



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 21, 2012, 7:00 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kendall Rumsey	—	Vice-Mayor
Steven Hockman	—	Commissioner
Jeanine Longtin	—	Commissioner
Tim Stevens	—	Commissioner
<hr/>		
Jamie Titcomb	—	Interim Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian M. Lemley, CMC	—	Town Clerk

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

A. **CALL TO ORDER**

B. **INVOCATION**

C. **PLEDGE OF ALLEGIANCE**

D. **ROLL CALL**

E. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**

F. **PROCLAMATION:**

1. In Honor Of Lake Park Marina Director Michael Pisano

Tab 1

G. **PUBLIC and OTHER COMMENT:**

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

H. **CONSENT AGENDA:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of

these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

Recommended For Approval:

2. Regular Commission Meeting Minutes of February 15, 2012 Tab 2
 3. Resolution No. 08-03-12 Authorizing the Mayor to Execute the Memorandum of Agreement Between Children's Home Society and the Town of Lake Park Tab 3
 4. Proclamation Recognizing April as Florida's Water Conservation Month Tab 4
 5. Proclamation Recognizing April 27, 2012 as National Arbor Day Tab 5
- I. **ORDINANCE ON FIRST READING:**
6. Ordinance No. 04-2012 Update Town Code to Include the 2010 Florida Building Code Tab 6
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 54, ENTITLED "BUILDINGS AND BUILDING REGULATIONS" TO UPDATE REFERENCES TO THE FLORIDA BUILDING CODE AND THE NATIONAL ELECTRICAL CODE; PROVIDING FOR THE ADOPTION OF LOCAL AMENDMENTS TO CHAPTER 1 OF THE FLORIDA BUILDING CODE; PROVIDING FOR THE REPEAL OF CERTAIN REFERENCES NOW CONTAINED IN THE CODE; ; PROVIDING FOR THE REPEAL OF PROVISIONS OF THE CODE IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.
- J. **DISCUSSION AND POSSIBLE ACTION:**
7. Review Resumes Received for Town Manager Position Tab 7
 8. Request to Extend Kelsey Park Combination Market to Occur Year-Round Tab 8
 9. Internet Viewing of Public Meetings Tab 9
- K. **COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:**
- L. **ADJOURNMENT:**

Proclamations

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 21, 2012

Agenda Item No.

Tab 1

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input checked="" type="checkbox"/> Other: Proclamation | |

SUBJECT: Proclamation in Honor of Lake Park Harbor Marina Director Michael Pisano

RECOMMENDED MOTION/ACTION: Approval of Proclamation

Approved by Town Manager

Date: 3/16/12

Name/Title

James Titenda
Donna M. Kibben
HUMAN RESOURCES DIRECTOR

3/13/2012
Date of Actual Submittal

Originating Department: Human Resources	Costs: -0- Funding Source: Acct. #	Attachments: Copy of Proclamation
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> 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 <u>BMT</u> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

On February 27, 2012, the Town of Lake Park suffered the loss of our friend, Harbor Marina Director Michael Pisano, who had served in this position since November of 2007. The purpose of this agenda item is to honor Mr. Pisano posthumously for his service to the Town of Lake Park and to celebrate his life.

**PROCLAMATION IN MEMORY OF
HARBOR MARINA DIRECTOR MICHAEL PISANO**

WHEREAS; commencing in November of 2007, *Michael Pisano* served as the Director of the Lake Park Harbor Marina; and

WHEREAS; *Michael Pisano* was certified by the United States Coast Guard as a United States Merchant Marine Officer having graduated from the Association of Marina Industries of Annapolis, Maryland in 2006; and

WHEREAS; *Michael Pisano* amassed an extensive and impressive record of professional service in the marine industry; and

WHEREAS; through his commitment, innovation and professionalism, *Michael Pisano* instituted and maintained best management practices at the Lake Park Harbor Marina which were instrumental in its August 2008 designation as a "Clean Marina" by the Florida Department of Environmental Protection and the Clean Boating Partnership as part of the ongoing effort to protect Florida's environment and preserve marine resources; and

WHEREAS; throughout his service with the Town of Lake Park, *Michael Pisano* served the patrons of the Lake Park Harbor Marina with the highest degree of hospitality and customer service; and

WHEREAS; by so doing, *Michael Pisano* distinguished himself by establishing an excellent record of service to the citizens of the Town of Lake Park; and

WHEREAS; by virtue of his friendly spirit and deep concern for the welfare of others, *Michael Pisano* established himself as an inspiration and a friend to all who had the privilege of knowing him; and

WHEREAS; *Michael Pisano* passed away on February 27, 2012; and

WHEREAS; the Town of Lake Park wishes to honor him and celebrate his life.

NOW, THEREFORE, on behalf of the Commission of the Town of Lake Park, I James DuBois, Mayor of the Town of Lake Park, do hereby publicly recognize and commend *Michael Pisano* posthumously for his meritorious service to the Town of Lake Park and express our deepest sympathies to his family and to those whom he left behind.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 21st day of March, 2012.

BY: _____
Mayor

ATTEST: _____
Vivian Lemley, Town Clerk

Consent Agenda

TAB 2



**Town of Lake Park Town Commission
Agenda Request Form**

Meeting Date: March 21, 2012

Agenda Item No. *Tab 2*

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Regular Commission Meeting Minutes of February 15, 2012

RECOMMENDED MOTION/ACTION: To Approve the Regular Commission Meeting Minutes of February 15, 2012

Approved by Town Manager *[Signature]* **Date:** *3/16/12*

Shari Canada, Deputy Town Clerk
Name/Title

March 15, 2012
Date of Actual Submittal

Originating Department Town Clerk	Costs: \$0 Funding Source: 0 Acct. # 0	Attachments: Agenda Meeting Minutes Exhibit "A"
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input checked="" type="checkbox"/> Town Clerk <i>[Signature]</i> <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> 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 <i>[Signature]</i> Please initial one.

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

Tab 1

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

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Consent Agenda Items Recommended For Approval:

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

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

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

- A. Staff Report
- B. Public Comments
- C. Commission Deliberation

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

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

J. **DISCUSSION AND POSSIBLE ACTION:**

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

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

L. **ADJOURNMENT:**



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

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, February 15, 2012 at 7:00 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Steven Hockman, Jeanine Longtin and Tim Stevens, Interim Town Manager David Hunt, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

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

ADDITIONS/DELETIONS/APPROVAL OF AGENDA:

Commissioner Longtin requested that Item 6, Approval of Temporary Interim Town Manager Contract with Jamie Titcomb, be moved up. She stated that previously the Mayor had requested that Item 8, Ordinance No. 03-2012 Retired Police Officers Pension Fund, be moved up as consultants were in attendance.

Mayor DuBois requested that item 8, Public Hearing, be moved before the Consent Agenda.

Mayor DuBois stated that Item 6 is on the Consent Agenda and could be conceivably passed as one motion.

Commissioner Longtin advised that she would be requesting that Item 6 be pulled from the Consent Agenda.

Mayor DuBois suggested that Item 6 be moved to Item 2 on the Consent Agenda.

Commissioner Longtin stated "yes".

Mayor DuBois stated that he has a meeting on February 27, 2012 with County Commissioner Karen Marcus. He stated that he would like to add for Discussion and Possible Action the Interlocal Agreement for the Marina. He stated that the discussion would be for clarification about what the Town has already gone over on the use of the promenade and shared roadway with Lake Shore Drive heading south and half of it being used as a promenade.

Commissioner Longtin stated that it would be item 11.

Mayor DuBois concurred.

Vice-Mayor Rumsey stated that he has concerns about adding this item to the agenda.

Mayor DuBois stated that if there is an issue adding this item to the agenda he would have a problem going into the meeting with Commissioner Marcus. He stated that he is asking that the item be added and there be a vote on whether to add the item to the agenda.

Commissioner Stevens asked for clarification on what specifically is being added to the agenda.

Mayor DuBois stated that he is requesting an item be added to Discussion and Possible Action regarding clarification on the Commission's position regarding the Interlocal Agreement at the Marina particularly having to do with any vehicular access on Lake Shore Drive.

Mayor DuBois asked the Commission if all the changes to the agenda should be voted on together or separately.

Vice-Mayor Rumsey requested that the changes be voted on separately.

Motion: A motion was made by Commissioner Longtin to approve the Agenda as amended; Commissioner Stevens made the second.

Vice-Mayor Rumsey stated that the reasons he is not in favor of adding this item to the agenda is that he has heard the public outcry regarding this issue. He stated that the Town has been accused over and over again of not be inclusive of the public in discussions regarding this issue. He stated that an item on this matter being added to the agenda at the last minute is not fair to the Commission or the public. He stated that his second reason is that he did not know why the Town is considering closure of a lane on Lake Shore Drive when no legitimate project has been brought forward. He stated that the developer, after months of discussion, has not brought forth a completed application and plan to the Town's Community Development Department. He stated that his third reason is that before the Commission discusses this item it has to be taken before the Planning and Zoning Board and by not doing that it could very easily be considered a violation of the Sunshine laws. He stated that there is a process that this and every development must go through. He stated that the developer needs to follow the process and the Commission needs to stay out of it until the appropriate time. He stated that the project is a five year project and the Town has been in it for less than one year. He stated that the Commission sent a letter to the Palm Beach County Commissioners less than six months ago reiterating the Town's commitment to the Interlocal Agreement. He stated that the Town is in the preliminary stages of the process and when the appropriate time comes for the Commission to discuss street closures that is when the discussion should happen. He added that an agenda item at the last minute to satisfy a developer is not appropriate at this time.

Commissioner Hockman stated that he agreed with Vice-Mayor Rumsey. He stated that he is not sure how this came about but he assumes based on an e-mail correspondence

that the developer went to Commissioner Marcus to attempt to make the Town make a decision on this project. He asked if this is a five-year project why is the Commission rushing into this at this time.

Mayor DuBois stated that to his knowledge the developer has been attempting to get an appointment with Commissioner Marcus for the past two to three weeks and that this week Commissioner Marcus requested to schedule a meeting. He stated that he believes Mike Summers came to the podium at the last meeting and asked for clarification regarding the public aspect regarding the public/private partnership. He stated that the reason he is bringing this up now is essentially to add as much transparency as possible by providing notice of his attendance at a meeting with Commissioner Marcus and staff members for clarification for the applicant and the Town. He stated that he does not have an agenda for the meeting with Commissioner Marcus and does not know what he is going in there to talk about. He stated that he brought this in front of the Commission so the Commission would have the possibility to talk about this project. He stated that he is not trying to rush anything through and that he is just trying to open the door to discussion.

Vice-Mayor Rumsey stated that he is not accusing Mayor DuBois of trying to rush anything through and he realized that Mayor DuBois' hands were tied as far as Commissioner Marcus goes. He stated that all the members of the Commission have been beaten up on this, and that the Commission has heard the public outcry that the Town has not been inclusive in this project. He stated and that he wants to make sure the public is getting the right information on the project as it moves on to the next step in the process.

Mayor DuBois stated that he understands and that he has great concerns regarding the process involving an application that is in consideration. He felt that this is a very sensitive issues and he is also concerned about bringing discussion about clarification regarding the use of the property at the Marina and the public/private partnership to the Commission before Planning and Zoning. He stated that he thinks that since the last conceptual discussion of this project by Patrick Sullivan the discussion with regards to full street closure or a partial street closure to create the promenade. He thought it might be worth some clarification to the applicant regarding what the public contribution to the project might be.

Commissioner Stevens stated that he agrees with Vice-Mayor Rumsey and the concerns he has raised especially in regards to the proper procedure being followed for the application. However he stated that he had no issue with discussing this issue at this meeting, so that Mayor DuBois can be more fully prepared for his meeting with Commissioner Marcus. He stated that he does not expect the Commission to take action on this item tonight. He stated that the Commission needs to respect the procedures and that discussing the item would be okay.

Commissioner Longtin stated that she is glad that the Commission is concerned with proper procedure and candidness for the public, but she thought that all this discussion was just discussion and not necessarily giving the go ahead and if we are going to discuss this now let's discuss this now.

Mayor DuBois stated that this discussion is on whether the item will be on the agenda for discussion.

Vote on Motion:

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

Motion passed 3-2

Interim Town Manager Hunt requested that item 10, Internet Viewing of Public Meetings, be moved up as well. He stated that there is a consultant in the audience to speak on the item.

Mayor DuBois asked where Interim Town Manager Hunt would like the item moved to on the agenda.

Commissioner Stevens recommended that the item be heard after the second reading of the Ordinance.

Motion: A motion was made by Commissioner Stevens to move item #10 to after second reading of the Ordinance, which is item #2; Commissioner Longtin made the second.

Vote on Motion:

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

Motion passed 5-0.

PRESENTATION:

1. Proclamation In Honor of Donald K. Jordan former Town Commissioner 1967 and Mayor 1969

Mayor DuBois presented the proclamation to the Jordan Family.

PUBLIC AND OTHER COMMENTS:

Margaret Holland, 649 W. Kalmia Drive, "Good Afternoon, my name is Margaret Holland and I live at 649 West Kalmia Drive. Next door to me will becoming a sober house that is proposing 30 units. I mean 30 residents. I started out back in October with the previous city manager informing them that there was already five sober houses on Kalmia Drive. These sober houses are operating. I took the liberty to do the research, the person who is buying 549 West Kalmia has registered himself and the property as 549 LLC he has applied for the LLC prior to the sale of the property. A permit was issued prior to the sale of the property, the property is now being renovated to accommodate these 30 residents. When I moved there I wanted to live in a single family neighborhood now the entire block is almost covered with sober houses. I have been told that there is nothing that the Town can do. I am a tax payer I have rights too. I don't think we should sit by and let this person, he is registered under twenty-two LLC's and most of them have things to do with sober houses, labs, medical supply places all to cover his income stream. I don't know where else to turn at 11, 12, 1 o'clock at night I see them hopping my fence going in and out of the sober house. I have caught them having sex in my driveway. I have cleaned up numerous condoms in my driveway and this is prior to 549. At this very moment 549 is being renovated. The Town told me that they could only put 12 residents in there, 12 is too many but they are renovating this place to accommodate more than twelve. It is a nuisance, it is a blight on the community and my property value has gone to zero. I just don't think I should be paying taxes and living in a Town where I am told there is nothing that can be done. These addresses for the sober houses are 522 W. Kalmia, 543 W. Kalmia, 593 Palmetto, 549 W Kalmia. And I am investigating another one. The bus leaves every morning with the passengers to take them to the recovery center on Northlake. I have not found the registration for that one but, I did find the registration for Mr. Jason Akner who is taking over 549. He has 543 and there is a list of everything he has there. I have talked to one the counselors there and they tell me that Blue Cross and Blue Shield pays them \$30,000 a month for one person. Now we allow these places to come here, nobody's doing anything. When I came to the Town with this they said, oh we did not know they were there, I mean come on somebody has to get a license, someone came in pulled this permit for 549, no flags went up but, I have to live there being told you have no rights you have no safety there is no safeguards for you its left up to the State. I don't agree with that, you are not reducing my taxes in any way."

Mayor DuBois: "I just want to let you know that the time has expired. We have been fighting this issue for ten years, approximately ten years. Two years ago, two to three years ago, we hired, it has been more than two years, three years ago we hired a legislative assistant to help us get legislation passed in Tallahassee. It's been very expensive for the Town, it's been very expensive for the community. We have been trying to find legal solutions to prohibit, inhibit and mitigate the expansion of these sober

houses all through the Town and we have not had much success through legal channels of doing this. I had one that moved next door to me. For some reason they decided to sell the house but I experienced exactly what you are going through with the revolving door of a house full of multiple people coming and going all of the time my wife did too and she tried to address this through Code issues. It is one of the reasons that she ran for elected office. It has been a problem and it continues to be a problem. I would like you to put down the addresses that you have, give them to our Community Development Department.

Ms. Holland: "I already have."

Mayor DuBois: "So that we can make sure that every Code issue is enforced and that every building permit issued is enforced and at least where we have the possibility to enforce laws that those laws are enforced. There are American Disability Act issues that we simply don't have the authority to address."

Ms. Holland: "So I have no rights. I don't have the right to enjoy my property although I pay taxes? I don't have any rights? Is that what you are saying to me?"

Mayor DuBois: "I am not saying that. No."

Ms. Holland: "Ok"

Mayor DuBois: "I am limited in the rights that we as a Town can enforce on your behalf."

Ms. Holland: "So you cannot enforce anything you can't stop these things before they even get started. "

Mayor DuBois: "No I can't."

Ms. Holland: "So technically you are saying there is nothing you can do for me. Is that what you are saying?"

Mayor DuBois: "What we can do is enforce the Code and enforce the laws that are enforceable by a municipal entity and we intend to do that and I hope we have been doing that all across the Town. It is a very serious issue and I absolutely feel for you. I wish I could do more about it. As I said we have been aware of this for ten years and we have been trying to do something about it."

Ms. Holland: "But they are multiplying. You have to admit this is too many in one block. One of them has 24 people and now you are talking about putting another one with 30."

Mayor DuBois: "I would be happy to continue this with you after the meeting or at any time if you would like to."

Ms Holland: "Thank you."

Commissioner Stevens: "If I may briefly suggest, I would contact PBSO to address the trespassing, Commissioner Bluedax, and the public indecency."

Ms. Holland: "I have done that too. I am sitting there blocking them in my driveway they take their time to come the guys push out scrap the side of my car and my house and take off while I am waiting for PBSO." (Ms. Holland was no longer at the microphone which made it hard to hear everything that she said.)

Vice-Mayor Rumsey: "Mr. Mayor can we take her comments from the record in her words and send them up to Mr. Gomez tomorrow morning, so that he can hear a resident that is expressing what's happening to them because this is ridiculous."

Mayor DuBois: "Yeah, absolutely."

Commissioner Longtin: "Excellent Mr. Vice-Mayor."

Mayor DuBois: "Our entire legislative delegation for Palm Beach County should get a copy of that also, especially our neighboring municipalities to the south."

Vice-Mayor Rumsey "Who won't help us."

Mayor DuBois "Exactly."

Diane Bernhard, 301 Lake Shore Drive, she welcomed Mr. Titcomb to the Town. She stated that Mr. Titcomb is coming to the Town at a very interesting time. She stated that one of the issues leading up to the resignation of the former Town Manager was the new Handbook for the employees of Lake Park. She stated that an exorbitant amount of money was paid for the Handbook; however, upon reading it, the cost is not the only thing to be worried about. She stated that according to the new Handbook the powers and responsibilities of the Town Manager have grown considerably since the last printing in 1996. She stated that the changes should be of great concern to everyone who lives in Lake Park. She stated that the residents have the right to expect the simple updating of the Town's Handbook; however, what we got was the arbitrary and unilateral inflation of powers that were assigned to the position of Town Manager. She stated that there is a need to reverse these changes before they become the bible by which the new Town Manager performs his or her job. She stated that she does not want to see the Town spend another \$110,000 or even \$4,000 to write a new Handbook. She suggested that the Commission work with volunteers from the community to make a review committee and perhaps in a series of workshops to reformulate the 2009 version. She stated that she is not saying to throw out the Handbook, but that some things need to be changed. She advised that she would be willing to devote some of her time to the effort of making changes to the Employee Handbook. She stated that she provided handouts about some of the things she is recommending to be changed in the Handbook (see attached Exhibit "A"). She stated that the handout she provided would convince the Commission that a review committee is necessary and could be started immediately.

Mayor DuBois asked Attorney Baird if a policy or Employee Handbook could supersede the power and responsibilities granted to the Town Manager through the Town Code.

Attorney Baird stated that the Town Code and Charter sets forth the power and authority of the Town Manager.

Susan Lloyd, 220 Lake Shore Drive, stated that since the former Town Manager resigned due to her supposed connection to Patricia Bass, who was paid over \$100,000 to revise the Employee Handbook, she decided it would be of interest to read the old and revised Handbook. She stated that the first book was 69 pages and the second book was 135 pages. She stated that while reading the revised Town Handbook, two words kept jumping out at her, Town Manager. She stated that she compared the two Handbooks and compared the number of time the words Town Manager appeared. She stated that in the first manual the words Town Manager appeared 47 times and in the second manual the words Town Manager appeared 146 times. She stated that in the revised Town manual, the Town Manager can do the follow items with no questions asked: 1. hire a person at will, bypass the promoting from within or advertising for the position, 2. terminate an employee without cause and that employee cannot appeal the termination decision and 3. there are positions in the Town that work at the pleasure of the Town Manager and those employees are not subject to any probationary period to which all other employees are subject. She stated that she believed that the former Town Manager did all three of the things described. She stated that she believes that the revised manual gives too much power to any Town Manager. She stated that the Handbook needs to be revised again and that could be done at a minimal cost to the Town through volunteers and she offered her time. She stated that this suggestion should be strongly considered by the Commission prior to the hiring of a new Town Manager. She stated that she would like to see this item placed on the next Town meeting agenda for discussion and vote.

Jim Lloyd, 220 Lake Shore Drive, "I would like to ask that my very brief comments this evening be entered verbatim into the Town record. I have just one simple question speaking in behalf of the residents of Lake Park. We have had two big resignations recently, the Town Manager and our Director of Finance, and my question is why? I think the residents need an explanation to why these two resignations took place and the sooner the better. Thank you."

Michael O'Rourke, 501 Lake Shore Drive #201, stated that at the last Town Commission meeting that the Town Commission had a brief discussion regard the Town's Parks and Recreation position. He stated that he only knows about two programs for the youth within Lake Park and that he is involved in both programs and that he has only been a resident of the Town since June of last year. He stated that based on the discussion at the last meeting there is a position open and applications were taken, and the position is now closed. He asked that the Commission reconsider and reopen the position for applications and to consider a part time Park and Recreation Director. He stated that he knows of at least one person who might be interested in the Parks and Recreation Director position.

Erin Flaherty, 639 Evergreen Drive, stated that he came to introduce himself to the Town and to shed light on the Lake Park CDC (Community Development Corporation) a non-taxpayer paying organization that funds are non-taxpaying money. He stated that he is the Executive Director of the Lake Park CDC and the owner of Sharp Solutions. He stated that the CDC has created an e-mail address for inquiries and questions,

lakeparkcdc@gmail.com. He stated that he enjoys serving the Town and thinks that the community garden has been great and has brought a lot of attention. He stated that there have been three articles written up in the newspaper and on the news. He stated that the CDC is looking to do other projects in the community. He stated that the next CDC Board meeting will be held at Kelsey City Bar and Grille at 7:00 pm on February 16, 2012, and it is open to the public. He stated that he has started a Relay for Life team, named the Community Garden Team. He stated that Relay for Life is looking for other teams and donations for the Relay for Life event. He encouraged people to attend and participate in Relay for Life on April 27-28, 2012.

Vice-Mayor Rumsey asked Mr. Flaherty to repeat the name of Mr. Flaherty's business.

Mr. Flaherty stated "Sharp Solutions".

Public Hearing:

Ordinance On Second Reading:

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

Mayor DuBois opened the Public Hearing.

Finance Director Anne Costello stated that the Ordinance is being presented on second reading and the changes proposed at the February 1, 2012 Commission meeting have been incorporated into the Ordinance.

Public Comment:

No Public Comments.

Public Comment Closed.

Motion: A motion was made by Vice-Mayor Rumsey to approve; Commissioner Stevens made the second.

Vote on Motion:

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

Motion passed 5-0

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

Mayor DuBois Closed the Public Hearing.

DISCUSSION AND POSSIBLE ACTION:

3. Internet Viewing of Public Meetings

Interim Town Manager Hunt stated that the Town's consultant Gyorgy Marton currently provides internet hosting services for the Town's website and is present to answer questions. He stated that per Commission direction, staff has evaluated the cost of hosting the videos of Commission and other meetings on the Town's website. He stated that Mr. Marton has provided a price of \$149.00 per month to host three meetings per month. He stated that staff is recommending a trial period of six months to evaluate the service. He stated that the number of hits and users of the service can be tracked.

Commissioner Hockman asked if staff evaluated hosting the videos in-house.

Interim Town Manager Hunt stated that staff did evaluate providing the hosting in-house, and identified this as option 4.

Commissioner Stevens stated that providing the service in-house is option 4 of the provided documentation.

Interim Town Manager Hunt stated that the cost to proceed with option 4 has not been developed. He noted that option 4 would be quite labor intensive for staff to maintain the systems once it is up and running.

Commissioner Hockman stated that there are a lot of free services out there to convert the videos over. He stated that it is a very quick and easy task. He stated that to burn a DVD it takes 10-15 minutes depending on the size of the video and the equipment to make the video file that people can download or watch. He stated that he cannot see why this cannot be done in house; the Town has a full-time Information Technology person.

Interim Town Manager Hunt stated that the issues related to providing the service in-house is not so much the conversion of the files as keeping the server up and running and handling the size of the files in-house.

Commissioner Stevens asked if staff could prepare a cost sheet for a server hard-drive, basically all the costs listed in option 4, so that the Commission could compare the options in terms of cost to the Town. He stated that he is supporting option 2 as described in attachment one of the agenda request form. He stated to compare properly he wants to see all the costs first.

Mayor DuBois asked if the cost could be brought to the Commission during the trial period recommended by staff.

Commissioner Stevens stated that would be fine with him.

Commissioner Longtin asked if this item was being tabled until the next Commission meeting when the Commission is provided with more information.

Commissioner Stevens stated that he has no problem with voting for option 2, but his question to staff is whether or not staff could prepare a cost to provide the service in-house.

Mayor DuBois stated that he was in support of moving forward because there will be a six month trial and the information could be provided before the Town is locked in for a full year.

Interim Town Manager Hunt advised that yes he could task staff to provide the cost for option 4.

Motion: A motion was made by Commissioner Stevens to approve staff recommendation of option 2 for a six month trial with 633A LLC at the cost of \$149.00 per month. Motion failed for lack of a second.

Mayor DuBois stated that the Town will go without video uploaded to the website.

Commissioner Longtin asked if staff could still come back with the information requested and the item be readdressed at that time.

Mayor DuBois stated the motion died for a lack of a second and asked if there was an alternate motion.

Motion: A motion was made by Commissioner Longtin to postpone the item until staff comes back with the additional information requested;

Commissioner Stevens asked how long the item was being postponed for and he suggested two meetings. He asked Chief Information Technology Officer Hoa Hoang if a month was enough time to put together the costs related to option 4.

Chief Information Technology Officer Hoa Hoang stated "yes".

Motion: A motion was made by Commission Longtin to postpone the item for time certain of the March 21, 2012 Commission Meeting; Commissioner Stevens made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner			

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

Motion passed 5-0

CONSENT AGENDA ITEMS:

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

Commissioner Longtin requested that each item be discussed individually.

4. Approval of Temporary Interim Town Manager Contract with Jamie Titcomb

Interim Town Manager Hunt stated that at the Special Call Commission Meeting of February 6, 2012 staff was tasked with having an employment contract developed to employ Jamie Titcomb as the Interim Town Manager. He stated that the employment contract is a part of the agenda package and that Mr. Titcomb has agreed to the terms of this agreement.

Motion: A motion was made by Commissioner Stevens to approve the Interim Town Manager Agreement with Jamie Titcomb; Vice-Mayor Rumsey made the second.

Commissioner Longtin stated that she is seeing the agreement for the first time now. She stated she is in agreement with the contract but, getting stuff as she sits down is not appropriate. She requested that on the last page, number four in the second sentence to change her to his. She stated that regarding "Section 8: Initial Performance Review, Interim Town Manager shall produce a Performance Progress Report prior to the expiration of the 30 day term. The Town Commission shall conduct an initial review of the performance of the Interim Town Manager including the Progress Report prior to the expiration of the 30 day term" that she thought 30 days might be a little much to get a progress report, but if Mr. Titcomb has agreed to this then that's good. She stated that the Commission receives a monthly Department Head report; the Commission should also be getting a monthly Town Manager report. She stated that the progress report is a good thing and hoped it would continue on once a new Town Manager is hired.

Vote on Motion:

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

Motion passed 5-0

5. Emergency Commission Meeting Minutes January 30, 2012

Commissioner Longtin stated that a big chunk of her comments are missing and if staff would add them in then she could certainly approve these minutes. She stated it was the second portion of what she read explaining why she believed the Commission had the responsibility to terminate with cause and all of her reasons for terminating with cause.

Motion: A motion was made by Commission Longtin to approve the minutes of January 30, 2012, as amended; Commissioner Hockman made the second.

Commissioner Stevens stated that he would like to make additional corrections. He stated that it seems like Commissioner Hockman is getting either the credit or the blame for statements he made on pages 16 and 17. He stated that this appears on page 16 of the agenda package.

Vice-Mayor Rumsey stated that it is page 5 of the minutes.

Commissioner Stevens stated that specifically in the middle of page 5 under "Mr. Garcia advised" and above "Commissioner Longtin" the reference to Commissioner Hockman should be changed to Commissioner Stevens. He stated at the bottom of the same page above the word "vote" the reference to Commissioner Hockman should be changed to Commissioner Stevens. He stated on page 6 above "vote" the reference to Commissioner Hockman should be changed to Commissioner Stevens.

Mayor DuBois asked if the maker of the motion cared to modify their motion and the person who seconded the motion would withdraw the second and re-second a modified motion.

Commissioner Hockman withdrew his second.

Motion: A motion was made by Commissioner Longtin to approve the minutes of January 30, 2012, as amended; Commissioner Hockman made the second.

Vote on Motion:

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

Motion passed 5-0

6. Regular Commission Meeting Minutes of February 1, 2012

Mayor DuBois stated that the only change he has is on the discussion regarding Mr. Titcomb and the use of the word Interim or Temporary before Interim Town Manager. He requested that the word Temporary be added before Interim Town Manager in his dialogue regarding Mr. Titcomb.

Commissioner Longtin stated that she wants it stated in the minutes that she disagreed with the Town Attorney on page 16 of the minutes in his reading of the Code regarding the Interim Town Manager.

Commissioner Longtin stated that she needs to clarify that she is being given credit for Mr. Titcomb's name being thrown out there and she believes that Vice-Mayor Rumsey state Mr. Titcomb's name and she seconded what she thought Vice-Mayor Rumsey said. She stated that she wants to give the credit that is due for this unique unanimous vote in her opinion that goes to Vice-Mayor Rumsey.

Vice-Mayor Rumsey stated Commissioner Longtin could have the credit.

Mayor DuBois stated that he distinctly remembers Commissioner Longtin saying Mr. Titcomb's name into the microphone.

Commissioner Longtin stated that she did not want to receive credit where credit was not due her. She stated that it is a unique situation and it is all wonderful.

Commissioner Hockman stated on page 11 of the minutes where it is stated that he said that there is a conflict of interest for Aherns Companies to be awarded the bid. He stated that he said that there could be a possible conflict and that was the reason he read the letter. He stated the minutes are saying he said there was a conflict and requested that the minutes be amended.

Commissioner Longtin stated that she believed she said possible as well. She stated that she knows she did.

Motion: A motion was made by Commissioner Stevens to approve the February 1, 2012 minutes as amended; Vice-Mayor Rumsey made the second.

Vote on Motion:

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

Motion passed 4-1

7. Authorize the Mayor to Sign the Letter Accepting the Town Manager Resignation

Motion: A motion was made by Vice-Mayor Rumsey to authorize the Mayor to sign the letter accepting the Town Manager’s Resignation; Commissioner Stevens made the second.

Commissioner Longtin stated that she thinks this item is undue. She stated that the letter that Mayor DuBois wants to sign reads, “Dear Ms. Davis I am in receipt of your official letter of resignation. The Commission of the Town of Lake Park discussed your resignation at the January 30, 2012 Commission meeting and we have agreed to accept your resignation. I appreciate the service that you provided to the Town of Lake Park over the past several years and I wish you success in the future.” She stated that this is a possible disservice to the situation.

Mayor DuBois asked Commissioner Longtin if she would like to modify the letter by deleting the last paragraph.

Commissioner Longtin asked why the Commission is sending the letter. She stated that in all the times that she has been involved the Commission has never sent a letter.

Mayor DuBois stated that he believed he was asked to draft a letter or there was a letter needed for the file.

Commissioner Longtin stated that a letter was not needed.

In response to the questions raised by Commissioner Longtin, Human Resources Director Bambi Turner stated that there is no need for a letter, the letter of resignation has been placed in Ms. Davis’ personnel file and date stamped as received.

Attorney Baird stated that there is no reason to write a letter accepting someone's resignation.

Motion: A motion was made by Commissioner Stevens to not authorize Mayor DuBois to sign the letter the Town is not sending accepting the Town Manager's resignation; Commissioner Longtin seconded the motion.

Vote on Motion:

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

Motion passed 5-0

8. Award Contract for Marina Security Services to US Security Associates, Inc.

Interim Town Manager Hunt stated that the request for bids for Marina security services was advertised, a bid package was prepared and respondents provided quotes for services in sealed envelopes as it was a closed bid. He stated that staff recommends awarding to the low bidder, which as US Security Associates, Inc.

Commissioner Stevens stated that on pages 66 and 101 section (b) there is reference to special event guard. He asked what specials events require a special event guard.

Interim Town Manager Hunt stated that the Marina has no need of a special events guard; however, the Town has used special events guards for Park Avenue events such as the Art on Park. He stated that the Seafood Festival did not require a special event guard and that it is questionable whether the Town would ever utilize this service.

Commissioner Longtin stated that her brain really hurt on this trying to figure out what all these numbers mean. She stated that it appears that everyone is bidding on different things, and from what she read in the documents there was no clear cut asking the bidders for what to bid on. She stated that Advanced American looks like their quote was for 2920 hours of straight time, US Security appears that they bid on 2912 hours and Advanced National bid on 2920 hours and they included the six days of holiday pay. She stated that nobody was on the same page.

Commissioner Stevens asked Commissioner Longtin what page she was on.

Commissioner Longtin stated that these are just the numbers she worked up from going through the bids. She stated that she worked back the numbers and she does not know if she can agree with staff. She stated that by looking at the amount that each bidder is proposing Advanced American is bidding \$40,880.00 divided by their hourly rate equals 2920 hours, US Security is bidding 37,448.00 divided by their hourly rate equals 2911 hours, which is less than the first one and Advanced Nationals numbers divided by the straight time the hours equals 2992, which is more. She stated that she thinks that the Town will have events at the Marina, it is a new day and the Commission needs to start to have stuff at the Marina. She stated that it is the overtime rate of the middle company on the sheet that is concerning her. She stated that the numbers are going to start really jumping fast. She stated that she gives Advanced American kudos because they are a Palm Beach company and they are veteran owned and operated and stated that the bid has a straight time rate of \$14.00 regardless, which makes it nice and clean, and they are a Florida corporation in Palm Beach County. She stated that US Security Associates is a Delaware corporation based out of Georgia and their principals live in Georgia and Illinois, there are no veterans and they really did not answer the litigation clause. She stated that Commission says they like to give business to local companies. She stated Advanced National Security has veterans, they are a Florida corporation and their principal literally lives on top of the Marina, and that is worth something. She stated that if the Commission is going to look at the dollars only that she thinks Advanced American is the one the Commission should consider. She stated that she requested information from staff on Sunday and she received it a few hours ago, so she did not get the opportunity to go over this like she wanted to.

Commissioner Stevens asked if the Commission was in the comment or question portion.

Mayor DuBois stated in the question portion.

Commissioner Stevens asked respectfully if Commissioner Longtin had a question.

Commissioner Longtin stated that she does not get these number and asked where did staff get these numbers. She asked why the Town did not ask the bidders to quote exact things.

Interim Town Manager Hunt stated that in the third column was the annual expenses for each of the vendors and that US Security Associates, Inc. submitted the low annual bid of \$37,448.00, AGG of America submitted \$48,362.32 and Advanced American K-9 submitted \$40,880.00. He stated that staff is recommending that the low bidder be awarded the contract.

Commissioner Longtin stated that Interim Town Manager Hunt did not answer the question at all. She stated that everybody is bidding on different things, different times, some have included the holidays. She stated to say that US Security Associates are the low bidder is disingenuous.

Mayor DuBois asked if there was a pre-bid meeting.

Interim Town Manager stated "no".

Mayor DuBois asked if questions were submitted by any of the bidders regarding the bid format or the bid proposals.

Finance Director Costello stated that no specific questions were submitted related to the Commission's discussion. She stated that in the agenda item the contract cost was priced out for 349 days of straight time and six holidays per the company's policy of six holidays and if each bidder is priced out using the same calculation US Security Associates is still the lowest bid. She stated that staff calculated Advanced National Security rate using the same formula and it is still higher than US Security Associates. She stated comparing apples to apples US Securities is the lowest bidder. She stated that there have been no requests for special events security at the Marina since 2007, the special events guard has only been used for CRA events.

Mayor DuBois stated that essentially staff looked at Commissioner Longtin's concerns.

Finance Director Costello stated that is why in the agenda item she stated that the contract should be awarded to the lowest responsive bidder, U.S. Security Associates, Inc. in the amount of \$37,859.84, which is higher than the amount in the minutes of the bid tabulation because she included the holidays so it would be an accurate figure.

Mayor DuBois stated that a like comparison was done.

Finance Director Costello stated "yes".

Commissioner Longtin stated that no the Commission does not have a like comparison. She stated if the bidders were supposed to bid on 394 straight hours, nobody did and there must have been some confusion. She stated on the money only alone she would go with Advanced American the \$14.00 straight time. She stated that additionally the Town is asking for US Security Associates to go around once a week and to help collect the money out the meter and supposedly that is a \$30.00 charge and that is not in here.

Finance Director Costello stated that the collection of money from the meters is a separate proposal.

Motion: A motion was made by Commissioner Stevens to approve the award of the Marina Security Services bid to US Security Associates, Inc.; Vice-Mayor Rumsey made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman		X	
Commissioner Longtin		X	
Commissioner Stevens	X		

Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 3-2

9. Pay Increase for Public Works Director While Acting as Interim Town Manager

Interim Town Manager Hunt stated that he was looking through the Employee Handbook for any direction relating to an increase in pay for the time that he spent as the Interim Town Manager. He stated that when he found no direction in the Handbook he looked at the rate that has been approved for the new Interim Town Manager and asked that he be given the same amount of pay for the time he served as Interim Town Manager.

Mayor DuBois stated he spoke with Interim Town Manager Hunt about this item and that the conclusion seemed logical.

Motion: A motion was made by Vice-Mayor Rumsey to approve a Pay Increase for Public Works Director While Acting as Interim Town Manager; Commissioner Stevens made the second.

Commissioner Longtin stated that she will be voting no on this item because at first she found that she was impressed by him and now she is not impressed by him. She stated that the Town does not have money for stuff yet the Town has money for this and she can understand something being thrown that way but she was hoping this could be addressed at budget time. She stated that for the past two years, Commissioner Hockman and herself are the only ones who ask questions verbally or in writing.

Mayor DuBois asked when.

Vice-Mayor Rumsey stated that this is not worth fighting over.

Mayor DuBois stated that Vice-Mayor Rumsey is right.

Commissioner Longtin stated that she has asked questions of the Town Manager and what has been happening for the last three or four years is that the response is copied to the entire Commission. She stated that supposedly everybody on the Commission is being treated the same and if that is true then only Commissioner Hockman and herself are asking questions. She stated that she has never seen questions from the other three members of the Commission. She stated that she called it the high school mean girl thing and that she is very sad that Mr. Hunt decided to continue that practice.

Interim Town Manger Hunt stated that if Commissioner Longtin would like to see his e-mails for the last two weeks that he did have a uniform policy of addressing everybody's questions and concerns.

Commissioner Longtin stated than nobody had questions but Commissioner Hockman and herself.

Commissioner Stevens stated that he thinks Mr. Hunt has done a great job. He stated that Mr. Hunt stepped in at a moments notice and has answered all of his e-mails, answered all of his questions that he has given to him when the Commission is not in front of everybody. He stated that the reason Commission meeting go on as long as they do is because Commissioners like Ms. Longtin don't follow proper procedure and she has discussion when the Commission is supposed to be asking questions and wasting everyone's time when she could be asking staff questions, talking to residents off the record instead of wasting everyone's time.

Commissioner Longtin stated that she is not wasting anyone's time.

Commissioner Stevens stated that yes she is wasting everyone's time.

Commissioner Longtin asked why the rest of the Commission doesn't come, approve the agenda and go home.

Commissioner Stevens stated that the Commission is trying to work through the agenda.

Commissioner Longtin stated that she did not receive any of Commissioner Stevens e-mails.

Mayor DuBois stated that there is an item under consideration and it is time to move on.

Commissioner Stevens thanked Mr. Hunt for his service.

Mayor DuBois stated that he agreed with Commissioner Stevens and thanked Mr. Hunt for stepping up to the plate and doing a job he did not want to do and sticking with it and providing service to the Town residents. He stated that he appreciated it tremendously.

Vice-Mayor Rumsey thanked Mr. Hunt and stated that he thinks Mr. Hunt has done an exemplary job as Interim Town Manager and he appreciates very much that Mr. Hunt stepped up when no one wanted to serve as Interim Town Manager. He stated that he could understand why no one wanted to serve as Interim Town Manager just by the example that has been shown in the last five minutes on this dais. He stated that Mr. Hunt has been exemplary and has answered and been available to all questions from everyone and he appreciates it.

Commissioner Hockman thanked Mr. Hunt for stepping up. He stated that he has a hard time at this moment because he keeps hearing the Town is broke the Town is broke and the Town had to take a loan out from a fellow city to do a library thing, but yet the Town has money for the ball field thing. He stated that he has a hard time at this point to vote for this because of that and that it is not personal.

Vice-Mayor Rumsey stated that he would like to point out that the two people who are against this item are the same two people who just voted that the Commission accept the high bidder on the security at the Marina. He called the question on the item.

Commissioner Longtin stated that they were not the highest bidder according to her calculations.

Mayor DuBois stated that the question has been called and that there will be no more comments on this item.

Vote on Motion:

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

Motion passed 3-2

DISCUSSION AND POSSIBLE ACTION

10. Resolution No. 07-02-12 Appointment of Seacoast Utility Authority Board Member

Interim Town Manager Hunt stated that the Town Manager had served as the Chairman of the Board of the Seacoast Utility Authority (SUA) and by her resignation from the Town, the Town's appointment to the Board is open. He stated the SUA is seeking to have the Town name an appointee to the Board as a representative for the Town. He stated that Mayor DuBois has volunteered to serve as the Town's appointee.

Commissioner Hockman asked if the SUA sent a notice to the Town regarding the appointment.

Mayor DuBois stated that he was aware the position was vacant and he contacted SUA Executive Director Rim Bishop proactively and asked Mr. Bishop how he wanted to address the vacancy. Mayor DuBois stated that he offered his services, since he has been working for a water utility for 12 years and was involved in the construction of one in 1997 and has continued service ever since not only as a director but as an operator and an administrator. He stated the answer to the question was no that he contacted Mr. Bishop proactively and offered his services.

Commissioner Hockman stated that he thinks that the Commission should have gotten notice on it to see if anyone would be interested in serving.

Mayor DuBois stated that he considered Commissioner Hockman might be interested in serving but after speaking with Commissioner Hockman about his professional

experience supplying service to virtually every water utility contractor and sub-contractor in Palm Beach County, that he simply assumed that Commissioner Hockman would have a conflict of interest with SUA or any of the list of their contractors. He stated that he did not think it was appropriate to offer it to Commissioner Hockman.

Commissioner Longtin asked “or anybody”.

Commissioner Stevens asked if Commissioner Longtin or Commissioner Hockman were suggesting anyone to serve.

Mayor DuBois stated that he was not aware of anyone else on the Commission who had experience with utilities.

Commissioner Stevens asked if there were any other suggestions.

Motion: A motion was made by Commissioner Stevens to approve Resolution No. 07-02-12 appointing Mayor DuBois as Seacoast Utility Authority Board Member; Vice-Mayor Rumsey made the second.

Commissioner Hockman stated that he is assuming that this is only temporary until a new Town Manager is hired.

Mayor DuBois stated that is how it is described in the resolution.

Commissioner Longtin stated that as long as it is temporary she would vote for it.

Mayor DuBois stated that the resolution states that the appointment would be temporary.

Vote on Motion:

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

Motion passed 5-0

11. Discussion of the Marina Interlocal Agreement

Mayor DuBois stated he requested this item for clarification in preparation for his meeting with Commissioner Karen Marcus. He stated that this was also an opportunity to notice the Commission and the public that he would be having this meeting.

Public Comment

Jim Lloyd, 220 Lake Shore Drive, stated that he has referred to the Interlocal Agreement on hundreds of occasions as ill-conceived, ill-written and illegal. He stated that the three main parts of the Interlocal Agreement involve the restaurant, the unneeded parking lot and the closure of Lake Shore Drive. He stated that the Interlocal Agreement does not say half of Lake Shore Drive, partially close, doesn't say closed for events it says closure of Lake Shore Drive. He stated that he addressed the County Commission about the Interlocal Agreement and he has written letters to Karen Marcus. He stated that he thinks that Mayor DuBois has painted itself into a corner because Mayor DuBois campaigned to keep Lake Shore Drive open and he is in receipt of flyers that the Stevens and DuBois campaigns put out stating that Stevens and DuBois would fight to keep Lake Shore Drive open.

Commissioner Stevens stated that he had a correction, that it was his campaign that put out the flyers.

Mr. Lloyd stated that Commissioner Stevens put out the flyers for the Stevens and DuBois campaigns.

Mayor DuBois stated that the statement is not true that he never said that and that he did say that he would close it. He stated that he has changed his mind since then and has told Mr. Lloyd that repeatedly. He stated that his position is that it supports the residents and it supports the purpose of this project to leave it open for access to drive to the light there and every time Mr. Lloyd goes about saying this wrong Mr. Lloyd is making a misstatement and that he has spoken with Mr. Lloyd about this several times.

Mr. Lloyd stated that closing Lake Shore Drive means that the Town would not be following the Interlocal Agreement and he does not know what Mayor DuBois is going to tell Commissioner Marcus because the Interlocal Agreement says the closure of Lake Shore Drive not the partial closure.

Jorge Quintero, 301 Lake Shore Drive, stated that as a resident along Lake Shore Drive the Interlocal Agreement concerns him, particularly in light of the comments made by the developer at previous meetings and certain letters that have been exchanged between the developer and the Commission. He stated that he is very concerned that the developer believes that the plan that was included in the Interlocal Agreement somehow gives the developer the right to secure the approval for the project that is yet to come before the Planning and Zoning Board and the Commission. He stated that an Interlocal Agreement cannot dictate what a Town does in respect to the Town's zoning and should the County take the position that because the project called for a restaurant, the closure of Lake Shore Drive prior to the project coming before the Planning and Zoning Board meeting and public hearings before the Town Commission that will prejudice the Planning and Zoning Board and the Commission to approve the project. He stated that if the County is taking

the position that the Interlocal Agreement already approved the plans, as the Town Manager claimed, he asked what purpose is there to have a Planning and Zoning Board or public hearing on the project.

John Mede, 220 Lake Shore Drive #7, stated that his comments are about Mayor DuBois' request to get consensus from the Commission regarding the half closure of Lake Shore Drive so as to be in compliance with the Interlocal Agreement portion, to be in a position of some solidarity when Mayor DuBois meets with Commissioner Marcus. He asked Mayor DuBois if he had read the memoranda by Attorney Baird.

Mayor DuBois stated that he has read several memoranda on the subject.

Mr. Mede asked then why, then, is Mayor DuBois asking for consensus when due process has not yet been followed. He stated that Attorney Baird is very clear of what the process entails. He stated that Commissioner Marcus' letter from August 2011 acknowledged the Town's intent to fully comply with the terms of the Interlocal Agreement. He stated that Commissioner Marcus' letter was in response to a letter the Town had sent in August 2011 indicating the Town's intent to comply with the terms of the Interlocal Agreement. He stated that now six months later the Commission is being asked again to provide consensus regarding the Interlocal Agreement. He stated that he would be reading from meeting minutes of August 4, 2010 when a PowerPoint presentation was made for conceptual plans at the Marina Promenade project. He stated that he would paraphrase some points for time. He stated that former Director Sullivan stated that he discussed the changes made to make the promenade, he showed a picture of the house owned by South Yachts and stated that is where the restaurant would be built. Mr. Sullivan continued to explain the proposed changes and gave examples of each. He stated that another comment from those minutes was that "Town Manager Davis stated that the proposed project would open up a lot of parking for Marina events. She stated that she wanted to make it clear that the Town did not have to depend on a grant just to enhance the site. She stated that there were future plans and the Town did not have to go after any other grants." He stated that later in the August 4, 2010 minutes Mr. Wayne Creber introduced himself and he stated that "they had several letters of intent from large companies who were interested in running the restaurant on the site, but until there was an approval and a confirmed plan and see what the size the restaurant will be they can move forward. He stated that they were looking at having a family oriented restaurant." Mr. Mede stated that the August 4, 2010 minutes state that Mr. Creber explained that they were currently looking for different concepts for the restaurant and once they decided the concept they could begin the permitting process. He stated that the issues that he has are that the plans that were submitted differ greatly from what the concept was and these are the conceptual plans that were submitted in August 2010 items number 8, 10 and 11 and nowhere is there a monstrosity in the promenade. He stated that he was told that the promenade could stand on its own merit and the issue is what was presented conceptually, the issues that have been raised by the Town Attorney regarding legality and the due process and lastly what the developer is proposing is completely different and that's called the bait and switch. He stated that the problem is who changed, did the Town change, did the Commission change, did the neighbors change, or was it the developer. He stated that there is an accountability issue here who is the only one asking for waivers.

Mayor DuBois stated that the Town did change, and that originally there was an assumption of a complete road closure.

Mr. Mede stated in the conceptual plan it shows a full closure and a half closure. He stated that his problem with it is, who is running the project and who is deciding what is best for the Town, the promenade is its own separate place to go, the developer wants to develop on that promenade, he needs the promenade for his plan.

Public Comment Closed.

Mayor DuBois stated that he wanted to make a clarification on the point that bringing this to the Commission was to make it known that he was going to this meeting. He stated that if he had not brought this to this Commission and to the public's attention, then the public would not be here now providing this information to him and that is why he brought it to the attention and why he asked for the addition of the item. He stated that if the public does not want him to bring these things forward, then he will just go to the meetings without the discussion but he thought it was better to have the discussion. He stated that he does not want to blindside the public and he does not want to be blindsided by the public or anybody else. He stated this was an attempt to bring transparency.

Vice-Mayor Rumsey stated that he prefaces what he is going to say by saying that he appreciates Mayor DuBois bring this forward to the public so that the public is aware. However he thinks that there is a misunderstanding as to what the meeting is being called for. He stated that it is not his understanding that this meeting is being called for the Town to say that the Town is closing down the road and it seems like that is something that has been picked up in interpretation. He stated that the other thing is that the Town is flirting with Sunshine violations with this, the Commission has no business discussing this at this point and Commissioner Marcus as an elected official understands that as well. He stated that if Mayor DuBois attends the meeting and prefaces it with that the Town sent to Commissioner Marcus a letter back in August, 2010, that stated that the Town will honor the conditions of the Interlocal Agreement, what else can the Town tell Commissioner Marcus at this point. He stated that the Town has not had a project brought through to the Planning and Zoning Board, so there is nothing for this Commission to vote on at this point. He stated that until some project comes to the Planning and Zoning Board and goes through that process the Commission has nothing to be voting on. He stated that one of the things that the Commission discussed months ago was the possibility that the promenade could be used for special events with booths, but in his opinion the project is not even to that point, because the Commission has not directed staff to design a promenade. He stated that for the Commission to be saying at this point that half the road will be closed is jumping the gun. He requested that Mayor DuBois attend the meeting with consensus from this Commission in saying that the Commission sent Commissioner Marcus a letter in August, 2010 stating that the Town is going to comply with the Interlocal Agreement and it is now six months later and that has not changed. He stated that the Town has five years for this project to be completed and it has been less than one year at this point, and that a project from a developer has not been submitted to the Town that has even met the requirements to go the Planning and Zoning Board.

Mayor DuBois stated that developers often will go to their elected officials and address their questions and make presentations and he is assuming that is what this meeting is and he appreciated Vice-Mayor Rumsey's clarifications on his desires.

Commissioner Hockman stated that he has a couple of concerns and that he actually feels that a brief letter should be sent to Commissioner Marcus saying nothing has changed and put it as Vice-Mayor Rumsey has said. He stated that at this time to go to the meeting can put the Town into a situation and the rest of the Commission will not be at the meeting. He stated that for the Town to attend this meeting is kind of a waste of the Town's time and Mayor DuBois' time.

Mayor DuBois stated that he enjoys meeting with Commissioner Marcus, Ross Hering, and the applicants and that he learns something every time he attends a meeting. He stated that he has not attended these meetings very often.

Commissioner Hockman stated that if he remembers correctly that Ross Hering has stated that the Interlocal Agreement is null and void.

Mayor DuBois stated that he did not know how Commissioner Hockman would deal with a strong mayor form of government, as Commissioner Hockman proposed about a week or so ago, if Commissioner Hockman is not willing to allow a weak mayor to attend a meeting with the County Commissioner, strong mayors do not even listen to their commissioners.

Commissioner Hockman stated that at this time the Commission is putting the cart before the horse.

Mayor DuBois stated that he appreciates Commissioner Hockman's comments.

Commissioner Longtin stated that if the Town had a strong mayor form of government she did not know if any of the current Commissioners would be elected as the strong mayor.

Mayor DuBois stated that he doubts that he would be.

Commissioner Longtin stated that she has not seen a concrete plan regarding this whole Marina development. She stated that she has seen bits and pieces of the project. She stated that she does not understand Vice-Mayor Rumsey's concerns regarding sunshine and does not see where there is going to be any breaking of the Sunshine law. She stated that she does not know why the developer wants to meet with the County Commission and that the developer should be meeting with the Town and then work with the County Commission if any work needs to be done. She stated that if Mayor DuBois is to attend this meeting why doesn't Mayor DuBois take Mr. Headberg, a resident.

Mayor DuBois stated that he was not in control of the meeting and that he was invited.

Commissioner Longtin stated that Mayor DuBois could bring someone.

Mayor DuBois stated he is not inviting anyone to the meeting and that if Commissioner Marcus desires to invite somebody, Commissioner Marcus is certainly welcome to do so or the applicant or who ever called this meeting. He stated he is going by himself.

Commissioner Longtin stated that with that attitude Mayor DuBois might have the Commission's blessing but Mayor DuBois does not have her blessing to make any representations on behalf of the Town.

Mayor DuBois thanked Commissioner Longtin and stated that this is the last time he would be bringing anything like this before the Commission.

Commissioner Longtin stated that as long as Mayor DuBois is not making any promises or agreements on behalf of the Town because Mayor DuBois does not have that authority.

Mayor DuBois stated that of course he does not have that authority and thanked Commissioner Longtin for explaining that to him.

Commissioner Stevens stated that in light of the alarmist tactics of a handful of people that don't want a restaurant in their backyard, he totally understands the concerns of residents about maybe closing a road or putting up a t-shirt stand. He stated that he has no intention of closing the road, the road needs to be maintained south to Silver Beach so that traffic can turn at the light. He stated that he has no intention of closing the road and recommended that people forget the alarmist tactics. He stated that the developer has submitted an application, staff is reviewing the application, then it would go before the Planning and Zoning Board and then, if the application comes before the Commission that is when the Commission would consider the application. He stated that the presentation that Mr. Mede mentioned, along with the staff comments and the Planning and Zoning Board review and residents' statements, would then be presented to the Commission. He stated that then the Commission shall decide and weigh whether the requested changes of the Planned Unit Development (PUD) is enough of a public benefit. He stated that what the law requires is that there is a public benefit in order to close a portion of a road . He stated that the Commission would vote at that time. He stated that the road is not going to be closed until the PUD application goes through the process and comes before the Commission or until under the language in the Interlocal Agreement Section 1.06 "Town shall be solely responsible for the funding, design/construction of the promenade.." However this is subject to the "Town being the successful recipient of state and/or federal grant dollars." He stated that to his knowledge the Town has not received any funding for the promenade, therefore there is no issue right now.

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Commissioner Hockman stated that he was glad Erin Flaherty came and invited the residents to the CDC meeting and encouraged people to attend the meeting. He stated that the comment that Vice-Mayor Rumsey made regarding him voting on the higher bidder is not what he voted for. He stated that as for the security bid, the contracts were all kind of different on what the bidders bid on, so that is the reason he voted no for the contract, not because he wanted a higher bidder. He stated that he wants to make sure everything is bid

equal. He stated that he agreed with the comments regarding the Employee Handbook made by Ms. Bernhard and Ms. Lloyd and that it would be great to get the citizens involved and that the Commission should talk about creating a board to review the Employee Handbook.

Vice-Mayor Rumsey thanked Mr. Flaherty for attending the meeting. He stated the Mr. Flaherty is a volunteer that does tremendous work in the Town and that Mr. Flaherty should be commended. He stated that he asked Mr. Flaherty earlier to repeat the name of his company (Sharp Solutions) because it rang a bell to him. He stated that he knew he heard the name of the company before so he went back through his e-mail and found that on January 20, 2012 at 8:14 pm Commissioner Longtin sent an e-mail to Maria Davis, Nadia DiTommaso and Vivian Lemley requesting a copy of the Lake Park business license for Sharp Solutions, Inc. He hoped for an explanation on why Commissioner Longtin is interested in this volunteers business license. He stated that he understands why Commissioner Longtin is upset about the Commission's emails being shared with each other because this week on Sunday, February 12, 2012 at 4:21 pm Dave Hunt and Ms. Lemley received an e-mail from Commissioner Longtin stating "Ms. Lemley please provide the recent financial disclosure statement for Mayor DuBois, Commissioner Stevens and Commissioner Rumsey. Thank you Jeanine". He stated that it is interesting that she did not request the financial statements from Commissioner Hockman. He stated that he is curious as to why Commissioner Longtin would find Mayor DuBois, Commissioner Stevens and his financial statement of interest. He stated that he thinks that the residents would be curious in why Commissioner Longtin is trying to get financial disclosures for three of the Commissioners, and why Commissioner Longtin is trying to look for business licenses on volunteers in the community. He stated that the witch hunt needs to stop. For two years the Commission has sat here and let Commissioner Longtin try to tear down everything he had tried to get accomplished. He stated that Commissioner Longtin got her way with getting rid of Maria Davis and now Commissioner Longtin is going after the Town Attorney and if people do not believe him just listen to the bombs that Commissioner Longtin throws at the Town Attorney. It is constant. He stated that he thinks that at the next meeting that the Commission should just give Commissioner Longtin a moment to say everybody on Town staff that Commissioner Longtin wants to fire or get rid of because these games need to stop.

Commissioner Stevens stated that he understand Ms. Holland's concerns regarding the sober houses and the Town's lobbyist is in Tallahassee lobbying for change but he is not going to promise any quick resolution. He stated that it may be awhile but the Town is going to continue to work to get changes to the laws regarding sober houses. He stated that in regards to Ms. Bernhard and Ms. Lloyd's comments on the Employee Handbook, that he does support that before the hiring of a permanent Town Manager that the Commission needs to look at the legal provisions within the Town Charter, the Town Code and the Town Manager contract and also the policy within the Employee Handbook. He stated that the Town Manager has a lot of power and the Commission needs to address that before hiring a permanent Town Manager. He stated that Mr. Lloyd asked why the Finance Director resigned and stated that he heard that the Finance Director received a new job offer and thanked Finance Director Costello for service to the Town. He stated that Coach O'Rourke requested that the applications for the Recreation Director be re-opened and consider a part-time Director, and stated that he believes that

decision would go to Mr. Titcomb. He stated that the Town needs more residents like Mr. Flaherty, he applauded Mr. Flaherty's work with the community garden and CDC and the use of the CDC's 501(c) status to help the Town Library, community garden and Lake Park residents. He stated that he plans on attending the CDC meeting tomorrow, February 16, 2012 at the Kelsey Bar & Grille at 7:00 pm. He welcomed Jamie Titcomb and stated that he hopes that after tonight that Mr. Titcomb does not decide to exercise Section 4 of the Town Manager agreement and run for the hills. He stated that he appreciates Mr. Titcomb for coming in and trying to help the Town out with such quick notice. He stated that based on his conversations with Mr. Titcomb, he thinks Mr. Titcomb will be a great addition to the Town. He stated that he hoped Mr. Titcomb would be able to build consensus on the Commission and encourage the Commission to work together as Commissioners for the benefit of the Town.

Commissioner Longtin asked if Commissioner Stevens was suggesting that the Commission start something like a Charter Review Committee.

Commissioner Stevens stated that he was suggesting was a legal memorandum as to what the Commission's options are to amend the Charter/Code/Town Manager contract. He stated that residents like Ms. Bernhard and Ms. Lloyd could review Town Charter Article VI Section 4 and Town Code Chapter 2, Article III, Section 2-82 and 2-83 and bring forward their suggestions at Commission meetings or call him at (561) 386-3056. He stated that he believed it would be awhile before the Commission hired a Town Manager and hoped that Attorney Baird could prepare a memorandum.

Commissioner Longtin asked if consensus could be sought to ask Town Attorney Baird to draft a procedure of looking at the Charter, looking at the Handbook or any changes that the Commission wants to make.

Attorney Baird stated that the Charter and the Code are within the Commission's control in terms of amendments. He stated that he believes that the Handbook is an administrative document that has not been adopted pursuant to the Code and would be something that the Commission would have to provide the Town Manager with direction to revise. He stated that it is certainly within the Commission's power to change the Charter and to change the Code, as well as the Town Manager's contract.

Commissioner Longtin asked if the Commission can look at the Handbook and say what changes the Commission wants to the Handbook.

Attorney Baird stated that the Commission can offer suggestions to the Town Manager as to what changes to the Handbook should be made. He stated that the point in saying that the Commission does not have authority is that it is not adopted as an Ordinance and an Ordinance is something that comes before the Commission. He stated that the suggested changes to the Handbook would have to go through the Town Manager.

Mayor DuBois asked if the Handbook was adopted by Resolution or adopted administratively.

Attorney Baird stated that the position classifications are by Resolution.

Commissioner Hockman stated that the entire Handbook was adopted by the Commission.

Attorney Baird stated that given that the Handbook was adopted by Resolution, the Commission can revise the entire book through an amending resolution.

Commissioner Longtin asked if the Town Attorney can provide guidance on the formation of the Charter Review or Handbook Review Committee. She stated that maybe the Commission could have some workshops on it.

Mayor DuBois asked if the Employee Handbook is an adequate document for the Human Resources Director to use through the hiring and firing process.

Commissioner Stevens suggested that the Commission should focus on the Charter, Code and Town Manager contract. He stated that the Charter, Code and Town Manager contract seems to be the heart of the matter and a better place to focus the Commission's efforts.

Commissioner Longtin asked if Attorney Baird could provide the Commission guidance on the Charter, Code and Town Manager contract and how the Commission should proceed.

Attorney Baird asked if the Commission wants him to provide a document stating what items in the Charter can only be amended by referendum as opposed to by Ordinance.

Commissioner Stevens stated that he wants to know the options for amending the Town's Charter and Code. He stated that changes to the Town Manager contract would be simple.

Attorney Baird stated that the Town Manager contract largely makes reference to the authority that the Town Manager has in the Code and the Charter. He stated that the contract that Ms. Davis served under was originally a contract from a predecessor that had been modified in certain circumstances and that the contract came from International City/County Management Association (ICMA). He stated that most Town Manager contracts are fairly uniform. He stated the provision that he has noticed change the most over the years is severance.

Commissioner Stevens asked what the procedures are for amending the Town Charter versus amending the Town Code.

Attorney Baird stated that there are only certain parts of a charter for which Florida law requires a referendum and they do not deal by and large with the Town Manager's duties or authority. He stated that Florida law does deal with changing to a strong mayor form of government and that change would have to be the subject of a referendum, and the reason is because it would change the entire form of governance of the Town when changing from the commissioner/manager form of government to strong mayor form of government.

Commissioner Longtin stated that she does not hear an outcry from the residents to go to a strong mayor, but she does hear that the Commission needs to reign in the powers that have been thrown at the Town Manager. She stated that it seems that the Town Manager has all power and no responsibility and that is what she hears needs to be reined in. She requested that the Town Attorney provided the Commission with guidance.

Mayor DuBois stated that the Florida League of Cities might be able to provide guidance to the Commission regarding what typical responsibilities and administrative action and responsibilities most town manager's have under their purview. He stated that he would like to hear from other organizations as well to find out the standard of the industry and/or best practices.

Commissioner Longtin thanked Ms. Bernhard and Ms. Lloyd for their work and advised she would review the information that was provided. She thanked Mr. Flaherty and stated that all the community has wanted is open communication and some honesty and stated that she appreciated Mr. Flaherty for coming forward and inviting everyone to the CDC meeting. She stated that she appreciated Vice-Mayor Rumsey for suggesting that the Town provide Ms. Holland's comments to everybody and stated that Sober Houses was something that Former Mayor DuBois was involved in and that it is a frustrating situation. She stated that Commissioner Stevens stated that he has e-mailed Interim Town Manager and that she has never seen an e-mail from Commissioner Stevens. She stated that she has never seen an e-mail from three members on this Commission and it appears to her that it is just herself and Commissioner Hockman who ask questions. She stated that herself and Commissioner Hockman are barraged for asking questions, and her question is why are herself and Commissioner Hockman the only ones asking questions. She stated a few years ago there were a couple of other positions in Town Hall, one was Assistant to the Town Manager and the other was Assistant Town Manager. She stated she sent an e-mail asking when the positions were done away with. She stated that if the Town still had the Assistant to the Town Manager and Assistant Town Manager positions the Commission would not be in quite the bind now. She requested that Mayor DuBois have more patience with Commissioner Hockman. She stated that Mayor DuBois cuts off Commissioner Hockman too often. She stated that yes Commissioner Hockman tends to repeat himself, but that Mayor DuBois has tended to repeat himself as well and the Commission has to endure that. She stated that the Commissioners should be more enduring of each other. She stated that at the last Commission meeting a majority of the Commission voted to give a contractor the bathrooms project at the park and asked Attorney Baird if it is a problem if two people who voted against the contractor was threatened after the meeting if that was a problem for the Town.

Attorney Baird requested further clarification from Commissioner Longtin.

Commissioner Longtin stated that the contractor was upset that an e-mail was read that he wrote to the Town Manager that in essence said that he would pull the use of his property by the Town of the green space next to the contractors building, if the Town Code enforced his building and the contractor was threatening to sue the two Commissioners that voted against giving him the contact for the bathrooms at the park.

Commissioner Stevens stated that the contractor is not in the audience. He stated that he thinks the contractor was upset that allegations were made of some sort of wrongdoing and therefore there was a conflict with him being awarded the bathroom contract.

Commissioner Longtin stated that there were no allegations made.

Attorney Baird stated that he did not think it would be prudent for him to speculate on what happened after the meeting.

Commissioner Longtin stated that she "agrees with giving a contract to someone in Town but if that person is going to anyway". She stated that she wants to give kudos to the blog at streetwhereyoulive.wordpress.com. She stated that she finds the blog to be uplifting and very positive. She welcomed Mr. Titcomb to the Town of Lake Park.

Mayor DuBois commented regarding the person in the audience that said "for shame" to him when he interrupted Commissioner Hockman after Commissioner Hockman went on about him not meeting with Commissioner Marcus. He stated that he interjected that Commissioner Hockman because he would have a hard time with a strong mayor form of government if Commissioner Hockman would not even let the weak mayor meet with a County Commissioner and an applicant. He stated that he is a member of the public and he is doing his job and that he takes this job seriously. He stated that he looks forward to going to the Sunday Market. He stated that he hoped everyone had a wonderful Valentine's Day.

Attorney Baird stated that he has no comments.

Interim Town Manager Hunt stated that the Sunset Celebration will be on February 24, 2012 at the Marina from 6:00 to 8:00 pm. He thanked the Commission and Town Staff for assisting him and stated that he is looking forward to working with Mr. Titcomb.

Mayor DuBois thanked Interim Town Manager Hunt for filling in and stepping up. He thanked Finance Director Costello for her service to the Town.

Finance Director Costello stated that it has been a pleasure working for the Town.

Commissioner Hockman stated that he is streaming live this meeting via the camera on his laptop. He stated that unfortunately it is the audience that is on camera. He stated the reason that the camera is facing the audience is that he is not going to sit and flip the camera all the time. He stated that the meeting has been streamed and that there have been 22 people total who have connected to the streaming video.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Rumsey and seconded by Commissioner Hockman, and by unanimous vote, the meeting adjourned at 9:17 p.m.

Mayor James DuBois

Deputy Town Clerk, Shari Canada

Town Clerk, Vivian Lemley, CMC

Town Seal

Approved on this _____ of _____, 2012

Record Copy
Exhibit "A"

February 15, 2012

The following is respectfully submitted to the
MAYOR, TOWN COMMISSIONERS, INTERIM TOWN
MANAGER, TOWN ATTORNEY, and TOWN CLERK.

By

Diane Bernhard
Town Resident, Lake Park, Florida

Here are a few passages taken from the 1996 and 2009 Editions of
The Town of Lake Park Employee Handbook. There are many
more like these to be found.

Please note: The 1996 Edition, P. 8, references the Town of Lake Park
Code, Chapter 2. There are no such references to Lake Park Code in
the 2009 Edition.

Subject: Determination of Work Hours

2009 Edition

P. 18, line 1

"The Town Manager, in consultation with Department Heads
establishes the hours of work within the work week for each
department."

1996 Edition

P. 11, line 9

"Within departments, hours of work can be determined by the
department head."

P. 29, line 19

"Each department establishes its hours of work."

Subject: Grounds for Disciplinary Action

2009 Edition

P. 50, 7.9, Category I- Grounds for Disciplinary Action, S.

"Engaging in an action which the Town Manager determines is sufficient cause for discipline under this category."

P. 51, 7.10, Category II – Grounds for Disciplinary Action,
First Offense:

" Documented Written Reprimand or Suspension of up to three workdays without pay *at the determination of the Town Manager.*"

Second Offense:

"Suspension of greater than three workdays without pay *at the determination of the Town Manager.*"

P. 52, 7.10, Category II – Grounds for Disciplinary Action, V.

"Engaging in an action which the Town Manager determines is sufficient cause for discipline under this category."

P. 54, 7.11, Y

"Any action determined by the Town Manager to be so serious as to warrant immediate termination of employment."

1996 Edition

Pp. 23 – 28, Disciplinary Action Guidelines.

There is no mention of any Disciplinary Action taking place *at the determination of the Town Manager.*

Subject: Administration of Policy

1996 Edition

P. 10, L 19, Administration of Policy:

a. The Town Manager shall present to the Town Commission such rules, regulations and changes thereto which are necessary for effective administration of the Personnel System.

b. Amendments, changes and revisions to the rules and regulations shall be recommended by the Town Manager to the Mayor and Town Commission for final approval.

2009 Edition

P. 9, 1.2, Administration of the Plan:

The Town Manager, through the Human Resources Department shall be responsible for the overall coordination, review, control and administration of the Handbook.

Positions are reclassified by official Town Commission action submitted by the Town Manager. Town Commission approval must be obtained to create, establish or delete positions or effect classification changes.

A periodic review shall be performed by the Human Resources Department to ensure that the classification system is current and uniform. Any modification will be presented to the Town Manager for consideration and recommendation to the Town Commission.

The Town Manager shall present to the Town Commission such rules, regulations and changes that are deemed necessary for effective administration of the classification system.

Subject: Some random phrases and statements
Copied from the **2009 Edition**:

P. 3, L30.

"The Town Manager is hereby authorized to enforce the rules, regulations, policies and procedures set forth in the Handbook upon the Town's workforce."

P. 47, 7.1, Scope and Purpose, L8.

"Managerial Exempt Department Heads, Assistant Department Heads, and other specifically designated positions serve at the pleasure of the Town Manager and may be subject to dismissal from employment with the Town with or without cause and without appeal rights in accordance with Town policy and procedures."

Subject: DEPARTMENT HEADS, ASSISTANT DEPARTMENT HEADS AND OTHER SPECIFICALLY DESIGNATED POSITIONS WHO SERVE AT THE PLEASURE OF THE TOWN MANAGER

2009 Edition

P. 82

This list has been photo-copied in its entirety. Please note that there are 22 key positions/people on that list dependant upon the good will of the Town Manager to keep their jobs. Is it any wonder that there are so many of us in Lake Park who feel that the office of Town Manager invests too much power into the hands of one individual?

DEPARTMENT HEADS, ASSISTANT DEPARTMENT HEADS AND OTHER SPECIFICALLY DESIGNATED POSITIONS WHO SERVE AT THE PLEASURE OF THE TOWN MANAGER

Department Heads:

- Chief Information Technology Officer
- Community Development Director
- Finance Director
- Grants Writer
- Harbor Marina Director
- Human Resources Director
- Library Director
- Public Works Director
- Recreation Director
- Town Clerk

Assistant Department Heads:

- Assistant Town Manager
- Assistant to the Town Manager
- Assistant to the Finance Director
- Operations Manager

Other Specifically Designated Positions:

- Building Official
- Community Redevelopment Agency (CRA) Economic Development Director
- CRA Project Manager
- Dockmaster
- Librarian I
- Librarian II
- Senior Registered Civil Engineer
- Senior Registered Architect

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 21, 2012

Agenda Item No. *Tab 3*

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input checked="" type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Resolution Authorizing the Mayor to Execute the Memorandum of Agreement between Children's Home Society and the Town of Lake Park.

RECOMMENDED MOTION/ACTION:

Approval

Approved by Town Manager *[Signature]* Date: 03/16/2012

Karen Mahnk, Library Director
Name/Title

03/15/2012
Date of Actual Submittal

Originating Department: Library	Costs: \$ 0.00 Funding Source: Acct. # 700-	Attachments: Bridges Memorandum of Agreement
Department Review: <input checked="" type="checkbox"/> Attorney: <u>see attached</u> <input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Fire Dept	<input type="checkbox"/> Grants <input type="checkbox"/> Human Resources <input type="checkbox"/> Information Technology <input checked="" type="checkbox"/> Library <input type="checkbox"/> Marina	<input type="checkbox"/> PBSO <input type="checkbox"/> Public Works <input type="checkbox"/> Recreation <input type="checkbox"/> Town Clerk <input checked="" type="checkbox"/> Town Manager
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> 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 <i>[Signature]</i> OR Not applicable in this case <u>n/a</u> Please initial one.

Summary Explanation/Background:

The purpose of this agenda item is to authorize the Mayor to execute the Memorandum of Agreement between The Children's Home Society of Florida (CHS) and the Town of Lake Park that sets forth cooperation between the Town, the Town Library and Bridges at Lake Park. For approximately the past 18 months, Bridges at Lake Park, sponsored by CHS, has been providing a number of programs at the Library for both children and families as well as co-sponsoring with the Library a number of story times and other literacy activities for children and families. This Memorandum of Agreement formalizes this association.

RESOLUTION NO. 08-03-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A MEMORANDUM OF AGREEMENT BETWEEN THE CHILDREN'S HOME SOCIETY OF FLORIDA AND THE TOWN OF LAKE PARK; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida ("Town") is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town operates the Lake Park Public Library ("Library") where it has provided The Children's Home Society of Florida ("CHS") through Bridges of Lake Park with a venue for many of its programs; and

WHEREAS, the Town has agreed to enter into a Memorandum of Agreement ("MOA") with CHS through Bridges of Lake Park that provides for the Library to be a venue for some programs and joint programs . A copy of the MOA between the Town and CHS is attached hereto as Exhibit "A".

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

- Section 1. The foregoing recitals are adopted as true and correct and are incorporated herein.
- Section 2. The Commission of the Town of Lake Park hereby authorizes the Mayor to execute the MOA on behalf of the Town, a copy which is attached hereto as **Exhibit "A"**.
- Section 3. This Resolution shall become effective immediately upon adoption.

BRIDGES MEMORANDUM OF AGREEMENT
Between
THE CHILDREN'S HOME SOCIETY OF FLORIDA
And
THE TOWN OF LAKE PARK, FLORIDA

THIS MEMORANDUM OF AGREEMENT (MOA) is entered into this ____ day of _____ 2012, between The Children's Home Society of Florida and The Town of Lake Park, Florida.

WHEREAS, The Children's Home Society of Florida, a Not-for-Profit Florida corporation, (CHS) which provides services to children and families throughout Florida; and

WHEREAS, the Town of Lake Park, Florida (Town) is a municipal corporation of the state of Florida with such powers and duties as have been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, CHS and the Town wish to enter into a Memorandum of Agreement whereby CHS will provide certain services of benefit to the Town through the Town's Library; and

1. Identification and Organization Description of Parties

Children's Home Society of Florida:

Created in 1902, Children's Home Society of Florida, a Not-for-Profit Florida corporation (CHS) is the oldest and largest statewide private not-for-Profit provider of services to children and families in Florida. CHS is head quartered in Winter Park, Florida, and offers services in more than 100 locations throughout Florida. The South Coastal Division of CHS established in 1964, is one of CHS' 14 divisions. The South Coastal Division serves all of Palm Beach County with programs that focus on adoption, child abuse and neglect prevention and intervention, mentoring, and help for runaway, homeless and at-risk youth. During the past year, more than 30,000 children and families participated in one more of the division's services or educational presentations.

The Town of Lake Park's Library:

The library was started by the Woman's Club in 1962 and taken over by the Town in 1967. In 1969, the library moved from the second floor of the Lake Park Town Hall into a new building next door. As the size of the book collection and the population of the town increased, it became necessary to add a separate children's room and a meeting room to the library in 1990.

The Lake Park Library is committed to offering excellent service to those who visit or call the library. Our collection includes best sellers, practical books, magazines, newspapers, videos, audio books and DVD's. Computer software programs and Internet access are available.

Special services include story hours for children, after school homework assistance for elementary school students, programs for adults, computers for use on personal projects for both children and adults and complete Internet access. There are two study rooms and a meeting room available for use by local organizations and clubs.

2. Bridges Overview:

The Children's Services Council of Palm Beach County developed the Bridges concept, a place based strategy in partnership with local nonprofit agencies, so more Palm Beach County children are born healthy, remain free from abuse and neglect, are ready for kindergarten, and are on grade level by the end of 3rd grade. These vital steps, taken early in life, vastly improve a child's chances of becoming an independent, healthy, successful adult. Improving young lives does more than benefit individual children and their families. It saves society money, gives us all peace of mind and provides a foundation for a strong, safe community we are proud to live in.

Specifically, Bridges are 10 neighborhood centers located in communities with a history of poor child outcomes. Each Bridges center is charged with creating awareness, and providing education and support, in the areas of parenting and early childhood development. Bridges will do this by meeting the daily and long-term needs of local families and providing a comfortable, respectful, safe and helpful gathering place for residents, neighborhood groups, religious organizations and nonprofit agencies. Overall, Bridges - as a provision of family and community engagement - will serve to strengthen families and build community capacity and resilience. To this end, Bridges will offer:

- Information on health and wellness for adults and children
- Help getting medical care for pregnant women, babies and families with young children
- Help finding quality child care and education for children
- Workshops and practical advice to help parents raise their children
- Help connecting families to community providers of food, shelter, medical care and other vital, every day needs
- Help coordinating organizations and creating partnerships within the community to reduce duplication and increase service efficiency
- A welcoming place where neighbors can share news, make friends and find support

The physical location of Bridges is within the target area to be served, in close proximity to schools, child care centers, public transportation and other community resources for accessibility to families. Serving as a multiservice family friendly, safe environment, the Bridges centers have sufficient program, office, training and meeting space to:

- Provide training/program space for parent education classes.
- Serve as a center for co-locating programs/services providing space for other community partners to connect and engage families.
- Afford sufficient office/meeting space for staff and partners.
- Be open during non-traditional business hours, including evenings, and school holidays/vacations to accommodate families. To facilitate this, some Bridges activities may occur at satellite sites such as local churches, day care centers, etc., as identified through partnership relationships.

Evidence of Insurance. The Children's Home Society shall provide to the Town of Lake Park written evidence of the existence of general liability insurance in the amount of \$1,000,000 per person and \$2,000,000 per occurrence. Said certificate also shall evidence that said policy contains limits of liability of not less than \$1,000,000 pertaining to claims that may arise out of child abuse and/or molestation, whether included in the policy aggregate limits or provided in a separate policy sublimit. Said certificate also shall evidence that the Town has been named as an additional insured. The insurance company shall be rated no lower than A-, XII by a rating firm such as A.M. Best or its equivalent, latest edition.

3. Purpose of MOA

Children's Home Society of Florida and The Town of Lake Park agree to work together to support the Community Hub concept of developing a coordinated and integrated, community-based system of care focused on increasing healthy births, decreasing child abuse and neglect and increasing school readiness in the targeted community.

4. The Parties Responsibilities:

Children's Home Society of Florida agrees to:

- Provide parenting education, support and early childhood development programs for pregnant women and families raising children between the ages of birth and five.
- Identify, through outreach efforts, families that could benefit from programs and services provided by the Hub and CSC's Early Childhood System of Care.
- Engage all members of the family and member of the community in activities that supports or strengthens the abilities to achieve the best outcomes for children.
- Facilitate a family's access to health and human services, educational, and other family support systems (i.e. food stamps, financial assistance, health care, etc.) by identifying family needs, making referrals and ensuring linkages to services.
- Coordinate services for families by building relationships among community organizations serving children and families.
- Bridges at Lake Park will offer occasional light snacks for the activities at the Lake Park Library.

The Town of Lake Park agrees to:

- Distribute information about Hub activities and services to families.
- Provide space at the Town's Library for parenting program.
- Refer families for Hub services.
- Work with the Hub and other stakeholders to develop a community partnership aimed at improving child outcomes in the neighborhood.

5. Term and termination.

This MOA shall be effective as of February ____, 2012 and shall be subject to the automatic renewal unless a party serves written notice of its termination upon the other party.

6. Signatures.

Children's Home Society of Florida

The Town of Lake Park, Florida

President

Mayor

Karen Mahnk

From: Baird, Thomas J. [TBaird@jones-foster.com]
Sent: Thursday, March 15, 2012 10:21 AM
To: Karen Mahnk
Cc: Green, Marilyn R.
Subject: RE: MOA - addition re: insurance

It's ok. Marilyn add entry for me re the revised MOA and Resolution. .3



Thomas J. Baird Florida Bar Board Certified City, County and Local Government Attorney
 Direct Dial: 561.650.8233 | Fax: 561.746.6933 | tbaird@jonesfoster.com

801 Maplewood Drive, Suite 22-A, Jupiter, Florida 33458
 561-659-3000 | www.jonesfoster.com

U.S. Treasury Regulation Circular 230 requires us to advise you that written communications issued by us are not intended to be and cannot be relied upon to avoid penalties that may be imposed by the Internal Revenue Service.

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From: Karen Mahnk [mailto:kmahnk@lakeparkflorida.gov]
Sent: Thursday, March 15, 2012 10:17 AM
To: Baird, Thomas J.; Baird, Thomas J.
Cc: Green, Marilyn R.
Subject: MOA - addition re: insurance
Importance: High

Tom;
 Attached is the MOA with the addition added per our insurance carrier, Gehring Group – please approve – this morning if possible to make the next commission meeting. (Bambi pulled after she consulted with Gehring & they suggested adding)
 I do not believe this would require a change to the Resolution, please also confirm.
 Thanks much!

Karen Mahnk, MLIS
Director
Lake Park Public Library
529 Park Avenue
Lake Park, FL 33403
561 881-3330 Fax: 561 881-3336
kmahnk@lakeparkflorida.gov

<http://www.lakepark-fl.gov>

3/15/2012

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 21, 2012

Agenda Item No. *Tab 4*

- | | |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input checked="" type="checkbox"/> PRESENTATION/PROCLAMATION | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Proclamations Recognizing April as Florida's Water Conservation Month

RECOMMENDED MOTION/ACTION: Approve

Approved by Town Manager *James Titus* Date: *3/16/12*
Vin Lly *March 16, 2012*
 Name/Title Date of Actual Submittal

Originating Department: Town Clerk	Costs: \$ 0.00 Funding Source: Acct. #	Attachments: Email from South Florida Water Management District Proclamation
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input checked="" type="checkbox"/> Town Clerk <i>YML</i> <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> 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 <i>YML</i> Please initial one.

Summary Explanation/Background: Governor Rick Scott has proclaimed April as Water Conservation Month. These are critical issues in South Florida and South Florida Water Management District is requesting participation from municipalities by working together to maintain both a vibrant natural environment and viable public water supply.

Vivian Lemley

From: Mac'Kie, Pam [pmackie@sfwmd.gov]
Sent: Monday, February 13, 2012 1:50 PM
To: Mac'Kie, Pam
Subject: Water Conservation Month PROCLAMATION
Attachments: Water Conservation Month April proclamation.doc

April is Water Conservation Month!

Water conservation and water reuse are critical for South Florida to maintain both a vibrant natural environment and viable public water supply. Given the lingering impacts of a severe multi-year water shortage, it is more important than ever for communities to be reminded that conservation can ease the pain of water shortage and help protect our vital water resources for the environment and future generations of South Floridians. As a show of support for this important initiative, the South Florida Water Management District encourages your local government to adopt its own version of the attached proclamation.

Would you be so kind as to notify me of your participation? If possible, I would like to be present to accept the proclamation and thank you for your commitment to this important effort. Please respond to this email, or telephone me at the number below, with the date of your proclamation.

Thank you for your consideration. We look forward to hearing from you.

Pam



Pamela S. Mac'Kie, Esq.
Government & Community Affairs
South Florida Water Management District
3301 Gun Club Road
West Palm Beach, FL 33406
Direct Dial: (561) 682-2655
Cell Phone: (561) 352-5591

We value your opinion. Please take a few minutes to share your comments on the service you received from the District by clicking on this [link](#).

PROCLAMATION
Water Conservation Month

WHEREAS, Florida's natural beauty, crystal blue waters and white sand beaches attract residents and visitors from around the world; and

WHEREAS, clean and sustainable water resources are vital to Florida's environment, economy and quality of life; and

WHEREAS, more than 90 percent of Florida's drinking water is supplied by underlying aquifers, and our quality of life and the economy depend upon a clean and healthy environment; and

WHEREAS, Floridians consume more than 7.9 billion gallons per day of fresh water, and the future of Florida depends greatly upon the availability of water; and

WHEREAS, South Florida residents consume 179 gallons per person, per day – the highest water usage in the state; and

WHEREAS, the State of Florida, together with local partners, are investing billions of dollars to develop alternative water supplies, clean up stormwater pollution, restore rivers, lakes and springs, upgrade drinking water facilities and improve wastewater treatment; and

WHEREAS, water conservation can cost as little as 6 cents to 72 cents per 1,000 gallons of water saved, while the cost of constructing alternative water supply facilities may exceed \$7 per 1,000 gallons of water created; and

WHEREAS, all water users including commercial, industrial, agricultural, institutional, hospitality, private citizens and others can make positive contributions to reduce water use and protect Florida's water resources; and

WHEREAS, the South Florida Water Management District, is implementing a Comprehensive Water Conservation Program to instill a lasting culture of conservation in our communities; and

WHEREAS, the Governor and Cabinet of the State of Florida are designating April as Florida's Water Conservation Month to encourage Floridians to conserve the state's precious water resources;

NOW, THEREFORE, on behalf of the Commission of the Town of Lake Park, I James DuBois, Mayor of the Town of Lake Park do hereby recognize the month of April as Water Conservation Month.

BY: _____
Mayor, James DuBois

ATTEST: _____
Town Clerk, Vivian Mendez Lemley

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 21, 2012

Agenda Item No. *Tab 5*

- PUBLIC HEARING
- RESOLUTION
- ORDINANCE ON FIRST READING
- DISCUSSION/POSSIBLE ACTION
- ORDINANCE ON SECOND READING
- BID/RFP AWARD
- PRESENTATION/PROCLAMATION
- CONSENT AGENDA
- Proclamation:

SUBJECT: Proclamation recognizing April 27, 2012 as National Arbor Day

RECOMMENDED MOTION/ACTION: Approval of Proclamation

Approved by Town Manager *James DeLoach* Date: *3/16/12*
James DeLoach PUBLIC WORKS DIRECTOR Date of Actual Submittal *3/16/12*
 Name/Title

Originating Department: Public Works	Costs: \$ 150.00 Funding Source: Acct. # 406-52000	Attachments: Proclamation
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input checked="" type="checkbox"/> Public Works <u><i>James DeLoach</i></u> <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> 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 <u><i>James DeLoach</i></u> Please initial one.

Summary Explanation/Background: Each year, the Town of Lake Park celebrates National Arbor Day by inviting school children from local schools to participate in the Arbor Day Event with poems, songs and drawings honoring trees. This year, the National Arbor Day observance will take place at Blakely Park at 10:30 a.m on Friday, April 27, 2012. The Public Works

Department will be coordinating the event. The anticipated \$150.00 cost will cover refreshments and has been budgeted for this event.

**PROCLAMATION
IN HONOR OF NATIONAL ARBOR DAY**

WHEREAS; in 1871 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees and this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS; Arbor Day is now observed throughout the nation and the world. Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS; trees are a renewable resource which provides the materials necessary to produce paper, construct our homes, fuel our fires and manufacture countless other wood products, and

WHEREAS; trees increase property values, enhance the economic vitality of business areas and improve the overall aesthetic appeal of our community, and

WHEREAS; trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS; efforts to protect our trees and woodlands by planting trees to promote the well-being of this and future generations should be supported by all persons,

NOW, THEREFORE; on behalf of the Commission of the Town of Lake Park, I, James DuBois, Mayor of the Town of Lake Park, Florida do hereby recognize April 27, 2012 as National Arbor Day.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 21st day of March, 2012.

BY: _____
Mayor James DuBois

ATTEST:

Vivian Mendez, Town Clerk

**Ordinance
on
First
Reading**

TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **March 21, 2012**

Agenda Item No. *Table*

- | | |
|--|---|
| <input checked="" type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input checked="" type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: UPDATING CHAPTER 54 OF THE CODE OF ORDINANCES TO INCLUDE THE UPDATED LANGUAGE TO THE FLORIDA BUILDING CODE 2010.

RECOMMENDED MOTION/ACTION: APPROVAL ON FIRST READING

Approved by Town Manager *[Signature]* Date: *3/16/12*

Name/Title: **Nadia Di Tommaso, Community Development Director** Date of Actual Submittal **03/13/2012**

Originating Department: Community Development	Costs: \$ 0 Funding Source: Acct. #	Attachments: Ordinance 04-2012
Department Review: <input checked="" type="checkbox"/> Attorney <i>JLR</i> <input checked="" type="checkbox"/> Community Development <i>ND</i> <input type="checkbox"/> Finance <input type="checkbox"/> Fire Dept	<input type="checkbox"/> Grants <input type="checkbox"/> Human Resources <input type="checkbox"/> Information Technology <input type="checkbox"/> Library <input type="checkbox"/> Marina	<input type="checkbox"/> PBSO <input type="checkbox"/> Public Works <input type="checkbox"/> Recreation <input type="checkbox"/> Town Clerk <input type="checkbox"/> Town Manager
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> 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 <i>ND</i> (Building Official's assistant will be in attendance at the meeting) or Not applicable in this case Please initial one.

Staff Summary Explanation/Background:

The Town of Lake Park Building Official, Mike Crisafulle, presented staff with the amendments to Chapter 1 of the Florida Building Code. The Palm Beach County Building Code Advisory Board prepared these local amendments to Chapter 1, Administration, of the 2010 Florida Building Code. These changes are more stringent than the minimum state administrative standards, and the Palm Beach County Building Code Advisory Board recommends that all local jurisdictions adopt the local amendments, which is the purpose of this agenda item. The Florida Building Code 2010 will be in full effect on March 15, 2012. In addition to adopting the updated Chapter One of the Florida Building Code 2010 into Section 54-8 of the Town Code of Ordinances, the most updated version of the National Electrical Code, as well as the establishment of the wind speed lines have been included with the updated language in the newly proposed Section 54-8.1 and 54-8.2 of the Town of Lake Park Code of Ordinances. **Staff is recommending approval of the Ordinance on first reading.**

ORDINANCE NO. 04-2012

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 54, ENTITLED "BUILDINGS AND BUILDING REGULATIONS" TO UPDATE REFERENCES TO THE FLORIDA BUILDING CODE AND THE NATIONAL ELECTRICAL CODE; PROVIDING FOR THE ADOPTION OF LOCAL AMENDMENTS TO CHAPTER 1 OF THE FLORIDA BUILDING CODE; PROVIDING FOR THE REPEAL OF CERTAIN REFERENCES NOW CONTAINED IN THE CODE; ; PROVIDING FOR THE REPEAL OF PROVISIONS OF THE CODE IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE..

WHEREAS, in 2010, the Florida Legislature enacted an updated version of the Florida Building Code, which provides a minimum building construction standards which must be adopted and applied by all local governments in Florida; and

WHEREAS, the Florida Building Code enacted by the Legislature has been codified at Section 553.73 Florida Statutes; and

WHEREAS, Section 553.73(4)(A) Florida Statutes, provides that local governments may adopt local amendments to the administrative provisions of the Florida Building Code that are more stringent than the minimum state administrative standards; and

WHEREAS, The Palm Beach County Building Code Advisory Board has prepared local amendments to Chapter 1 of the 2010 Florida Building Code which are more stringent than the minimum state administrative standards, and recommends all local jurisdictions adopt said local amendments; and

WHEREAS, the Town's Building Official recommends the town adopt the local amendments prepared by the Palm Beach County Building Code Advisory Board; and

WHEREAS, in conjunction with the implementation of the 2010 Florida Building Code, the Town's Building Official has recommended that the Commission enact this Ordinance to update Chapter 54 of the Town Code, entitled, "Buildings and Building Regulations" including the most recent version of the National Electrical Code and Wind Speeds, and repealing obsolete provisions of the Building Code; and

WHEREAS, the Town Commission has determined that the amendments incorporated herein will promote the health, safety and general welfare of the residents and businesses of the Town of Lake Park.

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

Section 1: Chapter 54. Buildings and Building Regulations of the Code of Ordinances of the Town of Lake Park is hereby amended to update references to the Florida Building Code, the International Property Maintenance Code and the National Electrical Code, and to adopt local amendments to Chapter 1 of the Florida Building Code; providing that Chapter 54 shall hereafter read as follows:

Section 54-8 – Chapter one amendments adopted.

CHAPTER ONE-ADMINISTRATION

Section 101. GENERAL

101.1 Title. These regulations shall be known as the Florida Building Code hereinafter referred to as “this code.”

101.2 Scope. The provisions of this code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures in the Town.

Exceptions:

1. Detached one- and two-family dwellings and multiple single-family dwellings (Townhouses) not more than three stories above grade plane in height with a separate means of egress and their accessory structures shall comply with the Florida Building Code, Residential.
2. Existing buildings undergoing repair, alterations or additions and change of occupancy shall comply with the Florida Building Code, Existing Building.

101.2.1 Appendices. Provisions in the appendices shall not apply unless specifically adopted.

~~101.2.1 Unsafe buildings shall be abated using the International Property Maintenance Code current edition, promulgated by the International Code Commission, Inc., subject to all amendments, modifications or deletions hereinafter contained.~~

101.2.2 Florida Building Code, Residential. Construction standards or practices which are not covered by Florida Building Code, Residential volume shall be in accordance with the provisions of Florida Building Code, Building.

101.3 Intent. The purpose of this code is to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress

facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters, code officials, and emergency responders during emergency operations.

101.3.1 Quality Control. Quality control of materials and workmanship is not within the purview of this code except as it relates to the purposes stated herein.

101.3.2 Warranty and Liability. The permitting and inspection of any building, system, or plan by the Town, under the requirements of this code, shall not be construed in any court as a warranty of the physical condition of such building, system, or plan, or their adequacy. The Town shall not be liable in tort for damages or hazardous or illegal condition or inadequacy in such building, system, or plan, nor for any failure of any component of such, which may occur subsequent to such inspection or permitting. Further, no Building Department or ~~Community Development Department~~ employee shall be liable in tort for damage from such conditions, in accordance with *Section 768.28(9)(a) F.S.*, as may be amended.

101.4 Referenced codes. The other codes listed in Sections 101.4.1 through 101.4.9 and referenced elsewhere in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference.

101.4.1 Electrical. The provisions of Chapter 27 of the Florida Building Code, Building shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto.

101.4.2 Gas. The provisions of the International Fuel Gas Code with the Florida Fuel Gas Code Supplement shall apply to the installation of gas piping from the point of delivery, gas appliances and related accessories as covered in this code. These requirements apply to gas piping systems extending from the point of delivery to the inlet connections of appliances and the installation and operation of residential and commercial gas appliances and related accessories.

101.4.3 Mechanical. The provisions of the Florida Building Code, Mechanical shall apply to the installation, alterations, repairs and replacement of mechanical systems, including equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air-conditioning and refrigeration systems, incinerators and other energy-related systems.

101.4.4 Plumbing. The provisions of the Florida Building Code, Plumbing shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system.

~~101.4.5 Residential. The provisions of the *Florida Building Code, Residential* shall apply to the construction, alteration, movement, enlargement, replacement, repair,~~

~~equipment, use and occupancy, location, removal and demolition of detached one and two-family dwellings and multiple single-family dwellings (Townhouses) not more than three stories in height with a separate means of egress and their accessory structures.~~

101.4.5 Property maintenance. Reserved.

101.4.6 Fire prevention. For provisions related to fire prevention, refer to the Florida Fire Prevention Code. The Florida Fire Prevention Code shall apply to matters affecting or relating to structures, processes and premises from the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or premises; and from the construction, extension, repair, alteration or removal of fire suppression and alarm systems or fire hazards in the structure or on the premises from occupancy or operation.

