AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 18, 2015, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
Kimberly Glas-Castro	—	**Vice-Mayor**
Erin T. Flaherty	—	**Commissioner**
Michael O'Rourke	—	**Commissioner**
Kathleen Rapoza	—	**Commissioner**
Bambi McKibbon-Turner	—	**Interim Town Manager**
Thomas J. Baird, Esq.	—	**Town Attorney**
Vivian Mendez, 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/ROLL CALL:

B. PLEDGE OF ALLEGIANCE:

C. SPECIAL PRESENTATIONS/REPORTS:
None

D. PUBLIC COMMENT:
This time is provided for addressing 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.

E. 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.

1. Regular Commission Meeting Minutes of March 4, 2015 Tab 1
2. Resolution No. 09-03-15 to Amend the Town of Lake Park Uniform Classification System to Revise the Job Descriptions for the Positions of Camp Counselor, Event Assistant and Recreation Bus Driver Tab 2
3. Acceptance of the Fiscal Year 2014 Annual Report for the Community Redevelopment Agency Tab 3

F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:

4. Ordinance No. 01-2015 to Amend Chapter 10, Article IV – Noise Control Tab 4

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 10, ARTICLE IV OF THE LAKE PARK CODE BY REPEALING SECTIONS 10-151 THROUGH 10-161 AND ADOPTING A NEW ARTICLE IV REGULATING NOISE IN THE TOWN; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION, AND PROVIDING FOR AN EFFECTIVE DATE.

G. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

H. NEW BUSINESS:

5. Selection of Nominees for the Northern Palm Beach County Chamber of Commerce 2015 Leadership Awards Tab 5

6. Review of the Town Manager Employment Agreement Tab 6

7. Update on Town Manager Selection Process Tab 7

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, April 1, 2015

Consent Agenda

TAB 1

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **March 18, 2015** **Agenda Item No.** 1

Agenda Title: Regular Commission Meeting Minutes of March 4, 2015

[ ] SPECIAL PRESENTATION/REPORTS **[X] CONSENT AGENDA**
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[ ] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager [signature] Interim Town Manager **Date:** 3/10/2015

Vivian Mendez – Town Clerk
Name/Title

Originating Department: **Town Clerk**	Costs: **$ 0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Agenda** **meeting minutes** **Exhibit "A"** **Exhibit "B"** **Exhibit "C"** **Exhibit "D"** **Exhibit "E"**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ***VM*** **Please initial one.**

Summary Explanation/Background:

Recommended Motion:

To approve the Regular Commission Meeting Minutes of March 4, 2015.

AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 4, 2015,
Immediately Following the
Special Call CRA Board Meeting
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
Kimberly Glas-Castro	—	**Vice-Mayor**
Erin T. Flaherty	—	**Commissioner**
Michael O'Rourke	—	**Commissioner**
Kathleen Rapoza	—	**Commissioner**
Bambi McKibbon-Turner	—	**Interim Town Manager**
Thomas J. Baird, Esq.	—	**Town Attorney**
Vivian Mendez, CMC	—	**Town Clerk**

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A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS
None

D. PUBLIC COMMENT:
This time is provided for addressing 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.

E. 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.

1. Regular Commission Meeting Minutes of February 18, 2015 **Tab 1**

F. NOMINATION FOR BOARD MEMBERSHIP:

2. Martin Schneider – Nominated for Re-Appointment to the Planning and Zoning Board as a Regular Member **Tab 2**

G. PUBLIC HEARING (S) – QUASI-JUDICIAL HEARING:

3. Resolution No. 07-03-15 An Application by RaceTrac Petroleum Inc., for the Special Exception Use and Site Plan Approval of a Gas Station with 5,928 Square Foot Convenience Store **Tab 3**

H. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:

None

I. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

J. NEW BUSINESS:

4. Resolution No. 08-03-15 Authorizing the Mayor to Sign a First Amendment to Site Lease with option with R G Towers LLC for the Placement of a Stealth Telecommunications Tower at the Lake Park Harbor Marina. **Tab 4**

5. Selecting a Date for the Volunteer Recognition Reception **Tab 5**

6. Waiving of Parking/Meter Fees for the Easter Egg Hunt on April 4, 2015 and Closing the Curb Lane to be used for Parking on Park Avenue **Tab 6**

7. Update on Town Manager Selection Process **Tab 7**

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

K. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, March 18, 2015

Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 4, 2015, 6:40 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, March 4, 2015 at 6:40 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Interim Town Manager Bambi Turner, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor DuBois led the pledge of allegiance.

SPECIAL PRESENTATIONS/REPORTS
None

PUBLIC COMMENT:
None

CONSENT AGENDA:

1. Regular Commission meeting minutes of February 18, 2015.

Motion: Commissioner O'Rourke moved to approve the consent agenda; Commissioner Rapoza seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

NOMINATION FOR BOARD MEMBERSHIP:
2. Martin Schneider – Nomination for Re-Appointment to the Planning and Zoning Board as a Regular Member.

Motion: Commissioner Rapoza nominated Martin Schneider for re-appointment to the Planning and Zoning Board; Vice-Mayor Glas-Castro seconded the nomination.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

PUBLIC HEARINGS – QUASI-JUDICIAL HEARING :

3. Resolution No.07-03-15 An application by RaceTrac Petroleum Inc., for the Special Exception Use and Site Plan Approval of a Gas Station with 5,928 Square Foot Convenience Store.

The members of the Commission made the following ex-parte communication disclosures:

Commissioner Rapoza had no ex-parte communications to disclose.

Commission O'Rourke had no ex-parte communications to disclose.

Commissioner Flaherty had no ex-parte communications to disclose.

Vice-Mayor Glas-Castro disclosed that she met with the applicant.

Mayor DuBois disclosed that he spoke with the applicant.

Town Attorney Baird sworn in all of the witnesses.

Community Development Director Nadia DiTommaso explained the item (see attached Exhibit "A").

Mr. Dan Brown of RaceTrac Petroleum Inc. gave a brief overview of the project. Commissioner Flaherty asked for clarification regarding the proposed blue stripe above and below the canopy and would that blue stripe run all along the gas pumps. Mr. Brown explained that the blue stripe is along the canopy façade. He pointed out that there is a white stripe along the red façade and there is a blue trim around the white stripe as backlighting, so the blue light is not on the actual canopy, but a panel. Commissioner Flaherty asked if they intended to place LED lighting in the blue stripe, or will each stripe have its own lighting. Mr. Brown explained that it is a blue stripe with an LED panel. Attorney Gary Brandenburg explained that the white stripe is not lit, but has the LED lighting around it. He explained that the Planning and Zoning Board had expressed concerns with the potential glare the light around the white stripe would cause on the street. Attorney Brandenburg explained that by using the LED lighting it would not shine onto the street, so drivers would not experience a glare. Vice-Mayor Glas-Castro stated that she noticed that there was a seating area outside of the establishment and expressed concern that patrons purchasing beer would be sitting outside the establishment to consume alcohol. Mr. Brown explained that there is no alcohol consumption allowed on

the premises and employees would ask those loitering to leave the premises. The seating area was designed for those that wish to eat and drink their purchased meals. Attorney Brandenburg stated that signs could be posted that consumption of alcohol is prohibited on the premises.

Mayor DuBois expressed concern with the silk filter being used for stormwater drainage. He asked if all the stormwater drains directed toward retention areas. Erik Juliano with Bouman Consulting explained that all the inlets eventually go to the onsite dry retention treatment ponds, which then the water gets treated before entering the main retention pond. Mayor DuBois asked if there is a permanent silk trap, or permanent silk separator. Mr. Juliano explained that the treatment would be provided in the dry retention ponds. Mr. Brown expanded the explanation regarding the protective measure taken to prevent petroleum from spilling into the stormwater drainage system.

Mr. Juliano explained that he has a design for a different type of baffle box if the Commission were interested in viewing it. Attorney Baird stated that if the Mayor's intension were to add a condition, then he should state what that condition is and the maker of the motion can add or remove that condition from their motion.

Mr. Tom Hardy with RaceTrac Petroleum Inc. explained that he understood the Mayor's concern with water quality issues, but more maintenance would be necessary to include a higher level of baffle box or filtration system, which would cause them to redesign the plan in order to accommodate the request. He stated, however, that they could satisfy the Mayor's concerns by implementing water quality control measures, which they could work on with staff. Mayor DuBois stated that he has provided staff with information regarding this issue and they could work with staff to implement the change. Commissioner O'Rourke asked for clarification in what the Mayor would like included in the motion. Mayor DuBois explained that he would like stormwater catching baffle boxes including oil absorbents materials to be changed to manufacture specification. Commissioner O'Rourke expressed concern with alcohol consumption on the premises. He stated that he would like to include a condition that signs prohibiting alcohol consumption on the premises be installed.

Public Comment:
None
Public Comment Closed:

Motion: Commissioner O'Rourke moved to approve Resolution 07-03-15 including the conditions stated in the Resolution with additional conditions that would include signs being posted advising that onsite consumption of alcoholic beverages are prohibited and the additional condition added by the Mayor regarding stormwater catch baffle boxes be included for oil absorbent materials and not support conditions 20, 21, and 22; Commissioner Flaherty seconded the motion.

Vice-Mayor Glas-Castro expressed concern with the Planning and Zoning Board conditions not being included in the motion. Mayor DuBois explained that he supports the Planning and Zoning conditions. Commissioner O'Rourke clarified that his motion

was to accept the applicant's explanations to each of the concerns expressed by the Planning and Zoning Board.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:
None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:
None

NEW BUSINESS:
4. Resolution No. 08-03-15 Authorizing the Mayor to Sign a First Amendment to Site Lease with Options with R G Towers LLC for the Placement of a Stealth Telecommunications Towers at the Lake Park Harbor Marina.

Town Clerk/Deputy Town Manager Vivian Mendez explained the item (see attached Exhibit "B").

Public Comment Opened:
Diane Bernhard – 301 Lake Shore Drive expressed concern that residents were not notified of the project and health concerns with a stealth tower so close to residents. She also expressed a concern with how the tower would look at the Harbor Marina.
Public Comment Closed:

Holly Valdez, Vice-President of Operations with R G Towers, LLC explained that notification would be sent to residents during the public hearing process. She stated that anyone that has safety concerns are referred to FCC.gov. She stated that the ground equipment would be shielded with fencing and landscaping. Commissioner Flaherty asked if generators would be installed. Ms. Valdez stated that no generators would be installed. Commissioner Flaherty asked for clarification regarding the height of the tower and the expansion of the tower. Ms. Valdez explained that no additional space would be encroached and if an antennae would need to be changed the antennae is on the inside of the stealth tower so it would not be visible. Vice-Mayor Glas-Castro asked how big would the utility boxes be. Ms. Valdez explained that the cabinet is 3 feet by 3 feet. Mayor DuBois clarified that we are not cost-sharing, we are revenue-sharing on the tower. He asked who would maintain the flags on the tower. Scott Richards with R G Towers explained that they would be responsible for maintaining the flags on the tower. Mayor DuBois asked if they had any recent studies on the health concerns. Mr. Richards provided the FCC.gov website as a resource. Mayor DuBois asked if the request for additional ground space would be adequate for all the additional co-locators. Mr.

Richards stated that future co-locators would need additional ground square footage, and they would need to come back before the Commission to request the additional square footage space.

Motion: Commissioner Rapoza moved to approve Resolution 08-03-15; Vice-Mayor Glas-Castro seconded the motion.

Vic-Mayor Glas-Castro expressed concern that the utility boxes would be visible at the Marina due to its location. Mayor DuBois explained that the fence would be screened in faces north. Commissioner O'Rourke stated that he is against this project. He stated that the Marina is a gem to this community and was not sure that for $3,000 a year it would be worth affecting the ascetics or the possible future growth of the Marina by installing a stealth tower. He urged the Commissioners to also take that position. Mayor DuBois stated that with all due respect it was $36,000 of based income a year on one user and that there was the potential for three more users on the tower and a significate generator of income with four users. Commissioner O'Rourke expressed concern with the placement of the tower at the Marina. Mayor DuBois stated that if there were an opportunity for signage on the tower it would also be a great asset to the Town. Commissioner Rapoza asked the Commission to consider the location of the Tower as ideal for safety and risk management purposes. Mayor DuBois suggested that the item be approved because it is the beginning of the revenue streaming for the Town. He explained that if it were the desire of the Commission to deny the project, they would have that opportunity during the site plan process. Commissioner Flaherty asked if the funds generated go to the Marina Enterprise Fund or the General Fund. Finance Director Blake Rane stated that the funds would go to the Marina Enterprise Fund. Vice-Mayor Glas-Castro expressed concern that the original project was not originally presented in a way that the Commission would understand that R G Towers LLC would be coming back to request additional square footage. She stated that she was not driven by revenues. Mayor DuBois stated that he was expecting that the project would come back when co-locaters would be needed.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke		X	
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro		X	
Mayor DuBois	X		

Motion passed 3-2.

5. Selecting a Date for the Volunteer Recognition Reception

Town Clerk Mendez explained the item (see attached Exhibit "C").

Motion: Commissioner O'Rourke moved to set the Volunteer Recognition Reception date as Friday, May 1, 2015 and a donation of $250.00 be given to Artist of Palm Beach County Art on Park Gallery; Commissioner Rapoza seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

6. Waiving the Parking/Meter Fees for the Easter Egg Hunt on April 4, 2015 and Closing the Curb Lane to be used for Parking on Park Avenue.

Mayor DuBois explained the item (see attached Exhibit "D").

Motion: Commissioner O'Rourke moved to approve waiving the parking meter fees for the Easter Egg Hunt on April 4, 2015 and closing the curb lane to be used for parking on Park Avenue; Commissioner Rapoza seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

7. Update on Town Manager Selection Process.

Interim Town Manager Turner explained the item (see Exhibit "E").

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Interim Town Manager Turner updated on the Seacoast Utility Authority situation. She stated that out of the six properties that were affected, only two families have been able to return to their home. Seacoast would continue to accommodate the families displaced from their homes. She explained that the contract with the Lobbyist firm of Gomez Barker expired on February 28, 2015. She explained that the summer camp enrollment had begun and two children had already been enrolled into the program. She announced that the Easter Egg Hunt would take place on Saturday, April 4, 2015 in Kelsey Park from 9:00 a.m. until 11:00 a.m. The Recreation Manager was looking for volunteers to assist with the event. She announced that the next Sunset Celebration would take place on Friday, March 27, 2015 at Lake Shore Park.

Commissioner O'Rourke thanked Matt Wilander, a seven time Grand Slam Tennis Champion for making an appearance at the Haitian Church. He asked if the Sunset Celebration vendor forms had an inclement weather clause. Interim Town Manager Turner explained that staff was currently working on that language.

Commissioner Rapoza asked if the Commission had submitted nomination applications for Citizen of the Year, or Volunteer of the Year, with the Northern Palm Beach Chamber of Commerce. She asked if the Commission would be interested in nominating members of the community. The Commission asked staff to bring back the nomination applications to the next Commission meeting. She asked Attorney Baird how the Town could allow a business to not pay their sanitation bill and still be in business. Attorney Baird stated that that was an administrative decision. Commissioner Rapoza asked if something could be done in the future to avoid this type of situation from occurring. Attorney Baird stated that the restaurant is in bankruptcy court now and the Town would be restricted on recovering fees. He explained that the Town could file a claim with the court and seek to recover whatever the courts award the debtors. Interim Town Manager Turner explained that the Chapter 11 bankruptcy case was dismissed on February 2, 2015. She stated that a notice has been sent to the restaurant notifying them that they have 30 days to pay the outstanding balance or their dumpster would be pulled.

Commissioner Flaherty asked if the Commission would review the Town Manager contract template. Interim Town Manager Turner explained that the item would be on the March 18, 2015 agenda. Commissioner Flaherty apologized to Mr. Rick Goodsell for not responding in a timely manner to his email regarding the stamped concrete. He stated that the dance studio on Park Avenue called Dance Tonight offered affordable rates for dance classes for children ages 3-6 and 7-10.

Vice-Mayor Glas-Castro had no comments.

Mayor DuBois explained that Florida Power and Light representatives, along with many volunteers visited Lake Park Elementary and cleaned the grounds. He stated that it was a great event. He explained that he attended the funeral service for North Palm Beach Councilman Bill Manuals. He asked the Commission to consider sponsoring a child to attend this year's Summer Camp program. He stated it would cost each Commissioner about $125 to sponsor one child. He apologize for not responding to Mr. Goodsell's emails. He reminded everyone to change the clocks this weekend for Daylight Savings time. He announced that Lake Park Elementary would be hosting their annual Field Day at Kelsey Park on March 11 and March 12, 2015.

Commissioner Flaherty welcomed Town Manager candidate Robert Kellogg for attending the Commission meeting.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 8:33 p.m.

_____
Mayor James DuBois

_____
Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2015

Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 4, 2015 **Agenda Item No.** 3

Agenda Title: AN APPLICATION BY RACETRAC PETROLEUM INC., FOR THE SPECIAL EXCEPTION USE AND SITE PLAN APPROVAL OF A GAS STATION WITH 5,928 SQUARE FOOT CONVENIENCE STORE.

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON __ READING
[X] RESOLUTION – PUBLIC HEARING/QUASI-JUDICIAL
[ ] OTHER

Approved by Town Manager Date: 2/20/15

Nadia Di Tommaso / Community Development Director
Name/Title

Originating Department: **Community Development**	Costs: **$ Required advertisement and certified mail** Funding Source: **Applicant ("RaceTrac Petroleum, Inc.")** Acct. # **4758** [X] Finance	**Attachments:** → **Staff Report** → **Resolution 01-03-15** → **Copy of Applications** → **Copy of Legal Ad and Certified Letter** → **Site Plan Package – *available in the drop box and in paper format in the Community Development Department.***
Advertised: Date: **01-18-2015** Paper: **Palm Beach Post** [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone__***ND – see notation in costs field*** or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

RaceTrac Petroleum, Inc. ("Applicant"), is proposing to develop a gas station with a 5,928 square foot convenience store within Tract B of the Congress Business Park Planned Unit Development (PUD) ("the Site"). The Site is currently owned by Congress Avenue Properties ("Owner"). The Applicant has a contract to purchase the Site from the Owner and has submitted Applications for a Site Plan and the Special Exception Use of a gasoline station.

The Site has a "Commercial/Light Industrial" future land use designation and is within the Congress Business Park PUD Zoning District. The Site has an underlying Commercial-2 Business District (C-2) zoning designation. The C-2 designation allows "gasoline and other motor fuel stations" as special exception uses.

Section 78-77(1)(g)(3) of town code states that the uses which are permitted within a PUD include those which are listed in the underlying zoning district. A gas station is listed as a special exception use in the C-2 underlying zoning district per Section 78-72 of the Town Code.

Both applications, the special exception use and the site plan, were reviewed pursuant to the town code criteria for special exception uses and requirements for site plan review and have met the town code criteria and requirements. The enclosed staff report includes a detailed description of the criterion and requirements.

The Planning & Zoning Board (P&Z) reviewed the applications at its February 2, 2015 meeting and provided a unanimous recommendation of approval on both the special exception use of a gas station with a 5,928 square foot convenience store and on the site plan application with all the conditions of approval proposed by staff along with additional conditions. These additional conditions are included in the staff report, but only condition ##19 has been inserted into the proposed Resolution because the Applicant is respectfully requesting that the Town Commission reconsider the additional, recommended (P&Z) conditions #20, #21 and #22 for the following reasons:

19. Blue stripe on canopy should not be LED.

Applicant response to added comment: ***We would respectfully request that the Town Commission reconsider this condition since the blue stripe is a translucent panel which covers the LEDs behind them, producing a very dim light without any glare.***

20. Gas Price LED letters shall be reduced to 20 inches in height.

Applicant response to added comment: ***We would respectfully request that the Town Commission reconsider this condition since height of the price numerals have not been reduced since the project is currently proposing signage that is significantly below what is allowed. The PUD allows for a 10 foot by 8 foot sign, but the project is only proposing 10' x 6'. The PUD allows for 32 square feet of pricing and the RaceTrac LED price numerals only account for 15.67 SF of pricing (half of what's allowed).***

21. Add an additional 2 feet of stone to the base of monument signs.

Applicant response to added comment: ***We would respectfully request that the Town Commission reconsider this condition since the project is proposing significantly less than the allowable signage, a compromise by adding 8-3/8 inches to the stone base was added.***

If the Town Commission is in favor of including these added conditions, they will need to be added to the proposed Resolution and recommended motion.

Recommended Motion: I MOVE TO APPROVE RESOLUTION 01-03-15 WITH THE CONDITIONS AS LISTED IN THE RESOLUTION.

Town of Lake Park Town Commission

Agenda Request Form Exhibit "B"

Meeting Date: March 4, 2015 **Agenda Item No.** 4

Agenda Title: AUTHORIZING THE MAYOR TO SIGN A FIRST AMENDMENT TO SITE LEASE WITH OPTION WITH R G TOWERS LLC FOR THE PLACEMENT OF A STEALTH TELECOMMUNICAITONS TOWER AT THE LAKE PARK HARBOR MARINA.

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON __ READING
[X] RESOLUTION
[ ] OTHER

Approved by Town Manager Written Town Manager **Date:** 2/26/15

Vivian Mendez – Town Clerk/Deputy Town Manager VM
Name/Title

Originating Department: **TOWN CLERK/DEPUTY TOWN MANAGER**	Costs: **$ 0** Funding Source: Acct. # [ ] Finance _____	**Attachments:** → **Resolution 0803-15 (First Amendment)** → **Applicant Request Letter and Modified Exhibits 'A' and 'B'** → **Resolution 10-04-14 already executed**
Advertised: Date: Paper: [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_ VM _ or Not applicable in this case _ ___ **Please initial one.**

Summary Explanation/Background:

On April 2, 2014, the Town Commission unanimously approved the Mayor to sign a Site Lease with Option Agreement with T-Mobile LLC for their interest in installing a 125 foot stealth tower on the grounds of the Lake Park Harbor Marina through Resolution 10-04-14. The general terms of this Lease include the following:

- ➔ T-Mobile is given two (2), 12 month option periods to determine if this site will be a successful location for the installation of a cell tower. They would pay the Town $2,950.00 for each 12-month period.

- ➔ If the locations works for T-Mobile, T-Mobile will be responsible for all costs associated with getting the cell tower approved through a separate public hearing process and with installing the cell tower if approved.

- ➔ The cell tower will be a "stealth" tower. It will be designed as a yard arm and will fit in with the motif of the Marina. All antennae will be internal to the tower. The ground space required as part of the original agreement measures 25 feet by 20 feet (total of 500 square feet). Visual depictions of how the stealth tower will look are attached as exhibits to the modified agreement.

- ➔ After the initial option period, monthly rental payments will be $2,950 ($35,400.00 in the first year, with an annual 3% escalator of the rental payments.

- ➔ The agreement will be for an initial 5 year term, with 5 renewals. If the rented period covers all 25 years, the annual rental payment in the 25th year would be approximately $93,500.00.

Since 2014, T-Mobile LLC has made their first annual option payment of $2,950 in order to enter into their due diligence phase. This initial due diligence phase has also allowed T-Mobile to revisit the site and realize they are in need of an additional 250 square feet of ground space (total of 750 square feet) in order to accommodate an additional co-locator on the tower in the future. In addition, they also assigned the ground space lease to R G Towers LLC. The existing Agreement provides T-Mobile with 500 square feet of ground space. The ground area is still being proposed on the south end of the retention area and does not propose to encroach onto this retention area. **Increasing the ground space for an additional co-locator is advantageous to the Town because of the Town Commission's very wise decision to require a 50% cost-sharing for all co-locators when this initial agreement was approved. This translates into increased revenue for the Town in the future if this modification is approved and the tower is ultimately constructed.**

A copy of the proposed Site Lease with Option Agreement with modified Exhibit "A" (Legal Descriptions) and modified Exhibit "B" (Location Maps) is enclosed with this agenda item. A representative from T-Mobile and R G Towers LLC (the new ground space leaseholder) will be in attendance at this meeting to answer any questions the Town Commission may have. **The actual cell tower will still require a separate review and approval of the Planning and Zoning Board and Town Commission through the code required telecommunication tower site plan (public hearing) approval process.**

Recommended Motion: I MOVE TO APPROVE RESOLUTION 08-03-15.

Exhibit "C"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 4, 2015 **Agenda Item No.** 5

Agenda Title: Selecting a Date for the Volunteer Recognition Reception.

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON FIRST READING
[X] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 2/24/2015
Interim Town Manager

Vivian Mendez – Town Clerk
Name/Title

Originating Department: **Town Clerk**	Costs: **$ To be determined** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Facility Rental schedule**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *VM* **Please initial one.**

Summary Explanation/Background: At the February 18, 2015 Regular Commission meeting, the Commission was provided with a few dates in the month of April to hold a volunteer recognition reception to be hosted at the Artist of Palm Beach County Art on Park Gallery. The proposed dates in April conflicted with the Commissioners' schedules, so staff was directed to speak with the Artist of Palm Beach County Vice-President John Palozzi to select additional date options in the month of May. Mr. Palozzi advised that the following dates in May are available:

Friday, May 1, 2015 Friday, May 8, 2015 Friday, May 15, 2015

The Commission offered to make a donation for the use of the facilities for this event. To determine the donation amount, the Commission requested the facility rental fee for the Mirror Ballroom (see attached) to use as a guide in determining the donation amount.

Recommended Motion: I move to select the date of _____ 2015 for the Volunteer Recognition Reception and the amount of _____ to be given as a donation to the Artists of Palm Beach County.

535 Park Avenue, Lake Park, FL 33403
PH: (561) 881-3300 | FAX: (561) 881-3314
EMAIL: information@lakeparkflorida.gov
Hours of Operation: 8:30 a.m.-5:00 p.m.

Facility Rental

NOTE:

ALL RENTAL INQUIRES ARE TO BE DIRECTED TO: 561-881-3300

RENTALS ARE SECURED BY APPOINTMENT ONLY.

Town Hall, 3rd Floor Reception
535 Park Avenue
Lake Park, FL 33403

The Town of Lake Park has six facilities available for rental. Click Here to download the Facilities Rental Policies Handbook.

GENERAL RENTAL FEES

Mirror Ballroom - Historic Town Hall
Maximum Capacity: 100 guests

Rental Fee:Resident:$70/hr* + $30/hr staff fee = $100/hr
Non-Resident: $100/hr* + $30/hr staff fee = $130/hr
Set-up/Breakdown Fee:$30/hr*+$30/hr staff fee=$60/hr
Plus 6% Tax

Deposit: $250 Non-refundable if cancelled.

Chairs and tables are included.

Lake Shore Park Indoor Pavilion Rental

Maximum Capacity: 40 guests

Resident Fee: $60/hr* + $30/hr staff fee = $90/hr
Non-Resident Fee: $90/hr* + $30/hr staff fee = $120/hr
Set-up/Breakdown Fee $30/hr* + $30/hr staff fee - $60/hr

Plus 6% Tax

Deposit: $200 Non-refundable if cancelled.

Optional Parking Passes available for an additional fee.

Chairs and tables are included.

Kelsey Park Blakely Commons Gazebo Rental

(Ceremonies only)
Resident Fee: $45/hr Plus 6%Tax

Newsletter Signup

Email: *

Signup

Parks and Recreation

Facility Rental
Recreational Activities
Summer Camp

Picture Gallery

Rental Facilities
View all images

Departments

Town Manager
Mayor & Commissioners
Finance Department
Town Clerk/
Community Development Corporation
Community Redevelopment Agency
Lake Park Library
Human Resources
Information Technology

Town of Lake Park Town Commission

Exhibit "D"

Agenda Request Form

Meeting Date: March 4, 2015 **Agenda Item No.** 6

Agenda Title: Waiving of Parking/Meter Fees for the Easter Egg Hunt on April 4, 2015 and Closing the Curb Lane to be used for Parking on Park Avenue

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[X] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 2/25/2015
Interim Town Mgr.

Kathleen Carroll Walters, Recreation Manager
Vivian Mendez, Town Clerk/Deputy Town Manager
Name/Title

Originating Department: **Parks & Recreation Department**	Costs: **$ 500.00** Funding Source: **Promotional** Acct. # **600-48056** **[X] Finance** BKR	**Attachments:** • **Easter Egg Hunt Flyer**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case **KCW** **Please initial one.**

Summary Explanation/Background:
The Easter Egg Hunt is an annual Town event held in Kelsey Park. Town sponsored community events usually have all parking meter fees waived around the park. Staff is recommending that all parking meter fees be waived around Kelsey and Lake Shore Parks from 8:00 a.m. to 1:00 p.m. on Saturday, April 4, 2015. Staff is also requesting that the curb lanes on Park Avenue be blocked to serve as additional parking from 8:00 a.m. to 1:00 p.m.

Recommended Motion:
I move to waive parking/meter fees for the Easter Egg Hunt on April 4, 2015 from 8 a.m. to 1 p.m. and to block the curb lanes on Park Avenue to serve as additional parking.

OUR BIGGEST EVER!

EASTER EGG HUNT

WITH OVER 5,000 EGGS!

SATURDAY, APRIL 4TH
9:00 A.M.—11:00 A.M.
KELSEY PARK
(Corner of U.S. 1 and Foresteria Drive)

The Easter Bunny with be hopping by to join us
so don't forget your cameras for
Pictures with the Easter Bunny!
Children, don't forget to bring your Easter Baskets!

Ages: 2—10 yrs with **PRIZES** for each category!

GAMES, CRAFTS AND ACTIVITIES FOR THE CHILDREN!

There will be refreshments available for sale!

KIWANIS INTERNATIONAL

Lake Park Baptist School
Strong Roots ❖ New Growth

BRIDGES at LAKE PARK
Connecting Families, Strengthening Communities

TOWN OF LAKE PARK, FLORIDA

Town of Lake Park
Parks & Recreation Department ~ 561-881-3338

Town of Lake Park Town Commission

Agenda Request Form Exhibit "E"

Meeting Date: March 4, 2015 **Agenda Item No.** 7

Agenda Title: Update on the Town Manager Selection Process

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[x] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager Carla McKibben Interim Town Manager **Date:** 2/25/2015

_____
Name/Title

Originating Department: **Town Manager**	**Costs: $ -0-** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **None**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or **Not applicable in this case: BMT** **Please initial one.**

Summary Explanation/Background:

At the February 18, 2015 meeting, the following five finalists were chosen by the Commission for the position of Town Manager:

- Lyndon L. Bonner, of Flagler Beach, Florida
- John O. D'Agostino, of Mansfield, Massachusetts
- James D. Drumm, of Zephyrhills, Florida
- Gregory L. Dunham, of Kenly, North Carolina
- Robert Kellogg, of Palm City, Florida

The above finalists were contacted by staff immediately following the February 18, 2015 meeting to advise them of their selection as finalists.

