

**TOWN OF OCEAN RIDGE
TOWN COMMISSION REGULAR MEETING
AGENDA - REVISED**



**November 7, 2022
6:00 P.M.
TOWN HALL – MEETING CHAMBERS**

TOWN COMMISSION

Mayor Susan Hurlburt

Vice Mayor Kristine de Haseth
Commissioner Geoff Pugh

Commissioner Steve Coz
Commissioner Martin Wiescholak

ADMINISTRATION

Interim Town Manager Lynne Ladner

Town Attorney Christy Goddeau
Chief of Police Richard Jones

Town Clerk Kelly Avery
Building Official Durrani Guy

RULES FOR PUBLIC PARTICIPATION

1. **PUBLIC COMMENT:** The public is encouraged to offer comments with the order of presentation being as follows: Town Staff, Public Comments, Commission discussion and official action. Town Commission meetings are business meetings of the Commission and the right to limit discussion rests with the Commission. **Generally, remarks by an individual will be limited to one time up to three minutes or less regarding any single item on the agenda.** The Mayor or presiding officer has discretion to adjust the amount of time allocated.
 - A. Public Hearings: Any citizen is entitled to speak on items under this section.
 - B. Public Comments: Any citizen is entitled to be heard concerning any matter within the scope of jurisdiction of the Commission under this section. The Commission may withhold comment or direct the Town Manager to take action on requests or comments. The Commission meetings are held for the purpose of discussing and establishing policy and to review such other issues that affect the general welfare of the Town and its residents. Where possible, individual grievances should first be taken up with the Town Staff.
 - C. Regular Agenda and First Reading Items: When extraordinary circumstances or reasons exist and at the discretion of the Commission, citizens may speak on any official agenda item under these sections.
2. **ADDRESSING THE COMMISSION:** At the appropriate time, please step up to the podium and state your name and address for the record. All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Commission shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Commission is granted by a majority vote of the Commission members present.

APPELLATE PROCEDURES

Please be advised that if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The Town neither provides nor prepares such record. (F.S. Section 286.0105)

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.

**NOTICE: THE PUBLIC MAY VIEW THE HARD COPY OF THE MEETING MATERIALS AT
TOWN HALL BEFORE OR DURING THE MEETING**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

PRESENTATIONS & PROCLAMATIONS

Mrs. Erica Whitfield (School Board District 4) – November 2022 Election School Tax Referendum

ANNOUNCEMENTS

- a) The meeting schedule for the next month is as follows: Regular Town Commission Meeting Monday, December 5th at 6:00 PM; Planning & Zoning Commission Meeting Monday, November 21st at 8:00 AM; All meetings are held in the Commission Chambers at Town Hall.
- b) Please join us on Monday, November 7th at 5:00 p.m. in the Commission Chambers for a presentation by our Building Official on “Save the Swales”.
- c) Refurbishment of the Porter Street Beach crossover began on October 3rd. The crossover will be closed for approximately 8 weeks while the work is being completed.
- d) The FDOT Drainage project on Ocean Blvd/A1A at Anna St began approximately October 10th. The project is expected to take approximately ninety (90) days.
- e) The Town Veterans Day ceremony on November 11th will begin at 10 am at the Blue Star Memorial in front of Town Hall.
- f) One last reminder of when candidate qualifying is there are two Town Commission seats open for a three-year term. Candidate filing dates run from November 7, 2022 at Noon through November 18, 2022 at Noon in the Town Clerk’s Office. / La Elección Municipal Anual se llevará a cabo el 14 de marzo de 2023. Hay dos puestos de la Comisión Municipal abiertos por un período de tres años. Las fechas de presentación de candidatos se extienden desde el 7 de noviembre de 2022
- g) Town Hall will be closed on Friday, November 11th for Veterans Day, Thursday, November 24th, and Friday, November 25th for Thanksgiving.
- h) Please join us on Friday, December 2nd from 5:30 – 7:30 p.m. for the annual “Light the Lights” holiday event, which will be held at the Town Hall complex. Please check the Town’s website for more details to come.
- i) Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town’s website or call Town Hall for assistance.