101.4.7 Energy. The provisions of ~~Chapter 13~~ the Florida Building Code, Building Energy Conservation shall apply to all matters governing the design and construction of buildings for energy efficiency.

101.4.8 Accessibility. For provisions related to accessibility, refer to ~~Chapter 11~~ Florida Building Code, Accessibility. Building.

~~Existing Buildings. The provisions of the Florida Existing Building Code shall apply to the repair, alternation, change of occupancy, addition, and relocation of existing buildings. A building or portion of a building that has not been previously occupied or used for its intended purpose shall comply with the provisions of the Florida Building Code for new construction.~~

101.4.9 Manufactured buildings. For additional administrative and special code requirements, see Section 428, Florida Building Code, Building, and Rule 9B-1 F.A.C.

SECTION 102-APPLICABILITY

102.1 General. Where, in any specific case, different sections of this code specify different materials, methods of construction or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

102.1.1 The Florida Building Code does not apply to, and no code enforcement action shall be brought with respect to, zoning requirements, land use requirements and owner specifications or programmatic requirements which do not pertain to and govern the design, construction, erection, alteration, modification, repair or demolition of public or private buildings, structures or facilities or to programmatic requirements that do not pertain to enforcement of the Florida Building Code. Additionally, a local code enforcement agency may not administer or enforce the Florida Building Code, Building to prevent the siting of any publicly owned facility, including, but

not limited to, correctional facilities, juvenile justice facilities, or state universities, community colleges, or public education facilities, as provided by law. ~~In addition to the requirements of this code, there may be other regulations by other agencies affecting details of development, building design and construction, such as, but not limited to:~~
~~REMOVE TABLE~~

102.2 Building. The provisions of the Florida Building Code shall apply to the construction, erection, alteration, modification, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every public and private building, structure or facility or floating residential structure, or any appurtenances connected or attached to such buildings, structures or facilities. Additions, alterations, repairs and changes of use or occupancy group in all buildings and structures shall comply with the provisions provided in Chapter 34 of this code and the Florida Building Code, Existing Building. The following buildings, structures and facilities are exempt from the Florida Building Code as provided by law, and any further exemptions shall be as determined by the legislature and provided by law:

- (a) Building and structures specifically regulated and preempted by the federal government.
- (b) Railroads and ancillary facilities associated with the railroad.
- (c) Nonresidential farm buildings on farms.
- (d) Temporary buildings or sheds used exclusively for construction purposes.
- (e) Mobile or modular structures used as temporary offices, except that the provisions of Part V Part II (Section 553.501-553.513, F.S.) relating to accessibility by persons with disabilities, and permits shall be required for structural support and tie down, electrical supply, and ~~all other such~~ utility connections to such mobile or modular structures ~~as required by this jurisdiction.~~
- (f) Those structures or facilities of electric utilities, as defined in *Section 366.02, F.S.*, which are directly involved in the generation, transmission or distribution of electricity.
- (g) Temporary sets, assemblies or structures used in commercial motion picture or television production, or any sound-recording equipment used in such production, on or off the premises.
- (h) Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida. As used in this paragraph, the term "chickee" means an open-sided wooden hut that has a thatched roof of palm or palmetto or other traditional materials, ~~and that does not incorporate any electrical, plumbing, or other non-wood features.~~

Exception: Electrical or plumbing work or connection, or other non-wood features shall not be exempted from this code.

- (i) Service provider water, sewer, storm, gas, cable, telephone, or other similar utility systems are exempt to the point of service connection for the building or structure.
- (j) Family mausoleums not exceeding 250 square feet in area which are prefabricated and assembled on site or preassembled and delivered on site and have walls, roofs, and a floor constructed of granite, marble, or reinforced concrete.
- (k) Temporary housing provided by the Department of Corrections to any prisoner in the state correctional system.

102.2.1 **In addition to the requirements of *Section 553.79 and 553.80, F.S.*, facilities subject to the provisions of *Chapter 395, F.S.* (Hospital Licensing and**

Regulation), and ~~Part II of Chapter 400~~, F.S. Parts II and VIII (Nursing Homes), shall have facility plans reviewed and construction surveyed by the state agency authorized to do so under the requirements of *Chapter 395*, F.S., and ~~Part II of Chapter 400~~, F.S., ~~Parts II and VIII~~, and the certification requirements of the federal government.

102.2.2 Buildings or structures for residential uses moved into or within a County or municipality the Town shall not be required to be brought into compliance with the state minimum building code in force at the time the building or structure is moved, provided:

1. The building or structure is structurally sound ~~meeting the wind speed requirements of the new location~~ and is in occupiable condition for its intended use;
2. The occupancy use classification for the building or structure is not changed as a result of the move;
3. The building is not substantially remodeled;
4. Current fire code requirements for ingress and egress are met;
5. Electrical, gas and plumbing systems meet the codes in force at the time of original construction and are operational and safe for reconnection;
6. Foundation plans are sealed by a professional engineer or architect licensed to practice in this state, if required by the applicable Florida Statutes for all buildings or structures of the same residential occupancy class; and
7. The requirements of Florida Building Code, Existing Building are also satisfied.

102.2.3 The building official shall apply the same standard to a moved residential building or structure as that applied to the remodeling of any comparable residential building or structure to determine whether the moved structure is substantially remodeled. ~~The cost of the foundation on which the moved building or structure is placed shall not be included in the cost of remodeling for purposes of determining whether a moved building or structure has been substantially remodeled.~~

102.2.4 This section does not apply to the jurisdiction and authority of the Department of Agriculture and Consumer Services to inspect amusement rides or the Department of Financial Services to inspect state-owned buildings and boilers.

102.2.5 Each enforcement district shall be governed by a board, the composition of which shall be determined by the affected localities.

1. At its own option, each enforcement district or local enforcement agency may adopt rules granting to the owner of a single-family residence one or more exemptions from the Florida Building Code relating to:
 - a. Addition, alteration, or repairs performed by the property owner upon his or her own, provided any addition or alteration shall not exceed 1,000 square foot or the square footage of the of the primary structure, whichever is less.
 - b. Addition, alteration, or repairs by a non-owner within a certain cost limitation set by rule, provided the total cost shall not exceed \$5,000 within any 12 month period.
 - c. Building inspection fees.
2. However, the exemptions under subparagraph 1. do not apply to single-family residences that are located in mapped flood hazard areas, as defined in the code, unless

the enforcement district or local enforcement agency has determined that the work, which is otherwise exempt, does not constitute a substantial improvement, including the repair of substantial damage, of such single-family residences.

3. Each code exemption, as defined in sub-subparagraphs 1.a., b., and c., shall be certified to the local board 10 days prior to implementation and shall only be effective in the territorial jurisdiction of the enforcement district or local enforcement agency implementing it.

4. However, each enforcement district or local enforcement agency may establish an alternative permitting program for replacing nonstructural components of building systems in a residential dwelling unit. A licensed contractor performing such work for the resident shall also be exempt from individual permits and inspections if either the owner or the licensed contractor obtains a valid Annual Permit per Section 105.1.1 of this Code and all such work is reported as required in Section 105.1.2 of this Code for compliance evaluation. No added capacity, system expansion or new building work of any type shall be excluded from individual permit and inspection by this provision.

~~102.2.5 At its own option, each enforcement district or local enforcement agency may promulgate rules granting to the owner of a single family residence one or more exemptions from the Florida Building Code relating to replacing non structural components of building systems in the residence.~~

~~102.2.5.1 The resident of an existing single family dwelling shall be exempt from permitting and inspection requirements when replacing non-structueal components of building systems in the residence, without connection to electric power or pressure piping. A licensed contractor performing component replacemtn work on residential properties shall be exempt from individual permits and inspections if under a valid Annual Permit per Section 105.1.1 of this Code and all such work is reported as required in Section 105.1.2 of this Code for compliance evaluation. But no added capacity, system expansion or new building work of any type shall be excluded from individual permit and inspection by this provision, for any person.~~

102.2.6 This Code does not apply to swings and other playground equipment accessory to a one- or two-family dwelling except as provided for in the Town's land development regulations:

Exception: Electrical service to such playground equipment shall be in accordance with Chapter 27 of this code.

102.3 Application of references. References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this code.

102.4 Referenced codes and standards. The codes and standards referenced in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference.

Where differences occur between provisions of this code and referenced codes and standards, the provisions of this code shall apply.

102.5 Reserved.

102.6 Existing structures. The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code, the Codes referenced in Section 101.4, or the Florida Fire Prevention Code, or as is deemed necessary by the building official for the general safety and welfare of the occupants and the public.

102.7 Relocation of manufactured buildings.

1. Relocation of an existing manufactured building does not constitute an alteration.
2. A relocated building shall comply with wind speed requirements of the new location, using the appropriate wind speed map. If the existing building was manufactured in compliance with the Standard Building Code (prior to March 1, 2002), the wind speed map of the Standard Building Code shall be applicable. If the existing building was manufactured in compliance with the Florida Building Code (after March 1, 2002), the wind speed map of the Florida Building Code shall be applicable.
3. A relocated building shall comply with the flood hazard area requirements of the new location, if applicable

402.8

Rules of Construction. The rules set out in this section shall be observed, unless such construction is inconsistent with the manifest intent of this chapter. The rules of construction and definitions set out here shall not be applied to any section of this chapter which contains any express provisions excluding such construction, or where the subject matter or content of such section would be inconsistent with this section.

402.8.1

Generally. All provisions, terms, phrases and expressions contained in this division shall be liberally construed in order that the true intent and meaning of the administration of the jurisdiction may be fully carried out. Terms used in this division, unless otherwise specifically provided, shall have the meanings prescribed by the statutes of this state for the same terms.

402.8.2

Text. In case of any difference of meanings or implication between the text of this division and any figure, the text shall control.

402.8.3

Delegation of authority. Whenever a provision appears requiring the building official or some other officer or employee to do some act or perform some duty, it is to be construed to authorize the building official or other officer to designate, delegate and authorize professional level subordinates to perform the required act or duty unless the terms of the provision or section specify otherwise.

402.8.4

Month. The word "month" shall mean a calendar month.

402.8.5

Shall, may. The word "shall" is mandatory; "may" is permissive. The word "shall" takes precedence over "may".

~~102.8.6~~

~~Written or in writing. The term "written" or "in writing" shall be construed to include any representation of words, letters or figures whether by printing or otherwise.~~

~~102.8.7~~

~~Year. The word "year" shall mean a calendar year, unless a fiscal year is indicated.~~

~~102.8.8~~

~~Interpretation. Interpretations of this chapter shall be made by the building official.~~

102.8 Existing mechanical equipment. The Town may not require that existing mechanical equipment on the surface of a roof be installed in compliance with the requirements of the Florida Building Code until the equipment is required to be removed or replaced.

102.9

Words Defined:

Abandon or abandonment:

~~(1)~~

~~Termination of a construction project by a contractor without just cause or proper notification to the owner including the reason for termination.~~

~~(2)~~

~~Failure of a contractor to perform work without just cause for ninety (90) days.~~

~~(3)~~

~~Failure to obtain an approved inspection within one hundred eighty (180) days from the previous approved inspection.~~

Appraised value. For the purpose of this section, appraised value is defined as either (1) one hundred and twenty (120) percent of the assessed value of the structure as indicated by the Palm Beach County Property Appraiser's Office or (2) the value as indicated in a certified appraisal from a certified appraiser.

Assessed value. The value of real property and improvements thereon as established by the Palm Beach County Property Appraiser.

Authorized agent. A person specifically authorized by the holder of a certificate of competency to obtain permits in his stead.

Basic Wind Speed Line. The basic wind speed line for the jurisdiction shall be as established by the wind speed contour map attached to, and made part of, this chapter is applicable.

Board. The Town of Lake Park Board of Adjustments and Appeals, unless otherwise specifically stated herein or unless the Town contracts with another local government through an interlocal or other agreement to use another local government's board to function as the Town's board.

Building official. The Town's building official or his/her authorized designee.

Building shell. The structural components that completely enclose a building, including, but not limited to, the foundation, structural frame, floor slabs, exterior walls and roof system.

Building system. A functionally related group of elements, components and/or equipment, such as the electrical, plumbing and mechanical systems of a building.

Certificate of occupancy (C.O.). An official document evidencing that a building satisfies the requirements of the jurisdiction for the occupancy of a building.

Certificate of Completion (C.C.). An official document evidencing that a building satisfies the requirements of the jurisdiction for the completion of a building.

Change of occupancy. A change from the Florida Building Code occupancy classification or subclassification to another.

~~Commercial building. Any building, structure, improvement or accessory thereto, other than a one- or two-family dwelling.~~

~~Demolition. The act of razing, dismantling or removal of a building or structure, or portion thereof, to the ground level.~~

~~Examination. An exam prepared, proctored and graded by a recognized testing agency unless otherwise implied in context or specifically stated otherwise.~~

~~Imminent Danger. Structurally unsound conditions of a structure or portion thereof that is likely to cause physical injury to a person entering the structure; or due to structurally unsound conditions, any portion of the structure is likely to fall, be carried by the wind, or otherwise detach or move, and in doing so cause physical injury or damage to a person on the property or to a person or property nearby; or the condition of the property is such that it harbors or is inhabited by pests, vermin, or organisms injurious to human health, the presence of which constitutes an immediate hazard to people in the vicinity.~~

~~Inspection warrant. A court order authorizing the official or his designee to perform an inspection of a particular property named in the warrant.~~

~~Intensification of use. An increase in capacity or number of units of a residential or commercial building.~~

~~Permit. An official document authorizing performance of a specific activity regulated by this chapter.~~

~~Permit card or placard. A document issued by the jurisdiction evidencing the issuance of a permit and recording the inspections.~~

~~Site. The physical clearing of the site in preparation for foundation work including, but not limited to, site clearing, excavation, dewatering, piling and soil testing activities.~~

SECTION 103-BUILDING DEPARTMENT BUILDING DIVISION OF COMMUNITY DEVELOPMENT DEPARTMENT

103.1

Establishment. There is hereby established a department to be called the Building Department Community Development Department and the person in charge of ~~the building division~~ shall be known as the Building Official. All code officials employed by the ~~community development~~ department shall be certified in accordance with *Chapter 468, Part XII, F.S.*

103.2

Employee qualifications.

103.2.1

~~Building official's qualifications. The building official shall have at least ten years combined experience as an architect, engineer, construction code official, contractor, or construction superintendent, with at least five years of such experience in supervisory positions. The building official shall be certified (active and in good standing) as a building official or building code administrator by the State of Florida.~~

103.2.2

~~Chief inspector qualifications. The building official, with the approval of the Town Manager, may designate chief inspectors to administer the provisions of the Building, Electrical, Gas, Mechanical, Plumbing, Residential, and Existing Building Codes. Each chief inspector shall have at least ten years combined experience as an architect, engineer, construction code official, contractor, or construction superintendent with at least five years of such experience in supervisory positions.~~

103.2.3

Plans examiner and inspector qualifications. The building official, with the approval of the Town Manager, may appoint or hire such number of officers, plans examiners, inspectors, assistants and other employees as shall be authorized from time to time. A person shall not be appointed or hired as a plans examiner or inspector of construction who has not had at least five years' experience as a building inspector, engineer, architect, or as a superintendent, foreman, or competent mechanic in charge of construction, in the corresponding trade. The plans examiners and inspectors shall be certified, through the State of Florida for the appropriate trade.

103.2.4

Deputy building official qualifications. The building official may designate as a deputy an employee in the community development department who shall, during the absence or disability of the building official, exercise all the powers of the building official. The deputy building official shall have the same qualifications listed in 103.2.1.

103.2 103.3 Restrictions on employees. An officer or employee connected with the department, except one whose only connection is as a member of the board established by this code, shall not be financially interested in the furnishing of labor, material, or appliances for the construction, alteration, or maintenance of a building, structure, service, system, or in the making of plans or of specifications thereof, unless he/she is the owner of such. This officer or employee shall not engage in any other work which is inconsistent with their duties or conflict with the interests of the community development department, except as instructors.

103.4

Records. The building official shall keep, or cause to be kept, a record of the business of the community development department. The records of the community development department shall be open to public inspection.

103.5

Reports. The building official may submit annually a report covering the work of the community development department during the preceding year. He/she may incorporate in said report a summary of the decisions of the Construction Board of Adjustments and Appeals during said year.

SECTION 104-DUTIES AND POWERS OF THE BUILDING OFFICIAL

104.1 General. The building official is hereby authorized and directed to enforce the provisions of this code. The building official shall have the authority to render interpretations of this code, and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code. The building official is further authorized to render interpretations of this code and adopt policies and procedures in order to clarify the application of its provisions. Such

interpretations, policies and procedures shall be in compliance with the intent and purpose of this code and shall not have the effect of waiving requirements specifically provided for in this code.

104.2 Applications and permits. The building official shall receive applications, review construction documents and issue permits for the erection, and alteration, demolition and moving of buildings, structures, and service systems, inspect the premises for which such permits have been issued and enforce compliance with the provisions of this code.

104.3 Notices and orders. The building official shall issue all necessary notices or orders to ensure compliance with this code.

104.4 Inspections. The building official shall make all of the required inspections, or the building official shall have the authority to accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The building official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

104.5 Identification. The building official shall carry proper identification, as issued by the Town, when inspecting structures or premises in the performance of duties under this code.

104.6 Right of entry.

104.6.1 Where it is necessary to make an inspection to enforce any of the provisions of this code, or where the building official has reasonable cause to believe that there exists in any building or upon any premises any condition or code violation which makes such building, structure, or premises, unsafe, dangerous or hazardous, the building official is authorized to enter the building, structure or premises at all reasonable times to inspect or to perform any duty imposed by this code, provided that if such building, structure or premises are occupied, that credentials be presented to the occupant and entry requested. If such building, structure, or premises are unoccupied, the building official shall first make a reasonable effort to locate the owner or other persons having charge or control of the building, structure, or premises, and request entry. If entry is refused, the building official shall have recourse to every remedies provided by law to secure entry.

104.6.2 When the building official shall have first obtained a proper inspection warrant in accordance with *Chapter 933*, F.S. or other remedy provided by law to secure entry, no owner or occupant or any other persons having charge, care or control of any building, structure, or premises shall fail or neglect, after proper request is made as herein provided, to promptly permit entry therein by the building official for the purpose of inspection and examination pursuant to this code.

104.7 Department records. The Town's building department shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and

notices and orders issued. Such records shall be retained in the official records for the period required for retention of public records per Chapter 119, F.S.

104.8 Liability. The building official, member of the board of appeals or employee charged with the enforcement of this code, while acting for the Town in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee or member because of an act performed by that officer or employee or member in the lawful discharge of duties and under the provisions of this code shall be defended by legal representative of the Town until the final termination of the proceedings. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

404.2

Right of entry.

404.2.1

Whenever necessary to make an inspection to enforce any of the provisions of this code, or whenever the building official has reasonable cause to believe that there exists in any building or upon any premises any condition or code violation which makes such building, structure, premises, electrical, gas, mechanical or plumbing systems unsafe, dangerous or hazardous, the building official may enter such building, structure or premises at all reasonable times to inspect the same or to perform any duty imposed upon the building official by this code. If such building or premises are occupied, he/she shall first present proper credentials and request entry. If such building, structure, or premises are unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of such and request entry. If entry is refused, the building official shall have recourse to every remedy provided by law to secure entry.

404.2.2

When the building official shall have first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner or occupant or any other persons having charge, care or control of any building, structure, or premises shall fail or neglect, after proper request is made as herein provided, to promptly permit entry therein by the building official for the purpose of inspection and examination pursuant to this code.

404.3

Stop work orders. Upon notice from the building official, work on any building, structure, electrical, gas, mechanical or plumbing system that is being done contrary to the provisions of this code or in a dangerous or unsafe manner, shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to their agent, or to the person doing the work, and shall state the conditions under which work may be resumed. Where an emergency exists, the building official shall not be required to give a written notice prior to stopping the work.

404.4

Revocation of permits.

404.4.1

Misrepresentation of application. The building official may revoke a permit or approval, issued under the provisions of this code, in case there has been any

false statement or misrepresentation as to the material fact in the application or plans on which the permit or approval was based.

104.4.2

Violation of code provisions. The building official or his designee may revoke a permit upon determination by the building official that the construction, erection, alteration, repair, moving, demolition, installation, or replacement of the building, structure, electrical, gas, mechanical or plumbing systems for which the permit was issued is in violation of, or not in conformity with, the provisions of this code and all other pertinent laws and ordinances as adopted by the State of Florida, the Town of Lake Park, or any agency with jurisdiction.

104.5

Unsafe buildings or systems. All buildings, structures, electrical, gas, mechanical or plumbing systems which are unsafe, unsanitary, or do not provide adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life, or which in relation to existing use, constitute a hazard to safety or health, are considered unsafe buildings or service systems. All such unsafe buildings, structures or service systems are hereby declared illegal and shall be abated by repair and rehabilitation or by demolition in accordance with this code. The extent of repairs shall be determined by the building official. When the building official or his designee determines that an unsafe building, structure or service system cannot be reasonably repaired in accordance with this or the technical codes, it shall be demolished in accordance with this section.

104.5.1

When the building official or his designee determines a building, structure, electrical, gas, mechanical or plumbing system or portion thereof is unsafe, as set forth in this code he/she shall, in accordance with established procedure for legal notices, give the owner, agent or person in control of such building, structure, electrical, gas, mechanical or plumbing system written notice stating the defects thereof. This notice shall require the owner within a stated time either to complete specified repairs or improvements, or to demolish and remove the building, structure, electrical, gas, mechanical or plumbing system or portion thereof.

104.5.2

If necessary, such notice shall also require the building, structure, electrical, gas, mechanical, plumbing systems or portion thereof to be vacated forthwith and not reoccupied until the specified repairs and improvements are completed, inspected and approved by the building official. The building official shall cause to be posted at each entrance to such building a notice stating: THIS BUILDING IS UNSAFE AND ITS USE OR OCCUPANCY HAS BEEN PROHIBITED BY THE BUILDING OFFICIAL. Such notice shall remain posted until the required repairs are made or demolition is completed. It shall be unlawful for any person, firm or corporation or its officers, agents, or other servants, to remove such notice without written permission of the building official, or for any person to enter the building, or use such systems except for the purpose of making the required repairs or of demolishing same.

104.5.3

The owner, agent or person in control shall have the right to appeal from the decision of the building official, as provided hereinafter, and to appear before the Construction Board of Adjustments and Appeals at a specified time and place to show cause why he should not comply with said notice.

104.5.4

In case the owner, agent, or person in control cannot be found within the stated time limit, or, if such owner, agent, or person in control shall fail, neglect, or refuse to comply with notice to repair, rehabilitate, or to demolish, and remove said building, structure, electrical, gas, mechanical or plumbing system or portion thereof, the building official, after having ascertained the cost, shall cause such

building, structure, electrical, gas, mechanical or plumbing system or portion thereof, to be demolished, secured, or required to remain vacant or unused.

104.5.5

The decision of the building official shall be final in cases of emergency, which, in the opinion of the building official, involve imminent danger to human life or health, or the property of others. He/she shall promptly cause such building, structure, electrical, gas, mechanical or plumbing system or portion thereof to be made safe or cause its removal. For this purpose he/she may at once enter such structure or land on which it stands, or abutting land or structures, with such assistance and at such cost as he may deem necessary. He/she may order the vacating of adjacent structures and may require the protection of the public by appropriate fence or such other means as may be necessary, and for this purpose may close a public or private way.

104.5.6

Costs incurred under 104.5.4 and 104.5.5 shall be charged to the owner of the premises involved. If charges are not paid within a ten (10) day period following the billing notification sent by certified mail, the owner of the premises will be charged in the following manner:

1.

The building official shall assess the entire cost of such vacation, demolition, or removal against the real property upon which such cost was incurred, which assessment shall include but not be limited to, all administrative costs specifically including professional and legal fees and expenses, postal expenses, newspaper publication, and shall constitute a lien upon such property superior to all others except taxes.

2.

The Clerk of the Circuit Court shall file such lien in Palm Beach County's Official Record Book showing the nature of such lien, the amount thereof and an accurate legal description of the property, including the street address, which lien shall be effective from the date of filing and recite the names of all persons notified and interested persons. After three (3) months from the filing of any such lien which remains unpaid, the Town may foreclose the lien in the same manner as mortgage liens are foreclosed. Such lien shall bear interest from date of abatement of nuisance at the rate of eleven (11) percent per annum or at the current statutory rate, whichever is greater, and shall be enforceable if unsatisfied as other liens may be enforced by the Town.

104.6

Requirements not covered by code. Any requirements necessary for the strength, stability or proper operation of an existing or proposed building, structure, electrical, gas, mechanical or plumbing system, or for the public safety, health and general welfare, not specifically covered by this or the other technical codes, shall be determined by the building official. In addition, other requirements to implement, clarify or set procedures to accomplish the intent of this code may be set in writing by the building official and may be posted electronically for public access.

104.7

Reserved.

104.8

Reserved.

104.9 Approved materials and equipment. Materials, equipment and devices approved by the building official shall be constructed and installed in accordance with such approval.

104.9.1 Used materials and equipment. The use of used, recycled, or reclaimed materials which meet the requirements of this code for new materials is permitted. Used equipment and devices shall not be reused unless approved by the building official.

~~104.10~~

~~Reserved.~~

104.10 Modifications. Wherever there are practical difficulties involved in carrying out the provisions of this code, the building official shall have the authority to grant modifications for individual cases, upon application of the owner or owner's representative, provided the building official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of action granting modifications shall be recorded and entered in the files of the building department.

104.11 Alternative materials, design and methods of construction and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been approved. An alternative material, design or method of construction shall be approved where the building official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety. When alternate life safety systems are designed, the SFPE Engineering Guide to Performance-Based Fire Protection Analysis and Design of Buildings, or other methods approved by the building official may be used. The building official shall require that sufficient evidence or proof be submitted to substantiate any claim made regarding the alternative.

104.11.1 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from approved sources.

104.11.2 Tests. Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the building official shall have the authority to require tests as evidence of compliance to be made at no expense to the jurisdiction. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the building official shall approve the testing procedures. Tests shall be performed by an approved agency. Reports of such tests shall be retained by the building official for the period required for retention of public records.

104.11.3 Accessibility. Alternative designs and technologies for providing access to and usability of a facility for persons with disabilities shall be in accordance with provisions of the Florida Building Code, Accessibility Section 11.2.2.

104.12 Requirements not covered by code. Any requirements necessary for the strength, stability or proper operation of an existing or proposed building, structure, electrical, gas, mechanical or plumbing system, or for the public safety, health and general welfare, not specifically covered by this or the other technical codes, shall be determined by the building official.

SECTION 105-PERMITS

105.1 Required. Any contractor, owner, or agent authorized in accordance with Chapter 489, F.S. who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical, plumbing or fire protection system, or accessible or flood resistant site element, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

406.4

Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

406.4.4

Food permit. As per Section 500.12, Florida Statutes, a food permit from the Department of Agriculture and Consumer Services is required of any person who operates a food establishment or retail store.

105.1.1 Annual facility permit. In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing or interior nonstructural office system(s), the building official is authorized to issue an annual permit for any occupancy to facilitate routine or emergency service, repair, refurbishing, minor renovations of service systems, or manufacturing equipment installations/relocations. The building official shall be notified of major changes and shall retain the right to make inspections at the facility sites as deemed necessary. An annual facility permit shall be assessed with an annual fee and shall be valid for one year from date of issuance. A separate permit shall be obtained for each facility and for each construction trade, as applicable. The permit application shall contain a general description of the parameters of work intended to be performed during the year.

105.1.2 Annual permit records. The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building official shall have access to such records at all times or such records shall be filed with the building official as designated. The building official is authorized to revoke or withhold the issuance of the future annual permits if code violations are found to exist.

105.1.3 Food permit. As per *Section 500.12, F.S.*, a food permit from the Department of Agriculture and Consumer Services is required of any person who operates a food establishment or retail store.

105.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

Building:

1. Building permits are not required for replacement or repair work having value of less than \$1,000.00, providing, however, that such work will not adversely affect the structural integrity, fire rating, exit access or egress requirements.
2. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work, with no electrical or plumbing work.
3. Temporary motion picture, television and theater sets and scenery.
4. Swings and other playground equipment accessory to detached one- and two-family dwellings, but they may be subject to Zoning permits.
5. Retractable awnings supported by an exterior wall and do not require additional support of Groups R-3 and U occupancies, but they may be subject to Zoning permits.
6. Non fixed and movable fixtures, cases, racks, and counters not over 5 feet 9 inches (1753 mm) in height.

Electrical:

1. Repairs and maintenance: Repair or replacement of like common household electrical fixtures, switches, and outlets on the load side of the electrical source. Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
2. Radio and television transmitting stations: The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.
3. Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.

3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part which does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.
8. The installation, replacement, removal or metering of any load management control device.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
3. The replacement of common household plumbing fixtures to existing supply lines and outlets. This does not include water heaters.

105.2.1 Emergency repairs. Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official. ~~Prifer~~ Notification shall be given to the building official including the work address, nature of emergency and scope of work immediately, or by next business day.

105.2.2 Minor repairs. Ordinary minor repairs or installation of replacement parts may be made with the approval of the building official, without a permit, provided the repairs do not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary minor repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring systems or mechanical equipment or other work affecting public health or general safety, and such repairs shall not violate any of the provisions of the technical codes.

~~105.2.2~~

~~Reserved~~

105.2.3 Public service agencies. A permit shall not be required for the installation, alteration or repair of generation, transmission, distribution or metering or other related equipment that is under the ownership and control of public service agencies by established right.

105.3 Application for permit. To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the ~~Community Development~~ department for that purpose. Permit application forms shall be in the format prescribed by a local administrative board, if applicable, and must otherwise comply with the requirements of *Sections 713.135(5) and (6)*, F.S. Each application shall be inscribed with the date of application, and the code in effect as of that date. For a building permit for which an application is submitted prior to the effective date of the Florida Building Code, the state minimum building code in effect in the Town on the date of the application governs the permitted work for the life of the permit and any extension granted to the permit.

105.3.1 Action on application. The building official shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the building official shall reject such application in writing, stating the reasons therefore. If the building official is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the building official shall issue a permit therefore as soon as practicable. When authorized through contractual agreement with a school board, in acting on applications for permits, the building official shall give first priority to any applications for the construction of, or addition or renovation to, any school or educational facility.

105.3.1.1 If a state university, Florida college or public school district elects to use a ~~local government's~~ the Town's code enforcement offices, fees charged by the ~~counties and municipalities~~ Town for enforcement of the Florida Building Code on buildings, structures, and facilities of state universities, state colleges and public school districts shall not be more than the actual labor and administrative costs incurred for plans review and inspections to ensure compliance with the code.

105.3.1.2 No permit may be issued for any building construction, erection, alteration, modification, repair, or addition unless the applicant for such permit provides to ~~the enforcing agency which issues the permit~~ Town any of the following documents which apply to the construction for which the permit is to be issued and which shall be prepared by or under the direction of an engineer registered under *Chapter 471, F.S.*:

1. Any electrical or plumbing or air-conditioning and refrigeration system meeting the following thresholds are required to be designed by a Florida Registered Engineer. The system:
 - A. Requires an electrical or plumbing or air-conditioning and refrigeration system with a value of over \$125,000; and
 - B.
 - 1) Requires an aggregate service capacity of over 600 amperes (240 volts) on a residential electrical system or over 800 amperes (240 volts) on a commercial or industrial electrical system.
 - 2) Requires a plumbing system with 250 fixture units or more.

- 3) Requires Heating, ventilation and air-conditioning system that exceeds a 15-ton-per-system capacity, or if the project is designed to accommodate over 100 persons.
2. Fire sprinkler documents for any new building or addition which includes a fire sprinkler system which contains 50 or more sprinkler heads. A Contractor I, Contractor II or Contractor IV, certified under Section 633.521, Florida Statutes, may design a fire sprinkler system of 49 or fewer heads and may design the alteration of an existing fire sprinkler system if the alteration consists of the relocation, addition or deletion of not more than 49 heads, notwithstanding the size of the existing fire sprinkler system.
3. Any specialized mechanical, electrical, or plumbing document for any new building or addition which includes a medical gas, oxygen, steam, vacuum, toxic air filtration, halon, or fire detection and alarm system which costs more than \$5,000.

4.

Electrical documents for any new building or addition which requires an aggregate service capacity of 600 amperes (240 volts) or more on a residential electrical system or 800 amperes (240 volts) or more on a commercial or industrial electrical system and which costs more than \$50,000.

2.

Plumbing documents for any new building or addition which requires a plumbing system with more than 250 fixture units or which costs more than \$50,000.

3.

Fire sprinkler documents for any new building or addition which includes a fire sprinkler system which contains 50 or more sprinkler heads. A Contractor I, Contractor II, or Contractor IV, certified under Section 633.521, Florida Statutes, may design a fire sprinkler system of 49 or fewer heads and may design the alteration of an existing fire sprinkler system if the alteration consists of the relocation, addition or deletion of not more than 49 heads, notwithstanding the size of the existing fire sprinkler system.

4.

Heating, ventilation, and air conditioning documents for any new building or addition which requires more than a 15 ton-per-system capacity which is designed to accommodate 100 or more persons or for which the system costs more than \$50,000. This paragraph does not include any document for the replacement or repair of an existing system in which the work does not require altering a structural part of the building or for work on a residential one, two, three or four family structure.

An air conditioning system may be designed by an installing air conditioning contractor certified under Chapter 489, Florida Statutes, to serve any building or addition which is designed to accommodate fewer than 100 persons and requires an air-conditioning system with a value of \$50,000 or less; and when a 15 ton-per system or less is designed for a singular space of a building and each 15 ton system or less has an independent

duct system. Systems not complying with the above require design documents that are to be sealed by a professional engineer.

Example 1: When a space has two 10-ton systems with each having an independent duct system, the contractor may design these two systems since each unit (system) is less than 15 tons.

Example 2: Consider a small single-story office building which consists of six individual offices where each office has a single three-ton package air conditioning heat pump. The six heat pumps are connected to a single water cooling tower. The cost of the entire heating, ventilation and air conditioning work is \$47,000 and the office building accommodates fewer than 100 persons. Because the six mechanical units are connected to a common water tower this is considered to be an 18-ton system. It therefore could not be designed by a mechanical or air conditioning contractor.

NOTE: It was further clarified by the Florida Building Commission that the limiting criteria of 100 persons and \$50,000 apply to the building occupancy load and the cost for the total air conditioning system of the building.

5.

Any specialized mechanical, electrical, or plumbing document for any new building or addition which includes a medical gas, oxygen, steam, vacuum, toxic air filtration, halon, or fire detection and alarm system which costs more than \$5,000.

Documents requiring an engineer seal by this part shall not be valid unless a professional engineer who possesses a valid certificate of registration has signed, dated, and sealed such document as provided in *Section 471.025*, F.S.

105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned and invalid, six months after the date of filing, or for any 180-day period of abandonment or suspension during the application process, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding three months each. The extension shall be requested in writing prior to the abandonment date and justifiable cause demonstrated. Abandoned applications shall be subject to destruction in accordance with state law. The fee for renewal, re-issuance, and extension of a permit application shall be set forth on the Town's fee schedule adopted by resolution of the Town Commission. There may be fees or requirements from other government agencies for permit application extensions and renewals.

105.3.3 An enforcing authority may not issue a building permit for any building construction, erection, alteration, modification, repair or addition unless the permit either includes on its face or there is attached to the permit the following statement: "NOTICE:

In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county such as the requirement for Home or Property Owners Association approval, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies.”

105.3.4 A building permit for a single-family residential dwelling must be issued within 30 working days of application therefore unless unusual circumstances require a longer time for processing the application or unless the permit application fails to satisfy the Florida Building Code or the Town’s laws or ordinances.

105.3.5 Identification of minimum premium policy. Except as otherwise provided in *Chapter 440, F.S., Workers’ Compensation*, every employer shall, as a condition to receiving a building permit, show proof that it has secured compensation for its employees as provided in *Sections 440.10 and 440.38, F.S.*

105.3.6 Asbestos removal. Moving, removal or disposal of asbestos-containing materials on a residential building where the owner occupies the building, the building is not for sale or lease, and the work is performed according to the owner-builder limitations provided in this paragraph. To qualify for exemption under this paragraph, an owner must personally appear and sign the building permit application. The permitting agency shall provide the person with a disclosure statement in substantially the following form:

Disclosure Statement: State law requires asbestos abatement to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own asbestos abatement contractor even though you do not have a license. You must supervise the construction yourself. You may move, remove or dispose of asbestos-containing materials on a residential building where you occupy the building and the building is not for sale or lease, or the building is a farm outbuilding on your property. If you sell or lease such building within 1 year after the asbestos abatement is complete, the law will presume that you intended to sell or lease the property at the time the work was done, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. Your work must be done according to all local, state and federal laws and regulations which apply to asbestos abatement projects. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

105.3.7 Applicable Code for Manufactured Buildings. Manufacturers should be permitted to complete all buildings designed and approved prior to the effective date of a new code edition, provided a clear signed contract is in place. The contract shall provide specific data mirroring that required by an application for permit, specifically, without limitation, date of execution, building owner or dealer, and anticipated date of completion. However, the construction activity must commence within 180 days of the contract’s execution. The contract is subject to verification by the Department of Community Affairs.

105.3.8 Public right of way. A permit shall not be given by the building official for the construction of any building, or for the alteration of any building where said building is to be changed and such change will affect the exterior walls, bays, balconies, or other appendages or projections fronting on any street, alley or public lane, or for the placing on any lot or premises of any building or structure removed from another lot or premises, unless the applicant has received a right of way permit from the authority having jurisdiction over the street, alley or public lane.

105.4 Conditions of the permit. The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the Town. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the Town shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is also authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of the Town.

105.4.1 Permit intent. A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of this code. Every permit issued shall ~~become invalid~~ ~~expire~~ unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. ~~Permits issued for the demolition of a structure shall expire sixty days from the date of issuance. For a justifiable cause, one extension of time for a period not exceeding thirty days may be allowed. Such request shall be in writing to the building official.~~

105.4.1.1 If work has commenced and the permit is revoked, becomes null and void or expires because of lack of progress or abandonment, a new permit, or revalidation of the original permit, covering the proposed construction shall be obtained before proceeding with the work.

105.4.1.2 If a new permit, or revalidation of the original permit, is not obtained within six months from the date the initial permit became null and void, the building official is authorized to require that any work which has been commenced or completed be removed from the building site. Alternately, a new permit may be issued on application, providing the work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.

105.4.1.3 Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days. This provision shall not be applicable in case of civil commotion or strike or when the building work is halted due

directly to judicial injunction, order or similar process, or due to action by an environmental or archeological agency having jurisdiction. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 90 days each. The extension shall be requested in writing and justifiable cause demonstrated, prior to expiration.

105.4.1.4 The fee for renewal, reissuance, and extension of a permit shall be set forth on the Town's fee schedule adopted by resolution of the Town Commission. There may be fees or requirements from other government agencies for permit extensions and renewals by the administrative authority.

105.5 Expiration. Reserved

105.6 Reserved

105.6 Suspension or Revocation of permits

105.6.1 Misrepresentation of application. The building official may suspend or revoke a permit or approval, issued under the provisions of this code, in case there has been any false statement or misrepresentation as to the material fact in the application or plans on which the permit or approval was based.

105.6.2 Violation of code provisions. The building official may suspend or revoke a permit upon determination by the building official that the construction, erection, alteration, repair, moving, demolition, installation, or replacement of the building, structure, electrical, gas, mechanical or plumbing systems for which the permit was issued is in violation of, or not in conformity with, the provisions of this code.

105.7 Placement of permit. The building permit or copy shall be kept on the site of the work until the completion of the project.

405.7

~~Placing of permit. Work requiring a permit shall not commence until the permit holder or his agent places the permit card and all related documents in a conspicuous place on the premises. The permit and all related documents shall be protected from the weather and located in such position as to allow the building official or representative to conveniently make the required entries thereon. The permit and all related documents shall be maintained in such position by the permit holder until the Certificate of Occupancy or Completion is issued by the building official.~~

105.8 Notice of commencement. As per *Section 713.135, F.S.*, when any person applies for a building permit, the Town shall print on the face of each permit card in no less than ~~18 point~~ 14-point, capitalized, boldfaced type: "WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT"

105.9 Asbestos. The Town shall require each building permit for the demolition or renovation of an existing structure to contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of *Section 469.003, F.S.*, and to notify the Department of Environmental Protection of his or her intentions to remove asbestos, when applicable, in accordance with state and federal law. Refer to Section 105.3.6 "Asbestos Removal" above, for additional requirements.

105.10 Certificate of protective treatment for prevention of termites. A weather-resistant job-site posting board shall be provided to receive duplicate treatment certificates shall be provided as each required protective treatment is completed, supplying one copy for the person the permit is issued to and another copy for the building permit files. The treatment certificate shall provide the product used, identity of the applicator, time and date of the treatment, site location, area treated, chemical used, percent concentration and number of gallons used, to establish a verifiable record of protective treatment. If the soil chemical barrier method for termite prevention is used, final exterior treatment shall be completed prior to final building approval. For a bait system, see Section 1816.1.7 of the Florida Building Code for contract document requirements.

105.11 Notice of termite protection. A permanent sign which identifies the termite treatment provider and need for re-inspection and treatment contract renewal shall be provided. The sign shall be posted near the water heater or electric panel.

105.12 Work starting before permit issuance. Upon written request and approval of the building official, the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit, provided any work completed is entirely at risk of the permit applicant and the work does not proceed past the first required inspection. This provision is only for the Florida Building Code; all other Agency approvals necessary for construction must be secured prior to this provision being applied.

~~Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the building official's approval or the necessary permits, shall be subject to a penalty of two hundred percent (200%) of the regular permit fee in addition to the required permit fees.~~

105.13 Phased permit approval. After submittal of the appropriate construction documents, the building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted. Corrections may be required to meet the requirements of the technical codes. This provision is only for the Florida Building Code, all other Agency approvals necessary for construction must be secured prior to this provision being applied.

105.14 Permit issued on basis of an affidavit. The building official may accept a sworn affidavit from a registered architect or engineer stating that the plans submitted conform to the technical

codes. For buildings and structures, the affidavit shall state that the plans conform to the laws as to egress, type of construction and general arrangement and, if accompanied by drawings, show the structural design and that the plans and design conform to the requirements of the technical codes as to strength, stresses, strains, loads and stability. Whenever a permit is issued in reliance upon an affidavit or whenever the work to be covered by a permit involves installation under conditions which, in the opinion of the building official, are hazardous or complex, the building official shall require that the architect or engineer who signed the affidavit or prepared the drawings or computations shall inspect such work. The building official may without any examination or inspection accept such affidavit, provided the architect or engineer who made such affidavit agrees to submit to the building official copies of inspection reports as inspections are performed. In addition, they shall certify conformity to the permit, and upon completion of the structure, electrical, gas, mechanical or plumbing systems make and file with the building official written affidavit that the work has been done in conformity to the reviewed plans and that the structure, electrical, gas, mechanical or plumbing system has been erected in accordance with the requirements of the technical codes. Where the building official relies upon such affidavit, the architect or engineer shall assume full responsibility for compliance with all provisions of the technical codes and other pertinent laws or ordinances. In the event such architect or engineer is not available, the owner shall employ in his stead a competent person or agency whose qualifications are reviewed by the building official. The building official shall ensure that any person conducting plans review is qualified as a plans examiner under *Chapter 468, F.S., Part XII* and that any person conducting inspections is qualified as a building inspector under Chapter 468, F.S. Part XII. ~~Nothing aforesaid shall preclude plan review or inspections by the building official. Nothing aforesaid shall preclude plan review or inspections by the Building Official.~~

105.15 Opening protection. When any activity requiring a building permit that is applied for on or after July 1, 2008, and for which the estimated cost is \$50,000 or more for a site built single family detached residential structures that is located in the wind borne debris region as defined in this Code and that has an insured value of \$750,000 or more, or, if the site built single family detached residential structures is uninsured or for which documentation of insured value is not presented, has a just valuation for the structure for purposes of ad valorem taxation of \$750,000 or more; opening protections as required within this Code or Florida Building Code, Residential for new construction shall be provided.

Exception: Single family residential structures permitted subject to the Florida Building Code are not required to comply with this section.

SECTION 106-FLOOR AND ROOF DESIGN LOADS

106.1 Live loads posted. Where the live loads for which each floor or portion thereof of a commercial or industrial building is or has been designed to exceed 50 psf (2.40 kN/m²), such design live loads shall be conspicuously posted by the owner in that part of each story in which they apply, using durable signs. It shall be unlawful to remove or deface such notices

106.2 Issuance of certificate of occupancy. A certificate of occupancy required by Section 111 shall not be issued until the floor load signs, required by Section 106.1, have been installed.

106.3 Restrictions on loading. It shall be unlawful to place, or cause or permit to be placed, on any floor or roof of a building, structure or portion thereof, a load greater than is permitted by this code.

SECTION ~~107~~ 106-SUBMITTAL CONSTRUCTION DOCUMENTS

107.1 General. Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by *Chapter 471, F.S. & 61G-15 F.A.C.* or *Chapter 481, F.S. & 61G-1 F.A.C.* Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional. Electronic media documents shall be submitted when required by the building official, and may require only one set of submittals.

Submittal documents. Construction documents, special inspection and structural observation programs, and other data shall be submitted in two or more sets with each application for a permit. The construction documents shall be prepared by a design professional where required by the statutes. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a design professional.

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

If the design professional is an architect, interior designer, landscape architect, or engineer legally registered under the laws of this state regulating the practice of architecture or interior design as provided for in Chapter 481, F.S., Part I, or landscape architecture as provided for in Chapter 481, F.S., Part II, or engineering as provided for in Chapter 471, Florida Statutes, then he or she shall affix his or her official seal to said drawings, specifications and accompanying data, as required by Florida Statute.

If the design professional is an architect or engineer legally registered under the laws of this state regulating the practice of architecture as provided for in Chapter 481, Florida Statutes, Part I, or engineering as provided for in Chapter 471, Florida Statutes, then he or she shall affix his or her official seal, original signature and date to said drawings, specifications and accompanying data, as required by Florida Statute. If the design professional is a landscape architect registered under the laws of this state regulating the practice of landscape architecture as provided for in Chapter 481, Florida Statutes, Part II, then he or she shall affix his or her seal, original signature and date to said drawings, specifications and accompanying data as defined in Section 481.303(6)(a)(b)(c)(d), FS.

107.2 Construction documents. Construction documents shall be in accordance with Sections 107.2.1 through 107.2.5.

107.2.1 Information on construction documents. Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents shall be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the technical codes. Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design. (See also Section 107.3.5).~~106.3.5~~

107.2.1.1 Fire protection system shop drawings. Shop drawings for the fire protection system(s) shall be submitted to indicate conformance with this code and the construction documents and shall be approved prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards in Chapter 9.

107.2.1.2 For roof assemblies required by the code, the construction documents shall illustrate, describe and delineate the type of roofing system, materials, fastening requirements, flashing requirements and wind resistance rating that are required to be installed. Product evaluation and installation shall indicate compliance with the wind criteria required for the specific site or a statement by an architect or engineer for the specific site must be submitted with the construction documents.

107.2.1.3 Additional data. The building official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications and accompanying data required by the building official to be prepared by an architect or engineer shall be affixed with their official seal, signature and date as state law requires.

107.2.1.4 Quality of building plans. Building plans shall be drawn to a minimum 1/8 inch scale upon substantial paper, cloth or other acceptable medium. The building official may establish through departmental policy, other standards for plans and specifications, in order to provide conformity to its record retention program. This policy may include such things as minimum size, shape, contrast, clarity, or other items related to records management. Electronic media must be compatible with the archive requirements of Florida Statutes.

107.2.2 Reserved.

107.2.3 Means of egress. The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in

compliance with the provisions of this code. In other than occupancies in Groups R-2, R-3, and I-1, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.

107.2.4 Exterior wall envelope. Construction documents for all buildings shall describe the exterior wall envelope in sufficient detail to determine compliance with this code. The construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings. The construction documents shall include manufacturer's installation instructions that provide supporting documentation that the proposed penetration and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation shall fully describe the exterior wall system which was tested, where applicable, as well as the test procedure used.

107.2.5 Site plan. The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

107.2.5.1 Design flood elevations. Where design flood elevations are not specified, they shall be established in accordance with Section 1612.3.1.

107.3 Examination of documents. The building official shall examine or cause to be examined the accompanying submittal documents and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of this code and other pertinent laws or ordinances.

Exceptions:

1. Building plans approved pursuant to *Section 553.77(5)*, F.S., and state-approved manufactured buildings are exempt from local codes enforcing agency plan reviews except for provisions of the code relating to erection, assembly or construction at the site. Erection, assembly (including utility crossover connections) and construction at the site are subject to local permitting and inspections. Photocopies of plans approved according to 9B-1.009, F.A.C., shall be sufficient for local permit application documents of record for the modular building portion of the permitted project.
2. Industrial construction on sites where design, construction and fire safety are supervised by appropriate licensed design and inspection professionals and which contain adequate in-house fire departments and rescue squads is exempt, subject to approval by the building official,

from review of plans and inspections, providing the appropriate licensed design and inspection professionals certify that applicable codes and standards have been met and supply appropriate approved drawings to local building and fire-safety inspectors.

107.3.1 Approval of construction documents. When the building official issues a permit, the construction documents shall be noted, in writing or by stamp, as "Reviewed for Code Compliance." One set of construction documents so reviewed shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the building official or a duly authorized representative.

107.3.2 Previous approvals. This code shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful permit has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within ~~180 days~~ 180 days after the effective date of this code and has not been abandoned.

~~106.3.3~~

~~Product approvals. Those products which are regulated by the Department of Community Affairs ("DCA") Rule 9B-72 shall be reviewed and approved in writing by the designer of record prior to submittal for jurisdictional approval.~~

~~106.3.4~~

~~Reserved.~~

~~106.3.4.1~~

~~Reserved.~~

~~106.3.4.2~~

~~Reserved.~~

107.3.3 Phased approval. The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

107.3.4 Design professional in responsible charge.

107.3.4.1 General. When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional who shall act as the registered design professional in responsible charge. If the circumstances require, the owner shall designate a substitute registered design professional in responsible charge who shall perform the duties required of the

original registered design professional in responsible charge. The building official shall be notified in writing by the owner if the registered design professional in responsible charge is changed or is unable to continue to perform the duties. The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building. Those products which are regulated by Chapter 9N-3 F.A.C. shall be reviewed and approved in writing by the designer of record prior to submittal for jurisdictional approval.

107.3.4.2 Deferred submittals. For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period. Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official. Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved by the building official.

107.3.4.3 Certifications by contractors authorized under the provisions of *Section 489.115 F.S.*, shall be considered equivalent to sealed plans and specifications by a person licensed under *Chapter 471, F.S.*, or *Chapter 481 F.S.*, by the ~~local enforcement agencies~~ Town for plans review for permitting purposes relating to compliance with the wind-resistance provisions of the code or alternate methodologies approved by the Florida Building Commission for one and two-family dwellings. ~~Local enforcement agencies~~ The Town may rely upon such certification by contractors that the plans and specifications submitted conform to the requirements of the code for wind resistance. Upon good cause shown, ~~local government~~ the Town's code enforcement officer may accept or reject plans sealed by persons licensed under *Chapters 471, 481 or 489, F.S.*

107.3.5 Minimum plan review criteria for buildings. The examination of the documents by the building official shall include the following minimum criteria and documents: a floor plan; site plan; foundation plan; floor/roof framing plan or truss layout; all fenestration penetrations; flashing; and rough opening dimensions; and all exterior elevations:

107.3.5.1 Commercial Buildings:

107.3.5.1.1 Building

1. Site requirements:
Parking

- Fire access
- Vehicle loading
- Driving/turning radius
- Fire hydrant/water supply/post indicator valve (PIV)
- Set back/separation (assumed property lines)
- Location of specific tanks, water lines and sewer lines
- Flood hazard areas, flood zones, and design flood elevations.
- 2. Occupancy group and special occupancy requirements shall be determined.
- 3. Minimum type of construction shall be determined (see Table 503).
- 4. Fire-resistant construction requirements shall include the following components:
 - Fire-resistant separations
 - Fire-resistant protection for type of construction Protection of openings and penetrations of rated walls
 - Fire blocking and draft-stopping and calculated fire resistance
- 5. Fire suppression systems shall include:
 - Early warning smoke evacuation systems
 - Schematic fire sprinklers
 - Standpipes
 - Pre-engineered systems
 - Riser diagram
 - ~~Same as above~~
- 6. Life safety systems shall be determined and shall include the following requirements:
 - Occupant load and egress capacities
 - Early warning
 - Smoke control
 - Stair pressurization
 - Systems schematic
- 7. Occupancy load/egress requirements shall include:
 - Occupancy load
 - Gross
 - Net
 - Means of egress
 - Exit access
 - Exit
 - Exit discharge
 - Stairs construction/geometry and protection
 - Doors
 - Emergency lighting and exit signs
 - Specific occupancy requirements
 - Construction requirements
 - Horizontal exits/exit passageways
- 8. Structural requirements shall include:
 - Soil conditions/analysis
 - Termite protection

Design loads
Wind requirements
Building envelope
Structural calculations (if required)
Foundation
Flood requirements in accordance with Section 1612, including lowest floor elevations, enclosures, flood damage-resistant materials
Wall systems
Floor systems
Roof systems
Threshold inspection plan
Stair systems

9. Materials shall be reviewed and shall at a minimum include the following:

Wood
Steel
Aluminum
Concrete
Plastic
Glass
Masonry
Gypsum board and plaster
Insulating (mechanical)
Roofing
Insulation

10. Accessibility requirements shall include the following:

Site requirements
Accessible route
Vertical accessibility
Toilet and bathing facilities
Drinking fountains
Equipment
Special occupancy requirements
Fair housing requirements

11. Interior requirements shall include the following:

Interior finishes (flame spread/smoke development)
Light and ventilation
Sanitation

12. Special systems:

Elevators
Escalators
Lifts

107.3.5.1.2 Electrical

1. Electrical:
Wiring

- Services
- Feeders and branch circuits
- Overcurrent protection
- Grounding
- Wiring methods and materials
- GFCIs
- 2. Equipment.
- 3. Special occupancies.
- 4. Emergency systems.
- 5. Communication systems.
- 6. Low voltage.
- 7. Load calculations.
- 8. Design flood elevation.

107.3.5.1.3 Plumbing

- 1. Minimum plumbing facilities.
- 2. Fixture requirements.
- 3. Water supply piping.
- 4. Sanitary drainage.
- 5. Water heaters.
- 6. Vents.
- 7. Roof drainage.
- 8. Back flow prevention.
- 9. Irrigation.
- 10. Location of water supply line.
- 11. Grease traps.
- 12. Environmental requirements.
- 13. Plumbing riser.
- 14. Design flood elevation.

107.3.5.1.4 Mechanical

Energy Calculations

- 1. Exhaust systems:
 - Clothes dryer exhaust
 - Kitchen equipment exhaust
 - Specialty exhaust systems
- 2. Equipment.
- 3. Equipment location.
- 4. Make-up air.
- 5. Roof-mounted equipment.
- 6. Duct systems.
- 7. Ventilation.
- 8. Combustion air.
- 9. Chimneys, fireplaces and vents.

10. Appliances.
11. Boilers.
12. Refrigeration.
13. Bathroom ventilation.
14. Laboratory.
15. Design flood elevation.

107.3.5.1.5 Gas

1. Gas piping.
2. Venting.
3. Combustion air.
4. Chimneys and vents.
5. Appliances.
6. Type of gas.
7. Fireplaces.
8. LP tank location.
9. Riser diagram/shutoffs.
10. Design flood elevation.

107.3.5.1.6 Energy Calculations

107.3.5.2 Demolition

1. Asbestos removal.

107.3.5.3 Residential (One and Two-Family)

1. Site requirements.
Set back/separation (assumed property lines)
Location of septic tanks
2. Fire-resistant construction (if required) .
3. Smoke detector locations.
4. Egress.
Egress window size and location stairs construction requirements
5. Structural requirements shall include:
Wall section from foundation through roof, including assembly and materials
connector tables ~~wind requirements structural calculations (if required)~~
Termite protection
Design Loads
Wind requirements
Building envelope
Structural calculations (if required)
Foundation
Wall systems
Floor systems

Roof systems

6. Accessibility requirements: show/identify accessible bath.
7. Impact resistant coverings or systems.
8. Required Florida Product Approvals.
9. Flood hazard areas, flood zones, design flood elevations, lowest floor elevations, enclosures, equipment, and flood damage-resistant materials.
10. Electrical:
Electric service riser with wire sizes, conduit detail and grounding detail.
Complete load calculations, Panel schedules
11. Mechanical:
~~Energy Calculations~~, Equipment and location, Duct systems
12. Plumbing:
Plumbing riser
13. Gas:
Gas piping
Venting
Combustion air
Chimneys and vents
Appliances
Type of gas
Fireplaces
LP tank location
Riser diagram/shutoffs
14. Energy Calculations.

107.3.5.4 Swimming Pools

1. Barrier requirements.
2. Spas.
3. Wading pools.

107.3.5.5 Exemptions.

Plans examination by the building official shall not be required for the following work:

1. Replacing existing equipment such as mechanical units, water heaters, etc.
2. Minor electrical, plumbing and mechanical repairs.
3. Annual maintenance permits.
4. Manufactured buildings or prototype building plans except for local site adaptations and foundations of buildings, which are constructed on site, and modifications or structures that require waiver.
 - a. Site requirements
setback/separation (assumed property lines)
location of septic tanks (if applicable)
 - b. Structural
wind zone

- anchoring
- blocking
- c. Plumbing
 - List potable water source and meter size (if applicable)
- d. Mechanical
 - exhaust system
 - clothes dryer exhaust
 - kitchen equipment exhaust
- e. Electrical
 - exterior disconnect location

3.

Prototype plans

Except for local site adaptations, siding, foundations and/or modifications.

Except for structures that require waiver.

4.

Manufactured building plans except for foundations of buildings which are constructed on site.

107.4 Amended construction documents. Work shall be installed in accordance with the reviewed construction documents, and any changes made during construction that are not in compliance with the reviewed construction documents shall be resubmitted for review as an amended set of construction documents.

107.5 Retention of construction documents. One set of official construction documents shall be retained by the building official as required by Florida Statutes.

~~106.6 Reserved~~

107.6 Affidavits. The building official may accept a sworn affidavit from a registered architect or engineer stating that the plans submitted conform to the technical codes. For buildings and structures, the affidavit shall state that the plans conform to the laws as to egress, type of construction and general arrangement and, if accompanied by drawings, show the structural design and that the plans and design conform to the requirements of the technical codes as to strength, stresses, strains, loads and stability. The building official may without any examination or inspection accept such affidavit, provided the architect or engineer who made such affidavit agrees to submit to the building official copies of inspection reports as inspections are performed and upon completion of the structure, electrical, gas, mechanical or plumbing systems a certification that the structure, electrical, gas, mechanical or plumbing system has been erected in accordance with the requirements of the technical codes. Where the building official relies upon such affidavit, the architect or engineer shall assume full responsibility for compliance with all provisions of the technical codes and other pertinent laws or ordinances. The building official shall ensure that any person conducting plans review is qualified as a plans examiner under Chapter 468, F.S., Part XII and that any person conducting inspections is qualified as a building inspector under Chapter 468, F.S. Part XII.

SECTION 108 ~~107~~-TEMPORARY STRUCTURES AND USES

108.1 General. The building official is authorized to issue a permit for temporary structures and temporary uses. Such permits shall be limited as to time of service, but shall not be permitted for more than ~~180 days~~ 6 months. The building official is authorized to grant extensions for demonstrated cause.

108.2 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of this code as necessary to ensure public health, safety and general welfare.

108.3 Temporary power. The building official is authorized to give permission to temporarily supply and use power in part of an electric installation before such installation has been fully completed and the final certificate of completion has been issued. The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in Chapter 27 of the Florida Building Code, Building.

108.4 Termination of approval. The building official is authorized to terminate such permit for a temporary structure or use and to order the temporary structure or use to be discontinued.

SECTION 109~~108~~-FEES

109.1 Prescribed fees. A permit shall not be issued until fees authorized under *Section 553.80*, F.S., have been paid. Nor shall an amendment to a permit be released until the additional fee, if any, due to an increase in the estimated cost of the building, structure, electrical, plumbing, mechanical or gas systems has been paid.

109.2 Schedule of permit fees. On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the Town as set forth on the Town's fee schedule adopted by resolution of the Town Commission.

108.2.4

~~Types of Fees Enumerated. Fees may be charged for but not limited to the following:~~

~~• Permits~~

~~• Plans Examination~~

~~• Inspection~~

~~• Certificates of Competency (including fees for applications, examinations, renewal late renewal)~~

~~• Impact fees~~

~~• Planning and Zoning review fees~~

~~• Administrative fees~~

~~• Variance requests~~

~~• Administrative appeals~~

~~• Violations~~

109.3 Building permit valuations. If, in the opinion of the building official, the claimed valuation of building, alteration, structure, electrical, gas, mechanical or plumbing systems appears to be underestimated on the application, the permit shall be denied, unless the applicant can show detailed, quantity estimates, and/or bona fide signed contracts (excluding land value) to meet the approval of the building official. For permitting purposes, valuation of buildings and systems shall be total replacement value to include structural, electric, plumbing, mechanical, interior finish, relative normal-site work (excavation and backfill for buildings), architectural and design fees, marketing costs, overhead and profit; excluding only land value. Valuation references may include the latest published data of national construction cost analysis services (Marshall-Swift, Means, etc.), ~~or as published by International Code Congress bi-annually, with regional adjustments for locations.~~ Final building permit valuation shall be set by the building official.

109.4 Work commencing before permit issuance. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the building official's approval or the necessary permits shall be subject to a penalty fee in addition to the required permit fees, as set in approved fee schedule forth on the Town's fee schedule adopted by resolution of the Town Commission. ~~Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the building official's approval or the necessary permits, shall be subject to a penalty of two hundred percent (200%) of the regular permit fee in addition to the required permit fees.~~

~~109.6~~

~~Reserved.~~

~~109.6~~

~~Reserved.~~

109.5 Related fees. The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law

109.6 Refunds. The building official is authorized to establish a refund policy.

SECTION 110 ~~109~~-INSPECTIONS

110.1 General. Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the

Town. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the Town shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the Town shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

100.1.2

~~Inspection Service. The building official may make, or cause to be made, the inspections required by Section 109. He or she may accept reports of inspectors, independent inspectors or of recognized inspection services, provided that after investigation he/she is satisfied as to their licensure.~~

~~Qualifications and reliability. A certificate required by any provision of this code shall not be based on such reports unless the same are recorded by the building code inspector or the architect or engineer performing building code inspections in a manner specified by the building official. The building official shall ensure that all persons making such inspections shall be licensed in accordance to Part XII, Chapter 468, Florida Statutes.~~

100.1.3

~~Resident Inspection Services. The building official may require the owner to employ an inspection service who although compensated by the owner shall report to the building official. Such inspectors shall be adequately present at times work is underway on the structural elements of the building. Such inspectors shall be a registered architect, or engineer, or a person licensed under Chapter 468, Part XII, Florida Statutes. Such inspectors shall submit weekly progress reports including the daily inspections to the building official, and including a code compliance opinion of the Resident Inspector. At the completion of the construction work or project, such inspectors shall submit a certificate of compliance to the building official, stating that the work was done in compliance with this code and in accordance with the permitted drawings and specifications. Final inspection shall be made by the building official before a Certificate of Occupancy or Certificate of Completion is issued; and confirmation inspections may be made at any time to monitor activities and resident inspectors.~~

110.1.1 Manufacturers and fabricators. When deemed necessary by the building official, he/she shall make, or cause to be made, an inspection of materials or assemblies at the point of manufacture or fabrication. A record shall be made of every such examination and inspection and of all violations of the technical codes.

110.2 Preliminary inspection. Subject to the limitations of Chapter 553, F.S., before issuing a permit, the building official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed. ~~Before issuing a permit, the building official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed.~~

110.2.1 Existing building inspections. Before issuing a permit, the building official may examine or cause to be examined any building, electrical, gas, mechanical, or plumbing systems for which an application has been received for a permit to enlarge, alter, repair, move, demolish, install, or change the occupancy. He/she may inspect the buildings, structures, electrical, gas, mechanical and plumbing systems, from time to time, before, during and upon completion of the work for which a permit was issued. He/she shall make a record of every such examination and inspection and of all observed violations of the technical codes. Additional regulations in ~~Chapter 34~~ the Florida Building Code, Existing Building may apply.

110.3 Required inspections. The building official upon notification from the permit holder or his or her agent, shall make the following inspections, and such other inspections as deemed necessary, and shall either release that portion of the construction or shall notify the permit holder or his or her agent of any violations which must be corrected in order to comply with the technical codes. The building official shall determine the timing and sequencing of when inspections occur and what elements are inspected at each inspection. A complete survey, or special purpose survey may be required before an inspection is approved.

A. Building

1. Foundation inspection. To be made after trenches are excavated and forms erected and required reinforcing steel is in place and, shall at a minimum include the following building components:

- Stem-wall
- Monolithic slab-on-grade
- Pilings and pile caps
- Footings/grade beams

1.1. Slab/Floor Inspection: Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel or framing members installed and all building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

~~To be made after the reinforcement is in place, all concealed conduit, piping, ducts and vents are installed and the electrical, plumbing and mechanical work is complete. Slab shall not be poured until all required inspections have been made and passed.~~

A foundation/Form board survey prepared and certified by a registered surveyor ~~shall~~ may be required, prior to approval of the slab inspection. The survey shall certify placement of the building on the site, illustrate all surrounding setback dimensions and shall be available at the job site for review by the building inspector.

Insulation Inspection: To be made after the framing inspection is approved and the insulation is in place.

4.

Gypsum Board Nailing Inspection

1.2. In flood hazard areas, upon placement of the lowest floor, including basement, and prior to further vertical construction, the elevation certification, required in Section 1612.5, shall be submitted to the building official.

2. Construction Inspections:

2.1. Lintel/tie beams/columns/masonry units. To be made after masonry units, forms, reinforcing steel, shoring, conduit, piping accessories, and other ancillary equipment items are in place, but before any concrete is placed.

2.2. Sheathing inspection. To be made either as part of a dry-in inspection or done separately at the request of the contractor after all roof and wall sheathing and fasteners are complete and shall at a minimum include the following building components:

- Roof sheathing
- Wall sheathing
- Floor sheathing
- Sheathing fasteners
- Roof/wall dry-in.
- Gypsum board, as required
- Sheathing/cladding inspection

NOTE: Sheathing fasteners installed and found to be missing the structural member (shiners) shall be corrected prior to installation of the dry-in material.

2.3. Framing inspection. To be made after the roof deck or sheathing, all framing, fire blocking and bracing is in place, all concealed wiring, all pipes, chimneys, ducts and vents are complete and shall at a minimum include the following building components:

- Window/door framing and installation. Verify rough opening dimensions are within tolerances, buck and attachments
- ~~Vertical Cells/columns~~
- Lintel/tie beams complete, if applicable.
- Framing/trusses/bracing/connectors (including truss layout drawings)
- Draft stopping/fire blocking
- Curtain wall framing
- Fire resistant assemblies, joints and penetrations, as required
- Accessibility.

3. Roofing inspection. Shall at a minimum include the following building components:

- Dry-in
- Insulation
- Roof coverings (including in-progress)
- Flashing

4. Energy insulation, thermal and ignition barriers.
5. Lath/Drywall. Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

Exception: Gypsum board that is not part of a fire-resistance- rated assembly or a shear assembly, unless otherwise determined by the building official.

6. Final inspection. To be made after the building is completed and ready for occupancy.
 - 6.1. Lowest floor elevation. In flood hazard areas, as part of the final inspection, a final certification of the lowest floor elevation shall be submitted to the authority having jurisdiction.
7. Swimming pool inspection.
 - First inspection to be made after excavation and installation of reinforcing steel, bonding and main drain, and prior to placing of concrete shell.
 - Underground electric inspection
 - Underground ~~plumbing~~ piping inspection including a pressure test
 - Deck inspection: to be made prior to installation of the deck material (with forms, deck drains, and any reinforcement in placed.
 - Final electric inspection to be made prior to filling the swimming pool with water.
 - Final permanent barrier inspection is to be made prior to filling the swimming pool with water.
 - In order to pass final inspection and receive a certificate of completion, a residential swimming pool must meet the requirements relating to pool safety features as described in Section 424.2.17.
 - Final inspection to be made when the swimming pool is complete and all required enclosure requirements are in place.
8. Demolition inspections.
 - First inspection to be made after all utility connections have been disconnected and secured in such manner that no unsafe or unsanitary conditions shall exist during or after demolition operations
 - Final inspection to be made after all demolition work is completed
9. Manufactured building inspections. The building department official or his designee shall inspect construction of foundations; connecting buildings to foundations; installation of parts identified on plans as site installed items, joining the modules, including utility crossovers; utility connections from the building to utility lines on site; and any other work done on site which requires compliance with the Florida Building Code. Additional inspections may be required for public educational facilities (See Section 423.27.20).
10. Where impact-resistant coverings or impact resistant systems are installed to meet requirements of this code, the building official shall schedule adequate inspections of impact-resistant coverings or impact resistant systems to determine the following:
 - The system indicated on the plans was installed.

- The system is installed in accordance with the manufacturer's installation instructions and the product approval.

B. Electrical

1. Underground inspection (including bonding and ground). To be made after trenches or ditches are excavated, conduit or cable is installed, and before any backfill is put in place.
2. Rough-in inspection. To be made after the building is dried-in, framing, fire-blocking and bracing is in place, and prior to the installation of insulation (if applicable), or wall or ceiling membranes.
3. Low Voltage: To be made for security, alarm, elevator, and special uses ~~prior to being covered from view.~~
4. Final inspection. To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.

C. Plumbing

1. Underground inspection. To be made after trenches or ditches are excavated, piping is installed, and before any backfill is put in place.
2. Rough-in inspection. To be made after the roof, framing, fire-blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to the installation of insulation (if applicable), or wall or ceiling membranes.
3. Final inspection. To be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.

Note: See Section 312 of the Florida Building Code, Plumbing for required tests.

D. Mechanical

1. Underground inspection. To be made after trenches or ditches are excavated, underground duct and fuel piping is installed, and before any backfill is put in place.

Rough-in inspection. To be made after the building is dried-in, framing, fire blocking and bracing are in place and all ducting, and other concealed components are complete, and prior to the installation of insulation (if applicable), or wall or ceiling membranes. ~~Rough-in inspection. To be made after the roof, framing, fire blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to this installation of wall or ceiling membranes.~~

- 2.
3. Final inspection. To be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

E. Gas

1. Rough piping inspection. To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.
2. Final piping inspection. To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.
3. Final inspection. To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of this code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.

F. Site Debris

1. The contractor and/or owner of any active or inactive construction project shall be responsible for the clean-up and removal of all construction debris or any other miscellaneous discarded articles prior to receiving final inspection approval. Construction job sites must be kept clean, ~~such that accumulation of construction debris must not remain on the property for a period of time exceeding 14 days.~~
2. All debris shall be kept in such a manner as to prevent it from being spread by any means.

~~109.3.4~~

~~Written release. Work shall not be done on any part of a building, structure, electrical, gas, mechanical or plumbing system beyond the point indicated in each successive inspection without first obtaining a written release from the building official. Such written release shall be given only after an inspection has been made of each successive step in the construction or installation as indicated by each of the foregoing three inspections.~~

~~109.3.2~~

~~Reserved.~~

110.3.1 Footing and foundation inspection. Reserved.

110.3.2 Concrete slab and under-floor inspection. Reserved.

110.3.3 Reinforcing steel and structural frames. Reinforcing steel or structural frame work of any part of any building or structure shall not be covered or concealed without first obtaining a release from the building official. Certification that field welding and structural bolted connections meet design requirements shall be submitted to the building official, upon request.

110.3.4 Termites. Building components and building surroundings required to be protected from termite damage in accordance with Section 1503.6, Section 2304.13 or Section 2304.11.6, specifically required to be inspected for termites in accordance with Section 2114, or required to have chemical soil treatment in accordance with Section 1816 shall not be covered or concealed until the release from the building official has been received. (Also refer to Sections 105.10 and 105.11)

110.3.5 Shoring. For threshold buildings, shoring and associated formwork or falsework shall be designed and inspected by a Florida licensed professional engineer, employed by the permit holder or subcontractor, prior to any required mandatory inspections by the threshold building inspector.

110.3.6 Fire- and smoke-resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and approved.

110.3.7 Threshold building.

110.3.7.1 ~~The Town enforcing agency shall require a special inspector~~ to perform structural inspections on a threshold building pursuant to a structural inspection plan prepared by the engineer or architect of record. The structural inspection plan must be submitted to the Town prior to the issuance of a building permit for the construction of a threshold building. The purpose of the structural inspection plans is to provide specific inspection procedures and schedules so that the building can be adequately inspected for compliance with the permitted documents. The special inspector may not serve as a surrogate in carrying out the responsibilities of the building official, the architect or the engineer of record. The contractor's contractual or statutory obligations are not relieved by any action of the special inspector.

110.3.7.2 The special inspector shall determine that a professional engineer who specializes in shoring design has inspected the shoring and reshoring for conformance with the shoring and reshoring plans submitted to the Town. A fee simple title owner of a building, which does not meet the minimum size, height, occupancy, occupancy classification or number-of-stories criteria which would result in classification as a threshold building under *Section 553 .71*, F.S. may designate such building as a threshold building, subject to more than the minimum number of inspections required by the Florida Building Code.

110.3.7.3 The fee owner of a threshold building shall select and pay all costs of employing a special inspector, but the special inspector shall be responsible to the Town. The inspector shall be a person certified, licensed or registered under *Chapter 471*, F.S. as an engineer or under *Chapter 481*, F.S. as an architect.

110.3.7.4 ~~The Town enforcement agency shall require~~ that, on every threshold building:

110.3.7.4.1 The special inspector, upon completion of the building and prior to the issuance of a certificate of occupancy, file a signed and sealed statement with the Town in substantially the following form: "To the best of my knowledge and belief, the above described construction of all structural load-bearing components complies with the permitted documents, and the shoring and reshoring conforms to the shoring and reshoring plans submitted to the ~~enforcement agency~~ Town."

110.3.7.4.2 Any proposal to install an alternate structural product or system to which building codes apply shall be submitted to the Town for review for compliance with the codes and made part of the enforcement agency's recorded set of permit documents.

110.3.7.4.3 All shoring and reshoring procedures, plans and details shall be submitted to the Town for recordkeeping. Each shoring and reshoring installation shall be supervised, inspected and certified to be in compliance with the shoring documents by the contractor.

110.3.7.4.4 All plans for the building which are required to be signed and sealed by the architect or engineer of record contain a statement that, to the best of the architect's or engineer's knowledge, the plans and specifications comply with the applicable minimum building codes and the applicable fire-safety standards as determined by the Town in accordance with this section and *Chapter 633, F.S.*

110.3.7.5 The ~~enforcing agency~~ Town may not issue a building permit for construction of any threshold building except to a licensed general contractor, as defined in *Section 489.105(3)(a), F.S.*, or to a licensed building contractor, as defined in *Section 489.105(3)(b), F.S.*, within the scope of her or his license. The named contractor to whom the building permit is issued shall have the responsibility for supervision, direction, management and control of the construction activities on the project for which the building permit was issued.

110.3.7.6 The building ~~official~~ department may allow a special inspector to conduct the minimum structural inspection of threshold buildings required by this code, *Section 553.73, F.S.*, without duplicative inspection by the building department. The building official is responsible for ensuring that any person conducting inspections is qualified as a building inspector under *Chapter 468, F.S.*, Part XII or certified as a special inspector under *Chapter 471 or 481, F.S.* Inspections of threshold buildings required by *Section 553.79(5), F.S.*, are in addition to the minimum inspections required by this code.

409.3.8

~~Plaster fire protection. In all buildings where plaster is used for fire protection purposes, the permit holder or his agent shall notify the building official after all lathing and backing is in place. Plaster shall not be applied until the release from the building official has been received.~~

409.3.9

Fire resistant joints and penetrations. The protection of joints and penetrations in required fire resistant construction assemblies shall not be covered or concealed from view without first obtaining a release from the building official.

110.3.8 Reserved.

110.3.9 Other inspections services. The building official may make, or cause to be made by others, the inspections required by Section 109. He/she may accept reports of inspectors of recognized inspection services, provided that after investigation he/she is satisfied as to their qualifications and reliability. A certificate called for by any provision of the technical codes shall not be based on such reports unless the same are in writing and certified by a responsible officer of such service. The building official may require the owner to employ an inspection service in the following instances:

1. For buildings or additions of Type I construction.
2. For all major structural alterations.
3. Where the concrete design is based on compressive strength (f 'c) in excess of 3000 pounds per square inch.
4. For pile driving.
5. For buildings with area greater than 20,000 square foot.
6. For buildings more than 2 stories in height.
7. For buildings and structures of unusual design or methods of construction.

Such inspectors shall be adequately present at times work is underway on the structural elements of the building. Such inspectors shall be a registered architect, or engineer, or a person licensed under Chapter 468, Part XII, F.S. Such inspectors shall submit weekly progress reports including the daily inspections to the building official, and including a code compliance opinion of the Resident Inspector.

At the completion of the construction work or project, such inspectors shall submit a certificate of compliance to the building official, stating that the work was done in compliance with this code and in accordance with the permitted drawing. Final inspection shall be made by the building official before a Certificate of Occupancy or Certificate of Completion is issued; and confirmation inspections may be made at any time to monitor activities and resident inspectors.

110.3.9.1 Affidavit for Inspection. With specific prior approval of, and in a format acceptable to the building official, an affidavit for certification of inspection may be accepted from the permit qualifier; when accompanied by extensive photographic evidence of sufficient detail to demonstrate code compliance. The photographic evidence shall be comprehensive in the display of the installation and/or construction and job location identifiers. The affidavit and accompanying photographs shall be provided to the inspector onsite, at the next scheduled inspection. If the photographs are found to be insufficient by the building official to demonstrate compliance with this code and/or the permitted document, or clearly display location identifiers, or are missing, the inspector shall require the contractor to obtain the services of a Registered Florida Professional Engineer to inspect and certify the installation and/or construction.

110.3.10 Inspections prior to issuance of Certificate of Occupancy or Completion. The building official shall inspect or cause to be inspected, at various intervals, all construction or work for which a permit is required, and a final inspection shall be made of every building, structure, electrical, gas, mechanical or plumbing system upon completion, prior to the issuance of the Certificate of Occupancy or Certificate of Completion. In performing inspections, the building official shall give first priority to inspections of the construction, addition, or renovation to, any facilities owned or controlled by a state university, state community college or public school district.

110.4 Inspection agencies. The building official is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

110.5 Inspection requests. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

110.6 Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building inspector. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.

110.7 Impact of construction. All construction activity regulated by this code shall be performed in a manner so as not to adversely impact the condition of adjacent property, unless such activity is permitted to affect said property pursuant to a consent granted by the applicable property owner, under terms or conditions agreeable to the applicable property owner. This includes, but is not limited to, the control of dust, noise, water or drainage run-offs, debris, and the storage of construction materials. New construction activity shall not adversely impact legal historic surface water drainage flows serving adjacent properties, and may require special drainage design complying with engineering standards to preserve the positive drainage patterns of the affected sites. Accordingly, developers, contractors and owners of all new residential development, including additions, pools, patios, driveways, decks or similar items, on existing properties resulting in a significant decrease of permeable land area on any parcel or has altered the drainage flow on the developed property shall, as a permit condition, provide a professionally prepared drainage plan clearly indicating compliance with this paragraph. Upon completion of the improvement, a certification from a licensed professional shall be submitted to the inspector in order to receive approval of the final inspection.

SECTION 111-CERTIFICATES OF OCCUPANCY AND COMPLETION

111.1 Use and Occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a Certificate of Occupancy therefore as provided herein. Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Said certificate shall not be issued until all required electrical, gas, mechanical, plumbing and fire protection systems have been inspected for compliance with the technical codes and other applicable laws and ordinances and released by the building official.

~~Building occupancy. A new building shall not be occupied or a change made in the occupancy, nature or use of a building or part of a building until after the building official has issued a Certificate of Occupancy. Said certificate shall not be issued until all required electrical, gas, mechanical, plumbing and fire protection systems have been inspected for compliance with the technical codes and other applicable laws and ordinances and released by the building official. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.~~

Exception: Certificates of occupancy are not required for work exempt from permits under Section 105.2.

111.2 Certificate issued. After the building official inspects the building or structure and finds no violations of the provisions of this code or other laws that are enforced by the building department or other agency whose approval is inherent in the building permitting process, the building official shall issue a Certificate of Occupancy that contains the following:

~~Issuing Certificate of Occupancy. Upon satisfactory completion of construction of a building or structure and installation of electrical, gas, mechanical and plumbing systems in accordance with the technical codes, reviewed plans and specifications, and after the final inspection, the building official shall issue a Certificate of Occupancy that contains the following:~~

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner.
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. For buildings and structures in flood hazard areas, a statement that documentation of the as-built lowest floor elevation has been provided and is retained in the records of the building department.
7. The name of the building official.
8. The edition of the code under which the permit was issued.
9. The use and occupancy, in accordance with the provisions of Chapter 3.
10. The type of construction as defined in Chapter 6.
11. The design occupant load.

12. If an automatic sprinkler system is provided, whether the sprinkler system is required.
13. Any special stipulations and conditions of the building permit.

110.4.3

Revocation. The building official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulations or any provisions of this code.

111.3 Temporary/partial occupancy. A temporary/partial Certificate of Occupancy or Certificate of Completion may be issued for a portion or portions of a building that may safely be occupied prior to final completion of the building. The building official may require, once all life safety issues have been complied with, an applicant to provide adequate cash surety for unfinished work or revision of plans until a permanent Certificate of Occupancy or Certificate of Completion is granted. The purpose of the cash surety is to insure completion of work under this permit. Such cash surety shall be equal to one hundred ten percent (110%) of the estimated value of the remaining work, including labor and material, as determined by the design professional. The design professional shall submit a signed and sealed document attesting to the amount required to cover the cash surety. If work has not been completed and all finals requested within 90 days of issuance of the initial Temporary/Partial Certificate of Occupancy or Certificate of Completion, the jurisdiction retains the right to have the applicant surrender the cash surety. The jurisdiction then may use the surety to finish the remaining work. The surety shall be in the form of cash money, certified check, or cashier's check. Surety shall be returned upon approval of all final inspections and upon written request that has been approved by the building official. This provision is only for the Florida Building Code; all other Agency approvals necessary for construction must be secured prior to this provision being applied.

111.4 Certificate of Completion. Upon satisfactory completion of a building, structure, electrical, gas, mechanical or plumbing system, a Certificate of Completion may be issued. This certificate is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. This certificate does not grant authority to occupy or connect a building, such as a shell building, prior to the issuance of a Certificate of Occupancy.

111.5 Revocation. The building official is authorized to, in writing, suspend or revoke a Certificate of Occupancy or Completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

SECTION 112- SERVICE UTILITIES

112.1 Connection of service utilities. No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a permit is required, until released by the building official and a Certificate of Occupancy or Completion

is issued. The servicing utility company shall not connect the power supply until notified by the building official.

112.2 Temporary connection. The building official shall have the authority to authorize the temporary connection of the building or system to the utility source of energy, fuel or power for the purpose of testing building service systems or for use under a temporary Certificate of Occupancy.

112.3 Authority to disconnect service utilities. The building official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards set forth in Section 101.4 in case of emergency where necessary to eliminate an immediate hazard to life, or property, or unsafe condition, or when such utility connection has been made without the approval required by Section 112.1 or 112.2. The building official shall notify the serving utility, and whenever possible the owner and occupant of the building, structure, or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure, or service system shall be notified in writing, as soon as practical thereafter.

110.4

~~Posting floor loads.~~

110.4.1

~~Occupancy. An existing or new building shall not be occupied for any purpose that will cause the floors thereof to be loaded beyond their safe capacity. The building official may permit occupancy of a building for mercantile, commercial or industrial purposes, by a specific business, when he/she is satisfied that such capacity will not thereby be exceeded.~~

110.4.2

~~Storage and factory industrial occupancies. It shall be the responsibility of the owner, agent, proprietor or occupant of Group S and Group F occupancies, or any occupancy where excessive floor loading is likely to occur, to employ a competent architect or engineer in computing the safe load capacity. All such computations shall be accompanied by an affidavit from the architect or engineer stating the safe allowable floor load on each floor in pounds per square foot uniformly distributed. The computations and affidavit shall be filed as a permanent record of the building division.~~

110.4.3

~~Signs required. In every building or part of a building used for storage, industrial or hazardous purposes, the safe floor loads, as reviewed by the building official on the plan, shall be marked on plates of approved design which shall be supplied and securely affixed by the owner of the building in a conspicuous place in each story to which they relate. Such plates shall not be removed or defaced, and if lost, removed or defaced, shall be replaced by the owner of the building.~~

~~Section 111. Tests.~~

~~The building official may require tests or test reports as proof of compliance. Required tests are to be made at the expense of the owner, or agent, by an approved testing laboratory or other approved agency.~~

SECTION ~~113412~~-BUILDING CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS

113.1 Appointment. There is hereby established a board to be called the Construction Building Board of Adjustment and Appeals, which shall consist of seven members and two alternates. The Town Commission shall appoint the Board ~~unless the Town Commission contracts with another local government to use their Board as the Town's Board.~~

113.2 Membership and Terms

113.2.1 Membership. The Construction Building Board of Adjustment and Appeals shall consist of seven members. Such board members shall be composed of individuals with knowledge and experience in the technical codes to include, to the greatest extent possible, an architect, engineer, general contractor, electrical contractor, HVAC contractor, plumbing contractor, and any other contractor licensed category. In addition to the regular members, there should be two alternate members, one member with the qualifications referenced above and one member at large from the public. A board member shall not act in a case in which he has a personal or financial interest, or otherwise in violation of Florida and Palm Beach County ethics codes.

113.2.2 Terms. The terms of office of the board members shall be staggered so no more than one-third of the board is appointed or replaced in any 12-month period. The two alternates, if appointed, shall serve one-year terms. Vacancies shall be filled for an unexpired term in the manner in which original appointments are required to be made. Three absences of any member from required meetings of the board shall in a 12 month period, at the discretion of the applicable governing body, render any such member subject to immediate removal from office.

113.2.3 Quorum and voting. A simple majority of the board shall constitute a quorum. In varying any provision of this code, the affirmative votes of the majority present, but not less than three affirmative votes, shall be required. In modifying a decision of the building official, not less than four affirmative votes, but not less than a majority of the board, shall be required. In the event that regular members are unable to attend a meeting, the alternate members, if appointed, shall vote.

113.2.4 Secretary of board. The Town clerk or his/her authorized representative shall act as secretary of the board and shall make a detailed record of all of its proceedings, which shall set forth the reasons for its decision, the vote of each member, the absence of a member, and any failure of a member to vote.

113.3 Powers. The Building Board of Adjustments and Appeals shall have the power, as further defined in ~~112.4~~ 116.4, to hear appeals of decisions and interpretations of the building official and consider variances of the technical codes. ~~The Board shall constitute the Contractor Regulatory Board of the Town of Lake Park pursuant to Chapter 489 F.S. for hearings on the performance of state licensed certified contractors.~~

113.4 Appeals

113.4.1 Decision of the building official. The owner of a building, structure or service system, or duly authorized agent, may appeal a decision of the building official to the Building Board of Adjustment and Appeals whenever any one of the following conditions are claimed to exist:

1. The building official rejected or refused to approve the mode or manner of construction proposed to be followed or materials to be used in the installation or alteration of a building, structure or service system.
2. The provisions of this code do not apply to this specific case.
3. That an equally good or more desirable form of installation can be employed in any specific case, which the building official has rejected or refused.
4. The true intent and meaning of this code or any of the regulations hereunder have been misconstrued or incorrectly interpreted.

113.4.2 Variances. The ~~Construction~~ Building Board of Adjustments and Appeals, when upon written request, has been so appealed to and after a hearing, may vary the application of any provision of this code to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of this or the technical codes or public interest, and also finds all of the following:

1. That special conditions and circumstances exist which are peculiar to the building, structure or service system involved and which are not applicable to others.
2. That the special conditions and circumstances do not result from the action or inaction of the applicant.
3. That granting the variance requested will not confer on the applicant any special privilege that is denied by this code to other buildings, structures or service system.
4. That the variance granted is the minimum variance that will make possible the reasonable use of the building, structure or service system.
5. That the grant of the variance will be in harmony with the general intent and purpose of this code and will not be detrimental to the public health, safety and general welfare.

113.4.2.1 Conditions of the variance. In granting the variance, the board may prescribe a reasonable time limit within which the action for which the variance is required shall be commenced or completed or both. In addition, the board may prescribe appropriate conditions and safeguards in conformity with this code. Violation of the conditions of a variance shall be deemed a violation of this code.

113.4.3 Notice of appeal. Notice of appeal shall be in writing and filed within 30 calendar days after the building official renders the decision. Appeals shall be in a form acceptable to the building official and the Town attorney.

~~113.4.3~~

~~Notice of appeal. Notice of appeal shall be in writing and filed within 30 calendar days after the building official renders the decision failing which, the appeal shall~~

be rendered untimely and summarily dismissed by the Board and may not be heard by the Board.

112.4.4

Application for appeal. All appeals of administrative decisions shall be made by completing and submitting a technically complete appeal form using forms prescribed by the Town together with the payment of the appeal filing fee. The filing fee is an administrative cost that has been established by resolution of the Town Commission and which may be amended from time to time. The aggrieved party or appellant may provide additional information and documentation in addition to the information requested on the Town form. The appeal shall specify at a minimum the following:

1.

A detailed description of the decision, interpretation, requirement or determination which is being appealed;

2.

A copy of the written decision, interpretation, requirement or determination which is being appealed which also reflects the date when such action was taken by the building official;

3.

The form of relief that the aggrieved party ("appellant") is requesting;

4.

A statement as to whether any code enforcement proceedings have been initiated by the Town that involve the subject matter of the appeal and if the subject of the appeal has been heard and ruled upon by the Town's special magistrate;

5.

The sections of the Town Code and/or the Florida Building Code that are at issue;

6.

The appeal application form must be executed, sworn to under oath and notarized by the owners of at least 75 percent of the property described in the application. If the appeal is submitted by an agent of the property owner or an agent of a tenant or contract purchaser, or other person aggrieved by the decision, the appeal must be accompanied by a written power of attorney appointing the agent to act on behalf of the appellant in the proceedings. The power of attorney shall be subject to review as to form and legal sufficiency by the Town Attorney, and may be rejected if the document is not deemed legally sufficient in the sole discretion of the Town attorney.

7.

Attach all documents and other tangible evidence to support your position in the appeal.

8.

If an aggrieved party/appellant fails to submit a technically sufficient appeal using the application form provided by the Town, the appeal will not be scheduled for hearing until a technically complete appeal has been submitted. The submission of an appeal that is not technically sufficient, does not toll the running of the 30-day appeal period, and unless a sufficient appeal is received within the 30-day period, the appeal will be forever time barred.

9.

~~All properties described in one application must be contiguous and immediately adjacent to one another, and the administrative official may require more than one application if the property concerned contains more than ten acres or if the fee paid for one application would not equal the cost of processing the application.~~

~~40.~~

~~Only applications which the board is authorized to consider and act upon shall be accepted for filing, and no application shall be considered or construed to be filed until the required fee has been paid.~~

~~112.4.5~~

~~Unsafe or dangerous buildings or service systems. In the case of a building, structure or service system, which in the opinion of the building official, is unsafe, unsanitary or dangerous, the building official may, in the order, limit the time for such appeals to a shorter period.~~

113.5 Procedures of the board.

113.5.1 Rules and regulations. The board shall establish rules and regulations for its own procedure not inconsistent with the provisions of this code. The board shall meet on call of the chairman. The board shall meet within 30 calendar days after notice of appeal has been received.

113.5.1.1 Rules of Evidence. Formal rules of evidence shall not apply, but fundamental due process should be observed and govern the proceedings. Upon determination by the Chairperson, irrelevant, immaterial, or unduly repetitious evidence may be excluded, but all other evidence of a type commonly relied upon by reasonable, prudent persons in the conduct of their affairs shall be admissible, whether or not such evidence would be admissible in a trial in the courts of Florida. Any part of the evidence may be received in written form. The Board may request certain evidence be provided by an architect or engineer registered in the State of Florida, in which case said evidence shall be signed, sealed, and dated.

113.5.1.2 Testimony. Any member of the Board or the attorney representing the Board may inquire of, or question, any witness before the Board. Any member of the Board, the petitioner or his/her attorney, and/or the building official shall be permitted to inquire of any witness before the Board. The Board may consider testimony presented by the building official, the petitioner, or any other witness.

113.5.2 Decisions. The Building Board of Adjustment and Appeals shall, in every case, reach a decision without unreasonable or unnecessary delay. Each decision of the board shall also include the reasons for the decision. If a decision of the board reverses or modifies a refusal, order, or disallowance of the building official or varies the application of any provision of this code, the building official shall immediately take action in accordance with such decision. Every decision shall be promptly filed in writing in the office of the building official and shall be open to public inspection. A certified copy of the decision shall be sent by mail or otherwise to the appellant and a copy shall be kept publicly posted in the office of the building official for two weeks after filing. Every

decision of the board shall be final; subject however to such remedy as any aggrieved party might have at law or in equity.

113.6 Local Construction Regulation Board. The local government may also utilize this Board to convene as the Local Construction Regulation Board (LCRB), as provided in Section 489.113, F.S. The LCRB may deny, suspend, revoke or limit the authority of a certified contractor to obtain a building permit or permit with specific conditions, if the board has found such contractor, through public hearing, to be guilty of fraud or a willful building code violation within the county or municipality that the board represents. The board may also, deny, suspend, revoke or limit the authority of a certified contractor to obtain a building permit or permit with specific conditions, if it has proof through the public hearing process, that a contractor has been found guilty in another county or municipality within the past 12 months, of fraud or a willful building code violation and after providing notice of an opportunity to be heard to the contractor, finds that such fraud or violation would have been fraud or a violation if committed in the county or municipality that the local construction board represents. Notification of and information concerning such permit denial shall be submitted to the department within 15 days after the local construction regulation board decides to deny the permit.

~~Section 113. Severability.~~

~~if any section, subsection, sentence, clause or phrase of this code is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this code.~~

SECTION 114-VIOLATIONS AND PENALTIES

Any person, firm, corporation or agent who shall fail to comply with a provision of this code, or with any of the requirements thereof, or who shall erect, construct, alter, install, demolish or move any structure, electrical, gas, mechanical or plumbing system, or has erected, constructed, altered, repaired, moved or demolished a building, structure, electrical, gas, mechanical or plumbing system, without full compliance with applicable codes, laws, ordinances, rules and regulations, shall be guilty of a ~~misdemeanor~~ violation. Each such person shall be considered guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of applicable codes, laws, ordinances, rules and regulations is committed or continued, and upon conviction of any such violation such person shall be punished within the limits and as provided by state laws. Nothing in this section shall prevent the ~~authority having jurisdiction~~ Town from imposing fines, liens, or seek injunction relief, or exercising other enforcement powers as permitted by law. Code enforcement and penalties of *Chapter 162 F.S. Part I* ~~may be employed if building work begins without payment of all required fees~~ shall be authorized if building work begins without payment of all required fees, and for the purposes of enforcing this code, code officials licensed under Chapter 468, F.S., Part XII are deemed "Code Inspectors", as defined in Section 162.04, F.S.

~~Section 115. Reserved.~~

SECTION 115-STOP WORK ORDER

115.1 Stop work orders. Upon notice from the building official, work on any building, structure, electrical, gas, mechanical or plumbing system that is being done contrary to the provisions of this code or in a dangerous or unsafe manner, shall immediately cease.

115.2 Issuance. The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which the cited work will be permitted to resume. Where an emergency exists, the building official shall not be required to give a written notice prior to stopping the work.

115.3 Unlawful continuance. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

SECTION 116-UNSAFE STRUCTURES AND EQUIPMENT

116.1 Unsafe buildings or systems. All buildings, structures, electrical, gas, mechanical or plumbing systems which are unsafe, unsanitary, or do not provide adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life, or which in relation to existing use, constitute a hazard to safety or health, are considered unsafe buildings or service systems. All such unsafe buildings, structures or service systems are hereby declared illegal and shall be ordered by the building official to be abated by the owner, through repair and rehabilitation or by demolition in accordance with the this Code. The extent of repairs shall be determined by the building official.

116.1.1 When the building official determines a building, structure, electrical, gas, mechanical or plumbing system or portion thereof is unsafe, as set forth in this Code he/she shall provide the owner, agent or person in control of such building, structure, electrical, gas, mechanical or plumbing system a written notice of violation stating the defects thereof. This notice shall require the owner within a stated time either to complete specified repairs or improvements, or to demolish and remove the building, structure, electrical, gas, mechanical or plumbing system or portion thereof. At the option of the Town, the processes and procedures for code enforcement under *Chapter 162 F.S.* may be utilized to abate a violation under this section. If this statutory method of enforcement is invoked, the building official shall act in the role of code inspector to initiate enforcement proceedings, and notice shall be in accordance with the provisions of the Statute.

