the posting of the interim CM role.