Staff has commenced the full criminal background checks, degree verifications, credit checks, media checks, litigation checks, and telephone reference checks on the above finalists. Pursuant to the verbal report provided by staff at the February 18, 2015 meeting, staff will report on the outcome of such actions at the March 18, 2015 Commission meeting.

Recommended Motion: There is no action requested at this time as the purpose of this agenda item is an update only.

TAB 2

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 18, 2015 **Agenda Item No.** 2

Agenda Title: Resolution to Amend the Town of Lake Park Uniform Classification System to Revise the Job Descriptions for the Positions of Camp Counselor, Event Assistant and Recreation Bus Driver

[ ] SPECIAL PRESENTATION/REPORTS **[x] CONSENT AGENDA**
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[ ] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager Date: 3/2/2015

Name/Title

Originating Department: **Human Resources**	**Costs: $ -0-** Funding Source: Acct. # [ ] Finance _____	**Attachments: Resolution; Revised Camp Counselor Job Description in Redline Format and Current Job Description; Revised Event Assistant Job Description in Redline Format and Current Job Description; and, Revised Recreation Bus Driver Job Description in Redline Format and Current Job Description**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or **Not applicable in this case BMT** **Please initial one.**

Summary Explanation/Background:

Currently, three job descriptions exist in the Town of Lake Park Uniform Classification System respectively entitled Camp Counselor, Event Assistant and Recreation Bus Driver. At its August 20, 2014 meeting the Town Commission changed the position title of Recreation Director to Recreation Manager.

The purpose of this action is to revise the Camp Counselor, Event Assistant and Recreation Bus Driver job descriptions to reflect that these three positions answer to the Recreation Manager. Copies of the revised job descriptions are attached in redline format, as well as the current job descriptions for ease of reference.

There will be no additional financial burden placed on the budget of the Town as a result of this action.

Recommended Motion: **I move to adopt Resolution** 09-03-15 .

RESOLUTION 09-03-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTIONS FOR THE POSITIONS OF CAMP COUNSELOR, EVENT ASSISTANT AND RECREATION BUS DRIVER; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Uniform Classification System of the Town of Lake Park is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Uniform Classification System is amended to revise the job descriptions for the positions of Camp Counselor, Event Assistant and Recreation Bus Driver. Copies of the revised job descriptions are attached hereto as Exhibit A, Exhibit B and Exhibit C respectively.

Section 3. This Resolution shall become effective immediately upon adoption.

EXHIBIT A

CAMP COUNSELOR

JOP CODE: 181
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the ~~Recreation Director~~Recreation Manager, responsible for leading, directing and assisting youth enrolled in summer camp group activities, educational programs, arts and crafts, team sports, off- site field trips including beach, pool, water park and splash pad activities, games and special events. Serves as a positive role model for campers and ensures a safe, diverse and fun environment for youth in a day camp setting. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Camp Counselor position.

- Assist Recreation Department staff in the supervision of campers during all summer camp activities pursuant to the summer camp counselor guidelines.
- Assist Recreation Department staff in enforcing summer camp safety rules and carrying out established procedures for ensuring the health and safety of summer camp participants
- Guide individual campers in participating successfully in all aspects of summer camp activities
- Assume responsibility for coordinating workshops, hikes or other special activities as assigned
- Assist Recreation Department staff in leading activities as assigned
- Assist in maintaining good public relations with campers' parents or guardians
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED or be enrolled in an accredited high school or GED program. One year of experience as a recreation volunteer preferred. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp. Must be able to swim and be able to work a varied work schedule, including some weekends and holidays, during the period of June 1st through August 1st of each year.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation of vehicles, office, computer keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

CAMP COUNSELOR

JOP CODE: 181
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for leading, directing and assisting youth enrolled in summer camp group activities, educational programs, arts and crafts, team sports, off- site field trips including beach, pool, water park and splash pad activities, games and special events. Serves as a positive role model for campers and ensures a safe, diverse and fun environment for youth in a day camp setting. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Camp Counselor position.

- Assist Recreation Department staff in the supervision of campers during all summer camp activities pursuant to the summer camp counselor guidelines.
- Assist Recreation Department staff in enforcing summer camp safety rules and carrying out established procedures for ensuring the health and safety of summer camp participants
- Guide individual campers in participating successfully in all aspects of summer camp activities
- Assume responsibility for coordinating workshops, hikes or other special activities as assigned
- Assist Recreation Department staff in leading activities as assigned
- Assist in maintaining good public relations with campers' parents or guardians
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED or be enrolled in an accredited high school or GED program. One year of experience as a recreation volunteer preferred. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp. Must be able to swim and be able to work a varied work schedule, including some weekends and holidays, during the period of June 1st through August 1st of each year.

Approved on 5/15/2013
pursuant to
Resolution 10-05-13

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation of vehicles, office, computer keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

EXHIBIT B

EVENT ASSISTANT

JOB CODE: 183
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the ~~Recreation Director~~Recreation Manager, attends events for which Town facilities have been rented and serves as the on-site resource person and provides assistance to the event organizer, patrons and visitors. Also, attends special Town-sponsored events and assists the Town's Event Coordinator before, during and following such events by setting up and breaking down event banners, tables and chairs. Performs other duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Event Assistant position.

Facility Rental Duties:

- Assists the Town's Chief Information Technology Officer in setting up audio/visual equipment as neededOpens the rental facility as necessary for the event organizer and acts as the Town's representative in assisting the event organizer with requests as needed during the event
- Ensures that the facility rental policies, safety standards and sanitation requirements are adhered to during and following each event, including general clean-up by the event organizer
- Inspects and closes the facility and ensures that the facility is emptied of all visitors and secured.
- Following the event, cleans floors and removes sanitation receptacles. Stocks, monitors and cleans restroom facilities
- Responsible for the return of all Town keys assigned for facility rental use
- Responsible for immediately reporting to the ~~Recreation Director~~Recreation Manager any damage resulting to a Town facility resulting from the rental
- Is available on an "on-call" status for Pavilion facility rentals as assigned.

Special Event Duties:

Assists the Town Event Coordinator by performing the following duties:

- Installs banners, tents, tables and chairs
- Assists with street closures and the erection of barricades
- Accommodates the needs of event vendors, artists and performers
- Provides customer service to event vendors, artists, performers and patrons
- Ensures that the event area is clean of debris
- Removes banners, tents, tables and chairs at the close of each event
- Responsible for immediately reporting to the Town's Event Coordinator any damage resulting to a Town facility resulting from the event

REQUIREMENTS:

A. Education and Experience:

High School Diploma or GED required. Must possess a valid Florida Drivers License and be able to work a varied work schedule including some evenings, weekends and holidays.

B. Knowledge, Skills and Abilities:

- Excellent customer service and customer relations skills
- Ability to follow verbal and written communications
- Ability to communicate with the public and co-workers in a courteous manner
- Ability to work independently and carry out tasks within assigned areas of responsibility
- Must have an eye for detail and the ability to coordinate and work well with the logistics of an event

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

EVENT ASSISTANT

JOB CODE: 183
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, attends events for which Town facilities have been rented and serves as the on-site resource person and provides assistance to the event organizer, patrons and visitors. Also, attends special Town-sponsored events and assists the Town's Event Coordinator before, during and following such events by setting up and breaking down event banners, tables and chairs. Performs other duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Event Assistant position.

Facility Rental Duties:

- Assists the Town's Chief Information Technology Officer in setting up audio/visual equipment as neededOpens the rental facility as necessary for the event organizer and acts as the Town's representative in assisting the event organizer with requests as needed during the event
- Ensures that the facility rental policies, safety standards and sanitation requirements are adhered to during and following each event, including general clean-up by the event organizer
- Inspects and closes the facility and ensures that the facility is emptied of all visitors and secured.
- Following the event, cleans floors and removes sanitation receptacles. Stocks, monitors and cleans restroom facilities
- Responsible for the return of all Town keys assigned for facility rental use
- Responsible for immediately reporting to the Recreation Director any damage resulting to a Town facility resulting from the rental
- Is available on an "on-call" status for Pavilion facility rentals as assigned.

Approved pursuant to Resolution #01-01-12 on 1/4/12.

Special Event Duties:

Assists the Town Event Coordinator by performing the following duties:

- Installs banners, tents, tables and chairs
- Assists with street closures and the erection of barricades
- Accommodates the needs of event vendors, artists and performers
- Provides customer service to event vendors, artists, performers and patrons
- Ensures that the event area is clean of debris
- Removes banners, tents, tables and chairs at the close of each event
- Responsible for immediately reporting to the Town's Event Coordinator any damage resulting to a Town facility resulting from the event

REQUIREMENTS:

A. Education and Experience:

High School Diploma or GED required. Must possess a valid Florida Drivers License and be able to work a varied work schedule including some evenings, weekends and holidays.

B. Knowledge, Skills and Abilities:

- Excellent customer service and customer relations skills
- Ability to follow verbal and written communications
- Ability to communicate with the public and co-workers in a courteous manner
- Ability to work independently and carry out tasks within assigned areas of responsibility
- Must have an eye for detail and the ability to coordinate and work well with the logistics of an event

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

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EXHIBIT C

RECREATION BUS DRIVER

JOB CODE: 182
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the ~~Recreation Director~~Recreation Manager, responsible for driving the Town bus during summer camp and Town sponsored events and bus trips. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Recreation Bus Driver position.

- Operate the Town bus during the Town of Lake Park summer camp program, for Town sponsored events and bus trips
- Will adhere to the summer camp counselor guidelines when working with summer camp children
- Check the operating condition of the Town bus before commencing on each trip
- Immediately report any defects to the ~~Recreation Director~~Recreation Manager
- Ensure that transported children observe all regulations prescribed by the Town of Lake Park and the State of Florida
- Maintain orderly conduct on the bus and ensure that children adhere to safety practices and procedures
- Keep the interior of the bus clean and neat
- Serve as a positive role model and refrain from using harsh or derogatory language when speaking to children and adults
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED, plus valid Florida CDL Class C Drivers License. Must present a certified driving record acceptable to the Town. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp, and be able to work a varied work schedule, including some weekends and holidays.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight, and the operation of vehicles or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

RECREATION BUS DRIVER

JOB CODE: 182
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for driving the Town bus during summer camp and Town sponsored events and bus trips. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Recreation Bus Driver position.

- Operate the Town bus during the Town of Lake Park summer camp program, for Town sponsored events and bus trips
- Will adhere to the summer camp counselor guidelines when working with summer camp children
- Check the operating condition of the Town bus before commencing on each trip
- Immediately report any defects to the Recreation Director
- Ensure that transported children observe all regulations prescribed by the Town of Lake Park and the State of Florida
- Maintain orderly conduct on the bus and ensure that children adhere to safety practices and procedures
- Keep the interior of the bus clean and neat
- Serve as a positive role model and refrain from using harsh or derogatory language when speaking to children and adults
- Perform other duties as assigned

Approved on
5/15/2013 pursuant to
Resolution 10-05-13

REQUIREMENTS:

Graduation from an accredited high school or GED, plus valid Florida CDL Class C Drivers License. Must present a certified driving record acceptable to the Town. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp, and be able to work a varied work schedule, including some weekends and holidays.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight, and the operation of vehicles or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

TAB 3

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 18, 2015 **Agenda Item No.** 3

Agenda Title: Acceptance of the Fiscal Year 2014 Annual Report for the Community Redevelopment Agency

[ ] SPECIAL PRESENTATION/REPORTS **[x] CONSENT AGENDA**
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[ ] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager Interim Town Manager **Date:** 3/5/2015

Name/Title

Originating Department: **Interim Town Manager**	**Costs: $ -0-** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Fiscal Year 2014 Community Redevelopment Agency Annual Report**
Advertised: Date: _____ Paper: _____ **[x] Ad will be published following acceptance by the Town Commission**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

At the Special Call Community Redevelopment Agency (CRA) meeting held on March 4, 2015, the CRA Board accepted the Fiscal Year 2014 Annual Report and instructed the CRA Interim Executive Director to forward the same to the Town Commission.

Recommended Motion: I move to accept the Fiscal Year 2014 Community Redevelopment Agency Annual Report.

ANNUAL REPORT FISCAL YEAR 2013/2014

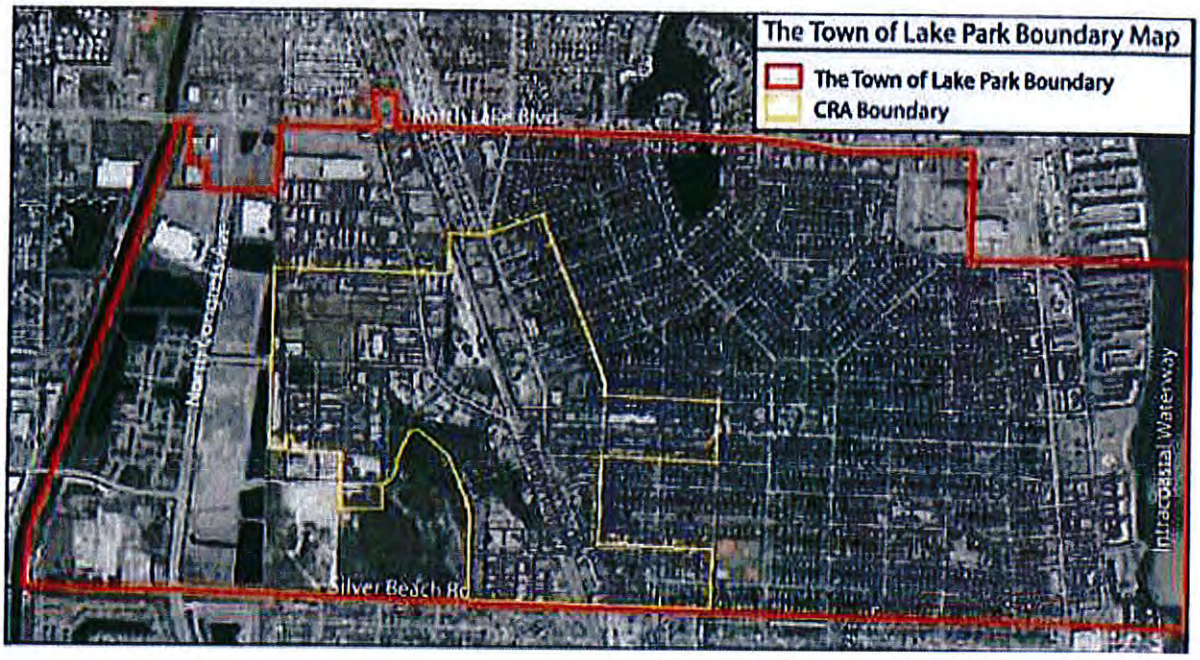
TOWN OF
LAKE PARK

COMMUNITY
REDEVELOPMENT
AGENCY

TOWN OF LAKE PARK, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY

ANNUAL REPORT FOR FISCAL YEAR 2013-2014

The Town of Lake Park, one of the earliest master-planned communities in South Florida still retains many of the characteristics of its original plan which was set out by Harry Seymour Kelsey back in 1919. Nearly 80 years later, in 1996, the Town of Lake Park Community Development Agency (CRA) was established. The original CRA plan identified a series of problems and needs, as well as some general opportunities for the designated area. Figure 1 is a map of the Lake Park CRA in context to the physical boundaries of the entire Town of Lake Park.



In January of 2010, the CRA adopted a revised Community Redevelopment Agency Plan in an effort to update the vision for the "downtown" and commercial/industrial areas of the Town. A number of priorities were established by the Plan, including:

- Spearheading a signature catalyst development that would anchor the intersection of Park Avenue and Tenth Street.
- Promoting and supporting the redevelopment of other parcels along Park Avenue.
- Promoting the arts and arts related uses and activities as the thematic focus of the downtown.
- Strengthening the connections to Northlake Boulevard, primarily along Tenth Street and Old Dixie Highway.
- The redevelopment of a number of substandard multi-family properties that are located throughout the CRA.
- An effort to build and diversity the Town's tax base within the commercial and industrial properties in the west portion of the CRA.

ACTIVITIES

During the 2013-2014 fiscal year, a number of activities were undertaken by the CRA. An outline of such activities is as follows:

October 2013

The first regular CRA Board meeting of the 2013-2014 fiscal year was held at which the Board took the following actions:

- Approval of the Special Call CRA Board meeting minutes of August 21, 2013
- Approval of continuing to hold CRA Board meetings on a quarterly basis and allowing for Special Call meetings from time to time when warranted by circumstances;
- Cancellation of the January 1, 2014 regular CRA Board meeting and allowing for a Special Call meeting on or near that date if warranted by circumstances; and
- Receipt and acceptance of the Executive Director's Report

Additionally, the contract purchasers of the building located at 801 Park Avenue within the CRA closed their deal with the bank during the second week of October.

March 2014

A Special Call CRA Board meeting was held. At that meeting, a variety of topics were handled:

- Receipt and acceptance of the Annual Report presented by the Executive Director
- Approval of the Special Call CRA Board meeting minutes of October 2, 2013; and
- Cancellation of the April 2, 2014 quarterly board meeting

July 2014

A Special Call CRA Board meeting was held. At that meeting, a variety of topics were handled:

- Adoption of the FY 2014-2015 annual operating budget of $520,293 pursuant to Resolution No. 19-07-14; and
- Receipt of the quarterly verbal report by the Executive Director

NEW BUSINESSES

During the 2013-2014 fiscal year, a number of new businesses were opened (and several name changes/changes of ownership/location changes occurred) within the CRA. These were as follows:

Business Name	Address	Type of Business	Reason for BTR
411 Tactical Inc.	1250 Old Dixie Highway	Office/Warehouse	New Business
A National Solar	804 Old Dixie Highway	Office	New Business

	Suite 6		
A Touch of Class Boutique	1001 W. Jasmine Drive Suite B	Retail Clothing	New Business
After Lease Auto Sales	1301 10th Street	Auto Sales	New Business
A-Plus Tax Services	928 Park Avenue	Professional Tax Office	New Business
Artists of Palm Beach County	800 Park Avenue	Art Gallery/Studio (non-profit)	New Business
Balil Caribbean Restaurant	940 Park Avenue Suite 107	Specialty Restaurant	New Business
C&M Auto, LLC	950 Old Dixie Highway Suite 2	Vehicle Sales & Repair	New Business
C&P Global Solutions	1250 Old Dixie Highway Suite 6	Office/Warehouse	New Business
Case & Keg Beer World, Inc. II	1233 Old Dixie Highway Suite 14	Office/Warehouse	New Business
Castle Deliver	132 Miller Way Suite 8	Storage Warehouse	New Business
Chefcorp, Inc.	935 Park Avenue	Bakery (Retail and Distribution)	New Business
Chrisstylz	1001 W. Jasmine Drive Suite B	Barbershop/ Beauty Shop	New Business
Compusentry, LLC	802 Old Dixie Highway Suite 2	Business Office	Additional Business
Crossfit PBA	850 13th Street Unit 16	Personal Services/Health	Name Change/Change of Owner

Custom Mechanical Inc.	202 Old Dixie Highway	Air Conditioning & Electrical Contractor	Location Transfer from 1414 10th Street
Designer Consigner, Inc.	505 10th Street	Retail Shop	New Business
Donnini Motor Cars	804 Old Dixie Highway Suite 7	Vehicle Sales	New Business
Excelsior Customs	801 15th Street Suite 1	Vehicle Repair Shop	New Business
Express Tax Service	1251 10th Street	Professional Office	Location Transfer from 1255 10th Street
Family Convenience Store	722 Park Avenue	Convenience Store	New Business
Frederico Lopes Auto & Truck Repair	1140 Watertower Road Suite 21-22	Auto Repair	New Business
Haiti Vision, Inc.	1251 10th Street	Office for Non-Profit	Location Transfer from 1255 10th Street
IDT Holdings, Inc.	802 Old Dixie Highway Suite 2	Business Office	Additional Business
J.L. Woodworks, LLC	210 Brant Road Bay 6	Woodworking	New Business
Jacky Love	525 10th Street Suite 513	Barber Shop	New Business
Justice Tax Service	700 Old Dixie Highway #208	Office for Tax Services	New Business
M&J Automotive	806 Old Dixie Highway Suite 7	Auto Repair	Location Transfer from 815 14th Street

Madra Mor Company	798 10th Street	Office	New Business
Master Automotive Center, Inc.	849 15th Street Unit 4	Vehicle Sales & Repair	New Business
Palm Beach Academy of Health & Beauty	1220-a 10th Street	Vocational Beauty School	Transfer of Ownership
Palm Beach Artisans	748 Park Avenue Suite F	Art Gallery/Interior Design Studio	New Business
Palm Beach Auto Direct Corporation	802 Old Dixie Highway Suite 7	Auto Sales	Location Transfer from 1332 Old Dixie Highway, Suite 32
Palm Beach Grill Cleaner	802 Old Dixie Highway Unit 6	Appliance Store	New Business
Palm Beach School of Dance	736 Park Avenue	Instructional Studio	New Business
Peak Power & MFG., Inc.	1210 Gateway Road Suite 3	Sales Office for Manufacturing Machinery	New Business
Sana's Sewing & Interior Decorating	1125 Old Dixie Highway Suite 4	Studio/Office for Interior Decorator	New Business
Sentinel Pool and Spa	133 Miller Way #B	Office/Warehouse	New Business
Servizio Ferrari	950 Old Dixie Highway Suite 8	Vehicle Repair	New Business
Shellco Construction Corporation	1300 Gateway Road	Office for Contractor	New Business
So Flo iRepair, Inc.	726 Park Avenue	Electronic Repair Shop	New Business
Tess, LLC	849 15th Street	Office/Warehouse	New Business

The Brewhouse Gallery	720 Park Avenue	Art Gallery Studio /Coffeehouse	New Business
Tom's Diesel Truck & Auto Shop, Inc.	825 15th Street Unit 6	Motor Vehicle Repair	New Business
Universal Technologies	1001 W. Jasmine Drive Unit E	Appliance Repair Shop	New Business
USA Grill & Patio, Inc.	1233 Old Dixie Highway Suite 14	Appliance Store	New Business
Yoi Auto	1140 Watertower Road Suite 1	Auto Repair	Name Change

Commerce District

Hometown District

Arts District

FINANCIALS

Balance Sheet*
As of September 30, 2014

Assets		
Cash & Equivalents	$	167,492
Accounts Receivable	$	14,962
Notes Receivable	$	83,124
Due from other funds		-
Total Assets	$	265,579
Liabilities		
Accounts Payable	$	-
Accrued Payroll		-
Due to other funds		454,095
Total Liabilities	$	454,095
Fund Balance		
Restricted	$	-
Unrestricted		(190,301)
Total Fund Balance	$	(190,301)
Total Liabilities & Fund Balance	$	263,794

Statement of Revenues, Expenditures and changes in Fund Balance*
For the Year Ending September 30, 2014

Revenue		
Taxes	$	154,465
Intergovernmental		287,535
Investment Earnings		1,909
Other		797
Total Revenue	$	444,706
Expenses		
Personnel Services	$	25,495
Operating Expenses		156,585
Grants		-
Debt Service		260,841
Total Expenses	$	442,921
Net change in Fund Balance	$	1,785
Fund Balance, beginning	$	(238,820)
Fund Balance, ending	$	(237,035)

* Unaudited

MEMBERS OF THE BOARD OF DIRECTORS

James DuBois	Chair
Kimberly Glas-Castro	Vice-Chair
Erin T. Flaherty	Board Member
Michael O'Rourke	Board Member
Kathleen Rapoza	Board Member
Christiane Francois	Board Member
Vacant	Board Member

STAFF OF THE CRA

Bambi McKibbon-Turner	Interim Executive Director
Thomas J. Baird, Esq.	Agency Attorney0010
Vivian Mendez, CMC	Agency Clerk

TOWN OF LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY

Town Hall ❖ 535 Park Avenue, Lake Park, FL 33403
561-881-3304 (Phone) ❖ 561-881-3314 (Fax) ❖ www.lakeparkcra.com

Ordinance on First Reading

TAB 4

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 18, 2015 **Agenda Item No.** 4

Agenda Title: ORDINANCE TO AMEND CHAPTER 10, ARTICLE IV – NOISE CONTROL.

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[X] PUBLIC HEARING ORDINANCE ON 1st READING
[ ] RESOLUTION
[ ] OTHER

Approved by Town Manager _____ **Date:** 3/10/2015
Interim Town Manager

Nadia Di Tommaso / Community Development Director ND
Name/Title

Originating Department: **Community Development**	Costs: **$ 0** Funding Source: Acct. # [ ] Finance _____	**Attachments:** → **Ordinance 01-2015**
Advertised: Date: ***N/A on 1st reading*** Paper: [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone__***ND*** or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

Over the past few months, the Town Commission discussed the existing noise Ordinance on several occasions and requested staff to review the existing regulations in an attempt to condense them. The Village of Wellington's noise Ordinance was offered up as a good example. Essentially, noise ordinances should be able to accomplish two goals:

(1) Effectively regulate noise within municipal boundaries so as to protect the public health, safety and general welfare of inhabited residential and commercial/light industrial property; and

(2) Ensure that these very regulations are enforceable.

In recently reviewing the Town's regulations, staff determined that while they are quite extensive, they actually accomplish the above two goals. The existing regulations do so by defining what a noise nuisance is, prohibiting it, and further providing for an additional dBA noise measurement enforcement method, while allowing for certain exemptions (for example, special events). However, it can be argued that the existing Ordinance includes TOO MUCH information that may lead to confusion. In an attempt to condense and essentially clean up the Ordinance, Wellington's noise Ordinance was used as a template.

The proposed Ordinance still includes two methods of noise enforceability through focusing strictly on inhabited residential and commercial/light industrial properties by providing two sections: "Specific Prohibitions" (generally enforceable by *plainly audible* noise) and "General Prohibitions" (enforceable by *dBA* levels). It also maintains an "Exemptions" section to safeguard those activities (for example, special events, emergency work, etc.) from temporary adherence to the noise Ordinance, whether it be from the *plainly audible* enforcement method, or the *dBA* enforcement method.

All the proposed changes are included in the enclosed Ordinance.

Recommended Motion: **I MOVE TO APPROVE ORDINANCE 01-2015 on 1st READING.**

ORDINANCE 01-2015

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 10, ARTICLE IV OF THE LAKE PARK CODE BY REPEALING SECTIONS 10-151 THROUGH 10-161 AND ADOPTING A NEW ARTICLE IV REGULATING NOISE IN THE TOWN; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida ("Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes.

WHEREAS, the Town Commission has previously adopted general provisions pertaining to noise control within the Town; and

WHEREAS, Town Commission has determined that there is a need to update and substantially revise the regulations in the Town which govern noise; and

WHEREAS, THE Town's Community Development Department has recommended to the Town Commission that Chapter 10, Article IV be repealed and a new Article IV regulating noise in the Town be adopted; and

WHEREAS, the Town Commission has determined that the amendments recommended by the Town's Community Development Department would further the public's health, safety and general welfare.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA.

Section 1. The whereas clauses are incorporated herein as true and correct and as legislative findings of the Town Commission.

Section 2. The provisions of Chapter 10, Article IV of the Town Code of Ordinances is hereby repealed in their entirety:

~~**Sec. 10-151. - Policy.**~~

~~In furtherance of the mandate of the people, as expressed in Article II, Section 7 of the Constitution of the State of Florida (Fla. Const. art. II, § 7), it shall be the policy of the town to conserve and protect its natural resources and scenic beauty and adequate provision shall be made by ordinance for the abatement of loud, excessive and unnecessary noise.~~

Sec. 10-152. - Acoustical terminology.

All acoustical terminology and all definitions thereof shall be that contained in ASA S1.1-1960, as amended, American Standard Acoustical Terminology of the American National Standards Institute (ANSI). Any tests for sound measurements shall be conducted pursuant to procedures and standards prescribed by ANSI or other nationally recognized standards.

Sec. 10-153. - Definitions.

For the purpose of this article, whenever any of the following words, terms or definitions are used herein they shall have the meanings respectively ascribed to them in this section except where the context requires otherwise:

Authorized emergency vehicle means vehicles of the county fire department (fire patrol), police vehicles and such ambulances and emergency vehicles of municipal departments, public service corporations operated by private corporations, and the department of transportation as are designated or authorized by the department or the chief of police of an incorporated city or any sheriff of any of the various counties.

A-weighted sound level means the sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dBA.

Decibel means a unit for measuring the intensity of a sound, the mathematical formula for which is expressed as the volume of a sound which is equal to ten times the logarithm of the ratio of the intensity of the sound to the intensity of a specified standard sound, abbreviated "dBA."

Emergency work means work made necessary to restore property to a safe condition following a natural disaster or public calamity; or work required to protect persons or property from imminent danger caused by hurricanes, tornados, floods or other natural disasters or public calamity; or work by private or public utilities when installing or restoring utility service.

Fixed source means a machine or device capable of creating a noise level at the property line upon which it is located, including but not limited to industrial and commercial process machinery and equipment, pumps, fans, air conditioning apparatus, refrigeration machines or pool heaters.

Fluctuating noise means a noise in which the loudness varies with time. This is expressed technically as a noise whose sound pressure level varies significantly and exceeds the ambient noise level.

Holidays means New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas.

Impulsive noise means a very short duration noise. An impulsive noise is a noise characterized by brief exertions of sound pressure which significantly exceed the ambient sound pressure.

Motorcycle means any motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor.

Motor-driven cycle means any motorcycle, and any motor scooter with a motor which produces not to exceed five-brake horsepower, including every bicycle with a motor attached.

Motor vehicle means any vehicle which is self-propelled.

• Noise disturbance means any sound which:

(1)

Endangers or injures the safety or health of humans or personal or real property;

(2)

Exceeds any dBA limit established pursuant to this article;

(3)

Is loud and raucous;

(4)

Tends to annoy a substantial number of persons in the community; or

(5)

Is plainly audible and causes or tends to cause an adverse psychological or physiological effect on human beings.

Noise sensitive zone means any area within the town, designated by the town as such, for the purpose of ensuring quiet.