116.1.2 If necessary, the notice shall also require the building, structure, electrical, gas, mechanical, plumbing systems or portion thereof to be vacated and/or disconnected, and not reoccupied and/or reconnected until the specified repairs and improvements are completed, inspected and approved by the building official. The building official shall post at each entrance to the building a placard stating: THIS BUILDING IS UNSAFE AND ITS USE OR OCCUPANCY HAS BEEN PROHIBITED BY THE BUILDING

OFFICIAL. This placard shall remain posted until the required repairs are made or demolition is completed. It shall be unlawful for any person, firm or corporation or its officers, agents, or other servants, to remove the posting without written permission of the building official, or for any person to enter the building, or use the building or system(s) except for the purpose of making the required repairs or of demolishing same.

116.1.3 In case the owner, agent, or person in control cannot be found within the stated time limit, or, if such owner, agent, or person in control shall fail, neglect, or refuse to comply with notice to repair, rehabilitate, or to demolish, and remove said building, structure, electrical, gas, mechanical or plumbing system or portion thereof, the building official, acting as a code inspector, shall notify an enforcement board or special magistrate and request a hearing. In the case of the violation posing a serious threat, and after having ascertained the cost, the building official may take action to cause such building, structure, electrical, gas, mechanical or plumbing system or portion thereof, to be demolished, secured, repaired, or required to remain vacant or unused. Taking such action does not create a continuing obligation on the part of the building official or the Town to continue with maintaining such building, structure, or system; or create liability for any damage to the property.

116.1.4 The decision of the building official shall be final in cases of emergency, which, in the opinion of the building official, involve imminent danger to human life or health, or the property of others. He/she shall promptly cause such building, structure, electrical, gas, mechanical or plumbing system or portion thereof to be made safe or cause its removal. For this purpose he/she may at once enter such structure or land on which it stands, or abutting land or structures, with such assistance and at such cost as he may deem necessary. He/she may order the vacating of adjacent structures and may require the protection of the public by appropriate fence or such other means as may be necessary, and for this purpose may close a public or private way.

116.2 Enforcement proceedings; hearings. Violation proceedings and hearings for unsafe structures and equipment will be conducted before the code enforcement board or special magistrate in accordance with the provisions set forth in Chapter 162, F.S.. The owner of property that is subject to an enforcement proceeding before an enforcement board, special magistrate, or court is required to make disclosures as outlined in Chapter 162, F.S. before a transfer of property, and failure to make the required disclosures creates a presumption of fraud.

116.3 Administrative fines; costs to repair; liens. All costs associated with taking a case before the enforcement board or special magistrate shall be recovered where the Town prevails. Whenever one of the orders of the enforcement board or the special magistrate has not been complied with by the time set for compliance, for each day thereafter during which each violation continues past the date set for compliance, the enforcement board or the special magistrate may impose a fine. All costs incurred as a result of actions taken per Section 116.1.3 are charged to the violator. A certified copy of an order imposing a fine, or a fine plus repair, and the costs of prosecuting the case, may be recorded in the public records and shall thereafter constitute a lien against the land where the violation exists and upon any other real or personal property owned by the violator.

116.4 Appeal. An aggrieved party, including the Town, may appeal a final administrative order of an enforcement board or special magistrate to the circuit court. Such an appeal shall not be a hearing de novo but shall be limited to appellate review of the record created before the enforcement board. An appeal shall be filed within 30 days of the execution of the order to be appealed.

SECTION 117- TESTS

The building official may require tests or test reports as proof of compliance. Required tests are to be made at the expense of the owner, or agent, by an approved testing laboratory or other approved agency.

SECTION 118-RESERVED

SECTION 119-SEVERABILITY

If any section, subsection, sentence, clause or phrase of this code is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

Sec. 54-8.1 Establishment of wind speed lines ~~Technical code amendments.~~

[This section is repealed in its entirety and replaced with the following text]

As required by paragraph 1609.3 of the Florida Building Code, wind speed lines in the area of jurisdiction of the Town are hereby established as set forth on the basic wind speed map, which is hereby adopted and incorporated as if fully set forth in this section, of which copies have been and are now filed in the office of the building official of the Town. Pursuant to Figures 1609A, B and C of the Florida Building Code, design wind speeds are as follows:

Category I buildings— 160 mph

Category II buildings- 170 mph

Category III and IV buildings - 180 mph

Sec. 54-8.2 National Electrical Code adopted.

The most current edition of the National Electrical Code, of which copies have been and are now filed in the office of the building official of the Town, is hereby adopted and incorporated as if set forth at length in this section.

Secs. 54-9 – 54-30. Reserved.

Section 2. 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 3. Repeal of Laws in Conflict. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Codification. The sections of the Ordinance may be made a part of the Town Code of Laws and Ordinances and may be renumbered or re-lettered to accomplish such, and the word "ordinance" may be changed to "section," "article," or any other appropriate word.

Section 5. Effective Date. This Ordinance shall take effect immediately upon adoption.

**Discussion
And
Possible
Action**

TAB 7



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 21, 2012

Agenda Item No. Tab 7

- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input checked="" type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Review of Cover Letters and Resumes Received for the Position of Town Manager

RECOMMENDED MOTION/ACTION:

Approved by Town Manager [Signature] Date: 3/16/12
[Signature]
 Name/Title HUMAN RESOURCES DIRECTOR Date of Actual Submittal 3/16/2012

Originating Department: Human Resources	Costs: \$ -0- Funding Source: Acct. #	Attachments: Memorandum from Kurt Bressner, ICMA/FCCMA Range Rider, and Exhibits; Excepts from the Lake Park Charter and Code of Ordinances re Qualifications, Powers and Duties of Town Manager; Language from Florida Statutes re Severance Pay; Example Town Manager Agreement; and, Copies of Cover Letters and Resumes Submitted
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> 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 BMT OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

Commencing on February 24, 2012, the Town published its advertisement to fill the position of Town Manager setting forth the deadline of March 14, 2012 for the submittal of the completed Release of Information and Contact Information Form, resume, and cover letter stating salary expectations and requirements. As of the March 14, 2012 deadline, the Town received a total of 40 submittals from the following applicants:

- Vince Akhimie, from Lakeland, Florida
- Stephen Alexander, from Buford, Georgia
- Andrew M. Barton, from New Castle, Colorado
- Arthur M. Beckerman, from Palm Beach Gardens, Florida
- Keith Bennett, from Carson, California
- Xavier Z. Bishop, from Bowling Green, Missouri
- Edwin L. Booth, from Surfside Beach, South Carolina
- John Bralich, Jr., from Singer Island, Florida
- Stephen J. Cottrell, from Dunedin, Florida
- Kenneth A. Creque, from Plymouth, North Carolina
- William A. DiLiberio, from North Kingstown, Rhode Island
- James A. Edwards, from Wellington, Florida
- Kenneth R. Fields, from Boca Raton, Florida
- Richard Gestrinch, from Oviedo, Florida
- Kimberly K. Glas-Castro, from Lake Park, Florida
- James P. Gleason, from Ocoee, Florida
- D. Jeffrey Gleason, from Baton Rouge, Louisiana
- John A. Granger, from Chalfont, Pennsylvania
- Cheryl Harrison-Lee, from Oviedo, Florida
- Clarence L. Hulse, from Jeffersonville, Indiana
- Michael P. Kelly, from Orchard Park, New York
- Kevin Knutson, from Reno, Nevada
- Mike Konefal, from Fort Lupton, Colorado
- Ricardo Mendez-Saldivia, from Miami, Florida
- Lawrence A. Miller, from Lakewood Ranch, Florida
- Michael W. Morrow, from Lake Worth, Florida
- J. J. Murphy, from Wilkes-Barre, Pennsylvania
- Charlotte Presensky, from West Palm Beach, Florida
- Brian J. Redshaw, from Hibbing, Minnesota
- Hector A. Rivera, Sr., from Palm City, Florida
- Matthew D. Schwartz, from Miami, Florida
- Frank R. Spence, from West Palm Beach, Florida
- Michael L. Stampfler, from Portage, Michigan
- Norman R. Standerfer, from Cape Coral, Florida
- David A. Strohl, from Morton, Illinois
- Dale S. Sugerman, from Hypoluxo, Florida
- Fred F. Ventresco, from Wilmington, Vermont

- Paul D. White, from Riviera Beach, Florida
- Teresa Willson, from Owasso, Oklahoma
- Timothy A. Zisoff, from Indianola, Iowa

Copies of their cover letters and resumes are attached.

The following six applicants submitted cover letters and resumes which were postmarked prior to the March 14, 2012 deadline but received after the deadline had passed. Copies of such submittals are being included should the Commission wish to consider them:

- Robin M. Bennett, from Trenton, Maine
- Carlo M. Pilgrim, from Boothbay Harbor, Maine
- Paul H. Poczobut, Jr., from Orland, California
- Paul Shew, from Franklin, Massachusetts
- James W. Smith, from Frankfort, Kentucky
- Harry A. Staven, from Richland, Washington

The purpose of this agenda item is to enable the Commission to review the resumes and cover letters and to determine the procedure by which semi-finalists will be selected. Staff proposes that the following Desired Characteristics of a City/County Manager which were developed by the International City/County Management Association (ICMA) and presented at the February 1, 2012 emergency Commission meeting be utilized in making such determination:

- Consensus builder
- Decisive; good judgment
- Excellent communicator to the public, employees, Commissioners
- Honest, ethical, moral
- Willing to work whatever hours are needed
- Outstanding leadership skills
- Keeps composure at all times
- Sensitive to others' needs and positions
- Keeps current on city/county projects
- Willing to be innovative
- Available
- Timely executes Commission policy
- Treats everyone with respect; even-handed
- Cooperates with other governments
- Recruits and retains competent staff
- Decentralized management style, but holds people accountable
- Believes in strategic planning
- Ambassador for the city/county
- Outgoing, confident, positive, proactive, approachable
- Good listening skills
- Demands accountability, and willing to be held accountable

To which Staff recommends adding the following:

- **Strong knowledge of municipal government**
- **Good presentation skills**
- **Understanding of the municipal budget process**
- **Verifiable documentation that applicant meets the minimum qualifications required for the position**
- **Completeness of application submittals (i.e., cover letter and resume)**

Based upon such review and determination, Staff will ask the applicants selected to submit full employment applications to enable the criminal background checks, credit investigations and any other necessary investigations to take place to determine suitability of the applicants for interview purposes.

In order to help facilitate the discussion during consideration of this agenda item, Staff has invited to this meeting Mr. Kurt Bressner ICMA-CM, former City Manager of the City of Boynton Beach and the Florida City/County Management Association/ICMA Range Rider for District 7 (which includes the Town of Lake Park).

As further information, attached are copies of excerpts from the Lake Park Charter and Code of Ordinances setting forth the qualifications, powers and duties of the Town Manager

As additional information, attached is the language from the Florida Statutes regarding the new limitations on severance pay.

Additionally, at the March 7, 2012 Commission meeting, it was requested that an example of the Town Manager agreement be provided. For review and discussion at a later meeting, attached is a copy of this document.

MEMORANDUM FROM KURT BRESSNER



Leaders at the Core of Better Communities

To: Lake Park Town Commission, Jamie Titcomb, Interim Town Manager and Bambi McKibbon-Turner, Human Resources Director

From: Kurt Bressner, ICMA/FCCMA Range Rider

Date: March 15, 2012

Subject: Review of Resumes for Town Manager Position – Lake Park

The Town Commission has authorized staff to place an advertisement for the Town Manager position. The advertisement was posted at the following sites:

- Town of Lake Park website (no charge)
- Lake Park Cable Channel 18 (no charge)
- Florida League of Cities (FLC), which includes the Florida City/County Management Association publications, the FLC Datagram, and the daily email-based publication entitled *Ken Small's CM's* (no charge)
- Palm Beach County League of Cities (no charge)
- International City/County Management Association (ICMA), which includes the ICMA Newsletter, Job Opportunities Bulletin and the ICMA Career Network (\$334.00)
- Employ Florida website, which includes Americas Job Exchange, and US Job (no charge)
- The Job Spider website, which includes Simply Hired and JuJu (no charge)
- Post Job Free website (no charge)

The deadline for submission of cover letters setting forth salary expectations and requirements, resumes and the Release of Information and Contact Information Forms was March 14, 2012.

When the Town Commission reviewed this matter on February 1, 2012 the following basic attributes taken from other ICMA position announcements for chief executive officers (City/Town/County Managers):

- Consensus builder
- Decisive; good judgment
- Excellent communicator to the public, employees, Commissioners
- Honest, ethical, moral
- Willing to work whatever hours are needed
- Outstanding leadership skills
- Keeps composure at all times
- Sensitive to others' needs and positions
- Keeps current on city/county projects
- Willing to be innovative
- Available
- Timely executes Commission policy
- Treats everyone with respect; even-handed

- Cooperates with other governments
- Recruits and retains competent staff
- Decentralized management style, but holds people accountable
- Believes in strategic planning
- Ambassador for the city/county
- Outgoing, confident, positive, proactive, approachable
- Good listening skills
- Demands accountability, and willing to be held accountable

Additional attributes that your staff has suggested being included as follows:

- Strong knowledge of municipal government
- Good presentation skills
- Understanding of the municipal budget process
- Verifiable documentation that the applicant meets the minimum qualifications required for the position
- Completeness of application submittals (i.e., cover letter and resume)

These are very good additions to the original list.

Selection of Candidates

I recommend that the Town Commission consider selecting five to seven candidates for interview. Five candidates with two alternates is recommended in the event one or more of the five candidates opt out of the recruitment process.

The selection of the candidates may be accomplished using the following basic procedure:

1. Each resume and cover letter submitted to the Human Resources Department by the deadline should be made available to the entire Town Commission regardless of qualifications. It is recommended that the resumes and cover letters also be posted on the Town Web Site for public viewing.
2. The Town Commission at its option may wish to authorize your staff to review the resumes and select in the range of 10-12 semi-finalists. The screening would be done based on the review of the resume and supporting documents applied to the above basic attributes. An alternate to this process would be for your Human Resources Director, Interim Town Manager and myself to review the resumes and cover letters with the same target range of 12-15 semi-finalists. If the Interim Town Manager prefers not to review applicants, a third Range-Rider can be asked to review the resumes. The entire review process can be completed in one to two weeks. *NOTE: Under Florida Law, a resume screening team may not meet or discuss the resumes among themselves. To do so would be considered a meeting. In addition, the screening committee would review the knowledge, skills and abilities of the applicants and provide their own individual recommendation of semi-finalists.* The Town Commission, at their option, could review all applications to select semi-finalists. Once a pool of semi-finalist is selected (by either process) the applicants would be required to submit the completed Town Employment Application Form and Authorization for Credit Investigation thereby providing consent for a background review and credit check. Preliminary education and professional background, a media check and reference checks would be conducted by the Human Resources Director on the semi-finalists. Appropriate parties also should perform a criminal, litigation and credit background.

3. Each member of the Town Commission would select five candidates they wish to consider for interviews. This would be done on their own using their own criteria. The pool of candidates to be reviewed can either be the entire pool of candidates or the 10-12 semi-finalists as screened by either the Human Resources Director or the resume screening team.
4. The Town Commission would meet at a regular or special Town Commission meeting to discuss and select the five finalists and two alternates. The names should be approved by a voice or roll call vote.
5. The selected candidates for interview. (Five for interview and two as alternates) would be notified of their status and asked to confirm their continued interest.
6. The candidates selected for interviews would be invited to Lake Park* for interviews can be in three parts: individual interviews between the candidates and each Town Commission member of about 20 minutes each, a public interview of each candidate by the entire Town Commission at a posted Town Commission meeting and finally, and optional "meet and greet" session with the candidates as a group to meet members of the community and staff.
7. Thereafter, probably in the following week, the Town Commission would meet in a public session to select the final candidate. The Town Attorney would be responsible for preparing and presenting employment conditions and compensation based on direction to by the Town Commission.
8. Assuming agreement, the successful candidate would be formally appointed as Town Manager by the Town Commission with the approved starting date and conditions of employment included in the Commission action.

The above procedure is based on how other communities have conducted a City/Town Manager search. It also is similar to the process that Lake Park followed in 2006. This process was open and fair to the applicants.

** It is usual and customary for travel expenses of the finalists to be reimbursed. The Town of Lake Park's policy states that in certain limited circumstances, the Town may provide reimbursement for interview expenses to applicants being considered for managerial exempt positions (i.e., Department Heads and above) and in no event shall exceed \$2,500. The State of Florida Travel Policy or local travel policy may be used to determine the reimbursement. The basis of reimbursement and limits should be shared with candidates before they make travel arrangements.*

Concluding remarks:

It is expected that there will be considerable interest in the Lake Park Town Manager position. The Town is a dynamic and vibrant community with many complicated issues that serve as a challenge and opportunity to a well-motivated, seasoned city manager. I recommend that the Town Commission seek a qualified, experienced city manager, county administrator or assistant/deputy city/county manager where the assistant/deputy has demonstrated supervisory experience.

As a Range Rider, I can assist the Town in reviewing qualifications of internal or external candidates for Town Manager.

Exhibits to Report:

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

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

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

Attached documents:

2011 PEPIE Salary Data

- Agency/City/County Managers Compensation 2011
- Deputy/Assistant Agency/City/County Compensation 2011

Note: PEPIE is a comparative salary and benefit database for Florida cities and counties. It is a good basic source of information.

Town of Lake Park Town Manager Position Announcement as Per ICMA dated February 27, 2012.

ICMA/FCCMA Range Rider Brochure

Respectfully submitted,



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

KB: 03/13/12, 03/15/12

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

Excerpts from Roanoke, Virginia RFP for City Manager Selection – 2009

SECTION 6. SERVICES AND/OR ITEMS REQUIRED.

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

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

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

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

Specifically, the City of Roanoke is seeking the services of a qualified Offeror to provide the following services:

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

8. Verify selected candidates' educational background, and conduct criminal, financial, media and civil litigation checks.
9. In the event politically sensitive or potentially embarrassing issues arise from the candidate's background, conduct in-depth interviews with the principal parties to clarify the event and clearly present to the City a picture of the event.
10. Notify rejected applicants.
11. In the event that the selected candidate leaves employment with the City before a period of one year, an additional recruitment and selection process will be conducted at no cost to the City.

SECTION 7. ~~EVALUATION CRITERIA.~~ (Note: This is evaluation criteria to select a search consultant not candidates for Town Manager.)

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

- ~~A. The background, education and experience of the Offeror in providing similar services or items elsewhere, including the level of experience in working with municipalities and the quality of services performed or items supplied.~~
- ~~B. Reasonableness/competitiveness of proposed fee and/or benefits to the City, although the City is not bound to select the Offeror who proposes the lowest fees or most benefits for services. The City reserves the right to negotiate fees and/or benefits to the City with the selected Offeror(s).~~
- ~~C. The Offeror's responsiveness and compliance with the RFP requirements and conditions.~~
- ~~D. Determination that the selected Offeror has no contractual relationships, which would result in a conflict of interest with the City's contract.~~
- ~~E. The Offeror's ability, capacity, and skill to fully and satisfactorily provide the services and/or items required in this RFP.~~
- ~~F. The quality of Offeror's performance in comparable and/or similar projects.~~
- ~~G. Whether the Offeror can provide the services in a prompt and timely fashion.~~

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

DESIRED CHARACTERISTICS OF A CITY/COUNTY MANAGER

1. Consensus builder
2. Decisive; good judgment
3. Excellent communicator to public, employees, Commissioners
4. Honest, ethical, moral
5. Willing to work whatever hours are needed
6. Outstanding leadership skills
7. Keeps composure at all times

8. Sensitive to others' needs and positions
9. Keeps current on County projects
10. Willing to be innovative
11. Available
12. Timely executes Commission policy
13. Treats everyone with respect; even-handed
14. Cooperates with other governments
15. Recruits and retains competent staff
16. Decentralized management style, but holds people accountable
17. Believes in strategic planning
18. Ambassador for the City/County
19. Outgoing, confident, positive, proactive, approachable
20. Good listening skills
21. Demands accountability, and willing to be held accountable

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

Position Profile Trait Examples

Actual samples extracted from recent ads in ICMA Newsletter

- "...demonstrated leadership capabilities..."
- "...fiscal acumen..."
- "...excellent communication & interpersonal skills..."
- "...employee/citizen relations (skills)..."
- "...labor & contract negotiations (skills)..."
- "...technical knowledge of municipal operations..."
- " financial & budget preparation (skills)..."
- "...bondable..."
- "...progressive, proactive, community-oriented leader..."
- "...community economic development (skills)..."
- "...community-oriented problem solving..."
- "... (experience) achieving community consensus around critical issues..."
- "...integration of technology into municipal operations..."
- "...establishing strategic goals & priorities..."
- "...customer service orientation..."
- "...strong interpersonal skills..."
- "...facilitating a community vision & implementing action plans..."
- "...strong commitment to customer-focused government..."
- "...redevelopment, economic development & financial management experience..."
- "...strong interpersonal & consensus building skills..."
- "... (commitment to) team/participative management..."
- "... (experience in) personnel management..."
- "... (experience in) intergovernmental relations..."
- "... (experience in) utility management..."
- "...considerable community involvement & working with volunteers..."
- "...knowledge of new technology..."

- "...skills/knowledge involving (state) laws..."
- "...understanding of public financing..."
- "...grant writing (skills)..."
- "...conservative fiscal management..."
- .infrastructure replacement & development (experience)..."
- "...human resources development..."
- strategic & long-range planning...
- "...knowledge of principles & management of city government..."
- "...capacity to address problems in proactive manner"



Leaders at the Core of Better Communities

[Post a job](#)

[Browse job ads](#)

[ICMA](#)

[Jobs](#)

[Job Seekers](#)

[Browse Jobs](#)

[Town Manager](#)

Town Manager

Town of Lake Park, FL

POSTED 27 Feb 12
 DEADLINE 14 Mar 12
 SALARY
 REFERENCE # Town Manager
 JOB FUNCTION Chief Administrative Officer
 TYPE Full Time

RELATED TOPICS

[Council-Manager Form of Government](#)

[Management](#)



JOB LOCATION 535 Park Ave , Lake Park, FL
 POPULATION 8,721
 WEBSITE www.lakeparkflorida.gov
 TYPE Town
 ADDRESS 535 Park Ave
 Lake Park , FL 33403-2603

FORM OF GOVT Council-Manager (City)

RECOGNITION Chief appointed official position was recognized by ICMA in 1961 as a Council-Manager position.

TOWN OF LAKE PARK

535 Park Avenue
Lake Park, Florida 33403

Town Manager. A diverse, artistic, waterfront community with a population of 8,155 located in sunny Palm Beach County on the east coast of Florida is seeking a qualified individual to fill the position of Town Manager and serve as the Executive Director of the Town's Community Redevelopment Agency. The Town is a Commission/Manager form of government where the Town Manager works under the legislative direction of the Town Commission. The ideal candidate will perform highly responsible administrative and management work in the implementation of policy as established by the Town Commission and in the efficient and effective performance of municipal government. The ideal candidate must possess a demonstrated record of strong leadership, financial management and a thorough understanding of the municipal budget process; the ability to establish and maintain open communication with the community and as well as cooperative relationships with other governmental entities, various community groups and other stakeholders; and, experience in working with Community Redevelopment Agencies.

Applicants must possess a bachelor's degree in Public Administration or a closely related field from an accredited college or university and possess at least five (5) years of experience as a full-time employee in Public Administration at the administrative level.

The Town offers a competitive salary depending upon qualifications and full benefits package. Please state your salary expectations and requirements in your cover letter. Deadline: March 14, 2012.

Submit cover letter, current resume and completed Release of Information and Contact Information Form to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Release of Information and Contact Information Form may be downloaded from the Employment Opportunities page at the Town's website at www.lakeparkflorida.gov. Incomplete submittals will not be processed. All applicants shall be subject to a criminal background check. Phone: [561-881-3300](tel:561-881-3300). An Equal Opportunity Employer.

HOW TO APPLY

Submit cover letter, current resume and completed Release of Information and Contact Information Form to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Release of Information and Contact Information Form may be downloaded from the Employment Opportunities page at the Town's website at www.lakeparkflorida.gov. Incomplete

submittals will not be processed. All applicants shall be subject to a criminal background check. Phone: [561-881-3300](tel:561-881-3300). An Equal Opportunity Employer.

[← Back to Search Results](#)

International City/County Management Association

777 North Capitol Street NE, Suite 500
Washington, DC 20002-4201

202.289.ICMA | fax 202.962.3500



2011 PEPIE SALARY SURVEY

Agency/City/County Manager

Employer	Your Title	FLSA Status	Exc. Y/N	Supv. Level	Minimum	Midpoint	%-th	Maximum	# of Dept. Emp.	Total Budget	Average Actual Salary	Longevity	Reports to	Comments
Palm Beach County Children's Services Council	Chief Executive Officer	E	Y	A	\$151,070	\$215,288	100%	\$279,658	1	\$1,638,891	\$218,789	A	City Commission	
City of Titusville	City Manager	E	Y	A	\$202,310	\$292,500	89%	\$392,500	7	\$1,638,891	\$292,500		City Commission	
Palm Beach County Sheriff's Office	Sheriff	E	Y	A	\$184,000	\$184,600	75%	\$184,600	3877	\$468,291,894	\$164,600		Board of County Commissioners	
Palm Beach County Clerk and Comptroller	Clerk & Comptroller	E	Y	A	\$188,123	\$189,123	83%	\$193,123	780	\$85,325,211	\$168,004			
City of Deltona	Assistant City/County Manager	E	Y	A	\$117,437	\$152,689	80%	\$167,900	16	\$515,580	\$168,887			
Broward County Housing Authority	Chief Executive Officer (CEO)	NE	Y	A	\$141,168	\$148,419	30%	\$162,668	2	\$45 Million	\$177,931		Board of Commissioners	
Village of Tequesta	Village Manager	E	Y	A	\$89,687	\$117,736	25%	\$144,805	2	\$3,403,344	\$150,183		Village Council	
Town of Deltona	Acting Town Administrator/Fire Chief	E	Y	A	\$88,795	\$101,555	12%	\$118,914	8	\$1,900,832	\$153,713		Council/Mayor	Acting
City of Boca Raton	City Manager	E	Y	A						\$3,967,000	\$222,280			
City of Boynton Beach	City Manager	E	Y	A	Contractual			Contractual	7	\$713,100	\$188,289		City Commission	
City of Coconut Creek	City Manager	E	Y	A	Contractual			Contractual	11	\$1,441,790	\$198,659		City Commission	
City of Coral Springs	City Manager	E	Y	A	N/A				18		\$205,000		City Commission	
City of Fort Lauderdale	City Manager	E	Y	A	No Formal Salary Range				19	\$811 million	\$184,085		Mayor and City Commission	
City of Greenacres	CITY MANAGER	E	Y	A					14	\$1,090,730	\$161,343		MAYOR & COUNCIL	
City of Hollywood Beach	City Manager	E	Y	A	N/A			N/A	1	\$104,57,783	\$168,000		City Commission	
City of Hollywood	City Manager	E	Y	A	D.O.O.				3	\$1,063,383	\$205,130		Mayor & Commission	
City of Lake Worth	CITY MANAGER	E	Y	A	\$78,335	\$187,544		\$187,544	3		\$150,000			
City of Lauderdale Lakes	City Manager	E	Y	A	Governed by Contract				3	\$769,720	\$141,315		Mayor/Commission	
City of Lauderdale	City Manager	E	Y	A	Per contract				2	\$2,472,197	\$72,487		Commission	
City of Miramar	City Manager	E	Y	A	Contract			contract	2	\$454,300	\$208,232		City Commission	
City of North Lauderdale	City Manager	E	Y	A	Contractual				2	\$454,785	\$147,463		Commission	
City of Palm Beach Gardens	City Manager	E	Y	A	CONTRACTUAL				2	\$503,042	\$183,965		City Council	
City of Plantation	Mayor	E	Y	A	\$15,000	\$117,890		\$117,890	11		\$177,221		COUNCILMEMBERS	
City of Pompano Beach	CITY MANAGER	E	Y	A	N/A				23	\$99,632	\$175,000		City Council	
City of Riviera Beach	CITY MANAGER	E	Y	A	CONTRACT				23	\$891,500	\$160,600		City Commission	
City of Sunrise	City Manager	E	Y	A	\$0	\$1,271,248		\$1,122,833	6	\$1,122,833	\$208,537		Mayor	
City of West Palm Beach	City Administrator	E	Y	A	\$0			\$0	6	\$1,271,248	\$210,140		Mayor	
Palm Beach County	County Administrator	E	Y	A	contractual			contractual	12	\$1,940,897	\$251,592		BOD	
Palm Beach County Property Appraiser's Office	Property Appraiser	EX	Y	A						\$23,138,887	\$156,004		Retired Official	
South West's Authority	Executive Director	E	Y	A	Contractual				1		\$175,885		County Commissioners	
South Florida Water Management District	Executive Director	E	Y	A	Contractual				1002	1.5 Billion	\$207,821		Generating Board	
Town of Jupiter	Town Manager	E	Y	A	Contract Employee				3	\$384,650	\$168,000		Town Council	CONTRACT
Town of Lake Park	Town Manager	E	Y	A	Contract Employee				3	\$384,650	\$168,000		Town Council	CONTRACT
Town of Lantana	Town Manager	E	Y	A	Contract				12	\$739,487	\$157,477		Town Council	Contractual
Town of Palm Beach	Village Manager	E	Y	A	N/A				2	\$388,271	\$195,788		Village Council	
Village of North Palm Beach	Village Manager	E	Y	A	N/A				6	\$1,143,684	\$167,019		Village Council/Mayor	Contract EE
Village of Royal Palm Beach	Village Manager	E	Y	A	Contract				2	\$454,339	\$176,020		City Commission	
City of Stuart	City Manager	E	Y	A	Minimum			Minimum			\$144,430			
				Average	\$135,485			\$173,513						
				1st Quantile	\$108,242			\$151,650						
				1st Quantile	\$108,242			\$140,748						
				Median	\$134,258			\$154,335						
				3rd Quantile	\$201,059			\$273,429						
				Simple Average	\$155,074			\$173,429						

ICMA and Florida City and County Management Association's Range Rider Program

Professional advice, counseling and guidance is available, without cost, to Florida cities and counties and their managers through a program utilizing former managers. This service is available to municipalities and counties seeking to adopt or retain the council-manager plan, to those seeking information on how professional management can assist local government and to those seeking guidance in advertising, screening, and securing professionals to fill vacancies.

The Range Riders also provide confidential counseling with individual managers on their personal or professional questions. This includes guidance and counseling on questions of ethics.

Range Riders also assist managers-in-transition with guidance and direction as they seek new opportunities in public administration.

Frequently, Range Riders serve on professional screening committees that are appointed to assist elected officials screen applications for managerial positions. This is done with criteria established by the elected officials; the screening committee's recommendations are non-binding. It seeks only to assist the elected officials, not to replace their selection process.

Range Riders are retired managers with long experience and respect in the public management field. They are not "consultants," but serve as colleagues and counselors. To obtain this free service, contact:

Florida City and County Management Association
Range Rider Program
P.O. Box 1757, Tallahassee, FL 32302
Lynn Tipton, FCCMA Executive Director
(850) 701-3637 • (800) 342-8112 toll-free



FCCMA RANGE RIDER PROGRAM DISTRICTS

District 1

BUD PARMER
378 Hickory Drive
Havana, FL 32333
(850) 539-8394
abparnole@earthlink.net

District 2

PAUL SHARON
4625 Astral Street
Jacksonville, FL 32205
(904) 388-1602
cubzfan@bellsouth.net

District 3

RICHARD M. KELTON
1521 Wyngate Drive
DeLand, FL 32724
(386) 951-4780
rmkelton@earthlink.net

District 4

RICHARD G. SIMMONS
806 Hastings Drive
Kissimmee, FL 34744
(407) 933-5727
rngrider@embarqmail.com

District 5

SAMUEL H. HALTER
3501 Bayshore Boulevard, Apt. 304
Tampa, FL 33629
(813) 281-2176
Samh39@gmail.com

District 6

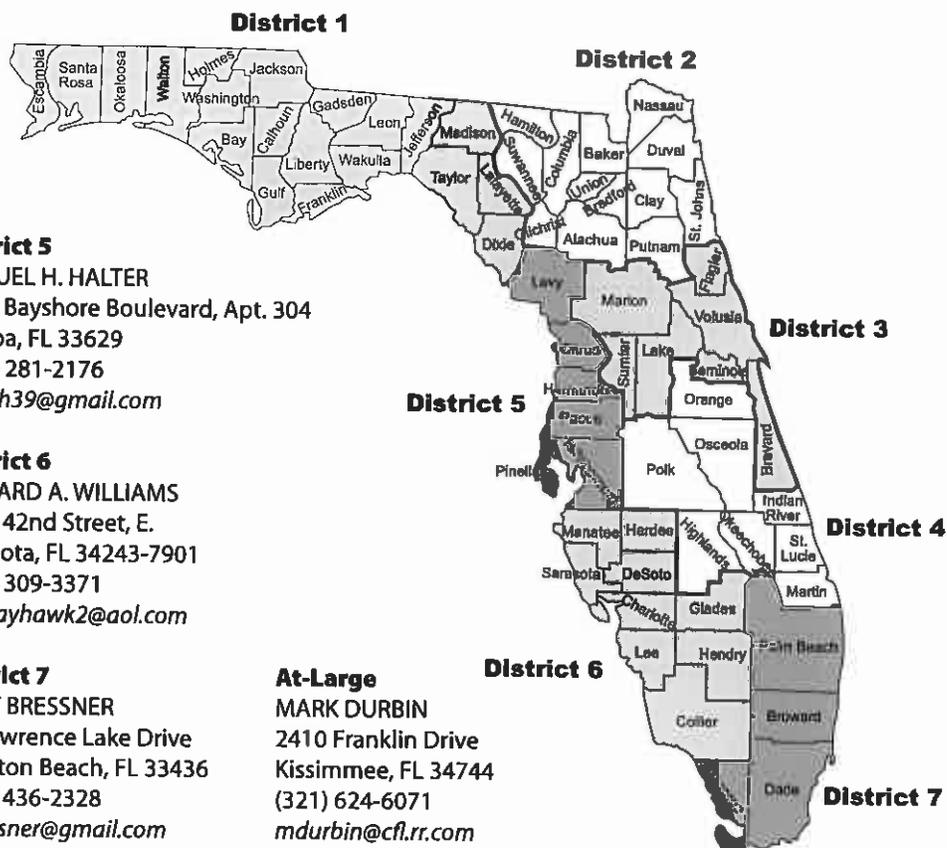
RICHARD A. WILLIAMS
6535 42nd Street, E.
Sarasota, FL 34243-7901
(941) 309-3371
Rawjayhawk2@aol.com

District 7

KURT BRESSNER
28 Lawrence Lake Drive
Boynton Beach, FL 33436
(561) 436-2328
kbressner@gmail.com

At-Large

MARK DURBIN
2410 Franklin Drive
Kissimmee, FL 34744
(321) 624-6071
mdurbin@cfl.rr.com



***EXCERPTS FROM LAKE PARK CHARTER AND CODE
OF ORDINANCES***

LAKE PARK CHARTER

Section 1. - Qualifications of town manager.

The Town Commission shall appoint a Town Manager who shall be the administrative head of the municipal government under the laws of the Town as enacted by the Town Commission and under the general supervision of the Town Commission. The Town Manager shall be properly qualified, or the minimum qualifications being that he is a college graduate or his experience, training, and education equivalent to that of a college graduate as determined by the members of the Town Commission and that he has at least five (5) years experience as a full-time employee in Public Administration at the Administrative level. Before the appointment of a new Town Manager or during the absence or disability of the Town Manager, the Town Commission may designate as an acting or interim Town Manager, any person which the Commission deems sufficiently qualified and competent to temporarily execute the functions of the office of Town Manager, however such person need not possess the afore-stated minimum qualifications for the full time position of Town Manager.

(Laws of Fla ch. 67-1611, § 1; Ord No. 02-2009, § 3, 2-4-2009)

Editor's note—

Ordinance No. 24-1975 amended this section pursuant to F.S. § 166.021(5) by removing the residency requirement, see Code of Ordinances § 2-82.

LAKE PARK CODE OF ORDINANCES

Sec. 2-82. - Powers and duties of town manager.

The town manager shall be the chief administrative officer of the municipal government under the general supervision of the town commission. The town manager shall abide by the policies established by the town commission through ordinances, resolutions and specific motions. The town manager shall:

- (1) Managerial-exempt department heads serve at the pleasure of the town manager. The town manager shall appoint, suspend and terminate all department heads.
- (2) The town manager shall appoint, suspend and terminate all nonmanagerial employees in accordance with the town's merit system.
- (3) Direct and supervise the administration of all departments, offices and agencies of the town, except as otherwise provided by the Charter, codes or by law. The town manager shall direct all department heads of recreation, marina, and finance to file monthly reports with the office of town manager. The town manager's office shall collect and forward these reports to the town commission without correction or modification. The town manager may issue comments regarding any of these reports.
- (4) Prepare the budget annually, submit it to the town commission with a message describing the important features, and be responsible for its administration after adoption.
- (5) Prepare and submit to the town commission at the end of each fiscal year a complete report on the preceding year's finances and administrative activities, which report shall include an annual audit for the preceding fiscal year prepared by an independent auditor retained by the town commission.
- (6) Keep the town commission advised of the financial condition and future needs of the town, and make such recommendations as may be desirable on a timely basis. The town manager shall actively seek out potential grant monies that may be available to support town projects.
- (7) Recommend to the town commission a standard schedule of pay for all town positions, including minimum and maximum rates of pay. Recommend appropriate action with respect to negotiation, approval and/or rejection of labor agreements with public employee organizations acting on policy directives provided by the commission in proper sessions.
- (8) Recommend to the town commission, from time-to-time, adoption of such ordinances and policies as may be necessary or expedient for the health, safety or welfare of the community, or for the improvement of administrative services.
- (9) Organize, reorganize, consolidate, combine or abolish positions, offices, department divisions or departments of the town with the approval of the town commission. This approval requires an ordinance.
- (10) Attend meetings of the town commission, town committees and boards, and other town meetings, as the town manager deems necessary, or as directed by the town commission. At such meetings, the town manager shall have the right to take part in the discussion, but without having a vote.
- (11) Serve as purchasing agent for the town, responsible for overseeing the purchase of equipment and supplies; the retention of engineering, consulting and other professional and contractual services for the town; and the disposal of surplus personal property. Contracts exceeding \$10,000.00 require approval of the town commission.
- (12) Provide staff support services for the mayor and commission members. These services are limited to those necessary in support of town activities.
- (13) See that all laws and ordinances are duly enforced using existing agencies in a proper manner.
- (14) Investigate the affairs of the town, or complaints regarding any department or division; investigate all complaints in relation to matters concerning administration; investigate complaints regarding service maintained by public utilities, and see that all terms and conditions imposed in favor of the town in any franchise, contract or agreement are faithfully observed.
- (15) Devote all working time to the discharge of official duties.
- (16) Perform such other duties as may be required by the commission not inconsistent with the town Charter, state law or applicable ordinances.

(Ord. No. 17-1989, § 1, 9-6-1989; Ord. No. 19-1991, §§ 1, 2, 11-20-1991; Ord. No. 17-1994, §§ 1, IV, V, 12-14-1994; Code 1978, § 2-41; Ord. No. 06-2007, § 2, 3-7-2007; Ord. No. 10-2007, § 2, 7-18-2007)

Charter reference— Provisions concerning town manager under the commission-manager form of government, Art. VI.

***LANGUAGE FROM FLORIDA STATUTES RE
SEVERANCE PAY***

Florida Statute Severance Provision

Chapter 215.425. 20 weeks.

Title XIV

TAXATION AND FINANCE

Chapter 215

FINANCIAL MATTERS: GENERAL PROVISIONS

View Entire Chapter

215.425 *Extra compensation claims prohibited; bonuses; severance pay.—*

(1) No extra compensation shall be made to any officer, agent, employee, or contractor after the service has been rendered or the contract made; nor shall any money be appropriated or paid on any claim the subject matter of which has not been provided for by preexisting laws, unless such compensation or claim is allowed by a law enacted by two-thirds of the members elected to each house of the Legislature. However, when adopting salary schedules for a fiscal year, a district school board or community college district board of trustees may apply the schedule for payment of all services rendered subsequent to July 1 of that fiscal year.

(2) This section does not apply to:

(a) A bonus or severance pay that is paid wholly from nontax revenues and nonstate-appropriated funds, the payment and receipt of which does not otherwise violate part III of chapter 112, and which is paid to an officer, agent, employee, or contractor of a public hospital that is operated by a county or a special district; or

(b) A clothing and maintenance allowance given to plainclothes deputies pursuant to s. 30.49.

(3) Any policy, ordinance, rule, or resolution designed to implement a bonus scheme must:

(a) Base the award of a bonus on work performance;

(b) Describe the performance standards and evaluation process by which a bonus will be awarded;

(c) Notify all employees of the policy, ordinance, rule, or resolution before the beginning of the evaluation period on which a bonus will be based; and

(d) Consider all employees for the bonus.

(4)(a) On or after July 1, 2011, a unit of government that enters into a contract or employment agreement, or renewal or renegotiation of an existing contract or employment agreement, that contains a provision for severance pay with an officer, agent, employee, or contractor must include the following provisions in the contract:

1. A requirement that severance pay provided may not exceed an amount greater than 20 weeks of compensation.

2. A prohibition of provision of severance pay when the officer, agent, employee, or contractor has been fired for misconduct, as defined in s. 443.036(29), by the unit of government.

(b) On or after July 1, 2011, an officer, agent, employee, or contractor may receive severance pay that is not provided for in a contract or employment agreement if the severance pay represents the settlement of an employment dispute. Such severance pay may not exceed an amount greater than 6 weeks of compensation. The settlement may not include provisions that limit the ability of any party to the settlement to discuss the dispute or settlement.

(c) This subsection does not create an entitlement to severance pay in the absence of its authorization.

(d) As used in this subsection, the term "severance pay" means the actual or constructive compensation, including salary, benefits, or perquisites, for employment services yet to be rendered which is provided to an employee who has recently been or is about to be terminated. The term does not include compensation for:

1. Earned and accrued annual, sick, compensatory, or administrative leave;

2. Early retirement under provisions established in an actuarially funded pension plan subject to part VII of chapter 112; or

3. Any subsidy for the cost of a group insurance plan available to an employee upon normal or disability retirement that is by policy available to all employees of the unit of government pursuant to the unit's health insurance plan. This subparagraph may not be construed to limit the ability of a unit of government to reduce or eliminate such subsidies.

(5) Any agreement or contract, executed on or after July 1, 2011, which involves extra compensation between a unit of government and an officer, agent, employee, or contractor

may not include provisions that limit the ability of any party to the agreement or contract to discuss the agreement or contract.

History.—Formerly s. 11, Art. XVI of the Constitution of 1885, as amended; converted to statutory law by s. 10, Art. XII of the Constitution as revised in 1968; s. 27, ch. 79-190; s. 1, ch. 80-114; s. 35, ch. 84-336; s. 3, ch. 92-90; s. 83, ch. 92-279; s. 55, ch. 92-326; s. 2, ch. 95-169; s. 5, ch. 98-320; s. 8, ch. 99-259; s. 1, ch. [2011-143](#).

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EXAMPLE TOWN MANAGER AGREEMENT

TOWN MANAGER EMPLOYMENT AGREEMENT

This Town Manager Employment Agreement (the Agreement), is made and entered into this ____ day of _____, 2012, by and between the Town of Lake Park, a Florida municipal corporation, (hereinafter called "Town") and _____ (hereinafter called "Town Manager"),

WHEREAS, the Lake Park Town Commission (hereinafter called "Commission") voted to engage the services of _____ as Town Manager of the Town;

WHEREAS, the powers and duties of the Town Manager are as set forth in Section 2-82 the Code of Ordinances of the Town of Lake Park (hereinafter called "Town Code") ; and

WHEREAS, the Commission and the Town Manager intend by this Agreement to set forth the terms, conditions and compensation and benefits pursuant to which the Town Manager will 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 to the best of the knowledge of the Parties hereto and incorporated herein by this reference.

Section 2: Appointment

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

Section 3: Term

The term of this Agreement shall be for an initial period of one (1) year. This Agreement shall automatically be renewed on its anniversary date for a successive one [1] year term unless either Party provides written notice of termination of this Agreement at least 90 days before the expiration date. In the event this Agreement is not renewed, all compensation, benefits. Terms and conditions of the Agreement 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 accrued annual leave paid in lump sum plus 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 and the Town Manager shall address those questions and concerns with the town staff, its consultants and contractors. 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, nor instruct any Town personnel under the Town Manager's control to take or refrain from any action. This paragraph shall not be applied to limit Article VI, Section 4. "Town manager has full authority over administrative service" provision of the Town Charter, or Article III, Section 2-82., "Powers and duties of town manager" and Section 2-83 "Town manager's control over administrative services" provisions of the Town Code.

Section 6: Compensation

Town agrees initially to pay Town Manager an annual base salary of \$____,____, payable in installments at the same time that the other management employees of the Town are paid. Subsequently, this Agreement shall be automatically amended to reflect any salary adjustments that are provided for by the Commission associated with its annual performance review.

The Town Manager may receive an annual merit increase upon a satisfactory performance evaluation by a majority vote of the Town Commission. The amount of said increase shall be determined by the Town Commission.

Section 7: Residency

The Town Manager shall establish residency within the Town of Lake Park and shall maintain residency in the Town of Lake Park, unless a majority the Commission determines otherwise.

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 further mutually adopt and 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 and appropriations provided. 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: Annual Leave

During the first year of her employment, the Town Manager shall be credited with (i.e. initially receive) the same number of days of annual leave for an employee with 10+ years of service with the Town. Thereafter the Town Manager shall accrue annual leave in accordance with the Town's leave policy.

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 to 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: Automobile Allowance

The Town shall pay the Town Manager an allowance of \$600.00 per month for automobile expenses. The Town Manager shall not be required to supply any receipts or other documentation in order to receive this allowance.

SECTION 15: Retirement

For the initial term (i.e. one year) of the Town Manager's employment, the Town shall contribute into a deferred compensation account or retirement plan chosen by the Town Manager in an amount equal to 12.5 % of the Town Manager's annual base salary. For any subsequent renewals of the Town Manager's employment, the Town Commission shall determine the percentage contributed in an amount greater than this percentage. 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.

SECTION 16: Dues and Subscriptions

The Town agrees to pay the Town Manager's professional dues for membership in the International City/County Management Association (ICMA) and the Florida City and County Management Association (FCCMA). The Town shall pay other dues and subscriptions on behalf of the Town Manager as are approved in the Town's annual budget (on a line item basis) or as authorized separately by the Commission.

SECTION 17: Outside Activities

With prior approval of the Commission, 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 18: 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 \$5,000.00 for moving expenses incurred by the Town Manager.

SECTION 19: Equipment, General Business Expenses and Professional Development

The Commission shall provide appropriate equipment necessary for the Town Manager to perform his official responsibilities, including, but not limited to a laptop computer and cell phone which shall remain the property of the Town. Alternatively, The Town Manager may use a private cell phone and receive a monthly cell phone allowance of \$100.00. The Town Manager shall not be required to supply any receipts or other documentation in order to receive the cell phone allowance.

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.

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 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 20: Indemnify and hold harmless

The Commission 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 of nature, arising out of the performance of duties and responsibilities as Town Manager.

SECTION 21: Termination for Cause

The employment of the Town Manager may be terminated by a four-fifths majority vote 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, the Commission shall pay the Town Manager any accrued and unpaid salary

and benefits (including annual leave) earned prior to the effective date of termination. After the payment described in the immediately preceding sentence, the Commission shall have no further financial obligation to the Town Manager pursuant to this Agreement.

SECTION 22: Termination Without Cause

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

If the Town Manager is terminated without cause he shall be paid a lump sum severance pay equal to six (6) months salary. Additionally, should the Town Commission terminate the services of the Town Manager without cause, then any accrued and unpaid salary and leave earned prior to the effective date of termination shall be paid. The Town shall also pay health insurance coverage for the Town Manager following the date of termination for a period of time equal to the salary severance benefit. 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 23: Voluntary Resignation

In the event that the Town Manager voluntarily resigns her position with the Town, the Town Manager shall use his best efforts to provide to the Commission 60 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 annual leave as of the date the resignation becomes effective.

In the event the Town Manager voluntarily resigns prior to the expiration of one (1) year of service from the effective date of this Agreement, the Town Manager shall reimburse to the Town any and all moving allowance and housing expenses provided by the Commission.

SECTION 24: Return of Town Property

Upon final termination of her employment with the Town, whether voluntary, for cause 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, documents and any other property of the Town in her possession or control.

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

ATTEST:

TOWN OF LAKE PARK

By: _____
Vivian M. Lemley, Town Clerk

By: _____
James Dubois, Mayor

Date

Date

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

Thomas J. Baird, Town Attorney

Date

TOWN MANAGER

Date

***COPIES OF COVER LETTERS AND RESUMES RECEIVED BY
THE MARCH 14, 2012 DEADLINE***

Vince Akhimie

Salary expectations and requirements not specified in cover letter.

VINCE AKHIMIE, CPM

1212 Candlewood Drive, Lakeland, FL 33813

Phone: (863) 409-5754

vincent.akhimie@verizon.net

March 14, 2012

Transmitted via humanresources@lakeparkflorida.gov

Ms. Bambi McKibbon-Turner
Human Resources Director
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Dear Ms. McKibbon-Turner:

I am pleased to submit my resume and application for the position of Town Manager for the Town of Lake Park as posted on the Town's website.

My qualifications include the Bachelor's and Master's degrees including coursework in economics and financial analysis from the University of Washington in Seattle, Washington. I completed all but the dissertation towards the Ph.D. in an interdisciplinary program encompassing Public Administration, Urban and Regional Planning, and Engineering at the University of Michigan in Ann Arbor, Michigan. I earned the professional designation Certified Public Manager (CPM), through the Center for Public Management at Florida State University in Tallahassee, Florida.

My professional experience includes more than eighteen years of senior executive management experience in municipal government at the administrative level in charge of various operating departments, and six years in a capacity equivalent to an Assistant City Manager. Sixteen of those years of experience were in Florida; four of which involved working closely with a Community Redevelopment Agency. All of my experience involved performing highly responsible administrative and management work implementing policy established by the municipality's elected body in the efficient and effective performance of municipal government.

My career track record highlighted in the attached resume demonstrates strong leadership, financial management and a thorough understanding of the municipal budget process; the ability to establish and maintain open communication with the community and as well as cooperative relationships with other governmental entities, various community groups and other stakeholders.

I am excited about the potential opportunity to serve the Town of Lake Park as Town Manager. I look forward to further exploring how my background and experience match the Town's needs in filling this position. Should additional information be needed, I can be reached at 863-409-5754 or by e-mail at vincent.akhimie@verizon.net.

Sincerely,



Vince Akhimie, CPM

Enclosure: Résumé

VINCE AKHIMIE, CPM

1212 Candlewood Drive, Lakeland, FL 33813

Phone: (863) 409-5754

vincent.akhimie@verizon.net

SUMMARY

More than twenty years of progressively responsible executive management experience in all aspects of local government administration, working effectively with boards, elected officials, staff, citizens, business and community leaders, and other agencies with expertise in:

- Community relations
- Customer service
- Staff development
- Media relations
- Capital projects implementation
- Intergovernmental relations
- Labor relations and contracts
- Utilities management
- Strategic planning
- Policy analysis
- Finance & budget
- Team building

EDUCATION

Florida State University, Center for Public Management Tallahassee, Florida
Completed Certified Public Manager Program and earned CPM professional designation.

University of Michigan Ann Arbor, Michigan
Completed 50 semester hours beyond the Master's degree with coursework in Public Administration, Planning, and Engineering. Applicant for the PhD, having completed all degree requirements but the dissertation (PhD ABD).

University of Washington Seattle, Washington
Master of Science and Bachelor of Science degrees in Engineering.

DETAILS OF PROFESSIONAL EXPERIENCE

City of Bremerton, WA Public Works and Utilities Director

Bremerton is a strong Mayor-City Council municipality on the western edge of the Seattle-Tacoma 3.3 M population metropolitan area whose utility service area includes the Puget Sound Naval Shipyard, Navy Yard City, Jackson Park, and Tracyton with a combined population of 60,000. The City's annual operating budget for 2010-11 was \$126 million, with 332 FTE's. The City is unionized, with an area of 32 square miles, including 13 square miles of forest owned by the City's utilities. (2010-11)

Duties and Responsibilities:

Functioning in a capacity equivalent to an Assistant City Manager, with responsible charge for 35% of the City's total 332 FTE's, managed 120 employees in eight divisions and all operations of the City's largest and most comprehensive departments, reporting directly to the City's chief elected official. Managed and prepared \$63 million operating and capital budget - 50% of the City's \$126 million total budget - as well as a \$107 million multi-year C.I.P. (90% of the City's multi-year C.I.P.). Served as a voting member on the Board of Directors of City-owned Gold Mountain Golf Association, site of the annual U.S. Junior Amateur Championship. Represented the City on the Puget Sound Regional Council (PSRC) and the Kitsap County Regional Coordinating Council (KRCC).

Achievements:

- Fostered and encouraged community outreach programs as exemplified by public events such as:
 - Door to door circulation of brochures to improve water quality of Kitsap Lake

PROFESSIONAL EXPERIENCE (continued)

- Special 6-29-11 event marking completion of the City's \$50 million Combined Sewer Overflow Reduction project, at which both the Governor and the State's Director of Ecology presented letters commending Bremerton as "a leader and role model" in water quality in the State
- Reprioritized the Capital Improvements Program and moved forward on the City's \$2.5 million CrossTown pipeline project to avoid emergencies due to recurring breaks in this major sewer line.
- Brought together a multi-disciplinary and multi-jurisdictional (local, state and federal) effort to develop a comprehensive clean-up Master Plan for the adjoining Gorst Watershed to benefit the City's Urban Growth Area (UGA) estimated at \$20 million, potentially eligible for state and federal grant funding
- Facilitated starting \$1.4 million Anderson Cove grant-funded redevelopment project with the City's Parks and Public Works and Utilities Department, including undergrounding stormwater improvements and an above ground public park to simultaneously provide public waterfront access and alleviate chronic neighborhood flooding
- Facilitated \$1.4 million grant-funded Lower Wheaton Way arterial road improvements, including sustainable Low Impact Development (LID) to enhance environmental and economic viability of this area of the City
- Directed the completion of \$3 million grant-funded improvements on Pacific Avenue from 6th to 11th St. including landscaping, beautification and undergrounding of utilities to complement downtown revitalization
- Directed completion of City's \$6 million state of the art Ultraviolet Water Treatment Plant funded with federal stimulus dollars to provide secondary treatment to protect against chlorine-resistant pathogens such as cryptosporidium as required by EPA
- Managed design of \$1.3 million grant-funded 11th Street and Warren Avenue (WA 303) street intersection improvements to improve safety and relieve congestion at this major intersection connecting downtown and East Bremerton adjacent to Olympic State College
- Coordinated \$50 million replacement of the City's iconic 80 year old Manette Bridge with the Washington State Department of Transportation (WSDOT)
- Resolved the 15-year old Harrison Medical Center reconstruction issue, allowing a major employer in the region to move forward to expand their kitchen and surface parking facilities in East Bremerton.
- Reduced the Department's cost of operations by approximately \$750,000 while increasing service levels in the Department
- Negotiated significant progress in resolving several major Port of Bremerton financial issues with the City of Bremerton pertaining to stormwater and water utilities resulting from annexation of the Port's development projects into the City
- Worked successfully with the State Department of Ecology as part of the Governor's pollution cleanup program for the Salish Sea / Puget Sound, of which Bremerton's Dyes and Sinclair Inlets are major component bodies of water, with environmental, economic and tourism significance to the community
- Initiated program to eliminate eyesores and enhance City revenues through sale of City-owned derelict properties city-wide
- Enhanced 2010 City revenues and clean-up through clearing, salvaging and selling fallen timber from 2010-11 rainstorms, preserving the pristine quality of the City's 13 square mile forest owned by the City's utility

PROFESSIONAL EXPERIENCE (continued)

City of Riviera Beach, FL Public Works Director

Riviera Beach is a very diverse coastal community with 37,000 population and a land area of eight square miles, a council-manager City, located within the urbanized area of Palm Beach County with a total population of 1.26 million. The City has 526 FTEs. (2006–10)

Duties and Responsibilities:

Reporting directly to the City Manager, responsible for managing 54 Public Works Department employees and all operations, and prepared and managed implementation of Annual Budget and Work Program for the Department, and assisted one of the City's two Assistant City Managers in managing the 70 FTEs and operations of the City's Utilities District.

Achievements:

- Served as a member of the City's union negotiation team
- Initiated and managed the City's first comprehensive Stormwater Master Plan
- Spearheaded the City Manager's Infrastructure Task Force for the City
- Chaired the City Manager's Landscaping Standards and Implementation Committee for the City
- Chaired the City Manager's Energy Efficiency Committee for City Facilities
- Completed a comprehensive Master Maintenance Schedule for the Department of Public Works, encompassing Streets, Stormwater, Facilities, and Vehicle Maintenance
- Completed the City's first five year Vehicle Replacement Plan
- Served as member of the steering committees for the City's annual nationally recognized Jazz Festival and BET (Black Entertainment Television) Spring Bling televised music festival
- Served on Palm Beach County \$800M Waste to Energy Plant Design and Operations Committee

City of Oviedo, Florida, Public Works Director (including Utilities)

Oviedo is a diverse council-manager community on the east side of the Orlando metropolitan area of over 1.1 million. The City had a total work force of 350 FTE's and an annual budget of \$353 million. The City's land area is 15 square miles, and the population is 33,000. (2004–06)

Duties and Responsibilities:

Reporting directly to the City Manager, managed the 76 FTEs and all operations of Public Works (including Utilities), the City's second largest department. Prepared and managed implementation of the Annual Budget, Work Program and \$50 million five-year Capital Improvements Program. Appointed by the City Manager and City Council to represent the City on the Joint Committee of Cities and Seminole County to develop the Region's Water Supply Plan for the Year 2025, the joint cities and county Solid Waste Committee and the joint cities and county Storm Water Management Committee.

Chaired the City's Staff Strategic Planning Group on Infrastructure working on one of the three strategic goals adopted by the City Council in 2005 to ensure that the City's infrastructure kept pace with anticipated growth in the community, which led to the preparation and adoption of the City of Oviedo's first ever 5-Year Capital Improvements Program and Budget for new infrastructure projects, including:

- Expansion of the City's utilities to include wastewater treatment
- Completion and adoption of the City's Stormwater Master Plan in FY 2005 including a rate increase in stormwater utility fees to fund projects included in the Master Plan
- Police, Fire and other City facilities through the year 2025
- New \$4.1 million 5,200 square foot Public Works complex designed to be certified as a Gold LEED "green building," and a new City Fuel Depot to provide fuel for City vehicles, particularly emergency vehicles, around the clock, both of which were to have been completed in early 2006.

PROFESSIONAL EXPERIENCE (continued)

Achievements:

- Worked with the City Manager to transfer management of Solid Waste Services then provided by Republic Inc. from City Manager's Office to the Public Works Department
- Managed development of Water, Waste Water, and Reclaimed Water Master Plans for 2025
- Reorganized City's Public Works Department into three major divisions, Engineering Services, Operations, and Utilities, to facilitate open communication and handle expected increased demand for City services to accommodate growth and development projected in the City.
- Attracted and hired competent, qualified staff to fill key positions, including those newly created.
- Took over management of projects lagging in implementation that have now been completed, such as Shane Kelly Park, Round Lake Park, the Rock Climbing Wall, Franklin/Division Street and the Division Street Extension, Downtown Parallel Pairs, urban forestation for Mitchell Hammock, and State of Florida grant-funded beautification for SR 434 within the City.

Milestones of progress while leading the Public Works Department include

- Completion of the City's \$13 million 10 million gallon per day state of the art water treatment plant and water storage tank in 2005
- Initiation of City of Oviedo gateway route monuments, beautification and landscape improvements within the SR 434 median, which later evolved into the development, adoption, and implementation of the City's Beautification Master Plan and Study
- Created and staffed new Fleet Management Division to enhance efficiency and reduce life cycle costs for approximately 200 City-owned pieces of equipment and vehicles.

Board of County Commissioners, DeSoto County, FL Utilities Director

DeSoto County, FL is a diverse semi-urban county with a land area of 637 square miles with a population of 32,000. It has an Administrator-Commission form of government, with a total budget of \$60 million, and a work force of 158 employees. It is non-union. (2003-04)

Hired by the County Administrator to implement a new water and wastewater utility for DeSoto County, to promote area growth and new career and education opportunities for County residents by providing water and wastewater service to new development, including a new Wal-Mart Distribution Center, Wal-Mart Super Center and South Florida Community College.

- Implemented \$30 million first phase of a three-phase \$70 million capital improvements program with a first year budget of \$21 million, for a new comprehensive county-wide water, wastewater and reclaimed water system.
- Managed construction of 20 miles of water transmission mains with fire hydrants located every 1,000 feet to provide fire protection and safe drinking water, two reverse osmosis water treatment facilities, storage tank and booster pumping facility, and 31 miles of wastewater transmission mains, six wastewater lift stations, built in less than twelve months.
- Participated in negotiating purchase of several private utility systems by the County to augment the new construction.
- Worked with the Heartland Water Alliance (HWA) comprised of Highlands, Hardee, Polk and DeSoto Counties and the Peace River Manasota Water Supply Authority alliance of the Counties of Charlotte, DeSoto, Manatee and Sarasota and the Cities of Northport, Long Boat Key, Punta Gorda, Arcadia and Bradenton, to produce the 2020 Area Water Supply Plan for the region.
- Worked with staff of the Peace River Manasota Water Supply Authority to implement regional capital improvement programs, and represented DeSoto County at Authority Board meetings.
- Served on the Public Water Supply Advisory Committee of the Southwest Florida Water Management District (SWFWMD).
- Presented regular progress reports and updates to Board of County Commissioners.

PROFESSIONAL EXPERIENCE (continued)

Board of County Commissioners, Polk County, FL Utilities Director
Traffic Engineer, 11/02 – 4/03

Polk County is a charter county serving a population of 600,000 with a land area of approximately 2,000 square miles in Central Florida. Polk County government had 1,950 employees, an annual operating budget of \$860 million, and a five-year capital improvement program of \$400 million. (1997-2003)

Duties and Responsibilities:

- Managed County's Utilities Division, then the second largest of County government, with 236 FTEs, \$182 million 5-year capital improvement program and annual budget of \$126 million.
- Participated extensively in union negotiations with three separate bargaining units.
- Oversight responsibility for contract administration, planning, design, compliance, customer service, billing, operations, maintenance, and capital programs to ensure safe, reliable, timely and cost-effective delivery of water and wastewater services.
- Represented the agency at County Commission meetings and in dealing with other public agencies at the national, state and local levels, business and community groups, professional associations, and media appearances.

Achievements:

- Improved internal and external coordination and communications, particularly in the area of development review and approval.
- Improved customer service by implementing automatic bank drafting, Internet and phone pay for utilities billing, and upgrading phone handling system thereby reducing customer complaints while increasing customer satisfaction and improving employee morale.
- Managed the agency's five-year capital improvements program averaging \$15 million per year in new construction, peaking at \$25 million in one year.
- Managed implementation of \$40 million Utility System Revenue and Refinancing Bonds issued in 1997, and issuance of \$62 million utilities bonds in 2003.
- Supervised the operation and maintenance of 46 water plants, 23 wastewater plants, 180 wastewater lift stations, water pumping stations, and water storage facilities, 450 miles of water transmission and distribution lines, and 165 miles of wastewater collection and transmission lines in the County.
- Participated in the acquisition of 36 private utility systems bringing in revenues averaging over \$7 million in connection fees annually.

City of Miami Beach, Florida Public Works Director (including Utilities)
Staff Coordinator, City Commission's Capital and Finance Committee

Miami Beach is an international resort community of 90,000 in summer months, 140,000 winter months, the central attraction for an urbanized area with 2.9 million population plus 3 million visitors annually, with a commission-manager city government. The City has 1,900 employees, annual operating budget of \$290 million, and \$1 billion five-year capital improvements program. The City is unionized. (1994-97)

Duties and Responsibilities:

- Reporting to the Assistant City Manager, directed the Department of Public Works, managing 150 full time employees plus approximately 100 contractual employees in eight divisions.

PROFESSIONAL EXPERIENCE (continued)

- Served as principal staff coordinator for the City Commission's Capital and Finance Committee that oversees the City's \$290 million annual operating budget as well as its \$1 billion capital improvements program and bond financing.
- Prepared and managed an annual operating budget of \$45 million and a multi-year \$400 million Capital Improvements Program.
- Represented the agency before televised City Commission meetings and other public agencies at the national, state and local levels, business and community groups, and televised public education programs.

Achievements:

- Streamlined the organization to facilitate the implementation of the City's extensive Capital Improvements Program by creating a Construction Management Division, redeploying and retraining existing staff.
- Reduced General Fund expenditures in the Department of Public Works by 9% for Fiscal Year 1995-96 without affecting service delivery.
- Directed a successful public information effort to garner support for a comprehensive water and sewer main replacement program financed with a \$59 million bond issue repaid with increased water and wastewater rates.
- Initiated a Citywide bridge replacement and maintenance program starting with replacement of three critical bridges in FY1996-97.
- Managed measures to bring the City into compliance with the Federal Storm Water Management Act by controlling and eliminating pollutant runoff into the City's storm water system, including initiating a \$36 million bond issue to finance capital improvements.
- Coordinated programs under consent decree agreement with the Environmental Protection Agency (EPA) to correct deficiencies in the City's collection and transmission systems and pumping stations, and eliminate illegal storm water sewer connections and low point flooding.
- Team managed Boardwalk Beautification Project to upgrade and enhance 24 blocks of the City's central beach area.
- Managed \$18 M North Shore and \$20 M Venetian Island community enhancement projects, including undergrounding utilities, curb and gutter, lighting, landscaping and street resurfacing.
- Worked with development districts such as Lincoln Road Partnership, Mid Beach and North Beach Development Corporations, and Washington Avenue Merchants Association to facilitate redevelopment including capital improvements to beautify and upgrade their areas.
- Obtained \$500,000 EPA grant for a pilot ASR (Aquifer Storage Recovery) innovative program for reclamation and reuse of storm water.
- Initiated citizen complaint system to generate reminder notices to improve customer service.

Village of Oak Park, Illinois (Chicago Area) Public Works Director (including Utilities) 1992 - 1995

Oak Park is a diverse board of trustees-manager community on the western edge of Chicago with a land area of 4.7 square miles and a population of 53,000, a total annual budget of \$105 M and 500 employees.

Duties and Responsibilities:

- Reporting directly to the Village Manager as Public Works Director, managed 135 full time employees in eleven divisions, including Utilities (Water and Wastewater), Engineering, Streets, Solid Waste working with BFI, Waste Reduction, Traffic Engineering, Street Lighting, Signs and Signals, Fleet Maintenance and Central Garage, and Forestry.

PROFESSIONAL EXPERIENCE (continued)

- Managed an annual operating budget of \$10 million and an annual capital budget of \$5 to \$7 million. Reduced expenditures by 5% department-wide without reducing services.
- Participated in annual bargaining sessions with three unions in my department.
- Represented the municipality with state, federal, and other local officials, boards, and commissions, including the regional Mayor's Council.

Achievements:

- Assisted in preparing Request for Proposals for implementation of privatization of solid waste collection, disposal and recycling services.
- Initiated programs necessary to bring water supply system into compliance with USEPA and IEPA Safe Water Drinking Act standards. Supervised development of design and project planning for \$4.5 million relief sewer project.
- Managed water supply system with three pumping stations and a maximum capacity of 35 million gallons per day serving a population of 53,000.
- Directed development and implementation of variable rates for community-wide solid waste management aimed at providing economic incentives for recycling, thereby reducing the solid waste stream.
- Reorganized Department to streamline operations, improve workflow, and capitalize on strengths.
- Participated in Cost Center Study to identify true costs of providing public services including depreciation of capital assets, office space, lighting, and overhead.
- Supervised preparation of \$1.2 million grant application and design for state route arterial enhancement project working with neighboring jurisdictions.
- Realized economies of service through use of a slurry seal/micropaver approach to street maintenance, thereby stretching the budget to resurface as many streets as possible.
- Negotiated a new 58-year franchise agreement for power supply for the community with Commonwealth Edison, including acquisition of alley lighting to save costs.
- Managed development of a geo-based information system for inventory and evaluation of the urban forest maintained by department's Forestry Division and valued at \$34 million.
- Managed commercial district redevelopment project by the State of Illinois in tandem with state-funded 2-mile \$3 million resurfacing project through commercial zone. Managed another \$3.1 million state route reconstruction project in residential zone.

City of Stamford, Connecticut Traffic and Parking Director
and Executive Director, Greater Stamford Transit District

1986 - 1992

The City of Stamford, Connecticut within the New York City Greater Metropolitan Area has a diverse population of 112,000 plus up to 100,000 daily inbound commuters, with a land area of 37 square miles. Stamford is the regional or national headquarters of dozens of Fortune 500 companies. The City has 1,200 employees, an annual operating budget of \$325 million, and a \$168 million 5-Year Capital Improvements Program. The City of Stamford is unionized with a total of six bargaining units, four of which were in my department.

Duties and Responsibilities:

- Reporting directly to the Mayor, served in an equivalent capacity to an Assistant City Manager.
- Managed the Department of Parking and Traffic, one of the major departments of city government with 90 to 100 permanent and contractual employees, an annual operating budget of \$3.5 million and a multi-year \$19 million Capital Improvements Program.
- Served as Secretary of the City's Traffic Commission.
- Simultaneously served as Executive Director of the Greater Stamford Transit District, per the City's Charter, reporting to a Board of Directors. Participated in implementing a Downtown Shuttle Bus Program. Expanded Dial-a-Ride services for elderly and handicapped citizens.

PROFESSIONAL EXPERIENCE (continued)

- Served as Co-Chair of the Mayor's Transportation Management Committee, a joint public/private partnership of major employers seeking alternatives to reduce traffic congestion with the assistance of a \$269,000 UMT grant.
- Dealt with union representatives of MAA, AFSCME, Teamsters, and IBEW in disciplinary and other matters regarding union employees in my department.
- Represented the Department and the City in public presentations to the Board of Representatives, Board of Finance, business and civic groups, various public agencies, public hearings, and on radio and television talk shows.
- Managed the maintenance, operation and revenue collection for parking structures, off-street lots, and on-street meters.
- Managed the installation and maintenance of all traffic control devices, street signs and markings, and street lighting throughout the city.
- Supervised maintenance and operation of 180 signalized intersections.

Achievements:

- Significantly increased rate of collection of delinquent parking ticket fines.
- Managed implementation of a computerized signal optimization project.
- Participated in managing the reconstruction and opening of the multimodal Stamford Transportation Center (garage, rail station, and intermodal transfer area) at a total cost of \$64 million. Managed the operation of the Transportation Center parking garage.

PROFESSIONAL AFFILIATIONS

Florida City and County Managers Association (FCCMA), Affiliate Member (2003 to Present)

ICMA Alliance for Innovation, Active Alumni, (2005 to Present)

State of Florida, Certified Public Manager (CPM), (2002-Present)

State of Florida, Licensed Professional Engineer (PE), (1995-Present)

American Public Works Association (APWA), Member (1988 to Present)

American Water Works Association (AWWA), Member (1993 to Present)

CIVIC ACTIVITIES

Mentor, **Big Brothers and Big Sisters,** Lakeland, Florida (2001 to 2005)

Member and Speaker Chairman, **Miami Beach Rotary Club,** Miami Beach, FL (1995-97)

President, **Lions Club International,** Stamford, Connecticut (1989-92)

Board of Directors, **Stamford YMCA,** Stamford, Connecticut (1989-92)

Charter Member, **Louisville Economic Development Corporation (LEDCO),** Louisville, KY (1980-82)

Board Member, **Downtown Neighborhood Association,** Louisville, KY (1981-82)

Member, **South Jersey Development Council Planning Committee,** Atlantic County, NJ (1984-86)

PERSONAL

Married, one daughter and one son. Enjoy playing tennis and golf.

Stephen Alexander

Salary expectations and requirements not specified in cover letter.

Stephen Alexander
4234 Chatham Crest Lane
Buford, GA 30518
770.882.6067

APR 13 2012 10:00 AM

COVER LETTER

Dear Janet Miller & Town Commission,

I am writing to apply for the position of Town Manager. Per instructions, I have attached my resume and the "Release of Information & Contact Information Form."

Please forgive me if my cover letter just doesn't seem like the normal cover letter. To be honest, I have wrestled with it all evening. I have been talking to friends and researching Lake Park via the internet, and I have got to tell you that I am impressed. You certainly have a city to be proud of you. Beautiful, very professional, yet seems to be very comfortable and wonderful place for family and children. So forgive me if I don't "talk business." I realize I probably have this one opportunity to introduce myself to you, so I decided to write to you as I would speak to you in person.

A little about myself. First of all, at my very core, I am a communicator. All of my success in ministry and in business is due to this ability. My greatest lesson is that communication is more than the ability for presentation (an ability I enjoy), but the most important aspect of communication is listening. I work hard to convey to my client, my staff, and my peers... that I am listening. By doing so, I have learned that they will always tell you what needs to be done to be successful. A side bonus is that I am convinced that listening makes me smarter.

Via my resume, initially it would appear that I have a varied background, while in truth you can see a connection all the way through. I have had a few other jobs before this resume, but I will focus on the resume for now.

You will see that it begins with me being a Sr. Pastor and Learning Center Administrator. When I became the pastor of this church the membership was around forty people. The church was only about five years old, and just needed some direction and a whole lot of love. We worked hard to build this church and saw many wonderful things take place. In the time I was there the church grew to just under 300 in weekly attendance. This was great for a town of about 8500.

This type of growth required us to create and mentor a large number of Lay ministers to take responsibility. This was one of my greatest rewards. To

mentor, teach, and befriend people and watch them grow into great leaders was very exciting.

While at the church, I had a vision to utilize space in our facility. So I decided to launch a learning center. My idea was to provide a unique tool to let our community know that we care about the future of our children. It took some time, but we opened a State approve Learning Center, and was able to enroll seventy five students full time.

One of my faults is that I am really a hands on type of person. I wanted to make sure that everything went smooth with this learning center, so I maintained the direct position of Learning Center Administrator. We also had a full time staff of 24.

My resume will tell you the various duties that were involved during our time at New Hope Church and Learning Center.

Upon leaving New Hope, I had a young man who had been under our ministry when I was a Youth Pastor in Arizona. Over the years we had kept in close contact. He was a Mortgage Broker and planned to open his own Mortgage Company. He knew that I was a "money guy" and had kept up to date on lending and money, and asked if I would consider becoming his Chief Operations Officer. It was a tough decision, but to be honest my wife and children needed a change, and needed dad to be home more, so made the move.

When we started the mortgage company there were four Loan Officers, and when we closed we had just about sixty. Via my resume you will see my various responsibilities. This was an excellent time of learning and building, and is a memory I will treasure.

All of us know the story of the Mortgage Industry, and our company became another victim. Our company was a more of a Broker than a Banker, so when the industry changed, it affected us seriously and the decision was made to sell the assets and close the doors.

Finally, I am a sales manager at Simple Floors. That sounds like it is different, but to me it seemed the same. We have a product to sell, and the key to selling the product is communication.

Throughout my career again, I have been a communicator. As your Town Manager, that would continue to be my theme. Not an elected position, so I can simply love everybody the same. I would work to have an open door policy, and would make sure that every knew exactly what was going on.

4234 Chatham Crest Lane
Buford, GA 30518

770.882.6067
Stephen@stephenalexander.org

Stephen Alexander

Objective

Polished, persuasive marketing professional with excellent presentation skills. Have supervised others, handled difficult situations and introduced special promotion and incentive programs. Strong communication skills and high motivation with the ability to manage and train others, while building a team.

Experience

2009 – Present Simple Floors Suwanee, GA

Sales Manager

Train & Manage Sales Staff

Call Center Manager

Created/Managed Virtual Sales Team

Excellent Product Knowledge

Client Acquisition & Retention

2001-2009 Maricopa Mortgage Phoenix, AZ

Chief Operations Officer

HR Management

Mortgage Banker

Responsible for all operations

Create/Administer Call Center

Developed marketing teams, and provided training.

Responsible for hiring, training, benefits, and termination.

1992 - 2001 New Hope Church & Learning Center Union, MO

Senior Pastor and Administrator

HR Management

Responsible for all operations

Budget Management for Church & Learning Center

Professional Staff of four, and support staff of twenty four

Responsible for hiring, training, benefits, and termination

Established large number of Volunteer Ministry Teams

Mentored Lay Pastors of Ministry

Education

1984 - 1988 Southern Arizona Bible College

B.A., Communication /Biblical Studies

Class Officer each year.

Currently enrolled in A+ Certification

Andrew M. Barton

Salary expectations and requirements not specified in cover letter.

Andrew M. Barton
711 Storm King Circle
New Castle, Colorado 81647
andvbarton1150@vahoo.com (970) 404-1654 (cell)

March 2, 2012

Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, FL 33403

Dear HR Representative:

I wish to be considered for the position of Town Manager. I have work experience ideally suited to the position being advertised. I possess over twenty-one years of experience in local government, eighteen of which were in senior management positions. For the last four years, I have served as the Town Administrator for New Castle Colorado. I manage a municipal government with a staff of 37 and a \$5 million dollar operating budget in a western Colorado community of 4500 located near Aspen. I previously served as the City of Fernandina Beach (Florida) City Manager. Fernandina Beach was a full-service government, with a staff of 204 full-time employees and an operating budget of approximately \$19.5 million, a total budget of \$60 million, and three enterprise funds. My prior municipal experience was as Assistant to the Manager in Kirkland, Washington (population 45,000, 390 FTE's, \$55 million operating budget), for more than eleven years. While in Kirkland, I also served in the capacities of Public Information Officer, Intergovernmental Relations Coordinator, Legislative Analyst, and Ombudsman.

I can offer the Town of Lake Park considerable, well-rounded experience, having held nearly every position in a City Manager's Office as my career progressed: Intern, Staff Assistant, Assistant to the City Manager, Deputy City Manager, City Manager, and currently, Town Administrator.

Here are some examples of my past and present duties:

- Oversaw the construction of capital projects (wastewater and public works facilities in New Castle, a police station, a golf-course clubhouse and a marina in Fernandina Beach)
- Working cooperatively with the business sector to encourage/enhance economic development and retention of existing businesses (New Castle, Fernandina Beach, and Kirkland)
- Developing/administering the City's annual and capital budgets (New Castle, Fernandina Beach, and Kirkland)
- Negotiating contracts with City bargaining units (Fernandina Beach)
- Working cooperatively with developers, residents, and other stakeholders in the community, to promote growth while preserving quality-of-life (Kirkland, New Castle and Fernandina Beach)
- Oversaw an update of the Town's Comprehensive Plan (the first in 24-years, in New Castle).
- Serving as Public Information Officer (PIO), including editing and publishing the City's newsletter (Kirkland, and Fernandina Beach)
- Serving as chief legislative analyst for the City Council (New Castle, Fernandina Beach, and Kirkland)
- Serving as liaison to advisory boards, commissions, and community groups (New Castle, Fernandina Beach and Kirkland)
- Coordinating the City's neighborhood council meeting program (New Castle, Fernandina Beach and Kirkland)
- Managing, supervising, and motivating the City's Department Heads (New Castle and Fernandina Beach)
- Developing and implementing a City-wide office technology upgrade program (New Castle and Fernandina Beach)

I believe my interpersonal skills to be my best asset. I work closely and effectively with elected officials, citizen groups, neighborhood associations, City department heads, and staff. I am a results-oriented team builder, and I am skilled at motivating staff. I believe in and practice participatory management. In addition, I have had extensive experience in dealing with the media. I am also very familiar with the severe budget constraints affecting all municipalities and I know how to deliver services, and manage finances, efficiently.

My writing and oral presentation skills are excellent and have been refined by years of preparing reports, agenda materials, and correspondence on virtually every topic relating to local government. I have represented my employers in regional and state meetings on a variety of topics. I consider myself to be an enthusiastic, energetic, and dedicated team player, and I am deeply committed to the provision of excellent municipal services and conservative fiscal management.

I believe that I have much to offer the Town of Lake Park and would very much appreciate the opportunity for an interview. Should I become a finalist, I will provide references. Thank you in advance for considering my application.

Sincerely,
Andy Barton
Andrew M. Barton

important community happenings. Instituted neighborhood council meetings to make government more accessible to town residents. Arranged and conducted first Town Council strategic planning retreat. Made improvements to the agenda process. Implemented technology improvements to modernize organizational communications and provide better, timely customer service. Work closely with community groups (downtown merchants, chamber of commerce, etc.) on various civic projects. Serve on Town's economic development committee, the purpose of which is to attract new business to the community. Initiated wellness and employee orientation programs. Developed the Town's agenda for the state legislative session. Modernized and updated the Town's human resources policies. Increased publication frequency of the Town newsletter to improve communications with residents. Instituted quarterly staff goal-setting management retreats.

Medical Newsletters, Inc. 2002 – 2007 Self-employed, Idaho Falls, ID

Created newsletters intended to promote healthcare practices.

City Manager 1999 - 2001 City of Fernandina Beach, FL

Managed full-service municipal government with a staff of 204 full-time employees in a Florida coastal resort community with a rich, historic heritage. Responsible for development and administration of a \$19.5 million operating budget and a \$76 million total budget, which included a \$25million capital budget and three enterprise funds. City operations include a municipal airport, an 18-hole golf course, and a marina. Reported to a 5-member City Commission, elected at-large from a community population of 11,500 (20,000+ during the tourist season). Managed the following City Departments: Human Resources/Information Technology, Finance, Parks and Recreation, Public Works, Marina, Golf, Airport, Fire, and Police. Oversaw operations in various City facilities which included: three recreation centers, two municipal pools, two fire stations, a police station, a wastewater facility, and a vehicle maintenance garage. Was responsible for management/maintenance of 8-miles of Atlantic Ocean beachfront.

Achievements: Completed addition to City Marina. Oversaw site-selection/development and financing of a state-of-the art City Police Station. Opened first phase of the City's 225-acre Greenway. Developed City newsletter to improve communications with City residents. Initiated facility beautification program. Developed City Mission and Core Values Statement. Initiated: City Wellness Program and City Employee Orientation Program. Instituted City staff appreciation picnics, and management staff retreats. Oversaw development of a new Public Works City Vehicle Maintenance Garage. Initiated development of two waterfront parks, and the rehabilitation of another. Developed weekly project-tracking and current events reports to keep the City Commission better apprised of important community happenings. Instituted customer service training throughout the organization. Initiated developer workshops to better explain land-use regulations to prospective land developers. Implemented an organization-wide information technology program (voice mail, computer network, Internet presence), which modernized organizational communications and provided better, more timely customer service. To improve service and streamline operations, conducted performance audits of City departments, and restructured departments based on audit findings. Negotiated two successful employee bargaining unit contracts for Police and Fire Departments. Worked closely with community groups (downtown merchants, service clubs, etc.) on various civic projects. Initiated anti-crime coalition task force (composed of City Public Safety staff and city residents) to reduce crime and drug trafficking in the community.

Assistant to the City Manager 1988 - 1999 City of Kirkland, WA

Key staff assistant to City Manager and member of City's senior management team. Functioned as Public Information Officer, Ombudsman, intergovernmental relations coordinator, chief legislative

analyst, and special project liaison for the City. Responded to citizen inquiries and complaints directed to the Mayor, City Council, City Manager, and City departments. Orchestrated neighborhood council meetings. Edited *City Update* newsletter. Chaired Administrative Policy Committee. Published *Your City at Work* brochure and other brochures which promoted City outreach efforts. Served as liaison with community groups and neighborhood associations. Developed, implemented, and supervised City's Volunteer Program. Developed and administered City Manager's Office and City Council annual budgets. Maintained close working relationships with City Council, elected officials, and department heads. Analyzed and made recommendations concerning various programs under consideration by City Council. Served as City's representative and board member for local Sister City organization. Served as City's Recycling/Recycling Grants Coordinator.

Achievements: Developed effective Ombudsman and citizen complaint resolution program for City. Designed *Tell Us How We're Doing* brochure to elicit citizen feedback on government performance. Implemented surveys to assess citizen attitudes concerning City services, which lead to the decision to increase communications with citizens by increasing frequency of newsletter publication. Developed employee orientation program for the City, which emphasized the City's customer service philosophy. Developed a wellness program and an employee assistance program.

Staff Assistant

1986-1987

City of Kirkland, WA

Analyzed and implemented City numerous programs. Represented the City Manager in working with the City Council, department heads, outside agencies, and the public. Researched and analyzed legislative issues which affected City government.

Achievements: Edited and coordinated publication of a professional, well-received City newsletter. Researched and developed two programs for City employees (Employee Assistance Program and Employee Recognition Program). Organized a permanent photographic exhibit in City Hall chronicling sixty years of City history. Co-authored a City Human Services Policy which was among the first of its kind in the region. Co-authored successful grant application which enabled the City to develop a commercial tour boat facility.

Tax Officer

1983-1985

City of Bellevue, WA

Developed and implemented systems to increase tax revenues to City government. Analyzed efforts to enhance business compliance with City tax laws. Coordinated and administered a municipal tax relief program. Conducted feasibility studies for cost-effective methods of tax collection.

Achievements: Reduced total number of delinquent taxpayers by 15%. Increased business tax revenues to the City by 8%. Developed operating procedures for improved tax collection system.

Executive Director

1979-1980

Alaska Public Offices
Commission,
Anchorage, AK

Directed the operations of a state regulatory agency responsible for administration of campaign disclosure laws. Reported to state legislature on agency effectiveness. Developed and controlled agency budget. Revised and simplified agency operating procedures. Conducted Commission meetings and public hearings. Edited and published annual report.

Achievements: Increased agency funding by 25%. Implemented new regulations and policies to simplify disclosure laws. Developed budget tracking system.

PROFESSIONAL ORGANIZATIONS

International City/County Management Association
Colorado City/County Management Association

REFERENCES Additional information furnished upon request.

Arthur M. Beckerman

Salary expectations and requirements not specified in cover letter.

ARTHUR M. BECKERMAN
4907 Midtown Lane
Palm Beach Gardens, Florida 33418
ambeckerman@gmail.com
561.376.6686

February 28, 2012

Town of Lake Park
Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

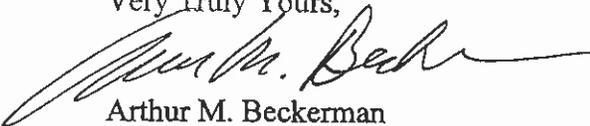
Re: Town Manager Position

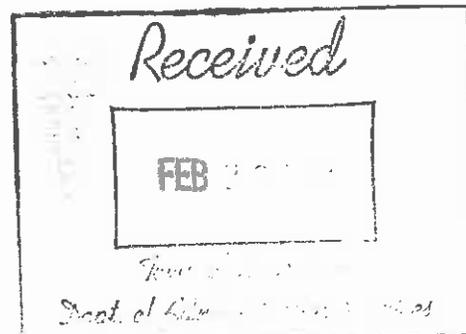
Attached please find my completed Employment Application Form for the above captioned position. I have also attached the completed Application, Release of Information and Contact Information Form along with my resume, college diploma and drivers license.

I strongly believe that my extensive experience in the real estate industry qualifies me for this position. I have no relationships with anyone in the Town and therefore I would approach all challenges with tremendous independence. In addition to "proper implementation of policy" I would bring the necessary creativity to get things done. I may not possess direct experience with the municipal budget process, however, I feel confident that I can "tackle" this quickly.

Thanks for your consideration.

Very Truly Yours,


Arthur M. Beckerman



ARTHUR M. BECKERMAN
4907 Midtown Lane
Palm Beach Gardens, Florida 33418
ambeckerman@gmail.com
561.376.6686

OBJECTIVE

Utilize extensive experiences gained in my business career and apply it to new challenges.

BUSINESS EXPERIENCE AND BACKGROUND

Bradford Tonic, Inc.
Delray Beach, Florida
President

May 2007-August 2011

Beverage manufacturer-guided growth to a semi-National level.

Florida Atlantic Investments, Inc.
West Palm Beach, Florida
Vice President

November 2003-December 2006

Directed the acquisition, conversion, renovation and development activities for this subsidiary of Florida Crystals Corporation, a large land owner in Palm Beach County.

- Acquired multi-family properties and land.
- Developed and deployed conversion strategies for two properties:
 - 570 units in Jacksonville, Fl from rental to condominiums.
 - Extensive common area renovations and moderate interior work completed.
 - Marketing strategy created 50% sales within two weeks.
 - Sales-\$70,000,000.
- Initiated a joint venture and directed design/development and entitlements for a mixed-use property in Stuart, Fl with third party professionals:
 - 162 town houses and 130,000 sq.ft. of retail/office space.
 - Total development cost-\$66,000,000. Did not get built.
- Completed an extensive urban land study and site plan in West Palm Beach, Fl:
 - 500+ unit mid-high rise sustainable development.
 - Sited on 12 acres of economically challenged urban land.
 - Compiled a team of visionaries to study and conceptualize the development inclusive of urban planner, architect, landscape architect, attorney, civil engineer, environmentalist, and market research analysis.
- Completed site plan and design for a high tech for sale 34,000 sq. ft. industrial building.
- Participated in the early development process for several large tracts of land including an annexation for 1,000 acres.

**AMB Realty/Investments Limited
Boca Raton, Florida**

October 1999-September 2003

- Acquired office, warehouse, retail and residential assets with purchase prices of \$2-18,000,000 each.
- Managed 2,000 multi-family units.
- Obtained extension approvals for a 14 acre mixed-use urban development.
- Developed a 10 story building with 169 residential units, 38,000 sq. ft. office, 25,000 sq. ft. retail and a 450 car garage with third party professionals. Obtained all approvals and a building permit within a limited time frame. Total development cost-\$50,000,000.
- Brokerage.

**Singer Asset Finance Co., LLC
Boca Raton, Florida
Vice President**

November 1996-October 1999

Cash flow industry-structured settlements and lottery winnings. Responsible for Sales Operations-hiring, training, marketing, customer retention and organizational restructuring. Research-developed and maintained data base. Company dismantled.

**Willow Funding Company, LP
New York, New York
Vice President**

July 1994-July 1996

Commercial real estate mortgage company (hard money lending).

- Acquired non-performing mortgages.
- Loan restructuring and workouts.
- Making of loans secured by real estate; deal size-\$1-10,000,000.
- Created joint venture relationships with financial institutions.
- Revised and upgraded all loan documents.
- Prepared and marketed preliminary circular to raise equity and debt.

**Beckerman Gatof & Company, Ltd.
New York, New York
Partner**

January 1991-April 1994

Provided consulting services, on a fee basis, to financial institutions. Retained by two major banks to asset manage blocks of unsold apartments in a 400 and 220 unit apartment properties. Responsible for supervising management, rehabilitating vacant units, board of director representation and the marketing/sales of vacant and occupied units.

**Coronet Properties Company
New York, New York
Limited Partner**

January 1982-December 1990

Managed the acquisition, development, legal, sales, management, construction, leasing, public relations and advertising departments, which consisted of 60 people.

- Acquired 35 properties with purchase prices of \$5-43,000,000 each.
- Extensive renovation/replacement work completed in all buildings-lobbies, hallways, entrances, boilers, windows, roofs, pointing, elevators, electrical, landscaping, clubhouses/pools and gut rehabilitation of several thousand units.
- In charge of conversion process; 7,000 rental units to cooperatives/condominiums.
- Directed sales of \$500,000,000.
- Negotiated all deals with tenant groups and counsel.
- Management department controlled outside companies. .
- Directed joint venture of two new condominium developments-10 and 11 stories.
- Secured equity and debt financing.
- Participated in the underwriting of hard money loans.
- Negotiated a complex asset swap for debt consisting of 7 properties with 1,300 units, 3 financial institutions and \$40,000,000+ of debt and expenses. Company dismantled.

EDUCATION

University of Bridgeport-Bachelor of Science Degree
New York University-Certificate of Real Estate Institute

License

Real Estate Broker-Florida

Affiliation

The Harmonie Club

Keith Bennett

Salary expectations and requirements not specified in cover letter.

KEITH BENNETT

918 E. Sagebank St.
Carson, CA 90746

Home Telephone: (310) 632-9591
Cellular Telephone: (310) 938-0505

E-Mail: kbennett64@hotmail.com

March 12, 2012

Human Resources Department
Town of Lake Park
535 Park Ave.
Lake Park, FL 33403

Dear Human Resources Department:

I am applying for the position of Town Manager. In support of my application, I am including my resume (which includes the requested salary information), and a completed Request of Information and Contact Information Form.

My qualifications include a Master of Public Administration degree, advanced executive-level training, and three decades of varied professional administrative and executive experience in the public sector. My background is a combination of general management, fiscal/budgetary, human resources management, and community/economic development experience. This background has involved me in virtually every type of service or function performed by local government.

Currently, I serve as a Housing Program Administrator with the City of Carson, California. This position was preceded by a stint as Assistant Director of Human Resources Management at California State University-Dominguez Hills, also located in Carson.

Prior to relocating to California, I served in such local government positions as Director of Finance, Assistant to the City Manager, and Assistant Village Manager. My tenure in that latter position included a four-month stint as Acting Village Manager during an extended vacancy in the Manager position. (Illinois, where I served in the aforementioned positions, has both cities and villages. Traditionally, the major difference between cities and villages there has been the degree of home rule autonomy exercised. However, with the widespread adoption by villages of home rule charters, this distinction has become increasingly blurred.)

A sampling of my accomplishments in previous positions that are of particular relevance to the position of Town Manager includes the following:

- Directing the administration of the employee benefits, workers compensation and disability, and risk management functions for the entire campus, while also handling responsibility for recruitment, selection, classification, and employee relations issues in three divisions of the University, as Assistant Director of Human Resources Management at California State University-Dominguez Hills.
- Serving simultaneously as the chief financial officer of a local government and as the second-in-command to its chief appointed administrator, while serving as Assistant Village Manager and Director of Finance with the Village of Maywood, Illinois. (This tenure included the aforementioned four-month stint as Acting Village Manager.)
- Creating a department virtually from scratch, instituting formal annual budgeting, and developing and implementing policies and procedures in such areas as accounting, purchasing,

Human Resources Department
Town of Lake Park
March 12, 2012
Page 2

and contracting where none previously existed, as the first-ever Director of Finance for the City of North Chicago, Illinois.

- Finalizing an intergovernmental master agreement for financing commuter rail service linking Northern Virginia with Washington, D. C.; and chairing a subcommittee of an intergovernmental task force that recommended revisions to the budget of the Washington Metropolitan Area Transit Authority (WMATA), while serving as a Senior Management and Budget Analyst for Arlington County, Virginia.
- Managing the budget function for a City government with 32 operating units and serving a population of 74,000, in the process earning the Government Finance Officers Association's Award for Distinguished Budget Presentation and maintaining the City's Aaa credit rating as judged by Moody's Investors Service, while serving as Assistant to the City Manager in Evanston, Illinois.
- Conducting in-depth operations/management, and productivity analyses in several departments (Public Utilities, Social Services, Retirement Systems, and the Port of Richmond), preparing the City's annual Financial Trend Monitoring System report, and initiating a strategic planning process for City government, while serving as a Budget and Management Analyst with the City of Richmond, Virginia.
- Conducting rate studies and other fiscal/operational research, including management analyses instrumental in the City's first-ever revenue bond issue and creation of the Pittsburgh Water & Sewer Authority, while serving as a Budget Analyst with the City of Pittsburgh, Pennsylvania.

Please keep me apprised of the status of my application. I will furnish any additional information or materials upon request. Thank you for your consideration.

Sincerely,



Keith Bennett

KEITH BENNETT
918 E. Sagebank St.
Carson, CA 90746

Home Telephone: (310) 632-9591
Cellular Telephone: (310) 938-0505
E-Mail: kbennett64@hotmail.com

QUALIFICATIONS SUMMARY

Public administrator with broad-based background and record of accomplishments in diverse areas (general management, fiscal/budgetary administration, human resources/personnel/labor relations, strategic planning, housing and community development, economic development, social/human services, utility/infrastructure operations, and public safety).