PUBLIC COMMENT – (3-minute individual limit)

APPROVAL OF CONSENT AGENDA (Items that do not require discussion)

1. Adoption of the Minutes of August 1, 2022, Regular Town Commission Meeting,
2. Adoption of the Minutes of August 1, 2022, Special Town Commission Meeting,
3. Adoption of the Minutes of August 8, 2022, Special Town Commission Meeting.
4. Resolution 2022-17 Municipal Elections Agreement
5. Resolution 2022-18 Waiver of Garden Club Facility Rental Fee for 5 years
6. Resolution 2022-19 Waiver of Book Club Facility Rental Fee for 5 years
7. Approve Budgeted Expenditure of up to \$17,000 to D.L. Folsom Air Conditioning & Heating Corp. for the replacement of two (2) A/C units at the Town Hall Facility.
8. Approve Budgeted Expenditure of up to \$191,537 (including \$75,000 in carryover from FY 2022) for vehicle purchases/leases.
9. Authorize Garbage & Alarm Liens for FY 22

REGULAR AGENDA ITEMS

10. Request from Ocean Club of Florida for a refund of the permit renewal fee paid for Permit #21684

11. Request from 24 Eleuthera Dr for building permit extension for Permit #20108
12. Request from 6110 N Ocean Blvd 30 for building permit extension for Permit #22066
13. Request from 6885 N Ocean Blvd for building permit extension for Permit #20149
14. Request from 29 Eleuthera Dr for building permit extension for Permit #21974
15. Authorize Ocean Ridge Department of Public Safety to enter into Law Enforcement Agreement Accreditation Agreement
16. First Reading of Ordinance 2022-15 An Ordinance of the Town of Ocean Ridge, Florida, Amending its Code of Ordinances at Chapter 2, "Administration," to establish a new Article VII to be entitled, "Advisory Boards", Division 1, to be entitled "Tree Board", to create an Advisory Tree Board consistent with the requirements of being a Tree City USA, Establishing the Tree Board, Its purpose, membership, and functions and Providing for Repeal of Conflicting Ordinances, Severability, an Effective Date and for Other Purposes.
17. Selection of Executive Recruitment Firm for Town Manager/Finance Director Search
18. Discussion of joint Commission/Planning and Zoning Workshop

STAFF & COMMITTEE REPORTS

19. Planning & Zoning Commission
20. Town Manager
21. Town Attorney
22. Police Chief
23. Town Engineer & Public Works
24. Building Official

TOWN COMMISSIONER COMMENTS

25. Mayor's Update (By: Mayor Hurlburt)

ADJOURNMENT

Live Audio Feed Provided for the Regular Town Commission Meeting

Based upon a Town Commission decision, the Town of Ocean Ridge will be holding the meeting in-person, with an additional option of listening to the audio live.

Regular Town Commission meetings are generally held on the first Monday of every month at 6:00pm. Please visit www.oceanridgeflorida.com to see when the next Town Commission meeting will be.

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Town of Ocean Ridge will meet for the purpose of reviewing items as described on the agenda. The agenda along with the meeting package was posted on the Town's website, at Town Hall, and in Town Hall's shadow box the Wednesday prior to the meeting.

A copy of the agenda & the package may be obtained by contacting the Town Clerk at: kavery@oceanridgeflorida.com.

PLACE: The meeting will be held at the physical access point of Town Hall, 6450 N. Ocean Blvd, Ocean Ridge, FL 33435. The Town of Ocean Ridge will provide a live audio feed for those that cannot attend the physical access point. Interested persons may listen by using the following information:

- Please dial in using your phone. United States: [+1 \(872\) 240-3212](tel:+18722403212) and Access Code: 930-143-117

PUBLIC COMMENTS:

Persons that are unable to attend the meeting in person may submit public comments by utilizing the following options:

1. Email the Town Clerk at kavery@oceanridgeflorida.com by 3 p.m. on the meeting date. The email must contain the agenda item number and exactly what is to be read out loud at the meeting (3 minute limit). The Town Clerk will respond to the email if it has been received. If you do not receive a response email from the Town Clerk, assume that it was not received and follow up with a phone call to Town Hall at 561-732-2635. The Town Clerk will read the public comment into the record when the item is taken up.
2. Call Town Hall at 561-732-2635 before 3 p.m. on meeting date. Tell Town Hall Staff which agenda item you would like to submit a comment on, and submit your comments to them (3 minute limit). Town Hall staff will notify the Town Clerk of the public comment, and the Town Clerk will read the public comment into the record when the item is taken up during the meeting.