Period of observation means the time interval during which acoustical data and facts are obtained. All periods of observation made hereunder shall be determined with regard to the character of the noise being measured, and the particular instrument used to make the measurement, and shall be made in accordance with the standards contained in ANSI S1.13-1971 as amended on the American National Standards Institute or its updated version.

Sound means a temporal and spatial oscillation in pressure, or other physical quantity in a medium with internal forces causing compression and rarefaction of that medium, and propagating at finite speed to distant points.

Sound pressure level means the sound pressure level, in decibels, of a sound 20 times the logarithm to the base ten of the ratio of the pressure of the sound to the reference sound pressure. The reference is 0.0002 μbar. The sound pressure level may be evaluated using FLAT, A, B or C scales as defined by the American National Standards Institute and shall be labeled dB, dBA, dBB or dBC, respectively. The A-weighted sound pressure level measured with fast response on an instrument meeting American National Standards Institute specifications or its successor bodies, except that only the A-weighting and fast dynamic response need be provided, shall be called the "sound level."

Steady noise means a nonfluctuating noise or a noise the level of which remains essentially constant during the period of observation.

Zoning district means any of the several designated categories in the zoning code of the town (chapter 78).

Sec. 10-154. - Noise disturbance prohibited.

No person shall make, continue or cause to be made or continued any noise disturbance as defined herein.

Sec. 10-155. - Maximum permissible sound levels by receiving land use.

No person shall operate or cause to be operated any source of sound in such manner as to create a sound level which exceeds the limits set forth for the receiving land use district in Table 1, for more than 50 percent of any period of observation which shall not be less than ten minutes, when measured at the boundary of the receiving land use and as a result of a source of sound being located on some other property.

TABLE 1

Sound Levels by Receiving Land Use

Receiving Land Use	Time	Sound Level Limit dBA
Conservation	6:00 a.m. – 7:00 p.m.	55
	7:00 p.m. – 6:00 a.m.	50
Residential	7:00 a.m. – 10:00 p.m.	55
	10:00 p.m. – 7:00 a.m.	50
Commercial/Residential and Downtown	7:00 a.m. – 10:00 p.m.	55
	10:00 p.m. – 7:00 a.m.	50
Commercial	At all times	60
Commercial/Light Industrial	At all times	65
Public Buildings/Grounds and Other Public Facilities	7:00 a.m. – 10:00 p.m.	60
Recreation and Open Space	10:00 p.m. – 7:00 a.m.	55

Sec. 10-156. - Noise sensitive zones.

It shall be unlawful to create any noise disturbance on any street or any adjacent area within 500 feet of any hospital or within 500 feet of any school, institution of learning, public park, church or courtroom in the town during the period of use thereof, where such noise causes interference with the workings of such facility or disturbs or annoys the persons using such facility. There shall be no conviction for violation of this provision, however, unless signs bearing an appropriate warning legend are posted and displayed in a conspicuous manner on the streets approaching facilities.

Sec. 10-157. - Specific prohibitions.

The following specific acts, and the causing thereof, are declared to be in violation of this article notwithstanding the noise levels set forth in Section 10-155:

(1)

Radios, television sets, musical instruments and similar devices. Operating, playing or permitting the operation or playing of any radio, television, phonograph, drum, musical instrument, sound amplifier, compact disc or similar device which produces, reproduces or amplifies sound:

a.

Between the hours of 7:00 p.m. and 7:00 a.m. the following day in such a manner as to create a noise disturbance across a real property boundary or within a noise sensitive zone (except for activities open to the public and for which a permit has been issued by the town);

b.

In such a manner as to create a noise disturbance at 50 feet from such device, when operated in or on a motor vehicle on public right-of-way or public space, or in a boat on public waters;

c.

In such a manner as to create a noise disturbance to any person other than the operator of a device, when operated by any passenger on a common carrier; or

d.

In such a manner or at such a level that would disturb or annoy a substantial number of persons in the community within any residentially zoned area of the town at any time.

(2)

Loudspeaker/public address systems.

a.

Using or operating for any noncommercial purpose any loudspeaker, public address system or similar device between the hours of 8:00 p.m. and 7:00 a.m. the following day, such that the sound therefrom creates a noise disturbance across a residential real property boundary or within a noise sensitive zone; or

b.

Using or operating for any commercial purpose any loudspeaker, public address system or similar device for the purpose of commercial advertising or attracting the attention of the public to any building or structure.

(3)

Street sales. Offering for sale or selling anything by shouting or outcry within any residential or commercial area of the town, except by permit issued by the town.

(4)

Animals and birds. Owning, possessing or harboring any animal or bird which frequently or for continued duration howls, barks, meows, squawks or makes other sounds which create a noise disturbance across a residential real property boundary or within a noise sensitive zone.

(5)

Loading and unloading. Loading, unloading, opening, closing or other handling of boxes, crates, containers, building materials, garbage cans or similar objects between the hours of 7:00 p.m. and 7:00 a.m. the following day in such a manner as to cause a noise disturbance across a residential real property boundary or within a noise sensitive zone. Any properties lying west of Old Dixie Highway in the commercial districts shall be exempt from the hours of the provision above.

(6)

Vehicle or motorboat repairs and testing. Repairing, rebuilding, modifying or testing any motor vehicle, motorcycle or motorboat in such a manner as to cause a noise disturbance across a residential real property boundary or within a noise sensitive zone.

(7)

Explosives, firearms and similar devices. The use or firing of explosives, firearms or similar devices which create impulsive noise so as to cause a noise disturbance across a real property boundary or on a public space or right-of-way without first obtaining a permit issued by the town.

(8)

Powered model vehicles. Operating or permitting the operation of powered model vehicles so as to create a noise disturbance across a residential real property boundary in a public space or within a noise sensitive zone between the hours of 7:00 p.m. and 7:00 a.m. the following day. Maximum sound levels in a public space during the permitted period of operation shall conform to those set for residential land use in section 10-155 and shall be measured at a distance of four feet from any point on the path of the vehicle. Maximum sound levels for residential property and noise sensitive zones, during the permitted period of operation, shall be governed by sections sections 10-155 and 10-156, respectively.

(9)

Domestic power tools. Operating or permitting the operation of any mechanically powered saw, sander, drill, grinder, lawn or garden tool, or similar device used outdoors in residential areas between the hours of 7:00 p.m. and 7:00 a.m. the following day so as to cause a noise disturbance across a residential real property boundary.

(10)

Engines, generators, pumps, motors and other machinery. Operating or permitting the operation of any engines, generators, pumps, motors or other machinery, including air conditioning and air-handling equipment, so as to cause a noise disturbance at any time.

(11)

Vehicle defect or condition of load. It shall be unlawful for any person to operate a motor vehicle or motor-propelled boat so out of repair or defective, or under any condition of load, acceleration or deceleration so as to create a noise disturbance, including but not limited to grating, grinding, rattling or explosive noise.

(12)

Noise from buildings or premises. No person who owns, leases or controls any building or premises shall use the same for any business, employment, residential use, or for any purpose of pleasure or recreation, where such use shall cause a noise disturbance across a real property boundary or within a noise sensitive zone.

(13)

Construction. It shall be unlawful for any person to do, perform or engage in any construction work, building, excavating, hoisting, grading, pile driving, pneumatic hammering, demolition, dredging, building alteration or repair work of any nature to any building or structure or upon any site for the same in the town without a permit issued by the town:

a.

Between the hours of 7:00 p.m. and 7:00 a.m. the following day, and at all times on Sundays and holidays, such that the sound therefrom creates a noise disturbance or exceeds 50 dBA at a real property boundary;

b.

At any other time such that the sound level at a real property boundary creates a noise disturbance or exceeds 80 dBA for the daily period of operation.

This section shall not apply to the use of domestic power tools as described in subsection (9) of this section.

(14)

Lawn maintenance devices. It shall be unlawful to operate lawnmowers, edgers, trimmers and power-driven hedge shears in the town between the hours of 9:00 p.m. and 7:00 a.m. the following day.

(15)

Idling vehicles. It shall be unlawful for any person to operate any motor of a motor vehicle of a weight in excess of 8,000 pounds for a consecutive period of time longer than two minutes while such vehicle is standing on private property and located within a 150 feet of property zoned and used for residential purposes, except where such vehicles are standing within a completely enclosed structure. Emergency vehicles and public transportation vehicles shall be exempt from this provision of this article. Delivery vehicles shall be exempt when such a motor is an integral component of the delivery process in question.

(16)

Mufflers. No person shall modify or change the exhaust muffler, intake muffler or any other noise-abatement device of a motor vehicle in a manner such that the noise emitted by the motor vehicle is increased above that emitted by the vehicle as originally manufactured.

(17)

Boats. No person shall operate any engine-powered pleasure vessel, engine-powered craft or motorboat on any body of water, lake, canal or waterway being within the town which creates a noise disturbance or emits frequent or long-continued noise that exceeds 90 dBA from a distance of 50 feet.

(18)

Motorcycles, trailbikes, minibikes, scooters. It shall be unlawful and declared a public nuisance to use or operate any motorcycle, trailbike, minibike, scooter or vehicle, as defined in F.S. § 316.003, which creates a noise disturbance or emits frequent or long-continued noise that exceeds 75 dBA from a distance of 50 feet. Exemption: This section shall not apply to those vehicles regulated by state statute.

(19)

Motor vehicle horns and signaling devices. Sounding any horn or other signaling device on or in any motor vehicle on any public right-of-way or public space, except as a warning of danger.

(20)

Refuse collection vehicle. No person shall collect refuse with a refuse collection vehicle between the hours of 7:00 p.m. and 6:00 a.m. of the following day in a residential area or noise sensitive zone; nor shall such vehicle be operated in any other area which violates the provisions of section 10-155 between the hours of 7:00 p.m. and 6:00 a.m. the following day.

(21)

Motor vehicles operating on a public right-of-way. Motor vehicles on a public right-of-way are regulated as set forth in the Florida Motor Vehicle Noise Prevention and Control Act of 1974, as set forth in F.S. §§ 316.272, 316.293 and 403.415.

(22)

Air conditioning or air-handling equipment. Operating or permitting the operation of any air conditioning or air-handling equipment in a residential area which creates a noise disturbance, but excluding cooling towers.

Sec. 10-158. - Exemptions from permissible sound levels.

The provisions of section 10-155 shall not apply at any time to:

(1) Routine maintenance of public service utilities.

(2) Noise generated for the purpose of alerting persons to the existence of an emergency or noise generated in the performance of emergency work.

~~**Sec. 10-159. - Noise measurement procedure.**~~

~~For the purpose of determining and classifying any noise as a noise disturbance which is hereby declared to be unlawful and prohibited by this article, the requirements and provisions in section 10-155 may be applied; provided, however, a violation of this article may occur without the occasion of the measurements being made as therein provided.~~

~~**Sec. 10-160. - Procedure for motor vehicle noise.**~~

~~The procedure for enforcing operating motor vehicle noise standards shall be as established in F.S. § 316.293, and applicable rules and regulations of the state department of environmental protection with the cooperation of the state department of highway safety and motor vehicles.~~

~~**Sec. 10-161. - Exemptions.**~~

~~The following are exempt from the provisions of this article except the operation of motor vehicles under F.S. § 316.293, which specifically exempts certain vehicles:~~

~~(1)~~

~~All public parks, schools, playgrounds, and recreation areas specifically designated for such activity in performance of that activity.~~

~~(2)~~

~~Any public performance being conducted in accordance with the provisions of a special permit issued by the town.~~

~~(3)~~

~~All equipment tests required by law.~~

~~(4)~~

~~All procedures or processes required by law.~~

Section 3. There is hereby adopted a new Article IV of Chapter 10 of the Town's Code of Ordinances, as follows:

Section 10-151. – Policy.

It shall be the policy of the Town to provide for the peaceful enjoyment of the properties, businesses, and residences of the Town by adopting appropriate regulations to regulate noise throughout the Town in order to promote the public health, safety and general welfare of the public.

Section 10-152. – Applicability

This article shall apply to all property within the Town of Lake Park.

Section 10-153. – General Prohibitions - Maximum permissible sound level by receiving land use.

No person shall operate or cause to be operated any source of sound in such manner as to create a sound level which exceeds the limits set forth for the receiving land use districts set forth in Table 1, for inhabited residential and commercial/light industrial land, for more than ten percent of any period of observation which shall not be less than ten minutes, when measured at or within the boundary of the receiving land use complainant as a result of noise emanating from a source of sound being located on another property. For the purpose of this section, inhabited shall mean regularly occupied by one or more persons residing upon or conducting a business at a property. Sound level measurement shall be made with a Type 2 or equivalent sound level meter using the A-weighting scale in accordance with the standards of the American National Standards Institute (ANSI). All measurements shall be made with a sound meter at or within the boundary of the property of another inhabited property.

TABLE 1

Sound Levels by Receiving Land Use

Receiving Land Use	Time	Sound Level Limit dBA
Residential (exception: Fixed mechanical equipment – anytime 60 dBA	7:00 a.m. – 10:00 p.m.	55
	10:00 p.m. – 7:00 a.m.	50
Commercial/Light Industrial	At all times	70

Section 154. – Specific prohibitions.

The following specific acts, and causing thereof, shall be prohibited.

(1) *Horns, signaling devices.* The sounding of any horn or audible signal device of any motor vehicle, boat, train, engine, machine or stationary boiler of any kind except as required by law or as a warning.

(2) *Public streets and parks.* The operating or playing of any radio, television, phonograph, musical instrument or similar device on the public rights-of-way or in public parks in a manner as to be plainly audible at a distance of 100 feet from the sound source at any time.

(3) *Loud speakers and sound amplifiers.* The using or operating of any loud speaker, loud speaker system, sound amplifier, radio, television, phonograph, musical instrument or other similar device within or adjacent to inhabited residential land such that the sound therefrom is plainly audible across the property line of another inhabited property at any time. This section shall not apply to any special events, such as parades, festivals or sporting events, but shall apply to lounges, restaurants, or nightclubs.

(4) *Street sales advertising.* The use or operation of any loudspeaker, sound amplifier or musical instrument which produces or reproduces sound which is cast or emitted upon the public streets and sidewalks for the purpose of commercial advertising or for attracting the attention of the public to any particular building, structure or place when such sound that is emitted is plainly audible from another inhabited property.

(5) *Machinery and construction work.* The operation of any machinery, demolition equipment, construction equipment, excavating equipment, power tools, equipment of semi-mechanical devices or undertaking construction work which emits sound across the line of another inhabited residential property between the hours of 10:00 p.m. and 7:00 a.m., Monday through Saturday. All major construction work, including grading and site preparation, assembly, erection, substantial repair, alteration or demolition of a building or structure is prohibited anytime on Sunday. This shall not prohibit individuals from performing home repair or maintenance, between the hours of 9:00 a.m. and 6:00 p.m. on Sunday nor shall it prohibit the use of pumps or machinery which, because of its very nature and purpose, is required to be operated 24 hours a day.

(6) *Lawn equipment.* The operation of lawn and garden equipment that emits sound across a property line to another inhabited residential land except between the hours of 7:00 a.m. and 10:00 p.m. daily and between the hours of 9:00 a.m. and 6:00 p.m. on Sundays.

Section 10-155. – Exemptions.

The following shall be exempt from the standards of this section:

(1) Sound emitted from the operation of motor vehicles legally operating on any public right-of-way, which are regulated by F.S. Ch. 316, the Uniform Traffic Control Law.

(2) Any noise generated by activities to the extent such activities are preempted by applicable state or federal laws or regulations.

(3) Any noise generated as a result of emergency work, as a danger-warning device, or for the purpose of alerting persons to the existence of any emergency.

(4) Any noise generated by any government sanctioned activity conducted on public land.

(5) Any noise generated within any public right-of-way, including parades, pursuant to a special events permit.

(6) Non-amplified crowd noises at sporting events.

(7) Sound emitted from the operation of equipment associated with maintenance of public or private grounds when the equipment is utilized in the normal operation and operating hours of those grounds, provided the equipment is used only between the hours of 7:00 a.m. and 7:00 p.m. daily. All construction activities, including machinery and equipment such as chain saws, are not included within the exemption provided herein.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Repeal of Laws in Conflict. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Codification. The sections of the Ordinance may be made a part of the Town Code of Laws and Ordinances and may be renumbered or relettered to accomplish such, and the word "ordinance" may be changed to "section," "article," or any other appropriate word.

Section 6. Effective Date. This Ordinance shall take effect immediately upon adoption.

New Business

TAB 5

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 18, 2015 **Agenda Item No.** 5

Agenda Title: Selection of Nominees for the Northern Palm Beach County Chamber of Commerce 2015 Leadership Awards

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[x] NEW BUSINESS
[ ] OTHER: _____

Approved by Interim Town Manager Date: 3/5/2015

_____
Name/Title

Originating Department: **Commissioner Kathleen Rapoza**	**Costs: $ -0-** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Copies of the Northern Palm Beach County Chamber of Commerce Online Award Application Forms**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or **Not applicable in this case: BMT** **Please initial one.**

Summary Explanation/Background:

At the March 4, 2015 Commission meeting, Commissioner Kathleen Rapoza advised the Commission that the Northern Palm Beach County Chamber of Commerce is seeking to identify nominees for the following awards:

- 2015 Small Business of the Year Award
- 2015 Community Leader of the Year Award
- 2015 Nonprofit of the Year Award
- 2015 Business of the Year Award; and
- 2015 Young Professional of the Year Award

The purpose of this agenda item is to identify nominees for the above awards.

Attached are copies of the online application forms which list the criteria for each award.

The deadline for submittal of completed application forms to the Chamber is 4:00 p.m. on Friday, April 10, 2015. Award recipients will be honored at the Northern Palm Beach County Chamber of Commerce Leadership Awards Dinner which will take place at the PGA National Resort and Spa on Thursday, May 21, 2015.

Recommended Motion: I move to nominate the following for the 2015 Leadership Awards as specified below:

_____ for the 2015 Small Business of the Year Award

_____ for the 2015 Community Leader of the Year Award

_____ for the 2015 Nonprofit of the Year Award

_____ for the 2015 Business of the Year Award; and

_____ for the 2015 Young Professional of the Year Award

Northern
PALM BEACH COUNTY
CHAMBER OF COMMERCE

2015 Small Business of the Year Award Application

The Northern Palm Beach County Chamber of Commerce will honor one company as the 2015 Small Business of the Year on Thursday May 21, 2015 at the Northern Palm Beach County Chamber of Commerce Leadership Awards Dinner at PGA National Resort & Spa. Nominations for this award will be accepted through Friday, April 10, 2015 at 4:00 p.m.

The recipient for this award must meet or exceed the following criteria:

- Member in good standing with the Northern Palm Beach County Chamber of Commerce at time of application (April 10, 2015) and a Chamber member for a minimum of 12 months.
- In business for a minimum of three full years (36 months prior to April 10, 2015)
- Has 25 or fewer employees
- Is a for-profit business headquartered in Palm Beach County, Florida
- Has not won the Small Business of the Year award in the past three years

Please submit nominations to Angelique Allen at angelique@npbchamber.com *no later than Friday, April 10, 2015 at 4:00 p.m.*

Company Name: _____

Owner/President/CEO: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____

Type of business: _____ Number of employees: _____

Brief description of business (100 words or less):

Describe business mission/vision statement(s) (100 words or less):

Describe business approach to Customer Service (200 words or less):

Provide examples of company's efforts toward improving the community in Northern Palm Beach County (200 words or less):

What sets the business apart from others? Describe how the business has been an innovator of products, services, practices, employee benefits, management style, etc. (200 words or less):

Describe a challenge and/or opportunity the business has effectively managed in the past 12 months (e.g. creatively solved a problem, successfully managed a crisis, capitalized on a new business opportunity, etc.) (200 words or less):

Northern
PALM BEACH COUNTY
CHAMBER OF COMMERCE

2015 Community Leader of the Year Award Application

The Northern Palm Beach County Chamber of Commerce will honor one individual as the 2015 Community Leader of the Year on Thursday May 21, 2015 at the Northern Palm Beach County Chamber of Commerce Leadership Awards Dinner at PGA National Resort & Spa. Nominations for this award will be accepted through Friday, April 10, 2015 at 4:00 p.m.

The recipient for this award must meet or exceed the following criteria:

- Demonstrates leadership that benefits the Northern Palm Beach County community by creating and/or contributing significantly to the success of one or more local organizations
- Demonstrates a commitment to the Northern Palm Beach County community by inspiring community-wide support
- Exemplifies the highest standards of business and community leadership
- Has made an impact on the growth of the Northern Palm Beach County community

Please submit nominations to Angelique Allen at angelique@npbchamber.com *no later than Friday, April 10, 2015 at 4:00 p.m.*

NOMINEE INFORMATION:

Name: _____ Company: _____

Phone: _____ Email: _____

NOMINATED BY:

Name: _____ Company: _____

Phone: _____ Email: _____

Please describe in 500 words or less why your nominee should be considered as a recipient for this award. Please address their leadership qualities and include the civic organizations in which they are a part. Additional sheets and a resume may be included.

All applications are due no later than 4:00 p.m. on Friday, April 10, 2015.

Northern
PALM BEACH COUNTY
CHAMBER OF COMMERCE

2015 Nonprofit of the Year Award Application

The Northern Palm Beach County Chamber of Commerce will honor one organization as the 2015 Nonprofit of the Year on Thursday May 21, 2015 at the Northern Palm Beach County Chamber of Commerce Leadership Awards Dinner at PGA National Resort & Spa. Nominations for this award will be accepted through Friday, April 10, 2015 at 4:00 p.m.

The recipient for this award must meet or exceed the following criteria:

- Member in good standing with the Northern Palm Beach County Chamber of Commerce at time of application (April 10, 2015) and a Chamber member for a minimum of 12 months.
- In Organization for a minimum of three full years (36 months prior to April 10, 2015)
- Is a Not-For-Profit Organization headquartered in Palm Beach County, Florida

Please submit nominations to Angelique Allen at angelique@npbchamber.com *no later than Friday, April 10, 2015 at 4:00 p.m.*

Organization Name: _____

Director/President/CEO: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____

Organizations mission statement:

Describe organization's approach to the mission (200 words or less):

Provide examples of organization's efforts toward improving the community in Northern Palm Beach County (200 words or less):

What sets the the organization apart from others? Describe how the organization has been an innovator of products, services, practices, employee benefits, management style, etc. (200 words or less):

Describe a challenge and/or opportunity the organization has effectively managed in the past 12 months (e.g. creatively solved a problem, successfully managed a crisis, capitalized on a new organization opportunity, etc.) (200 words or less):

Northern
PALM BEACH COUNTY
CHAMBER OF COMMERCE

2015 Business of the Year Award Application

The Northern Palm Beach County Chamber of Commerce will honor one company as the 2015 Business of the Year on Thursday May 21, 2015 at the Northern Palm Beach County Chamber of Commerce Leadership Awards Dinner at PGA National Resort & Spa. Nominations for this award will be accepted through Friday, April 10, 2015 at 4:00 p.m.

The recipient for this award must meet or exceed the following criteria:

- Member in good standing with the Northern Palm Beach County Chamber of Commerce at time of application (April 10, 2015) and a Chamber member for a minimum of 12 months.
- In business for a minimum of three full years (36 months prior to April 10, 2015)
- Has more than 25 employees
- Is a for-profit business headquartered in Palm Beach County, Florida

Please submit nominations to Angelique Allen at angelique@npbchamber.com *no later than Friday, April 10, 2015 at 4:00 p.m.*

Company Name: _____

Owner/President/CEO: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____

Type of business: _____ Number of employees: _____

Brief description of business (100 words or less):

Describe business mission/vision statement(s) (100 words or less):

Describe business approach to Customer Service (200 words or less):

Provide examples of company's efforts toward improving the community in Northern Palm Beach County (200 words or less):

What sets the business apart from others? Describe how the business has been an innovator of products, services, practices, employee benefits, management style, etc. (200 words or less):

Describe a challenge and/or opportunity the business has effectively managed in the past 12 months (e.g. creatively solved a problem, successfully managed a crisis, capitalized on a new business opportunity, etc.) (200 words or less):

Northern
PALM BEACH COUNTY
CHAMBER OF COMMERCE

2015 Young Professional of the Year Award Application

The Northern Palm Beach County Chamber of Commerce will honor one individual as the 2015 Young Professional of the Year on Thursday May 21, 2015 at the Northern Palm Beach County Chamber of Commerce Leadership Awards Dinner at PGA National Resort & Spa. Nominations for this award will be accepted through Friday, April 10, 2015 at 4:00 .m.

The recipient for this award must meet or exceed the following criteria:

- A Young Professional (under 40 years of age) that demonstrates leadership that benefits the Northern Palm Beach County community by creating or contributing significantly to the success of one or more local organizations.
- Demonstrates a commitment to the Northern Palm Beach County community by inspiring community-wide support through influential positions and roles served in their profession and community.
- Exemplifies the highest standards of business and community leadership.
- Demonstrates commitment to excellence and reflects a high level of character, integrity and personal/professional values

Please submit nominations to Angelique Allen at angelique@npbchamber.com. Current staff members are not eligible for this award.

NOMINEE INFORMATION:

Name: _____ Company: _____

Phone:_____ Email:_____

NOMINATED BY:

Name: _____ Company: _____

Phone:_____ Email:_____

Please describe in 500 words or less why your nominee should be considered as a recipient for this award. Please address their leadership qualities and include the civic organizations in which they are a part. Additional sheets and a resume may be included.

All applications are due no later than 4:00pm on Friday, April 10, 2015.

TAB 6

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 18, 2015 **Agenda Item No.** 6

Agenda Title: Review of the Town Manager Employment Agreement

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[x] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager Barbara McKibbon Interim Town Manager **Date:** 3/5/2015

Name/Title

Originating Department: **Human Resources**	**Costs: $ -0-** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Draft Town Manager Employment Agreement**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or **Not applicable in this case: BMT** **Please initial one.**

Summary Explanation/Background:

At the February 18, 2015 Commission meeting, it was determined that the Interim Town Manager would provide a boilerplate Town Manager Employment Agreement to the Commission for discussion as a future agenda item.

Recommended Motion: There is no recommended motion.

TOWN MANAGER EMPLOYMENT AGREEMENT

This Town Manager Employment Agreement (the Agreement), is made and entered into this _____ day of _____, 2015, by and between the Town of Lake Park, a Florida municipal corporation, (hereinafter "Town") and _____ (hereinafter "Town Manager"),

WHEREAS, Article III, Section 1 of the Town Charter establishes a Commission Manager form of government for the Town; and

WHEREAS, pursuant to Article VI, Section 1 the Lake Park Town Commission (hereinafter the "Commission") is required to appoint a Town Manager who shall be the administrative head of the Town under the Commission's general supervision; and

WHEREAS, a majority of the Commission voted to appoint _____ as the Town Manager of the Town;

WHEREAS, the powers and duties of the Town Manager as the chief administrative officer of the Town government are as set forth in Section 2-82 the Code of Ordinances of the Town (hereinafter "Town Code") ; and

WHEREAS, the Commission and the Town Manager intend by this Employment Agreement to set forth the terms, conditions, and compensation and benefits pursuant to which the Town Manager is to be employed by the Commission.

NOW THEREFORE, it is agreed and acknowledged as follows:

SECTION 1: Recitals

The recitals stated above are true and correct and are incorporated herein.

SECTION 2: Appointment

Pursuant to Article V, Section 1, and Section 2-81 of the Town Code, the Commission, appoints _____ as Town Manager.

SECTION 3: Term

The term of this Agreement shall be one (1) year. This Agreement shall automatically be renewed on its anniversary date for successive one [1] year terms unless either Party provides written notice of termination of this Agreement at least 90 days before the expiration date. All terms, conditions, compensation, and benefits shall remain in effect until the expiration of the term of the Agreement. The Town Manager shall be entitled to all compensation, including salary and the continuation of all benefits, for the remainder of the term of this Agreement.

SECTION 4: Duties and Authority

Town agrees to employ _____ as Town Manager to perform the functions and duties specified in ARTICLE VI, Section 4 of the Town Charter and Chapter 2, Article III Sections 2-82 and 2-83 of the Town Code.

SECTION 5: Non-Interference

Commission members shall address their questions and concerns regarding the financial condition, operations, personnel and other Town matters directly to the Town Manager. Individual members of the Town Commission shall not, acting alone and without authorization of the Town Commission, direct the Town Manager to enter into or terminate any contract, to grant or withhold funds to any person, or instruct any Town employees under the Town Manager's control to take or refrain from taking any action. Pursuant to Article VI, Section 4 of the Town Charter, the Town Manager has full control over administrative service and those powers and duties set forth in Chapter 2, Article III, Section 2-82 of the Town Code.

SECTION 6: Compensation

The Commission agrees to pay Town Manager an annual base salary of $___,___, payable in installments at the same time that the other employees of the Town are paid. In the event of any salary adjustments agreed to between the Commission and the Town Manager, this Agreement shall be automatically amended.

The Town Manager may receive an annual salary adjustment as may be agreed to by a majority of the Town Commission. The amount of said increase shall be determined by the Commission.

SECTION 7: Residency

The Town Manager shall establish residency within the Town of Lake Park within _____ _____and shall maintain residency in the Town of Lake Park, unless a majority the Commission determines otherwise, and this Agreement is amended accordingly.

SECTION 8: Initial Performance Review and Subsequent Annual Reviews

The Town Commission shall conduct an initial review of the performance of the Town Manager six (6) months from the effective date of this Agreement, and shall 6 (six) months thereafter conduct its first annual review to evaluate the performance of the Town Manager. Thereafter, the Commission shall conduct an annual review and evaluation of the Town Manager's performance in accordance with criteria mutually developed and adopted by the Town Commission and the Town Manager which may, among other items, consist of goals and performance objectives which the Commission deems necessary for the proper operation of the Town and the attainment of the Commission's policy

objectives. The Commission and Town Manager may establish a relative priority among the mutually agreed goals and performance objectives. The adopted goals and objectives shall be reasonably attainable within the time limitations specified and within the annual operating and capital budgets as appropriated by the Commission in the applicable fiscal year. The initial goals and performance objectives shall be established within 120 days after commencement of the Town Manager's employment. The goals and objectives shall be re-established thereafter on an annual basis, within 60 days after the annual review and performance evaluation of the Town Manager.

SECTION 9: Hours Per Week

The Town Manager shall devote whatever time is necessary to properly perform the duties of the position; it being generally understood, however, that on average, a minimum of 40 hours per week is necessary for adequate job performance.