PROFESSIONAL EXPERIENCE

- City of Carson, Carson, CA** **1999-Present**
Housing Program Administrator, Economic Development Work Group **Current Salary: \$78,672 per year**
Initially served as Mobilehome Rent Control Administrator (responsible for 24 mobilehome parks with an estimated 10,000 population). Presently serve as Community Development Block Grant Administrator, overseeing over \$5 million annually in Federal funds and other resources supporting housing, social service, and economic development programs primarily benefiting low and moderate income residents (includes Neighborhood Stabilization Program). Coordinated transition of City's workforce development activities from disbanded consortium to current regional affiliation during interim assignment.
- California State University-Dominguez Hills, Carson, CA** **1997-1999**
Assistant Director, Human Resources Management **Last Salary: \$52,000 per year**
Directed administration of employee benefits, workers' compensation and disability, and risk management for some 1,200 employees in various categories. Responsible for recruitment, selection, classification, and employee relations issues in Divisions of Administration & Finance and University Advancement, as well as Office of the President. Administrator of employee transportation programs in conjunction with South Coast Air Quality Management District regulations.
- Village of Maywood, Maywood, IL** **1994-1996**
Assistant Village Manager and Director of Finance **Last Salary: \$51,000 per year**
(Acting Village Manager: July 1995 through November 1995)
Served as second-in-command to Village Manager (chief administrative officer of local government) in community of 28,000 (200 full-time employees, \$15 million annual operations). Functioned in dual capacity as Director of Finance, responsible for financial planning and central services administration. Served as Interim Director of Economic Development. Acted as Village Manager in absence of Manager. Served four months as Acting Village Manager during position vacancy, responsible to Mayor and Village Board of Trustees for direction of all municipal operations. (Village Manager serves dual function as Director of Personnel.) Served as facilitator for Mayor's Business Task Force, and as Village liaison with local council of governments. Reactivated internal workplace safety and risk management program, and initiated Tax Increment Financing bond issue for redevelopment of 19-acre former industrial site.
- City of North Chicago, North Chicago, IL** **1991-1994**
Director of Finance **Last Salary: \$48,000 per year**
Served as first-ever Director of Finance for City of 35,000; directed operations totaling \$23 million annually. Key member of negotiating team in collective bargaining with four employee unions. In first year, turned around projected \$2 million deficit and developed first operating budget to be formally adopted by City Council. Overhauled City's automated financial management system and upgraded telecommunications system. Developed City's first set of purchasing procedures. Developed (along with Director of Personnel) City's first position classification and pay system. Obtained below-market financing on a private placement bond issue to improve existing sewers and extend infrastructure to newly-annexed areas.
- Arlington County, Arlington, VA** **1989-1991**
Senior Management and Budget Analyst **Last Salary: \$42,000 per year**
Assisted Budget Director of full-service government with \$428 million annual budget; coordinated management and policy analyses. Prepared briefing materials for County Manager and County Board of Supervisors. Provided fiscal and operational liaison to regional intergovernmental transportation agencies (Washington Metropolitan Area Transit Authority, Northern Virginia Transportation Commission, and Virginia Railway Express), and served as key staff assistant to County Supervisors who served on boards of those agencies. Finalized intergovernmental master agreement for financing commuter rail service linking Northern Virginia with Washington, D. C.

PROFESSIONAL EXPERIENCE continued**City of Evanston, Evanston, IL
Assistant to the City Manager****1987-1989****Last Salary: \$39,000 per year**

Directed budget function for City of 74,000 (annual budget in excess of \$79 million, 32 operating departments, 825 full-time employees). Handled inquiries from Mayor and City Council, worked with Council's Budget Policy Committee. Directed special projects, and served as management troubleshooter as needed. Earned Government Finance Officers' Association's Award for Distinguished Budget Presentation, and helped maintain Aaa (Moody's) credit rating.

**City of Richmond, Richmond, VA
Budget and Management Analyst****1985-1987****Last Salary: \$25,002 per year**

Conducted in-depth operations/management/productivity studies, often serving as project manager, in several departments (Social Services, Public Utilities, Retirement Systems, and Port of Richmond). Responsible for budget analysis and monitoring, and preparation of City's annual Financial Trend Monitoring Report. Initiated City's strategic planning process, and served on City Manager's Privatization Task Force.

**City of Pittsburgh, Pittsburgh, PA
Budget Analyst****1982-1985****Last Salary: \$23,945 per year**

Served as management liaison to departments comprising over 25% of City's budget, and assisted those departments with development and management of their budgets. Participated in collective bargaining with police union. Conducted utility rate studies and other fiscal/operational research, including management analyses instrumental in reorganization of Municipal Court operations and creation of City's Water & Sewer Authority.

**City of Kansas City, Kansas City, MO
Administrative/Management Assistant (1981-1982)
Public Management Intern (1980-1981)****1980-1982****Last Salary: \$14,256 per year****Last Salary: \$13,000 per year****EDUCATION/TRAINING/CERTIFICATIONS**

M. P. A., Concentration in Urban Management, University of Pittsburgh, Pittsburgh, PA

B. A., Major in Political Science, Temple University, Philadelphia, PA

Executive Leadership Institute, National Forum for Black Public Administrators

Graduate Work in Public Sector Strategic Planning, Virginia Commonwealth University, Richmond, VA

Training Program in Management/Productivity Analysis, Dade County (Miami, FL) Office of Productivity Management

Certified Employee Transportation Coordinator, South Coast Air Quality Management District, Diamond Bar, CA

AWARDS AND HONORS

U. S. Department of Housing and Urban Development Fellowship (now known as Patricia Roberts Harris Fellowship)

City of Kansas City Public Management Internship (now known as L. P. Cookingham Fellowship)

Listings in Outstanding Young Men of America and Who's Who Among Black Americans

MEMBERSHIPS

American Society for Public Administration

Conference of Minority Public Administrators

International City/County Management Association (Served two-year term on Assistants' Steering Committee)

National Forum for Black Public Administrators (Served as Treasurer, Northern Virginia Chapter, and Vice President, Chicago Chapter. Presently Board Member, Southern California Chapter)

Xavier Z. Bishop

Salary expectations and requirements not specified in cover letter.

March 9, 2012

Mayor and Commissioners
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Re: Position of Town Manager

Dear Sirs and Madam:

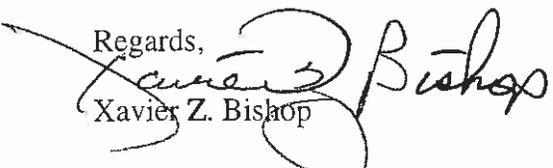
It is with both interest and enthusiasm that I apply for the position of Town Manager for the Town of Lake Park, as posted on ICMA.org. As an experienced public administrator I possess the knowledge, leadership and redevelopment skills you're seeking, so I can effectively guide the town's daily operations while assisting you in addressing the diverse, complex and growing needs of Lake Park. Moreover with my redevelopment background and small town expertise I can make meaningful contributions immediately.

Most recently as the city administrator for the City of Bowling Green, MO I worked in concert with the board to make their vision for the city a reality. In no time this resulted in planning and completing an array of projects that ranged from infrastructure upgrades to a complex grouping of loans and grants to finance multiple public-private development projects.

As CAO in Moss Point, MS I played a pivotal role in community redevelopment along the Mississippi Gulf Coast in the aftermath of Hurricane Katrina. In particular I garnered community support, professional expertise and government assistance to address our ongoing challenges, all the while serving as the de facto chief visionary officer. My approach is simple yet effective: guide decision making, foster teamwork, and leverage resources to accomplish stated goals.

Lake Park has a strong past and a promising future, and I relish the opportunity to work with you in building that future as your town administrator and as an asset to the community. I welcome your inquiries and hope to hear from you soon. Contact me at 228-627-9433, or by email at xzb@att.net.

Regards,


Xavier Z. Bishop

Enclosures

XAVIER Z. BISHOP

319 N. Main Cross | Bowling Green, MO 63334 | 228-627-9433 | xzb@att.net

Executive Management

Charismatic leader with expertise in meeting the challenges of managing growing communities. Extensive knowledge in all facets of public administration including budgets, economic development, planning, community development, grants, disaster recovery, staff development and media relations. Twenty-seven years combined management experience in government, private sector, and corporate environments. Articulate orator with prolific communication skills.

Core Competencies

- ✓ Community Development
- ✓ Results-Driven Manager
- ✓ Visionary Planner
- ✓ Energetic Team Builder
- ✓ Eloquent Communicator

Career Achievements

- Fostered community growth through strategic planning and prioritization while maintaining fiscal responsibility.
- Skillfully forged partnerships with local governments and the business and academic communities to maximize resources and achieve goals.
- Built community support for successful development projects.
- Authored economic development plans that focused on revitalization and included tourism, the arts, farmers markets, entrepreneurial development (incubators), and infrastructure improvements.
- Successfully authored more than \$30 million in state-federal grants.
- Coordinated the scoping, planning, construction and closeout of more than 430 large and small projects that ranged from infrastructure, to housing, communications, public spaces, natural resources and the environment.
- Strategically utilized legions of volunteers, organizations and contract professionals for community redevelopment following Hurricane Katrina.
- Effectively leveraged local financial resources against state and Federal funds for maximum effect to underwrite development projects.
- Architect of collaborative projects that brought neighboring communities together for regional solutions to common problems including economic development, community development, and environmental preservation.
- Served as a lead strategist for community redevelopment in the wake of Hurricane Katrina.

Work History

CITY OF BOWLING GREEN Bowling Green, MO • 2010 – 2011

City Administrator

Oversaw daily operation of the city. Formulated Board's vision into workable plans. Obtained over \$2M in grants, oversaw project closeouts. City's first point of contact for all city-related matters.

CITY OF MOSS POINT Moss Point, MS • 2005 - 2009

Mayor / Administrator/ CAO

CAO of city of 16,000 residents. Oversaw 8 departments, 150 employees and \$18M budget. City's chief visionary officer in Hurricane Katrina rebuilding. City's liaison to state, federal and private sector entities.

FREELANCE WRITER / SPEAKER Moss Point, MS • 2000 - 2005

Motivational Speaker – Freelance Writer

Excited young audiences across Mississippi and Louisiana with inspiring talk on making right choices, the value of education and planning for the future. Wrote weekly column as a leading voice in the community.

BISHOP HOME REMODELING Chicago, IL • 1990 - 2000

Business Owner/Contractor

Contributed to community redevelopment through the renovation, and selling of over 90 homes in the Chicago area.

Illinois Bell/AT&T Chicago, IL • 1978 - 1990

Plant and Materials Department Manager

Brought innovation and cost savings to company's 3rd largest department.

Payroll Department Manager

Made efficiency and innovation the centerpiece of department's mission.

Project Developer, Corporate Education

Brought efficiency and innovation to a once stoic department.

Education

St. Xavier University Chicago, IL • 1973 - 1977

- BA, Political Science

Norwich University Northfield, VT • 2013

- Master Public Administration - Candidate

Professional References of:

Xavier Z. Bishop

Robie Orf
Alderman-Mayor Pro Tem
City of Bowling Green, MO
573-470-1223
eiborfro@sbcglobal.net

Mary Grover
Alderman
City of Bowling Green, MO
573-470-1231
Mgrover62@sbcglobal.net

Barb Allison
City Clerk
City of Bowling Green, MO
573-324-5451
Barba_cityofbg@sbcglobal.net

Nicole Jacobs
Human Resources Director
City of Moss Point, MS
228-217-3026
228-475-0300
Jnj80@aol.com

George Freeland, Jr.
Executive Director
Jackson County Economic Development Foundation
Pascagoula, MS
228-769-6263
gfreeland@jcedf.org

Mark McNally
General Manager
Clarence Cannon Wholesale Water Commission
Stoutsville, MO
573-406-8630
xnavy@rallstech.com

Edwin L. Booth

Did not submit: Release of Information and Contact Information Form

Salary expectations and requirements not specified in cover letter.

Edwin L. Booth
611 N Myrtle Drive
Surfside Beach, SC 29575
PH 843 742 3142

Dear Sir,

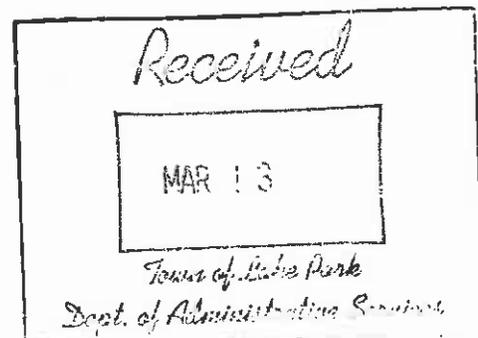
Please consider this as an application for the position of Town Manager of Lake Park. For the past 30 years I have served as the city manager and community development at both medium and smaller communities, I have extensive experience in Water/Sewer/Reuse Operations. I have extensive contract management experience. For the past 30 years I have served in management positions with multi service organizations. I have extensive experience capital improvements and budgets. I have during this time implemented numerous strategic plans and budgets of over \$210M. I have implemented supply accountability at every community I manager. This had a positive impact on budgets. I am a people oriented manager. I strongly believe in customer service.

I believe that my credentials qualify me as a candidate for the position of Town Manager.

If you need additional information please advise me.

Sincerely yours,

Edwin Booth



Edwin L. Booth
611 N Myrtle Drive
Surfside Beach, SC 29575
Tel: Home (843) 742-3143
Ebooth5948@yahoo.com

A Professional with broad-based background in the management Of Full Service Cities. Results-oriented professional with a strong background in budget preparation, master planning, economic development, staff direction and supervision, and creative problem solving.

- *Twenty years experience in water, sewer, gas and Electric utility management
- *Twenty years experience in personnel management
- *Twenty years of police, fire and rescue experience.
- *Master of Arts in Public Administration/management
- *Master of Arts in Management

Experience
2007 to 2010

Town Administrator, Surfside Beach SC (7,500 population seasonal 45,000-population) \$12M budget, 105 full time employees.

Located next to Myrtle Beach SC. The Town is an upscale tourist oriented community. The challenge has been to provide the all the services to a large part time community. I have placed the Town on a quick response time in the event of an emergency. I personally overseen the construction of an Emergency Management Center along with the new Fire Department. I Initiated a Storm Water Management plan that included a \$4M infrastructure project. I facilitated the purchase and upgrade of \$3M fishing pier that was going to be torn down to make way for A housing project. This has become a source of revenue for the Town.

2002 to 2007

Town Administrator, Malabar Florida (3,500 population, with annex population 5,500), \$2.5M budget, 34 Full Time employees, 30 Part Time employees

Located in Brevard County, the Town is a growing upscale community. I was hire to bring integrity and responsibility back to the Town Government after the former Town Administrator was accused and convicted of abusing power and misusing the Town credit card. In the past several years I have worked to develop the Town in a manner that promotes smart growth while at the same time maintains the quality of life. I have led the Town through three hurricanes. I personally directed the emergency response efforts by the Town. I insured that the Town obtained the maximum reimbursement. The Town was the first to receive FEMA funding within Central Florida. The major projects have been the Town master drainage project, major increase in utilities

and the development of a New Town Hall. The Town has 750 new homes and condos in the process of being developed.

1998 to 2002

City Manager, Ayden North Carolina 6000 population, 18,000 in service area, \$18M budget, 105 Full Time employees

Located in Eastern North Carolina, the city provides electric, water and sewer services to a 25 sq. mile area. There are several major industries in the service area. Responsibility includes the day-to-day operation of the electric, water, and sewer utilities. The management of the street, art and recreation, and planning department. The enforcement of city codes and ordinances. I have the management responsibility of the police department and all human resources functions within the city. The development of a natural gas utility that is serving the town with natural gas for the first time was one of many projects that were developed during the time I was City Manager. Developed a project that created a new fire/rescue building, rebuilding a 9 miles electric transmission line were also major projects I was responsible for.

The Town went through several natural disasters during the time I was City Manager. The City set up a disaster shelter for the first time. Disaster management became a prime job for several months.

1994 to 1997

Commander, Dugway Proving Ground, UT (Population 8,000) \$62M Budget, 320 full time employees and 1200 housing Units under military control

Located in the western desert of Utah. The military community is responsible for research on biological and chemical defensive measures. Desert training to the ranger school was also a tenant organization. It is a full service community, providing housing, schooling, water, sewer, and electric utilities along with police and street maintenance. The community provided back up generation to the research laboratories. The main projects were a \$6M housing up grade in housing, a \$12M project to up grade all utilities. I was asked to return to active duty to manage this community.

One of the major contributions I made was to improve the relationship with the local communities and other governmental organizations.

1990 to 1993

City Manager, West Point, Nebraska (5000 population) (18,000 in service area) \$12M Budget 90 full time employees

Located in the Northeast Nebraska Area. The city is an influential community because of the financial stability and wealth in the area. My responsibilities included the day-to-day operation of the electric, water, sewer and natural gas/electric utilities to include the operation of a 15-Megawatt electric generation plant that

interfaced with the power grid. The enforcement of city codes and ordinances. I had the responsibility for management of the Police department and all human resource functions within the city.

Other management accomplishment was the completion of a \$2M down town improvement project. The upgrading of the electrical distribution system. The renovation of the power plant. Revitalization of economic base for the town by negotiating with Omaha Steaks to establish a plant in the town. The reduction of the town budget by 5%.

**1985 to 1990 Community Manager, Fulda Military Community
(Population 24,000) \$ 102M Budget, 14 Directors
with a full time staff of 890, 1800 housing units**

Located in West Germany. This community was the premier Military Community in Europe due to the military mission and visits by the US Congress and Senate. The community was broken into 4 military bases and 40 remote sites. My responsibility included the day-to-day operation of the community to include all utilities, the retail stores and the base housing, police and supply functions. The community also managed an 800

Vehicle motor pool. Accomplishments included the construction of a district heat project, the renovation of 600 housing units and the upgrading of the electric utility.

Personal

Current salary: \$81,000 per year

Widowed / 3 grown children

Education:

Columbia College: BS Management 1974

Webster University: MA Public Administration 1976

Command and General Staff College: MS Military Science 1983

New York Institute of Technology: 12 Credit Hrs Grad Level

Work-related references:

Karl Bohn
2725 Malabar Rd
Malabar FL 32950
Ph 321 255 3737

Mayor Phillip Crews
2480 Johnston Ave
Malabar, FL 32950
Ph 321 951 0422

Councilman Sammy Truett

520 14th Ave N
Surfside Beach, SC 29575
843 238-0033

Bob Rossman

1635 County Cove Ln.
Malabar, FL 32950
321 729-9444

John Bralich Jr.

Salary expectations and requirements not specified in cover letter.

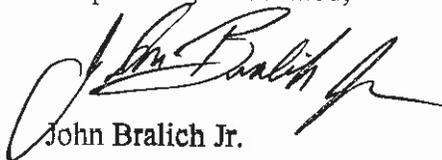
March 7, 2012

Dear Town of Lake Park,

I am submitting my resume and release of information and contact information forms for the position of Town Manager.

As you can see by a quick review of my resume , I possess over 25 years of governmental economic/ real estate development, senior administrative and management, as well as a strong financial background. I believe I would be a valuable asset to your team at Lake Park.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "John Bralich Jr.", written in a cursive style. The signature is positioned above the printed name "John Bralich Jr.".

John Bralich Jr.

JOHN BRALICH JR.

1210 North Sugar Sands Blvd. #239
Singer Island, Fl. 33404

561-848-2639 (home) 561-676-4558 (cell) j_bjr@hotmail.com

HIGHLIGHTS

Times Square Redevelopment Project

Played an integral role in the validation of relocation services for the commercial real estate redevelopment area. Also participated in the overall process beginning with property condemnation all the way through lease negotiations with new tenants, such as the Disney Corporation.

9/11 World Trade Center Terrorist Attack

Coordinated the application and distribution of funds process and subsequent audit effort with the U. S. Department of Housing and Urban Development (HUD) in the distribution of relief funds (\$700 million) through numerous programs for businesses that were affected by the 9/11 attack. Efforts resulted in funds disbursed within an extremely short time period with minimal error rate and concluded in a favorable report from HUD.

Property Manager- Villa Franciscan Inc, Riviera Beach, Fl./ Southeastern Property Management April 2010-January 2012

Responsible for an 85 unit HUD subsidized PRAC 202 which is owned by the Catholic Diocese of Palm Beach County. Supervised a staff of six and directed revenues and expenses over an annual budget of \$1,300,000.

Vice President Administration/Compliance Officer /Contract Officer – July 2009

2006

Empire State Development Corporation

Empire State Development Corporation (ESDC) is a \$2 billion New York State Public Authority focused on economic development, redevelopment and real estate development projects throughout the State. These projects lead to overall job creation and retention. ESDC is based in Manhattan with offices around the state and overseas.

Responsible for adherence to all statutory requirements pertaining to the following functional areas:

Economic Development (Construction Projects, Initiatives, and Programs)

Job Creation

Procurement, RFPs , RFQ's, Contracts

Corporate Real Estate (Construction and Build outs)

Disaster Recovery Program

- Supervised corporate administrative staff and oversaw the formulation of Initiative and Program Compliance Reports which were circulated to the State Legislature as well as Corporate Board of Directors.

Manager, Internal Audit, 2005 – 2006
Ocwen Financial Corporation, West Palm Beach, FL

- Managed a team of Senior Auditors throughout the global organization
- Reviewed the financial, operational and compliance operations of the organization and issued reports to Senior Management.
- Reviewed and completed various cycles for Sarbanes Oxley certification.

Empire State Development Corporation 1982 - 2005

Director of Portfolio Management, Housing (seven years)

Managed a residential real estate portfolio of over 100 projects throughout New York State

- Portfolio consisted of 28,000 units and held a mortgage value of nearly \$1 billion, most projects were subsidized with section 236 and section 8 HUD subsidies

Supervised staff of approximately 20 professionals, including real estate attorneys, mortgage loan officers, accountants and field reps.

Assistant Vice President Internal Audit (Officer of the Corporation (30 months)

Developed and administered the Audit Plan for the entire corporation and subsidiaries (\$2 billion)

- Supervised staff, including audit manager , seniors and staff auditors
- Audit plan consisted of routine financial cycle audits to fraud investigations
- Lead auditor/ consultant on Peoplesoft Financial conversion
- Worked with KPMG and IBM on Sarbanes-Oxley implementation **Audit Manager** (two and half years)
- Assisted in preparation of annual audit plan
- Specialized in larger construction projects
- Supervised one senior and two staff auditors
- Presented audit reports to Senior management

Senior Auditor (one year)

- Performed cycle audits A/P, A/R, Payroll, Construction Projects
- Supervised two staff auditors
- Maintained adherence to audit budget

SKILLS

Computer Knowledgeable and Proficient (MSA and Peoplesoft Financial Systems, Yardi, Microsoft Office among others)

Excellent written and verbal communication

Education

B/A Economics /Business Administration, Rollins College, Winter Park Florida 1976

Other major: accounting; graduate work in statistical inference

STEPHEN J. COTTRELL
ICMA Credentialed Manager

1131 McLean Street
(727) 487-3763 (cell)

Dunedin, FL 34698
stcottrell@gmail.com

March 12, 2012

Town of Lake Park Town Manager Recruitment
Ms. Bambi McKibbon-Turner, Director
Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, FL 33403

Dear Ms. McKibbon-Turner:

Thank you for your review of my resume and consideration of my qualifications to serve as Lake Park's town manager.

As an ICMA Credentialed Manager with a twenty-five year tenure that includes local government management positions in both Florida and Vermont, I have the qualities and professional experience Lake Park seeks in the person who fills this position. For me, this position represents an opportunity to focus my energy, years of experience, and the duration of my career in public service toward assisting Lake Park's elected officials and town residents along the path of enhanced community engagement, economic and environmental sustainability.

Throughout my career as both assistant manager and town manager, I strive to lead communities and city councils to think outside the box, to keep abreast of technological change, to take calculated risks, and find the most efficient and cost-effective methods for providing public services.

In Windsor, Vermont, I initiated the "Windsor Integral Sustainability Initiative," a transition town project intended to restore a 940 acre recreational and agricultural area of state owned land surrounding an active prison to its former, higher and best use as an economic resource and regional food production resource. In Belleair, Florida, I led their eight year effort to regain local control of the electric distribution system, and provide a profound additional revenue source to a community with severe economic development constraints. In the mid 1990's, at the beginning of the transition to fiber-optic telecommunications, I attempted to lead Plant City, Florida to become one of the leaders in the implementation and application of broadband technologies to bolster economic development, distance learning, and telecommuting.

Prior to my decision to leave my position as town manager of Windsor, and through the present, I continue to expand my knowledge of methods and models to enhance civic engagement, our urban and regional ecologies, and "smart growth" land

use and economic development strategies that will better assure every city's long-term viability in the face of diminishing and more costly energy resources. It is my belief that the challenges we now face within all service areas and levels of government require new strategies that move our cities towards sustainability and resilience.

My past accomplishments and recurring success as a municipal manager are directly correlated with who I am as a person, as well as with those who have worked with me and for me in every municipal service delivery environment. With the help of my department heads, fellow employees, elected officials, and city residents, I strive to create an environment where the people who work with me enjoy what they do, and where they may be recognized within their communities for their individual and collective contributions.

My references will corroborate that I am a person of integrity, who does not compromise his ethics and professionalism for the sake of political expediency. I am regarded by others as an innovative and effective problem solver who embraces change and often departs from the institutionalized ways of doing things the way they have always been done.

In addition to the variety of daily challenges and opportunities that municipal management offers, I especially enjoy and excel at addressing deferred infrastructure repairs and the implementation of capital improvement projects. For nearly half of my tenure in municipal management, I have also performed the duties of public works director, including water and wastewater utilities, and worn other hats as well.

Lastly, I typically find ways to obviate more than the total costs of my compensation and benefits, annually, through grants, policy recommendations, and implementation of appropriate organizational changes or improved fiscal management. Nonetheless, I would expect that my salary in Lake Park would approximate the \$90,000 annual salary that I most recently enjoyed in Windsor, Vermont. However, I expect overall compensation offered will be the subject of future negotiations, prior to my subsequent appointment.

I sincerely hope Lake Park will extend me the honor of further consideration as their next town manager. I know I have the capacity, professional ethics, knowledge and experience to add value to Lake Park's future. If chosen to fill this position, I hope to facilitate its continuing progress towards recognition as one of the most innovative and progressive cities in Florida with respect to its sustainability initiatives, as well as numerous other areas of public service. I would greatly appreciate becoming a member of the town's management team.

Sincerely,

Steve Cottrell

STEPHEN J. COTTRELL
ICMA Credentialed Manager

1131 McLean Street
(727) 487-3763 (cell)

Dunedin, FL 34698
stcottrell@gmail.com

PROFESSIONAL EXPERIENCE

TOWN MANAGER, Windsor, Vermont

08/2008– 08/2011

Duties and Responsibilities:

- Daily administration of all departments, inclusive of finance and budget, public works sanitation, water, wastewater, streets, drainage and parks, police, fire, building, planning and zoning, human resources, city clerk (records management), police, fire, recreation and parks (supervision of department heads/division directors).
- Serve as public works director and town's chief financial officer.
- Develop and implement operating and capital budgets; capital project management.
- Prepare financial policies and ordinances for town council/select board approval.
- Media relations, public communications, town's liaison to all intergovernmental agencies, boards and various state agencies, private consultants.
- Grant Writing; grant administration and implementation.

Representative Achievements:

- Applied and secured more than \$2 million in grant funds for critical water system improvements.
- Initiated and implemented a \$5 million dollar water main installation and metering project.
- Recruited and hired new police and fire chiefs who restored order and professional management within those departments.
- Prepared and administered fiscally conservative operating and capital budgets, supplemented with grant funds to mitigate need to increase taxes.
- Initiated a twenty-year evaluation and capital improvement plan for wastewater system improvements and commenced \$1.6 million in immediate sewer infrastructure repairs.
- Initiated evaluation and commenced repairs on town's high hazard dam.
- Initiated a land-use conservation and sustainable agricultural, recreation, and development strategy for 900 acres of underutilized state lands in town.
- Prepared new, comprehensive highway standard and sewer use ordinances.

TOWN MANAGER, Belleair, Florida

03/1997 – 08/2006

Duties were largely the same as those of the Town Manager for Windsor.

Representative Achievements:

- Saved the town's wastewater rate payers millions of dollars in future capital improvement and system maintenance renovation and improvement expenditures, and operating expenses through sale of the treatment plant and collection system to Pinellas County.

- Maintained stable property tax and utility rates while implementing more than eight million dollars in capital improvements; approximately one million per year, including a \$2.8 million dollar community center.
- Led the town's efforts to acquire the electric distribution assets owned by a private, investor-owned electric company in order to provide the town with an additional source of revenue, and to facilitate both aesthetic and functional service delivery improvements.
- Enhanced the town's financial policies, reporting and public accountability through implementation of the most current governmental budgeting and accounting standards, and received GFOA recognition for same for every annual audit; one of the earliest cities to implement GASB 34 requirements.
- Reduced ad valorem tax increases and revenue requirements through changes in both fire and police service arrangements and implementation of more efficient and effective inter-local agreements.
- Helped prevent the demolition of the historic Belleview Biltmore Hotel properties through adherence and enforcement of town's redevelopment code and comprehensive plan.
- Enhanced customer service efficiency and effectiveness through both organizational changes and implementation of city web site.
- Enhanced employee morale through continuous staff training programs and benefit improvements.

OTHER RELEVANT EXPERIENCE

INTERIM CITY MANAGER: Indian Rocks Beach, Florida 04/2007- 12/2007

Duties were largely the same as the duties as the Town Manager of Windsor and Belleair.

Representative Achievements:

- Enhanced employee morale through staff participation in management meetings.
- Prepared tax neutral operating and capital program budgets that included multiple, new revenue alternatives and opportunities.
- Began major streetscape/pedestrian safety improvement project on Gulf Boulevard at the south end of town.

ASSISTANT CITY MANAGER: Plant City, Florida 1990 – 1997

Provided management support in the daily operations within one of the fastest growing municipalities in west/central Florida. Plant City (pop. 27,000) had an operating and capital budget ranging between \$20 to 35 million annually, inclusive of water, wastewater, and storm water utilities, parks and recreation, library, public works, engineering, streets and traffic control systems, sanitation, community redevelopment, police and fire services.

Duties:

- Performed duties of personnel director/risk manager during first year of service. Annual operating and capital budget preparation and implementation.

- Management Information Systems and network development.
- Project and facility construction management and coordination.
- Business recruitment and economic development.
- Public works administration (2nd through 7th years).
- Served as city manager during manager's absence.

Representative Achievements:

- Implemented employee cafeteria benefit plan and performed salary studies. Assisted in the conversion and implementation of new software for financial accounting and payroll.
- Implemented \$15 million wastewater reuse project, storm water utility program, and landfill closure project.
- Developed city-wide computer network and city's first web site.
- Initiated and directed the city's examination of a unique public/private telecommunication partnership for ownership and operation of a citywide, fiber optic network utility to provide advanced voice, video and data communication service to all homes, businesses and educational institutions.
- Wrote proposals that resulted in city obtaining more than \$4 million in grants.
- Managed construction of a new public works complex; two fire stations; library renovation and expansion; 911 emergency command center; and numerous other infrastructure and facility improvement projects.

SENIOR MANAGEMENT ANALYST: City of Tallahassee, Florida 1985 – 1990

CORE COMPETENCIES

- Financial administration and accounting- revenue and expenditure forecasting; operating and capital improvement budgeting.
- Comprehensive land use planning, economic development and redevelopment; growth management and annexation strategies.
- Public works and utility management; infrastructure repair and improvement.
- Management information systems, effective use of computer technology and graphic information systems.
- Written and oral communication.
- Personnel administration, staff recruitment and development, succession planning.
- Cost-effective management and stewardship of public assets.

EDUCATION

- Master of Science in Public Administration, Florida State University, 1980
- Bachelor of Arts, English, California State University, Sacramento, California – 1973

PROFESSIONAL MEMBERSHIPS

- International City/County Management Association
- Florida City and County Management Association (Board of Directors 2001 – 2003)
- Vermont Cities and Towns Management Association (Board of Directors 2010 – 2011)

CIVIC MEMBERSHIPS

- Plant City and Windsor Rotary International

Kenneth A. Cregue

Salary expectations and requirements not specified in cover letter.

Human Resources Department
Lake Park Town Hall
535 Park Ave,
Lake Park, Florida 33403

Kenneth A. Creque
211 Robin Dr.
Plymouth NC, 27862
910-354-8791

It is with great enthusiasm that I submit my resume for the position of Town Manager. I visited your webpage and was very impressed by what I saw and read. I am currently the Town Manager of Plymouth North Carolina and I have become the longest tenured town manager for Plymouth since 2003. The Town of Plymouth North Carolina is in north east North Carolina near the mouth of the Roanoke River and an hour away from the Outer Banks. Plymouth is a full service municipality with Police, Fire, Water, Sewer, and Sanitation. Plymouth was my first opportunity as a Town Manager and I am very grateful for the opportunity, particularly the baseline experiences that the community has offered me.

I believe that my time with Plymouth NC as well as, the many years I worked for county, federal government, and the US Army as a supervisor and combat leader have given me the perfect combination of skill, and savvy to be the perfect fit for the Town of Lake Park. Included within this packet is a copy of my resume, and my educational credentials. If you have any further questions you can contact me at 910-354-8791, this is my personal cell and I always have it with me. I look forward to discussing the opportunity with the Town Council, and if not I wish you the best of luck in your search.

Sincerely,


Kenneth A. Creque MPA

Kenneth A. Creque

211 Robin Dr

Plymouth, NC 27962

Cell: 910-354-8791

E-Mail: KennethCreque@yahoo.com

SUMMARY: 14 years of management experience, with 9 years working in the public sector, extremely focused on resource management and developing internal capabilities. Extensive experience with performance measurement, benchmarking, cost benefit analysis, project management, contract writing and negotiation, performance evaluations, performance based budgeting, disaster planning and response, team building, IT infrastructure planning, annual reporting, strategic planning, writing capital improvement plans, budget creation, implementation, and review.

EDUCATION:

MASTERS OF PUBLIC ADMINISTRATION, Dec 2007

University of North Carolina at Pembroke, Pembroke North Carolina, 4.0 GPA

Graduate Research Papers

- Professional Development Programs: Why or why not are they done by municipal governments?
- A Critical Analysis of the Cumberland County North Carolina Emergency Management Plan.
- US Energy Policy and Homeland Security.
- Contingency Planning for an Act of Terrorism.
- THESIS: The Distinctiveness of Public Administration in the Federal Government.

Bachelor of Arts in Political Science (Public Administration), May 2005

University of North Carolina at Pembroke, Pembroke NC, 2005, 3.9 GPA

- Distinguished Graduate Department of Political Science.
- Inducted into Alpha Chi National Scholastic Honor Society, Feb 2005.
- Graduated Top Ten Percent of Class.
- Chancellor's List 2004 -2005.

EXPERIENCE

Town Manager

Town of Plymouth, Plymouth NC, 04/2010 to present

Salary and benefits: \$55,100.00 per year

Chief Administrative officer for the Town of Plymouth vested with full authority as per N.C.G.S 160A. Supervises and manages a full service municipality with a full time staff of 32 and a budget of 4.8million dollars serving 3900 residents with Police, Fire, Solid Waste, Planning, Water and Sewer, as well as Buildings and Grounds and Streets. Serves as Budget Officer for the municipality. Acts as the Senior Program Manager for multi jurisdictional grants. Writes text amendments to ordinances, ordinances, requests for bids, and contracts for the Town. Consults and advises Plymouth NC STEP Committee, Plymouth NC Downtown Development Association, and is the Program Manager for the NC Small Town Main St program Plymouth.

- Spearheaded the agency drive for electronic record keeping.

**Robeson County NC Graduate Intern Assistant to the County Manager
Robeson County NC 5/2006 – 8/2006, Lumberton, NC**

Salary: 13.00 USD per Hour

Worked independently within the county manager's office assisting with the day to day functions of county operations. Particular area of emphasis was planning and strategic development.

- Reviewed and reformatted the county's 5 year Capital Improvement Plan.
- Created new templates that will expedite the yearly updating of the Improvement Plan.
- Researched and wrote a policy memorandum evaluating the county's plan for a Landfill Gas Collection Project.
- Documented \$500,000 in grants and tax incentives the county can use to expedite landfill development.
- Identified an additional \$250,000 in grants that are eligible depending on planned application at the site.
- Performed research and statistical analysis to create a population density report.
- Directed the work of a GIS technician to create appropriate maps in support of the population density report.

Supervisory Transportation Security Officer, SV-1802-GG

Department of Homeland Security (TSA) 07/2002 – 05/2007, Fayetteville, NC

Salary, \$41, 315 per year

Led a 7 to 12 member team providing pre-boarding screening of passengers, carry on bags and baggage. Supervises, distributes, and balances the workload and tasks among employees in accordance with the passenger flow. Uses and monitors the use of special equipment such as walk through metal detectors; hand held metal detectors, x-ray machines, and explosive trace detection machines. Performed weekly maintenance and repair on special equipment in accordance with TSA guidance and manufacturer regulation.

Certified Para Professional Tutor Political Science, Policy Analysis, and Economics

University of North Carolina at Pembroke, Office of Advisement and Retention, 8/2005 to 12/2005 Pembroke NC

Salary, \$7.00 per hour

Provided small group assistance to high risk college students through faculty or self referral. Identified the learning style of the student, audio, visual or kinesthetic, and provides a tailored approach for the student. Led study groups, provided expert knowledge of the subject matter to assist the student to achieve his or her maximum potential.

UNITED STATES ARMY, STAFF SERGEANT, INFANTRY 1988-2002

07/00 – 07/02 Weapons Training Officer,

HQs 2Bn 325 AIR, 82nd Airborne Division, FT. Bragg, NC

06/97 – 06/00 US Army Instructor,

C Co 2nd BN 29th Infantry, FT. Benning, GA

Company Operations Sergeant

10/1995 to 7/ 1997

US Army, B. Company 3rd Battalion 327 Infantry, 101st Airborne Division (ASLT), FT.

Hrs per week: 60hr

06/88 – 05/97 Infantryman, various units and locations.

Training & Professional Development

- Economic Development Finance 16 hrs, NC Government Center, Chapel Hill NC
Sept 2011
- North Carolina Municipal and County Managers Course 340hrs, NC Government Center,
Chapel Hill NC, April 2011
- Basic Economic Development Course 40hrs, NC Government Center, Chapel Hill NC,
August 2010
- Industrial Safety, 30 Hrs, 2007
- Performance Measurement 8hr, NC Government Center, Chapel Hill NC, 2007
- ArcGIS 9, 40hrs, ESRI, 2006,
- Department of Homeland Security (TSA) Conflict Management Essentials Course, 2006.
- Department of Homeland Security (TSA) Whistle Blower Protection Act, 2006.
- Department of Homeland Security (TSA) TSA Managing Diversity in the Workplace, 2006.

Skills

- Outstanding writing skills.
- SPSS
- UML
- Microsoft Excel, 2003/2007/2010
- Microsoft Access 2003
- Microsoft Power Point, 2003/2007/2010
- Microsoft Word, 2003/2007/2010
- MS Visio
- Arc GIS 9
- Outstanding public speaker.

Affiliations

- Member NC Association of City and County Managers 2010
- Member ICMA 2008
- Member American Society for Public Administration 2005
- Phi Delta Theta Fraternity 1984.

William. A. DiLibero

Salary expectations and requirements not specified in cover letter.

William A. DiLibero, Esq., AICP
117 Mount View Avenue, North Kingstown RI 02852
(401) 474-2904 – wdilibero@cox.net

March 2, 2012

Human Resources Department
Lake Park Town Hall
535 Park Avenue,
Lake Park, Florida 33403

Dear Sir or Madam:

I am writing to express my interest in the Lake Park Town Managers position which was advertised on the ICMA website. My resume is attached for your review.

For a number of years I worked in State government at the Massachusetts Department of Environmental Protection. There I served as a senior planner and environmental analyst and subsequently as Deputy Director of the Division of Solid Waste and the Administrator of the GIS Department.

For a short number of years I worked as an attorney in State government and as a sole practitioner and then returned to government work at the local level. I served as the Planning Director in two communities and for the past nearly six years have been the chief executive in two neighboring communities; Hopkinton and now Charlestown, Rhode Island.

Charlestown is similar to Lake Park in that it is a coastal community with a broad socio-economic population. The annual population is about 8,000 with the population more than doubling with the summer population. Many Florida, New York and Connecticut residents summer in Charlestown. We provide public safety, public works and recreational services to the public. Working as the Town Administrator in Charlestown I have started a municipal court, drafted a personnel manual, initiated an employee evaluation program and publish a monthly electronic e-newsletter.

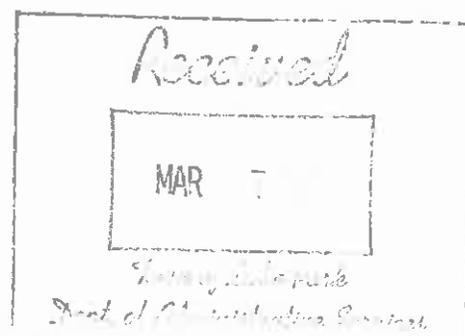
I helped manage emergency procedures during the March floods of 2010, and 2011 Tropical Storm Irene. I serve as the Town's Public Information Officer and have completed a number of Incident Command System and the National Incident Management System training courses. My land-use and environmental planning skills complement these emergency response skills.

I look forward to the opportunity to meet with Town officials and discuss the managerial expertise that I can bring to Lake Park.

Very truly yours,



William A. DiLibero



William A. DiLibero, Esq., AICP
117 Mount View Avenue, North Kingstown, Rhode Island 02852-1251
(401) 884-8837 -- wdilibero@cox.net

EDUCATION:

- Certificate, Harvard University Kennedy School of Government, Senior Executives in State and Local Government. July 2011.

- Juris Doctorate, New England School of Law, Evening Division, Boston, Massachusetts. May 1991. U.S.E.P.A. Fellow.

- Masters of Urban and Regional Planning, University of Miami, Coral Gables, Fl. 1986. Received full research/teaching assistantship. Major field of study- Economics and Planning.

- Masters of Arts, Clark University, Worcester, Massachusetts Geography Department - Environmental Affairs Program, 1984. Jonas Clark Fellow. Major field of study - Water Resources, Economics and International Development.

- Bachelor of Science, Worcester State College, Worcester, Massachusetts, 1981. Major field of study - Sociology and Natural Science.

EXPERIENCE:

*July 2009 to
Present*

Town Administrator - Charlestown, Rhode Island

- Oversee Town departments and all Town personnel matters.
- Prepare annual budget and oversee Town spending.
- Implement directives of Town Council,
- Negotiate collective bargaining agreements.

*June 2006 to
July 2009*

Town Manager - Hopkinton, Rhode Island

- Oversee Town departments and all Town personnel matters.
- Prepare annual budget and oversee Town spending.
- Direct economic development within the Town and facilitate meetings with local and state officials.
- Implement directives of Town Council.
- Serve as interim department head as needed.

*January 2005 to
May 2006*

Planning and Community Development Director - Cumberland, Rhode Island

- Review and oversee review of minor and major development projects.
- Prepare grant applications and oversee grant activities.
- Provide recommendations to Planning and Zoning Boards and assist executive office in economic development activities.
- Implement community comprehensive plan and affordable housing activities.
- Oversight of clerical and planning staff; preparation of department budget and Town capital budget plan.

- May 2002 to December 2004** **Planning Director - Foster, Rhode Island:**
- Advise Planning and Zoning Boards on land development applications and concerns.
 - Update Comprehensive Plan including affordable housing plan, and initiate plan implementation.
 - Complete regional wastewater management plan, growth management study and growth phasing ordinance.
 - Prepare grant applications, review contracts and leases, prepare department and capital budgets for the town.
- October 1991 to July 2009** **Attorney: General Solo Practice**
- Incorporate and advise small businesses pertaining to general operations.
 - Prepare contracts, leases purchase and sale agreements and otherwise advise real estate transactions.
 - Obtain land-use and environmental permits.
 - Create estate plan for clients in a variety of income brackets and perform probate procedures.
- August 1997 to May 2000** **Senior Planner:**
Massachusetts Department of Environmental Protection, Worcester, MA.
- Oversight of landfill assessment activities and facility permitting.
 - Coordination of branch Geographic Information System (GIS).
 - Design and implementation of energy facilities website.
- June 1993 to December 1994** **Geographic Information System (GIS) Program Director:**
Massachusetts Department of Environmental Protection, Boston, MA,
- Managed GIS (computer mapping) software application development throughout the Department.
 - Preparation of in-house and external contracts.
 - Oversight of technical staff and \$.5 million budget.
 - Create training and budget documents.
- January 1994 to June 1995** **Faculty:**
Northeastern University, Division of Continuing Education,
Solid and Hazardous Waste Management Program, Needham, MA.
- Taught courses in solid waste, wetlands regulation and environmental law.
- September 1992 to June 1993.** **Deputy Director /Senior Planner - Division of Solid Waste Management: Massachusetts**
Department of Environmental Protection
- Senior Planner;**
November 1988 to August 1992
- Oversight of the State's recycling, MRF and composting programs.
 - Designed and implemented the Landfill Assessment Training Program
 - Oversight of three managers, in-house and regional staff and contractors.
 - Implemented statewide waste bans.
 - \$3 million budget oversight.
- April 1986 to November 1988.** **Community Resource Development Specialist:**
University of Massachusetts Cooperative Extension, Amherst, MA.
- Assisted public officials with land-use and natural resource planning.
 - Created and implemented statewide Town Planning Institute.
 - Grant writing and administration.

LICENSES AND ACTIVITIES:

American Institute of Certified Planners - November 2005.

Member of the Rhode Island Bar - October 1991 to present.

Member of Massachusetts Bar - June 1992 to present.

West Bay YMCA Board of Directors - November 2001 to present.

Assistant Band Director, Our Lady of Mercy Elementary School, East Greenwich RI – 2001 to present.

Metacomet Land Trust, Founding Member and Director, November 1988 - November 1990.

LANGUAGES:

Spanish – Conversational

PUBLICATIONS:

Charlestown Personnel Manual (Draft), Charlestown, Rhode Island, January 2012.

Charlestown Municipal Court Ordinance, Charlestown, Rhode Island, April 2010.

Hopkinton Municipal Court Ordinance, Hopkinton, Rhode Island, August 2007.

Cumberland Land Development and Subdivision Regulations, Cumberland, Rhode Island, April 2005 Draft.

Foster Affordable Housing Plan, Foster, Rhode Island, December 2004 Draft.

Foster Growth Phasing Ordinance, Foster, Rhode Island, June 2004.

Foster Comprehensive Plan Update, Foster, Rhode Island, January 2003.

Thompson, Robert H., Mary F. Hutchinson and William A. DiLibero, Summer, 2001, *GIS Creates New Opportunities and Issues for Coastal Communities*, in Maritimes, Vol. 43 No.1, University of Rhode Island, Narragansett, Rhode Island.

DiLibero, William A., January 9, 2001 "Public Records, Data Privacy and the Internet, and Spatial Data Liability," Massachusetts Geographic Council monthly meeting. http://www.state.ma.us/mgis/mgic_ix.htm

DiLibero, William, A., September 2000, Smart Park - Concerned Citizen's Coalition
<http://www.quonsetalternatives.com/>

DiLibero, William, A., October, 1999. *The Environmental Permitting of Energy Facilities in Massachusetts*, in MA DEP Website, Massachusetts Department of Environmental Protection, Boston, Massachusetts.
<http://www.state.ma.us/dep/energy/energy.htm>

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JAMES ANDREW "ANDY" EDWARDS

1863 Hollyhock Road Wellington, FL 33414
(850) 445-8104 • andyedwards1@gmail.com

March 13, 2012

Bambi McKibbon-Turner
Director
Human Resources Department
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Ms McKibbon-Turner,

With a successful background directing strategic and operational planning, forging and managing relationships with major stakeholders, building consensus around critical issues, and spearheading large-scale projects, I am proud to have established myself as a valued contributor to major government organizations. Combining core strengths in budget, financial management, performance management, contract administration, regulatory compliance and personnel management, I am now seeking to leverage over 20 years of experience as the Town Manager for Lake Park.

My roles have ranged from Administrative Services Director/CFO for A.G. Holley State Hospital (AGH), Deputy Secretary at the Florida Department of Business & Professional Regulation (DBPR) and Senior Business Analyst for the South Florida Water Management District (SFWMD). A sample of my key contributions includes:

- Re-engineering patient billing saving \$300k annually at AGH.
- Ensuring the fulfillment of 272 professional standards by the Alcoholic Beverage & Tobacco (ABT) division and administering initial ABT law enforcement accreditation at DBPR.
- Contributing to garnering \$96.2M revenue for Florida in 1 year through DBPR by directing the Pari-mutuel Wagering division's implementation of slots gaming rules and establishing regulatory infrastructure.
- Contributing to land leasing revenue growth from \$200K to \$3M+ annually in 6 years and avoided \$5M+ taxpayer costs annually as member of interim land management leadership team.
- Garnering \$2M savings for SFWMD by leading a re-engineering effort for agency centers that deliver outreach and localized services.

I have significant experience in board operations including managing sixteen boards and two commissions to drive the Florida Department of Business & Professional Regulation's activities. In this role managed legislative budget request, long range program plan, annual report and presented to legislative committees. I have also served on numerous boards including the Lake Worth Drainage District Board of Supervisors, Palm Beach County Library Advisory Council and Solid Waste Authority Advisory Committee; key responsibilities included establishing budget, financial oversight, capital investments and impact to tax rate.

My salary expectations are comparable with other local town managers in the \$100,000 to \$130,000 range with executive municipal level benefits. Thank you for your consideration, and I look forward to your call.

Sincerely,


James Andrew (Andy) Edwards

JAMES ANDREW "ANDY" EDWARDS

1863 Hollyhock Road Wellington, FL 33414
(850) 445-8104 • andyedwards1@gmail.com

Seasoned and successful manager with over 20 years of experience in forging and strengthening key partnerships, directing large-scale projects, resolving business problems, and building consensus around critical issues for major organizations. Directed strategic and operational planning initiatives to drive fulfillment of business objectives, generate revenue, and ensure superior financial management. Optimized multi-million-dollar budgets by performing cost benefit analysis and maximizing resource utilization. Proven team leader committed to ensuring outstanding customer service, driving performance and fostering stakeholder relations.

PROFESSIONAL EXPERIENCE

AG HOLLEY STATE HOSPITAL, Lantana, Florida • January 2010 - present

Hospital is a center of excellence in the diagnosis, treatment and cure of tuberculosis.

Administrative Services Director/CFO Direct the day-to-day financial, contractual and administrative functions and serve as the Chief Financial Officer. Responsible for the financial performance and accuracy of all clinical and clinical support services reporting. Develop, implement and monitor operating/capital budgets and business plans. Manage performance improvement initiatives including the re-engineering of patient billing saving \$300k annually. Oversee compliance with Federal, State, and Local standards, guidelines and regulations that govern the hospital; ensuring delivery of safe patient care and services. Manage personnel through strategic alignment, conflict resolution, problem-solving and staff development; resulting in a cultural of accountability and quality assurance

TAMPA BAY WORKFORCE ALLIANCE, INC., Tampa, Florida • June 2009 - December 2009

Regional workforce board that provided work force development programs and business services.

Project Director Provided project management of various leadership initiatives for economic development and job creation. Participate in the conceptual development of strategic projects, research and analyze communications, issues, regulations, and data. Collaborate with vendors and external partners and represent TBWA in various external forums. Prepare specialized reports and status briefings on projects, such as those related to TBWA Metrics. Implement continuous improvement to operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Serve as the Co-team lead Strategic Plan Imperatives Group, Customer Satisfaction Team.

ACTION LABOR LLC & STAFFING CONNECTION, West Palm Beach, Florida • August 2008 - December 2008

Provides skilled and unskilled temporary labor; fifteen offices with 2008 annual sales of \$28 million.

Chief Financial Officer Managed the accounting department and implemented fiduciary control including financial reporting, cash management, credit policy and tax management. Established good working relationship with financial institution, financial auditor, insurance broker and certified public accountant; analyzed financial data and provided strategic recommendations.

- Managed bank reconciliation backlogged over twelve months bringing current and implemented an electronic reconciliation process maintaining reconciliation to prior day banking activity within three months.
- Based lined outstanding tax liability recognizing past due payroll taxes and income taxes of approximately \$2 million. Secured IRS agreement to freeze enforcement action and opened communications regarding settlement agreement.
- Secured compromise with bank regarding credit line default resulting in cash inflow of \$257,000

FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION (DBPR), Tallahassee, Florida • February 2005 - November 2007

Regulatory organization overseeing over 200 professions and industries in the State of Florida.

Deputy Secretary Directed licensing, regulatory compliance and revenue collection for over 200 professions and businesses; managed \$83M budget and 857 employees through 4 division directors; orchestrated operations of 16 boards and 2 commissions and led department policy and strategic direction. Directed performance measures and process improvement initiatives reducing regulatory cost, led Legislative Budget Request, Long Range Program Plan and Annual Report and delivered presentations to legislative committees. Coordinated with local and federal government to ensure the successful implementation of state law. Drove reductions in unlicensed businesses and underage drinking by directing outreach programs and marketing campaigns.

- Ensured fulfillment of 272 professional standards and administered initial law enforcement accreditation resulting in more effective and efficient delivery of services.
- Slashed delinquent elevator inspections 76% in 12 months by leading the reengineering of the enforcement process.
- Contributed to garnering \$96.2M revenue in 1 year by directing implementation of slots gaming rules and establishing regulatory infrastructure within the authority delegated by the legislature.
- Secured compromise in Florida Real Estate Appraisal Board and U.S. Appraisal Subcommittee disagreement involving Certified Property Appraisers standards, which avoided multi-million dollar loan losses

SOUTH FLORIDA WATER MANAGEMENT DISTRICT, West Palm Beach, Florida • 1989-2005

A government water managing water resources throughout 16 Florida counties.

Senior Business Analyst (1995-2005) Led cross-functional teams in executing major performance improvement and benchmarking initiatives, performed data analysis for strategic policy development, and drove fulfillment of Board directives across agency. Managed \$150M budget and oversaw forecasting, cash flow, and alternative/probability analysis. Spearheaded integration of Oracle platform with agency financial system by leading 6 direct and 4 indirect reports. Developed business cases and performed cost benefit analysis to accommodate growing population demands through cost-effective measures. Delivered cost benefit analysis training and make-and-buy decisions to 20 managers. Leveraged land management plans, inspections, and tenant/owner relationships to ensure compliance with best practices in agriculture management. Reviewed complex land lease terms and conditions, analyzed government land leasing tax implications, and fostered stakeholder relations.

- Contributed to land leasing revenue growth from \$200K to \$3M+ annually in 6 years and avoided \$5M+ taxpayer costs annually as member of leadership team.
- Drove fulfillment of tenant tax obligations by building relationships with county property appraisers and tax collectors.
- Avoided hundreds of thousands of dollars in costs by resolving delinquent tax issues and tax liens against district land.
- Garnered \$2M savings by leading re-engineering effort for agency centers delivering outreach and localized services.
- Saved \$85K annually by introducing computerized system for Governing Board agenda creation and distribution.
- Saved \$1M+ annually for 5 years by harnessing outsourcing opportunities.

EDUCATION

Bachelor of Arts in Finance

Florida Atlantic University, Boca Raton, Florida

Lean Six Sigma Certificate

Villanova University, Villanova, PA

Board Service

Lake Worth Drainage District Board of Supervisors (LWDD), (1999 to 2002) elected in 1999, served as President in 2002. LWDD is a water control district created by the Florida Legislature, which provides flood control and conservation of water supply for approximately 700,000 people with a budget in excess of \$12 million. Responsibilities included strategic direction, overseeing policy implementation, establishing budget and tax rate, and facilitating relations with other public entities.

Palm Beach County Library Advisory Board (LAB) appointed in 1999, served as chair in 2005. The LAB serves over 450,000 people with an operating budget in excess of \$27 million. Duties included advising the Palm Beach County Commission on capital expansion, budget, and strategic direction for the County Library system. In 2003 served as the Legislative Committee Chair for the Board.

South Florida Fair Director (2003 to 2004) served on the Master Planning Committee responsible for capital expansion, property acquisition, long term transportation planning with the Metropolitan Planning Organization and water resource permitting.

Solid Waste Authority Citizens Advisory Committee (2002 to 2004) responsibilities included proposed agenda and budget development for the Palm Beach County Commission and providing citizen oversight of operations.

Take Stock in Children, Leadership Council Palm Beach County (2002 to 2003) responsible for raising funds for the program and recruiting new mentors.

Kenneth Fields

Salary expectations and requirements not specified in cover letter.



Kenneth R. Fields

1064 SW 9th Ave
Boca Raton, FL
33486

CELL
954-610-6672

EMAIL
krfields@bellsouth.com

December 14, 2012

Human Resources Department, Town of Lake Park
535 Lake Park Avenue
Lake Park, FL 33403

This letter is submitted in response to the search by the **Town of Lake Park** for a **Town Manager**. I believe it highlights my broad experience in both the public and private sectors and my specific skills in managing government organizations, and especially my record of getting things done.

I offer specific strengths in administration, budgeting and finance, public safety including emergency management, economic development, human resources, including collective bargaining, and technology. I helped create Hollywood's Beach CRA district and analyzed economic development proposals for its Downtown CRA as well as managing development of multi-year capital improvement plans to support economic development activities. Throughout my career I have demonstrated the ability to be creative and able to implement change and improvement in the organizations I've worked for. There are unique issues facing all municipalities in the current economic climate and in response I have proposed innovative solutions to maintain government services and generate additional revenues.

My years in government have taught me how important communication is in maintaining ongoing dialogue between the elected officials to whom you report, the citizens you serve and the staff that provides these services. I work at maintaining communications with all elements of the population and encourage citizen input into determining the municipality's priorities and operations. I am not afraid to express my opinions but understand that the final decision always remains with the elected officials for whom I work. I have an informal and open style of management and believe a Manager has to get out of the office and "walk the shop floor" to make himself accessible to both the employees and the citizens, the better to get input from all sources on what is going right and wrong with daily operations.

In addition to my formal duties, I have been involved in the community and especially in building bridges between local jurisdictions and the county and state governments to improve the ability of my municipality to provide services. I am also proud that in all of my public positions I have been succeeded by persons I hired or trained. However, what a resume can never represent is my sense of humor, belief in leadership, ethical standards or dedication to public service and willingness to serve my citizens.

I look forward to meeting with you to further discuss how my skills and experience can benefit the Town of Lake Park. Thank you for your consideration and I hope to hear from you shortly.

Kenneth Fields

Town Manager

Operations / Budget and Finance / Public Safety / Technology / Human Resources / Labor Relations / Economic Development

Accomplished high level executive with experience in the public and private sectors. Innovative, resourceful and creative goal oriented problem solver. Highly skilled in financial management, budget planning, cost control, using technology and establishing sound working relationships with team members and outside resources. Able to manage in diverse and fractious environments with a record of innovation, achievement and improvements in service. History of identifying and developing management talent to assure continuity and improved professionalism of staff. Excellent written and verbal communication skills including media relations. Ability to listen and hear elected officials, citizens, employees and other stakeholders to develop and determine organizational goals and objectives.

RELEVANT EXPERIENCE

Town Administrator, Southwest Ranches, Florida 2011 – Present

- Direct all Town operations through contract services including police, fire, planning, building, code enforcement and public works, parks and right of way maintenance.
- Managing implementation of new procurement code and application of new Broward County Code of Ethics.
- Managing implementation of new contracts for solid waste services, fire services, and janitorial services.
- Improved staff morale through open door management style and team building.

Village Manager, Islamorada, Village of Islands, Florida 2008 – 2010

- Directed all Village departments including planning, public works, utilities, capital construction, police, fire-rescue and emergency management, building and code enforcement, parks and recreation and finance.
- Maintained Village services in the face of declining property tax base through reorganization, job consolidation, wage and benefit freezes and/or reductions, and increased use of technology;
- Completed on time and on budget over \$8 million of major capital improvement projects including new Village Administrative Center and Public Safety Headquarters, Community Center, Fire Station and Marina Bathhouse;
- Obtained FEMA funding for half the cost of the new Village Administration Building and Public Safety Center, (\$2.8 million), replacing space rental costs with lower debt service;
- Initiated completion of Village's \$127 million wastewater collection and treatment system to achieve compliance with State mandated standards and eliminating septic systems;
- Negotiated with the Department of Environmental Protection to prevent operators of on-site package wastewater treatment plants from having to pay twice for upgraded treatment technology to meet state standards; led to new legislation extending the deadline for compliance by five years;
- Developed cost reduction and productivity opportunities by cooperatively providing services with other jurisdictions.

Executive Administrative Officer (Equivalent to City/County Manager), Seminole

Tribe of Florida, Hollywood, Florida 2002 – 2006

- Directed all Tribal government programs including public safety, public works, utilities, capital construction, planning, recreation, building code enforcement, buildings and grounds, elder affairs, social services, public health, education, housing, environmental protection and aviation; with 1,500 employees and annual budget of over \$200 Million.
- Reorganized over thirty tribal programs into five groups to improve management control and coordination.
- Initiated implementation of a new automated financial management system to eliminate transportation of paper documents between seven tribal locations across state;
- Improved productivity and professionalism by raising hiring standards and rewriting personnel policies. Result was upgraded services with fewer client complaints.
- Initiated the accreditation process for the tribal police department while doubling the size of the force to over one hundred thirty certified officers and created professional fire-rescue service of over seventy five cross-trained Fire Fighter/EMT/Paramedic personnel.
- Created an emergency management function to coordinate emergency response for natural disasters, large scale public events and terrorist threats for reservations and a major tourist attraction with up to 45,000 visitors a day.
- Initiated creation of reservation charter school to allow dual language education of tribal children;

- Developed comprehensive land use planning program to support multi-year capital budget for infrastructure investment. Total planned projects exceeded \$300 Million in utilities, community facilities, roads, recreation and housing.

Assistant City Manager, City of Hollywood, Florida

1994 – 2002

Director, Office of Management and Budget, City of Hollywood, Florida

- Managed coastal city with workforce of 1500 and an annual operating budget of \$225 million by providing analytical support to the City Manager for all major decisions with a potential fiscal impact including developer proposals and other economic development initiatives;
- Supervised Offices of Management and Budget, Human Resources and Risk Management, Information Technology, and Communications;
- Created multi-year capital investment plan of \$100 Million to improve infrastructure and encourage investment. Private sector investment in the city increased more than 100% in year after initiation of projects.
- Conducted collective bargaining with five unions representing over 1300 employees. Succeeded in obtaining management rights concessions from all units allowing increased wage and benefit costs to be offset by greater productivity through more flexible staff management.
- Negotiated contracts with health care providers for a self-insured employee health benefits plan. New contracts reduced potential costs by 35% and tied increases to federal reimbursement rates.
- Created new Community Redevelopment Agency to lead redevelopment of beach area of the City.
- Analyzed operations of all city departments to identify ways to improve effectiveness and efficiency of services to citizens and visitors;
- Prepared the annual operating budget and developed long term financial strategies with an emphasis on alternative revenue sources and controlling personnel costs (including pensions and health care).
- Introduced performance measurements as part of budget process and creation of budget document in GFOA compliant format.

Director, Business Operations, Software Engineering Institute, Carnegie Mellon University, Pittsburgh, Pennsylvania

1988-1993

- Directed financial management, facilities management, and administrative support services of a 300 person, \$35 million federally funded research and development center.
- Maintained the same staff level in Business Operations while the institute grew from an approximately \$18 million and 150 person operation to a \$38 million and 300 person operation.
- Participated as a member of the management team implementing a Total Quality Management (TQM) methodology through extensive training, teaching and inspection designed to improve overall efficiency and results.

Manager, National Government Services Group, Arthur Young & Company,

1983-1988

- Managed local, state and federal government and non-profit organization consulting projects in the Mid-Atlantic region and then on a national basis.
- Converted a state government to GAAP based financial reporting and supported installation of a new automated financial management system.
- Conducted management and/or operations reviews of a major health insurer, school financial and general management processes, and a Federal agency's budget process;
- Evaluated the financial management, overall management and development capabilities of arts and cultural organizations for the National Endowment for the Arts;

Budget and Research Officer/Fiscal Officer

Assistant Director for Labor Relations, City of Pittsburgh, Pennsylvania

1976-1983

- Prepared the Mayor's annual budget of approximately \$150 million for a workforce of over 4500 serving a population of 450,000;
- Developed budget policy, reviewed departmental budget requests, and advised on tax and revenue policy. Created the city's first comprehensive management and budget office;
- Served as lead management negotiator in collective bargaining with nine labor units covering 4000 employees;
- Introduced statistical revenue forecasting techniques, quantitative management analysis methods, and automation of the budget preparation process.

EDUCATION

MS - Public Policy and Management, *Carnegie-Mellon University, H. John Heinz III*

College of Public Policy and Management, Pittsburgh, Pennsylvania.

BIE – Industrial Engineering/Operations Research, *Cornell University, Ithaca, New York.*

AFFILIATIONS

International City Management Association

Florida City and County Management Association

COMMUNITY INVOLVEMENT

Leadership Monroe County-Participant and Organizer of Florida Keys Days during Legislative Session

Leadership Hollywood-Participant and Organizer of Local Government Day

Boca Bobcats (Ice hockey team for Boca Raton High School in FSHL)-Former Volunteer Coach

Soccer Association of Boca Raton – Former Volunteer Coach

Softball Association of Boca Raton – Former Volunteer Coach

Richard Gestrich, B.A., M.S., J.D.
3599 Heirloom Rose Place
Oviedo, Florida 32766
407-971-7160 Home 407-902-5563 Cell
Springlite@cfl.rr.com

Confidentially Submitted:

Monday, March 12, 2012

Dear Council Members:

I am very interested in the advertised position of Town Manager. I have a strong and varied skill set, having managed four widely different communities including: a Florida barrier island community, a Florida top 100 CNN Money City, a highly populated commercial and urbanized community of 53,000, and a richly historical riverside suburban community. My academic credentials are equally strong and varied consisting of a Master of Science Degree in Public Administration from Shippensburg State College and a Juris Doctorate Degree from the University of Pittsburgh with a focused concentration in public sector law.

My operational and management style and leadership has resulted in four Governor's Awards for Excellence for my employers. My success in bringing success to my employer has been consistent and recurring. In 2009, as a direct result of my public relations and communications efforts, my employer was recognized for the first time in their history as being amongst the top 100 Cities in America by both Relocate America (Repeat Award in 2010 and again in 2011) and in 2009 by CNN Money Magazine. Furthermore, in 2011 Family Circle Magazine recognized the City of Oviedo as a top TEN America family community. My promotional and leadership skills also resulted in my employer being recognized as an innovator and honored by the Metro Orlando Economic Development Commission as the recipient of the 2009 William C. Schwartz Industry Innovation Award, an award traditionally reserved for private sector recipients.

Furthermore I have reduced or held steady underlying real estate tax rates for as long as eleven consecutive years. I have also guided my most recent employer out of a fiscal crisis and to a budgetary surplus with four tax decreases: 2008-09 tax of (-5.71%), 2009-10 of (-10.5%), 2010-11 of (-6.95%) and 2011-12 of (-6.90%.) All the while guiding, my employer on an award winning Economic Development Program, including the formation of a CRA District with County funding and a SEEDS district.

I possess strong emergency management skills having managed the frequent flooding along the Delaware River watched by millions on CNN. Furthermore, my emergency management skills are hurricane tested, having responded to the worst storm season in Florida's history and having been directly exposed to the eye wall of a category 3 storm, Hurricane Wilma.

As requested my salary expectations would be \$80,000-\$90,000.

Respectfully,


Richard Gestrich,

RESUME OF RICHARD G. GESTRICH

3599 Heirloom Rose Place

E-mail: springlite@cfl.rr.com

Oviedo, Florida, 32766

Cell 407-902-5563 Home 407-971-7160

Skype: Rich.Gestrich

EDUCATION

J.D., University of Pittsburgh (Active Law License 35262)

M.S (Public Administration), Shippensburg State College

B.A. Magna Cum Laude (Political Science-Pre-Law), Indiana University of Pennsylvania,

Scholar/Athlete Award

EXPERIENCE

City Manager: City of Oviedo (2008-2011) population ~34,000, City located in the Orlando/University of Central Florida/ 417 Seminole Way corridor.

- Oversee and direct 300 + Full Time equivalent employees and nine departments including; Police, Fire, Information Technology, Finance, Budget, Development Services, Human Resources, Parks and Recreation, Public Works, and 12,500 customer base Water and Waste Water Utility Operations and Plant. **Reorganized** all Departments in response to economic conditions and consolidated and outsourced several operations.

AWARDS:

- Lead successful public relations effort resulting in "first time" award & multiple recognitions by **Relocate America** as **top 100 City for 3 years 2009, 2010, and 2011** and **CNN MONEY MAGAZINE 2009 Top 100 Best Places to Live**.
- Successful public relations effort that won "first award" to City by **Family Circle Magazine** as **2011 Top TEN City** for families as compared to 2500 communities.
- Lead award effort resulting in City's recognition as innovator and honored by the Metro Orlando Economic Development Commission with the **2009 William C. Schwartz Industry Innovation Award**. (Sole public sector recipient of award).
- Lead successful **award winning Economic Development effort**, Creation of Community Redevelopment Area, Creation of SEEDS area, Creation of Jobs Growth Program, Creation of EDC task force with City of Winter Springs (70,000 pop). Won the **2010 (EDC) Florida Redevelopment Association marketing award**.
- Earned ICMA National Citizen Survey 2011 ratings exceeding in almost all categories as compared to 500 communities nationwide, increasing all resident approval ratings across all categories and exceeding scoring on the 2005 and 2008 survey results. (All Achieved despite substantial economic downsizing in 2008-2011)
- Won Three Successive Distinguished Budget Awards from the national GFOA

FISCAL ACCOMPLISHMENTS:

- **\$65 million annual budget** and 36 Funds including Enterprise Funds utilizing data driven performance measures for each department. **Stabilized General Fund reserve and eliminated \$2.5 million shortfall maintaining a 15% reserve despite recession.**
- **5 Year Capital Improvement Program Budget of \$89 million.**
- **Four Years of successive Tax reductions: 2008-09 tax of (-5.71%), 2009-10 of (-10.5%), 2010-11 of (-6.95%) and 2011-12 of 6.90%**
- **Rightsizing workforce 19% reduction while maintaining high service levels and high resident approval ratings.**
- **Major initiation of On-Site Employee Medical Clinic reduced annual health premium cost increases from 12% to 2%.**
- **Lead largest acquisition in Oviedo's history with a highly successful voter approved \$36 million bond referendum to acquire A.I.G. Utility. Achieved a Bond rating of AA- with a 3.8% int. rate and estimated long term savings of greater than \$10 million.**
- **Successful procurement of ~\$3.2 million in grants and federal capital appropriations.**
- **Constructed new Public Works Administration, Fleet, Engineering Facilities and Fire Station Construction under budget by \$4 million (36%). **Won the Gold LEEDS award.****
- **Immediately revised purchasing procedures eliminating million dollar plus overruns.**
- **Lead redesign of CR419/SR426 (\$26 million road project) saving \$4 million in redesign.**
- **Outsourced Building Services Dept. reversing annual losses of \$370,000.**
- **Established On-Site Employee Health Clinic reducing claim rates from 12% to 2%.**
- **Initiated Facility wide energy audit and implementation of Guaranteed Energy Performance Savings Contract with Siemens Co. with savings of \$650,000 annually.**

WATER AND WASTE WATER UTILITY OPERATIONS:

- **Mitchell Hammock Water Plant is a forced draft aeration process capacity of 10 MGD.**
- **Directed Water and Waste Water Utility Operations/Acquisition. (12500 accounts)**
- **Recovery from \$392,000 annual loss to a **\$3 million increase in reserves.****
- **Conversion of 7548 Water Meters to radio read through \$2.5 Million energy performance/guarantee contract with Siemens greatly reducing operational losses.**
- **Procured first SJRWMD 20 Year Consumptive Use Permit for 4.67 MG/Day.**
- **Lead largest acquisition in Oviedo's history with a highly successful voter approved \$36 million bond referendum to acquire from A.I.G. and upgrade Alafaya Utilities, a 1.5 Million Gallon/Day Waste Water and Reclaim facility, unifying 100% of the City's customer service area for water, sewer, and reclaim resources. (Increased City service area for waste and reclaim by 10.9 sq. miles.)**
- **Alafaya Acquisition added 1.5 MGD in waste treatment capacity and 2.5 MG of reclaim water storage and added 7500 waste water and 1300 reclaim water customers.**
- **At no cost to City acquired 400,000 GPD Reclaim Water from Aqua Utilities.**
- **Expanded Reclaim service in to eight neighborhoods completing Phase I.**
- **Instituted 5 year Capital improvement program for Alafaya Plant including: Headwork's and Surge Tank, Filtration improvements, Odor controls, Reclaim Water Tank Rehabilitation, and planned and funded sewer system interconnect.**
- **Oversaw Reclaimed Water Agreement with County through Iron Bridge for 3.0 MGD.**

- I initiated and lead successful dispute resolution process with Seminole County resulting in City recovery and credit of \$ 1.1 million in construction costs and reclaim capacity.

PUBLIC RELATIONS/INFORMATION:

- Worked with Chamber Presidents to eliminate discord between the Cities & Chambers of Winter Springs and Oviedo. As a result, I have become a speaker for the Orlando Business Journal and the Metro Orlando Economic Development Commission.
- Planned successful Health Fest special event, breaking Guinness Book of Worlds record.
- Worked regularly with WFTV(9)CBS, WKMG(6)ABC, WESH(2)NBC, FOX(35),
- Weekly Friday letters & Quarterly Newsletter on City's progress to residents
- Initiation of E-News Service allowing e-blasts of City information and news.
- Spearheaded Website based Video Leightronix System indexing Council Meetings.

ECONOMIC DEVELOPMENT:

- Selected City's first Economic Development Coordinator.
- Created City's first Community Redevelopment Area incorporating areas of proposed New Downtown District and Old Downtown District and procuring Seminole County matching commitment of \$15 million in Tax Increment Funds over a 30 year period.
- Created City's first Community Redevelopment Area (CRA) and (TIF)
- Created City's first Jobs Growth Incentive Program.
- Master minded establishment of joint City of Winter Springs and Oviedo Joint Economic Task Force to take advantage of Seminole Way high tech corridor.
- Worked with Hospital Corporation of America on commercial site rezoning.
- **Historical Lawton House conversion to Society Museum with Farmer's Market.**
- **Worked extensively with Oviedo Mall to revitalize the Mall.**

DEVELOPMENT SERVICES:

- Served as Land Use Administrator and Development Review Chair with authority over all Site Development Orders, building permits, zoning interpretations, special exceptions, zoning map interpretations, and administrative rules for the Land Development Code.
- Using my legal background I successfully regulated and controlled problematic alcohol, pain management, & gaming uses.

HUMAN RESOURCES, LEGAL, COLLECTIVE BARGAINING:

- Negotiation of 3 year Collective Bargaining Agreement with PBA Police Union and 2 year IAFF Fire Fighters including successful contract re-opener and renegotiated reductions, and zero wage increases.
- Used my Legal background to actively lead successful defense of FHA/Federal lawsuit alleging \$8 million in damages.
- Overhauled and created all new Annual Evaluation Forms for Directors.

INFORMATION TECHNOLOGY:

- Instituted paperless Council agenda process via web based agenda access.
- Initiation of Website based Citizen Action Center online service that allows citizens to submit complaints or requests for city services directly to City Departments and monitor

the status and track the department response.

- Initiation of GIS Web Portal and Economic Development Web Portal.

Township Manager: Middletown Township, Pa., Bucks County (2006-2008)
Population ~53,000. Highly Urbanized/Suburban Community. (20 square miles).

- Oversee 107 Full Time & ~50 P.T. Employees, Eight Departments. Municipal Country Club and Municipal Market Store.
- Authored new Evaluation Forms for use throughout the organization and brought high delinquency rate to almost 100% completion rate.
- Preparation of approx. \$47 million budget, providing for multi-million dollar road resurfacing program, construction of new D.P.W. Facility, & Fire/Rescue Facility.
- Successful Development of Parking Tax on Sesame Place Park (million visitors)
- Managed \$40 million Investment Fund from sale of utility by highly competitive investment returns and utilizing returns general fund revenue supplement.

Town Manager: Jupiter Island, Florida 2005-2006. A Barrier Island Community in South East Florida (6 miles in length)

- Oversaw 40 Full Time Town Employees, Five Departments, & Regional Water & Sewer.
- Negotiated ~\$2.5 million Waste Water & Water Operations Agreement.
- Developed Town's First Website- **Rated #1 Government Site by the Palm Beach Post.**
- Preparation of \$29 million Budget including General. Rate below the Roll Back Rate.
- **Manager of South Martin Regional Water & Waste Water Utility** serving 8700 water and 6700 waste water customers. A Reverse Osmosis system with an ocean outfall.
- Hurricane Emergency Management Plan Experience (Katrina & Wilma CAT 3).
- Recovery of over \$9 million in FEMA disaster recovery and response funding.

Township Manager: Upper Makefield Township, Bucks County, PA
1982-2005 population 8,400. 21 square miles. (Washington's Crossing)

AWARDS:

- Won Governor's Award for Local Government Excellence in Fiscal Accountability and Best Management Practices, 2003. (sole recipient in 2003)
- I was awarded Community Service Award 2003. Heritage Partnership Award 2001.
- Won Pennsylvania Environmental Council E.A.C. Achievement Award, 2002 and 2003
- Governor's Award for Highway Safety Enforcement 2001.
- Governor's Award for Environmental Excellence, for Open Space Preservation, 2001.
- Governor's Award for Environmental Excellence for regional joint planning, 1998.

MUNICIPAL BACKGROUND: Served as **the first** Township Manager. Formed Pa. first

regional planning jointure of 4 municipalities in a regionally planned zoning ordinance In January of 2004, following 20 years of legal challenges, the Pa. Supreme Court in a sweeping and historic decision upheld and cited plan as an example for Pa. municipalities to follow.

BUDGET AND FINANCE:

- **BUDGETING:** Solely prepared 23 annual budgets (annually \$27 million)
- **11 consecutive years of property tax rate reductions or no increase.**

HUMAN RESOURCES & RISK MANAGEMENT & LABOR RELATIONS:

- Masterminded **the first Police/Merit Pay Plan in the history** of Pa. (fitness levels)
- Successful Pa. Supreme court challenges to Union Litigation Year 2000.

INTERGOVERNMENTAL and PLANNING COOPERATION:

- Lead Agency/Manager to six municipality solid waste planning cooperative.
- Founding Manager of Pa. first Joint Zoning/Plan (4 municipalities)

GRANTS PROCUREMENT: (Procured in 2004 Alone \$1,035,975 as grants writer.)

WATER AND WASTE WATER UTILITY:

- **Manager of Heritage Hills Water and Waste Water Plant.**
- Legal action to acquire sewer and water plant plus substantial upgrades for \$1.00.

ATTORNEY (Dillman & Schuchert), Municipal Law Firm 1981

Labor Relations State Capital of Pennsylvania 1977

PROFESSIONAL ASSOCIATIONS

Florida League of Cities, Florida City and County Management Association, (Full Member)
International City Management Assoc., Southeast Pa. Managers Association, Bucks County Consortium, Pennsylvania Bar Association, PSATS.

REFERENCES

1. Oviedo Mayor 07-10 Mary Lou Andrews, 407-365-7959, marylouandrews@hotmail.com.
2. City of Oviedo, Councilman Stephen Schenck, sschenck@cityofoviedo.net 407-971-5603.
3. City of Oviedo, City Attorney, Lonnie Groot, lgroot@stenstrom.com, 386-748-3685.
4. John Litton, 22 year City Manager, City of Lake Mary, FL packer807@aol.com, 407-321-8203.
5. Conrad (Bud) Baldwin, Past and Current Chairman of UMT Pa. Supervisors, Supervisor for 20+ years. 215-968-4563. cbldwn@gmail.com.
6. Henry Guarriello, Highly successful Corporate President and Council member of U.M.T. Pa. Board of Supervisors. 717-860-3415 or 717-593-9728 hank@guarriello.net.
7. Stephen Harris, Harvard Law School graduate, Upper Makefield City Attorney, 20 years, 215-343-9000, SHarris@harris-palaw.com.

KIMBERLY K. GLAS-CASTRO, AICP LEED AP
230 East Ilex Drive
Lake Park, Florida 33403
H: (561) 842-0734
C: (561) 758-7551
kglascastro@bellsouth.net

TO: Jamie Titcomb, Interim Manager and
Human Resources Department

FROM: Kimberly Glas-Castro, AICP LEED AP

RE: Town Manager Position

I am expressing my interest in the Town Manager position. My progressively responsible experience in both the public and private sectors, together with my educational focus in city management, and my personal interest in the Town of Lake Park make me an ideal candidate. I welcome a meeting to better describe my expertise, experience and skills that I have to offer the Town.

It is my understanding that a salary expectation is desired at this time, and while it is subject to further discussion with the Commissioners, I expect it to be near the average for administrators of similar sized cities in Florida - \$115,000.

Thank you for this consideration.



KIMBERLY K. GLAS-CASTRO, AICP LEED AP

230 East Ilex Drive
Lake Park, Florida 33403
H: (561) 842-0734
C: (561) 758-7551
kglascastro@bellsouth.net

CAREER OBJECTIVE: Accomplished manager seeking to redirect oneself back into public administration and utilize extensive skill set to serve public interests.

WORK EXPERIENCE

Conrad & Scherer

September, 2011 - Present (Part-time Employee)

Provide land use expertise to litigation attorneys; provide government facilitation of client development approvals.

Tripp Scott

September, 2011 - Present (Part-time In-House Consultant)

Provide a variety of professional planning and project management services, land use expert testimony, mediation, government approval facilitation.

Ruden McClosky

April, 2000 - August, 2011

Certified Land Planner and LEED Accredited Professional

MAJOR RESPONSIBILITIES

Non-attorney Professional in Government Procurement, Land Use and Environmental Department.

Retained as Land Use Expert for administrative hearings and land use disputes.

Serve as Project Manager to compile, coordinate, negotiate and obtain necessary governmental approvals and permits for clients' development projects, including land use and comprehensive plan amendments, developments of regional impact, rezoning, zoning ordinances, variances, code enforcement/special master issues, plats and building permits.

Serve as Mediator in land use disputes and growth management conflicts.

Assist Land Use and Real Estate Attorneys with various projects including government procurement; due diligence investigations, preparation/coordination of Agreements, Easements, Covenants, Licenses and other documentation required of clients' development approvals.

City of Palm Beach Gardens, Florida 12/89 - 4/00
Planning & Zoning Division
Last Position: Principal Planner, Comprehensive Planning and
Special Projects Section
Temporary Positions: Acting Planning & Zoning Director April -
July, 1997; Acting Code Enforcement Supervisor June - August,
1998

MAJOR RESPONSIBILITIES

Represented City in Intergovernmental Plan Amendment Review
Committee (IPARC) and Countywide Issues Forum
Responsible for coordinating and supervising the city's long-
range planning efforts, which included:
Comprehensive Planning, Code Development, Zoning and Site Plan
Review, Annexation, DRIs, Intergovernmental Coordination,
Special Projects (grants, RFPs, 'visioning', impact fee
preparation, geographical information system (GIS)
development, parkway program, misc. studies)
Assist Growth Management Director with administrative
functions, including budget preparation, personnel efforts,
organizational modifications, citizen services and City
Council support.

Palm Beach County, Florida 7/88 - 12/89
Planning, Zoning, and Building Department
Comprehensive Planning Division
7/88-4/89 Planner
4/89-12/89 Senior Planner

MAJOR RESPONSIBILITIES:

Active in Update of Comprehensive Plan.
Acted as Public Information Officer - Comp Plan.
Coordinated development of ORC Response document.
Land Use/Population Projections - coordinated inter-agency
data collection and tabulation projects.
Supervisor of Summer Interns.
Handled Census Designated Place Program.
Team Leader on Land Use Atlas Project- public participation.
Responsible for review of Westgate Community Redevelopment
Agency Plan.

City of Margate, Florida 5/86 - 4/88*
City Manager's Office
Administrative Intern to the City Manager
1/87 - 2/88 Acting Personnel Officer
5/86 - 2/88 Administrative Intern to the City Manager

MAJOR RESPONSIBILITIES:

Assisted Manager with daily workload.
Undertook research for managerial projects.
Assisted in preparation of annual budget.
Overviewed Development Review Committee meetings.
Assisted City Planner with long-range planning studies.
Coordinated Civil Service.
Managed Personnel Department.
Participated in collective bargaining negotiations.
Handled employee grievances.
Assisted in reclassification of positions and development of pay plan.
Assisted with resident complaint resolution.

City of Margate, Florida 5/85 - 8/85
City Manager's Office
Administrative Intern

MAJOR RESPONSIBILITIES:

Generated Development Review Handbook.
Assisted in Quad-County Salary Survey.
Participated in collective bargaining negotiations.
Assisted with resident complaint resolution.

EDUCATION

Florida Atlantic University, Boca Raton, Florida
Master of Public Administration December, 1987
Concentration: Environmental Growth Management

Illinois State University, Normal, Illinois
Bachelor of Arts May, 1986
Majors: Political Science and Spanish
Concentration: Public Service

SPECIAL SKILLS

Certified by Supreme Court of Florida as a MEDIATOR
LEED Accredited Professional
Certified by American Institute of Certified Planners
Computer skills in various wordprocessing, spreadsheet and presentation softwares; competent in use of Internet as research and communication tool
Public speaking skills

HONORS & AWARDS

Environmental Growth Management Fellowship
Pi Alpha Alpha, National Public Administration Honor Society
Competent Toastmaster, Toastmasters International

James P. Gleason

Salary expectations and requirements not specified in cover letter.

JAMES P. GLEASON

1031 Featherstone Circle Ocoee, FL 34761 (C) 407-790-0816

gleasonjim@att.net

March 3, 2012

Town of Lake Park
Human Resource Manager
Ms. Bambi McKibbon-Turner
535 Park Avenue
Lake Park, FL 33403

Dear Ms. McKibbon-Turner:

This letter, enclosed resume and application are an expression of my interest in seeking the Town Manager position with Town of Lake Park, Florida. I received my Credentialed Manager status from ICMA in March of 2006 and have been re-credentialed through March of 2013. I hold a Master's degree in Public Administration and have 15+ years of local government service as recognized by ICMA as well as over 22+ years of private sector business management experience. I feel my qualifications would make a fine match for the Town of Lake Park.

My background involves management of all city departments, including Planning & Economic Development, Public Works, Fire, Police, Finance, Building and Zoning, Human Resources and Code Enforcement. I plan and administer budgets and ensure all programs are operated in compliance with federal, state and local laws and ensure commission policies are fully implemented. I have been through good times and bad times, I have made my mistakes but have learned from those decisions and I am a better manager today for it. Also this economy has required a different kind of management in these new economic times than it did in the boom years. I have learned to adapt and adjust to the new challenges and realize they will not go away anytime soon and will still require very difficult decisions regarding the role of local government and the services expected from the citizens. There needs to be a new partnership between appointed, elected, the public and the business community as we face these challenges neither sector can do it alone but together we can over the challenges and obstacles, those who do will succeed those who cannot change or adapt will fail.

I am a visionary leader with an exceptional ability to relate well to all stakeholders in and outside of the organization. Over the years I have learned that it is impossible to deliver quality public services if employees feel unappreciated or have not been provided with the tools and training to accomplish their jobs. Through my actions and conduct I have earned the employees' respect as a fair and objective manager who can constructively solves problems. It is critical that a city manager be a positive communicator with the elected officials, staff and all stakeholders of the community. In this day of limited resources it is important to establish working partnerships with all levels of government. As a City Manager I have established positive relationships with sister cities and counties as well as the local school systems. I have also worked well with state legislators in Tallahassee, Atlanta and our representatives in Washington. It is also important that a City Manager continues to enhance their skills. I have done this through active participation in the Leadership Training Institute with the National League of Cities, maintaining my status as a Credentialed Manager with the International City County Managers Association and attending state and national conference with city organizations.

I am currently working as the City Manager for the City of Mascotte, Florida. The city is facing serious financial challenges and the solutions will not be easy. I am honored to have been selected as the City Manager to assist the city with this challenge but this has been forced me to rethink past practices and acquire new skills and to think outside of the norm to try and save this city. The city has \$3 million of debt in the Enterprise Funds in the Water Fund; the debt was for establishing a Wastewater Treatment Plant in the City of Mascotte. That debt while tied to the water is not producing any revenue as the wastewater plant was never built but the city bought land, had it designed and permitted but the project was put on hold as one the drop in the economy and two the city could not afford to borrow the \$6 to \$9 million which were the proposed cost to build the plant. Going ahead with a plant is no longer financially viable for the city. We were unable to restructure the loan with the banks and extend the terms or change the pledge. This required a significant increase in the water availability fee, and an increase in water rates. The second problem is not debt related but revenue related and will impact the General Fund Revenue. The city property values have dropped 50% over the past three years with the county projecting another 10%+ loss for FY 2013. Staff is preparing two scenarios, one with a 15% decrease and one with a 20% decrease since our values have dropped just under double of what the county average has been projected the past three years. The city's loss has been greater than any other

city or unincorporated Lake County. We are just completing the draft for interlocal agreements which were negotiated with the sister city's of Leesburg to the north and Groveland to the east which could provide wastewater treatment if development picks up. Once the three city attorneys have signed off on the agreement it will be presented to all three city councils. We did get \$78,000 from the County towards fire for the 30% of calls Mascotte serves to the unincorporated parts of Lake County which is far less than what the county has paid in the past but any payment for FY 2013 is uncertain so staff is planning on not receiving any funds for the 30% calls to the county. I will keep working with the County Manager on a fair and equitable system that recognizes that 30% of the city's calls are to the county residents and try to come up with a compromise that benefits the city and county. The elected officials approved the required steps to deal with the \$3 million of non-revenue producing debt in the Enterprise Funds plus the \$400,000 owed to the General Fund by increasing the water availability fee and water rates. The trend is the increase will provide enough revenue to pay the annual debt on the \$3 million but because of the price increase conservation has increased which means we will not see the projected surplus for the water fund (\$50,000) and the annual repayment (\$40,000) of debt owed to the General Fund (\$400,000). We were hoping to build reserves since the city has very little in the fund to handle any major repairs or upgrades plus we planned on a 10 year payback to the General Fund.

The employees have gone 3 years without raises and will not see one in FY 2013, had retirement contributions reduced by 50% and vacant position go unfilled and or eliminated. Mascotte is a small city and the recommendations to get this city back on the path of financial integrity maybe too much for the public to bear and could cause the city manager to become the target of citizen anger. While I did not create the current problems I have the task to make recommendations to keep the city viable. I can only provide recommendations and options but the council will have to make some very difficult decisions and so far they have shown a reluctance to provide any policy direction other than to say we must tighten our belt and any short fall may have to be balanced on the backs of the current employees. This could be layoffs, salary and benefit reductions. While this is a tremendous challenge and educational opportunity that could look good on ones resume if successful, the medicine could be so strong that no matter who is the city manager, that person may not survive the political turmoil as the recommendations will place additional hardship on the rate user and the tax payer which could cause a backlash against the city manager. If the city does not take the appropriate action it could find itself being reported to the Governor and Legislative Audit Committee for one or more of the six steps in 218.503 "Determination of Financial Emergency" in the FY 2013 budget year but I believe we have the city on the right path but still some distance to go to assure financial security. We held a budget workshop 2-28-2012 to have staff and council focus on the 2011-2012 budget what cuts can we make now or expenditures can we delay in addition to preparing them for the additional loss of revenue for 2012-2013. Staff will be able to reduce expected expenses in the current budget by \$171,000 FY 2012 through attrition and retirement where promoted and or new hires if necessary will be paid less than those who held the positions in the past so we can maintain current levels of service in police and fire to ensure public safety. Of the estimated \$415,000 shortfall for 2013 staff has covered all but \$70,000 if our values drop by 15% or \$150,000 if the drop by 20%. We have proposed an increase in the annual Fire Fee from \$60 per residential unit to \$120 a year which is about \$80 less than the county charges for their fire fee and a \$5.00 a month street light enterprise fund payment which will free up \$70,000 in the general fund to offset lose of revenue. The city took federal money in the mid to late 2000's which allowed them to expand the fire department and become an ALS service but now the federal grant funds have ceased and the city did not prepare for the funding to replace the federal grant money. So council will be challenged to approve these new fees or force the full loss of revenue on the backs of the current employees. If the city is to find the estimated shortfall of \$405,000 in FY 2013 (assuming council does not raise the fire fee, create the street light fee and we receive no money from the county for fire service) it will take serious cuts to personnel, salaries, benefits or the discussion of whether the city can afford a fire and police department. So far the council has been reluctant to discuss working with the county concerning fire or police services leaving staff few options to balance the 2012-2013 budget. Regardless the decisions will be difficult and politically charged. I believe I have done a the best I can on educating the staff, the council and the public but the decisions that will or will not be made in the nest few months will determine if the city can survive and if so what services are eliminated. If council expects the staff of 41 full time employees to bear the brunt of the shortfall which would be an average loss of income and benefits of \$9,878. While the job market is tight the impact of those cuts on employees will cause them to look for any job they can and shatter morale which will negatively impact customer service to the stakeholders of Mascotte. I will continue to work with the county and the other cities on partnerships and look at any outsourcing where we can save money but not impact current service levels. If I successful the city may survive but they city manager may not as we all understand in this business we work at the will of the council and if the publics anger is directed at those who propose solutions to the problems of the past it may be easy for the elected officials to hold the city manager as the one who recommended the tough decisions and could justify in their minds that one may be expendable. To make matters a little more challenging the council directed staff hire a consultant to do a full wage and benefits study as a few council members believed the city was paying too much for all positions compared to the market. The study demonstrated to council that the average city position is 18% below market. While staff knows there is no money for raises or bring salaries inline with the study, it does make the discussion of additional cut in wages and benefits very difficult for staff. While I understand all Cities and Counties are facing economic challenges I am hoping to find an elected body that is willing to be proactive in working with other local and or county governments as well as the private sector to manage the current challenges without expecting the problems be balanced on the backs of those who can least afford cuts nor did they approve some of the past policy decisions that created the current financial challenges.

Prior to the Interim and City Manager position with Mascotte I served two years as the City Manager of Chamblee Georgia and voluntarily returned to Florida at great disappointment of the mayor and city council of the City of Chamblee. It was my wife and I's desire to be closer to my retired parents and two sons who live in Central Florida. My wife relocated back to Florida in August and returned to teaching in the public school system. Considering the tough economic times we are facing I was able with the effort of a great staff and the leadership of the city council and mayor to turn Chamblee around and get the city in the black and they are now in great financial shape heading into the 2011 budget year. This was after inheriting a city government that had spent \$4.6 million more in the past nine years than the revenue received. The city had just over \$200,000 in reserves when I was appointed the city manager. The city will start 2011 with over one million in general fund reserves plus \$400,000 in capital fund reserves.

I also served as a City-County Manager Advisor for ICMA in Kirkuk, Iraq. My role was to train, mentor and advise the provincial (state), district (county) and sub-district (city) council members and their staffs in all aspects of decentralized local government with an emphasis on municipal government (city and county). This involved all aspects of local government including citizen participation, council meetings, budget preparation and execution, project selection and implementation along with the ethical transparent operation and administration of the government.

Prior to serving as an ICMA Manager in Iraq, I worked as the City Manager for Woodstock, GA. Before taking the position with Woodstock I served as the City Manager for Ocoee, Florida. In the cities I have worked I have experience with establishing TAD's, CRA's and working with private and public organizations concerning development, redevelopment and historic preservation as well as intergovernmental partnerships at all levels that benefited the cities I managed.

My resume offers details of my accomplishments, but below I have outlined a few from the City's of Mascotte, Chamblee, Woodstock and Ocoee (FL):

- Mascotte-In three months presented a plan to address \$3 Million of enterprise debt.
- Mascotte-Completed 2011-2012 Budget with \$302,000 reduction in General Fund revenue.
- Mascotte-Staff is able to reduce another \$170,000 in the current year through attrition and personnel changes
- Mascotte-Currently working on 2012-2013 budget with expected shot fall of \$405,000, so far staff has come up with \$265,000 in cuts and or savings but will need council to adopt fee increase (fire & street lights) or we will have to make significant cuts in staff or eliminate one of the city's departments public works, police and or fire and ask for the county to provide one of those services or contract out.
- Mascotte-Negotiated with SJRWMD that the district will prepare the city's 2013 CUP application renewal permit at no cost to the city and if the city supports the findings of the water management district then we can have our CUP renewed for an application fee from \$1,000 to \$100 based on grant concerning the financial condition of the city. Since we are only at 37% of our current 2005 CUP (and dropping) I think we will be able to work with the district which could save the city \$120,000 which was spent to renew the 2004 permit.
- Chamblee-City was on the verge of cash flow problem not long after my appointment as manager, obtained a Tax Anticipation Note to ensure cash flow and restored financial stability to city. Note was paid in full 12/09 as required.
- Chamblee-2009 end the year with \$600,000 general fund surplus without layoffs or furloughs.
- Chamblee-2010 year end surplus of \$500,000, this should get the city at about 50% of their surplus policy of 20% per council policy.
- Chamblee-Negotiated successful Service Delivery Strategy with DeKalb County saving .57 mils to city taxpayers.
- Chamblee-Negotiated Intergovernmental Agreement on Sanitation and Memorandums of Understanding on Development and Occupational Tax Certificates on the newly annexed land which became part of the city January 1, 2011. We had six weeks between the annexation vote and implementation.
- Woodstock-Created the city's first Five Year Strategic Plan
- Woodstock-Implemented Performance Measures in conjunction with ICMA Metro-Atlanta Performance Measures Consortium
- Woodstock-Two Budgets with Tax Cuts-and No Budgets with tax Increases
- Woodstock-IJR (Interchange Justification Report) Federal Highway Administration and GDOT for approval of a new interchange for I-575 (\$43 million dollars)
- Woodstock-Implementation of a Comprehensive Stormwater Utility Program
- Woodstock-TAD-(Tax Allocation District) for redevelopment of downtown-Woodstock (\$18 million) attracted over \$100

million in Private Developer Investments in Downtown Woodstock.

- Woodstock-Expansion of wastewater treatment facility from capacity of 500,000 gallons per day to 2.5 million gallons per day (\$16 million project)
- Ocoee-\$1.1 million federal grant obtained for senior-veterans center construction
- Ocoee-\$1.2 million state grant received for downtown redevelopment project
- Ocoee-Established CRA-Ocoee's first Community Redevelopment Authority in partnership with Orange County
- Ocoee-6% decrease in annual operating expenses-Two Budgets with Tax Cuts and No Budgets with Tax Increases
- Ocoee-\$400,000 in estimated annual savings through bond refinancing
- Ocoee-\$7.5 million bond water and sewer utility improvements and expansion

My goal is to build a high-performance, transparent and citizen-friendly administration which makes customer service the number one focus. I am looking for a place I can invest my energy and work ethic for the next 10-15 years in partnership with the elected officials to make the community the best it can be. Given my proven success in translating long-range organizational objectives into effective program development and management strategies that accomplish these objectives, along with my strengths in working with all levels of government and building partnerships with them and the private sector, I believe that my experience would be an asset to the elected officials and all stakeholders in the Town of Lake Park. I would appreciate the opportunity to meet with you to discuss how my skill set and background might fit with Town Lake Park, Florida.

