



Human Resources
Department

MEMO

To: Mayor and Town Commissioners
From: Bambi McKibbin-Turner
Human Resources Director
Subject: Town Manager Interview Workbook
Date: June 12, 2012

Attached is the Town Manager Interview Workbook which I prepared for each of you for ease of reference in preparation for the Town Manager interviews that will be occurring on Saturday, June 16, 2012. This workbook contains the following items:

- The interview schedule which contains the names of each of the candidates and the order in which they will be interviewed;
- General guidance from the Society for Human Resource Management regarding the Acceptable and Unacceptable Questions for Job Interviews (the actual interview questions developed by Kurt Bressner will be provided to you under separate cover);
- The matrix setting forth the outcome of the criminal background checks, credit checks, degree verifications, employment reference checks, media checks, litigation checks, and the salary requirements provided by each candidate (as provided to you previously); and
- Copies of the employment applications, cover letters and resumes, as well as documentation regarding outcome of each candidate's criminal background check, litigation check, media check and employment reference check (as provided to you previously).

We have requested that the candidates arrive at 7:30 a.m. and meet in the Town Hall Conference Room where they will be welcomed by staff and where refreshments will be served. We are requesting that each of you arrive at 7:30 a.m. as well.

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3310
Fax: (561) 881-3314

www.lakeparkflorida.gov

Prior to the commencement of the interviews, you will be shown to your respective interview rooms where the candidates will come around to meet with you on a rotating basis. Each candidate will have a Town staff member assigned to them to show them to their interview rooms.

The morning interviews will commence at 8:00 a.m. The lunch break will occur at 11:30 a.m. The afternoon interviews will commence at 3:00 p.m. in the Commission Chamber. At 6:00 p.m. following the conclusion of the interviews, there will be a networking reception which will take place in the Mirror Ballroom. Wine and cheese will be served.

I hope you find this information to be helpful. I look forward to seeing you on interview day.

***TOWN MANAGER
INTERVIEW WORKBOOK***

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- IV. Copies of the employment applications, cover letters and resumes, as well as documentation regarding outcome of each candidate's criminal background check, litigation check, media check and employment reference check**

TOWN OF LAKE PARK TOWN MANAGER INTERVIEW SCHEDULE FOR SATURDAY, JUNE 16, 2012

Applicants to arrive at 7:30 a.m. at Lake Park Town Hall. Candidates will assemble in the Conference Room upon arrival to meet the Town staff member assigned to each of them, obtain the interview schedule, and then be escorted to their individual interviews on a rotating basis. Individual interviews to commence at 8:00 a.m. and to occur at 30 minute intervals with 5 minute breaks in between.

Time	Mayor DuBois Room A (Town Mgr. Office)	Vice Mayor Rumsey Room B (Town Clerk's Office)	Commissioner Hockman Room C (Grant Writer's Former Office)	Commissioner Longtin Room D (Finance Director's Office)	Commissioner Stevens Room E (Mayor's Office)
8:00 a.m. to 8:30 a.m.	Candidate A - Stephen Cottrell	Candidate B - Kimberly Glas- Castro	Candidate C - Clarence Hulse	Candidate D - David Strohl	Candidate E - Dale Sugerman
Break	***	***	***	***	***
8:35 a.m. to 9:05 a.m.	Candidate B - Kimberly Glas- Castro	Candidate C - Clarence Hulse	Candidate D - David Strohl	Candidate E - Dale Sugerman	Candidate A - Stephen Cottrell
Break	***	***	***	***	***
9:10 a.m. to 9:40 a.m.	Candidate C - Clarence Hulse	Candidate D - David Strohl	Candidate E - Dale Sugerman	Candidate A - Stephen Cottrell	Candidate B - Kimberly Glas-Castro
Break	***	***	***	***	***
9:45 a.m. to 10:15 a.m.	Candidate D - David Strohl	Candidate E - Dale Sugerman	Candidate A - Stephen Cottrell	Candidate B - Kimberly Glas- Castro	Candidate C - Clarence Hulse
Break	***	***	***	***	***
10:20 a.m. to 10:50 a.m.	Candidate E - Dale Sugerman	Candidate A - Stephen Cottrell	Candidate B - Kimberly Glas- Castro	Candidate C - Clarence Hulse	Candidate D - David Strohl

11:30 a.m. Lunch Break

3:00 p.m.

Panel Interviews in Public Forum • Commission Chamber

Call to order and brief remarks regarding the interview procedures

3:15 p.m.

Candidate A Interview – Stephen Cottrell

3:45 p.m.

Candidate B Interview – Kimberly Glas-Castro

4:15 p.m.

Candidate C Interview – Clarence Hulse

4:45 p.m.

Candidate D Interview – David Strohl

5:15 p.m.

Candidate E Interview – Dale Sugerman

6:00 p.m.

Short networking reception to be held in the Mirror Ballroom in order to give the public an opportunity to interact with each candidate.

Acceptable and Unacceptable Questions for Job Interviews			
Topic	Acceptable	Unacceptable	If Unacceptable, What Is the Reason?
Attendance/reliability	What hours and days can you work?	How many children do you have?	Could be viewed as discriminatory toward females
Attendance/reliability	Are there specific times that you cannot work?	What religion are you?	Could be viewed as religious discrimination
Attendance/reliability	Do you have responsibilities other than work that will interfere with specific job requirements such as traveling?	What are your child care arrangements?	Could be viewed as discriminatory toward females
Attendance/reliability	Do you have a reliable method of getting to work?	Do you own a car?	Could be considered racial discrimination
Citizenship/ national origin	Have you ever worked under a different name?	What is your maiden name?	Could be considered national origin discrimination
National origin	None	What is your father's surname? What are the names of your relatives?	Not only are these irrelevant, but they could be considered national origin discrimination
Disabilities	Can you perform the duties of the job you are applying for?	Do you have any disabilities?	Could be considered discrimination against disabled persons
Disabilities	None	Have you ever filed a workers' compensation claim?	Could be considered discrimination against disabled persons
Disabilities	None	Have you ever been injured on the job?	Could be considered discrimination against disabled persons
Credit record	None	Do you own your own home?	Irrelevant and could be considered racial discrimination
Credit record	None	Have you ever declared bankruptcy?	Irrelevant and could be considered racial discrimination
Military record	What type of education, training and work experience relevant to job did you receive while in the military?	What type of discharge did you receive?	Irrelevant and could be considered racial discrimination
Language	What languages do you speak and write fluently? (if the job requires additional languages)	What is your native language? How did you learn to read, write or speak a foreign language?	Could be considered national origin discrimination
Organizations	Inquiry into an applicant's membership in organizations that the applicant considers relevant to his or her ability to perform job	List all clubs, societies and lodges to which you belong.	Could be considered racial or national origin discrimination
Race or color	None	Complexion or color of skin.	Could be considered racial or national origin discrimination
Weight, height, eye color	Only if there is a bona fide occupational qualification		Could be considered racial or national origin discrimination

Religion	Only if there is a bona fide occupational qualification	What is your religious denomination, religious affiliations, church, parish, pastor? What religious holidays do you observe?	Could be considered religious discrimination
Gender	Only if there is a bona fide occupational qualification	Do you wish to be addressed as Mr.?, Mrs.?, Miss? or Ms.?	Could be considered gender discrimination.
Previous and current addresses		What was your previous address? How long did you reside there? How long have you lived at your current address? Do you own your own home?	Could be considered racial or national origin discrimination
Education	Do you have a high school diploma or equivalent? Do you have a university or college degree? (if relevant to job performance)	What year did you graduate from high school or college?	Could be considered age discrimination

**OUTCOME OF BACKGROUND CHECKS ON FIVE TOWN MANAGER CANDIDATES
(excerpt from May 1, 2012 Supplement to the May 2, 2012 Commission agenda item)**

Names of Semi-Finalists	Criminal Background Checks	Credit Checks	Degree Verification	Employment Reference Checks	Media Checks	Litigation Checks	Salary Requirements
Stephen J. Cottrell, from Dunedin, Florida	Clear	Clear	BA and MPA confirmed	Received three of three references requested	Results Provided	Clear	\$90,000 approximately
Kimberly K. Glas-Castro, from Lake Park, Florida	Clear	Clear	BA and MPA confirmed	Received three of three references requested	No Results	Clear	\$115,000
Clarence L. Hulise, from Jeffersonville, Indiana	Clear	Clear	BS and MS confirmed	Received three of three references requested	Results Provided	Clear	Mid \$80,000 to \$130,000 Range
David A. Strohl, from Morton, Illinois	Clear	Clear	AAS and BS confirmed	Received three of three references requested	Results Provided	Clear	Negotiable
Dale S. Sugerman, from Hypoluxo, Florida	Clear	Clear	BA, MPA and Ph.D. confirmed	Received one of three references requested (copy of personnel file obtained from the Town of Highland Beach, FL per F.S. Chapter 119 provided)	Results Provided	Results Provided	Negotiable

Stephen J. Cottrell

***Copies of Employment Application,
Cover Letter and Resume***

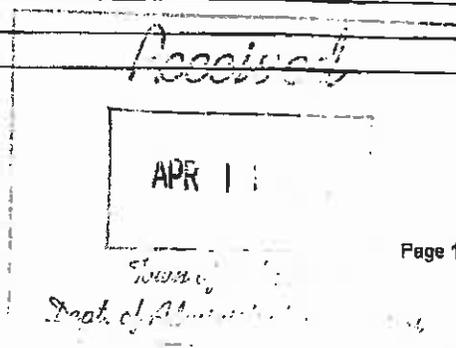


TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

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

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

1. Position Applied For: TOWN MANAGER
(Please state the position applied for exactly as it has been advertised.)
2. Is this position: Full-time Part-time Temporary Intermittent (Seasonal)
(Please check one of the above boxes.)
3. How did you first learn about this position: ICMA online Advertisement?
4. Applicant's Last Name: Cottrell
5. Full First Name: Stephen Middle Name: James
6. Applicant's Home Address: 1131 McLean Street
(Do not use a post office box.)
 City: Dunedin State: FL Zip Code: 34698
 Home Telephone No. (with area code): _____ Cell Phone No. (with area code): (727) 487-3763
 Email Address: stcottrell@gmail.com
7. Social Security Number: _____
(The Town of Lake Park requires the purpose of conducting pre-employment background checks, pre-employment drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.)
8. Have you ever worked for the Town of Lake Park? Yes No
 If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:



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

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

11. May we contact your present employer? Yes No **N/A - NOT PRESENTLY EMPLOYED**

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

13. Can you work evenings? Yes No

14. Can you work weekends? Yes No

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

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

Yes No

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

17. Do you have a valid Florida driver's license? Yes No If your answer is "yes", please attach a copy of your driver's license.
Driver's License Number: _____

18. Do you have a current Florida driver's license? Yes No
If "yes", indicate class below:

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

Expiration Date: _____ Endorsements: _____

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: <u>DUNEDINI</u>	Date Graduated: <u>1965</u>
Address: <u>PINZHORST ROAD</u>	
City/State/Zip Code: <u>DUNEDINI, FL</u> <u>341698</u>	
College/University CALIFORNIA STATE	
Full Name: <u>UNIVERSITY</u>	Date Graduated: <u>1973</u>
Address: <u>SACRAMENTO, CA</u>	Major: <u>ENGLISH</u>
City/State/Zip Code:	Degree: <u>BA</u>
College/University	
Full Name: <u>FLORIDA STATE UNIV.</u>	Date Graduated: <u>1980</u>
Address: <u>TALLAHASSEE, FL</u>	Major: <u>PUBLIC ADMIN. / ENGLISH</u>
City/State/Zip Code:	Degree: <u>MSPA</u> <u>(MASTERS DEGREE)</u>
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

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

COMPUTER SOFTWARE - WORD, EXCEL, POWER POINT

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

ICMA FCCMA

2. EMPLOYMENT HISTORY

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

Name of Employer: WINDSOR, VERMONT		Starting Date: 08/2008
Address: 29 Union Street		Ending Date: 08/2011
City/State: Windsor / VT	Zip Code: 05089	Final Salary: \$90,000.00
Telephone Number (with area code): (802) 674-6786		
Immediate Supervisor: Five Selectboard Members		
Position Title: TOWN MANAGER		
Duties and Responsibilities: Daily administration of all departments; Finance, budget, public works, water, sewer, recreation, police, fire, building + planning; Public and media relations; Capital + operating budget implementation; ordinance + policy development; grant writing, and grant administration; strategic planning and economic development		
Reason for Leaving: Completed three year contract on good terms, but wanted to secure management position closer to wife and family (hopefully in Florida).		
Name of Employer: Indian Rocks Beach		Starting Date: 04/2007
Address: Indian Rocks Beach		Ending Date: 12/2007
City/State: FLORIDA	Zip Code:	Final Salary: \$97,800.00
Telephone Number (with area code): (727) 595-2517		
Immediate Supervisor: Five Elected Officials		
Position Title: Interim City MANAGER		
Duties and Responsibilities: MANAGE the day-to-day operations of city services inclusive of parks, public works, building + planning; Developed alternative revenue recommendations, annual budget and capital improvement plan; oversight of financial administration and town clerk; media + public relations.		
Reason for Leaving: Could not reach agreement on terms of longer term contract / employment agreement with council. To seek more permanent, stable employment.		

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

Name of Employer: TOWN of Belleair		Starting Date: 03/1997
Address: Belleair		Ending Date: 09/2006
City/State: FLORIDA	Zip Code: 33756	Final Salary: \$94,500.00
Telephone Number (with area code): (727) 647-7486		
Immediate Supervisor: Five Elected Commissioners		
M4	Position Title: TOWN MANAGER	
Duties and Responsibilities: Oversight of all Town Departments; Public Works Administration inclusive of water, wastewater treatment, sanitation streets; building and code enforcement. Chief financial officer; development of strategic financial plan, operating and capital budgets; public-media relations; grant application and administration; capital project management; Police & fire administration oversight.		
Reason for Leaving: All evaluations of performance were "exceeds expectations" or "satisfactory" throughout nine and one half years of professional service. I was terminated without cause due to change in composition of commission.		
Name of Employer: City of Plant City		Starting Date: 02/1990
Address: Reynolds Sr.		Ending Date: 02/1997
City/State: PLANT CITY, FL	Zip Code:	Final Salary: \$55,000.00
Telephone Number (with area code): (813) 659-4200		
Immediate Supervisor: Nettie Draughon		
M4	Position Title: ASSISTANT CITY MANAGER	
Duties and Responsibilities: Annual preparation of operating and capital improvement budgets; personnel & public works administration; project management; assist in all aspects of daily operations of a full-service city; oversight of departments with over 350 employees (exclusion of Police & fire departments). Implementation of capital projects.		
Reason for Leaving: To become TOWN MANAGER of Belleair, FL.		

Name of Employer: City of Tallahassee	Starting Date: 10/1985
Address: 301 S. Adams St.	Ending Date: 01/1990
City/State: Tallahassee, FL Zip Code:	Final Salary: \$35,000.00
Telephone Number (with area code): (850) 891-8200	
Immediate Supervisor: Don Corley	
Position Title: Sv. Management Analyst	

Duties and Responsibilities: Developed various city departmental budgets; oversight and development of city-wide capital improvement budget and long-term (5 year) capital improvement plans; special project studies; annexation analysis; supervision of other budget analysts.

Reason for Leaving: To become assistant city manager of Plant City, Florida.

Name of Employer:	Starting Date:
Address:	Ending Date:
City/State: Zip Code:	Final Salary:
Telephone Number (with area code):	
Immediate Supervisor:	
Position Title:	
Duties and Responsibilities:	
Reason for Leaving:	

23. Please explain any gaps in your employment history:

Between 1979 - 1985, I worked as a Legislative Intern, research Assoc. for the Florida Advisory Council for Intergovernmental Relations; and research analyst for The Joint Center for Environmental and Urban Problems.

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

Yes No

If "yes", identify the employer and your job position, and explain why and include the date of the job action: Town of Belleair, Dismissed without cause due to change in commission membership 9/2006.



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

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

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

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

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

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

Applicant Full Name: Stephen J. Cottrell
(please print)

Stephen J. Cottrell
Signature of Applicant

4-11-2012
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

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 McKibbin-Turner, Director
Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, FL 33403

Dear Ms. McKibbin-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 34596
scottrell@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 Billmore 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

***Results of Criminal Background
Checks***

Time: 4ms 



FLORIDA DEPARTMENT OF LAW ENFORCEMENT

CRIMINAL HISTORY INFORMATION

Search Florida's Criminal Histories

- 1. MY INFORMATION
- 2. CRITERIA
- 3. CONFIRMATION
- 4. PAYMENT
- 5. CANDIDATES
- 6. RESULTS

Confirmation of No Search Results

Your Search Criteria

	First	Middle	Last	Date of Birth	Age	Race	Sex	SSN
Name	STEPHEN	JAMES	COTTRELL	[REDACTED]				

Maiden/Alias

Transaction 5103334

4/12/2012 2:25:51 PM

FDLE found NO Florida criminal history based on the information provided. No criminal record check was conducted for other states or for the FBI. This record (or statement that there is not a record) is based on a request from a member of the public. This customer used the FDLE Internet system to search for the Florida record. FDLE is providing this to respond to the customer's request.

Help understanding these results

Print Results

Email Result to:

New Search

Home

bturner@lakeparkflorida.gov

No Records Found

[Print](#)

Nationwide Criminal Search Records

Search Date: 04/12/2012

Criminal Records Detail

Search criteria: **Stephen Cottrell**

No matching records were found

Please check your spelling and [available coverage areas](#)
Search coverage areas include over 340 Million Records

Perform a Full Background Check on [Stephen Cottrell](#)

Results may include **Legal Judgments, Bankruptcies, Social Network Profiles, Email Addresses, Phone Numbers, Property Records, Relatives and more!**

ALABAMA	Clear - No Records Found
ALASKA	Clear - No Records Found
ARIZONA	Clear - No Records Found
ARKANSAS	Clear - No Records Found
CALIFORNIA	Clear - No Records Found
COLORADO	Clear - No Records Found
CONNECTICUT	Clear - No Records Found
DELAWARE	Clear - No Records Found
DISTRICT OF COLUMBIA	Clear - No Records Found
FLORIDA	Clear - No Records Found
GEORGIA	Clear - No Records Found
HAWAII	Clear - No Records Found
IDAHO	Clear - No Records Found
ILLINOIS	Clear - No Records Found
INDIANA	Clear - No Records Found
IOWA	Clear - No Records Found
KANSAS	Clear - No Records Found
KENTUCKY	Clear - No Records Found
LOUISIANA	Clear - No Records Found
MAINE	Clear - No Records Found
MARYLAND	Clear - No Records Found
MASSACHUSETTS	Clear - No Records Found
MICHIGAN	Clear - No Records Found
MINNESOTA	Clear - No Records Found

MISSISSIPPI	Clear - No Records Found
MISSOURI	Clear - No Records Found
MONTANA	Clear - No Records Found
NEBRASKA	Clear - No Records Found
NEVADA	Clear - No Records Found
NEW HAMPSHIRE	Clear - No Records Found
NEW JERSEY	Clear - No Records Found
NEW MEXICO	Clear - No Records Found
NEW YORK	Clear - No Records Found
NORTH CAROLINA	Clear - No Records Found
NORTH DAKOTA	Clear - No Records Found
OHIO	Clear - No Records Found
OKLAHOMA	Clear - No Records Found
OREGON	Clear - No Records Found
PENNSYLVANIA	Clear - No Records Found
RHODE ISLAND	Clear - No Records Found
SOUTH CAROLINA	Clear - No Records Found
SOUTH DAKOTA	Clear - No Records Found
TENNESSEE	Clear - No Records Found
TEXAS	Clear - No Records Found
UTAH	Clear - No Records Found
VERMONT	Clear - No Records Found
VIRGINIA	Clear - No Records Found
WASHINGTON	Clear - No Records Found
WEST VIRGINIA	Clear - No Records Found
WISCONSIN	Clear - No Records Found
WYOMING	Clear - No Records Found

Note: The data in this report is derived from public sources and may contain errors. We do not create, verify, or guarantee the accuracy of the data. Please be sure to closely review the information. We are NOT a consumer reporting agency as defined under the Fair Credit Reporting Act ("FCRA"), and the information in our databases has not been collected in whole or in part for the purpose of furnishing consumer reports, as defined in the FCRA. Website information cannot be used to: (a) establish an individual's legibility for personal credit or insurance; (b) assess risks associated with existing consumer credit obligations, (c) evaluate an individual for employment, promotion, reassignment or retention (including employment of household workers such a nannies, housekeepers, or contractors), or (c) in conjunction with assessing the merits of entering into any other personal business transaction with another individual). For more information please review our Terms and Conditions - [CLICK HERE](#)

No Records Found

[Print](#)

Nationwide Sex Offender Records

Search Date: 04/12/2012

Sex Offender Records DetailSearch criteria: **Stephen Cottrell**

ALABAMA	Clear - No Records Found
ALASKA	Clear - No Records Found
ARIZONA	Clear - No Records Found
ARKANSAS	Clear - No Records Found
CALIFORNIA	Clear - No Records Found
COLORADO	Clear - No Records Found
CONNECTICUT	Clear - No Records Found
DELAWARE	Clear - No Records Found
DISTRICT OF COLUMBIA	Clear - No Records Found
FLORIDA	Clear - No Records Found
GEORGIA	Clear - No Records Found
HAWAII	Clear - No Records Found
IDAHO	Clear - No Records Found
ILLINOIS	Clear - No Records Found
INDIANA	Clear - No Records Found
IOWA	Clear - No Records Found
KANSAS	Clear - No Records Found
KENTUCKY	Clear - No Records Found
LOUISIANA	Clear - No Records Found
MAINE	Clear - No Records Found
MARYLAND	Clear - No Records Found
MASSACHUSETTS	Clear - No Records Found
MICHIGAN	Clear - No Records Found
MINNESOTA	Clear - No Records Found
MISSISSIPPI	Clear - No Records Found
MISSOURI	Clear - No Records Found
MONTANA	Clear - No Records Found
NEBRASKA	Clear - No Records Found
NEVADA	Clear - No Records Found
NEW HAMPSHIRE	Clear - No Records Found
NEW JERSEY	Clear - No Records Found

NEW MEXICO	Clear - No Records Found
NEW YORK	Clear - No Records Found
NORTH CAROLINA	Clear - No Records Found
NORTH DAKOTA	Clear - No Records Found
OHIO	Clear - No Records Found
OKLAHOMA	Clear - No Records Found
OREGON	Clear - No Records Found
PENNSYLVANIA	Clear - No Records Found
RHODE ISLAND	Clear - No Records Found
SOUTH CAROLINA	Clear - No Records Found
SOUTH DAKOTA	Clear - No Records Found
TENNESSEE	Clear - No Records Found
TEXAS	Clear - No Records Found
UTAH	Clear - No Records Found
VERMONT	Clear - No Records Found
VIRGINIA	Clear - No Records Found
WASHINGTON	Clear - No Records Found
WEST VIRGINIA	Clear - No Records Found
WISCONSIN	Clear - No Records Found
WYOMING	Clear - No Records Found

No matching records were found

Please check your spelling and [available coverage areas](#)
Search coverage areas include over 340 Million Records

Note: The data in this report is derived from public sources and may contain errors. We do not create, verify, or guarantee the accuracy of the data. Please be sure to closely review the information. We are NOT a consumer reporting agency as defined under the Fair Credit Reporting Act ("FCRA"), and the information in our databases has not been collected in whole or in part for the purpose of furnishing consumer reports, as defined in the FCRA. Website information cannot be used to: (a) establish an individual's legibility for personal credit or insurance; (b) assess risks associated with existing consumer credit obligations, (c) evaluate an individual for employment, promotion, reassignment or retention (including employment of household workers such a nannies, housekeepers, or contractors), or (c) in conjunction with assessing the merits of entering into any other personal business transaction with another individual). For more information please review our Terms and Conditions - [CLICK HERE](#)

Results of Litigation Check



Background Screening Report

Town of Lake Park - Town Manager Search

Name: Stephen Cottrell

Address: Dunedin, FL

File #: CA56849

CIVIL RECORDS

Location Searched: Pinellas CO, FL
Dates Searched: 2005 to Present
State Searched: Florida
Results: Civil/No Record Found

Location Searched: Buck Co, PA
Dates Searched: 2005 to Present
State Searched: Pennsylvania
Results: Civil/No Record Found

Location Searched: Windsor Co, VT
Dates Searched: 2005 to Present
State Searched: Vermont
Results: Civil/No Record Found

Miscellaneous: Our office contacted all related courts. There was no record found for the applicant.

All findings on this report are based strictly upon the information contained within the employment application and various outside agencies. All findings contained within this report should not be a sole determining factor for employment with the above agencies.

This report is furnished to you under a client-investigator privilege (in response to your request). The concerns thereof are for your confidential information and are not intended for release to any other agency and/or person without the consent of your agency.

Results from Media Checks



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Windsor Hires New Town Manager

Windsor, Vermont - July 21, 2008

The year-long search for a new town manger in Windsor is over. Stephen Cottrell was picked for the job. He comes from Florida, where he was fired from a similar position there for his handling of two controversies. One dealt with the police department and the other with the demolition of a landmark hotel. But the mayor of the community praised Cottrell for his work and said his firing had more to do with town commissioners trying to find a political scapegoat.



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When to Hire In-Home Care for a Loved One

VALLEY **buzz**

Friday, 2/11/2011



NEWS:

Lebanon Stands Pat

Lebanon -- Less than a week after some residents directed the School Board to restore \$200,000 in cuts to the district budget, the board indicated it would stick to its guns on proposed staffing and program changes. [See full story](#)

◇

NEWS:

Mubarak Refuses to Step Down

Cairo -- Egyptian President Hosni Mubarak refused to step down yesterday, saying in a nationally televised speech that he would hand authority to his vice president in a move that enraged and bewildered hundreds of thousands of protesters packed into Cairo's Tahrir Square. [See full story](#)

◇

SPORTS:

Marauders 3rd at State Meet

North Conway, N.H. -- Gabi Formankova isn't complaining. [See full story](#)

◇

CLOSE-UP:**Serious Film Fans Pick Their Favorites**

As far as I'm concerned, there are two types of movies -- those with love stories and those with explosions, and I lean toward the latter. [See full story](#)

◇

EDITORIAL:**Campaign Finance *Pushing the Limits***

In theory, donations to presidential candidates are limited to \$2,500 from any one person, or \$5,000 if you include both the primary and general election campaigns. [See full story](#)

◇

OTHER HEADLINES

For complete story, see today's *Valley News*

NEWS: Obama Issues Harsh Criticism

Washington -- Caught off guard by Egyptian President Hosni Mubarak's efforts to cling to power, President Obama condemned as inadequate Mubarak's latest concessions to protesters and warned against a violent crackdown.

◇

NEWS: Windsor Town Manager Won't Seek Extension, to Return to Fla.

Windsor -- Town Manager Steve Cottrell keeps a small sign on his desk that reads: "That is the way we've always done it." A red circle surrounds the words and a red slash runs through the middle of the circle.

◇

NEWS: Stagnant Population Blamed On Expensive Valley Housing

White River Junction -- Windsor County lost residents in the past decade and what population growth did occur on the Vermont side of the Upper Valley was most apparent in outlying towns where housing is more affordable, according to U.S. Census data that was released yesterday.

◇

NEWS: Lynch: Don't Quit Cap-and-Trade Pact

Concord -- New Hampshire Gov. John Lynch said yesterday he wants the state to remain a member of the Regional Greenhouse Gas Initiative aimed at reducing carbon emissions.

◇

IN THE VALLEY NEWS over the past week:

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***Telephone Employment Reference
Forms***

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Stephen J. Cottrell

Employment Referenced: Town of Belleair, Florida

Position Held: Town Manager

Employment Dates : March 1997 – September 2006

Reason for Leaving: The Town chose to terminate him by Commission action as there were a couple of new Commissioners seeking a change. Mr. Cottrell was on the wrong side of the decision regarding electrical service to the Town.

MANAGEMENT STYLE/PROFESSIONAL SKILLS

Y Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy") He was certainly so with staff and the Commission.

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

Y Effectively implements and enforces municipal policies and procedures

Y Demonstrates a capacity for innovation and creativity Very much so. He was a creative guy.

Y Anticipates problems and develops effective approaches for solving them

Y Maintains a positive work atmosphere conducive to productivity and efficiency

Y Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations He did a very job of this.

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

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

Y Effectively recruits professional staff

How would his/her direct reports describe this person's management style? **He allowed them to come up with different ideas without looking too much over their shoulders and at the same time expecting accountability. He balanced this well.**

FISCAL MANAGEMENT

Y Possesses knowledge of governmental accounting/budget procedures **This was one of his strongest points.**

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

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

Y Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting **Absolutely. They did a five-year strategic plan and updated it annually, as well as a capital improvement plan (CIP)**

Y Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality

PERSONAL SKILLS/COMMUNICATIONS

Y Demonstrates high concern for ethical behavior **He was very ethical and he required this of all employees.**

Y Receptive to constructive criticism and advice **He welcomed feedback so that he could make improvements.**

Y Manages stress effectively **He was never openly stressed. He handled it very well.**

RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

Y Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives **He had regular meetings with the Commission and did annual goal setting with the Commission.**

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

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

COMMUNITY RELATIONS

Y Maintains an "open door policy" with the community

Y Effectively addresses and accommodates citizen complaints **Yes - to the degree that it could be addressed within budget constraints, ethically and morally.**

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

Y Responsive to issues of both commercial and residential populations

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

Y Takes a diplomatic approach to problem solving

Y Projects a positive image on behalf of the municipality

Y Provides management support to municipal Boards **He directly worked with Planning and Zoning, Fire Board, Historic Preservation and the Electric Franchise Boards.**

Would you rehire this person if you were presented with the opportunity? yes - but this Would be up to the Commission.

Information provided by:

**Mike Maxwell
Town Manager**

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Stephen J. Cottrell

Employment Referenced: Indian Rocks Beach, Florida

Position Held: Interim City Manager

Employment Dates : April 2007 - December 2007

Reason for Leaving: Could not be confirmed. Was advised by the current City Manager Charles Coward that while he was aware at the time of Mr. Cottrell's employment with the City, he cannot answer any specific questions and there is no one available who can answer them.

MANAGEMENT STYLE/PROFESSIONAL SKILLS

- Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy")
- Knowledgeable of current developments affecting the local government management field
- Effectively implements and enforces municipal policies and procedures
- Demonstrates a capacity for innovation and creativity
- Anticipates problems and develops effective approaches for solving them.
- Maintains a positive work atmosphere conducive to productivity and efficiency
- Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations
- Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- Properly controls the municipality's operational and functional activities and motivates others to maximum performance
- Effectively recruits professional staff
- How would his/her direct reports describe this person's management style?

FISCAL MANAGEMENT

- Possesses knowledge of governmental accounting/budget procedures
- Prepares a balanced budget to provide services at a level directed by the Council or Commission
- Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy
- Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality

PERSONAL SKILLS/COMMUNICATIONS

- Demonstrates high concern for ethical behavior
- Receptive to constructive criticism and advice
- Manages stress effectively

RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

- Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives
- Carries out the directives of the Council or Commission as a whole, rather than those of any one member
- Supports the action of the Council or Commission after a decision has been reached

COMMUNITY RELATIONS

- Maintains an "open door policy" with the community
- Effectively addresses and accommodates citizen complaints
- Shows a sensitivity to and appreciation of diversity of the municipality's population
- Responsive to issues of both commercial and residential populations
- Maintains an effective and collaborative working relationship with other local governments
- Takes a diplomatic approach to problem solving
- Projects a positive image on behalf of the municipality
- Provides management support to municipal Boards

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

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Stephen J. Cottrell

Employment Referenced: Town of Windsor, Vermont

Position Held: Town Manager

Employment Dates : August 2008 – August 2011

Reason for Leaving: His wife was supposed to join him when he took the job but the economy tanked and that didn't happen. So, he thought it was time to return to Florida.

MANAGEMENT STYLE/PROFESSIONAL SKILLS

Y Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy") He provided daily information to the Select Board and through his dealings with ICMA.

Y Knowledgeable of current developments affecting the local government management field Yes - through ICMA in which he was very active. He had many good dealings with other managers in the area.

Y Effectively implements and enforces municipal policies and procedures

Y Demonstrates a capacity for innovation and creativity He was especially strong there. He developed a 20 years update of water and sewer systems and got a long-term capital plan on that and the deferred maintenance plan. He was very innovative in his approach and in his dealings with surplus state lands and how they could be usable to trails and a variety of uses.

Y Anticipates problems and develops effective approaches for solving them

Y Maintains a positive work atmosphere conducive to productivity and efficiency There was a difficult period in which the path set was not sustainable and there was job loss and population loss much like what happened in Detroit. He helped lead the Town through this budget-wise and with reductions in employee hours.

Y Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations Yes- and he hired good department heads (e.g., a new Police and Fire Chief) who are still there and are great.

Y Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving **Yes – with mixed results because some senior staff are elected and could be difficult. With his direct reports, he was good.**

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

Y Effectively recruits professional staff **He was very successful here.**

How would his/her direct reports describe this person's management style? **They would describe him as supportive. He believed in hiring good people and letting them do their jobs without micro-managing them.**

FISCAL MANAGEMENT

Y Possesses knowledge of governmental accounting/budget procedures

Y Prepares a balanced budget to provide services at a level directed by the Council or Commission **They always balanced the budget, and with the adjustments they made they ended up with a surplus for the first time in many years.**

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

Y Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting **Definitely. He projected out capital needs for 20 years and looked back at trends which were driving them.**

Y Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality

PERSONAL SKILLS/COMMUNICATIONS

Y Demonstrates high concern for ethical behavior **Very much so. He would often share the ICMA ethics pledge to remind people of it.**

Y Receptive to constructive criticism and advice .

Y Manages stress effectively **Especially when restructuring the budget. He did well.**

RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

Y Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives **Yes - through annual policy setting format that he brought with him which was reviewed a couple of times each year.**

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

Y Supports the action of the Council or Commission after a decision has been reached **He had a lot of give and take and was in broad support of the direction taken.**

COMMUNITY RELATIONS

Y Maintains an "open door policy" with the community **He was out and about Town all the time (perhaps because his wife was not with him), and met a lot of people. He was always visible around Town and with neighboring Select Boards and Town Managers.**

Y Effectively addresses and accommodates citizen complaints

Y Shows a sensitivity to and appreciation of diversity of the municipality's population **The diversity was more socio-economic than racial and he was reachable by everyone.**

Y Responsive to issues of both commercial and residential populations

Y Maintains an effective and collaborative working relationship with other local governments **Very much so, on the state and regional levels.**

Y Takes a diplomatic approach to problem solving

Y Projects a positive image on behalf of the municipality -- **and professional.**

Y Provides management support to municipal Boards **Yes, and as the Town Manager he had a seat on a lot of them.**

Would you rehire this person if you were presented with the opportunity? **Yes - they were sad to see him leave. Prior to his becoming Town Manager, there was a Town Administrator system in place, which did not prove to be effective. The Charter was changed and he was the first Town Manager and really set the standard.**

Information provided by:

**John Tansey
Chairman of the Select Board**

Kimberly Glas-Castro

***Copies of Employment Application,
Cover Letter and Resume***



TOWN OF LAKE PARK *An Equal* Opportunity Employer **EMPLOYMENT** **APPLICATION FORM**

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

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

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

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

3. How did you first learn about this position: Newspaper article ?

4. Applicant's Last Name: Glas-Castro

5. Full First Name: Kimberly Middle Name: Kay

6. Applicant's Home Address: 230 E. Ilex Drive
(Do not use a post office box.)

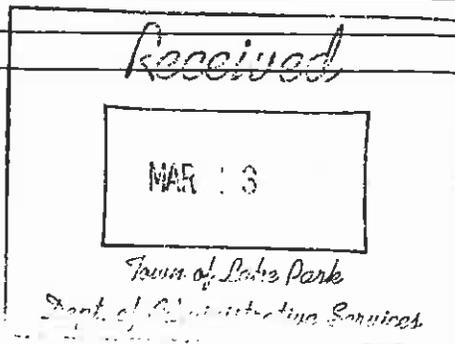
City: Lake Park State: FL Zip Code: 33403

Home Telephone No. (with area code): (561)842-0734 Cell Phone No. (with area code): (561) 758-7551

Email Address: kglascastro@bellsouth.net

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

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



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

Town Manager, July, 2006

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

11. May we contact your present employer? Yes No

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

13. Can you work evenings? Yes No

14. Can you work weekends? Yes No

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

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

Yes No

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

17. Do you have a valid Florida driver's license? Yes No If your answer is "yes", please attach a copy of your driver's license.

Driver's License Number: 

18. Do you have a current Florida Commercial Driver's License (CDL)? Yes No
If "yes", indicate class below:

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

Expiration Date: _____

Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: Kimberly Kay Glas

High School or GED	
Full Name: Galesburg High School	Date Graduated: June, 1982
Address: 1135 W. Fremont Street	
City/State/Zip Code: Galesburg, IL 61401	
College/University	
Full Name: Illinois State University	Date Graduated: May, 1986
Address: Administration Building	Major: Political Science (Public Service)
City/State/Zip Code: Normal, IL 61790	Degree: BA
College/University	
Full Name: Florida Atlantic University	Date Graduated: December, 1987
Address: 777 Glades Road	Major: Public Administration / Growth Mgt
City/State/Zip Code: Boca Raton, FL 33431	Degree: MPA
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

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

Misc. Wordprocessing and Spreadsheet software, PowerPoint

Certified by American Institute of Certified Planners, LEED Accredited Professional, FL Supreme Court Certified Mediator

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

American Planning Association, American Institute of Certified Planners, Palm Beach County Planning Congress

22. EMPLOYMENT HISTORY

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

Name of Employer: Conrad & Scherer	Starting Date: Sept, 2011
Address: 633 S. Federal Highway	Ending Date: Present
City/State: Fort Lauderdale, FL Zip Code: 33301	Final Salary: \$50/hour
Telephone Number (with area code): (954) 847-3346	Part-time Employee
Immediate Supervisor: Jordana Jarjura, Esq.	
Position Title: Certified Land Planner	
Duties and Responsibilities: Land Use Expert providing professional support to litigation attorneys; government approval procurement; government facilitation of development obligations.	
Reason for Leaving: Fulfillment of career objective – city management	
Name of Employer: Tripp Scott	Starting Date: Aug, 2011
Address: 110 SE 6 th Street, 15 th Floor	Ending Date: Present
City/State: Fort Lauderdale, FL Zip Code: 33301	Final Salary: \$65/hour
Telephone Number (with area code): (954) 527-7500	Part-time In-house Consultant
Immediate Supervisor: Stephanie Toothaker, Esq.	
Position Title: Consulting Certified Planner	
Duties and Responsibilities: Assist attorneys with land use, real estate, government procurement, and licensing matters.	
Reason for Leaving: Fulfillment of career objective – city management	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Ruden McClosky	Starting Date: April, 2000
Address: 222 Lakeview Avenue, Suite 800	Ending Date: August, 2011
City/State: West Palm Beach, FL Zip Code: 33401	Final Salary: \$109,000
Telephone Number (with area code): (561)838-4500	
Immediate Supervisor: Dennis Mele, Esq.	
Position Title: Certified Land Planner	
Duties and Responsibilities: Assist clients obtain government approvals; provide land use expert testimony and advice; mediate conflicts.	
Reason for Leaving: Position Eliminated (Laid Off)	
** Note: Ruden McClosky filed for Bankruptcy Protection in October, 2011	
Name of Employer: City of Palm Beach Gardens	Starting Date: Dec, 1987
Address: 10500 N. Military Trail	Ending Date: April, 2000
City/State: Palm Beach Gardens, FL Zip Code: 33410	Final Salary: \$60,000
Telephone Number (with area code): (561)799-4000	
Immediate Supervisor: Bobbie Herakovich	
Position Title: Principal Planner	
Duties and Responsibilities: Managed long-range planning and special projects section of the City's Planning & Zoning Department; assisted Department Director with administrative functions, Including budget preparation and personnel matters.	
Reason for Leaving: Career advancement	

23. Please explain any gaps in your employment history:

N/A

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

Yes No

If "yes", identify the employer and your job position, and explain why and include the date of the job action: Position at Ruden McClosky was eliminated in August, 2011

**25. APPLICANT'S STATEMENT
AND AUTHORITY TO RELEASE INFORMATION**

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

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

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

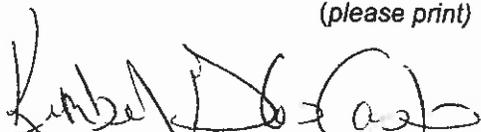
I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug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

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

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

Applicant Full Name: Kimberly Kay Glas-Castro

(please print)



Signature of Applicant

3-12-12

Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

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

PROFESSIONAL ASSOCIATIONS

American Planning Association (currently serving as Immediate Past President and 2011 Conference Committee Chairperson, Florida Chapter) (formerly served as Chair, Treasure Coast Section, Florida Chapter and Vice President-Section Affairs, Florida Chapter)

American Institute of Certified Planners

Palm Beach County Planning Congress

Lake Park Historical Society, Past President

South Florida Chapter, USGBC

- Part-time position while attending graduate school

Kimberly Glas-Castro, AICP LEED AP
REFERENCES

Julia "Alex" Magee
Executive Director
APA Florida
2040 Delta Way
Tallahassee, FL 32303
850-201-3272

E. Lee Worsham, Esq.
formerly of Ruden McClosky
9341 SE Mystic Cove Terrace
Hobe Sound, FL 33455
561-371-1071

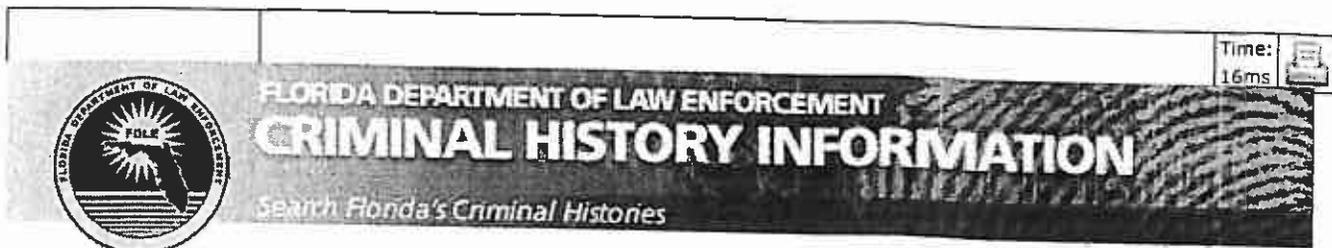
Stephanie Toothaker, Esq.
formerly of Ruden McClosky
Tripp Scott
110 SE Sixth Street, Suite 1500
Fort Lauderdale, FL 33301
954-525-7500

Richard Walton, AICP
Planning Director
City of Daytona Beach, Florida
301 S. Ridgewood Ave., Rm 240
Daytona Beach, FL 32115-2451
386 671-8126

Bobbie Herakovich
Executive Director
Champaign Park District
(former City Manager – Palm Beach Gardens)
706 Kenwood Rd.,
Champaign, IL 61821
217-819-3819

Jordana Jarjura
Conrad & Scherer
633 S. Federal Highway
Fort Lauderdale, FL 33301
954-847-3316

***Results of Criminal Background
Checks***



No Records Selected

Your Search Criteria

Name	First	Middle	Last	Date of Birth	Age	Race	Sex	SSN
	KIMBERLY	KAY	GLAS-CASTRO	[REDACTED]				

Maiden/Alias

Transaction 5103322

4/12/2012 2:24:06 PM

BASED ON THE INFORMATION PROVIDED, THE CUSTOMER DETERMINED THAT NONE OF THE SEARCH RESULTS APPEAR TO BE THE INDIVIDUAL SOUGHT BY THE INQUIRY; THEREFORE NO RELEVANT CRIMINAL RECORDS WERE SELECTED.

This record (or statement that there is not a record) is based on a request from a member of the public. This customer used the FDLE Internet system to search for the Florida record. FDLE is providing this to respond to the customer's request.

Not applicable

Name	Aliases/Also Known As	DOB	SSN	Sex	Race	Height	Weight	Eye	Hair
SHEFFIELD, KIMBERLY J	CACCIATORE, KIMBERLY	[REDACTED]	[REDACTED]	F	W	507	155	BLU	BRO
CAZEAU, JUDE PETER	CAZEAU, J; CUZEAU, JUDE PETER; CAZEAU, JUDE; CAZEAU, LITTLE HAITIAN; CAZEAV, JUDE; CAZEAU, JUDE P	[REDACTED]	[REDACTED]	M	B	509	190	BRO	BLK

Home

New Search

Email Results to:

Print Results

bturner@lakeparkflorida.gov

(Separate multiple email addresses by comma)

No Records Found

[Print](#)

Nationwide Criminal Search Records

Search Date: 04/12/2012

Criminal Records DetailSearch criteria: **Kimberly GlasCastro****No matching records were found**

Please check your spelling and [available coverage area's](#)
Search coverage areas include over 340 Million Records

Perform a Full Background Check on [Kimberly GlasCastro](#)

Results may include **Legal Judgments, Bankruptcies, Social Network Profiles, Email Addresses, Phone Numbers, Property Records, Relatives and more!**

ALABAMA	Clear - No Records Found
ALASKA	Clear - No Records Found
ARIZONA	Clear - No Records Found
ARKANSAS	Clear - No Records Found
CALIFORNIA	Clear - No Records Found
COLORADO	Clear - No Records Found
CONNECTICUT	Clear - No Records Found
DELAWARE	Clear - No Records Found
DISTRICT OF COLUMBIA	Clear - No Records Found
FLORIDA	Clear - No Records Found
GEORGIA	Clear - No Records Found
HAWAII	Clear - No Records Found
IDAHO	Clear - No Records Found
ILLINOIS	Clear - No Records Found
INDIANA	Clear - No Records Found
IOWA	Clear - No Records Found
KANSAS	Clear - No Records Found
KENTUCKY	Clear - No Records Found
LOUISIANA	Clear - No Records Found
MAINE	Clear - No Records Found
MARYLAND	Clear - No Records Found
MASSACHUSETTS	Clear - No Records Found
MICHIGAN	Clear - No Records Found
MINNESOTA	Clear - No Records Found

MISSISSIPPI	Clear - No Records Found
MISSOURI	Clear - No Records Found
MONTANA	Clear - No Records Found
NEBRASKA	Clear - No Records Found
NEVADA	Clear - No Records Found
NEW HAMPSHIRE	Clear - No Records Found
NEW JERSEY	Clear - No Records Found
NEW MEXICO	Clear - No Records Found
NEW YORK	Clear - No Records Found
NORTH CAROLINA	Clear - No Records Found
NORTH DAKOTA	Clear - No Records Found
OHIO	Clear - No Records Found
OKLAHOMA	Clear - No Records Found
OREGON	Clear - No Records Found
PENNSYLVANIA	Clear - No Records Found
RHODE ISLAND	Clear - No Records Found
SOUTH CAROLINA	Clear - No Records Found
SOUTH DAKOTA	Clear - No Records Found
TENNESSEE	Clear - No Records Found
TEXAS	Clear - No Records Found
UTAH	Clear - No Records Found
VERMONT	Clear - No Records Found
VIRGINIA	Clear - No Records Found
WASHINGTON	Clear - No Records Found
WEST VIRGINIA	Clear - No Records Found
WISCONSIN	Clear - No Records Found
WYOMING	Clear - No Records Found

Note: The data in this report is derived from public sources and may contain errors. We do not create, verify, or guarantee the accuracy of the data. Please be sure to closely review the information. We are NOT a consumer reporting agency as defined under the Fair Credit Reporting Act ("FCRA"), and the information in our databases has not been collected in whole or in part for the purpose of furnishing consumer reports, as defined in the FCRA. Website information cannot be used to: (a) establish an individual's legibility for personal credit or insurance; (b) assess risks associated with existing consumer credit obligations, (c) evaluate an individual for employment, promotion, reassignment or retention (including employment of household workers such a nannies, housekeepers, or contractors), or (c) in conjunction with assessing the merits of entering into any other personal business transaction with another individual). For more information please review our Terms and Conditions - [CLICK HERE](#)

No Records Found

[Print](#)

Nationwide Sex Offender Records

Search Date: 04/12/2012

Sex Offender Records Detail

Search criteria: Kimberly GlasCastro

ALABAMA	Clear - No Records Found
ALASKA	Clear - No Records Found
ARIZONA	Clear - No Records Found
ARKANSAS	Clear - No Records Found
CALIFORNIA	Clear - No Records Found
COLORADO	Clear - No Records Found
CONNECTICUT	Clear - No Records Found
DELAWARE	Clear - No Records Found
DISTRICT OF COLUMBIA	Clear - No Records Found
FLORIDA	Clear - No Records Found
GEORGIA	Clear - No Records Found
HAWAII	Clear - No Records Found
IDAHO	Clear - No Records Found
ILLINOIS	Clear - No Records Found
INDIANA	Clear - No Records Found
IOWA	Clear - No Records Found
KANSAS	Clear - No Records Found
KENTUCKY	Clear - No Records Found
LOUISIANA	Clear - No Records Found
MAINE	Clear - No Records Found
MARYLAND	Clear - No Records Found
MASSACHUSETTS	Clear - No Records Found
MICHIGAN	Clear - No Records Found
MINNESOTA	Clear - No Records Found
MISSISSIPPI	Clear - No Records Found
MISSOURI	Clear - No Records Found
MONTANA	Clear - No Records Found
NEBRASKA	Clear - No Records Found
NEVADA	Clear - No Records Found
NEW HAMPSHIRE	Clear - No Records Found
NEW JERSEY	Clear - No Records Found

NEW MEXICO	Clear - No Records Found
NEW YORK	Clear - No Records Found
NORTH CAROLINA	Clear - No Records Found
NORTH DAKOTA	Clear - No Records Found
OHIO	Clear - No Records Found
OKLAHOMA	Clear - No Records Found
OREGON	Clear - No Records Found
PENNSYLVANIA	Clear - No Records Found
RHODE ISLAND	Clear - No Records Found
SOUTH CAROLINA	Clear - No Records Found
SOUTH DAKOTA	Clear - No Records Found
TENNESSEE	Clear - No Records Found
TEXAS	Clear - No Records Found
UTAH	Clear - No Records Found
VERMONT	Clear - No Records Found
VIRGINIA	Clear - No Records Found
WASHINGTON	Clear - No Records Found
WEST VIRGINIA	Clear - No Records Found
WISCONSIN	Clear - No Records Found
WYOMING	Clear - No Records Found

No matching records were found
 Please check your spelling and [available coverage areas](#)
 Search coverage areas include over 340 Million Records

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Results of Litigation Check



Background Screening Report

Town of Lake Park - Town Manager Search

Name: Kimberly Glas-Castro

Address: Lake Park, FL

File #: CA56848

CIVIL RECORDS

Location Searched: Palm Beach County
Dates Searched: 2005 to Present
State Searched: Florida
Results: Civil/No Record Found

Miscellaneous: Our office contacted all related courts. There was no record found for the applicant.

All findings on this report are based strictly upon the information contained within the employment application and various outside agencies. All findings contained within this report should not be a sole determining factor for employment with the above agencies.

This report is furnished to you under a client-investigator privilege (in response to your request). The concerns thereof are for your confidential information and are not intended for release to any other agency and/or person without the consent of your agency.

Results from Media Checks

No Results

***Telephone Employment Reference
Forms***

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Kimberly K. Glas-Castro

Employment Referenced: Ruden McClosky

Position Held: Certified Land Planner

Employment Dates : April 2000 - August 2011

Reason for Leaving: The amount of work slowed down and the firm had to let some people go and eventually went out of business.