SECTION 10: Vacation Leave and Sick Leave

During the first year of this Agreement, the Town Manager shall be credited with the same number of days of vacation leave for an employee with _____ years of service with the Town. Thereafter the Town Manager shall accrue vacation leave and sick leave _____.

SECTION 11: Holidays

The Town Manager shall be entitled to the same paid holidays granted to the Town's employees.

SECTION 12: Health Benefits

The Commission shall provide the Town Manager coverage under its comprehensive Preferred Provider Option Plans, including medical, dental and vision. In addition, it shall provide both short term and long term disability coverage for the Town Manager under its current plans. Coverage shall commence in accordance with the terms of the providers' respective contracts, or any exceptions thereto granted by Provider.

SECTION 13: Life Insurance

The Commission shall provide a term life insurance policy for the Town Manager in an amount equivalent two (2) times the Town Manager's base salary and shall pay the total premiums for this coverage. Coverage shall commence in accordance with the terms of the provider's contract.

SECTION 14: Retirement

During the first year term of this Agreement, the Town shall contribute into a deferred compensation account or retirement plan chosen by the Town Manager in an amount equal to _____ percent of the Town Manager's annual base salary. For any subsequent terms of the Town Manager's employment, the Town Commission shall determine the percentage contributed in an amount greater, if any, than this percentage. In such cases this Agreement shall be deemed to be automatically amended to reflect the new percentage of contribution. All such funds shall be owned by the Town Manager and fully transferable upon the termination of the Town Manager's employment to the extent allowed by law.

Within the first thirty (30) days of the Town Manager's employment, the Town shall make all necessary arrangements and approve all necessary documents to allow the Town Manager's direct deposit of earned income in both the ICMA-RC 457 Deferred Compensation Plan and the ICMA-RC 401(a) Defined Contribution Plan.

SECTION 15: Dues and Subscriptions

The Town agrees to pay the Town Manager's professional dues for membership in the International City/County Management Association (ICMA), the Florida City and County Management Association (FCCMA), and the Palm Beach County City Management Association (PBCCMA). The Town shall pay other dues and subscriptions on behalf of the Town Manager provided these dues and/or subscriptions have been appropriated in the Town's budget.

SECTION 16: Outside Activities

With the prior approval of the Commission (which such approval shall not unreasonably be withheld), the Town Manager may engage in additional professional activities separate and apart from Town matters, provided said activities do not conflict or interfere with the performance of the Town Manager's duties and responsibilities to the Town.

SECTION 17: Moving Allowance and Housing Expenses

In the event the Town Manager is required to establish residency in the Town, the Commission agrees to pay up to _____ for moving expenses incurred by the Town Manager.

SECTION 18: Equipment, General Business Expenses and Professional Development

The Town shall provide appropriate equipment necessary for the Town Manager to perform the Town Manager's official responsibilities, including, but not limited to a laptop computer and cell phone which shall remain the property of the Town.

The Commission agrees to budget for and to pay for reasonable and customary travel and subsistence expenses of the Town Manager for professional and official travel, meetings, and occasions to adequately continue the professional development of the Town Manager and to pursue necessary official functions for the Town, including but not limited to the ICMA annual conferences, the Florida League of Cities annual conferences, and meetings of such other national, regional, state, and local governmental groups and committees in which the Town Manager serves as a member. If the Town Manager uses his own vehicle for professional or official travel outside the geographical limits of the Town, then the Town shall reimburse the Town Manager at the then currently published Internal Revenue Service or General Services Administration mileage allowance for vehicular travel.

The Commission also agrees to budget for and to pay for travel and subsistence expenses of the Town Manager for short courses, institutes, and seminars that are necessary for the Town Manager's professional development, continuing education, and for the good of the Town.

The Commission acknowledges the value of having the Town Manager participate and be directly involved in local civic clubs or organizations. Accordingly, the Commission shall pay for the reasonable membership fees and/or dues to enable the Town Manager to become an active member in local civic clubs or organizations.

Section 19: Indemnify and hold harmless

The Town shall self-insure or otherwise provide and pay for professional liability insurance to fully defend, indemnify and hold harmless the Town Manager against any and all claims, demands, suits, actions or proceedings of any kind or nature, arising out of the performance of the Town Manager's duties and responsibilities as Town Manager.

SECTION 20: Termination for Cause

The employment of the Town Manager may be terminated by a majority vote of the membership of the Commission for cause in accordance with the procedures set forth herein below. The term "for cause" shall be defined to mean:

1) Misfeasance, malfeasance and/or nonfeasance in performance of Town duties and responsibilities;

2) Conviction of a felony, whether or not adjudication is withheld during the term of this Agreement;
3) Willful neglect of duty, including the inability or unwillingness to properly discharge the responsibilities of office;
4) Violation of any substantive Town policy, rule, or regulation, which would subject any other Town employee to termination;
5) The commission of any act which constitutes moral turpitude;
6) A knowing or intentional violation of the Palm Beach County, State of Florida, or the International City/County Management Association's Code of Ethics.

If the Town Manager is terminated for cause, the Parties hereto expressly agree that the Commission is under no legal obligation to pay the Town Manager any severance pay. However, in accordance with Section 10, the Commission shall pay the Town Manager any accrued and unpaid salary and benefits earned prior to the effective date of termination. Other than the payment required by Section 10, the Town shall have no further financial obligation to the Town Manager pursuant to this Agreement.

SECTION 21: Termination without Cause

The Town Manager may be terminated "without cause" by a majority vote of the Commission at any time.

If the Town Manager is terminated without cause the Town Manager shall be paid a lump sum severance pay consistent with Florida Statutes. Additionally, in accordance with Section 10, the Town Manager shall be entitled to be paid any accrued and unpaid salary and benefits earned prior to the effective date of termination. The Town shall also compensate the Town Manager the financial value of the health insurance coverage it pays for the Town Manager following the date of termination for three months. After the payments described above are made, the Town shall have no further financial obligations to the Town Manager, and the Town Manager shall execute a general release to that effect.

SECTION 22: Voluntary Resignation

In the event that the Town Manager voluntarily resigns, the Town Manager shall provide to the Commission 30 calendar days advance written notice, but under no circumstances less than 30 calendar days advance written notice. The Town Manager shall not be entitled to severance pay; however, the Town Manager shall be entitled to receive accrued unused vacation and accrued unused sick leave _____.

SECTION 23: Return of Town Property

Upon the Town Manager's termination of employment, whether voluntary resignation or with or without cause, the Town Manager shall, within three (3) business days, return all Town property to the Town, including but not limited to keys, cell phone, lap top computer,

public records not maintained at Town Hall and any other documents or property of the Town.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date set forth below.

ATTEST:

By: _____
Vivian Mendez, Town Clerk

_____
Date

TOWN OF LAKE PARK

By: _____
James DuBois, Mayor

_____
Date

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

_____
Thomas J. Baird, Town Attorney

_____
Date

TOWN MANAGER

_____

_____
Date

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TAB 7

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 18, 2015 **Agenda Item No.** 7

Agenda Title: Update on the Town Manager Selection

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[x] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 3/11/2015
Interim Town Manager

_____
Name/Title

Originating Department: **Human Resources**	**Costs: $ -0-** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Copies of the applications of the four remaining Town Manager applicants;** **a matrix setting forth the outcomes of the criminal background checks, credit checks, degree verification, employment reference checks, litigation checks; and, copies of the completed Telephone Employment Reference Forms**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or **Not applicable in this case:** **BMT** **Please initial one.**

Summary Explanation/Background:

At the February 18, 2015 Commission meeting, the following five finalists were chosen by the Commission for the position of Town Manager:

- Lyndon L. Bonner, of Flagler Beach, Florida
- John O. D'Agostino, of Mansfield, Massachusetts
- James D. Drumm, of Zephyrhills, Florida
- Gregory L. Dunham, of Kenly, North Carolina
- Robert Kellogg, of Palm City, Florida

Since then, Mr. Gregory L. Dunham has contacted staff and has advised that he is withdrawing his application for the position of Town Manager.

At the March 4, 2015 meeting, staff advised that Commission that a report on the outcome of the full criminal background checks, degree verifications, credit checks, media checks, litigation checks and telephone reference checks would be provided at this meeting. And this is the purpose of this agenda item.

The back-up to this agenda item is organized in the following manner:

1. A matrix setting forth the outcomes of the criminal background checks, credit checks, degree verifications, employment reference checks, and litigation checks; and
2. Copies of the applications of the four remaining Town Manager applicants in alphabetical order, immediately followed by copies of the completed Telephone Employment Reference Forms for each finalist.

As of the date of publication of this agenda, staff had not heard back from all employment references contacted for each applicant. A supplement to this agenda item will be provided to the Commission prior to the March 18, 2015 meeting with the outcome of balance of the employment reference checks and the outcome of the media checks.

Recommended Motion: There is no action requested at this time as the purpose of this agenda item is a report only.

MATRIX

MATRIX
OUTCOME OF BACKGROUND CHECKS ON FIVE TOWN MANAGER FINALISTS

Names of Semi-Finalists	***Criminal Background Checks***	***Credit Checks***	***Degree Verification***	***Employment Reference Checks***	***Media Checks***	***Litigation Checks***	***Salary Requirements***
Lyndon L. Bonner, Flagler Beach, Florida[1]	Satisfactorily Completed	Satisfactorily Completed	Satisfactorily Completed	Four out of six former employers responded	To be provide in a supplement to this agenda item	No litigation found	Okay with base salary of $117,000/year dependent upon the rest of the agreement (e.g., executive plan for pension, etc.)
John O. D'Agostino, Mansfield, Massachusetts	Satisfactorily Completed	Satisfactorily Completed	Satisfactorily Completed	Three out of five former employers responded	To be provide in a supplement to this agenda item	No litigation found	Okay with base salary of $117,000/year
James D. Drumm, Zephyrhills, Florida	Satisfactorily Completed	Satisfactorily Completed	Satisfactorily Completed	One out of six former employers responded	To be provide in a supplement to this agenda item	No litigation found	Okay with base salary of $117,000/year
Gregory L. Dunham, Kenly, North Carolina	**WITHDREW ON 3/11/2015**	N/A	N/A	N/A	N/A	N/A	N/A
Robert Kellogg, Palm City, Florida	Satisfactorily Completed	Satisfactorily Completed	Satisfactorily Completed	Two out of four former employers responded	To be provide in a supplement to this agenda item	No litigation found	Okay with base salary of $117,000/year

[1] Mr. Bonner stated on his employment application that he is credentialed through the International City/County Management Association (ICMA). We have confirmed that he is a credentialed Town Manager through ICMA.

COPIES OF APPLICATIONS AND TELEPHONE EMPLOYMENT REFERENCE FORMS

Lyndon L. Bonner

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ■ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: The Florida League of Cities website ?

4. Applicant's Last Name: Bonner

5. Full First Name: Lyndon Middle Name: L.

6. Applicant's Home Address: 1320 South Daytona Aveune
(*Do not use a post office box.*)

City: Flagler Beach State: Florida Zip Code: 32136

Home Telephone No. (*with area code*): N/A Cell Phone No. (*with area code*): 352-209-2123

Email Address: lbonn@yahoo.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ■
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

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JAN 22 2015
BY:

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ■
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ■
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ■ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ■

13. Can you work evenings? Yes ■ No ☐

14. Can you work weekends? Yes ■ No ☐

15. Are you legally able to work in the United States? Yes ■ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ■

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

N / A

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ■ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: Florida

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ■ No ☐

If "yes", indicate class below:

Class A ■ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: 04-06-22 Endorsements: Air / MC

EDUCATIONAL AND TRAINING HISTORY

Please provide your full name if different while attending school: Lyndon L. Bonner

High School or GED	
Full Name:	Date Graduated:
Address:	
City/State/Zip Code:	
College/University	
Full Name: The University of Florida	Date Graduated: May 1991
Address: Gainesville, Florida	Major: Management
City/State/Zip Code:	Degree: Bachelor of Science Business Administration (BSBA)
College/University	
Full Name: Webster University	Date Graduated: May 1999
Address: Saint Louis, Missouri	Major: Finance and Statistics
City/State/Zip Code:	Degree: Master of Business Administration (MBA)
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

I have professional level competency with Microsoft Office and the most common proprietary applications used by local government for payroll, finance, accounts payable, budget assembly, agenda preparation, code enforcement, permitting, etc..

21. Please list any trade or professional organizations to which you currently belong:

International City / County Managers Association, ICMA – Credential Manager
Florida Governmental Finance Officers Association, FGOFA

12. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Self per commitment	Starting Date: April 1, 2013
Address: 3431 SW 26 Place	Ending Date: Current
City/State: Ocala, Florida Zip Code: 34474	Final Salary: N / A
Telephone Number (with area code):	
Immediate Supervisor:	
Your Position Title: Contractor's Representative	

Duties and Responsibilities:

This work includes re-negotiating development agreements, plats and submitting Special Exceptions, Conditional Use and Variance applications for residential, NON-Profit and commercial developments.

Reason for Leaving:

This is a current and long-term commitment. The practice is a voluntary consultation / mediation service for Not-For Profit organizations providing individuals assistance obtaining transitional and long term housing solutions.

Name of Employer: City of North Miami Beach, Florida	Starting Date: March 29, 2011
Address: 17011 NE 19th Avenue	Ending Date: September 30, 2012
City/State: North Miami Beach Zip Code: 33162	Final Salary: $165,276
Telephone Number (with area code): 305-948-2900	
Immediate Supervisor: City Council	
Your Position Title: City Manager	

Duties and Responsibilities:

The City Manager is the Chief Executive Officer for the City and also serves as a Pension Board Trustee, the Executive Director of the Community Redevelopment Agency (CRA), Purchasing Agent and the City's Lead Negotiator for Collective Bargaining negotiations.

Reason for Leaving:

Third Employment Agreement in 18 months not renewed. Separation was mutual and amicable. Council Letters of Recommendation are included with resume.

Name of Employer: Okeechobee County, Florida	Starting Date: April 2008
Address: 304 NW 2nd Street	Ending Date: February 2011
City/State: Okeechobee, Florida Zip Code: 34972	Final Salary: $134,744
Telephone Number (with area code): 863-763-6441	
Immediate Supervisor: Board of County Commissioners	
Your Position Title: County Administrator	

Duties and Responsibilities: I directly supervised Budget Preparation, Capital Improvements, the Road and Bridge Department, Airport, Industrial Park, Solid Waste Services, Fleet Operations, Emergency Management, Planning, Building and Code Compliance, the County's Civic Centers, Parks, Campground and Marinas and served as the Lead Negotiator / Contract Administrator to the County's Collective Bargaining Units.

Reason for Leaving:
Changes in the Commission's membership and priorities and to pursue opportunities in a more urban jurisdiction. (North Miami Beach, Florida)

Name of Employer: Sumter County, Florida	Starting Date: February 2007
Address: 209 North Florida Street	Ending Date: December 2007
City/State: Bushnell, Florida Zip Code: 33513	Final Salary: $93,420
Telephone Number (with area code): 352-793-0200	
Immediate Supervisor: County Administrator	
Your Position Title: Interim Assistant County Administrator	

Duties and Responsibilities:

Coordinated the activities and communications among assigned departments, including problem identification / resolution and completion of major Capital Improvement Projects.

Reason for Leaving: My assignment in Sumter County was a ten-month term, Contract for Services. This arrangement came about as a result of the County Administrator being called to active military duty and my being recruited to serve as the Assistant County Administrator until his return. Supervisors Letters of Recommendation available.

23. Please explain any gaps in your employment history:
Gaps between local government assignments have included family leave, continuing education, volunteer work and private sector employment, with family as my highest priority.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ■

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

I hereby certify that all statements in this application are true and complete. I understand that any misrepresentation or omission of information by me shall serve as a basis for termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Lyndon L. Bonner
(please print)

Lyndon L. Bonner — January 21, 2015
Signature of Applicant — Date

N / A — _____
Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

Webster University

School of Business and Technology

The University Board of Trustees, by virtue of the authority vested in it, and on recommendation of the University Faculty, has conferred on

Lyndon L. Bonner

the degree of

Master of Business Administration

with all the Rights and Privileges appertaining to that degree.

In testimony whereof we have subscribed our names and impressed the seal of the University on the diploma at Saint Louis, Missouri, May fifteenth, nineteen hundred and ninety-nine.

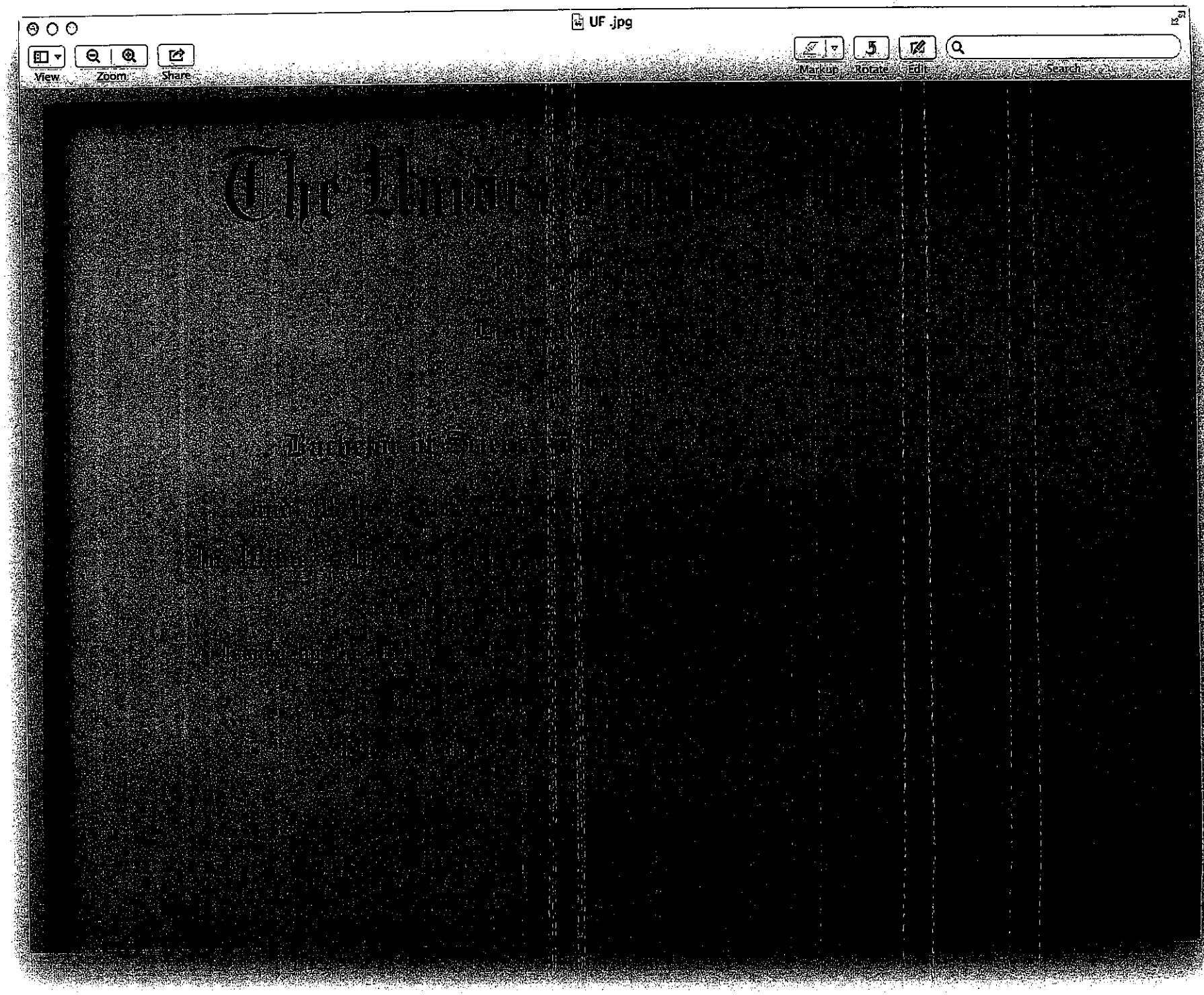
President

Executive Vice President

WEBSTER UNIVERSITY 1915 SAINT LOUIS

Chairman of the Board

Dean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January 14, 2015

Mrs. Bambi McKibbon-Turner M.S., HRM
Director Human Resource Department

Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Thank you for taking the time to speak with me over the phone Wednesday. Enclosed is my Cover Letter, Resume and the City's Release / Information Form as requested in the Town Manager recruitment notice. The documents are intentionally loose-bound in a slipcover to facilitate duplication.

Upon receipt, please confirm these documents were received via my personal email lyndonbonner@gmail.com or my cell phone at 352-209-2123.

Thank you!
Lyndon L. Bonner

RECEIVED
JAN 16 2015
BY: ....VR.....

January 12, 2015

RECEIVED
JAN 16 2015
BY: ....NR.....

Mayor James DuBois
Vice Mayor Kimberly Glas-Castro
Commissioner Erin Flaherty
Commissioner Michael O'Rourke
Commissioner Kathleen Rapoza

Via: United States Postal Service
Re: Lake Park Town Manager

Honorable Mayor and Commissioners:

In accordance with the recruitment notice from the Town of Lake Park website, please accept this Cover Letter and in the attachments find my Résumé and the Town's Release / Information Form, that I submit for consideration in the selection of the Town Manager. In addition to the above, the attachments also include Letters of Recommendation and a list of Professional References.

The Résumé documents a career defined by the highest levels of integrity, leadership and achievement administering Florida local governments. I have extensive, professional level experience in public and the private sector(s) effectively responding to the organizational, financial, infrastructure and the developmental issues the Town of Lake Park will have to manage over the next 10 years.

Specific to the Lake Park Town Manager Position, I am an ICMA Credentialed Manager (CM) and my academic credentials and administrative experiences exceed the preferred attributes listed for the position. This includes over twenty years of successful and verifiable experiences leading local governments with final administrative authority over budgeting, finance, procurement, organizational development, performance assessment, labor relations, risk analysis, strategic planning, utilities, governmental relations and grant administration. I have also administered general aviation facilities, marinas, industrial parks, consulting services agreements, intergovernmental contracts, Community Redevelopment Agencies (CRAs) and served as a Pension Trustee and the Lead Negotiator / Contract Administrator for Collective Bargaining Units.

I have extensive, project management and contract administration experience with a history of delivering quality results and completing projects on time and within budget. Projects range from simple landscaping work costing a few thousand dollars to multi-million dollar capital improvements. This is direct oversight responsibility for design, permitting, construction / renovation of water, wastewater and stormwater collection, treatment / reclamation and disposal systems, public buildings, recreational areas, marinas, aviation facilities, sidewalks, roads, bridges, asbestos abatement projects and historical preservation.

I have positive working relationships with State of Florida and Federal Legislators as well as the Town's regulatory agencies, including the South Florida Water Management District, Treasure Coast Regional Planning Council, Florida Department of Transportation's District 4 and the Florida Department of Environmental Protection.

Without exception, the elected officials I have served report that I excel in keeping ALL the elected officials, equally and <u>well</u> informed and that I have an outstanding record of developing and maintaining high performing organizations.

Additionally, I have Florida Costal Emergency Management experience and a comprehensive knowledge in the roles, principals and methods of emergency management, ranging from the First Responder to the executive officer with the administrative responsibilities of initiating the enabling emergency legislation to formalizing final reimbursement, closeout documents. I possess advanced "Train the Trainer" Certification from Federal Emergency Management Administrations (FEMA) and have completed Florida Emergency Preparedness Association's (FEPA) Advanced Public Information Officer Training. My NIMS Training includes Certificates for 100A, 200A and 700A.

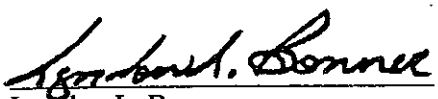
In preparing this submittal, I thoroughly reviewed the Town Charter, Code of Ordinances, Adopted 2014 - 2015 Annual Operating Budget and the City's 2011 through 2013 Comprehensive Annual Financial Reports. I also researched the "Pending Issues – December 2014" report and selected Commission Minutes from 2013 and 2014.

I am available for full-time service, in Lake Park within 5 days, upon receipt of a Commission authorized Employment Agreement. My annual base salary expectations are negotiable and will range from $110K to $145K depending upon the remaining terms and conditions of the Employment Agreement.

I am confident that my leadership skills, local government experiences and management style are an excellent fit to the existing and future needs of the elected officials, staff and the citizens of the Town of Lake Park.

If you have any questions or would like additional information, please contact me at your earliest convenience.

Sincerely,



Lyndon L. Bonner

1320 South Daytona Avenue
Flagler Beach, Florida 32136

Cell 352-209-2123

Mail Service:
3431 SW 26 Place
Ocala, Florida 34474

Lyndon L. Bonner, ICMA-CM
1320 South Daytona Avenue
Flagler Beach, Florida 32136

1. Administrative Overview:

I have over twenty years of successful Florida experience administering the full range of governmental operations and services with verifiable expertise in the areas of finance, sustainable budgeting, debt management, procurement, capital planning, organizational development, risk analysis, public safety, utility management, community planning, inter-governmental relations, grant acquisitions, labor relations and construction methods.

My career is a blend of municipal and county experiences that has imparted a valuable perspective and administrative approach that comes only from having served as both, a City Manager and County Administrator. Understanding and respecting the needs and requirements of both forms of government is key to Florida's local government future.

Major executive responsibilities include, annual General Fund and Enterprise Fund budgets exceeding $130 million dollars, $120 million Capital Improvements Plans, 400+ Full Time Employees (union and nonunion) and oversight of water utilities serving 180,000 customers. I also have extensive Florida coastal Emergency Management experience managing the preparations, response, mitigation and recovery from five designated Local State of Emergencies.

Successful economic initiatives I have been responsible include, funding agreements with Community Redevelopment Agencies, (CRA's), Special Tax Districts, (Incremental, MSTU/MSBUs), financing / constructing Capital Infrastructure, Tourism Development Councils (TDC), Enterprise Florida, Rural Areas of Critical Economic Concern (RACECs), Main Street and the Governor's Office of Tourism, Trade and Economic Development (OTTED). I have also successfully lobbied State and Federal legislators obtaining financial, technical and legislative support via Community Budget Issue Requests (CBIRs) and Special State and Federal Appropriations.

Administratively, I listen and appreciate the fact that differing perspectives often improves decision-making. I am not afraid to acknowledge someone else has a better solution. My leadership style is facilitative and participatory. I believed and work under the premise that leadership is a blend of elements, that is not always present in a superior command of facts or position of authority. I make informed decisions and accept the responsibility for my actions. I value reciprocal accountability and I provide for and expect managers to manage and be recognized and accountable for their work.

The management decisions I made over my public service career have withstood the test of time. Elected officials, citizens, staff and official documents from each jurisdiction I have served confirm that the financial strategies and the operational solutions I implemented produced the intended results and that I maintained the highest level of ethical professionalism representing local government.

In my opinion, the most significant contribution I have made to local government(s) have centered on increasing individual and organizational competencies. The accomplishments being made everyday by elected officials and staff I have had the privilege to serve is professionally motivating and personally very gratifying to witness.

2. Education:

College of Central Florida, Ocala, Florida.	AA & AS	Degree
University of Florida, Gainesville, Florida.	BSBA	Degree
Webster University, St. Louis, Missouri.	MBA	Degree

3. Professional Certifications:

Florida Notary Public	Commission Number	EE 205235
Florida County Court Mediator (Inactive)	Mediation	Certification
Advanced Public Information Official (FEPA)	Emergency Management	Certification
Emergency Coordinators "Train the Trainer" (FEMA)	Emergency Management	Certification
International City and County Managers Association	Credentialed Manager	Certification

4. Professional Affiliations:

Florida League of Cities	Past Finance and Taxation Committee
American Public Works Association	Municipal Member
Florida Planning and Zoning Association	Past Regional Representative
Florida Emergency Preparedness Association	Member
Florida Governmental Finance Officers Association	Member
International City and County Managers Association	Member

5. Current Engagement:

Title: Investment Board and Contractor's Representative
Final Salary: Contracted Services Agreement
Dates: April 1, 2013 – Current
Employer: Self

Responsibilities:
Private Land Use Consultant and Contracts Administrator responsible for the preparation of annexations agreements, land use amendments, re-zonings and permit modifications. I prepare financial analysis, concurrency statements, application documents and presentations materials, necessary for land use changes and environmental / construction permitting. This work includes re-negotiating development agreements, plats and submitting Special Exceptions, Conditional Use and Variance applications for residential, NON-Profit and commercial developments.

6. Local Governmental Administrative Experience:

Title: City Manager
Final Salary: $165,276 Deferred Compensation: Employer's Normal Cost Contribution Rates
Dates: March 29, 2011 – September 30, 2012
Employer: City of North Miami Beach, Florida – City Council
Population: 41,523 Residents, 2.5 million Metro Area and 180,000 Municipal Utility Customers
Employees: 422 Full Time Employees
Budget: $111 Million FY 2012-2013, $121 Million FY 2010-2011
Contact: Mrs. Audrey Hinds, Human Resource Department, 17011 NE 19th Avenue
North Miami Beach, Florida 33162 Phone: 305-948-2900

6. Local Governmental Administrative Experience: North Miami Beach, FL. **(Continued)**

Responsibilities:
The City North Miami Beach is a full service municipal government delivering services via five divisions, General Administration, Public Services, Police, Leisure Services and Finance / Budget. The City Manager also serves as a Pension Board Trustee, the Executive Director of the Community Redevelopment Agency (CRA), Chief Purchasing Agent and the City's Lead Negotiator for Collective Bargaining negotiations. (Mayor and Council's references available)

Major Accomplishments:
1. Increased the General Fund's Unrestricted Reserve Fund Balance by $2.9 million.
2. Restored the Enterprise Construction Reserves from negative ($4) million to a positive $7 million.
3. Adjusted General Fund operations and expenditures to over come the Revenue short fall of $7.5 million dollars in 2011-2012 Budget. (CAFR documentation available.)
4. Developed and implemented organization's first financial and operational performance measures.

Title: County Administrator
Dates: April 2008 – February 2011
Employer: Okeechobee County, Florida - Board of County Commissioners
Population: 39,836
Employees: 418 (Down 47 Full-Time positions from 2008)
Budget: $121 Million FY 2007-2008, $89.7 Million FY 2010-2011.
Contact: Mrs. Kim Hopkins, Human Resources Director
304 NW 2nd Street
Okeechobee, Florida 34972 Phone 863-763-6441

Responsibilities:
In addition to the requirements of Chapter 125 of the Florida Statues and the Okeechobee County Code of Ordinances, I directly supervised Budget Preparation, Capital Improvements, the Road and Bridge Department, Airport, Industrial Park, Solid Waste Services, Fleet Management, Emergency Management, Planning, Building and Code Compliance and the County's Civic Centers, Parks, Campground and Marinas. I was also responsible for supervising the work of external consulting engineers, legal counsel and grant consultants. I served as the Lead Negotiator in all matters dealing with the County's Collective Bargaining Units that included the International Association Fire Fighters and International Brotherhood Operating Engineers. (Commissioners references available.)