Sincerely,

James P. Gleason

James Patrick Gleason
1031 Featherstone Circle Ocoee FL 34761-Florida
Cell: 407-790-0816
gleasonjim@att.net

I am a seasoned executive with fifteen years of ICMA local government management experience as a city manager with six of those years as an ICMA "Credentialed Manager" who believes in ethical and transparent government. My key strengths are in the areas of intergovernmental relations and negotiations, community relations, administrative management, financial and budgeting accountability. I also have excellent communication skills at all levels in and outside of the organization. I have experience in working with economic development, re-development and establishing public and private partnerships. I also owned my own business for six years in addition I have over twenty-two plus years working in the private business sector. Below is a summary of some of my key strengths in the following areas, customer service, community out reach, commission implementation of policy and programs and department and personnel management along with and capital project oversight.

- ICMA "Credentialed Manager" 2006-Present
- Organizational Development and Efficiency
- Operations and Project Management
- Labor Relations and Negotiations
- Customer Service, Public-Private Partnerships
- Intergovernmental Partnerships
- Strategic Planning and Operations
- Financial Accountability and Budgeting
- Stakeholder Involvement in Government
- Transparent Government and Media Relations

LOCAL GOVERNMENT EXPERIENCE-15 Years

City Manager Mascotte FL 2011-Present:

Mascotte is a city in Lake County, Florida, as of 2004, the population recorded by the U.S. Census Bureau is 4,500. It is part of the Orlando-Kissimmee Metropolitan Statistical Area. The racial makeup of the city was 67.03% White, 4.21% African American, 0.67% Native American, 0.48% Asian, 23.67% from other races, and 3.94% from two or more races. Hispanic or Latino of any race was 43.92% of the population. The city has an operating budget of \$4.5 million and a total of 50 employees. In addition to general administration the city has police, fire, recreation, water utility and storm water utility. Sanitation is contracted but oversight and billing is done by city staff. The city has established a CRA to encourage economic development which covers most of the commercial district on State Road 50.

Duties and Responsibilities as City Manager:

- Chief executive officer of a municipal government with 50 employees and a total budget of \$4.5 million dollars. (General Fund, Storm Water Fund and Sanitation, CRA, Infrastructure Tax)
- Oversight responsibility for the following functions: police, fire, public works, sanitation, parks and recreation, planning and zoning, building and code enforcement, finance, general services and personnel.
- Implementation of Council Policy. Administration of day-to-day operations as well as identification and resolution of short and long range issues.
- Preparation and administration of the city's operating, enterprise and capital budgets.
- Negotiation with public and private sector entities on a variety of issues ranging from economic development and growth to service contracts.
- Media representations of the City including appearances on television, radio, and interviews with print media and coordination of press releases.
- Responsible for the city's compliance with County, State, and Federal regulations such as health, environmental and EEOC.

Achievements:

- City was in a very difficult financial condition not unlike many other cities in Florida. The city planned for growth to continue and bought land for storm water retention, planned for wastewater treatment plant and upgrades to the current water system, established a CRA. The growth stopped which means the impact fees, connection fees and new customers to pay for the planned infrastructure in addition to a 19% decline in property values 2010 has caused a drain on the city reserves to pay the debit and maintain debit limit reserves. Positions have gone unfilled or eliminated, employees have not received raises in three years and retirement contributions by the city have been cut 5%.
- As the Interim city manager took a salary \$35,000 lower than the previous city manager with no medical and or retirement benefits in order to assist the city through the financial transition.
- Appointed City Manager June 2011 with raise and full benefits.
- Assembled team of department heads to ensure all reductions that can be done without impacting public safety have been done. Merged duties from some vacancies to other departments to streamline the organization.
- Worked with finance director to propose a plan to ensure the city could meet the 2010-2011 and 2011-2012 debt payments and maintain required minimum reserves and be in compliance with loan documents.
- This will mean delaying the replacement and or repair of city equipment; at some point in the future this could be a problem if the city does not build up both general fund and enterprise fund reserves for repair and replacement. Not filling open positions and eliminating a few positions.
- If the council follows the payment plan and the city does not have any unforeseen emergencies it should be ok through 2012 in regards to the Enterprise Fund Debt. The council approved a water rate increase and raised

water availability fee for 2011-2012 to maintain the system. The rates should allow the Enterprise Fund to start paying back the General Fund on a \$400,000 loan, assure the loans are paid and meet all requirements as to loan reserves and start to build a capital fund for the Water Enterprise Fund.

- The city had a 18% decrease in the 2011 tax roll (Gen Fund loss of \$198,836) which impacted 2011-2012 budget this was in addition to a 19% value drop for 2010-2011. This will made the preparation of the 2011-2012 budgets very challenging in addition to the county advising they would not pay a fire fee of \$104,000 for the city covering county property for fire and EMS for 2011-2012. With reduction in expenses, attrition, no raises and a fire payment from the county at \$78,000 we provided a balanced budget for 2011-2012.
- Lake County Property Appraiser advised the county and cities they expect a 10% reduction in values for 2012-. The city historically has seen greater decrease than the county in property values so we are planning for a 15 % reduction. I looked at what impact that plus no county fire fees would have on the 2012-2013 budget year. The total impact would be \$415,000 less revenue to the General Fund. Seeing that without serious action and policy decisions the city would not be able to cover the shot fall as it would wipe out the city reserves. I had each department go back and review the current budget (1011-2012) for savings or cuts we can do know to increase our cash reserves. We held a special budget workshop February 2012 to discuss what steps we would take now and what steps staff recommended to cover the 2-12-2013 revenue short fall. Through attrition and delaying certain expenses and purchase for 2011-2012 staff came up with \$265,000 in savings. Council was advised that there were two options to make up the expected difference of \$150,000, 1. Raise the current fire fee from \$60 per residential unit to \$120 per residential unit (the county fire assessment is (\$205) annually and impose a modest utility fee of \$3.00 per month per water account to cover the electrical cost for all city streellights. If these two options are not considered the staff will have to cut an additional \$150,000 which will impact public safety to the point of debating whether this city can afford to provide 24/7 police and 24/7 ALS fire service.

City Manager Chamblee 2008-2010:

Chamblee is located in the north east metro region of Atlanta in DeKalb County. The city has an annual operating budget of \$15 million plus and has 100+ employees. The City of Chamblee is 6 square miles. According to the Atlanta Regional Commission the 2111 census for Chamblee is 18,500 residents of which 56% are Latino, 24% are White, 14% are Asian, 3% are African American, 2% are two or more races, and 1% is other ethnic minorities. The city had an annexation vote November 2, 2010 which passed and added over 6,000 people and business to the population and an additional 2.5 square miles to the city boundary on January 1, 2011. Those numbers are reflected above. The city was incorporated in 1908 and has a council-manager form of government with five council members representing three districts and two at large but all are elected city wide. The mayor is also elected city wide and votes in case of a tie. The terms of office are for four years.

Duties and Responsibilities as City Manager:

- Chief executive officer of a municipal government with 100+ employees and a total budget of \$15 million dollars. (General Fund, Storm Water Fund and Sanitation, E911, Court, Capital)
- Oversight responsibility for the following functions: police, public works, sanitation, parks and recreation, planning and zoning, building and code enforcement, finance, general services and personnel.
- Implementation of Council Policy. Administration of day-to-day operations as well as identification and resolution of short and long range issues.
- Preparation and administration of the city's operating, enterprise and capital budgets.
- Negotiation with public and private sector entities' on a variety of issues ranging from economic development and growth to service contracts.
- Media representations of the City including appearances on television, radio, and interviews with print media and coordination of press releases.
- Responsible for the city's compliance with County, State, and Federal regulations such as health, environmental and EEOC.

Achievements:

- After just a few months on the job discovered the city had very serious financial problems. The two years prior to my employment the city expenses had exceeded revenues by \$2.8 million dollars. In the prior nine years expenditures exceed revenue by 4.6 million. This had reduced the city surplus to less than \$200,000 when city policy required a 20% surplus which would have been \$2 plus million. This presented an immediate cash flow problem. The city fiscal year is January to December and property taxes are not billed until September and collected in October and December. In one month we secured a Tax Anticipation Note (the city's first) for \$1 million which provided cash flow security until the 2009 property taxes were due. We reduced spending by 5%, froze hiring for open positions, reviewed all fees, and made adjustments where appropriate. We avoided furloughs and layoffs. We finished 2009 with revenues exceeding expenses by \$700,000, paid the TAN in full by December 31 and started the 2010 year with an estimated surplus of \$1,200,000.
- The 2010 budget increased the surplus by another \$500,000 in addition we should created a dedicated capital equipment replacement fund of \$400,000 by years end. While there were no raises for 2009, 2010 and 2011 we did not layoff or furlough any employees.
- Successfully planned for annexation of over 6,000 residents and business and 3.5 square miles effective January 1, 2011. Staff prepared from June of 2010 through December 2010 once the legislation authorizing the annexation vote was approved by the state legislature. The city had six weeks after the citizen's vote approved the annexation November 2, 2010 to implement the annexation as of January 1, 2011.

- Completed all negotiations and presented council with IGA and memorandums of understanding to facilitate the implementation of the annexation of over 6,000 residents and business plus an additional 3.5 square miles as of January 1, 2011. This annexation made Chamblee the second largest city in DeKalb County. (Sanitation-Planning & Zoning and Business Tax Certificates).
- Negotiated successful Service Delivery Strategy with DeKalb County in the area of Parks & Recreation and Police Services savings Chamblee taxpayers .56 mils on their 2011 county tax bill reducing duplication of services and double taxation.
- Completed 2011 Budget (January-December) on November 16, 2010 with an estimated \$600,000 surplus, \$85,000 in contingency fund and \$400,000 capital fund surplus with the potential of a modest tax decrease in June of 2011, all without layoffs, furloughs and a 2% onetime bonus in lieu of employee raise
- Posted all city budgets, quarterly budget reports and audits on web page to increase transparency for the public.
- Initiated the city's recognition by ICMA as a Council-Manager form of government.

City Manager-City and County Advisor to US Government for ICMA in Kirkuk, Iraq 2007–2008:

ICMA, contracted to work as a Local City-County Manager Advisor with the State Department and USAID the federal agency implementing and monitoring a contract titled "Local Governance Project II" (LGP II) Iraq. I served in the capacity in the position City-County Manager Advisor and Trainer. I was promoted to supervisor all ex-patriots in Kirkuk along with an Iraq staff of 25. Kirkuk is a city located 120 miles north of Baghdad with an estimated population of 1.6 million residents.

Duties and Responsibilities:

- City-County Manager Advisor to the State Department, USAID and the local Iraqi officials on the principles for establishment, administration, and operation of decentralized local government in Kirkuk Iraq.
- Provided oversight and training to Iraqis in the following areas of local governance: public participation, budget preparation and implementation, project development and implementation and strategic development.
- Served as the lead advisor for ICMA, RTI in addition as the liaison to the State Department and USAID at the Provincial Reconstruction Team based in Kirkuk Iraq.
- Estimated Provincial Budget of \$400,000 million for 4 Districts (counties) and 12 Sub-Districts (12 cities)
- Improved intergovernmental relations between provincial, district and sub-district elected councils that involved Sunni, Shiite and Kurdish representatives in one of the most ethnically volatile regions of Iraq.

City Manager, City of Woodstock 2004 – 2007:

Woodstock is a city located north of Atlanta in Cherokee County. According to the Atlanta Regional Commission the city has a total area of 8.8 miles with an estimated population of 21,000 + residents. The racial demographics for the city are 89.42% White, 5.05% African American, and 4.94% Latino. The city was one of the top growth cities located in one of the top growth counties in the state. The city was incorporated in 1897 and has a council-manager form of government with six council members representing a ward but are elected city wide. The mayor is also elected city wide and votes in case of a tie. The terms of office are for four years.

Duties and Responsibilities as City Manager:

- Chief executive officer of a municipal government with 200 employees and a total budget of \$35 million dollars. (General Fund, Wastewater/Water Fund, Storm water Fund and *SPLOST Sales Tax Funds) *special local option sales tax
- Oversight responsibility for the following functions: fire, police, public works, streets & parks, water and sewer utility, community relations-recreation, planning and zoning, building and code enforcement, finance, general services and personnel.
- Implementation of Council Policy. Administration of day-to-day operations as well as identification and resolution of short and long range issues.
- Preparation and administration of the city's operating, enterprise and capital budgets.
- Negotiation with public and private sector entities' on a variety of issues ranging from economic development, redevelopment and service contracts.
- Media representations of the City including appearances on television, radio, and interviews with print media and coordination of press releases.
- Responsible for the city's compliance with County, State, and Federal regulations such as health, environmental and EEOC.

Achievements:

- Inherited a 2.5 million gallon expansion of the wastewater treatment plant, contract was in chaos and had been value engineering without council awareness which had reduced the potential capacity of the plant. Worked with CH2MHILL and the Mayor and Council to get the project back online and within budget. (\$18 million dollar project)
- Restored morale and built a high performance management team by restructuring and developing existing staff. Eliminated bureaucracy to ensure the organization became more responsive to all stakeholders. Initiated a new Development Review Committee to streamline development issues and create a one-stop process for landowners and developers for proposed city projects.
- Completed partnership with Federal Highway Administration and Georgia Department of Transportation, Private Business and Local Land owners for a new interchange for I-575 in Woodstock (\$43 million)
- Initiated city participation in the Metro-Atlanta Performance Measurement Consortium

- Complete makeover of city web page (www.woodstockga.gov)
- Initiated E-Better Place and We Care Hotline - online and 24 hour customer telephone access to report problems or concerns as well as requests for information.
- Revamped budget and financial systems, shifted organizational focus from "budgeting to cut corners" to investing in the future and thereby minimizing long-run costs.
- Successful citywide referendum and negotiation with Cherokee County and Cherokee School Board for implementation of TAD (tax allocation district) for redevelopment of downtown Woodstock. (\$18million) (CRA in Florida)
- Implemented a comprehensive storm water utility system.
- Implemented revamping development review process and fees.
- Restored financial integrity to the water and sewer enterprise fund with the implementation of new rate structure designed to keep pace with cost increases and inflation. New contract with Cherokee County Water and Sewer Authority to ensure water purchases and future wastewater treatment capacity. Initiated discussion and negotiations concerning consolidation with the Cherokee County Water & Sewer Authority-(ongoing)
- Led county initiative in the administration and coordination of the various cities plans for preparation of the pandemic flu threat. (COOP Plan)
- Provided budget to the City Council with a tax cut for 2005 and held the tax rate for 2006.
- Initiated the city's first Five Year Strategic Plan with annual goals and objectives.
- Initiated city's membership into the National league of Cities.
- Serve as ex-officio member to the Cherokee Chamber of Commerce.

City Manager, City of Ocoee 2001– 2004:

The City of Ocoee is located in the west part of Orange County, Florida. The 2006 estimated population was 30,654. The demographics for the city are 81.47% White, 6.59% African American, and 15.20% Latino. The city was incorporated in 1923. It has a council-manager form of government with four commissioners elected by district and a mayor/commissioner elected city wide. I also served as a City Commissioner in the City of Ocoee 1993 – 1997

Duties and Responsibilities as City Manager:

- Chief executive officer of a municipal government with 330 employees and a \$32 million budget.
- Oversight responsibility for the following functions: fire, police, roads, storm water drainage, water and sewer utility, parks, solid waste sanitation, recreation, planning, zoning, finance, general services and personnel.
- Implementation of Council directed policy. Administration of the city's day-to-day operations as well as identification and resolution of long range issues.
- Preparation and administration of the City's operating and capital budgets.
- Negotiation with public and private sector entities on a variety of issues ranging from economic development and growth to service contracts.
- Media representations of the City including appearances on television, radio, and interviews with the print media and preparation of press releases.
- Responsible for the City's compliance with County, State, and Federal regulations such as health, environmental and EEOC.

Achievements:

- Restored morale and built a high performance management team by restructuring and developing existing staff. Eliminated a layer of bureaucracy to become more responsive to resident's needs.
- Instituted an annual customer satisfaction survey to measure the effectiveness of city services. Integrated this survey into the budget and the performance monitoring process.
- Cut operating budget by 6% while maintaining the existing level of service. Revamped budget and financial systems. Shifted organizational focus from "budgeting to cut corners" to investing in the future and thereby minimizing long-run costs.
- Restored financial integrity to the water and sewer utility fund by implementing a new rate structure to encourage conservation and restore a \$2 million depleted reserve fund.
- Refinanced bonds with lower rates to obtain savings of approximately \$400,000 annually.
- Refinanced the Water-Wastewater Utility Bond to obtain \$7.5 million of new additional funding. This new revenue will allow the city to meet DEP and SJRWMD mandates on reuse system expansion, wet weather discharge, and storage of reuse water. We also will take down an outdated water tower and replace a Force Main on SR 50, in addition to funding a connection to the County's Conserve 11 reuse system. This will allow the city to provide reuse water on the south side of town.
- Provided budgets to the City Commission with tax cuts 2001 and 2002 and held the line in 2003.

State Healthcare Tax District: Vice President of Governmental and Community Relations 1997-2001:

The West Orange Healthcare District was established by the Florida legislature in 1947 with the purpose of providing healthcare services to residents of West Orange County. The District operates very much like a County or City Government. The Governor of the State of Florida appoints the Board of Directors (Commissioners-Council Members). They in turn appoint a CEO/President (County-City Administrator) to manage the day-to-day operations and administration while the Board of Directors sets Policy and provides oversight of administration.

Duties and Responsibilities

- Responsible for inter-governmental relations with state, county and city elected and appointed officials.

- Management of the day-to-day operations of the Minor Emergency Walk-in-Clinic and the only hospital based Ambulance service in the state. Managed 50 employees and a budget of \$15 million.
- Represented the District on a variety of intra- and inter-governmental task forces.
- Served as the District's primary spokesperson to consumer groups, industry associations and the media. Also prepared press releases for distribution to the local media.
- Responsible for all marketing and community outreach programs in addition to the district's Volunteer Program with over 250 active volunteers, saving the district \$500,000 in labor hours a year.
- Member of District Budget Team, helped prepare the annual budget of \$200 million plus.

Achievements:

- Taught the departments under my supervision to operate like a business. Introduced sound management practices and a strategic plan for long-range involvement.
- Developed and implemented an innovative customer satisfaction program – improved internal and external customer service satisfaction by 50%.
- Developed collection efforts reducing outstanding delinquent receivables by 50% by the Ambulance Paramedic crews.
- In a three year period improved the operating condition of both the Walk-In Clinic and Ambulance/Paramedic Service from performing in the red to the black.
- Improved the West Orange Healthcare District's image and awareness in this fast growing West Orange community with community health and wellness outreach programs.
- Took on responsibility of employee satisfaction and implemented several programs that had a significant measurable improvement in work environment and employee morale.

Barry University Adjunct Professor, Bachelor of Public Administration 2002-2004:

Barry University located in Miami, Florida offers Adult Continuing Education opportunities at various Community Colleges around the state. The program is designed for working adults to complete their Bachelors Degree.

Duties and Responsibilities

- Certified to teach POS 303: Public Policy and Administration Based Local Area Network
- Certified to teach PUB 402: Values and Ethics in Public Administration
- Certified to teach PUB 403: Public Budgeting and Finance.

Achievements:

Consistently rated as one of the best and most informative instructors, brings real world experience to the classroom

Kelly Services/Orange County Public Schools: 2011 to Present

I am serving as "Certified" Orange County Public School High School Substitute Teacher. The City of Mascotte has a Ten Hour Day-Four Day work week, Monday through Thursday. I substitute for Orange County Public Schools at the High School level on Fridays as needed. Kelly Services is the contract provider for OCPS but it is the OCPS school system and schools who decide and choose the substitutes. I have worked every Friday I have been available to substitute for OCPS at Wekiva High School.

Private Sector Professional Experience-21 Years

Compression Therapy, Inc.-Owner-President 1991-1997:

Compression Therapy was a privately held Durable Medical Equipment company specializing in the treatment of Lymphedema and Venous Disease. The company provided pneumatic compression pumps and surgical support products by medical prescription to patients.

Camp International, Inc. Jackson MI 1984-1991:

"Durable Medical Equipment" sales representative in the State of Florida. 1985 was Awarded Sales Rep of the Year. 1986 was promoted to South East Area District Sales Manager covering an area from Washington, DC to Texas and Florida. 1987 was awarded Area District Sales Manager of the Year. 1988 Promoted to National Sales Account Manager and Corporate Trainer and relocated to National office in Jackson, MI.

Fischer Scientific Corporation, Orlando, FL 1976-1984:

Employed as warehouse assistant, receiving, shipping, and inventory control. Promoted to customer service representative, and then advanced to supervisor of the accounts receivables department. Final position promoted to assistant to the Sales Managers for both Industrial and Clinical sales.

Education

Masters of Arts-Public Administration-Webster University – 1997

Bachelor of Professional Studies (Liberal Arts)-Barry University – 1995

Associates in Science in Business – Management and Marketing-Valencia Community College – 1985

Seminars and Leadership Training

National Incident Management Systems-FEMA-2006 -2007-ICS-700-ICS 100-ICS 200

National League of Cities "Leadership Training Institute"-2006 Silver Level, 2005 Bronze Level

Leadership Florida Institute-1997 – Florida League of Cities Leadership Program

Florida Institute of Government- 1994- Advanced Institute for Elected Municipal Officials

Florida Institute of Government-1994 – Basic Institute for Elected Municipal Officials

Professional Affiliations/Memberships:

ICMA Credentialed Manager 2006 to Present

ICMA Ten Year Service Award 2008

ICMA-Corporate Member-2001-Present

GCCM-Associate Member-2004-2010

FCCMA – Associate Member-2001-2004

Government Finance Officers Association-GFOA-Special Review Committee ID: 300157238

Tri-County League of Cities-1993-1997 & 2001-2004

Leadership Florida Class-2007

Florida League of Cities–Past Vice Chairman of Ethics and Personnel Committee-1995-1997

Leadership Orlando–Class #42-1998

West Orange Leadership Class–1995

West Orange Chamber of Commerce-1993-2004

Cherokee County Chamber of Commerce-2004-2007

Chamblee Business Association-2008-2010

Chamblee Economic Advisory Committee-2010

Community Involvement

Ocoee City Commissioner-1993-1997

State of Florida-Division for Children and Families (DCF)-District 7 Citizen Advisory Board

Senior Resource Alliance Advisory Board

Teach-In Cherokee County Public Schools

Ocoee Education Committee

Junior Achievement Volunteer-West Orange High School

Teach-in Orange County Public Schools

Pennies for Kids – Half Cent Campaign for Orange County Public Schools

Mobility 2020 Campaign– Orange County Chairman/Mayor Richard Crotty

Ax Gridlock Campaign– Orange County Council of Mayors

World Class Academy – World Class Schools

Kiwanis Club of West Orange

PTSA President-West Orange High School

PTSA President-Ocoee Middle School

Substitute Teacher-Orange County Public Schools

D. Jeffrey Gleason

P. O. Box 84004
Baton Rouge, Louisiana 70884
225-240-9899
jeffgleason@hotmail.com

March 13, 2012

Town of Lake Park
Human Resource Department
535 Park Avenue
Lake Park, Florida 33403

Dear Mayor DuBois and Commissioners:

This letter is to express my interest in the Town Manager position for Lake Park, Florida. My resume is enclosed for your review. I feel my experience, essential skill sets, and knowledge base are in line with those duties and qualifications which would benefit Lake Park. I believe I have the personality necessary to work effectively with the town council, direct operations with department heads, and build relationships with the community.

My accomplishments include assessing current and future organizational needs, overseeing allocation of financial resources, and managing budgetary processes. As a public administrator and director of a state fire training program, I had to develop and maintain close relations with leaders in all aspects of emergency services and their respective organizations. It was also critical to build relations with a network of the private industry to help contribute resources, including financial, to assist an underfunded program and make it more viable to its mission.

The time is right for me to explore a career path with opportunities that will allow me to expand my knowledge and experience base, while I work to effectively impart my years of experience, education, energy and excitement for growth of a community. Finding a position in a setting that shares my core values of integrity, inspiration and innovation would be a life-gratifying way to stay active, be challenged, and motivate others. I am looking for a long-term position where I can proactively implement my skills and watch a program grow while maintaining stability and consistency. My salary expectation is that commensurate with duties and responsibilities assigned in the range of \$100,000-\$125,000.

I would like to be considered for a position in which my background could be utilized to make a positive contribution of leadership to a community. I would appreciate the ability to speak with you about my interest in this position. Should you require any additional information, I can be reached using the contact information listed above.

Sincerely,



D. Jeffrey Gleason

D. Jeffrey Gleason

P.O. Box 84004, Baton Rouge, LA 70884 225-240-9899 (cell) - jeffgleason@hotmail.com

RESUME'

Summary:

- **Director of Leading State Fire Training Organization**
- **Adjunct Professor, Louisiana State University, Disaster Science Management**
- **Owner and Chief Financial Officer of Restaurant**
- **Chief Fire Officer Designation, The Center for Public Safety Excellence**
- **Leader in State Licensing Programs**
- **More than 25 Years of Public Sector Chief Administrative Experience**

Work Experience:

- **01/2005 – 11/2011 Director, LSU Fire and Emergency Training Institute**
Louisiana State University, Baton Rouge, Louisiana

Chief Executive Officer with oversight of more than 50 fulltime and 75 part-time employees and 29,000 students. Promoted strategic development, coordination and implementation of all program facets including HRM, public relations. Gubernatorial appointment and legislative experience. Effectively managed budget of \$6 million from statutory dedications, state general fund, self-generated revenue and grants. Maximized resources and created reserves for major purchases in difficult economic times. Proven strong, authentic leader with a progressive but consistent, transparent principle set of core ethics. Negotiated contracts between private and public sector.

- **10/1999 – 12/2005 Associate Director, LSU Fire and Emergency Training Institute**
Louisiana State University, Baton Rouge, Louisiana

Oversight of HRM, grant procurement, and development of web-based program. Accountable for all training programs, legislative testimony, budget preparation and maintenance, direction of all center based programs.

- **03/1992 – 09/1999 Co-Owner, CFO, Millner's, Inc.**
Urbana, Ohio

Directed and managed restaurant operations including purchasing, costing, inventory, menu production, food sales, personnel, payroll, accounts payable, accounts receivable, and general accounting. Savvy in public relations and customer relations with open, and approachable style.

- **06/1981 – 02/1992 Chief Administrative, Fire Marshal, Office of State Fire Marshal
Baton Rouge, Louisiana**

Accomplished a track record of achievement with immediate responsibility for planning, staffing, budgeting, and coordinating all fire protection licensing and inspection activities through five statewide offices. Administered and enforced federal regulations and standards. Assisted in the promulgation of fire safety standards in accordance with the Louisiana Administrative Procedures Act. Actively involved with the development of fire safety legislation and provided testimony before legislative committees.

- **10/1978 – 06/1981 Instructor, LSU Firemen Training Center
Louisiana State University, Baton Rouge, Louisiana**

Responsible for designing and instructing all levels of fire service training courses. Re-established fire service multi-media center including statewide film library. Negotiated and contracted with overseas governmental agencies. Legislative writing. Developed a correspondence study course titled "Building Design for Fire Protection" for two year associate degree fire science program. Designed and instructed five separate associate degree courses over a five semester period.

- **07/1977 – 07/1978 Safety Engineer, Dresser Engineering Company
Tulsa, Oklahoma**

Implemented, organized and maintained a safety program for over 100 construction workers at natural gas processing plant. Enforced requirements such as conducting weekly safety meetings, identified and controlled job site hazards, supervised fire brigade, administered emergency medical services, and modified job site management practices.

Education:

- **2004 Graduate Masters of Public Administration
Louisiana State University**
- **1977 Graduate Bachelors of Science, Vocational and Adult Education
The Ohio State University**
- **1976 Graduate Associates Degree, Fire Protection and Safety Engineering Technology
Oklahoma State University**
- **1972 Graduate Urbana High School
Urbana, Ohio**

Professional Associations:

- **1973 - present** **Fire Protection Society**
- **1978 - 1981** **International Society of Fire Service Instructors**
- **1979 - 1980** **Secretary/Treasurer, IFSFI, Louisiana Chapter**
- **1978 - present** **Louisiana State Firemen's Association**
- **1986 - 1992** **Charter member, National Assn of State Fire Marshals**
- **1978 - present** **Louisiana Fire Chief's Association**
- **2000 - present** **International Association of Fire Chiefs**
- **2000 – present** **Southwest Fire Chief's Association**
- **1999 - present** **National Fire Protection Association**
- **1999 - present** **North American Fire Training Directors**
- **2001 - present** **American Society of Public Administrators**
- **2006 – present**
appointment) **Louisiana Emergency Response Commission (Gubernatorial**
- **2003 - present** **Louisiana Emergency Preparedness Association**
- **2010** **The Center for Public Safety Excellence, Chief Fire Officer Designation**

REFERENCES:

D. Jeffrey Gleason - Professional Employment References:

Dr. Lloyd Blanchard, Director
IES
225-921-4351
Lloyd.blanchard@hotmail.com

H. Butch Browning, State Fire Marshal
Louisiana Office of State Fire Marshal
Baton Rouge, Louisiana
225-806-0803
Butch.browning@dps.la.gov

Chief Kelvin Cochran
Atlanta Fire Department
Atlanta, Georgia
404-520-0646
kjcochran@atlanta.gov

Dr. Denis Onieal, Superintendent
National Fire Academy
Federal Emergency Management Agency
Department of Homeland Security
301-447-1117
denis.onieal@fema.gov

Personal References:

Dr. Kevin McKee
Senior Pastor and Directional Leader
Chapel on the Campus
Baton Rouge, Louisiana
225-603-0004
Kevin@thechapelnet.com

Chief Lee Cahanin
Opelousas Fire Department
Opelousas, Louisiana
337-945-3577
chieflee@opelousasfire.com

March 1, 2012

James DuBois, Mayor
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Mayor DuBois:

Please accept this letter and the accompanying resume as my application for the position of Town Manager of Lake Park. Your need for a Town Manager with the skills and experience necessary to manage a vibrant and diverse community is an excellent match to my skills and experience.

Throughout my career, I have demonstrated the ability to visualize complex issues, develop strategic plans to realize a community's vision and to bring that vision to reality. I am proactive and forward thinking in my approach to addressing the many issues facing local government. I rely heavily on the development of a strategic plan for a community and then, through a long range fiscal plan, building community and organization wide consensus and empowering employees, reach achieve the goals of the plan.

I have developed strong employee development and leadership programs that encourage employees to achieve goals and develop their skills in anticipation of the next step in their career path. This approach has lead to six (6) former employees reaching their career goal of becoming a township manager in Pennsylvania.

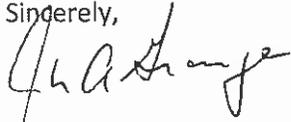
Developing a high performance organization that is focused on customer service is a hallmark of my management philosophy and style. We serve the public, and that service must exceed the expectations of every resident who has contact with the organization. By working to continually improve service, enrich employees, and focusing on the needs of the community, I have built organizations that have achieved national recognition in numerous areas.

My career includes speaking engagements before small, medium and large audiences comprised of professionals, elected officials, state and federal agencies, business groups and residents. Many of these engagements were to communicate the strategic plans for communities and to elicit the assistance of the audience to achieve the goals of the community. The results of these engagements are reflected in my resume.

My salary requirements would be in the low \$100,000, depending on the specific benefit package. |

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "John A. Granger". The signature is written in a cursive style with a large initial "J" and "G".

John A. Granger

John A. Granger
134 Upper Stump Rd.
Chalfont, Pa. 19814
Phone: 215-534-6508
Email: grangerassoc@yahoo.com

Overview:

Excellent communication and leadership skills. In depth experience in developing public/private partnerships to address a wide range of policy matters resulting in a high level of achievement of community goals and objectives. Extensive financial management experience

Direct relevant professional experience

Solebury Township, Solebury, PA
Township Manager

2003-2010

Solebury is a second class township located on the Delaware River in central Bucks County. Its population is 9,000 and covers approximately 26 square miles. Solebury ranks among the top five wealthiest communities in Pennsylvania and is widely known for its land preservation program which has preserved more than 25% of the township.

Duties and responsibilities as Township Manager

- Chief executive officer of a second class township with 25 full time employees and a budget of \$11 million. Oversight responsibility for the following functions: land preservation, environmental initiatives, roads, storm drainage system, parks and recreation, planning and zoning, finance and budgeting, customer service, and personnel.
- Implemented Board of Supervisors directed policy. Administered day-to-day operations of township. Identified and resolved long range issues.
- Prepared and administered township's strategic plan and multiyear budget.
- Represented township's interests before county, state, and federal agencies including enforcement of state regulations, grant funding, emergency management, and land preservation
- Negotiated labor agreements and managed employee development program

Achievements:

Achieved community goal of preserving the natural and historic character of Solebury through a combination of actions:

- Developed and implemented strategy that lead to PennDot modifying SR 202 from a 4 lane limited access bypass to a 2 lane, at grade parkway thereby relieving potential growth demands on Solebury
- Expanded land preservation program by 150% through improved management techniques and state and federal grants

- Accelerated water protection program by more than 100% through increase in data collection, expanded voluntary community wide education programs and participation and increased scientific data collection efforts
- Developed and implemented multiyear Strategic and Financial Plan based on Comprehensive Plan and ICMA's Evaluating Financial Indicators
- Reduced operating expenses by more than 10% in anticipation of revenue reductions through program evaluation, modification to labor agreements and service delivery modifications
- Secured more than \$8 million in state and federal grants
- Established training programs for customer service, workplace safety and employee enrichment and development
- Community received nine (9) state and national recognitions for planning, training and environmental initiatives

Towamencin Township, Lansdale, PA
Township Manager

1991-2001

Towamencin is a second class township in central Montgomery County. The Lansdale interchange of the Pennsylvania Turnpike (northeast extension), is located in the center of the township. The township covers approximately 10 square miles with a population of 17,500. The Towamencin Village Plan, a nationally recognized smart growth initiative, is located around the turnpike interchange

Duties and responsibilities as Township Manager

- The duties and responsibilities are similar to those described above
- Towamencin had 54 employees with a budget of \$18 million

Achievements:

Achieved state and national recognition for ground breaking Towamencin Village Plan which incorporates smart growth planning into a typical suburban growth auto centric community through:

- Modifying growth incentives to reflect goals of transit oriented development around a turnpike interchange
- Resulting private development has exceeded public investment by more than 10 times
- Partnering with Pa. Turnpike Commission and Federal Transit Administration to plan and partially fund a transit center for auto and bus commuters as well as for residential, retail and office use (transit center not build due to change in political climate)
- Implemented first locally owned and operated ITS system in SE Pa.
- Infrastructure funding provided by FHWA, FTA, USACOE, Pa. DCED, Pa. DCNR
- Developed and implemented multiyear Strategic and Financial Plan, first of its type in Pennsylvania, based on ICMA's Evaluating Financial Indicators
- Secured more than \$40 million in state and federal grants to meet stated goals of strategic plan

John A. Granger

- Established training programs for customer service, workplace safety and employee enrichment and development
- Community received twenty-eight (28) state and national recognitions for planning and environmental initiatives

Bristol Township, Bristol, PA
Finance Director

1985-1991

Bristol is a home rule community located along the Delaware River in lower Bucks County. Developed as part of the Levittown development to provide housing for the Fairless Hills Steel plant, Bristol has suffered greatly as a result of the closure of the steel plant. Bristol covers approximately 17 square miles with a population of approximately 60,000.

Duties and responsibilities as Township Manager

- Finance Director, Treasurer, Tax Collector for Home Rule Community
- Established office of Finance Director under new Home Rule form of government, including software and hardware acquisition and development.
- Prepared multiyear financial budget
- Prepared monthly financial statements and reports
- Negotiated labor agreements with four (4) unions, PBA, Teamsters, two (2) unaffiliated unions, (school crossing guards and clerical)

Achievements:

- Established long range financial plan based on ICMA's Evaluating Financial Condition

Abington Township, Abington, PA
Assistant Township Manager

1979-1985

Population: 66,000, budget: \$90 million, 125 employees

Sharpsville Borough, Sharpsville, PA
Borough Manager

1975-1979

Population: 6,300, budget: \$3 million, 20 employees

Other professional experience

Granger Associates, Chalfont, PA
Principal

1998-current

- Management services for local government, link goals and objectives with strategic municipal and multi-municipal plans, develop and implement financial management protocols, and assist with securing state and federal grants to reach stated goals.

Most Recent Assignments: County-wide Water & Sewer Regionalization Study Update, Municipal Management and Operations Analysis and Evaluation, Interim Municipal Manager Appointments

Professional Affiliations:

Delaware Valley Municipal Management Association, <i>Chairman</i>	1998-2002
Delaware Valley Health Insurance Trust, <i>Vice-Chairman, Executive Committee</i>	1999-2002
Delaware Valley Insurance Trust, <i>Treasurer, Executive Committee</i>	1995-2002
International City Management Association	1974-1995
Governmental Finance Officers Association	1974-1995
Association of Pennsylvania Municipal Managers	1974-1995
Pennsylvania Association of Township Supervisors, <i>Trainer</i>	2004-2010

Education

Temple University, BA Urban Studies
Penn State University, Master of Public Administration

Invited Speaker:

- ICMA: Smart Growth/Planning
- National League of Cities: Smart Growth/Planning
- Urban Land Institute: Smart Growth/Planning
- Pennsylvania State Association of Township Supervisors: Strategic Planning/Preservation Planning, and Multiyear Financial Planning and Strategic Planning
- The Center for Excellence in Local Government of Albright College: Multiyear Financial Planning

Published Articles

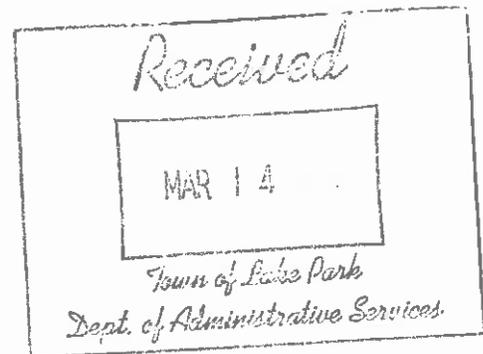
- Communications and Consensus Bring Plans to Reality: A Case History in *Getting Smart*, September-November, 2000
- Visionary Community Overcomes Sprawl in *Public Management*, May 2000
- Financial Indicators in Bristol Township in *Government Financial Review*, September, 1987,

Cheryl Harrison-Lee

Did not submit: Release of Information and Contact Information Form

Salary expectations and requirements not specified in cover letter.

1420 Hampstead Terrace
Oviedo, Florida 32765
March 14, 2012



Ms. Bambi McKibbon-Turner
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

Dear Ms. McKibbon-Turner:

Thank you for the opportunity to introduce my skills as a change agent in public organizations with a focus on financial stability and accountability. I am a progressive and visionary leader who embraces progressive and innovative land planning and economic development skills resulting in successful development projects. I believe in and practice community involvement through skills and talents as a volunteer for universities, arts organizations, historic associations, chamber groups and non-profit agencies.

Over the past 26 years, I have held key positions with city, county, state and regional organizations. These experiences have given me the opportunity to develop expertise in community development, budgeting and finance, human resources, public works, public transportation and capital projects. I have developed and implemented multi-million dollar capital improvement programs, managed large scale transit, seaport, aviation and transportation projects, prepared strategic plans and established major growth management policies.

I have selected career opportunities to position myself for my ultimate goal of City Administration. The early part of my career was focused on the operational aspects of development, economic development, redevelopment and infrastructure. As I progressed, I had the opportunity to work in Director, Assistant City Manager and Deputy City Manager level capacities. My appointment as Chief Administrative Officer for the Town of Eatonville provided me with an opportunity to manage a full service municipality. It was a great opportunity to utilize my change agent management philosophy and advance an organization that experienced a history of fiscal and management challenges. The Town was placed under state financial oversight in 2003 with many of the audit findings still incomplete upon my arrival. During my tenure, we completed 80 percent of the 77 audit findings.

While fulfilling the role as Town Manager for Eatonville, I introduced cost cutting measures and presented, for Council adoption, a budget to increase the general fund reserves over 60 percent, representing the largest increase since inception of the general fund reserve account. Secondly, under my leadership, a financial integrity ordinance was prepared and adopted by the Town Council. My efforts to improve accountability are demonstrated with approval of the jurisdiction's first performance oriented budget adopted for Fiscal Year 2009-2010 and the continued implementation.

In my position as Chief Administrative Officer (functioned as Deputy City Manager) for the City of Daytona Beach, I managed various aspects of city operations. During my tenure with the City of Daytona Beach, we achieved an 8.2% cost savings reduction for a \$204 million budget. Accomplishments include facilitated City Council adoption for a \$457 million mixed use economic development project with International Speedway Corporation and Cordish Development, yielding 2,400 new jobs in the community, completion of the city's Water Supply Plan, adoption of land development code amendments to protect the City's water views and annexation of over 400 acres for economic development opportunities.

I was employed with the Florida Department of Transportation for almost seven years, where I was responsible for a \$180 million public works capital projects budget. This experience afforded me the opportunity to work on a multitude of public private partnerships as well as with a diverse group of agencies such as commercial seaports, international airports, and transportation agencies.

During my five-year tenure at the City of Orlando, I exercised a leadership role in developing an economic development plan for reuse of the Orlando Naval Training Center. This facility was part of the Defense Base Closure and Realignment (BRAC). It is now home of Baldwin Park, an award winning Traditional Neighborhood Development, representing the model of smart growth. Additional accomplishments included facilitating the Lake Nona annexation (approx. 7,500 acres) and master plan for development (new home for the Burnham Institute, Nemours Children Hospital, Veterans Administration Hospital, and University of Central Florida Medical School). Finally, I worked on establishing the International Drive Transit Circulator and the Downtown Transit Circulator projects.

My experiences have been in diverse organizations in communities across a broad spectrum of socioeconomic backgrounds. Attached is a list of references that can be contacted to further discuss my experience in the various organizations.

I welcome the opportunity to discuss how my qualifications might align with the needs of the organization as Town Manager. Thank you for your favorable consideration.

Sincerely,

Cheryl Harrison-Lee
Enclosure

SUMMARY OF EXPERIENCE

Experienced results oriented leader with over 26 years experience demonstrating significant accomplishments in executive municipal administration of budgeting and finance, economic development, land development, organizational performance measures, public works, human resources, growth management and capital improvements.

RELEVANT EXPERIENCE

Chief Administrative Officer, Town of Eatonville, Eatonville, Florida (2009-2011)

Duties and Responsibilities:

- Executive Officer responsible for overseeing department directors tasked with delivering various municipal services. Town services include police, fire, roads, stormwater drainage, water and sewer, utility, parks and recreation, planning, zoning, finance, general services and personnel.
- Implementation of Council directed policy. Appoint, advise and establish priorities for employees on efficient operation of day to day tasks. Formulates work programs, procedures and help establish policy initiatives.
- Negotiates contracts and makes purchases subject to the jurisdiction's ordinances and council.
- Preparation of the annual budget and presentation of recommendations to Council. Monitors budget and advises on overall financial condition of Town.
- Representation of the Town with various media affiliations, including appearances on television and radio and interviews with the print media.
- Negotiates with public and private sector entities on development, economic development and growth management issues.

Accomplishments:

- Adoption of Fiscal Integrity Ordinance establishing reserve, debt management, and investment policies. Increased General Fund Reserve by over 60% (largest contribution to reserve fund since inception).
- Streamlined operational expenditures resulting in over \$50,000 cost savings to Town.
- Adoption of first performance oriented budget. Implemented restructuring of staff resulting in fewer personnel costs and increased service levels.
- Negotiated contract for purchase and sale of over 100 acres on behalf of Town with Orange County Public Schools Board creating economic development opportunities.

- Conducted energy audit on all city facilities and secured \$250,000 Energy Efficiency and Conservation Grant for facility upgrades expected to yield \$40,000 annually in utility savings.
- Developed \$1.4 million Gateway Design features for major roadway.
- Acquisition of Wastewater Facilities Grant for pre-construction of sanitary sewer system upgrades.
- Renovated Municipal Pool and Recreation Complex including Elizabeth Park Tennis Court, basketball court, handball court, park and playground area. Renovation of Denton Johnson Community Center, picnic pavilions, recreation equipment, and parking.
- Developed collaborative partnerships with local agencies resulting in new recreational programs for over 300 youth.
- Developed comprehensive employee benefits package resulting in health care cost savings over \$20,000 and increased employee benefits to include medical, increased life insurance and disability.
- Increased law enforcement grant funds for personnel as well as new safety and technology equipment.
- Initiated community branding campaign to include the Town's first vision and mission statements.

Deputy City Manager (Title: Chief Administrative Officer) City of Daytona Beach, Daytona Beach, FL.
Population: 65,000 (2005-2009)

Duties and Responsibilities:

- Drafting and presenting policy and legislative recommendations to six member City Commission, business community and residents on various issues such as smart growth, sustainable development, infrastructure development and other municipal services.
- Developing quality management initiatives, procedures, and training for staff, and established pilot balanced scorecard performance measures.
- Oversight of project management for various capital projects throughout the city.
- Directing department heads tasked with developing organizational long and short range policies on housing, community development, redevelopment, building and permitting, code enforcement, and economic development.
- Implementing strategic neighborhood revitalization plans and strategies and creating citywide economic development initiatives.
- Representation of the City with various media affiliations, including appearances on television and interviews with the print media.
- Staff for ten City Council appointed boards.
(Promoted from Development Services Director to Chief Administrative Officer).

Accomplishments:

- Assisted in preparation of \$204 million budget achieving 8.2% reduction in expenditures.
- Economic development projects include approval of Daytona Live, Project: (\$855 million overall economic impact; 2,400 new jobs; \$2.8 million impact fees; \$16.1 local taxes). Wal-Mart Supercenter: (350 new jobs).
- Facilitated annexation of over 400 acres of land for economic development opportunities.
- Negotiated development agreement for 2,000 acres with state planning and environmental agencies.
- Completion of Capital Improvements Element; Land Acquisition and Infill Housing Neighborhood Revitalization Program; Water Supply Plan; Draft Citizen Participation Plan; Impact Fee Ordinance for fire, police, parks, general government and transportation.
- Automated Permits and Licensing Department including Interactive Voice Response (IVR) System.
- Established land management Geographic Information System Program.
- Initiated Riverfront Master Plan.
- Developed draft Urban Mixed Use Entertainment Zone.

Assistant City Manger (Title: Executive Director of Community Development), City of Titusville, Titusville, FL. Population: 44,000 (2005)

Duties and Responsibilities:

- Directing department heads on human resources, budget preparation, capital projects, development and redevelopment, housing and social services.
- Advising City Council and other advisory boards on key policy, legislative and financial issues.
- Preparing operating and capital budget, establishing goals, and monitoring to ensure the City's mission, Council direction and core values were implemented.
- Directing social services activities and programs, establishing growth management and development standards, facilitating economic development, approving personnel transactions, and managing state and federal programs and grant funds.

Accomplishments:

- Implemented Titusville 2020 Plan.
- Developed downtown redevelopment projects for Community Redevelopment Agency.

Chief of Growth Management, City of Orlando, Orlando, FL. Population: 230,500 (1990-1995)

Duties and Responsibilities:

- Directing staff of 17 on growth management, planning, development, transportation and zoning issues.
- Developing, maintaining and coordinating implementation of the city's long range plan and special studies.
- Presenting staff recommendations to advisory boards, elected officials, and agencies.
- Facilitating community outreach meetings, stakeholder and neighborhood forums.
- Developing annual operating and capital budget.

Accomplishments:

- Adoption of Colonial Town Center Study.
- Adoption of Growth Management Plan and Land Development Code Rewrite.
- Preparation of Universal Studios Master Plan.
- Completion of Southeast Orlando International Airport Future Growth Center Plan.
- Completion of Transportation Impact Fee Update.
- Authored significant portions of Traffic Circulation and Mass Transit Elements of Plan.
- Established statewide model for infrastructure development consistent with growth.
- Initiated LYMMO Downtown Circulator System.
(Promoted from Planning Supervisor to Chief of Growth Management)

OTHER PROFESSIONAL EXPERIENCE

City of Ormond Beach, Ormond Beach, Florida

2004-2005

Served as a Senior Planner responsible for providing professional expertise to the City Manager, City Council, advisory boards, technical committees and citizens. Developing reports and recommendations for City Commission and other advisory boards and committees. Representing the City on technical committees and intergovernmental coordination on various short and long range planning issues.

Central Florida Regional Transportation Authority, Orlando, Florida

2002-2003

Served as **Director of Planning & Information Technology** advising Board of Directors on various policy and legislative issues. Directing agency wide support for all activities associated with computer center operations. Assessing information technology needs and developing technology improvement plan. Oversight of Information Technology equipment/infrastructure replacement plan and preparing plans for expansion of information technology network.

Florida Department of Transportation, Orlando, Florida

1995-2002

District Manager responsible for developing and leading agency-wide efforts for \$180 million capital projects program throughout nine-county district. Directed programs for Central Florida population of 2.5 million. Directing staff on project development, financing, and technical support for five transit agencies, one seaport, four commercial international airports and over 150 public/private airports. Reviewed various economic development studies, prepared strategic plans and developed multi-year capital improvement plans and work program. Project experience includes Orlando International Airport Major Investment Study, Volusia Rail Feasibility Rail Study, Melbourne International Airport Access Study, Transportation Demand Management Program Implementation, I-4 Multimodal Master Plan and Intermodal Management System Implementation.

EDUCATION

University of Florida, Gainesville, Florida M.A., Urban and Regional Planning Concentration: Public Administration

University of South Carolina Columbia, South Carolina B.A., Journalism

CERTIFICATIONS

American Institute of Certified Planners (AICP) Certificate Number 019203

ACTIVITIES

Maitland Area Chamber of Commerce, Board of Directors, Vice-President (2009- present)

University of Central Florida, Department of Public Administration, Planning Advisory Group (2010)

International City Management Association (2009-present)

International City/County Management Association, Governmental Affairs and Policy Committee (2010 – present)

Florida City County Managers Association (2009- Present)

University of Florida, College of Building, Design and Construction Advisory Group (2010 – Present)

Rotary Club of Oviedo (2012)

HONORS

University of Florida Distinguished Alumnus Award, 1998

Featured in *Essence Magazine*, Career Watch, June, 1998

Featured in *Black Family Today Magazine*, Central Florida's Up & Coming, 1999

Graduate (Leadership Central Florida and Leadership Orlando)

University of Florida Board of Regents Fellow

REFERENCES

Byron Brooks, Chief Administrative Officer City of Orlando (Years Known: 21 years)	(407) 246-2113
Tanja Gerhartz, Economic Development Director City of Winter Garden (Years Known: 21 years)	(386) 847-0062
Ricardo Kisner Former Chief Financial Officer City of Daytona Beach (Years Known: 6 years)	(313) 477-7394
Dwayne Taylor, Florida House of Representatives (Former Councilman for City of Daytona Beach) (Years Known: 6 years)	(386) 235-6068
Patricia Askew Former Director, City of Daytona Beach (Years Known: 6 years)	(386) 405-5596
Jeaneen Clauss, City Manager City of Ponce Inlet (Years Known: 6 years)	(386) 679-2388
Rodney Daniels, Councilman Town of Eatonville (Years Known: 2.5 years)	(407) 466-5939

March 1st 2012

Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Dear Mayor and Council

A creative leadership style, strong customer service orientation and an active proponent of innovation are qualities I bring to the position of Town Manager. You will find me to be an achievement oriented problem solver with strong budget management skills.

My diverse background has allowed me to manage public policy initiatives, complex economic development and redevelopment projects. This included but is not limited to overseeing the development and construction of parks, public work projects and championing community redevelopment initiatives. I have also managed CRA's (TIF Districts), coordinated the development review process, revised HR and Purchasing policies and oversaw technology advancements in the code enforcement and permitting process. Some programs I have managed and/or developed are: affordable housing and historic preservation programs, Main Street, business recruitment/retention programs, and developing successful partnerships with other units of local government and the business community.

In the private sector I have been involved in the master planning, development and construction of real estate development projects valued up to \$100 million. In addition, I worked closely with the senior management and staff to develop annual work plans that were coordinated with corporate goals and objectives.

My experiences in the public and private sector, economic development and real estate have provided me exposure to a broad range of complex issues. It has required me to be creative, developed innovative solutions and apply to a broad variety of problems.

Beyond my municipal and economic development background, I have hands-on development experience in land planning, land assembly, site development, architecture and construction. I am confident in my ability to exceed your expectations and look forward to hearing from you soon.

Sincerely,


Clarence L. Hulse

P.S. I am seeking salary beginning in the mid \$80,000 to \$130,000 range |

Clarence L. Hulse

1522 Oakmont Drive
Jeffersonville IN 47130

Cell: (321) 863-9493
hulsecl@yahoo.com

EXECUTIVE SUMMARY

Results-oriented leader with a record of accomplishments in diverse disciplines seeks new challenge. Adept problem-solver and analytical decision-maker with strong interpersonal skills and financial background. Successful experience in complex, full-service communities with emphasis on building quality services and outstanding employee teams. Exceptional experience with economic development, redevelopment, real estate development, strategic planning and community goal setting, and financial alternatives.

PROFESSIONAL EXPERIENCE

Director of Economic Development

04/2010-01/2012

City of Jeffersonville, IN – Pop. 45,000

Community and Economic Development: Established Office of Economic Development and strategic planning process to develop city's future economic development goals and objectives. Developed incentives and programs to recruit and retain retail/commercial businesses. Developed marketing program to highlight city's business relocation/expansion assets. Created 3,000+/- new jobs and approximately \$75 million in capital investment in past 2 years.

Core member of Canal District Development Team. Developed programs to recruit and retain retail/commercial businesses including Commercial Façade Program generating \$1 million reinvestment (10 to 1 ROI). Initiated the development of free Wi-Fi downtown and the waterfront.

Established community programs such as Jeffersonville Neighborhood Leadership Institute (Won State of Indiana Planning Association 2010 Community Planning Award) and National Night Out (2011 Rookie of the Year Award).

Partnered with Redevelopment Commission to develop strategy to brand commercial corridors and gateways thru city wide signage program. Also serving as Executive Director of the Jeffersonville Urban Enterprise Association.

Managing Consultant (PT)

07/2008-12/2010

Belize Real Estate Development Group LLC, Cocoa, FL

Prepared applications/reviewed documents for land owners/developers seeking land entitlement/permits. Advised non-profits in workforce development strategies to achieve organizational/operational efficiencies.

Real Estate Development Manager

04/2005-06/2008

Intrawest Placemaking, Orlando FL

Owner's representative for international luxury resort developer. Responsible for the financial success and bottom line of assigned development projects, and all phases of residential real estate development up to and including Certificate of Occupancy and property management of company owned (commercial and residential) property. Managed over \$150 million in construction projects.

Real Estate Development: Coordinated the design process from land acquisition and strategy creation to grand opening - oversaw the site planning process and document technical due diligence quality (for e.g., geotechnical, environmental) during design and construction phases. Hired and managed all consultants from design through construction and delivery. Performed regular audits of all consultants to provide project quality control. Negotiated all contracts with consultants, utilities, brand partners, and local municipalities.

Construction Management: completed 2 luxury condo-hotel projects: *Luau Towers* - 2 high-rise residential towers (19 and 12 stories), 243 units – Budget \$100 million; *Elation*: 8 story, 118 units – Budget \$45 million.

Community Development Administrator

2004-2005

Martin County, FL – Growth Management – Pop. 147,155

Managed 7 Community Redevelopment Districts, Historic Preservation and Affordable Housing (CDBG/SHIP) with staff of 7 and \$5 million budget. Coordinated inter-departmental team to streamline the 1st CRA mixed-use redevelopment project through developmental review/permitting, est. value \$35 million; initiated workforce housing policy development and managed sewer feasibility study for underserved areas.

Planning and Zoning/Urban Planning: Updated mixed-use zoning regulations, commercial and residential design overlays and developed policy and procedures for redevelopment projects.

Deputy City Manager

2001-2004

City of Cocoa, FL – Pop. 17,500

Chief Operating Officer responsible for 9 departments and divisions with 445 employees. Prepared and assisted in managing \$25 million operating budget and \$75 million capital budget.

Council/Manager form of government with a multitude of citizen committees, commissions, and boards. Managed daily operations, strategic planning, special projects, legislative agenda, capital projects and budget planning, personnel/union issues and community relations.

Re-organization: Responsibilities included with major citywide re-organization, motivating workforce, establishment of a high performance organization committed to promoting continual learning and professional development.

Strategic Planning: Introduced the concept of strategic planning; facilitated the process which produced the city's first Strategic Plan which included City Council, City Manager and Department heads ranking the city's major priorities and later adopted as part of budget planning process.

Budget Reform: Introduced and implemented performance measures. After initial training, formed an internal Performance Measures Review Team to design, train, and implement performance measures for the budget and for use as a management and decision-making tool.

Policy Revision and Development: Updated outdated personnel and purchasing policies with work teams which had been trained to perform at a high level of competence.

Reclassification and Compensation Study: Coordinated citywide reclassification and compensation study to address salary and grade inequity, both internally and externally.

Administrative Service/Public Works Re-organization: Organizational management studies used to align central administrative services to the needs of line departments, affected Human Resources, Purchasing, Information Technology and Fleet. Public Works Department created from previous Utility Department division; outsourcing such functions as payroll and utility billing were also reviewed.

Grants Management: Created inter-departmental team to solicit grant funding/hired grant manager - increased grants success by 50%. (e.g. CDBG, EDA and FDEP grants).

Citywide Information Technology Upgrade: Coordinated planning and implementation: HR tracking systems, document imaging, GIS, mobile police reporting and online bill payment - City won 2003 state award for Innovations in Communications and Technology from Florida City and County Management Association for expanded telecommunications utility and internet service.

Community Policing and Services: Development of community policing teams and a separate partnership with the City's housing authority for police residency in public housing units. Initiated partnerships with Weed and Seed agency, neighborhoods and area non-profits to assist in crime reduction strategies.

Economic Development/Redevelopment Strategy and Implementation: Established city's 1st economic development department and developed strategy that led to the development of 2 business parks (600,000 SF) working with local developers. Achieved Enterprise Zone and HUBZONE Status, and Federal Brownfield Designation (\$200,000 grant) and Foreign Trade Zone in partnership with Port Canaveral.

Managed 3 Community Redevelopment Agencies and developed strategy for urban renewal and downtown revitalization using TIF financing. Projects included \$3 million Waterfront Park, \$200,000 - new landscaping, \$500,000 - sidewalk improvements, commercial façade program and business incubator program. Directed aggressive marketing and public relations campaign and attracted \$90 million private investment to downtown including retail and multi-family development. Assisted developers and businesses to obtain financing and streamline projects through city permitting process and devised a strategy and assisted in negotiations for land assemblage.

Community Development and Planning: Reviewed evaluated and recommended changes related to zoning, subdivision and other special development permits for approval by the City Council and Planning & Zoning Commission as well as administering and making recommendations for modification to the Zoning and Subdivision Ordinances and similar programs.

Advocated and directed staff to provide more customer-oriented services to assist business owners, citizens, and corporate officials through the complicated regulatory process. This simplification was achieved without compromising environmental quality. Revamped development review processes and initiated new policies in code enforcement (property maintenance and nuisance), upgraded permitting technology, implemented customer service training and coordinated comprehensive planning process.

Facilitated the development of the 1st residential subdivision in 14 years - 5 new subdivisions planned, including multifamily development. Directed annexation program – city boundaries grew 80%. Reversed 10 year population decline with 14.2% increase and city tax valuation increased 60% in 3 years.

Housing: Initiated exceptional in-fill home ownership and housing rehabilitation programs with a combination of Entitlement and general funds. Revised CDBG programs and city's housing policies and procedures to ensure compliance with HUD guidelines. Advocated revitalization of public housing with Housing Authority attracting \$25 million public-private investment for 75 single-family affordable homes with commercial plaza and \$10 million investment to for 200 unit mixed income apartment complex using state/federal tax credits.

Growth Management: Participated with County Government and MyRegion.org, a regional multi regional government/private sector initiative on growth management and related issues (land use, transportation, environment, education, economic development, health care delivery, etc.).

Utility Expansion Policy: Participated in ongoing discussions with water management district for the renewal of City's consumption use permits. These actions involved contacts with regional counties, State and Federal agencies. Participated in development of financing for City's water reclamation project and acquisition of \$50 million loan for water main upgrades to improve services to 90,000 customers.

Consultant (PT)

2000-2001

Micro-Business USA, St. Petersburg FL

Trained and evaluated small business clients for micro-lending program. Training included loan packaging, small business marketing, business plan development and establishing credit worthiness.

Senior Business Development Manager

1994-2000

Pinellas County, FL- Department of Economic Development – Pop. 944,199

Supervised staff of 5 to implement business development strategy with emphasis on the high technology sector, biotechnology, medical manufacturing, and software clusters. Developed financial and incentive packages, including industrial revenue bonds.

Business Recruitment/Retention: Resulted in over 200 companies relocating/expanding to Pinellas County creating 15,000+ new jobs, 4 million+ s.f. absorption and \$500 million capital investment within 5 years.

Brownfield Redevelopment: Coordinated the 1st successful Corporate Brownfield ReDevelopment/Reuse in the State of Florida with Information Management Resource global headquarters retention/expansion resulting in 1000 jobs averaging \$44,000 per annum and \$63 million private investment.

Regional Economic Development Marketing: Member of Tampa Bay Partnership team (6 Counties); conducted location and labor analysis and developed marketing strategies that increased prospect leads by 50% for the region. Member of the Florida High Technology Corridor team (23 Counties) that developed and implemented targeted marketing programs for Central Florida using cluster development strategy.

Workforce Development: Developed training programs for low income and ex-felons for employment and life skills. Developed partnerships with 150+ local businesses to establish a job bank to hire graduates of STARS/STEPS programs - achieved 62% placement rate - twice the state average. Negotiated \$20+ million tax refunds/credits and training grants for local businesses from the State of Florida and local governments.

International Trade: Coordinated Trade Mission to Mexico; achieved \$5 million in sales.

Technology Transfer: Coordinated technology transfer and commercialization of intellectual property from NASA to local manufacturers.

EDUCATION

University of Oklahoma, Economic Development Institute (CEcD Candidate)

University of Southern Mississippi, MS. Economic Development

Harding University, BS. Public Administration, **Magna cum Laude**

Continuing Education courses list available upon request

COMPUTER & LANGUAGE SKILLS

MS Office Prof. Suite, MS Project, KIVA, Arc-Info, Goldmine, POET, Conversational Spanish

AWARDS

NAACP Community Award 2011, Southern Indiana

Man of Distinction Award 2011 - Outstanding Community Involvement and Leadership - CASI

Award of Excellence, Brevard County School Board, Volunteer - Cambridge Elem., 2002

Outstanding Developer of the Year, International Economic Development Council, 1999

Economic Development Award, National Forum for Black Public Administrators - Tampa Bay

PROFESSIONAL AND COMMUNITY AFFILIATIONS

International Economic Development Council, (1992-) Board of Dir. (2005-07, 2010-)
One Southern Indiana, Economic Development Council (2010-)
Leadership Southern Indiana – Class of 2012
Southeast Indiana Small Business Development Center Advisory Council (2010-)
Southeast Economic Development Council (2011-)
Midwest Economic Development Council (2010-)
Indiana Planning and Zoning Association (2010-)
International Council of Shopping Centers (2010-)
Jeffersonville Urban Enterprise Zone Commission (2010-)
Jeffersonville Main Street Association (2010-)
10 St. Area Business Association (2010-)
Workforce One – Region 10 Workforce Board (2010-)
Jeffersonville Rotary Club (2010-)
Urban Land Institute, (2001-)
Leadership Florida, Class of XXII (2004-)
Leadership Pinellas, Class of 1999

Past

Florida Planning and Zoning Association
World Future Society
International City/County Managers Association
Florida City/County Managers Association
US Green Building Council
Habitat for Humanity Volunteer
Florida Economic Development Council
Florida Redevelopment Association
Caribbean-American Chamber of Commerce
City of Largo Main Street. Board of Directors
Tampa Bay Partnership – Various Committees
Space Coast Economic Development Council Board of Directors, Tax Abatement Committee
MyRegion.Org, CEO Roundtable, Economic Development Committee
Cocoa Beach Area Chamber of Commerce, Gov. Relations Committee
Cocoa Rotary Club, Chairman-Community Partnerships
World Trade Center – Tampa Bay
St. Petersburg/Clearwater Film Commission
St. Petersburg/Clearwater Tourism Council, Alternate Board Member
Pinellas County Workforce Board, Alternate Board Member
St. Petersburg Enterprise Zone Commission Board Member
Enterprise Florida, International Trade and Economic Development Board

Clarence L. Hulse

CONTINUING EDUCATION

Economic Development Institute - University of Oklahoma, Nov, 2011
Jeffersonville Neighborhood Leadership Institute, Oct, 2010
Orange County Sheriff Office, Citizens Academy, April 2008
Construction Fundamentals for Development Professionals, ULI, Feb. 2008
Green Building for Building Professionals, HBA of Metro Orlando, Oct. 2007
Residential Construction, Seminole Community College, August, 2007
Documentation and Proof of Construction Delay, Lorman Seminars, May 2007
Construction Defect Claims, Lorman Seminars, April 2007
Real Estate Development in Florida, Lorman Seminars, March 2007
Developing Resorts, Second Homes, and Golf Course Communities, ULI, March 2007
Developer's Toolbox –Pro Formas, Rutgers University Online, November 2006

Intrawest Placemaking Development School, May 2006
Owner's Duties and Responsibilities in a Construction Project, Lorman Seminars, May 2006
Advances in Environmental Mold Issues, Lorman Seminars, July 2005
Affordable Housing Development, Florida Housing Finance Corp., June 2004
Certificate: City of Cocoa, Worker's Compensation Training, March 2004
Florida Appraisal Board Course I, Steve Williamson Real Estate Education, March 2004
Certified Public Manager Program (Levels I-VII), Florida State Univ., 2001-2004
School of Governmental Finance, FGFOA, Sarasota, Nov. 2002

Municipal Engineering for Non-Engineers, University of Wisconsin-Madison, 2002
Emergency Response to Terrorism: Basic Concepts, U.S. Department of Justice, Dec. 2001
Site Design and Plan Review Workshop, FAPA, St. Petersburg, FL, March 2001
Main Street 101, Florida Main Street Program, January 2000
Florida Real Estate Certificate, Bob Hogue School of Real Estate, November 1999
Advanced Supervisory Skills, Pinellas County Personnel Dept., Clearwater, May 1999
Shopping Centers: How to Build, Buy and Redevelop, ULI, Washington, DC, April 1999
Basic Supervisory Skills Course, Pinellas County Personnel Dept., Clearwater, March 1999
Capital Planning & Budgeting for Smaller Cities & Counties, ICMA Univ., Orlando, Oct. 1998

Certificate: *CUED Development Finance Course*, San Diego, Sept. 1998
Executive Fellows Leadership Development Program, USF, Tampa, June 1998
Certificate: *Operations Management*, University of South Florida, Tampa, Jan. 1998
Developing & Administering a Budget, Fred Pryor Seminars, Tampa, Jan. 1997
Economic Impact Analysis II Seminar, Arthur Andersen LLP, Chicago, Oct. 1996
Certificate: *City & County Planning & Implementation*, University of Missouri, Oct. 1996
SBA: Be the Boss Seminar Series, SBDC, Hattiesburg, MS, Aug-Sept. 1994
Certificate: The New South Basic Economic Development Course, AEDC, Sept. 1993

56 Rolling Hills Drive
Orchard Park, New York 14127
March 8, 2012

Town of Lake Park
Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

To Whom It May Concern:

Please accept this application for the position of Town Manager with Lake Park. Attached, is a copy of my resume detailing relevant experience and education, as well as my release of information and contact information form. I am confident that the combination of my work experience and education make me an ideal candidate to successfully fulfill professional obligations and employment responsibilities with the Town of Lake Park.

Currently, I serve as the Director of Administrative Services with the Niagara Falls Water Board (NFWB) overseeing and directing all administrative functions including personnel, legal matters, procurement, budgeting, internal controls, efficiency and process improvements, serve as M/WBE Officer, Records Access Officer, Internal Controls Officer, carry out special initiatives, work on public relations and organizational communications, developed a NFWB Facebook page, work with the local Civil Service Commission, serve as both State and Federal liaison, track ARRA compliance and spending, assist in Capital Improvement Development and implementation, ensure NYS Comptroller compliance for local governmental public authorities including PARIS, work with the NFWB's outside legal team, as well as outside independent audit firm, developed a modern internal controls system, achieved efficiencies through multiple initiatives, developed NFWB RFPs, oversee NFWB contracting and procurement process, as well as making high level presentations to governmental boards, elected officials and community stakeholders. I have also developed an overtime management system utilizing Lean Six Sigma process improvement techniques and worked on the NFWB's strategic plan for both water and sewer operations, as well as developed a multitude of organizational policies. I also serve as lead negotiator for collective bargaining with the NFWB's unionized workforce.

Previously, I successfully served as a Principal Analyst with the Buffalo Fiscal Stability Authority (BFSA) overseeing nearly every aspect of the organization's operations, including fiscal oversight of the City of Buffalo and its covered organizations, including the Buffalo Public Schools, Housing Authority and Urban Renewal Agency. My responsibilities and duties included working directly with the current Executive Director, BFSA's Board of Directors, senior staff members of the City of Buffalo and all covered organizations, as well as providing oversight and direction to my colleagues with the Authority. I worked with BFSA's legal team, BFSA auditors, BFSA banking

partners, State of New York personnel with the Department of Budget and the Office of the State Comptroller, as well as the Authority's other professional partners.

Additionally, I served as BFSA's Treasurer, Records Access Officer and Internal Controls Officer. In terms of financial oversight, I served as the lead analyst for the City's operations, as well as for the City's Housing Authority and Urban Renewal Agency, and managed BFSA's internal operating budget (approximately \$1 million). I had lead responsibility for preparing budget reviews, quarterly reports, capital budget plans, contracts for all covered organizations, hiring freeze waivers, collective bargaining agreements and Authority reports. At the Authority's regular board meetings, I prepared the Executive Director's presentations, as well as presentations falling under my purview and that of the Authority. At BFSA I worked with Buffalo's Commissioner of Police and Fire on workforce manpower assessments and efficiency improvements, in addition to working on the consolidation of public parks with Erie County.

Previous to my time at BFSA, I served as a Community Development Specialist and Presidential Management Fellow with the U.S. Department of Housing and Urban Development (HUD) which allowed me to acquire significant knowledge about governmental administration, public finance and public works. My background working with locally elected officials and community stakeholders, while assisting local governments effectively manage both federal and state resources was an indispensable experience. Furthermore, I personally managed major components of HUD's Comprehensive Plan Improvement Initiative (CPII) helping communities explore "best practices" in citizen participation and researched and co-authored the HUD Federal Publication, "Redistribution Effect of Introducing Census 2000 Data Into the CDBG Formula."

At this time I am requesting an interview for the position of Town Manager with Lake Park. I am confident through an interview you will be convinced I possess the necessary skills and attributes to be successful in this challenging and rewarding opportunity.

Sincerely,

Michael P. Kelly

Attached:

Resume
Release of Information Form

Salary expectations: Low to mid \$110,000's |

Michael P. Kelly

56 Rolling Hills Drive ~ Orchard Park, New York 14127

Cell: 716.604.8774

michael.pa.kelly@gmail.com

Home: 716.662.2786

Executive Profile

Administrator ~ Team Builder ~ Goal Oriented Strategist ~ Creative Problem Solver

Visionary leader with proven experience effecting positive change, financial management, crafting superlative public relations, and operational efficiencies for influential government offices. Results-driven employee who creates and executes strategic plans through creative and critical thinking. Strong communicator and relationship builder, fostering confidence in executive boards, elected officials and business leaders throughout the community. Recognized for honesty, integrity, and professionalism. Professionally known for accepting and skillfully managing cutting-edge initiatives and directives.

CORE COMPETENCIES

- | | | |
|----------------------------|-------------------------|---------------------------------|
| ➤ Action-driven leadership | ➤ Value assessment | ➤ Training & development |
| ➤ Change management | ➤ Financial admin. | ➤ Policy analysis & formulation |
| ➤ Costing & budgeting | ➤ Program design | ➤ Recruitment & retention |
| ➤ Organizational direction | ➤ Government contracts | ➤ Public speaking |
| ➤ Efficiency improvement | ➤ Effective negotiating | ➤ Media relations |

PROFESSIONAL EXPERIENCE

NIAGARA FALLS WATER BOARD (NFWB), Niagara Falls, New York, 2010 - present

A public benefit corporation tasked with providing safe, reliable and environmentally friendly water and wastewater services to its community of customers in an economical and efficient manner.

Director of Administrative Services

Internal Controls Officer, Records Access Officer, Purchase Officer, MWBE Officer

Executive Responsibilities

- Manage, oversee and direct transformational initiatives for the NFWB.
- Reduced NFWB Workers' Compensation premium \$140,000, and established quarterly monitoring systems for managing WC program efficiently and effectively.
- Reduced NFWB cell phone costs 10% through proven change management principles.
- Built and established internal controls processes and worked with outside independent auditors to remove findings from past audits and management letters.
- Established and developed Workplace Violence Prevention Program, Bomb Threat procedures and applicable training programs for NFWB employees, as well as updated employee handbook.
- Developed revenue enhancement and expenditure models for financial plans.
- Developed departmental budgets, analyzed budgetary performance and reconciled FYE budget.
- Instituted accountability processes for overtime management and budgetary performance.
- Developed Lean Six Sigma management program with University at Buffalo Center for Industrial Effectiveness and developed overtime management system to reduce costs and achieve efficiencies.
- Draft, establish and approve all NFWB RFP's and contracts for services. Track MWBE performance.
- Oversee all human capital and resource functions, as well as manage applicable staff; training, supervision, salary and expenses, fund controls and career management.
- Supervise staff, approve time and attendance, performance evaluation and provide direction.
- Approve payroll, develop operating budgets, serve as WBE and MWBE Officer, FOIL/FOIA Officer, Records Access Officer and records management director, track ARRA compliance.
- Serve as intergovernmental liaison for local, state and federal governments.
- Assist with public relations and crafting organizational message, handle media requests.

- Manage website, developed Facebook page and communications staff, prepare and give presentations, build relationships.
- Negotiate contracts with unionized workforce to achieve savings and award employees

BUFFALO FISCAL STABILITY AUTHORITY (BFSA), Buffalo, New York, 2007 – 2010

A public benefit corporation charged with controlling and monitoring the finances of the City of Buffalo, with direct responsibility for the financial direction of an \$815 million school district and critical City agencies, including the Buffalo Municipal Housing Authority and Buffalo Urban Renewal Agency.

Principal Analyst / Treasurer

Internal Controls Officer / Records Access Officer

Leadership

- Positively impacted City budgeting practices by analyzing City and covered organization budgets, four-year financial plans and quarterly gap sheets, drafting summaries and working with high level members of the City administration and BFSA board members to critically interpret, examine and question budgetary assumptions solidifying conservative budgeting practices, administered hiring/wage freezes, and resulted in significantly enhanced financial reserves, reduced debt, and greater personnel control.
- Served as liaison between the agency and a prestigious Board of Directors, building solid relationships with respected leaders from the financial, business and governmental sectors.
- Addressed the public through the media and other venues, as well as present to the Board of Directors regularly at BFSA board meetings. Served alongside two consecutive chairmen.
- Participated in selection for contracts with a solid consultant pool that grew to be integral team members, including lawyers, financial advisor, bond counsel and agency accountants.
- **BFSA Records Access Officer** charged with coordinating and managing BFSA requests for information including FOIL requests, while ensuring NYS compliance with applicable laws and regulations concerning information dissemination.

Financial Administration

- Participated in recruitment, interviews, and hiring process of potential staff members to add to BFSA's top-producing professional financial management staff that significantly contributed to reaching the Authority's goals.
- Saved the City significant funds in debt service costs by working to improve and maintain the BFSA credit (AA/Aa2).
- Assist in annual BFSA audits, providing information that ensured a flawless record.
- Enforced explicit and meaningful reporting guidelines for the City and major agencies, holding each entity accountable through strict budgeting and quarterly reporting.
- Enforced changes which resulted in annual increases in the City's Fund balance (multi-year operating results) from a \$95 million General Fund balance in 2006, to \$133 million in 2008.
- Assisted in efforts that led to a highly sought upgrade for the City by nationally-recognized rating agencies from the lowest investment grade with a negative outlook (BBB-minus/Bbb3) to (BBB+/Baa2).
- Oversaw continued expansion and maintenance of the City's capital plan from a one-year to a four-year plan and prioritization of initiatives under the capital borrowing limit of less than \$30 million per year.
- Ensured strict compliance with a multi-year capital plan through debt and liability reduction practices.
- Served as **BFSA Treasurer** with checking signing authority up to \$25,000. Responsible for Authority fund transfers for payroll expenses and other operating expenses, as well as working with Authority banking partners to give direction for Authority investments and account management.
- Served as **BFSA Internal Controls Officer** with responsibility for staff adherence and compliance to sound internal control policies. Conduct periodic tests on Authority internal controls, as well as spot checks on Authority processes for compliance with BFSA internal control policies. Assisted in developing Authority internal control policies and worked to improve and update internal policies.

U.S. Department of Housing and Urban Development, Washington, DC, 2002-2007

HUD's Department of Community Planning and Development (CPD) seeks to develop viable communities by promoting integrated approaches to provide decent housing, suitable living environments and expanded economic opportunities for low- and moderate-income persons. The development of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations is the primary means for achieving CPD's goals.

*Community Development Specialist
Presidential Management Fellow*

Management

- Managed and oversaw CDBG portfolio in excess of \$800 million, which was the largest portfolio in Entitlement Division Office at the time.
- Developed, managed and carried out key components of HUD's Comprehensive Plan Improvement Initiative.
- Researched and established a resource library of CDBG policy questions and answers, as well as developed the template for Q&A's for other staff members to add to system.
- Developed and initiated establishment of CDBG reference guide for program regulations based on applicable Code of Federal Regulations.
- Took leadership role with colleagues to establish Access database system of reference materials for key CDBG grantee information.
- Worked on personnel decisions, budget planning, and strategic planning teams.
- Worked with local governments to plan community development strategies and review real estate development deals.
- Worked with communities to develop housing strategies for displaced people after Hurricane Katrina.
- Worked with HUD Budget Division to assist with CDBG budget formulation.
- Developed and interpreted CDBG policy for members of congress and government officials.
- Lent technical assistance to HUD Field Office personnel and local government officials.
- Monitored grantees for program compliance.

EDUCATION

THE UNIVERSITY OF AKRON, Akron, Ohio
Master of Public Administration

STATE UNIVERSITY OF NEW YORK AT FREDONIA, Fredonia, New York
Bachelor of Science, Education

AWARDS AND ASSOCIATIONS

Pi Alpha Alpha
National Honors Society for Public Administration

American Society for Public Administration, Buffalo-Niagara Chapter
Past President

Government Finance Officers Association, NYS

SPECIAL TRAINING AND MEMBERSHIPS

Lean Six Sigma Green Belt, University of Buffalo - Spring 2012

Leadership Buffalo - Graduate & Member

HUD Leadership Development Program Graduate

Economic Development Finance Professional
The National Development Council (NDC)

Presidential Management Fellows - Graduate & Member
<https://www.pmf.opm.gov/>

Kevin Knutson, ICMA-CM

4573 Village Green Parkway
Reno, Nevada 89519

775.848.5965
kevinknutson@yahoo.com

Online résumé at www.kevinknutson.us or www.linkedin.com/in/kevinknutson

Mayor James DuBois & Town Commissioners
Town of Lake Park
c/o Human Resources Department, Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Mayor & Commissioners:

I am interested in being the next Town Manager for Lake Park, particularly for the opportunity it would afford me to continue developing high quality, responsive government services by working for a progressive, well-managed town. Over my twenty-one year career in municipal government, I have had the opportunity to be involved in all aspects of municipal management, across all departments, including public safety, internal services, economic development, redevelopment, parks, public works, community development, and dozens of high level special projects.

This last year was a particularly exciting year for me. I earned the ICMA Credentialed Manager designation, attended an executive program at the Kennedy School of Government at Harvard, was named the 2011 3CMA Communicator of the Year, and was invited to co-present a national webinar for GFOA with David Millican entitled "Financial Recovery: A 12-Step Process for Regaining Financial Health."

One of the most unique experiences I have in my work history was my central role in implementing innovative quality management tools in Coral Springs that were key reasons that the City was honored as the first state or local government to be awarded the Malcolm Baldrige National Quality Award in 2007. I was part of a team that conclusively proved that government can operate at the same level as the best run companies in the world.

Looking at the criteria you have identified, I believe that you'll find that my ten years of budget management and six years of communication management have prepared me well for your needs. I have also spent the past three years with direct oversight of a \$15 million Redevelopment Agency with dozens of major projects, including a parking garage and AAA baseball stadium. The salary I hope to be paid is \$119,000.

I look forward to hearing from you about my candidacy. I can be reached on my cell phone (775) 848-5965 or via e-mail at kevinknutson@yahoo.com.

Thank you for your time and consideration.

Sincerely,



Kevin Knutson

Kevin Knutson, ICMA-CM

4573 Village Green Parkway
Reno, Nevada 89519

775.848.5965
kevinknutson@yahoo.com

Local government executive leadership, strategic planning, budget, process management, media relations, and communications professional with 21 years of experience in high-performing municipal governments. Strong record of successfully delivering large, complex, and politically sensitive projects while creating productive and robust relationships between government and constituents. Developed a strategic planning system that was a key factor in Coral Springs being the first and only local government to be awarded the **Malcolm Baldrige National Quality Award**.

Additional areas of expertise include:

Leading staff	Labor relations and negotiations	Legislative affairs
Policy analysis and development	Financial forecasting	Intergovernmental relations
Performance measurement	Process improvement	Bond portfolio management
Benefit structure planning	Emergency management	Grants management
Economic development	Redevelopment administration	Housing and homelessness
Council support	Crisis and emergency communications	Media relations
Social media	Citizen engagement	Community relations

Experience & Results

City of Reno, Nevada

01/2008-02/2012

218,000 population, \$320 million budget, 1,123 employees, 7 council members, council-manager government

Assistant City Manager, 08/2011-02/2012

- Direct oversight of Human Resources; Neighborhood Services (including public information, media relations, Council support, and call center); Federal, State, and local intergovernmental affairs; grants management; Community Resources; economic development; and the Reno Redevelopment Agency.
- Organized Northern Nevada Economic Development Coalition's "ReCharge Nevada" event that brought together more than 200 stakeholders to kick-off a regional economic development effort.
- Provided executive oversight of numerous projects and committees, including shared services; managed competition; negotiations on tax increment agreements and sales tax districts; redevelopment land sales; facility leases; parks development; and fire deconsolidation.
- Acted as Emergency Operations Center Director and management liaison during November 2011 Caughlin Fire (2,000 acres, 9,500 evacuated) and January 2012 Washoe Drive Fire (3,200 acres, 10,000 evacuated).
- Assigned to level two grievance resolution for several bargaining units; negotiated resolutions. Chaired health benefits appeal committee. Lead negotiator for collective bargaining.
- Established internal committees for strategy deployment, including innovation, open government, customer service and employee relations teams.

*Interim City Manager, 03/2011-06/2011**Interim Executive Director, Reno Redevelopment Agency, 03/2011-06/2011*

- Unanimously appointed as interim city manager for a full-service city. Provided leadership to a redevelopment agency with two districts, a new AAA baseball stadium, numerous catalyst projects, and retail properties.
- Prepared, presented and adopted \$170 million Fiscal Year 2011-2012 General Fund budget that began to provide steps toward **financial stability** for the first time since the recession began in 2008, by adding \$3.8 million to stabilization reserves, investing \$4.0 million in capital projects, and shoring up fund balances across all fund types.
- Negotiated agreement with International Association of Firefighters Local 731 after 15-month impasse before going to binding interest arbitration, meeting the City's goal of **7.5% reduction in salaries** with related benefits, including no salary increases for the next two years. Negotiated contract with Fire administrative union that had been at impasse for 12 months before going to fact-finding by an arbitrator. Closed two-year contracts with three Police bargaining units and a professional group with various concessions.
- Successfully avoided State takeover of City finances when process was initiated in February 2011. The City of Reno met 11 of 23 conditions defining "severe fiscal emergency" under Nevada Revised Statutes, and was called before Senate Revenue Committee, Assembly Taxation Committee, and the Committee on Local Government Finance. Developed corrective action plan to remedy all issues. Negotiated with Department of Taxation.
- Planning and negotiations with creditors of a **\$634 million debt portfolio** experiencing severe revenue losses.

Director of the Office of Management & Budget, 06/2010-08/2011

- Designed budgetary response to major revenue losses, including a 30% drop in sales tax related revenues and a 16% drop in ad valorem property taxes. **Implemented budget reductions totaling \$27 million.** Staff reductions totaled 32% over two years, from 1,648 to 1,123.
- Implemented process improvement program using lean manufacturing tools. First project in business licensing division reduced cycle time from 30-day to 6-day average and **generated more than \$90,000 a year in savings.**
- Managed professional staff engaged in Community Development Block Grant program, federal grants program, homelessness initiative and Community Assistance Center, neighborhood stabilization program, low income housing, American Recovery & Reinvestment Act programs, and federal legislative lobbying.
- Facilitated intergovernmental negotiations on shared services; including 911 and dispatch, information technology, human resources, purchasing, business licenses, and building permits. Lead author on mandated (AB 494) shared services report to Nevada State Legislature.

Director of Community Relations, 01/2008-06/2010

- Chief spokesperson for the City.
- Direct responsibility for public relations, media relations, issue management, crisis communications, Reno TV (channel 213 on Charter Communications), the City's web site (reno.gov), the City's intranet (CORE), advertising, in-house video production, and numerous other print collateral for City of Reno. **Reduced overall cost of community relations function by \$1.1 million** between 2008 and 2010.
- Managed community relations and ombudsman programs, including a neighborhood services program, eight Neighborhood Advisory Boards, the Community Pride Grant program (\$220,000 - \$440,000), Reno Direct call center (45,000+ calls per year), and town hall meetings.

- Developed and successfully implemented City of Reno Strategic Communications Plans in 2008-2009 and 2009-2010, identifying audiences, stakeholder needs, strategic messages, message deployment tactics, and measurement.
- Developed and implemented crisis communications response plans, including a vote of "no confidence" in a Fire Chief, union conflicts, police officer DUI, major fires, accidents, staff layoffs and service reductions, among others.
- Launched Reno's first blog, *Around the Arch*, in April 2009. Developed and implemented social media communications outreach using Facebook (13,500+ fans), YouTube (127,500+ video views, 187 subscribers), Twitter (3,700+ followers), Flickr, LinkedIn (440+ followers), and Friendfeed. Wrote and established social media policies and procedures. Program won 2011 3CMA Award of Excellence – Social Media.

City of Coral Springs, Florida

05/1991-01/2008

135,000 population, \$170 million budget, 820 employees, 5 commissioners, council-manager government

Director of Communications & Marketing, 11/2005-01/2008

- Creative and editorial direction of *Coral Springs* magazine, CityTV (channel 25 on Advanced Cable Communications), CityRadio (AM 1670), the City's web site (coralsprings.org), the City's intranet (The Knowledge Network), advertising, public relations, media relations, in-house video production, and other print collateral.
- After a 2006 comprehensive redesign, **market penetration of *Coral Springs* magazine, mailed to 53,000 households and commercial addresses, was 72%, well above the major local daily, the South Florida Sun-Sentinel, at 46%. (Readership as a percent of total population.)** This was a significant increase from 60% in 2006. In 2007 was awarded 3CMA's Savvy Award for best magazine.
- Planned campaign, wrote and directed design of advocacy materials for a General Obligation bond issue that **generated 84% votes in favor of the referendum** during a period of public concern over tax rates. The campaign won the 2006 3CMA Award of Excellence - Community Issue.
- Resident satisfaction with communications in Coral Springs **rose from 89% in 2005 to 92% in 2007**. Satisfaction ratings for major communications vehicles in 2007 included 83% for CityTV, 91% for the magazine, and 89% for the website.
- Developed and implemented crisis communications response plans, including major hurricane devastation, economic and financial crises, a blimp crash, elected official arrests, officer-involved shootings, ethics violations, and others.

Budget & Strategic Planning Manager, 10/1998-11/2005

- Managed the preparation and execution of an annual operating budget of up to \$135 million and a capital budget of \$15 million for a large municipality (population 132,000), **maintaining or lowering ad valorem tax rates each year, from 1998 through 2005**.
- Created strategic planning process that linked policy direction to operations at all levels. Directed a professional staff that created reports, forecasts, variance analyses, trend analyses, financial models, and feasibility studies for revenues, programs, and capital acquisitions. Prepared and delivered financial and statistical reports and presentations. Established policies and internal controls. Performed internal audits and program evaluations.
- Developed, wrote, designed, and published Strategic Plan, Business Plan and Budget documents that won the Government Finance Officers Association Distinguished Budget Presentation Award from 1998 through 2005. For

2001 through 2005, budget documents were given additional designations as an "Outstanding Policy Document," "An Outstanding Communications Device," "An Outstanding Financial Plan," and as an "Outstanding Operations Guide." Received special recognitions for Capital Improvement Program and for integration of performance measures numerous times.

- Mostly based on the strategic planning model and financial results, City of Coral Springs General Obligation Bonds and Water & Sewer Bonds were **rated AAA** by Moodys, Standard & Poors, and Fitch-ICBA from 1998 through 2005.
- Managed organization-wide performance measurement system, linking operational management to strategic goals. Performed performance audits and analyzed results. Selected and implemented ActiveStrategy as performance management system. Charter member of the Florida Benchmarking Consortium. Charter participant in ICMA Center for Performance Measurement.
- Directed managed competition program. Wrote winning bid for City's Utility Billing Team during privatization of billing function. Wrote winning bid for operation and maintenance of a 60 acre community park. Wrote successful bid to provide neighboring city with Fire Rescue service in 2004. Successfully outsourced ongoing park maintenance and management of a performing arts center.
- **Central participant in implementing quality management program based on Baldrige criteria, culminating in 1997 and 2003 Florida Governor's Sterling Awards and the 2007 Malcolm Baldrige National Quality Award for Performance Excellence**, making Coral Springs the first government to earn the Baldrige Award. Served as a Sterling Examiner in 2001-2002. Coral Springs was also selected as the first entity to receive the Florida League of Cities' City of Excellence Award in 2004 and was listed in Money Magazine's Ten Best Places to Live in 2006.
- Coral Springs' Strategic Planning process was used as a best practice model for performance measurement in the National Partnership for Reinventing Government and the American Quality & Productivity Center, and was a case study in Bob Paladino's *Five Key Principles of Corporate Performance Management* (2007) and Shayne Kavanagh's *Financing the Future: Long-Term Financial Planning for Local Government* (2007). Budget process was featured in the 2001 edition of GFOA's *Best Practices in Public Budgeting*.

Senior Budget Analyst, 07/1996-10/1998

Museum Director, Coral Springs Museum of Art, 10/1995-07/1996

Director of Event Services, Professional Facilities Management, 10/1994-10/1995

Acting General Manager, Coral Springs Center for the Arts, 04/1994-10/1994

Business & Information Systems Manager, Coral Springs Center for the Arts, 05/1991-04/1994

Box Office Manager, Omni Auditorium, Broward Community College, 10/1989-05/1991

Sound Engineer/Stage Hand/Gaffer's Assistant, Freelance/Self-employed, 06/1982-05/1991

Overseas service in the US Army, 3rd Infantry Division, 12/1984-12/1986 (Honorable discharge, 10/1992)

Education

Senior Executives in State & Local Government
Leadership Development Program
Advanced Government Finance Institute
Certificate in Strategic Management
Certified Public Pension Trustee
Incident Command System Certificates
Board of Examiners Training

John F. Kennedy School of Government, Harvard University, 2011
Center for Creative Leadership, 2007
University of Wisconsin - Madison, 2005
Florida Institute of Government, 2000
Florida Public Pension Trustees Association, 2006 - 2008
Federal Emergency Management Administration, 2006 - 2010
Florida Sterling Council, 2000

Master of Fine Arts in Creative Writing	Florida International University, 1995
Bachelor of Arts in English	Florida International University, 1991
Associate of Arts in Liberal Arts	Broward College, 1988

Recent Professional Activities

International City/County Management Association (ICMA)

Selected as conference chair for 2013 annual conference

Achieved Credentialed Manager designation, 2011

Government Finance Officers Association (GFOA)

"Financial Recovery: A 12-Step Process for Regaining Financial Health", webinar, September 21, 2011

"Managing Perceptions", *Government Finance Review*, December 2010

"Advanced Tools for Finance Directors: Long-Term Financial Planning", regional Conference, March 22-23, 2010

Distinguished Budget Award reviewer

City-County Communications & Marketing Association (3CMA)

Communicator of the Year, 2011

Award of Excellence - Social Media, 2011

Conference co-chair for the 20th Anniversary National Conference, Lake Tahoe, Nevada, 2008

"Leveraging Baldrige for Performance Management", conference presentation, 2008

Professional Relations Society of America (PRSA)

Board member, Vice President of Programming, Sierra Nevada Chapter

Personal Attributes

- In a 2007 Center for Creative Leadership Benchmarks 360-degree review, the greatest strengths identified by superiors, peers, and direct reports included being a quick study, resourcefulness, straightforwardness and composure, doing whatever it takes, and **leading employees**. In a second 360-degree designed to identify leadership competencies, highest scores were for **ethics, leading change, embracing flexibility, and leveraging differences**. The lowest score for any of the 11 competencies was 4.48 on a five point Likert scale.
- The ICMA Management Practices Applied Knowledge Assessment in 2011 showed an overall score of 91% (as compared to the ICMA median of 84%) and identified scores significantly higher than the median (15 points or more) in the following core content areas: **staff effectiveness; initiative, risk taking, creativity and innovation; technological literacy; budgeting; financial analysis; human resources management; strategic planning; and media relations**.
- Team creativity climate assessment in 2007 showed very high scores from direct reports for **supervisory encouragement, work group supports, and freedom**.

Mike Konefal
1588 Conestoga Trail
Fort Lupton, CO 80621
home phone: (303) 502-3037
cell phone: (303) 304-7412
e-mail: mike.konefal@comcast.net

February 29, 2012

Human Resources Department
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Attention: Mayor and Commissioners

I would like to apply for the position of Town Manager.

My qualifications include 23 years of public administration experience. I was recently employed in the City of Fort Lupton, Colorado as their City Administrator. My background is primarily in planning and community redevelopment. However, I also have experience in all aspects of management including finance, public works and public safety. I have been responsible for preparing and administering budgets during challenging financial constraints.

My managerial philosophy includes providing excellent customer service and ensuring that all voices are heard within a diverse community. I am a strategic thinker and I ensure that problems or issues are addressed quickly and effectively. I can be described as having a moderate and likeable personality. I have excellent organizational and communication skills.

The majority of my work experience is within Florida. I would relocate back to Florida immediately. I have been out of work for approximately one year, taking the opportunity to travel internationally and refresh for the next employment opportunity. My salary expectations are in the low \$100,000 range, annually.

With this background, as well as my Masters in Business Administration, I am certain that I can be a valuable and contributing leader for the Town of Lake Park. I look forward to hearing from you.

Sincerely,



Mike Konefal

SUMMARY

Over 23 years of local government and public administration experience with expertise in the following areas:

- Economic & Community Development
- Management of Public Service Operations
- Budgeting & Capital Financing
- Board & Community Group Interaction
- Regulatory Compliance
- Employee Management

An innovative leader with demonstrated organizational, analytical and communication skills. I am results-oriented with respect to minor and major issues, projects and programs. I strive to build consensus between individuals and within organizations. I believe in a balanced approach to life with time for work and personal enrichment.

RELEVANT EMPLOYMENT EXPERIENCE

City Administrator, Fort Lupton, Colorado

1/2008-10/2010

Fort Lupton is a full service city with a population of 7,500 persons. It is located one half-hour northeast of Denver along the Highway 85 corridor. A council-manger form of government is utilized. The administrator reports to the elected officials who act as a Board of Directors. Major challenges include economic development and community revitalization during a period of economic recession.

Duties and Responsibilities:

- Responsible for the overall administration of the City.
- Preparation and administration of a \$14 million budget.
- Act as the Chief Financial and Personnel Officer.
- Preparation and presentation of reports to the elected Board.

Accomplishments:

- Successfully lobbied the State Government to include a \$20 million budget line item for a new 35,000 square foot National Guard Armory. The line item was originally eliminated as part of State-wide budget cuts. The Armory has now been constructed.
- Secured a new manufacturing employer (BACH) to occupy a vacant 71,000 square foot facility. The new manufacturer is a support company to the new Vestas Wind Blades factory in a nearby jurisdiction. BACH is currently in operation employing 150 persons.
- Negotiated a growth boundary agreement with a neighboring city (Brighton). Previous negotiations had stalled over a ten year period.
- Responsible for the successful operations associated with the Fort Lupton Water Treatment and Wastewater Treatment Plants. Supervised a major innovative upgrade to

the water treatment plant. Obtained \$2 million in State grants for the treatment plant upgrade. Resolved three major non-compliance issues with the State Health Department.