MANAGEMENT STYLE/PROFESSIONAL SKILLS

Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy") **Working in a law firm, she didn't deal with Councils or Commissions. She dealt with staff and management.**

Knowledgeable of current developments affecting the local government management field

Effectively implements and enforces municipal policies and procedures **She followed the policies and rules of the municipalities that she dealt with.**

Demonstrates a capacity for innovation and creativity

Anticipates problems and develops effective approaches for solving them

Maintains a positive work atmosphere conducive to productivity and efficiency

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

Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving **Yes- in working with staff on behalf of land developers and city departments in order to get projects approved.**

Properly controls the municipality's operational and functional activities and motivates others to maximum performance **Yes, as it pertained to the above described situations.**

Effectively recruits professional staff **N/A.**

How would his/her direct reports describe this person's management style? **She does not show emotion and is very calm even when the situation is bad. This is very important for the City Manager to be able to do. She would lead her people in the same manner. When she talked, people listened because she knew what she was talking about.**

FISCAL MANAGEMENT

 Possesses knowledge of governmental accounting/budget procedures **N/A for the law firm.**

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

 Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy **N/A in terms of a municipal government, but yes for the firm's clients.**

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

 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality **N/A for the labor unions, but part of her job was negotiation.**

PERSONAL SKILLS/COMMUNICATIONS

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

 Y Receptive to constructive criticism and advice **Very much so.**

 Y Manages stress effectively **She does not show emotion, she just handles it.**

RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

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

 Carries out the directives of the Council or Commission as a whole, rather than those of any one member **She worked for several lawyers and had to balance what each of them wanted. She did this very well.**

Supports the action of the Council or Commission after a decision has been reached **Yes as this pertained to the lawyers that she worked for.**

COMMUNITY RELATIONS

 Maintains an "open door policy" with the community **Only as this pertains to project stakeholders – she was very good at taking the lead on this.**

 Y Effectively addresses and accommodates citizen complaints **Same context as above.**

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

 Y Responsive to issues of both commercial and residential populations

 Y Maintains an effective and collaborative working relationship with other local governments **Very much so.**

 Y Takes a diplomatic approach to problem solving

 Y Projects a positive image on behalf of the municipality **Yes – for the firm.**

 Provides management support to municipal Boards **N/A**

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

Information provided by:

Dennis, Mele, Esquire

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Kimberly K. Glas-Castro

Employment Referenced: Tripp Scott , FT. LAUDERDALE, FL

Position Held: Certified Land Planner

Employment Dates : August 2011 - Present

Reason for Leaving: N/A

MANAGEMENT STYLE/PROFESSIONAL SKILLS

Y Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy") **She is good at what she does. She handles files completely at her job.**

Y Knowledgeable of current developments affecting the local government management field

Effectively implements and enforces municipal policies and procedures **N/A**

Y Demonstrates a capacity for innovation and creativity

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

Y Maintains a positive work atmosphere conducive to productivity and efficiency **She's extremely efficient.**

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

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

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

Effectively recruits professional staff **N/A**

How would his/her direct reports describe this person's management style? **She is a huge fan of Mrs. Castro. She highly recommends her. Anyone who works with her thinks she's remarkable. She would be terrific as a manager - she manages Ms. Toothaker's secretary. She is good at communicating and managing people.**

FISCAL MANAGEMENT

Y Possesses knowledge of governmental accounting/budget procedures **She has to review a lot of procurement and RFP work.**

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

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

___ Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting **N/A, but she has an understanding of this but not in terms of implementation that comes from a government aspect.**

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

PERSONAL SKILLS/COMMUNICATIONS

Y Demonstrates high concern for ethical behavior

Y Receptive to constructive criticism and advice

Y Manages stress effectively

RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION .

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

___ Carries out the directives of the Council or Commission as a whole, rather than those of any one member **N/A from the private side.**

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

COMMUNITY RELATIONS

Maintains an "open door policy" with the community **Yes, with regard to development activities when they work with the community.**

Effectively addresses and accommodates citizen complaints

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

Responsive to issues of both commercial and residential populations

Maintains an effective and collaborative working relationship with other local governments **N/A**

Takes a diplomatic approach to problem solving

Projects a positive image on behalf of the municipality

Provides management support to municipal Boards **N/A**

Would you rehire this person if you were presented with the opportunity? **Yes - she brought Mrs. Castro with her from Ruden McClosky.**

Information provided by:

**Stephanie Toothaker
Director of the Firm**

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Kimberly K. Glas-Castro

Employment Referenced: Conrad & Scherer, Ft. Lauderdale, FL

Position Held: Certified Land Planner

Employment Dates : September 2011 - Present

Reason for Leaving: N/A

MANAGEMENT STYLE/PROFESSIONAL SKILLS

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

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

Y Effectively implements and enforces municipal policies and procedures

Y Demonstrates a capacity for innovation and creativity

Y Anticipates problems and develops effective approaches for solving them

Y Maintains a positive work atmosphere conducive to productivity and efficiency

Y Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations **She can handle her work and whoever reports to her.**

Y Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving **Yes, she represents applicants who go before city staff.**

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

Effectively recruits professional staff **N/A**

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

There are young associates who report to her and who think her style is great. She is good at explaining things to them.

FISCAL MANAGEMENT

- Possesses knowledge of governmental accounting/budget procedures
- Prepares a balanced budget to provide services at a level directed by the Council or Commission N/A
- Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy N/A
- Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting N/A
- Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality N/A

PERSONAL SKILLS/COMMUNICATIONS

- Demonstrates high concern for ethical behavior
- Receptive to constructive criticism and advice
- Manages stress effectively

RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION .

- Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives
This may not be applicable.
- Carries out the directives of the Council or Commission as a whole, rather than those of any one member N/A
- Supports the action of the Council or Commission after a decision has been reached N/A

COMMUNITY RELATIONS

- Maintains an "open door policy" with the community N/A, but she is very good with clients and other professionals.
- Effectively addresses and accommodates citizen complaints N/A

Shows a sensitivity to and appreciation of diversity of the municipality's population
N/A

 Responsive to issues of both commercial and residential populations N/A

 Y Maintains an effective and collaborative working relationship with other local governments **She works with multiple local governments all the time.**

 Y Takes a diplomatic approach to problem solving

 Y Projects a positive image on behalf of the municipality **Yes, on behalf of the firm.**

 Provides management support to municipal Boards N/A

Would you rehire this person if you were presented with the opportunity? **Yes. She was the one who hired her for this position.**

Information provided by:

Jordana Jarjura, Esquire

Clarence L. Hulse

***Copies of Employment Application,
Cover Letter and Resume***



TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

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

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

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

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

3. How did you first learn about this position: FCCMA?

4. Applicant's Last Name: HULSE

5. Full First Name: CLARENCE Middle Name: LINDA

6. Applicant's Home Address: 1522 OAKMONT DRIVE
(Do not use a post office box.)

City: JEFFERSONVILLE State: IN Zip Code: 47130

Home Telephone No. (with area code): _____ Cell Phone No. (with area code): 321-863-9493

Email Address: hulsecl@yahoo.com

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

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

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

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

11. May we contact your present employer? Yes No

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

13. Can you work evenings? Yes No

14. Can you work weekends? Yes No

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

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

Yes No

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

17. Do you have a valid Florida driver's license? Yes No If your answer is "yes", please attach a copy of your driver's license.
Driver's License Number: 

18. Do you have a current Florida Commercial Driver's License (CDL)? Yes No
If "yes", indicate class below:

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

Expiration Date: _____ Endorsements: _____

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: <u>KING'S COLLEGE</u>	Date Graduated: <u>5/1982</u>
Address: <u>86125 DISTRICT</u>	
City/State/Zip Code: <u>86125</u>	
College/University	
Full Name: <u>HARDING UNIVERSITY</u>	Date Graduated: <u>5/1992</u>
Address: <u>CENTER ST.</u>	Major: <u>PUBLIC ADMINISTRATION</u>
City/State/Zip Code: <u>SEARCY AR</u>	Degree: <u>BS</u>
College/University	
Full Name: <u>UNIVERSITY OF SOUTHERN MISS</u>	Date Graduated: <u>8/1994</u>
Address:	Major: <u>ECONOMIC DEVELOPMENT</u>
City/State/Zip Code: <u>HATTIESBURG MS</u>	Degree: <u>MS</u>
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

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

Microsoft Office Suite, Aet, QuickBooks

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

International Economic Development Council, Leadership Florida
INDIANA PLANNING ZONING ASSOCIATION, URBAN LAND INSTITUTE, International
Council of Shopping Centers, Jeffersonville Rotary Club, Jeffersonville
Main Street

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

Name of Employer: <i>City of Jeffersonville</i>	Starting Date: <i>7/10</i>
Address: <i>500 Quartermaster CT</i>	Ending Date: <i>1/12</i>
City/State: <i>Jeffersonville IN</i> Zip Code: <i>47130</i>	Final Salary: <i>77,000</i>
Telephone Number (with area code): <i>812-285-6405</i>	
Immediate Supervisor: <i>Mayor Tom Calligan</i>	
Position Title: <i>DIRECTOR of Economic Development</i>	
Duties and Responsibilities: <i>BUSINESS Attraction/Retention/Expansion REDEVELOPMENT, DOWNTOWN DEVELOPMENT, Neighborhood Revitalization</i>	
Reason for Leaving: <i>changes in political leadership</i>	
Name of Employer: <i>BELIZES Estate Dev. Group LLC</i>	Starting Date: <i>06/08</i>
Address: <i>3456 Rocky Gap PL</i>	Ending Date: <i>12/10</i>
City/State: <i>Cocoa FL</i> Zip Code: <i>32926</i>	Final Salary: <i>20,000</i>
Telephone Number (with area code): <i>321-863-9417</i>	
Immediate Supervisor: <i>Self employed</i>	
Position Title: <i>Mapping Consultant</i>	
Duties and Responsibilities: <i>ASSIST DEVELOPERS/Land owners with land entitlements ADVISE non-profits on workforce development strategies</i>	
Reason for Leaving: <i>Found FTE employment</i>	

Name of Employer: <i>INTRAVEST PLACEMAKING</i>	Starting Date: <i>04/05</i>
Address: <i>301 E. PIKE ST</i>	Ending Date: <i>05/08</i>
City/State: <i>ORLANDO FL</i> Zip Code: <i>32801</i>	Final Salary: <i>85,000</i>
Telephone Number (with area code): <i>850-267-8761</i>	
Immediate Supervisor: <i>SHARON GIDD</i>	
Position Title: <i>REAL ESTATE DEVELOPMENT MANAGER</i>	
Duties and Responsibilities: <i>OWNER'S REPRESENTATIVE, REAL ESTATE DEVELOPMENT + PLANNING CONSTRUCTION MANAGEMENT</i>	
Reason for Leaving: <i>CORPORATE DOWNSIZING</i>	
Name of Employer: <i>MARTIN COUNTY</i>	Starting Date: <i>08/04</i>
Address: <i>2401 SE MONTEREY RD</i>	Ending Date: <i>04/05</i>
City/State: <i>STUART FL</i> Zip Code: <i>34996</i>	Final Salary: <i>75,000</i>
Telephone Number (with area code): <i>772-288-2363</i>	
Immediate Supervisor: <i>NICKI VAN VORN</i>	
Position Title: <i>COMMUNITY DEVELOPMENT ADMINISTRATOR</i>	
Duties and Responsibilities: <i>MANAGE 7 TCF DISTRICTS, HISTORIC PRESERVATION & AFFORDABLE HOUSING PROGRAM - SUPERVISE PLANNING & ZONING OVERLAYS FOR REDEVELOPMENT AREAS</i>	
Reason for Leaving: <i>PRIVATE SECTOR OPPORTUNITY</i>	

23. Please explain any gaps in your employment history:

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

Yes No

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



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

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

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

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

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

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

Applicant Full Name: CLARENCE LINDEN Hulse
(please print)

Signature of Applicant

Date 4/10/12

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

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.

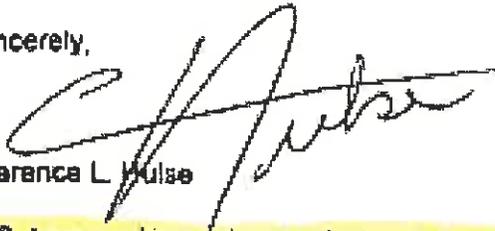
My diverse background has allowed me to manage public policy initiatives, complex economic development and redevelopment projects. This included but is not limited to overseeing the development and construction of parks, public work projects and championing community redevelopment initiatives. I have 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, 116 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)

Micro-Business USA, St. Petersburg FL

2000-2001

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

Pinellas County, FL- Department of Economic Development - Pop. 944,199

1994-2000

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+ \$ of 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 \$53 million private investment

Regional Economic Development Marketing: Member of Tampa Bay Partnership team (8 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. Hulso

CONTINUING EDUCATION

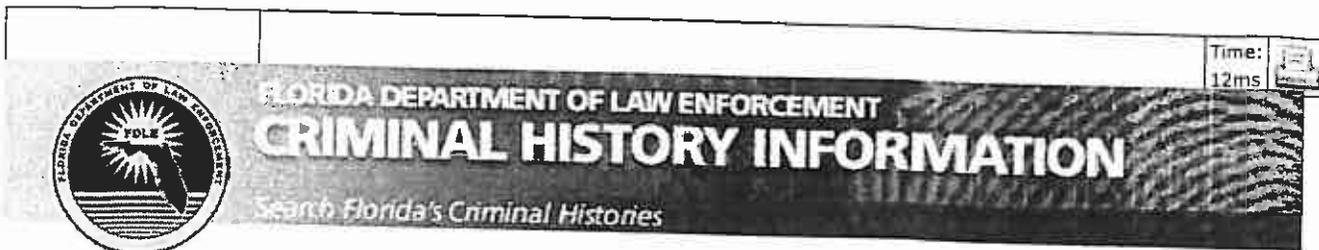
Economic Development Institute - University of Oklahoma, Nov. 2011
Jeffersonville Neighborhood Leadership Institute, Oct. 2010
Orange County Sheriff Office, Citizens Academy, April 2008
Construction Fundamentals for Development Professionals, ULI, Feb. 2008
Green Building for Building Professionals, 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

Inlawest 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

***Results of Criminal Background
Checks***



1. MY INFORMATION 2. CRITERIA 3. CONFIRMATION 4. PAYMENT 5. CANDIDATES 6. RESULTS

No Records Selected

Your Search Criteria

	First	Middle	Last	Date of Birth	Age	Race	Sex	SSN
Name	CLARENCE	LINDEN	HULSE	[REDACTED]				

Maiden/Alias

Transaction 5103297

4/12/2012 2:20:18 PM

BASED ON THE INFORMATION PROVIDED, THE CUSTOMER DETERMINED THAT NONE OF THE SEARCH RESULTS APPEAR TO BE THE INDIVIDUAL SOUGHT BY THE INQUIRY; THEREFORE NO RELEVANT CRIMINAL RECORDS WERE SELECTED.

This record (or statement that there is not a record) is based on a request from a member of the public. This customer used the FDLE Internet system to search for the Florida record. FDLE is providing this to respond to the customer's request.

Not applicant

Name	Aliases/Also Known As	DOB	SSN	Sex	Race	Height	Weight	Eye	Hair
HILLS, CLIFFORD JAMES	HILLS, JAMES CLIFFORD; HILL, CLARENCE; HILL, CLARENCE CLARENCE; HILLS, CLARENCE; HILLS, JAMES C; HILLS, JAMES CLARENCE; HALL, JAMES; HILLS, CLIFFORD; HILL, JAMES CLARENCE	[REDACTED]	[REDACTED]	M	B	601	342	BRO	BLK

(Separate multiple email addresses by comma)

No Records Found

Print

Nationwide Criminal Search Records

Search Date: 04/12/2012

Criminal Records Detail

Search criteria: Clarence Hulse

No matching records were found

Please check your spelling and available coverage area's
Search coverage areas include over 340 Million Records

Perform a Full Background Check on Clarence Hulse

Results may include Legal Judgments, Bankruptcies, Social Network Profiles, Email Addresses, Phone Numbers, Property Records, Relatives and more!

ALABAMA	Clear - No Records Found
ALASKA	Clear - No Records Found
ARIZONA	Clear - No Records Found
ARKANSAS	Clear - No Records Found
CALIFORNIA	Clear - No Records Found
COLORADO	Clear - No Records Found
CONNECTICUT	Clear - No Records Found
DELAWARE	Clear - No Records Found
DISTRICT OF COLUMBIA	Clear - No Records Found
FLORIDA	Clear - No Records Found
GEORGIA	Clear - No Records Found
HAWAII	Clear - No Records Found
IDAHO	Clear - No Records Found
ILLINOIS	Clear - No Records Found
INDIANA	Clear - No Records Found
IOWA	Clear - No Records Found
KANSAS	Clear - No Records Found
KENTUCKY	Clear - No Records Found
LOUISIANA	Clear - No Records Found
MAINE	Clear - No Records Found
MARYLAND	Clear - No Records Found
MASSACHUSETTS	Clear - No Records Found
MICHIGAN	Clear - No Records Found
MINNESOTA	Clear - No Records Found

MISSISSIPPI	Clear - No Records Found
MISSOURI	Clear - No Records Found
MONTANA	Clear - No Records Found
NEBRASKA	Clear - No Records Found
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OKLAHOMA	Clear - No Records Found
OREGON	Clear - No Records Found
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RHODE ISLAND	Clear - No Records Found
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TEXAS	Clear - No Records Found
UTAH	Clear - No Records Found
VERMONT	Clear - No Records Found
VIRGINIA	Clear - No Records Found
WASHINGTON	Clear - No Records Found
WEST VIRGINIA	Clear - No Records Found
WISCONSIN	Clear - No Records Found
WYOMING	Clear - No Records Found

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No Records Found

[Print](#)

Nationwide Sex Offender Records

Search Date: 04/12/2012

Sex Offender Records Detail

Search criteria: Clarence Hulse

ALABAMA	Clear - No Records Found
ALASKA	Clear - No Records Found
ARIZONA	Clear - No Records Found
ARKANSAS	Clear - No Records Found
CALIFORNIA	Clear - No Records Found
COLORADO	Clear - No Records Found
CONNECTICUT	Clear - No Records Found
DELAWARE	Clear - No Records Found
DISTRICT OF COLUMBIA	Clear - No Records Found
FLORIDA	Clear - No Records Found
GEORGIA	Clear - No Records Found
HAWAII	Clear - No Records Found
IDAHO	Clear - No Records Found
ILLINOIS	Clear - No Records Found
INDIANA	Clear - No Records Found
IOWA	Clear - No Records Found
KANSAS	Clear - No Records Found
KENTUCKY	Clear - No Records Found
LOUISIANA	Clear - No Records Found
MAINE	Clear - No Records Found
MARYLAND	Clear - No Records Found
MASSACHUSETTS	Clear - No Records Found
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WYOMING	Clear - No Records Found

No matching records were found
Please check your spelling and [available coverage areas](#)
Search coverage areas include over 340 Million Records

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Results of Litigation Check



Background Screening Report

Town of Lake Park - Town Manager Search

Name: Clarence Hulse

Address: Jeffersonville, IN

File #: CA56847

CIVIL RECORDS

Location Searched: Clark County, IN
Dates Searched: 2005 to Present
State Searched: Indiana
Results: Civil/No Record Found

Location Searched: Breward County, FL
Dates Searched: 2005 to Present
State Searched: Florida
Results: Civil/No Record Found

Location Searched: Orange County, FL
Dates Searched: 2005 to Present
State Searched: Florida
Results: Civil/No Record Found

Location Searched: Osceola County, FL
Dates Searched: 2005 to Present
State Searched: Florida
Results: Civil/No Record Found

Miscellaneous: Our office contacted all related courts. There was no record found for the applicant.

All findings on this report are based strictly upon the information contained within the employment application and various outside agencies. All findings contained within this report should not be a sole determining factor for employment with the above agencies.

This report is furnished to you under a client-investigator privilege (in response to your request). The concerns thereof are for your confidential information and are not intended for release to any other agency and/or person without the consent of your agency.

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Mr. Clarence L. Hulse

Clarence Hulse is employed by City of Jeffersonville Indiana as the Director of Economic Development. In the past eighteen months, he has played a pivotal role in creating over 3,000 new jobs and approximately \$75 million in capital investment. Through his Jeffersonville Neighborhood Leadership Institute initiative, he has developed and improved the city's neighborhoods winning the 2011 American Planning Association, Indiana Chapter Outstanding Community Initiative Award. He also serves as the Executive Director of the Jeffersonville Urban Enterprise Association.

Clarence has a very diverse background having worked both in the public and private sector. He has had experience in senior management, affordable housing, planning, redevelopment, marketing, community and economic development. Prior to current employment, he worked at Intrawest Placemaking, a premier resort developer where he was responsible for the development and coordination of condo/hotels, town centers and golf course development.

Previous employers include Martin County, Florida as the Community Development Administrator managing 7 Community Redevelopment Districts rebuilding and revitalizing impoverished communities, and the City of Cocoa, where was the driving force for their economic revival and public improvements while serving as the Deputy City Manager.

Clarence also worked in Tampa Bay as Senior Business Development Manager coordinating major relocation/expansion projects that resulted in 16,000 new jobs and \$500,000+ in real estate investment within five years.

In 1999, he was honored by his peers (American Economic Development Council) winning the national award "Outstanding New Developer of the Year."

He holds current memberships in organizations such as the Urban Land Institute, International Council of Shopping Centers, Jeffersonville Rotary Club, Indiana Economic Development Association, Indiana Redevelopment Association, Leadership Florida and Leadership Southern Indiana.

Clarence has served on numerous boards and commissions in the past and currently is on the City of Jeffersonville Planning and Zoning Board and One Southern Indiana Economic Development Committee.

Clarence earned his BS at Harding University, AR in Public Administration, magna cum laude and an MS in Economic Development from the University of Southern Mississippi. He is currently an EDI University of Oklahoma student and is planning to earn his CECD certification in the near future.



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734 15th Street NW / Suite 900
Washington, DC 20005
Phone (202) 223-7800 | Fax (202) 223-4745

News and Tribune

December 30, 2011

NEWS AND TRIBUNE LETTER — Thanks goes out to Clarence Hulse

— This a community letter of appreciation presented to Clarence Hulse on behalf of Jeffersonville neighborhoods.

In 2010, Clarence Hulse coordinated structured training classes utilizing the Louisville Neighborhood Leadership Training Institute to educate neighborhood association leadership in city government operations and department functions resulting in the establishment of clear communications between the neighborhood associations and the city departments.

This new communication flow and local government comprehension is a direct result in the propagation of community knowledge, shared experiences between associations and the enjoyment of several successful neighborhood projects, examples being city workers appreciation dinner, establishment of community gardens and construction of a community children's playground to name a few.

Another example of Hulse's expertise in neighborhood and city government operations was demonstrated through the Jeffersonville Community Neighborhood Association's success on the National Night Out, where the neighborhood associations conducted communitywide events with law enforcement agencies, civic groups, businesses, organizations and local officials focusing on anti-crime programs and drug prevention awareness while strengthening neighborhood spirit and police-community partnerships which resulted in Jeffersonville receiving the 2011 National Night Out "Rookie of The Year Award."

Through his efforts and hard work with 32 neighborhoods in producing solutions that enabled us to lift our esteem as residents and improve association/city functionality, Jeffersonville received the 2011 American Planning Association, Indiana Chapter Outstanding Community Initiative Award.

Although Jeffersonville recently achieved second-class city status, it has not lost its small city flair and this experience has greatly increased our city pride.

— *Mary Jo Carrico, Jeffersonville*

From the Business First

<http://www.bizjournals.com/louisville/print-edition/2010/11/19/jeffersonvilles-clarence-hulse-wants.html>

Jeffersonville's Clarence Hulse wants to create a legacy through economic development efforts

Meet

Premium content from Business First by Brent Adams, Correspondent

Date: Friday, November 19, 2010, 6:00am EST

Related:

[Sports Business](#), [Economic Snapshot](#)

Jeffersonville economic development director [Clarence Hulse](#) long has been interested in helping improve the well-being of cities and towns.

The Belize native got his first taste of that sort of work after high school, when he spent two years as a volunteer staff leader for Youth With a Mission, a Christian missionary organization that performs service projects in developing nations. In countries such as Guatemala, Mexico, Honduras and Nicaragua, Hulse helped build clay ovens and dig latrines.

The son of a minister and an elementary school teacher, Hulse attended Harding University in Searcy, Ark., as a Walton International Scholar. The program, which provides scholarships to students in Central America and Mexico, was established in 1985 by Wal-Mart Stores Inc. founder, Sam Walton.

Hulse, 46, arrived in Jeffersonville in May, with an extensive track record in government administration, economic development and private real-estate development.

Today, he works with Mayor [Tom Galligan](#) to attract jobs to the city. He also works to advance some of Galligan's pet projects, including a downtown canal, a convention center, the development of retail and office space along Veterans Parkway, and a link to the former Big Four railroad bridge, which is being developed as a walkway between Jeffersonville and Louisville.

"I have always been interested in finding a way to help people," Hulse said. "When I'm wining and dining CEOs, the best thing for me is knowing that someone is going to get a job because of me or families will have food on their table because of me."

Hulse recently discussed his goals for economic development in Jeffersonville.

What attracted you to Jeffersonville?

"Jeff is a city in transition, and I believe it is poised for greatness. If the right things are done over the next four years or so, this city could really be on the map as a destination city.

"It really has great assets — the port, the Ohio River, railroads, the interstates, industrial parks, a very skilled blue-collar work force. And you're right next to Louisville and all it has to offer, including UPS and the (Louisville International) airport."

What kind of support have you received from the mayor and members of the city council?

"The mayor and the council are working in cohesion. I have met with each member of the council and explained my goals, and they all seem to be supportive and pro-business."

What is the current economic development climate?

"I'm getting a lot of inquiries from people looking to relocate or expand. A lot of homework is being done right now, and I'm crossing my fingers. But I think that things are going to pick up in the first and second quarters of 2011."

How important are tax incentives to business attraction?

"Businesses do want to know 'what can you do for me?' But I have to look at the return on investment to the city. The deal has to make sense because we have to be very good stewards of taxpayer dollars."

| Clarence Hulse

Director of economic development, city of Jeffersonville

Birth date: Dec. 14, 1964

Hometown: Maskall Village, Belize

Residence: Jeffersonville

Family: Divorced with two children; son Quincy, 16, and daughter Siobhan, 14, live in Cocoa, Fla.

Education: Bachelor's degree, public administration, Harding University, Searcy, Ark., 1992; master's degree, economic development, University of Southern Mississippi, Hattiesburg, Miss., 1994

Career: Director of economic development, city of Jeffersonville, May 2010-present; managing consultant, Belize Real Estate Development Group LLC, 2008-10; development

manager, Intrawest Placemaking, 2005-08; community development administrator, Martin County, Fla., 2004-05; deputy city manager, city of Cocoa, Fla., 2001-04; senior business development manager, 1994-2000, St. Petersburg/Clearwater Economic Development Council

Awards: Outstanding Economic Developer of the Year Award, 1999, International Economic Development Council

Hobbies: Golf, photography, travel, studying Greek and Roman history, watching sports

Favorite cuisines: Thai and Indian

Musical interests: Contemporary Christian, world music, reggae, calypso, soft rock, classical and opera |

Send comments to cgreer@bizjournals.com.

Mr. Clarence L. Hulse

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Clarence has a very diverse background having worked both in the public and private sector. He has had experience in senior management, affordable housing, planning, redevelopment, marketing, community and economic development. Prior to current employment, he worked at Intrawest Placemaking, a premier resort developer where he was responsible for the development and coordination of condo/hotels, town centers and golf course development.

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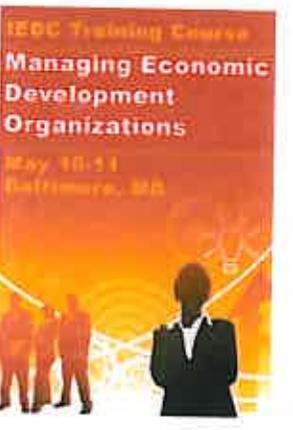
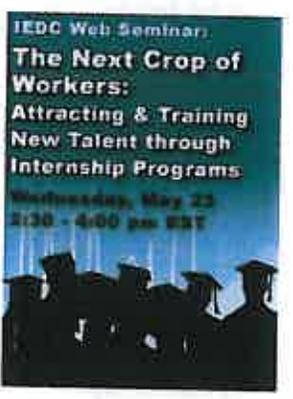
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Clarence earned his BS at Harding University, AR in Public Administration, magna cum laude and an MS in Economic Development from the University of Southern Mississippi. He is currently an EDI University of Oklahoma student and is planning to earn his CECD certification in the near future.



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***Telephone Employment Reference
Forms***

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Clarence L. Hulse

Employment Referenced: Martin County, Florida

Position Held: Community Development Administrator

Employment Dates : August 2004 – April 2005

Reason for Leaving: Voluntary Resignation. No further information is available to be provided.

MANAGEMENT STYLE/PROFESSIONAL SKILLS

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

___ Knowledgeable of current developments affecting the local government management field

___ Effectively implements and enforces municipal policies and procedures

___ Demonstrates a capacity for innovation and creativity

___ Anticipates problems and develops effective approaches for solving them

___ Maintains a positive work atmosphere conducive to productivity and efficiency

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

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

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

___ Effectively recruits professional staff

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

FISCAL MANAGEMENT

- Possesses knowledge of governmental accounting/budget procedures
- Prepares a balanced budget to provide services at a level directed by the Council or Commission
- Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy
- Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality

PERSONAL SKILLS/COMMUNICATIONS

- Demonstrates high concern for ethical behavior
- Receptive to constructive criticism and advice
- Manages stress effectively

RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

- Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives .
- Carries out the directives of the Council or Commission as a whole, rather than those of any one member
- Supports the action of the Council or Commission after a decision has been reached

COMMUNITY RELATIONS

- Maintains an "open door policy" with the community
- Effectively addresses and accommodates citizen complaints
- Shows a sensitivity to and appreciation of diversity of the municipality's population
- Responsive to issues of both commercial and residential populations

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

___ Takes a diplomatic approach to problem solving

___ Projects a positive image on behalf of the municipality

___ Provides management support to municipal Boards

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

Information provided by:

**Robbie Russo
Administrative Specialist 3
Human Resources Department**

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Clarence L. Hulse

Employment Referenced: City of Cocoa, Florida

Position Held: Deputy City Manager

Employment Dates : 2001 - 2004

Reason for Leaving: Budget cutbacks.

MANAGEMENT STYLE/PROFESSIONAL SKILLS

Y Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy") **He was good at communicating to staff and to the Council.**

Y Knowledgeable of current developments affecting the local government management field **He was very connected and knew a lot about what was happening on the local, county and national level and would let the Council know if there was anything going on.**

Y Effectively implements and enforces municipal policies and procedures **Yes - for what he was in charge of.**

Y Demonstrates a capacity for innovation and creativity **He was very creative.**

Y Anticipates problems and develops effective approaches for solving them **He was into strategic planning and resolving problems before they became problems and identifying issues or concerns.**

Y Maintains a positive work atmosphere conducive to productivity and efficiency

Y Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations **He was very good at this. He empowered his directors and would back them up.**

Y Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving **He was very good when the community was looking to contract out Fire. He conducted meetings with county commissioners to garner their support and got all the departments to work together on why the city needed to do this.**

Y Properly controls the municipality's operational and functional activities and motivates others to maximum performance **They were very highly motivated and he respected their opinions. He worked very long hours and wouldn't ask his staff to do anything he wouldn't do himself.**

Y Effectively recruits professional staff **Yes - and he often helped Human Resources and used his personal connections to recruit qualified people.**

How would his/her direct reports describe this person's management style? **Enthusiastic, harmonious, challenging but in a good way to make sure everyone's views had been considered.**

FISCAL MANAGEMENT

 Possesses knowledge of governmental accounting/budget procedures **The City Manager was the former Finance Director and Mr. Hulse wasn't involved in this much with the City.**

 Prepares a balanced budget to provide services at a level directed by the Council or Commission **He would oversee the budgets of the departments in his area and talk about how to strategically plan their budgets and live within them.**

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

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

Y Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality **He sat in on those and spoke up when needed and when cost-cutting was necessary.**

PERSONAL SKILLS/COMMUNICATIONS

Y Demonstrates high concern for ethical behavior

Y Receptive to constructive criticism and advice

Y Manages stress effectively **He didn't need much sleep and could work long hours and be wide awake for early morning staff meetings.**

RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION

 Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives **He had a role in this and talked with Council re long-range planning and what the long and short range plans needed to be for the City.**

 Y Carries out the directives of the Council or Commission as a whole, rather than those of any one member **He did not patronize any one Council member.**

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

COMMUNITY RELATIONS

 Y Maintains an "open door policy" with the community **He was very good at this and became involved in opening up more doors.**

 Y Effectively addresses and accommodates citizen complaints **He would follow through and make sure the appropriate staff person with the City addressed the concern effectively.**

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

 Y Responsive to issues of both commercial and residential populations **He was very involved in economic development and promoted it strategically.**

 Y Maintains an effective and collaborative working relationship with other local governments **He was in the Space Coast City Manager Association and Florida League of Cities and statewide associations for leadership development.**

 Y Takes a diplomatic approach to problem solving

 Y Projects a positive image on behalf of the municipality

 Y Provides management support to municipal Boards **If there were any Board issues, he would get the answers and get them to the Boards.**

Would you rehire this person if you were presented with the opportunity? **Yes. He was a good worker while he was there.**

Information provided by:

**Wendy Widmann
Director of Administrative Services**

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Clarence L. Hulse

Employment Referenced: Intrawest Placemaking

Position Held: Real Estate Development Manager

Employment Dates : April 2005 – May 2008

Reason for Leaving: Involuntary reduction in force. No further information can be provided.

MANAGEMENT STYLE/PROFESSIONAL SKILLS

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

Knowledgeable of current developments affecting the local government management field

Effectively implements and enforces municipal policies and procedures

Demonstrates a capacity for innovation and creativity

Anticipates problems and develops effective approaches for solving them

Maintains a positive work atmosphere conducive to productivity and efficiency

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

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

Effectively recruits professional staff

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___ Takes a diplomatic approach to problem solving

___ Projects a positive image on behalf of the municipality

___ Provides management support to municipal Boards

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

Information provided by:

**Stephanie Stark
Human Resources**

David A. Strohl

***Copies of Employment Application,
Cover Letter and Resume***



TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

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

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

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

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

3. How did you first learn about this position: ICMA ?

4. Applicant's Last Name: Strehl

5. Full First Name: David Middle Name: Allen

6. Applicant's Home Address: 800 N. Oregon Ave.
 (Do not use a post office box.)

City: Marten State: IL Zip Code: 61550

Home Telephone No. (with area code): 309 266-7135 Cell Phone No. (with area code): 309 253-3923

Email Address: dastrehl@comcast.net

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

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

Received

APR 1

Town of Lake Park
 Dept. of Administrative S...

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

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

11. May we contact your present employer? Yes No

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

13. Can you work evenings? Yes No

14. Can you work weekends? Yes No

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

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

Yes No

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

17. Do you have a valid Florida driver's license? Yes No If your answer is "yes", please attach a copy of your driver's license to this application. *I have a valid IL driver's license*
Driver's License Number: _____

18. Do you have a current Florida Commercial Driver's License (CDL)? Yes No
If "yes", indicate class below:

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

Expiration Date: _____ Endorsements: _____

Please provide your full name if different while attending school: N/A

High School or GED	
Full Name: <u>Richwoods High School</u>	Date Graduated: <u>06/01/88</u>
Address:	
City/State/Zip Code: <u>Peoria, IL</u>	
College/University	
Full Name: <u>Illinois Central College</u>	Date Graduated: <u>05/17/92</u>
Address:	Major: <u>Political Science</u>
City/State/Zip Code: <u>East Peoria, IL</u>	Degree: <u>A.A.S.</u>
College/University	
Full Name: <u>Illinois State University</u>	Date Graduated: <u>05/14/94</u>
Address:	Major: <u>Political Science</u>
City/State/Zip Code: <u>Normal, IL</u>	Degree: <u>B.S.</u>
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

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

Adobe Acrobat; Corel Quattro Pro, Word Perfect; Tintuit QuickBooks;
Lotus 1-2-3, Word Pro; Microsoft Excel, Outlook, Outlook Express,
PowerPoint, Word

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

ICMA Illinois CMA, Downstate CMA
GFOA Illinois GFOA
International Economic Development Council

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

Name of Employer: Village of Morton	Starting Date: 03/00
Address: 120 N. Main St.	Ending Date: 12/11
City/State: Morton, IL	Zip Code: 61550
Telephone Number (with area code): 309.1246.5361	Final Salary: \$80,835.60
Immediate Supervisor: Norm Duerflinger	
Position Title: Business Manager	
Duties and Responsibilities:	
Served as Chief Administrative Officer; Managed administrative operations; Performed economic development functions; Provided policy recommendations and general support to President and Board of Trustees.	
Reason for Leaving:	
Position eliminated.	
Name of Employer: City of West Peoria	Starting Date: 10/94
Address: 2506 W. Rahmann Ave.	Ending Date: 02/00
City/State: West Peoria, IL	Zip Code: 61604
Telephone Number (with area code): 309.674.1913	Final Salary: \$35,000.00
Immediate Supervisor: Jim Dillen	
Position Title: City Administrator	
Duties and Responsibilities:	
Served as Chief Administrative Officer; Managed all aspects of daily operations; Provided policy recommendations and general support to Mayor and City Council.	
Reason for Leaving:	
Obtained position in more complex organization.	

Name of Employer: County of Peoria	Starting Date: 07194
Address: 324 Main St.	Ending Date: 07195
City/State: Peoria IL	Zip Code: 61602
Telephone Number (with area code): 309/672-6044	Final Salary: \$6.50
Immediate Supervisor: Ron White	
Position Title: Personnel Assistant	

Duties and Responsibilities:
 Performed various personnel management tasks; Provided general administrative assistance and support to Personnel Director and Personnel Department staff.

Reason for Leaving:
 Obtained position with greater responsibility.

Name of Employer: Village of Peoria Heights	Starting Date: 05194
Address: 4901 N. Prospect Rd.	Ending Date: 10194
City/State: Peoria Heights, IL	Zip Code: 61614
Telephone Number (with area code): 309/686-2385	Final Salary: \$6.25
Immediate Supervisor: Rick Williams	
Position Title: Administrative Assistant	

Duties and Responsibilities:
 Provided general administrative assistance and support to Village Administrator; Worked on special projects.

Reason for Leaving:
 Obtained position with greater responsibility.

23. Please explain any gaps in your employment history:
 NIA

24. Have you ever been fired, removed or dismissed from any position at any time?
 Yes No

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

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

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

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

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

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

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

Applicant Full Name: David Allen Strehl
(please print)

David A. Strehl
Signature of Applicant

04/19/12
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

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.

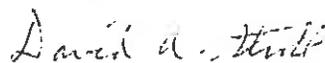
As you can see from my résumé, I am a local government management professional with more than seventeen years of experience. For nearly twelve years, I served as the Business Manager of the Village of Morton, Illinois, a community with a population of approximately 16,300. As Business Manager, I served 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**

***Results of Criminal Background
Checks***

Time: 13ms



FLORIDA DEPARTMENT OF LAW ENFORCEMENT
CRIMINAL HISTORY INFORMATION
Search Florida's Criminal Histories

- 1. MY INFORMATION
- 2. CRITERIA
- 3. CONFIRMATION
- 4. PAYMENT
- 5. CANDIDATES
- 6. RESULTS

No Records Selected

Your Search Criteria

	First	Middle	Last	Date of Birth	Age	Race	Sex	SSN
Name	DAVID	ALLEN	STROHL	[REDACTED]				

Maiden/Alias

Transaction 5115674

4/19/2012 3:23:28 PM

BASED ON THE INFORMATION PROVIDED, THE CUSTOMER DETERMINED THAT NONE OF THE SEARCH RESULTS APPEAR TO BE THE INDIVIDUAL SOUGHT BY THE INQUIRY; THEREFORE NO RELEVANT CRIMINAL RECORDS WERE SELECTED.

This record (or statement that there is not a record) is based on a request from a member of the public. This customer used the FDLE Internet system to search for the Florida record. FDLE is providing this to respond to the customer's request.

Not applicant

Name	Aliases/Also Known As	DOB	SSN	Sex	Race	Height	Weight	Eye	Hair
STRAHL, WILLIAM DAVID	STRAHL, DAVID; STRAHL, WILLIAM D; STRAHL, DAVID W; STRAHL, WILLIAM	[REDACTED]	[REDACTED]	M	W	509	165	BRO	BRO

Home

New Search

Email Results to:

Print Results

bturner@lakeparkflorida.gov

(Separate multiple email addresses by comma)

No Records Found

[Print](#)

Nationwide Criminal Search Records

Search Date: 04/19/2012

Criminal Records DetailSearch criteria: **David Strohl****No matching records were found**

Please check your spelling and [available coverage areas](#)
Search coverage areas include over 340 Million Records

Perform a Full Background Check on [David Strohl](#)

Results may include **Legal Judgments, Bankruptcies, Social Network Profiles, Email Addresses, Phone Numbers, Property Records, Relatives and more!**

ALABAMA	Clear - No Records Found
ALASKA	Clear - No Records Found
ARIZONA	Clear - No Records Found
ARKANSAS	Clear - No Records Found
CALIFORNIA	Clear - No Records Found
COLORADO	Clear - No Records Found
CONNECTICUT	Clear - No Records Found
DELAWARE	Clear - No Records Found
DISTRICT OF COLUMBIA	Clear - No Records Found
FLORIDA	Clear - No Records Found
GEORGIA	Clear - No Records Found
HAWAII	Clear - No Records Found
IDAHO	Clear - No Records Found
ILLINOIS	Clear - No Records Found
INDIANA	Clear - No Records Found
IOWA	Clear - No Records Found
KANSAS	Clear - No Records Found
KENTUCKY	Clear - No Records Found
LOUISIANA	Clear - No Records Found
MAINE	Clear - No Records Found
MARYLAND	Clear - No Records Found
MASSACHUSETTS	Clear - No Records Found
MICHIGAN	Clear - No Records Found
MINNESOTA	Clear - No Records Found

MISSISSIPPI	Clear - No Records Found
MISSOURI	Clear - No Records Found
MONTANA	Clear - No Records Found
NEBRASKA	Clear - No Records Found
NEVADA	Clear - No Records Found
NEW HAMPSHIRE	Clear - No Records Found
NEW JERSEY	Clear - No Records Found
NEW MEXICO	Clear - No Records Found
NEW YORK	Clear - No Records Found
NORTH CAROLINA	Clear - No Records Found
NORTH DAKOTA	Clear - No Records Found
OHIO	Clear - No Records Found
OKLAHOMA	Clear - No Records Found
OREGON	Clear - No Records Found
PENNSYLVANIA	Clear - No Records Found
RHODE ISLAND	Clear - No Records Found
SOUTH CAROLINA	Clear - No Records Found
SOUTH DAKOTA	Clear - No Records Found
TENNESSEE	Clear - No Records Found
TEXAS	Clear - No Records Found
UTAH	Clear - No Records Found
VERMONT	Clear - No Records Found
VIRGINIA	Clear - No Records Found
WASHINGTON	Clear - No Records Found
WEST VIRGINIA	Clear - No Records Found
WISCONSIN	Clear - No Records Found
WYOMING	Clear - No Records Found

Note: The data in this report is derived from public sources and may contain errors. We do not create, verify, or guarantee the accuracy of the data. Please be sure to closely review the information. We are NOT a consumer reporting agency as defined under the Fair Credit Reporting Act ("FCRA"), and the information in our databases has not been collected in whole or in part for the purpose of furnishing consumer reports, as defined in the FCRA. Website information cannot be used to: (a) establish an individual's legibility for personal credit or insurance; (b) assess risks associated with existing consumer credit obligations; (c) evaluate an individual for employment, promotion, reassignment or retention (including employment of household workers such as nannies, housekeepers, or contractors), or (c) in conjunction with assessing the merits of entering into any other personal business transaction with another individual). For more information please review our Terms and Conditions - [CLICK HERE](#)

No Records Found

[Print](#)

Nationwide Sex Offender Records

Search Date: 04/19/2012

Sex Offender Records Detail

Search criteria: David Strohl

ALABAMA	Clear - No Records Found
ALASKA	Clear - No Records Found
ARIZONA	Clear - No Records Found
ARKANSAS	Clear - No Records Found
CALIFORNIA	Clear - No Records Found
COLORADO	Clear - No Records Found
CONNECTICUT	Clear - No Records Found
DELAWARE	Clear - No Records Found
DISTRICT OF COLUMBIA	Clear - No Records Found
FLORIDA	Clear - No Records Found
GEORGIA	Clear - No Records Found
HAWAII	Clear - No Records Found
IDAHO	Clear - No Records Found
ILLINOIS	Clear - No Records Found
INDIANA	Clear - No Records Found
IOWA	Clear - No Records Found
KANSAS	Clear - No Records Found
KENTUCKY	Clear - No Records Found
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MAINE	Clear - No Records Found
MARYLAND	Clear - No Records Found
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MISSISSIPPI	Clear - No Records Found
MISSOURI	Clear - No Records Found
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NEW JERSEY	Clear - No Records Found

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NEW YORK	Clear - No Records Found
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UTAH	Clear - No Records Found
VERMONT	Clear - No Records Found
VIRGINIA	Clear - No Records Found
WASHINGTON	Clear - No Records Found
WEST VIRGINIA	Clear - No Records Found
WISCONSIN	Clear - No Records Found
WYOMING	Clear - No Records Found

No matching records were found
Please check your spelling and [available coverage areas](#)
Search coverage areas include over 340 Million Records

Note: The data in this report is derived from public sources and may contain errors. We do not create, verify, or guarantee the accuracy of the data. Please be sure to closely review the information. We are NOT a consumer reporting agency as defined under the Fair Credit Reporting Act ("FCRA"), and the information in our databases has not been collected in whole or in part for the purpose of furnishing consumer reports, as defined in the FCRA. Website information cannot be used to: (a) establish an individual's legibility for personal credit or insurance; (b) assess risks associated with existing consumer credit obligations, (c) evaluate an individual for employment, promotion, reassignment or retention (including employment of household workers such as nannies, housekeepers, or contractors), or (c) in conjunction with assessing the merits of entering into any other personal business transaction with another individual). For more information please review our Terms and Conditions - [CLICK HERE](#)

Results of Litigation Check



Background Screening Report

Town of Lake Park - Town Manager Search

Name: David Strohl

Address: Morton, IL

File #: CA57392

CIVIL RECORDS

Location Searched: Tazewell Co, IL
Dates Searched: 2005 to Present
State Searched: Illinois
Results: Civil/No Record Found

Miscellaneous: Our office contacted all related courts. There was no record found for the applicant.

All findings on this report are based strictly upon the information contained within the employment application and various outside agencies. All findings contained within this report should not be a sole determining factor for employment with the above agencies.

This report is furnished to you under a client-investigator privilege (in response to your request). The concerns thereof are for your confidential information and are not intended for release to any other agency and/or person without the consent of your agency.

Results from Media Checks

Register Now | Sign In | E-mail preferences

HOME	NEWS	BUSINESS	SPORTS	LIFE	NEWS OPINION	ENTERTAINMENT WEATHER	HOOKEM.COM TRAFFIC	M
SHOPPING								

SUNDAY ◀ **APRIL 29**

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Jonestown narrows list of candidates for city administrator

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REAL staff - May 2012, Vol. 1, Issue 2

State unveils new homeowner-helpful wildfire prevention website

By Marques G. Harper

AMERICAN-STATESMAN STAFF

Updated: 9:04 p.m. Sunday, March 25, 2012

Published: 8:51 p.m. Sunday, March 25, 2012

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Jonestown officials have narrowed a list of 25 candidates who have applied for the city administrator position, and the City Council will discuss the hiring process at a meeting tonight in closed session. The council isn't scheduled to make a decision.

The American-Statesman obtained the candidates' names after submitting a request under the Texas Public Information Act.

The new administrator will replace Dan Dodson, who has been named in an ongoing grand jury investigation of a failed wind energy project in Jonestown.

The City Council voted unanimously in February to accept Dodson's resignation and said he wouldn't be in his city position after April 30. In December, the City Council decided not to renew Dodson's \$80,000 contract with the city.

At a special meeting this month, city officials said they had received applications but declined to release additional information about the candidates.

According to a city document, nine finalists were selected. Four candidates would be interviewed, and five others would be considered, depending on the initial round of interviews.

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"We narrowed it down to four that we had interviews with," Alderman Bill Nichols said last week. "We did get good résumés. We haven't made a decision yet. We want to talk about the next step."

A March 5 email indicated city officials had been working to schedule interviews with four candidates:

- Manuel De La Rosa, city manager of the City of Liberty Hill and executive director of the Liberty Hill Economic Development Corp.
- David Huseman, city consultant for Gonzales and former Gonzales city manager.
- Eric Kuykendall, former city administrator for Rosebud.
- Brenton Lewis, former city administrator for Minden, Neb.

Contact Marques G. Harper at 445-3974

Additional candidates submitted information and resumes to the City of Jonestown for the city administrator position:

* Michael Bamer, Cedar Park. Owner of defunct Kaleidscoops Ice Cream Parlor in Pflugerville and former general manager of Anderson Mill Municipal Utility District.

* John Burg, Lindenhurst, Ill. Former village administrator for Paddock Lake, Wisc.

* Shawn Cox, Houston. Former assistant to the city manager and public information officer for Tomball.

* Christopher Filline, Farmersville. Chief deputy for Collin County Precinct 1.

* Kelly Fletcher, Honolulu, Hawaii. Deputy Inspector General for the Pacific Air Forces.

* Andis Goble, Smithville. Director of Parks and Recreation for Smithville.

* David Jacobs, Garland. Program manager of the Office of Environmental Quality for Garland.

* Stephen Jenkins, Carrollton. Senior project manager for RPS Espey.

* Jack Marciano, Kew Gardens, N.Y. Operations analyst at S&D Corp.

* Jim Mason, Alvarado. Environmental specialist for Fort Worth.

* Ben Nibarger, Fort Worth. Assistant to the town manager and administrative coordinator for Westlake.

* Orfelinda Salinas, Alton. Former math tutor at Sylvan Learning Center and former substitute teacher.

* Noah Simon, Louisville, Ky. Local government consultant and former director of community development for Forney.

* Michael Smith, Lorena. Deputy director at Ramstein Air Base.

* David Strohl, Morton, Ill. Former business manager for Morton, Ill.

* Kenneth Surgenor, Bryan. Teller for JPMorgan Chase.

* Everett W. Thomas III, Page, Ariz. City manager of Page, Ariz.

* Bruce Ure, Victoria. Former assistant city manager for Victoria.

* Gary Warren, Austin. Former fire chief for Westlake and Oak Hill Fire Departments.

* Thomas Winder, Hearne. Owner of Winder Properties and former city manager for Marlin.

* James Whisenant, Vinita, Okla. Part-time adjunct professor for Northeastern Oklahoma A&M College and former city administrator for Horton, Kansas.

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Morton Musings: Let there be light in village buildings



Steve Stein

The village of Morton will be getting new, energy-efficient light fixtures in all of its buildings except the fire station and police station.

The work will be done by Koener Electric of Peoria, which also will take care of the paperwork needed to obtain a state grant that will defray nearly 40 percent of the cost of the project. Koener estimates a project cost of \$41,508 and a rebate of \$15,865, which means the village will pay an estimated \$25,642. Koener also estimates the project will pay for itself in about 8 1/4 years because of the energy savings.

Morton Business Manager David Strohl contacted Koener to perform an inventory of the village's out-of-date light fixtures. After the inventory was completed, he recommended to the Village Board that it hire Koener to replace the lights and obtain the grant because of its experience with the grant program. The Village Board voted unanimously this month to hire Koener.