Major Accomplishments:
1. Secured funding and completed over $7.5 million for Building - Capital Building Projects including the complete restoration of the Historic Okeechobee County Court House and construction of a new 911 Emergency Operations Center, BOTH on time and within budget.
2. Increased Operational Reserves and maintained services and service levels while experiencing a 25% decrease in revenues.
3. Administered Specialty Grant Funded Capital Improvement Projects, including a $4.4 million airport / runway rehabilitation project, $2 million dollars in storm water management projects and affordable housing units, $1.3 million emergency bridge rehabilitation and $2.7 million dollar Florida Department of Transportation - Local Agency Projects (LAP) funding.
4. Administered the response / restoration operations of two State Declarations of Local Emergency and negotiated Final Closed-Out of FEMA Claims resulting from the 2004 Hurricane Season.

6. Local Governmental Administrative Experience: **(Continued)**

Title: Interim Assistant County Administrator / Special Projects Manager
Dates: February 2007 - December 2007
Employer: Sumter County, Florida - Board of County Commissioners
Population: 93,420
Employees: 437
Budget: $ 134 Million
Contact: Mrs. Kitty Fields, County Human Resource Director
209 North Florida Street
Bushnell, Florida 33513 Phone 352-793-0200

Responsibilities:
Coordinated the activities and communications among assigned departments, including problem identification / resolution and completion of major Capital Improvement Projects. Provide administrative assistance to the Board, County Administrators and Staff. The position's responsibilities included that of the Assistant Budget Officer, responsible for coordinating the budget process, analyzing budgetary actions and supervising the preparation of the county budgets. My major contributions to the 2007-2008 Sumter County budgets were related to implementation Capital Improvement and completing several Special Projects that has been delayed by personnel changes.

My assignment in Sumter County was a ten-month term, Contract for Services. This arrangement came about as a result of the newly appointed County Administrator being called to active military duty and my being recruited to serve as Assistant County Administrator until his return. (Supervisors references available.)

Major Accomplishments:
1. Direct and final administrative oversight responsibilities for the work of consulting engineers, contractors, compliance officials, site inspections and payment disbursements for Sumter County's portion of the Lake Panasoffkee restoration project. At the time this was the largest fresh water lake restoration effort in the United States. I also Supervised the re-permitting, completion and compliance certifications of the Sumter County Fair Grounds Exposition Center.
2. Coordinated and expedited the Emergency Permitting Review / Fee Waiver Authorizations for emergency repairs and restorations during the 2004 Federal Disaster Declaration. (An F3 tornado that killed 8 and severely injured 25 peopled, destroying 301 and damaging another 1100 homes.)
3. Responsible for the work plan to resolve the emergency weather notification failures. I negotiated the equipment purchase, Tower Leases, the geo-technical and transmitting analysis and obtained the Permitting from State and Federal regulatory agencies. This work was completed on schedule, under budget and according to officials at the Nation Weather Service was completed in the shortest time frame in the agency's history.

Title: City Manager
Dates: May 2002 - May 2006
Employer: City of Bunnell, Florida - City Commission
Contact: Mayor Catherine Robinson
P.O. 756, Bunnell, Florida 32110 Phone 386-437-7500

Responsibilities:
By Charter, the City Manager is the Chief Executive Officer of the City, responsible for all the administrative and operational functions of the City. (Mayor and Commissioners references available.)

6. Local Governmental Administrative Experience: City of Bunnell, Florida **(Continued)**

Major Accomplishments:

1. Prepared the Department of Environmental Protection (FDEP) grant and State Revolving Fund (SRF) loan documents for the $1.2 million dollar renovation of the City's Water System.
2. Secured $5.2 million grant and loan commitments and administered the renovation and capacity building project at the City's Wastewater Treatment Plant and collection system rehabilitation.
3. Negotiated an Asset Management Agreement to provide the Florida Department of Transportation road, bridge and right-of-way maintenance services in Flagler and parts of Volusia County. This led to the implementation of a new Enterprise Fund in the formation of Bunnell Maintenance Services (BMS) and netted the City an additional $800K revenue annually.
4. Administered three declared Local State of Emergency and the associated FEMA Reimbursement Claims for city buildings, road repair, drainage facilities and wastewater plant during 2004 Hurricane Season.
5. Prepared successful $500K Natural Resources Conservation Services (NRCS) Grant submittal to clean, re-grade the City's open drainage canals, attenuation and retention areas.
6. Initiated and led an aggressive annexation campaign that resulted in the incorporation of over 87,000 acres into the City. I prepared the Concurrency Analysis, negotiated the Annexation Agreement(s) and submitted the successful Comprehensive Plan and Land Use Amendments plans to all Local and State regulatory agencies. The result is that the City of Bunnell well positioned for the future as the 2rd largest city by "land mass" in the State of Florida.

Title:	Director of Public Services
Dates:	December 1998 - July 2001
Employer:	City of Dunnellon, Florida - City Council
Population:	1,951 (47,000 + within City's Utility Service Area)
Employees:	5 Department Heads and 16 full time employees.
Contact:	Human Resources
	20275 River Drive, Dunnellon, Florida 34431 Phone: 352-465-8500

Responsibilities:

The position of Director of Public Services was a highly responsible position that supervised the administrative and operational functions of the City's Water & Wastewater Utilities, Road & Streets, City Garage, Community Development, Building Inspections, Grant Development, Comprehensive Planning, Code Enforcement, Planning and Zoning, Facility Management, Parks and Recreation, Animal Control, Emergency Management and the Solid Waste Collection / Recycling Programs. (Mayor and Commissioner's references available)

Major Accomplishments:

1. Authored the City's Department of Environmental Protection's (DEP) Small Disadvantaged Community Wastewater Grant. Initially authorized for $9.3 million, the total Grant commitment exceeded $13 million dollars. This remains the DEP's largest, most comprehensive Small Disadvantaged Community Wastewater Grant awarded.
2. Resolved a 24 citation Compliance Order on the City's Wastewater Treatment Plant from the Florida Department of Environmental Protection. Concluded with no penalties being assessed and receipt of a letter from the DEP Compliance Section commending the City for making the WWTP a model of compliance within four months.
3. Negotiated the City's largest annexations and associated Developer Agreements, Utility Extensions, Concurrency Analysis, Comprehensive Plan and Land Development Regulations Amendments.

6. Local Governmental Administrative Experience: **(Continued)**

Titles:	Senior Planner, Zoning Code Official and Emergency Management Coordinator
Dates:	November 1993 - November 1998
Employer:	City of Wildwood, Florida - City Commission
Population:	3,598
Employees:	4 Departmental. 9 Project Team
Contact:	Human Resources
	100 North Main Street, Wildwood, Florida 34785 Phone: 352-303-1332

Responsibilities:
Supervised all the work related to Permitting, Comprehensive Planning and Land Use administration including, site plan reviews, environmental and developmental permitting, annexation, plats and Concurrency Determinations. Provided Special Projects financial analysis and construction review / inspections. Also served as Emergency Management Coordinator and City's grant writer.
(Mayor and Commissioner's references available)

Accomplishments:
1. Completed technical analysis for City's $5 million dollar Utility Facility Analysis Plan.
2. Project Coordinator responsible for the work necessary for the design, financing, permitting and construction of a regional water and wastewater utility. This work consisted of constructing three, potable water wells, 20 miles of transmission mains, renovation of a wastewater treatment plant doubling capacity and modifying treatment process to FDEP's Public Access / Re-Use effluent treatment standards.
3. Developed the Wildwood Senior Emergency Response Team, (WSERT). Pronounced "wizard" this program was awarded the Claude Pepper Award for Outstanding Senior Program in Florida.
4. Appointed to the Governor's Interstate 75 / Florida Turnpike Corridor Council and the Corridor Council's Technical Advisory Committee.
5. Developed submittal / schedules that secured over $2 million dollars in grant funds for Land and Capital Improvements.

7. Personal:

I am married to Pamela Lynne Bonner. Pam is a career law enforcement professional and we are blessed with a 10-year-old son, John Christopher. We volunteer in the public schools Special Events Programs and are active in Boy Scouts.

I enjoy excellent health and am an avid outdoorsman. My hobby interests include music, woodworking, power and sail boating, motorcycling, photography, biking, hiking, canoeing, camping, GeoCaching, kite flying and GM performance engine building.

Lyndon L. Bonner

City of North Miami Beach, Florida
MAYOR GEORGE VALLEJO

September 10, 2012

To Whom it may concern:

I would like to recommend Lyndon Bonner as a candidate for your open City Manager position. For the past 18 months, he has served as our City Manager, which is a charter officer here in North Miami Beach.

During his tenure, Lyndon oversaw a budget of approximately $100,000,000 covering all of our city's operations, including the three enterprise businesses we operate: the water utility, the sewer utility and the sanitation utility. I have found him to have an incredibly deep well of experience in municipal operations, especially as they translate into the financial budgets.

He is extremely focused and thorough on the tasks he is assigned by the Council. I have found him to be a person of unwavering integrity and who follows the ICMA Code of Ethics to the letter. As an example, he has made it a point to act only at the direction of the Council as a whole, pursuant to our Charter.

Lyndon was brought in with orders to tackle a very challenging situation in our City. Our finances were a mess, our reserves had been depleted and political influence abounded in the upper reaches of the administration. He made many difficult and sometimes politically unpopular decisions. However, he did right the ship, get us back on a sustainable course and stop much of the outside influence on the administration.

In the final analysis, if you are looking for a manager who knows the right call and the backbone to make it happen, I strongly recommend Lyndon. If I may provide any further assistance, please feel free to call me at my cell 786-208-5626.

Sincerely,

George Vallejo
Mayor

17011 N.E. 19th. Ave • North Miami Beach, FL 33162-3111 • (305) 948-2986 • Fax: (305) 787-6036 • www.citynmb.com

City of North Miami Beach, Florida
COUNCILWOMAN MARLEN MARTELL

August 23, 2012

To whom it may concern,

It gives me great pleasure to write a recommendation letter for Mr. Lyndon Bonner. Mr. Bonner was appointed as City Manager to the City of North Miami Beach at the beginning of 2011. Shortly, thereafter, I became an elected official. It was after that point that I had the opportunity to engage in conversations that would change the path of our city.

Mr. Bonner understood the needs of the community and developed a comprehensive financial plan that continues to be the building blocks for our city. He has left us with a roadmap that will be followed in years to come. Mr. Bonner is very well versed in administrative issues and has proven to have experience in all levels of departmental management.

He is extremely intelligent and his financial ability is unsurpassed. I believe he is a huge contributor to any city and wish him the very best in his endeavors. I believe and trust that any city that hires him will be providing their citizens with an outstanding administrator.

Sincerely,

Marlen Martell
Councilwoman

City of North Miami Beach, Florida

COUNCILMAN PHILIPPE DEROSE

August 30, 2012,

To whom it may concern:

It is with great pleasure that I write this letter of recommendation on behalf of Mr. Lyndon L. Bonner. I have known and worked closely with Mr. Bonner for approximately 2 years. He has always impressed me by his intelligence and his motivation which is evidenced in his accomplishments and contributions while working in Government agencies.

Mr. Bonner is an outstanding professional, a good communicator, and a very committed and responsible individual. Beyond his professional credentials, he is also a wonderful gentleman, very congenial, and easy going. He is self motivated and adheres to the highest standards of honesty and integrity.

I believe that your organization will benefit tremendously from the presence of such a talented and brilliant individual. I am very enthusiastic about his application and give him my highest recommendation.

I know Mr. Bonner will prove to be an asset in any position for which he is qualified. If you have any questions, please feel free to contact me at (305) 582-3246.

Sincerely,

Philippe Derose
Councilman

17011 N.E. 19th Avenue • North Miami Beach, Florida 33162-3100 • (305) 948-2986 • FAX (305) 787-6036

Board of County Commissioners
Sumter County, Florida

910 N. Main Street, Room 201 • Bushnell, FL 33513-6146 • Phone (352) 793-0200 • FAX: (352) 793-0207
SunCom: 665-0200 • Website http://sumtercountyfl.gov

November 9, 2007

To Whom It May Concern:

Mr. Lyndon Bonner was hired to serve in the capacity of Assistant County Administrator to support the Interim County Administrator, Sandra Howell, during my deployment to Afghanistan.

Upon my return Mr. Bonner was shifted to Special Projects then to the Interim Assistant Community Service Director for the sole reason of funding and the location of the majority of the projects managed by him.

Mr. Bonner was assigned the most challenging projects some of which were either involved in pending litigation, life safety code issues, or simply budgetary and timing limitations.

In each of the projects: weather alert radio antenna, agricultural center kitchen completion and life safety code updates, government office building renovation completion and pending litigation, hazard mitigation grant preparation, and the largest of the projects – the Lake Panasoffkee Canal Cleanout Project, Mr. Bonner demonstrated an extreme attention to detail and coordination, strong dedication to complete the projects within the guidelines and budgets, and a very caring team player.

Mr. Bonner continues to exhibit a "can do" attitude which is paramount in any organization.

Given any similar project or situation, I certainly recommend Mr. Bonner to accomplish the task.

Sincerely,

Bradley Arnold

Richard "Dick" Hoffman, Dist 1
Vice Chairman
(352) 753-1592 or 793-0200
910 N. Main Street
Bushnell, FL 33513

Doug Gilpin, Dist 2
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513

Michael E. Francis, Dist 3
Chairman
(352) 753-1592 or 793-0200
910 N. Main Street
Bushnell, FL 33513

Garry Breeden, Dist 4
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513

Randy Mask, Dist 5
Office: (352) 793-0200
Home: (352) 793-3930
910 N. Main Street
Bushnell, FL 33513

Bradley S. Arnold,
County Administrator
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513-6146

Gloria R. Hayward, Clerk & Auditor
(352) 793-0215
209 North Florida Street
Bushnell, FL 33513

Randall N. Thornton
County Attorney
(352) 793-4040 P.O. Box 58
Lake Panasoffkee, FL 33538

Board of County Commissioners
Sumter County, Florida

910 N. Main Street, Room 201 • Bushnell, FL 33513-6148 • Phone (352) 793-0200 • FAX: (352) 793-0207
SunCom: 665-0200 • Website http://sumtercountyfl.gov

September 21, 2007

TO WHOM IT MAY CONCERN

Re: Employment of Lyndon Bonner

Lyndon Bonner was hired in February 2007 as "Interim" Assistant County Administrator for Sumter County. The Sumter County Administrator was serving active military duty after being employed only six months. My regular job was Assistant County Administrator, and I was serving as "Interim" County Administrator.

Lyndon came to Sumter County at a very challenging time. The first "Interim" Assistant County Administrator retired, the second did not work out. I needed someone with enough overall knowledge that could assist me with a variety of projects and daily concerns.

Lyndon integrated very easily into our organization. I found him to be very knowledgeable in the operation of government. I had several old projects that needed to be completed along with a couple of new projects. Lyndon was assigned an agricultural building kitchen to finish, managing of contractual conflicts and close-out of renovations of a large building the county owns. The new projects consisted of the Lake Panasoffkee canal dredging contract and a weather alert radio system for Sumter County. After the February 2, 2007 tornado, we realized the weather alert coverage for Sumter County was non-existent to poor. Through efforts of many, but coordinated by Lyndon, we now have a weather alert system that was approved and installed in record time.

Richard "Dick" Hoffman, Dist 1
Vice Chairman
(352) 753-1592 or 793-0200
910 N. Main Street
Bushnell, FL 33513

Doug Gilpin, Dist 2
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513

Michael E. Francis, Dist 3
Chairman
(352) 753-1592 or 793-0200
910 N. Main Street
Bushnell, FL 33513

Garry Breeden, Dist 4
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513

Randy Mask, Dist 5
Office: (352) 793-0200
Home: (352) 793-3930
910 N. Main Street
Bushnell, FL 33513

Bradley S. Arnold,
County Administrator
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513-6146

Gloria R. Hayward, Clerk & Auditor
(352) 793-0215
209 North Florida Street
Bushnell, FL 33513

Randall N. Thornton
County Attorney
(352) 793-4040 P.O. Box 58
Lake Panasoffkee, FL 33538

Our County Administrator returned in June 2007. At that time, I returned to my position as Assistant County Administrator. Lyndon was moved into a position named "Special Projects Manager" and reported to the Director of Community Services. Effective October 1, his title will again change to Interim Assistant Community Services Director where he will serve until the end date of his contract.

While all the shuffling is quite confusing to read, my desire in this documentation is to express Lyndon's versatility in county government, his attention to detail, and his ability to manage complex and controversial tasks. He is quick to remember our mission in serving citizens and approaches his assignments in that manner. Lyndon has been an asset to Sumter County.

Sincerely,

Sandra Howell

Sandra Howell
Assistant County Administrator

Professional References:

Mr. David Ellspermann, Marion County Clerk of Court	Telephone 352-671-5604
Mrs. Shairi Kamali Assistant City Manager, City of South Miami, Florida	Telephone (305) 778-7700
Mr. Mac Serda, Assistant City Manager 7011 NE 19 Avenue, North Miami Beach, Florida 33162	Telephone (305) 525-5505
Ms. Jennet Smith, (Former)Director of Finance and Budget 7011 NE 19 Avenue, North Miami Beach, Florida 33162	Telephone (305) 395-8761
Mr. Neil Fairman, President, The Plaza Group 3101 South Ocean Drive, Suite A-1 Hollywood, Florida, 33019	Telephone 954-630-8880
Mr. Reynolds Allen, Allen, Norton and Blue 324 S. Hyde Park Avenue, Suite 225, Tampa, Florida 33606	Telephone 813-251-1210

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Lyndon L. Bonner

Employment Referenced: City of Dunnellon, Florida,

[1]Director of Public Services

Employment Dates: DECEMBER 1998 – JULY 2001

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

___ **Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy")**

___ **Knowledgeable of current developments affecting the local government management field.**

___ **Effectively implements and enforces municipal policies and procedures**

___ **Demonstrates a capacity for innovation and creativity.**

___ **Anticipates problems and develops effective approaches for solving them.**

___ **Maintains a positive work atmosphere conducive to productivity and efficiency.**

___ **Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations.**

___ **Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving**

___ **Properly controls the municipality's operational and functional activities and motivates others to maximum performance**

___ **Effectively recruits professional staff**

___ **How would his/her direct reports describe this person's management style?**

---

[1] There was no one remaining on the City Council who served when Mr. Kellogg was employed there. Copies of minutes of the July 5, 2001 Council Workshop and the July 9, 2001 Council meeting were volunteered and provided by the City Clerk, and are attached. The City Clerk stated that Mr. Kellogg resigned "with prejudice", which was in lieu of termination.

2. FISCAL MANAGEMENT

___ **Possesses knowledge of governmental accounting/budget procedures**

___ **Prepares a balanced budget to provide services at a level directed by the Council or Commission**

___ **Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy.**

___ **Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting**

___ **Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality.**

3. PERSONAL SKILLS/COMMUNICATIONS

___ **Demonstrates high concern for ethical behavior.**

___ **Receptive to constructive criticism and advice**

___ **Manages stress effectively**

4. RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

___ **Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives**

___ **Carries out the directives of the Council or Commission as a whole, rather than those of any one member**

___ **Supports the action of the Council or Commission after a decision has been reached**

5. COMMUNITY RELATIONS

___ Maintains an "open door policy" with the community

___ Effectively addresses and accommodates citizen complaints

___ Shows a sensitivity to and appreciation of diversity of the municipality's population

___ Responsive to issues of both commercial and residential populations

___ Maintains an effective and collaborative working relationship with other local governments

___ Takes a diplomatic approach to problem solving

___ Projects a positive image on behalf of the municipality

___ Provides management support to municipal Boards

His reason for leaving: He was ready for a new challenge. His resignation was voluntary and he gave three months' notice.

Would you rehire this person if you were presented with the opportunity? Yes. He did a great job for the city.

Source: Mayor Catherine Robinson, City of Bunnell, Florida

City of Dunnellon
Workshop Meeting

Date: July 5, 2001
Time: 5:30 p.m.
Place: City Hall
20750 River Drive, Dunnellon, FL 34431

City Council Present
John Taylor, Mayor, Seat 1
Valerie Porter-Hanchar, Vice Mayor, Seat 2
Charles W. Grant, Councilman, Seat 3
Rick Hancock, Councilman, Seat 4
Dan Rutkowski, Councilman, Seat 5

City Council Absent
None

Staff Present
Dawn Bowne, City Clerk
Bob Jackson, Police Chief
Joe Campfield, Fire Chief
Lyndon Bonner, Public Service Director
Jackie Leonard, Community Development Coordinator
Ann Eschner, Financial Assistant
Mandy Roberts, Assistant City Clerk

Legal Counsel
Larry Haag - Haag, Friedrich & Wilcox

Mayor Taylor called the meeting to order at 5:30 p.m.

Agenda Item #1 – Councilman Hancock

- Budget and Management Issues

Councilman Hancock addressed the issue of budgeting deadlines that were not met by the Public Services Department. Although having been noticed by the City Clerk and Vice-Mayor of expectations and due dates, Councilman Hancock stated that Mr. Bonner is apparently confused regarding his responsibilities. Mr. Bonner indicated in a memo to the City Clerk that he was willing to assist with revenue projections, although he had not been required to do so in the past. Councilman Hancock stated that this responsibility of the Public Services Director is clearly stated in the job description. He stated that on June 21st, Vice-Mayor Porter-Hanchar presented Mr. Bonner with a written request to provide the requested budget projections by the 22nd. As of the current date, this request was not completed. Councilman Hancock stated that Mr. Bonner's failure to comply creates both a performance and an insubordination issue. He stated that Mr. Bonner has been aware of the budget schedule since it was published in March, and has proved

unprofessional in his procedural questioning after the work product is overdue. Councilman Hancock referenced information gathered by the City Clerk at the request of Mayor Taylor regarding Mr. Bonner's budget responsibilities, proving that he is, and has been in the past, responsible for and active in the projection of revenues for his department. He questioned the Mayor's involvement, as he is not the assigned liaison to the Public Services Department, and stated that the Mayor was aware that Mr. Bonner was attempting to avoid his responsibilities as indicated in an email sent to the City Clerk from Mayor Taylor.

Councilman Rutkowski stated that research has proven that Mr. Bonner was aware during the previous year's budget preparation of his responsibilities, and actively participated in the preparation and projection of revenues. He asked that Mr. Bonner submit a complete enterprise fund budget by July 12th.

Councilman Hancock pointed out that Mr. Bonner's responsibilities were reduced by one-third by the separation of Community Development, and still, he has not submitted a complete and timely budget.

Vice-Mayor Porter-Hanchar expressed displeasure in having to discuss such an issue in a public forum. She criticized Mr. Bonner for having had the same discussion and problem during the current fiscal year's budget process, and for not doing his job properly. She instructed Mr. Bonner to take immediate action in submitting a complete budget.

Mr. Bonner stated that he and Mr. Grabbe were currently working on enterprise fund revenue projections and they are nearly complete. He stated that the capital process is ongoing and that he met with Mrs. Bowne regarding the general fund portion of the budget for his department.

Councilman Hancock inquired as to the result of a meeting between Mr. Bonner, Councilman Rutkowski and Mrs. Bowne. Mr. Bonner stated that he received clear instruction from Councilman Rutkowski and followed through. Vice-Mayor Porter-Hanchar questioned Mr. Bonner as to why he did not respond to the clear instruction she had given him in her memo of June 21st.

Councilman Hancock stated that the City of Dunnellon cannot be so unusual in its ability to operate public services. He questioned as to whom is being held responsible for the past two years of problems regarding budget preparation. He stated that an employee who is released from probationary status at the end of six months should have a clear understanding of their job description. He stated that public services has been unable to coordinate, operate and properly manage the City Beach and that Mr. Bonner has not been present for CRA meetings in the past six weeks. He expressed concern regarding grant administration in that no financial analysis was done prior to the wastewater grant application for $8 million, which requires 15% matching funds. Councilman Hancock stated that Council has an obligation to ensure management responsibility and provide capable staff. He did not feel that a City Manager should be exposed to and expected to

deal with Council's management problems. He stated that he would be making a formal motion to terminate the Public Services Director at the next City Council meeting.

Agenda Item #2 – Councilman Grant

- Travel Reimbursement for City Manager Candidates

Councilman Grant stated that the selection committee identified eight candidates out of the thirty-six that applied. He stated that four were out of stated residents and the question had arisen regarding travel reimbursement. It is the consensus of the selection committee to conduct interviews in person rather than by telephone. Therefore, he suggested that the City assist in the travel expenses of the candidates as an indication of good faith. Council agreed that up to $100.00 be given to in-state candidates to assist with travel expenses and up to $200.00 be given to out-of-state candidates, providing that travel vouchers are supplied in any case. Mrs. Bowne stated that all interviews are scheduled for July 21st and 23rd.

Mayor Taylor inquired as to the status of the General Fund budget. Mrs. Bowne stated that it needed to be balanced and reconciled. She also stated that some more detail is needed such as verification of salary distributions. Mayor Taylor stated that he would like to see the budget balanced before actually hiring a City Manager.

Mr. Bonner stated that he has reviewed the water and sewer budgets, the water/sewer rate study and possible solutions in balancing the budget.

Councilman Grant stated that he is very impressed with JEA in regards to the water/sewer rate study as they have reviewed all options, possibilities and potential problems.

Agenda Item #3 – City Clerk

- Resolutions 01-19 and 01-20, Review of Telecommunications Service Tax

Mrs. Bowne stated that Mr. Haag had combined the two proposed resolutions into one. She stated that the City may adopt a maximum of 5.1% tax rate on telecommunications services. Mr. Haag stated that for the first year, the City can elect to collect an additional .30% and an additional .12% in lieu of charging permit fees, a combined total of 5.52%. After the first year, Mr. Haag stated that the rate would drop to 5.22%. Mrs. Bowne stated that the resolution must be adopted by July 16th in order to collect revenues from the State.

- Preliminary Millage Rate

Mrs. Bowne stated that the preliminary millage rate of 7.50 is set high in order to provide for adjustment. She stated that the preliminary rate may be decreased but not increased after adopted. Council agreed to approve the preliminary millage rate on consent as established by Mrs. Bowne.

Agenda Item 4 – Fire Department

- Budget Transfer

Chief Campfield requested a budget transfer of $2,400.00 from 01511-30491 (City Council Contingency) to 01522-60640 (Fire Rescue Capital Machine & Equipment). He stated that the transfer is necessary for the purchase of mandatory confined space equipment. Council agreed to approve the transfer on the consent agenda.

Agenda Item #5 – Public Services

- Bid for Sidewalk Repairs

Mr. Bonner requested authorization to go to bid for sidewalk repairs. Council agreed to authorize on the consent agenda.

Other Discussion

Chief Campfield stated that he is looking into the possibility of leasing a portable building to accommodate the Police Department as a result of the pending air quality issues.

Mayor Taylor stated that the City would continue its efforts in obtaining the CBIR Grant for the purpose of retrofitting the old middle school property into an emergency management facility. He suggested the City make a presentation at the Marion County Board of County Commissioner's next meeting regarding additional PELAC funding.

Ms. Leonard stated that a final site plan inspection is planned for the Riverside Café. She gave a brief update on the status of Ernie Mills Park.

Councilman Hancock suggested the Community Development Coordinator be appointed as the manager of the CRA. He stated that monies provided by the CRA would offset a portion of the Community Development Coordinator's salary. Council agreed to schedule a future CRA Workshop to discuss the issue.

Adjourn

There being no further business, the meeting was adjourned at approximately 6:25 p.m.

Attest:

Dawn Bowne, CMC

John Taylor, Mayor

CITY OF DUNNELLON
REGULAR CITY COUNCIL MEETING

DATE:July 09, 2001
TIME:5:30 p.m.
PLACE:City Hall
20750 River Dr., Dunnellon, FL 34431

CALL TO ORDER AND PLEDGE OF ALLEGIANCE
Mayor Taylor called the meeting to order at approximately 5:30 p.m. and led in the pledge of allegiance.

ROLL CALL
The following members answered present at roll call:
John Taylor, Mayor, Seat 1
Valerie Porter-Hanchar, Vice Mayor, Seat 2
Charles Grant, Councilman, Seat 3
Rick Hancock, Councilman, Seat 4
Dan Rutkowski, Councilman, Seat 5

INVOCATION
Invocation by Mayor Taylor

STAFF PRESENT
Dawn M. Bowne, City Clerk
Jackie Leonard, Community Development Coordinator
Bob Jackson, Police Chief
Joe Campfield, Fire Chief

LEGAL COUNSEL
Larry Haag of Haag, Friedrich & Wilcox, P.A.

CONSENT AGENDA:
(Note: Motion to approve items on the consent agenda is a motion to approve the recommended actions.)

APPROVAL OF MINUTES:
City Council Workshop 06/06/2001
City Council Meeting 06/11/2001
City Council Workshop 06/20/2001
City Council Meeting 06/25/2001

APPROVAL FOR PAYMENT OF BILLS:

06/29/2001 Prepaid UB060101	$	189.97

06/29/2001 Warrant 06290105	$ 272.40
07/09/2001 Warrant 07090101	$19,022.23
	$19,484.60

1. Authorize the City Clerk to sign the certification of taxable value at a 7.500 millage levy and establish September 10th as the tentative budget hearing date for the millage levy and budgets.
2. Authorize Public Services to bid sidewalk repairs.
3. Authorize Budget Transfer of $2,400.00 from 01511-60491 (City Council Contingency) to 01522-60640 (Fire Rescue Capital Machine & Equipment).
4. Authorize Travel Reimbursement for City Manager candidates in the amount of up to $100.00 for in-state candidates and up to $200.00 for out-of-state candidates.

Councilman Hancock moved the consent agenda be approved as presented. Councilman Grant seconded and all were in favor. The vote was 5-0.