- Established a shop-local program named "Fort Lupton First".
- Implemented cost cutting measures during a recession including basic budget cuts, furloughs, layoffs and hiring and wage freezes.
- Revaluated three local drainage projects and redistributed funds to complete 10 projects.
- Ensured that the City's active water wells received a Water Court Decree after years of temporary permits. Involved in many Western Water Law issues including participation in the Northern Colorado Water Conservancy District and the Northern Integrated Supply Project.
- Guided the Police Department to implement an electronic ticketing system.
- Successful oversight of a full service recreation center and golf course.
- Upgraded a city-owned cemetery through grave stone repairs and tree replanting.
- Added a second emergency generator to City Hall (grant funded) to provide full electrical power to the facility. This supports a fully equipped emergency operations center.
- Active participant with local community functions such as annual festivals and events.
- Active participant in community groups and committees.

Community Development Director, Charlotte County, Florida

12/2003-6/2007

Charlotte County is located in Southwest Florida with a population of 150,000 persons. A commission-manager form of government is utilized. The administrator directly reports to the elected officials and directors indirectly report to the same body who act as a Board of Directors. Major challenges included recovery from a major hurricane, affordable and work force housing and growth management issues.

Duties and Responsibilities:

- Responsible for the Planning and Zoning, Development Review, Code Compliance and the Building Inspection Divisions.
- Supervision of up to 200 employees (union and non-union classifications).
- Preparation and administration of department budget and capital financing plans.
- Preparation and presentation of reports to the elected Board.

Accomplishments:

- Responsible for the review of one of Florida's largest projects, Babcock Ranch, involving collaboration with all internal departments as well as coordination with outside agencies.
- Hired over 50 new employees over a two year time period during growth pressures.
- Successful building inspection program to handle the 20,000 homes and 1,000 businesses that were damaged as a result of a major hurricane (Charley) as well as a 35% growth rate associated with the building boom in Southwest Florida.
- Organized and implemented 20 community planning studies.
- Direct participation in the Murdock Village and Charlotte Industrial Airpark projects.
- Significantly improved customer service and employee accountability.

Interim Public Services Director, Gulfport, Florida
Planning and Development Administrator, Gulfport, Florida

6/2003-11/2003
1/1996-11/2003

Gulfport is a full service city with a population of 12,700 persons. A council-manager form of government is utilized. Major challenges included community redevelopment of a downtown area and commercial corridor. Major projects included upgrades to public buildings and infrastructure.

Duties and Responsibilities:

- Responsible for Planning, Zoning, Building, Water and Sewer, Streets, Sanitation, Drainage and Fleet Services Divisions.
- Responsible for infrastructure and public facility projects and grant writing.
- Supervision of 40 employees.
- Preparation and administration of department budget and capital financing plans.
- Preparation and presentation of reports to the elected Board.

Accomplishments:

- Preparation and/or supervision of over 15 grant proposals totaling \$10 million.
- Responsible for a successful downtown streetscaping improvement project.
- Project management related to the renovation of parks and community buildings.
- Responsible for the preparation of a Community Redevelopment Plan.
- Responsible for preparing significant ordinances involving growth management issues.
- Responsible for implementing a Geographic Information Systems (GIS) network.

Other Positions

1988-1996

The first eight years of my career involved urban and regional planning duties. I worked at three different government agencies that ranged from 15,000 persons to over 400,000 persons. All positions were in high growth areas with budget constraints. I was responsible for Planning, Zoning, Development Review, Building Inspections and Code Compliance.

EDUCATION

University of Phoenix
University of Western Ontario

MBA (Business Administration) 2002
BA (Geography-Planning) 1986

CERTIFICATIONS & MEMBERSHIPS

- Certified Planner (American Institute of Certified Planners)
- Full Member (International City/County Management Association)
- Certified Community Association Manager

Ricardo Mendez-Saldivia

Did not submit: Cover Letter
Release of Information and Contact Information Form

SUMMARY

Twenty years of professional level experience including management and administration of county, municipal and school district operations. Provided innovative leadership in the reorganization of several departments while serving in the capacity of special administrator, acting public works director, program management director and chief administrative officer in Miami-Dade, Broward and Palm Beach Counties. Strong financial and budget development background with ability to manage resources facing budgetary constraints. Possess skills at analyzing highly complex issues and providing solutions in fast-paced political environments. Career highlights include successfully leading implementation of a billion dollar Capital Improvement Program in municipal and county infrastructure projects and delivering these programs on time. Supervised 200 employees and established key relationships with local, state and federal government agencies with expertise in the following areas:

- Strategic Management
- Human Resources Management & Labor Relations
- Operations and Program Management
- Organizational Analysis & Development
- Construction & Project Management
- Building, Zoning, Permitting & Code Enforcement
- Community Planning & Redevelopment
- Capital Improvements & Bond Programs
- Financial Analysis & Budget Development
- Sustainability & Environmental Management
- Intergovernmental Relations
- Conflict Resolution & Team Building
- Customer Service & Improvement Process
- Water & Sewer Plant Design & Utilities Construction

RELEVANT LOCAL GOVERNMENT EXPERIENCE

Chief Community Planning & Development Officer, Seminole Tribe of Florida, Hollywood, FL 2009

One of the most successful native government operations in the United States. Under Council government, they have five reservations operating like municipalities, provide utility services, manage and operate eight state-of-the-art water/wastewater treatment plants and employ 7,000 with annual operating budget of a hundred million. During this tenure, my experience includes overseeing utility services, preparation and administration of budgets, coordination of departments' personnel, community planning, litigation coordination, risk management, legislative contacts, purchasing, grants, economic development, zoning enforcement, growth management and construction management.

Duties & responsibilities as Chief Community Planning & Development Officer:

- Served as chief administrative officer with direct oversight responsibility for five departments
- Oversaw Building & Zoning, Planning, Public Works, Environmental Resources and Construction Management
- Reviewed and approved all department budgets
- Supervised purchasing function including multi-million dollar negotiations with private and public entities
- Ensured policies, directives, resolutions and ordinances adopted by the council are enforced and implemented
- Oversaw water & sewer plants, roadway system, drainage, capital improvements and utilities management
- Supervised infrastructure planning, design, construction, operations and maintenance
- Provided management oversight, administrative guidance and operations support to department heads
- Served as sustainability officer and oversee energy assessment of buildings and department certifications
- Coordinated lobbying efforts with federal government and supervised federal grant administration

Achievements:

- Built high performance professional management team
- Eliminated costly errors and omissions in infrastructure development, operations and maintenance
- Implemented improvement plans yielding significant savings in water & wastewater treatment plant projects
- Restored financial integrity in the handling of utilities construction, operations and maintenance
- Pioneered integration of technology in financial systems, budget development and performance
- Reorganized operations of Building & Zoning, Public Works and Construction Management departments
- Developed Quality Management Program increasing productivity, morale and customer satisfaction

Director, Program Management Department, Palm Beach County School District, 2006-2007

The School District of Palm Beach County is the eleventh largest in the U.S. and encompasses all of Palm Beach County. It operates 103 elementary, 33 middle, 23 high and 41 charter schools with 21,700 employees, 32,000 volunteers and 190,000 students. The Department of Program Management had 100 employees and responsibility for the implementation of a Two-Billion Capital Improvement Program including planning, design, construction and start up of all new, renovated and ancillary facilities. The department completes hundreds of projects every year including site development, transportation, environmental, water, sewer, drainage, storm drainage, parks, buildings, auditoriums, other government facilities and land development projects. As department head, my experience includes overseeing utility services, preparation and administration of budgets, coordination of Board appointed committees, personnel, community planning, litigation coordination, risk management, purchasing, grants, growth management, construction management and coordination with local and state government agencies.

Duties and Responsibilities as Director of Program Management:

- Planned, directed, organized and monitored department operations
- Implemented department policies and procedures in accordance with priorities, state and federal law
- Supervised multi-million dollar budget development process for department, program and projects
- Conducted multi-million dollar contract negotiations with consultants, agencies and contractors
- Supervised 100 employees including assistant directors, division heads, managers and administrators
- Provided general coordination, direction and oversight from project inception to completion
- Conducted public presentations to the community and represented department during public hearings
- Administered design and construction of all new facilities including additions and renovations
- Coordinated procurement with architects, engineers, agencies, utilities, contractors and other vendors
- Ensured compliance with budget, schedule, design, and program codes, standards and regulations
- Managed preparation of project definitions including scope, budget, schedule and phasing strategies
- Worked with advisory councils, community representatives, municipalities and oversight committees
- Hired and trained new department employees including professional and technical staff
- Oversaw project initiation, planning, implementation, monitor & control and closeout processes
- Supervised project integration, scope, time, cost, quality, personnel, communications and procurement
- Coordination and administration of ADA compliance
- Served as liaison to local and state government agencies and website administrator

Achievements:

- Successfully led implementation of Two-Billion Capital Improvement Program
- Delivered all projects on time and received praises from Oversight Committee and *The Palm Beach Post*
- Saved millions of dollars by enhancing project control operations and improving contract negotiation
- Developed and implemented Strategic Management Operations Plan and addressed all HR needs
- Reorganized department operations, developed and empowered staff improving morale and productivity
- Able to work successfully with The Board, Advisory Councils, Oversight Committees and vendors
- Accomplished sound financial resolutions during mediation and arbitration challenges
- Developed ability to defend against multi-million dollar claims
- Implemented professional training and developed department policy & procedures manual
- Established new payment approval system handling a million a day while meeting Prompt Payment Act
- Eliminated budget disparities and implemented new budget development and approval process
- Increased vendor's accountability and reduced delays
- Crossed-trained support staff; therefore, department no longer relied on one individual
- Opened lines of communication among staff, other departments and stakeholders
- Successfully met all permitting challenges with local, state and federal government agencies
- Achieved consistent operational guidelines and accomplished a professional management operation

Acting Public Works Director, City of Miami Beach, Florida, 1999-2001

Incorporated on 1915, Miami Beach is located on an island between Biscayne Bay and The Atlantic Ocean with 100,000 population and thousands of tourists visiting every year. The city is governed by a Mayor and six Commissioners under city council-manager form of government and had a \$420 million operating budget. The Public Works Department employed over 200 employees, had a \$34 million operating budget and was responsible for the implementation of a \$250 million Capital Improvement Program with over 100 municipal projects. During this tenure, my experience includes overseeing municipal utility services, preparation and administration of budgets, coordination with oversight committees, personnel, community planning, litigation coordination, risk management, purchasing, grants, growth management, and construction management and general obligation bonds.

Duties and responsibilities as Acting Public Works Director:

- Planned, directed, organized and monitored department operations including Administration, Engineering, Transportation, Capital Improvements, Water/Sewer/Stormwater maintenance, construction and operations
- Resolved and answered complaints and questions from Mayor, City Council and Citizens
- Worked with agencies and civil organizations to address department projects and program challenges
- Led division heads and addressed priorities, scheduling, assignments, problems and special projects
- Reviewed and analyze reports, budgets, plans, specifications, bids, contracts and ensure compliance
- Hired department personnel, assessed training needs, planned, organized and implemented training programs
- Assessed equipment needs in order to make equipment acquisition and utilization recommendations
- Prepared and administered \$34 million department budget and \$250 million CIP budget
- Development and implementation of \$250 million Capital Improvement Program
- Led various inter-departmental project groups, special projects and task forces
- Developed and implemented department goals, objectives, policies, procedures and work standards
- Developed and implemented department management systems and standards for project evaluation
- Coordinated department activities with other city work programs, departments and agencies

Achievements:

- Saved millions of dollars implementing Quality Management Program increasing productivity and morale
- Successfully led implementation of \$250 million Bond Program leading to issuance of a \$92 million General Obligation Bond
- Restructured Public Works Administration and accomplished department goals
- Developed and implemented financial system and guidelines improving handling of capital expenditures
- Pioneered integration of latest information technology systems with management operations
- Eliminated inequities in HR conducting job analysis, reclassifications and accomplishing promotions
- Able to work successfully with council, committees and community in CIP Projects implementation
- Led city operations through difficult challenges during change and enhancement of community assets
- Reduced city liabilities and ensured vendor's performance by amending Public Works contract
- Appointed as emergency manager and able to coordinate efforts with local, state and federal government

Special Administrator, Miami-Dade County Public Works, Florida, 1993-1999

Miami-Dade County has a population of 2.5 million, the largest in Florida and the eighth in the U.S. with 1,946 square miles. The county is home to 35 incorporated cities. The Public Works Department employs 1000 employees and provides a variety of infrastructure-related services including construction and maintenance of roads, bridges, sidewalks, street signs, pavement markings, traffic signals, street lights, and storm water drainage facilities. I started as County civil engineer, earned promotions to special administrator and appointments to several important committees. Played a leading role addressing community challenges during County commission hearings, community councils and public hearings. Led county infrastructure team and became one of Miami-Dade County top land development officials.

Duties and Responsibilities as Special Administrator:

- Represented Department during county commission hearings and community councils
- Conducted negotiations with local, state and federal government agencies
- Served as clearing house for commissioners, committee members and community questions
- Supervised transportation, engineering and concurrency division in land development process
- Reviewed and approved residential, commercial and industrial development infrastructure plans
- Ensured development plans compliance with engineering codes and infrastructure requirements
- Reviewed and approve construction costs estimates and assessed construction mitigation cost
- Analyzed existing facilities levels of service and proposed improvements schedules and costs
- Verified accuracy of cost estimates and updated Public Works Standards
- Hired and trained new employees and manage team of professionals
- Project coordination with different county departments, local and state government agencies
- Worked with investors, financial institutions and attorneys in order to address development issues

Achievements:

- Saved millions of dollars performing complex engineering analysis ensuring developers fair share of costs
- Led review and approval process for some of the largest residential, commercial and industrial development projects in Miami-Dade County such as The Airport Expansion and The Beacon Trade Port
- Successfully addressed community challenges during commission/public hearings and community councils
- Appointed to the Plat Committee, Development Impact Committee and Development of Regional Impact Committee and successfully worked with FAA, DOT, South Florida Regional Planning Council, School Board, Florida Department of Health, Planning & Zoning, Environmental Resource Management, Fire, Water & Sewer, Parks & Recreation, Property Appraisals and Police Departments
- Helped private sector accomplish development plans without shortchanging county infrastructure
- Eliminated four-year backlog in records updating by implementing new technology system
- Appointed as emergency manager and able to coordinate with local and state government agencies

OTHER PROFESSIONAL EXPERIENCE

Vice President, RA Consulting Engineers, Miami, Florida, 2007-present

- Design and construction of municipal and county water, sewer, drainage and transportation facilities
- Oversee implementation of Capital Improvements, General Obligation and Storm Water Bond Programs
- Negotiate, execute and manage multimillion dollar contracts and consultant agreements
- Conduct public presentations to local & state government agencies in award of multimillion dollar projects
- Lead government relations with County Boards, City Commissions, City Manager Office and Departments

Project Director, Roger Development / Keyes Company, Coral Gables, Florida, 2001-2006

- Implemented 400,000 square feet residential and commercial land development project in Coral Gables
- Oversaw construction, land development and project management activities
- Accomplished all permitting approvals with local and state government agencies
- Served as real estate broker associate and commercial real estate consultant
- Coordinated project development with utility companies, government agencies, consultants and bankers

Consulting Engineer, Gopman-Pepper Associates, North Miami, Florida, 1988-1993

- Designed and constructed civil projects up to forty-story towers including government buildings
- Successfully completed several multimillion dollar commercial, residential, and government projects
- Oversaw rehabilitation and construction of government infrastructure
- Directed development companies in schedule coordination and project execution
- Provided developers and financial institutions economic solutions to project related problems

EDUCATION

Master of Business Administration, Finance & Management, 1996

University of Miami, Coral Gables, FL, G.P.A.: 3.8

Bachelor of Science Civil Engineering, 1987

Florida International University, Miami, FL

LICENSURE / REGISTRATION / CERTIFICATES

- o Registered Professional Engineer, Florida PE # 63415
- o Registered Professional Engineer, Michigan PE # 6201052614
- o Engineer Intern, Florida EI # 1094ET154
- o Licensed Real Estate Broker, Florida BK # 560365
- o Licensed General Engineering/Utility Contractor, License # E1100246
- o Quality Control Manager, Department of Transportation
- o Supervisor Certification Program, Miami-Dade County
- o Cultural Diversity, Miami-Dade County
- o Legal Aspects of Code Enforcement, Miami-Dade County
- o Public Works Management, PSMJ Resources, Inc.
- o Project Management, Florida Department of Transportation
- o Project Management, Florida Engineering Society
- o Construction Management Standards of Practice, Construction Mgt. Association of America
- o Florida Accessibility and ADA Requirements, Miami-Dade County
- o Construction Claims Law, Lorman Education Services
- o General Contractor, Construction School
- o Construction Technology, Florida Construction School
- o Construction Safety OSHA, Miami-Dade County
- o EXCEL, Miami-Dade County
- o AutoCAD, CADD Centers of Florida
- o Drainage & Venting Systems, Miami-Dade County
- o Pumps & Pumping Systems, Engineer Educators

PAST / PRESENT PROFESSIONAL AFFILIATION

International City/County Manager Association

American Society of Civil Engineers

Florida Engineering Society

National Society of Professional Engineers

Construction Management Association of America

Council of Educational Facility Planners International

Florida Association of Realtors

Miami Board of Realtors

Florida Farm Bureau

EXCELLENT PROFESSIONAL REFERENCES

Alex Penelas, Mayor, Miami-Dade County

Aristides Rivera, P.E., P.L.S., Public Works Director, Miami-Dade County

Arthur Johnson, Ph. D., Superintendent, Palm Beach County School District

Joe Moore, Chief Operating Officer, Palm Beach County School District

Joseph Sanches, Chief of Facilities, Palm Beach County School District

John Ritsema, P.E., Chief Construction Division, Miami-Dade County

L. David Shen, P.E., Ph.D., Assistant Dean, School of Engineering, Florida International University

Luis A. Prieto Portar, P.E., Ph. D., Chairman, Civil Engineering Department, Florida International University

Human Resources Department
Town of Lake Park
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Attn.: Human Resources Director

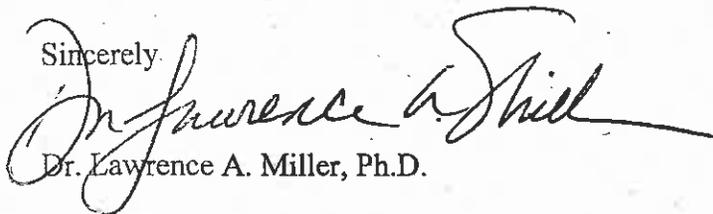
Please be advised that as per your advertisement on the International City/County Management Association website I am sending you my curriculum vitae for the position of Town Manager. The qualifications as advertised for the position clearly correspond to the level of experience and education I have obtained during my career. As you will note from my resume, I have experience in management, community and economic development.

I am presently the City Administrator for the City of Arcadia, a rural community of about 7,000 people in central Florida. I have been able to obtain grants of over 3 million dollars to build a new Water Treatment Plant and a Brownfield clean-up project. I was formerly the Assistant City Manager for the City of Sarasota, where I had the responsibility to reach out to community organizations and address their concerns regarding city services. In addition, I interfaced with City Commissioners regarding issues raised by constituents and sought to resolved said complaints. Prior to that position I was a Vice President at the Metropolitan Transportation Authority/New York City Transit, which employs over 68,000 employees. I am well versed in developing strategies to address community concerns by researching and analyzing trends and employing best practices that relate to the particular dynamics of a given municipality. I have a doctoral degree in public policy and a Master of Art degree in public administration.

In my capacity as Executive Director of Elmcot Youth & Adult Activities Inc., a community development organization I obtained grants from both public and private funding sources to initiate economic development programs designed to enhance small business growth and workforce development. In my capacity as Assistant City Manager, I initiated the establishment of a city parks foundation, worked on the preparation of the budget to the City Commission and participated in labor negotiations with various unions.

I would like to thank you for your consideration of my credentials for the position of Town Manager and would appreciate the opportunity to meet with you to further discuss my qualifications for the position. The salary expectations I have for the position is at minimum 95,000 per year

Sincerely,



Dr. Lawrence A. Miller, Ph.D.

LAWRENCE A. MILLER, Ph.D.

7110 Pine Valley Street
Lakewood Ranch, Fl. 34202
Tel.: (941) 355-2502
Mobile: (941) 504-2774
E-mail: LMiller271@aol.com

Experience:

- 07/12/10- Present City Administrator, City of Arcadia, Florida
Manage the everyday affairs of city services to the citizens of the city. Initiated and implemented new performance evaluation process for employees and a reporting system for department heads. During my tenure departments have been reorganized to be more efficient and effective, that has resulted in having saved over a quarter of a million dollars for the city. In addition, we have secured grant funding of three million dollars of a seven million dollar project to build a new Water Treatment Plant. My efforts have resulted in the city receiving thousands of dollars in grant funding.
- 08/24/09- Present Adjunct Professor – St. Petersburg College & State College of Florida, Manatee-Sarasota (formerly Manatee Community College). Teach online, blended and face to face courses on American Govt., & Int. Relations, certified in Angel levels I & II.
- 2/09/07 to 5/16/08 Assistant City Manager, City of Sarasota.
Provided professional, administrative, and analytical support to the City Manager. Duties included:
- o Communicated directly with department managers; receives feedback and assists divisions in understanding goals and vision of the City Manager. I brought together a wide variety of groups and constituencies to foster creative and practical solutions regarding affordable housing.
 - o Provided written/verbal reports to the City Manager regarding significant issues pertaining to city departments; reviewed reports and correspondence submitted by departments to City Manager, and determined/initiated appropriate action/response; informed City Manger of overall organizational challenges and their status; presented possible solutions to challenges/problems.
 - o Promoted city government to developers, the public, the City Commission, or other individuals/organizations by demonstrating a positive attitude and high level of customer service.
 - o Communicated with various government officials and their key staff members, make presentations to community stakeholders.

Lawrence A. Miller, Ph.D. continued...

10/02/06 to 02/08/07 Economic Development Coordinator, City of Sarasota.

Developed plans for and facilitated activities directed toward strengthening the City's local neighborhood businesses, workforce development and affordable housing programs. Duties included:

- o Collected and analyzed data concerning the City's business base and retail demographic, including local business types, site data (land and buildings), standard industrial classifications, location quotients, Internet access and related information.

- o Prepared recommendations to City Manager for strengthening, diversifying and improving the City's business base. I enhanced economic opportunities for City residents in blighted neighborhoods by devising a small business loan and grant program.

- o Developed specific, action-oriented redevelopment plans for targeted areas of the City, including initiatives directed toward attracting and retaining desirable businesses.

- o Prepared recommendations for improving local businesses by developing a storefront rehabilitation program using HUD, Community Development Block Grant funds designed to increase customer traffic to area businesses in blighted neighborhoods.

08/21/98 to 09/22/06

Executive Director, Elmcors Youth & Adult Activities, Inc.

Responsible for the administration of a multi faceted human service agency. The agency has over 100 employees and a multi-million dollar budget. Duties included:

- o Management - Responsible for a senior staff of Program Directors who report the progress of their respective departments in the achievement of contractual goals to the executive office. Instituted facility management initiatives to enhance the quality of service to the public and clients. Designed and developed strategic planning initiative for Elmcors staff.

- o Development - Provided leadership in a successful capital campaign, which included attainment of major gifts and grants. The agency was able to increase its budget from 3.8 million to 11 million dollars due to this leadership effort. Motivated staff and community leaders to address the short and long range goals of the agency. A strong volunteer base of staff and community activist were engaged to attain the fund-raising goals of the organization. Developed training programs in workforce development to meet contractual obligations with various funding sources.

Obtained grants to construct two new buildings and renovate a third, these construction projects totaled over seven million dollars

Lawrence A. Miller, Ph.D. continued...

- o Human Resources - Managed all functions of the human resources department in hiring, promotion, termination, training, benefits and compensation. Negotiated the healthcare benefits program, designed compensation structure, staffing rules, regulations and procedures and developed 401k program.

08/1998 to 09/2006 Equal Employment Opportunity Officer, Town of Huntington, LI.

Responsible for the compliance of the Town of Huntington in adhering to employment discrimination laws under Title VII of the Civil Rights Act of 1964. Duties include:

- o Developed policy for the Town of Huntington in equal opportunity employment, including process used to hear complaints of discrimination.
- o Investigated complaints of discrimination for referral to the EEO Complaint Review Committee, which the EEO Officer chairs.
- o Reduced the incidence of EEO complaints by 15% by implementing diversity management program.
- o Designed diversity training workshop for the employees of the town

04/10/97 to 08/12/98 Vice President, Office of Civil Rights, MTA/NYC Transit
Responsible for policy, program implementation and enforcement of equal employment opportunity within the Metropolitan Transportation Authority /New York City Transit system.

Duties included:

- o Management - Responsible for a staff of 38 people, with a MTA budget of 3.8 million dollars. The office has two Assistant Vice Presidents, one for each division, both report to the Office of the Vice President. The Division of EEO is dedicated to the prevention and elimination of employee discrimination according to Title VII of the Civil Rights Act of 1964 at the MTA. The Division of Business Programs seeks the inclusion of Disadvantaged, Women and Minority Owned Enterprises in MTA contracting opportunities. The Vice President directs the operation of these units in achieving the affirmative action goals of the agency.
- o Budget - Administer a budget of 3.8 million, reporting to the President of MTA/NYCT regarding the financial outlay of the department.

Lawrence A. Miller, Ph.D. continued...

09/17/ 94 to 04/03/97 Executive Director, Suffolk County Human Rights Commission
Responsible for managing, supervising and overseeing the budget for this civil rights agency. Duties included:

- o Management - Responsible for a professional staff of investigators, reporting to a board of commissioners. Accountable for all matters regarding investigation and resolution of complaints of discrimination.
- o Budget - Administer a budget of over a quarter million dollars, reporting to the County Executive and Legislature, the expenditures of the agency.

08/01/91 to 09/10/94 Deputy Project Executive for EEO & External Affairs, New York City Health & Hospitals Corporation
Responsible for assisting the Project Executive in managing a 500 million dollar four year reconstruction project of Queens Hospital Center. Duties included:

- o Article 15A Compliance Program - Developed and maintained procedure for establishing and achieving minority and women owned business program goals for the project.
- o Budget - Administrative responsibility for a 3 million dollar contract in meeting the goals set for the project.

09/04/89 to 07/31//91 Director, Equal Employment Opportunity/Affirmative Action Office, Queens Hospital Center
Managed the EEO/Affirmative Action Office at Queens Hospital Center. It maintained a staff of 2,500 employees, of which my office was responsible for:

- o Management - Developed and implemented Affirmative Action Plan including updates on an annual basis. Monitor progress of departments in meeting the affirmative action goals of the hospital.
- o Recruited minority medical students for the hospital which was affiliated with the Albert Einstein School of Medicine. Queens Hospital Center is a teaching hospital and my duties were to reach out to minority student organizations such as the Student National Medical Association, La Raza Medical Student Association, and the South Asian Medical Association

Lawrence A. Miller, Ph.D. continued...

01/10/80 to 08/28/89 Program Management Specialist, N. Y. S. Division for Youth
Recommended nonprofit youth service organizations for funding and provided guidance on fiscal matters and programmatic objectives of funded agency. Monitored performance of nonprofit organizations in obtaining contracted goals. Assessed youth service needs of the targeted area in determining which agencies would be recommended for funding. Evaluated performance of non-profit community based organizations that received funds in meeting their contractual obligations and obtaining youth service goals.

Community & Public Affairs:

- o Leadership Sarasota County, Class of 2008
- o Sarasota City Parks Foundation, Founder & Chairman
- o Member, Rotary of Arcadia, Rotary International
- o First Step of Sarasota, Bd. Member Human Services Agency
- o Member, ICMA
- o Member, Florida City & County Management Association
- o Florida League of Cities, Intergovernmental Committee

Education:

Doctoral Degree - Public Policy, Union Inst. & Uni. Ohio - 1/00.
Master of Arts Degree - Political Science, Urban Policy and Administration. Brooklyn College, New York - 2/89.
Bachelors of Arts Degree - Political Science, Public Administration. York College, New York - 6/74.

REFERENCES UPON REQUEST

Michael W. Morrow

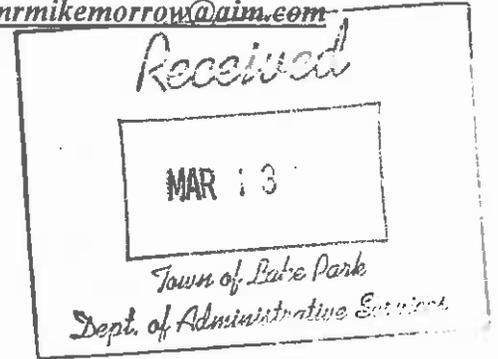
8353 Morning Star Rd.
Lake Worth, FL 33467

◆ (561) 779-1302, cell

Email: mrmikemorrow@aim.com

March 13, 2012

The Hon. Mayor James Dubois, and
Members of the City Commission
City of Lake Park
535 Park Avenue
Lake Park, FL 33403



Dear Mayor and Commissioners.

I respectfully submit my resume and request your consideration for the position of Town Manager. I believe that I possess the essential skills, appreciation of the organization's needs and the sincere desire to build a successful team of local government professionals.

As the Public Works Director for the City of Palm Beach Gardens over the last ten years, I have had the opportunity to manage over 200,000 square feet of municipal buildings, been responsible for department procurement and risk management, and had management responsibility for the administration of facilities, fleet, streets and stormwater maintenance, solid waste services, and operations. I have worked closely with the City Manager and elected officials on important projects for the community. These projects include capital improvement projects, a new solid waste services contract, canal restoration, and various capital improvement projects – with all projects completed within budget and scope as set forth by City Council. I have also had regular communication with residents to hear concerns, work with staff on viable resolutions, and create opportunities to share information with the community.

I am a progressive, innovative leader, who has keen organizational, analytical, and communication skills who is experienced leading and managing through change. My management style emphasizes teamwork, customer service excellence, collaboration, and communication. Staff members are empowered to make decisions appropriate to their work, and encouraged to share information across the organization. I am a consensus builder who tries to reach common ground and see all sides of an issue, yet willing to make final decisions. In addition, I am a prudent fiscal manager who believes in coordinated year-round participation from administrators and department directors.

Per your request, please find my salary requirements below:

Salary	\$127,500.00 annually and open to negotiation
Car and cell allowance	Desired and open to negotiation

As a lifelong south Florida resident with more than 24 years of state, county, and local government experience, I can bring a positive culture where new ideas are encouraged through teamwork and trust. I look forward to meeting with you to discuss my credentials and qualifications.

Thank you for your consideration. I may be reached at the number listed above, should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Michael W. Morrow".

Michael W. Morrow

Michael W. Morrow

8353 Morning Star Rd.
Lake Worth, Fl 33467

◆ (561) 779-1302, cell
Email: mrmikemorrow@gmail.com

PROFESSIONAL SUMMARY

- More than 20 years government experience
- Experienced manager of facilities, streets and stormwater maintenance, capital construction projects and solid waste services
- Experienced multi-department manager, working within a transparent council-governed structure
- Experienced capital and department budget manager, leading with fiscal prudence and accountability
- Experienced with commission and executive board communications
- Experienced with project management (from RFP to project finalization), supplier relations, and grant oversight – often completing projects ahead of schedule and under budget
- Experienced solid waste contract negotiator (\$35M, 7-year franchise) and contract administrator
- Experienced communication liaison between department and larger organization personnel
- Experienced stakeholder communication, customer service, and problem resolution
- Knowledgeable of state, county, and local laws and ordinances relating to Public Works projects and operations
- Collaborative manager
- Excellent communicator

PROFESSIONAL EXPERIENCE

2001 – Present City of Palm Beach Gardens, Florida
Public Works Director

Current or past responsibilities include the following:

- Provide direction and budget planning over Public Works Division
- Provide oversight of \$20M capital program
- Provide inter-governmental liaison oversight of \$200M projects within the City
- Manage and direct the Public Works Division (40 FTE's, Total Budget \$20M) that includes Administration, Streets Maintenance, Stormwater Maintenance, Facilities Maintenance, Grounds Maintenance, Solid Waste Services and Fleet Maintenance
- Streamline department and project budgets, often completing projects ahead of schedule and under budget
- Provide leadership and guidance to division directors, managers and superintendents
- Promote the City through effective resident communication, customer service, and transparent governance
- Provide leadership and direction for short and long range plans, research for studies, reports, and recommendations
- Make presentations to City Council on resolutions and ordinances
- Assisted with labor negotiations with union for department staff
- Implemented multi-year streets paving program
- Authored and received grants from the State of Florida for traffic control devices, landscape and irrigation installations
- Emphasis on staff development, customer service and professionalism

**1990 - 2001 Florida Department of Transportation (FDOT) District Four
District Freeway Operations Engineer, Area Traffic Studies Engineer**

Responsibilities included the following:

- Managed and administered the Freeway Operations section
- Managed and created minor plans for maintenance and contract work orders, including pavement markings, and traffic signs
- Served as intergovernmental liaison between FDOT, counties, and municipalities
- Reviewed traffic signal studies, pedestrian studies and signal plans
- Project Manager: Road Ranger Service Patrol Contract for Broward and Palm Beach County. Designed for motorist assistance on Interstates 95, 575, and 75, that included the supervision of 25 contract employees, daily incident management, and administration of awarded contracts in excess of \$3.5 million per year.
- Project Manager: Freeway Incident Management Consultant Contract for Broward and Palm Beach County. Created for agencies involved in freeway incident management as a forum to improve freeway operations, clearances of crashes, and consensus building among all agencies involved in freeway operations (\$1 million).

**2010 – Present Brenau University, Gainesville GA
Adjunct Professor – Part Time basis**

Responsibilities include the following:

Provide course oversight and leadership to undergraduate students in the College of Business for the course assigned by the Lead Professor (Currently Organizational Behavior)

EDUCATION

Master of Science – Major: Organizational Leadership and Management
Palm Beach Atlantic University – West Palm Beach, Florida

Bachelor of Science in Public Management – Major: Public Management
Florida Atlantic University – Boca Raton, Florida

Associate in Arts – area of emphasis Political Science and Business
Palm Beach Community College – Lake Worth, Florida
Deans List

SELECTED CERTIFICATIONS, AFFILIATIONS, AND AWARDS

- Florida City and County Management Association (FCCMA), Affiliate Member
- Federal Emergency Management Administration (FEMA) – Incident Command, Basic Incident Command, NIMS requirement met for current position
- American Society of Public Administration (ASPA), Member - Treasure Coast Chapter
- American Public Works Association (APWA), Member
- American Public Works Association, Public Works Leadership Fellow (PWLF)
- International City/County Manager Association (ICMA), Affiliate Member
- Florida Public Works Association, Member
- Presenter, Florida Public Works Association 2004, *Topics include: Stormwater Funding Alternatives and Public Works works with the Public*
- Certified Public Manager Program (CPM), Florida State University, partial program completed
- Florida Department of Transportation (FDOT):
 - Work Zone Traffic Control
 - Traffic Control Plan Design
 - Traffic Engineering Techniques
 - Project and Construction Manager Course
 - Contract Administration Course

- International Municipal Signal Association (IMSA)
 - Work Zone Traffic Safety Level 1 – Traffic Signals
 - Level 1 – Signs and Markings
 - Level 2 – Signs and Markings
- Community involvement: Member, Lake Worth Scottish Rite; Member, Boynton Masonic Lodge; Member, Staff Parish Relations Committee, St. Peter's United Methodist Church; Volunteer Coach, Wellington Little League Baseball

Updated March 2012

J.J. MURPHY

E-Mail: J.J.Murphy31@gmail.com

30 Reliance Drive • Wilkes-Barre, Pennsylvania 18702
Phone: 570.822.8787 • Mobile: 570.762.7246

March 6, 2012

Lake Park Town Hall
c/o Human Resources Department
535 Park Avenue
Lake Park, Florida 33403

Dear Ms. McKibbon-Turner:

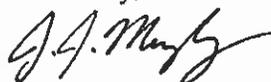
With an extensive experience of performance-based progression as a military officer, government executive and business owner, I'm looking for an opportunity where I can provide excellent leadership, strategic planning, administration, operations and management that would enable an organization to accomplish its goals. I am interested in being the leader that tackles the challenge of being the next Town Manager of Lake Park.

My government career, both municipal and military, has been accelerated based on my ability to deliver results despite organizational challenges. The blend of my business, finance, organizational and leadership skills and the ability to translate vision into meaningful action has been proved successful. In light of recent actions in Lake Park, I believe my integrity and ethics would be instrumental in providing confidence to both the employees and the public.

I offer well-honed, proven abilities as the visionary, creator, and driver of strategies and business plans who is mission-driven, intelligent, aggressive, intuitive, and extremely tenacious that has consistently delivered record-setting success in providing strategic and tactical leadership, assimilating solutions to complex operational problems. Perhaps most of this success has been innovation and resourcefulness in solving the diverse challenges and problems I have faced in my career. While the position in Lake Park will be sought after from my peers in Florida and across the country, I believe my diverse local and state government background coupled with performing my military service in Florida will give the residents of Lake Park the best of both worlds; A leader who brings some Florida knowledge, but at the same time has cut his teeth in many different leadership roles across the country who can bring a fresh perspective.

Details of my background and contributions are documented in the enclosed resume, and it is with complete confidence that I present them as representative of the value and return I will bring to Lake Park. My salary request would range from \$120,000 - \$140,000 depending on the total compensation/benefits package. As far as requirements, as an ICMA Credentialed Manager, I would ask for a contract that was close to an ICMA Model Contract with flexibility. In the end, I want all sides to be happy if we are to move forward.

Sincerely,



J.J. Murphy

J.J. MURPHY, ICMA-CM

E-Mail: J.J.Murphy31@gmail.com

30 Reliance Drive • Wilkes-Barre, Pennsylvania 18702

Phone: 570.822.8787 • Mobile: 570.762.7246

TOWN MANAGER

EXECUTIVE PROFILE

Recognized facilitator and administrator, with extensive experience in the military ranging from leadership, direction, training and administration of worldwide assistance programs, facility security management, planning and leading notable search and rescue activities to personnel and program security.

Commendable record of success in maintaining high levels of operational improvements and enhancing productivity by relying on unique combination of business savvy and intuitive management skills. Offering established management experience that includes budgeting, strategic planning and personnel selection / evaluation / development.

Leadership has been utilized but was not limited to fiscal responsibility, facility maintenance, budget and operations management, and coordination between workforce and senior management in organizing a wide-range of responsibilities. Able to manage government and military assignments in diverse environments combined with proven ability to lead re-organization and downsize efforts without compromising productivity.

AREAS OF EXPERTISE

Time Management	Creating Public/Private Partnerships	Negotiation & Interpersonal Skills
Leadership & Teambuilding	Budget Control & Implementation	Operations Management

PROFESSIONAL BACKGROUND

GOALS CONSULTING, LLC

PRESIDENT & CEO

2010-PRESENT

Utilized government experience to assist public, non-profits and private sectors:

- Consulted for the local Chamber of Commerce to help foster economic development initiatives
 - Efforts lead to a \$16M project to restore the local YMCA
- Despite poor economy, assisted two clients in procuring grants in excess of \$5M combined
 - One project was a public/private partnership that enabled a land trust to secure 150 acres of green space
- Lectured and advised over 50 communities throughout the United States in developing a strategic plan to deploy municipal surveillance systems
- Provided webinar on municipal surveillance and the economic development benefits of cameras; labeled as an expert in the field by a national security trade magazine

CITY OF WILKES-BARRE, PA

CITY ADMINISTRATOR

2004-2010

Skillfully maneuvered municipality through financial recovery during:

- Administration of January 2004 inherited unpaid bills of \$10.1M along with several stalled economic development projects, collapsing infrastructure and an existing yearly budget shortfall of \$4.2M
- Implementation of a five-year recovery plan, which led the city from the brink of bankruptcy without a bond rating to being the 3rd highest rated ("A") city in the Commonwealth of Pennsylvania with a audited financial turnaround of \$57M from 2003-2009, as well as savings of \$1.5M over four years through offering retirement incentive
 - This rating helped the city save over \$300,000 on their last bond issue alone.

J.J. MURPHY, ICMA-CM

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30 Reliance Drive • Wilkes-Barre, Pennsylvania 18702
Phone: 570.822.8787 • Mobile: 570.762.7246

- Management of \$45M annual operating budget, \$80M in capital assets, and lead more than 300 employees
- Revenues in 2003 stood at \$34.3M and city ended the year with a negative \$4.2 fund balance, in 2009, net revenues were \$55.9M and the fund balance was \$15.1M
 - Michael P. Taylor of S&P stated "The outlook is...based on our expectations that City management's demonstrated actions toward returning the City to structurally sound budgeting practices will continue to have a positive effect on the City's overall financial profile."

Committed to developing new avenues to generate revenue for economic development initiatives as a result of:

- Coordination of over \$150M in new economic development over the last seven years within the city
- Marketed building and settled sale terms while releasing \$14M of financial obligations of Wilkes-Barre's Call Center, which was listed as the Mayor's #1 goal of 2004 and 2005
- Spearheaded efforts to lead Wilkes-Barre from one of the least technologically advanced communities in Pennsylvania into one of the most advanced in the United States with little cost to the municipality
- Settlement of multiple public/private partnerships in technology, security and economic development delivering tangible benefits to Wilkes-Barre and the surrounding community
- Created the vision, obtained the grant funding and was the project manager for a citywide camera initiative which deployed more than 250 cameras and helped transform the perception of the downtown and the public parks
- Execution of effective leadership and facilitator on numerous economic development projects, enabling projects to be executed successfully. New pro-business climate resulted in 53 new businesses opening in Wilkes-Barre since 2004
- Fostered the rehabilitation of the Coal Street Complex into a state-of-the-art mixed-use \$15M recreational project that added a commercial component to the project who privately invests \$2.1M over the term of the lease
 - Project cost the general fund zero dollars. It finances itself and will actually make the city money

Many of these successes in economic development were a result of our success in obtaining grant funding for the multitude of capital projects that will help continue the growth in our tax base.

Recognized for being the labor negotiator who delivered tangible results which include:

- Fire Union contract; served as the lead negotiator for the first and only, to date, paid firefighters in the Commonwealth of Pennsylvania to be in agreement on 10 percent co-pay for health insurance
 - Now all four city unions pay a healthcare premium
- Implementation of labor/management quarterly discussions, which successfully prevented future grievances and costs related issues; utilized team approach to discuss the labor-management agreements
- Fostering a positive working relationship with all union leaders that settled resolution of many grievances

DEPUTY CITY ADMINISTRATOR

2002-2003

Developed and established stronger communication systems to improve the city in the post 9/11 phase by:

- Utilizing extensive background gained in emergency management to formulate a new emergency operations plan for the city composed of more than 120 pages of Standard Operating Procedures in compliance with Pennsylvania Emergency Management Agency standards
 - Efforts help lead to Wilkes-Barre receiving a FEMA Community Rating System rating of Level 7 which saved taxpayers approximately 15% on their flood insurance premiums
- Functioning as a key representative of the city responsible for fostering proper coordination between the local colleges, chamber, business communities and Wilkes-Barre city government

J.J. MURPHY, ICMA-CM

E-Mail: J.J.Murphy31@gmail.com

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Phone: 570.822.8787 • Mobile: 570.762.7246

OTHER EXPERIENCE

2000-Present	Watch Supervisor, Air Force Rescue Coordination Center -Tyndall AFB, VA
1997-Present	United States Air Force Officer, United States Air Force (Rank – Major)
2008	Director (Personnel Recovery Coordination Center), Combined Joint Task Force -Horn of Africa (Djibouti, Africa)
1998-2000	Vandenberg Air Force Base Spokesman, Public Affairs Office -Vandenberg AFB, CA
1997-1998	Recruiter, University of Notre Dame, IN (Minority Recruitment Program)
1996-1997	Special Assistant of the Mayor, Wilkes-Barre, PA
1994-1995	Legal Assistant, Department of State -Harrisburg, PA

CREDENTIALS

Education	Master of Public Administration, Focus in Criminal Justice, Marywood University, Scranton, PA: 1998 <i>Alpha Phi Sigma; National Criminal Justice Honor Society</i> Bachelor of Arts in Political Science, King's College, Wilkes-Barre, PA: 1993
Affiliations	Member, International City/County Management Association, Credentialed Manager Founder, President & CEO, GOALS Foundation: 2001-Present Board of Directors, Wilkes-Barre YMCA Member, American Society of Public Administrators Member, Civic and Veteran Organizations
Professional Development	Graduate, Air Command and Staff College: 2009 Graduate, Squadron Officer School (In residence): 2004 Graduate, Joint Combat Search and Rescue Coordinator's Course: 2002 Graduate, Air Force Inland Search and Rescue Course: 2001 Graduate, Defense Information School: 1998 - Air Force Recruiter Training: 1997 Fellowship Graduate, Center for Progressive Leadership 2005 FEMA 100,200,700 and Defense Support of Civil Authorities Level 1 Courses Completed
Awards	Meritorious Service Medal: 2012 Joint Service Commendation Medal: 2008 Air Force Commendation Medal: 2000, 2002 and 2003 Joint Service Achievement Medal: 2010 Air Force Achievement Medal: 1998 National Service Defense Medal Global War on Terrorism Expeditionary Medal Global War on Terrorism Service Medal Humanitarian Service Medal: 2010 Military Outstanding Volunteer Service Medal: 2004 Armed Forces Reserve Medal with 2 'M' Devices Volunteer of the Year (Director of Operations), Air Combat Command (ACC): 2001 King's College Leo Award for Community Service: 2005

Charlotte Presensky

(561) 281-4454 Cell, (561) 712-0373 Home, charlotte4@comcast.net

2771 James River Road, West Palm Beach, FL 33411

March 13, 2012

Ms. Bambi McKibbon-Turner
Human Resources Director, Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Ms. McKibbon-Turner,

The Town of Lake Park is a vibrant community and I am interested in applying for the Town Manager position. I have taken the time to review the position announcement, research the operations of the Town, and to visit the community. I am excited about the opportunity and believe that my experience, leadership, fiscal talent, and management philosophy would be an asset under the policy direction of the Town Council.

My drive and passion is to serve local communities with responsiveness and dedication. This is how I approach my career and daily management responsibilities. I am a confident leader but not a micro-manager. I have read through past Town Council and CRA meeting minutes. It would appear that the priorities of the community are stimulating economic growth, resident service levels, leisure operations, and developing an achievable and sustainable budget that serves the community. Along with establishing a cooperative, trusting climate as the Town Manager, I would focus the time and energy necessary on the priorities of the community.

As reflected in my resume, my experience and education spans many disciplines. This, I believe, is an ideal combination for a community such as Lake Park. I am a manager that prefers to become actively involved on a daily basis with what is happening in the community. If honored to be selected as the Town Manager, my salary expectation would be \$125,000 to \$130,000. I would like to stress that this is open for negotiation based upon the total compensation and benefits within the contract.

Sincerely,



Charlotte Presensky

Charlotte Presensky

(561) 281-4454 Cell, (561) 712-0373 Home, charlotte4@comcast.net
2771 James River Road, West Palm Beach, FL 33411

Summary of Qualifications

Twenty years of local government administration with skill in the following areas:

- Demonstrated leadership ability to develop positive working relationships with elected officials, business leaders, advisory groups, citizens, and staff members.
- Excellent fiscal skills in budget development, monitoring, and forecasting expenditure trends to formulate budget solutions. Extensive budget experience in special revenue and enterprise funding.
- Skilled at conducting operational efficiency reviews and implementing pro-active positive change.
- Significant management experience leading staff and the administration of Public Works, Streets, Storm Water, Fleet, Facilities, Parks, and Recreation.
- Able to successfully administrate capital and infrastructure improvement programs.
- Capable of producing effective economic development, marketing & outreach programs, resident surveys, facilitating task groups, and working with the media.
- Competent at preparing and delivering concise, informative agenda items and public presentations.
- Skilled at writing policy and procedures for efficient and service oriented operations.

Education

Nova Southeastern University *Master of Public Administration 2006*

Central Michigan University *Bachelor of Arts 1987*

Florida State University *Graduate Certificate in Florida City and County Management 2012*

Local Government Experience

The City of Palm Beach Gardens

April 2002 to Present

Positions Held: **Public Facilities Director** (Streets, Storm Water, Facilities, Parks, Grounds)

Community Services Division Director, Recreation

Interim Development Director

Management Intern (on assignment, after completion of MPA)

Notable Projects & Accomplishments

Operations:

- Planned and implemented the consolidation of field and service staff into one efficient division. Adjusted the organizational structure to meet the changing service levels of the community.
- Completed a comprehensive fiscal and operational analysis of engineering services to ascertain if the service should continue to be contracted or established as a City Department. The project resulted in a change from contracted service to an in-house engineer.
- Conducted efficiency reviews of the Public Works, Parks, and Grounds Divisions that resulted in changes to service delivery methods and added accountability elements through the development of policy/procedures. This resulted in a net operating budget reduction of 15%.

Fiscal & Budgeting:

- Developed the \$6.3M operating budget for the consolidated service's of Public Facilities.
- Based upon recent market conditions, re-negotiated existing service contracts to reduce the cost of service to the City without loss of service level.
- Developed a long range fiscal model for the Recreation Division that significantly reduced tax reliance funding and resulted in a 75%+, self sustaining revenue operation.

(City of Palm Beach Gardens Continued)

- Analyzed the Fleet Internal Service Fund and developed a comprehensive fiscal approach and forecast model to predict future costs. Through efficiency measures decreased operating expense by 5% without reducing service.

Community Building & Economic Development:

- Coordinated an economic development campaign for the International BIO Conference with an emphasis on encouraging prospective bio-businesses to relocate to the City.
- Effectively handled a matter between a large HOA and their development company that had arisen during the turnover process. This included a comprehensive review of development orders, Growth Management & Building Department processes, developer actions, and bond requirements. Successfully brought the issue to an amicable closure without media or public reaction to the issue.
- Accompanied the City Council on an economic development fact finding trip to the Scripps Research Institute in La Jolla, California. Developed a comprehensive public presentation on behalf of the City Council upon return.
- Facilitated multiple group charrettes that engaged the public and staff in relevant issues.
- As part of a two person team developed a public outreach campaign for a City Bond Issue and Charter Amendments. Conducted multiple presentations to the City Council and public.
- Developed and coordinated with a management team, an independent, statistically relevant survey to gauge public perceptions about service delivery.

Current Responsibilities:

- Responsible for the administration and leadership of the consolidated Public Facilities Division (*facilities, parks, grounds, streets, storm water*) including a \$6.3M division operating budget.
- Responsible for leading 50 plus staff members in quality, efficient, and responsive public service.
- Develop and maintain policy and procedures for operating standards and fiscal control. Responsible for effectively implementing Council and Administration policy and directives.
- Member of the Emergency Operations Management Team. Responsible for public and staff services during and post storm. *On assignment, attended the ICMA "Community & Economic Recovery" conference in New Orleans, post Katrina, to observe and learn from local government staff about catastrophic disaster response.*
- Prepare and present to City Council, businesses and residents agenda items, project details, and issue items.

Special District Experience

Indian Trail Improvement District

October 1996 to April 2002

Position: **Director**

Relevant Responsibilities and Accomplishments:

- Designed, planned, and constructed a park/open space system that enhanced the lives of forty-five thousand residents.
- Successfully conducted public planning sessions to ascertain the needs of the community and reduced the information into a strategic public service plan.
- Responsible for the financial planning of capital projects. Successfully coordinated these projects with state and local legislators, regulatory agencies and local planning agencies. Successful in grant generation that provided additional funding for District projects.

(Indian Trail Improvement District information continued)

- Developed positive relationships with intergovernmental groups such as the School Board, County staff, and Legislative Delegation Members.
- Acted as liaison with community groups, schools, and advisory committees. Prepared and delivered presentations to these groups to disseminate information about District operations.
- Developed, recommended, and implemented Board of Supervisors policy and projects.
- Managed staff and prepared budgets to meet the goals of the Board of Supervisors.

County Government Experience

Palm Beach County

February 1994 to October 1996

Position: **Program Coordinator**

Relevant Responsibilities and Accomplishments:

- Managed 25 staff in the service delivery to four geographically different communities.
- Responsible to the effective use of budget funds, monitored expenditures and adhered to prescribed fiscal policy.
- Effectively developed positive working relationships with community groups through open dialogue to ascertain their needs for county supported services within community centers.
- Responsible for the operation and maintenance of facilities and grounds.

Martin County

March 1993 to February 1994

Position: **Recreation Coordinator**

Relevant Responsibilities and Accomplishments:

- Managed the recreation service delivery for the South District.
- Acted as liaison to community action groups, chamber of commerce, business community and other government agencies.

Recent Continuing Education Seminars

(to maintain professional development)

ICMA – Lean Thinking for Government, Good to Great: Strategies for Government, Ethics Challenge

FCCMA – Dealing with Change and Employee Morale, Effectively Working with Elected Officials

FEMA Trainings – NIMS: 100, 200, 300, 700, 800

Professional Affiliations

- International City County Management Association (ICMA)
- Florida City County Management Association (FCCMA) *(active committee member)*
- Palm Beach City County Management Association (PBCCMA)

Brian J. Redshaw

Salary expectations and requirements not specified in cover letter.

Brian J. Redshaw
3420 Outer Drive
Hibbing, MN 55746
iowahawk77@gmail.com

March 5, 2012

Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park FL 33403

Dear Sirs:

It is my desire to apply for the position of Town Manager as advertised in the February 27th edition of the ICMA Newsletter.

An updated resume has been included for your reference. Hopefully it would answer any questions that you might have about my background. If not, please feel free to contact me at my residence at 218-263-8136. My cell number is 218-969-3607.

After reading the position description, I believe that I am the candidate who possesses the skill-set to be successful as the Town Manager. I have a number of qualities which makes me uniquely qualified for this position. Through my career, I have developed the ability to be a well prepared leader of the community. I have a skill-set which makes me both positive and personable. I am a Team-Player who will work well with the Town Council and members of the staff. I am an Outstanding Communicator, Strategic Thinker and a Skilled Facilitator. I am fiscally conservative, exercise sound judgment, have a high standard of integrity and am committed to the organization. I adhere to the Total Quality Management approach to organizations. We should always be looking for continuous improvement in the organization. I have a good educational background which allows me to critically look at alternatives, and the maturity to evaluate and make wise choices. I am also a change agent who is always looking for new ways to solve problems and provide services. I take my role as public servant very seriously and do my best to lead by example.

One of my strong suits is financial management. Over the last six and one half years, I have been involved in budget cutbacks by the City of Hibbing. One half of their budget comes from Local Government Aide (LGA) and the State of Minnesota has been struggling to balance their budget. We have had an informal hiring freeze for over four years. Departmental budgets are in a continual review process. The State of Minnesota

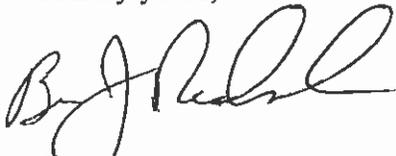
is proposing a reduction of \$1.3 million in the 2012 Budget. I have also managed a municipal gas utility in Waukee IA which was financially in trouble in 1980. Two large rate increases were implemented and I had the resolve to bring the City through the crisis even though the solution was not well received by the citizens. I have shown myself to be very successful in implementing change and handling a dynamic environment which has been essential in dealing with the natural gas and electric industries. I have been able to handle people well whether they are citizens, council members or employees.

My salary history information is as follows: FY 79-80 \$16,000; FY 93-94 \$37,631; FY 95-98 \$40,000 to \$49,200; FY 99-04 \$50,000 to \$57,000; and FY 05-11 \$74,000 to \$84,468 plus \$5000 car allowance.

I have eight professional references for your use: Donald L. Bailey, Jr., former Mayor of Waukee IA, 515-987-1114; Frank Bigelow, Hibbing City Council, 218-262-1622; Tim Harkonen, Hibbing City Council, 218-969-0235; Carol F. Koble, former Syracuse Town Councilman, 574-457-2064; Tom Perzanowski, former Syracuse Town Marshal, 321-693-3156; Floyd W. Rosenkranz, former Mayor of Waukee IA, 940-482-1913; Rick Wolff, former Mayor of Hibbing MN, 218-208-9631 and Jeff Young, former City Clerk of Hibbing MN, 218-969-8966.

I would gladly answer any questions that you might have in the future. If any other documents are necessary, please let me know and I can fax them to you.

Sincerely yours,



Brian J. Redshaw

BJR/bjr
encl.

BRIAN J. REDSHAW

ADDRESS:

3420 Outer Drive
HIBBING MN 55746
RES: 218-263-8136
CELL: 218-969-3607
E-MAIL: iowahawk77@gmail.com

EDUCATION:

Master of Public Administration Degree (M.P.A.) with an emphasis in Public Management, University of South Dakota, Vermillion SD 57069. Degree received in July of 1979 with a G.P.A. of 3.36.

Bachelor of Arts Degree (B.A.) with a Major in Political Science, University of Iowa, Iowa City IA 52242. Degree received in May of 1977 with a G.P.A. of 3.05. A minor was received in Economics.

COURSE HIGHLIGHTS:

University of South Dakota – Budgetary and Fiscal Management, Management and Accounting, Managerial Economics, Organization and Management, Public Personnel (Independent Study), Public Policy Analysis, Quantitative Analysis, Research Methods, and Seminar in Public Administration.

University of Iowa – Economics of the Public Sector, Financial Accounting, Financial Management, Municipal Administration, Municipal Government and Politics, and Public Administration.

EXPERIENCE RECORD:

September 2004 to April 2011 – City Administrator of Hibbing MN. The Official 2010 Census count is 16,361. I supervised 151 full-time employees. Employment peaks at approximately 200 during the summer months. The total budget for the City of Hibbing in 2011 is \$14,939,732. I directly supervised thirteen (13) department heads under a mayor, clerk and five councilors elected from five wards. This community is located approximately 60 miles northwest of Duluth MN in an area known as the Iron Range. Essential services provided are: full-time Police, Fire & Ambulance Services, Parks & Recreation, Library Services under a joint agreement with the City of Chisholm, Building & Housing, City Assessor, Finance Department, City Attorney, Cemetery, Sanitation (Solid Waste Disposal), Wastewater Treatment Plant Operations, Sanitary Sewer, Public Works Services (Street and Storm Sewer), Memorial Building Management. The Chisholm – Hibbing Airport Authority provides air services through

Mesabi Airlines which is associated with Northwest Airlines. In 2006, I successfully negotiated three year contracts with: AFSCME, LELS, MPSA and IAFF. From 2004 to 2007, I have been working on a FTTH project through Iron Range Community FiberNet. The City Limits encompasses over 186 square miles and is considered to be the largest city in the state of Minnesota on a geographic basis. St. Louis County is approximately sixty miles from east to west and one hundred twenty north to south. It extends to the Canadian border including the Boundary Waters Canoe Area.

May 1999 to August 2004 – Town Manager of Syracuse, IN. The 2000 Census count was 3038. The total budget including utilities is approximately \$4,500,000. I supervised 50 full-time employees under five councilmen elected from five wards. This community is located in north central Indiana sixty miles southeast from South Bend. Kosciusko County contains 72 lakes and Syracuse physically touches both Syracuse Lake and Lake Wawasee. Essential services provided are: water production and distribution, sanitary sewer collection and treatment, storm sewer, streets and park operations administered by an independent board. Syracuse provides a full-time police department with ten sworn police officers as well as a full-time fire department with five paramedics on staff. The fire department is complimented by volunteers numbering approximately thirty (30).

May 1997 to October 1998 – City Manager of Hoisington, KS. The 1995 estimated census count was 3212. The 1998 total budget was \$3,958,096. I supervised 40 full-time employees under a mayor and eight city councilmen elected from four wards. This full-service community has electric generation and distribution, water production and distribution, sanitary sewer, storm sewer, solid waste disposal, streets and parks operations. It also has a full-time police department and ambulance service. The fire department is a volunteer service.

September 1996 to March 1997 – Town Manager of Grand Lake, CO The year-round population of this community is approximately 500 with a seasonal population between 4000 and 4500. The 1997 budget of Grand Lake was \$846,545 for the General Fund and \$264,510 for the Water Revenue Fund. I supervised 10 employees under a mayor and six trustees elected at-large. This is a resort community located at the west entrance of Rocky Mountain State Park.

August 1995 to May 1996 – City Administrator / Accountant of Oconto, WI. The population of this community was 4538 with an annual budget of \$3.4 million. I supervised 68 employees under a mayor and 10 aldermen elected from wards for two year terms. Three separate labor unions represented the police, fire and public works departments (TEAMSTERS).

November 1994 to July 1995 – Real Estate Sales Associate for Coldwell Banker Mid-America Group Realtors. I worked under brokers, Barry Hesse and Ted Grandquist.

February 1980 to October 1994 – City Clerk / Administrator of Waukee, IA. The population of this community was 3411 with an annual budget of \$2.5 million. I

supervised 25 employees (18 full-time) under a mayor and 5 councilmen elected at-large for staggered four year terms.

I am very familiar with police administration, public works administration, zoning administration, library management, city finance and bookkeeping, and utility management. The City of Waukee has water, sewer and natural gas systems. I was closely involved in the formation of the Waukee Municipal Code which was passed in May of 1981. I was also extensively involved in the formulation of a comprehensive zoning and subdivision ordinance and map in December of 1981. Later a park dedication ordinance was also passed. Beginning in 1990, I had extensive involvement in annexation through both voluntary and involuntary petitions as well as appearances before the City Development Board.

I was the City representative to the Central Iowa Regional Association of Local Governments (CIRALG) and the South Dallas County Landfill Agency. I have been involved annually in the formulation of Fire Agreements with the surrounding township trustees.

I have formulated the City Budgets for Waukee, Oconto, Grand Lake, Hoisington, Syracuse and Hibbing over the last 31 years which represents experience in six states. I was in charge of all the accounting of city funds, publication of legal notices, utility billing operation and collection of delinquent customers and investment of idle funds at Waukee. I have functioned as Comptroller for the City of Oconto. I have a good knowledge of the concepts of accrual accounting as well as hands-on experience in its implementation. I was closely involved in the installation of a computer system in Waukee during the Spring of 1983 as well as the Summer of 1990.

April 1979 to July 1979 – internship under the Administrator of South Sioux City, NE, Dennis J. Gann. I worked on delinquent Special Assessments, labor negotiations with the police union and AFSCME, the budget process, landfill operation, and water plant operation.

PERSONAL INFORMATION:

Marital Status: Married since March 29, 1980

Children: 3

Health: Excellent

PROFESSIONAL MEMBERSHIPS:

I am a member of the International City Management Association and former member of the Minnesota City/ County Management Association. I was also a member of the Coalition of Greater Minnesota Cities and am an active participant in the Labor & Employee Relations Committee of the CGMC. I have experience with the Kansas Association of City / County Management as well as the League of Municipalities. I

have previously been involved with the Iowa Municipal Finance Officers' Association, Iowa Municipal Association of Utilities, Northern Municipal Distributors Group, American Waterworks Association, and American Public Gas Association. I previously worked with the Kansas Municipal Utilities, Kansas Municipal Gas Agency and the Kansas Municipal Energy Agency. I was also a member of the Kansas Rural Water Association.

I have completed Sessions I-III of the Municipal Clerk's Institute at Iowa State University in Ames, Iowa for a total credit of 10.2 C.E.U.'s.

In January of 1995, I completed the Dale Carnegie Training Course in West Des Moines. In June of 2005, I successfully completed a Chamber Leadership Course in Hibbing MN.

I have been a member of Rotary International from 1999 to 2008. Prior to that I was a member of Lions Club in Iowa and Kiwanis Club in Wisconsin and Kansas.

I am a Founding Member of the John C. Maxwell Certification Program since March 2011.

Hector A. Rivera Sr.

Salary expectations and requirements not specified in cover letter.

4510 SW Thistle Terrace
Palm City, FL 34990
February 28, 2012

Ms. Bambi McKibbon-Turner
HR Director
Town of Lake Park
City Hall
Lake Park, FL

Dear Ms. McKibbon-Turner:

I am attaching my C.V., et al, in consideration for the Town Manager of Town of Lake Park. I was a former finalist in your last round. I have over fifteen+ years as a public manager having served in all tiers of the U.S. intergovernmental system in diverse geographical settings. Some of the local governments I have served have been as small as the City of Falls Church (VA) 11,200 to larger ones such as Guilford County (N.C.) with over 400,000 residents, 2700 employees, 27 departments and an operating budget of \$350 million and capital of \$370 million (CIP). Here I worked closely with the elected sheriffs, constitutional officers, chief judge, public defender, community corrections, and the Greensboro Police Chief.

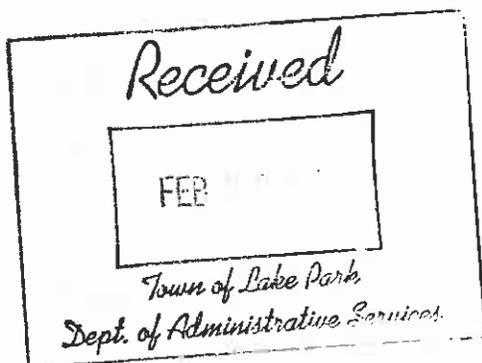
I also served under Governor Ella Grasso as Connecticut's Deputy Human Resources Deputy Commissioner for six years managing federal block grants, state grants-in-aid, and the welfare system via six district regional offices.

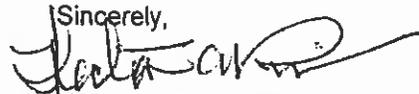
I have competencies in finance, human resources, public safety, community development/planning, tourism, economic development/redevelopment, human services, utilities, and intergovernmental affairs.

As the former manager for City of Falls Church I worked cooperatively with Arlington County (VA) and the District of Columbia on the Washington Aqueduct which was owned by these local governments and operated by the U.S. Army Corps of Engineers on our behalf.

I would welcome a return to public management since I have for the last few years been an adjunct faculty at Palm Beach State College and South University teaching Sociology and Government, and also working internationally. I do consulting for Casals & Associates, MSI, ARD Inc., and other international firms-recently I was in Asuncion, Paraguay on a U.S. Agency of International Development (USAID) project with the Government of Paraguay (anti-corruption with 12 Ministries) which ended this past October.. I just returned from Uganda after 12 days on a reconnaissance visit for a USAID solicitation on Governance and Democracy.

I would truly appreciate the opportunity to compete for this opportunity. Thanks. With kindest regards, I remain,



Sincerely,

Hector A. Rivera Sr.

HECTOR A. RIVERA SR.

4510 SW Thistle Terrace
Palm City, FL 34990

Home +1 (772) 286 9720
hrivera1030@gmail.com

Career Summary

- 1 Over 35 year's diverse professional experiences as a top public manager at all levels of the intergovernmental system in local government and human services.
- 2 Recently served as US Agency for International Development (USAID) Chief of Party (National Director) in the Republic of Ecuador serving over fifty municipalities governance and in community development/decentralization.
- 3 Presently an adjunct professor of sociology and government at two South Florida universities.
- 4 Successful managerial experience in internal control systems, lean government, audit functions, procurement, program monitoring/evaluation, organizational development, & public safety.

Education

- 1 Executive Institute, University of Virginia, 1986
- 2 University of Hartford, W. Hartford, CT, M.P.A. .1976
- 2 Fellow, National Endowment for the Humanities (NIH), UCLA, Santa Barbara,1978
- 3 The New School for Social Research, N.Y., N.Y. M.A. Sociology, 1968
- 4 City College of New York, N.Y. B.A. Sociology, 1965

Relevant Employment Experiences

2009-Present: Adjunct faculty: South University, Palm Beach State College.

February,July 2010-Present: Consultant for Casals & Associates, Washington, DC.
Served as a Senior Advisor for an IQC on Governance & Decentralization; worked on prospective USAID proposals on Honduras, Jamaica, Paraguay and Uganda on anti-corruption methodologies utilized by Casals and general governance.

2007-08: Assistant City Manager, City of Cape Coral, Florida.
Supervised Fire, Police, Human Resources, Finance, City Clerk and Parks & Recreation. Served as liaison to CRA Board. New Position eliminated by Council due to State cutbacks.

2003-06: USAID Chief of Party (National Director) for ARD Inc., in Ecuador.
Managed a national project (\$11.6 million) including 56 sub-national governments in potable water, sanitary landfills, slaughterhouses, general capacity building (tax assessment, GIS, human trafficking, decentralization, public participation, etc.) Project received perfect scores from USAID and exceeded requirements by 100%.

2001-02: Senior Advisor to the Global US *Director of Peace Corps.
*Director is Presidential Appointed, Washington, DC.

1997-99: City Manager, City of Falls Church, VA.
Responsible for all the municipal functions with a budget of \$30 million operating and \$100 million capital. Directly supervised the Public Work /Utilities functions-the latter served 100,000 customers, & Community Development (CDBG) and developed a "pay for performance plan". Served as a catalyst for the creation of an Economic Development Authority and worked with Arlington County and D.C. on the Washington Aqueduct- jointly owned by the city, county, and D.C. and managed by the U.S. Army Corps of Engineers.

1993-97: County Manager, Guilford County (Greensboro), N.C.
Managed the 3rd largest county (400,000) in the state with an annual operating budget of \$359 million and \$370 million capital, with 2700 employees and 27 departments. Provided leadership for county's first CIP Plan; 2015 Strategic Growth Plan; created a Training Center for employees and took the lead on economic development that generated \$1.2 billion worth of capitalization and hundreds of value-added jobs. Provided oversight to Social Services, Health, Substance Abuse and Mental Health programs and Planning and Development functions.

1985-92: Assistant City Manager, Virginia Beach, VA.
Responsible for oversight and direction of Human Services which included Mental Health/Mental Retardation/Substance Abuse, Social Services, Community Development, Libraries, Agriculture, Parks and Recreation, Juvenile Probation and Community Corrections. Developed innovative "latch-key" children's project which won national recognition and provided leadership for bond referenda for new Central Library and Community Recreation Centers.

1979-84: Deputy Human Services Commissioner, State of Connecticut.
Worked directly under Governor Grasso to manage the daily operations of four divisions and various block grants such as Title XX, Energy, Refugee Resettlement, etc. Provided guidance and direction for the state's social delivery system (welfare) via six district offices.

1976-79: Executive Director, Human Resources Commission, Pueblo, CO.
Provided guidance and direction to Board, City Council and County Commission on Human Services-grants-in-aids as well as monitoring and evaluation for policy makers in such areas as Mental Health, Substance Abuse, Elderly Services, Health, etc.

Awards & Acknowledgements

- 1 Member, Board of Education for the City of Meriden, CT 1981-85.
- 2 Recipient of YWCA of South Hampton Roads' Mary Helen Thomas Award for assisting in the "elimination of racism".

3 Received **National Association of Counties (NACo)** Achievement Award to Guilford County, N.C. for "shared services" with the City of Greensboro.

<http://www.naco.org/prostate/recognitions/pages/achievementsawards.aspx>

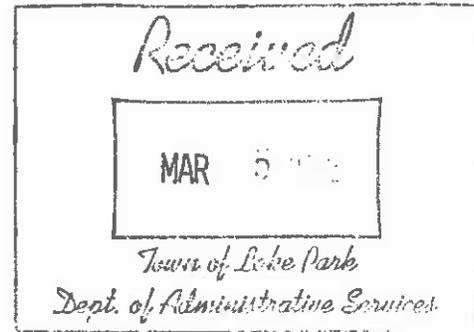
4 Served on the **International City/County Management Association (ICMA)** Committees of : Assistants, Academic and International,

<http://www.icma.org/>

Matthew David Schwartz

Did not submit: Cover Letter
Release of Information and Contact Information Form

MATTHEW DAVID SCHWARTZ, AICP
13030 S.W. 104th Avenue, Miami, Florida 33176
(305) 253-4516
(305) 256-4130
mattmds@bellsouth.net



RESUME

2009 - 2011

CITY OF NORTH BAY VILLAGE, FLORIDA

1700 Kennedy Causeway
North Bay Village, Florida 33141-4190

**City Manager
Consultant**

During my tenure as City Manager, I accomplished the following:

- Initiated over \$21 million in capital projects
- Secured over \$4.5 million in grants
- Completed a financial cleanup and expanded the surplus by over \$1 million
- Developed both a vision and strategy for the economic and physical revitalization of the community
- Established transparency in government
- Created a working team of employees for project implementation

2008 - 2009, 2011 (present)

MDS CONSULTING, INC

13030 S.W. 104th Ave., Miami, Fl. 33176

President

Planning and development consulting firm specializing in urban redevelopment and community planning.

2003 - 2008

CROSSWINDS COMMUNITIES

41050 Vincenti Ct., Novi, MI 48375

Director of Urban Development

Coordination of urban redevelopment initiatives for major national builder and developer in Florida; responsible for project development and implementation. Coordinated activities to implement the 1,050-unit development proposed for Downtown Miami/Overtown adjacent to the Overtown Transit Station. This development focused on the affordable and workforce segments of the housing market.

2001 - 2003

THE CHESAPEAKE GROUP INC. / MDS CONSULTING

13030 SW 104 Avenue, Miami, FL 33176

Principal

Established the Florida office for the Chesapeake Group, Inc., which specialized in planning and economic development services for public and private clients nationally. Responsible for the overall coordination of national planning activities (managed projects in Memphis, Tennessee; City of Miami and Miami-Dade County, Florida; Palm Beach County, Florida; and the Florida Keys).

1999 - 2001

CITY OF MIAMI BEACH

1700 Convention Center Drive, Miami Beach, FL 33139

Assistant City Manager

As Assistant City Manager of the City of Miami Beach, I assumed significant, multifaceted roles:

- Responsible for the planning for the implementation of the half-billion, six-year Capital Improvement Program. The most significant component of which is the \$300 million neighborhood infrastructure program entailing utility, storm water, transportation, parks, and urban design enhancements. The program involved extensive community outreach and the establishment of an Oversight Board. Involvement extended from the initial planning efforts to project implementation.
- Additional responsibilities included direct oversight of the Departments of Public Works and Sanitation, the Divisions of Property Management, Park Operations, Environmental Resources, Transportation and Concurrency Management, Community Resources (public involvement), and Environmental Resources.
- Served as the Acting Director of the Department of Public Works (170 employees). Direct responsibilities included supervision of the water/wastewater and storm water utilities, engineering, and construction management services.
- Restructured the Department of Sanitation to be financially solvent through revision of fees and modernization of equipment.
- Restructured the service delivery system for the South Beach Entertainment District, consistent with the twenty-four/seven demands of this unique tourist mecca.
- Coordinated the development of an aggressive transportation improvement program entailing local, state, and federal funding (Miami Beach Electrowave).

1998 - 1999

FOSS WATERWAY DEVELOPMENT AUTHORITY

535 East Dock Street, Tacoma, WA 98402

Executive Director

As the first Executive Director of the Foss Waterway Redevelopment Program (City of Tacoma), one of the most ambitious redevelopment programs underway in the Pacific Northwest, the following was accomplished:

- Established the Redevelopment Agency to fund and administer the redevelopment of 27 acres (of formerly blighted industrial waterfront) in the urban core of Tacoma, Washington. The half-billion-dollar program included the development of the International Museum of Glass, and marine, commercial, and residential development.
- Created the five-year implementation strategy and successfully coordinated Phase 1 of the developer selection process.
- Initiated national marketing strategies and established an extensive community outreach program.

1994 - 1998

CARR SMITH CORRADINO

4055 Northwest 97th Avenue, Suite 200, Miami, FL 33178

Principal, Planning and Development

As Principal in charge of the Planning and Development Division, responsibilities entailed the coordination of planning and development activities for the 170-member firm with offices in Florida, Indiana, and Kentucky. Assignments included working with the South Florida Regional Planning Council on the development of a regional strategy for South Florida (Vision 2025); community redevelopment plans for Downtown Racine, Wisconsin; the City of Miami and Fort Walton Beach, Florida; and commercial revitalization programs for Pensacola Beach and Hollywood, Florida. Responsible for coordination of community outreach programs and public/private joint ventures.

1971 - 1994

CITY OF MIAMI

444 S.W. 2nd Ave., Miami FL 33233-0708

During my 23-year tenure with the City of Miami (population - 400,000), I advanced from Senior Planner to Director of the Downtown Development Authority prior to my retirement in 1994 and successfully assumed primary responsibility for numerous projects and programs that resulted in Miami's emergence as a major business center, addressing socio-economic issues characteristic of this unique, diverse community. As Director of the Downtown Development Authority, I was actively involved in establishing Miami as an international center of trade and commerce and traveled extensively overseas to promote Miami. As Chief of Neighborhood Planning and as Deputy Director for the City of Miami Department of Development, I was directly responsible for the planning and implementation of development projects throughout the multi-cultural Miami community. These projects ranged in scope from residential and commercial revitalization to industrial redevelopment, waterfront revitalization, creation of specialty districts, and overall economic marketing of the City. I had major responsibilities in the development of the downtown infrastructure and worked closely with other governmental entities, cultural institutions, professional sports teams, the maritime industry, and South Florida's business community in helping to create and promote one of the most vibrant downtown districts in the United States. I was also responsible for all phases of the planning and

implementation of one of the largest redevelopment programs in South Florida. In addition, I have had significant administrative experience in managing city departments, multi-departmental operations, and multi-jurisdictional staff.

CITY OF MIAMI, DOWNTOWN DEVELOPMENT AUTHORITY
200 South Biscayne Boulevard, Miami, FL 33131

Executive Director (1988-94)

Responsible for the administration of the City of Miami Downtown Development Authority, a semi-autonomous agency headed by a 29-member Board of Directors. The major goal of the Authority is to promote Downtown Miami as a center for domestic and international business.

- Responsible for international and domestic business development activities, including the recruitment of major employers (MCI) and developers.
- Planned and coordinated public/private joint ventures.
- Coordinated improvements of public services, including the establishment of a program that effectively dealt with the downtown homeless population.
- Coordinated infrastructure improvements and future planning activities, including the securing of a location for the Miami Performing Arts Center (\$400+ million) and the completion of the Bayfront Park Restoration Program (\$40+ million).
- Initiated marketing and economic research programs to attract residential development, which resulted in the construction of over 20,000 new residential units.
- Coordinated business development missions to Europe, the Far East, and Latin America.

CITY OF MIAMI, DEPARTMENT OF DEVELOPMENT

Deputy Director (1986-88)

Directed redevelopment, planning, and implementation and project management for all city-sponsored redevelopment programs: The Southeast Overtown/Park West Redevelopment Project (residential); the Omni Redevelopment Program (commercial); and the Garment Center Fashion District Redevelopment Program (industrial).

- Coordinated economic development activities, including citywide marketing, business recruitment, and neighborhood economic development.

THE SOUTHEAST OVERTOWN/PARK WEST REDEVELOPMENT PROJECT

Director (1985-86)

- Planned and coordinated the implementation of one of the largest, joint public/private redevelopment programs in the Southeast.
- Directly responsible for the acquisition of \$30 million in real estate, the relocation of 45 businesses and over 500 residents.

1969 - 1971

FREDERICK P. CLARK ASSOCIATES

29 Locust Avenue, Rye, New York 10580

Planner

EDUCATION:

MASTER OF SCIENCE IN URBAN AND REGIONAL PLANNING

University of Wisconsin, Madison

August 1969 (Mellon Fellow in Urban Planning)

BACHELOR OF ARTS IN GEOGRAPHY

State University of New York at Buffalo (SUNYAB)

June 1967 (Honors Program)

PROFESSIONAL/COMUUNITY ASSOCIATIONS:

- American Institute of Certified Planners (till 2010)
- Florida Redevelopment Association, Board of Directors
- International Downtown Association
- Urban Land Institute, Associate Member
- New Washington Heights Community Development Corporation
- New World Foundation, Executive Director
- Downtown Miami Community Development Corporation
- Greater Miami Chamber of Commerce, Board of Governors
- Member Regional Business Alliance (GMCC representative)
- Greater Miami Chamber of Commerce, Chair Regional Affairs Committee
- Downtown Bay Forum Founder
- Puyallup Indian Tribe, Board of Directors (Tacoma, Washington)
- City Club (Tacoma, Washington)
- Executive Council (Tacoma, Washington)
- Miami Beach Chamber of Commerce, Board of Directors
- Miami/Kagoshima, Japan Sister City Committee, Chairman
- International City/County Management Association
- Miami-Dade County Community Affordable Housing Strategies Alliance (CAHSA) Board Member

FRANK R. SPENCE
4530 Portofino Way, Apt 203
West Palm Beach, Florida 33409
frspence@bellsouth.net
March 8, 2012

Mayor James DuBois and Commissioners
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

Dear Mayor Dubois and Commissioners:

Please accept this as my application to be your Town Manager. I am a professional city manager with over thirty years experience as a local government manager, mostly in South Florida, and manager of three Palm Beach County cities: North Palm Beach, Mangonia Park, and Loxahatchee Groves. Additionally, I was the Executive Director of Delray Beach's CRA and DDA. My Summary Resume' is attached.

I hold a Bachelor of Arts Degree in Political Science and a Master of Public Administration Degree from the University of MICHIGAN.

My last position was as a contract manager for the Town of Loxahatchee Groves, said contract having expired September 30th. For the sake of simplicity and economy I would suggest that you hire me on the same basis: lump sum consulting fee with *no benefits whatsoever*, except for a contribution of 10% to my ICMA Retirement Corporation (401)a account, and no severance packages. At a base lump sum rate of \$2,200.00 per week (\$114,400 annually), I figure that that is a savings of over \$50,000.00 compared to the last Town Manager's contract.

In conclusion, I have the qualifications and experience necessary to immediately assume the managerial duties and responsibilities of this position and look forward to working with this Commission.

Sincerely,



FRANK R. SPENCE

FRANK R. SPENCE**March 8, 2012****SUMMARY RESUME' OF
FRANK R. SPENCE****SUMMARY**

I am an ICMA professional local government manager with over forty five (45) years of executive level local government experience, mostly as a city manager and mostly in South Florida, three in Palm Beach County. I also have lived and worked overseas for seven (7) years.

EDUCATION

**Bachelor of Arts Degree (B.A.) in Political Science
Master of Public Administration Degree (M.P.A.)
The University of MICHIGAN**

CITY MANAGER EXPERIENCE

- **Loxahatchee Groves (Palm Beach County)**
- **Mangonia Park (Palm Beach County)**
- **North Palm Beach (Palm Beach County)**
- **Miami Beach (Miami-Dade County)**
- **Miami Springs (Miami-Dade County)**
- **Biscayne Park (Miami-Dade County)**

ASSISTANT CITY MANAGER EXPERIENCE

- **Miami Beach**
- **Miami Springs**
- **Delray Beach**
- **Pensacola**

COUNTY ADMINSTATOR EXPERIENCE

- **Alachua County (Gainesville)
(Home of the University of FLORIDA)**
- **Putnam County (Palatka)**

RESUME' OF FRANK R. SPENCE**March 8, 2012.****Page Two****OTHER RELEVANT EXPERIENCE**

- **City of Delray Beach, Executive Director, Community Redevelopment Agency (C.R.A.)**
- **City of Delray Beach, Executive Director, Downtown Development Authority (D.D.A.), concurrently with the C.R.A.**
- **City of Delray Beach, Director of Development Services**

PROFESSIONAL ASSOCIATIONS AND PARTICIPATION

- **International City/County Management Association (ICMA) Member, 45 Years. (Credentialed status currently lapsed)**
- **Florida City/County Management Association (FCCMA) Member, 45 Years. Board of Directors (Twice)**
- **Miami-Dade and Palm Beach County City Management Associations. Past President (of both)**
- **Florida Association of County Administrators Past President**
- **American Society for Public Administration (ASPA) National Council Member; Executive Board (Three years)**

CIVIC AND EDUCATIONAL PARTICIPATION (partial list)

- **Kiwanis International Past President, Miami Beach & Hialeah-Miami Springs Chapters Lt. Governor, District 25, North Dade County**
- **University of MICHIGAN Alumni Association Past President, Local Chapter and Southeastern U.S. District National Director (Three years).**
- **Gerald R Ford School of Public Policy, University of MICHIGAN Alumni Board of Directors (Three years)**

Michael L. Stampfler

Salary expectations and requirements not specified in cover letter.

March 1, 2012

Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, FL 33403

To Whom It May Concern:

Attached please find my resume in connection with the position of Town Manager of Lake Park, Florida.

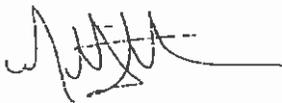
I am a highly skilled and experienced public administrator with a wide-ranging and successful career. I have experience in managing in a variety of demanding situations including financially well-to-do and financially-challenged communities and in both City and County Governments as well as State Government where I most recently served as Emergency Financial Manager as a Gubernatorial appointee, and in central (stand-alone) diverse cities as well as suburbs. In addition, I have served as a manager of both line and staff departments. I have significant experience in financial planning and budgeting, economic development, utilities (water/sewer) management, environmental remediation, infrastructure planning and development, and in effective management/oversight of recreation services. I am skilled in analyzing complex policy issues and effectively communicating to elected officials, the public and the media. As noted in the attached resume, I have significant experience in regional collaboration initiatives and in implementing numerous successful public-private partnerships.

As a City Manager my efforts have centered on working to improve the quality of life for residents by providing complete, timely and accurate information and advice to elected policy makers and by striving to provide efficient government with cost-effective services to the public.

I have pursued efforts to improve the international standing of public administration by participating in international exchange programs sponsored by the International City/County Management Association. Among the highlights of my career has been work in Bulgaria in public participation, public information and economic development through the International Resource Cities Program under the United States Agency for International Development and the International City/County Management Association. Of note, I was honored in 2003 to be selected to receive the Outstanding Alumni Award, Western Michigan University School of Public Affairs and Administration, College of Arts & Sciences (*Pi Alpha Alpha*).

I believe my educational background and practical experience mirror the requirements for the position as Town Manager. I lead with high standards and strive to achieve quality and sustainable results. I believe I would be able to assist the Town of Lake Park in striving to achieve excellence and I would be pleased to be considered for this position of Town Manager.

Sincerely,



Michael L. Stampfler
7305 Angling Road
Portage MI 49024
stampfler1@aol.com

RESUMÉ of

MICHAEL L. STAMPFLER

7305 Angling Road
Portage, Michigan 49024
(269) 327-6027 Residence
(269) 599-0922 Cell Phone
stampfler1@aol.com

PROFESSIONAL EXPERIENCE:

July 2010 – Sept 2011

EMERGENCY (INTERIM) MANAGER, STATE OF MICHIGAN FOR THE CITY OF PONTIAC, MICHIGAN

Gubernatorial appointment as state official for management and consulting services (CivicQuest, LLC) under Michigan under PA72 and PA4 to assume governing and financial authority of a financially distressed community. Worked under contract as Management Consultant with the State Treasurer's Office, Local Government Bureau, and exercised executive and legislative authority to direct all aspects of governance and to assure City conformance with applicable State law. Pontiac, a community of 65,000, with a budget approaching \$100 million (\$60 million General Fund) was placed under the oversight of an Emergency Manager by the State of Michigan in 2008. Appointment ended after election changed party in power.

MAJOR ACCOMPLISHMENTS:

Provided oversight to allow financial stabilization including:

- Privatized the management and operation of the Utility (Water and Sewer) to save \$2.8 million annually and to bring competent management skill to a critical asset long mismanaged and in a situation of disarray.
- Privatized the operation of computer and information services for the City to modernize and update this vitally necessary data reporting function so that financial data and other important data could be provided up-to-date.
- Privatized building/planning/code inspection services to achieve \$1 million cost savings and improve efficiency.
- Negotiated three-year contract with County Sheriff to save \$2.2 million annually and to provide stable effective law enforcement services in a community to stop rampant increases in crime.
- Implemented Deficit Elimination Plan.
- Produced/implemented the first Capital Improvement Plan for the City.
- Investigated, rooted out and ended numerous instances of fraud and misuse of public funds.

July 2008 – July 2010

CITY MANAGER, CITY OF TALLADEGA, ALABAMA

City Manager of a full service city of 18,000 population, 200 full time employees. County Seat, Airport, Utilities, Budget of \$22 million. Diverse in population with historical Black College/University (Talladega College). Home of Talladega Superspeedway (NASCAR).

MAJOR ACCOMPLISHMENTS:

- Applied for and received \$400,000 Brownfield Assessment Grant (United States Environmental Protection Agency)
- Led efforts to re-build staff and organization including creation of new Community Development Department to lead re-development efforts and provide "one-stop" coordinated approach to business needs/services.
- Re-evaluated garbage collection services at a cost savings of \$350,000 per year.
- Led effort to issue a \$3.5 million bond to provide for infrastructure improvement in parks and public facilities.
- Participated in Annexation effort (successful) to increase physical size of City significantly.
- Led efforts to reform Civil Services including provisions to create exempt staff in City Manager's Office.

January – June 2007

MGT of AMERICA

Senior Consultant addressing issues related to State and Local Government. Short-term experience to gain perspective in the operations of a major consulting firm as Owner/Managing Partner of CivicQuest, LLC.

November 2005 –
April 2006

CITY MANAGER, CITY OF CASSELBERRY, FLORIDA

Chief Executive Officer of dynamic Orlando Metro Area community of 25,000+ population, 290 full time employees and annual budget of \$42+ million. Significant work in economic/staff development and civic center/development with private developer Unicorp.

MAJOR ACCOMPLISHMENTS:

- Streamlined budget formulation
- Reorganized Parks Department for greater efficiency

CITY MANAGER, CITY OF PORTAGE, MICHIGAN

Chief Administrator of a full-service city. Population 45,000+. 225 full-time equivalent and 100 part-time employees. Budget approximately \$60 million. City is the principal commercial, premiere residential and primary industrial area of the Standard Metropolitan Statistical Area (SMSA).

MAJOR ACCOMPLISHMENTS:

Qualify of Life Initiatives

- Doubled acres of parks to 750 acres
- Initiated Summer Entertainment Series (public/private funding)
- Led development of Celery Flats Historical Area
- Constructed first outdoor refrigerated ice skating rink in Southern Michigan
- Implemented annual planting of 250,000 tulips in City Centre area for beautification and marketing.
- Implemented city-wide bikeway/pedestrian trail way (50 miles in length)
- Implemented Consolidated Drain Project of \$7.5 million addressing storm water treatment, recreation and park development, as well as economic development opportunities.

Economic Development Initiatives

- Initiated public/private partnership to develop certified Industrial Parks totaling 70 acres
- Instituted 10 year Capital Improvement Programming Plan (\$147 million plan for 2003-13).
- Implemented Financial Trend Monitoring System
- American Public Works Association Project of the Year Award (Milham Pedestrian Overpass) July 2001
- Led creation of Downtown Development Authority resulting in over 640 jobs and \$36.5 million investment between 1998 and 2005.
- Privatized Water/Sewer Utility operations saving rate-payers \$750,000 annually
- Construction of over 6 miles of new boulevard roadways with sewer/water service
- STEP (South Westnedge Treatment Enhancement Project) to address storm water discharge pollution and economic redevelopment (\$5.5 million).

Regional Leadership Initiatives

- Initiated Local Development Finance Authority to secure major manufacturing facility (Stryker Corporation) \$100 million investment and 200 new/800 retained jobs in city.
- Successfully led city through consolidation of District Courts in Kalamazoo County
- Successfully worked to transfer Municipal Airport to county operation
- Participant in 911/consolidated dispatch deliberations
- Participant in "Fresh Start" regional economic development forum.

Professional Development Initiatives/Awards

- Distinguished Budget Award (Government Finance Officers Association) annually 1987 - 2005.
- Certificate of Achievement in Financial Reporting (Government Finance Officers Association) annually 1986 - 2005.
- 3CMA Savvy Award "Best Newsletter-External Audiences" 1998.

November 1981–
May 1985

**AIRPORT DIRECTOR – CITY/COUNTY OF KALAMAZOO,
MICHIGAN**

Administrator of all-weather commercial air carrier and general aviation airport.

MAJOR ACCOMPLISHMENTS:

- Significant financial savings achieved through privatizing emergency services and automobile parking operations.
- Increased competition through addition of multiple air carriers.
- Successfully worked to transfer airport from municipal to county operation.

April 1977–
November 1981

CITY CLERK – CITY OF KALAMAZOO, MICHIGAN

Conducted City Elections, served as custodian of official documents and vital statistics.

MAJOR ACCOMPLISHMENTS:

- Formed a Records Management Division to process documents of all City Departments in accordance with State requirements.
- Assisted Historical Commission in publication of book on historical structures in Kalamazoo.

March 1975–
April 1977

**ADMINISTRATIVE ASSISTANT TO CITY MANAGER – CITY OF
KALAMAZOO, MICHIGAN**

Involved in formulating and institution policies and procedures and conducting organizational efficiency studies for the City Manager.

MAJOR ACCOMPLISHMENTS:

- Report resulting in consolidation of Parking Violations Bureau for considerable operational cost savings.
- Interim Director of Kalamazoo Convention Center.

EDUCATION:

- 1972 **BACHELOR OF ARTS**
Hope College, Holland, Michigan
Junior year at IES/University of Vienna, Vienna, Austria
- 1974 **MASTER OF ARTS – INTERNATIONAL STUDIES**
Western Michigan University, Kalamazoo, Michigan
- 1976 **MASTER OF PUBLIC ADMINISTRATION**
Western Michigan University, Kalamazoo, Michigan

SPECIAL ACHIEVEMENTS/RECOGNITIONS/AFFILIATIONS/PUBLICATION:

**Special Achievements/
Recognitions:**

- Led staff team participation in ICMA/USAID sponsored International Resource Cities Program (Gabrovo, Bulgaria) 1998-2002.
- Outstanding Alumni Award 2003 Western Michigan University School of Public Affairs and Administration, College of Arts & Sciences (*Pi Alpha Alpha*).
- Attended Senior Executive Institute, University of Virginia, July 1988.
- ICMA International Exchange Program (Gronau, Germany) 1995.
- ICMA International Exchange Program (Engcobo, East Cape, South Africa) 2003-04.
- Occasional Adjunct Faculty Member teaching State and Local Government (Western Michigan University, Kalamazoo Valley Community College).
- Panelist/Presenter (February/April 2011) for Best Practices Seminar sponsored by State of Michigan for financially challenged cities.

Affiliation:

- International City/County Management Association (Current)
ICMA International Task Force Committee – 1999-2001

Publication:

- “CITIZEN-BASED BUDGETING” – ICMA PM Magazine
November 2005



PlanBreakthru
Efficiencies for State/Local Gov'ts



5901 Tarpon Gardens Cir #202, Cape Coral, FL 33914
Tel: 239-233-3375 Email: nstan@aol.com
Website: <http://www.planbreakthru.com/>
1309 13th Street, #105, Wichita Falls, TX 76301

February 28, 2011

Re: Town Manager Position

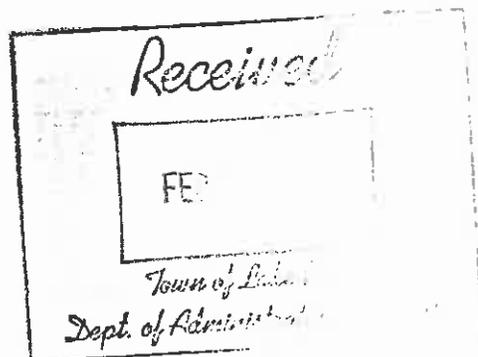
Please accept this letter of interest, resume and application in response to the currently advertised Town Manager's position. I have an extensive public and private sector planning and management work history including governmental process re-engineering and customer service improvement experience to include Florida. My experience includes both public agency management and achievements as well as private sector client services precisely related to the leadership position requirements of your community. My career experiences to date exhibit over twenty-five years of creative, innovative and in many cases pioneering and leading edge accomplishments.

I bring a passionate and committed customer service focus based on continuous organizational improvement to my management style and philosophy. I consider myself to be accountable, flexible, innovative and creative in pursuit of ever better work unit processes. I seek to insure superior staff recruitment/training and program productivity. My philosophy of management is focused toward culture changing organizational continuous customer services improvements and LeanGov Rapid Improvement Event (RIE) process re-engineering workforce performance streamlining. My manage style is best described as a blend of TQM, and Tom Peters and promotes continuous customer service designed to deliver process improvements while driving the accomplishment of client services with better quality in less time and with equal or fewer resources.

My career history in municipal and county governmental environments includes both private and public sector Department Director experiences. I have managed and supervised both municipal and county functions to include planning, development management, building, economic development, MPO transportation, code enforcement, property management, GIS and CDBG/Housing with staffs ranging from 20 to 220 interdisciplinary FTE personnel, together with budgets exceeding \$14,000,000. My private sector consulting services have been directed exclusively to cities and counties with clients across eight states and include infrastructure/capital needs/fiscal impact analysis, planning, development code regulations, computer automation, process re-engineering and organizational/operational streamlining activities (www.Planbreakthru.com). My salary requirement is negotiable in the range of \$110,000 +/- . I am confident in my capability to meet and fulfill the competencies and performance expectations for the candidate that the Town of Lake Park seeks.