Strohl said he had the inventory done because replacement bulbs for the village's older light fixtures aren't expected to be available for much longer, and neither are grant funds to replace older fixtures.

The state grant program is administered by the Illinois Department of Commerce and Economic Opportunity.

The Morton fire and police stations are not included in the project because they already have energy-efficient light fixtures.

Please send comments and news tips to stevestein21@yahoo.com.

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One Comment to "Morton Musings: Let there be light in village buildings"



union2488 27 December 2011 at 4:45 pm #

Hi Steve, I was just wondering about the Conflict of Interest with Koener Electric since Trustee Tony Heutte has worked there for many years. Did he get to vote? Thank you, keep up the good work.

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MORTON —

The village has purchased new financial management software that will replace its current software, which was bought in the 1980s.

Residents will notice the difference next year, when they'll be able to pay their village utility bills and view their bill payment history online, and save the village a few bucks.

"We won't have to mail out bills to residents who pay online, so there will be some savings for us there," said village business manager David Strohl.

Village staff who deal with financial records such as accounts payable, payroll and the general ledger also will benefit from the new software, which was purchased this month from Civic Systems of Madison, Wis., for \$79,500.

The cost includes 10 1/2 days of training and two days of on-site assistance. The annual support fee is \$11,600.

Related hardware, including printers, will be purchased from Pearl Technology of Peoria. Strohl expects the hardware cost won't exceed \$12,000. That would put the project about \$28,000 under the budgeted \$120,000.

Strohl said a substantial portion of the savings will come from lower-than-expected data conversion costs. Only a year's worth of data will be converted, and the old financial management system will remain in operation through April 30, 2012, the end of the current fiscal year.

The process of updating the system began about a year ago with the hiring of a consultant from Clifton Gunderson of Peoria.

"We needed to make changes because our AS/400 server is nearing the end of its useful life," Strohl said. "It doesn't have any more memory, and it runs on a platform that's no longer prevalent. We think the

AS/400 is 11 years old, but I'll bet it's a few years older than that. We've gotten our money's worth out of it."

Steve Stein can be reached at 686-3114 or stevestein21@yahoo.com.

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Morton awards raises to three employees

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MORTON —

Three village employees were given additional duties and raises Tuesday by the Village Board as part of a reorganization board members say will increase efficiency and meet future needs.

The reorganization also has saved money because of the elimination of the business manager position. David Strohl, who held the job for 11 years, was let go "strictly for financial reasons," said Mayor Norm Durflinger.

"David was a faithful employee, but because of the village's increasing expenses and negotiated salaries and an economy that hasn't changed to keep up with the increases, we decided to eliminate his position," Durflinger said. "We needed to cut our costs, and the village office was the most logical place to do it."

The elimination of Strohl's \$80,835 annual salary outweighs the approximately \$19,000 in raises granted to the three employees.

Wendy Ferrill has absorbed most of Strohl's duties in her new role of village treasurer and comptroller. She formerly was the village treasurer. Village bookkeeping and secretarial staff also will handle Strohl's former responsibilities.

Jeff Bedecker, the GIS (Geographic Information Systems) manager in the village's Public Works Department, was named GIS/IT (Information Technology) manager.

"Our technology is growing significantly, but the village had never had an IT manager," Durflinger said. "Jeff will help us improve efficiency and reduce costs in all departments."

Roger Spangler, the village's zoning enforcing officer, is now planning and zoning officer. Among his expanded duties are plat review, supervision of contract inspectors, and coordination of new development related to planning and zoning. The village has never had a planning officer.

Durflinger said the moves, which were the result of a review by the Village Board with input from staff, also will make village government more responsive.

"And they'll lay the groundwork for Morton's longer-term governmental needs, especially in response to changing state and federal regulations," he said.

Village Board members voted unanimously for the reorganization. Durflinger was the lone official who commented on the promotions, raises and Strohl's departure, which were effective Tuesday.

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TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: David A. Strohl

Employment Referenced: Village of Morton, Illinois

Position Held: Business Manager

Employment Dates : March 2000 - December 2011

Reason for Leaving: Morton did a cut-back and did not keep him on as he did not have the experience necessary to be the Controller.

MANAGEMENT STYLE/PROFESSIONAL SKILLS

Y Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy") **He is quite but extremely thorough in working with the Trustees.**

Y Knowledgeable of current developments affecting the local government management field **He is very up on this.**

 Effectively implements and enforces municipal policies and procedures **He enforces them; he did not implement this. The Trustees do this.**

 Demonstrates a capacity for innovation and creativity **He would rate him middle of the park on this. He is very precise and structured.**

Y Anticipates problems and develops effective approaches for solving them

 Maintains a positive work atmosphere conducive to productivity and efficiency **He would rate him 8 out of 10 in this one.**

 Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations **N/A. he was not in charge of department heads.**

Y Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving **He was a problem-solver. He would consider the problem and come up with a solution.**

 Properly controls the municipality's operational and functional activities and motivates others to maximum performance **Hard to say on the motivation part as he did not have a large number of people under him.**

Effectively recruits professional staff **N/A**

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

As a hard worker, very thorough, and somewhat quiet. He has a dry wit that is fun.

FISCAL MANAGEMENT

 Y Possesses knowledge of governmental accounting/budget procedures

 Prepares a balanced budget to provide services at a level directed by the Council or Commission **All of the department heads would bring in their budgets and he would combine them along with his budget, and then he would bring them to the Board.**

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

 Y Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting **He was very much into strategic planning and forecasting.**

 Y Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality

PERSONAL SKILLS/COMMUNICATIONS

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

 Y Receptive to constructive criticism and advice

 Y Manages stress effectively

RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION .

 Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives
N/A

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

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

COMMUNITY RELATIONS

Maintains an "open door policy" with the community N/A

Effectively addresses and accommodates citizen complaints **He knows what the Ordinances are and followed what the Board wanted to be followed.**

Shows a sensitivity to and appreciation of diversity of the municipality's population N/A. **This community is not very diverse.**

Responsive to issues of both commercial and residential populations **Yes, but he really didn't have a lot of activity in this area.**

Maintains an effective and collaborative working relationship with other local governments **He would call other governments to get information as part of his research.**

Takes a diplomatic approach to problem solving **He would be polite due to his quiet nature; he follows the rules.**

Projects a positive image on behalf of the municipality N/A.

Provides management support to municipal Boards

Would you rehire this person if you were presented with the opportunity? **Of two people who worked for him, he would be the second choice.**

Information provided by:

**Norman Durflinger
Mayor**

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: David A. Strohl

Employment Referenced: City of West Peoria, Illinois

Position Held: City Administrator

Employment Dates : October 1994 – February 2000

Reason for Leaving: He was part-time when the Mayor was elected and he made him full-time. Mr. Strohl just wanted to better himself and left to accept the position with Morton, Illinois for higher pay.

MANAGEMENT STYLE/PROFESSIONAL SKILLS

Y Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy") **They had a very good relationship. He is trying to get him back to West Peoria as the current City Administrator is retiring (he interviewed him for this a couple of weeks ago as a finalist).**

 Knowledgeable of current developments affecting the local government management field **When he started, he was new and eager to learn. He is now really knowledgeable.**

Y Effectively implements and enforces municipal policies and procedures

Y Demonstrates a capacity for innovation and creativity

Y Anticipates problems and develops effective approaches for solving them

Y Maintains a positive work atmosphere conducive to productivity and efficiency

Y Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations **Yes, as far as the small staff that he had at the time is concerned.**

Y Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving **West Peoria was incorporated in 1993 and he helped set up policies and worked on Ordinances. He worked with a group of volunteers to come up with the Planning and Zoning Ordinances.**

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

Y Effectively recruits professional staff

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

He was very professional. One of their ex-aldermen commented on how effective he was on the budget.

FISCAL MANAGEMENT

Y Possesses knowledge of governmental accounting/budget procedures **He was made their budget officer and he set their budget and made sure that everyone stayed within the budget. As a result of his efforts, they had a \$3 million surplus.**

Y Prepares a balanced budget to provide services at a level directed by the Council or Commission **He would work with each Council committee on the budget and keep everyone in line.**

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

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

 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality **He did not deal with labor unions, but he worked with their attorney to make sure that their Ordinances were structured to keep them out of trouble.**

PERSONAL SKILLS/COMMUNICATIONS

Y Demonstrates high concern for ethical behavior **Theirs is a strong mayor system of government and as the City Administrator he worked very closely with the Mayor.**

Y Receptive to constructive criticism and advice

Y Manages stress effectively

RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION .

Y Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives **He would attend all of the committee and Council meetings.**

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

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

COMMUNITY RELATIONS

Y Maintains an "open door policy" with the community

Y Effectively addresses and accommodates citizen complaints **He may have helped to set up the Code Compliance Division.**

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

Y Responsive to issues of both commercial and residential populations

Y Maintains an effective and collaborative working relationship with other local governments **He would go to different meetings as the Mayor's representative when the Mayor was unable to attend.**

Y Takes a diplomatic approach to problem solving

Y Projects a positive image on behalf of the municipality

Y Provides management support to municipal Boards **He helped establish the Planning and Zoning Board and perhaps helped develop the Comprehensive Plan. He was the first City Administrator and he helped set up the policies with the advice of Council. Their zoning Ordinance was adopted in 1996.**

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

Information provided by:

Mayor Jim Dillon

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: David A. Strohl

Employment Referenced: County of Peoria, Illinois

Position Held: Part-time Personnel Assistant Trainee

Employment Dates: July 1994 - July 1995

Reason for Leaving: To accept a full-time position elsewhere. *NO OTHER INFORMATION CAN BE PROVIDED.*
MANAGEMENT STYLE/PROFESSIONAL SKILLS

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

Knowledgeable of current developments affecting the local government management field

Effectively implements and enforces municipal policies and procedures

Demonstrates a capacity for innovation and creativity

Anticipates problems and develops effective approaches for solving them

Maintains a positive work atmosphere conducive to productivity and efficiency

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

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

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

Effectively recruits professional staff

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

FISCAL MANAGEMENT

- Possesses knowledge of governmental accounting/budget procedures
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- Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy
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COMMUNITY RELATIONS

- Maintains an "open door policy" with the community
- Effectively addresses and accommodates citizen complaints
- Shows a sensitivity to and appreciation of diversity of the municipality's population
- Responsive to issues of both commercial and residential populations

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

___ Takes a diplomatic approach to problem solving

___ Projects a positive image on behalf of the municipality

___ Provides management support to municipal Boards

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

Information Provided by

Angie Kramer

Human Resources Director

Dale S. Sugerman

***Copies of Employment Application,
Cover Letter and Resume***



TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

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

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

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

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

3. How did you first learn about this position: ICMA ADVERTISEMENT ?

4. Applicant's Last Name: SUGERMAN

5. Full First Name: DALE Middle Name: STEPHEN

6. Applicant's Home Address: 150 LAS BRISAS CIRCLE
 (Do not use a post office box.)

City: HYPOLUXO State: FL Zip Code: 33462

Home Telephone No. (with area code): 561-582-5356 Cell Phone No. (with area code): 954-568-8760

Email Address: DALE.SUGERMAN@EXCITE.COM

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

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

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

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

11. May we contact your present employer? Yes No NOT PRESENTLY EMPLOYED

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

13. Can you work evenings? Yes No

14. Can you work weekends? Yes No

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

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

Yes No

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

17. Do you have a valid Florida driver's license? Yes No If your answer is "yes", please attach a copy of your driver's
Driver's License Number: _____

18. Do you have a current Florida _____ license (CDL)? Yes No
If "yes", indicate class below:

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

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: MAYFIELD HIGH SCHOOL	Date Graduated: MAY 1970
Address:	
City/State/Zip Code: MAYFIELD HTS, OHIO	
College/University	
Full Name: UNIVERSITY OF CINCINNATI	Date Graduated: MAY 1974
Address:	Major: POLITICAL SCIENCE
City/State/Zip Code: CINCINNATI, OHIO	Degree: BACHELOR OF ARTS
College/University	
Full Name: UNIVERSITY OF MISSOURI	Date Graduated: JULY 1978
Address:	Major: PUBLIC ADMINISTRATION
City/State/Zip Code: KANSAS CITY, MO	Degree: MASTERS
Training/Vocational-School Course/University	
Full Name: LYNN UNIVERSITY	Date Completed: DECEMBER 2007
Address:	Licenses or Certifications: MAJOR: GLOBAL LEADERSHIP
City/State/Zip Code: BOCA RATON, FL	Degree: Ph.D.
NOTE: Please attach copies of degrees or certificates at the time of application.	

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

ICMA CREDENTIALLED MANAGER
 MBTI CERTIFIED TRAINER
 PROFICIENT IN PC BASED NETWORKED SYSTEMS & MICROSOFT OFFICE SUITE

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

PALM BEACH COUNTY CITY/COUNTY MANAGEMENT ASSOCIATION
 FLORIDA CITY/COUNTY MANAGEMENT ASSOCIATION
 INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION

22. EMPLOYMENT HISTORY

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

Name of Employer: TOWN OF HIGHLAND BEACH	Starting Date: MARCH 2005
Address: 3614 S. OCEAN BLVD	Ending Date: JUNE 2011
City/State: HIGHLAND BEACH, FL Zip Code: 33407	Final Salary: * 166,000.00
Telephone Number (with area code): 561-278-4548	
Immediate Supervisor: S PERSON TOWN COMMISSION	
Position Title: TOWN MANAGER	
Duties and Responsibilities: CHIEF ADMINISTRATIVE OFFICER OF THIS FULL-SERVICE CITY.	
Reason for Leaving: CONTRACT OF EMPLOYMENT TERMINATED ON JUNE 30, 2011.	
Name of Employer: CITY OF BOYNTON BEACH	Starting Date: OCTOBER 1994
Address: 100 EAST BOYNTON BEACH BLVD.	Ending Date: MARCH 2005
City/State: BOYNTON BEACH, FL Zip Code: 33425	Final Salary: * 117,000
Telephone Number (with area code): 561-742-6000	
Immediate Supervisor: KURT BRESSNER	
Position Title: ASSISTANT CITY MANAGER	
Duties and Responsibilities: ALL ENTERPRISE OPERATIONS, PUBLIC WORKS, HUMAN RESOURCES, INFORMATION TECHNOLOGY, ECONOMIC DEVELOPMENT & LIAISON TO THE CRA.	
Reason for Leaving: ACCEPTED POSITION IN THE TOWN OF HIGHLAND BEACH, FL.	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: CITY OF PALM BAY		Starting Date: JULY 1992
Address: 120 MALABAR ROAD		Ending Date: OCTOBER 1994
City/State: PALM BAY, FL	Zip Code: 32907	Final Salary: \$ 74,984.00
Telephone Number (with area code): 321-952-3421		
Immediate Supervisor: MIKE ABELS		
Position Title: ASSISTANT CITY MANAGER		
Duties and Responsibilities: DIRECT SUPERVISION OF ALL UTILITY OPERATIONS, FLEET MAINTENANCE, BUILDING MAINTENANCE AND INFORMATION. EXECUTIVE DIRECTOR OF THE PALM BAY UTILITY CORPORATION.		
Reason for Leaving: ACCEPTED POSITION WITH THE CITY OF BOYNTON BEACH, FL.		
Name of Employer: MANAGEMENT ADVANTAGE CORP.		Starting Date: JANUARY 1991
Address: 1935 WILTON DRIVE		Ending Date: JULY 1992
City/State: FT. LAUDERDALE, FL	Zip Code: 33305	Final Salary: COMMISSION BASED
Telephone Number (with area code):		
Immediate Supervisor: CAROLYN LONG		
Position Title: SENIOR ASSOCIATE		
Duties and Responsibilities: CONTINGENCY FEE-BASED CONSULTING WORK IN IDENTIFYING COST SAVINGS FOR LOCAL GOVERNMENT.		
Reason for Leaving: ACCEPTED POSITION WITH THE CITY OF PALM BAY, FL.		

23. Please explain any gaps in your employment history:

N/A

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

Yes No

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

**25. APPLICANT'S STATEMENT
AND AUTHORITY TO RELEASE INFORMATION**

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

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

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

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

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

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

Applicant Full Name: DALE S. SUGERMAN
(please print)

Dale S. Sugerman
Signature of Applicant

APRIL 11, 2012
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

DALE S. SUGERMAN
150 Las Brisas Circle
Hypoluxo, FL 33462
561-582-5355
e-mail: DaleSugerman@excite.com



March 12, 2012

Ms. Bambi McKibbin-Turner, Human Resources Director
Town of Lake Park
Lake Park Town Hall
535 Park Avenue
Lake Park, Fl. 33407

Sent via electronic mail

RE: Town Manager Recruitment

Dear Ms. McKibbin-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.

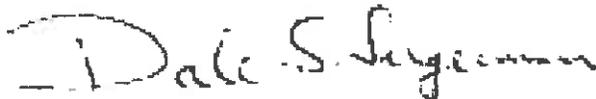
I am a graduate of the Senior Executive Institute at the University of Virginia, and hold a number of advanced degrees including a Masters Degree in Public Administration, and a Ph. D. in Global Leadership. I hold Certificates of Achievement from FEMA's Emergency Management Institute in IS-100.a., IS-200.a., IS-700.a., IS-701.a., IS-702.a., IS-703.a., IS-704, and IS-800.b.

Ms. McKibbin-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,



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 1460 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

Page Two

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. \$85 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 measurements, 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. *Disertation. 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, ruzing, 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

***Results of Criminal Background
Checks***



FLORIDA DEPARTMENT OF LAW ENFORCEMENT
CRIMINAL HISTORY INFORMATION
 Search Florida's Criminal Histories

Time: 4ms

- 1. MY INFORMATION
- 2. CRITERIA
- 3. CONFIRMATION
- 4. PAYMENT
- 5. CANDIDATES
- 6. RESULTS

Confirmation of No Search Results

Your Search Criteria

	First	Middle	Last	Date of Birth	Age	Race	Sex	SSN
Name	DALE	S	SUGERMAN	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Maiden/Alias

Transaction 5103257

4/12/2012 2:12:30 PM

FDLE found NO Florida criminal history based on the information provided. No criminal record check was conducted for other states or for the FBI. This record (or statement that there is not a record) is based on a request from a member of the public. This customer used the FDLE Internet system to search for the Florida record. FDLE is providing this to respond to the customer's request.

Help understanding these results

Print Results

Email Result to:

bturner@lakeparkflorida.gov

New Search

Home

No Records Found

[Print](#)

Nationwide Criminal Search Records

Search Date: 04/12/2012

Criminal Records Detail

Search criteria: Dale Sugerman

No matching records were found

Please check your spelling and [available coverage areas](#).
Search coverage areas include over 340 Million Records

Perform a Full Background Check on [Dale Sugerman](#)

Results may include **Legal Judgments, Bankruptcies, Social Network Profiles, Email Addresses, Phone Numbers, Property Records, Relatives and more!**

ALABAMA	Clear - No Records Found
ALASKA	Clear - No Records Found
ARIZONA	Clear - No Records Found
ARKANSAS	Clear - No Records Found
CALIFORNIA	Clear - No Records Found
COLORADO	Clear - No Records Found
CONNECTICUT	Clear - No Records Found
DELAWARE	Clear - No Records Found
DISTRICT OF COLUMBIA	Clear - No Records Found
FLORIDA	Clear - No Records Found
GEORGIA	Clear - No Records Found
HAWAII	Clear - No Records Found
IDAHO	Clear - No Records Found
ILLINOIS	Clear - No Records Found
INDIANA	Clear - No Records Found
IOWA	Clear - No Records Found
KANSAS	Clear - No Records Found
KENTUCKY	Clear - No Records Found
LOUISIANA	Clear - No Records Found
MAINE	Clear - No Records Found
MARYLAND	Clear - No Records Found
MASSACHUSETTS	Clear - No Records Found
MICHIGAN	Clear - No Records Found
MINNESOTA	Clear - No Records Found

MISSISSIPPI	Clear - No Records Found
MISSOURI	Clear - No Records Found
MONTANA	Clear - No Records Found
NEBRASKA	Clear - No Records Found
NEVADA	Clear - No Records Found
NEW HAMPSHIRE	Clear - No Records Found
NEW JERSEY	Clear - No Records Found
NEW MEXICO	Clear - No Records Found
NEW YORK	Clear - No Records Found
NORTH CAROLINA	Clear - No Records Found
NORTH DAKOTA	Clear - No Records Found
OHIO	Clear - No Records Found
OKLAHOMA	Clear - No Records Found
OREGON	Clear - No Records Found
PENNSYLVANIA	Clear - No Records Found
RHODE ISLAND	Clear - No Records Found
SOUTH CAROLINA	Clear - No Records Found
SOUTH DAKOTA	Clear - No Records Found
TENNESSEE	Clear - No Records Found
TEXAS	Clear - No Records Found
UTAH	Clear - No Records Found
VERMONT	Clear - No Records Found
VIRGINIA	Clear - No Records Found
WASHINGTON	Clear - No Records Found
WEST VIRGINIA	Clear - No Records Found
WISCONSIN	Clear - No Records Found
WYOMING	Clear - No Records Found

Note: The data in this report is derived from public sources and may contain errors. We do not create, verify, or guarantee the accuracy of the data. Please be sure to closely review the information. We are NOT a consumer reporting agency as defined under the Fair Credit Reporting Act ("FCRA"), and the information in our databases has not been collected in whole or in part for the purpose of furnishing consumer reports, as defined in the FCRA. Website information cannot be used to: (a) establish an individual's legibility for personal credit or insurance; (b) assess risks associated with existing consumer credit obligations; (c) evaluate an individual for employment, promotion, reassignment or retention (including employment of household workers such as nannies, housekeepers, or contractors), or (c) in conjunction with assessing the merits of entering into any other personal business transaction with another individual). For more information please review our Terms and Conditions - [CLICK HERE](#)

No Records Found

[Print](#)

Nationwide Sex Offender Records

Search Date 04/12/2012

Sex Offender Records Detail

Search criteria: Dale Sugeman

ALABAMA	Clear - No Records Found
ALASKA	Clear - No Records Found
ARIZONA	Clear - No Records Found
ARKANSAS	Clear - No Records Found
CALIFORNIA	Clear - No Records Found
COLORADO	Clear - No Records Found
CONNECTICUT	Clear - No Records Found
DELAWARE	Clear - No Records Found
DISTRICT OF COLUMBIA	Clear - No Records Found
FLORIDA	Clear - No Records Found
GEORGIA	Clear - No Records Found
HAWAII	Clear - No Records Found
IDAHO	Clear - No Records Found
ILLINOIS	Clear - No Records Found
INDIANA	Clear - No Records Found
IOWA	Clear - No Records Found
KANSAS	Clear - No Records Found
KENTUCKY	Clear - No Records Found
LOUISIANA	Clear - No Records Found
MAINE	Clear - No Records Found
MARYLAND	Clear - No Records Found
MASSACHUSETTS	Clear - No Records Found
MICHIGAN	Clear - No Records Found
MINNESOTA	Clear - No Records Found
MISSISSIPPI	Clear - No Records Found
MISSOURI	Clear - No Records Found
MONTANA	Clear - No Records Found
NEBRASKA	Clear - No Records Found
NEVADA	Clear - No Records Found
NEW HAMPSHIRE	Clear - No Records Found
NEW JERSEY	Clear - No Records Found

NEW MEXICO	Clear - No Records Found
NEW YORK	Clear - No Records Found
NORTH CAROLINA	Clear - No Records Found
NORTH DAKOTA	Clear - No Records Found
OHIO	Clear - No Records Found
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PENNSYLVANIA	Clear - No Records Found
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SOUTH DAKOTA	Clear - No Records Found
TENNESSEE	Clear - No Records Found
TEXAS	Clear - No Records Found
UTAH	Clear - No Records Found
VERMONT	Clear - No Records Found
VIRGINIA	Clear - No Records Found
WASHINGTON	Clear - No Records Found
WEST VIRGINIA	Clear - No Records Found
WISCONSIN	Clear - No Records Found
WYOMING	Clear - No Records Found

No matching records were found
Please check your spelling and [available coverage areas](#)
Search coverage areas include over 340 Million Records

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Results of Litigation Check



Background Screening Report

Town of Lake Park - Town Manager Search

Name: Dale Sugerma

Address: Hypoluxo, FL

File #: CA56841

CIVIL RECORDS

Location Searched: Palm Beach County
Dates Searched: 2005 to Present
State Searched: Florida
Results: Civil/No Record Found

Location Searched: Broward County
Dates Searched: 2005 to Present
State Searched: Florida
Results: Civil/No Record Found

Location Searched: Orange County
Dates Searched: 2005 to Present
State Searched: Florida
Results: Civil/No Record Found

Miscellaneous: Our office contacted all related courts. There was no record found for the applicant.

All findings on this report are based strictly upon the information contained within the employment application and various outside agencies. All findings contained within this report should not be a sole determining factor for employment with the above agencies.

This report is furnished to you under a client-investigator privilege (in response to your request). The concerns thereof are for your confidential information and are not intended for release to any other agency and/or person without the consent of your agency.

Additional Litigation Information



Party Name: Filed In: Florida South... Judge: Any Doc Filter: All Case Filings Filed After: All Dates

Search Advanced Search Case Type: All Types Filed Before: Now

Justia > Dockets & Filings > Florida > Florida Southern District Court > Civil Rights > Other Civil Rights > Sugerman v. The Town of Highland Beach et al

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Sugerman v. The Town of Highland Beach et al

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Plaintiff: Dale S. Sugerman Defendants: The Town of Highland Beach, Jim Newill, Doris M. Trinley and John J. Sorrelli



Case Number: 9:2012cv80284 Filed: March 13, 2012

Like 104,777 people like this. Be the first of your friends.

Court: Florida Southern District Court Office: West Palm Beach Office County: Palm Beach Presiding Judge: William P. Dimitrouleas Referring Judge: Lurana S. Snow

Today on Verdict

The EEOC Rules That Transgender Discrimination Is Sex Discrimination: The Reasoning Behind That Decision

Justia columnist and Hofstra law professor Joanna Grossman explains the EEOC ruling that discrimination against a transgender individual is sex discrimination under Title VII and related law.



By Joanna L. Grossman

Nature of Suit: Civil Rights - Other Civil Rights Cause: 28:1441 Jurisdiction: Federal Question Jury Demanded By: Both

Ask a Lawyer

Question: Enter your question here. e.g., Do I need a bankruptcy lawyer?

Ask Question

Access additional case information on PACER

Use the links below to access additional information about this case on the US Court's PACER system. A subscription to PACER is required.

Access this case on the Florida Southern District Court's Electronic Court Filings (ECF) System

- Search for Party Aliases Associated Cases Attorneys Case File Location Case Summary Docket Report History/Documents Parties Related Transactions Check Status

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Highland Beach: Town manager suspended in flap on e-mailed jokes

- Posted by [Deborah Hartz-Seeley](#) on February 6, 2011 at 8:30am
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By Steve Plunkett

Nestled among Highland Beach Town Manager Dale Sugerman's e-mail last July was a message he wasn't supposed to see: a collection of jokes Town Clerk Beverly Brown forwarded to him by mistake via the town's official e-mail.

Sugerman investigated and found more jokes, some "sexually-oriented or defamatory," that Brown had forwarded during work hours, including one alluding to President Obama and using the N-word. He decided a one-month suspension without pay was appropriate for the town's second in command.

But before he could suspend her, Sugerman himself was suspended—though with pay—amid strong indications the Town Commission will not renew his contract in June.

"Where are you coming from?" Commissioner John Sorrelli demanded during the commission's initial inquiry. "I am so upset, I am ready to blow my cork here."

The commission's Jan. 4 meeting began with an appeal from former Mayor Arlin Voress to intervene on Brown's behalf. Sugerman said it was inappropriate to discuss the case in public while Brown still could appeal. Commissioners were divided on talking about it, and Mayor Jim Newill cast the deciding vote (to discuss).

Brown has breast cancer, and Newill's wife has been going with her to doctor appointments and treatments, he said.

"The doctors have been very, very specific, which I passed on to the town manager several times, that she is not to be put under any kind of stress, because stress can really ruin the treatment," Newill said.

Newill said he opposed firing the town manager without cause but asked if any commissioner would make a motion to direct Sugerman to rescind the suspension. That way, he said, if Sugerman refused, he would be guilty of insubordination.

"Just because you don't agree with what the person is saying, you don't think that he's necessarily doing what you would like them to do, that doesn't to me constitute cause. I think something like this constitutes cause," Newill said.

In a memo Sugerman gave Brown on Jan. 3, he outlined what he said was cause to suspend her: five e-mails containing "derogatory, racist, lewd and lascivious" jokes sent from April 20 to July 15 on Highland Beach's computer system during working hours. He noted she had signed the town's Information Technology Policy, which prohibits sending or receiving "obscene, sexually-oriented or defamatory" materials.

At a Dec. 20 hearing, Brown's lawyer said the e-mail sent to Sugerman "was obviously done in error," he wrote. Brown's lawyer said a verbal or written warning was in order, he added.

"What is most disappointing in all of this is that you absolutely should have known better," Sugerman wrote.

There were other e-mails, but Sugerman did not want to pile them onto his complaint, he said. Town Attorney Tom Sliney told him the police chief of Wilton Manors in Broward County had received a 30-day suspension without pay for sending derogatory and racist e-mails during work hours from his city computer, he wrote. That chief ultimately resigned rather than be fired.

He said Brown's actions were serious enough to warrant termination but because she had health problems he had decided on the unpaid suspension. He arranged for Brown to take college classes at town expense on sexual harassment, cultural sensitivity and computer etiquette.

The e-mails Sugerman cited as evidence include one forwarded to Brown by Fran Garfunkel, who Brown said is the town attorney's paralegal. "Now I know why I like our neighbors to the North," it begins. "Nothing they do is politically correct."

Another e-mail, about a "Texas girl" who shoots a Mexican and an Arab at a bar because her state has "so many illegal aliens," was sent to Brown by Mary Haynes, city clerk of Peoria, Ill. Brown and Haynes won Quill awards from the International Institute of Municipal Clerks, which certified them both as Master Clerks.

IIMC members sign a Code of Ethics promising that "the affairs of my office shall be above reproach" and "to so conduct my public and private life as to be an example to my fellow citizens."

"I don't think this is the norm for these two ladies, I really don't," said Chris Shalby, executive director of the organization, adding he has known Brown and Haynes a long time. "It's unfortunate."

This is not the first time Brown has hired an employment attorney. She sued Redington Beach in 2006 challenging that town's extension of her six-month probationary status, the *St. Petersburg Times* reported. She was placed on paid leave, returned to work but resigned two months later, the *Times* said.

Before that she was town clerk in nearby Seminole for three years and in Shelton, Conn., for 30 years. Highland Beach hired her in 2007.

Brown has appealed the proposed suspension. The town must select an impartial hearing officer to review her case.

At the commission's Feb. 1 meeting Vice Mayor Miriam Zwick said she had felt pressured to order Sugerman to rescind Brown's suspension.

"This vote unfortunately allowed certain individuals to rush to judgment and use it as a wedge to unseat the manager, who had chosen to remain with his original proposal as being the correct, democratic process," she said.

Commissioners voted 3-2 with Zwick and Commissioner John Pagliaro dissenting, to put Sugerman on paid suspension for five months. They also agreed to hold a special meeting to interview candidates for interim town manager.

Sugerman's contract ends in June. He became town manager in 2005.

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County: Palm Beach

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Referring Judge: Lurana S. Snow

Nature of Suit: Civil Rights - Other Civil Rights

Cause: 28:1441

Jurisdiction: Federal Question

Jury Demanded By: Both

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Five Free Speech Myths of Which College Demonstrators and Protestors Should Be Aware to Avoid Unexpected Trouble

Justia columnist and U.C., Davis law professor Vikram Amar separates First Amendment fact from First Amendment fiction when it comes to college demonstrations and protests.



By Vikram David Amar

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Controversy and suspensions in Highland Beach

By Rebekah Monson February 14, 2011 05:19 PM

A controversy over offensive emails and suspensions has rocked Highland Beach Town Hall. Town Manager Dale Sugerman suspended Town Clerk Beverly Brown for forwarding racist e-mails, but the town commission decided that punishment was too harsh. The commission ordered Sugerman to issue a written reprimand to Brown rather than a suspension. When Sugerman refused to comply, the commission suspended him for five months — the remainder of his contract — with pay.

Find more details in Tuesday's paper, and see video of heated exchanges in the commission meetings after the jump.

[Exchange over Brown's suspension at the commission's Jan. 4 meeting:](#)



About the



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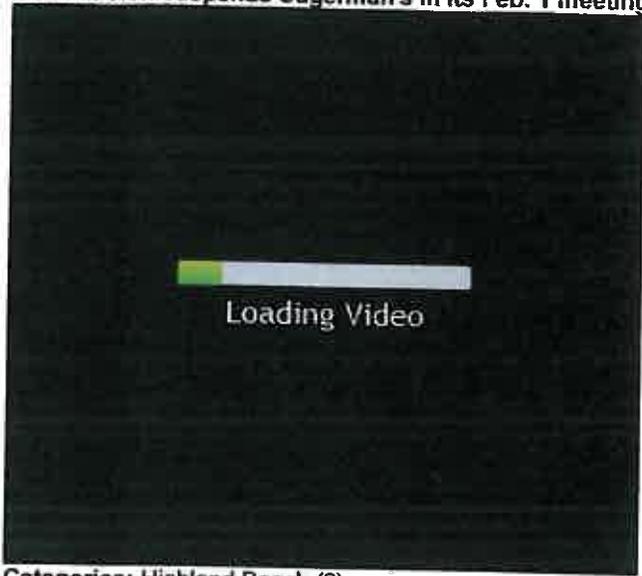


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Commission suspends Sugerman's in its Feb. 1 meeting:



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As a resident of Highland Beach and a person familiar with the law, I have listened to the commission meetings and in my opinion the suspension of Town Manager Sugerman was not proper. Those who voted in favor of the suspension i.e. Mayor Newill and Commissioners Sorrelli and Tripley acted improperly. Those who voted against the suspension i.e. Vice Mayor Zwick and Commissioner Pagliaro acted properly. This whole episode is an embarrassment and the city attorney failed to dissuade an emotional Town Commission from procedural conduct that was clearly improper.

Posted by: David Buchsbaum | February 15, 2011 2:52 AM

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Sep 13, 2009

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The residents of Highland Beach suffered a great loss and shock last week when suddenly and unexpectedly Geoffrey Vanore the much respected and liked building inspector and head of the THB Building Department was fired by the Town Manager Dale Sugarman under the pretext of not "doing his paperwork".

We know that this was just pretext for Sugarman to get rid of Geoffrey Vanore - the question is WHY and was there another reason for this untimely and unnecessary dismissal? Not even the Mayor was consulted before Sugarman made a "fela compis" and Geoffrey was out.

All HB residents and those honest contractors can attest that Vanore was a straight shooter and went by the book- everyone was equal before the Law and he upheld and defended the Towns written

codes without bending to outside influences or compromising his position. He spent the extra time to help and assist residents and contractors to understand what was required and stipulated under the law and he was respectful and friendly to all who dealt with him and his office.

The loss of Vanore only once again proves that the government of Highland Beach is not working for their residents or for the good of the community- based on word on the street rumors, the THB government has for many years lived with the stigma of corruption especially with reference to construction projects- Finally this stigma could have been erased by having a respected and honest building official- SO what REALLY IS THE REASON BEHIND THIS FIRING??

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Sugerman withdraws from Marco manager search

Eagle staff

Saturday, April 12, 2008

Highland Beach City Manager Dale Sugerman has withdrawn from the running for Marco Island's next city manager.

Marco Island Public Information Coordinator Lisa Douglass said search firm the Mercer Group informed the city on Friday that Sugerman had dropped out of the race for the \$150,000 to \$180,000 a year job.

Sugerman and five other candidates were slated to visit the island Monday and Tuesday for an intensive two-day interview process. Council was slated to make its decision in a special session at 3 p.m., Tuesday.

The six finalists were announced less than a week ago by Mercer Group Vice President Tom Freijo, even after calls by two City Council members to suspend the search to look for a deeper pool of candidates and make possible revisions to the city's charter.



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Marco Island releases list of 15 candidates for city manager

By LIAM DILLON

Friday, March 14, 2008

The city of Marco Island released its list of 15 candidates for the position of city manager late Friday afternoon, reversing a decision made earlier in the week to keep the information private.

Of the 15 candidates, just one is a current public administrator in Florida, Dale S. Sugerman, the town manager of Highland Beach on the state's east coast. Twelve of the candidates work out of state, and of the remaining two candidates, one works in Florida's private sector and the other was most recently employed as a city manager in the state. Also, only one of the 15 candidates, Michael L. Stampfler, was among 61 applicants for the Naples city manager position when it was open in the fall. Stampfler did not make Naples's list of 10 finalists.

Naples hired former Marco Island City Manager Bill Moss, who was the only manager in the city's 10-year history. Former Clearwater City Manager Tony Shoemaker has held Marco's job on an interim basis since November. Shoemaker is not on the list of candidates for the permanent position.

The list of 15 was narrowed from 74 applicants by Tom Freijo, a senior vice president at Winter Haven-based The Mercer Group, the city's consulting firm in the search. Freijo also advised Naples in its city manager selection.

Freijo is scheduled to present the candidates to City Council during Monday's regularly scheduled meeting. It will be the first meeting for three newly-elected councilors: Jerry Gibson, Frank Recker and Wayne Waldack.

The names of the 15 candidates were not easy to come by as the city had maintained it wanted to keep the list private and only in the hands of the four current councilors and the three council-elects until Monday.

Shoemaker e-mailed the four current councilors and the three new members Thursday morning stating they would receive the 15 resumes on Friday in a sealed envelope from Freijo addressed directly to them.

The reason for not sending the resumes sooner, Shoemaker wrote, "is an attempt to provide some protection to the candidates that make the first cut of 12 to 18 but do not make the final cut of 6 to 8. It has happened in other communities that when the

resumes are released earlier than individuals have made phone calls to the candidates home community. This exposes the candidates to unwanted attention even though they are not a finalist."

The Daily News made a request for the 15 resumes on Friday afternoon and Shoemaker told a reporter that the seven sealed envelopes had left city hall around 2 p.m., and the city had not kept a copy of the records.

When asked whether the city was claiming an exemption from Florida's public records law by not making them available on Friday, Shoemaker said the city wasn't. He added the public records law allowed the city to have "a reasonable amount of time" to provide records and the city would be making them available on Monday. But he referred to his e-mail when asked whether the applicants' privacy concerns were the reason why the city chose its distribution method for the resumes.

"I don't think it's unusual to ask that the council review it before it's made public," Shoemaker said.

Adria Harper, a director with the First Amendment Foundation, a media-funded state open records organization, said although candidates' desire for privacy when applying for a job is understandable, it's not one of the exemptions listed from the state's public records law.

"It's not the worst thing I've ever heard of given that they're going to release them a couple days later," Harper said. "Still, public records law does not allow agencies to withhold information without a specific exemption."

"If you're applying for a public position in Florida, your information is going to be public," she added.

After speaking with Shoemaker, the Daily News contacted Councilman Bill Trotter, who went to Marco's city hall and made a copy of the resumes for city records. The city then provided the resumes to various local media outlets, including the Daily News.

Even though Freijo, the city's search consultant, had hoped to cut in half the list of 15 candidates during Monday night's meeting, some councilors are already frustrated with the selection process.

Council-elect Frank Recker replied to Shoemaker's Thursday e-mail, asking the city to hold off on reducing the number of candidates until council has more time to review the list. Recker also suggested each of the city manager candidates prepare a brief video presentation to explain why they are the best person for the job. Council could see those videos at a special meeting called as soon as March 24, he wrote.

"I don't think it's reasonable for me to go from 15 down to six in a period of one hour," Recker said in a telephone interview Friday. "I'd feel rushed if I get something that's so important to the future of the city on a Friday, have to look at it over the weekend and then make decisions during my first council meeting. I'm not ready to do that."

Incumbent Councilman Rob Popoff echoed the sentiments expressed in Recker's e-mail in a separate interview Friday. Popoff said he would make a request to delay the selection process if Recker himself didn't do it.

"To do this without any lead time is ridiculous," Popoff said. "I will move so that it doesn't happen."



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***Telephone Employment Reference
Forms***

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: Dale S. Sugerman

Employment Referenced: City of Boynton Beach

Position Held: Assistant City Manager

Employment Dates : October 1994 - March 2005

Reason for Leaving: He left to take the Town Manager position at Highland Beach.

MANAGEMENT STYLE/PROFESSIONAL SKILLS

Y Maintains open, informative and timely communications with the Council or Commission (e.g., "open door policy") He did fine in this area.

Y Knowledgeable of current developments affecting the local government management field He was well informed and kept current. Among them was utilities management (a line responsibility).

Y Effectively implements and enforces municipal policies and procedures

Y Demonstrates a capacity for innovation and creativity He did very well.

Y Anticipates problems and develops effective approaches for solving them He did this very well.

Y Maintains a positive work atmosphere conducive to productivity and efficiency

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

Y Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving He saw value in the arbitative process.

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

Y Effectively recruits professional staff

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

They would describe him as being delegative. He was not as hands-on, he let his subordinates move forward. He was not a micro-manager.

FISCAL MANAGEMENT

Y Possesses knowledge of governmental accounting/budget procedures **No deficiencies there at all.**

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

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

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

 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality **He's neutral on this. There was a very contentious labor matter (he was not the representative for this). He was not directly involved with labor management, but he was the beneficiary of the grievances that had to be resolved that were interest-based bargaining. He was not involved in the policy formulation.**

PERSONAL SKILLS/COMMUNICATIONS

Y Demonstrates high concern for ethical behavior

Y Receptive to constructive criticism and advice

Y Manages stress effectively

RELATIONS WITH THE MUNICIPALITY'S COUNCIL OR COMMISSION .

 Works with the Council or Commission to establish annual goals and objectives, and reports to the Council or Commission regularly on the status of such goals and objectives **This was done by the manager; he did this more as a department head.**

Y Carries out the directives of the Council or Commission as a whole, rather than those of any one member **He was somewhat insulated from this but he was fair and impartial to everyone.**

Y Supports the action of the Council or Commission after a decision has been reached **He faithfully followed through.**

COMMUNITY RELATIONS

Y Maintains an "open door policy" with the community **He was involved with the Chamber of Commerce and a lot of economic development activity.**

Y Effectively addresses and accommodates citizen complaints **Regarding the utility department, he did very well on customer service.**

Y Shows a sensitivity to and appreciation of diversity of the municipality's population **Yes, and the very diverse workforce as well and also brought in good training pertaining to racial issues.**

Y Responsive to issues of both commercial and residential populations **He had a good reputation.**

Y Maintains an effective and collaborative working relationship with other local governments **And there were a lot of utility problems that were cross-over and communities banded together on regulatory issues.**

 Takes a diplomatic approach to problem solving **Sometimes. He could be a bit more tactful at times (he would give him 70 out of 100 on this).**

Y Projects a positive image on behalf of the municipality

Y Provides management support to municipal Boards

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

Information provided by:

**Kurt Bressner
Former City Manager
Boynton Beach**

Bambi Turner

From: Kurt Bressner [kbressner@gmail.com]
Sent: Monday, April 30, 2012 3:31 PM
To: Bambi Turner
Subject: Dale Sugerman Reference

Bambi,

I had an opportunity to review the agenda packet for Wednesday's meeting. I have no reservations about Dale's ability to be Town Manager. My comments on the evaluation were specific to his role and function as Assistant City Manager between my arrival in April 2000 and Dale's departure in early 2005 to be Town Manager in Highland Beach. This was seven years ago. If the Commission has any questions regarding my review, please clarify the context of the reference check and affirm my belief that he has the skills, knowledge, abilities and experience to be an excellent Town Manager.

As I recall, Dale received a positive review of all three of us as a semi-finalist.

Thanks,

Kurt

Kurt Bressner
561-436-2328 (Cell)
Sent from my iPad

***Copy of Personnel File from Public
Records Request***

DALE S. SUGERMAN Ph.D.
150 Las Brisas Circle
Hypoluxo, FL 33462
561-582-5355
e-mail: DaleSugerman@excite.com



May 3, 2011

Via Certified Mail- Return Receipt Requested

MAY 4 2011

The Highland Beach Town Commission
Town Hall
3614 S. Ocean Boulevard
Highland Beach, FL 33462

RE: Written Notice

As per Section 1 D of our employment agreement dated August 5, 2008, this letter shall serve as notice that I plan to engage in teaching, consultation or other business opportunities that do not interfere with my employment with the Town during my off-duty hours. In particular, I plan to do some part-time temporary consulting utility work for a private firm. I also plan to continue to teach Masters Degree level coursework for two separate universities in the tri-county area.

Thank you for your attention to this matter.

Dale S. Sugerman, Ph.D.
Town Manager



Town of Highland Beach

3614 SOUTH OCEAN BOULEVARD • HIGHLAND BEACH, FLORIDA 33487

Palm Beach County, Florida

561-278-4548
FAX 561-265-3582

Mayor:
Jim Newill, CPA
Vice Mayor:
Miriam S. Zwick
Commissioners:
Doris M. Trinley
John J. Sorrelli
John J. Pagliaro
Town Manager:
Dale S. Sugerman, Ph. D.

February 25, 2011

Mr. Dale S. Sugerman, PhD.
150 Las Brisas Circle
Hypoluxo, FL. 33462

COPY

Dear Mr. Sugerman:

I am writing you to notify you of action which took place at the Special Meeting of the Town Commission held on February 15, 2011. At that meeting the Town Commission voted not to extend your contract as Town Manager beyond June 30, 2011.

Accordingly, your contract as Town Manager expires on June 30, 2011. The Town Commission has instructed me to send you notice of this action.

Very truly yours,

Jim Newill, CPA, Mayor
Town of Highland Beach

JWD/bmb

Emergency Management Institute



FEMMA

This Certificate of Achievement is to acknowledge that

DALE S SUGGERMAN PH. D.

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.a

**Introduction to the Incident Command System,
ICS-100**

Issued this 26th Day of May, 2010

A handwritten signature in cursive script, appearing to read "Cortez Lawrence".

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMIA

This Certificate of Achievement is to acknowledge that

DALE S SUGGERMAN PH. D.

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.a

**ICS for Single Resources and
Initial Action Incidents, ICS-200**

Issued this 7th Day of June, 2010



A handwritten signature in black ink, appearing to read "Cortez Lawrence".

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMIA

This Certificate of Achievement is to acknowledge that

DALE S SUGERMAN PH. D.

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

**National Incident Management System (NIMS)
An Introduction**

Issued this 4th Day of June, 2010

A handwritten signature in black ink, appearing to read "Cortez Lawrence".

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMIA

This Certificate of Achievement is to acknowledge that

DALE S SUGGERMAN PH.D.

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b

National Response Framework, An Introduction

Issued this 2nd Day of June, 2010



A handwritten signature in black ink, appearing to read "Cortez Lawrence".

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute



TOWN OF HIGHLAND BEACH
 3614 South Ocean Boulevard
 Highland Beach, FL 33487

PURCHASE REQUISITION

(for purchases over \$500.00)

COMPANY ORDERED FROM:

Dale S. Sugerman

REQUESTED BY: Dale S. Sugerman
DEPT. NAME/#: 001-512.000 - Town Manager

DATE: 15-Oct-09

APPROVED BY: *[Signature]*
DEPT. HEAD: *[Signature]*
FINANCE DIR: *[Signature]*
TOWN MANAGER: *[Signature]*

EXPENSE ACCOUNT	QUAN.	ITEM#	DESCRIPTION <small>(page # required for Office Depot orders)</small>	UNIT PRICE	AMOUNT
512-5101-515-200	1		Educational Incentive Pay for Bachelor of Arts Degree		\$4,000.00
CLICK HERE FOR ACCT. #S:			To be paid with the first paycheck after 1/1/10		
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CLICK HERE FOR ACCT. #S:					
CLICK HERE FOR ACCT. #S:					
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CLICK HERE FOR ACCT. #S:					
			TOTAL		\$4,000.00

The Board of Directors of the

UNIVERSITY OF CINCINNATI

on the recommendation of the Faculty of the

McMICKEN COLLEGE OF ARTS & SCIENCES

of the University, does hereby confer upon

DALE STEPHEN SUGERMAN

the degree of

BACHELOR OF ARTS

*with all the rights and privileges appertaining thereto. Given at Cincinnati, Ohio
this ninth day of June, nineteen hundred and seventy-four.*

Sam D. Earley
CHAIRMAN OF THE BOARD OF DIRECTORS

Ralph C. Bunsick
CLERK OF THE BOARD OF DIRECTORS

Manuel Bennett
PRESIDENT OF THE UNIVERSITY

Campbell Crockett
DEAN

DALE S

SUGERMAN

Col. No.	Area	Course No.	Course Title	Quality Points	Grade	Quality Points
REPORT PERIOD: SPRING 06 08 72						
15	ENGLISH	203	SURVEY OF AMER LIT	3	A	12
15	SPEECH	141	FUNDAMENTS OF SPEECH	3	A	12
15	SPANISH	103	ELEMENTARY SPANISH	3	B	9
15	MATH	109	ELEM PROB AND STAT	3	A	12
15	ECON	103	INTRO TO ECONOMICS	3	A	12
15	POL SCI	103	AMERICAN GOVERNMENT	3	A	12
CREDIT HRS EARNED				18.0		
CREDIT HRS AVAILABLE				18.0		
TOTAL				960	960	
REPORT PERIOD: AUTUMN 12 14 72						
15	SPEECH	537	FILM AS ART-COMMUN	3	B	9
15	SPANISH	211	INTER CONVR SPANISH	3	B	9
15	POL SCI	231	INTRO TO POL ANAL	4	A	16
15	POL SCI	563	GOVT POL MID EAST	4	B	12
15	POL SCI	586	AMRN FOREIGN POL	3	B	9
18	PHYS ED	143	REC PE-BOWLING I	1	A	4
CREDIT HRS EARNED				18.0		
CREDIT HRS AVAILABLE				18.0		
TOTAL				1140	1140	
REPORT PERIOD: WINTER 03 22 73						
15	SPANISH	212	INTER CONVR SPANISH	3	C	6
15	POL SCI	232	INTRO TO POL ANAL	4	B	12
15	POL SCI	312	AMERICAN CONGRESS	3	A	12
15	POL SCI	564	GOVT POL MID EAST	6	B	12
15	POL SCI	567	AMRN FOREIGN POLICY	3	B	9
CREDIT HRS EARNED				17.0		
CREDIT HRS AVAILABLE				17.0		
TOTAL				1310	1310	

Col. No.	Area	Course No.	Course Title	Quality Points	Grade	Quality Points
REPORT PERIOD: SPRING 06 07 73						
15	SPANISH	213	INTER CONVR SPANISH	3	C	6
15	POL SCI	426	SCIENCE PUBLIG POL	3	B	9
15	POL SCI	588	U S FOREIGN RELTNS	3	A	12
15	POL SCI	602	PUBLIC OPINION	3	B	9
18	PHYS ED	175	GEN PE LIFE SAVING	2	A	8
CREDIT HRS EARNED				14.0		
CREDIT HRS AVAILABLE				14.0		
TOTAL				1450	1450	
REPORT PERIOD: AUTUMN 12 20 73						
15	HISTORY	507	INTELEC HIST OF US	3	S	6
15	POL SCI	304	STATE GOVT+POLITICS	3	C	6
15	POL SCI	315	JUDICIAL PROCESS	3	A	12
15	POL SCI	491	INDIVIDUAL WORK	1	A	4
18	PHYS ED	141	GEN PE ARCHERY	3	A	12
22	ACCTG	101	ACCT PRIN CNCP I	3	M	6
CREDIT HRS EARNED				15.0		
CREDIT HRS AVAILABLE				15.0		
TOTAL				1580	1580	
REPORT PERIOD: WINTER 03 21 74						
15	SPEECH	143	INTRC INTERPER COMM	3	A	12
15	HISTORY	508	INTELEC HIST OF US	3	C	6
15	POL SCI	492	INDIVIDUAL MGRK	3	A	12
15	POL SCI	524	POLITICS OF ENVIR	3	A	12
17	FINANCE	272	SURVEY OF INVESTMNT	3	A	12
CREDIT HRS EARNED				15.0		
CREDIT HRS AVAILABLE				15.0		
TOTAL				1580	1580	
REPORT PERIOD: SPRING 06 13 74						
15	PHILOS	453	PROB-POL SOC PHIL M	3	B	9
15	HISTORY	509	INTELEC HIST OF US	3	B	9
15	POL SCI	514	WOMEN AND POLITICS	3	H	6
15	POL SCI	673	INTERNATIONAL LAW	3	A	12
17	SPEECH	271	PUBLIC SPEAKING	3	B	9
22	MKTNG	471	ADVERTISING	3	B	9
CREDIT HRS EARNED				15.0		
CREDIT HRS AVAILABLE				15.0		
TOTAL				1850	1850	

If the film image is less than this notice.