REGULAR AGENDA:

AGENDA ITEM NO. 5 – TERMINATION OF PUBLIC SERVICES DIRECTOR

Vice-Mayor Porter-Hanchar moved that the resignation dated July 6th, 2001, by Lyndon Bonner, be rejected by this Council and that Mr. Bonner be given the opportunity to resign effective immediately with no 20 working day notice being required by this Council. Should Mr. Bonner fail to submit his immediate resignation in writing by noon, July 10th, 2001, then he shall be considered terminated from employment by this Council. Councilman Rutkowski seconded. The Mayor called for discussion.

Mayor Taylor asked why Mr. Bonner's resignation did not meet the approval of Mr. Haag, City Attorney. Mr. Haag stated that his opinion is not specific to Mr. Bonner. He stated he prepared this motion and this would be his advice for any employee under these same circumstances.

The Mayor called for a roll call vote. Councilman Grant, yes; Councilman Hancock, yes; Vice-Mayor Porter-Hanchar, yes; Councilman Rutkowski, yes; and Mayor Taylor, no. The motion passed 4-1.

Based on Ms. Leonard's experience, understanding and willingness to serve, Vice-Mayor Porter-Hanchar suggested the Council appoint Ms. Leonard to take over Mr. Bonner's projects, provide administrative support and overall management to the Public Services supervisors.

Councilman Rutkowski moved that Ms. Leonard fill the position of Public Services Director on an interim basis until a City Manager is hired, who will ultimately establish a complete administrative organization. Vice-Mayor Porter-Hanchar seconded and all were in favor. Councilman Hancock stated that Mrs. Bowne should assist in the financial and personnel related matters.

AGENDA ITEM NO. 6- PUBLIC HEARING – ORDINANCE 01-6; HISTORIC DISTRICT SIGN CODE AMENDMENT (Published Riverland News 06-28-01)

Mayor Taylor said, "It is now 5:45 p.m. and I close the regular meeting and open the public hearing to discuss proposed Ordinance 01-6, Historic District Sign Code Amendment, published in the Riverland News on June 28, 2001."

Mr. Paul Truesdell, business owner on Pennsylvania Avenue within the historic district addressed the City Council. He abrasively approached the City Council reading from a prepared document, which is attached and made a part of these minutes. He felt that this Ordinance was not in the best interest of the City or the business.

Mayor Taylor asked Ms. Leonard if she would like to respond to Mr. Truesdell. Ms. Leonard attempted to address Mr. Truesdell's concerns. She began by asking Mr. Truesdell if he was aware that there was an existing sign code. Mr. Truesdell responded, "Do not talk down to me!" Ms. Leonard turned to City Council and stated that she did not have anything further to say.

Councilman Hancock asked Mr. Truesdell where exactly his business is located. Mr. Truesdell responded that it was despicable that a councilmember did not know where his business was located.

Attorney Mackerell stated she also has a business in the historic district. She stated that Mr. Truesdell informed her of the proposed sign code changes. However, she has not had an opportunity to review the ordinance.

Mayor Taylor indicated that there were previous public hearings in order to obtain public input during the preliminary stages of this project.

Mayor Taylor said, "It is now 6:02 p.m. and I close the public hearing held to discuss the proposed Ordinance 01-6, Historic District Sign Code Amendment, and reopen the regular City Council Meeting."

AGENDA ITEM NO. 7- FINAL READING - ORDINANCE 01-6; HISTORIC DISTRICT SIGN CODE AMENDMENT

Councilman Hancock moved Ordinance 01-6 be read by title only. Councilman Rutkowski seconded and all were in favor. The vote was 5-0.

Ms. Bowne read the following into the record:

"ORDINANCE 01-6, AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF DUNNELLON BY REPEALING SECTION 10.9 OF APPENDIX A, ZOINING, ARTICLE X, SIGNS OF THE ZONING CODE IN ITS ENTIRETY; CREATING A NEW SECTION 10.9 ENTITLED SIGNS IN HISTORICAL DISTRICT; CREATING SUBSECTION 10.9.1 THROUGH 10.9.12 THEREUNDER PROVIDING FOR PURPOSE, DEFINITIONS, GENERAL SIGN CRITERIA, FREESTANDING SIGNS, HANGING SIGNS, WINDOW SIGNS, WALL SIGNS, CANOPY/MARQUIS, AWNING AND AWNING VALANCE, TEMPORARY SIGNS, MURALS AND FLAG BANNERS, ALTERNATIVE SIGNAGE AND ADMINISTRATION; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE."

Vice-Mayor Porter-Hanchar moved Ordinance 01-6 be approved as read. Councilman Rutkowski seconded and all were in favor. The vote was 5-0.

AGENDA ITEM NO. 8 – APPROVE RESOLUTION 01-19; TELECOMMUNICATIONS SERVICE TAX

Councilman Rutkowski moved Resolution 01-19 be read by title only. Councilman Grant seconded and all were in favor. The vote was 5-0.

Ms. Bowne read the following into the record:

"RESOLUTION 01-19, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNNELLON ELECTING TO INCREASE THE LOCAL COMMUNICATIONS SERVICES TAX CONVERSION RATE TO MINIMIZE FISCAL IMPACT TO THE CITY DUE TO PASSAGE OF COMMUNICATIONS SERVICES TAX SIMPLIFICATION LAW; ELECTING TO INCREASE THE TOTAL RATE FOR THE LOCAL COMMUNICATIONS SERVICES TAX BY 0.12 PERCENT IN LIEU OF IMPOSING PERMIT FEES ON COMMUNICATIONS SERVICE PROVIDERS DESIRING TO OCCUPY CITY RIGHT-OF-WAY; DIRECTING THE CLERK TO TRANSMIT THIS RESOLUTION TO STATE OF FLORIDA DEPARTMENT OF REVENUE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE."

Councilman Rutkowski moved Resolution 01-19 be approved. Councilman Hancock seconded and all were in favor. The vote was 5-0.

AGENDA ITEM NO. 9 – APPROVE AGREEMENT 01-19; FAGAN CONSTRUCTION – ERNIE MILLS PARK STAGE/PAVILLION CONSTRUCTION (Reviewed and approved by Larry Haag 06/27/01)
Vice-Mayor Porter-Hanchar moved Agreement 01-19 be approved. Councilman Hancock seconded and all were in favor. The vote was 5-0.

AGENDA ITEM NO. 10 – APPROVE AGREEMENT 01-20 FAGAN CONSTRUCTION – ERNIE MILLS PARK RESTROOM/CONCESSION CONSTUCTION (Reviewed and approved by Larry Haag 06/27/01)
Councilman Hancock moved Agreement 01-20 be approved. Councilman Rutkowski seconded and all were in favor. The vote was 5-0.

UNSCHEDULED ITEM – CITIZENS ADVISORY BOARD – MAYOR TAYLOR
Mayor Taylor stated that he would like to appoint a Citizens Advisory Board for the development of the donated school board property (old middle school). He provided the Council a list of volunteers who would like to serve on this committee. The city attorney recommended that staff members not be appointed to the board. He suggested they work with board from a staff perspective.

Vice-Mayor Porter-Hanchar moved the following people be appointed to a board to review development ideas and make recommendations to the City Council in regards to the old middle school property:

Barbara Weston, Ron Porter, Rosetta Smith, Cathy Redd, Jim Kilby, Millard D. Wilson, Jim Patterson, Joey White, Frank Rusciano, Penny Loften, Jim Jurney, and Rosemary Walsh.

She further moved that Mayor Taylor be appointed as Council Liaison to this board. Councilman Grant seconded and all were in favor. The vote was 5-0.

AGENDA ITEM NO. 11 - LIAISON REPORTS
The City Council shared their liaison updates.

AGENDA ITEM NO. 12 - PUBLIC QUESTIONS/COMMENTS
No public comments were heard.

AGENDA ITEM NO. 13 - ADJOURNMENT
At approximately 6:43 p.m., Vice-Mayor Porter-Hanchar moved the July 09, 2001 council meeting be adjourned. Councilman Hancock seconded and all were in favor. The vote was 5-0.

ATTEST:

Dawn M. Bowne C.M.C.
City Clerk

John Taylor, Mayor

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7-9-01 Workshop

Let me begin by offering a heartfelt thank you to all who participated in the origination and drafting of the ordinance before the City Council. The civic concern and participation is greatly appreciated and should be encouraged to continue tomorrow and the many years ahead; however, I am convinced that the passage of this ordinance would do more harm than good. It is not in the best interests of the city. Passage of this ordinance would be a grave and, with my personal assurance, a costly error.

Fourteen [14] years ago, on July 7, 1987, Oliver North stated at the Iran-Contra hearing in Washington, D.C. the following: "I am here to accept responsibility for that which I did. I will not accept responsibility for that which I did not do." Hereto, I accept responsibility for restoring and maintaining one of the finest properties in the Historical District in the City of Dunnellon without any public aid, without welfare, and without the input or blessing of any

community action group. I do not accept responsibility, however, for those in and about the Historical District who comport themselves and their property in such a manner that is less than respectable for those who seek and desire cleanliness, a semblance of order, and a display of community and neighborhood pride. Therefore I absolutely refuse to shoulder the needless restrictions this ordinance places upon those like myself, who do not need negative enforcement to comport to normal community standards.

The expense of financial resources, time, and physical exertion was that of my family and myself. Nobody from any public or private organization has ever recognized us for our efforts, nor has any recognition been given, as far as I am aware, to the many others who have not sought validation through community action groups, but from personal pride and the financial rewards of decent entrepreneurial work and responsibility.

The City of Dunnellon bills itself as a "Boomtown", a "Gateway to the Nature Coast", and as "Historical" in general nature. Why then, does this ordinance only apply to a portion of the City, rather than to every single piece of property within the City as a whole? Why has so much attention, been paid by so many, regarding so few properties. What truly irks me, is the simple fact that if we gathered all of the people who own a business within the City limits of Dunnellon, to stand next to all of the residents who pay property taxes and thus have the ability to vote, there would be a fair number in the business owner group; however, if you asked only those business owners to remain standing who also live within the City limits, the number would fall dramatically. Finally, if you ask those remaining who do not rent, but rather who own their commercial property to remain standing, well, it might not be enough to invite to a decent cocktail party.

So here I am, a resident and a business owner who owns his commercial property and conducts his business within the confines of the Historical District. And yet, have I been approached by any community action group or any member of the City Council for any ideas, concerns, or general input regarding this Socialist ordinance? No, I have not.

Recently Bat Houses were all the rage and publicly touted. Press coverage was substantial and everyone was encouraged to do their part in the "natural" abatement of mosquitoes. But if the Bat House is such a great idea, why did the City Council not mandate that every property owner erect and maintain a Bat House? Silly you may say, but what is the difference between educating, asking, and encouraging action rather than mandating compliance. It's simple. Mandating bat houses would render Dunnellon as the laughing stock of the country. Forcing everyone to erect

bat houses and become Batman and Batwoman would be great media fodder. But in this ordinance, some apparently feel, is needed and just fine and dandy. Forcing the view of what is appropriate in terms of color, typestyle and general exterior décor on others who are already doing the right thing is, again, pure Socialist in nature and wrong.

Christians have a saying: "Don't just talk the talk, but rather, walk the walk." The contradiction between the talk and the walk by the City Council with regards to redevelopment and general improvement of the Historical District is comical. Last week, on July the 4th, I overhead a conversation between Commissioner Randy Harris and Mayor John Taylor in which the Mayor was proud to state that the city was getting ready to put a few public properties back on the tax paying roll; specifically the Fire Department and Police Department. Well, let's just think about this for a minute. We have a new retailer coming to town by the name of Wal-

in terms of multifaceted use for Boomtown Days, the Jazz Festival, boaters, and children's safety.

Post, Mackerel, Larson, Carlson, and Truesdell all own property in the Historical District and all rent space out to others. What do you think the collective response will be when tenants refuse to alter their corporate logo or signage to comport to this ordinance and the wishes of a community group, many of whose members are not residents of the city? When landlords begin to loose money due to an ordinance as the one proposed, people take varied forms of action. Does the word litigation bring back any fond memories of a few years ago?

This ordinance does nothing that actual enforcement of existing ordinances by a code enforcement officer would not accomplish. Hereto we have a situation where we're on again and off again. Rules have in the past been enforced

Mart, and here we are, getting ready to move the Fire and Police Departments "out" of the Historical District and conveniently near our new big friend. And it also just happens to be next to Chatmar, an unincorporated community in which our city tax dollar paid Fire and Police Departments regularly respond to for calls for service when substantially larger county resources are unavailable. While you're at it, why not promote the relocation of the library to the Northern City limits as well.

Instead of all this nonsense, how about ceasing all development of the park across from Public Works, sell the City Hall, and build a single multi-purpose City Hall and Public Safety building directly across from the Public Works building. This would make all city services and departments conveniently located and still within the traditional limits of the downtown? If you want a park, build a park at the site of the old public health building behind Bill Post's office. Creation of a true "central park" offers much more to the city

arbitrarily and capriciously based upon who you were, who you knew, and which group you belonged to. Let's call it what it was for a while under a prior administration, "discrimination". And so to does this ordinance if approved. It discriminates against those who quietly toil at profitable business ventures to the perceived benefit of a group of community do gooders.

Lastly, I hope the City Council is fully aware and appreciative of the results of declaring my property and those of many others, "slummed and blighted." Yes sir indeed, that's a proud and positive distinction every property owner wants to have associated with his or her commercial property, especially when that property owner goes to sell that property. Full and fair disclosure during any and all real estate transactions make this designation a jim-dandy of a selling point. I think not. I wonder if a couple other negatively affected property owners have thought about it

and realized the negative impact on property values, all as the result of one or more community action groups wanting to raise "our" property taxes so "they" can spend our money. Costly class action suits have been filed in the past for a lot less in damages. I hope this was considered and fully appreciated when you declared us slummed and blighted.

Lastly, the members of the many of these do-gooder community action groups would best serve the community by not being so involved in the community, but rather finishing the projects they started and maintaining the properties they own. Some of the most vocal in favor of this ordinance should fix the falling down shudders, strip and paint their pealing paint, hire out or purchase a pressure washer, cut their shrubs, plant some grass, repaint their signage, and for god's sake, start repairing old depilated buildings they moved to save, before forcing the rest of us to

comport to their convoluted view of what a Historical District should be.

This ordinance is not need. It's Socialist in nature. It has been promoted by far too many individuals who do not live within the city limits, and is purely discriminatory in nature.

Let's not fool ourselves, there are only a few properties that anyone regularly sees and visits in the Historical District and we ~~don't~~ DO NOT need your help beyond the enforcement of existing code. We don't need "approved" typestyle for commercial signage for cryin' out loud. If passed, this will just be the beginning of other ordinances to restrict personal freedom and liberty. I am appalled any Republican or good Southern Democrat would even consider such a restrictive ordinance. or Martin's Rodeo Drive.
This is not New York City. Remember where you are and render your judgment accordingly.

Thank you.

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Lyndon L. Bonner

Employment Referenced: City of Bunnell, Florida, City Manager

Employment Dates: MAY 2002 – MAY 2006

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

Y **Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy")**

Y **Knowledgeable of current developments affecting the local government management field.** He was very knowledgeable and very strong in the finances. He started work the day that he was hired, and he knew the budget and where they stood from the beginning.

Y **Effectively implements and enforces municipal policies and procedures**

Y **Demonstrates a capacity for innovation and creativity.** Very much so. He thought outside the box. He worked out a road maintenance project for the city with Department of Transportation to maintain all of the state roads in their county. That helped to build up reserves.

Y **Anticipates problems and develops effective approaches for solving them.**

Y **Maintains a positive work atmosphere conducive to productivity and efficiency.** He has a dry sense of humor that you have to get used to.

Y **Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations.** He was not a micro-manager.

Y **Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving.** He's hands-on but not a micro-manager.

Y **Properly controls the municipality's operational and functional activities and motivates others to maximum performance**

Y **Effectively recruits professional staff**

– **How would his/her direct reports describe this person's management style?** He had an open-door policy. He's not a micro-manager, but had a participatory management style. He would make a list of problems and dates by which he wanted to solve the problems. It was a working list and he solved the problems mostly by his deadlines.

2. FISCAL MANAGEMENT

Y **Possesses knowledge of governmental accounting/budget procedures**

Y **Prepares a balanced budget to provide services at a level directed by the Council or Commission**

Y **Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy.** This was a strong suit for him.

Y **Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting**

— **Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality.** This was not applicable as there were no unions at the time.

3. PERSONAL SKILLS/COMMUNICATIONS

Y **Demonstrates high concern for ethical behavior.** Sometimes you took him wrong with his joking due to his dry sense of humor.

Y **Receptive to constructive criticism and advice**

Y **Manages stress effectively**

4. RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

Y **Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives**

Y **Carries out the directives of the Council or Commission as a whole, rather than those of any one member**

Y **Supports the action of the Council or Commission after a decision has been reached**

5. COMMUNITY RELATIONS

Y **Maintains an "open door policy" with the community**

Y **Effectively addresses and accommodates citizen complaints**

Y **Shows a sensitivity to and appreciation of diversity of the municipality's population**

Y **Responsive to issues of both commercial and residential populations**

Y **Maintains an effective and collaborative working relationship with other local governments**

Y **Takes a diplomatic approach to problem solving**

Y **Projects a positive image on behalf of the municipality**

Y **Provides management support to municipal Boards**

His reason for leaving: He was ready for a new challenge. His resignation was voluntary and he gave three months' notice.

Would you rehire this person if you were presented with the opportunity? Yes. He did a great job for the city.

Source: Mayor Catherine Robinson, City of Bunnell, Florida

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Lyndon L. Bonner

Employment Referenced: Sumter County, FL, Interim

Assistant County Administrator

Employment Dates: FEBRUARY 2007 - DECEMBER 2007

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS[1]

___ **Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy").** This is not applicable, as he was not in a position to do this.

___ **Knowledgeable of current developments affecting the local government management field.**

___ **Effectively implements and enforces county policies and procedures**

___ **Demonstrates a capacity for innovation and creativity.**

___ **Anticipates problems and develops effective approaches for solving them.**

___ **Maintains a positive work atmosphere conducive to productivity and efficiency**

___ **Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations.**

___ **Motivates county staff to work as a team and seek ways to be innovative and oriented toward effective problem solving.**

___ **Properly controls the county's operational and functional activities and motivates others to maximum performance**

___ **Effectively recruits professional staff.**

___ **How would his/her direct reports describe this person's management style?**

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[1] Source: Bradley Arnold, County Administrator. Mr. Arnold stated that he was deployed and came back and when he came on board, Mr. Bonner was finishing up a contract involving dredging activity and was working with the Southwest Water Management District in this regard. He didn't manage staff and the rest of the questions on this reference sheet really don't apply. Mr. Bonner's reason for leaving was to accept a job more in line with his management activities.

2. FISCAL MANAGEMENT

___ Possesses knowledge of governmental accounting/budget procedures

___ Prepares a balanced budget to provide services at a level directed by the Council or Commission

___ Strives to make the best possible use of available funds to ensure efficient and effective functioning of the county government and within budget limitations established according to county policy.

___ Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting.

___ Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the county.

3. PERSONAL SKILLS/COMMUNICATIONS

___ Demonstrates high concern for ethical behavior.

___ Receptive to constructive criticism and advice.

___ Manages stress effectively

4. RELATIONS WITH THE COUNTY'S COUNCIL OR COMMISSION

___ Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives.

___ Carries out the directives of the Council or Commission as a whole, rather than those of any one member

___ Supports the action of the Council or Commission after a decision has been reached

5. COMMUNITY RELATIONS

___ **Maintains an "open door policy" with the community.**

___ **Effectively addresses and accommodates citizen complaints**

___ **Shows a sensitivity to and appreciation of diversity of the county's population.**

___ **Responsive to issues of both commercial and residential populations**

___ **Maintains an effective and collaborative working relationship with other local governments**

___ **Takes a diplomatic approach to problem solving**

___ **Projects a positive image on behalf of the county**

___ **Provides management support to county Boards.**

Would you rehire this person if you were presented with the opportunity?

_____

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Lyndon L. Bonner

Employment Referenced: Okeechobee County, FL,

County Administrator

Employment Dates: APRIL 2008 - FEBRUARY 2011

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

Y **Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy")**

Y **Knowledgeable of current developments affecting the local government management field.**

Y **Effectively implements and enforces county policies and procedures**

Y **Demonstrates a capacity for innovation and creativity.**

Y **Anticipates problems and develops effective approaches for solving them.**

Y **Maintains a positive work atmosphere conducive to productivity and efficiency**

Y **Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations.**

Y **Motivates county staff to work as a team and seek ways to be innovative and oriented toward effective problem solving.**

Y **Properly controls the county's operational and functional activities and motivates others to maximum performance**

Y **Effectively recruits professional staff.** Okeechobee County is very small and this didn't apply.

___ **How would his/her direct reports describe this person's management style?** He was very adamant that department heads take control of their departments. He always had an open door policy and would always back his department heads, but he would address complaints. He was very supportive of his department heads.

2. FISCAL MANAGEMENT

Y **Possesses knowledge of governmental accounting/budget procedures**

Y **Prepares a balanced budget to provide services at a level directed by the Council or Commission**

Y **Strives to make the best possible use of available funds to ensure efficient and effective functioning of the county government and within budget limitations established according to county policy.**

Y **Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting.**
When he was there, it was at the beginning of the economic drop in Florida and he was very mindful of this.

Y **Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the county.**

3. PERSONAL SKILLS/COMMUNICATIONS

Y **Demonstrates high concern for ethical behavior.**

— **Receptive to constructive criticism and advice.**
She didn't observe this.

Y **Manages stress effectively**

4. RELATIONS WITH THE COUNTY'S COUNCIL OR COMMISSION

Y **Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives.** He was very hands-on and involved with the Commission.

Y **Carries out the directives of the Council or Commission as a whole, rather than those of any one member**

Y **Supports the action of the Council or Commission after a decision has been reached**

5. COMMUNITY RELATIONS

√ **Maintains an "open door policy" with the community.** Okeechobee is small and he was involved and it is not always easy in that Town, but he always attended functions.

√ **Effectively addresses and accommodates citizen complaints**

√ **Shows a sensitivity to and appreciation of diversity of the county's population.** She never saw any conflicts.

√ **Responsive to issues of both commercial and residential populations**

√ **Maintains an effective and collaborative working relationship with other local governments**

√ **Takes a diplomatic approach to problem solving**

√ **Projects a positive image on behalf of the county**

— **Provides management support to county Boards.** This was not in his area of responsibility. They answered to the Commission.

His reason for leaving: He was ready for a new challenge. His resignation was voluntary and he gave three months' notice.

Would you rehire this person if you were presented with the opportunity? Yes.

Source: Kim Hopkins, Human Resources Director. There was no one available who served on the Board when Mr. Bonner was employed there.

John O. D'Agostino

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: X Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: ICMA Website

4. Applicant's Last Name: D'Agostino

5. Full First Name: John Middle Name: Orlando

6. Applicant's Home Address: 12 Maverick Drive
(*Do not use a post office box.*)

City: Mansfield State: MA Zip Code: 02048

Home Telephone No. (*with area code*):704-221-9949 Cell Phone No. (*with area code*): 704-221-9949

Email Address: jdagostino92257@me.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No X
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

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BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No X
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No X
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes X No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No X

13. Can you work evenings? Yes X No ☐

14. Can you work weekends? Yes X No ☐

15. Are you legally able to work in the United States? Yes X No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No X

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes X No If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: MA

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No X

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: Classical High School	Date Graduated: June 1976
Address: State Street	
City/State/Zip Code: Springfield, MA 01103	
College/University	
Full Name: Syracuse University	Date Graduated: May 1980
Address: 1000 University Ave	Major: Liberal Arts/Political Science
City/State/Zip Code: Syracuse NY	Degree: BA
College/University	
Full Name: American International College	Date Graduated: May 1990
Address: State Street	Major: Human Resource Development
City/State/Zip Code: Springfield, MA 01109	Degree: Master of Arts
Training/Vocational School	
Full Name: University of Hartford	Date Completed: June 1993
Address: Bloomfield Ave	Licenses or Certifications: Masters in Public
City/State/Zip Code: West Hartford, CT	Administration
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Proficient in Word, Excel, Power Point, Pages, Numbers and Keynote

21. Please list any trade or professional organizations to which you currently belong:

ICMA – Manager in Transition
NCCCMA – Manager in Transition (North Carolina City and County Municipal Association – Manager in Transition

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Monroe	Starting Date: 08/12/2013
Address: Post Office Box 69	Ending Date: 12/3/2013
City/State: Monroe, NC Zip Code: 28112	Final Salary: $140,000
Telephone Number (with area code): 704-282-4500	
Your Immediate Supervisor: Mayor Bobby Kilgore	
Your Position Title: City Manager	
Duties and Responsibilities: Managed the day-to-day operations of a City Government that employed 625 plus employees excluding summer help. Managed in accordance with General Statutes 160A-148. I was the Chief Administrative Officer of the municipality. I managed the full service government including water, wastewater, golf course, municipal light and municipal gas departments.	
Reason for Leaving: Newly elected City Council voted to terminate my contract. The political environment in Monroe resulted in factious board. The group that hired me in six short months became the minority group. The municipal elections resulted in a power shift on the Council.	

Name of Employer: Town of Abington	Starting Date: April 2010
Address: 500 Gliniewicz Way	Ending Date: April 2013
City/State: Abington, MA Zip Code:02351	Final Salary: $118,000
Telephone Number (with area code): 781-982-2100	
Your Immediate Supervisor: Board of Selectmen	
Your Position Title: Town Manager	
Duties and Responsibilities: Managed the day-to day operations of town government. I was the Chief Administrative and Chief Financial Officer of the Town. I prepared, analyzed and managed the municipal budget of all departments. I negotiated with all unions. I prepared and submitted five- year capital budgets for review and appropriation. I worked closely with the Superintendent of Schools to balance the municipal budget. I established transparency in a budget process that was not transparent.	
Reason for Leaving: My employment contracted ended. I was not renewed, but I was not interested in continuing with the community.	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Town of Mansfield	Starting Date:12/1/1997
Address: 6 Park Row	Ending Date: 06/30/2009
City/State: Mansfield, MA Zip Code:02048	Final Salary: 138,900
Telephone Number (with area code): 508-261-7370	
Your Immediate Supervisor: Board of Selectmen	
Your Position Title: Town Manager	
Duties and Responsibilities: Managed the day-to-day operations of town government. I was the Chief Executive and Administrative Officer for the town. I was responsible for the format, preparation, presentation and implementation of the operating and five year capital budgets for the Town. I negotiated all union contracts as the Collective Bargaining Agent. I managed the full service operations of the town including the Mansfield municipal light department, water, wastewater, commuter rail parking and downtown revitalization efforts.	
Reason for Leaving: The Board of Selectmen voted not to renew my contract after twelve years of service with the town.	

Name of Employer: Town of Blackstone	Starting Date: 05/95
Address: 15 St. Paul Street	Ending Date: 11/30/1997
City/State: Blackstone, MA Zip Code:	Final Salary:
Telephone Number (with area code): 508-883-1500	
Your Immediate Supervisor: Board of Selectmen	
Your Position Title: Town Administrator	
Duties and Responsibilities: Managed the day-to-day operations of town government. I was the Chief Administrative Officer for the town. I prepared the operating budget for review by the Board of Selectmen and the Finance Committee. I was the Chief Procurement Officer for the town. I assisted with the Collective Bargaining Negotiations with all unions. The Board of Selectmen had the final say on all union contracts.	
Reason for Leaving: Better Job opportunity with the Town of Mansfield, MA	

23. Please explain any gaps in your employment history:

Any gaps in employment are due to my job search activities. In some cases, you will see gaps of months between Mansfield and Abington and between Monroe to the present. I am actively searching for employment during these periods of unemployment.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☒ No ☐

If "yes", identify the employer and your job position, and explain why and include the date of the job

action: The City of Monroe is the only City that voted to fire me. I have worked in municipal government for the past thirty-two years. I was an at-will employee and the City Council voted to fire me.

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: John Orlando D'Agostino
(please print)

Signature of Applicant

1-20-2015
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

The

UNIVERSITY OF HARTFORD

Upon recommendation
of the Faculty of the Barney School of Business and Public Administration
and by the authority of the Board of Regents
the degree of

Master of Public Administration

is hereby conferred upon

John Orlando D'Agostino

in recognition
of the successful completion of the requirements for this degree,
together with all the associated honors, rights, and privileges.
Given under the seal of the University of Hartford,
Connecticut, September 25, 1993

Chairman of the Board of Regents

President

Senior Vice President for Academic Affairs
and Dean of the Faculty

Dean

Chair, Faculty Senate

American International College

Springfield, Massachusetts

To all to whom these presents shall come Greeting:

On the recommendation of the Faculty, the Board of Trustees of the College by virtue of the authority vested in them do hereby confer upon

John Orlando D'Agostino

the degree of

Master of Arts in Human Resource Development

with all the Rights, Privileges and Honors appertaining to this degree.

In Witness Whereof the seal of the College and the signatures of the President and the Chairman of the Board of Trustees are hereunto affixed.

Given at Springfield, Massachusetts, this twentieth day of May in the year of our Lord, One thousand nine hundred and ninety

With Distinction

President

Chairman of the Board of Trustees

Universitas Syracusana

In Civitate Novi Eboraci
Omnibus Ad Quos Hae Litterae Pervenerint
Salutem in Domino Sempiternam

Quoniam

John O. D'Agostino

studia et officia ei praescripta omnia honeste perfecit,

Quamobrem

Nos Cancellarius et Curatores Universitatis, auctoritate nobis commissa, ad gradum

Artium Baccalaurei

admisimus eique omnia iura privilegia dignitates insignia
ad hunc honorem ubique pertinentia concessimus.
Cuius rei hae litterae sigillo Universitatis munitae testimonio sint.

Syracusis die XXX Augusti anno Domini MCMLXXX Reipuplicae Americanae CCV

SYRACUSE UNIVERSITY · FOUNDED A·D·1870 · SUOS CULTORES SCIENTIA CORONAT

Gershon Vincow
Decanus Collegii Artium Scientiarumque

Melvin A Eggers
Cancellarius

RECEIVED
JAN 13 2015
HR

John O. D'Agostino
12 Maverick Drive
Mansfield, MA 02048
704-221-9949 (cell)
jdagostino92257@me.com
www.johnodagostino.com

Thursday, January 8, 2015

Human Resource Department
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

To Whom It May Concern:

Re: Town of Lake Park Town Manager Position.