Sincerely,

Norman R. Standerfer, AICP





PlanBreakthru
Efficiencies for State/Local Govts



5901 Tarpon Gardens Cir #202, Cape Coral, 33914
Tel: 239-233-3375 Email: nslan@aol.com
Website: <http://www.planbreakthru.com/>
1309 13th Street, #105, Wichita Falls, TX 76301

RESUME

NORMAN R. STANDERFER, AICP

PERSONAL DATA



EDUCATIONAL BACKGROUND

Masters Degree - Regional and City Planning
University of Oklahoma, Norman, Oklahoma

Bachelor of Architecture
University of Oklahoma, Norman, Oklahoma

EXPERIENCE HISTORY

NRS PLANBREAKTHRU - (Owner)

October 1989 to Present

As President of NRS/PlanBreakthru, a sole proprietorship, provides Lean Government Process Re-engineering, Comprehensive Planning, and Regulatory/Customer Service/Streamlining services to public and private sector clients. Other specialties are Public Participation Programs, Infrastructure & Fiscal Impact Fee Systems, and Development Coordination/Automated Permit Tracking. Consulting services have been provided during all periods between each city or county positions set forth below. www.planbreakthru.com

CITY OF WICHITA FALLS, TX - (Director of Dept of Community Development)
March 2011 to September, 2011

Accepted the Director of the Community Development Department position of the city where I was born. Managed work programs and budget for department and division's including Planning, Building, Code Enforcement, Housing, Neighborhood Services/CDBG and Property Management totaling 42 positions.

NRS Planbreakthru - (Planning & Management Consultant)
October 2007 to March 2011 www.planbreakthru.com

CITY OF CAPE CORAL, FL - (Director of Dept of Community Development)
February 2006 to October, 2007

Mr. Standerfer was hired as Director to reorganize a department facing enormous development pressure backlogs for permits and project applications. The Department was organized into three divisions: Comprehensive Planning & Development Management, Building and Code Enforcement. During his tenure, concurrent with Department reorganization operational improvements were conducted including significant "Lean" government Kaizan events resulting in process re-engineering and streamlining of all departmental development processes with conversion to digital plan submissions for building/site plans and permitting processes. Directly supervised 8 division and administrative staff within a department totaling 210 FTE positions with a \$14+ million budget.

NRS Planbreakthru - (Planning & Management Consultant)
June 2001 to Feb 2006 ww.planbreakthru.com

CITY OF DURHAM, NC, - (Director of City/County Planning)
October 1998 to June, 2001

Mr. Standerfer was hired as Director of the joint city-county planning agency with a dual responsibility for agency reorganization and preparation of a "new" General Plan with special area plans. During his tenure, the Department was successfully reorganized and the completed General Plan was developed and adopted. The Department was organized into three functions: Comprehensive Planning, Current Planning, and Geographic Information Systems. During his tenure, the Department was successfully reorganized and the completed General Plan was developed and adopted. Directly supervised 5 division and administrative staff within a department totaling 62 FTE positions.

NRS Planbreakthru - (Planning & Management Consultant)
May 1994 to October 1998 www.planbreakthru.com

CITY OF LAS VEGAS, NV - (Director of Planning)

April 1990 to May, 1994

Employed as Planning Director of the nation's fastest growth city with responsibility for preparation of a "new" General Plan and customer service oriented revision of the City's zoning, subdivision and sign regulations. During his tenure, the Department successfully completed General Plan development and adoption, as well as initiation and development of neighborhood planning programs. Additionally major new ordinances pertaining to signs, street naming and numbering were adopted. Draft Zoning and Subdivisions regulations were complete. He was author of the City's water authorization program and responsible for long range water resources planning. Represented the City on the Regional Transportation Planning Committee. The Department was organized into three divisions: Comprehensive Planning, Current Planning, and Geographic Information Systems. Directly supervised 6 Division and administrative staff within a department totaling 59 FTE's with a budget of \$3.3 million dollars.

NRS Planbreakthru - (Planning & Management Consultant)

October 1989 to April 1990,

CITY OF AUSTIN, TEXAS - (Director of Planning)

September, 1984 to October, 1989

Employed to manage a program turn-around situation involving extensive agency reorganization. Was responsible for development of the City's "Hill Country" extra-territorial jurisdiction comprehensive plan leading to successful passage of the City's "mandatory Comprehensive Plan" charter amendment. Designed and directed the "Austinplan" update program. Was co-chair of the inter-departmental team responsible for "development code revision and streamlining." The Department was reorganized into three operating divisions, Advance Planning, Current Planning, Transportation and GIS. Departmental responsibilities included eleven program sections including zoning, subdivision, site plan, transportation, annexation, fiscal analysis, comprehensive planning, sector plans, geographic information systems, automated permit tracking, and administration. The City's population was 440,000 and its combined corporate and extra-territorial jurisdiction was in excess of 770 square miles. Directly supervised 10 division and administrative staff within a department totaling 127 FTE's and a budget of \$4.6 million dollars.

BROWARD COUNTY, FLORIDA - (Director of Planning)

May 1980 to September 1984

Employed to reorganize, re-staff and re-direct an ineffective County planning organization. Major accomplishments include the development and implementation of the multi-jurisdictional Broward County Land Development Code with county-wide home-rule charter authority for city/county subdivision approvals; development orders; land use consistency requirements; facilities and services adequacy standards and requirements; school, park and transportation impact fees, county General Plan update, zoning to conformity requirements, and development process streamlining. The Office of Planning, a branch of the County Administrator's Office, consisted of four divisions responsible for Metropolitan Transportation and Transit Planning (MPO) operations, Current Planning, Comprehensive Planning and Geographic Information Systems with a staff totaling 85 FTE's and an annual budget of \$2.8 million dollars. Mr. Standerfer was responsible for the in-house development of the nation's first automated transportation impact fee methodology, the "TRIPS" model.

SPEECHES, PAPERS, AND PRESENTATIONS

"Planning Commission and Staff Relations." 1993 Annual Planning Conference, (American Planning Association, Washington, DC.) April, 1993

"Planning and Economic Development." Economic Development in Texas, 1989. (Texas Economic Conference, Dallas, TX) July, 1989.

"Transportation Impact Methodology." Professional Development Seminar. (Wasatch Front Regional Council, Salt Lake City, Utah) March, 1988.

"Development Fees: A Primer." Professional Development Seminar, (Urban Land Institute, Dallas, TX) January, 1987.

"Growth Management: A Primer." Institute on Planning, Zoning and Imminent Domain, (Southwest Legal Foundation) September, 1986.

"Impact Fees: A Local Perspective." Policy Forum on Impact Fees, (Urban Land Institute, Washington DC) March 1985.

"Extortion's and Exaction's." 1985 Annual Planning Conference, (American Planning Association, Montreal, Canada) April 1985.

"Computer Literacy: The Emerging Job Skill." 1984 National Planning Conference, (American Planning Association, Seattle, WA) April, 1984.

"Development Streamlining and Customer Service, the Broward County Experience." 1982 Florida APA Conference, (Florida Planning Association, Palm Beach, FL) June 1982.

ARTICLES AND PUBLICATIONS

"Developing Impact Fee Ordinances." PAS Report, (American Planning Association, Chicago, IL.) November, 1986.

"Drafting Impact Fee Ordinances: Part II, Implementation and Administration." Zoning and Planning Law Report, (Clark Boardman Company) Vol. 9 No. 8, September, 1986.

"Simplifying and Understanding Impact Fees." (Mimeograph) April, 1986.

"The Politics of Automating a Planning Office." Planning Magazine, (American Planning Association, Chicago, IL.) June, 1983.

PROFESSIONAL ASSOCIATIONS AND HONORS

Charter Member, American Planning Association

Charter Member, American Institute of Certified Planners

"Award of Merit," Broward Land Development Code (Florida APA, 1981)

National Performance Committee, American Planning Association, 1985

Member, National APA Accreditation Board, Visitor Pool, 1985 to Present

"Merit Award," Land Use Alternatives Program (Texas Chapter APA, 1987)

"Merit Award," Growth Watch Newsletter (Texas Chapter APA, 1987)

"Outstanding Public Project," Las Vegas Plan (Nevada Chapter APA, 1993)

REFERENCES

Bruce McClendon,
Past President, American Planning Association
Los Angeles, CA, - (321-947-9474)

James B. Duncan
Past President, American Planning Association
James B. Duncan, Associates
Austin, TX - (512-258-7347)

Michael Jackson
Former Economic Development Director
Cape Coral, FL - (239-677-7600)

Len Materesse,
Director Public Safety Programs, ICMA
Buffalo, NY - (716-969-1360) - (716-832-5211)

Wayne Poeria
CEO LeanBreakthu
Tequesta, FL - (561-405-6923)

DAVID A. STROHL, ICMA-CM

800 North Oregon Avenue
Morton, Illinois 61550-3026
309-266-7135 (Home)
309-253-3923 (Mobile)
dastrohl@comcast.net
March 9, 2012

Human Resources Department
Town of Lake Park
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

To Whom It May Concern:

Please accept this letter as application for the position of Town Manager. My résumé and completed Release Of Information And Contact Information Form accompany this letter for your review and consideration.

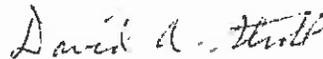
As you can see from my résumé, I am a local government management professional with more than seventeen years of experience. For nearly twelve years, I served as the Business Manager of the Village of Morton, Illinois, a community with a population of approximately 16,300. As Business Manager, I served as the Chief Administrative Officer responsible to the Village President and six-member Board of Trustees for the management of the administrative operations of this full-service municipality. Prior to my service in Morton, I served as the City Administrator of the City of West Peoria, Illinois, a community with a population of approximately 5,300, for a period of more than five years. There, I served as the City's first City Administrator, beginning my employment with the City less than a year after the incorporation of the City in 1993. These and other positions have provided me with experience in many areas of local government administration and management. I am also an ICMA Credentialed Manager (since 2009).

In addition to my broad base of experience, I offer a commitment to effective, efficient, high-quality service delivery, as well as a management philosophy emphasizing communication, consensus-building, openness, and teamwork. I am also a dedicated and hardworking individual who continually strives for the highest level of achievement, ethics, and professional conduct.

Per your request, my salary requirements are flexible and negotiable, based on such factors as additional benefits and salary advancement opportunities.

I believe that I am well qualified for this position and that I can make a valuable, long-term contribution to the Town of Lake Park by assisting it to achieve the strategic goals and objectives of the organization and the community and to respond to the ever-increasing challenges that units of local government must successfully address in order to prosper. I would welcome the opportunity for a personal interview to discuss my qualifications in more detail. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,



David A. Strohl

DAVID A. STROHL, ICMA-CM
800 North Oregon Avenue
Morton, Illinois 61550-3026
309-266-7135 (Home)
309-253-3923 (Mobile)
dastrohl@comcast.net

OBJECTIVE

To obtain a local government management position in a dynamic and progressive organization that is open to change and innovation which will provide me with the opportunity to confront new challenges and to contribute to the community and the organization.

SUMMARY OF QUALIFICATIONS

- Local government management professional with more than seventeen years of experience in many areas of local government administration and management, including:
 - Budgeting and financial management
 - Community and economic development
 - Contract management
 - Grant writing and administration
 - Operational analysis
 - Operations and project management
 - Personnel management
 - Planning and zoning
 - Program design and implementation
 - Public works
 - Risk management
 - Strategic planning
- Committed to assisting the governing body set strategic priorities and achieve its desired goals and objectives.
- Committed to high quality service delivery.
- Dedicated and hardworking individual who continually strives for the highest level of achievement, ethics, and professional conduct.

PROFESSIONAL EXPERIENCE

Business Manager, Village of Morton, Illinois

March, 2000 - December, 2011

Chief Administrative Officer responsible to the Village President and six-member Board of Trustees for the management of the administrative operations of a full-service, non-home rule municipality operating under the mayor-council form of government. Population - 16,267.

General Administration And Management

- Assisted the Village President in his role as Local Liquor Control Commissioner administer and enforce state and local liquor codes within the corporate limits of the Village.
- Assisted in the negotiation of the Village's cable television, electric, and natural gas franchise agreements. Responsible for the administration and oversight of the Village's cable television, electric, and natural gas franchise agreements.
- Coordinated municipal electric aggregation effort, whereby, upon voter approval, the Village would aggregate the residential electric load and request bids for same in an effort to save residents money on their electric bills.
- Developed and implemented plans, policies, procedures, and programs in many areas of municipal operations.
- Drafted ordinances and resolutions.
- Initiated and developed the Village's first official World Wide Web site. Supervised the maintenance of the Village's World Wide Web site.
- Initiated and led process of implementing Google Apps as the Village's electronic mail service provider, thereby providing greater functionality at lower cost.
- Initiated the adoption of an administrative policies and procedures manual.
- Initiated, coordinated, and participated in strategic planning activities.
- Made policy and programmatic recommendations to the Village President and Board of Trustees.
- Managed the Village's cable television government access channel.
- Managed and coordinated the maintenance of the Village's information technology (IT) infrastructure and telephone system.
- Performed community, intergovernmental, and media relations activities.
- Prepared a successfully-funded competitive grant application for a grant to replace the windows at Village Hall with energy efficient windows. Administered the grant upon its being awarded.
- Provided general administrative assistance and support to the Village President and Board of Trustees.

- Provided research and analysis for the Village President and Board of Trustees on policy and programmatic matters.
- Responded to citizen complaints and inquiries.
- Responsible for the administration and oversight of the Village's residential waste collection and recycling contract.

Budgeting And Financial Management

- Improved the collection of delinquent utility accounts by revising policies and procedures regarding delinquent utility accounts.
- Initiated and led process to replace the Village's financial management software and related computer hardware.
- Initiated and implemented modifications to the budget document to improve readability and usability.
- Managed and supervised the accounts payable, accounts receivable, and payroll functions.
- Managed and supervised utility billing, collections, and customer service operations for the Village's natural gas, storm water, wastewater, and water utilities. Monthly billing to 6,000+ customers.
- Responsible for the preparation and administration of the annual operating and capital budgets, as well as the preparation of the annual appropriation ordinance and the tax levy ordinance.

Community And Economic Development

- Coordinated special census project which resulted in an additional \$175,000+ in state-shared revenues per year.
- Developed a building façade improvement grant program to provide financial assistance for the rehabilitation of the exterior of commercial buildings located within the Morton Business District to promote commercial redevelopment activities within the Morton Business District, to improve the aesthetics of commercial buildings located within the Morton Business District, and to enhance the overall quality of life for residents of the community.
- Developed a revolving loan fund program to make monies available to businesses located within the Morton Business District to provide financial assistance for the purchase of fixed assets and for the acquisition of or improvements to commercial real estate properties located within the Morton Business District.
- Led effort to create a Business District to facilitate and provide funding for community and economic development and redevelopment activities. Served on the Business District Development and Redevelopment Commission.
- Managed the Village's tourism program, promoting the Village as a tourist destination, and supervised the Director of Tourism. Managed the Village's tourism grant program, which provided more than \$100,000 in funding each year from the Village's hotel/motel tax revenues to local organizations to promote activities within the Village that promote tourism and attract nonresident overnight visitors.
- Served as Chair of the Retail Recruitment Action Team of the Morton Economic Development Council. Initiated and led efforts to conduct a regional retail study involving several area communities intended to identify appropriate retailers and restaurants on which to focus attraction efforts, working in a cooperative regional manner to improve the retail environment of the area while achieving significant cost savings for the communities involved.
- Served as Chair of the Downtown Development Action Team of the Morton Economic Development Council. Led effort to engage a consulting firm to assist in the development of a Downtown Development Plan to guide downtown redevelopment efforts. Led effort to develop and adopt Downtown Development Plan.
- Served on the Board of Directors of the Morton Economic Development Council.
- Served on the Comprehensive Plan Committee which reviewed and updated the Village's Comprehensive Plan. Served on the Economic Development Subcommittee of the Comprehensive Plan Committee. Wrote the core of the Economic Development Section of the Comprehensive Plan.
- Served on the EDGE (Economic Development And Growth Experts) Group, an advisory body to The Economic Development Council For Central Illinois.
- Served as Enterprise Zone Administrator of the Morton Enterprise Zone, performing such duties as:
 - Assisting businesses in obtaining incentives from the State of Illinois.
 - Handling inquiries regarding incentives.
 - Providing periodic reports to the Illinois Department of Commerce and Economic Opportunity.
 - Verifying the location of properties within the Morton Enterprise Zone.
- Served on the Peoria Area Convention and Visitors Bureau Advisory Board.

Personnel Management

- Managed all aspects of the Village's personnel system and performed various personnel functions, including:
 - Administering employee benefits (including the Village's self-funded health insurance plan and Section 457 deferred compensation plan).
 - Administering the Village's drug and alcohol testing program.
 - Administering the Village's pay plan.
 - Developing and conducting compensation studies and surveys.
 - Developing and implementing personnel policies and procedures.
 - Ensuring compliance with applicable laws and regulations.
 - In-processing and out-processing of employees.
 - Performing job analyses and preparing position descriptions.
 - Serving as a member of the Village's collective bargaining team (two collective bargaining units).
 - Serving as ADA Coordinator.
 - Serving as Illinois Municipal Retirement Fund (IMRF) Authorized Agent.
- Developed the Village's first official position descriptions.
- Implemented a payroll direct deposit program.
- Implemented a Section 457 deferred compensation plan.
- Initiated and implemented a Section 125 plan.

Risk Management

- Managed all aspects of the Village's risk management program and performed various risk management functions, including:
 - Administering the Village's liability, property, and workers' compensation insurance programs.
 - Administering claims.
 - Performing loss control activities.

City Administrator, City of West Peoria, Illinois

October, 1994 - February, 2000

Chief Administrative Officer responsible to the Mayor and eight-member City Council for the management of the municipal operations of a non-home rule municipality operating under the mayor-council form of government. Population - 5,314.

General Administration And Management

- Assisted the Mayor in his role as Local Liquor Control Commissioner administer and enforce state and local liquor codes within the corporate limits of the City.
- Developed and implemented plans, policies, procedures, and programs in many areas of municipal operations.
- Drafted ordinances and resolutions.
- Initiated, coordinated, and participated in strategic planning activities.
- Made policy and programmatic recommendations to the Mayor and City Council.
- Negotiated with both public sector and private sector entities on a variety of issues, including franchise agreements (including the City's first electric, gas, and telephone franchise agreements), intergovernmental agreements, and service contracts.
- Performed community, intergovernmental, and media relations activities.
- Prepared agendas and agenda packets for meetings of the City Council.
- Provided general administrative assistance and support to the Mayor and City Council.
- Provided research and analysis for the Mayor and City Council on policy and programmatic matters.
- Responded to citizen complaints and inquiries.
- Responsible for the administration and oversight of the City's cable television, electric, natural gas, and telephone franchise agreements.
- Responsible for the administration and oversight of the City's residential waste collection and recycling contract.
- Served as Deputy City Clerk.
- Served as the first City Administrator less than a year after the incorporation of the City in 1993, demonstrating the benefits of professional management. Began on a part-time basis, which was converted to a full-time basis in July, 1995.

Budgeting And Financial Management

- Computerized all accounting and budgetary records.
- Initiated and implemented modifications to the budget document to improve readability and usability.
- Initiated the adoption of the Budget Officer System and served as Budget Officer.
- Responsible for the preparation and administration of the annual operating and capital budgets, as well as the preparation of the annual appropriation ordinance (prior to the adoption of the Budget Officer System) and the tax levy ordinance.

Community And Economic Development

- Assisted in the development of the City's first comprehensive land use plan.
- Assisted in the development of the City's first zoning code and served as Zoning Officer after its adoption, which included serving as Flood Zone Administrator.
- Established all zoning administration operating procedures.

Personnel Management

- Managed all aspects of the City's personnel system and performed all personnel functions, including:
 - Administering employee benefits.
 - Administering the City's drug and alcohol testing program.
 - Administering the City's pay plan.
 - Developing and implementing personnel policies and procedures.
 - Ensuring compliance with applicable laws and regulations.
 - In-processing and out-processing of employees.
 - Performing job analyses and preparing position descriptions.
 - Serving as ADA Coordinator.
- Developed the City's first official position descriptions.
- Implemented the City's first health insurance plan.
- Initiated and developed the City's first comprehensive personnel manual.

Public Works

- Developed a sidewalk replacement program to provide a mechanism for the replacement of the City's sidewalk infrastructure. Also developed the ongoing funding mechanism for the program through cost-sharing with property owners and the utilization of special service areas.
- Developed an equipment and vehicle replacement program to provide a mechanism and funding for the planned replacement of the City's fleet of equipment and vehicles.
- Developed the City's first residential waste collection and recycling program.
- Prepared a successfully-funded competitive grant application for a grant to provide recycling bins and recycling promotional materials for every residence in the City as part of the City's first residential waste collection and recycling program. Administered the grant upon its being awarded.
- Served as the City's Alternate Member on the Policy Committee of the Peoria/Pekin Urbanized Area Transportation Study (PPUATS), which is the transportation advisory board to the Tri-County Regional Planning Commission (TCRPC), which is the Metropolitan Planning Organization (MPO) for the Peoria/Pekin Metropolitan Planning Area.

Risk Management

- Managed all aspects of the City's risk management program and performed all risk management functions, including:
 - Administering the City's liability, property, and workers' compensation insurance programs.
 - Administering claims.
 - Performing loss control activities.

Personnel Assistant (Part-Time), County of Peoria, Illinois

July, 1994 - July, 1995

- Collected data and prepared materials in connection with collective bargaining activities.
- Prepared revisions to position descriptions.
- Prepared revisions to the County's personnel manual.
- Provided general administrative assistance and support to the Personnel Director and the staff of the Personnel Department.

Administrative Assistant (Part-Time), Village of Peoria Heights, Illinois

May, 1994 - October, 1994

- Administered the removal of architectural barriers grant initiated during internship.
- Provided general administrative assistance and support to the Village Administrator.

Intern, Village of Peoria Heights, Illinois

January, 1994 - May, 1994

- Developed a drug-free workplace policy.
- Developed a lockout/tagout program.
- Developed the Village's first employee performance review and evaluation system.
- Developed the Village's first merit-based pay system.
- Prepared a successfully-funded competitive grant application for a grant for the removal of architectural barriers to provide access by the disabled to the public restroom facilities and public drinking fountains at Village Hall. Administered the grant upon its being awarded.
- Provided general administrative assistance and support to the Village Administrator.

EDUCATION

Currently enrolled in the Master of Public Administration (MPA) Program at Valdosta State University, Valdosta, Georgia.

Bachelor of Science (Major: Political Science), Illinois State University, Normal, Illinois 1994

Associate in Arts and Science (Major: Political Science), Illinois Central College, East Peoria, Illinois 1992

Basic Economic Development Course, Southern Illinois University Edwardsville 2008
Numerous conferences, seminars, and workshops.

PROFESSIONAL MEMBERSHIPS

International City/County Management Association

- ICMA Credentialed Manager
- Member, 2008 Conference Evaluation Committee
- Member, 2011 Conference Planning Committee
- Member, Task Force To Update The ICMA Model Employment Agreement
- Service Award - 10 Years (2006)

Illinois City/County Management Association

- Former Member, Membership Services Committee
- Member, Committee On Professional Conduct
- Participant, Manager/Administrator Outreach Program

Downstate City/County Management Association

Government Finance Officers Association Of The United States And Canada

Illinois Government Finance Officers Association

International Economic Development Council

DALE S. SUGERMAN

150 Las Brisas Circle

Hypoluxo, FL 33462

561-582-5355

e-mail: DaleSugerman@excite.com



March 12, 2012

Ms. Bambi McKibbon-Turner, Human Resources Director
Town of Lake Park
Lake Park Town Hall
535 Park Avenue
Lake Park, FL 33403

Sent via electronic mail

RE: Town Manager Recruitment

Dear Ms. McKibbon-Turner:

Enclosed please find a copy of my resume and an executed Release of Information and Contact Information form which I am submitting as a candidate for the position of **Town Manager**. With over 33 years of local government service as either a city/town manager or assistant manager (the last 22 of which have been right here in the State of Florida); I believe that my experience, credentials, skills and talents could match up well with the needs of the Town of Lake Park. I have worked in Palm Beach County as a local government manager since 1994 and therefore am very familiar with all aspects of being a key leader for a South Florida community.

Please notice some of the highlights of my background. I am a credentialed manager with ICMA (holding the distinction of being one of the first 72 credentialed managers in the country). I have been a manager or assistant manager in three communities in Florida; my most recent which is comparable in size to the Town of Lake Park. Based upon a need clearly articulated in your recruitment announcement, you will notice that I have significant experience working with a Community Redevelopment Agency during my 10+ years working for the City of Boynton Beach. In June of last year I completed 6+ years of employment as Town Manager for the Town of Highland Beach; an upscale, barrier island community. As part of my leadership within that organization, I was able to gear it toward an extremely high level of customer service, along with a drive to display transparency in everything that we did.

I am a graduate of the Senior Executive Institute at the University of Virginia, and hold a number of advanced degrees including a Masters Degree in Public Administration, and a Ph. D. in Global Leadership. I hold Certificates of Achievement from FEMA's Emergency Management Institute in IS-100.a., IS-200.a, IS-700.a, IS-701.a, IS-702.a., IS-703.a., IS-704, and IS-800.b.

Ms. McKibbon-Turner, Human Resources Director
Town of Lake Park
March 12, 2012
Page 2

Your advertisement asked for salary requirements. I would respond to that request by letting you know that I can demonstrate great flexibility in how to structure a compensation package. This would include going the route of being a full-time permanent employee, or being a contract employee (IRS-1099) at an hourly rate for a guaranteed number of hours per week set by the Town Commission. If your preference would be to engage a full-time permanent employee, I am familiar with the compensation package that you provided to your last town manager and would not require anything greater than what was previously provided by the Town.

If you believe that my resume fits the needs of the Town of Lake Park, I would be pleased to discuss this recruitment further. You are welcome to contact me either via telephone or electronic mail. My home phone number and e-mail address are written above and you are welcomed to contact me using either method.

Very truly yours,

A handwritten signature in cursive script that reads "Dale S. Sugerman". The signature is written in black ink and is positioned above the printed name.

Dale S. Sugerman

DALE S. SUGERMAN
150 Las Brisas Circle
Hypoluxo, Florida 33462
561-582-5355 home
e-mail: DaleSugerman@excite.com

EXPERIENCE

March, 2005 to June, 2011

TOWN MANAGER, Town of Highland Beach, Florida. 3614 S. Ocean Boulevard, Highland Beach, Florida 33487.

The Town of Highland Beach is a coastal community of 4,162 year-round residents (which typically doubles in the winter) located on the barrier island between the Atlantic Ocean and the Florida Intracoastal Waterway in South Palm Beach County. The community is 2.9 miles long and 1400 feet wide (at its widest point). Highland Beach is one of the 20 wealthiest communities (per capita) in the United States. 37 full-time and 12 part-time employees. \$15.5 million dollar annual budget. As Town Manager, report to a five person Town Commission, including a Mayor, all of whom are elected at-large for no more than two, three- year terms. Full-service organization including police, fire-rescue (contract), water and sewer utilities, public works, building, finance, and a municipal library. The organization is committed to a superior level of customer service, transparency, and citizen engagement.

October, 1994 to March, 2005

ASSISTANT CITY MANAGER, City of Boynton Beach, Florida. 100 East Boynton Beach Boulevard. 33425.

The City of Boynton Beach was a rapid-growth, diverse South Florida community located on the waterways of the Atlantic Ocean. The July 2009 population was 69,654 and had an annual total operating budget of \$133 million dollars. Approximately 900 full and part-time employees. One of eight members of the City Management Leadership Team (CMLT). Served as Acting City Manager in the absence of the City Manager. Held various responsibilities during entire tenure as Assistant City Manager including Human Resources Director responsible for all collective bargaining activities (including negotiations and contract administration), direct supervision for all Enterprise Operations (water, wastewater and stormwater utilities; along with a municipal golf course), Director of Public Works, Director of Engineering, and Director of Information Technology. Also responsible for citywide capital improvements, economic development and was the liaison with the Boynton Beach CRA and the development community to insure properly planned growth activities.

DALE S. SUGERMAN

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July, 1992 to October, 1994.

ASSISTANT CITY MANAGER, City of Palm Bay, Florida. 120 Malabar Road, Palm Bay, Florida. 32907.

Palm Bay is a community on the Space Coast of Florida with a July 2009 population exceeding 100,000. Specific responsibilities as Assistant City Manager included supervision of four departments (approximately 125 employees) including a water, wastewater and effluent re-use utility system serving approximately 18,800 meters, Fleet Maintenance, Building Maintenance and Information Systems. Also served simultaneously as Executive Director for the independently controlled, not-for-profit, start-up utility system, which acquired existing, privately owned utility plants and constructed new plant capacity. Reported to a separate Board of Directors. Coordinated the public information and citizen service request program. Responsible for team-building training for various departments throughout the City. Coordinated the City's Public Information function including in-house newsletters as well as external newsletters/communications with the public. Responsible for handling/tracking of citizen service requests/complaints. Coordinated the City's disaster preparedness program. Responsibilities also included all project-specific assignments as directed by the City Manager.

JANUARY, 1991 TO JULY, 1992

SENIOR ASSOCIATE, Management Advantage Corporation. 1935 Wilton Drive, Fort Lauderdale, Florida. 33305. (Private sector experience).

The Management Advantage Corporation was a local government consulting firm offering assistance to public agencies on a contingency fee basis. Principal activities included identifying cost savings in service delivery, avoiding budgeted or anticipated expenditures, identifying areas where non-tax revenues could be enhanced and shifting costs from the General Fund to some other non-tax supported fund or to grant fund revenues.

Specific responsibilities included client development, marketing, proposal development, fieldwork, data collection and analysis, report writing, development of final recommendations and presentation of findings.

JANUARY, 1989 TO DECEMBER, 1990

CITY MANAGER, City of Sunrise, Florida. 10770 West Oakland Park Blvd, Sunrise, Florida. 33351.

Sunrise was a fast-growth community founded in 1962. July 2009 population exceeded 90,000 with an annual growth rate of 5%.

DALE S. SUGERMAN

Page Three

925 full and part-time employees. \$83 million dollar operating budget. Chief Administrative Officer for this full-service community including the functions of police, fire/rescue, community & economic development, planning, engineering, building & code enforcement, post office, regional water, sewer, natural gas and storm water system serving six different jurisdictions, transportation, social services, parks, recreation and leisure services, including an 18 hole municipal golf course.

MARCH, 1982 TO JANUARY, 1989

CITY MANAGER, City of Oberlin, Ohio. 85 South Main Street, Oberlin, Ohio 44074.

Oberlin, Ohio is a full-service community. Served as Chief Administrative Officer for an organization employing approximately 125 persons with an annual operating budget of approximately \$18 million dollars. Oberlin provides regional water and wastewater utility services as well as electric generation and distribution services. Directed and coordinated the City's entire operations in accordance with the policies established by the City Commission. Full responsibility for budget preparation, grant-writing and labor relations.

MARCH, 1979 TO MARCH, 1982

CITY MANAGER, City of Slater, Missouri. 109 North Main Street, Slater, Missouri 65349.

Slater, Missouri is a full-service community. Served as Chief Administrative Officer for this organization of 47 employees with an annual budget of approximately 9 million dollars.

SPECIAL SKILLS

- ** Financial management, infrastructure financing, risk management, bond and insurance financing.
- ** Utility operations, utility regulations, cost-of-service studies, service contract and rate negotiations.
- ** Strategic planning, strategic thinking, organizational development, performance measurement, and high performance teambuilding.
- ** Labor/management relations, collective bargaining, organizational behavior, interpersonal supervisory skills, and personnel management.
- ** Strong skills in information technology, web presence, and electronic communications with internal and external customers.
- ** Public relations, communications, citizen's service requests.

COMPUTER SKILLS

Proficient in PC based networked systems. In-depth familiarity with Outlook/Exchange electronic messaging systems and Microsoft Office Suite products, including Word, Excel, Project and PowerPoint. Active user of the Internet and Internet services. Extensive experience in electronic document imaging and geographic information systems (GIS).

EDUCATION

- 2007 **DOCTOR OF PHILOSOPHY (Ph.D.)** in Global Leadership, Lynn University
Boca Raton, Florida. Dissertation: *Effects of Functional Diversity Training, Using
the MBTI Instrument, on Workgroup Performance.*
- 1978 **MASTERS DEGREE (MPA)** in Urban Administration, L.P. Cookingham
Institute of Public Affairs, University of Missouri, Kansas City, Missouri.
- Completed a double major in Municipal Administration and Organizational
Behavior.
- 1974 **BACHELOR OF ARTS (BA)** in Political Science. University of Cincinnati,
McMicken School of Arts and Sciences, Cincinnati, Ohio.
- University Honors Scholarship Recipient, 1972-1974.
Student Body Attorney General, 1973-1974.
Elected to Omicron Delta Kappa - National honors, leadership and scholastic society,
1973-1974.

CONTINUING EDUCATION

- 2001 Graduate- Senior Executive Institute, Weldon Cooper Center for Public Service.
University of Virginia, Charlottesville, Virginia.
- 2002 Credentialed Manager (CM) - International City/County Management Association,
Washington, D.C.
- 2001 "Qualified"- Myers-Briggs Type Indicator (MBTI) psychological tests and
assessment administrator- Center for Applications of Psychological Type. University
of Florida, Gainesville, Florida.

DALE S. SUGERMAN
Page Five

PERSONAL

Born and raised in Cleveland, Ohio. Hobbies and interests include golf, boating, motorcycle riding, weight lifting, running, reading and investments. Adjunct Professor- Barry University, Miami Springs, Florida and Nova Southeastern University, Fort Lauderdale, Florida. Certified scuba diver. Juggler. Full member, International City and County Management Association, Florida City and County Management Association and the Palm Beach County City Management Association.

Date of Resume: March 2012

Fred F. Ventresco

18 Coldbrook Rd., Unit #2
Wilmington, VT 05363

(802) 464-3764--Home; (603) 361-8448--Cell
f.ventresco@gmail.com

March 9, 2012

Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Dear Concerned Officials of the Lake Park Human Resources Department, and Honorable Mayor and Commission Members of Lake Park:

I am writing to apply for the Town Manager position. I saw your announcement on the ICMA Website, among others, and subsequently looked over the Town Website. My resume accompanies this letter.

In addition to enthusiastic and dedicated service--and an enduring love for the profession--I offer degrees in Public Management/Administration and Business and overall approximately 11 years of experience in state and local government. Eight of these years of experience have been spent serving as a municipal manager/administrator of full-service communities in three states.

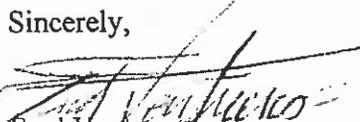
During these years as a local government leader, I have been responsible for all the roles, duties, departments/functions, projects, and expectations common to city/town management—including absolutely all those mentioned in your announcement. And I strongly share your sentiments regarding the importance of close, cooperative, and effective communication with all stakeholders, and this has been my practice. I am a full ICMA member in good standing and have consistently kept up with professional development training in the field.

Although my primary objective is to find a position in local or county government management to continue my career providing dedicated public service, I am preferentially targeting the Southeastern U.S., and Florida is my first preference. I prefer the climate and have family in the region.

I would greatly value an opportunity/interview to discuss my serving Lake Park as the next Town Manager. In the meantime, if you should have any questions, I ask that you please do not hesitate to contact me. I hopefully and eagerly look forward to our future contact.

In response to your inquiry: My salary/compensation is open to discussion. |

Sincerely,



Fred Ventresco

Attached separately: Resume

Fred F. Ventresco

18 Coldbrook Road, Unit #2
Wilmington, VT 05363

(802) 464-3764--Home; (603) 361-8448--Cell
f.ventresco@gmail.com

PROFILE

Dedicated, hard-working, broadly knowledgeable municipal manager/administrator/leader offering eight years' experience managing full-service municipalities, each with differing challenges, opportunities, and priorities. Offer overall 12 years' public-sector experience in local and state government. Provide relevant academic credentials. Prior to specializing in government, worked in private, nonprofit, and educational sectors including banking, travel and tourism, retail, and university administration. ICMA member since 2006 in good standing.

EMPLOYMENT EXPERIENCE

Interim Town* Manager.

Town of Wilmington, VT. (4/11-10/11)

Managed full-service tourist and heavily second-homeowner community of approximately 2,500 year-round population, which is considerably greater during winter and summer seasons. Staff of 40+, not including schools. All customary departments, with department heads. Budget, exclusive of schools, \$4.2M. Responsible for all departments, staff/HR, budget/finance, facilities, public/media relations, and all other duties common to a municipal manager.

Town* Administrator.

Town of Weare, Weare, N.H. (6/06-6/09)

Led and managed full-service, fast growing municipality 55 miles north of Boston with diverse population 10,000+/- . Staff of 80+ (responsible for 110-130 when committees and volunteers included), union and non-union, not including schools. All customary departments, with department heads. Budget, exclusive of schools, \$5.9M, including schools \$21M. Responsible for all departments, staff/HR, budget/finance, facilities, public/media relations, and all other duties common to a municipal manager.

Some accomplishments and projects:

- ❖ Re-established and updated Administration and Finance Departments after Town went a year without a town administrator and had only part-time finance official.
- ❖ Led successful effort working with new Finance Administrator, Board, and auditors to bring Town into financial-audit compliance after being three years in arrears.
- ❖ Worked with Board to realign chain of command to improve efficiency, effectiveness, accountability, and staff morale.
- ❖ Initiated safety training program, improvements to Town facilities, and other organizational best-practices to increase Town safety-ranking metrics and lower insurance premiums.
- ❖ Revamped Town's computer network system, introducing firewalls and other data-security measures.

Interim Town* Manager.

Town of Madawaska, Madawaska, ME. (6/04-5/06)

Led and managed full-service municipality with population approximately 4,600. Bilingual community situated on U.S.-Canadian border. Five-mile radius population of 25,000+/- when Edmundston, N.B. (Canada)

is included. Staff of 70+, not including schools. All customary departments, with department heads. Budget, exclusive of schools, \$4.2M, including schools \$12M. Responsible for all departments, staff/HR, budget/finance, facilities, public/media relations, and all other duties common to a municipal manager.

Some accomplishments and projects:

- ❖ Managed successful effort to re-open Town's Community-Economic Development Department.
- ❖ Enhanced relations with business community and other groups, helping spark new business interest.
- ❖ Streamlined building permit process to improve citizen service and attract desired/measured growth.
- ❖ Maintained open, cooperative relations with New Brunswick, Canada's largest border city with U.S.
- ❖ Initiated regionalization committee among contiguous municipalities to consider efficiencies/consolidation of services to save tax-payer dollars and cut waste.

Town* Manager.

Town of Milbridge, Milbridge, ME.

(2/02-7/04)

Managed and led full-service coastal Town with population 1,300 year-round, 2,000 +/- in summers. Small but quite diverse community with life-long commercial fishing segment as well as significant seasonal/retirement population. Staff of eight FTE, seven PT. Budget of \$2M. All customary departments. Other titles included: Treasurer, Deputy Clerk, Deputy Tax Collector, GA (welfare) Administrator, Sewer Administrator, Road Commissioner. Responsible for all departments, staff/HR, budget/finance, facilities, public/media relations, and all other duties common to a municipal manager.

Some accomplishments and projects:

- ❖ Brought Town's fund balance reserve into compliance with auditor's recommendations, increasing it by 120% in first two years as manager.
- ❖ Cut General Fund expenditures approximately 12% without sacrificing community services.
- ❖ Led successful effort to gather grants and garner support to rebuild vital working Town pier, working with elected delegation, granting agencies, and other stakeholders.

Assistant Director of Economic and Community Development.

City of Gardiner, Gardiner, ME.

(8/01-2/02)

Involved in all aspects of Department's operations along with Director. Dedicated responsibilities included managing City's housing assessment study; serving as Department's representative on Comprehensive Plan Review Committee and Planning Board; and serving as liaison to business community. Wrote, administered, and coordinated grants.

Some accomplishments and projects:

- ❖ Coordinated downtown revitalization effort for Main Street designation, including hiring Downtown Manager.
- ❖ Worked with business owners, architects, engineers, and contractors to accomplish improvements to building façades, landscaping, and other infrastructure along main streets of downtown.
- ❖ Department's representative on Comprehensive Plan Review Committee, Planning Board, and to business community/chamber.
- ❖ Sought, wrote, and administered various grants.

Program Analyst.

Maine Department of Labor, Bureau of Employment Services, Augusta, ME.

(6/98-9/99)

Primarily managed project analyzing operations of three major employment-training programs--Governor's Training Initiative (GTI); Business Visitation Program (BVP); and State Apprenticeship Program--and sug-

gested possible efficiency and effectiveness improvements.

Some accomplishments and projects:

- ❖ Constructed from scratch process flow charts of the three training programs' operations; these schematics became a resource for senior managers and other administrators and staff.
- ❖ Conducted audits of awardees of training program grants.
- ❖ Initiated creation of Website listing providers of training/retraining services to employers as part of beginning of nation-wide One-Stop Career Center concept.

Community and Economic Development Department Intern/Special Projects Person.

City of Bangor, Office of Community and Economic Development, Bangor, ME. (5/97-5/98)

Worked directly with Department Director in all aspects of operations. Experienced "ins and outs" of Community and Economic Development and how HUD CDBG funds are used in combined efforts of public, private, and non-profit sectors to improve a community.

Some accomplishments and projects:

- ❖ Served as liaison between City and Convention & Visitors Bureau managing tourism assessment study.
 - ❖ Assisted in major long-going waterfront facility project.
 - ❖ Conducted cost-benefit analysis of proposed City traffic signal change to LED lighting elements.
- *FYI: Returned to college for period 1996-2001 (some semesters full-time, some part-time) to complete Public Management degree and initiate career change to public sector service.*
- *Brief chronology of some positions prior to move to public sector/service focus:*
- Shop Manager-Office Support. Convention and Visitors Bureau, Portland, ME. (5/94-9/96)
Regional Support Rep. Fleet Bank, So. Portland, ME. (12/88-5/94)

EDUCATION

Master of Public Administration (MPA), University of New Hampshire.

All courses completed. In process of finishing final project/thesis for degree.

B.A. Public Management and Business Administration, University of Maine, Orono.

English minor. Substantial credits in many fields beyond requirements due to major and focus change, including: political science; pre-law; planning; communication; and statistics.

AFFILIATIONS & AWARDS

- Member, International City/County Management Association (ICMA).
- Member, New Hampshire Municipal Management Association (NHMMA).
- Member, Vermont Town and City Management Association
- Ten-year ICMA recognized manager.

REFERENCES AND RECOMMENDATIONS

Available upon request.

*Please note: "Towns" in New England tend to provide many of the same services (in some cases even more when smaller communities are compared) as "Cities" in other parts of the country, and thus are similar in complexity.

Paul D. White

Salary expectations and requirements not specified in cover letter.

5109 Elpine Way
Riviera Beach, Fla. 33418

February 28, 2012

RE: Town Manager Position; Town of Lake Park

Ms. Bambi McKibbon-Turner, Human Resources Director
Town of Lake Park
535 Park Avenue, Lake Park, Fl. 33403

Dear Ms. Mckibbon-Turner

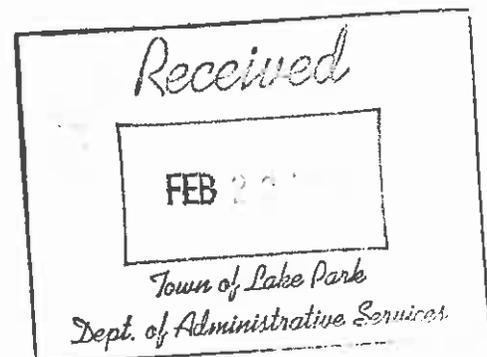
I am responding to your notice for the position of Town Manager for the town of Lake Park.. My background and experience make me the ideal candidate. I have served as the City Manager of Lincoln Heights, Ohio; Director of Neighborhood Economic Development (DO5) for the City of Cincinnati; Deputy City Manager and City Manager of Gainesville, Florida. I served as Assistant City Manager for Riviera Beach, Florida for 9 years and 7 months until my position was eliminated in the 2011/12 budget process. As Assistant City Manager for Riviera Beach I directly supervised Community Development (including engineering & housing); Purchasing; Human Resources (including labor and risk management; Parks & Recreation; the Library and special projects. Special projects included being the chief labor negotiator; implementing the two largest information system projects in the city's history; grant writing and economic development projects such as Lockheed Martin & the Marriott Vacation Club. I am currently Interim Community Development Officer of the Riviera Beach Community Redevelopment Agency. In addition I have served in executive positions in the non-profit and private sectors. I have a very significant background in economic development nationally and I am a certified economic development professional. I have developed strategic skills in facilitating budget "turn arounds" by identifying cost efficiencies as well as new revenue sources My efforts led to directly reducing health care cost by \$1 million over a two year period. I have successfully implemented an enterprise software system which provides real time performance measures and all the data necessary for the Sterling Process which Florida's version of the Baldrige Award. Having served in your neighboring community I am well versed in issues facing coastal cities. In addition to my Assistant City Manager duties I served as the Interim Director of the Riviera Beach Marina & understand water front development and permitting issues. I have served as a key member in the Emergency Operations Center through hurricanes Jeanne, Francis, and Wilma. I was also responsible for the damage assessment and FEMA reporting for those three hurricanes.

I also have the ability to implement the policy vision of the City Council. The City of Gainesville, Florida City Council had the vision of being the most livable city in the Country. In 1994 Money Magazine named Gainesville, the Most Livable City in the Country. I look forward to discussing the opportunity with you further.

Respectfully,

Paul D. White

Paul D. White
Enclosure (2)



Paul D. White

CAREER PROFILE

Offering over 20 years of City Management and executive experience in the public sector, non-profit, and private sectors. Expertise in:

- City Management
- Budgeting
- Cost Reduction
- Revenue generation
- Strategic Planning
- Emergency/Crisis Management
- Economic Development
- Intergovernmental Relations
- Utilities
- Public Safety
- Environmental Issues
- Housing & Community Development
- Media Relations/Marketing & Communications

PROFESSIONAL EXPERIENCE

Interim Community Development Officer,

Riviera Beach Community Redevelopment Agency

November 2011- Present

- Developed a Community Development Corporation as a CHODO
- Developed property data base for SR 710
- Coordinated activities with neighborhood residents

Assistant City Manager, City of Riviera Beach Fl.

February 2002- October 1, 2011

- Direct supervision of Human Resources, Parks and Recreation, Community Development, Library, Purchasing and special assignments on revenue, strategic planning, technology and development.
- Increased revenues approved in the budget by 12% significantly closing the projected budget deficit.
- Reduced property and Liability/workmen's compensation costs by \$2.4 million in two years
- Reduced projected health costs to the City by \$750,0000 (current year budget)
- Currently completing an analysis on a fire assessment fee tied to a tax decrease which is projected to lower the net cost of government to the citizens.
- Recommended and implemented a series of income streams to fund capital projects i.e. impact fees, SMU and the creation of a utility district
- Successfully implemented storm water management utility and increase general fund dollars for other uses
- Successfully implemented utility transfer formula establishing fiscal discipline with the use of utility funds.
- Developed non-CRA redevelopment strategy featuring new residential development, infill housing, commercial redevelopment and redevelopment valued at \$150 million.
- Appointed Chief union negotiator-successfully negotiated 9 contracts featuring performance increases and a new automated evaluation system. First time in 12 years all contracts have been settled.
- Key person in the EOC during hurricanes Jeanne, Wilma, and Francis. Coordinated FEMA reimbursement process.
- Automated purchased order/requisition process city wide significantly improving efficiency.
- Completed \$6.6 million in stalled capital projects including an aquatic center and community center within 5% of budget. This followed calling the bond and negotiating with the bond company.
- Lead person on strategic planning, general obligation bond and budget cutbacks.
- Implementing City-wide enterprise software systems providing increased efficiency, accountability along with the capability for a citizen score card.
- Provided an operational analysis for budgetary purposes which identified \$7 million in combined revenue and cuts for the City Manager's consideration.
- Grant Writing-secured \$1.6 million OTTED grant from the State on behalf of Lockheed Martin. Wrote the grant which secured \$5 million in Palm Beach Water Access bonds for renovation of the Riviera Beach marina.

Principal PDWA Management Consultants

March 2001- January 2002

The firm provided management service to municipalities and business development services to the private sectors. The client list includes Greenville County South Carolina, Austin Redevelopment Corporation, District of Columbia, College Park Ga. Adsytech Inc. and Insituform Inc.

Regional Vice President Business Development Insituform Technologies Inc.

Feb. 2000- March 2001

Insituform Inc. was initially a client of PDWA Inc. I was asked to join the company as Vice President for Business Development working primarily in Texas and Colorado. Interacted with elected officials; public works and engineering professionals on behalf of Insituform sewer lining and pipe bursting capabilities.

Principal PDWA Management Consultants

March 1998- March 2000

The firm provided management service to municipalities and business development services to the private sectors. The client list includes Greenville County South Carolina, Austin Redevelopment Corporation, District of Columbia, College Park Ga. Adsytech Inc. and Insituform Inc.

Executive Director Atlanta Empowerment Zone Corporation

1996- 1998

The City of Atlanta was awarded the Empowerment Zone designation along with 100,000,000 dollars in grant funds to implement the approved strategy. The City was a year behind in implementation. I was asked by Mayor Campbell and create the new corporation dictated by the plan.

- Created a new 501-c3 as dictated in the Empowerment Zone Plan. Developed all policy infrastructure including personnel, benefit and health plan policies and hire the entire staff.
- Atlanta was the first Empowerment Zone to draw down federal funding.
 - Negotiated phase I (\$16 million) of a \$54 million dollar conversion of the former Fulton Cotton Bag Mill to a mixed income loft apartment development. The project will include retail and commercial in the heart of the Atlanta Empowerment Zone. The project is acting as a catalyst for the revitalization of the adjoining Cabbage Town neighborhood.
 - Successfully implemented a One Stop Capital Shop to expedite small business start-up processes & funding in partnership with the Small Business Administration and the City of Atlanta.
 - EZ Home Ownership Program- developed a financing mechanism to facilitate the purchase of homes in the EZ by low and moderate-income persons.
 - Created One-Stop Homeownership center in partnership with Atlanta Housing Authority
 - Leveraged \$20 million in investment with \$2.4 million in empowerment zone funds.
 - Played a key role in the development of a business park which will create 1500 jobs and leverage in excess of \$100 million dollars upon completion. The business park was a key investment in the Empowerment Zone.

Director National Development Council

1994-1996

The National Development Council is one of the oldest non-profits specializing in economic development and housing in the country. NDC was the first to offer an economic development finance certification.

- Created a multi-bank community development corporation (CDC) with the 12 Clearinghouse Banks of New York. The CDC was capitalized with \$12 million in stock purchases and lines of credit by the participating
- Provided economic development and housing technical assistance to cities in the eastern United States.
- Provided training for certification as an economic development finance professional nationally.

City Manager, Gainesville, Fla.

1989-1994

Chief executive officer of the City of Gainesville with 1700 employees and a \$300 million budget

- In addressing financial & cash flow problems, as a City Manager, implemented a corporate planning process with the Elected Officials & Municipal Leadership to identify & prioritize needs; developed a five-year financial plan. The plans goals were accomplished within three years with adequate cash reserves and a Commission approved reserve policy.
- Supervised Gainesville Regional Utilities an electric, water, waste water and gas utility with 700 employees.
- Initiated a "corporate planning process" with the Elected Officials, Charter officers, and Staff Leadership in a retreat setting. This effort resulted in strategic & prioritized goals with an articulated "Vision" of "making Gainesville the most livable city in the country." In the plans 5th year, Money Magazine designated Gainesville the Most Livable City in the America.
- Led City of Gainesville in the first voter approved annexations in the city's history.
- Provided oversight and leadership in the largest bond issuance (general government) in the City of Gainesville History.
- Completely reengineered the city of Gainesville's organization including compensation and benefit plans. Renegotiated 8 labor contracts to conform to the new structure.
- Implemented a total quality management program emphasizing internal and external customer service.
- Hosted an Interagency Homicide Task Force. In August of 1990, the City of Gainesville was rocked by the brutal murders of five college students within a one-week period. Gainesville acted as the lead agency in cooperation with the Florida Department of Law Enforcement, the FBI, Alachua County Sheriff's office, and the state Attorney's Office. An indictment was returned against an individual within 15 months. In addition, successful lobbying efforts reaped over \$2 million in federal funds to defray the cost of the investigation.
- Hosted the Arsonist Task Force. In January 1991, North Florida was terrorized by a serial arsonist, which saw (8) churches destroyed in the City of Gainesville with an additional (20) destroyed in North Central Florida.

Drawing on our experience in the 1990 murders, the city acted as the host agency in cooperation with Federal Tobacco and Firearms Division of the Department of the Treasury, the State Fire Marshall, and the cities of Ocala, Lakeland, St. Augustine and the United States Attorney's Office. An indictment was returned within 12 months. We successfully lobbied for over \$200,000 in federal funds to defray the cost of the investigation.

Deputy City Manager, Gainesville, Fla.

1986-1989

Responsible for the Transit, Parks and Recreation, Public Works, Traffic Engineer, Nature and Cultural Affairs, economic development, Building Codes and Inspections departments.

- Created a storm water management utility (SMU) as a dedicated source of funding for drainage system maintenance, mosquito abatement and street cleaning. This positioned the city for the largest bond issue in the city's history.
- Created a comprehensive recycling program, which included commercial (apartments) as well as restaurants and bars. Gainesville achieved a 70% participation rate.
- Managed the development of Gainesville's Porter's Oaks subdivision which included (78) units of low & moderate-income housing for home ownership. This required strategic planning with the community, site assembly, demolition, design and new infrastructure. Developed multi-tiered financing structure to facilitate the purchase of the low & medium income homes in Gainesville's Porters Oaks Community

Director of Neighborhood Economic Development (DO5)

1981-1986

Responsible for all commercial development outside the downtown core. The City's has 50 neighborhoods business districts.

- Served as chief negotiator on all commercial projects outside the downtown core (Cincinnati)
- Managed neighborhood development plans
- Implemented 2 million annual capital projects budget
- Created the City's first SBA 502 corporation

City Manager Lincoln Heights, Ohio

1979-1981

Chief executive officer of the city with 100 employees and \$3million budget.

- Averted fiscal emergency (bankruptcy) by implementing cost saving measures in personnel and operations without overtly affecting public services.
- Developed the City's first industrial park
- Constructed major street and sewer projects
- Built city swimming facility and two major parks

EDUCATION

- M.P.A. Public Administration and City Management, Howard University School of Business Washington, D.C. 1977
- B.A. History and Political Science Cum Laude, Morehouse College Atlanta, Georgia 1974

PROFESSIONAL AFFILIATIONS

- International City/County Management Association
 - Past member
 - Nominating Committee, 1992
 - Conference Planning Committee, 1992-93
 - National Committee considering The Council-Manager Plan and Its Future
- ICMA Retirement Corporation
 - Member, Board of Trustees 1993-94
- Florida City/County Manager Association
 - Board of Directors 1992-1994
 - Chair, Council Manager Committee, 1993
 - Secretary 1994
- National Forum of Black Public Administrators
 - Member, Board of Directors 1992-Present
 - Founding member North Central Florida Chapter
- Citizens Health Purchasing Alliance Board, Governor's Appointee 1993-1994

Personal

5109 Elpine Way Riviera Beach, Fl. 33418

561-841-8017

561-236-3558 Cell-Best method to contact me

E-mail pwhite26@comcast.net

Married -3 children

March 12, 2012

To the Mayor and Commissioners of the Town of Lake Park, Florida,

The scope of local government can differ from one community to another, but the role and responsibility is consistent. Municipalities are entrusted to provide effective and efficient services that benefit the health, safety and quality of life for its residents. When you combine a mission to create a world class community with a team of committed public servants, everyone wins.

My name is Teresa Willson and I respectfully submit a resume for consideration as the Town Manager for the Town of Lake Park Florida. I am currently employed as the Information Technology Director for the City of Owasso, Oklahoma. I have worked for the City of Owasso approximately 12 years and have been a director for the majority of that time. My tenure with Owasso has been filled with many opportunities that have provided me a broad knowledge of the operations of the city, and the opportunity to work in many areas beyond technology services. We believe in the motto "Public Service is about removing the obstacles standing in the way of people celebrating their lives." Removing obstacles is something we strive to do each day with the resources available.

Owasso has a population of approximately 30,000 residents, and our organization has between 200 and 250 staff. Owasso is one of the fastest growing cities in Oklahoma, located 10 miles north of Tulsa. We have a strong financial base, but like other cities have felt the impact of the recent economic downturn. These tough times have required responsible, decisive action on the part of City leaders to keep the organization strong and capable of providing services at a consistent level despite declining revenue. Owasso receives the majority of its revenue from sales tax. Owasso is one of the few communities in Oklahoma that does not receive revenue from ad valorem tax, which creates significant challenges for a community that has experienced tremendous growth.

Declining revenue, high unemployment and unprecedented foreclosure rates have created historic challenges for communities like Lake Park. I am aware the Town Commission is in the process of making tough choices regarding the Community Redevelopment program as it strives for balance in assisting with regrowth of the business district and the most cost effective way to maximize results. I believe I can bring a creative and innovative approach to supporting the commission and leading the staff as we face these challenges together.

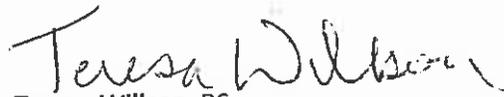
It has been my pleasure to work for the citizens of Owasso. I am fortunate to have worked with the same City Manager, Rodney Ray, for the majority of my employment here. Rodney has been a terrific mentor, as has my friend and former supervisor, Tim Rooney. Tim is currently the Borough Manager for Wrangell, Alaska. Prior to moving to Alaska, Tim was an Assistant City Manager in Owasso. Sherry Bishop is currently an Assistant City Manager and became my supervisor a few years ago. She has provided tremendous support and guidance. These three mentors have enabled me to grow and develop into a leader prepared to assume new responsibility, which is why I am seeking employment with Lake Park. I

have discussed this decision with my supervisor, Ms. Bishop and she is supportive of my desire to seek this opportunity.

My family is extremely supportive and ready to relocate. We have visited the Ft Lauderdale/Miami area and other Florida cities several times in recent years and would welcome the opportunity to make Lake Park, Florida our home.

I am able to conduct a preliminary telephone interview or appear in person to be interviewed, as needed. My desired salary is around \$110,000. I am not requesting relocation expenses. I am including a personal email address and phone number instead of work contact information, as I believe it would not be appropriate to utilize those resources in the pursuit of this position.

Thank you for your time and consideration.



Teresa Willson, BS

Information Technology Director

City of Owasso, Oklahoma

twillson@mareda.com

918-855-5244

Note to Human Resources:

March 12, 2012

I will be out of the country on vacation from March 16 through March 23. I will have phone access, but am not sure I will always have coverage. After the 23rd, I will be back in Owasso, Oklahoma. Thank you.

Teresa Willson

9234 N 153 E Ave

Owasso, Oklahoma 74055

(918)855-5244

twillson@mareda.com

Innovative Municipal Leader

- Team leader responsible for innovative solutions to address a variety of municipal challenges
- Management of multiple priorities to ensure organizational strategic objectives are accomplished timely and efficiently
- Creative approach to projects focusing on results through citizen engagement
- Proficiency in writing, presentations and communication, supported by effective research
- Professional communicator with experience speaking at national conferences in Washington DC, Chicago and Atlanta

Core Competencies

Team Leadership

Strategic Planning

Creative Results

Innovation

Citizen Engagement

Professional Communication

Professional Experience

City of Owasso, Oklahoma – Information Technology Director 2000 – Present

- **Information Technology Director:** Employment with the City of Owasso began as Software Support in a single staff department. In addition to support responsibilities, the first few years were spent addressing the lack of network framework, transitioning the organization to a new City Hall facility with integrated voice and data communications infrastructure, and implementing network connectivity for remote facilities. I now lead a team of IT professionals in support of the City's technology for an organization that has reached over 200 staff. In addition to managing IT staff, responsibilities include budgeting, leading technology projects, and technology innovation in support of organizational goals.
- **Strong Neighborhood Initiative:** Leading director in the development of an initiative designed to strengthen neighborhoods in Owasso. Owasso has been recognized as one of the fastest growing cities in Oklahoma in the last 20 years. As neighborhoods age, many begin to transition with increased rental homes, foreclosures, and abandoned properties. These issues not only impact the affected neighborhoods, but threaten the strength of the entire community. Directors recognized the best way to protect the value of newer homes and the significant commercial investment was to provide services designed to strengthen neighborhoods across the city. I am currently responsible for directing the Neighborhood Coordinator and providing guidance and direction for the City's Strong Neighborhood Initiative.
- **Planning for Ideal:** Responsible for developing "Planning for Ideal", a concept using strategic project management principals. The concept takes an approach to projects that will guarantee the best or "Ideal" vision remains the primary focus, ensuring compromise does not interfere in reaching the desired outcome. It includes community stakeholder buy-in and consensus building. It considers what has proven to work well in the past, modifying it to fit current needs, and putting it into practice.
- **Citizen Engagement:** For several years, Owasso management has encouraged efforts to focus on involving citizens with government through the use of technology. Transparency is more than pushing information out in the hopes it will be seen. It is about utilizing all means possible to ensure residents have access to their government in a way that is convenient for them. My primary focus has been on promoting online engagement

using a variety of methods. I continue to explore additional ways to engage citizens as new technologies gain popularity.

In the last three years, the experience I've gained regarding online citizen engagement has provided opportunities to speak at national conferences in Washington DC, Chicago and Atlanta. I have recently been invited to speak again in Washington DC this June.

- **Municipal website** – The City's website, www.cityofowasso.com, is our mainstay for public information. The site recently gained recognition for receiving a 2012 Sunny Award for excellence in government transparency. Twitter and Facebook are frequently used to highlight information and drive traffic back to the core website.
 - **Twitter** – OwassoCity is the City's twitter handle. We have been a leading example in Oklahoma for use of Twitter and other social media. The City has been tweeting messages for more than three years.
 - **Facebook** – The City's Facebook account has been active for over two years. While we use this forum to inform and engage citizens, Facebook has become an indispensable tool for providing time sensitive information to residents. In February 2011, Owasso was hit by a historic winter event that resulted in record snowfall and frigid temperatures. Facebook became an effective way to keep residents informed on snow removal, changes in refuse routes, and the availability of emergency services.
 - **Wikipanning** – I researched and introduced this tool to the city's Community Development Department as they were preparing to launch a Quality of Life study. It became the primary tool in the collection of information, and was cited frequently in the final Quality of Life report.
 - **Our Owasso Blog** – This was initially presented as the City Manager's blog, even though directors often contributed content. I was responsible for setting up the site, providing blog ideas, as well as writing and editing content. After a long delay, we have begun posting again as part of an overall social media citizen engagement strategy.
- **City Connection:** Management agreed to an idea that resulted in producing a quarterly newsletter that quickly became a full online magazine for residents. We have recently suspended the magazine format to focus energy on Facebook and the Our Owasso Blog.
 - **Capital Improvement Committee:** Capital Improvements Committee focuses on the utilization of revenues available for capital improvements in the City, to include roads, parks and facilities. I have been given the responsibility of participating with the preparation of documentation on the scope and strategic direction of the committee.
 - **Oversight for the construction of a new City Hall:** Included in responsibilities for the City's technology was planning and oversight for cabling infrastructure and technology facilities in the new City Hall. Construction on the facility began within three months of the start of my employment at the City. This required frequent visits to the construction site. As a result, I became actively involved in other aspects of the project and ultimately fulfilled a role of unofficial liaison between contractors and management. This included responsibilities for identifying issues related to the construction and final punch list, as well as researching and recommending state-of-the-art lightning arrestor technology for the facility.

City of Enid, Oklahoma – CIC Manager and Software Support 1997 – 2000

- **CIC Manager:** Employment at the City of Enid began in the Police Department leading a pilot program for juvenile offenders. I managed all aspects assisting in the development of a juvenile facility within the department, including booking and holding, policy development, training and staffing. After a year of operation, it was recognized by state leaders as one of the most effective and efficient facilities in the state. The Community Intervention Center provided officers a place to take juvenile offenders for processing with a goal of enabling the officers to return to their primary duties in a timelier manner. The program also reinforced the seriousness of violating municipal laws with both the juvenile and parents. The program also required juveniles to utilize resources designed to impact recidivism. The program is still in operation and is a valuable asset to the City's Police Department.
- **Software Support Technician:** Obtained a newly created position in the City technology department. Experience in training CIC and police staff in the utilization of department software enabled me to move into a new role with the technology department. In the role of Software Support, I was responsible for troubleshooting software and hardware problems, as well as training staff on the efficient use of Microsoft Office applications. In this position, I obtained expert certification with Microsoft Office Applications.

Garfield County, Oklahoma – County Juvenile Officer 1992 – 1995

- **Juvenile Officer:** Managed the staff and operations of the Garfield County Juvenile Office. The responsibility of the Juvenile Officer is to assist the District Court and District Attorney in the execution of court cases relating to juveniles alleged to be deprived and juveniles alleged to be delinquent. This includes court filings, notifications, and appearances of parties in District Court. Upon adjudication of juvenile cases, the Juvenile Officer is responsible for mandatory status hearings and verification of the successful completion of all court ordered requirements. The Juvenile Officer is also responsible for requesting emergency custody and hearings relating to emergency custody of deprived or delinquent juveniles.

Education

Oklahoma State University – Bachelor of Science in Advertising 1984

- Attended Oklahoma State University from 1980, graduating in spring 1984. I majored in Advertising with focus in Marketing and Journalism.
- Spent Sophomore year as a writer for the university's newspaper, the Daily O'Collegian

Activities

- Owasso Lions Club
- City of Owasso Relay For Life
- City United Way Campaign

Tim A. Zisoff

Salary expectations and requirements not specified in cover letter.

March 12, 2012

Bambi McKibbon-Turner
Director of Human Resources
Lake Park, Florida

Dear Ms. McKibbon-Turner

I am writing to express my extreme interest in the Lake Park Town Manager position. Enclosed you will find my resume highlighting a very productive and successful career in city management. It also matches quite well the qualifications for which you advertised.

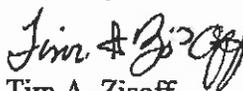
As you will note, I have extensive city management experience including capital projects, budgeting and finance, council-manager relations, public/private partnerships, economic/community development, and personnel/labor relations. In addition, my communication, interpersonal and organizational skills are excellent and I maintain a keen analytical ability that facilitates problem solving.

Indianola's tax rate consistently ranks among the lowest in Iowa for cities its size. Yet, services are excellent and citizen surveys rate the city a quality place to live. Good budgeting practices, public/private partnerships and efficient use of resources make affordable services a reality.

Having worked in Indianola, I am well prepared to accept new challenges and responsibilities that Lake Park will offer. My tenure indicates not only competence and innovative leadership, but also a management style that is productive, customer dedicated, collaborative and adaptable to the ever-changing arena of local government.

Thank you for your time and consideration and please contact me if further information is needed.

Sincerely,


Tim A. Zisoff

Timothy A. Zisoff

1005 South "R" Street
Indianola, Iowa 50125
(515) 961-8555
tazstc@mchsi.com

Indianola, the home of Simpson College, Des Moines Metro Opera and the National Balloon Classic is a stand alone, full-service city utilizing a mayor-council-manager form of government. The city, with over 90 employees and a \$13 million operating budget, has a steadily growing population of 14,800 and is very involved with economic and industrial development. Departments under the manager's direction include Police, Fire, Streets, Sanitary and Storm Sewer, Clerk's Office, Park and Recreation, Pool and Building and Zoning. Electricity and Water are under a separate board however the city manager works closely with the utilities manager in terms of joint projects and planning.

EXPERIENCE

*03/87 to PRESENT
CITY MANAGER
INDIANOLA, IA*

- Successfully negotiated a development agreement to secure a minimum of \$15 million in new taxable value in exchange for \$1.4 million of tax rebates spread over a four-year period beginning in November 2012. The 160-acre development is the largest in Indianola history and has a potential build-out of in excess of \$100 million in taxable value. October 2010/November 2011
- Coordinated and implemented downtown area Tax Increment Finance District to fund a grant/loan program encouraging commercial re-development. April 2001-Present
- Recommended and council adopted a Storm Water Utility in October 2010 to address flooding problems in Indianola. Anticipated projects in the next two years will exceed \$2 million.
- Coordinated development of Infiltration & Inflow Program to remove storm water from sanitary sewer system. Total project cost is \$9 million. 1995-Present
- Chair of multi-governmental committee to widen and improve Iowa Highway 92 between Indianola and Interstate 35. Project received over \$3,000,000 federal appropriation for pre-design study in FY 04/05. March 2001-Present
- Responsible for stable tax rate over last ten years that is currently 12th low in the state among cities with a population of 6500 and greater.
- Coordinated efforts to improve Highway 65/69 and Highway 92 intersection. Project received \$735,000 Iowa Clean Air Attainment Program funds. 2004-2006
- Chair of Rail/Trail multi-governmental committee that converted 11 miles of abandoned rail line into a hiking/biking trail financed by \$1.2 million in State and Federal Grants. 1996-2001

- Developed and implemented first Citizen Academy where 20 residents participated in a nine-week hands-on training session on all city departmental operations. September-November 2001/2002
- Indianola representative as one of nine Iowa cities working with Iowa State University, Iowa League of Cities and University of Iowa to develop a Citizen Initiated Performance Assessment model to be used on a state and national basis. July 2001-2002
- Arranged and negotiated over 600 acres of land for annexation providing growth and development opportunities. 1998-2001
- Sustainable Citizen Committee – Co-chair of staff and citizen committee whose charge is to review various methods ranging from transportation to building codes for the purpose of reducing the city’s carbon footprint. March 2008-Present
- Indianola representative on Warren County Land Use planning Committee working to develop a land use plan to protect urban and rural interests. March 2000-2003
- Coordinated Sanitary Sewer improvements including sludge storage, computer system (SCADA) new lift stations and mains totaling over \$4,000,000. 1991 to 2001
- Chair of joint committee responsible for developing youth athletic facilities including six soccer fields, six baseball fields and two softball fields with Indianola Community Schools, Indianola Soccer Tribe and Indianola Little League. 1993-2000
- Coordinated efforts with Indianola Development Corporation to purchase and develop 44 acres of land using \$720,000 in state grants and Tax Increment Financing resulting in over 100 jobs and \$4,000,000 new taxable value. 1994-1996
- Coordinated efforts to construct and implement a joint fuel facility for city, county and school district saving \$3,000 annually on fuel, maintenance and insurance costs. 1994

2005 – Present

MEDIATOR – IOWA PUBLIC EMPLOYER LABOR RELATIONS BOARD Mediate school labor contract negotiations.

08/79 to 03/87
**ADMINISTRATIVE
 ASSISTANT TO CITY
 MANAGER,
 INDIANOLA, IA**

- Developed the city's first insurance specification for property and casualty coverage resulting in improved coverage and reduced premium. 1985
- Member of labor negotiations team with active role in negotiations and information development. 1979-1986
- Prepared annual budget under direction of city manager

EDUCATION

05/79 School of Public and Environmental Affairs, Indiana University, Bloomington, Indiana, Master of Public Administration with major in financial administration.

05/77 B.A. in Psychology, Indiana University, Bloomington, Indiana.

PROFESSIONAL AFFILIATIONS

- Credentialed City Manager 2003-Present
- Member, International City/County Management Association Conference Planning Committee 1994 and 2002
- Iowa City/County Management Association 1980-Present
 2003: Joe Lukehart Award Winner
 1994-95: President
 1991-94: Vice President, Executive Board Member
- Iowa Community Assurance Pool (Property/Casualty)
 2003-2005 – Elected Executive Board Member
- Iowa League of Cities
 1993-1997: Executive Board Member
- South Central Iowa Landfill
 1988 to Present: Board Chair
- Warren County Economic Development Corporation
 1993-2002: Board of Directors
- Central Iowa Regional Transportation Planning Alliance
 1994 to Present

COMMUNITY ACTIVITY

- Indianola Chamber of Commerce
 1988 to Present: Associate Member
- Total Living Center
 1991 to 2001: Board Chair
- Good Samaritan Elderly Care Center
 2003 to 2007: Citizen Advisory Board
- Community Athletic Facilities Committee
 1993 to Present: Chair
- The Village Retirement Center
 1990 to 1997: Citizen Advisory Committee Member

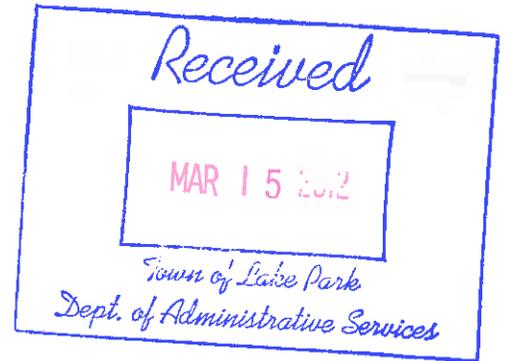
REFERENCES

Available upon request

***COPIES OF COVER LETTERS AND RESUMES RECEIVED
AFTER THE MARCH 14, 2012 DEADLINE***

Robin M. Bennett

71A Bar Harbor Rd.
Trenton, ME 04605
(207) 667-8244
rmbennett870@hotmail.com



March 9, 2012

Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, FL 33403

Dear Mayor & Commissioners:

This letter is in response to your advertisement for a Town Manager which was posted on icma.org.

I have most recently held the position of Town Manager for Southwest Harbor, ME. Southwest Harbor is a beautiful coastal community located on Mount Desert Island with a large seasonal population. While serving the community of Southwest Harbor, I successfully developed and implemented a capital improvement plan, significantly improved the Town's financial condition, negotiated union contracts, wrote and administered grants, and developed a plan to address the Town's deteriorating infrastructure. In addition, I have over fifteen years municipal and non-profit management experience and a Master's degree in Public Administration. As the Lake Park Town Manager I would provide solid financial management, strong planning and organizational skills, and a passionate desire and commitment to make Lake Park successful. I believe my unique blend of municipal and non-profit experience would be of value to the Town of Lake Park. I would request a salary of \$130,000. My resume is enclosed.

I am interested in meeting with you personally to discuss your requirements for this position. I can be reached at (207) 667-8244. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Robin M. Bennett". The signature is stylized with a large loop at the beginning.

Robin M. Bennett

Robin M. Bennett

71A Bar Harbor Rd.
Trenton, ME 04605
(207)667-8244
rmbennett870@hotmail.com

EDUCATION

University of Maine
Orono, Maine
Master of Public Administration
May 1996

Manhattanville College
Purchase, New York
B.A. Political Science
May 1992

WORK EXPERIENCE

Town Manager, Town of Southwest Harbor, ME. July 2007 to June 2011.

- Chief Administrative Officer of a community of 1966 year-round and 6,000+ seasonal population with a Selectmen/Manager/Town Meeting form of government.
- Performs duties of Treasurer, Tax Collector, Road Commissioner, Local Health Officer, General Assistance Administrator, and Human Resources Director.
- General Fund Budget of \$3.4 million excluding schools and \$1.5 million sewer and water department budget.
- 25 fulltime employees and various seasonal & part-time employees represented by two unions.
- Responsible for all municipal operations.
- Recommends and implements Town policies and ordinances.
- Primary contract negotiator.
- Serves as the Town's representative to the regional organization League of Towns.
- Created and implemented the Town's first Capital Improvement Program.
- Major projects: Police station renovations, dock extension & improvements, water filtration plant upgrades, installation & upgrade of municipal computer & accounting system, stabilization of utility finances.

City Manager, City of Barre, VT. August 2005 to August 2006.

- Chief Administrative Officer of a full service community of 9,100+ with a Manager/Council form of government.
- General Fund budget of \$7.9 million excluding schools and \$4 million sewer and water budget.
- Responsible for operations of all municipal activities.
- Recommended policy needs to City Council and responsible for administration of policies as set by Council in keeping with Charter and State Statute.
- 95 Fulltime employees plus seasonal employees represented by four unions.
- Appointed or recommended appointments of volunteer committees and boards as outlined by Charter.
- Responsible for preparation of Annual Budget and Capital Improvement Plan.
- Chief negotiator of contracts.
- Major Projects: Stabilization of City's financial condition and completion of Public Safety Building.

Director of Finance, Cornerstone Adult Services, Inc., Warwick, RI. February 2001 to January 2005.

- Oversaw the Finance Department of a non-profit agency serving the frail, elderly and disabled.
- Developed, monitored and evaluated the plans and objectives of the department.
- Prepared budgets, financial statements, financial policies and oversaw annual audit.
- Managed cash flow and investments.
- Responsible for human resources, payroll, benefits, risk management and grant administration. Negotiated agency's first union contract.
- Implemented new accounting systems and developed departmental Standard Operating Procedures.
- Acting Director of Transportation July 2002 – November 2002.

Financial Advisor, American Express Financial Advisors, Cranston, RI. April 2000 to February 2001.

- Prepared comprehensive financial analysis and provided investment advise to clients.
- Presented investment options and strategies.
- Created marketing strategies to acquire new clients.

Town Administrator, Town of North Haven, ME. July 1997 to April 2000.

- Chief Administrative Officer of a community of 350 year-round and 1,800 summer population with a Selectmen/Town Meeting form of government.
- Supervised daily Town operations.
- Prepared annual budget, wrote and administered grants, administered the General Assistance program, and wrote a monthly newspaper column.
- Oversaw the Town's water and sewer departments.
- Oversaw the creation and implementation of the Comprehensive Plan.
- Responsible for the creation of Town ordinances.
- Major Projects: landfill closure; establishment of a transfer station; water & sewer systems upgrades; water filtration plant upgrades.

Town Manager, Town of Exeter, Exeter, ME. August 1996 to July 1997.

- Chief Administrative Officer of a community of 1,000 with a Town Meeting/Selectmen/Manager form of government.
- Performed the duties of Treasurer, Tax Collector, Road Commissioner, Town Clerk, General Assistance Administrator, Grant Administrator and Purchasing Agent.
- Established Exeter's first community newsletter.
- Responsible for the creation of Town ordinances.
- Supervised daily Town operations primarily through contracted services.

City Manager's Office Liaison, City of Old Town, ME. June 1995 to August 1996.

- Management Intern June 1995 – September 1995.
- Created economic development and promotional materials.
- Conducted and analyzed business community surveys.
- Acted as a liaison to the business community.
- Organized community committees and programs.
- Managed special projects.

ADDITIONAL INFORMATION

- Member of ICMA and the Maine Town and City Managers Association.
- League of Towns -- Secretary.

References Available Upon Request

Robin M. Bennett

71A Bar Harbor Rd.
Trenton, ME 04605
(207) 667-8244
rmbennett870@hotmail.com

References

Kristin Hutchins
Selectmen (Former)
PO Box 665
Southwest Harbor, ME 04679
(207) 244-9687
krhutchins@gmail.com

Carol Dawes
City Clerk (Former City Councilor)
City of Barre
122 Batchelder St. Unit 25
Barre, VT 05641
(802) 479-2186

Sandy Johnson
Town of Southwest Harbor
PO Box 593
Southwest Harbor, ME
(207) 266-3311
sjj1257@gmail.com

Dana Reed
Town Manager
Town of Bar Harbor
93 Cottage St.
Bar Harbor, ME 04609-1400
(207) 288-4098
manager@barharbormaine.gov

CARLO M. PILGRIM

7 ABENAKI ROAD
BOOTHBAY HARBOR, MAINE 04538

207-380-9751
cpilgrim@roadrunner.com

LETTER OF INTRODUCTION

TOWN OF LAKE PARK TOWN MANAGER SEARCH

Mayor DuBois, I've listed traits that you, the Commissioners, staff and citizens of Lake Park might want to know about me.

I'm an accomplished visionary Executive with 19 years of senior-level experience in local government. Twelve of those years were in coastal towns with high seasonal growth. I've started comprehensive economic development strategies; set up budgetary controls, retrenchment programs; completed capital improvement projects; managed proposed annexations; settled collective bargaining disputes; carried out strategic planning; solved complex problems; and handled difficult issues, all with excellent results.

Besides having excellent communication, social, team skills, and political instincts, I'm easily accessible, friendly, and understanding. I see citizens' viewpoints and employees' concerns. However, I do not compromise values or sense of duty. People willingly follow me ... not only because I'm a persuasive communicator, a problem-solver and focused leader... but because they see me ... and trust me to do the right thing. Truth, honor and people always come first.

I've managed \$25 million budgets; supervised over 225 employees; overseen cities with airports, golf courses, harbors, water, sewer, and, in one city, a fuel depot. However, what I do first is help people achieve their best, while making sure the city's strategic planning stays on track. I lead by example, courage and respect. I'm also understanding, but firm.

I've improved employee productivity, developed evaluation, compensation programs, moved economic development efforts on, re-thought financial, strategic planning strategies, improved delivery of city services while reducing service fees, and restructured organizations to make them more efficient. Behind, all of this management strength is my ability to analyze data, use discernment and knowledge to make tough decisions ... and carry out complex, difficult actions. I continually improve organizations.

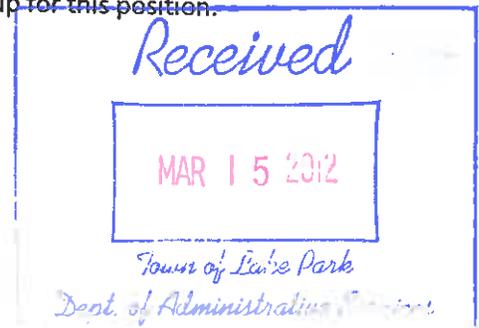
I have an MBA degree.

Panama City Beach is of interest to me because it fits the mental image I'm looking for—the right size, lifestyle and environment. It seems like a place where I can help improve its quality of life and future while achieving the Councils' goals. I will grow to love Panama City Beach ... while actively connecting with its people.

My previous salary was \$99K, not including excellent benefits. However, I simply seek what is fitting.

I've enclosed a resume and a short profile. I think my credentials measure up for this position.

Please contact me and let's consider the possibilities.



CARLO M. PILGRIM

7 ABENAKI ROAD
BOOTHBAY HARBOR, MAINE 04538

Cell: 207-380-9751
cpilgrim@roadrunner.com

March 11, 2012

The Honorable Mayor James DuBois and Commissioners
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

Dear Mayor DuBois and Commissioners;

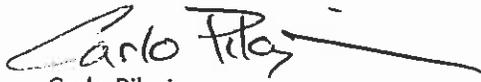
I am applying for the Town Manager position. I have 19 years experience in local government as a senior manager with strong communication, leadership and budgeting skills. I'm seeking innovative, new challenges and a refreshing board that wants to expand its vision for the future.

I think my professional approach and expertise will deliver what your Town wants. First, however, I want to explain the down time in my resume.

My work in Holbrook, Arizona ended in November 2009. Since leaving Holbrook, I've spent much of my time traveling, completing home-improvement projects, researching a book that I want to write, and visiting my mother, who is in a nursing home and bedridden. I wanted to spend as much time as possible with her before going back to work. We do not think she will be with us much longer. Meanwhile, my wife has agreed to watch over her until conditions change, and then join me.

If you need more information or want to schedule an interview, please call me.

Sincerely yours,


Carlo Pilgrim

CARLO M. PILGRIM

7 ABENAKI ROAD
BOOTHBAY HARBOR, MAINE 04538

207-380-9751
cpilgrim@roadrunner.com

RESUME

A SENIOR-EXECUTIVE WITH 19 YEARS EXPERIENCE IN LEADING, MANAGING, PLANNING AND BUDGETING

A SKILLED, FOCUSED LEADER ... with proven experience and success in budgeting, capital financing, collective bargaining, economic development, intergovernmental relations, risk management, strategic planning, policy development, communications, and problem-solving ... who continually improved organizations.

A STRATEGIST AND VISIONARY ... who shaped, inspired, communicated, and carried out visions ... who encouraged innovation and developed strategies that made things happen.

A "PEOPLE" PERSON ... who is honest, committed, easily accessible, and understandable ... who always placed people first; understood citizen's views, employee's concerns; encouraged community involvement; and improved the quality of life.

A COACH AND MENTOR ... who encouraged a can-do attitude, set high standards, hired the right people, replaced recalcitrant workers, and cheered team spirit and commitment ... who made training and teamwork a religion.

AN EXCELLENT SPOKESPERSON ... who created instant rapport with people by listening to them, building trust, understanding, and acceptance; who shared information and influenced people to express themselves ... who was receptive to ideas and complaints; showed a sense of humor; and always kept an open-door policy.

A PROBLEM-SOLVER ... with excellent analytical skills ... who addressed issues directly, seeing the heart of a problem; analyzed data; and intuitively came up with practical solutions ... who developed well-reasoned recommendations.

AN ENTREPRENEUR ... with rich people, leadership skills ... who developed strategies for economic development, improving the community and its quality of life ... who issued tax-exempt bonds and attracted new businesses, while supporting local businesses ... who formed partnerships and shared visions, promoting planning and development.

A MANAGER ... with strong project skills ... who addressed growth problems, promoted downtown development, redevelopment, and adaptive reuse ... who supported historic preservation and smart growth.

A BUDGET ANALYST ... with a hands-on style ... who improved budgetary accounting, controls; restructured departments; used resources creatively to deal with declining revenues; and evaluated, monitored budget execution, holding departments responsible ... who evaluated user charges and fees.

A STRONG NEGOTIATOR ... with 10-years successful collective bargaining history ... who resolved disputes, overcame impasses, negotiated win-win agreements, contracted services, and refined compensation levels and evaluations.

A SEASONED PROFESSIONAL ... who interacted effectively with officials and residents, keeping them in the loop ... who presented views firmly, tactfully ... who carried out all decisions in a timely, fair manner.

MAN OF INTEGRITY ... who never compromised values or convictions, but consistently showed honesty, reliability and dependability with words and behavior ... who is trustworthy.

KEY STRENGTHS

High-energy ... Imagination ... Passion ... Sensitivity ... Integrity

PROFESSIONAL ACHIEVEMENTS

- Managed four full-service communities with enterprise funds while serving as Road Commissioner, Tax Collector, and Treasurer. Served three years on a legislative policy committee, addressing a wide range of local and state interest.
- Prepared, managed a \$15M budget, not including schools; oversaw an \$18M water, wastewater treatment facility servicing more than 3,000 users; and responsible for more than 80 employees. In the business world, managed a \$25M budget. In the military, supervised 225 personnel.
- Improved relations by partnering with county, state and five other towns to address long-range community, economic development and transport issues. Successfully promoted a regional branding campaign and inter-transit bus services.
- Created Tax Increment Financing (TIF) to help a local shipbuilder improve infrastructure while more than tripling its workforce, which increased from 70 to 240.
- Improved budgetary controls and financial management while reducing operating cost and service charges by 12%.
- Set up performance management programs and improved productivity while reducing staffing and costs by 18%.
- Launched a comprehensive economic development program involving four towns, attracting a financial service company to the area projecting to gain 250 people. Received approval for a \$400K state grant.
- Engaged; inspired diverse views to launch a web-based program and classes which offered credited college courses to high school students, adults in the area. Program has the future one day of becoming a community college.
- Inspired town to build a medical center and a "Special Needs" home with social center. Idea was first in the State.
- Built consensus, planned outlays, and received funds to complete long-term capital projects. Completed road and dam projects; airport runway and security projects; public building projects; water and sewer projects; and recreational projects. In one town, built a gas, diesel fuel depot.
- Negotiated successfully with collective bargaining units for 10-years, always achieving the best interest of towns. Negotiated "win-win" agreements and stopped a standstill in one town.
- Pioneered innovated employment alternatives and contracted capital needs using basic forecasting techniques, finance tools to reduce long-term capital outlays and debt.
- Managed; evaluated Navy Junior Reserve Officers' Training Corps (NJROTC) regional training programs and performances in eight states. Received the Navy Commendation Medal for Meritorious Service.
- Owned and managed eight successful businesses. Prepared business plans; budgets; and marketing strategies while getting financing for construction and expansion.
- Created and filled a new budget analyst job in a \$25M company, building consensus around its budget process and evaluating performance.
- Worked with FEMA and the Army Corp of Engineers, approving a 6.5 mile levee along the Little Colorado River while overseeing key repair services on the levee. Saved the town \$100K.
- Inspired a community-based effort to launch an urban renewal development vision. Awaiting approval for a \$500K state grant to start program.

PROFESSIONAL BACKGROUND

City Manager, Holbrook, Arizona	2008 - 2009 (16 months)
Town Manager, Boothbay Harbor, Maine	2001 - 2007
Town Manager, Boothbay, Maine	1993 - 2000
Town Manager, Newport, Maine	1987 - 1992
Budget Analyst, ACR, Inc. Irving, Texas	1978 - 1980
Active Duty & Reserve Military Service	1970 - 1994

MILITARY EXPERIENCE

Lieutenant Commander, USNR	Retired
<ul style="list-style-type: none">• Commanding Officer• Administration Officer for a 425 personnel Seabee Construction Battalion• Assistant Human Resource Manager for a major command• NJROTC Regional Manager for eight states• Director of Counseling and Assistance Center (Drug and behavioral problems)	

EDUCATION

Master of Business Administration (MBA), Chaminade University, Honolulu, HI
Bachelor of Science, East Tennessee State University, Johnson City, TN

CARLO M. PILGRIM

Profile of Education, Work Experience, Management Style and Personal Traits

Education and Experience: Following graduation from East Tennessee State University, I taught eighth and ninth grade general science before reporting to Naval Air Station, Pensacola, Florida for Aviation Officers Candidate School (AOCS). After graduating from AOCS, I became an Ensign in the United States Navy. Four years later I took an early release from active duty and opened two businesses in Pensacola. Eventually, I sold the businesses and moved to Dallas, Texas where I created and filled a budget analyst job for a \$25 million business. I reported directly to its president. That experience proved to be useful to me later in my career, as it taught me to keep municipal programs tight and efficient.

I returned to active duty military in 1980 and later promoted to Lieutenant Commander, holding various positions of increasing responsibility, including Commanding Officer of a joint military command. Because of my training, experience, and education, I received a naval subspecialty coding in financial management. I then transferred to Pearl Harbor, Hawaii where I served as the Assistant Human Resource Officer for the Commander in Chief of the Pacific Fleet. My job included policy analysis and formulation. While living in Hawaii I also met my wife of 27 years, and enrolled in Chaminade University Graduate School where I received a Masters of Business Administration (MBA) degree.

Later I moved to Waukegan, Illinois and served as Area Manager for the Naval Junior ROTC Program in eight states. As a result of my performance there, I received the Navy Commendation Medal for Meritorious Service. After an honorable discharge from the military, I moved to Newport, Maine and started my career as a town manager. I also entered the Naval Reserves until my retirement in 1994. Before retiring, I served three years as Administration Officer for a Seabee Construction Battalion in Brunswick, Maine, consisting of 425 personnel.

I have 19 years of executive-level municipal experience, as a result of serving four full-service communities as either a city or town manager. During those years of service, my job also included Road Commissioner, Tax Collector, and Treasurer.

Management Style: I'm a strong leader who leads by example and expects better performance, always keeping the bigger picture in mind. I thrive under pressure being honest in my discussions, convincing in my approach, and clear in my dealings with people. I listen closely to staff, encouraging them to be forthright—even blunt, if necessary. However, once I decide, I want them to go with it, unless I'm convinced differently. I'm easygoing, not the type who is always looking over people's shoulder. I make sure communication is free-flowing, reliable and relevant. In fact, I encourage diverse viewpoints, supporting them to build strong collaborative working relations ... and teams. I realize that different people react differently.

I'm also a visionary leader, believing that strategic planning is foundational to everything we do. I make sure visions, strategies and goals that make things happen. I improve the quality of life, while soliciting ideas for innovation and problem solving. I've also kept organizations on line simply by using a strategic plan, believing there is always room for innovation and improvement. I'm committed to running services efficiently, being a fiscal conservative with a solid grounding in restructuring departments. I love delegating authority, as well as, placing a high value on loyalty and leadership. People know I will do the right thing, because they trust in me. I'm also a strong team leader ... and player!

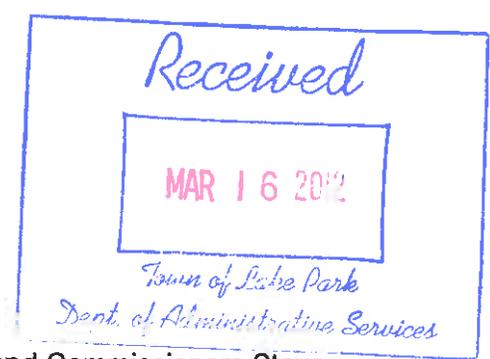
I think effective leadership, excellent communication, and trust are essential to sound management. I listen carefully to what people say and learn from them. Because I have a sense of purpose and direction, people look to me for advice. I also have well-developed political instincts, resulting from my long involvement in the community. I'm an experienced negotiator as well with 10 years successful collective bargaining history.

My door is always open to anyone who wants to come in and just say hello. I'm sensitive to what people want and find ways to help them. I'm always involved in the community, thinking people should see the manager out-and-about regularly.

Personal Traits: I want to be the best possible, sharing what I've learned so far with others, so they can be better. Because I develop leaders, I keep myself to a higher standard. I have a strong sense of dedication, moral duty and honor. I'm also hardworking and honest. My actions influence public confidence and trust, making sure everyone feels respected and valued. People come first. I'm approachable and responsive—a regular guy who enjoys laughing at his own expense. People feel relaxed around me because I express genuine concern for what's on their mind. I quickly develop trusting, friendly relations, but, this does not mean that I'm pushover because I still want outstanding performance from my staff.

The bottom line: I'm one helluva manager ... who leads!

Paul H. Poczobut Jr., ICMA-CM
362 Bell Way, Orland, CA 95963
Phone: (530) 865-3938(H)
(503)910-3047(C)
Email: pozy_popeye@hotmail.com



March 10, 2012

Dear Honorable Mayor James DuBois, Vice-Mayor Kendall R. Ramsey, and Commissioners Steve Hockman, Jeanine Longtin and Tim Stevens,

I am extremely interested in the position of Town Manager for Lake Park, FL. I believe that my past experience in municipal government, education and training has prepared me for this challenging position.

I have ten years of experience as a City Manager/Administrator, and Assistant City Manager, with the last three years as City Manager for Orland, CA, a population of 7,501. Completed my Masters in Public Administration in July 2001. I am also a Credentialed Manager through the International City/County Management Association (ICMA) since 2009.

My responsibilities in municipal government have enhanced my desire to seek challenges that are difficult and complex. Additionally, I have learned in my career that really listening and collaboration with stakeholders has made goals and objectives much more attainable and successful.

As the Budget Officer it was my responsibility to develop, and submit the annual city budget for review and approval with the assistance of the contracted Finance Officer. In Orland I was able to reduce the General Fund budget by 25% without any layoffs. This could only be accomplished by being extremely fiscally responsible.

Collaborating with our neighboring city Willows, their City Manager and I, developed a contract whereby the Orland Free Library Director is now the Director for both cities, saving each city \$35,000 annually.

Transparency in government is also one of my priorities. The more transparent a government agency is the more trusting the people will be of their government. I have accomplished this by providing the audio recordings of City Council and Planning Commission meetings on the city website, creating a monthly newsletter, and having an open door policy which allows access by citizens and businesses to their City Manager. Implemented an annual citizen/business forum whereby the Mayor gives the State of the City address and the city council and department heads listen to citizens and business owners discuss their concerns. This forum also assisted in setting goals and objectives by the City Council.

To enhance the city's economy, I implemented an annual Business Assistance Workshop that will help current businesses during these hard times and encourage those looking to start their own business.

My salary requirement would be \$170,000 annually with a \$500 vehicle allowance. Additionally, the Town of Lake Park would be required to pay for memberships to ICMA and State City Manager Association.

I hope that I will be provided an opportunity to further discuss my experience, abilities and knowledge with you in person.

Sincerely,

A handwritten signature in black ink that reads "Paul H. Poczobut Jr." with a stylized flourish at the end.

Paul H. Poczobut Jr.

Paul H. Poczobut Jr., MPA, ICMA-CM

362 Bell Way
Orland, CA 95963

Phone: (530)865-3938
Email: pozy_popeye@hotmail.com

EDUCATION:

2000-2001 Masters of Public Administration, Troy State University Pacific Division
1996-2000 BS, Information Systems Management, University of Maryland University College
1995-1996 AAS, Microcomputer Technology, Central Texas College
1992-1995 AAS, Office Management, Central Texas College

ICMA Credentialed Manager since 2009.

EMPLOYMENT:

Municipal Government

- 11/08-10/11 City Manager, City of Orland, 815 4th Street, Orland, CA 95963 Population: 7,500.
Supervisor: Mayor (James Paschall) and City Council
- Responsible for overseeing the day-to-day operations of City of Orland government.
 - Responsible for supervising the following department heads: Police, Community Services, Library, Public Works, Recreation & Parks, Finance and City Hall.
 - Working with Finance Director, over the past three years reduced general fund expenditures by 25% without having to lay off any employees.
 - Implemented a safety program whereby Golden State Risk Management (city's liability insurance) returned 10% of the city's liability premium cost.
 - Implemented several steps that has made city government more transparent, i.e. started a newsletter, placed audio recordings of City Council and Planning Commission meetings and approved budget on the city website.
 - Created an annual business assistance workshop to help existing businesses and those wishing to start a business.
 - Held an annual Citizen/Business Forum. This provided the Mayor with an opportunity to give the State of the City address as well as listen to concerns of citizens and businesses. The results were utilized set goals and objectives by the City Council.
 - Successfully wrote and received several grants; housing and ARRA grants.
 - Instrumental in enrolling the city in the National Flood Insurance Program.
 - Enrolled the City in the Statewide Community Infrastructure Program (SCIP).
 - Personally visited many of the businesses individually to understand concerns and determine if the City could help them or provide avenues where they could obtain assistance.
 - Instrumental in obtain grants for the city, such as ARRA COPS grant, Housing grants, microenterprise business assistance grant, as well as others.
 - Responsible for Code Enforcement and instrumental in having several nuisance property cleaned up. One property recently cleaned up had been a nuisance for over 45 years.
- 08/06-10/08 Assistant Town Manager, P.O. Box 158, Taylor, AZ 85939. Population: 4,500.
Supervisor: Town Manager, Eric Duthie
- Prepared and presented a feasibility study to start up a Police Department.
 - Responsible for all Town Planning and Zoning.
 - Prepared and submitted several grant proposals.
 - Publish a monthly newsletter.
 - Worked on flood mitigation for Silver Creek and the west side of Taylor.
 - Prepared the Expenditure Limitation ballot measure.
 - Completed and submitted Taylor's System Water Plan required by Arizona House Bill 2277 to the State.