ADDITIONAL INFORMATION:

The recording of the meeting along with the action item summary sheet will be available to the public the following day.

Consistent with section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.

REGULAR TOWN COMMISSION MEETING MINUTES

August 1, 2022

Minutes of the Regular Town Commission Meeting of the Town of Ocean Ridge held on Monday, August 1, 2022, at 6:00 PM in the Town Hall Commission Chambers and live audio feed provided through Gotomeeting.com.

CALL TO ORDER

The meeting was called to order by Mayor Hurlburt at 6:00 p.m.

Mayor Hurlburt reminded that the live audio feed is no longer interactive and encouraged those that would like to make a public comment to attend in person or send comments to the Town Clerk prior to the meeting.

ROLL CALL

Town Manager Stevens led the roll call, which was answered by the following:

Commissioner Coz	Present
Vice Mayor de Haseth	Present
Mayor Hurlburt	Present
Commissioner Pugh	Absent
Commissioner Wiescholek	Present

Town Manager Stevens mentioned that Commissioner Pugh was absent with notice.

PLEDGE OF ALLEGIANCE

Mayor Hurlburt led the Pledge of Allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Town Manager Stevens requested to add an item b under Presentations for Chief Jones to present employee recognitions.

Vice Mayor de Haseth requested to add an announcement as item d.

Commissioner Wiescholek moved to approve the agenda as amended; seconded by Commissioner Coz Motion carried 4-0.

PRESENTATIONS & PROCLAMATIONS

a. FCCMA Senior Advisor Dan Kleman Presenting Information Regarding Town Manager.

Mayor Hurlburt introduced and welcomed Mr. Kleman to speak.

Mr. Kleman explained what the FCCMA Senior Advisor does for municipalities in the search for Town Managers. He gave an overview of his past professional experience. He mentioned that he had four objectives which were: to go over the applications which the Commission had already received for the Interim Town Manager, to discuss the selection process, to discuss the entire recruitment process for a permanent Town Manger and to discuss the recruitment profile to advertise the vacancy.

Mr. Kleman discussed the three applicants for the Interim Town Manager and suggested that the Commission pick those that they wanted to interview and do so at a special meeting the following Monday. He gave his suggestions for compensation for the position as well as how much time for the overlap of the position.

The Commissioners discussed who they thought should be interviewed. There was a consensus to interview all three candidates.

REGULAR TOWN COMMISSION MEETING MINUTES AUGUST 1, 2022

Town Manager Stevens asked who would develop the questions for the interviews. Mr. Kleman stated that he could provide some questions if they would like.

Commissioner Coz asked which of the candidates has expressed interest in the permanent position. Mr. Kleman stated only Ms. Ladner had voiced that. He had not asked the other two candidates.

Attorney Goddeau mentioned that she would be able to provide uniform legal questions to ask each of the candidates.

Mr. Kleman stated that he would schedule the interviews for 30 minutes each starting at 6:00 pm on Monday evening. He mentioned that the Commission should be ready to select their final choice at the end of the meeting. He provided a handout of the process/time schedule for the entire selection of the Town Manager and reviewed it with the Commission.

Commissioner Wiescholak pointed out that October 10th was Columbus Day and Manger Stevens mentioned that it was a holiday, and that Town Hall was closed. They decided to change the date to October 11th for the interviews.

Mr. Kleman answered the Commissioners questions regarding a normal Town Manager's contract length, advertising in papers out of state and advertising with the National League of Cities vs the Florida League of Cities. He asked the Commission for an approval of the dates that have been submitted for the timeline. There was a consensus to approve the dates.

Mr. Kleman provided a handout of the Town Manager Recruitment Profile. He asked for clarification on the salary and the education/experience requirements. There was discussion regarding the education and experience requirements and an agreement on the verbiage of what is desired. They discussed the salary range and the possibility of increasing it slightly. There was a consensus to increase the range to \$160,000. Mr. Kleman asked what the three major issues that the upcoming Town Manager would have to address. Each of the Commissioners expressed what they thought the issues should be.

Mr. Kleman said that he would have the revised profile at the next meeting.

b. Chief Jones to Recognize Employees

Chief Jones gave the background on why Detective Choban was being recognized. Detective Choban gave a few words in response to his recognition.

Chief Jones gave the background on why Officer Savino was being recognized.