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United States
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Fax: (513) 556-3010
Web: www.uc.edu

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One Dupont Circle NW • Suite 510
Washington DC 20036-1135
(tel) 202-955-6126
(fax) 202-955-6129
chea@chea.org
Last Modified: 11/14/2007

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EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this 5TH day of AUGUST, 2008, by and between the Town of Highland Beach, Florida, a municipal corporation, hereinafter called "Town", and Dale S. Sugerman, hereinafter called "Employee", pursuant to these terms and conditions:

WITNESSETH:

WHEREAS, the Town originally entered into an Employment Agreement with the Employee dated February 18, 2005, which was subsequently modified by Resolution No. 839 dated July 5, 2005; and

WHEREAS, the Town desires to reinforce and restate its desires to continue to employ the services of Dale S. Sugerman as Town Manager of the Town of Highland Beach, Florida, pursuant to Section 3.01 of the Town Charter of Highland Beach, Florida; and

WHEREAS, it is the desire of the Town Commission, hereinafter called "Commission", to reassert certain benefits and requirements regarding the employment of said Employee by the Town; and

WHEREAS, Employee wishes to accept continued employment as Town Manager under the terms and conditions recited herein.

NOW, THEREFORE, Town and Employee agree to the following:

Section 1. **TERMS OF EMPLOYMENT**

A. It is recognized that Employee's original term of employment shall have commenced on March 7, 2005 and shall continue without interruption through the implementation of this Agreement. This Agreement shall be for a term of three years, from July 1, 2008 until June 30, 2011 subject to the termination provisions set forth in Section 1, Paragraph B of this Agreement and the notice provision set forth in Section 4, Paragraph B of this Agreement. After June 30, 2011, this Agreement shall automatically be renewed on a year-to-year basis for up to three (3) additional one (1) year terms, subject to the termination provisions set forth in Section 1, Paragraph B and the notice provision set forth in Section 4, Paragraph B of this Agreement.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Town Commission at any time upon an affirmative vote of not less than three (3) members of the Town Commission to terminate this Agreement and the services of Employee at any time in accord with Section 3.01 of the Town Charter. In such event, the provision set forth in Section 4, Paragraph A of this Agreement shall apply.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Town, subject to the notice provisions set forth in Section 4, Paragraph B of this Agreement.

D. The Employee agrees to remain in the exclusive employ of the Town and not become employed by any other municipal or local government employer while employed by the Town. However, the Employee may engage in teaching, consultation or other business opportunities that do not interfere with his employment with the Town during his off-duty hours. The Employee will provide written notice to the Town Commission whenever he does engage in teaching, consultation or other business opportunities.

E. The Town's business and management affairs obligate the Employee to routinely work or represent the Town beyond regular or customary Town Hall business office hours or work days. The Employee shall receive no overtime pay or additional compensation for any such time or work. In consideration of this obligation and provided Employee's duties are performed in a timely manner as determined in the sole discretion of the Town, the Employee's work day schedule may, from time to time, be flexible or other than usual Town Hall business office hours or work days.

Section 2. **DUTIES**

Town agrees to continue the employment of Dale S. Sugerman as Town Manager of the Town of Highland Beach, Florida, to perform the functions and duties specified in Section 3.01 and Section 4.01 of the Town Charter and Section 2-48 of the Town Code, as amended or modified from time to time and as otherwise specified in the Town Charter and Town Code of Ordinances, and to perform other legally permissible and proper duties and functions as the Commission shall from time to time assign.

Section 3. **SALARY**

Town agrees to pay Employee, for his services rendered, the annual base salary established by a vote of the Commission on March 4, 2008, in installments at the same time as other employees of the Town are paid. Effective with the adoption of this Employment Agreement, the job title of Town Manager shall be removed from the Town's pay plan, and only the terms and conditions of this Agreement shall govern the salary of the Employee. Town shall provide to Employee any and all cost-of-living adjustments provided to all other employees of the Town at such time that the general employees receive a cost-of-living adjustment. In addition, no later than the anniversary date of employment (March 7th of each year), and based

upon an annual salary/performance review of said Employee, Town may award Employee a merit increase not to exceed five percent (5%) of base salary. Said review shall be completed prior to the Employee's anniversary date and shall focus on (but shall not be limited to) the following areas:

- A. Fiscal management
- B. Management and organization of Town employees
- C. Management of Town assets
- D. Program development and follow-through
- E. Community relations
- F. Communication ability with the Town Commission and others
- G. Intergovernmental relations
- H. Management style.

Section 4. **TERMINATION CONDITION**

A. In the event Employee is notified by the Town that he is to be terminated by the Town Commission, the Town agrees to pay Employee a lump sum cash payment equal to twelve (12) months aggregate salary plus accrued vacation and sick leave pursuant to the Town Personnel Rules and Regulations to be payable on the effective date of termination. Provided further that the Employer will continue to pay health and medical benefit premiums and provide health insurance coverage for Employee for twelve (12) months from the effective date of termination.

B. In the event Employee intends to resign his position then Employee shall give Town a minimum of ninety (90) days notice in advance, unless the parties otherwise agree in writing. In the event Employee resigns he will not receive the twelve (12) months aggregate

salary set forth in Section 4.A. Employer will continue health and medical benefits for Employee pursuant to COBRA at Employee's expense.

C. In the event Employee is terminated because of his conviction or plea of guilty of any felonious act, then, in that event, the Town shall have no obligation to pay the aggregate severance sum.

D. In the event of Employee's death this Agreement shall be terminated as of the date of death. In the event of Employee's death, the Town shall pay Employee's designated beneficiary all accrued benefits due Employee under this Agreement within thirty (30) working days of the Employee's death.

Section 5. **AUTOMOBILE**

During the term of this Agreement, the Town will budget funds for and will make monthly payments toward the Employee's lease of a mid-size SUV type vehicle (or equivalent) up to an amount equal to \$500.00 per month. If the Employee leases a hybrid vehicle, the Town will make up to an additional monthly payment of \$100.00 toward that lease. The leased vehicle shall be selected by the Employee and may be used both for business and personal use up to a total of 12,000 miles per year; however, the vehicle may not be taken out of the State of Florida. For all miles in excess of 12,000 per year, Employee shall reimburse the Town for each mile in excess at the equivalent IRS mileage reimbursement amount current at the time. The Town shall also provide standard vehicle insurance coverage, fuel and maintenance for the vehicle. It is anticipated that the leasing of the vehicle will begin sometime after January 2009. Once the lease program for this vehicle commences, the Town's monthly payment of a \$500.00 automobile allowance to the Employee will cease.

Section 6. **VACATION AND SICK LEAVE**

Employee shall receive and accrue vacation to the same extent as exempt employees and shall receive and accrue sick leave to the same extent as every Town employee based on the criteria set out in the Town Personnel Rules and; be compensated for same upon separation to the same extent as general employees of the Town based on the criteria set out in the Town Personnel Rules and Regulations.

Section 7. **HOLIDAYS**

Employee shall be entitled to the same paid holidays as are provided to the other general employees of the Town.

Section 8. **DISABILITY, HEALTH AND LIFE INSURANCE**

Employee shall receive the same disability and health/hospitalization benefits as are granted to other employees of the Town. The health/hospitalization benefit includes the Employer paying the monthly insurance premium for the Employee and one dependant. Employer shall continue to provide Employee with a term life insurance policy of One Hundred Fifty Thousand (\$150,000) Dollars while Employee is employed under this Agreement; the beneficiary of that policy to be determined by the Employee.

Section 9. **RETIREMENT**

The Town agrees to continue to keep in place for the Employee the current retirement programs offered by the International City Management Association Retirement Corporation (ICMA-RC) including the Highland Beach 401 Retirement Plan, the Highland Beach 457 Retirement Plan, and the Highland Beach 401 Voluntary Retirement Plan and to continue to fund same on Employee's behalf.

The Employer shall continue to contribute to the ICMA-RC retirement plan (Highland Beach 457 Retirement Plan) an amount equal to fifteen percent (15%) of the Employee's annual salary, payable in installments to the plan at the same time as other employee contributions might be paid into the plan, subject to IRS imposed maximum limitations.

Section 10. **PROFESSIONAL/EDUCATIONAL PARTICIPATION**

A. The Town agrees to budget and to pay for the professional dues and subscriptions of the Employee necessary for his continuation and full participation in national, international, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the Town.

B. The Town agrees to budget for and pay the reasonable and necessary travel and subsistence expenses of the Employee for professional and official travel, meetings and occasions adequate to continue the professional development of the Employee, and to adequately pursue necessary official and other functions for the Town, including, but not limited to the Annual Conference of the ICMA, the International Committee meetings of the ICMA, the Florida City/County Manager's Association and such other regional, state and local governmental groups and committees thereof which the Employee serves as a member. For all travel which occurs outside the United States, the Town will allow the Employee to use administrative time off for that travel, but the Town will not cover the expense of lodging and transportation to and from any of those international meetings. The Employee will be granted Administrative Leave time off to participate in any of the activities described within this paragraph.

C. The Town also agrees to budget and to pay for the reasonable and necessary travel and subsistence expenses of the Employee for short courses, institutes and seminars that are necessary for his professional development and for the good of the Town.

Section 11. **BUSINESS EXPENSES**

A. Town agrees to reimburse Employee for all ordinary and necessary business-related expenses incurred by Employee in the performance of his duties hereunder upon presentation to the Finance Director of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits.

B. Town agrees to provide Employee with the appropriate technology to perform his duties, which shall include a desktop computer, a laptop computer, and a Nextel Blackberry cell phone (or equivalent) required for the Employee to perform the job and to maintain communication with elected officials, Town staff and the general public outside of normal business hours.

Section 12. **INDEMNIFICATION**

The Town shall provide a legal defense, and indemnification against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission occurring within the scope of Employee's employment and performance of Employee's duties and functions, under the same terms and conditions as provided to other employees of the Town in accordance with the requirements and provisions of the Town Charter and Code of Ordinances of the Town of Highland Beach. The Town shall have the right to compromise and settle any such claims or suit and pay the amount of any such settlement or judgment rendered thereon, in its sole discretion.

Section 13. **BONDING**

The Town shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 14. **OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

A. The Town and Employee may mutually agree to modify, amend or fix such other terms and conditions of employment as may be determined, from time to time, to be necessary or appropriate, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town Charter or any other law.

B. In addition to the benefits cited within this Agreement, Town agrees to provide Employee with any and all benefits that apply to other employees of the Town.

Section 15. **GENERAL PROVISIONS**

A. The text herein shall constitute the entire Agreement between the parties.

B. This Agreement shall be interpreted pursuant to the Laws of the State of Florida. Venue for any dispute shall be Palm Beach County, Florida.

C. If any provision, or any portion thereof, contained in this Employment Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

[The balance of this page has been left blank]

IN WITNESS WHEREOF, the Town of Highland Beach, Florida, has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested to by its Town Clerk, and approved as to form by the Town Attorney, and the Employee has signed and executed this Agreement in duplicate on the day and year first above written.

Joie Burgess
Witness
Andrea J. Mihle
Witness

Joie Burgess
Witness
Andrea J. Mihle
Witness

By: Dale S. Sugerman
Dale S. Sugerman, Ph.D., Town Manager

Town of Highland Beach
By: Jim Newill
Jim Newill, CPA, Mayor
Attest: Kathy M. Brown
Town Clerk

APPROVED AS TO LEGAL FORM
AND SUFFICIENCY

By: [Signature]
Town Attorney



Town of Highland Beach

3614 SOUTH OCEAN BOULEVARD • HIGHLAND BEACH, FLORIDA 33487

Palm Beach County, Florida

561-278-4548
FAX 561-265-3582

Mayor:
Jim Newill, CPA
Vice Mayor:
Miriam S. Zwick
Commissioners:
Doris M. Trinley
John J. Sorrelli
John J. Pagliaro
Town Manager:
Dale S. Sugerman, Ph. D.

On this date, February 1, 2011, Dale Sugerman turned in the following Town of Highland Beach items:

- FILE CABINET
- KEYS - Town MASTER KEY
 - Key TO MANGER'S OFFICE
- Town ID

- MASTERCARD - ^{ENDING} 8858
- GAS CARD - MARATHON - ^{ENDING} 3264 - 4
- CELL PHONE - BLACK BERRY
- LAPTOP
- CELL CHARGER
- LAPTOP CHARGER (2)

Signed: Dale S. Sugerman

Date: 2/1/11

Signed: Al C...

Date: 2/1/11



Town of Highland Beach

3614 SOUTH OCEAN BOULEVARD • HIGHLAND BEACH, FLORIDA 33487

Palm Beach County, Florida

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Mayor:
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John J. Sorrelli
John J. Pagliaro
Town Manager:
Dale S. Sugerman, Ph. D.

February 23, 2011

Mr. Dale S. Sugerman, PhD.
150 Las Brisas Circle
Hypoluxo, FL. 33463

Ref: Annual Performance Review

Dear Mr. Sugerman:

In accordance with Section 3 – Salary, of your Employment Contract, enclosed please find the Employee Performance Evaluations submitted by the Town Commission.

Sincerely,

Beverly M. Brown
Town Clerk

CC: Mayor Jim Newill, CPA
Town Attorney Thomas Sliney

Registered Mail #7008 1300 0000 9554 0653



Managerial Employee Performance Evaluation

Name: Dale Sugerman		Employee No:	Date: 3/7/2011
Department: Town Manager's Office		Job title: Town Manager	
Date of Hire: 3/07/2005	Last Review: 3/07/10	Date EE Began Present Position: 3/07/2005	Date of Next Review: 3/7/2012
<input type="checkbox"/> 6 Month Review	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Promotion	<input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Other _____

KEY TO RATINGS

E: EXCELLENT – Performs all tasks in an exceptional manner. **S: SATISFACTORY** – Performs all tasks satisfactorily.
G: GOOD – Performs many tasks well and all other tasks adequately.
F: FAIR – Performs most tasks satisfactorily, but not all. **U: UNSATISFACTORY** – Fails to perform many tasks well.

1. RESPONSIBILITIES – List the current status of overall responsibilities.

Per Contract. Currently on suspension until contract ends.

2. ACCOMPLISHMENTS – List major job related achievements since last evaluation.

overshadowed by failure to carry out direct order from the Commission.

3. JOB KNOWLEDGE – Possesses a clear understanding of the responsibilities and tasks he or she must perform.

OVERALL RATING: E G S F U

Comments:

Knows job requirements well.

4. MANAGERIAL SKILLS – Able to effectively direct the operations and staff of his/her department.

OVERALL RATING: E G S F U

Comments:

Seems to rotate from department head to department head with a vendetta style of operating.

5. DEPARTMENT STRUCTURE – Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input checked="" type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:									

6. JOB PRODUCTIVITY – Demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>
Comments:									

7. PROBLEM SOLVING – Demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING:									
E	<input checked="" type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>
Comments:									

8. CONFLICT RESOLUTION – Demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input checked="" type="checkbox"/>
Comments: causes conflicts and does not treat staff fairly. Team spirit is very low.									

9. ADMINISTRATIVE SKILL – Utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which compromise the organization's key information base.

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input checked="" type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments: He can not recall whether reprimands on his direct report have been put in personnel file.									

10. Time Management – Demonstrates an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input checked="" type="checkbox"/>
Comments:	He creates a great deal of stress in the workplace.								

11. DEPENDABILITY – Can be relied upon to complete assigned tasks, and is conscientious about attendance and timeliness.

OVERALL RATING:									
E	<input checked="" type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:	He is factitious in this area.								

12. COOPERATION – Demonstrates a willingness to work with others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input checked="" type="checkbox"/>
Comments:	Has difficulty working with others.								

13. INITIATIVE – Demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input checked="" type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:	He is best when left alone, limited contact with other employees, contractors and residents.								

14. WORK ENVIRONMENT AND SAFETY – Maintains a safe environment, follows safety regulations and actively contributes towards a safe workplace.

OVERALL RATING:									
E	<input checked="" type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:									

15. OVERALL PERFORMANCE – Overall appraisal of the employee's job performance.

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>
Comments:									

ACTION PLAN – The attached criteria is important to properly evaluate your performance. The following Action Plan describes your specific strengths and weaknesses and what can be done to improve your position toward continued growth.

Major weak points:	
These weak points can be strengthened by:	
Major strong points are:	
These strong points can be more effectively utilized by:	

on suspension and contract ended so the point becomes mute.

J Maxwell, MAJOR
Supervisor Signature

2/16/11
Date

Has this report been discussed with employee?

YES NO

If NO, Reason why:	<i>Employee is on suspension.</i>
If YES, Employee comments:	

Supervisor Signature

Date

Employee Signature

Date



Managerial Employee Performance Evaluation

Name: Dale Sugerman		Employee No:	Date: Mar. 7, 2010
Department: Please Select Department		Job title: Please Select Job Title	
Date of Hire: 3/07/2005	Last Review: 3/07/09	Date EE Began Present Position: 3/7/2005	Date of Next Review: 3/7/2011
<input type="checkbox"/> 6 Month Review	<input type="checkbox"/> Annual	<input type="checkbox"/> Promotion	<input type="checkbox"/> End of Introductory Period
<input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT – Performs all tasks in an exceptional manner. **S: SATISFACTORY** – Performs all tasks satisfactorily.
G: GOOD – Performs many tasks well and all other tasks adequately.
F: FAIR – Performs most tasks satisfactorily, but not all. **U: UNSATISFACTORY** – Fails to perform many tasks well.

1. RESPONSIBILITIES – List the current status of overall responsibilities.

Listed in his contract.

2. ACCOMPLISHMENTS – List major job related achievements since last evaluation.

Completed water main line.

3. JOB KNOWLEDGE – Possesses a clear understanding of the responsibilities and tasks he or she must perform.

OVERALL RATING: E G S F U

Comments:

Still believes his opinion is the only one that matters. Does not follow instructions given by Commission.

4. MANAGERIAL SKILLS – Able to effectively direct the operations and staff of his/her department.

OVERALL RATING: E G S F U

Comments:

Employee relations are at an all time low. Have never seen so many unhappy people.

5. DEPARTMENT STRUCTURE – Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>
Comments:	His objectives are not the same as the Commissions. Needs to start Any results received are due to the quality of our employees.								

6. JOB PRODUCTIVITY – Demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>
Comments:	Results achieved are at someone else's expense.								

7. PROBLEM SOLVING – Demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>
Comments:	Results achieved are at someone else's expense.								

8. CONFLICT RESOLUTION – Demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>
Comments:	Staff is not treated fairly. Contacted news media once commission gave him direction to solve conflict with Clerk.								

9. ADMINISTRATIVE SKILL – Utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which compromise the organization's key information base.

OVERALL RATING:									
E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>
Comments:	Tried to promote individual without advertising. Example - organization chart - sets policies and does not inform commission or ask for their authorization.								

10. Time Management – Demonstrates an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input checked="" type="checkbox"/>	U <input type="checkbox"/>
Comments:	Creates stress throughout town. Rules employees with an iron fist.				

11. DEPENDABILITY – Can be relied upon to complete assigned tasks, and is conscientious about attendance and timeliness.

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input checked="" type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:					

12. COOPERATION – Demonstrates a willingness to work with others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input checked="" type="checkbox"/>	U <input type="checkbox"/>
Comments:	Does not follow direction of the Town Commission. He has an attitude problem.				

13. INITIATIVE – Demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING:	E <input type="checkbox"/>	G <input checked="" type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	Works Independently. Works Independently. Does not follow orders.				

14. WORK ENVIRONMENT AND SAFETY – Maintains a safe environment, follows safety regulations and actively contributes towards a safe workplace.

OVERALL RATING:	E <input type="checkbox"/>	G <input checked="" type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	Work Environment is safe.				

15. OVERALL PERFORMANCE – Overall appraisal of the employee's job performance.

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input checked="" type="checkbox"/>	U <input type="checkbox"/>
Comments:	Too much conflict with Commission and Town employees. Strikes out when things do not go his way.				

ACTION PLAN – The attached criteria is important to properly evaluate your performance. The following Action Plan describes your specific strengths and weaknesses and what can be done to improve your position toward continued growth.

Major weak points:	<i>Does not work well with either elected officials or Town employees.</i>
These weak points can be strengthened by:	<i>Looking for another job.</i>
Major strong points are:	
These strong points can be more effectively utilized by:	

John J. Smith
Supervisor Signature

Feb 14 2011
Date

Has this report been discussed with employee?

YES NO

If NO, Reason why:	
If YES, Employee comments:	

Supervisor Signature

Date

Employee Signature

Date



Managerial Employee Performance Evaluation

Name: Dale Sugerman		Employee No:	Date: Mar. 7, 2010
Department: Please Select Department		Job title: Please Select Job Title <i>Town MANAGER</i>	
Date of Hire: 3/07/2005	Last Review: 3/07/09	Date EE Began Present Position: 3/7/2005	Date of Next Review: 3/7/2011
<input type="checkbox"/> 6 Month Review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT – Performs all tasks in an exceptional manner. **S: SATISFACTORY** – Performs all tasks satisfactorily.
G: GOOD – Performs many tasks well and all other tasks adequately.
F: FAIR – Performs most tasks satisfactorily, but not all. **U: UNSATISFACTORY** – Fails to perform many tasks well.

1. RESPONSIBILITIES – *List the current status of overall responsibilities.*

2. ACCOMPLISHMENTS – *List major job related achievements since last evaluation.*

3. JOB KNOWLEDGE – *Possesses a clear understanding of the responsibilities and tasks he or she must perform.*

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input checked="" type="checkbox"/>	U <input type="checkbox"/>
Comments:					

4. MANAGERIAL SKILLS – *Able to effectively direct the operations and staff of his/her department.*

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input checked="" type="checkbox"/>
Comments:	<i>Plays Favorites, Sends wrong message to subordinates.</i>				

5. DEPARTMENT STRUCTURE – *Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives*

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input checked="" type="checkbox"/>	U <input type="checkbox"/>
Comments:					

6. JOB PRODUCTIVITY – *Demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.*

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input checked="" type="checkbox"/>	U <input type="checkbox"/>
Comments:					

7. PROBLEM SOLVING – *Demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.*

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input checked="" type="checkbox"/>	U <input type="checkbox"/>
Comments:	Prone to solve problems by "Killing the flea with an elephant gun."				

8. CONFLICT RESOLUTION – *Demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.*

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input checked="" type="checkbox"/>
Comments:	See underlines.				

9. ADMINISTRATIVE SKILL – *Utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which compromise the organization's key information base.*

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input checked="" type="checkbox"/>	U <input type="checkbox"/>
Comments:					

10. Time Management – Demonstrates an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING: E G S F U

Comments: See Underlines ↙

11. DEPENDABILITY – Can be relied upon to complete assigned tasks, and is conscientious about attendance and timeliness.

OVERALL RATING: E G S F U

Comments:

12. COOPERATION – Demonstrates a willingness to work with others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING: E G S F U

Comments: See # 4

13. INITIATIVE – Demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING: E G S F U

Comments: But sometimes oversteps ~ i.e., plan to take over CULTURAL ACTIVITIES by means of obscure "sunset" definition.

14. WORK ENVIRONMENT AND SAFETY – Maintains a safe environment, follows safety regulations and actively contributes towards a safe workplace.

OVERALL RATING: E G S F U

Comments:

15. OVERALL PERFORMANCE – Overall appraisal of the employee's job performance.

OVERALL RATING: E G S F U

Comments: Projects, yes ↙ People, No ↘

ACTION PLAN – The attached criteria is important to properly evaluate your performance. The following Action Plan describes your specific strengths and weaknesses and what can be done to improve your position toward continued growth.

Major weak points:	Very bright man; but often uses his position to "cow" personnel.
These weak points can be strengthened by:	Reading - and absorbing - "How to Win Friends and Influence People."
Major strong points are:	Projects
These strong points can be more effectively utilized by:	Don't know.

Dou M. Stanley
Supervisor Signature

2/19/11
Date

No increase in pay

Has this report been discussed with employee?

YES NO

If NO, Reason why:	Town Manager suspended from all duties AT TOWN HALL.
If YES, Employee comments:	

Supervisor Signature

Date

Employee Signature

Date



Managerial Employee Performance Evaluation

Name: Dale Sugerman		Employee No:	Date: 3/7/2011
Department: Town Manager's Office		Job title: Town Manager	
Date of Hire: 3/07/2005	Last Review: 3/07/10	Date EE Began Present Position: 3/07/2005	Date of Next Review: 3/7/2012
<input type="checkbox"/> 6 Month Review	<input type="checkbox"/> Annual	<input type="checkbox"/> Promotion	<input type="checkbox"/> End of Introductory Period
<input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT – Performs all tasks in an exceptional manner. **S: SATISFACTORY** – Performs all tasks satisfactorily.
G: GOOD – Performs many tasks well and all other tasks adequately.
F: FAIR – Performs most tasks satisfactorily, but not all. **U: UNSATISFACTORY** – Falls to perform many tasks well.

1. RESPONSIBILITIES – List the current status of overall responsibilities.

Excellent communication with members and boards to Commission areas.
 oversees day to day operation of town in a timely manner.
 always available for consultation and concerns of
 commissioners.

2. ACCOMPLISHMENTS – List major job related achievements since last evaluation.

Reduced town budget for 4th consecutive year
 Completed pipe line installation on AIA in a timely manner
 Foot crosswalk signs installed.
 Completed agreement with County regarding Meloni Park

3. JOB KNOWLEDGE – Possesses a clear understanding of the responsibilities and tasks he or she must perform.

OVERALL RATING: **E** **G** **S** **F** **U**

Comments: Completes tasks in a timely manner. Reports content to be Thorough and clearly stated. Follows-up in a timely manner on Commission questions

4. MANAGERIAL SKILLS – Able to effectively direct the operations and staff of his/her department.

OVERALL RATING: **E** **G** **S** **F** **U**

Comments: Has high standards for job performance of employees
 Demands high quality performance of employees

5. DEPARTMENT STRUCTURE – Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	Materials: reports sent to commission reflect the excellent work of most Departments				

6. JOB PRODUCTIVITY – Demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	Town Manager evaluates problems and make necessary recommendations. Always submits back-up material for commission to Review				

7. PROBLEM SOLVING – Demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	Excellent problem solving skills. Consistently demonstrates during commission meetings when asked questions regarding an issue of concern.				

8. CONFLICT RESOLUTION – Demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	I have not had personal observations for Item 8				

9. ADMINISTRATIVE SKILL – Utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which compromise the organization's key information base.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	Town manager excels in his reports as well as record keeping.				

* Same as #5

10. Time Management – Demonstrates an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING:	E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:	/									

11. DEPENDABILITY – Can be relied upon to complete assigned tasks, and is conscientious about attendance and timeliness.

OVERALL RATING:	E	<input checked="" type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:	Is always well prepared and communicates with commission in a timely manner.									

12. COOPERATION – Demonstrates a willingness to work with others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING:	E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:	Continues to keep commission informed with memos and other appropriate material as well as having personal contact.									

13. INITIATIVE – Demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING:	E	<input checked="" type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:	Murray is always well prepared. Presents material with clarity & conviction. Is always available for consultation.									

14. WORK ENVIRONMENT AND SAFETY – Maintains a safe environment, follows safety regulations and actively contributes towards a safe workplace.

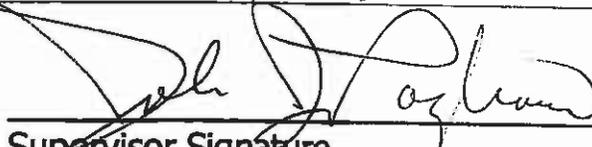
OVERALL RATING:	E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:	No knowledge regarding this area									

15. OVERALL PERFORMANCE – Overall appraisal of the employee's job performance.

OVERALL RATING:	E	<input checked="" type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:	I continue to acknowledge that his awareness and knowledge regarding the issues he must address									

ACTION PLAN – The attached criteria is important to properly evaluate your performance. The following Action Plan describes your specific strengths and weaknesses and what can be done to improve your position toward continued growth.

Major weak points:	To be able to compromise when appropriate.
These weak points can be strengthened by:	To view the "Big" picture
Major strong points are:	His work ethic, his knowledge and communication skills. His presentation of subject is clearly presented. Back-up material Helpful
These strong points can be more effectively utilized by:	Continue to perform at the same high level. It is my opinion that this Town manager has been one of the best this town as ever had !!!



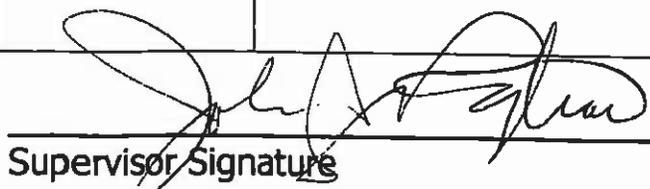
 Supervisor Signature

Feb. 14, 2011

 Date

Has this report been discussed with employee? YES NO

If NO, Reason why:	Manager is not available at this time
If YES, Employee comments:	



 Supervisor Signature

Feb 14, 2011

 Date

 Employee Signature

 Date



Managerial Employee Performance Evaluation

Name: Dale S. Sugerman		Employee No:	Date: Mar. 7, 2010
Department: Town Manager's Office		Job title: Town Manager	
Date of Hire: 3/07/2005	Last Review: 3/07/09	Date EE Began Present Position: 3/7/2005	Date of Next Review: 3/7/2011
<input type="checkbox"/> 6 Month Review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT – performs all tasks in an exceptional manner. **S: SATISFACTORY** – Performs all tasks satisfactorily.
G: GOOD – Performs many tasks well and all other tasks adequately.
F: FAIR – Performs most tasks satisfactorily, but not all. **U: UNSATISFACTORY** – Fails to perform many tasks well.

1. RESPONSIBILITIES – List the current status of overall responsibilities.

Noted in t.m.'s 2/5/10 memo w/ attachments.

2. ACCOMPLISHMENTS – List major job related achievements since last evaluation.

With few exceptions, i.e., loan for wastewater line, County Milani Park issue, "accomplishments" fall into regular job-related areas as noted in the above referenced memo. However, holding the hurricane at bay during the last season was truly remarkable and the Town is extremely grateful!

3. JOB KNOWLEDGE – Possesses a clear understanding of the responsibilities and tasks.

OVERALL RATING: E G S F U

Comments: *but sometime over-reaches — latest "cultural arts" issue.*

4. MANAGERIAL SKILLS – Able to effectively direct the operations and staff of his/her department.

OVERALL RATING: E G S F U

Comments: *- of "his department," yes, lacking in other staff areas.*

5. DEPARTMENT STRUCTURE – Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives

OVERALL RATING:	E <input type="checkbox"/>	G <input checked="" type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	somewhat "over the top" approach to "vision" and "mission." One would assume these employees are professional adults, not school children.				

6. JOB PRODUCTIVITY – Demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:					

7. PROBLEM SOLVING – demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING:	E <input type="checkbox"/>	G <input checked="" type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	sometimes right on target; other time creates animosity among employees.				

8. CONFLICT RESOLUTION – Demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING:	E <input type="checkbox"/>	G <input checked="" type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	same as #7 above.				

9. ADMINISTRATIVE SKILL – Demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING:	E <input type="checkbox"/>	G <input checked="" type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	"minimizing stress in the workplace" not meet T.M.S asets in 2009-2010 budget which cut health insurance for employees w/ families overtaxed, thankfulty.				

10. DEPARTMENT STRUCTURE – Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives

OVERALL RATING: E G S F U

Comments: Not quite sure I agree w/ Admin. staff as it now encompasses Finance & Front Office. Rather would like these areas to be their own departments, regulating themselves.

11. DEPENDABILITY – Can be relied upon to complete assigned tasks, and is conscientious about attendance and timeliness.

OVERALL RATING: E G S F U

Comments:

12. COOPERATION – Demonstrates a willingness to work with others. Responds willingly to changes in procedure, process, responsibility and assignments

OVERALL RATING: E G S F U

Comments: T.M. is most likely to hold sway over underlined portions above.

13. INITIATIVE – Demonstrates an ability to think and act independently. Originates innovative ideas and methods to improve job or complete tasks better.

OVERALL RATING: E G S F U

Comments:

14. WORK ENVIRONMENT AND SAFETY – Maintains a safe environment, follows safety regulations and actively contributes towards a safe workplace.

OVERALL RATING: E G S F U

Comments:

15. OVERALL PERFORMANCE – Overall appraisal of the employee's job performance.

OVERALL RATING: E G S- F U

Comments: project management
employee relations

ACTION PLAN – The attached criteria is important to properly evaluate your performance. The following Action Plan describes your specific strengths and weaknesses and what can be done to improve your position toward continued growth.

Major weak points:	<i>as noted previously, employee relations</i>
These weak points can be strengthened by:	<i>don't know if it can be "strengthened."</i>
Major strong points are:	<i>Project Management; among others.</i>
These strong points can be more effectively utilized by:	<i>—————</i>

[Signature]
Supervisor Signature

2/15/10
Date

Has this report been discussed with employee?

YES NO

If NO, Reason why:
If YES, Employee comments:

Supervisor Signature

Date

Employee Signature

Date



Managerial Employee Performance Evaluation

Name: Dale S. Sugerman		Employee No:	Date: Mar. 7, 2010
Department: Town Manager's Office		Job title: Town Manager	
Date of Hire: 3/07/2005	Last Review: 3/07/09	Date EE Began Present Position: 3/7/2005	Date of Next Review: 3/7/2011
<input type="checkbox"/> 6 Month Review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT – performs all tasks in an exceptional manner. **S: SATISFACTORY** – Performs all tasks satisfactorily.
G: GOOD – Performs many tasks well and all other tasks adequately.
F: FAIR – Performs most tasks satisfactorily, but not all. **U: UNSATISFACTORY** – Fails to perform many tasks well.

1. RESPONSIBILITIES – List the current status of overall responsibilities.

Chief operating officer for the Town of Highland Beach in all day to day activities and keeping the Commission informed by both verbal and written communications.

2. ACCOMPLISHMENTS – List major job related achievements since last evaluation.

The memo of 2/15/10 by the manager lists achievements by month for the past year of which I completely agree.

3. JOB KNOWLEDGE – Possesses a clear understanding of the responsibilities and tasks.

OVERALL RATING: E G S F U

Comments: His education and years of on the job experience exhibits not only his clear understanding of his responsibilities but his continued success in executing them.

4. MANAGERIAL SKILLS – Able to effectively direct the operations and staff of his/her department.

OVERALL RATING: E G S F U

Comments: The operations of all departments staff have continued to improve during the managers tenure.

5. DEPARTMENT STRUCTURE – Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	Five years ago, Dale took on an extremely troubled town staff, and has developed a smooth well run machine.				

6. JOB PRODUCTIVITY – Demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	The Town Manager is an extremely results orientated manager who performs well in every situation.				

7. PROBLEM SOLVING – demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	Highland Beach, on a daily basis, has consistently presented problems that have not taxed the managers ability to make correct decisions.				

8. CONFLICT RESOLUTION – Demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING:	E <input type="checkbox"/>	G <input checked="" type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	I believe the Town Manager possesses and applies the above skills, however at times, appears aloof which may convey the incorrect communication.				

9. ADMINISTRATIVE SKILL – Demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	as stated in prior years of evaluation, the Town Manager excelled in this area.				

10. DEPARTMENT STRUCTURE – Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	Manager excels in all of the above.				

11. DEPENDABILITY – Can be relied upon to complete assigned tasks, and is conscientious about attendance and timeliness.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	In most instances, tasks are completed ahead of schedule. He is always in attendance when and where requested or as he deems necessary.				

12. COOPERATION – Demonstrates a willingness to work with others. Responds willingly to changes in procedure, process, responsibility and assignments

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	His commitment to the Thursday work shop at the Building Department is indication of his unending willingness to work with others. He responds positively to changes regardless of the circumstances.				

13. INITIATIVE – Demonstrates an ability to think and act independently. Originates innovative ideas and methods to improve job or complete tasks better.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	The Town Manager requires little direction and guidance from the Town Commission as he constantly brings forth new ideas.				

14. WORK ENVIRONMENT AND SAFETY – Maintains a safe environment, follows safety regulations and actively contributes towards a safe workplace.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	Another area where the Town Manager excels excels.				

15. OVERALL PERFORMANCE – Overall appraisal of the employee's job performance.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	another excellent year with many challenges successfully handled. Some attention should be given as to how he relates to others regarding attitude and its appearance to others.				

ACTION PLAN — The attached criteria is important to properly evaluate your performance. The following Action Plan describes your specific strengths and weaknesses and what can be done to improve your position toward continued growth.

Major weak points:

The appearance of attitude when dealing with others. a softer response in sticky situations
These weak points can be strengthened by: *will be readily accepted.*

Major strong points are:

Exercising the skills and abilities the Town Manager already possesses.

superb knowledge of his profession, dependable, unquestioning dedication, sound management skills proven through accomplishments.
These strong points can be more effectively utilized by:

Full and strong support by all members of the Commission

Mewill, Mayor
Supervisor Signature

2/12/10
Date

Has this report been discussed with employee?

YES NO

If NO, Reason why:

If YES, Employee comments:

Thank you for this clear and concise feedback.

Mewill
Supervisor Signature

2/16/10
Date

Dale S. Sigman
Employee Signature

2/16/10
Date

I recommend at least a 5% merit increase.



Managerial Employee Performance Evaluation

Name: Dale S. Sugerman		Employee No:	Date: Mar. 7, 2010
Department: Town Manager's Office		Job title: Town Manager	
Date of Hire: 3/07/2005	Last Review: 3/07/09	Date EE Began Present Position: 3/7/2005	Date of Next Review: 3/7/2011
<input type="checkbox"/> 6 Month Review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT – performs all tasks in an exceptional manner. **S: SATISFACTORY** – Performs all tasks satisfactorily.
G: GOOD – Performs many tasks well and all other tasks adequately.
F: FAIR – Performs most tasks satisfactorily, but not all. **U: UNSATISFACTORY** – Falls to perform many tasks well.

1. RESPONSIBILITIES – List the current status of overall responsibilities.

Listed in his Contract.

2. ACCOMPLISHMENTS – List major job related achievements since last evaluation.

Manager included his achievements as part of the Evaluation Package -

3. JOB KNOWLEDGE – Possesses a clear understanding of the responsibilities and tasks.

OVERALL RATING: E G S F U

Comments: *Understands his responsibilities better his opinion are the only ones and at times does not listen to the commission*

4. MANAGERIAL SKILLS – Able to effectively direct the operations and staff of his/her department.

OVERALL RATING: E G S F U

Comments: *Enjoys criticizing employees in public, too many closed door meetings with employees becomes negative to commission when they come an opinion different than his -*

5. DEPARTMENT STRUCTURE – Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives

OVERALL RATING:	E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>
Comments:	Contract work in Building Department is a mistake. Need to admit it and take over own building of floor.									

6. JOB PRODUCTIVITY – Demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING:	E	<input type="checkbox"/>	G	<input checked="" type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:	Achieves results but at some expense									

7. PROBLEM SOLVING – demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING:	E	<input type="checkbox"/>	G	<input checked="" type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:										

8. CONFLICT RESOLUTION – Demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING:	E	<input type="checkbox"/>	G	<input type="checkbox"/>	S	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>
Comments:	See no line of communication with most employees - too much conflict. Power struggle prepared budget.									

9. ADMINISTRATIVE SKILL – Demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING:	E	<input type="checkbox"/>	G	<input checked="" type="checkbox"/>	S	<input type="checkbox"/>	F	<input type="checkbox"/>	U	<input type="checkbox"/>
Comments:	Meet most deadlines, if he doesn't allow it on someone else.									

10. DEPARTMENT STRUCTURE – Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives

OVERALL RATING: E G S F U

Comments: *Main office staff work together*

11. DEPENDABILITY – Can be relied upon to complete assigned tasks, and is conscientious about attendance and timeliness.

OVERALL RATING: E G S F U

Comments: *Completes assigned tasks out of the office too much.*

12. COOPERATION – Demonstrates a willingness to work with others. Responds willingly to changes in procedure, process, responsibility and assignments

OVERALL RATING: E G S F U

Comments: *When he does not like decision made by Commission become mem out has an attitude problem*

13. INITIATIVE – Demonstrates an ability to think and act independently. Originates innovative ideas and methods to improve job or complete tasks better.

OVERALL RATING: E G S F U

Comments: *Sometime wants to independently. Need to ask Commission their position before making decision for them (Lowering Rates)*

14. WORK ENVIRONMENT AND SAFETY – Maintains a safe environment, follows safety regulations and actively contributes towards a safe workplace.

OVERALL RATING: E G S F U

Comments: *Maintains a safe work environment.*

15. OVERALL PERFORMANCE – Overall appraisal of the employee's job performance.

OVERALL RATING: E G S F U

Comments: *Much to much conflict with Town Employees - seems publicly annoyed with Commission who he does not hold their comments*

ACTION PLAN – The attached criteria is important to properly evaluate your performance. The following Action Plan describes your specific strengths and weaknesses and what can be done to improve your position toward continued growth.

Major weak points:	<i>sets standards and policies for Commission without asking for their opinion, Poor Management style</i>
These weak points can be strengthened by:	<i>work employees - ask questions and listen, stop criticizing employees -</i>
Major strong points are:	<i>in public</i>
	<i>Less closed door meetings</i>
These strong points can be more effectively utilized by:	

John Janelle
Supervisor Signature

Feb 18 2010
Date

Has this report been discussed with employee?

YES

NO

If NO, Reason why:	
If YES, Employee comments:	

Supervisor Signature

Date

Employee Signature

Date



Managerial Employee Performance Evaluation

Name: Dale S. Sugerman		Employee No:	Date: Mar. 7, 2010
Department: Town Manager's Office		Job title: Town Manager	
Date of Hire: 3/07/2005	Last Review: 3/07/09	Date EE Began Present Position: 3/7/2005	Date of Next Review: 3/7/2011
<input type="checkbox"/> 6 Month Review	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Promotion	<input type="checkbox"/> End of Introductory Period
<input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT – performs all tasks in an exceptional manner. **S: SATISFACTORY** – Performs all tasks satisfactorily.
G: GOOD – Performs many tasks well and all other tasks adequately.
F: FAIR – Performs most tasks satisfactorily, but not all. **U: UNSATISFACTORY** – Fails to perform many tasks well.

1. RESPONSIBILITIES – List the current status of overall responsibilities.

RESPONSIBILITIES ARE ONGOING AND WORK IN PROGRESS ARE COMMUNICATED TO COMMISSIONERS VIS A VIS MEMORANDUMS AS WELL AS UPDATES AT WORKSHOP AND COMMISSION MEETINGS. OVERSEES DAY TO DAY OPERATION

2. ACCOMPLISHMENTS – List major job related achievements since last evaluation.

IT HAS BEEN A BUSY YEAR FOR OUR MANAGER REGARDING SEVERAL PROJECTS: MILAUI PARK, COMPLETE, TREE PLANTING, REDUCED TOWN BUDGET SECURED LOAN AGREEMENT WITH FDEP FOR TOWN PIPE LINE, CONTACT WITH FDOT FOR CROSSWALK SIGNS FOR AIR, REPLACED CODE ENFORCEMENT BOARD WITH SPECIAL MAGISTRATE.

3. JOB KNOWLEDGE – Possesses a clear understanding of the responsibilities and tasks.

OVERALL RATING: E G S F U

Comments: IT IS EVIDENT THAT TOWN MANAGER HAS A CLEAR UNDERSTANDING OF HIS ROLE + RESPONSIBILITIES. REPORTS ARE THOROUGH + CLEARLY STATED

4. MANAGERIAL SKILLS – Able to effectively direct the operations and staff of his/her department.

OVERALL RATING: E G S F U

Comments: I AM NOT PRIVY TO HIS MANAGEMENT STYLE WITH STAFF BUT MY OBSERVATION IS THAT STAFF PERFORM THEIR JOB VERY WELL. HE HAS STAFF MTGS. ONCE A WEEK. HE HAS AN EXCELLENT SUPPORT SYSTEM FOR TOWN'S OPERATION

5. DEPARTMENT STRUCTURE – Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	MATERIALS + REPORTS SENT TO COMMISSION ARE EVIDENCE OF DEPARTMENT EFFICIENCY.				

6. JOB PRODUCTIVITY – Demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	TOWN MANAGER IS VERY EFFICIENT IN ADDRESSING PROBLEMS AND CLEARLY STATES HIS POSITION + RECOMMENDATIONS TO THE COMMISSION WITH BACK-UP MATERIAL.				

7. PROBLEM SOLVING – demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	TOWN MANAGER DEMONSTRATES EXCELLENT PROBLEM SOLVING SKILLS ESPECIALLY DURING COMMISSION MEETINGS AS WELL AS INTERACTION WITH ME. (ONE ON ONE)				

8. CONFLICT RESOLUTION – Demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING:	E <input type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	I HAVE NOT HAD PERSONAL OBSERVATIONS FOR ITEM #8				

9. ADMINISTRATIVE SKILL – Demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING:	E <input checked="" type="checkbox"/>	G <input type="checkbox"/>	S <input type="checkbox"/>	F <input type="checkbox"/>	U <input type="checkbox"/>
Comments:	TOWN MANAGER IS VERY ATTENTIVE TO RECORD KEEPING + REPORTS. I HAVE PERSONALLY SEEN PERSONNEL PERFORMANCE REPORTS.				

SAME AS #5

10. DEPARTMENT STRUCTURE – Demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives

OVERALL RATING: E G S F U

Comments:

I PERSONALLY APPRECIATE BEING KEPT A BREAST OF ISSUES, PROBLEMS AND THE AVAILABILITY OF TOWN MANAGER'S TIME WITHOUT AN APPOINTMENT.

11. DEPENDABILITY – Can be relied upon to complete assigned tasks, and is conscientious about attendance and timeliness.

OVERALL RATING: E G S F U

Comments:

COMMUNICATES WITH COMMISSION IN A TIMELY MANNER

12. COOPERATION – Demonstrates a willingness to work with others. Responds willingly to changes in procedure, process, responsibility and assignments

OVERALL RATING: E G S F U

Comments:

KEEPS COMMISSION INFORMED THROUGH MEMOS + PERSONAL CONTACT. HAS NEVER REJECTED SPEAKING WITH ME WHILE HE WAS DOING HIS OWN WORK. APPRECIATE HIS AVAILABILITY

13. INITIATIVE – Demonstrates an ability to think and act independently. Originates innovative ideas and methods to improve job or complete tasks better.

OVERALL RATING: E G S F U

Comments:

MANAGER CONSISTANTLY PRESENTS HIS IDEAS WITH CLARITY + CONVICTION. RESPONSIVE WHEN ASKED QUESTIONS. IF HE DOESN'T HAVE ANSWER, HE RESEARCHES + GETS BACK TO COMMISSION

14. WORK ENVIRONMENT AND SAFETY – Maintains a safe environment, follows safety regulations and actively contributes towards a safe workplace.

OVERALL RATING: E G S F U

Comments:

CANNOT ANSWER THIS QUESTION. NO FIRST HAND KNOWLEDGE.

15. OVERALL PERFORMANCE – Overall appraisal of the employee's job performance.

OVERALL RATING: E G S F U

Comments:

AS A SECOND YEAR COMMISSIONER I AM IMPRESSED WITH THE AMOUNT OF ISSUES HE ADDRESSES ON A DAILY BASIS

ACTION PLAN – The attached criteria is important to properly evaluate your performance. The following Action Plan describes your specific strengths and weaknesses and what can be done to improve your position toward continued growth.

Major weak points:	THIS YEAR I HAVE PERSONALLY OBSERVED
	IMPROVEMENT WITH HIS INTERPERSONAL SKILLS - MY OPINION IS THAT SOME INDIVIDUALS FEEL THREATENED
These weak points can be strengthened by:	BEING MORE AWARE AND CONSCIOUS OF
	INTERACTION WITH INDIVIDUALS. BE MORE AWARE OF BODY LANGUAGE BY INDIVIDUAL
Major strong points are:	HIS WORK ETHIC, HIS KNOWLEDGE AND COMMUNICATION
	SKILLS. HE PROVIDES EXCELLENT BACK-UP MATERIALS FOR THE COMMISSIONERS TO REVIEW.
These strong points can be more effectively utilized by:	AGAIN, CONTINUE TO
	PERFORM AT THE SAME HIGH LEVEL

John J. Taylor
Supervisor Signature

FEBRUARY 14, 2000
Date

Has this report been discussed with employee? YES NO

If NO, Reason why:
NONE
If YES, Employee comments:

Supervisor Signature

Date

Employee Signature

Date



Office of the Town Manager Interdepartmental Memo

DATE: February 5, 2010
TO: Honorable Mayor and Members of the Town Commission
FROM: Dale S. Sugerman, Town Manager
RE: Town Manager's Annual Performance Evaluation

Early next month, I will finish my fifth full year of service to the Town of Highland Beach. In lieu of a Weekly Update Report this week, I thought that I would pass along this memorandum for your review and consideration. As the Commission has seen before, Section 3 of our Employment Agreement says, in part:

"...on the basis of an annual salary/performance review of said Employee, Town may award Employee a merit increase not to exceed Five (5%) Percent [negotiated down from 7% the year before last] of base salary. Said review shall be made on the Employee's anniversary date and shall focus on (but shall not be limited to) the following areas:

- A. *Fiscal management*
- B. *Management and organization of Town employees*
- C. *Management of Town assets*
- D. *Program development and follow-through*
- E. *Community relations*
- F. *Communication ability with the Town Commission and others*
- G. *Intergovernmental relations*
- H. *Management style."*

In an effort to help the Commission measure my performance over the course of the last year, attached you will find a rather extensive (and I hope not too exhaustive) outline of activities and accomplishments. Please understand that I am not suggesting that I have undertaken any of these things alone. Actually, I could not have successfully undertaken any of this work without the strong support of the Commission, the Town employees, and the community. Instead what I am suggesting is that through a demonstration of leadership on my part, many of these activities and accomplishments were successful, because of my

particular style and effort in working with the Town Commission, the employees and the community.

Although the attached list may look long and exhaustive, I thought it important to share with the Commission many of the things that have been undertaken and accomplished over the past year since my last performance evaluation.

In closing, it has truly been my honor and privilege to have completed another year of service to the Commission and to the community. I feel blessed to be allowed to serve as your town manager and am thankful for this continued opportunity to contribute to the wonderful Town of Highland Beach.

Enclosed with this memorandum is the standard management performance evaluation form that is used by the Town for evaluating all of its senior staff. I would ask that each Commissioner fill out the form using the ratings that are provided for on the form, and that this form be turned into the Town Clerk's office no later than Friday, February 19th. The actual verbal performance evaluation will be scheduled for the February 23rd Commission workshop agenda, with consideration for an annual merit increase to be voted upon at the March 2nd Commission meeting (just before the March 6th anniversary date).