- Working with Code Publishing, Inc., to codify the Town Code.
- Provided input to update the nuisance abatement ordinance.
- Review Request For Qualification and recommend firms for projects.
- Updated the Ramada (park facility) reservation procedures to ensure the facility is well maintained and not abused.
- Successfully wrote and received a \$2.5 million grant to reconstruct airport runway.
- Manager of the Town's airport.

02/04-2/06

City Administrator/Recorder, P.O. Box 456, 7250 3rd Street, Turner, OR, 97392.
Population: 1,570. Supervisor: Mayor James Thompson (503) 760-7901 (02/04-04/05), Carly Strauss (503) 743-2155 (04/05-Present)

- Provided leadership that developed the city's first Park Master Plan, updated the WaterMaster Plan, initiated the first Transportation and Park System Development Charges, as well as updating the Water and Wastewater System Development Charges.
- Took steps to upgrade and enforce the Turner Revised Code that resulted in Turner becoming more appealing to residents and visitors.
- Oversaw a \$1.3M street enhancement project that will provide sidewalks, curbs, gutters and improve the city's transportation system.
- Initiated steps to evaluate and repair flood controls throughout the city.
- Overhauled the city's monthly newsletter to include more informative information such as "May Be You Did Not Know," Police and Fire Chief columns and schedule events.
- Initiated steps and working on building a 500,000-gallon water reservoir for the city's high and intermediate zones that will accommodate the city's rapid 6.5 percent average annual growth rate for the past five years.
- Responsible for preparing agenda's, record council/committee minutes and maintain all official city documents.
- Supervise Police, Public Works, Finance Department Heads as well as City Hall office staff, a total of eight employees.
- Responsible for Human Resources, Election and Records duties.

12/01-02/04

City Administrator/Clerk, 239 S. Main Street, Greensburg, KS 67054.
Population: 1,674. Supervisors: Mayor Betty Hamilton (620) 732-2330 (12/01-04/02), Mayor Stanley Adolph (620) 723-2926 and seven City Council members.

- Directly supervise three City Hall office employees and three department superintendents; a power plan, sewer/water/electrical distribution, and street department; a total of 20 employees.
- Manage a \$2.9M budget, excluding a \$2.3M Power Plan grant upgrade
- Provided an outline to tackle several projects, creating a city website, reduce the number of blighted homes, obtain new accounting and utility billing software, upgrade the City's computer system, and major repairs to the community swimming pool.
- Instrumental in refinancing water revenue bond saving the city \$75,000 and using the funds to make major repairs to the community swimming pool.
- Received and corrected minor deficiencies reported by Greensburg citizens.
- Prepare agenda and records City Council meetings.
- Verified all city bills are prepared for City Council approval at council meetings
- Ensure the city's code was enforced.

Military Service

10/74-10/94

Personnel Clerk to Leading Personnel Supervisor, U.S. Navy, various locations and supervisors.

March 12, 2012

Ms. Bambi McKibbon-Turner, Director
Human Resources
Town of Lake Park
535 Park Avenue
Lake Park, Florida 22403

RE: Town Manager

Dear Ms. McKibbon-Turner,

Please find my resume, cover letter and completed Release of Information and Contact Information Form. Should you need additional information please let me know.

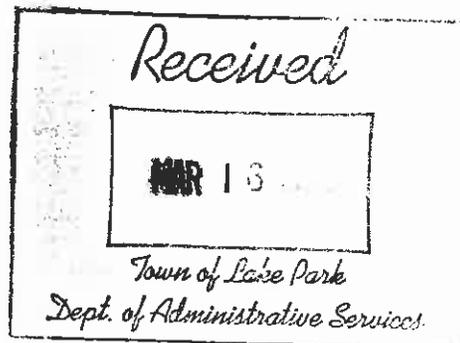
Of particular interest to the community might be the work done with department heads and legislative body in training and team building. In New York we were most fortunate to have access to world-class trainers and facilities, and we were able to make use of them.

Should you have additional questions please let me know. Salary requirements are dependent on your benefit package, but in my case I do not require health insurance. That may also make a difference to you in salary considerations.

Thank you.


Paul Shew

Encl/ as stated



PAUL SHEW

107 Hillside Road. Franklin, MA 02038
Ph: 508-528-0077 cell-978-496-4732 paul@shewmail.com

Education:

B.S. in Business Administration/ speech. Defiance College. Defiance, Ohio
M.P.A. in Public Administration. Ball State University. Muncie, Indiana
Post Graduate work toward Ph.D. in Political Science. University of Connecticut. Storrs, Connecticut.
(Cognates in Public Policy, American Government, Public Administration) ABD- no degree conferred.
Credentialed City Manager- ICMA. Publications. ASPA presentation 64th Conference Washington, D.C.
(courses in 2011 including *Baldrige: A Model for Excellence and High Performance in Local Govt.*)

Experience:

May 2009 to present: Consulting. Private sector Sabbatical from government. PEER Consultants, Washington, DC. Prepared Long-Term Community Recovery Plan for the City of Nashville, Tennessee. Consulting with Marcy Industries, Delaware, Ohio and restructuring of a small manufacturing company into product lines with the health-care field.

2003- May 2009: City Manager. Rye, New York. A community of 15,000 north of New York City, south of Greenwich, Connecticut. Rye hosts a government operated amusement park on Long Island Sound, the John Jay Home, a municipal Golf Course and Castle operated by the City. Special contributions made in reduction of staff through alignment of departments and use of citizen-based volunteer effort. Specifically eliminated Nature Center staff by coordinated use with golf enterprise and third party contract with 501(c)3. Instituted multiple communication devices with City Council/Residents through creation of a monthly Project Update. Brought several capital improvement projects on time and within budget including a Senior Center/ Fire Headquarters/ Police Station. Oversight of Emergency operations staff through two floods. Restored historic Fire Headquarters in CBD; instituted a centralized management parking system; which increased parking capacity and retail behavior without construction of new spaces and improved revenues. Negotiated public/private agreement for Rye Manor to facilitate Senior access. Intergovernmental Triathlon Process initiated.

We developed competition between our Golf Club and private sector in management of a restaurant and catering operation. The Golf Club won this competition and went on to turn the first profit for this facility while engendering goodwill with the membership. Instituted a traffic-calming program (road-diet) with the schools to improve campus and vehicular safety. Ending salary- \$198,500.

1997-2003: Village Manager. Ossining, New York. Instituted a program of training with staff and the Board of Trustees at GE Crotonville; and developed specific objectives for the community. Leadership with Board of Trustees that helped to: 1) broker an anchor tenant for the CBD with the US Postal Service--key to developing a three-leg strategy to rehabilitate the downtown and surrounding areas; 2) relocated the police/court facility to the most challenged part of the community with support of the residents of that area; 3) partnered with the Hispanic Community in brokering safer and healthier means by which to assimilate in the community; 4) initiated a revitalization of the Hudson River Front by construction of a pier for commuting to Manhattan; 5) built on that achievement by assembling parcels of contaminated property that would complement the pier and CBD; 6) moved the DPW from same location to high ground; 7) managed the community through three major crisis events, including a federal flood declaration; 8) rebuilt the Fire Headquarters adjacent to the new police/court facility and US Post Office which resulted in nearly \$200MM of private investment. Developed plans for a Natatorium, which was built after accepting Rye position. Sponsored a design competition.

The population of Ossining is diverse and currently balanced between white and minority populations. This community serves as home to many culturally and ethnically diverse peoples and has a service population of 34,000 as it provides several functions for the outlying areas. Ending salary- \$142,000

1995-1996: County Administrator. Barnstable, Massachusetts. Population 250,000 full time and up to 1.2 Million seasonal. The fifteen towns that comprise Cape Cod are assembled through cooperative County services, especially in planning, health and environmental issues. The County was reduced in size by an initiative of then-Governor Weld; making the County Administrator position redundant. The historic and geographic site of the County and its Member Towns facilitated cooperative work. Key items achieved: (1) Coordination of 15 towns in the purchase of a dredge and working out a scheme by which they could share the same. (2) Closure of a county-owned hospital which was operating at a significant loss. The Commissioners initiated that action prior to accepting the position, and we implemented it. One Hundred Percent of hospital personnel that did not retire and wished to work were situated with employment, making the transition more palatable for the entire community. A third contribution (3) saw administrative action to curb accumulation of accrued liabilities through the use of compensatory time. In some cases compensatory time had an aggregate liability in excess of one year, and this was curbed through policy change.

A final activity (4) was an administrative commitment to visit each Town Hall in the County and listen to ideas on how the County could effectively assist each individual community. Governor Weld had introduced legislation to abolish counties shortly after accepting the position. While that did not occur with Barnstable it did remove from the county traditional economic development functions and funding for the same. Strong remaining functions were health, planning and extension services.

1990-1995: Town Manager. Rocky Hill, Connecticut. Suburban community just South of Hartford. We developed cooperative programs with schools, including common facilities management. (Town maintained all school buildings) Other contributions included economic development efforts that attracted Sysco Systems to Rocky Hill with a PILOT agreement to base trucks in the community for tax purposes. We also secured Lock-Tite; other small retailers. During the early 1990s there was a major loss of business in Connecticut and we managed the community for five consecutive years without a tax increase. Increased costs were attenuated with new growth from economic development; we consolidated functions with the schools, with Unions agreed to the use of custodial staff among all buildings.

1984-1990: Town Administrator. Franklin, Massachusetts. Franklin was a Town with a desire for economic development. The Town Council was dedicated to strategic planning with a recent Interstate 495 connector and two intersections in the Town. In Franklin we were able to establish goals and objectives which resulted in: 1) the creation of planning as a first step in community organizing. This step included working with the local college community and residents to develop strategic actions; 2) we coordinated with the Commonwealth; the MBTA; and all local officials to create a public/private agreement at one of the new intersections of the Interstate I-495; 3) this agreement was the largest of its kind during that period of history, and amounted to \$700MM; 4) to deal concurrently with other issues dividing the Town, we used the college as a neutral forum. The Council legislated growth to capacity which was later overturned in court. We coordinated HR practices with schools to consolidate hiring practices and training programs.

1979-1983: City Manager. City of Willimantic, Connecticut. This city of 16,000 was the home of the American Thread Company and a focal point of textile strikes in the 1920s. A One Million square/ft Thread Mill was still functioning but mostly vacant. Powered by a granite bed river from which it took its name, Willimantic still has the original 'Company Store' and mill houses. The City Council had a passion to remedy 'dual taxation', a condition allowing taxation of residents in the Village and Town, at times with replication of tax bills for city residents. Consolidation was deemed feasible, with community outreach undertaken. This was achieved, and remains the last such consolidation in the Commonwealth of Connecticut. During the years in Willimantic we successfully mounted a program to work on 'branding', which is still in use to this date. We rebuilt the CBD with underground electric and façade improvements, and coordinated with Eastern Connecticut State University in a Town and Gown program. The Council established Goals & Objectives; and we initiated the Project Update, which is still in use as a communications tool.

Overall Contributions:

Each of the communities managed required unique skills to achieve success, but common characteristics were shared in all cases:

-Collaboration with budgets: the tradition is to look at budgets in pieces, one municipal, the other schools, etc. Those budgets function separately by law, but the funding comes largely from the same population. Efficiencies can be found that may reduce costs and improve performance. We worked to dismantle traditional 'silos' and work on a community basis.

-Trustworthy leadership: both appointed and elected was necessary. Great trust in the leadership of the Town and its workforce was necessary for economic development and for the creation of public/private partnerships. The private sector seeks predictability; and a trustworthy and stable community is better able to provide that component.

-Knowledge, skills and abilities: The ability of staff to assist the Board is bounded by its knowledge and skills. For that reason we have striven in all communities to have staff well trained and in the 'top' of their respective fields. It is better to have fewer, better paid, staff.

-Cross training: Departments often operate as silos, yet they rarely act alone. A high performance community has a staff that knows something about the entire organization, and can contribute.

-Communications: Since management of Franklin we have prepared a monthly report called Project Update. This is a popular name index, by department, of significant projects in the community with a short descriptor. This monthly report is supplemented with weekly reports on time sensitive materials; with daily reports for emerging items of a broad concern; and hourly reports for emergency or highly sensitive situations. These are supplemented by special reports on items of community interest. While technologies change, the need for information does not.

-Innovation/Learning: In addition to consolidation of governments we have also placed an emphasis on bringing young people into government with Student Government Day; staff has served as lecturers at Universities on local government; reduction in costs have been achieved by cooperative agreements with community-based organizations that are service providers (and allowed the City in Rye to eliminate an entire department in one area); explored and implemented new approaches to traditional service delivery (merged Golf Club services with Nature Center services; in Willimantic consolidated governments)

-Making risk permissible: The very best performance occurs when people are provided an environment in which they are encouraged to innovate, and where risk is permitted. Without risk, innovation is not possible.

March 9, 2012

Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403
Attention: Human Resources Department



To Whom It May Concern:

Attached please find my resume for the position of Town Manager for the Town of Lake Park, Florida. I became aware of the position vacancy as a result of a review of the official city website.

As you can see, I have extensive experience at the executive level in municipal government, consisting of almost 30 years in general government and municipal electric, gas, water, and telecommunications industries. During those 30 years, I have been involved in a wide range of technical, operational, and financial issues involving every phase of municipal administrative and utility operations, including two years as a City Manager College Park, Georgia, at the request of the Mayor and City Council. My background includes extensive experience in collaborative board/management relationships in a diverse environment, developing and implementing short and long range strategic plans, establishing internal and external communication programs for the organization, developing and implementing utility based sustainability initiatives, establishing economic development incentive based utility rates, attracting and retaining senior-level management talent, and establishing sound fiscal policy, with an emphasis on GAAP and FERC based budgeting and accounting principals, along with short and long term municipal financing. In addition to these skills, my long tenured employment history and ability to lead organizations by setting a solid example for others to follow, I feel make me an excellent candidate for the position which you described.

I would like to explore the opportunity to utilize my extensive municipal management experience in an organization such as the Town of Lake Park, Florida. My years in Frankfort, College Park and Middleborough have been very rewarding experiences professionally and have also made a very positive difference in the lives of the people in the communities for which I have served. Now, I am ready to transition to a new phase in my career with a move to Florida. My wife and I are anxious to relocate and eventually retire to the "Sunshine State". We are very flexible in terms of a start date and move to the area.

My salary requirements are in the low to mid 100's with a full benefits package and relocation assistance.

I appreciate the time taken in reviewing my qualifications for the position. If you would be interested in speaking with me to discuss my background in further detail, I can be reached either by e-mail: jjsmiths@fewpb.net, home phone: 502.352.1004 or by cell phone: 502.352.3848.

Sincerely,

James W. Smith

James W. Smith
118 Stonehedge Street
Frankfort, KY 40601
Daytime: 502.352.1004
Cell: 502.352.3848
E-mail: jjsmiths@fewpb.net

Objective

To continue working in municipal government in an executive capacity utilizing my leadership and decision-making skills to position the municipality in the best financial and strategic condition possible.

Professional Experience

CEO/General Manager - Frankfort Plant Board, Frankfort, KY July 2010 to March 2012

Assumed General Manager's position for electric, water and cable/telecommunications utility located in central Kentucky in July 2010. Responsibilities include overall day-to-day administration, direction and control of the utility with oversight from a five person Board of Directors. Frankfort Plant Board generates approximately \$100 million dollars in revenue, has a combined total of 55,000 customers, and has 230 administrative and operational employees.

Accomplishments/Initiatives include:

- Created an initial set of organizational goals and corresponding action steps necessary to achieve these goals within the first three months of assuming the position at FPB. These goals included determining initial strategic direction and expectations of the Board, feedback from employees, community groups and other key stakeholders regarding FPB's organizational strengths and weaknesses. Outstanding issues discovered were followed up and resolved through cooperation between management, staff and the Board of Directors. Developed a framework to independently assess all three divisions using outside consultants. Recommendations made were translated into a series of action steps and shared with the Board for review prior to implementation.
- Reviewed existing wholesale power supply contracts to determine their cost effectiveness and long term viability given the structure and volatility of today's energy and capacity markets. Options considered included the elimination of FPB's all-requirements wholesale power supply contract with Kentucky Utilities (KU) through negotiations with other municipal utilities and membership participation in joint action agencies in Ohio and Indiana with emphasis on sustainable resources.
- Generated savings for FPB rate payers of approximately \$300,000 through the restructuring of existing water and cable division debt in 2011. Additional savings are expected to be generated in 2012 and subsequent years.
- Developed a comprehensive Policy Manual consisting of over 35 administrative and operational guidelines which were reviewed and approved by the Board for implementation. These guidelines serve for the basis for day-to-day operations of the utility.
- Revised and streamlined the overall budget process, resulting in enhanced transparency through line-item detail of expenses and (bottom up) financial reporting. This process was reviewed, discussed and implemented by the Board and serves as the basis for all current internal and external financial reporting.
- Developed and implemented a customer-focused communication plan, including the creation of social media initiatives, enhanced customer service programs and customer service survey initiatives.
- Developed a short and long term strategic review planning process in conjunction with the Board, which included an initial organizational assessment through American Public Power Association (APPA) and subsequent off-site planning retreats.

Interim City Manager - City of College Park, College Park, GA January 2008 to July 2009

Assumed Interim City Manager's position in January, 2008 based on unanimous vote of the City Council. Overall responsibilities include direction of all administrative functions within the city, direct supervision of 15 department heads, and approximately 475 administrative and operational employees. The city currently has a total operating budget of approximately \$125 million dollars, and is in the midst of complex development, legal and land use issues which will provide numerous challenges well into the future.

Accomplishments include:

- Provided positive, steady leadership driving the transition period, establishing a solid, on-going relationship with the Mayor and Council, while focusing on delivering essential services to the City's 22,000 residents.
- Negotiated an initial agreement for the purchase of approximately 40 acres of prime commercial property within the City taken for noise abatement by the FAA through direct negotiations with the General Manager of Hartsfield-Jackson International Airport.
- Continued the progress made on the City-owned Georgia International Convention Center's 250 million dollar Gateway Center Project, including the signing of the Master Design and Development Operating Agreement (MDDO) and the Parcel Design Development and Operating Agreement (DDO) for the Marriott and Spring Hill Suite hotel properties with the developer of the project. These agreements have both been approved by the Mayor, City Council and the Business and Industrial Commission (BIDA). Construction is currently underway.

- Completed the construction of the southeast's largest CNG (compressed natural gas) fueling facility through a public/private partnership with Clean Energy Incorporated of Seal Beach, CA. This facility will fuel transit busses, airport shuttles, municipal fleets and taxis. The City of College Park has already made a substantial investment in converting a portion of their municipal fleet to compressed natural gas.
- Worked with the city's Finance Director to prepare and issue a 2008-2009 city-wide budget of approximately \$125 million dollars. This budget was subsequently reviewed and approved by the City Council and presented to the Council two months ahead of schedule and accurately reflects the positive fiscal condition of the City.
- Worked with the Mayor and City Council to fill several key senior management level positions. Filling these positions has added additional stability and continuity to the city's overall leadership team.

Utility Director - College Park Power, College Park, GA December 2001 – January 2008; July 2009 – July 2010

Assumed Director's position with the municipal electric and water utility located Southwest of Atlanta, in the last quarter of 2001. Returned to head the utility after 18 months as Interim City Manager. Responsibilities included overall operation of the utility, which generated approximately \$25 million in revenue, has 17,000 customers and 30 employees. College Park Power has a densely populated service territory of approximately 13 square miles. It borders the worlds' busiest airport, Hartsfield-Jackson International Airport, and serves key accounts such as Coca Cola, Sysco Foods, and the Westin and Marriott hotels.

Upon returning, areas of focus and accomplishment include:

- Coordinated and planned for the construction of a \$ 7M dollar utility administrative/operations complex which will consolidate electric/water operations on a 13 acre parcel of city owned land. This facility will be paid for utilizing operating cash reserves, thereby eliminating the need for bonding and corresponding debt service payments.
- Recommended a 10MW participation share in the nation's first new commercial nuclear project, Vogtle 3 & 4 through the Municipal Electric Authority of Georgia (MEAG). This recommendation was subsequently approved by unanimous vote by Mayor and Council during the second half of 2009.
- Initiating strategic planning/visioning workshops with stake holder groups, including Mayor and Council, utility associations, local businesses, community and merchant groups, and city staff. This effort is ongoing and is aimed at creating an overall collective vision for the City of College Park in conjunction with the city's overall strategic plan.
- Instituted and coordinated a cost of service study program to review College Park Power's rates every 2 years utilizing rate consultants and internal rate analysis. No changes to rates have been made other than a \$600,000 overall rate reduction in 2005. College Park Power currently has the lowest residential rates in the state of Georgia and is consistently 30 – 40% below its surrounding investor owned and municipal competition.
- Negotiated multiple inter-participant power transactions (IPT's) with other municipal systems within the state of Georgia utilizing the Municipal Electric Authority of Georgia (MEAG) and The Energy Authority (TEA). These transactions were negotiated at rates in excess of projected forward market prices which total approximately 30 MW. Successful completion of these transactions will generate an additional \$175 million dollars to College Park Power over the 30 year contract term.
- Conducted a comprehensive electric distribution system study during 2005 in conjunction with the department's engineering consulting firm. Implementation of the recommendations contained in this study resulted in a multi -year capital improvement program designed to upgrade system performance and improve overall reliability.
- Coordinated the construction activities of the cities new \$16,000,000 Public Safety Complex in the role of Project Manager as appointed by the City Manager and City Council. The project was completed in November 2005 and was finished three months ahead of schedule and \$600,000 under budget.
- Negotiated a 10 MW, 5 year contract to supply power to a fill dirt conveyor system for the fifth runway at Hartsfield-Jackson International Airport. This contract was negotiated on behalf of the City of College Park and is anticipated to generate approximately \$3 to 5 million dollars in incremental revenue over the life of the contract to the department.

CEO/General Manager (1997 to 2001)

CFO/Chief Financial Officer (1983 to 1997)

- Middleborough Gas & Electric Department, Middleborough, MA 1983 – December 2001
- Promoted from Director of Finance/Administration to CEO/General Manager in 1997 as a result of the retirement of previous CEO/General Manager. Responsible for direction and control of the overall operation of a municipally owned electric, gas and telecommunications utility located in southeastern Massachusetts, with an employee base of 70, serving approximately 18,000 customers and generating \$26 million in revenue under the direction and control of a five member Board of Commissioners.

Accomplishments include:

- Participated in discussions with merchant power plant developers to construct a gas fired combined cycle base load and/or peaking facility within the department's service territory.
- Established a telecommunications division within the utility during 1999. Middleborough is presently offering long distance telephone service and will be offering customers a bundled package of telecommunication services in the near future subsequent negotiations with cable committees from both cities served were conducted which resulted in voter referendums being held to form a municipally owned cable system.

- Established a strategic planning process in 1997 that has been revised and updated to reflect the ongoing internal and external activities within the department. This process has provided the framework for short and long term planning and has resulted in considerable interaction with the Board of Directors on the development and achievement of overall department goals and objectives.
- Organized and coordinated the expansion of the department's gas and electric distribution systems in response to growth within the department's service territory, including the negotiation of several new gas supply contracts and gas interconnections and the locating of a new 40 MVA substation transformer to handle additional electric load.
- Coordinated the negotiation process during the fall of 1999 between Middleborough's largest customer Ocean Spray Cranberries, Enron Corporation (Ocean Spray's energy service provider) and the department. This resulted in the development of electric and gas incentive rates in exchange for a 5 year commitment by Ocean Spray to continue receiving service from the department. This process was initiated as a result of recent electric industry restructuring legislation in Massachusetts.
- Conducted complex negotiations with one of the department's electric power supply providers (SEMPRA Energy) resulting in a long-term (5 year) 15 MW power supply contract. This contract negotiation mitigated the department's open market position for electric energy supply resulting in savings of over \$1.8 million for Middleborough's ratepayers compared to existing market-based rates at the time.
- Negotiated a series of successive multiple year contracts with collective bargaining units representing clerical, electric, and gas utility workers (AFSCME). These contracts covered approximately 80% of the department's overall workforce.

Education

- Boston University, Boston, MA School of Management
 - Bachelor of Science in Business Administration
- University of Massachusetts, Dartmouth, MA Graduate School
 - Certificate in Public Utility Management

Professional Memberships

- Board of Directors – Kentucky Municipal Utility Authority (KMUA)
- Board of Directors – Frankfort Area Chamber of Commerce
- Municipal Electric Authority of Georgia (MEAG) – voting delegate
- Board of Directors – MEAG Distribution Services/ElectriCities of Georgia
- Past President – Airport Area Kiwanis Club
- Board of Directors - Public Utilities Risk Management Association (PURMA)
- Board of Directors – Northeast Public Power Association (NEPPA)
- American Management Association (AMA)
- American Public Gas Association (APGA)
- New England Gas Association (NEGA)

Awards

- American Public Power Association – Public Power Executive designation (APPA)
- Distinguished Achievement Award – Civic Contributions to the City of College Park, Georgia as Interim City Manager
- Numerous awards received from gas and electric utility organizations for participation in training programs, speaking engagements, etc.

Interests/Activities

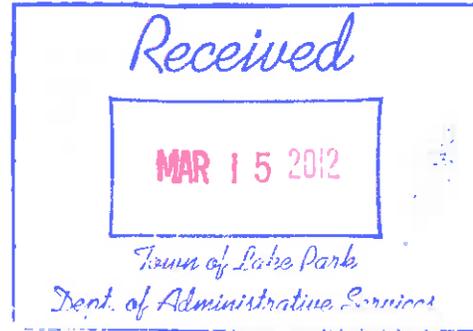
Current interests include golfing, reading, gardening, walking, and furniture refinishing. I have been active for many years in the local Chamber of Commerce, various Economic Development Organizations, Rotary Club and various other local charitable organizations.

Professional References

See Attached

March 12, 2012

Town of Lake Park H/R Department
535 Park Avenue
Lake Park, FL 33403



Dear Sirs,

I am responding to the Town Manager recruitment because I specialize in serving small communities much like the Town of Lake Park. The position outline is geared for a person who is a big picture generalist with strategic management, fiscal and budget, planning and project management background. I am such a person and I have a history of being a fast study and being capable of gaining and immediate sense of community from my multiple project-based assignments in managing local and tribal governments since 1989. Prior to the transition onto local government service, I was a private-sector manager – President/General Manager - for 17 years.

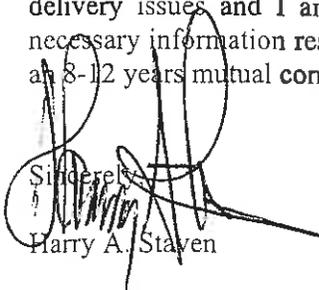
For the past twenty-two years, I have helped communities diversify their economic base by formulating detailed plans to maintain the community's identity and values as I implemented the comprehensive plan and opportunities that enhanced the community's quality of life. During this time I have overseen a variety of municipal operations with special focus on operating budget, personnel management, enterprise operations, grant writing and management, planning and zoning, emergency management, strategic planning and being responsible for legislative and intergovernmental relations.

My public sector work experience has primarily focused on fiscal and budget operations. I started as a Budget Technician (Yakama Nation) and soon progressed to a Finance Director of a tribal government (Makah Tribal Council). I managed multi-million dollar grant and contract portfolios and general fund operating budgets in excess of \$21 million. From there I branched into internal auditing of a tribal gaming and resort operation (Wildhorse Gaming Resort, Pendleton, OR). The resort employed over 450 tribal members and had an annual cash flow of \$176 million. Most recently my focus has been in municipal operations, managing budgets in excess of \$12 million and cities of 8,500 in population.

Grant writing and grants management is another area that I have a great deal of experience in. My St. Mary's portfolio included grants from EDA, EPA, FEMA, USDA Rural Development, CDBG, Alaska Safe Water Fund, Alaska DOT and Bureau of Indian Affairs (BIA).

I am a firm believer in the life-long-learning philosophy. Currently I am working on to complete two certification programs: first, "Certified Economic Developer" (CEcD – offered by the International Economic Development Council); second, "Certified Economic Development Finance Professional" (EDFP – offered by the National Development Council). I am also a candidate for ICMA Credentialed City Manager.

From my résumé, you will see that I have a broad exposure to both private- and public-sector service delivery issues and I am comfortable in providing staff support to management and conducting the necessary information research on staff report items. I urge you to consider my qualifications. I look for an 8-12 years mutual commitment and I will accept a market rate compensation package.

Sincerely,

Harry A. Staven

Harry A. Staven

1419 Wright Avenue, Richland, WA 99354

Tel/Msg: (509) 946-4696 E-mail: harry.staven@gmail.com

CAREER OBJECTIVE: To enhance small- to medium-size community operations by serving in a senior staff capacity with specific focus to mentor subordinates and to enhance customer service, operations efficiency and effectiveness.

EDUCATION: M.P.A., Seattle University, 1996
B.S., Central Washington University, 1993
ACCOUNTING
B.S., Central Washington University, 1989
I. ECONOMICS
II. BUSINESS ADMINISTRATION
Organizational Management and Finance concentrations

LOCAL GOVERNMENT EXPERIENCE:

City of St. Mary's, AK

City Manager

06/10 – 11/11

- Hired to manage multiple grant funded public works projects, to manage the municipal gravel export enterprise and to mentor staff to make the city self-sufficient in managing its own affairs.
- Increased enterprise revenue by 140% to an all-time high level and re-invested proceeds into new plant equipment and plant capacity improvements.
- Mentored front office and production staff; a local person is now able to take over the clerk/treasurer duties and another member is a certified diesel mechanic who can maintain our heavy equipment and diesel engines at the electric power plant.

Cokeville Economic Development Corporation (CEDC)

Cokeville, WY

CEDC Manager

Project Employment 01/09 – 05/10

- Hired to draft Comprehensive and CIP plans for a community of 500 residents; task further evolved to managing community and economic development related tasks, grant writing and coordinating the grants/contracts portfolio. I also performed all staff support for the Chamber of Commerce, Miracle Foundation (community foundation) and the Arts Council.
- I brought in \$627,000 in new grant funding and managed a \$2.4 million waste water plant project.

Town of Clayton, NM **Town (Project) Manager** Project Employment 01/08 -10/08

- Hired to open a town-owned and financed (\$75 million bond issue) 600-bed, minimum security correction facility. Participated in monthly payout meetings, weekly progress meetings and conducted daily on-site inspections.
- Also performed standard City Manager related tasks. Increased Fire Department funding from \$48,000 to \$287,000 and service level from one main station to one main and two sub-stations. Hired the first ever Fire Chief and EMT Training Coordinator for the Town.
- Managed a \$2.4 million water project to its completion. Worked to secure additional \$600,000 to ED Revolving Loan fund.

City of Roslyn, WA **City Clerk-Treasurer** Project Employment 10/07 – 12/07

- Hired to draft the operating budget while the City Administrator and Clerk-Treasurer positions were vacant. Employment ended as the budget was passed in December.

City of Klawock, AK **Administrator/Accountant** Project Employment 04/07 – 09/07

- Hired to lift the City off the State fiscal sanctions list due to the failure to submit past-due fiscal audits. Re-created fiscal, H/R and legal documents and assembled working papers for auditors to conduct three past-due audits.
- Also performed standard City Administrator related tasks.
- Coordinated at \$460,000 waste water project and worked on other economic development tasks.
- Managed the harbor, airport and City-owned liquor store.
- Served as the Emergency Management and Coastal Management Coordinator.

City of Falls City, OR City Clerk-Treasurer Project employment 12/06 – 01/07

- Hired to perform year-end closing and pay past-due payables since the departure of the former Treasurer 7 months prior.

Village of Corrales, NM Village Administrator Project Employment 01/04 – 05/04

- Hired to draft the operating budget and to investigate a potential embezzlement case.
- Also performed standard Village Administrator related tasks. Negotiated a solid waste contract, worked to pass a \$2.7 million opens space/farmland preservation bond issue, secured funding for a second fire station and coordinated a \$1.2 million road project.

Village of Ashville, OH Village Administrator 03/01 – 08/02

- Managed a full-service community in the Columbus, OH metro area.
- Worked on regional issues – water rights, transportation planning, growth management and intergovernmental cooperation – and managed to start a government to government dialogue for the first time with the surrounding communities.
- Direct – hands-on – operations oversight of public works and utility departments. Worked as the relief licensed water and waste water operator. Managed a \$1.4 million water project.

City of Russell, KS Interim City Manager Project Employment 03/00 – 05/00

City of East Wenatchee, WA City Administrator 11/99 – 12/00

- Managed a contract community (fire, water and waste water services contracted out).
- Major emphasis on economic development issues.
- Drafted an annexation and public facilities plan for the community.
- Increased the community tax base by 33% by recruiting new retail and service companies.

City of Nyssa, OR City Manager 02/98 – 10/99

- Managed a full-service city.
- Drafted a downtown development plan for the community.
- Managed a \$660,000 (CDBG) waste water line replacement project.

REFERENCES FOR CANDIDATE

Harry A. Staven

Jonathan Teichert
jteichert@lwyw.org

Lincoln County, WY Senior Planner

Phyllis Ferguson
phyllis.ferguson@charter.net

Headmaster (retired) Oasis School, Richland, WA

Anne Schur
aschur@key.net

Director of Software Engineering,
Key Technology, Wall Walla, WA

TAB 8



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: MARCH 21, 2012

Agenda Item No. *Tab 8*

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input checked="" type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Request to Extend the Kelsey Park Combination Market to Occur Year-Round.

RECOMMENDED MOTION/ACTION: APPROVAL WITH CONDITIONS.

Approved by Town Manager *Nadia Di Tommaso* **Date:** *3/16/12*

Name/Title: Nadia Di Tommaso, *Community Development Director* **Date of Actual Submittal** 03/12/2012

Originating Department: Community Development	Costs: \$ TBD Funding Source: Acct. #	Attachments: → Special Event Permit Application
Department Review: <input type="checkbox"/> Attorney _____ <input checked="" type="checkbox"/> Community Development <i>ND</i> <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> 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 <i>ND</i> (Mr. Harry Welsh will be in attendance) OR Not applicable in this case Please initial one.

Summary Explanation/Background:

The Applicant previously requested a Combination Market to occur in Kelsey Park every Sunday from November 2011 until May 2012. The combination market is currently in operation on Sundays from 11am-3pm and includes Art&Crafts, Antiques and a Green Market.

The Applicant recently approached Staff with a request to extend the Market to take place on a year-long basis. The request would include the following:

SUNDAY Market in Kelsey Park: November through March from 11am-3pm
FRIDAY Market in Kelsey Park: April through October from 5pm-9pm

The previously approved combination market currently in operation every Sunday exceeded the four times per year maximum by any given Applicant pursuant to the Section 18-120 of the Town Code of Ordinances. Although the request was previously approved by the Town Commission, the Applicant is now requesting to double the previously approved number of special events to 52 times per year. Given the proposed extension which will take place on a recurring basis, **the Town of Lake Park Code of Ordinances in Section 18-120 through 18-127 dictates that the Town Commission is the governing entity for these types of special event permits that extend beyond the one or two-day minimal impact type events.**

Based on the criteria in the Code for special events listed below, **should the Town Commission elect to approve this request, Staff is recommending that the Town Commission approve the request with the previously approved conditions and additional conditions of approval, which include:**

- (1) All required insurance paperwork must be submitted to the Town in order to satisfy the Town's Risk Management requirements. Additional damage coverage shall be required for any improvements and/or repairs that need to be made in the Park as a result of this event.

ALREADY SUBMITTED: A current Certificate of Insurance already submitted with \$1 million general liability per occurrence; \$2 million aggregate and \$300,000 damage to rented premises, naming the Town as the Certificate Holder and additional insured with respect to the operation of the named insured during the policy period which ends on 05/23/2012. Certificate must be updated upon its expiration. If alcohol vendors are added, additional liquor legal liability with a \$1 million limit is required.

- (2) All Fire and Building Codes shall be respected.
- (3) A \$75 fee has been paid. The \$75 fee is a per event fee. This is a recurring event and the Town is to receive \$75 for every weekly event. Payment shall be made weekly, by Friday for the Sunday event and by Wednesday for the Friday event.
- (4) A Town employee (or an employee engaged by the Applicant), at the expense of the Applicant, must be scheduled to properly secure the park before, during, and after each event. Duties shall include placing "CAUTION" tape on posts along the entire east side of Kelsey Park on Sunday morning prior to each event and removing it on Sunday evening, checking and stocking the Town's restroom facilities in Lake Shore Park every half hour, and picking up and disposing of litter during and after each Sunday event. If the restroom facilities in Lake Shore Park are overwhelmed, Applicant may be required to supply temporary toilets at its own expense to accommodate the crowd, or at the request of the Town. Applicant must contact Public Works Director Dave Hunt, Lake Park Public Works Department, at (561) 881-3345, at least ten days prior to the first event in order to coordinate, if the Applicant chooses to engage a Town employee. The Town employee shall be billed out to the Applicant at his or her current rate of pay times 1.5 plus benefit package expenses. **Applicant is already utilizing its own Staff and intends on keeping the same operation.**

- (5) Noise levels must be respected for each event. Applicant already agreed that the Market will not include a "flea" market component.
- (6) An off-duty law enforcement officer, or private security personnel, must be hired by the Applicant to secure the proper flow of traffic along North Federal Highway, Greenbriar Drive, Foresteria Drive and Lake Shore Drive. **Applicant is already utilizing its own security. If alcohol vendors are added, Palm Beach Sheriff's Office (PBSO) must be contacted prior to the event taking place in order to secure additional security at a fee, as determined by PBSO.**
- (7) All roads shall remain open at all times.
- (8) A booth must be made available to the Town of Lake Park at no charge at each event in order to promote Town activities and events.
- (9) There shall be a two-week out clause for the Applicant and the Town. The Town may provide a two-week notice to the Applicant to cease operation should any of the provisions not be met and/or for any irreversible reason as determined by the Town Manager. All unused event fees shall be refunded.
- (10) Pursuant to condition # 4 above, the East side of Lake Shore Park must not be used. The Applicant is responsible for roping the entire east side of the Park on Sunday morning and restoring the area on Sunday evening. Applicant shall reimburse the Town for any damaged sprinkler heads, irrigation lines, or landscaping. This includes damage to turf caused by vehicular traffic driving off paved surfaces. Vendors shall not drive their vehicles across any grassy areas when unloading or loading their items.
- (11) All garbage must be placed in Town provided receptacles. Vendors must take their unsold items out of the park at the end of each event. Any piles of debris left outside the approved containers shall be picked up by Town Staff and the Applicant shall be billed for a Sanitation "Special Pick-up" fee.
- (12) The Town's Administration may apply any other provisions as it deems necessary based on the outcome of each weekly special event.

Staff is looking for additional direction from the Town Commission for the following conditions:

- (13) 30-day notification to the Market organizer in circumstances where other Town-sponsored or privately sponsored events, such as the Sunday Veteran's Day Car Show in November, are requesting to utilize the park on the same day.
- (14) All proposed signage must be applied for separately and may be approved under one permit application for the entire duration of the event. Applicant already applied for a banner. For a year-long event, Staff is proposing the following:

Sunday event: Banner is put in place on Friday afternoon and removed on Sunday (48 hours).
Friday event: Banner will be put in place on Wednesday afternoon and removed on Friday (48 hours).

These special provisions must be approved by the Town Commission. The Applicant was previously extended the ability to only pay a one-time \$100 fee for the duration of the season. The Applicant is proposing the same for the year-long event. 2 days a week for signage for 52 weeks would equate to a total of 104 days of signage. The Town's special event signage provisions allow for 7 consecutive days of signage under the \$100 fee (104 days = 14 times the allowance). Starting May 2012 and extending for an entire year, signage would ultimately have to be charged at \$1,400 for the year ending in May 2013. The Applicant was provided an initial "break" given the birth of his event which only officially started in late January 2012. The Applicant is requesting that only an additional \$100 be assessed in May. This would equate to

a \$1,300 reduction of regular signage fees from May 2011 – May 2012, and Staff is looking for direction to waive this requirement.

Given the recurring nature of the event, Staff is proposing that the Applicant supply its own structural posts for the banner. The location shall be approved administratively. This would allow the Town to place alternate signage on its own posts when needed.

(15) PARKING

The Town Commission previously waived the parking meter fees for the ongoing Sunday market event. Consequently, upon further direction, Staff has not been enforcing the parking meters until 4pm along Greenbriar Drive, Foresteria Drive, Lake Shore Lot and Tennis Court Lot. These areas represent a total of 114 spaces not being enforced for 9 hours every Sunday, which would otherwise be paid at \$1 per hour (approximately \$255 in revenue assuming 50% capacity at 50% of the time).

The Applicant is requesting that this be extended on a year-long basis. For the Friday proposal, this would include waiving parking meter fees in the same areas from 2pm-8pm (event starts at 5, although early set-up is anticipated). Again, this represents a total of 114 spaces for a 6 hour period, which would otherwise be paid at \$1 per hour (approximately \$170 in revenue assuming 50% capacity at 50% of the time).

To remain conservative and assuming 50% capacity at 50% of the time, this equals a yearly (52-week) loss of \$11,000 in revenue.

Allowing free parking until 4pm on Sundays from November through March, and from 2pm-8pm from April through October, would not be exclusive to the Market. Since the event started, residents, visitors and neighboring businesses have expressed some serious concerns regarding the fairness of waiving the parking meter fees. The overall request is that if the parking meters are waived for special events, then (1) it should be waived for everyone visiting the area for the hours it is waived for the special event, and (2) if it is already being waived for everyone, then there should be some identifiable demarcation explaining that the meters are free. Should the Town Commission approve this request to continue waiving parking meter fees, Staff is asking for permission to order parking meter covers to eliminate this confusion. The parking meter covers would need to be ordered for all areas, including the Marina, to remain consistent for all events, including the Sunset Celebration whereby meters are waived at the Marina area. A total of 5 kiosk covers, 28 double-head meter covers, and 3 single-head meter covers with "Free Parking w/ Town Logo" insignia would be required. Due to the unforeseen recurring nature of special events and the waiving of parking fees incorporated with them, the parking meter maintenance account was not budgeted to support this expense. If approved, the costs for these meter covers would need to come out of Contingency. The costs are dependent on the type of material selected, pursuant to the direction for the Commission, as outlined below:

Research shows that the approximate cost for meter covers would be the following:

CanvasWork, Inc.- made of *acrylic canvas*, a very durable and colorfast fabric which is guaranteed not to mildew or get weatherized.

3 single-meter covers @ \$17.00 each - \$51

28 double-meter covers @ \$20 each - \$560.00

5 kiosks @ \$75 - \$375

Screen print set up - \$80.00

Shipping & handling - \$45.66

Total for meter covers: \$1,111.66

this company was used by West Palm Beach

Safety Flag Co. – made of fluorescent vinyl laminated nylon

3 single-meter covers @ \$8.04 each - \$24.12

28 double-meter covers @ \$10.04 each - \$281.12

5 kiosks @ \$75 each - \$375

Screen print set up - \$75.00 + \$25 for printing = \$100

Shipping & handling - extra

Total for meter covers: \$780.24 plus shipping/handling.

RJS Parking & Facility Support Products – made of polyester

3 single-meter covers @ \$16.50 each - \$49.50

28 double-meter covers @ \$20.50 each - \$574.00

5 kiosks @ \$38.50 - \$192.50

Screen print set up - \$40.00

Shipping & handling - \$42.50

Total for meter covers: \$898.50

Inasmuch as the above costs are less than \$1,499.99, no phone quotes are required pursuant to the Town's purchasing procedures.

Staff is recommending approval of this request with the above-referenced conditions, as approved or amended by the Town Commission. The Applicant has been provided a copy of the conditions.



* approved by Town Commission *
* \$75.00 to be paid on a weekly basis *

TOWN OF LAKE PARK
SPECIAL EVENT PERMIT APPLICATION
Please read instructions before filling out application

Completed application must be submitted fourteen (14) calendar days prior of proposed event to:

Lox signed @
one-time fee to
be applied for
separately *

DEPARTMENT OF COMMUNITY DEVELOPMENT
535 PARK AVENUE
LAKE PARK, FL 33403
Telephone: 561-881-3318 Fax: 561-881-3323

Instructions:

Please print legibly using dark ink.
Application must be filled out completely. \$75.00 Application fee must accompany application. Non-profit application fee: \$25.00 Note the permit requirements necessary to be attached to application.

Name of Event:

Sunday Market at Kelsey Park

Address/Location of Event

Kelsey Park

Detailed description of use (use additional sheet if applicable)

(SEE ATTACHED)

Dates/Times of the event:

Event Day	Date	Day	Begin Time	End Time
Event Day 1	Jan 22	(last Sunday in May)	11 AM	3 PM
Event Day 2				
Event Day 3				

3/6/12

New Proposal: Nov - March: Sunday 11am - 3pm
April - October: Friday 5pm - 9pm

Organization (s) Producing Special Event:

Name: IRON STEEL ART, LLC Name _____

Address: PO Box 3285 Address _____

State/Zip: Palm Beach, FL 33480 State/Zip _____

Phone: 203-229-3574 Phone: _____

Alternative Phone #: 203-247-1806 Alternative Phone # _____

Fax: _____ Fax: _____

Individual (s) Responsible:

Name: HARRY WELSH Name _____

Address: 935 SONNENBLUME Address _____

State/Zip: Palm Beach, FL 33480 State/Zip _____

Phone: 203-247-1806 State/Zip _____

Alternative Phone #: _____ Alternative Phone # _____

Fax: _____ Fax: _____

Purpose of the event

GENERATE AWARENESS FOR COMMUNITY AND BUSINESS. Utilize underutilized town property. GENERATE ADDITIONAL TOWN REVENUES

Estimated number of participants? 1-300 (approx 30 vendors to start)

Has this event ever occurred in the Town of Lake Park? Yes ___ No

Has this site had a Special Event Permit this calendar year? Yes ___ No

Will your event require road closure? Yes ___ No

If yes, describe the requested street segment closure and time.

Will the event require the use of electricity? Yes No ___

Will food and/or beverages be served? Yes ___ No

Will the event have vendors or concession sales? Yes No ___

If yes, please submit a complete list of food service vendors, copies of their respective Palm Beach County Mobile occupational licenses, State of Florida Health Certificates and Town of Lake Park registration.

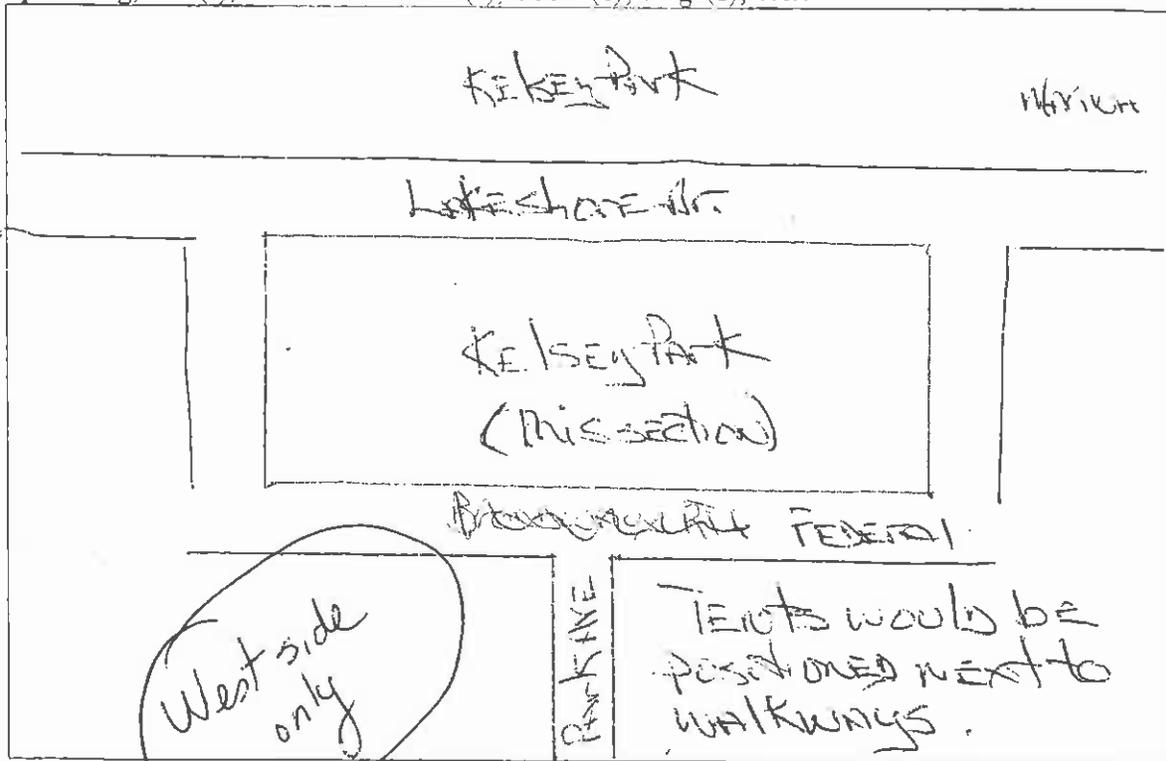
Will Palm Beach County Sheriff Office services be required? Yes ___ No

Will Palm Beach County Fire-Rescue services be required? Yes ___ No

Will alcoholic beverages be served? Yes ___ No

Are you proposing signage? Yes No ___

Please provide a sketch of the special event site including: Proposed location of parking, tent(s), concession stand(s), booth(s), stage(s), etc.:



NOTE: If parking is required, please provide a detailed description indicating how you will provide adequate parking, as well as parking management for the event. Additionally, please provide the number of parking spaces needed for the event.

If tents are to be used, a *Certificate of Flame Resistance* must be attached to this application form

FOR OFFICE USE ONLY

SIGNATURES/APPROVALS:

Please sign and date

NAME/DATE OF SPECIAL EVENT: Sunday Market at Kelsey Park

CODE COMPLIANCE OFFICER: Worid Painter

PUBLIC WORKS DIRECTOR: John 11/4/11 (w/COMMENTS)

PALM BEACH COUNTY SHERIFF: pt. GA 11/4/11

PALM BEACH CO. FIRE-RESCUE: 11/4/11
contact me if there are any food vendors

~~_____~~
DIRECTOR OF COMMUNITY DEVELOPMENT: ~~_____~~ 11/4/12

Comments:

W. Davis 11/4/12
Maria Davis, Town
Manager

* keep conditions *

CONDITIONS

certificates for 11 Main Street Marketing LLC only ND 1/18/12

(1) Certificates of insurance must be submitted to the Town in order to satisfy the Town's Risk Management requirements. The following must be submitted by vendors at least two weeks prior to any event:

→ The issue dates on the insurance certificates must be current (i.e. not dated more than 30 days prior to the date of the event), and the Town of Lake Park must be named as certificate holders and additional insured(s) with respect to commercial general liability (for vendors serving liquor, with liquor liability insurance usual to the insured's operations).

→ The required insurance limits are \$1 million per occurrence and \$2 million aggregate.

If liquor is sold at the event the following limit will also be required:

→ Liquor Legal Liability Insurance – minimum limit of \$1 million

Additional damage coverage shall be required for any improvements and/or repairs that need to be made in the Park as a result of this event.

(2) All Fire and Building Codes shall be respected.

(3) A \$75 per event fee must be paid prior to each event. . This is a recurring event and the Town shall receive \$75 for every Sunday event. Payment can be made ~~in 4-week increments and the first payment must be received no later than 14 days prior to the first event.~~ *on a weekly basis.* ND

(4) All proposed signage must be applied for separately and may be approved under one permit application for the entire duration of the event, as long as the signage is only installed on Friday and removed immediately following the event on Sunday.

(5) A Town employee (or an employee engaged by the Applicant), at the expense of the Applicant, must be scheduled to properly secure the park before, during, and after each event. Duties shall include placing "CAUTION" tape on posts along the entire east side of Kelsey Park on Sunday morning prior to each event and removing it on Sunday evening, checking and stocking the Town's restroom facilities in Lake Shore Park every half hour, and picking up and disposing of litter during and after each Sunday event. If the restroom facilities in Lake Shore Park are overwhelmed, Applicant may be required to supply temporary toilets at its own expense to accommodate the crowd, or at the request of the Town. Applicant must contact Public Works Director Dave Hunt, Lake Park Public Works Department, at (561) 881-3345, at least ten days prior to the first event in order to coordinate, if the Applicant chooses to engage a staff employee. The staff employee shall be billed out to the Applicant at his or her current rate of pay times 1.5 plus benefit package expenses.

(6) Noise levels must be respected for each event. Applicant has agreed that the market will NOT include a "flea" market component.

(7) An off-duty law enforcement officer, or private security personnel, must be hired by and is at the expense of the Applicant. Proper traffic flow along North Federal Highway, Greenbriar Drive, Foresteria Drive and Lake Shore Drive is required.

(9) All roads shall remain open at all times.

(10) Start date of event shall be contingent upon the receipt of all required documentation.

(11) A booth must be made available to the Town of Lake Park at no charge at each event in order to promote Town activities and events.

(12) There shall be a two-week out clause for Applicant and Town. The Town may provide a two-week notice to the Applicant to cease operation should any of the provisions not be met and/or for any irreversible reason as determined by the Town Manager. All unused event fees shall be refunded.

(13) Free parking will be provided for vendors and patrons along Greenbriar Drive, Foresteria Drive, Lake Shore Park lot and Tennis Court lot. It is the responsibility of the Applicant to place free event parking signs in these areas.

(14) Pursuant to condition # 5 above, the East side of Lake Shore Park must not be used. The Applicant is responsible for roping the entire east side on Sunday morning and restoring the area on Sunday evening. Applicant shall reimburse the Town for any damaged sprinkler heads, irrigation lines, or landscaping. This includes damage to turf caused by vehicular traffic driving off paved surfaces. Vendors shall not drive their vehicles across any grassy areas when unloading or loading their items.

(15) All garbage must be placed in Town provided receptacles. Vendors must take their unsold items out of the park at the end of each event. Any piles of debris left outside the approved containers shall be picked up by Town staff and the Applicant shall be billed for a Sanitation "Special Pick-up" fee.

(16) The Town's Administration may apply any other provisions as it seems necessary based on the outcome of each weekly special event.

ACKNOWLEDGEMENT:

Harry K. Welsh Jr. [Signature] 1/4/12
Applicant (Print Name) Applicant (Signature) Date

State of FLORIDA
County of Palm Beach

The foregoing instrument was acknowledged before me this 4th day of

January, 2012

by Harry Kingsland Welsh Jr. as

(name of person)

(type of authority, ...e.g. officer, trustee, attorney in fact)

for Main Street Marketing LLC
(name of party on behalf of whom instrument was executed)

Personally Known _____ or Produced Identification X Type of Identification
Produced FLORIDA Driver License # W420-371-52-109-c

[Signature] (Signature of Notary Public)

(Stamp Commissioned Name of Notary Public)



TAB 9



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 21, 2012

Agenda Item No. Tab 9

- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input checked="" type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Internet Viewing of Public Meetings

RECOMMENDED MOTION/ACTION: Additional Information for Option 4: Purchase and Maintain a Town Server Along with a Dedicated Static IP Internet Connection.

Approved by Interim Town Manager James DeLud

Date: 3/16/12

HOA HOANG
Name/Title Chief Information Tech. officer

3/13/2012
Date of Actual Submittal

Originating Department: Information Technology	Costs: One-time expense, \$984.73 \$81.90 per month thereafter for 1 static IP through Comcast Internet Funding Source: Contingency placed in Acct. # 110-34000	Attachments: - Server cut sheet - Cost spreadsheet
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance <u>DD 3/12</u> <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input checked="" type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input checked="" type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Not applicable in this case _____ Please initial one.

Summary Explanation/Background: At the February 15, 2012 Regular Commission Meeting, Item Number 10, for Discussion and Possible Action listed four options that the Town could pursue if it wanted to provide download services for selected Town meetings. The following was listed as **Option 4** in the Agenda Packet:

“FTP site: Commissioner Hockman suggested that staff can purchase a hard drive, get a static IP, and setup ftp site so people can download the files to watch in their computer.

Advantages: Staff time, in house cost and operation, no consultant cost.

Disadvantages: In order to do this, we have to purchase a server type hard drive that is compatible with the current server. Also, there will be a cost for software and set-up of ftp server. There will be maintenance cost and the static IP still will need to go thru our firewall.”

After discussion, the Commission wanted to know the costs associated with purchasing a hard drive and uploading the video files so that the public can download through a dedicated static IP Internet. Staff was to report back at the March 21, 2012 Regular Commission Meeting.

The cost for a hard drive with software is \$984.73 (see attached equipment description). There will have to be an independent Internet line for this service since the Town’s Internet is at capacity.

In order to support the public downloading video files from the Town’s hard drive, a minimum of 12 Megs download along with 2 Megs upload will be required.

The cost from Comcast for these services will be \$66.95 per month plus one static IP for an additional \$14.95 per month (total of \$81.90 per month or \$982.80 per year).

Each meeting would require between one and two hours of Staff time (depending on the length of the meeting) to prepare and upload the video files into the hard drive.

Video on Web by FTP					
OPTION 4		INHOUSE	FORMAT	ESTIMATE COST	KDT
Hardware-Hard disk	RAID		4x200d	\$ 1,082.99	\$ 984.73
Software				Included	Linux
Hook-up/setup		2 hrs	VOB or MPG2		
Loading files into Hardisk		2hrs/meeting			
Internet for upload/download		Comcast	monthly	\$ 66.95	\$ 66.95
<i>(separate from TH servers)</i>		Static IP	monthly	\$ 14.95	\$ 14.95
TOTAL				\$ 1,082.99	\$ 984.73
			<i>Start up for one month</i>		
			<i>plus \$81.90 per month thereafter</i>		



Wednesday, February 22, 2012

Quote 9311

Town of Lake Park - Town Hall
535 Park Avenue
Lake Park FL, 33403

Attn: Hoa

Here is the quote on the NAS/FTP server you requested. This NAS includes 4 X 2TB drives for a total RAID 5 Capacity of 6TB. If you don't run in RAID mode, which I do not suggest, it has a total capacity of 8 TB. Please note that downloading large multi Gig videos from an FTP server hosted at the Town of Lark Park will require an additional internet circuit of at least 10Mbps in order to be a viable solution. For example, it would take 21 hours to download a 5 Gig file over your current DSL circuit, and that's assuming that nobody else is using the internet, a very unlikely scenario. If you have any questions please call me at your convenience.

Product Description Iomega StorCenter ix4-200d Network Storage Cloud Edition - NAS server
Device Type NAS server

Host Connectivity Gigabit Ethernet

Total Storage Capacity 8 TB

Installed Devices / Modules Qty 4 (installed) / 4 (max)

Dimensions (WxDxH) 7.7 in x 7.9 in x 6.6 in

Weight 12.8 lbs

Processor Marvell 1.2 GHz

Storage Controller Serial ATA - Serial ATA-300 - RAID 5, 10, JBOD

Hard Drive 4 x 2 TB removable Serial ATA-300

Networking Network adapter - integrated - Ethernet, Fast Ethernet, Gigabit Ethernet

Power AC 120/230 V

System Requirements Red Hat Linux 9, Microsoft Windows XP or later, Mandrake Linux 10.0,

Red Hat Enterprise Linux 4, Apple MacOS X 10.4 or later, Red Hat Fedora Core 5, Red Hat

Enterprise Linux 5, Red Hat Fedora Core 6, openSUSE 10.3, Gentoo Linux, Debian Linux 4.x

Manufacturer Warranty 3 years warranty with product registration

Type Network adapter - integrated

Data Link Protocol Ethernet, Fast Ethernet, Gigabit Ethernet

Network / Transport Protocol FTP, SMB

Remote Management Protocol SNMP, HTTP, HTTPS, TFTP

1256 5th Street, West Palm Beach, FL 33409

Phone (561) 688-9399 Fax (561) 688-9609

<http://www.kdtsolutions.com>

Network Services Compatibility Microsoft Active Directory (AD), Apple Bonjour Protocol, DFS, Microsoft CIFS, Network File System (NFS), FTP, Server Message Block (SMB), HTTP, HTTPS, Web-based Distributed Authoring and Versioning (WebDAV)

Features Print server, torrent/P2P data exchange, file sharing, Jumbo Frames support, UPnP Media Server

Compliant Standards IEEE 802.3, IEEE 802.3u, DLNA CERTIFIED, UPnP

Sincerely,
Greg

NAS:	Iomega StorCenter Ix4-200d Network Storage Cloud Edition	984.73
		Subtotal: 984.73
		Tax: 0.00
		Total: <u>984.73</u>

1256 5th Street, West Palm Beach, FL 33409
Phone (561) 688-9399 Fax (561) 688-9609
<http://www.kdtsolutions.com>



Omega StorCenter ix4-200d Cloud Edition Network Storage Server

Item # 169402



Delivery Only Your Low Price
\$1,082.99
/ each

Protect your investment for just pennies a day From day one, if your covered product fails - we repair or replace it
Best Value 2-Year Computer Protection Plan With 24/7 Support \$169.99
Decline Protection



Roll over to Zoom

Not Yet Rated

Like

Be the first of your friends to like this.

DESCRIPTION

The Omega StorCenter ix4-200d Network Storage, Cloud Edition offers content sharing with advanced security, and is ideal for small and remote offices, workgroups or home networks. Based on enterprise-class EMC storage technology, the StorCenter ix4-200d provides easy file sharing, iSCSI block access, dual GbE connections and multiple RAID configurations. The Omega Personal Cloud offers unparalleled simplicity and versatility for data sharing and protection. Business users will appreciate the robust data protection features such as UPS support, print serving, user quotas, rsync device-to-device data replication, and user replaceable drives for business continuity and disaster recovery. The easy-to-use interface provides no-hassle management. Active Directory support and remote access round out the comprehensive business features. The StorCenter ix4-200d supports up to six Axis IP security cameras for basic video surveillance. Home users benefit from the advanced media features such as the DLNA certified UPnP AV Media Server, PTP (Picture Transfer Protocol), torrent download compatibility, and Bluetooth upload. Award-winning backup software is included along with RSA BSAFE encryption for protected installs and upgrades. Supports PC, Mac and Linux clients and is VMware certified for NFS and iSCSI. Available in 4TB, 8TB, and 12TB capacities.

Package Contents:

- StorCenter ix4-200d Cloud Edition Network Storage Server
- Ethernet Cable
- Power Supply
- Printed Quick Start Guide
- Software CD-ROM Includes: User Help Documentation

PRODUCT DETAILS

Item #	169402
Manufacturer #	GF0826
model name	ix4-200d
weight	12.80 lb
warranty length	3 Year Limited
Interfaces/Ports	2 x RJ-45 - Network
Product Line	StorCenter
Product Name	StorCenter ix4-200d Cloud Edition Network Storage Server
Protocols	iSCSI
RAID Levels	5
Bays	4 x 3.5" Hot-swappable Total
Network Cards	Gigabit Ethernet IEEE 802.3ab 10/100/1000Mbps RJ-45
Hard Drive	4 x 2 TB - Serial ATA/300 - Serial ATA
brand name	iomega
form factor	desktop
input voltage	110 V AC
manufacturer	iomega Corporation
processor	Marvell 6281 1.20 GHz
product type	Network Storage Server
software included	StorCenter Manager
standard memory	512 mb
total storage capacity	8 tb

HOW TO WRITE A REVIEW

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COMCAST BUSINESS CLASS CURRENT SPEEDS AND PRICING

CURRENT COMCAST SPEEDS AND PRICING:

- 12 MEGS DOWN 2 UP = \$66.95/MONTH- COMES WITH 2 EMAIL ADDRESSES
 - 22 MEGS DOWN 5 UP = \$106.95/MONTH – 8 EMAIL ADDRESSES
 - 50 MEGS DOWN 10 UP = \$196.95/MONTH – 15 EMAIL ADDRESSES
 - 100 MEGS DOWN 10 UP = \$376.95/MONTH – 20 EMAIL ADDRESSES
- INCLUDES OUR SMC GATEWAY MODEM –DOCSIS 2.0 OR 3.0

STATIC IPS ARE:

1 STATIC IP = \$14.95/MONTH
BLOCK OF 5 = \$19.95/MONTH
BLOCK OF 13 = \$34.95/MONTH

(comparison: A T1 = 1.5 megs upload and download)

EXTRA EMAIL ADDRESSES ARE: \$6.95/MONTH

(SUBJECT TO CHANGE)

Tamara Pulju
Comcast Business Services
561-707-4609
Tamara_pulju@comcast.com



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 15, 2012

Agenda Item No. *Tab 10*

- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input checked="" type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Internet Viewing of Public Meetings

RECOMMENDED MOTION/ACTION: Approve Six Month Trial

ACTING
Approved by Town Manager *RP* **Date:** *2/9/12*
Richard Pittman/CRA Project Manager **February 7, 2012**
 Name/Title **Date of Actual Submittal**

Originating Department: Administration	Costs: \$ 894.00 for six months Funding Source: Acct. #110-34000 \$596.00 520-34000 \$298.00	Attachments: Attachment I with Exhibits
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input checked="" type="checkbox"/> Finance <u><i>Amc 2/8/12</i></u> <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> 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 RP Please initial one. <u><i>RP</i></u>

The Town Commission has expressed an interest in having replays of Town Commission and CRA Board meetings available to the public via the internet. Town staff has researched various options and has developed a recommendation.

Mr. Gyorgy Marton with the firm of 633A LLC in Royal Palm Beach currently provides internet hosting services for the Town of Lake Park website. His firm was retained in 2010 to design and set up the current website. His current services include periodic information updates, maintenance of computer systems, storage and archiving. Mr. Marton has quoted a price of \$149.00 per month to process Town supplied DVD recordings of Town Commission, CRA Board and Planning Board meetings for up to three meetings per month.

Town staff reviewed various video streaming options and asked Mr. Marton to make available, via the Town of Lake Park website, the CRA Board/Town Commission meeting of December 7, 2011. Persons interested in viewing this meeting can access the Town website at www.lakeparkflorida.gov and click on the "Media" tab. This streaming video is three hours and thirty-eight minutes long. It is suggested that the members of the Town Commission view a segment of this video for considerations of video and audio quality and limited fast forwarding.

Mr. Hoa Hoang, Town Chief Information Technology Officer, has prepared a description of the various options available to the Town for making video recordings of specific meetings available to the public via Internet access. The options are described in Attachment "I" which includes numerous exhibits. Exhibit "I" is a matrix showing local municipalities that offer internet access to their public meetings. The matrix also provides information on costs and vendors.

The Town staff and administration are recommending that 633A LLC be retained to provide web hosting services for the CRA Board, Town Commission, and Planning Board meetings, at three meetings per month, for a period of six (6) months at \$149.00/month. During the six month trial period Commissioners should be able to receive public input on the value of this service. Also, 633A LLC will be able to monitor the number of users (hits) and duration of visits to use in evaluating the benefit of the service. By using 633A LLC, Town staff time and costs are less than one hour per meeting. It is the vendor's equipment that is used; therefore Town servers and computer maintenance and storage are not needed. Video recordings will be archived. The vendor's charges for this six month trial period will be \$894.00.

The Commission and residents should also be aware that CRA Board and Town Commission meetings can be viewed on Comcast channel 18. DVD media of the meetings are available for purchase from the Town Clerk's office and available for borrowing from the Lake Park Public Library. Two years of Town Commission meetings are available from the library.

Approval to use 633A LLC to include hosting of Town public meetings at a cost of \$149.00/month for six months is recommended. Funds would be split two-thirds from the General Fund and one-third from CRA.



Office of
Information
Technology

ATTACHMENT I
MEMORANDUM

Date: February 2, 2012

To: Dave Hunt, Interim Town Manager

Cc: Richard Pittman, CRA Project Manager, Vivian Lemley, Town Clerk

From: Hoa Hoang, Chief Information Technology Officer

Subject: Video on Web

The Town Commissions has expressed an interest to make video recordings of Town meetings available on the Town Website for citizens to watch or download to watch the meetings on their computer.

Background: The Town video equipment used for live and recorded public meetings was donated and set-up thru an Adelphia grant in 2000. At that time channel 18 was dedicated to the Town of Lake Park for media and communication with the citizens within corporate limits. The broadcast and rebroadcast server was installed in 2005. Internet connection was provided courtesy of Comcast Cable at no cost with 6Mb download and 0.750 upload capability, enough for bulletin boards, live television broadcast of public meetings and rebroadcast. Comcast provided dynamic IP. A minimal firewall was set up by staff. If the Town would like to upgrade to higher speed such as 12 or 24Mb with static IP, we have to pay the cost of about \$130 per month.

The Town's existing equipment can record the meetings in MPEG2 format and can only broadcast and rebroadcast using Comcast Government channel 18.

Here are several options that I have researched:

OPTION 1: Have an outside vendor set up equipment to convert raw files and broadcast thru the Web site.

Advantages: Video on the Town website is hosted by an outside company and no Town maintenance of the Town equipment is required. Town staff can upload the video files after the meetings and the vendor will do the rest. Most municipalities used this type of service. The two most popular providers for this service are Granicus and Telvue.

Disadvantages: Cost may be prohibitive for small Town like Lake Park. The yearly cost up to \$10,000 after equipment purchased, regular maintenance.

OPTION 2: Have the Town's current Web Master to convert the Video files and post on the Town Website. For additional cost, they also can have the files available for download.



Office of
Information
Technology

Memorandum Cont.

Advantages: Max. one hour of staff time. Does not tie-up Town equipment, no maintenance, and does not affect the Town's Internet bandwidth since people can watch directly thru our website.

Disadvantages: The cost is \$149 per month for Commission, CRA and Planning and Zoning meetings (three meeting per month).

OPTION 3: You Tube: You Tube is limited with the length of the video you can post on their website. Most Town meetings are longer than they can accepted. I do not see other municipalities use this free service except some short video.

OPTION 4: FTP site: Commissioner Hockman suggested that staff can purchase a hard drive, get a static IP, and setup ftp site so people can download the files to watch in their computer.

Advantages: Staff time, in house cost and operation, no consultant cost.

Disadvantages: In order to do this, we have to purchase a server type hard drive that is compatible with the current server. Also, there will be a cost for software and set-up of ftp server. There will be maintenance cost and the static IP still will need to go thru our firewall.

Files for these meetings are large: The two meetings on Wednesday February 2, 2012 are approximately 10 Gigabytes of storage. The Town does not have the needed software to reduce the file size. The files are in MPEG2 format which can replay on our equipment but not on other computers. Town staff would still need to purchase software and hardware to convert the files in-house. Also, the Internet bandwidth will be affected at the Town hall.

Recommendation: After contacting other municipalities (enclosed), and discussion with consultants (video providers such as Granicus and Telvue) and Video experts, I would like to recommend to the Commission to select Option 2 since this option will have the lowest monthly cost with the least initial equipment and setup cost and minimal ongoing staff time. There would be no costs associated with software and hardware updates and maintenance. Archived video (usually two years) will be available via the internet. Cost can be shared between CRA and Town general funds. At this time there is one meeting on the Town website for December 7th, 2011 <http://www.lakeparkflorida.gov/content/cra-commission-meeting-120711>. We also can negotiate with the vendor to keep this video available for the next 3 months, for free, or until a decision is made for an actual trial period.

Attachments:

- EXHIBIT 1: Survey spreadsheet Summary
- EXHIBIT 2: Quote for Video on Web
- EXHIBIT 3: Quotes from Video Consultant
- EXHIBIT 4: Emails from other municipalities from FLGISA

EXHIBIT I

Meetings Video on the Web	Video	on web	Encoder/Vendor	Fee
TELVUE			\$ 8,975.00	\$300 per month
GRANICUS				per population
633A LLC				\$149 per month
Village of Wellington		Yes	Osprey	In-house
City of Greenacres	No			
City of Lake Worth	No		Audio only	
Town of Palm Beach		Yes	Granicus	\$29,925
Town of Lantana	No		Audio only	\$7,500 per year
City of Riviera Beach	No			
Village of Royal Palm Beach		Yes	Windows Media	Encoder
City of Palm Beach Gardens	No			In-house
Village of North Palm Beach	No			
City of Highland Beach		Yes	Granicus	\$5,500 per year
City of West Palm Beach		Yes	Video on Demand	
City of Belle Glade		Yes	Granicus	\$6000/yr
City of Boynton Beach	No		Audio only	
Town of Jupiter	No			
City of Ft. Lauderdale		Yes		In-house
Palm Beach County		Yes	Windows Media	Sorenson Squeeze
Martin County		Yes	Windows Media	In-house
Bay County		Yes	Swaggit	apple software/hw
				\$400 per month

EXHIBIT 2

Vivian Lemley

From: Vivian Lemley
Sent: Thursday, January 19, 2012 3:38 PM
To: Richard Pittman
Cc: Hoa Hoang
Subject: FW: video download

FYI, start at the bottom

From: Vivian Lemley
Sent: Friday, December 02, 2011 3:22 PM
To: Maria Davis
Subject: FW: video download

FYI

Vivian M. Lemley, CMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403
561-881-3311
561-881-3313 fax
vlemley@lakeparkflorida.gov

* Please note: Florida has a very broad public records law. Written communication regarding Town business are public records available to the public upon request. Your e-mail communications are therefore subject to public disclosure. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entry, instead contact this office by phone or in writing. Section 668.6076, F.S.

From: Gyorgy Marton [<mailto:gmarton@gmail.com>]
Sent: Friday, December 02, 2011 3:03 PM
To: Vivian Lemley
Subject: Re: video download

Good Afternoon,

Here are the options for providing Media of the commission meetings:

1. Watch online (embedded in page) – RECOMMENDED OPTION \$149/month
Visitors have the ability to watch the video right on the web site without having to wait for file to download.
This method also provides the capability to to start watching the video from any desired point.
Here is an example/test: <http://www.lakeparkflorida.gov/content/special-call-commission-meeting-minutes-022509>
2. Download video file \$249/month
Visitors can access a link that would allow them to download the entire video.
Depending on the visitors computer setup they would have to wait until the download is completed

before they can view the video.

This method is not cost effective due to the fact that downloadable video files need to be multi-platform to accommodate Windows/Macintosh operating systems and are usually larger than the format/compression used in option #1. The ability to play the video file depends on software installed on the visitor's computer.

This method also requires significant hard drive space on the visitor/residents hard disk as the media files for a 3 hour meeting may exceed 300+MB.

3. Offering all methods is also a possibility but requires 2 different passes encoding the dvd to create the 2 different files that will be available to view and download. Cost: \$399/Month

Let me know if you have questions.

--Gyorgy

On Fri, Dec 2, 2011 at 11:37 AM, Vivian Lemley <vlemley@lakeparkflorida.gov> wrote:

=Gyorgy,

As discussed earlier, please provide me with the explanation and cost associated with placing a video file on the Town's website for download. The Commission wants residents to be able to go to our website and click on a meeting date and download the video of that meeting. Also include any information that you feel is necessary because your email will be forwarded to the Commission.

Thank you,

Vivian M. Lemley, CMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403
561-881-3311
561-881-3313 fax
vlemley@lakeparkflorida.gov

* Please note: Florida has a very broad public records law. Written communication regarding Town business are public records available to the public upon request. Your e-mail communications are therefore subject to public disclosure. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entry, instead contact this office by phone or in writing. Section 668.6076, F.S.

EXHIBIT 3

TeiVue Quotation



Date: 6/8/2011 2:25 PM
 Quotation Number: Q-004389
 TeiVue Sales Rep: Jacques Scherer

TeiVue Corporation

16000 Horizon Way, Suite 500
 Mount Laurel, New Jersey 08054
 United States

Phone: 800-886-8888
 Fax: 856-866-7411
 www.teivue.com

Contact Name: Hoa Hoang
 Organization: Lake Park
 Address: 535 Park Avenue
 City: Lake Park
 State: FL
 Zip Code: 33403
 Country: USA
 Phone: (561) 881-3300
 Email: hhoang@l...

Item #	Model #	Description	Quantity	Unit Price	Total
1	PEG-TV Start Up	A One Time Activation Fee	1	\$1,000.00	\$1,000.00
2	PEG-TV-250	PEG.TV™ allows any organization to economically stream their TV channel on the internet and/or post content in a branded internet player for Video on Demand (VoD) viewing. PEG.TV™ supports both Flash Live & VoD. PEG.TV™ does not limit the number of possib	1	\$3,000.00	\$3,000.00
3	E100W	1 RU Real Time MPEG-4 Over RTMP, Quad Core Xeon CPU, 4 GB RAM, 1 x 500 GB Internal Hard Drive, Dual GIG E Interfaces, Network Share Ready, Automatic FTP File Transfer	1	\$1,975.00	\$1,975.00
4	TURBO-T100	1 RU Turbo Workflow Accelerator, Quad Core Xeon CPU, 4 GB RAM, 1 x 500 GB Internal Hard Drive, Dual GIG E Interfaces, Network Share Ready, Automatic FTP File Transfer	1	\$2,950.00	\$2,950.00
5	E100W-SHIP	Shipping Charge - E100W Series	1	\$50.00	\$50.00
				Sub-total	\$8,975.00

Net 30 Days. 2% cash/1% net 15. Credit cards are accepted.

This quote is valid until 7/6/2011. If you have any questions concerning this quotation, please contact:

TeiVue RSM: Jacques Scherer
 Email: jscherer@teivue.com
 Phone:

Quote Acceptance (Fax: 856-866-7411 or Email: orders@teivue.com)

Printed Name: _____ Title: _____
 Signature: _____ Date: _____

TeiVue Corporation is a broadcast technology company that helps hyperlocal television channels achieve professional results at affordable prices. TeiVue achieves these results by using our proprietary digital media software and today's open technologies to simplify professional broadcast equipment and workflow. As a result, our customers benefit from improved programming, reduced costs and are better positioned to meet the new challenges of a rapidly changing industry.

The information contained in this quote is confidential and proprietary to TeiVue Corporation and may not be disclosed to third parties or duplicated, in whole or in part, without the prior consent of TeiVue Corporation.

TERMS & CONDITIONS OF SALE

PLEASE READ THESE IMPORTANT TERMS AND CONDITIONS.

The products ("Products") and services ("Services") provided by TelVue Corporation (TELVue) to you ("Customer") are subject to the following terms and conditions ("Terms and Conditions"). By placing an order with TELVue, Customer agrees to be bound by these Terms and Conditions. These Terms and Conditions shall apply to all quotations and orders made and accepted by TELVue. Customer agrees that these Terms and Conditions may in some instances conflict with some of the terms and conditions affixed to the purchase order or procurement document issued by the Customer. In that case, the Terms and Conditions contained herein shall govern and acceptance of Customer's order is expressly conditioned upon Customer's acceptance of these Terms and Conditions whether the Customer accepts the Terms and Conditions by written acknowledgment, implication, or acceptance and payment of Products or Services purchased. TELVue's failure to object to provisions contained in any communication from Customer to the contrary shall not be deemed a waiver of the provisions of these Terms and Conditions.

DELIVERY TELVue will use commercially reasonable efforts to ship Products to Customer's address listed on the TELVue Quote Form, and to provide Services to Customer's authorized users in accordance with the scheduled date specified by TELVue. Customer acknowledges and agrees that delivery schedules are subject to change. TELVue will notify Customer of any anticipated delay of thirty (30) or more days in delivery of the Products or Services purchased. Products are delivered F.O.B. TELVue shipping point. Customer shall pay all shipping charges, including without limitation, transportation charges and insurance premiums, and shall be responsible for all taxes, duties and other government assessments.

FEES AND PAYMENT Customer shall pay TELVue for any product or service fee (collectively, "FEES") set forth on TELVue's Quote Form. Payment shall be made in U.S. dollars in the U.S. where Customer has established credit, and the terms of payment will be "NET 30" - thirty (30) days from invoice date unless otherwise indicated on the invoice. Any FEES not paid by Customer when due shall bear interest until paid at a rate of one and one-half percent (1.5%) per month (eighteen percent (18%) per annum), or the maximum rate permitted by law, whichever is less. Customer shall be responsible for the costs, including without limitation, attorneys' fees and court costs, incurred by TELVue in connection with TELVue's collection of any past-due FEES. Customer shall bear and be solely responsible for the payment of all taxes levied or assessed in connection with the Products and Services, if any, including without limitation, all sales, use, rental receipt, personal property, import and monthly or other taxes (but excluding taxes based solely upon TELVue's income). In addition to any other remedy available to it, TELVue may suspend or terminate the Services, in whole or in part, upon Customer's failure to timely pay the FEES without incurring any liability to Customer or others associated with Customer. All FEES paid and charges made prior to any termination as provided herein are nonrefundable. Termination of the Services shall increase its FEES for any TELVue-provided content and third-party software to the extent that its licensors raise their fees to TELVue upon not less than thirty (30) days prior written notice to the Customer. If the increases exceed ten percent (10%) of the then current FEES, Customer may choose to delete the TELVue-provided content or third-party software, as applicable. TELVue reserves the right to begin charging Services FEES if the Services are not launched by Customer within one hundred twenty (120) days of the order date through no fault of TELVue.

EXPORT CONTROL Customer shall comply with all export laws and restrictions and regulations of the Department of Commerce or other United States or foreign agency or authority, and shall not export, or allow the export or re-export of the Products or any Confidential Information or any direct product thereof in violation of any such restrictions, laws or regulations, or to Afghanistan, the People's Republic of China or any Group Q, S, W, Y, or Z country specified in the then current Supplement No. 1 to Section 770 of the U.S. Export Administration Regulations (or any successor supplement or regulations); Customer shall obtain and bear all expenses relating to any necessary licenses and/or acceptances with respect to the export from the U.S. of all material or items deliverable by TELVue to any location and shall demonstrate to TELVue compliance with all applicable laws and regulations prior to delivery thereof by TELVue.

WARRANTIES TELVue warrants to Customer that the Products or Services offered by TELVue pursuant to these Terms and Conditions shall conform to the specifications for such Products or Services mutually agreed to by the parties in writing at the time of shipment. The warranty period for hardware-based Products shall be twelve (12) months from the date of shipment. Customer's sole remedy for breach of the foregoing warranties shall be limited to Product replacement, or if replacement is infeasible, or in TELVue's sole discretion impractical, to refund the purchase price. TELVue PROVIDES THE PRODUCTS AND SERVICES "AS IS" AND MAKES NO WARRANTY THAT THE PRODUCTS OR SERVICES WILL BE UNINTERRUPTED, TIMELY, SECURE, OR ERROR FREE; NOR DOES TELVue MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM THE PRODUCTS OR SERVICES OR AS TO THE ACCURACY OR RELIABILITY OF ANY CONTENT OBTAINED THROUGH THE PRODUCTS OR SERVICES, EXCEPT AS SET FORTH HEREIN, OR IN A WRITTEN AGREEMENT BETWEEN THE PARTIES THAT EXPRESSLY AMENDS TELVue'S WARRANTY, AND SUBJECT TO APPLICABLE LAW, TELVue MAKES NO OTHER, AND EXPRESSLY DISCLAIMS ALL OTHER, REPRESENTATIONS, WARRANTIES, CONDITIONS OR COVENANTS, EITHER EXPRESS OR IMPLIED (INCLUDING WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, DURABILITY, TITLE, ACCURACY OR NON-INFRINGEMENT) ARISING OUT OF OR RELATED TO THE PERFORMANCE OR NONPERFORMANCE OF THE SERVICES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY RELATING TO THIRD PARTY SERVICES, ANY WARRANTY WITH RESPECT TO THE PERFORMANCE OF ANY HARDWARE OR SOFTWARE USED IN PERFORMING SERVICES AND ANY WARRANTY CONCERNING THE RESULTS TO BE OBTAINED FROM THE SERVICES. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE. To the extent that TELVue data is transmitted over the Internet, Customer acknowledges and agrees that TELVue has no control over the functioning of the Internet and TELVue makes no representations or warranties of any kind regarding the performance of the Internet.

RELATIONSHIP OF PARTIES TELVue and Customer are independent contractors in the performance of these Terms and Conditions, and each party is solely responsible for all of its employees and agents and its labor costs and expenses arising in connection therewith. Customer is responsible for and will indemnify TELVue from any and all claims, liabilities, damages, debts, settlements, costs, attorney's fees, expenses and liabilities of any type whatsoever that may arise in connection with the purchase and use of Products or Services and on account of Customer's activities, or those of its employees or agents, including without limitation, providing unauthorized representations or warranties (or failing to effectively disclaim all warranties and liabilities on behalf of TELVue) to its customers or breaching any term, representation or warranty of these Terms and Conditions.

CUSTOMER OBLIGATIONS Certain TELVue Products and Services require a full-time Internet connection for proper operation. An Internet connection may also be required for remote TELVue support. Customer is responsible for providing Internet access that meets TELVue's requirements. Customer shall provide TELVue with access to Customer's technical personnel, facilities, systems, databases and information as necessary or appropriate for TELVue to perform its obligations under these Terms and Conditions. Customer shall be solely responsible for all content supplied by Customer. Customer represents and warrants to TELVue that such content will not violate or infringe any copyright, patent, trademark, trade secret, confidentiality or other proprietary right of any third party.

LIMITED LICENSE The License granted to Customer is for the object code version of the Products or Services and TELVue-provided content only. Customer has no rights in the source code for the Products or Services or any TELVue-provided content. Customer shall not permit anyone under Customer's direction or control to, reverse engineer, disassemble, de-compile or remove any identifying mark of TELVue or its licensors from the Products, Services or any TELVue-provided content or attempt to do so. Customer may not modify, adapt, translate or create derivative works of the Products, Services or any TELVue-provided content without TELVue's express written consent. The Services are licensed as a single product. TELVue-provided content may be used only in conjunction with the Services. TELVue shall retain all Proprietary Rights in and to the aforementioned and to any discoveries, improvements, inventions (whether or not patentable), ideas or know-how that is conceived, learned, or reduced to practices by TELVue in the course of performance under these Terms and Conditions.

CONFIDENTIALITY Both parties agree that all system designs, computer programs, data, processes, trade secrets, inventions (whether or not patentable), algorithms, know-how, and ideas and all other business, marketing, technical and financial information they obtain from the other party constitutes "Confidential Information" of the disclosing party if marked as such when disclosed in writing, or if disclosed orally, designated as such within 10 days of oral disclosure. Except as expressly and unambiguously allowed under these Terms and Conditions, TELVue and Customer agree to hold in confidence and not use or disclose the other party's Confidential Information. The receiving party shall not be obligated for any information which it can document to be in or (through no improper action or inaction by the receiving party) enters the public domain (and is readily available without substantial effort), or was rightfully in its possession or known by it prior to receipt from the disclosing party, or was rightfully disclosed to it by another person without restriction, or was independently developed by it by persons without access to such information and without use of any Confidential Information of the disclosing party, or is required to be disclosed pursuant to local or federal statutes and/or regulations. These obligations shall continue for a period of three (3) years from disclosure.

LIMITATION ON LIABILITY TELVue WILL NOT BE LIABLE WITH RESPECT TO OR ARISING OUT OF ANY SUBJECT MATTER OF THESE TERMS AND CONDITIONS UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY FOR ANY AMOUNTS IN EXCESS IN THE AGGREGATE OF THE AMOUNTS PAID TO TELVue HERE UNDER OR ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, BUSINESS REVENUES OR SAVINGS, LOST DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, TECHNOLOGY OR SERVICES. TELVue SHALL HAVE NO LIABILITY FOR ANY FAILURE OR DELAY DUE TO MATTERS BEYOND ITS REASONABLE CONTROL. THE ENTIRE RISK ARISING OUT OF THE USE AND/OR PERFORMANCE OF THE PRODUCTS OR SERVICES REMAINS WITH CUSTOMER. IN NO EVENT SHALL TELVue OR ITS LICENSORS OR ANY OF THEIR OFFICERS, DIRECTORS, EMPLOYEES, AGENTS OR AFFILIATES BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, DIRECT, INDIRECT, SPECIAL, PUNITIVE, OR OTHER DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF USE OF OR INABILITY TO USE ANY PRODUCTS OR SERVICE, EVEN IF TELVue HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR ARE OTHERWISE FORSEEABLE. IN THE EVENT A JURISDICTION DOES NOT PERMIT THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THESE LIMITATIONS SHALL APPLY TO THE MAXIMUM EXTENT PERMITTED BY LAW.

MISCELLANEOUS If any provision of these Terms and Conditions is held unenforceable by a court of competent jurisdiction, that provision shall be limited or estimated to the minimum extent necessary so that the Terms and Conditions shall otherwise remain in full force and effect and enforceable. These Terms and Conditions shall be governed by and construed under the laws of the State of New Jersey and the United States without regard to the conflicts of laws provisions thereof and without regard to the United Nations Convention on Contracts for the International Sale of Goods. The parties agree that venue for any action of any kind shall be Burlington County, New Jersey. Any waiver or amendment to these Terms and Conditions shall be effective only if made in writing and signed by a representative of the respective parties, authorized to bind the parties. The prevailing party in any action to enforce these Terms and Conditions shall be entitled to recover costs and expenses, including, without limitation, attorneys' fees. Notices given under these Terms and Conditions shall be in writing and considered to be received upon the earlier of actual receipt or five (5) days after mailing if mailed postage prepaid by regular mail, or one (1) day after such notice is sent by major commercial rapid delivery courier or facsimile transmission. Any delay or failure by either party to exercise any right or remedy will not constitute a waiver of that party to thereafter enforce such rights.

Hoa Hoang

From: Hoa Hoang
Sent: Thursday, January 19, 2012 3:36 PM
To: Richard Pittman
Cc: Vivian Lemley
Subject: FW: A New Response Has been Posted: Video on Web Site

Richard,

Here is the survey with other municipalities about Video on Web.

(see below)

Hoa Ngoc Hoang, CCIO
Chief Information Technology Officer
Town of Lake Park
(561)881-3303

From: FLGISAnet Support [<mailto:noreplynetqa@mycusthelp.com>]
Sent: Monday, November 07, 2011 8:38 AM
To: noreplynetqa@mycusthelp.com
Subject: A New Response Has been Posted: Video on Web Site

Dear Member,

A new response to a question in your area of interest has been posted. Please click the link below to view the question and responses.

Thank you for using FLGISAnet!

Thread:

Chief Information Technology Officer Hoa Hoang Asked the Following On 10/18/2011 10:27:20 AM:

Title: Video on Web Site

I would like to know if you upload the Commission's meeting videos on your website.

1. Do you do it inhouse? or pay for someone else to do it?
2. How much it would cost you per year?

On 10/18/2011, ITC Director - New Port Richey Clark Jones answered:

We do not. Our current host is GovOffice and their bandwidth performance is terrible, plus they offer limited storage. We may do so when we move to CivicPlus, but we have not looked at that functionality as yet.

On 10/18/2011, IS Supervisor Kent Haines answered:

We do not currently post the videos. However, I know from experience that Bay County do post their videos, as well as stream the meetings live. They contract with an outside vendor for the hosting. Unfortunately, I don't remember the name of the company they use. If you would like, you can e-mail me and I can give you the contact information for the Bay County IT Director (I don't feel comfortable posting it, since I haven't an ok from him to do so). My e-mail is: khaines@jaxbchfl.net

On 10/18/2011, Assistant to the Town Manager Zoie Burgess answered:

Highland Beach is currently using Granicus to upload meetings. They created a page to look like the Town's website and after every meeting it is uploaded. Granicus also provides a way to load the meeting agenda (and index each agenda) and minutes in one convenient portal. You can also report on viewer

statistics if needed.

Here is a link to see how our videos are posted: <http://fl-highlandbeach.civicplus.com/media/>

With a little programming knowledge it is easy to manage or you can call them up and make changes.

Any additional questions, please don't hesitate to contact me.

On 10/21/2011, Director of Information Technology Ted LaMott answered:

We did not want the overhead of webstreaming and video on demand, so we engaged EarthChannel. We stream to their website and they rebroadcast it. We record commission meeting, it allows indexing, and it costs about \$9,000/year for virtually unlimited storage. There is a nominal setup cost. I recommend EarthChannel.

Here's a link to our webpage for streaming video & video on demand:

<http://cobh.org/index.aspx?NID=717>

<http://earthchannel.com>; (678) 935-9103

Ted LaMott

Director of Information Technology

City of Hallandale Beach

400 South Federal Hwy Hallandale Beach, FL 33009

Work: 954-457-1351 Fax: 954-457-1342

tlamott@hallandalebeachfl.gov

On 10/25/2011, IT Director/CIO Harold Schomaker answered:

Sorry for the delayed response. Yes we do upload Commission Meeting videos to our website - in house. IT setup the infrastructure and the Marketing Division does the video streaming prep work. At this point in time the cost is just people time, about 1 - 2 hours for meeting, depending on length of meeting.

Harold

On 11/7/2011, I.T. Coordinator Kevin C. Archambault answered:

Flagler County - Sorry for the late reply. Yes we upload all of our televised meetings (Regular Commission meetings, Advisory Councils, etc) for availability on our website. We're currently in the process of flash encoding our older meetings (going back to @ 2002) and loading them as well.

1. Our main website is hosted offsite but we are storing the flash videos inhouse on a dedicated server.
2. Other than storage space, not sure how to quantify an annual cost for this. The flash encoding happens as the meeting is in progress and the only time it takes for us to post is to copy the file to the server and then update the links on our site.

Hope this helps.

Kevin

[Click here to view Response](#)

Hoa Hoang

From: Hoa Hoang
Sent: Thursday, January 19, 2012 3:41 PM
To: Richard Pittman
Cc: Vivian Lemley
Subject: FW: Commission Meeting videos

Hoa Ngoc Hoang, CCIO
Chief Information Technology Officer
Town of Lake Park
(561)881-3303

From: Zoie Burgess [<mailto:ZBurgess@ci.highland-beach.fl.us>]
Sent: Thursday, October 20, 2011 3:07 PM
To: Hoa Hoang
Subject: RE: Commission Meeting videos

Hi

It is approximately \$5,500 for the services that we use.

Zoie R. Perkins-Burgess

Assistant to Town Manager
Town of Highland Beach

From: Hoa Hoang [<mailto:hhoang@lakeparkflorida.gov>]
Sent: Tuesday, October 18, 2011 3:05 PM
To: Zoie Burgess
Subject: Commission Meeting videos

How much do you pay Granicus per year for this services?

Thanks,

Hoa Ngoc Hoang, CCIO
Chief Information Technology Officer
Town of Lake Park
(561)881-3303

On 10/18/2011, Assistant to the Town Manager Zoie Burgess answered:
Highland Beach is currently using Granicus to upload meetings. They created a page to look like the Town's website and after every meeting it is uploaded. Granicus also provides a way to load the meeting agenda (and index each agenda) and minutes in one convenient portal. You can also report on viewer statistics if needed.

Hoa Hoang

From: Hoa Hoang
Sent: Thursday, January 19, 2012 3:42 PM
To: Richard Pittman
Cc: Vivian Lemley
Subject: FW: Commission Meeting Video

Village of Wellington

Hoa Ngoc Hoang, CCIO
Chief Information Technology Officer
Town of Lake Park
(561)881-3303

—Original Message—

From: Tom Amburgey [mailto:tamburgey@wellingtonfl.gov]
Sent: Wednesday, October 19, 2011 3:31 PM
To: Hoa Hoang
Cc: Sheldon Esnard
Subject: Re: Commission Meeting Video

We looked at them too and yes they are expensive.....

Tom Amburgey

Please forgive typos and/or abbreviations: Sent from my mobile device.

On Oct 19, 2011, at 3:30 PM, "Hoa Hoang" <hhoang@lakeparkflorida.gov> wrote:

> Tom,
>
> Thank you for the info.
> I will send the responses I have received to you and Sheldon.
> Granicus is so expensive to use.
>
> Hoa Ngoc Hoang, CCIO
> Chief Information Technology Officer
> Town of Lake Park
> (561)881-3303

> —Original Message—

> **From:** Tom Amburgey [mailto:tamburgey@wellingtonfl.gov]
> **Sent:** Wednesday, October 19, 2011 2:50 PM
> **To:** Hoa Hoang
> **Cc:** Sheldon Esnard
> **Subject:** RE: Commission Meeting Video

> HI Hoa,

> Hope you are doing well.

> We do two things in regards to commission meetings. We show them live through our website and then do load the archived meetings. We do our commission meetings and a few other of our committee meetings.

> We do it in house and use a system from Osprey to build the files. I would say the Osprey system is around \$2-3k. Not real bad. If you are already recording meetings, there is no other cost.....

> You can speak with Sheldon Esnard (who I copied on this). He has been looking at a few other products to possible transition to as well.

> Talk to you soon!

> Tom

>

From: Hoa Hoang [hhoang@lakeparkflorida.gov]
Sent: Tuesday, October 18, 2011 11:59 AM
To: Tom Amburgey
Subject: Commission Meeting Video

> Hi Tom,

> Sorry to bother you, but I have a question:

> Do you upload video for Commission Meetings to your website?
> If Yes, do you do it inhouse?
> How much does the cost involved?

> Thanks,

> Hoa Ngoc Hoang, CCIO
> Chief Information Technology Officer
> Town of Lake Park
> (561)881-3303

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> Communication made through e-mail or any other computer messaging system shall in no way be deemed to constitute legal notice to The City of Wellington or any of its agencies, officers, employees, agents or representatives with respect to any existing or potential claim or cause of action

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