ANNOUNCEMENTS

- a. The meeting schedule for the next month is as follows: Regular Town Commission Meeting Tuesday, September 6th at 6:00 PM which will include the first public hearing on the proposed FY23 budget; and Planning & Zoning Commission Meeting Monday, August 15th at 8:00 AM. All meetings are held in the Commission Chambers at Town Hall.
- b. There will be no Building Official's forum in the month of September.
- c. Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town's website or call Town Hall for assistance.

REGULAR TOWN COMMISSION MEETING MINUTES AUGUST 1, 2022

- d. Vice Mayor de Haseth clarified an email that had been circulated to the public.

PUBLIC COMMENT – (3-minute individual limit)

Manager Stevens read emails into the record:

Ron Kern, Crowne Colony Club, thanked the Commission for their support of the crosswalk.

Janet and Roy Shines support the Ocean Ridge Police Department and does not support replacing them.

Connor Glendinning, 2 Sabal Drive, gave praise to Manager Stevens and hopes they hire someone just as good.

In-Person Public Comment:

Victor Martel, 46 Harbour Drive, wanted explanation of an expression within an email that was made.

Sarah Stiles, 16 Fayette, would like a “no turnaround” sign placed on her street.

Tina Gray, 39 Harbour Drive North, spoke about an accident on her road and her feeling regarding a specific officer.

Cindy Martel, 46 Harbour Drive, spoke about an altercation and her feelings about it.

Zoanne Hennigan, 91 Island Drive South, gave her praises to Manager Stevens, supports the police department and worried about possible sabotage from Commissioners.

Terry Brown, Harbour Drive South, spoke of his interactions with the police department and his support.

Gayle Maya Breman, 5590 N Ocean Blvd, thanked Manager Stevens for her work, supports the police department and the Commission.

APPROVAL OF CONSENT AGENDA (Items that do not require discussion)

1. Acceptance of the Revenue & Expenditure Reports for June 2022.

Vice Mayor de Haseth moved to approve the consent agenda; seconded by Commissioner Coz. Motion carried 4-0.

REGULAR AGENDA ITEMS

2. **Request for Waiver of Building Permit Penalty Fees for 6550 N. Ocean Blvd Unit 10 (By: Town Manager Stevens)**

Town Manager Stevens introduced the item and explained the background on it. She explained what the homeowner is requesting and mentioned that the work is still on-going.

Ms. Sherman explained her situation and requested the waiver.

Building Official Guy explained the ordinance violation. He asked the Commission to re-consider the ordinance fine for future cases.

REGULAR TOWN COMMISSION MEETING MINUTES AUGUST 1, 2022

Mayor Hurlburt asked for Commissioner comment.

Commissioner Wiescholek stated that he did not want to reduce the current violation fine for offenders.

Commissioner Coz was surprised that Building Official Guy was wanting to reduce the fine and asked for his suggestion.

Building Official Guy gave his suggestions and his reasoning for wanting the change.

Vice Mayor de Haseth stated that she was in support for giving the building department that discretion.

Mayor Hurlburt stated that she understood the reasoning for the suggestion and asked Manager Stevens for suggestions for cutting down on the appeals.

Manager Stevens recommended a penalty schedule in the fee resolution and get rid of the waiver.

There was further discussion regarding work without penalty fees. The Commission decided to come back to this item at another meeting.

There was discussion regarding the case of Ms. Sherman and what they should do. There was a consensus to reduce the fee to a total of \$500

Commissioner Wiescholek moved to reduce the penalty fee amount from \$975 to \$500; seconded by Commissioner Coz. Motion carried 4-0.

3. **Second Reading of Ordinance No. 2022-09 – An Ordinance of the Town of Ocean Ridge, Florida, Amending Its Code of Ordinances, Specifically the Land Development Code, to Extend the Architectural Requirements for Front Elevations to All Elevations for Single Family Dwellings and Accessory Structures and to Permit Flat Roofs With Restrictions on Single-Family Residential Dwellings and Accessory Structures by Making Revisions to Chapter 64, Zoning, Article I, District Regulations, Section 64-1, RSF And RSE Single-Family Residential Districts, Section 64-3, Ocean View Special Area, Article III, Supplemental Regulations, Section 64-50, Location of Exterior Residential Equipment and Accessories, and Section 64-60, Decks, Patios, Driveways, Parking Areas, Steps, Stoops, and Terraces (Unenclosed and Uncovered); Chapter 67, Buildings and Building Regulations, Article III, Technical Codes and Other Construction Standards, Division 1, Generally, Section 67-37, Roof Systems; Providing for Codification, Repeal of Conflicting Ordinances, Severability, and an Effective Date. (By: Town Attorney Goddeau)**

Town Attorney Goddeau introduced the ordinance on second reading by providing the background and the changes made since the first reading.