Thank you for the opportunity to submit all of this material for your consideration.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dale". The signature is written in black ink and is positioned above a horizontal line.

Dale S. Sugerman
Town Manager

ACTIVITIES AND ACCOMPLISHMENTS
2009-2010

March 2009

Within the existing budget, made arrangements with Mathews Consulting to complete a sidewalk design for the replacement of the existing paved walking path so that the Town could compete for ARRA funds to pay for the proposed new sidewalk. The grant application finished 11th on the list of projects submitted (more than 30 were submitted), but the MPO sitting as the local funding authority only granted approval to the first 8 projects.

Defended the Town's position before the South Florida Water Management District in their effort to modify the year-round irrigation rules from 3 days per week down to 2 days per week. As of the writing of this annual report, the District still has not fully implemented a final determination and Highland Beach still remains exempt from this requirement (the only Public Water Supply system in the entire 16 counties of the SFWMD to enjoy such a status). This unique exemption, however, may not last very much longer.

Provided the leadership for putting together a comprehensive list of 59 Conditions of Approval as part of the recommendation to the Town Commission for approving Palm Beach County's Special Use Application for the development of Milani Park. Coordinated all of the efforts of the legal, engineering, architectural, and historic preservation team which developed the list of conditions to protect the Town under this proposed development.

Saw to the replacement of the two entranceway signs at both the north and the south end of Town.

Wrote a proposed ordinance on the elimination of the Town's Code Enforcement Board, replacing it with a Special Magistrate, due to the fact that the incumbent Code Enforcement Board could not seem to hold meetings due to a continued lack of a quorum. The Special Magistrate resolution was ultimately adopted by the Town Commission.

Made a change in procedures within the Building Department so that contractors would not have to call the 1-800 number to schedule an inspection. The scheduling of inspections was brought back in-house and now can be scheduled just by calling the Building Department.

April 2009

Presented to the Town Commission (via the representatives of the External Auditor) the 2007-2008 Comprehensive Annual Financial Report (CAFR) with a completely clean and unqualified report.

After working with the members of the Administrative Department staff (Town Clerk, Town Manager, and Finance departments), announced the department's new Vision: *To be recognized as a model department which delivers quality customer service.*

Successfully moved all of the old CERT materials and equipment from the closet at the Seagate Condominium either to the trash barrel (those items that were old, outdated, broken or dangerous) or into storage up on the second floor storage area of the Water Treatment Plant.

Successfully completed Phase II- Keep Palm Beach County Beautiful tree planting project. Received \$184,387.10 of reimbursement from FDOT for 50% of the cost of the project.

Received notice from the Florida Department of Community Affairs (DCA) that the Town's Evaluation and Appraisal Report Update (of the Comprehensive Plan) and the Water Supply Plan Update were both acceptable and complete in the eyes of DCA.

Established an internship program out of the Office of the Town Manager, with the first internship designed toward environmental management. The project is designed to ensure that the Town's privately held stand of mangroves were in compliance with the Mangrove Protection Act. The program was designed to both serve as an effort at inventorying the existing stands of mangroves and providing educational information for owners of mangroves.

Did another update to the Town's Emergency Preparedness manual. Worked with all of the operating departments to make sure that all contact information and policies and procedures were up to date.

May 2009

Gave away Arin Sugerman (bride) to Bryan Council (groom) in a wonderful wedding ceremony in Denver, Colorado during the first weekend of the month.

Conducted another very successful annual Condominium and HOA Presidents' and Managers' meeting with many of the condominiums in full attendance.

Working with staff in the Water Department, was able to demonstrate to the Palm Beach County Health Department that we did not have any Lead & Copper "hot spots" amongst the 60 sample sites that we had been working with over the past year. This successful effort resulted in the Town being able to move to a reduced sampling schedule.

Received word from the Florida Department of Environmental Protection that the Town of Highland Beach was going to be awarded \$3,000,000.00 in ARRA stimulus funds (a low interest loan) for the SR A1A water transmission main project. Highland Beach received the highest award from DEP of any municipality in Palm Beach County.

Sent to the Commission a recommended operating budget that reduced annual spending in the General Fund, reduced taxes over the rollback rate established with the prior budget year, reduced the water rate and did so with no layoffs, no workforce reductions, no wage cuts and no fee increases to our citizens. The theme of the budget at the time of presentation was "*this is probably going to hurt*" however the Commission found ways to help me work around any of the pain associated with the proposed budget.

Held a successful auction of surplus equipment, netting the Town \$4,414.00 that we would not have otherwise had.

June 2009

Held an extremely successful bid, with a total of 12 contractors submitting bids for the SR A1A water transmission main project. The apparent low bidder came in nearly \$700,000 lower than the engineer's maximum estimate.

Defended the Town of Highland Beach before the City of Delray Beach Code Enforcement Board in the case of the private property owner at the north end of town (which is actually in Delray Beach) not keeping his property clean. The Delray Beach Code Enforcement Board ruled in favor of the Town and forced the property owner to clean up the property.

Successfully solicited five law firms to respond to a written Request for Proposals (RFP) to provide the Town with Special Magistrate services in place of a Code Enforcement Board. All five firms were comprehensive in their response and the Town Commission was able to unanimously select one firm (a sole practitioner attorney) to serve in the role of Special Magistrate.

Went "live" with the Webcasting of Town Commission meetings. This way, citizens who do not have access to Channel 97 on Comcast Cable can watch Town Commission meetings live as long as they have Internet access. Citizens can now watch our Commission meetings from anywhere in the world on their computer.

July 2009

After taking on the leadership over the course of an 18 month period to clean up the public right-of-way along SR A1A, Town staff finally was able to enforce the no obstructions in the right-of-way ordinance. Within a matter of days of beginning enforcement, the right-of-way was cleared of reflectors, concrete rounds and triangles, wooden and plastic poles and miscellaneous junk. The right-of-way in Highland Beach became a pleasant visual experience instead of a vista of clutterdness.

Attended the annual Florida Environmental Permitting School, learning about the latest rules and regulations coming out of the various regional and state regulatory agencies. Used this training to keep on top of the latest issues dealing with utility operations and the environment.

Successfully moved the Town's computer servers from a small, non-air conditioned closet at Town Hall to a secure, concrete block, enclosed and air conditioned room on the second floor of the Utilities Building. The move meant that the Town's computer system is now located within a secure building, far away from any potential flooding or winds which might impact the Town Hall during a storm event. It also provides additional security from anyone who might want to "hack" into the Town's network.

August 2009

Held the first of two comprehensive budget workshops for the Commission. Presented a balanced budget which offered a variety of reduced tax options for the Commission to choose from. The budget also included a reduction in the water rates.

Held the first of three Intergovernmental Dispute Resolution (Section 164) meetings with the County staff over the issues contained in their Milani Park lawsuits against the Town. Began the process of carving out a set of terms within a settlement agreement which would protect a significant amount of rights of the citizens of Highland Beach.

September 2009

Formally presented to the Commission the final budget document which ultimately kept the reduction in annual operating costs, the reduction in the tax millage rate, and the reduction in the water rates in place, thereby saving the citizens of Highland Beach hundreds of thousands of dollars in ad valorem tax payments as well as on their water bills.

Received a fully executed ARRA loan agreement from FDEP with a 20 year interest rate of 2.82%. Based upon preliminary estimates for taking a bank loan for this project (at an average market-based interest rate of 5.02%), securing the loan through the FDEP saved the Town \$842,742.40 over the life of the loan.

Held H1N1 Virus briefing meetings with employees. Developed and implemented an H1N1 protocol for putting up warning signs, hand washing signs, distributing hand sanitizers throughout the Town Hall complex, and distributing information in *The Highlander* newsletter and on Channel 97.

Created an environmental management internship program to work with property owners on mangrove maintenance. Results of the internship included an updated mangrove inventory, a collection of mangrove maintenance materials that can be shared with private property owners, and a PowerPoint presentation on the importance of mangroves and proper mangrove maintenance to protect this natural resource.

Administrative Department staff completed the mission for the department, including:

- We will continuously pursue excellence by taking actions that exceed our customer's expectations.

- We will foster collaboration and inclusiveness for reaching our goals, while maintaining individual accountability.
- We will conduct our municipal responsibilities in an open and transparent way.
- We will continuously educate ourselves to enable powerful decision making and successful performance.
- We will conduct our business in an efficient, ethical, and cost effective manner.
- We will be at the civic, cultural and intellectual forefront of our community by taking steps to create an informed and engaged public.

October 2009

Held the first ever Board Orientation Workshop.

Helped to defend the Town's position before the FDOT on the proposed pedestrian activated traffic control device at the Boca Highlands crosswalk.

Completed a comprehensive Building Department Permit Fee study and presented the same to the Town Commission. The study demonstrated that the Town is charging justifiable building permit fees to its customers; fees which tend to be the lowest in south Palm Beach County.

Held the first annual Basket Brigade, a program to collect non-perishable food items for donation to the Boca Helping Hands program.

November 2009

The Town was awarded the Certificate of Achievement from the GFOA.

Kicked off the SR A1A water transmission main replacement construction project. Created a bi-weekly newsletter called *The Pipe Line* to keep all of our citizen customers informed about the most current information for the project.

Successfully wrapped up the environmental internship program with the delivery of an updated inventory of all privately held mangrove states in town as well as the development of a packet of information on maintenance and permitting procedures for cutting mangroves which can be shared with owners of the mangroves. Also took delivery of a new PowerPoint presentation on mangrove maintenance.

Secured the voluntary resignation of police officer Jose Pina.

 Made certain that the Town was not struck by any hurricanes during the past season!

December 2009

Helped to secure the decision by the Florida Department of Transportation "not to proceed" with the installation of a pedestrian activated traffic control device at the Boca Highlands crosswalk.

? *
Established the first ever Employee Assistance Plan (EAP) for Town employees. The program, all provided at no cost to the employees, offers professional and confidential help via a toll-free telephone number 24 hours per day, 7 days per week. In addition, employees can obtain up to 3 face-to-face sessions with a trained counselor.

Worked with the United States Postal Service (and Congressman Ron Klein's office) to secure a new mailbox for the parking lot of Town Hall. While this may seem like a little matter, it took significant amount of time and attention on my part to break through the bureaucracy of the USPS.

January 2010

Witnessed the successful installation of in-street pedestrian crosswalk signs at the Boca Highlands crosswalk. The new signs have had a significant impact in getting vehicular traffic to slow down considerably as it approaches the crosswalk.

After seeing a fairly negative article in the local newspapers about the City of Delray Beach, confirmed for members of the Town Commission that the administration of the Town of Highland Beach has a very good handle on the accounting of the charges collected from the Town by Waste Management.

necessary?
Launched a comprehensive performance measurement tool for use by residents and customers in an effort to give feedback to the Town on the performance of the employees in the Administrative Department (Town Manager's office, Town Clerk's office, Finance Department).

General Items That Occurred Throughout the Year:

Worked closely in cooperation with the Assistant to the Town Manager in the publication of the quarterly *Highlander* newsletter with a variety of articles promoting the Town, the organization, and our local government operations.

Provided a total of 50 (out of a possible 52 total) weekly Manager's Reports covering a variety of topics to keep the Town Commission fully informed in a timely fashion of all activities associated with the operation of the organization.

During the annual Legislative Session in Tallahassee, provided the Commission with a series of updates and analyses on pending legislation that may impact the Town and how that impact might be dealt with at the local level.

Worked with the various advisory boards of the Commission on matters that were important to each of them (those that are left).

Kept the Commission fully informed on all on-going employee lawsuits. To date, all lawsuits have either been won or have been settled. The Town has not had to pay out any money (other than our insurance deductible) or to modify any of its practices due to the result of any of the lawsuits. Two big "wins" this year included the AEDC lawsuit on the SR A1A water transmission construction award, and the Writ of Certiorari with Palm Beach County over the Milani Park project.

Below you will find a relatively unscientific listing of many of the actions and activities that I completed this past year which could be translated into a demonstrably positive economic benefit analysis as a result of my work as your Town Manager:

SUMMARY OF ANNUALIZED COST SAVINGS OR AVOIDED COSTS

\$ 184,387.10	Final Phase II & III tree planting project grant reimbursement.
68,702.45	} Year 2 Finance Department reorganization cost savings. Year 2 Building Department reorganization cost savings.
59,110.04	
<u>842,742.40</u>	
<i>12781249</i> \$1,154,941.90	Total of annualized cost savings or avoided costs during the past year.

MANAGERIAL EMPLOYEE PERFORMANCE EVALUATION

Employee Name DALE S. SUGERMAN		Employee No.	Date 3/07/09
Department Town Manager		Job Title Town Manager	
Date of Hire 3/07/05	Date of Last Review 3/07/08	Date in Management 3/07/05	Date Employee began present position 3/07/05
			Date of Next review 3/07/10
Check One: <input type="checkbox"/> 6 month review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Monetary <input type="checkbox"/> Non-Monetary <input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT - Individual performs all tasks in an exceptional manner.	S: SATISFACTORY - Individual performs all tasks satisfactorily.
G: GOOD - Individual performs many tasks well, and all other tasks adequately.	F: FAIR - Individual performs most tasks satisfactorily, but not all.
	U: UNSATISFACTORY - Individual fails to perform many tasks well.

1. RESPONSIBILITIES

List the current status of overall job responsibilities.

2. ACCOMPLISHMENTS

List major job related achievements since last evaluation.

3. JOB KNOWLEDGE

The manager possesses clear understanding of the responsibilities and tasks he or she must perform.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key above)
Comments:						

4. MANAGERIAL SKILLS

The manager is able to effectively direct the operations and staff of his/her department.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key above)
Comments:	<i>Sometimes not such a good guy? - Could be more diplomatic -</i>					

5. DEPARTMENT STRUCTURE

The manager demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key above)
Comments:	<i>A.I.D. is in ...</i>					

6. JOB PRODUCTIVITY

The manager demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

7. PROBLEM SOLVING

The manager demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

8. CONFLICT RESOLUTION

The manager has demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

9. ADMINISTRATIVE SKILL

The manager utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which comprise the organization's key information base.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

10. TIME MANAGEMENT

The manager has demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

11. DEPENDABILITY

The manager can be relied upon to complete assigned tasks, and is conscientious about his/her attendance and timeliness.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

12. COOPERATION

The manager demonstrates a willingness to work with associates, subordinates, supervisors and others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

13. INITIATIVE

The manager demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:						

14. WORK ENVIRONMENT AND SAFETY

The manager maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:						

15. OVERALL PERFORMANCE

Overall appraisal of the manager's job performance.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:						
<p>The M. work is very good - much more work is needed. Keep all people happy -</p>						

ACTION PLAN

The above criteria is important in order to properly evaluate the employee's performance. The following Action Plan describes the employee's specific strengths and weaknesses, and addresses what can be done to improve their position toward continued growth.

Major weak points are:	Personnel Related -
These weak points can be strengthened by:	
Major strong points are:	
These strong points can be more effectively utilized by:	Must have full support of all members of the Commission

Reviewing Officer	Date	Approved By	Date
Has this report been discussed with employee?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If "NO", Reason why:			
If "YES", Employee's comments:			
Supervisor	Date	Employee	Date
M. Danello	2/20/09		

MANAGERIAL EMPLOYEE PERFORMANCE EVALUATION

Employee Name DALE S. SUGERMAN		Employee No.	Date 3/07/09
Department Town Manager		Job Title Town Manager	
Date of Hire 3/07/05	Date of Last Review 3/07/08	Date in Management 3/07/05	Date Employee began present position 3/07/05
			Date of Next review 3/07/10
Check One: <input type="checkbox"/> 6 month review <input type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Monetary <input type="checkbox"/> Non-Monetary <input type="checkbox"/> Other _____			

KEY TO RATINGS

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G: GOOD - Individual performs many tasks well, and all other tasks adequately.	F: FAIR - Individual performs most tasks satisfactorily, but not all.
	U: UNSATISFACTORY - Individual fails to perform many tasks well.

1. RESPONSIBILITIES

List the current status of overall job responsibilities.

As noted in Section 3 of Employment Agreement

2. ACCOMPLISHMENTS

List major job related achievements since last evaluation.

*As noted in attached "Activities & Accomplishments 2008-2009."
Also earned his Ph.D.*

3. JOB KNOWLEDGE

The manager possesses clear understanding of the responsibilities and tasks he or she must perform.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:						

4. MANAGERIAL SKILLS

The manager is able to effectively direct the operations and staff of his/her department.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:						

5. DEPARTMENT STRUCTURE

The manager demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:	<i>Remains to be seen how "CONTRACT" status in Building & Finance will be with the City...</i>					

13. INITIATIVE

The manager demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:						

14. WORK ENVIRONMENT AND SAFETY

The manager maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:						

15. OVERALL PERFORMANCE

Overall appraisal of the manager's job performance.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:						

ACTION PLAN

The above criteria is important in order to properly evaluate the employee's performance. The following Action Plan describes the employee's specific strengths and weaknesses, and addresses what can be done to improve their position toward continued growth.

Major weak points are:
AS NOTED IN #'S 5 + 8

These weak points can be strengthened by:

Major strong points are:
MANY

These strong points can be more effectively utilized by:
RECOMMEND 4% RAISE.

Reviewing Officer <i>Doris M. [Signature]</i>	Date <i>2/20/09</i>	Approved By	Date
Has this report been discussed with employee?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If "NO", Reason why:			
If "YES", Employee's comments:			
Supervisor	Date		
Employee	Date		

6. JOB PRODUCTIVITY

The manager demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:						

7. PROBLEM SOLVING

The manager demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:						

8. CONFLICT RESOLUTION

The manager has demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING: (circle one)	<input type="radio"/> E	<input checked="" type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:	<i>OVERALL improvement, but still sense some apprehension Among ^{some} employees</i>					

9. ADMINISTRATIVE SKILL

The manager utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which comprise the organization's key information base.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:						

10. TIME MANAGEMENT

The manager has demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:						

11. DEPENDABILITY

The manager can be relied upon to complete assigned tasks, and is conscientious about his/her attendance and timeliness.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:						

12. COOPERATION

The manager demonstrates a willingness to work with associates, subordinates, supervisors and others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:						

MANAGERIAL EMPLOYEE PERFORMANCE EVALUATION

Employee Name DALE S. SUGERMAN		Employee No.	Date 3/07/09
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Date of Hire 3/07/05	Date of Last Review 3/07/08	Date in Management 3/07/05	Date Employee began present position 3/07/05
		Date of Next review 3/07/10	
Check One: <input type="checkbox"/> 6 month review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Monetary <input type="checkbox"/> Non-Monetary <input type="checkbox"/> Other _____			

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G: GOOD - Individual performs many tasks well, and all other tasks adequately.	F: FAIR - Individual performs most tasks satisfactorily, but not all.
	U: UNSATISFACTORY - Individual fails to perform many tasks well.

1. RESPONSIBILITIES

List the current status of overall job responsibilities.

Chief operating officer for the Town of Highland Beach in all day to day activities and helping the Commission enforced by both verbal and written communications.

2. ACCOMPLISHMENTS

List major job related achievements since last evaluation.

I completely agree with the memo of 2/4/09 by the manager listing accomplishments by ~~month~~ month for the year. It is extensive and impressive. Work on Miloni project was very inclusive and impressive.

3. JOB KNOWLEDGE

The manager possesses clear understanding of the responsibilities and tasks he or she must perform.

OVERALL RATING: (circle one)	(E)	G	S	F	U	(see key above)
Comments:	<i>With his vast number of years of experience and education, he exhibits complete and more than necessary job knowledge.</i>					

4. MANAGERIAL SKILLS

The manager is able to effectively direct the operations and staff of his/her department.

OVERALL RATING: (circle one)	(E)	G	S	F	U	(see key above)
Comments:	<i>Dale manages the job and employees extremely well.</i>					

5. DEPARTMENT STRUCTURE

The manager demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives.

OVERALL RATING: (circle one)	(E)	G	S	F	U	(see key above)
Comments:	<i>Dale readily evaluates the ever changing functions and changes</i>					

6. JOB PRODUCTIVITY

The manager demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:	as I stated last year, the Town Manager is an extremely results orientated manager.					

7. PROBLEM SOLVING

The manager demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:	The ever changing environment does not pose problems for the Town Manager who displays the constant ability to make right decisions.					

8. CONFLICT RESOLUTION

The manager has demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:	The above description must have been written with our manager in mind. Reorganization of the finance department is a prime example.					

9. ADMINISTRATIVE SKILL

The manager utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which comprise the organization's key information base.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:	The Town Manager excels in this area.					

10. TIME MANAGEMENT

The manager has demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:	The Town Manager has constantly exceeded in meeting or surpassing all deadlines with proper delegation and control.					

11. DEPENDABILITY

The manager can be relied upon to complete assigned tasks, and is conscientious about his/her attendance and timeliness.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:	The Town Manager is always on time and completes assigned tasks before any deadlines.					

12. COOPERATION

The manager demonstrates a willingness to work with associates, subordinates, supervisors and others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:	The Town Manager always responds to and is intensively willing to make any changes a situation may require.					

13. INITIATIVE

The manager demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	The Town Manager requires little direction or guidance in the performance of his duties. He has constantly improved the organization.					

14. WORK ENVIRONMENT AND SAFETY

The manager maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	He complies with all safety requirements.					

15. OVERALL PERFORMANCE

Overall appraisal of the manager's job performance.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	In the past year, the Town Manager has improved in areas where I didn't feel improvements were required. His overall reorganization of several departments has been successful with the exception of the Building Department. His handling of the Meloni project is exceptional.					

ACTION PLAN

The above criteria is important in order to properly evaluate the employee's performance. The following Action Plan describes the employee's specific strengths and weaknesses, and addresses what can be done to improve their position toward continued growth.

Major weak points are:
Further work is required regarding the reorganization and proper operation of the Building Department.

These weak points can be strengthened by:
Education and possible personnel changes in the Building Department with the staff understanding and applying proper procedures.

Major strong points are:
Problem solving, initiative, dependability and dedication.

These strong points can be more effectively utilized by:
Full support of all members of the Commission.

Reviewing Officer	Date	Approved By	Date
Has this report been discussed with employee?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "NO", Reason why:			
If "YES", Employee's comments:			
Supervisor	Date		
Employee	Date		

Notes and Comments: (Date and Signature Required)

The major problems in the Finance Department appear to have been solved though we still do not know the extent of any of the SBA investment. This bears attention and constant tracking.

as stated, I believe we still have serious problems in the in the Building Department though I am confident the Town Manager is dedicated to improving this department to become one that is highly functioning and acceptable to the residents of Highland Beach.

I believe the Town Manager has excelled in his handling of staffing, and providing information to the Commission on the Milani project.

I appreciate his assistance in making my "coffee with the Mayor" successful.

I recommend the full five (5%) percent increase and if it wasn't for the current economy, I would also recommend an additional special bonus of 5%.

Jim Hewitt, Mayor
2/11/09

MANAGERIAL EMPLOYEE PERFORMANCE EVALUATION

Employee Name <i>DALE SUGERMAN</i>		Employee No.	Date
Department		Job Title <i>Town MANAGER</i>	
Date of Hire	Date of Last Review	Date in Management	Date Employee began present position / Date of Next review
Check One: <input type="checkbox"/> 6 month review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Monetary <input type="checkbox"/> Non-Monetary <input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT - Individual performs all tasks in an exceptional manner.	S: SATISFACTORY - Individual performs all tasks satisfactorily.
G: GOOD - Individual performs many tasks well, and all other tasks adequately.	F: FAIR - Individual performs most tasks satisfactorily; but not all.
	U: UNSATISFACTORY - Individual fails to perform many tasks well.

1. RESPONSIBILITIES

List the current status of overall job responsibilities.

Listed in employment contract + his 2/15/08 memo to Commission.

2. ACCOMPLISHMENTS

List major job related achievements since last evaluation.

Listed in 2/15/08 memo to Commission.

3. JOB KNOWLEDGE

The manager possesses clear understanding of the responsibilities and tasks he or she must perform.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:						

4. MANAGERIAL SKILLS

The manager is able to effectively direct the operations and staff of his/her department.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:	<i>Sometimes Exhibits A perentory attitude.</i>					

5. DEPARTMENT STRUCTURE

The manager demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:	<i>"Training" for Building Dept. 11am-12 noon every Thursday. If that STAFF is NOT "TRAINED" now, when?</i>					

6. JOB PRODUCTIVITY

The manager demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:						

7. PROBLEM SOLVING

The manager demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:						

8. CONFLICT RESOLUTION

The manager has demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING: (circle one)	<input type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input checked="" type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:	ACRIMONIOUS ATTITUDE TOWARD A GOOD % OF SENIOR STAFF.					

9. ADMINISTRATIVE SKILL

The manager utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which comprise the organization's key information base.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:						

10. TIME MANAGEMENT

The manager has demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING: (circle one)	<input type="radio"/> E	<input checked="" type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:	SEE 8 ABOVE.					

11. DEPENDABILITY

The manager can be relied upon to complete assigned tasks, and is conscientious about his/her attendance and timeliness.

OVERALL RATING: (circle one)	<input checked="" type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:						

12. COOPERATION

The manager demonstrates a willingness to work with associates, subordinates, supervisors and others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING: (circle one)	<input type="radio"/> E	<input type="radio"/> G	<input checked="" type="radio"/> S	<input type="radio"/> F	<input type="radio"/> U	(see key on front)
Comments:	SEE 8 ABOVE.					

13. INITIATIVE

The manager demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:						

14. WORK ENVIRONMENT AND SAFETY

The manager maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments: Sometimes not so "pleasant." See #8						

15. OVERALL PERFORMANCE

Overall appraisal of the manager's job performance.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments: From my perspective, Dale is an excellent "project" manager; however, his style of "staff" management often causes staff, particularly senior staff, to feel incompetent and lacking in the knowledge/professionalism to absorb the task at hand. Morale has suffered as a result, up to and including rumor of non-polite personnel unionizing.						

ACTION PLAN

The above criteria is important in order to properly evaluate the employee's performance. The following Action Plan describes the employee's specific strengths and weaknesses, and addresses what can be done to improve their position toward continued growth.

Major weak points are: **personnel related**

These weak points can be strengthened by: **don't know.**

Major strong points are: **Dale certainly has an abundance of "strong points."**

These strong points can be more effectively utilized by: **Recommend a 4% raise**

Reviewing Officer	Date	Approved By	Date
Has this report been discussed with employee?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If "NO", Reason why:			
If "YES", Employee's comments:			
Supervisor	Date		
Employee	Date		

MANAGERIAL EMPLOYEE PERFORMANCE EVALUATION

Employee Name <i>Dale S. Sugerman</i>		Employee No.	Date <i>2/25/08</i>
Department		Job Title	
Date of Hire	Date of Last Review	Date in Management	Date Employee began present position Date of Next review
Check One: <input type="checkbox"/> 6 month review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Monetary <input type="checkbox"/> Non-Monetary <input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT - Individual performs all tasks in an exceptional manner.

G: GOOD - Individual performs many tasks well, and all other tasks adequately.

S: SATISFACTORY - Individual performs all tasks satisfactorily.

F: FAIR - Individual performs most tasks satisfactorily, but not all.

U: UNSATISFACTORY - Individual fails to perform many tasks well.

1. RESPONSIBILITIES

List the current status of overall job responsibilities.

2. ACCOMPLISHMENTS

List major job related achievements since last evaluation.

3. JOB KNOWLEDGE

The manager possesses clear understanding of the responsibilities and tasks he or she must perform.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:						

4. MANAGERIAL SKILLS

The manager is able to effectively direct the operations and staff of his/her department.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:						

5. DEPARTMENT STRUCTURE

The manager demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:						

6. JOB PRODUCTIVITY

The manager demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

7. PROBLEM SOLVING

The manager demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

8. CONFLICT RESOLUTION

The manager has demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

9. ADMINISTRATIVE SKILL

The manager utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which comprise the organization's key information base.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

10. TIME MANAGEMENT

The manager has demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

11. DEPENDABILITY

The manager can be relied upon to complete assigned tasks, and is conscientious about his/her attendance and timeliness.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

12. COOPERATION

The manager demonstrates a willingness to work with associates, subordinates, supervisors and others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING: <i>(circle one)</i>	E	G	S	F	U	(see key on front)
Comments:						

13. INITIATIVE

The manager demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:						

14. WORK ENVIRONMENT AND SAFETY

The manager maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:						

15. OVERALL PERFORMANCE

Overall appraisal of the manager's job performance.

OVERALL RATING: (circle one)	E	G +	S	F	U	(see key on front)
Comments:						
<p><i>This employee is as close to an "Excellent" rating as possible. There is only 1 area that needs attention and I believe he is capable of achieving a successful outcome.</i></p>						

ACTION PLAN

The above criteria is important in order to properly evaluate the employee's performance. The following Action Plan describes the employee's specific strengths and weaknesses, and addresses what can be done to improve their position toward continued growth.

Major weak points are:	<i>inability to deal in a mutually satisfactory manner with some department heads.</i>
These weak points can be strengthened by:	<i>seeking to calm flash points as they occur, not allowing them to fester</i>
Major strong points are:	
These strong points can be more effectively utilized by:	

Reviewing Officer	Date	Approved By	Date
Has this report been discussed with employee?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If "NO", Reason why:			
<i>these comments have been shared with the employee during this period of evaluation</i>			
If "YES", Employee's comments:			
Supervisor	Date		
Employee	Date		

Notes and Comments: (Date and Signature Required)

Miriam A Zwick 2/25/08

MANAGERIAL EMPLOYEE PERFORMANCE EVALUATION

Employee Name DALE S. SUBERMAN		Employee No.	Date 2/27/08
Department Town MANAGER		Job Title Town MANAGER	
Date of Hire	Date of Last Review	Date in Management	Date Employee began present position Date of Next review
Check One: <input type="checkbox"/> 6 month review <input type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Monetary <input type="checkbox"/> Non-Monetary <input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT - Individual performs all tasks in an exceptional manner.

G: GOOD - Individual performs many tasks well, and all other tasks adequately.

S: SATISFACTORY - Individual performs all tasks satisfactorily.

F: FAIR - Individual performs most tasks satisfactorily, but not all.

U: UNSATISFACTORY - Individual fails to perform many tasks well.

1. RESPONSIBILITIES

List the current status of overall job responsibilities.

TO MANAGE ALL DEPARTMENTS, COORDINATING AREAS WHERE THERE IS OVER LAP. RESPONSIBLE FOR OVERALL MORALE AND WELL BEING OF TOWN PERSONEL

2. ACCOMPLISHMENTS

List major job related achievements since last evaluation.

PREPARE, WITH SPECIAL COMMITTEE, A PLAN TO COUNTER MILANI PROPOSAL FOR PARK. ALL OTHER ACCOMPLISHMENTS WERE WITHIN EXPECTED SCOPE OF RESPONSIBILITIES AND MOSTLY ACCOMPLISHED BY EMPLOYEES

3. JOB KNOWLEDGE

The manager possesses clear understanding of the responsibilities and tasks he or she must perform.

OVERALL RATING: (circle one) E G S F U (see key above)

Comments: POOR UNDERSTANDING OF RELATIONSHIP WITH EMPLOYEES IS A MAJOR FLAW IN UNDERSTANDING GOALS & OBJECTIVES OF MANAGER.

4. MANAGERIAL SKILLS

The manager is able to effectively direct the operations and staff of his/her department.

OVERALL RATING: (circle one) E G S F U (see key above)

Comments: MANAGING OF POLICE DEPT IS A DISGRACE. MANAGING RELATIONSHIP ALL OTHER DEPTS IS UNSAT.

5. DEPARTMENT STRUCTURE

The manager demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives.

OVERALL RATING: (circle one) E G S F U (see key above)

Comments: DOES NOT SEE OYS FUNCTION BETWEEN MANAGED AND DEPT. HEADS. DEPT. HEAD IS ALWAYS WRONG.

6. JOB PRODUCTIVITY

The manager demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments: UNFORTUNATELY THIS IS A MIXED BAG. Some in all categories. THE NUMBER OF LAWSUITS AGAINST TOWN + MANAGERS ARE EXAMPLES.						

7. PROBLEM SOLVING

The manager demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments: MANAGERS SOLVES PROBLEMS - NOT ALWAYS'S BEST JUDGEMENT. Ex. Dismissal 3rd INSP; failure to promote Police Sgt. Poor Morale ALL Dept. HEADS						

8. CONFLICT RESOLUTION

The manager has demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments: THERE WAS FAVORITISM SHOWN TO 2nd in line and berating of dept heads THIS OCCURED IN FINANCE, BUILDING + PUBLIC WORKS.						

9. ADMINISTRATIVE SKILL

The manager utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which comprise the organization's key information base.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:						

10. TIME MANAGEMENT

The manager has demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:						

11. DEPENDABILITY

The manager can be relied upon to complete assigned tasks, and is conscientious about his/her attendance and timeliness.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments: HE IS GOOD AT TASKS THAT HE WANTS -						

12. COOPERATION

The manager demonstrates a willingness to work with associates, subordinates, supervisors and others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments: FAULTS HERE WIDESPREED AND ROOT OF POOR MORALE						

13. INITIATIVE

The manager demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments: GOOD INITIATIVE but POOR JUDGEMENT						

14. WORK ENVIRONMENT AND SAFETY

The manager maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:						

15. OVERALL PERFORMANCE

Overall appraisal of the manager's job performance

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments: all above comments apply - Poor morale almost universal - many mgr reports needed to be adjusted or revised - include judgement decisions re Police, adj needed to budget, water rates, accrued vacation - Direction to review building code - not to						

ACTION PLAN

The above criteria is important in order to properly evaluate the employee's performance. The following Action Plan describes the employee's specific strengths and weaknesses, and addresses what can be done to improve their position toward continued growth.

Major weak points are:
MANAGERIAL SKILLS, CONFLICT RESOLUTION, COOPERATION

These weak points can be strengthened by:
DOUBTFUL - DOES NOT RESPOND TO POSITIVE SUGGESTIONS; maintaining separation of responsibilities - Commission vs Manager

Major strong points are:
ADMIN SKILL; KNOWLEDGE

These strong points can be more effectively utilized by:
WEAKNESSES MUST FIRST BE ADDRESSED

Reviewing Officer	Date	Approved By	Date
Has this report been discussed with employee?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If "NO", Reason why:			
If "YES", Employee's comments:			
Supervisor	Date		
Employee	Date		

Notes and Comments: (Date and Signature Required)

This is a JEKYLL & HYDE SITUATION. One part of Team MANAGER is brilliant, ~~social~~ and HARD WORKING. The other side is ARROGANT TOWARDS employees, often being demeaning. The result is an unhappy work place that is reaching intolerable proportions. The manager on several occasions in discussions has refused to adjust his RIGHTEOUS ATTITUDE. There should be an open discussion at a Team workshop meeting where ALL PERSONS INVOLVED speak their mind in presenting positions and facts. We will then see if there is any hope in solving this problem.

Joseph J. Amick

Recommend Bonus be limited to cost of living adj. [0 Bonus.]

JAA

MANAGERIAL EMPLOYEE PERFORMANCE EVALUATION

Employee Name <i>Dale S. Sugarman</i>		Employee No.	Date <i>2-15-08</i>
Department		Job Title <i>TOWN MANAGER</i>	
Date of Hire <i>2005</i>	Date of Last Review <i>2006</i>	Date in Management <i>2005</i>	Date Employee began present position <i>2005</i>
Date of Next review			
Check One: <input type="checkbox"/> 6 month review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Monetary <input type="checkbox"/> Non-Monetary <input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT - Individual performs all tasks in an exceptional manner.	S: SATISFACTORY - Individual performs all tasks satisfactorily.
G: GOOD - Individual performs many tasks well, and all other tasks adequately.	F: FAIR - Individual performs most tasks satisfactorily, but not all.
	U: UNSATISFACTORY - Individual fails to perform many tasks well.

1. RESPONSIBILITIES

List the current status of overall job responsibilities.

2. ACCOMPLISHMENTS

List major job related achievements since last evaluation.

3. JOB KNOWLEDGE

The manager possesses clear understanding of the responsibilities and tasks he or she must perform.

OVERALL RATING: <i>(circle one)</i>	<input type="checkbox"/> E	<input type="checkbox"/> G	<input type="checkbox"/> S	<input type="checkbox"/> F	<input checked="" type="checkbox"/> U	(see key above)
Comments:	<i>See Attached Letter</i>					

4. MANAGERIAL SKILLS

The manager is able to effectively direct the operations and staff of his/her department.

OVERALL RATING: <i>(circle one)</i>	<input type="checkbox"/> E	<input type="checkbox"/> G	<input type="checkbox"/> S	<input type="checkbox"/> F	<input checked="" type="checkbox"/> U	(see key above)
Comments:						

5. DEPARTMENT STRUCTURE

The manager demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives.

OVERALL RATING: <i>(circle one)</i>	<input type="checkbox"/> E	<input type="checkbox"/> G	<input type="checkbox"/> S	<input type="checkbox"/> F	<input checked="" type="checkbox"/> U	(see key above)
Comments:						

6. JOB PRODUCTIVITY

The manager demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING: <i>(circle one)</i>	<input type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input checked="" type="radio"/> U	(see key on front)
Comments:						

7. PROBLEM SOLVING

The manager demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING: <i>(circle one)</i>	<input type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input checked="" type="radio"/> U	(see key on front)
Comments:						

8. CONFLICT RESOLUTION

The manager has demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING: <i>(circle one)</i>	<input type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input checked="" type="radio"/> U	(see key on front)
Comments:						

9. ADMINISTRATIVE SKILL

The manager utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which comprise the organization's key information base.

OVERALL RATING: <i>(circle one)</i>	<input type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input checked="" type="radio"/> U	(see key on front)
Comments:						

10. TIME MANAGEMENT

The manager has demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING: <i>(circle one)</i>	<input type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input checked="" type="radio"/> U	(see key on front)
Comments:						

11. DEPENDABILITY

The manager can be relied upon to complete assigned tasks, and is conscientious about his/her attendance and timeliness.

OVERALL RATING: <i>(circle one)</i>	<input type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input checked="" type="radio"/> U	(see key on front)
Comments:						

12. COOPERATION

The manager demonstrates a willingness to work with associates, subordinates, supervisors and others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING: <i>(circle one)</i>	<input type="radio"/> E	<input type="radio"/> G	<input type="radio"/> S	<input type="radio"/> F	<input checked="" type="radio"/> U	(see key on front)
Comments:						

13. INITIATIVE

The manager demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING: <i>(circle one)</i>	E		G		S		F		U		(see key above)
Comments:											

14. WORK ENVIRONMENT AND SAFETY

The manager maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.

OVERALL RATING: <i>(circle one)</i>	E		G		S		F		U		(see key on front)
Comments:											

15. OVERALL PERFORMANCE

Overall appraisal of the manager's job performance.

OVERALL RATING: <i>(circle one)</i>	E		G		S		F		U		(see key on front)
Comments:											

ACTION PLAN

The above criteria is important in order to properly evaluate the employee's performance. The following Action Plan describes the employee's specific strengths and weaknesses, and addresses what can be done to improve their position toward continued growth.

Major weak points are:
These weak points can be strengthened by:
Major strong points are:
These strong points can be more effectively utilized by:

Reviewing Officer	Date	Approved By	Date
Has this report been discussed with employee?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If "NO", Reason why:			
If "YES", Employee's comments:			
Supervisor	Date	Employee	Date
<i>[Signature]</i>	2-19-08		

Notes and Comments: (Date and Signature Required)

See letter attached

Gold R. Hyslopman

My recommendation is "0" for Bonus
HAT



Town of Highland Beach

3614 SOUTH OCEAN BOULEVARD • HIGHLAND BEACH, FLORIDA 33487

Palm Beach County, Florida

561-278-4548
FAX 561-265-3582

Mayor:
Harold R. Hagelmann

Vice Mayor:
Joseph J. Asselta

Commissioners:
Miriam S. Zwick
James W. Newill
Doris M. Trinley

Town Manager:
Dale S. Sugerman

February 19, 2008

I would like to have this letter attached to the ANNUAL PERFORMANCE Evaluation Survey for our Town Manager, Dale S. Sugerman, dated February 15, 2008.

As I have stated on the evaluation sheet, I have marked all ratings "unsatisfactory". My reasons are as follows:

Never have I found all Department Heads in such a demoralized, confused, loss of moral, afraid to speak out for fear of losing their jobs, as now.

The Town Manager has been asked by the Commission to cement better relations with these Town employees. Instead, problems have gotten worse.

I have personally heard the Town Manager "ABUSE" a Department Head, calling this individual lazy, a wimp, and stupid.

I look at the number of complaints by our Town employees which I feel could have been settled by our Manager, but instead they are now pending litigation which will result in more legal fees.

Negative comments are difficult for me to write, but as an elected official, I have the responsibility to state the facts as I see them.

I trust the Town Manager recognizes these problems and responds accordingly.

Harold R. Hagelmann
Mayor

MANAGERIAL EMPLOYEE PERFORMANCE EVALUATION

Employee Name <i>Dale Sugarman</i>		Employee No.	Date <i>2/19/08</i>
Department <i>Administration</i>		Job Title <i>Town Manager</i>	
Date of Hire <i>3/05</i>	Date of Last Review <i>3/07</i>	Date in Management <i>3/05</i>	Date Employee began present position <i>3/05</i>
Date of Next review			
Check One: <input type="checkbox"/> 6 month review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> End of Introductory Period <input type="checkbox"/> Monetary <input type="checkbox"/> Non-Monetary <input type="checkbox"/> Other _____			

KEY TO RATINGS

E: EXCELLENT - Individual performs all tasks in an exceptional manner.	S: SATISFACTORY - Individual performs all tasks satisfactorily.
G: GOOD - Individual performs many tasks well, and all other tasks adequately.	F: FAIR - Individual performs most tasks satisfactorily, but not all.
	U: UNSATISFACTORY - Individual fails to perform many tasks well.

1. RESPONSIBILITIES

List the current status of overall job responsibilities.

The Chief Operating Officer for the Town of Highland Beach in all day to day activities

2. ACCOMPLISHMENTS

List major job related achievements since last evaluation.

Per list provided by Town Manager dated 2/15/08 to commission members with which I concur.

3. JOB KNOWLEDGE

The manager possesses clear understanding of the responsibilities and tasks he or she must perform.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:	<i>Complete knowledge of job through many years of experience and education.</i>					

4. MANAGERIAL SKILLS

The manager is able to effectively direct the operations and staff of his/her department.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:	<i>Has had three long years with a staff accustomed to doing things their way.</i>					

5. DEPARTMENT STRUCTURE

The manager demonstrates an ability to evaluate the function of his/her department, assess its needs, and develop an effective framework to carry-out its objectives.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:	<i>Complies with the above definition at the highest level.</i>					

6. JOB PRODUCTIVITY

The manager demonstrates the ability and commitment to achieve results both on a quantitative and qualitative basis.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	<i>The Town Manager is an extremely results orientation manager.</i>					

7. PROBLEM SOLVING

The manager demonstrates an ability to solve problems and make decisions regarding day-to-day situations that develop in the workplace.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	<i>The Town Manager excels in problem solving in the every day environment</i>					

8. CONFLICT RESOLUTION

The manager has demonstrated a skill to minimize conflicts within the organization's staff by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	<i>The above description denotes the Town Manager to a tee.</i>					

9. ADMINISTRATIVE SKILL

The manager utilizes organizational procedures regarding record control, documentation of employee performance and the compilation and preparation of all reports which comprise the organization's key information base.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	<i>The Town Manager excels in this area.</i>					

10. TIME MANAGEMENT

The manager has demonstrated an ability to meet the deadlines and time constraints of the organization effectively through proper delegation of work, control over ongoing projects and minimizing stress in the workplace.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	<i>I don't know of a deadline the Town Manager didn't meet or surpass.</i>					

11. DEPENDABILITY

The manager can be relied upon to complete assigned tasks, and is conscientious about his/her attendance and timeliness.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	<i>Another area in which the Town Manager excels.</i>					

12. COOPERATION

The manager demonstrates a willingness to work with associates, subordinates, supervisors and others. Responds willingly to changes in procedure, process, responsibility and assignments.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	<i>The Town Manager always takes the extra step.</i>					

13. INITIATIVE

The manager demonstrates an ability to think and act independently. Originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignments.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key above)
Comments:	The Town Manager requires little direction and guidance in the performance of his duties by the commission.					

14. WORK ENVIRONMENT AND SAFETY

The manager maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	He complies with all safety requirements.					

15. OVERALL PERFORMANCE

Overall appraisal of the manager's job performance.

OVERALL RATING: (circle one)	E	G	S	F	U	(see key on front)
Comments:	The Town Manager is performing his function in an exemplary manner. His only problem is several of his staff have encountered the "Peter Principle." His difficulty in dealing with this circumstance because of the lack of full support by all Commissioners. also see notes and comments.					

ACTION PLAN

The above criteria is important in order to properly evaluate the employee's performance. The following Action Plan describes the employee's specific strengths and weaknesses, and addresses what can be done to improve their position toward continued growth.

Major weak points are:
Hesitancy in dealing with staff that reached the "Peter Principle."
The investment policy.

These weak points can be strengthened by:
Replacing the weak, poor performing staff members.

Major strong points are:
Problem solving, initiative and dependability.

These strong points can be more effectively utilized by:
Full support by all members of the Commission.

Reviewing Officer	<i>Jim Hewitt</i>	Date	<i>2/19/06</i>	Approved By		Date	
Has this report been discussed with employee?				<input type="checkbox"/> YES	<input type="checkbox"/> NO		
If "NO", Reason why:							
If "YES", Employee's comments:							
Supervisor				Date			
Employee				Date			

Notes and Comments: (Date and Signature Required)

The SBA fiasco should never have happened. The Town Manager relied too heavily on the Finance Director who didn't understand in what he was investing, at this time we have no idea what additional principle could be lost. The Town's funds should be invested only in accounts where there is no possibility of losing principle and we need staff to understand this process.

I recommend the full seven (7%) percent increase.

Jim Petrucci, Commissioner
2/19/08

INTEROFFICE MEMORANDUM

TO: Dale Sugerman, Town Manager
FROM: Harold Hagelmann, Mayor
SUBJECT: "Light Up the Holidays"
DATE: February 2, 2007
CC: File

On behalf of the Town Commission, I wish to thank you for your help with the coordination of the "Light Up the Holidays" celebration. You and your staff did a tremendous job with all the arrangements.

We anticipate this celebration to be very popular year after year, and it is a Town Manager such as you who truly helps to make this a very special event.

Again, thank you!

A handwritten signature in cursive script, appearing to read "Harold R. Hagelmann".

RESOLUTION NO. 07-007 R

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, AUTHORIZING A SALARY ADJUSTMENT FOR THE TOWN MANAGER.

WHEREAS, the Town of Highland Beach and Dale S. Sugerman entered into an Employment Agreement dated February 18, 2005, and;

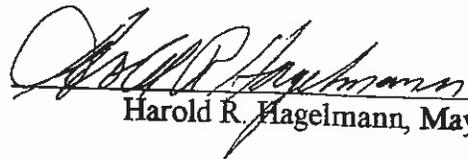
WHEREAS, Section 2 of that Agreement says, in part "...on the basis of an annual salary/performance review of said Employee, Town may award Employee a merit increase not to exceed Seven (7%) Percent of base salary", and;

WHEREAS, Town Commissioners have been able to complete said performance review on forms previously provided;

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH THAT:

- 1) Dale S. Sugerman, Town Manager shall receive a 3% increase in base salary effective March 7, 2007.
- 2) All other terms and conditions of said Employment Agreement shall remain the same.

PASSED AND ADOPTED THIS 6th DAY OF March, 2007 BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA.


Harold R. Hagelmann, Mayor

Attest:


Beverly M. Brown, Town Clerk

Date: 3/6/07

2006-2007 TOWN MANAGER PERFORMANCE REVIEW

[5= high and 1= low]

A. Fiscal management:

Name: KARLO R. HABELMANN
DATE: 3-6-07

5 4 3 2 1

B. Management and organization of Town employees:

5 4 3 2 1

C. Management of Town assets:

5 4 3 2 1

D. Program development and follow-through:

5 4 3 2 1

E. Community relations:

5 4 3 2 1

F. Communication ability with the Town Commission and others:

5 4 3 2 1

G. Intergovernmental relations:

5 4 3 2 1

H. Management style:

5 4 3 2 1

See attachment

Attachment to Evaluation Inquiry Form
Submitted for Town Manager 2006-2007 Review

It's very disappointing to me to witness the low morale attitude within our staff personnel.

Never before have we had so many of our Town employees taking legal action against their supervisors, or the Town itself.

As a very intelligent Town manager, you yourself have mentioned disappointment in not being able to resolve these issues.

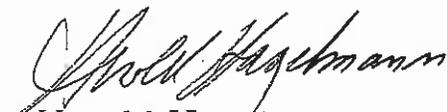
You were chosen by the Commission to use your skills in leadership - Don't fail us!

It appears your biggest problem is relationships with some of the key personnel or staff.

As a suggestion, it might be helpful when speaking to the leadership, it should be done on a (one to one basis), and ask the question: 'what can I do to help you solve your problems?'

Never let anyone feel you are far superior to them. I have used this approach and it has been very successful.

You are well respected by many, including myself - let's all work together, seeking the higher levels that you speak of.


Harold Hagelmann
Mayor

2006-2007 TOWN MANAGER PERFORMANCE REVIEW

[5= high and 1= low]

A. Fiscal management:

Name: MIRIAM S. ZWICK

5	4	3	2	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Management and organization of Town employees:

5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Management of Town assets:

5	4	3	2	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Program development and follow-through:

5	4	3	2	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Community relations:

5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Communication ability with the Town Commission and others:

5	4	3	2	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Intergovernmental relations:

5	4	3	2	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Management style:

5	4	3	2	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2006-2007 TOWN MANAGER PERFORMANCE REVIEW

[5= high and 1= low]

A. Fiscal management:

Name: JIM NEWILL

5 4 3 2 1

B. Management and organization of Town employees:

5 4 3 2 1

① THREE EMPLOYEE LAWSUITS WHICH SHOULD NOT HAVE OCCURRED.
 ② MORALE LOW WITH SENIOR STAFF

C. Management of Town assets:

5 4 3 2 1

D. Program development and follow-through:

5 4 3 2 1

E. Community relations:

5 4 3 2 1

COMPLAINTS OF ARROGANCE BY RESIDENTS

F. Communication ability with the Town Commission and others:

5 4 3 2 1

① TOWN MANAGER EXERCISE HIS CONTRACT NEGOTIATED WITH PREVI COMMISSION TO OVERRIDE RESOLUTION & PASSED BY CURRENT COMMISSION TO TOWN OUTSIDE FLORIDA
 ② DELAY IN PRESENTING TO THIS COMMISS AN AFFIDAVIT BY A WITNESSING OFFICER IN LAWSUIT.

G. Intergovernmental relations:

5 4 3 2 1

H. Management style:

5 4 3 2 1

① MORALE OF EMPLOYEES LOW
 ② FAILURE TO REACT APPROPRIATELY TO INSUBORDINATION TO TWO COMMISSIONER BY FORMER EMPLOYEE.

2% INCREASE

2006-2007 TOWN MANAGER PERFORMANCE REVIEW

[5= high and 1= low]

Name: R. Scala-Pitone

A. Fiscal management:

5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B. Management and organization of Town employees:

5	4	3	2	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Management of Town assets:

5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

D. Program development and follow-through:

5	4	3	2	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Community relations:

5	4	3	2	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Communication ability with the Town Commission and others:

5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

G. Intergovernmental relations:

5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Management style:

5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3% raise

2006-2007 TOWN MANAGER PERFORMANCE REVIEW

[5= high and 1= low]

A. Fiscal management:

Name: JOE ASSELT

5 4 3 2 1

Does it by the book - does not make mistakes on finances.