I write to express my interest in the position of Town Manager for the Town of Lake Park Florida. My attached resume illustrates over thirty-two plus years of progressive public management service and experience. I have managed full service municipalities for the past twenty years as a Town Manager, City Manager or Town Administrator. I have utilized best practices during my more than thirty-two plus years of municipal service. I have managed municipalities with separate enterprise funds for water, sewer, electric, gas and municipal parking. I have strategically guided municipal organizations through the development and implementation of a shared strategic vision and direction for the community. Administrative decisions are made with a careful eye on getting the best return on expenditures. I have exceptional financial management skills and experience. I have balanced over twenty operating budgets. I have accomplished this through progressive cost saving measures, without adversely impacting the level of municipal services. Many of the cost saving measures during my tenure have resulted in hundreds of thousands of dollars in savings to municipal budgets.

I have managed communities similar in size to the Town of Lake Park. I understand the importance of maintaining high quality of life standards for the community. I have worked for the Springfield Redevelopment Authority during my employment tenure with the City of Springfield, MA. I have leveraged Tax Incentives to attract meaningful industries and employment opportunities to the municipalities I have served.

I am a collaborative problem solver. I have achieved change without losing site of the long and short-range policies of the Commission. I am an effective team leader, able to motivate staff to achieve the goals necessary to move a community forward in a positive direction. Through honesty and commitment to staff, I have been able to gain their trust and respect. In order to manage and lead an organization, building trust within the rank

and file is imperative. I maintain an open door policy for staff, elected officials and residents. I am honest and truthful, and will advocate for staff as well as hold them accountable for departmental outcomes. My collaborative management style encourages input from staff before decisions are reached. To cultivate support and buy-in when decisions are reached requires the manager to develop consensus throughout the decision making process. I have successfully worked with a broad range of community stakeholders and interests to reach consensus on important issues facing the community.

The integration of technology to disseminate information ensures that accurate, concise and important information is provided to residents, elected and appointed officials. I believe in a transparent work environment. Information needs to be shared among and between all facets of government and the public to ensure that timely and accurate information facilitates informed decisions.

My management style is to become part of the community and to understand the characteristics of the community. I have achieved positive long-term results in every community I have served. I strive to reach win-win solutions to move the community forward.

I have extensive skills in grant writing, personnel administration and creative problem solving. I am a visionary leader able to motivate staff to achieve the policy goals of the Commission.

I look forward to the opportunity to interview for the position of Town Manager for the Town of Lake Park, FL.

Sincerely Yours

John D'Agostino

John O. D'Agostino
12 Maverick Drive
Mansfield, MA 02048
704-221-9949 (cell)
jdagostino92257@me.com
Website: www.johnodagostino.com

Profile:

Strong background and extensive experience in public management with strengths in fiscal planning, budget preparation/analysis as well as contract negotiations. Experienced innovative problem solver with a vision to move public and non-profit organizations forward. Proven track record for motivating staff. The ability to establish a well defined vision and direction for decision makers in accomplishing organizational mission, goals and objectives.

Accomplishments:

- Money Magazine named Mansfield Massachusetts one of the top 100 communities in the country to live and work in 2005.
- Recipient of the Tri-Town Chamber of Commerce President's Award in 2007 for attracting new and emerging businesses and industries to Mansfield.
- Implemented a new trash program in Abington saving $321,000
- Implemented a new trash program in Mansfield saving $400,000
- Negotiated Health Care plan design changes in both Abington and Mansfield MA saving hundreds of thousands of dollars.
- Successfully attracted new companies to relocate to Abington and Mansfield using tax increment financing.
- Samsonite Luggage located World Headquarters in Mansfield generating over $5 million a year to the local economy.
- Successfully balanced twenty municipal budgets ranging from $42 million (Abington) to $82 million (Mansfield).

Career History:

City of Monroe *Aug. 2013 – Dec. 2013*
City Manager

- Chief Administrative Officer of the City pursuant to G.S. 160A-148.
- City Population 33,400 resident providing full services.
- Appoint 15 Full-Time Departments Heads and set administrative policy for all departments. Responsibility for the hiring, discipline and or termination of a total of 625 plus employees.
- Working with the Assistant City Manager for Finance, to prepare, analyze, and manage the existing operating budget totaling $140 million dollars including enterprise accounts.

- Responsibility of the City Manager is to present a balanced City Manager's Budget to the City Council, within the prescribed legislative time limits established by the State of North Carolina.
- Strong interpersonal and presentation skills. Ability to work with staff, to collectively establishes a viable vision and direction for the City. Exceptional ability to work with residents and stakeholders to address important issues of the community. Strong staff advocate, with the ability to hold staff accountable for outcomes in the organization.

Town of Abington Massachusetts *Apr. 2010 – Apr. 2013*
Town Manager

- Chief Administrative and Financial Officer, Town Population 16,400.
- Appoint Full-Time Departments Heads and set administrative and financial policy for 20 departments. Responsibility for a total of 95 employees.
- Prepare, analyze, balance and manage a municipal budget totaling $48 million dollars.
- Present a balanced Town Manager's Budget to the Board of Selectmen, Finance Committee and Town Meeting.
- Strong presentation skills.
- Collective Bargaining Agent responsible for all union and non-union contracts.
- Chief Procurement Officer for the purchase of all Goods and Services bids and contracts.
- Prepare and submit five-year capital outlay plan for the Town of Abington.
- Keep the Board informed on all operational, financial and personnel matters impacting the town.
- When I assumed the position, Abington had a DOR negative free cash certification of $720,000 and $1,000.00 in Stabilization. At the fall town meeting of final year, the town will have over $ 1 million in Stabilization. Balanced three consecutive budgets with free cash certifications of $1 million last year and a projected free cash certification of $795,000 for this fall Town Meeting.
- Established a strong working partnership with the School Department.
- Worked with the Superintendent of Schools to keep the Friuli Middle School from closing in 2010, provided additional funding for the high school to re-establish accreditation standards.
- Implemented a fully integrated financial software program, established sound policies and procedures to ensure financial continuity and sound cash management practices.
- Fiscally managed the turn around of Abington's finances.
- Negotiated plan design changes with all unions saving the town over three hundred thousand dollars in the first year and projected savings the following year of over $400,000.
- Implemented a municipal waste collection and recycling program saving the Town an estimated $340,000.

Town of Mansfield Massachusetts *Dec. 1997 – Jun. 2009*
Town Manager

- Chief Executive and Administrative Officer, town population 25,000.
- Appoint, manage and set administrative policy for 24 department heads with responsibilities for a total of 215 plus employees.
- Prepare, analyze, balance and present a total municipal budget of more than $84 million to the Board of Selectmen, Finance Committee and Town Meeting.
- Collective Bargaining Agent responsible for all contract negotiations.
- Negotiated higher co-payments for doctor, emergency room and specialist visits. Also started to negotiate a shift in premium payments prior to my departure.
- One of thirteen contiguous communities in the 495 South Economic Target Area.
- Successfully leveraged Tax Increment Financing to attract companies to Mansfield. Companies included: Covidien, Medline, Tyco Valves and Controls, as well as fifteen cutting edge Biotechnology companies.
- Mansfield was designated a Gold ready community by the MassBio Technology Council.
- Generated over $300 million in investment leveraging Tax Increment Financing.
- Worked with State and Local officials to resolve issues resulting from Deutsche Bank PGA Tournament Championship.
- Chief Procurement Officer for purchases of all goods and services.
- Establish long and short-term goals for the purpose of realizing the vision set forth in the master plan for the town.
- Served as a member of the Capital Improvements Committee.
- Seek and create opportunities to successfully manage the unprecedented growth of the town.
- Address residential questions, concerns and comments on a variety of topics and issues.

Town of Blackstone Massachusetts *May. 1995 – Dec 1997*
Town Administrator

- Chief Administrative Officer for the Town of Blackstone with a population of 8,200.
- Supervised appointed department heads.
- Prepare fiscal budget of 25 million and present to the Board of Selectmen and Finance Committee to be finalized for presentation at town meeting.
- Chief Procurement Officer for purchases of all goods and services for the town.

- Assist in Collective Bargaining Negotiations for final approval by the Board of Selectmen.

City of Springfield, Massachusetts *Feb 1983 – May. 1995*
Municipal Grants Manager

- Develop, compose, coordinate and submit municipal grants for implementation.
- Secure Community Policing Grant Funds at both state and federal levels
- Managed $110 million in municipal grants.
- Coordination and administration of a team of grant writers from various departments within the city.
- Serve on the Board of Police Commissioners for the City of Springfield with a population of 125,000.

Education:

University of North Carolina at Chapel Hill, School of Government, Municipal Management *April 2014*
M.A. Public Administration, University of Hartford *June 1993*
M.A. Human Resource Dev. American International College *May 1990*
B.A. (minor Political Science-Maxwell School of Citizenship) Syracuse University *May 1980*

Affiliations and Membership:

•North Carolina City and County Management Association Member
•ICMA (International City/County Management Association)

References:

Furnished Upon Request

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: John O. D'Agostino

Employment Referenced: Town of Mansfield, Massachusetts, Town Manager

Employment Dates: DECEMBER 1, 1997 - JUNE 30, 2009

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS[1]

___ **Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy")**

___ **Knowledgeable of current developments affecting the local government management field.**

___ **Effectively implements and enforces municipal policies and procedures**

___ **Demonstrates a capacity for innovation and creativity.**

___ **Anticipates problems and develops effective approaches for solving them.**

___ **Maintains a positive work atmosphere conducive to productivity and efficiency.**

___ **Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations.**

___ **Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving.**

___ **Properly controls the municipality's operational and functional activities and motivates others to maximum performance**

___ **Effectively recruits professional staff**

___ **How would his/her direct reports describe this person's management style?**

---

[1] According to the Human Resources Director, it is the policy of the Town of Mansfield to only release neutral information on a former employee. His job title was confirmed, as well as his dates of employment and ending salary. No further information could be provided.

2. FISCAL MANAGEMENT

___ Possesses knowledge of governmental accounting/budget procedures

___ Prepares a balanced budget to provide services at a level directed by the Council or Commission

___ Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy.

___ Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting

___ Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality.

3. PERSONAL SKILLS/COMMUNICATIONS

___ Demonstrates high concern for ethical behavior.

___ Receptive to constructive criticism and advice

___ Manages stress effectively

4. RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

___ Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives

___ Carries out the directives of the Council or Commission as a whole, rather than those of any one member

___ Supports the action of the Council or Commission after a decision has been reached

5. COMMUNITY RELATIONS

___ Maintains an "open door policy" with the community

___ Effectively addresses and accommodates citizen complaints

___ Shows a sensitivity to and appreciation of diversity of the municipality's population

___ Responsive to issues of both commercial and residential populations

___ Maintains an effective and collaborative working relationship with other local governments

___ Takes a diplomatic approach to problem solving

___ Projects a positive image on behalf of the municipality

___ Provides management support to municipal Boards

His reason for leaving:

Would you rehire this person if you were presented with the opportunity?

_____

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: John O. D'Agostino

Employment Referenced: Town of Abington, Massachusetts, Town Manager

Employment Dates: APRIL 2010 - APRIL 2013

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

√ **Maintains open, informative and timely communications with the Board of Selectmen (e.g., "open door policy").** His door was always open. He answered to the Board of Selectmen (rather than a Council or Commission). His communication with the board was excellent.

√ **Knowledgeable of current developments affecting the local government management field.** Definitely. He was always knowledgeable. He would initiate calls to the chairman each morning on his way to work. He implemented an automated system for the collection of trash (claw trucks) which converted trash pick-up from a two-man operation to a one-man operation. This was a very important issue.

√ **Effectively implements and enforces municipal policies and procedures**

√ **Demonstrates a capacity for innovation and creativity.** The implementation of the one-man trash pick-up system is an example.

√ **Anticipates problems and develops effective approaches for solving them.** He made every decision in the best interest of the Town.

√ **Maintains a positive work atmosphere conducive to productivity and efficiency.**

√ **Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations.** He was not a micro-manager.

√ **Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving.** He implemented a financial officers group to share ideas and he shared this with the schools in order to discuss fiscal matters.

√ **Properly controls the municipality's operational and functional activities and motivates others to maximum performance.** He was a very good speaker and could motivate people by what he said.

√ **Effectively recruits professional staff.**

~ **How would his/her direct reports describe this person's management style.** Very positive. He would hold monthly department head meetings.

2. FISCAL MANAGEMENT

√ **Possesses knowledge of governmental accounting/budget procedures.** They had a negative fund balance when he came on board, and when he left they had more than $1 million in their stabilization account (their bank account).

√ **Prepares a balanced budget to provide services at a level directed by the Board of Selectmen.** He would provide the budget to the Board of Selectmen. The Finance Director would prepare the budget.

√ **Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy.** .

√ **Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting.** He always made sure there was a five year comprehensive plan for large purchases, and that there was a certain percentage (5 percent) available to remain in the stabilization account.

√ **Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality.** He handled collective bargaining for fire, police, the library and he first got there.

3. PERSONAL SKILLS/COMMUNICATIONS

√ **Demonstrates high concern for ethical behavior.**

√ **Receptive to constructive criticism and advice.**

√ **Manages stress effectively**

4. RELATIONS WITH THE MUNICIPALITY'S BOARD OF SELECTMEN

√ **Works with the Board of Selectmen to establish annual goals and objectives, and reports to the Board of Selectmen regularly on the status of such goals and objectives.**

√ **Carries out the directives of the Board of Selectmen as a whole, rather than those of any one member. Always.**

√ **Supports the action of the Board of Selectmen after a decision has been reached**

5. COMMUNITY RELATIONS

√ **Maintains an "open door policy" with the community**

√ **Effectively addresses and accommodates citizen complaints.** He liked to help people. He had s soft spot for people. If you had a problem, he was always going to fix it.

√ **Shows a sensitivity to and appreciation of diversity of the municipality's population** He had a soft spot for seniors. He would hold monthly coffees to promote an open dialogue, and a couple of senior dinners and a cook-off with one of the seniors. He worked at every parade, and spoke at every event.

√ **Responsive to issues of both commercial and residential populations**

√ **Maintains an effective and collaborative working relationship with other local governments.** He had a good network.

√ **Takes a diplomatic approach to problem solving**

√ **Projects a positive image on behalf of the municipality**

√ **Provides management support to municipal Boards.**

His reason for leaving: The Board did not renew his contract, but this was mutual as Mr. D'Agostino was looking elsewhere.

Would you rehire this person if you were presented with the opportunity? Yes.

Source: Dori Jamieson, Assistant Town Manager.

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: John O. D'Agostino

Employment Referenced: City of Monroe, North Carolina,

City Manager

Employment Dates: AUGUST 12, 2013 - DECEMBER 3, 2013

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

√ **Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy").** He was only there a short time and the council changed and the politics changed.

√ **Knowledgeable of current developments affecting the local government management field.** As much as he could. He came from Massachusetts, and he didn't have all of the knowledge of North Carolina.

√ **Effectively implements and enforces municipal policies and procedures**

√ **Demonstrates a capacity for innovation and creativity.**

√ **Anticipates problems and develops effective approaches for solving them.**

√ **Maintains a positive work atmosphere conducive to productivity and efficiency.**

√ **Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations.**

√ **Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving.** Staff liked him.

√ **Properly controls the municipality's operational and functional activities and motivates others to maximum performance.** Within the time that he was there.

— **Effectively recruits professional staff.** He did not have an opportunity to do this.

— **How would his/her direct reports describe this person's management style?** Not known. Staff like him very well. It was politics that got him.

2. FISCAL MANAGEMENT

__ **Possesses knowledge of governmental accounting/budget procedures**

__ **Prepares a balanced budget to provide services at a level directed by the Council or Commission.** He had no time to do this.

__ **Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy.** He would have had he had the time to do this.

__ **Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting.** He would have had he had the time to do this.

__ **Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality.** He had no opportunity to do this.

3. PERSONAL SKILLS/COMMUNICATIONS

__ **Demonstrates high concern for ethical behavior.**

__ **Receptive to constructive criticism and advice.** He accepted it very well.

__ **Manages stress effectively**

4. RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

__ **Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives.** He had no opportunity to do this.

__ **Carries out the directives of the Council or Commission as a whole, rather than those of any one member**

__ **Supports the action of the Council or Commission after a decision has been reached**

5. COMMUNITY RELATIONS

Y **Maintains an "open door policy" with the community**

Y **Effectively addresses and accommodates citizen complaints**

Y **Shows a sensitivity to and appreciation of diversity of the municipality's population**

Y **Responsive to issues of both commercial and residential populations**

Y **Maintains an effective and collaborative working relationship with other local governments**

Y **Takes a diplomatic approach to problem solving**

Y **Projects a positive image on behalf of the municipality**

Y **Provides management support to municipal Boards.** For the time that he was there.

His reason for leaving:

Would you rehire this person if you were presented with the opportunity? Yes, if the Board would keep him. The council was split 4 – 3, and they didn't like the way he was hired. The election took place and they ousted him 4-3.

Source: Mayor Bobby Kilgore.

James D. Drumm

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: FLC website ?

4. Applicant's Last Name: Drumm

5. Full First Name: James Middle Name: David

6. Applicant's Home Address: 37309 Fountain Rd.
(*Do not use a post office box.*)

City: Zephyrhills State: FL Zip Code: 33542

Home Telephone No. (*with area code*): NA Cell Phone No. (*with area code*): 352-226-6533

Email Address: jdrumm825@aol.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

RECEIVED
JAN 21 2015
BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☒
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☒ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☒

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☒ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FL

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☒

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: Same

High School or GED	
Full Name: Winter Haven Sr. HighSchool	Date Graduated: June 1981
Address: 500 6th ST. SE	
City/State/Zip Code: Winter Haven FL 33880	
College/University	
Full Name: University of Florida	Date Graduated: June 1985
Address: Tigert Hall	Major: Political Science/Public Admin
City/State/Zip Code: Gainesville, FL 32601	Degree: B.A.
College/University	
Full Name: University of South Florida	Date Graduated: May 1988
Address: Fowler Ave	Major: Public Administration
City/State/Zip Code: Tampa, FL 33620	Degree: Master of Public Administration
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

microsoft programs: word, excel, outlook
Finance, utility billing, records management

21. Please list any trade or professional organizations to which you currently belong:

International City Management Assn. (ICMA)
Florida City/County Management Assn. (FCCMA)

EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Zephyrhills	Starting Date: 5-19-2011
Address: 5335 8th St	Ending Date: 4-25-2014
City/State: Zephyrhills FL Zip Code: 33542	Final Salary: $97,400
Telephone Number (with area code): 813-780-0009	
Your Immediate Supervisor: City Council	
Your Position Title: City Manager	

Duties and Responsibilities: managed all 11 city departments, Budget preparation and oversight, Capital planning, grants-writing and managed, Capital project management, visioning/Planning, downtown redevelopment, economic development (retail and Industrial), Collective bargaining, contract negotiations, policy review and advisement for policy changes and updates, managed Community Redevelopment Agency (CRA), Coordinated with County + State Agencies Resolved citizen complaints + concerns; Directed training + mentored staff.

Reason for Leaving: I voluntarily resigned. I learned that I did not have the 4/5 votes to renew my 3 year contract as two councilmen were wanting to rehire the former City manager who had over 20 years of service to the city. He had become a professor but when his 3yr contract was not renewed by the University, he actively sought re appointment as city manager. I was concerned this would cause a divide staff + Council. Separation was amicable.

Name of Employer: City of High Springs	Starting Date: March 8, 2004
Address: 110 NW 1st Av	Ending Date: Oct 21, 2010
City/State: High Springs FL Zip Code: 32643	Final Salary: $ 87,200
Telephone Number (with area code): 386-454-1416 x239	
Your Immediate Supervisor: City Commission	
Your Position Title: City Manager	

Duties and Responsibilities: managed all departments, prepared and managed Budget, Grant writing, managed Capital projects, visioning/planning, downtown redevelopment, economic development, worked with water Mgt District and FL4 Legislative delegation for funding, reviewed operations and fee structures, developed policies, negotiated contracts, prepared bid specs, negotiated union contracts. managed CRA and served as City Clerk.

Reason for Leaving: Resigned due to political shift of City Commission majority after a vote was taken to begin process to consider terminating my contract for "No cause".

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Municipal Mgt/Planning Consulting	**Starting Date:** 3-1-2002
Address: 475 E. Haines Blvd.	**Ending Date:** 3-5-2004
City/State: Lake Alfred FL **Zip Code:** 33850	**Final Salary:** varied due
Telephone Number (with area code): out of business	to level of assigned
Your Immediate Supervisor: clients	work. ~ 60,000 yr.
Your Position Title: Management/Planning Consultant	
Duties and Responsibilities: Conducted management studies, conducted personnel policy studies, grant writing, managed capital construction projects, Served as Contract City Planner for two cities which involved all Planning/Zoning/landuse functions. Served as an interim Asst Town Manager - Polk City FL during this time.	
Reason for Leaving: Closed business to accept the position of City manager in High Springs.	

Name of Employer: City of Lake Alfred	**Starting Date:** 5-17-94
Address: 155 E Pomelo St.	**Ending Date:** 12-17-2001
City/State: Lake Alfred FL **Zip Code:** 33850	**Final Salary:** $56,202
Telephone Number (with area code): 863-291-5270	
Your Immediate Supervisor: City Commission	
Your Position Title: City Manager	
Duties and Responsibilities: managed all departments, prepared and managed Budget, Grant writing, managed Capital projects, Served as HR Dir. and Planner for City, economic development, Served on Intergovernmental Boards + Committees, negotiated contracts and developed policy, Prepared agendas, Resolved citizen concerns.	
Reason for Leaving: Resigned as an election removed a "pro growth" City Commission majority and replaced it with a "NO growth" majority.	

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Auburndale	Starting Date: 8-5-1989
Address: PO Box 186	Ending Date: 4-29-1994
City/State: Auburndale FL Zip Code: 33823	Final Salary: $ 33,500
Telephone Number (with area code): 863-965-5500	
Your Immediate Supervisor: Robert Green, City Manager	
Your Position Title: Assistant City Manager	
Duties and Responsibilities: assisted in management of city departments. Assisted in preparation of Budget and Budget oversight, grant writing, managed capital projects, wrote policy and ordinances Served as staff to Boards + Committees (Historic Preservation Bd, and CRA). position also involved serving as Personnel Director.	
Reason for Leaving: Resigned to accept Lake Alfred city manager position	

Name of Employer: Hernando County BOCC	Starting Date: Dec 5, 1988
Address: 10 N Brooksville Av	Ending Date: Aug 2, 1989
City/State: Brooksville FL Zip Code: 34601	Final Salary: $ 22,500
Telephone Number (with area code): 352-754-4000	
Your Immediate Supervisor: Charles Hetrick, County manager	
Your Position Title: Management Analyst	
Duties and Responsibilities: Conducted Organizational Analysis and Development Studies, established performance criteria, assisted dept. directors with goals and Budget preparation. Presented Studies to the County Commission. Served as staff to appointed citizen advisory boards.	
Reason for Leaving: Resigned to accept employment with the City of Auburndale.	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Southwest Florida Water Mgt. District	Starting Date: 4-10-1988
Address: 2379 Broad St.	Ending Date: 9-21-1988
City/State: Brooksville FL Zip Code: 34601	Final Salary: 17,500
Telephone Number (with area code): 352-796-7211	
Your Immediate Supervisor: Curtis Diggs, Personnel Mgr.	
Your Position Title: Personnel Specialist	

Duties and Responsibilities: Conducted position audits, created job descriptions, conducted salary surveys, and performed general Human Resources duties.

Reason for Leaving: Position was a 6 month Temporary Contract job, and when the contract ended, so did the funding.

Name of Employer: City of Gulfport	Starting Date: 4-20-1987
Address: 5330 23rd Ave South	Ending Date: 7-24-1987
City/State: Gulfport FL Zip Code: 33711	Final Salary: Do not recall
Telephone Number (with area code): 727-893-1000	
Your Immediate Supervisor: Kathy Rice, City Manager	
Your Position Title: Personnel Analyst (intern)	

Duties and Responsibilities:

Reason for Leaving: This was a temporary internship position

23. Please explain any gaps in your employment history:
4-25-2014 - present - actively seeking employment
10-21-2010 - 5-19-2011 - Stay at home dad with toddler - actively sought employment
12-17-2001 - 3-1-2002 - Traveled to NewYork and Connecticut to visit family.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☒

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: James David Drumm
(please print)

James D. Drumm — Jan. 21, 2015
Signature of Applicant — Date

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

The Town of Lake Park is an Equal Opportunity Employer.

University of South Florida

has conferred on

James David Jensen

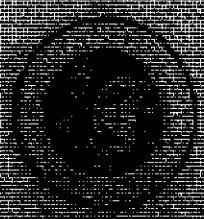
the degree of

Master of Public Administration

together with all the rights, privileges and duties appertaining thereto, in consideration of the satisfactory completion of the course prescribed by the Faculty of the

College of Social and Behavioral Sciences

In Witness Thereof, we have signed these seal and thereunder with the seal of the University at Tampa, Florida, this thirteenth day of April, 1988.



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JAN 15 2015
BY: ...MR.....

January 12, 2015

Honorable Mayor and Town Council, Town of Lake Park
C/O Ms. Bambi McKibbon-Turner M.S. HRM
Human Resources Director
535 Lake Avenue
Lake Park, Florida 33403

Dear Mayor DuBois and members of the Town Council:

I submit my resume for the position of City Manager. I have nearly 25 years of public management experience, with the majority of this time as a Florida City Manager. I am a "hands on" manager, however I do not micromanage. I do work with the Mayor, Council, department directors and management staff as a team. We set goals, measure success and achieve results. I have a great understanding of Florida municipal law and the many varied aspects of municipal government, from record archiving, public finance, budgeting, purchasing, community planning, to excelling in program delivery in crucial areas such as emergency services and the public works capital projects. I am available to the citizens, staff, and elected officials and can develop and maintain effective relationships with local and state officials to ensure that organizational priorities are addressed.

I recently served as City Manager of Zephyrhills, Florida, in the north Tampa Bay area. I managed 165 employees and a Budget just over $60 Million. The population is 14,800 people, which swells in winter to approximately 29,000. Zephyrhills is experiencing growth also in our permanent population due to the City of Tampa rapidly moving outward with development. The State indicated that Zephyrhills was ranked 23 of the top 100 cities in growth last year. We have been very active in planning for this growth and in constructing major capital improvements to advance our City. In Zephyrhills our goal is to grow, redevelop older neighborhoods in our community, and protect our history and small town atmosphere. Zephyrhills is a full service City with police, fire, finance, human resources, water, wastewater, stormwater, streets, parks and recreation, cemetery, sanitation, fleet, planning, economic development, building, information technology, airport, golf course, industrial park, library and two museums.

I previously served six and one half years as City Manager of High Springs, Florida. High Springs is a vibrant historic eco-tourism community located just northwest of Gainesville in Alachua County. The City has full municipal services. These services I managed included police, fire, finance, state license plates (tax collection), water, wastewater, stormwater, streets, farmer's market, parks and recreation, cemetery, sanitation (contracted), planning, development and codes. I managed 69 employees and the Budget was just over $19 Million. High Springs is 22 square miles in size and currently has 5,500 residents. In High Springs, our goal was to protect the natural and historic resources of the City (and surrounding areas) while promoting tourism, sustainability and planned growth.

I also previously served seven and one half years as City Manager of Lake Alfred, Florida. Lake Alfred is a full service city located along Interstate Highway 4 between Tampa and Orlando. Services I managed in that city included police, fire, finance, water, wastewater, stormwater, streets, parks and recreation, public beach, cemeteries, sanitation, central garage, planning, building and zoning and the library. I managed 72 employees and my Budget was $7 Million. The City of Lake Alfred has approximately 5,000 residents in the city limits and 2,200 within a utility service area outside the city.

I previously served as the Assistant City Manager in Auburndale, Florida, which is approximately 13,000 in population with an additional 8,000 living in the utility service area outside the city. Auburndale also is a full service city with the same functions as High Springs and Lake Alfred. In Auburndale, I assisted in the management of 170 employees and a Budget that ranged from $12-21 Million.

I have been successful in my career with grants, which have involved road construction, drainage, sidewalks, historic preservation, Main Street Program (Downtown Redevelopment), recreation facilities, park development, beach restoration (lake), sustainability planning/implementation, farmer's market expansion, urban forestry, drainage improvements, water line extensions, sewer line extensions, fire station renovations, law enforcement programs, computers, fire equipment, housing improvements, low income rental assistance, and other community improvements.

I have a great appreciation of history and historic preservation. In the mid 1990's I worked with community stakeholders to achieve a Main Street City designation and a "Certified Local Government " designation to launch a revitalization of historic downtown Auburndale. In 2006, I again motivated the businesses owners and community leaders in High Springs and we were awarded the designation of "Main Street City". That truly provided us platform for historic preservation improvements and to market our town for visitors and for the recruitment of new businesses.

I have been active with community and intergovernmental relations, as my resume describes. I have served on multi-jurisdictional boards and committees representing my City. I have been actively involved with the Chamber of Commerce and local economic development agencies. I have been successful in working to maintain and recruit businesses in my communities.

While serving as City Manager, I have always had active press and citizen participation. I worked with committees and the elected officials as a consensus builder in addressing community concerns and in developing and prioritizing the goals and objectives for the City. Many of these goals were accomplished, such as downtown streetscaping, City Hall restoration, emergency equipment upgrades, utility extensions, purchase of County and private utility system, creation of community gardens, Community Center expansion and new park development to name just a few.

As your Town Manager, I would partner with the Mayor, Town Council and staff to efficiently and effectively provide the quality services the citizens of Lake Park have come to expect. I am confident that with my advanced education, work experience, commitment to public service, and strong work ethic that I can handle the challenge of being your Town Manager.

My wife, six year old son and I have visited Palm Beach County many times and would be happy to relocate to Lake Park. I would be pleased to discuss my interest in the position and my qualifications further either by telephone or in person. My salary expectations are negotiable and would be between $114,000-$117,000 depending on the other benefits offered. I am available by telephone at 352-226-6533. I thank you in advance for consideration of my application.

Sincerely,

James D. Drumm

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JAN 15 2015
BY: ...NR.....

James D. Drumm

P.O. Box 1377
Zephyrhills, Florida 33539
(352) 226-6533
jdrumm825@aol.com

CAREER SUMMARY

I have over 20 years of professional Florida city management experience in full service cities. I have been successful in budgeting; financial management; grant writing; capital project management; policy development; inter-governmental relations; emergency and disaster response; media relations; visioning; community planning; economic development; downtown redevelopment; developing public works and utilities infrastructure; collective bargaining; developing and mentoring city staff to their potential; and working with dedicated staff members to provide quality services to the citizens we serve.