Mayor Hurlburt called for public comment.

Carolyn Cassidy, 7 Hudson, gave information regarding flat roofs as useable area. Attorney Goddeau mentioned that after her comment at the Planning and Zoning meeting, she adjusted the ordinance to reflect her information.

Mayor Hurlburt closed public comment and asked for Commissioner discussion.

REGULAR TOWN COMMISSION MEETING MINUTES AUGUST 1, 2022

Commissioner Wiescholek said that he feels that this ordinance is as good as they can get it for right now.

Commissioner Coz requested that going forward he would like to have separate items within an ordinance voted on separately.

Vice Mayor de Haseth stated she would like to have the locations of the flat roof usable area discussed more in the future.

Mayor Hurlburt stated that she agrees that she would like to continue these conversations but feels that something needs to be established now.

Commissioner Wiescholek moved to approve Ordinance 2022-09; seconded by Vice Mayor de Haseth. Motion carried 4-0.

Roll Call was as follows:

<u>Commissioner Coz</u>	<u>Aye</u>
<u>Commissioner Pugh</u>	<u>Absent</u>
<u>Vice Mayor de Haseth</u>	<u>Aye</u>
<u>Commissioner Wiescholek</u>	<u>Aye</u>
<u>Mayor Hurlburt</u>	<u>Aye</u>

STAFF & COMMITTEE REPORTS

4. Planning & Zoning Commission

There was no report due to no meeting that was held.

5. Town Manager

Town Manager Stevens advised that her report was included in the meeting package.

Terry Brown, Harbour Drive South, stated that he hoped that the new Town Manager will report on the project lists. Manager Stevens stated that they would be.

Commissioner Coz asked about the overgrowth on North Harbour. Manager Stevens stated that this issue is really an encroachment of Right of Ways, and it is a policy issue of the Commission.

There was discussion regarding the encroachment of right of ways and lines of sight within the town.

Commissioner Wiescholek would like this discussion placed on the next agenda or shortly thereafter.

6. Town Attorney

Town Attorney Goddeau did not have a report to present.

7. Police Chief

Chief Jones advised that the Police Department report was included in the meeting package. He went over the contents in his report. He informed the Commission that they are in the process of replacing the battery backup system in Town Hall.

He displayed the current sign that is in town and a metal sign sample and discussed the replacement of the current signs. He discussed the costs of the replacements and the money savings.

REGULAR TOWN COMMISSION MEETING MINUTES AUGUST 1, 2022

Commissioner Wiescholek asked if the Fayette sign could be included. Chief Jones stated that it was included in their map of areas that were to be receiving the replacements.

Commissioner Coz asked what was the first item that was noticeable when Officer Savino pulled over the offender. Chief Jones explained what happened.

8. Town Engineer & Public Works

Town Engineer & Public Works report was included in the package.

9. Building Official

Building Official Guy mentioned that his report was included in the package.

Mr. Guy stated that he would like to utilize an Annual Maintenance Permit. He explained what that would entail. He said that the Commission would need to establish a fee for this and recommends \$2,500 for this.

Vice Mayor de Haseth stated that this could be used for not just the Town, but for condo associations as well.

There was discussion regarding this type of permit and an agreement to proceed with this.

TOWN COMMISSIONER COMMENTS

Mayor Hurlburt introduced the new Town Clerk, Kelly Avery, and welcomed her to the Town.

ADJOURNMENT

Meeting Adjourned at 8:17 p.m.

Minutes prepared by Town Clerk Avery and adopted by the Town Commission on October 3, 2022.

Susan Hurlburt, Mayor

ATTEST:

Kelly Avery, Town Clerk

**SPECIAL TOWN COMMISSION MEETING MINUTES
AUGUST 1, 2022**

Item #2

CALL TO ORDER

The meeting was called to order by Mayor Hurlburt at 2:00 p.m.