B. Management and organization of Town employees:

5 4 3 2 1

Poor management of Police dep. Corrective action way too late. Should have been avoided - Mos Senior Staff - while occup w/comm not happy w/ TM.

C. Management of Town assets:

5 4 3 2 1

D. Program development and follow-through:

5 4 3 2 1

good detail.

E. Community relations:

5 4 3 2 1

F. Communication ability with the Town Commission and others:

5 4 3 2 1

weekly memo not sufficient re details of problems Brewing - i.e. Basis of Laws w/ employees - class this fiction w/ STAFF. ALL employee actions [Legal] should have been contained & recorded.

G. Intergovernmental relations:

5 4 3 2 1

- Knows the regulations.

H. Management style:

5 4 3 2 1

Turf war between TM + Comm is poor mgmt style. 2 were do not equal a right.

← MANY INTANGIBLE ~~PLEASE~~ attributes do not lend to this type Rpt.

3/6 increase Accom.

$$4016.86 \times 5\% = 4,217.70$$

memorandum

To: Judy Wright
Accounting Officer

From: Doris Trinley *DT*
Town Clerk

Date: March 8, 2006

Re: Yearly Evaluation: Dale S. Sugerman - Town Manager

The Town Manager's evaluation has been completed and, at its March 7, 2006 Regular Meeting, it was the majority vote of the Town Commission to increase his salary by 5%, retroactive to March 7, 2006.

Thank you.

Memorandum

To: Town Commission
Town Manager

From: Doris Trinley *dt*
Town Clerk

Date: March 6, 2006

Re: Town Manager Yearly Evaluation – March 7, 2006

As was agreed by the Commission at the February 28 Workshop, each member evaluated the Manager and recommended a percentage increase individually.

Copies of individual evaluations are attached hereto; following are the results of recommended percentage increase:

Percent

6

6

2

2

5

5) 21 = 4.20%

TOWN MANAGER PERFORMANCE REVIEW

[7= high and 1= low]

Date: 3-1-06

A. Fiscal management:

7	6	5	4	3	2	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>					

B. Management and organization of Town employees:

7	6	5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Management of Town assets:

7	6	5	4	3	2	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>					

D. Program development and follow-through:

7	6	5	4	3	2	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>					

E. Community relations:

7	6	5	4	3	2	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>					

F. Communication ability with the Town Commission and others:

7	6	5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Intergovernmental relations:

7	6	5	4	3	2	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>					

H. Management style:

7	6	5	4	3	2	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Recommended 2% increase

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, AUTHORIZING A SALARY ADJUSTMENT FOR THE TOWN MANAGER.

WHEREAS, the Town of Highland Beach and Dale S. Sugerman entered into an Employment Agreement dated February 18, 2005, and;

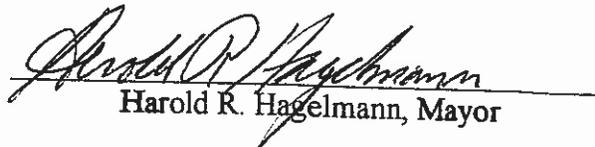
WHEREAS, Section 2 of that Agreement says, "...on the basis of an annual salary/performance review of said Employee, Town may award Employee a merit increase not to exceed Seven (7%) Percent of base salary", and;

WHEREAS, Town Commissioners have been able to complete said performance review on forms previously provided;

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH THAT:

- 1) Dale S. Sugerman, Town Manager shall receive a 2% increase in base salary effective March 7, 2006.
- 2) All other terms and conditions of said Employment Agreement shall remain the same.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006 BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA.


Harold R. Hagelmann, Mayor

Attest:

Doris Trinley, Town Clerk

Date: _____

TOWN MANAGER PERFORMANCE REVIEW

[7= high and 1= low]

Date: 3/2/06

- A. Fiscal management:**
- | | | | | | | | | |
|--|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| | 7 | 6 | 5 | 4 | 3 | 2 | 1 | |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
-
- B. Management and organization of Town employees:**
- | | | | | | | | | |
|--|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| | 7 | 6 | 5 | 4 | 3 | 2 | 1 | <i>Gherick Lausant's poor performance.</i> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
-
- C. Management of Town assets:**
- | | | | | | | | | |
|--|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| | 7 | 6 | 5 | 4 | 3 | 2 | 1 | |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
-
- D. Program development and follow-through:**
- | | | | | | | | | |
|--|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| | 7 | 6 | 5 | 4 | 3 | 2 | 1 | <i>no Police Contract</i> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
-
- E. Community relations:**
- | | | | | | | | | |
|--|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| | 7 | 6 | 5 | 4 | 3 | 2 | 1 | |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
-
- F. Communication ability with the Town Commission and others:**
- | | | | | | | | | |
|--|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| | 7 | 6 | 5 | 4 | 3 | 2 | 1 | <i>i.e. HIGHLAND BEACH Club No
Problems
HIGHLAND Agency Plumbing
OCEAN CWS complaints</i> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
-
- G. Intergovernmental relations:**
- | | | | | | | | | |
|--|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| | 7 | 6 | 5 | 4 | 3 | 2 | 1 | |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
-
- H. Management style:**
- | | | | | | | | | |
|--|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| | 7 | 6 | 5 | 4 | 3 | 2 | 1 | <i>Commission vs MGR
authority.</i> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, AUTHORIZING A SALARY ADJUSTMENT FOR THE TOWN MANAGER.

WHEREAS, the Town of Highland Beach and Dale S. Sugerman entered into an Employment Agreement dated February 18, 2005, and;

WHEREAS, Section 2 of that Agreement says, "...on the basis of an annual salary/performance review of said Employee, Town may award Employee a merit increase not to exceed Seven (7%) Percent of base salary", and;

WHEREAS, Town Commissioners have been able to complete said performance review on forms previously provided;

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH THAT:

- 1) Dale S. Sugerman, Town Manager shall receive a 2 % increase in base salary effective March 7, 2006.
- 2) All other terms and conditions of said Employment Agreement shall remain the same.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006 BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA.

Harold R. Hagelmann, Mayor

Attest:

Doris Trinley, Town Clerk

Date: _____

* shouldn't raise base salary more than 12% w one year.

TOWN MANAGER PERFORMANCE REVIEW

[7= high and 1= low]

Date: 3/1/06

A. Fiscal management:

7 6 5 4 3 2 1

B. Management and organization of Town employees:

7 6 5 4 3 2 1

C. Management of Town assets:

7 6 5 4 3 2 1

D. Program development and follow-through:

7 6 5 4 3 2 1

E. Community relations:

7 6 5 4 3 2 1

F. Communication ability with the Town Commission and others:

7 6 5 4 3 2 1

G. Intergovernmental relations:

7 6 5 4 3 2 1

H. Management style:

7 6 5 4 3 2 1

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, AUTHORIZING A SALARY ADJUSTMENT FOR THE TOWN MANAGER.

WHEREAS, the Town of Highland Beach and Dale S. Sugerman entered into an Employment Agreement dated February 18, 2005, and;

WHEREAS, Section 2 of that Agreement says, "...on the basis of an annual salary/performance review of said Employee, Town may award Employee a merit increase not to exceed Seven (7%) Percent of base salary", and;

WHEREAS, Town Commissioners have been able to complete said performance review on forms previously provided;

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH THAT:

- 1) Dale S. Sugerman, Town Manager shall receive a 6 % increase in base salary effective March 7, 2006.
- 2) All other terms and conditions of said Employment Agreement shall remain the same.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006 BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA.

Harold R. Hagelmann, Mayor

Attest:

Doris Trinley, Town Clerk

Date: _____

TOWN MANAGER PERFORMANCE REVIEW

[7= high and 1= low]

Date: 2/27/06

A. Fiscal management:

7 6 5 4 3 2 1

B. Management and organization of Town employees:

7 6 5 4 3 2 1

C. Management of Town assets:

7 6 5 4 3 2 1

D. Program development and follow-through:

7 6 5 4 3 2 1

E. Community relations:

7 6 5 4 3 2 1

F. Communication ability with the Town Commission and others:

7 6 5 4 3 2 1

G. Intergovernmental relations:

7 6 5 4 3 2 1

H. Management style:

7 6 5 4 3 2 1



J. W. NEWILL CPA

3210 S. OCEAN BLVD. PH-5
HIGHLAND BEACH, FL. 33487
561-330-7317
561-330-9029 FAX
NEWILLCPA@AOL.COM

February 28, 2006

I DOWNGRADED THE TOWN MANAGER FROM PREVIOUS REVIEWS DUE TO:

- 1) LACK OF SUFFICIENT ACTION ON INSUBORDINATION OF A DEPARTMENT HEAD IN EXECUTIVE SESSION OF THE COMMISSION.
- 2) PRESENTATION OF A BALANCED BUDGET THROUGH DEFICIT SPENDING.
- 3) RELUCTANCE TO CHALLENGE THE MAYOR BEFORE THE COMMISSION PREVENTING THE MANAGER, AS THE CHIEF EXECUTIVE OFFICER OF THE TOWN, FROM PERFORMING HIS JOB.

RECOMMENDED INCREASE 6%



TOWN MANAGER PERFORMANCE REVIEW

[7= high and 1= low]

Date: March 7, 2006

A. Fiscal management:

7	6	5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Management and organization of Town employees:

7	6	5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Management of Town assets:

7	6	5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Program development and follow-through:

7	6	5	4	3	2	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

E. Community relations:

7	6	5	4	3	2	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

F. Communication ability with the Town Commission and others:

7	6	5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Intergovernmental relations:

7	6	5	4	3	2	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

H. Management style:

7	6	5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sunshine Law Violation

F. - Communication ability with the Town Commissioners and others!

Recently you engaged me in a telephone conversation in which you shared some very disturbing information. You stressed your concerns relating to discussions heard by you between two members of our Commission who were ~~is~~ violating the Sunshine Law. You said this was not the first time you experienced this egregious act and that, (in your words,) "it happens all the time." This violation goes to the very core of our State & Municipality government decision making powers entrusted to us as elected officials.

As our Manager, it is your obligation and responsibility to protect the laws of our State and Municipality by addressing this issue under the Sunshine at a Commission meeting. To this date, this was not done.

A. Fiscal Management

C. Management of Town Assets

The #600,000 appropriation budget item for the Police/Staff, the Retirement Plan should have been used as a negotiating tool during the Police Collective Bargaining sessions).

Rushing to approve a cost of \$600,000.00 to the Town for a Retirement Plan before the Collective Bargaining Sessions began was a fiscal mistake in my opinion. (Stan North assured me that we could join this plan at any time.

Remember we pushed the approval before the Financial Advisory Board could review the Plan and make recommendations to the Commission. Why!!

Referendum Presentations F. Communication ability with the Town Commission and others

Recently I requested to join yourself and other Commissioners interested in making presentations to educate our citizens on the upcoming Referendum vote. You must remember, as recently as last Friday I inquired as to the responses of our voters. Several presentations were planned w/ you and the Vice Mayor. I told you at that time (Friday) that I intended to call Sea Gate to speak to their community regarding the Referendum issue. You said nothing so I proceeded Saturday I called the President of the Condo and was told that you and the Vice Mayor was planning a presentation on Monday. You failed to advise me the day before and I was somewhat taken back ~~when~~.

Was it your intent to select a particular Commissioner as our spokesperson for Highland Beach ?? If so or if not why not give me a courtesy call communicating your decisions.
It's Tuesday - no communication!
Who's making the decisions here?

I recalculated the merit %
from 4 1/2 % to 5 %

My decision: 5 %

(#5) Rachel Scala - Pastore
Commissioner HB

TOWN OF HIGHLAND BEACH

EMPLOYEE OATH : TOWN MANAGER

I, **DALE S. SUGERMAN**, A CITIZEN OF THE STATE OF FLORIDA AND THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY THE TOWN OF HIGHLAND BEACH, FLORIDA AS **TOWN MANAGER**, ACCORDING TO THE TOWN'S CHARTER [SECTION 2.01 (21)], AND BEING A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE, DO SOLEMNLY AFFIRM THAT I WILL SUPPORT THE CHARTER AND CODE OF THE TOWN OF HIGHLAND BEACH, THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF FLORIDA.

EMPLOYEE SIGNATURE: Dale S. Sugerman

DATE: 3/7/05

ATTEST: Dorinda Winley
TOWN CLERK

FLORIDA NEW HIRE REPORTING FORM

Send Completed Form to: **New Hire**
P.O. Box 6500
Tallahassee, FL 32314-6500

Fax form to:
For more information:
Or

1-888-854-4762
1-888-854-4791
850-656-3343

EMPLOYER INFORMATION

Federal Employer Identification Number 59-0951822

Employer UC Account Number (Also known as UI Number)* 99755426

Employer Name Town of Highland Beach

Address 3614 S. Ocean Blvd.,

City/State/Zip Code +4 Highland Beach, Fl. 33487

Contact Phone/Name* (561) 278-4548 / Judy Wright

Employer Address for Income Deduction Orders

Address * SAME AS ABOVE

City/State/Zip Code +4* _____

Contact Phone/Name* _____

EMPLOYEE INFORMATION

Social Security Number [REDACTED]

Employee Name Dale S. Sugerman

Employee Address 150 Las Brisas Circle

City/State/Zip Code Hypoluxo, FL 33462

Date of Hire: March 7, 2005 [REDACTED] [REDACTED]
(Please use 4 digit year)

* Providing this optional data enhances our ability to perform services more efficiently.

DATE, TIME	03/09 10:22
FAX NO./NAME	18888544752
DURATION	00:00:42
PAGE(S)	02
RESULT	OK
MODE	STANDARD
	ECM

Thomas E. Sliney
Partner
Direct Dial: 561.862.4152
Direct Facsimile: 561.862.4952
tsliney@hodgsonruss.com



February 16, 2005

VIA FACSIMILE &
REGULAR MAIL

Ms. Doris Trinley, Acting Town Manager
Town of Highland Beach
3614 S. Ocean Blvd.
Highland Beach, FL 33487

✓
RE: DALE SUGERMAN - PENSION MATTERS

Dear Doris:

I talked with Dale Sugerman several times today regarding pension matters. Attached is a memo sent by him at my request regarding what he receives in Boynton Beach and his thoughts on his preference regarding Highland Beach.

Please distribute a copy of my letter and Mr. Sugerman's memo to all the Town Commission Members so they can review it for tomorrow's special Town Commission Meeting.

Very truly yours,

A handwritten signature in black ink, appearing to read "T. Sliney", is written over a horizontal line. The signature is fluid and cursive.

Thomas E. Sliney

TES/fg
cc: Town Commission Members
Attachments

FLADOCs 209462v1

Sliney, Thomas

From: dalesugerman@excite.com
Sent: Wednesday, February 16, 2005 11:06 AM
To: Sliney, Thomas
Subject: Pension Matters

Good Morning Mr. Sliney

Based upon our telephone conversation this morning, you have asked me to provide you with an outline of my current pension provisions with my present employer.

The City of Boynton Beach has a defined benefit plan for all general employees. This year, the City contributes 10.2% of the value of my annual salary into this City-sponsored plan. All employees are mandated to make a 7% contributory match. Therefore, I have a 17.2% total contribution going into my retirement program with each bi-weekly paycheck. This pension plan has a 5-year vesting, and I am currently 100% vested.

In addition, senior management employees have an added retirement benefit which is provided via each individual's employment agreement. Each year, the City makes a contribution into the ICMA-RC 457 plan. It is a 100% contribution by the employer. For example, our City Manager's contractual annual contribution is set at "the maximum allowed by law". At present, my annual contractual contribution from my employer is \$8,000.00. This is paid into the 457 accounts in equal installments with each bi-weekly paycheck.

You mentioned to me the possibility of the Town looking at participating in the State of Florida's Pension Plan sometime this year. You also told me that existing employees would probably have an opt-out or opt-in opportunity. That is, they could continue with the Town's 401 pension plan, or move to the State of Florida Pension Plan, or possibly have a combination of the two. You also asked me about my preference on this opportunity.

It would be my preference to continue to participate in the ICMA-RC 401 program. As mentioned to you on the telephone, I have been employed as a local government manager in the State of Florida for over 17 years. None of my past employers participated in the State of Florida Pension plan, and my preference would be that I not start in that new pension program now. This may not be a problem in the way you described the timing of the State Pension Program decision, in that "current" employees will be given the "opt-in" or "opt-out" opportunity. My assumption is that if we can conclude our contract negotiations this week, and sign an employment agreement between the Town and myself, I would be considered a "current" employee; albeit a new current employee.

Hopefully, this information has been helpful to you. Please let me know if I can provide you with any additional information.

Regards,
Dale Sugerman

Join Excite! - <http://www.excite.com>
The most personalized portal on the Web!

2/16/2005



Town of Highland Beach

3614 SOUTH OCEAN BOULEVARD • HIGHLAND BEACH, FLORIDA 33487

Palm Beach County, Florida

561-278-4548
FAX 561-265-3582

Mayor:
Thomas J. Reid
Vice Mayor:
Michael W. Hill
Commissioners:
John J. Sorrelli
Robert L. Lowe
Rachael Soala-Pistone
Town Manager:
Ben Saag

PERSONNEL RULES AND REGULATIONS MANUAL SEPTEMBER 1999

Attached you will find a copy of the new Town of Highland Beach Personnel Rules and Regulations Manual, revised as of September 1999. This manual supercedes all previous Personnel Rules and Regulations Manuals issued by the Town. Should any department also have its own manual already in place, it should be known that this manual is not designed to supercede or replace it, but to be used as a supplement. However, whenever there is a conflict between an individual department's manual and the Town's Personnel Rules and Regulations Manual, the Town's manual will prevail.

Please read and sign the acknowledgement below, and return it to the Finance Department.

ACKNOWLEDGEMENT

I hereby acknowledge receipt of a copy of the updated "Personnel Rules and Regulations" Manual dated September 1999. I understand that this manual supercedes all previous Personnel Rules and Regulations manuals.

I also agree to return my copy of this manual upon separation of employment.

Dale S. Sugerman
Signature

DALE S. SUGERMAN
Printed Name

FEBRUARY 22, 2005
Date

SECTION VIII: Acknowledgement of Receipt of Safety Manual

All employees will receive their personal copy of the Town's Safety Program and Procedures Manual. They are all required to read it and will be held responsible for understanding how the basic safety rules apply to their specific job operations. The employee's supervisor will meet with all employees to review this safety manual with them and to be available at any time to respond to safety questions. Each employee will sign below indicating that he/she has received a copy of this safety program, has reviewed it, and has had an opportunity to ask specific questions to assure a basic understanding.

By signing below, I, DALE S. SUGERMAN acknowledge the receipt of the Town of Highland Beach Safety Manual. Further, I confirm that I have read and understand the contents of this manual and how it pertains to my specific job function with the Town. I also understand that I have the opportunity to review the contents with my supervisor and ask questions.

Dale S. Sugerman
Signed by

FEBRUARY 22, 2005
Date



Town of Highland Beach

3614 SOUTH OCEAN BOULEVARD • HIGHLAND BEACH, FLORIDA 33487

Palm Beach County, Florida

561-278-4548
FAX 561-265-3582

Mayor:
Thomas J. Reid
Vice Mayor:
Joseph J. Asselta
Commissioners:
Robert L. Lowe
Rachael Scale-Pistone
Miriam S. Zwick

February 24, 2005

International City/County Management Association
Membership Department
777 North Capitol Street, NE
Suite 500
Washington, DC 20002

Attention: Evelyn Jones

Dear Ms. Jones:

Please be advised that Dale S. Sugerman, Assistant City Manager of the City of Boynton Beach, Florida since 1994 has been appointed Town Manager of the Town of Highland Beach, Florida.

Sincerely,

Thomas J. Reid
Mayor

C: Town Commission

February 22, 2005

Doris-

Could you please send an announcement of my appointment as Town Manager to ICMA?

It should read:

"Dale S. Sugerman, Assistant City Manager of the City of Boynton Beach, Florida since 1994 has been appointed Town Manager of the Town of Highland Beach, Florida"

This should be sent to:

International City/County Management Association
Membership Department
777 North Capitol Street, NE
Suite 500
Washington, DC 20002

Attn: Evelyn Jones

Thank you,

A handwritten signature in black ink that reads "Dale". The letter "D" is large and stylized, with a loop at the top. The word "Dale" is written in a cursive script.

Dale

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this 18 day of February 2005, by and between the Town of Highland Beach, Florida, a municipal corporation, hereinafter called "Town", and Dale S. Sugerman, hereinafter called "Employee", pursuant to these terms and conditions:

WITNESSETH:

WHEREAS, the Town desires to employ the services of Dale S. Sugerman as Town Manager of the Town of Highland Beach, Florida, pursuant to Section 3.01 of the Town Charter of Highland Beach, Florida; and

WHEREAS, it is the desire of the Town Commission, hereinafter called "Commission", to provide certain benefits and establish requirements regarding the employment of said Employee by the Town; and

WHEREAS, Employee wishes to accept employment as Town Manager under the terms and conditions recited herein.

NOW, THEREFORE, Town and Employee agree to the following:

Section 1. DUTIES

Town agrees to employ Dale S. Sugerman as Town Manager of the Town of Highland Beach, Florida, to perform the functions and duties specified in Section 3.01 and Section 4.01 of the Town Charter and Section 2-48 of the Town Code, as amended or modified

from time to time and as otherwise specified in the Town Charter and Town Code of Ordinances, and to perform other legally permissible and proper duties and functions as the Commission shall from time to time assign.

Section 2. **SALARY**

Town agrees to pay Employee for his services rendered an annual base salary of Ninety-Five Thousand (\$95,000) dollars payable in installments at the same time as other employees of the Town are paid. Town shall provide to Employee any and all cost-of-living adjustments provided to all other employees of the Town at such time that the general employees receive a cost-of-living adjustment. In addition, on the basis of an annual salary/performance review of said Employee Town may award Employee a merit increase not to exceed Seven (7%) Percent of base salary. Said review shall be made on the Employee's anniversary date and shall focus on (but shall not be limited to) the following areas:

- A. Fiscal management
- B. Management and organization of Town employees
- C. Management of Town assets
- D. Program development and follow-through
- E. Community relations
- F. Communication ability with the Town Commission and others
- G. Intergovernmental relations
- H. Management style.

Section 3. TERMS OF EMPLOYMENT

A. Employee's term of employment shall commence on March 7, 2005, and shall continue subject to Section 3B of the Agreement.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Town Commission at any time upon an affirmative vote of not less than three (3) members of the Town Commission to terminate this Agreement and the services of Employee at any time in accord with Section 3.01 of the Town Charter. In such event, the provision set forth in Section 4, Paragraph A, of this Agreement shall apply.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Town, subject to the notice provisions set forth in Section 4, Paragraph B. of this Agreement.

D. The Employee agrees to remain in the exclusive employ of the Town and not become employed by any other employer while employed by the Town. Employee may engage in limited teaching, consultation or other business opportunities that do not interfere with his employment with the Town upon prior approval by the Town Commission, which approval shall not be unreasonably withheld.

E. The Town's business and management affairs obligate the Employee to routinely work or represent the Town beyond regular or customary Town Hall business office hours or work days. The Employee shall receive no overtime pay or additional compensation for any such time or work. In consideration of this obligation and provided Employee's duties are performed in a timely manner as determined in the sole discretion of the Town, the Employee's

work day schedule may, from time to time, be flexible or other than usual Town Hall business office hours or work days.

Section 4. **TERMINATION CONDITION**

A. In the event Employee is notified by the Town that he is to be terminated by the Town Commission, the Town agrees to pay Employee a lump sum cash payment equal to twelve (12) months during the first year of this agreement, and nine (9) months during each succeeding year of this agreement, aggregate salary plus accrued vacation and sick leave pursuant to the Town Personnel Rules and Regulations to be payable on the effective date of termination. Provided further that the Employer will continue health and medical benefits for Employee six (6) months from the effective date of termination.

B. In the event Employee resigns his position then Employee shall give Town a minimum of thirty (30) days notice in advance, unless the parties otherwise agree in writing. In the event Employee resigns he will not receive the twelve (12) months or nine (9) months, as the case may be, aggregate salary set forth in Section 4.A. Employer will continue health and medical benefits for Employee pursuant to COBRA at Employee's expense.

C. In the event Employee is terminated because of his conviction or plea of guilty of any felonious act, then, in that event, the Town shall have no obligation to pay the aggregate severance sum.

D. In the event of Employee's death this Agreement shall be terminated as of the date of death. In the event of Employee's death, the Town shall pay Employee's designated beneficiary all accrued benefits due Employee under this Agreement within thirty (30) working days of the Employee's death.

Section 5. **AUTOMOBILE**

Due to the nature of the position, the size of Palm Beach County and the number of out-of-town meetings the manager is expected to attend, the Town agrees to compensate the manager Five Hundred (\$500) dollars per calendar month for automobile related expenses. Said money shall be paid to the manager through a separate payroll check on the first pay date of each month. In exchange for the Five Hundred (\$500) dollars per month, the manager agrees to not request any mileage reimbursement for travel within the State of Florida.

Section 6. **VACATION AND SICK LEAVE**

Employee shall receive and accrue vacation to the same extent as exempt employees and shall receive and accrue sick leave to the same extent as every Town employee based on the criteria set out in the Town Personnel Rules and Regulations except that the Employee shall be credited with 80 hours of vacation accrual and 80 hours of sick leave accrual with the first bi-weekly payroll; and be compensated for same upon separation to the same extent as general employees of the Town based on the criteria set out in the Town Personnel Rules and Regulations but shall not be compensated for the above credited 80 hours of vacation accrual and 80 hours of sick leave accrual at termination. During the first year vacation shall be available as accrued.

Section 7. **HOLIDAYS**

Employee shall be entitled to the same paid holidays as are provided to the other general employees of the Town.

Section 8. **DISABILITY, HEALTH AND LIFE INSURANCE**

Employee shall receive the same disability and health/hospitalization benefits as are granted to other employees of the Town except that the thirty (30) day waiting period for coverage shall be waived. The health/hospitalization benefit includes the Employer paying the monthly insurance premium for the Employee and one dependant. In accordance with Town's health plan the Town will contribute One Hundred (\$100) dollars per month on his behalf for his benefit for a dependent child. Employer shall provide Employee with a term life insurance policy of One Hundred Fifty Thousand (\$150,000) Dollars while Employee is employed under this Agreement; the beneficiary of that policy to be determined by the Employee.

Section 9. **RETIREMENT**

The Town agrees to execute all necessary agreements provided by the International City Management Association Retirement Corporation (ICMA-RC) for the Town's continued participation in said ICMA-RC retirement plan (Highland Beach 401 Retirement Plan) and to fund same on Employee's behalf to the same extent as general employees of the Town.

Effective immediately upon employment the Employer shall contribute to the ICMA-RC retirement plan (Highland Beach 457 Retirement Plan) an amount equal to Five Percent (5%) of the Employee's annual salary, payable in installments to the plan at the same time as other employee contributions might be paid into the plan.

Section 10. **PROFESSIONAL/EDUCATIONAL DEVELOPMENT**

A. The Town agrees to budget and to pay for the professional dues and subscriptions of the Employee necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued

professional participation, growth and advancement, and for the good of the Town. Participation in such organizations shall be subject to the approval of the Town Commission.

B. The Town agrees to budget for and pay the reasonable and necessary travel and subsistence expenses of the Employee for professional and official travel, meetings and occasions adequate to continue the professional development of the Employee, and to adequately pursue necessary official and other functions for the Town, including, but not limited to, the Annual Conference of the ICMA, the Florida City/County Manager's Association and such other regional, state and local governmental groups and committees thereof which the Employee serves as a member. The Employee is scheduled to participate in an International Committee meeting of the ICMA from April 14-22, 2005 in Haarlem, Holland. The Employee will cover the expense of transportation to and from that meeting and the Employer will cover reasonable costs for food and lodging for this meeting. The Employee will be granted Administrative Leave time off to participate in this meeting.

C. The Town also agrees to budget and to pay for the reasonable and necessary travel and subsistence expenses of the Employee for short courses, institutes and seminars that are necessary for his professional development and for the good of the Town.

Section 11. **BUSINESS EXPENSES**

A. Town agrees to reimburse Employee for all ordinary and necessary business-related expenses incurred by Employee in the performance of his duties hereunder upon presentation to the Finance Director of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits.

B. Town agrees to provide Employee with the appropriate technology to perform his duties, which shall include a desktop computer, a laptop computer, and a Nextel

Blackberry cell phone (or equivalent) required for the Employee to perform the job and to maintain communication with elected officials, Town staff and the general public outside of normal business hours.

Section 12. **INDEMNIFICATION**

The Town shall provide a legal defense, and indemnification against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission occurring within the scope of Employee's employment and performance of Employee's duties and functions, under the same terms and conditions as provided to other employees of the Town in accordance with the requirements and provisions of the Town Charter and Code of Ordinances of the Town of Highland Beach. The Town shall have the right to compromise and settle any such claims or suit and pay the amount of any such settlement or judgment rendered thereon, in its sole discretion.

Section 13. **BONDING**

Town shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 14. **OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

A. The Town and Employee may mutually agree to modify, amend or fix such other terms and conditions of employment as may be determined, from time to time, to be necessary or appropriate, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town Charter or any other law.

B. In addition to the benefits cited within this Agreement, Town agrees to provide Employee with any and all benefits that apply to other employees of the Town.

Section 15. GENERAL PROVISIONS

- A. The text herein shall constitute the entire Agreement between the parties.
- B. This Agreement shall be interpreted pursuant to the Laws of the State of Florida. Venue for any dispute shall be Palm Beach County, Florida.
- C. If any provision, or any portion thereof, contained in this Employment Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the Town of Highland Beach, Florida, has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested to by its Town Clerk, and approved as to form by the Town Attorney, and the Employee has signed and executed this Agreement in duplicate on the day and year first above written.

Jane P. Dillon
Witness

Dale S. Sugerman
Dale S. Sugerman

Suzanne K. Gray
Witness

Town of Highland Beach

Jane P. Dillon
Witness

By: Thomas Reid
Mayor

Suzanne K. Gray
Witness

Attest: Doris M. Penley
Town Clerk

APPROVED AS TO LEGAL FORM
AND SUFFICIENCY

By: Thom Estling
Town Attorney

TOWN OF HIGHLAND BEACH
MINUTES OF TOWN COMMISSION MEETING
REGULAR MEETING

Tuesday, February 1, 2011

1:30 PM

Mayor Jim Newill, CPA, called the Regular Meeting to order in Commission Chambers at 1:30 PM.

CALL TO ORDER:

Roll Call: Members present: Mayor Jim Newill, CPA; Vice Mayor Miriam S. Zwick; Commissioner Doris M. Trinley; Commissioner John J. Sorrelli; and Commissioner John J. Pagliaro. Also present: Town Attorney Tom Sliney; Town Manager Dale S. Sugerman; Town Clerk Beverly M. Brown; Chief of Police Craig Hartmann; Public Works Director Jack Lee; Deputy Finance Director Cale Curtis; Assistant to the Town Manager Zoie Burgess; and members of the public.

Pledge of Allegiance: The Pledge of Allegiance was given, followed by a minute of silence in honor of members of the military, both living and deceased.

Civility Pledge: The Civility Pledge was recited by the Town Clerk.

1. ADDITIONS, DELETIONS OR ACCEPTANCE OF AGENDA

Mayor Newill asked for any additions or deletions. Receiving none, the agenda was accepted as presented.

2. PUBLIC COMMENTS AND REQUESTS

No public comments received.

3. PRESENTATIONS

None

4. BOARDS AND COMMITTEES

A) Board Correspondence:

- None

B) Board Action Report:

- Attached

C) Board Vacancies:

- None

- D) Monthly Board Meetings
- Special Magistrate – February 3rd – Cancelled
 - Beaches & Shores Advisory – February 8th – Regular - 9:30 AM
 - Boards Luncheon – February 9th – Noon
 - Planning Board – February 10th – Regular – 9:30 AM (Change in date)
 - Bd. of Adjustment – February 15th - Regular - 9:30 AM

5. PROPOSED ORDINANCES AND RESOLUTIONS

A) **RESOLUTION 11-001 R – Tabled 1/4/2011**

A RESOLUTION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, APPOINTING PALM BEACH COUNTY SUPERVISOR OF ELECTIONS SUSAN BUCHER AND ONE PALM BEACH COUNTY COMMISSIONER TO THE TOWNS' CANVASSING BOARD AND AUTHORIZING SUSAN BUCHER AND ONE PALM BEACH COUNTY COMMISSIONER TO REPRESENT THE TOWNS' CANVASSING BOARD FOR THE GENERAL MUNICIPAL ELECTION OF MARCH 8, 2011.

MOTION: Comm. Pagliaro moved to take Resolution No. 11-001 R off of the Table; seconded by Vice Mayor Zwick.

ROLL CALL:

Comm. Pagliaro - Yes
Vice Mayor Zwick - Yes
Comm. Sorrelli - Yes
Comm. Trinley - Yes
Mayor Newill - Yes

Motion passed with a 5-0 vote.

Town Clerk Brown read Resolution No. 11-001 R, title only, into the record.

DISCUSSION: Vice Mayor Zwick inquired if the question regarding costs was answered. Town Clerk Brown – Stated the costs for this election will be the same as the costs in 2009.

MOTION: Comm. Sorrelli moved to adopt Resolution No. 11-001 R, seconded by Vice Mayor Zwick.

Motion passed with a voice vote.

6. NEW BUSINESS

- A) **Authorizing the Mayor to Sign and Agreement for Vote Processing and Election Services with the Supervisor of Elections. – (Tabled 1/4/2011)**

MOTION: Comm. Sorrelli moved to take the Agreement for Vote Processing and Election Services with the Supervisor of Elections off of the Table; seconded by Vice Mayor Zwick.

Motion passed with a voice vote.

Town Manager Sugerman – This is a contract between the Town and the Palm Beach County Supervisor of Elections for vote processing and election services for the March 2011 election. This was introduced at last month's Regular Commission Meeting, and there were a number of questions that some of the other municipalities were asking in regards to some of the clauses of the agreement. The day of our January Commission meeting, actually an hour before the meeting, these questions surfaced. We thought it was best at that time that the Commission table the item. Since last month, not much has changed except our Town Clerk and Town Attorney have had a chance to look at it a little closer and they both now concur that it would be ok for the Commission to move forward and enter into the agreement. I would refer to each of them if they want to add anything.

Town Attorney Sliney – I have nothing to add. Town Clerk Brown – I am fine with the agreement.

Vice Mayor Zwick – One question. Am I correct, in the figures that have been given, that these are not set in stone? That the figures could change over each election according to the needs of the Supervisor of Elections? Town Clerk Brown – The figures associated with this agreement are the same ones used in the 2009 election cycle. It is basically according to how many municipalities hold an election every year; how many absentee ballots are issued; and how many times we call the Supervisor's office for information. Manager Sugerman – It also depends on how many people turn out to vote. The Supervisor is adding cost per vote. What the Supervisor of Elections is doing, is setting up a costly relationship, but frankly we do not have much choice. Even if she is charging per vote, it is less expensive than purchasing our own equipment and mechanism. Town Clerk Brown – In previous years, if you asked for an absentee ballot for one election, you would automatically receive a ballot for the next three elections. The procedure was changed last November, where you now have to request a ballot for each election that you chose to vote. During the presidential election, there might have been 1,000 absentee ballots requested, those individuals would have automatically received a ballot for the March election. This will no longer be true. Vice Mayor Zwick – I think you should spread this news to the residents.

MOTION: Comm. Sorrelli moved to authorize the Mayor to sign and agreement for Vote Processing and Election Services with the Supervisor of Elections; seconded by Vice Mayor Zwick.

Motion passed with a voice vote.

- B) Authorize the Mayor to sign a Contract with Kilbourne & Sons in the amount of \$22,470.00 for the Installation of Header Curbs on Side Streets Intersecting SR A1A and Allocate Funding from the General Reserve of Contingency – Account #001-590.000-599.000**

Town Manager Sugerman – This item is to authorize the Mayor to sign a Contract with Kilbourne & Sons in the amount of \$22,470.00 for the Installation of header curbs on side streets intersecting SR

A1A and allocate funding from the General Reserve of Contingency – Account #001-590.000-599.000. I won't go into detail on this, but basically what this is, is asking the Commission to approve a contract to install header curbs on the radii of three residential streets that intersect with SR A1A – Highland Beach Drive, Russell Drive, and Bel Air Drive. We discussed this at great length at last weeks meeting, but it was a workshop and there was no voting. Today's meeting is when the Commission can actually vote. Typically we will put this type of activity on our Consent Agenda, but I asked that it be put under New Business, as the wording of this contract has one little quirk to it, in that funds were not budgeted for it in this current fiscal year. There is money available, but it would take action of the Town Commission to make those funds available. If the Commission wants to approve this contract, we will need to take money from the Reserve for Contingency line item.

MOTION: Vice Mayor Zwick moved to authorize the Mayor to sign a Contract with Kilbourne & Sons in the amount of \$22,470.00 for the installation of header curbs on side streets intersecting SR A1A and allocate funding from the General Reserve of Contingency – Account #001-590.000-599.000.; seconded by Comm. Pagliaro.

Discussion: Comm. Sorrelli – Why couldn't this have been included in our recently completed road work? Manager Sugerman – This is a different contract and is not related to the project just completed.

ROLL CALL:

Vice Mayor Zwick -	Yes
Commissioner Pagliaro -	Yes
Commissioner Sorrelli -	Yes
Commissioner Trinley -	Yes
Mayor Newill -	Yes

Motion passed with a 5-0 vote.

C) Authorizing the Mayor to Sign an Agreement for Utility Bill Printing and Mailing Services

Town Manager Sugerman – Over the course of the past year, we have been looking at ways to streamline our utility billing function, as well as find a way to save time and cost. Based upon visits with various vendors at state-wide and national trade shows, we have identified a number of vendors who can provide the Town with utility billing, printing and mailing services much less expensively that we can provide ourselves. They do this through their ability to undertake bulk purchasing and high speed mass mailings. Deputy Finance Director Cale Curtis has completed the research on three companies that provide this service. Attached is a complete packet of information which describes how our utility billing printing and mailing services presently cost in the Town of \$690 per billing, plus one half day of labor. The preferred vendor will be able to handle all of our billing for \$430.00 per month, including postage (after the payment of a onetime set up fee of \$200.00) and give us back the one half day of labor per billing cycle. The proposed vendor (Municipal Code Corporation) is the same vendor that the Town currently uses for our on-line Code of Ordinances products known as MuniCode, as well as our document imaging program known as Laserfiche. Their utility billing

function just happens to be a different division of the same organization. We have always been happy with the quality of their work and their responsiveness. Should the Town want to do so, the vendor also has an option where the Town can have inserts placed in the utility bill envelope. This would, of course, be for an additional cost. The agreement as proposed would be for a two year contract with an additional two year renewal if both parties agree. There is a 30 day cancellation clause available to either party. Cale Curtis is in attendance if there are any questions. I would recommend approval of this contract.

MOTION: Comm. Sorrelli moved to authorize the Mayor to sign an agreement for utility bill printing and mailing services with Municipal Code Corporation; seconded by Comm. Pagliaro.

ROLL CALL:

Commissioner Sorrelli -	Yes
Commissioner Pagliaro -	Yes
Commissioner Trinley -	Yes
Vice Mayor Zwick -	Yes
Mayor Newill -	Yes

Motion passed with a 5-0 vote.

D) Asphalt Consultants, Inc. – Contract Dispute

Town Manager Sugerman – At last week’s Commission meeting, I was asked by the Commission, and I offered to meet with the contractor, actually the president of Asphalt Consulting, Inc. He and I met last Thursday afternoon for one hour. We did have a very reasonable discussion. However, after I had my meeting with the contractor, somebody instructed the Public Works Director to hold a separate meeting. A separate meeting was held with the Public Works Director, the Contractor, the Consulting Engineer and our Deputy Finance Director. So, I believe based upon the instructions given to the Public Works Director, all of my efforts were for not. So, I have nothing further to report.

Comm. Sorrelli – You do not have a report on the meeting? Manager Sugerman – I believe my meeting became irrelevant when the Public Works Director was instructed to hold a subsequent meeting. Comm. Sorrelli – Where are we with the contract? Manager Sugerman – Maybe the Public Works Director should report, because his meeting was subsequent to my meeting.

Mayor Newill – Do you wish to hear from the Public Works Director? Comm. Sorrelli – Yes, is he here? Mayor Newill – I think there has been a little bit of miss information here. I mentioned it to the Public Works Director that there should be a way to make some type of compromise with the contractor. I did not direct him to hold a meeting. I do not have the authority to direct any employee of the Town to do anything.

Jack Lee - Public Works Director – Good afternoon. I was asked to contact the contractor in an effort to see if we could have a compromise on this dispute. I did meet with the contractor yesterday afternoon, along with the Town’s Engineer, Aaron Cutler. There was some disagreement on the

final costs of Change Order No. 2, a deductive change order. So, we left the meeting with nothing being resolved at that time.

Mayor Newill – Does the Commission have any direction on where this matter should go? Comm. Sorrelli – Before they start with a lawsuit, I want to know what happened. Where are we standing? PWD Lee – Commissioner, we will still go back and talk to the contractor again to see if we can resolve this without going to litigation. Mayor Newill – I would hope that the Commission would be of the opinion that we could come up with some compromise rather than a lawsuit. I think nobody wins in a law suit except the attorneys. Town Attorney Sliney – I would agree that you should make another shot at it.

Mayor Newill – I think what I am hearing from the Commission is that they would like you to try and go back and come up with a number that you are comfortable with and hopefully the contractor will be in agreement.

Comm. Pagliaro – Jack is it your opinion that you believe that this can be resolved to our satisfaction? PWD Lee – I am convinced of that. The contractor committed to a number. I was not happy with that number. Would like to meet with our Consultant to discuss the change order in dispute and the numbers. I also want to talk the Town's Engineer's about this, Aaron Cutler in specific, to see where we stand with these three issues that the Town Manager and the Contractor are in disagreement. I feel confident in my mind that it is to the Town's best interest to come to a settlement with the contractor. I feel it would be better than going through litigation. You are not only going to have to pay lawyer fees, but fees for the engineers as they would have to give testimony based on their history of what transpired. This goes all the way back to April. I believe the Town Manager made the decision initially to go to arbitration and then he took it off the table. What we are trying to do now is resolve this without having to go to court. I think we can do this for less than \$20,000.00.

Mayor Newill – I believe all the Commissioners hope you are successful.

7) MISCELLANEOUS – ITEMS LEFT OVER:

A) Status of Town Manager

Mayor Newill – We brought this over from the previous Commission meeting. It is the will of the Commission whether to continue this discussion.

Comm. Sorrelli – Mr. Mayor I would like to make a motion:

MOTION: Whereas, the Town Manager, Mr. Sugerman, has chosen to ignore a direct order issued by the Town Commission on January 4, 2011 to rescind the excessive punishment issued to the Town Clerk on her first recorded violation by the Town Manager; and whereas the Town Manager has failed to execute the Commissions' order within a reasonable amount of time and by doing so has caused unnecessary embarrassment to descend on the Town; and whereas the Town requires a Manager who will follow direct orders of the Town Commission and keep the best interests of the Town paramount in all decisions, I move that the Town Commission immediately suspend the Town

Manager with pay, for a period of five months. During the suspension, the Town Manager would be banned from all Town property, relinquish all use of Town equipment, supplies, Town personnel and services. Comm. Trinley seconded the motion.

Mayor Newill – I am sorry Sir, you can only address the Commission at the beginning of the meeting or at the end of meeting. We have held fast to this procedure. It has been moved and seconded, any further discussion?

Vice Mayor Zwick - I will speak louder so everyone can hear me now. I really have never spoken out to a great extent over any one of the issues that have come before this Town in all of the years that I have had this extreme honor and pleasure of sitting here on this dais as a Commissioner and as your Vice Mayor, or for the years that I spent in service on various committees. At this time I feel it is duty bound of me to speak out and let everybody know where I stand, rather than play the silent one again. I probably would have never come to this had I not been a recipient of phone calls immediately after the first workshop meeting when this item came up from out of town, non-residents eager for me to vote in their pleasure. Explaining why they thought this one was right and that one was wrong. As I explained to these people who called, I do not know their names, did not write them down, one of them was a part-time manager of a nearby Town, or had been. I did not get his name or anything. That is the only identification. Then I received phone calls from members of the community. Friends that I have had for twenty five years, also advising me what they think my vote should be. I appreciate their concern and interest for me in particular to protect myself. But, that is not my job. You did not vote for me or elect me to protect my job. You voted me to act as best I could, in the best interest of the Town of Highland Beach, and that is what I want to try to do. So my dear fellow Commissioners, and esteemed audience at large, it is with some trepidation that I am preparing this report to you. If you recall, several weeks ago our work was thrown into a case of extreme difficulty by the introduction of a problem regarding the dissemination of some apparent racist, sexist literature that had been distributed by a Town employee via the Town of Highland Beach's computer email program. By this act, the good name of Highland Beach was held up to ridicule. The frightening thought that I cannot overlook is that this type of immature humor could easily have been or might become the door way to vicious and irresponsible religious or ethnic hate mail hidden among the shameful hee haws that are in evidence. What could have our response have been in such a scenario? It may not and irresponsible religious or ethnic hate mail hidden among the shameful hee haws that are in evidence. It may not have happened, but the possibility is to close to home to hide our heads in the sand. Primarily my shock was centered on the fact that I knew absolutely nothing about the subject and yet there was a strong indication that I might be alone on all of this dais in this matter, and perhaps had been deliberately left out of the loop for whatever reason. Yet not in the open, I deliberately kept my peace since speaking to the issue that I knew nothing about could be unfair and remiss in my duties. To my chagrin, I was pointedly urged to voice an opinion from the rather heated discussion. I realized I was right in my assumption that there had already been quite a bit of contact among others and that I had been deliberately left out. The reasons are strictly speculation, though they are not worthy of presentation. I could not bring myself to remain withdrawn and my reasoning ran as follows: The proposal was to order our Town Manager to rescind his legal recommendation for discipline as carefully outlined by our Town Attorney according to the orders of liability alluded to him in such a contingency. Where upon the affective party could have and should have been by rights entered an appeal. After which, and only then could a final judgment have been made. In spite of this very clear democratic process opened,

the party in question chose to hire an attorney in preparation of a legal defense. A proposal was made by a Commissioner to overlook the allowable legal process. To overlook the offense and to order the Town Manager to accept a new judgment disregarding the protocol and accept the decision of the Town Commission to forgive and forget. A decision fostered only by a very brief discussion that had just ensued. As it turned out, I wrongly thought that we all as a Commission agreed even if some questioned the legality of the Code. A positive stance might restore a sense of order and stability and to protect the good name of the Town of Highland Beach. As I clearly stated when I cast my vote that was my hopeful expectation. To my chagrin, this vote unfortunately allowed certain individuals to rush to judgment and decide to use it as a wedge to unseat the Manager who had chosen to remain with his original proposal of being the correct democratic process. Now we are faced with a decision to harshly punish the Manager for his actions by allowing him, originally I had a four months suspension, but now it is five months, with pay followed by a notice not to renew his contract. We by law now would place into the position of Town Manager the very individual who was accused of the original breach of conduct that began this whole disrespectful debate. Further, I find it extremely uncomfortable to utilize the legal services of Buckingham Doolittle & Burroughs, LLC and Mr. Tom Sliney as Town Counsel when it appears that the events in question may have originated or at the very least been spread by a member of his firm. With the greatest of deep personal respect for Mr. Sliney and his law firm and associates, it would seem wise and prudent of them to recue themselves from this situation until their own position in the airing of racist, sexist jokes and remarks have been fully clarified and they themselves have been exonerated. The new important question is: Would they have given Dr. Sugerman the same legal advice had they known that a member of their own staff was involved in this email transmission? I must reiterate my embarrassment that this very unfortunate incident has marked the good name and the proud reputation of the Town of Highland Beach. I beg my fellow Commissioners that we not be drawn to the level of vituperators' interaction, I ask only that much clear thinking be applied to this issue and that we do all in our power to examine the prior proceedings in light of fairness and democratic reasoning. If the suspension of the Town Manager comes to a vote, I will move to table that motion at that time with all of the evidence supporting this decision was made known to the Town Commission and the entire Town of Highland Beach. Anything other than that will be tantamount to a trial with this Commission acting as a judge and jury. Each of us must remember when we took the oath of office as a Commissioner; we swore to uphold the laws of the Town of Highland Beach. We would be remiss in our duties as sworn Commissioners by not bringing clear and concise consideration to the very difficult questions. With the greatest respect that our Town Commission and our entire citizenry, I remain, Miriam Zwick, Vice Mayor.

Comm. Pagliaro – I want you to know Vice Mayor, you are not alone. If you go back when this first came up, one of the questions I asked was that the event occurred on January 3rd. The Town Manager had sent a disciplinary directive to our Town Clerk stating that she would be suspended for one month without pay. I believe a ten day appeal process was to have begun. One of the comments that I made at that meeting – “what is the rush to move forward without waiting for the appeal process.” I would ask Tom Sliney or the Mayor, has there been an outcome to this appeal? Has the appeal happened? Attorney Sliney – Yes, the Town Clerk through her attorney has filed an appeal. Comm. Pagliaro – Where is that appeal at this point in time? Attorney Sliney – It is still pending. Comm. Pagliaro – It is still pending. So we as a Commission have an appeal pending, and we are about, from what my understanding is, to move to suspend out Town Manager. I have some questions, I would like to ask. We have a Code of Ordinances for the Town of Highland Beach. I

want to direct you to Section 3.01 – Town Manager. The affairs of the Town of Highland Beach shall be administered by a Town Manager. Section 3.03 – The Town Manager shall direct the administration of the Towns' Departments. Such Departments shall include and shall not necessarily be limited to the following or some combination or variations thereof: Clerk, Finance, Building, Police, etc. Section 4.01 – Town Manager – The Town Manager shall have all supervision over all Town affairs. Shall see that all of the ordinances are faithfully executed and shall have the power to suspend or discharge any administrative officer or employee of the Town with the exception of the Police Chief. I say again, my sense is that we over stepped our bounds as a Commission, it is my opinion precipitously, while we already had taken a vote. I think the Mayor mentioned it, that we generally felt at the time, that it was excessive. This Commission voted 5-0, to not suspend without pay, but to place a reprimand in her file, for a period of one-year, and if there were no additional circumstances that occurred that would be removed from her file. Then we received shortly thereafter, the Mayor submitted this as a suggestion. If we agree with this directive, recommended by the Mayor, we have ignored the many contributions Dr. Sugerman has made as Town Manager, and the intent of this directive is inconsistent with the many achievements that have significantly benefited our Town. Does the punishment fit the crime?

Mayor Newill – Thank you Commissioner. Would any other Commissioner wish to make a statement? Comm. Sorrelli – There is a motion on the floor.

Mayor Newill – I would like to make my statement if no one else wants to. The only thing that I would like to point out to the Commission, is there are a number of individuals throwing all this smoke in the air about emails. The emails were addressed by Dr. Sugerman. That is a completely different venue than what we are in right now. That venue is out there, and Dr. Sugerman, the Town Clerk and a Hearing Officer will handle that. The jokes are just a lot of smoke. It does not belong in this venue. That is in its own venue and it has its due process. The venue here is that the Commission gave a direct order to the Town Manager which he has refused to do. To me, that is what we are here to decide on. The rest of this does not belong here. It has its own venue and that is where it should be settled. Any more comments?