WORK EXPERIENCE

May 2011-April 2014 — **City of Zephyrhills, Florida**

City Manager

- Management over the operation and employees of all 11 City departments with services including: police, fire, finance, human resources, water, wastewater, stormwater, streets, parks and recreation, cemetery, sanitation, fleet, planning, economic development, building, code enforcement, general aviation airport, golf course, industrial park, library and two museums.
- Preparation and management of the annual budget ($60 Million)
- Planned and managed capital construction projects
- Supervised and participated in long/short range community planning : historic preservation, downtown re-development, economic development, industrial corridor, and airport expansion
- Prepared and presented agenda items and recommended legislation to the City Council
- Represented the City at meetings with Federal, State and County officials
- Writing and managing grant funded projects and community programs
- Analyzed codes, policies and operations so to implement improvements in efficiency and effectiveness of City services
- Developed a cohesive management team of professionals so to address improving and maintaining quality services while facing budget shortfalls due to the "Great Recession"
- Work involved many interactions with elected officials, Federal State, and County Agencies, City Boards, state/regional municipal leagues, non-profit organizations, civic groups, engineers, planners, developers and the general public
- Negotiated Collective Bargaining agreements
- Managed the Community Redevelopment Agency (CRA)

March 2004-October 2010 — **City of High Springs, Florida**

City Manager

- Management over the operation and employees of all City departments with services including: police, fire, finance, state license plates (tax collection), water, wastewater, stormwater, streets, farmer's market, parks and recreation, cemetery, sanitation (contracted), planning, development and codes.
- Preparation and management of the annual budget ($19 Million)
- Planned and managed capital projects
- Conducted long and short range community planning
- Prepared and presented agenda items and recommended legislation to the City Commission

- Represented the City on intergovernmental boards and at meeting with Federal, State and County officials
- Writing and managing grant projects
- Analyzed codes, policies and operations so to implement improvements in efficiency and effectiveness of City services
- Developed a professional management team to address customer service, operations and emergencies (i.e. Tropical storms, Hurricanes Frances and Jeanne)
- Work involved many interactions with elected officials, City Boards, state/regional municipal leagues, community organizations, engineers, planners, developers and the general public
- Responsibilities included serving as the City Clerk, which involved records management and supervision of municipal elections
- Served as Personnel Director
- Served as Community Redevelopment Agency (CRA) Executive Director.

March 2002- March 2004 **Self-Employed, Lake Alfred, Florida**

Management/Planning Consultant

- Conducted management studies
- Reviewed and conducted pay and classification studies
- Conducted personnel policy reviews and updates
- Reviewed and updated codes and policies
- Grant writing
- Supervised and conducted projects in annexation, land use planning and water/sewer utilities operations/expansions, growth management and various municipal management issues
- Served as Interim Assistant Town Manager of Polk City, Florida for14 months.

May 1994- December 2001 **City of Lake Alfred, Florida**

City Manager

- Management over the operation and employees of all City departments with services including: police, fire, finance, water, wastewater, stormwater, streets, parks and recreation, cemeteries, sanitation, central garage, planning, building and zoning and the library.
- Preparation and management of the annual Budget ($7 Million)
- Conducted long and short range community planning
- Recommended and prepared local legislation for the City Commission
- Prepared and presented agenda items
- Represented the City on intergovernmental boards at meetings and with County and State Officials
- Grant writing
- Analyzed codes, organizational policies and operations to improve efficiency and effectiveness of City services
- Interaction with elected officials, City Boards, community organizations, engineers, planners, developers and the general public
- Served as the Personnel Director
- Served as Interim Public Works Director on two separate occasions (nine months)
- Served as interim City Clerk on two separate occasions (ten months), which included the supervision of two municipal elections

August 1989- May 1994 **City of Auburndale, Florida**

Assistant City Manager

- Assisted in the management over the operations of all City departments (full service City)
- Assisted in the preparation and management of the annual Budget ($21 Million)
- Managed the City's personnel and purchasing programs
- Conducted and coordinated special projects
- Intergovernmental coordination through serving on boards and committees

- Staff coordinator to the Community Redevelopment Agency (CRA and other appointed municipal boards
- Grant writing
- Represented the City or the City Manager at meetings or conferences
- Acted as City Manager in his absence, to include representing Administration at City Commission meetings
- Analyzed organizational policies and operations so to recommend and implement effective and efficient programs
- Public relations with the press, the business community, as well as addressing public concerns communicated to the City Manager's Office

December 1988-August 1989 **The Office of the County Manager**
Management Analyst **Hernando County, Brooksville, Florida**

- Organizational analysis and development
- Conducted studies involving County procedures, policies and operations
- Analyzed data, determined results and made recommendations for improved operations
- Analyzed workflow, job duties and reporting relationships in order to improve operations and accountability
- Worked with County Commissions appointed citizen task force
- Reviewed department manager's proposed budgets and presentations
- Organized and facilitated Quality Circle Teams and created job classifications and descriptions

April- September 1988 **Southwest Florida Water Management District**
Personnel Specialist **Brooksville, Florida**

- Conducted position audits and developed job descriptions
- Analyzed benefits and salary survey data and provided recommendations to the Human Resources Director
- Water Management District comprised of 16 counties

May- July 1987 **City of Gulfport, Florida**
Personnel Analyst/Intern

- Analyzed departmental functions
- Recommended consolidations of positions and departments
- Conducted position classification studies
- Developed job descriptions for all municipal positions
- Analyzed salary survey materials
- Created employee education programs
- Conducting various personnel research projects

EDUCATION

1986-1988 **University of South Florida, Tampa, Florida**

- Master of Public Administration
  Concentration-Public Management

1981-1985 **University of Florida, Gainesville, Florida**

- Bachelor of Arts
  Major-Political Science, Concentration-Public Administration

CREDENTIAL PROGRAM

- Credentialed City Manager-International City/County Management Association (ICMA) Washington, District of Columbia, June 2005-present

PROFESSIONAL ACTIVITIES

- International City/County Management Association (ICMA)
- City Manager-Mentor: ICMA-Student Chapter-University of South Florida, Tampa, Florida
- Florida City and County Management Association, Past Board of Directors
- Florida Public Human Resources Association
- Florida Redevelopment Association
- Polk County City Management Association (past member)

INTERGOVERNMENTAL BOARDS

- East Pasco County Water Coalition, Board Member
- Florida Department of Transportation, Transportation Planning Organization Technical Advisory Committee, past member
- Alachua County BOCC-Countywide Visioning and Planning Committee
- Ridge League of Cities, past Board member
- Polk County Library Cooperative (13 municipal libraries and two county libraries), Governing Board-Past Chairman, Past Budget and Finance Committee-Chairman
- Central Florida Development Council, Past Board of Directors
- Florida League of Cities, Transportation and Urban Administration Committee, past Member and past Vice Chairman
- Southwest Florida Water Management District, Surface Water Improvement Management Committee for the Winter Haven Chain of Lakes, Past Member

COMMUNITY SERVICE

- Zephyrhills Rotary Club, Honorary Member
- High Springs Rotary Club, Past Board of Directors/Past President
- Auburndale Rotary Club, Past Board of Directors/Past President
- High Springs Chamber of Commerce, Past Board of Directors/Economic Development Chair
- Lake Alfred Chamber of Commerce, Past Board of Directors/Past President
- Auburndale Chamber of Commerce, Past Board of Directors
- Zephyrhills Economic Development Coalition, Steering Committee Member
- High Springs Main Street Organization, Economic Re-structuring Committee, Past Member
- Auburndale Main Street Redevelopment Association, Past Board of Directors, Past Secretary/Treasurer
- Lake Alfred Elementary School Advisory Council, Past Member
- East Polk County Committee of 100, Past Member

AWARDS

- **Program of Excellence Award for Community Sustainability,** ICMA 2009
- **Community Sustainability Award,** Florida City/County Management Association, 2009
- **Man of the Year,** Lake Alfred Chamber of Commerce, 1997
- **Executive Directors Award**, Auburndale Chamber of Commerce, 1993

REFERENCES

- Kenneth Compton, City Councilman (also Assistant State Attorney)
  City of Zephyrhills
  5335 8th Street
  Zephyrhills, FL 33542
  (813) 713-1850
- Jodi Wilkeson, Former City Council President (also Architect)
  City of Zephyrhills
  5335 8th Street
  Zephyrhills, FL 33542
  (813) 997-7194
- James M. Gabriel, Former Mayor/Former City Commissioner (also shop owner)
  215 S. Main Street
  High Springs, FL 32643
  (386) 588-4029
- Byran D. Williams, City Commissioner (also Methodist Pastor)
  City of High Springs
  110 1st Avenue
  High Springs, FL 32643
  (352) 871-7988
- Albertus Maultsby, City Commissioner
  City of Lake Alfred
  845 Lake Swoope Drive
  Lake Alfred, FL 33850
  (863) 956-1856
- Robert R. Green, City Manager
  City of Auburndale
  P.O. Box 186
  Auburndale, FL 33823
  (863) 965-5500
- John L. Daly, PhD., Public Administration Program
  University of South Florida
  Tampa, Florida 33620
  (813) 974-2384
- Vonnie Mikkelsen, Executive Director
  Zephyrhills Chamber of Commerce
  38550 5th Avenue
  Zephyrhills, Florida 33542
  (813) 782-1913
- Randall H. Reid, Southeast Regional Director (former Alachua County-County Manager)
  ICMA
  777 North Capitol Street NE, Suite 500
  Washington, DC 20002
  (202) 962-3502
- Judson Baggett, MBA, CPA (City of Zephyrhills independent auditor)
  Baggett, Reutimann & Associates
  6815 Dairy Road
  Zephyrhills, Florida 33542
  (813) 788-2155
- John Hagen, President
  Pasco Economic Development Council
  16506 Pointe Village Drive, Suite 101
  Lutz, Fl 33558
  (813) 926-0827

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: James D. Drumm

Employment Referenced: Southwest Florida Water Management District, Personnel Specialist

Employment Dates: APRIL 10, 1988 - SEPTEMBER 21, 1988

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS[1]

___ Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy")

___ Knowledgeable of current developments affecting the local government management field.

___ Effectively implements and enforces municipal policies and procedures

___ Demonstrates a capacity for innovation and creativity.

___ Anticipates problems and develops effective approaches for solving them.

___ Maintains a positive work atmosphere conducive to productivity and efficiency.

___ Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations.

___ Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving.

___ Properly controls the municipality's operational and functional activities and motivates others to maximum performance

___ Effectively recruits professional staff

___ How would his/her direct reports describe this person's management style?

[1] According to the Human Resources Director, there is no one available who can answer these questions. According to Mr. Drumm's personnel records, his dates of employment are correct as well as his job title. There is no reason for leaving specified.

2. FISCAL MANAGEMENT

___ Possesses knowledge of governmental accounting/budget procedures

___ Prepares a balanced budget to provide services at a level directed by the Council or Commission

___ Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy.

___ Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting

___ Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality.

3. PERSONAL SKILLS/COMMUNICATIONS

___ Demonstrates high concern for ethical behavior.

___ Receptive to constructive criticism and advice

___ Manages stress effectively

4. RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

___ Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives

___ Carries out the directives of the Council or Commission as a whole, rather than those of any one member

___ Supports the action of the Council or Commission after a decision has been reached

5. COMMUNITY RELATIONS

___ Maintains an "open door policy" with the community

___ Effectively addresses and accommodates citizen complaints

___ Shows a sensitivity to and appreciation of diversity of the municipality's population

___ Responsive to issues of both commercial and residential populations

___ Maintains an effective and collaborative working relationship with other local governments

___ Takes a diplomatic approach to problem solving

___ Projects a positive image on behalf of the municipality

___ Provides management support to municipal Boards

His reason for leaving:

Would you rehire this person if you were presented with the opportunity?

_____

Robert Kellogg

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: FCCMA NEWSLETTER ?

4. Applicant's Last Name: KELLOGG

5. Full First Name: ROBERT Middle Name: _____

6. Applicant's Home Address: 4462 SW OAKHAVEN LANE
(*Do not use a post office box.*)

City: PALM CITY State: FL. Zip Code: 34990

Home Telephone No. (*with area code*): _____ Cell Phone No. (*with area code*): 772-475-7294

Email Address: KOUSY72@YAHOO.COM

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

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JAN 23 2015
BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☑ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☐ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FLORIDA

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: MINERVA High School	Date Graduated: 1972
Address: 401 LATZER AVE.	
City/State/Zip Code: MINERVA, OHIO 44657	
College/University	
Full Name: KENT STATE UNIVERSITY	Date Graduated: 1982
Address: 221 N. MAIN ST.	Major: POLITICAL SCIENCE
City/State/Zip Code: KENT, OHIO 44242	Degree: BACHELOR OF ARTS
College/University	
Full Name:	Date Graduated:
Address:	Major:
City/State/Zip Code:	Degree:
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

KNOWLEDGE AND PROFICIENT IN WORD AND EXCEL.

21. Please list any trade or professional organizations to which you currently belong:

ICMA, FCCMA, BSA

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: TOWN OF SEWALL'S POINT	Starting Date: 9/2006
Address: 1 S. SEWALL'S POINT RD	Ending Date: 6/2013
City/State: SEWALL'S POINT, FL, Zip Code: 34996	Final Salary: $ 116,000
Telephone Number (with area code): 772-287-2455	
Your Immediate Supervisor: TOWN COMMISSION	
Your Position Title: TOWN MANAGER	
Duties and Responsibilities: SEE ATTACHED RESUME	
Reason for Leaving: NEW COMMISSION ELECTED WHICH WANTED TO MOVE IN A NEW DIRECTION.	

Name of Employer: CITY OF RITTMAN, OHIO	Starting Date: 3/87
Address: 30 N. MAIN ST	Ending Date: 9/2006
City/State: RITTMAN, OHIO Zip Code: 44270	Final Salary: $ 75,000
Telephone Number (with area code): 330-925-2045	
Your Immediate Supervisor: CITY COUNCIL	
Your Position Title: CITY MANAGER	
Duties and Responsibilities: SEE ATTACHED RESUME	
Reason for Leaving: ACCEPTED POSITION IN SEWALL'S POINT AS TOWN MANAGER	

Name of Employer: OHIO DEPARTMENT OF DEVELOPMENT	Starting Date: 6/85
Address: 77 HIGH ST	Ending Date: 3/87
City/State: COLUMBUS, OHIO Zip Code: 43215	Final Salary: $33,000
Telephone Number (with area code): 614-466-4455	
Your Immediate Supervisor: GREG CARR	
Your Position Title: DEVELOPMENT SPECIALIST	

Duties and Responsibilities:

SEE ATTACHED RESUME

Reason for Leaving:

ACCEPTED POSITION OF CITY MANAGER IN PITTMAN, OHIO.

Name of Employer: CARROLL COUNTY, OHIO	Starting Date: 1/77
Address: PUBLIC SQUARE	Ending Date: 1/85
City/State: CARROLLTON, OHIO Zip Code: 44615	Final Salary: $25,000
Telephone Number (with area code): 330-627-4869	
Your Immediate Supervisor:	
Your Position Title: COUNTY COMMISSIONER	

Duties and Responsibilities:

SEE ATTRCHED RESUME

Reason for Leaving:

LOST ELECTION

23. Please explain any gaps in your employment history:
FROM 1/85 TO 6/85 WAITING FOR POSITION AT DEPARTMENT OF DEVELOPMENT.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☑ No ☐

If "yes", identify the employer and your job position, and explain why and include the date of the job action: SEWALLS POINT AS TOWN MANAGER. NEW COMMISSION ELECTED WHICH WANTED TO MOVE IN NEW DIRECTION.

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: ROBERT KELLOGG
(please print)

Robert Kellogg
Signature of Applicant

1/22/15
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

RECEIVED
JAN 13 2015
BY: ....WR.....

January 12, 2015
4462 SW Oakhaven Lane
Palm City, Florida 34990

Human Resources Department
Lake Park Town Hall
535 Park Ave.
Lake Park, FL. 33403

Human Resources Department:

I recently became aware of your search for a new Interim Town Manager and Town Manager for the Town of Lake Park through a notice in the FCCMA Newsletter. I am extremely interested in the position as it is explained, and would welcome the opportunity to meet with you.

I recently served as Town Manager in Sewall's Point, Florida. Sewall's Point consists of approximately 2,100 people and is located between the St. Lucie and Indian Rivers in Martin County.

My past experience makes me uniquely qualified for the Lake Park Town Manager position. Lake Park is seeking an administrator with strong expertise in financial management, budgeting, and communication skills. Skills in which I have proven expertise. Both in my present position and previous employment, my involvement in the day to day management further strengthens my financial background by linking finances to field operations. During my career of 30 plus years in government I have managed and been responsible for more than $600,000,000 of tax payer's money. Not once during this period has there been a citation or a finding for recovery. During my tenure in Sewall's Point, I faithfully worked to increase Sewall's Point's carryover balances in all funds, while successfully reducing the millage rate even though property values continued to decline.

My management style is an aggressive one that emphasizes a management team comprising the Mayor, Commission, Department Heads and the Administrator. The role of the Administrator is to provide the Council with information, alternatives and recommendations to make the best decisions. Staff personnel, in my view, have the best grasp of operational problems and should be given ample opportunity for input during the decision making process. Also, department heads should be given a great deal of responsibility and authority in running their operations. This style has proven successful in both Sewall's Point and Rittman.

During my tenure in Sewall's Point I have been involved from conception to completion of the town's recently completed improvements to A1A. The $850,000.00 project included new paver brick crosswalks at the intersections, the installation of new medians,

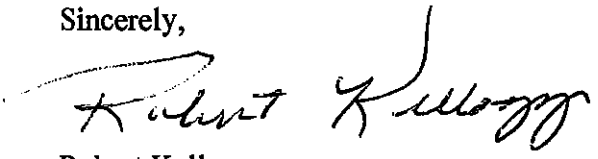
landscaping improvements, and the installation of pedestrian street lights. These improvements have made the area the focal point of the community. The project was successfully funded from the Florida Department of Transportation, the Martin County Metropolitan Planning Organization, and the Town. Through prudent fiscal management of this and other capital improvement projects we were able to control cost and successfully complete these projects at or under budget.

I am extremely interested in remaining in local government in a full-time professional position, specifically in a Town of your size. I have a strong desire to remain in Florida, which has furthered my interest in the position you have available.

I feel my extensive experience and familiarization with local government and various state and federal agencies would enable me to be an effective Administrator for the Town of Lake Park. I am confident that I have the personal characteristics and professional skills to become a valuable part of your administrative team.

In summary, I am very interested in the Lake Park Town Administrators position and believe I possess the qualifications your community is seeking in its next administrator. I will await your reply in the hope that we may meet to discuss in detail, the recruiting of your new Town Manager.

Sincerely,



Robert Kellogg

cc: Enclosures

ROBERT KELLOGG
4462 SW Oakhaven Lane
Palm City, Florida 34990

Cell: (772) 475-7294 **Email: kousy72@yahoo.com**

PERSONAL: [redacted] in Canton, Ohio. Wife – Jackie. Children: Kory, Kelli, and Carter. Hobbies include: computers, golf, and home repairs

HONORS & REGOGNITIONS: Recipient of "Outstanding Young Man in America" awarded by the United States Jaycees.

EDUCATION: Bachelor of Arts in Political Science
Kent State University, Kent, Ohio 1982.

EMPLOYMENT:

September 2006 to June 30, 2013, Town Manager, Sewall's Point, Florida.

March 1987 to September 2006, City Manager, Rittman, Ohio.

1985 to 1987, Development Specialist, Ohio Department of Development, State of Ohio, Columbus, Ohio.

1977 to 1985, Carroll County Commissioner, Carrollton, Ohio.

CIVIC & PROFESSIONAL AFFILIATIONS:

International City Manager Association
Boy Scouts of America
Rotary Club (Paul Harris Fellow)

REFERENCES: A list of references is included.

SUMMARY OF EMPLOYMENT EXPERIENCE

TOWN MANAGER, SEWALL'S POINT, FLORIDA

Sewall's Point is an upscale coastal residential community of approximately 2,000 residents located between the St. Lucie and Indian Rivers in Martin County. The town has approximately 850 homes and with a taxable value of $594,000,000, and encompasses 1.23 square miles. The Town provides Police and Building Department services. Fire and EMS, water, and trash disposal are provided by Martin County.

During my tenure as Town Manager, we have made significant accomplishments; a brief synopsis follows.

Fiscal Matters

When I arrived 6 1/2 years ago I discovered that the town had not submitted their required audits and were actually three years behind. Through the efforts of Town staff we were successful bringing all required audits up-to-date, and have reduced the number of management comments from approximately thirty-three to two.

Developed and committed to writing the Town's first set of general fiscal objectives, I broadened participation in the town budget process by encouraging Commission members' involvement and formalizing supervisor's roles in budget preparation.

Citizen Outreach/Communication

Using the Town web site successfully developed and implemented an email blast system for those residents who signed up via their email address on the site. The town provides agendas of the Town Commission Meetings, and other worthwhile information such as community events, and town sponsored activities. This system was well received and provides a high level of transparency between town residents and Town Hall.

Council / Manager Relations

Effective management of a modern organization requires close and open communications between policy makers (Town Commission) and those entrusted to carry out that policy (Staff). Furthermore, this communication must be two-way. I view the Town Administration as a "Team" encompassing the Mayor, Commission, Manager and all City employees.

CITY MANAGER, RITTMAN, OHIO

Rittman is a full service, independent city of approximately 6,500 residents. It provided the customary municipal services, operated water, wastewater and EMS services. Rittman had a 2006 budget of approximately $7.2 million and 41 full-time employees in addition to a 30 person volunteer fire department and a 25 person EMS operation.

Personnel Matters

The City's full-time employees were unionized and also covered by Ohio Civil Service. We had emphasized development of the line supervisors as part of the management team, giving them more latitude in the day to day decisions and more involvement in policy development. As City Manager, I was responsible for all labor relations, including contract negotiations.

Annexation

One accomplishment that I am especially proud of was completing the annexation of 274 acres of land for the Ohio Western Reserve National Cemetery. At full capacity, the cemetery will provide burial sites for 106,000 veterans and their dependents. Working with representatives of the Veterans Administration, we were successful in overcoming a number of complicated issues to make the project a reality.

Utility Administrations

One of my first efforts was to develop a five-year Capital Improvement Budget for the City. We dramatically cut service complaints in all utilities by beginning a proactive sewer cleaning program and replacing broken sewer and water lines, as well as extending water lines in various sections of the City. In the wastewater system we completed an $8.1 million treatment plant and collector system for which we secured approximately $2.5 million in grant funds.

Development Activities

Through the cooperative efforts of City Council, the Rittman Community Improvement Corporation and the State Department of Development, we were successful in developing the City's first two industrial parks. Four new manufacturing businesses have located in the industrial park creating approximately 200 new jobs.

DEVELOPMENT SPECIALIST, OHIO DEPARTMENT OF DEVELOPMENT

As a Development Specialist with the Department of Development my primary responsibility was to assist businesses and communities in obtaining government financing for expansion and development. Many times that meant dealing with businesses from other states and countries that were looking to relocate to Ohio.

During my employment with the department I obtained the National Development Council's "Economic Development Professional" Certification by successfully completing its 160 hour training program. The program emphasizes assisting businesses by finding, structuring, and securing public and private financing.

CARROLL COUNTY COMMISSIONERS

Carroll County employed approximately 175 employees and operated with a budget of $8 million. As Chief Executive Officer, I was responsible for the entire county budget and day to day operations.

Development and funding of Carroll County's first county sewer project was a significant accomplishment. This $7.5 million project was successfully funded with a 75% Ohio EPA grant and an FmHA Grant and loan.

Planned and development the funding of Carroll County's first two industrial parks, utilizing CDBG, EDA, and FmHA financing, coupled with ARC funding.

During my tenure in Carroll County more than $6 million in state and federal grant funds were successfully secured.

REFERENCES

Mr. E. Daniel Morris
24 Ridgeland Dr.
Sewall's Point, FL. 34996
(772) 486-5677
Mr. Morris is a former Mayor, and
Town Commissioner of Sewall's Point.

Mr. Robert E. A. Smith
2288 Alamo Rd.
Carrollton, Ohio 44615
(330) 627-4300
Mr. Smith served as a Carroll
County Commissioner.

Judge Mark Klingensmith
8 Palm Court
Sewall's Point, Florida 34996
(561) 308-1717
Judge Klingensmith is a former Mayor, and
Town Commissioner of Sewall's Point.

Mr. John Laria
112 East Ohio Ave.
Rittman, Ohio 44270
(330) 925-2015
Mr. Laria is a local business owner,
and served as President of the
Rittman Chamber of Commerce.

Mr. Greg Horn, City Manager
100 West Spring Valley Road
Centerville, Ohio 45459
(937) 433-7151
Mr. Horn serves as the City Manager
of Centerville, Ohio.

Mr. James Bell, Finance Director
City of Huber Heights
6131 Taylorville Rd.
Huber Heights, Ohio 45424
(330) 347-3074
Mr. Bell previously served as
Finance Director for the City of
Rittman.

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Robert Kellogg

Employment Referenced: Carroll County, Ohio, County Commissioner

Employment Dates: JANUARY 1977 – JANUARY 1985

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

__Y__ **Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy").**

__Y__ **Knowledgeable of current developments affecting the local government management field.**

__Y__ **Effectively implements and enforces county policies and procedures**

__Y__ **Demonstrates a capacity for innovation and creativity.** He is a go-getter.

__Y__ **Anticipates problems and develops effective approaches for solving them.**

__Y__ **Maintains a positive work atmosphere conducive to productivity and efficiency**

__Y__ **Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations.**

__Y__ **Motivates county staff to work as a team and seek ways to be innovative and oriented toward effective problem solving.**

__Y__ **Properly controls the county's operational and functional activities and motivates others to maximum performance**

__—__ **Effectively recruits professional staff.** This is not applicable.

__—__ **How would his/her direct reports describe this person's management style?** He was always a go-getter, and he would step in, assess the problem and solve the problem.

2. FISCAL MANAGEMENT

__Y__ **Possesses knowledge of governmental accounting/budget procedures**

__Y__ **Prepares a balanced budget to provide services at a level directed by the Council or Commission**

__Y__ **Strives to make the best possible use of available funds to ensure efficient and effective functioning of the county government and within budget limitations established according to county policy.**

__Y__ **Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting.**

__—__ **Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the county.** This is not applicable.

3. PERSONAL SKILLS/COMMUNICATIONS

__Y__ **Demonstrates high concern for ethical behavior.**

__Y__ **Receptive to constructive criticism and advice.**

__Y__ **Manages stress effectively.**

4. RELATIONS WITH THE COUNTY'S COUNCIL OR COMMISSION

__Y__ **Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives.**

___ **Carries out the directives of the Council or Commission as a whole, rather than those of any one member.** This is not applicable. He was a member of the County Commission.

___ **Supports the action of the Council or Commission after a decision has been reached.** This is not applicable. He was a member of the County Commission.

5. COMMUNITY RELATIONS

_Y_ **Maintains an "open door policy" with the community.**

_Y_ **Effectively addresses and accommodates citizen complaints**

_—_ **Shows a sensitivity to and appreciation of diversity of the county's population.** Not applicable.

_Y_ **Responsive to issues of both commercial and residential populations**

_Y_ **Maintains an effective and collaborative working relationship with other local governments**

_Y_ **Takes a diplomatic approach to problem solving**

_Y_ **Projects a positive image on behalf of the county**

___ **Provides management support to county Boards.** Not applicable.

Reason for Leaving: His second four-year term was up and he lost the election.

Would you rehire this person if you were presented with the opportunity?
N/A

Source: Robert E.A. Smith, who served with Robert Kellogg on the County Commission

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: **Robert Kellogg**

Employment Referenced: City of Rittman, Ohio, City Manager

Employment Dates: MARCH 1987 - SEPTEMBER 2006

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

Y **Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy")**

— **Knowledgeable of current developments affecting the local government management field.** He was only weak in personnel issue at the time. He was hired mostly for fiscal and grant matters.

Y **Effectively implements and enforces municipal policies and procedures**

Y **Demonstrates a capacity for innovation and creativity.** To the extent the budget permitted.

Y **Anticipates problems and develops effective approaches for solving them.**

Y **Maintains a positive work atmosphere conducive to productivity and efficiency.**

Y **Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations.** Most definitely.

Y **Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving.**

Y **Properly controls the municipality's operational and functional activities and motivates others to maximum performance**

Y **Effectively recruits professional staff**

— **How would his/her direct reports describe this person's management style?** He left department heads to run their own departments. This was very good. He was a little weak on personnel issues while this respondent was there.

2. FISCAL MANAGEMENT

__Y__ **Possesses knowledge of governmental accounting/budget procedures.** He has an uncanny ability to read something and thoroughly comprehend it quickly (e.g., the budget).

__Y__ **Prepares a balanced budget to provide services at a level directed by the Council or Commission.** He always operated within the budget.

__Y__ **Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy.**

__Y__ **Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting.** He was very good at budgeting.

__—__ **Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality.** He spent a little more than he should have on negotiating with the union, but he was very tough and he got what he wanted.

3. PERSONAL SKILLS/COMMUNICATIONS

__Y__ **Demonstrates high concern for ethical behavior.** Very much so.

__—__ **Receptive to constructive criticism and advice. Most of the time.**

__Y__ **Manages stress effectively**

4. RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

__Y__ **Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives**

__Y__ **Carries out the directives of the Council or Commission as a whole, rather than those of any one member**

__Y__ **Supports the action of the Council or Commission after a decision has been reached**

5. COMMUNITY RELATIONS

Y **Maintains an "open door policy" with the community.** Absolutely.

Y **Effectively addresses and accommodates citizen complaints**

— **Shows a sensitivity to and appreciation of diversity of the municipality's population.** There is hardly any diversity, so this doesn't apply.

Y **Responsive to issues of both commercial and residential populations**

Y **Maintains an effective and collaborative working relationship with other local governments**

Y **Takes a diplomatic approach to problem solving.** Most of the time.

Y **Projects a positive image on behalf of the municipality**

Y **Provides management support to municipal Boards**

His reason for leaving: He wanted to relocate to Florida. He left on his own.

Would you rehire this person if you were presented with the opportunity? If the council would consider him, yes.

Source: Larry Boggs, who served as the Chief of Police during Mr. Kellogg's tenure.