ROLL CALL

Town Manager Stevens led the roll call, which was answered by the following:

Commissioner Coz	Present
Vice Mayor de Haseth	Present
Mayor Hurlburt	Present
Commissioner Pugh	Absent
Commissioner Wiescholek	Present

Manager Stevens stated that Commissioner Pugh was absent with notice.

PLEDGE OF ALLEGIANCE

Mayor Hurlburt led the pledge of allegiance.

PUBLIC COMMENT - (3 minute individual limit)

Mayor Hurlburt opened Public Comment.

There were no Public Comments.

Mayor Hurlburt closed Public Comment.

ACTION ITEMS

1. Discussion of the Proposed FY23 Budget

Manager Stevens introduced the new Town Clerk, Kelly Avery, and welcomed her.

Manager Stevens submitted version three of the proposed 2023 Budget. She discussed the memo by summarizing the budget and discussed each of the changes in the budget since the second version.

She also submitted the salary survey results to the Commissioners. She also mentioned that Management is recommending adopting the proposed salary range adjustments and the consideration of the addition of a part-time Receptionist/Administrative Assistant to the Town Hall staff to relieve pressure on current staff.

Vice Mayor de Haseth asked what the salary range for that position would be. Manager Stevens stated that it would be \$42,500 annually, but it would be a part-time hourly position so it could be less than that. She estimated that it would be approximately \$20 an hour, plus the associated FRS and Worker's Compensation/General Liability.

There was a discussion of how many hours the assistant would work a week to remain as a part-time position. They also discussed how long would they be funding this position and Manager Stevens stated that it would be up to the Commission for the following year's budget on whether they wanted to fund it. Commissioner Weischolek asked if this position would be mostly for the

SPECIAL TOWN COMMISSION MEETING MINUTES

Item #2

AUGUST 1, 2022

building department. Manager Stevens stated that it would most likely be all for the building department.

Vice Mayor de Haseth asked logistically how an additional person would fit in the office. Manager Stevens mentioned that there is a conference room that could be converted into an office, if needed. She said that it could be worked out.

There was a consensus to approve the hiring of a part-time Administrative Assistant for the Town Hall. Manager Stevens said that on the next version of the budget, they will see an added part-time position in the building department, it in the HR Salary calculations, and an increase in the line item 8698 (Building Reserves).

Vice Mayor de Haseth asked when this position would be filled. Manager Stevens stated that by the time the position is advertised, and they go through the hiring process, it will be after October 1st.

Mayor Hurlburt asked to discuss the proposed salary ranges. Manager Stevens submitted the salary survey of comparable municipalities.

Vice Mayor de Haseth mentioned that they should all notice that some communities have not only the merit increase but are also adding the COLA increase.

Manager Stevens informed the Commission that with the police officers, they were able to increase salaries with the PBA contract and with the dispatch, there was a market adjustment of \$7,500 each. There were no other market adjustments for any of the other staff, which includes the Police Chief, the Lieutenant, Building Department, Public Works and administration. She said that they really need some sort of market adjustment this year because of the inflation being so high. Mayor Hurlburt mentioned that this would help us in moving forward on a more consistent playing level for the future.

Vice Mayor de Haseth asked if market adjustments are usually done as a bonus or lump sum. Manager Stevens stated that it has to be done in the salaries and cannot be called a bonus. Commissioner Coz suggested utilizing a "stipend."

Commissioner Coz asked if Manager Stevens was proposing an additional 5% for the COLA increase. Manager Stevens stated that the spreadsheet is just for the salary range increases as if they were to hire a new employee for that position, it would increase the level of the minimum starting salary and then the maximum salary that the employee could ever make. She said that the other topic on the table is whether or not they are wanting to give the market adjustment to the remaining employees.

Commissioner Weischolek mentioned that is what they did when Karla resigned, they hired the new person in with the increased salary to keep us on a competitive level playing ground with

SPECIAL TOWN COMMISSION MEETING MINUTES

AUGUST 1, 2022

other municipalities. Manager Stevens said that was correct. She mentioned that the employees are the Town's biggest asset and they do not want a mass exodus of staff. Mayor Hurlburt mentioned that we need to stay competitive.

Manager Stevens recommended giving everyone else the same as the dispatch with the \$7,500 increase across the board. Mayor Hurlburt asked how many employees that was including. Manager Stevens said that it was a total of nine employees.