Comm. Pagliaro – May I ask the Town Attorney one? You have heard all of this and you have read some of the material. In your opinion, is the Town subject to any liability in terms if this proceeds forward? Attorney Sliney – I think you asked the same question at the last meeting, and I told you at that meeting, anybody can do what ever they wish. As far as I am concerned regarding the motion that has been presented by Commissioner Sorrelli, I think it is sustainable in the Town's position. I cannot forecast the future regarding what any individual may do.

Mayor Newill – No more comments. Then we will have a roll call vote.

Manager Sugerman – May I offer a comment? Mayor Newill – Certainly. Manager Sugerman – I do not have any prepared remarks. I did not know exactly where the Town Commission was going to go, but obviously you are going to vote on the suspension. I am going to suggest a few things. Actually, I think a suspension is fine. And here is why. Let's have a cooling off period. There has been some really heated discussion. I think it has even led to anger. I think the anger is a little misguided. I might even be a little angry. I believe strongly in the Council/Manager form of government, which is our form of government. I understand the directive of the Commission from

the January 4th meeting. I haven't refused to follow that directive, as the Mayor has suggested. Actually what I have done is taken no action. The reason why I have taken no action, in spite of the fact that the Mayor thinks the two items are separate and distinct, I think they are tied. I have taken no action because the employee is still within the appeal period. I want to respect due process on behalf of the employee. I want to respect our Town Charter and our Code. I think a number of folks are missing some of the true issues here. I think a cooling off period is fine. I appreciate that Commissioner Sorrelli is offering it with pay. Thank you. That is the gentleman thing to do. Actually, the Mayor offered it with pay initially, but Commissioner Sorrelli actually made the motion. I appreciate that extension of that offer. I won't fight the Commission on what you want to do. Suspending me with pay will be a good cooling off period. If individual members of the Commission, or the Commission collectively, or the Town Attorney in his office, want to look further into the determination that I made, and whether or not it was an appropriate determination, or a legal determination. You folks can use the next five months to do that. I will let you be. I do take a little exception to some of the language in the motion about banning me from the Town Hall grounds, banning me from use of equipment, banning me from interacting with personnel. I will take my suspension. I will not show up at Town Hall. I will turn in my blackberry; turn in my computer; turn in the Town credit card; turn in the keys. Although since you are going to suspend me with pay, part of my compensation is the use of a leased vehicle. So I will be using the leased vehicle during the suspension period. But everything else – the computer, keys, access to Town Hall, credit cards will be turned in. Then use the five months to figure out where you want to be, and I will do the same. That is all I have to comment. Thank you Mayor.

Comm. Trinley – I would like to speak on behalf of the Clerk. Commissioner Pagliaro finished his remark by saying: “Does the punishment fit the crime?” I would ask the same questions of the supposed one month's suspension without pay for the Clerk? I also repeat my question, and the Town Manager has stated that there was an answer to it: “Why was nobody else's computer broken down?” Everybody else was doing fine with their computers, nobody did anything wrong with them only one computer was taken down. Why? Don't forget this lady is a MMC – Master Municipal Clerk. She did not originate these emails. She did not disseminate them to anyone in house. She received them and forwarded them out. So we ought to keep that in mind too. She never asked to receive them. I think her name has been sullied too, as a Master Municipal Clerk.

Mayor Newill – Thank you Commissioner. Town Clerk I did call for a roll call vote.

ROLL CALL:

Commissioner Sorrelli -	Yes
Commissioner Trinley -	Yes
Commissioner Pagliaro -	No
Vice Mayor Zwick -	No
Mayor Newill -	Yes

Motion passed with a 3-2 vote.

Town Manager Sugerman – Would you like me to leave now?

Comm. Sorrelli - Not yet. I have another motion.

MOTION: I move that the Town Commission immediately send by registered mail, their intention not to extend for another year Mr. Sugerman's services as Town Manager under his current contract, ending June 30, 2011.

Mayor Newill – Is there a second? Comm. Trinley – Could you read it again? Comm. Sorrelli – I move that the Town Commission immediately send by registered mail, their intention not to extend for another year Mr. Sugerman's services as Town Manager under his current contract, ending June 30, 2011. Comm. Trinley – In that regard, I favor what the Town Manager said – let's give it some time to cool off before we make such a move.

Mayor Newill – Apparently we do not have a second. We are not tabling it, but it could come up in a future meeting. At this time I will call a fifteen minute recess.

Recess at 2:20 P.M.

Mayor Newill – Called the meeting back to order at 2:35 PM. Mr. Sugerman did not return to the meeting.

- B) Appointment for two (2) three-year terms on the Beaches & Shores Advisory Board**
Elizabeth Andrews – 3720 S. Ocean Blvd.
Ira Oaklander – 1000 Russell Drive
Alexis Pinken – 3720 S. Ocean Blvd.

Town Clerk Brown stated that we had three Talent Bank applications for two positions on the Beaches & Shores Advisory Board. Ballots were distributed and the Town Commission was asked to sign them having completion as they are a public record.

Elizabeth Andrews and Ira Oaklander received the highest number of votes, and would be appointed to the Beaches and Shores Advisory Board.

- C) Appointment for one (1) two-year unexpired term on the Planning Board**
Nancy Beaumont – 3015 S. Ocean Blvd.
Stephen Golding – 1101 B Highland Beach Drive

Town Clerk Brown stated that we had two Talent Bank applications for one position on the Planning Board. Ballots were distributed and the Town Commission was asked to sign them having completion as they are a public record.

Stephen Golding received the highest number of votes and would be appointed to the Planning Board.

- D) Re-appointment for a three-year term on the Board of Adjustment and Appeals**
Joseph Colby – 3210 S. Ocean Blvd.

Town Clerk Brown stated that this is a re-appointment to the Board of Adjustment and Appeals.

Mr. Colby has stated that he is interested in being re-appointed.

MOTION: Comm. Pagliaro moved to re-appoint Joseph Colby to a three-year term on the Board of Adjustment and Appeals. Comm. Trinley seconded the motion.

ROLL CALL:

Comm. Pagliaro -	Yes
Comm. Trinley -	Yes
Comm. Sorrelli -	Yes
Vice Mayor Zwick -	Yes
Mayor Newill -	Yes

Motion passed with a 5-0 vote.

8. REPORTS – TOWN COMMISSION

- A) Commissioner John Pagliaro – No Report.
- B) Commissioner John Sorrelli – No Report.
- C) Commissioner Doris M. Trinley – No Report.
- D) Vice Mayor Miriam S. Zwick – No Report.

E) Mayor Jim Newill, CPA – The only thing that I would like to bring up to the Commission is the fact that with the suspension of the Town Manager, do you want to go forward with nobody in that position? Or, do you want to hire a temporary person in that position? Or, would you prefer since things have been a little heated that we have a special meeting later in the month to discuss that? Vice Mayor Zwick – I would think that without further ado, there is an organization through the League of Cities that will allow you to discuss and meet available Town Managers. Most of them are retired individuals who are available for specific periods of time. I think, since we are still in that appeal period, it would be unwise and unfair of us to follow our normal procedure which would be that Mrs. Brown would ordinarily take over. Because of the appeal period situation, and we do not know what will become of it, I think we would be much wiser of getting an outside manager and doing it immediately. I don't think we need any time to think about it. There are only two choices – yes or no. Mayor Newill – I would assume, and I will refer to the Town Attorney, that is the suggestion is made that would be the decision of the Commission. Until that person is found, our Code says that the Town Clerk is the Acting Town Manager in his absence. Attorney Sliney – I agree with the remarks of both the Vice Mayor and I also agree with your remarks. We should under the circumstances hire a retired town manager in the interim. Mayor Newill – I looked a little bit into it. What these individuals are called are Range Riders. They come under Florida League of Cities and County Managers Association. There is a list and I have a copy of that list. Because of my being a member of the Palm Beach League of Cities Board of Directors, two of those Directors have already sent me three names and resumes of individuals. Two of which are employed, so I assume that we will throw those out. The other one has been a Town Manager and an Assistant Town Manager in a number of

places and is currently unemployed due to the City she was with had a budget problem and eliminated her position. So I do not know if the Commission wants to consider this individual or do you want us to get a list from the Range Riders? How are we going to do it? Who is going to do it? I think that is what we have to do first. Comm. Trinley – Do you want to speak to the special meeting? Isn't that what it says in Sec. 4.02 of the Charter? Mayor Newill – Let me read that section: *The Mayor shall have the authority to suspend the Town Manager and shall report his or her action in writing with the reason therefore and promptly call a special meeting to the next regular or special meeting of the Commission for its approval or disapproval. Until action is taken by the Town Commission, the Town Clerk shall act as interim Manager.* We haven't terminated him, only suspended him. Attorney Sliney – I think a special meeting is in order. Mayor Newill – Any suggestions for a special meeting? Vice Mayor Zwick – As quickly as possible. Mayor Newill – A special meeting on Friday, February 4th at 9:30 AM. Everybody seems to be in agreement with that time and date. Town Clerk Brown – Would it be pending to be sure you can get this person to come in for an interview? Mayor Newill – Have no idea if the Commission wants to even call this person in. There has been no contact with this person. One member of the Board of Directors of Palm Beach League of Cities forwarded the resume to me. I have not talked to the individual. The other two people are employed elsewhere, they will not want to come and take a temporary job and give up a full-time position. Vice Mayor Zwick – May I make a suggestion. If you have time between now and Friday, contact Jamie Titcomb from the Palm Beach League and ask him if he has any names to suggest. Mayor Newill – I talked to Jamie at the Board meeting and he gave me the agency that had these names and the resume of the individual that appears on the list. Comm. Sorrelli – Why are we rushing? The Town Clerk can do this work. Let us think it over and get someone to help out with it. We have talent in the Town. Mayor Newill – That is what we are here to decide. Comm. Trinley – What are we going to discuss on 9:30 Friday morning? Vice Mayor Zwick – If there is nobody there for us to consider or to interview, the meeting would not be valid. We would be discussing the same thing over and over between ourselves. Mayor Newill – Let me ask you this. Do you want me, or myself and the Town Attorney, or somebody else to go out and get as many names as possible? Comm. Trinley – I think you and the Town Attorney. Comm. Sorrelli – Right now you are talking five months. Do you think we can get someone in here for five months? Mayor Newill – I do not know. Until we try we are not going to know that. Vice Mayor Zwick – We must make the effort. As difficult as it may seem, it behooves us, in the best interest of the Town to make the effort. Concentrate on getting a professional Manager in here as fast as possible, that is what these people are with the Range Riders. They know they are filling in and do not expect to get a permanent job. They are not applying as a full time manager, they are an agency that sends out part-timers. That is what these men and women are doing. Mayor Newill – These individuals are not only retired individuals, but current individuals who do not have a job because of budget cuts. Especially Assistant Managers, as they are the first staff to go. Vice Mayor Zwick – Some might turn out better than ever expected. That is our first call of duty. Mayor Newill – I agree. It is just who is going to do this? Comm. Trinley – I suggest you and the Town Attorney. Mayor Newill – Any objections? Vice Mayor Zwick – No objections. Mayor Newill – I am willing to do it, Town Attorney - are you? Reply – Yes. Mayor Newill – The Town Attorney and I will undertake this. Let's leave it that you will give us the opportunity to go out and recruit some resumes. Then we will call a special meeting and you all can look at the resumes. If there is one or two individuals there that you feel you would be interested in, we

will bring them in. Comm. Sorrelli – The Friday meeting is off? Mayor Newill –Yes, it is off.
Vice Mayor Zwick – I think that is probably the best way to go right now.

9. REPORTS – TOWN ATTORNEY

No Report.

10. REPORTS – TOWN MANAGER

No Report

11. CONSENT AGENDA

Mayor Newill asked if any item needed to be removed from the Consent Agenda.

MOTION: Vice Mayor Zwick moved to accept the Consent Agenda as presented; seconded by Comm. Sorrelli.

Voice vote with all in favor.

- A) Minutes
January 4, 2011 - Regular Meeting

12. PUBLIC COMMENTS AND REQUESTS RELATED TO ITEMS DISCUSSED AT MEETING

Bernard Featherman – 3210 S. Ocean Blvd.; Villa Costa

I was a snowbird for many years and a resident here for the last two. I commend all of you for the public service you give. However, recent situations at our past Council meetings (and you have noted them today) bring up two personnel accounts and actions that were publicly discussed. That was potentially awkward and embarrassing to both candidates and individuals. As a businessman and manager, I have always believed that these issues are best dealt with confidentiality, until they must come to public attention, because they can't be privately resolved. Some Council members were angry that the Town Clerk was being suspended for an infraction. They said that the Town Manager should have placed with a note of concern in her file instead. Then the Mayor proposed that the Town Manager be suspended for four months with pay and that his contract not be renewed. It is unusually severe punishment, to suspend or fire a man, and damage his career, because of a personnel disagreement. Also, this would be costly to our Town. We would be left without the services of a Town Manager for four months, while we paid for these services (now I see it is five months). The Mayor, in effect, wants to punish the Town Manager with a four month paid vacation, which has now been extended to five months. I can not understand why the discipline you thought was appropriate for the Town Clerk would not also be appropriate for the Town Manager. Why not place a letter of concern in his file and not lose the four months position for our Town? I am not taking sides in this matter. Instead, I am siding with the people of Highland Beach, who should not have to see town money wasted. The proposed actions seem way out of bounds for good government practice. The Council and the Town Manager should come to a workable agreement on this issue and do this with

minimum disruption to the good management of Highland Beach. That would be a reasonable thing to do and most practical. Many of you have spoken about the feelings of the Town Clerk. Those were important, and warrant real consideration, but what about the consideration not offered to the other employee? There should be one standard of governing in Highland Beach, not two! Do the right thing and be fair. Give the Town back to the people. Keep our town management efficient, effective and in the hands of our citizens.

Former Mayor Harold Hagelman - Boca Highlands

I want to thank the Commission for taking the action that it took today. But I think that in our statutes it calls for when the Town Manager is relieved of his duties, as he has been, stated in Commissioner Sorrelli's motion that he returns all Town property. Town property would include the car. Now the Town Manager said that he would like to keep his car. This is not a vacation. This is a suspension. It is disappointing to me that we did not go further with it and tell the Town Manager as was proposed in the Mayor's motion that he not be allowed to come back, and that is the action we should have stayed with. As far as department property, I do not think that it is right for the Town Manager to use our equipment while he is on suspension. These things just do not figure together. When things have happened the way they have, we will never tolerate insubordination; and we had that from the word "Go". Let us say to that - If you are insubordinate to this board, you are out that is the way our laws are written. Nobody is above the law - nobody at all. Let us stay with that. I am proud of our Town. I support our organization right here, but let us stay with the way the law is written.

Alan Teller - 4210 S. Ocean Blvd.

I was embarrassed last week at the meeting. I cannot believe that I heard four commissioners (excluding the Mayor) state that they absolutely had no knowledge of the facts involved in this case with the Town Manager and the Town Clerk. Then in the next breathe go on to make a motion regarding that situation. How can you possibly make a motion on such an important thing right after you admit, in public, that that you have no information regarding the facts of the case? Embarrassing! Commissioner Trinley - We were aware of some of the facts of the case. Thank you for your remarks but the four of us were not unaware. Mr. Teller - But you stated that. It is in the minutes; you absolutely stated that. The first remark by Commissioner Sorrelli was "I just heard of this. I don't know about it. Why don't I know about this?". Commissioner Sorrelli - That is not so. Do not put words in my mouth. This is the gentleman that said it, not me. Take the tape out and show me the tape. Mr. Teller - Were you familiar with the facts? Commissioner Sorrelli - So was everybody else. Mr. Teller - He absolutely did say that look at the television. It does not matter. It was embarrassing where you pick and pick and pick at every issue that comes up, rightfully. Something as important as this, you decided to pass a motion when you had no idea of the facts of the case. I do not know about the case. I have no opinion. But I was embarrassed that the only one who knew the facts was the Mayor, and he had it because the Town Manager told him that he formed a suspension. No one else knew about it until they walked into this room or shortly before that, by your own admission. Then to proceed to make a motion regarding this it is unbelievable. After all these years, where you look into every issue so carefully rightfully, you take something as important as this, and I think it was done on pure emotion

13. ADJOURNMENT

There being no further business to come before the Commission, Mayor Newill adjourned the Regular Meeting at 3:45 PM upon a **MOTION** by Commissioner Sorrelli; seconded by Commissioner Pagliaro.

APPROVED:

Jim Newill, CPA, Mayor

Miriam S. Zwick, Vice Mayor

Doris M. Trinley, Commissioner

John J. Sorrelli, Commissioner

John J. Pagliaro, Commissioner

ATTEST:

Beverly M. Brown, MMC

Date

TOWN OF HIGHLAND BEACH
MINUTES OF TOWN COMMISSION MEETING
SPECIAL MEETING

Tuesday, February 15, 2011

1:30 P.M.

Mayor Jim Newill, CPA called the Special Meeting to order in Commission Chambers at 1:30 P.M.

CALL TO ORDER:

Roll Call: Members present: Mayor Jim Newill, CPA; Vice Mayor Miriam S. Zwick; Commissioner Doris M. Trinley; and Commissioner John J. Sorrelli. Member absent: Commissioner John J. Pagliaro. Also present: Town Attorney Tom Sliney; Town Clerk/Acting Town Manager Beverly M. Brown; Deputy Town Clerk Valerie Oakes; Library Director Maria Suarez; Public Works Director Jack Lee; Deputy Finance Director Cale Curtis; Assistant to the Town Manager Zoie Burgess and members of the public.

Pledge of Allegiance: The Pledge of Allegiance was given followed by a minute of silence in honor of members of the military, both living and deceased.

Civility Pledge: The Civility Pledge was recited by the Deputy Town Clerk.

1. ADDITIONS, DELETIONS OR ACCEPTANCE OF AGENDA

Agenda accepted as submitted.

2. PUBLIC COMMENTS AND REQUESTS

Joseph Asselta – Casaurina

I would like to a comment on what I heard last week regarding our boards, and why they are no longer in affect. I think it is important that before you comment on something, the facts should be known and I think I was in the position to know the facts. Particularly since, I was the one that brought up the motion to disband the Financial Advisory Board. The history behind that was that at an earlier meeting the Chairman had asked for something to do. I gave them three items: 1) rationalize the water rates, 2) look at a 5 year/10 year plan, and 3) I do not remember. The answer that came back to all three items was to hire an expert/consultant. So I brought the motion to disband, and the vote was unanimous that we did not need the Finance Board, but it was not this Commission that did that. The other one was the Cultural Advisory Board. Again, I probably had more to do with creating the Cultural Board than anybody else, and the idea of how we wanted it to work was working

until this past year. The Chairperson had personal problems and could not attend meetings. The Board was floating about without anything to do. In the interim, the Town Manager authorized the Cultural Advisory Board to solicit funds on Town stationary, which competed with the Friends of the Library, and I felt that the Library was more important than the Town Cultural Board, who only had 20-30 people attending their events. The Cultural Board, in effect, took itself out of commission. Nobody came to meetings. There was no Chairperson, there was nothing and it just disappeared. That had nothing to do with this Commission either. Now we go to the Code Enforcement Board. Again, I was involved in a lot of events that were quite controversial. We had the water rate problem. There was a difference in the cost between people who had homes and those who had condos; and those who were on the water and those that had views of the canals. We had set valuations for the four quads that were grandfathered in because they existed but the area was recently rezoned to one family. A developer wanted to make very expensive townhouses – three townhouses in place of the four apartment quad. We felt we weren't going to get income. It would never sell. The townhouses did produce a fair income. Then there is the issue of favoritism. In a lot of events, it was townspeople against townspeople, and that was not right. This Board did the right thing, I believe, in bringing in a Special Magistrate - somebody who is not a part of the Town and who will not contribute in the dissention in the Town. It was with great distress that I read today's newspaper, and it is there again. It is probably because people do not know what happened, or what has been happening. This was no surprise to me and the people who knew the history of Dale Sugerma. You can look up his history at the Town of Sunrise, and at Boynton Beach he caused the Town a lot of money due to fines with the actions taken there. He could not get contracts with the Police Department; he had vendettas everywhere. Here in this town, the same thing, there was the water department person, the Public Works, the buildings, the Police Department – false charges against the Police Chief and the police patrolmen. This was all unnecessary, but was typical framework of this man and what he had done in his other positions. I do know, for a fact, that the prior Mayor would have fired him, I think, if he could, because I heard how angry the two use to get. He can speak to it himself, if he wishes. This dissention is not unusual, its happened. This time Beverly was put in the barrel.

Harold Hagelman – Boca Highlands

What our former Vice Mayor has said is absolutely correct in saying what he did. I had my differences with the Town Manager from the day he started. We never saw eye-to-eye. Yes, I was looking forward to getting rid of him when I first became Mayor. I look back now on things that have taken place, and I see in our agenda today under New Business that we are looking for an interim town manager. We are living in a condition in the whole United States, in the whole world today that money is so tight. I thought to myself – what in the world are we doing here? We are looking for someone to fill a position when we have the Town Clerk, who is sitting here, according to our statues that she will come into the position of Acting Town Manager in the absence of the Town Manager. Are we ludicrous in looking for someone to spend our money, who doesn't know where first base it whether it is a he or she or whatever. They may have great credentials, but they do not know the Town like the current Town Clerk knows it, who is Acting Town Manager. I would suggest to the Commission that they look into this. Lets not waste our money. The people of Highland Beach depend on us to take care of the funding. Again, it is ludicrous to spend our money so

foolishly when we have someone here who is capable. You say we can get someone in here to train; we do not need that. We have the most trained person sitting right here before us. Please consider this.

Allan Teller – 4210 S. Ocean Blvd.

It is obvious that a lot of folks in the Town do not like the Town Manager. We had postponed a number of capital improvements; we passed rules that there would no increases for employees. What we have done here is attempted to punish a Town Manager that nobody liked. I want to remind the Commission that you guys hired him you had his resume. Mayor Newill – Excuse me. There is only one sitting Commissioner here that hired him. The other four were not on the Commission that hired him. Mr. Teller – Okay, I appreciate that. You are right there is only one member. When I said you guys, I meant that the Town Commission hired him; you inherited him. When you ran for office, you knew who the Town Manager was. The fact in that the Town is now punishing the Town Manager by awarding him \$90,000.00 of taxpayers' money, and we are getting nothing in return. I think you should have shopped around a little bit. I am perfectly capable of doing absolutely nothing for this Town for the next five-months, and I would have done it for \$40,000.00.

Mayor Newill addressed two corrections. 1) The current Acting Town Manager did not apply for the interim town manager position. 2) Though it has been published that we appointed the Town Clerk as Acting Town Manager that is incorrect. She was not appointed; it is in the Charter. The Charter is very specific, and we have no say. It is automatic that the Town Clerk steps in as Acting Town Manager when the Town Manager is not here.

3. NEW BUSINESS:

A) Interim Town Manager Applications

Mayor Newill explained that this Special Meeting is a result of a charge by the Town Commission. At the February 1st Town Commission meeting, directing the Town Attorney and myself to search for an interim town manager. It was the direct charge of Vice Mayor Zwick and Commissioner Pagliaro that they did not want the Town Clerk, Beverly Brown, to serve as the interim Town Manager one second more than necessary. With this said, the Town Attorney and I immediately started working on the project. We received seven resumes; eliminating three as not having the experience required. We interview the other four and have submitted the resumes to the Commission for review. During the interview process, we utilized four Town Department Heads to give a 45 minute tour to the applicants and to interact with them. At the close of day, we all met and exchanged experiences. Finally, the Commission must decide if they wish to interview the four applicants, or expect the recommendation of the Town Attorney and mine. I would like to hear from the Commission.

Commissioner Trinley – Does this mean that you and the Town Attorney have already decided on one of these applicants? Mayor Newill – No. We interviewed all four. We feel extremely strong about one individual that we feel meets all of the requirements and the personality that is the perfect fit for this Town. I have substantiated that with several of their

former employers because I know them personally. In talking to other Mayors and people in the County of Palm Beach that knows this individual, felt that the individual would be a perfect match. It is not up to us to make that final decision. We feel strongly. If the Commission wants to bring those four people back and talk to them individually, then have another special meeting that is fine. We did what you asked us to do. Tom and I put our lives on hold, dwelled into this, and spent a lot of time on this and came up with this. It is up to you whether you want to take the recommendation or you want to interview the four individually yourselves. Comm. Sorrelli – I will take a recommendation instead of interviewing all over again. If you and the Attorney are please with what you have, I am willing to go along with that rather than interviewing them all over again. Comm. Trinley – I agree with Commissioner Sorrelli's remarks.

Vice Mayor Zwick – Does this mean that hiring this interim manager closes the search for a permanent manager? You may hire him on the approval of your choice, but are we still going to have a normal search for a permanent town manager? Mayor Newill – Unless the Commission, after the time that the interim town manager is here, feels so strongly that this is the person for Highland Beach, then we could negotiate a permanent contract with that person. If the Commission does not, then we would do a full-fledged search. I will tell you this – the individual that the Town Attorney and I are recommending, told me that they felt strongly and would hope that the Commission would not stop with this appointment and the Commission would do their search because they only want to spend as much time here as the Commission wants them.

Comm. Trinley – There is only one resume that I looked through that does not include references of any kind. Did you check references on all these people? Mayor Newill – We have not checked reference on all of these people for the simple reason that we did not want to do it until the Commission told us either they want to interview or they want to take our recommendation. At that point in time, we would check the references, credit check, background check, and the full nine yards of verification. If you are referring to the individual that is in your hand, I have talked to their former bosses and to a number of other Mayors and people because their career has been so much in Palm Beach County. The other ones we have a list on all of them; one is quite extensive. We can do references, but until you say it is the individual you want, it is hard to spend the time and effort to contact these people. Personally, I think what they have given you is enough information for you to make a decision whether you like them or not and you need that personal interaction, I do not have a problem with that, but it is cumbersome and long process. We are at the mercy of the Commission.

Comm. Trinley – The other thing that I noticed about this individual is that they do not have a lot staying power. There is a lot of one-year and two-year stance in various municipalities. Mayor Newill – I can give you the reasons why. First the Commission needs to decide, do you want to talk to all four of these people, or do you want to go with the recommendation? If you want to go with the recommendation, then give us the questions you have.

Comm. Trinley – I agree with Commissioner Sorrelli that you and the Town Manager were good enough to give of your time and effort to interview all of these people and research their resumes. I would say to go with your recommendation.

Town Clerk/Acting Town Manager Brown – Commissioner Pagliaro, is out of the country on vacation, asked that I would express his thoughts. He would like to follow the process we have done previous and have all the Commissioners interview the four candidates some time next month. Did not believe there was any need to hurry through this process. He will be out of the country until the 28th.

Mayor Newill – Town Attorney I think that at this time we need a motion. Town Attorney Sliney – I agree. I think it would be helpful if you mention the name of the individual you are recommending.

Mayor Newill – The candidate that is being recommended is Kathleen Dailey Weiser. She is currently unemployed. She was the Assistant City Manager at Punta Gorda. They had budget cuts and her position was eliminated. She has been Assistant Manager in several other towns. She has been Manager in several other communities. Two here in Palm Beach County and the other in Oakland Park, which is south from here. She has been with Venice and Kissimmee. I spoke with Mayor Ken Kaleel of Ocean Ridge; he had nothing but glowing things to say about her. He was very explicit me. She was there for two years and she had a problem eventually with one commissioner, so she decided to move on.

MOTION: Commissioner Sorrelli moved to leave it up to the Mayor and the Town Attorney to select our new manager; seconded by Commissioner Trinley.

Discussion:

None.

Roll Call Vote:

Commissioner Sorrelli - Yes
Commissioner Trinley - Yes
Vice Mayor Zwick - No
Mayor Newill - Yes

Motion passed with a 3-1 vote.

Mayor Newill – The Town Commission has empowered us to make an offer to Kathleen Dailey Weiser to be an interim manager for roughly four-months and 12 days. We will do it as a sub-contractor not as an employee. She is not entitled to any hospitalization, pensions or anything else. It is strictly on a per diem. The Town Attorney and I would like to offer Mrs. Weiser a salary of \$6,000.00 a month, which comes below the minimum grade. We also believe she should be given an auto mileage allowance for the use of her vehicle for Town business. Both the Town Manager and Police Chief have a set fee.

Town Attorney Sliney – We thought that an Independent Contractor Agreement was the most appropriate for this relatively short period of time not getting into an employer-employee situation. It would be a set salary plus a car allowance. Comm. Sorrelli – I agree with that.

MOTION: Commissioner Trinley moved to offer Kathleen Weiser \$6,000.00 a month plus automobile mileage allowance; seconded by Commissioner Sorrelli.

Discussion:

None.

Roll Call Vote:

Commissioner Trinley - Yes
Commissioner Sorrelli - Yes
Vice Mayor Zwick - Yes
Mayor Newill - Yes

Motion passed with a 4-0 vote.

Comm. Trinley – Where is she living now? Mayor Newill – She is living in Punta Gorda. She is selling her home. Mrs. Weiser just got married this past June. Her husband is working in Illinois, and wants to relocate to Florida once they have a permanent location and job. Seeing that the Commission has given the Town Attorney and I direction, we will follow forward and make an offer to her. I would hope that you would give us some lead way if the dollar amount is not acceptable to her. Do you want us to come back to a special meeting? Can you give some direction? Comm. Sorrelli – I do not think we need a special meeting. We are not kids here. Make a deal with her! Comm. Trinley – There is nothing involved with her moving expenses? Mayor Newill – No. Town Attorney Sliney – That is the difference between being an interim and a permanent. If it were permanent, we would talk moving expenses. Comm. Trinley - \$6,000.00 is fair.

Mayor Newill – Commissioners, keep in the top of your mind to going forward with a full search of a Manager and hopefully we do not put it off to June 30th. Somewhere today and June 30th, half way in between, we need to look for an interim town manager or if we like the interim manager. Look for this to be on the agenda in the near future.

4. MISCELLANEOUS – ITEMS LEFT OVER:

A) Town Manager's Contract Option

MOTION: Commissioner Sorrelli moved that the Town Commission immediately send by registered mail, their intentions not to extend for another year Mr. Sugerman's service as Town Manager under his current contract, ending on June 30, 2011; seconded by Commissioner Trinley.

Discussion:

None.

Roll Call Vote:

Commissioner Sorrelli - Yes
Commissioner Trinley - Yes
Vice Mayor Zwick - Yes
Mayor Newill - Yes

Motion passed with a 4-0 vote.

B) Town Manager's Vehicle

Mayor Newill – Several Commissioners wanted this on the agenda, so I will turn this over to the Town Attorney. Town Attorney Sliney – I looked at the lease and the contract we have with Mr. Sugerman. Basically, the contract we have now, Section 5 (of the current contract), provide the lease terms. It says that *the leased vehicle shall be selected by the employee and may be used for both business and personal use up to a total of 12,000 miles per year*. I also looked at the contract signed with Nissan, which is in both his name and the Town; this is a co-leases. My feeling, due to the circumstances, of the fact that it is in both names I would leave the car issue as it is as part of the contract we have with him at the present time. At this time, it would be in the Town's best interest. Comm. Sorrelli – I am not happy with it, but if that is what you say I'll go along with it. Comm. Trinley – Why do you think it is a co-lease when the vehicle belongs to the Town? Town Attorney Sliney – He signed it individually and he signed it on behalf of the Town. The contract says that the employee will lease.

Comm. Trinley – Should he have signed it, or should it have been signed by someone in Finance? Town Attorney Sliney – On behalf of the Town, it is okay for him to sign it as far as I am concerned.

Comm. Sorrelli – Does that include insurance for the car? Town Attorney Sliney – The insurance is paid by the Town. We need to leave this in affect until the balance of his contract. Mayor Newill – I agree that we leave it alone until the end of the contract. Then the Town of Highland will take possession of the vehicle. Town Attorney Sliney – Yes, any adjustments that need to be made pursuant to the contract can be done by the Finance Department.

Comm. Sorrelli – The appeal is finished and dropped, right? Town Attorney Sliney – No, the appeal is still current. The Town Commission will appoint a hearing officer sometime in the future. Comm. Sorrelli – Can you explain more? Something does not seem right. Town Attorney Sliney – The appeal action is separate from any action that you took today. I do not want to get into it to much. The next step under the Code is for the Town Commission to appoint a hearing officer to review the file. Mayor Newill – I have asked the Town Attorney to look for somebody who is independent and not residing within the city limits. Comm. Trinley – What about the lady that is Special Magistrate for the Code Enforcement? We already know her and interviewed her. Mayor Newill – I brought up that question. She was hired by the Town Manager. She was actually hired by the Town Commission but the Town Manager did the search. Comm. Sorrelli – I would rather get a complete stranger; someone

we do not know or associated with the Town. Mayor Newill – Our last action in this is to appoint that person. We do not have any seats at that hearing. The Commission is out of it.

Comm. Trinley – Do we need a motion on the vehicle? Town Attorney Sliney – I do not think we do. I believe the discussion serves its purpose unless you want to say you are following my recommendation.

MOTION: Commissioner Trinley moved to follow the Town Attorney's recommendation regarding the Town Manager's vehicle; seconded by Commissioner Sorrelli.

Discussion:

None.

Roll Call Vote:

Commissioner Trinley - Yes
Commissioner Sorrelli - Yes
Vice Mayor Zwick - Yes
Mayor Newill - Yes

Motion passed with a 4-0 vote.

5. REPORTS – TOWN COMMISSION:

- A) Commissioner John Pagliaro – Absent.
- B) Commissioner John Sorrelli – No report.
- C) Commissioner Doris M. Trinley – No report.
- D) Vice Mayor Miriam S. Zwick – No report.
- E) Mayor Jim Newill, CPA – No report.

6. REPORTS – TOWN ATTORNEY:

No report.

7. REPORTS – ACTING TOWN MANAGER:

No report.

8. PUBLIC COMMENTS AND REQUESTS RELATED TO ITEMS DISCUSSED AT MEETING

None.

9. ADJOURNMENT

There being no further business to come before the Commission, Mayor Newill adjourned the Special Meeting at 2:10 PM upon a **MOTION** by Commissioner Sorrelli; seconded by Commissioner Trinley.

APPROVE:

Jim Newill, CPA, Mayor

Miriam S. Zwick, Vice Mayor

Doris M. Trinley, Commissioner

John J. Sorrelli, Commissioner

Absent
John J. Pagliaro, Commissioner

ATTEST:

Beverly M. Brown, MMC, Town Clerk

Date: _____

TOWN OF HIGHLAND BEACH
MINUTES OF TOWN COMMISSION MEETING
WORKSHOP MEETING

Tuesday, August 31, 2010

1:30 PM

Mayor Jim Newill, CPA, called the Workshop Meeting to order in Commission Chambers at 1:30 PM.

CALL TO ORDER:

Roll Call: Members present: Mayor Jim Newill, CPA; Vice Mayor Miriam S. Zwick; Commissioner Doris M. Trinley; Commissioner John J. Sorrelli; and Commissioner John J. Pagliaro. Also present: Town Attorney Tom Sliney; Town Manager Dale S. Sugerman; Town Clerk Beverly M. Brown; Assistant to the Town Manager Zoie Burgess; and members of the public.

Pledge of Allegiance: The Pledge of Allegiance was given, followed by a minute of silence in honor of members of the military, both living and deceased.

Civility Pledge: The Civility Pledge was recited twice by the Town Clerk.

1. ADDITIONS, DELETIONS OR ACCEPTANCE OF AGENDA

Mayor Newill asked for any additions or deletions.

Town Manager Sugerman -- I would respectfully ask that Item #6B be removed from today's agenda.

Mayor Newill -- Town Attorney, what is the proper procedure? I am at a loss as I see in the audience quite a large number of people that I feel are here to comment on that subject. Shall we pull it? Do you have an opinion?

Town Attorney Sliney -- Is it to be pulled permanently? Manager Sugerman - As the individual that created the agenda item, I am asking that it be pulled permanently. It does not preclude anyone from the public speaking during public comments. Town Attorney Sliney -- It could be pulled and comments can be made during requests.

Mayor Newill -- Do any of the Commissioners have an objection to pulling this item?

Commissioner Trinley – Town Manager can you explain why you want it pulled?

Town Manager Sugerman – I am the individual that created the agenda item. I have had individual discussions with select members of the Town Commission, although I invited all members of the Town Commission to discuss it with me. Based upon input that I received, it is inappropriate to have this agenda item go forward.

Mayor Newill – Item #6B is removed from the agenda. But it does not mean any individual who came to speak on the subject may not do so.

Mayor Newill – Town Manager do you want to introduce your special guest?

Town Manager Sugerman – With me today is my oldest daughter Arin Council. Arin is here from Denver visiting. I am glad that she is here.

The Commission welcomed Arin Council to the meeting.

2. PUBLIC COMMENTS AND REQUESTS

John Rand – 4211 Intracoastal Drive

I am somewhat surprised that our Town Manager is somewhat apprehensive about his future in that position with our Town. So much so, that he is being considered as a candidate for a similar position with two different municipalities in South Florida. To me that is tantamount as a threat, that if he doesn't get from you what he is proposing, he will consider resigning from his position. It has always been my understanding that an employment contract is designed to assure that an employee will not be discharged without cause for a specific period. But if it does happen he will be given adequate severance. By the same token, the employer can count on that employee to remain in that position for the same period, but if he resigns, he has to give 90 days notice. I frankly do not see the need at this time to change the contract which the Town of Highland Beach has made with the Manager, especially since I am not aware that his job is in jeopardy. Furthermore, I am sure the Town Commission is cognizant of the fact that the existing contract already provides for renewals for three-years, on a one-year renewal basis. This contract does not expire until June 30, 2011. It would seem to me that is the fairest way to deal with any further extension of this contract by future Commissions who will eventually replace the present members due to term limits. The Town Manager has, and will always have a severance protection of one year's salary plus certain other benefits if he is terminated without cause, regardless of who are the Commissioners in power at the time of such an action. I am of the opinion that a detailed report should be presented to you to reflect the actual cost involved if the proposed changes are approved. I also suggest that the Town Attorney should review this matter for any possible legal implications or by-laws violations. How can this Town Commission make a decision specifying salary increases for the next five years which would force future Commissions to approve such increases whether or not they are satisfied with the Town Managers performance. I respectfully ask you not commit this matter over to the Consent Agenda on September 7th.

Arlin Voress – 4403 Intracoastal Drive

I also came prepared to discuss this proposal. I am very much opposed to this program. I am opposed for several reasons. There is an interchange of language. We pay Dale so much basic

salary aggregate. All the numbers that relate to the basic salary, whether health & medical care; life insurance; vacation pay and so forth need to be included in the total figure. I took the budget data from the Town budget and looked how much is being paid to the Town Manager's budget, and my numbers show that it is around \$300,000.00. We do not pay him that much in cash, but it is a big bunch of change. When he proposes to the Town Commission that he wants to see an increase of 5%, 4% and 3%, I do not know what numbers he is talking about. I would suggest before this Commission looks at any proposal that the Town Manager makes, that there is a full understanding of all the elements charged to the Town Manager's budget and how much would follow him if he chooses to leave. Furthermore, I truly believe if Mr. Sugerma believes he could find a better job with another municipality, and he specifically states Lauderdale-by-the-Sea and Hallandale Beach, I think this Commission should give him their best wishes to go there and get on with it. We should see that he has the right to pursue whatever his programs are that he wishes to do. Do not want to see a change made in the Managers' contract until we have a full understanding of how much monies are paid into the Town Manager's account, how much would it change if someone else was appointed to that position, and how much it would cost if he chooses to go.

Joe Asselta – Casaurina

I came at the request of some citizens who called me late last night, and I did not understand what was happening. I called a Commissioner and the Mayor as the agenda did not indicate very well what was happening. I am not here regarding the contract itself. I came here for a concept which we should be watching very carefully. The budget that is in place is in the black by a very slim line. Any nudging will put us in the red. We have a couple of years of very questionable financial status. We do not know what is going to happen. My recommendation in coming here is to let us wait until after the November elections to see if we can get a feel of what is happening in the country, in the state, in the county, and in the Town. We really do not know. So much is at stake right now. The uncertainty for the next two years is as such, that we should be prepared however the election goes. We are either looking at a two year recovery time, a 5-10 year recovery time, or a disaster. We do not know. I would suggest very strongly that we do contingency budgets for the next two years weighing the loss of revenue that we will be getting. We have all lost value on our homes during the last assessment from the County Appraiser. We are about the level of the assessed values of 10 years ago. The income to the Town is severely reduced. Hopefully we are at the bottom of that level. However, we have not reached the cost or expenses. The reason I would have opposed the contract is that we want to limit our exposure. We do not want to take a chance that we are stuck with long term contracts without the money to pay for them. So we should be looking at a contingency. If we have reduced income, how are we going to handle it? Will we be going to a four day Town Hall, or a five day with limited hours? Who gets the priority? Obviously the fire department and police department are #1 and #2 priorities. The next priority is the library. With the income level of the people in Town being reduced, the library is picking up more traffic. I consistently use the library and have seen a great influx of residents relying on it more and more. We might have to go to shorten hours at the post office. My suggestion is for the Commission to be very careful. Be conservative when it comes to expenses. We have a runaway freight train running out of Washington, do not let it trickle down to Highland Beach.

Leonard Bell – Villa Magna

I came, not to speak on the agenda item, but I came because I was asked. There is a lot of history in this room today. I welcome the new patrol officer being presented today. This community has gone through a lot, and the pictures on the wall indicate the elected leaders of this community that have lead the way. It is a wonderful place. It is a wonderful country. We all should be thankful we are a part of it. I hope the Commission shares their talents and helps the community go forward. Thank you for letting me share my thoughts.

Mayor Newill – I have a prepared statement that I would like to read into the record. I think everyone is aware of the high regard I have for Dr. Sugerman, his abilities, and what he has done for this Town. But, I must put the interest of the Town of Highland Beach first. Thus, I will not support Dr. Sugerman's request to modify his existing contract. I would like to re-share with the Commission the subject of termination conditions gathered from the survey conducted two years ago when the Town Attorney and I were negotiating the current three-year contract. We received the following data: Juno Beach – population 3,637 - 6 months salary, plus accrued vacation and sick leave; Tequesta – population 5,702 – 6 months salary, plus 1 additional month for each year employed, plus all accrued vacation and sick; Lake Park – population 9,112 – 9 months salary, plus all accrued vacation and sick; Lantana – population 10,121 – 90 days salary, plus all accrued vacation and sick. I believe the norm for a city of our size is six months. As far as guaranteed salary increases for the next three years, I question the legality of such an act as well as subjecting future Commissions to them. Salary increases should be: 1) A result of an evaluation process of the then current Commissioners; 2) Impedes an employees commitment when raises are already set in place. The current contract has ten months remaining and this commission has only six months remaining. Any modifications to the existing contract rightfully belongs on the table of the next Commission.

3. PRESENTATIONS

- Introduction of Patrol Officer Tatsuaki Hayashi - Highland Beach Police Department
Police Chief Craig Hartmann

Police Chief Hartmann introduced recently appointed Patrol Officer Tatsuaki Hayashi, commonly called "T" to the Commission. "T" was sworn in last month and has completed the field training program. He came to the United States from Japan in 1995 with his family; attended FSU, but left to attend the police academy. He was a reserve officer in Tequesta, and brings that experience to Highland Beach. He is interested in becoming a part of our community.

Patrol Officer Hayashi stated it was a pleasure to serve as an officer in Highland Beach.

Mayor Newill – Welcomed Officer Hayashi on behalf of the Commission and residents of Highland Beach.

4. BOARDS AND COMMITTEES

A) Board Correspondence

- None

B) Board Action Report

- None

C) Board Vacancies

- Beaches & Shores Advisory – Two – three-year terms

Interview – Reappointment - Susan Hiles – 4324 S Ocean Blvd.

Town Clerk Brown stated that Ms. Hiles had filled an unexpired term and she is eligible for a full term.

Mrs. Hiles stated that she enjoyed her short time on the Board and would like to be reappointed.

Consensus was to include item on September 7, 2010, Consent Agenda.

- Planning Board – Two – three-year terms

Interview – Appointment - Ilyne Mendelson – 3740 S. Ocean Blvd.

Ms. Mendelson noted that her name was spelled incorrectly on the agenda. She has been a resident for over four years; is a real estate attorney working part time; and would like to contribute to the community.

Commissioner Sorrelli asked if she was available during the day for meetings. Ms. Mendelson replied yes.

Consensus was to include item on September 7, 2010, Consent Agenda.

D) Monthly Board Meetings

- Special Magistrate – September 2nd – Cancelled
- Planning Board – September 8th – Regular – Cancelled
- Beaches & Shores Advisory – September 14th – Regular - 9:30 AM
- Town Commission Budget Public Hearing – September 16th – 5:01 PM
- Bd. of Adjustment – September 21st - Public Hearing - 9:30 AM
- Town Commission Budget Public Hearing – September 27th – 5:01 PM

5. PROPOSED ORDINANCES AND RESOLUTIONS

None

6. NEW BUSINESS

A) **Approving Change Order #1 to the Contract with Asphalt Consultants, Inc. in the Amount of \$44,683.36 for the SR A1A Water Transmission Replacement Project**

Town Manager Sugerman – The SR A1A Water Transmission Main project continues to move along very well. As previously reported we believe that the project will be finished on time and will be finished very close to the original project budget. Since this project was originally designed and bid, we made a determination that the integrity of the project would be made that

much stronger if we added one additional 10" crossing of the east water main to the west water main at the south end of town. The project originally called for just one crossing at the north end of the project. This decision was made once the existing southernmost water main interconnection was found to be just a 6" crossing which turned out to be a severely deteriorated cast iron pipe. Once that pipe was exposed, it became very obvious to everyone associated with the project that this crossing needed to be replaced. The additional cost for this new 10" PVC crossing is \$44,683.36. We are bringing this additional cost to the Town Commission for an approval to the project as Change Order #1. If approved, this will increase the original base contract with Asphalt Consultants, Inc. from \$3,182,494.00 to \$3,227,177.36. Funds for this south crossing are available within the DEP loan award, so no additional funds will be needed to pay for the new crossing. The DEP loan award has more than \$3.7 million dollars in it; so increasing the base contract with Asphalt Consultants, Inc. for \$44,683.36 will be well within the parameters of the DEP loan award. I thought Jack Lee will be in attendance at the Commission meeting to answer any questions members of the Commission might have on this item, but I do not see him. If this item meets with the general approval of the Town Commission, we can carry this item over to the Consent Agenda for the meeting of September 7th. Last Friday, I received a letter from DEP authorizing approval of Change Order #1 and the use of the DEP funds.

Mayor Newill – Has this crossing yet to be done? Manager Sugerman – During the construction, and when the road was opened, we made an on-site decision to make the change due to the deterioration of the pipe.

Consensus was to include item on September 7, 2010, Consent Agenda.

C) Authorizing the Mayor to Sign an Agreement for Janitorial Services with SunShine Cleaning Systems, Inc. by Piggy-Backing on a Contract of the City of Boca Raton (R.F.P. #207-05)

Town Manager Sugerman – As discussed during the recent budget workshops, one of the two members of our staff has retired and the other is being reassigned to the Library. Therefore, we have made arrangements to engage a contract janitorial service to provide the cleaning of Town Hall, the Police Department and the Building Department/Utility facilities by piggy-backing on a contract let by the City of Boca Raton. The firm that Boca Raton uses, as well as a number of other municipalities in Palm Beach County, is SunShine Cleaning Systems, Inc. This item is being introduced at the workshop meeting for purposes of discussion. If the Commission is supportive of having the Mayor sign this agreement, we can place this item on the Consent Agenda for the meeting of September 7th.

Mayor Newill – Am I not correct, on the page that refers to the cost it says a total monthly cost of \$4,975.00; then lists an additional cost for the police department of \$280.00. This brings the two together to \$5,255.00 monthly; times 12 months equals \$63,060.00. On the last page of the packet, Deidre McCarty's memo compares the salary cost of \$62,000.00 to \$58,700.00 monthly cost. Which apparently is not correct. Manager Sugerman – Can you direct me to the page that is referring to \$280.00 for the police department. Mayor Newill – It is on the reverse side of the sheet that refers to a "Fee Schedule for Additional Services." Manager Sugerman – If you look at

the top of that page, it says the City of Boca Raton. We copied verbatim the Boca Raton RFP. Mayor Newill – So our total monthly cost is \$4,975.00 and it covers the police department? Manager Sugerman – If you look at the back of the 2nd double sided sheet that says “Fee Schedule for Additional Services, for Highland Beach,” the fee for Town Hall and the Police Department is \$2,189.00 monthly, the fee for the Water Plant is \$2,786.00 monthly for a total monthly cost of \$4,975.00. Mayor Newill – Going to the next page where they list additional quotes. Are these included in the \$4,975.00? Manager Sugerman – They are not. Mayor Newill – So there is an additional cost beyond the \$4,975.00. Manager Sugerman – The \$4,975.00 is for 5-day janitorial service. If from time to time we want them to come in and shampoo the carpet or we want them to strip and wax the tile, they have given us a square foot price for these services. What we have done is locked them into a price in case we want to buy those services. If we want to have these additional services done, we may be able to get it cheaper by someone else, but we have them locked into a price. We are not buying these services, just locking in the price.

Mayor Newill – The last problem that I have is the written notice section. Sunshine can give us a 30-day notice, but we cannot? We have to give them a notice that specifies any deficiencies that might be considered reasonable for termination. To me this is one sided. Attorney Sliney – I want to comment on the legal aspect. It appears to me that the deficiency issue, basically in that paragraph it appears that Sunshine can terminate on a 30-days notice. It does not appear that the Town has the same authority to do that. My problem with the deficiency issue is that I have a case with another client regarding the same issue. What I would like to see is that the deficiency clause give the Town and the Cleaning Company the right to terminate using the same provisions. Manager Sugerman – I understand that you are the Town Attorney, but I believe what you asked for is what the paragraph states. The 5-day written notice provides the contractor a notice notifying his work is deficient. He then has time to correct that. If he fails to correct it, we can give him a 30-day termination notice. At the same time if they choose to walk away from us, they are obligated to give us a 3day notice. This is the usual 30-day termination notice. The one thing that is different, we have to give them a 5-day deficiency notice before we can give them the 30-day notice. What they are asking is that we notify them of what they are doing wrong. Attorney Sliney – Maybe, but it is not very clear. I would like to have the 30-day notice spelled out more clearly. Getting into the deficiency issue creates an additional burden. Manager Sugerman – If you recommend language, I will bring it back to the contractor.

Attorney Sliney – The next comment I have is found on page 2 and refers to an increase on the anniversary date. Do not understand to what it refers. Would also like that clarified. The next item refers to workman’s compensation. They want to be reimbursed for any increase. Again, it looks as though they are passing the entire increase to the Town and not to the contractor. I am not sure if we should get into that as I think it is open ended.

Town Manager – Mayor, if the Town Attorney will provide me with language that is more appropriate, I will bring it to the contractor.

7) MISCELLANEOUS – ITEMS LEFT OVER

- A) Minutes
July 13, 2010 – Special Meeting

July 27, 2010 – Workshop Meeting
August 3, 2010 – Regular Meeting
August 3, 2010 – Budget Workshop

Minutes to be included on September 7, 2010, Consent Agenda.

8. REPORTS – TOWN COMMISSION

Commissioner John Pagliaro – None

Commissioner John Sorrelli – None

Commissioner Trinley – None

Vice Mayor Zwick – I would like to thank Deputy Finance Director Cale Curtis for responding to my request.

Mayor Newill – None

9. REPORTS – TOWN ATTORNEY

None.

10. REPORTS – TOWN MANAGER

Contacted Boca Raton Airport and talked to Kim Singer, secretary to the Boca Raton Airport Advisory Board. She advised that Ken Day was on vacation until September 7th. The final decision on the continuance of the Airport Advisory Board will be made at a meeting to be scheduled either the second or third week of September.

11. CONSENT AGENDA

None

12. PUBLIC COMMENTS AND REQUESTS RELATED TO ITEMS DISCUSSED AT MEETING

Arlin Voress – 4403 Intracoastal Drive

The City of Boca Raton connects with the water system in Highland Beach in the section you are talking about in agenda item #6A. We need to make that improvement to ensure that we can accept water from Boca Raton in case of emergency or failure of our system.

13. ADJOURNMENT

There being no further business to come before the Commission, Mayor Newill adjourned the Workshop Meeting at 2:20 PM upon a **MOTION** by Commissioner Sorrelli; seconded by Commissioner Pagliaro.

APPROVED:

Jim Newill, CPA, Mayor

Miriam S. Zwick, Vice Mayor

Doris M. Trinley, Commissioner

John J. Sorrelli, Commissioner

John J. Pagliaro, Commissioner

ATTEST:

Beverly M. Brown, MMC

Date

Flana H. Gloetzner*
Attorney at Law

*Also admitted in Michigan

September 28, 2011

Honorable Bernard Featherman, Mayor
Town of Highland Beach
3614 South Ocean Boulevard
Highland Beach, FL 33487

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
#7010 0780 0001 7987 6234

Re: Claimant: Dale S. Sugerman
Our File No.: 11-116

Dear Mayor Featherman:

The undersigned firm represents the above-referenced claimant. Pursuant to § 768.28, Florida Statutes, this correspondence serves as formal notice of our intent to file a claim on behalf of Dale S. Sugerman against The Town of Highland Beach (hereinafter "Town"), as well as three (3) individual parties.

Please be aware that the enclosed Complaint against the Town, as well as against Jim Newill, Doris M. Trinley, and John J. Sorrelli, is being filed in the 15th Judicial Circuit in and for Palm Beach County, Florida. This Complaint includes a claim against the Town for defamation.

This correspondence in no way serves as an admission that the provisions of § 768.28, Florida Statutes, apply to any claims against the Town, and is merely being provided in an abundance of caution.

Please provide copies of any insurance policies which may cover the Town for the damages sustained by Dr. Sugerman. Please also notify said insurance carriers of this claim.

There exists no prior adjudicated unpaid claim in excess of \$200.00, whether imposed by a civil, criminal, or administrative tribunal, owed by the claimant to the State, its agency, officer or subdivision. Should this notice fail to comply with any of the particulars of § 768.28, Florida



Honorable Bernard Featherman, Mayor
September 28, 2011
Page 2

Statutes, please advise this office immediately.

Very truly yours,

COLODNY, FASS, TALENFELD,
KARLINSKY & ABATE, P.A.

Maria Elena Abate
Elana H. Gloetzner

EHG:kp

Enclosure

cc: Florida Department of Financial Services
200 E. Gaines Street
Suite 131
Tallahassee, FL 32399
via Certified Mail, Return Receipt Requested
#7010 0780 0001 7987 6227

MEA/EHG:kp
11-116

IN THE CIRCUIT COURT OF THE 15th
JUDICIAL CIRCUIT, IN AND FOR
PALM BEACH COUNTY, FLORIDA

CIRCUIT CIVIL DIVISION

CASE NO. _____

DALE S. SUGERMAN, PhD, an individual,

Plaintiff,

v.

THE TOWN OF HIGHLAND BEACH, a Town
organized under the laws of the State of Florida,
JIM NEWILL, an individual, DORIS. M.
TRINLEY, an individual, and JOHN J.
SORRELLI, an individual,

Defendants.

PLAINTIFF DALE S. SUGERMAN'S COMPLAINT
AGAINST DEFENDANTS TOWN OF HIGHLAND BEACH, JIM NEWILL,
DORIS M. TRINLEY, AND JOHN J. SORRELLI

COMES NOW Plaintiff, DALE S. SUGERMAN, PhD ("Plaintiff" or "Sugerman"), by and through his undersigned counsel, and files this Complaint against the Town of Highland Beach (the "Town"), Jim Newill ("Newill"), Doris M. Trinley ("Trinley") and John J. Sorrelli ("Sorrelli"), and states as follows:

GENERAL ALLEGATIONS

1. At all times relevant hereto, Plaintiff was an individual residing in Palm Beach County, Florida, and was employed by the Town as Town Manager.
2. At all times relevant hereto, Defendant Town was a Town located in Palm Beach County and organized under the laws of the State of Florida.

3. At all times relevant hereto, and upon information and belief, Defendant Newill was a resident of Palm Beach County, Florida.

4. At all times relevant hereto, and upon information and belief, Defendant Trinley was a resident of Palm Beach County, Florida.

5. At all times relevant hereto, and upon information and belief, Defendant Sorrelli was a resident of Palm Beach County, Florida.

6. Jurisdiction and venue are proper for the purpose of this litigation.

THE EMPLOYMENT AGREEMENT

7. Plaintiff Sugerman, together with the Town, entered into an employment agreement dated August 5, 2008 in connection with Plaintiff Sugerman's role as the Town Manager of the Town of Highland Beach. See Employment Agreement (the "Agreement"), attached as Exhibit "A".

8. The Agreement was an extension and modification of a prior agreement between the parties dated February 18, 2005.

9. Plaintiff's original term of employment commenced on March 7, 2005 and, pursuant to the Agreement, was to continue without interruption.

10. The Agreement was for an additional term of three (3) years (July 1, 2008 through June 30, 2011).

11. In addition, the Agreement provided that, after June 30, 2011, the Agreement **shall automatically** be renewed on a year-to-year basis for up to three (3) additional one (1) year terms (emphasis added).

12. The Agreement provided that the Town Commission (through the affirmative vote of no less than (3) commission members), could terminate the Agreement and services of Plaintiff Sugerman at any time in accordance with Section 3.01 of the Town Charter.

13. In the event the Town Commission exercised its right to terminate the Agreement and services of Plaintiff, then Section 4 Paragraph A of the Agreement would be triggered and applicable. This section states that

[i]n the event Employee is notified by the Town that he is to be terminated by the Town Commission, the Town agrees to pay Employee a lump sum cash payment equal to twelve (12) months aggregate salary plus accrued vacation and sick leave pursuant to the Town Personnel Rules and Regulations to be payable on the effective date of termination. Provided further that the Employer will continue to pay health and medical benefit premiums and provide health insurance coverage for Employee for twelve (12) months from the effective date of termination.

14. The Agreement also provided that Plaintiff Sugerman could resign his employment at any time, subject only to the notice provisions set forth in the Agreement.

15. Thus, the Agreement could be terminated by either party, but in no event could it not be renewed.

16. Section 4.01 of the Town Charter provides that

The Town Manager shall have general supervision over all Town affairs, shall see that all of the ordinances are faithfully executed, and shall have the power to suspend or discharge any administrative officer or employee of the Town with the exception of the Police Chief in accordance with the Town's Personnel Rules and Regulations.

17. In addition, the Town Code of Ordinances, Section 2-48, provides that the powers and duties of the town manager shall be to:

- (1) See that the laws and ordinances of the town are enforced; preserve and enforce good order within the town; see that all lawful orders of the town commission are duly observed and enforced.
- (2) Employ, suspend or discharge any administrative officer or employee of the town, except those who have been appointed to boards,

commissions or committees, for cause including misconduct in office or neglect of duty. With respect to certain positions whose appointment is provided to be made by the commission, by charter or otherwise, the appointees shall not be discharged by the town manager without commission approval.

(3) Recommend to the commission for adoption or passage such measures as he may deem necessary or expedient.

(4) Keep the commission and the public fully advised of the financial condition and needs of the town. He shall prepare the proposed annual budget for presentation to and adoption by the commission.

(5) Present to the commission a periodic financial report showing the amount of funds collected by the town, the sources from which collected, the total disbursements of the town during the period and the general objects or purposes for which the same were made.

(6) Attend all meetings of the town commission and take part in the discussions of municipal matters at meetings of the commission; provided, however, that he shall have no vote.

(7) Perform such other duties as may be prescribed by the charter and as may be required by the town commission.

THE UNLAWFUL OUSTER OF PLAINTIFF SUGERMAN

18. On July 15, 2010, Plaintiff received an email message from Town Clerk Beverly Brown through Ms. Brown's Town email account. The email had a subject line that read "FW: CANADIAN BILLBOARDS ARE GREAT!" The email message contained twenty-two color photographs of billboards with a variety of pictures and words, several of which were derogatory and offensive. This email was sent by Ms. Brown to a total of six (6) individuals, one of whom was Plaintiff. See email, attached as Exhibit "B".

19. On or about July 16, 2010, Plaintiff questioned Ms. Brown regarding the email and was told by Ms. Brown that it was a joke, that it was sent to Plaintiff by accident and to just ignore it.

20. On or about August 10, 2010, Plaintiff was meeting with Zoie Burgess, the Assistant to the Town Manager, and discussing various work items. In addition to being the Assistant to the Town Manager, Ms. Burgess was also the designated IT network administrator.

Plaintiff mentioned the email he received from Ms. Brown and Ms. Burgess informed Plaintiff that Ms. Brown had been sending and receiving inappropriate emails for many months.

21. Ms. Burgess explained that she was aware of the emails because as the Town's designated IT network administrator, she would periodically check the main server to see which email files were using the most disk space on the network. She would do this to try to identify if there were large files that could be eliminated and thereby free up storage space on the Town's main server. Ms. Burgess explained that typically the largest files are those messages that have color photos, graphs or images attached to them.

22. Over a number of months, Ms. Burgess discovered that Ms. Brown's email registry had a significant number of very large files. As network administrator, Ms. Burgess would look to see why such large email files existed and if she could remove them from the server.

23. Ms. Burgess informed Plaintiff that the type of inappropriate email received by Plaintiff from Ms. Brown was a fairly common historical occurrence on the network from Ms. Brown's computer. Plaintiff requested that Ms. Burgess provide him with some examples, which she did within a couple of days. See additional emails attached as Exhibit "C".

24. The emails given to Plaintiff by Ms. Burgess were racist, crude, hateful and offensive, all in violation of Town policy. Indeed, the emails rose to the level of hate mail decrying the inability in today's society of "White America" to be proud of their race. In addition, the emails were written with a variety of themes promoting and celebrating the use of guns, violent acts and the use of alcohol.

25. On September 16, 2010, Plaintiff Sugerman sent an email message to the Town Attorney asking for his guidance and input on a personnel matter (without identifying the

specific employee) because he believed that there had been a violation of the Town's Internet policy by this Town employee who was receiving and sending electronic messages that were racist and crude.

26. On September 20, 2010, the Town Attorney (along with the assistance from a member of his staff) responded with an outline of how to conduct a pre-determination hearing with the employee. In that response, the Town Attorney also included an article about a similar Internet policy violation from another municipality in Broward County that resulted in severe discipline being enforced against a senior employee in that municipality, who was given the opportunity to resign rather than be terminated. The Town Attorney thought that the other case could be used as a guide.

27. Similarly, the Town Clerk's conduct was a violation of Town policy that warranted, according to Town procedures and Town Attorney Thomas E. Sliney, discipline, up to and including, the firing of the employee.

28. On September 22, 2010, Plaintiff received the Town Attorney's packet of information and pursuant to the Attorney's instructions put together a Notice of Pre-Determination Hearing for Ms. Brown.

29. On September 27, 2010, Plaintiff hand-delivered the Notice of Pre-Determination Hearing to Ms. Brown. The information provided by Plaintiff to Ms. Brown included information regarding the hearing, the violations for which Ms. Brown was under investigation, copies of examples of the violations, copies of the applicable rules, information regarding Ms. Brown's rights in connection with the hearing, and a copy of the Town of Highland Beach Information Technology Policy signed by Ms. Brown.

30. Plaintiff spoke to no other Town employee or member of the Town Commission regarding the pre-determination hearing.

31. Subsequently, Plaintiff and Ms. Brown mutually agreed to conduct the pre-determination hearing on December 20, 2010. Ms. Brown was accompanied to the pre-determination hearing by her attorney, Erika Deutsch Rotbart.

32. At the hearing, Ms. Brown and Ms. Rotbart were given as much time as they wanted to present any information and/or materials to Plaintiff. In addition, they were given another opportunity to inspect any documents that had been considered and/or constructed in connection with the allegations of rules violations against Ms. Brown. Both Ms. Brown and Ms. Rotbart provided a summary of Ms. Brown's position in the matter and made final statements to Plaintiff. Nothing Ms. Brown presented negated the fact that the emails had been received/forward by her using the Town computer.

33. After considering all information, Plaintiff determined that Ms. Brown did in fact violate the Town's Personnel Rules and Regulations and that discipline for the violations was merited.

34. Despite the appropriateness of firing Ms. Brown (as suggested by the Town Attorney when he provided Plaintiff with a similar case and example from the City of Wilton Manors, Florida which resulted in a senior level municipal employee being terminated), Plaintiff used his discretion in disciplinary matters as provided for in the Town Charter and Rules and determined that it would be more appropriate to discipline Ms. Brown with just a four (4) week suspension. In addition, the determination was for Ms. Brown to take remedial training in a number of courses designed around the topics of sexual harassment, cultural sensitivity and computer etiquette. Plaintiff also took into consideration that Ms. Brown was undergoing

medical treatments for a serious illness, which mitigated in her favor; therefore, Plaintiff informed Ms. Brown that he was willing to work with Ms. Brown and her representative on the timing of her suspension and training. Ms. Brown was given a copy of Plaintiff's Disciplinary Action memorandum on January 3, 2011.

35. One day later, on January 4, 2011, the then-Commission of the Town held a regularly scheduled monthly Town Commission meeting. Despite the issue of the written determination for discipline not having been discussed with the Commission, and not put on the original meeting agenda, the subject of Plaintiff's determination to discipline Ms. Brown with a suspension was raised by certain Commissioners. Although the Commissioners were advised by Plaintiff that it was inappropriate to discuss this or any personnel matter in that forum, at that time, and with a pending appeal period yet to run, the Commissioners took it upon themselves to step right into the middle of a situation they knew very little about.

36. Indeed, the Town Charter provides that:

Sec. 3.01 Town Manager.

The affairs of the Town of Highland Beach shall be administered by a Town Manager, who shall be the chief administrative officer employed by and responsible to the Town Commission. The Town Commission shall employ the Town Manager by an affirmative vote of at least three (3) members of the Town Commission. The Town Manager shall serve at the pleasure of the Town Commission and may be terminated by the affirmative vote of not less than three (3) members of the Town Commission [emphasis added].

Sec. 3.03 Departments of the Town.

The Town Manager shall have charge of and shall direct the administration of the Town's departments. Such departments shall include,

but shall not necessarily be limited to the following or some combinations or variations thereof: Clerk, Finance, Building, Police, Library, Fire, and Public Works [emphasis added].

Sec. 4.01 Town Manager.

The Town Manager shall have general supervision over all Town affairs, shall see that all of the ordinances are faithfully executed, and shall have the power to suspend or discharge any administrative officer or employee of the Town with the exception of the Police Chief in accordance with the Town's Personnel Rules and Regulations [emphasis added].

Furthermore, the Town Code provides:

Sec. 2-57 Non-interference with town officers or employees.

Except for the purpose of inquiries and investigation, the town commission or its members shall deal with town officers and employees who are subject to the direction and supervision of the town manager solely through the town manager and neither the town commission nor its members shall give orders to any such officer or employee, either publicly or privately.

37. Despite their lack of authority to do so, the Commission acted ultra virus and wrongfully "ordered" Plaintiff Sugerman to rescind his four (4) week suspension of the employee and replace it with a written counseling memo inserted into the employee's personnel file, citing such reasons as a Commission member's wife's personal friendship with the employee. The Commission took this action without even having seen the emails at issue.

38. Up until this point, Plaintiff had enjoyed regular praise from Commission members, as well as citizens of the Town. In fact, on August 16, 2010, Mayor Jim Newill

responded to a letter from an individual in Highland Beach who was thankful to Dr. Sugerman for his efforts and assistance. Again, Mayor Newill sang Dr. Sugerman's praises:

I greatly appreciated your letter of August 3rd and felt compelled to respond. I am always pleased to hear when Highland Beach employees provide extraordinary assistance to our Residents, Condo and Homeowners Association. I share your high regard of Dr. Sugerman, our Town Manager, and am confident he will continue to excel in his service which has enriched Highland Beach regardless of the roadblocks and problems constantly put before him. Thank you again for your response.

39. In addition, at the August 17, 2010 Town Commission meeting, then-Mayor Jim Newill stated as follows:

I would like to take a personal privilege and make the following statement: I would like to take this opportunity to thank Dr. Sugerman and the staff for preparing a balanced budget without cutting services or personnel and still give us a tax rate cut for the fourth year. Dr. Sugerman has proved himself invaluable to Highland Beach and me in his five plus years of service. I believe he has proved himself worth his weight in gold to us, which with the price of gold today, far exceeds the \$140,000.00 he is paid. Again, thank you, not only for the service you have provided me, but your commitment to the residents of this Town.

40. However, the support of Dr. Sugerman by Defendant Mayor Newill, Defendant Trinley and Defendant Sorrelli quickly dissipated when Plaintiff refused to circumvent the appellate process and modify his appropriate disciplinary decision as to Ms. Brown based solely on the improper personal motives of certain Commissioners.

41. Plaintiff Sugerman was subsequently notified, through counsel for Ms. Brown, that Ms. Brown had invoked her right to the appellate process.

42. At the January 25, 2011 Town Commission workshop, then-Mayor Newill made a statement as follows:

I am going to make two recommendations regarding the Town Manager. I want the Commission to consider these over the next week. At the meeting next week, if any Commissioner feels my recommendations have

merit, they can make a motion. This is a Workshop and we cannot vote at this meeting.

Since the Town Manager has chosen to ignore the direct order issued by the Commission on January 4, 2011, and due to the excessive punishment issued to the Town Clerk on her first recorded violation by the Town Manager and the embarrassment that has descended upon the Town due to this situation, I am recommending the Town Commission consider suspending the Town Manager with pay for a period of four (4) months. During this suspension, the Town Manager would be banned from all Town property, relinquish all use of Town equipment, supplies, Town personnel and services. Secondly, ninety days prior to the end of the Town Manager's three year contract (June 30, 2011), I recommend the Town Commission send by registered mail, their intention of not exercising the extension of another year of his services under the contract.

43. On February 1, 2011, the Commission (through a 3-2 vote) indeed suspended Plaintiff Sugerman until June 30, 2011 under a pretextual claim of "insubordination" for his failure to modify the disciplinary act as "ordered" in connection with Ms. Brown.

44. Plaintiff Sugerman was not insubordinate, but was following the Town's established procedures that provided an appellate process through which an independent hearing officer (and not the Town Commission) would review his findings and decision, which appellate process was in fact ultimately invoked by Ms. Brown.

45. Under their own Town Charter, the Commission did not have the authority to "order" any modification of Plaintiff Sugerman's decision.

46. After Plaintiff's suspension, Ms. Brown was even temporarily assigned to Plaintiff Sugerman's position as Manager of the Town.

47. In addition, Defendants Newill, Trinley and Sorrelli then embarked on a deliberate mission to harm Plaintiff's reputation and interfere with his contract with the Town. At a Special Meeting of the Town Commission held on February 15, 2011, and with Defendants

Newill, Trinley and Sorrelli having led the charge, the then-Commission voted "not to extend" Plaintiff Sugerman's employment contract beyond June 30, 2011.

COUNT I – BREACH OF CONTRACT
(as against Defendant Town of Highland Beach)

48. Plaintiff Sugerman re-alleges and incorporates herein by reference Paragraphs 1 through 47, above.

49. Plaintiff Sugerman and Defendant Town entered into an enforceable contract dated August 5, 2008, which contract is titled "Employment Agreement" (the "Agreement"). A copy of the Agreement is attached as Exhibit "A".

50. The Agreement is a binding contract between the parties.

51. Pursuant to the Contract (Section 1.A.), "[a]fter June 30, 2011, th[e] Agreement **shall automatically** be renewed on a year-to-year basis for up to three (3) additional one (1) year terms, subject to the termination provisions set forth in Section 1, Paragraph B..." (emphasis added).

52. Pursuant to the Agreement, the Town is also contractually within its rights to **terminate** Plaintiff Sugerman's employment pursuant to Section 1.B., which provides that

[n]othing in this agreement shall prevent, limit, or otherwise interfere with the right of the Town Commission at any time upon an affirmative vote of not less than three (3) members of the Town Commission to terminate this Agreement and the services of Employee at any time in accord with Section 3.01 of the Town Charter. In such event, the provision set forth in Section 4, Paragraph A of this Agreement shall apply.

53. However, the Town breached its contractual obligations to Plaintiff Sugerman by couching the termination as a vote "not to extend" the Agreement beyond June 30, 2011, and ignoring the provisions set forth in the Agreement at Section 4.A.

54. The automatic renewal provision in Section 1.A. is not discretionary and can only be prevented by a "termination," thus triggering the obligations set forth in the Agreement, Section 4.A. Consequently, whatever the word choice of the then-Commission may have been, the Town is obligated to comply with Section 4.A.'s mandate:

In the event Employee is notified by the Town that he is to be terminated by the Town Commission, the Town agrees to pay Employee a lump sum cash payment equal to twelve (12) months aggregate salary plus accrued vacation and sick leave pursuant to the Town Personnel Rules and Regulations to be payable on the effective date of termination. Provided further that the Employer will continue to pay health and medical benefit premiums and provide health insurance coverage for Employee for twelve (12) months from the effective date of termination.

55. Defendant Town breached the Agreement. The Town's breaches of the Agreement include, but are not limited to, the following:

(a) Breach of Section 4, paragraph A – The Town has not paid to Plaintiff a lump sum cash payment equal to twelve (12) months aggregate salary plus accrued vacation and sick leave, which amounts were to be payable on the effective date of termination (June 30, 2011). In addition, the Town has not continued to pay health and medical benefit premiums and provide health insurance coverage for Plaintiff for twelve (12) months from the effective date of termination (June 30, 2011);

(b) Breach of Section 2 - "Duties" – The Town did not permit Plaintiff to fully perform the functions and duties specified in Section 3.01 and Section 4.01 of the Town Charter and Section 2-48 of the Town Code, as amended or modified from time to time and as otherwise specified in the Town Charter and Town Code of Ordinances...;

56. Despite written demand, the Town has refused to satisfy its obligations under the Agreement.

57. Plaintiff Sugerman has been damaged as a direct and proximate result of the Town's breaches.

58. Plaintiff Sugerman has retained the undersigned counsel to represent him in this Complaint, and has agreed to pay the firm reasonable attorney's fees. Plaintiff is entitled to recover such attorney's fees from Defendant Town.

WHEREFORE, Plaintiff Sugerman demands judgment against the Town of Highland Beach as follows:

That Plaintiff Sugerman recover a judgment against Defendant the Town of Highland Beach in an amount of damages to be proven in excess of Fifteen Thousand Dollars (\$15,000.00), plus costs, attorney's fees and interest on such judgment until paid, together with such other and further relief as the Court deems proper.

COUNT II - DEFAMATION
(as against Defendant Newill)

59. Plaintiff Sugerman re-alleges and incorporates herein by reference Paragraphs 1 through 47, above.

60. This is an action against Defendant Newill for defamation seeking equitable relief and damages in excess of \$15,000.00.

61. Defendant Newill made and published numerous false statements about Plaintiff Sugerman. These defamatory statements include, but are not limited to, the following:

- (a) The Plaintiff's "accomplishments" as Town Manager are "overshadowed by failure to carry out direct order from the Commission." See Managerial Employee Performance Evaluation, Section 2.

- (b) That Plaintiff's managerial skills are that he "seems to rotate from department head to department head with a vendetta style of operating." See Managerial Employee Performance Evaluation, Section 4. Defendant Newill then gave Plaintiff an overall rating in this category of a "U" for unsatisfactory, and the lowest possible rating.
- (c) Defendant Newill also gave Plaintiff an overall rating of "F" for fair in the job productivity category, and the second lowest possible rating. See Managerial Employee Performance Evaluation, Section 6.
- (d) Defendant Newill gave Plaintiff an overall rating of "F" for fair in the problem solving category, the second lowest possible rating. See Managerial Employee Performance Evaluation, Section 7.
- (e) In the conflict resolution category, Defendant Newill gave Plaintiff a "U" for unsatisfactory, the lowest possible rating, and wrote that Plaintiff "causes conflicts and does not treat staff fairly. Team spirit is low." See Managerial Employee Performance Evaluation, Section 8.
- (f) In the time management category, Defendant Newill gave Plaintiff a "U" and wrote that "he creates a great deal of stress in the workplace." See Managerial Employee Performance Evaluation, Section 10.

- (g) In the cooperation category, Defendant Newill gave Plaintiff a "U" and wrote that he "has difficulty working with others." See Managerial Employee Performance Evaluation, Section 12.
- (h) In overall performance, Defendant Newill gave Plaintiff a rating of "F" for fair, the second lowest possible rating. See Managerial Employee Performance Evaluation, Section 15.
- (i) In the section designated for an "Action Plan," Defendant Newill wrote that Plaintiff is "on suspension and contract ended so the point becomes mute [sic]." See Managerial Employee Performance Evaluation, Section labeled "Action Plan."
- (j) Statements made during the open meeting of the Town Commission on January 4, 2011. See minutes of January 4, 2011 meeting, attached as Exhibit "D".
- (k) Statements made during the open meeting of the Town Commission on January 25, 2011. See minutes of January 25, 2011 meeting, attached as Exhibit "E".
- (l) Statements made during the open meeting of the Town Commission on February 1, 2011. See minutes of February 1, 2011 meeting, attached as Exhibit "F".
62. These false statements were published to third parties.

63. Defendant Newill made the statements with the knowledge they were false, with reckless disregard for the truth of the statements, and with actual malice and intent to injure Plaintiff's reputation and job position.

64. As a direct and proximate result of the false statements published by Defendant Newill, Plaintiff Sugerman has suffered substantial damages, including but not limited to pecuniary loss and injury to reputation.

65. Plaintiff Sugerman has retained the undersigned counsel to represent him in this Complaint, and has agreed to pay the firm reasonable attorney's fees. Plaintiff is entitled to recover such attorney's fees from Defendant Newill.

WHEREFORE, Plaintiff Sugerman demands judgment against Defendant Newill as follows:

That Plaintiff Sugerman recover a judgment against Defendant Newill in an amount of damages to be proven in excess of Fifteen Thousand Dollars (\$15,000.00), plus costs, attorney's fees and interest on such judgment until paid, together with such other and further relief as the Court deems proper.

COUNT III - DEFAMATION
(as against Defendant Trinley)

66. Plaintiff Sugerman re-alleges and incorporates herein by reference Paragraphs 1 through 47, above.

67. This is an action against Defendant Trinley for defamation seeking equitable relief and damages in excess of \$15,000.00.

68. Defendant Trinley made and published numerous false statements about Plaintiff Sugerman. These defamatory statements include, but are not limited to, the following:

- (a) Defendant Trinley giving Plaintiff an overall rating in the category of Job Knowledge of a "F" for fair, the second lowest possible rating. See Managerial Employee Performance Evaluation, Section 3.
- (b) That Plaintiff's managerial skills are that he "plays favorites; sends wrong message to subordinates." See Managerial Employee Performance Evaluation, Section 4. Defendant Trinley then gave Plaintiff an overall rating in this category of a "U" for unsatisfactory, and the lowest possible rating.
- (c) Defendant Trinley also gave Plaintiff an overall rating of "F" for fair in the department structure category, and the second lowest possible rating. See Managerial Employee Performance Evaluation, Section 5.
- (d) Defendant Trinley also gave Plaintiff an overall rating of "F" for fair in the job productivity category, and the second lowest possible rating. See Managerial Employee Performance Evaluation, Section 6.
- (e) Defendant Trinley gave Plaintiff an overall rating of "F" for fair in the problem solving category, the second lowest possible rating. See Managerial Employee Performance Evaluation, Section 7.

- (f) In the conflict resolution category, Defendant Trinley gave Plaintiff a "U" for unsatisfactory, the lowest possible rating. See Managerial Employee Performance Evaluation, Section 8.
- (g) Defendant Trinley gave Plaintiff an overall rating of "F" for fair in the administrative skill category, the second lowest possible rating. See Managerial Employee Performance Evaluation, Section 9.
- (h) In the cooperation category, Defendant Trinley gave Plaintiff a "U" for unsatisfactory, the lowest possible rating. See Managerial Employee Performance Evaluation, Section 12.
- (i) In overall performance, Defendant Trinley gave Plaintiff a rating of "U" for unsatisfactory, the lowest possible rating, in connection with his dealings with people. See Managerial Employee Performance Evaluation, Section 15.
- (j) In the section designated for an "Action Plan," Defendant Trinley wrote that Plaintiff's major weak points are that he is a "very bright man; but often uses his position to "cow" personnel" and that these weak points can be strengthened by "reading - and absorbing - "How to Win Friends and Influence People." See Managerial Employee Performance Evaluation, Section labeled "Action Plan."
- (k) Defendant Trinley also made a notation that stated "No increase in pay."

(l) Statements made during the open meeting of the Town Commission on January 4, 2011. See minutes of January 4, 2011 meeting, attached as Exhibit "D".

(m) Statements made during the open meeting of the Town Commission on February 1, 2011. See minutes of February 1, 2011 meeting, attached as Exhibit "F".

69. These defamatory statements were published to third parties.

70. Defendant Trinley made the statements with the knowledge they were false, with reckless disregard for the truth of the statements, and with actual malice and intent to injure Plaintiff's reputation and job position.

71. As a direct and proximate result of the false statements published by Defendant Trinley, Plaintiff Sugerman has suffered substantial damages, including but not limited to pecuniary loss and injury to reputation.

72. Plaintiff Sugerman has retained the undersigned counsel to represent him in this Complaint, and has agreed to pay the firm reasonable attorney's fees. Plaintiff is entitled to recover such attorney's fees from Defendant Trinley.

WHEREFORE, Plaintiff Sugerman demands judgment against Defendant Trinley as follows:

That Plaintiff Sugerman recover a judgment against Defendant Trinley in an amount of damages to be proven in excess of Fifteen Thousand Dollars (\$15,000.00), plus costs, attorney's fees and interest on such judgment until paid, together with such other and further relief as the Court deems proper.

COUNT IV – DEFAMATION
(as against Defendant Sorrelli)

73. Plaintiff Sugerman re-alleges and incorporates herein by reference Paragraphs 1 through 47, above.

74. This is an action against Defendant Sorrelli for defamation seeking equitable relief and damages in excess of \$15,000.00.

75. Defendant Sorrelli made and published numerous false statements about Plaintiff Sugerman. These defamatory statements include, but are not limited to, the following:

- (a) Defendant Sorrelli giving Plaintiff an overall rating in the category of Job Knowledge of “F” for fair, the second lowest possible rating, and writing that Plaintiff “still believes his opinion is the only one that matters. Does not follow instructions given by Commission.” See Managerial Employee Performance Evaluation, Section 3.

- (b) Defendant Sorrelli giving Plaintiff an overall rating in the category of Managerial Skills of “F” for fair, the second lowest possible rating, and writing that “employee relations are at an all time low. Have never seen so many unhappy people.” See Managerial Employee Performance Evaluation, Section 4.

- (c) Defendant Sorrelli giving Plaintiff an overall rating in the category of Department Structure of “F” for fair, the second lowest possible rating, and writing that “his objectives are not the same as the Commissions. Needs to start. Any results received are due to the quality of our employees.” See Managerial Employee Performance Evaluation, Section 5.

- (d) Defendant Sorrelli giving Plaintiff an overall rating in the category of Job Productivity of "F" for fair, the second lowest possible rating, and writing that "results achieved are at someone else's expense." See Managerial Employee Performance Evaluation, Section 6.
- (e) Defendant Sorrelli giving Plaintiff an overall rating in the category of Problem Solving of "F" for fair, the second lowest possible rating, and writing that "results achieved are at someone else's expense." See Managerial Employee Performance Evaluation, Section 7.
- (f) Defendant Sorrelli giving Plaintiff an overall rating in the category of Conflict Resolution of "F" for fair, the second lowest possible rating, and writing that "staff is not treated fairly. Contacted news media once commission gave him direction to solve conflict with Clerk." See Managerial Employee Performance Evaluation, Section 8.
- (g) Defendant Sorrelli giving Plaintiff an overall rating in the category of Administrative Skill of "F" for fair, the second lowest possible rating, and writing that Plaintiff "tried to promote individual without advertising. Example - organization chart - sets policies and does not inform commission or ask for their authorization." See Managerial Employee Performance Evaluation, Section 9.

- (h) Defendant Sorrelli giving Plaintiff an overall rating in the category of Time Management of "F" for fair, the second lowest possible rating, and writing that "creates stress throughout town. Rules employees with an iron fist." See Managerial Employee Performance Evaluation, Section 10.
- (i) Defendant Sorrelli giving Plaintiff an overall rating in the category of Overall Performance of "F" for fair, the second lowest possible rating, and writing that "too much conflict with Commission and Town employees. Strikes out when things do not go his way." See Managerial Employee Performance Evaluation, Section 15.
- (j) In the section designated for an "Action Plan," Defendant Sorrelli wrote that Plaintiff's major weak points are that he "does not work well with either elected officials or Town employees" and that these weak points can be strengthened by "looking for another job." See Managerial Employee Performance Evaluation, Section labeled "Action Plan."
- (k) Statements made during the open meeting of the Town Commission on January 4, 2011. See minutes of January 4, 2011 meeting, attached as Exhibit "D".
- (l) Statements made during the open meeting of the Town Commission on February 1, 2011. See minutes of February 1, 2011 meeting, attached as Exhibit "F".

(m) Statements made during the open meeting of the Town Commission on February 15, 2011. See minutes of February 15, 2011 meeting, attached as Exhibit "G".

76. These defamatory statements were published to third parties.

77. Defendant Sorrelli made the statements with the knowledge they were false, with reckless disregard for the truth of the statements, and with actual malice and intent to injure Plaintiff's reputation and job position.

78. As a direct and proximate result of the false statements published by Defendant Sorrelli, Plaintiff Sugerman has suffered substantial damages, including but not limited to pecuniary loss and injury to reputation.

79. Plaintiff Sugerman has retained the undersigned counsel to represent him in this Complaint, and has agreed to pay the firm reasonable attorney's fees. Plaintiff is entitled to recover such attorney's fees from Defendant Sorrelli.

WHEREFORE, Plaintiff Sugerman demands judgment against Defendant Sorrelli as follows:

That Plaintiff Sugerman recover a judgment against Defendant Sorrelli in an amount of damages to be proven in excess of Fifteen Thousand Dollars (\$15,000.00), plus costs, attorney's fees and interest on such judgment until paid, together with such other and further relief as the Court deems proper.

COUNT V – TORTIOUS INTERFERENCE
(as against Defendant Newill)

80. Plaintiff Sugerman re-alleges and incorporates herein by reference Paragraphs 1 through 47, above.

81. This is an action against Defendant Newill for tortious interference seeking equitable relief and damages in excess of \$15,000.00.

82. Plaintiff Sugerman and the Town had a business relationship that was memorialized in the Agreement.

83. Defendant Newill, who was the Town Mayor during the relevant period, had actual knowledge of the business relationship between Plaintiff and Defendant Town.

84. Defendant Newill intentionally and unjustifiably interfered with the relationship between Plaintiff and Defendant Town by inducing Plaintiff's termination by the Town.

85. The interfering statements made and actions taken regarding Plaintiff were not within Defendant's scope of authority as a Commissioner/Mayor and were performed by Defendant Newill individually as a result of his personal (not business) relationship with Ms. Brown.

86. As a result of Defendant's tortious interference, Plaintiff has been damaged.

87. Plaintiff has retained the undersigned counsel to represent him in this Complaint, and has agreed to pay the firm reasonable attorney's fees. Plaintiff is entitled to recover such attorney's fees from Defendant Newill.

WHEREFORE, Plaintiff Sugerman demands judgment against Defendant Newill as follows:

That Plaintiff Sugerman recover a judgment against Defendant Newill in an amount of damages to be proven in excess of Fifteen Thousand Dollars (\$15,000.00), plus costs, attorney's fees and interest on such judgment until paid, together with such other and further relief as the Court deems proper.

COUNT VI – TORTIOUS INTERFERENCE
(as against Defendant Trinley)

88. Plaintiff Sugerman re-alleges and incorporates herein by reference Paragraphs 1 through 47, above.

89. This is an action against Defendant Trinley for tortious interference seeking equitable relief and damages in excess of \$15,000.00.

90. Plaintiff Sugerman and the Town had a business relationship that was memorialized in the Agreement.

91. Defendant Trinley, who was a Town Commissioner during the relevant period, had actual knowledge of the business relationship between Plaintiff and Defendant Town.

92. Defendant Trinley intentionally and unjustifiably interfered with the relationship between Plaintiff and Defendant Town by inducing Plaintiff's termination by the Town.

93. The interfering statements made and actions taken regarding Plaintiff were not within Defendant's scope of authority as a Commissioner.

94. As a result of Defendant's tortious interference, Plaintiff has been damaged.

95. Plaintiff has retained the undersigned counsel to represent him in this Complaint, and has agreed to pay the firm reasonable attorney's fees. Plaintiff is entitled to recover such attorney's fees from Defendant Trinley.

WHEREFORE, Plaintiff Sugerman demands judgment against Defendant Trinley as follows:

That Plaintiff Sugerman recover a judgment against Defendant Trinley in an amount of damages to be proven in excess of Fifteen Thousand Dollars (\$15,000.00), plus costs, attorney's fees and interest on such judgment until paid, together with such other and further relief as the Court deems proper.

COUNT VII – TORTIOUS INTERFERENCE
(as against Defendant Sorrelli)

96. Plaintiff Sugerman re-alleges and incorporates herein by reference Paragraphs 1 through 47, above.

97. This is an action against Defendant Sorrelli for tortious interference seeking equitable relief and damages in excess of \$15,000.00.

98. Plaintiff Sugerman and the Town had a business relationship that was memorialized in the Agreement.

99. Defendant Sorrelli, who was a Town Commissioner during the relevant period, had actual knowledge of the business relationship between Plaintiff and Defendant Town.

100. Defendant Sorrelli intentionally and unjustifiably interfered with the relationship between Plaintiff and Defendant Town by inducing Plaintiff's termination by the Town.

101. The interfering statements made and actions taken regarding Plaintiff were not within Defendant's scope of authority as a Commissioner.

102. As a result of Defendant's tortious interference, Plaintiff has been damaged.

103. Plaintiff has retained the undersigned counsel to represent him in this Complaint, and has agreed to pay the firm reasonable attorney's fees. Plaintiff is entitled to recover such attorney's fees from Defendant Sorrelli.

WHEREFORE, Plaintiff Sugerman demands judgment against Defendant Sorrelli as follows:

That Plaintiff Sugerman recover a judgment against Defendant Sorrelli in an amount of damages to be proven in excess of Fifteen Thousand Dollars (\$15,000.00), plus costs, attorney's fees and interest on such judgment until paid, together with such other and further relief as the Court deems proper.

COUNT VIII - DEFAMATION
(as against Defendant Town of Highland Beach)

104. Plaintiff Sugerman re-alleges and incorporates herein by reference Paragraphs 1 through 47, above.

105. This is an action against Defendant Town for defamation seeking equitable relief and damages in excess of \$15,000.00.

106. Although Plaintiff is not convinced that such is necessary, in an abundance of caution, the undersigned (on behalf of Plaintiff) has, pursuant to Fla. Stat. § 768.28, provided the Town of Highland Beach and the Department of Financial Services with formal notice of our intent to file this claim on behalf of Dr. Dale M. Sugerman against the Town of Highland Beach.

107. Therefore, this claim may be amended to provide additional factual allegations once the Town and the Department of Financial Services have had the required timeframe within which to respond.

108. Plaintiff has retained the undersigned counsel to represent him in this Complaint, and has agreed to pay the firm reasonable attorney's fees. Plaintiff is entitled to recover such attorney's fees from Defendant Town.

WHEREFORE, Plaintiff Sugerman demands judgment against Defendant Town as follows:

That Plaintiff Sugerman recover a judgment against Defendant the Town of Highland Beach in an amount of damages to be proven in excess of Fifteen Thousand Dollars (\$15,000.00), plus costs, attorney's fees and interest on such judgment until paid, together with such other and further relief as the Court deems proper.

JURY DEMAND

Plaintiff Sugerman demands a trial by jury of all counts, claims, and issues asserted in this Complaint.

Respectfully submitted this _____ day of September 2011.

COLODNY, FASS, TALENFELD,
KARLINSKY & ABATE, P.A.
Attorneys for Plaintiff
One Financial Plaza, 23rd Floor
100 Southeast 3rd Avenue
Fort Lauderdale, Florida 33394
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Facsimile: (954)492-1144

By: _____
MARIA ELENA ABATE
Fla Bar No. 0770418
ELANA H. GLOETZNER
Fla Bar No. 0075895

EXHIBIT "A"

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this 5th day of AUGUST, 2008, by and between the Town of Highland Beach, Florida, a municipal corporation, hereinafter called "Town", and Dale S. Sugerman, hereinafter called "Employee", pursuant to these terms and conditions:

WITNESSETH:

WHEREAS, the Town originally entered into an Employment Agreement with the Employee dated February 18, 2005, which was subsequently modified by Resolution No. 839 dated July 5, 2005; and

WHEREAS, the Town desires to reinforce and restate its desires to continue to employ the services of Dale S. Sugerman as Town Manager of the Town of Highland Beach, Florida, pursuant to Section 3.01 of the Town Charter of Highland Beach, Florida; and

WHEREAS, it is the desire of the Town Commission, hereinafter called "Commission", to reassert certain benefits and requirements regarding the employment of said Employee by the Town; and

WHEREAS, Employee wishes to accept continued employment as Town Manager under the terms and conditions recited herein.

NOW, THEREFORE, Town and Employee agree to the following:

Section 1. TERMS OF EMPLOYMENT

A. It is recognized that Employee's original term of employment shall have commenced on March 7, 2005 and shall continue without interruption through the implementation of this Agreement. This Agreement shall be for a term of three years, from July 1, 2008 until June 30, 2011 subject to the termination provisions set forth in Section 1, Paragraph B of this Agreement and the notice provision set forth in Section 4, Paragraph B of this Agreement. After June 30, 2011, this Agreement shall automatically be renewed on a year-to-year basis for up to three (3) additional one (1) year terms, subject to the termination provisions set forth in Section 1, Paragraph B and the notice provision set forth in Section 4, Paragraph B of this Agreement.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Town Commission at any time upon an affirmative vote of not less than three (3) members of the Town Commission to terminate this Agreement and the services of Employee at any time in accord with Section 3.01 of the Town Charter. In such event, the provision set forth in Section 4, Paragraph A of this Agreement shall apply.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Town, subject to the notice provisions set forth in Section 4, Paragraph B of this Agreement.

D. The Employee agrees to remain in the exclusive employ of the Town and not become employed by any other municipal or local government employer while employed by the Town. However, the Employee may engage in teaching, consultation or other business opportunities that do not interfere with his employment with the Town during his off-duty hours. The Employee will provide written notice to the Town Commission whenever he does engage in teaching, consultation or other business opportunities.

E. The Town's business and management affairs obligate the Employee to routinely work or represent the Town beyond regular or customary Town Hall business office hours or work days. The Employee shall receive no overtime pay or additional compensation for any such time or work. In consideration of this obligation and provided Employee's duties are performed in a timely manner as determined in the sole discretion of the Town, the Employee's work day schedule may, from time to time, be flexible or other than usual Town Hall business office hours or work days.

Section 2. **DUTIES**

Town agrees to continue the employment of Dale S. Sugerman as Town Manager of the Town of Highland Beach, Florida, to perform the functions and duties specified in Section 3.01 and Section 4.01 of the Town Charter and Section 2-48 of the Town Code, as amended or modified from time to time and as otherwise specified in the Town Charter and Town Code of Ordinances, and to perform other legally permissible and proper duties and functions as the Commission shall from time to time assign.

Section 3. **SALARY**

Town agrees to pay Employee, for his services rendered, the annual base salary established by a vote of the Commission on March 4, 2008, in installments at the same time as other employees of the Town are paid. Effective with the adoption of this Employment Agreement, the job title of Town Manager shall be removed from the Town's pay plan, and only the terms and conditions of this Agreement shall govern the salary of the Employee. Town shall provide to Employee any and all cost-of-living adjustments provided to all other employees of the Town at such time that the general employees receive a cost-of-living adjustment. In addition, no later than the anniversary date of employment (March 7th of each year), and based

upon an annual salary/performance review of said Employee, Town may award Employee a merit increase not to exceed five percent (5%) of base salary. Said review shall be completed prior to the Employee's anniversary date and shall focus on (but shall not be limited to) the following areas:

- A. Fiscal management
- B. Management and organization of Town employees
- C. Management of Town assets
- D. Program development and follow-through
- E. Community relations
- F. Communication ability with the Town Commission and others
- G. Intergovernmental relations
- H. Management style.

Section 4. **TERMINATION CONDITION**

A. In the event Employee is notified by the Town that he is to be terminated by the Town Commission, the Town agrees to pay Employee a lump sum cash payment equal to twelve (12) months aggregate salary plus accrued vacation and sick leave pursuant to the Town Personnel Rules and Regulations to be payable on the effective date of termination. Provided further that the Employer will continue to pay health and medical benefit premiums and provide health insurance coverage for Employee for twelve (12) months from the effective date of termination.

B. In the event Employee intends to resign his position then Employee shall give Town a minimum of ninety (90) days notice in advance, unless the parties otherwise agree in writing. In the event Employee resigns he will not receive the twelve (12) months aggregate

salary set forth in Section 4.A. Employer will continue health and medical benefits for Employee pursuant to COBRA at Employee's expense.

C. In the event Employee is terminated because of his conviction or plea of guilty of any felonious act, then, in that event, the Town shall have no obligation to pay the aggregate severance sum.

D. In the event of Employee's death this Agreement shall be terminated as of the date of death. In the event of Employee's death, the Town shall pay Employee's designated beneficiary all accrued benefits due Employee under this Agreement within thirty (30) working days of the Employee's death.

Section 5. **AUTOMOBILE**

During the term of this Agreement, the Town will budget funds for and will make monthly payments toward the Employee's lease of a mid-size SUV type vehicle (or equivalent) up to an amount equal to \$500.00 per month. If the Employee leases a hybrid vehicle, the Town will make up to an additional monthly payment of \$100.00 toward that lease. The leased vehicle shall be selected by the Employee and may be used both for business and personal use up to a total of 12,000 miles per year; however, the vehicle may not be taken out of the State of Florida. For all miles in excess of 12,000 per year, Employee shall reimburse the Town for each mile in excess at the equivalent IRS mileage reimbursement amount current at the time. The Town shall also provide standard vehicle insurance coverage, fuel and maintenance for the vehicle. It is anticipated that the leasing of the vehicle will begin sometime after January 2009. Once the lease program for this vehicle commences, the Town's monthly payment of a \$500.00 automobile allowance to the Employee will cease.

Section 6. **VACATION AND SICK LEAVE**

Employee shall receive and accrue vacation to the same extent as exempt employees and shall receive and accrue sick leave to the same extent as every Town employee based on the criteria set out in the Town Personnel Rules and; be compensated for same upon separation to the same extent as general employees of the Town based on the criteria set out in the Town Personnel Rules and Regulations.

Section 7. **HOLIDAYS**

Employee shall be entitled to the same paid holidays as are provided to the other general employees of the Town.

Section 8. **DISABILITY, HEALTH AND LIFE INSURANCE**

Employee shall receive the same disability and health/hospitalization benefits as are granted to other employees of the Town. The health/hospitalization benefit includes the Employer paying the monthly insurance premium for the Employee and one dependant. Employer shall continue to provide Employee with a term life insurance policy of One Hundred Fifty Thousand (\$150,000) Dollars while Employee is employed under this Agreement; the beneficiary of that policy to be determined by the Employee.

Section 9. **RETIREMENT**

The Town agrees to continue to keep in place for the Employee the current retirement programs offered by the International City Management Association Retirement Corporation (ICMA-RC) including the Highland Beach 401 Retirement Plan, the Highland Beach 457 Retirement Plan, and the Highland Beach 401 Voluntary Retirement Plan and to continue to fund same on Employee's behalf.

The Employer shall continue to contribute to the ICMA-RC retirement plan (Highland Beach 457 Retirement Plan) an amount equal to fifteen percent (15%) of the Employee's annual salary, payable in installments to the plan at the same time as other employee contributions might be paid into the plan, subject to IRS imposed maximum limitations.

Section 10. **PROFESSIONAL/EDUCATIONAL PARTICIPATION**

A. The Town agrees to budget and to pay for the professional dues and subscriptions of the Employee necessary for his continuation and full participation in national, international, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the Town.

B. The Town agrees to budget for and pay the reasonable and necessary travel and subsistence expenses of the Employee for professional and official travel, meetings and occasions adequate to continue the professional development of the Employee, and to adequately pursue necessary official and other functions for the Town, including, but not limited to the Annual Conference of the ICMA, the International Committee meetings of the ICMA, the Florida City/County Manager's Association and such other regional, state and local governmental groups and committees thereof which the Employee serves as a member. For all travel which occurs outside the United States, the Town will allow the Employee to use administrative time off for that travel, but the Town will not cover the expense of lodging and transportation to and from any of those international meetings. The Employee will be granted Administrative Leave time off to participate in any of the activities described within this paragraph.

C. The Town also agrees to budget and to pay for the reasonable and necessary travel and subsistence expenses of the Employee for short courses, institutes and seminars that are necessary for his professional development and for the good of the Town.

Section 11. **BUSINESS EXPENSES**

A. Town agrees to reimburse Employee for all ordinary and necessary business-related expenses incurred by Employee in the performance of his duties hereunder upon presentation to the Finance Director of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits.

B. Town agrees to provide Employee with the appropriate technology to perform his duties, which shall include a desktop computer, a laptop computer, and a Nextel Blackberry cell phone (or equivalent) required for the Employee to perform the job and to maintain communication with elected officials, Town staff and the general public outside of normal business hours.

Section 12. **INDEMNIFICATION**

The Town shall provide a legal defense, and indemnification against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission occurring within the scope of Employee's employment and performance of Employee's duties and functions, under the same terms and conditions as provided to other employees of the Town in accordance with the requirements and provisions of the Town Charter and Code of Ordinances of the Town of Highland Beach. The Town shall have the right to compromise and settle any such claims or suit and pay the amount of any such settlement or judgment rendered thereon, in its sole discretion.

Section 13. **BONDING**

The Town shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 14. **OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

A. The Town and Employee may mutually agree to modify, amend or fix such other terms and conditions of employment as may be determined, from time to time, to be necessary or appropriate, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town Charter or any other law.

B. In addition to the benefits cited within this Agreement, Town agrees to provide Employee with any and all benefits that apply to other employees of the Town.

Section 15. **GENERAL PROVISIONS**

A. The text herein shall constitute the entire Agreement between the parties.

B. This Agreement shall be interpreted pursuant to the Laws of the State of Florida. Venue for any dispute shall be Palm Beach County, Florida.

C. If any provision, or any portion thereof, contained in this Employment Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

[The balance of this page has been left blank]

IN WITNESS WHEREOF, the Town of Highland Beach, Florida, has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested to by its Town Clerk, and approved as to form by the Town Attorney, and the Employee has signed and executed this Agreement in duplicate on the day and year first above written.

Zoe Burgess
Witness

Sandra L. Meble
Witness

Zoe Burgess
Witness

Sandra L. Meble
Witness

By: Dale S. Sugerman
Dale S. Sugerman, Ph.D., Town Manager

Town of Highland Beach

By: Jim Newill
Jim Newill, CPA, Mayor

Attest: [Signature]
Town Clerk

APPROVED AS TO LEGAL FORM
AND SUFFICIENCY

By: [Signature]
Town Attorney