There was discussion regarding a \$7,500 increase to the remainder of the employees, how it would affect each individual employee, rate of inflation, how an increase would affect the base pay going forward. Each of the Commissioners gave suggestions on how to handle the situation and there was discussion regarding each. There was a concern with giving a check and then the employee leaves the job.

Chief Jones addressed the concern of employees leaving after receiving their check.

Further discussion ensued regarding giving a stipend instead of a salary-based increase and the possibility of using a percentage versus a set amount.

There was a consensus to issue a one-time stipend in the current fiscal year of 5.5%, except for the Town Clerk. The topic is to be brought back to the Commission to discuss issuing the stipend to the Town Clerk at the end of the six-month probationary period.

Town Manager Stevens mentioned that she will not be taking the stipend. She stated that the only thing left to discuss was the approval of the salary ranges. She said that she recommends approving salary ranges as presented.

The Commissioners discussed each of the salary ranges one by one and compared those salaries to those of comparable communities. There was a question regarding why employees are being hired at minimum salary. Town Manager Stevens explained the hiring policy.

Commissioner Coz suggested getting rid of the hiring policy as it currently stands and accepting the proposed salary ranges for the Police Chief and Police Lieutenant. There was discussion regarding the current hiring policy.

There was a consensus to allow the Town Manager to hire up to 15% above the minimum salary for a position. There was also a consensus to accept the proposed salary ranges for the Police Chief, Police Lieutenant, Dispatch Manager, and Dispatch Clerk.

Town Manager Stevens stated that these changes will be reflected in your final budget documents for the public hearing on September 6, 2022.

Vice Mayor de Haseth asked what the Harbour Drive North \$250,000 expenditure item was.

SPECIAL TOWN COMMISSION MEETING MINUTES
AUGUST 1, 2022

Town Manager Stevens stated that it was a drainage project that Lisa Tropepe brought to the Commission. She said that this project is contingent with the Town getting easements from 62 and 66 Harbour Drive North. She said that the Town has already gained one.

Vice Mayor de Haseth asked what would happen if both homeowners did not grant those easements. Town Manager Stevens stated that nothing could be built there. Commissioner Coz asked if the Town was holding off on doing the project on Hudson. Town Manager Stevens stated that was correct.

Chief Jones mentioned that regarding the generator purchase for Town Hall, the prices are continually increasing, and asked if we could lock in the purchase now with the current pricing as a “commitment to purchase” for the upcoming budget. He said that is true with the dispatch furniture and project that was previously discussed.

The Commission had a consensus to have staff to go ahead and do that. They said that they approve staff to do this with all capital projects.

There was a question regarding the status of the squad cars. Chief Jones explained that the vehicles are built, and they have VIN numbers. They do not run because they do not have microchips and are sitting in Chicago at a rail station waiting to have microchips arrive. The timeline range has been the next seven days to the next six months. He said that the vehicle budget line for vehicle repairs/ maintenance is already \$5,000 overbudget. He said that he had another vehicle at the dealership with just repairs of around \$2,000.

There were no public comments.

ADJOURNMENT

Meeting Adjourned at 3:39 p.m.

Minutes prepared by Town Clerk Avery and adopted by the Town Commission on October 3, 2022.

Susan Hurlburt, Mayor

ATTEST:

Kelly Avery, Town Clerk

SPECIAL TOWN COMMISSION MEETING MINUTES
AUGUST 8, 2022

Minutes of the Special Town Commission Meeting of the Town of Ocean Ridge held on Monday,
August 8, 2022 at 6:00 PM in the Town Hall Commission Chambers.

CALL TO ORDER

The meeting was called to order by Mayor Hurlburt at 6:00 p.m.

ROLL CALL

Town Clerk Avery led the roll call, which was answered by the following:

Mayor Hurlburt	Present
Vice Mayor de Haseth	Present
Commissioner Coz	Present
Commissioner Pugh	Absent
Commissioner Wiescholak	Present

PLEDGE OF ALLEGIANCE

Mayor Hurlburt led the Pledge of Allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Vice Mayor de Haseth requested to move Public Comment to after each of the candidates' interviews.

There was a consensus to move Public Comment to after each of the candidates' interviews.

Vice Mayor de Haseth requested that they be more flexible with the 30-minute time allotment for each candidate and allow additional questions.

There was a consensus to be more flexible in the 30-minute time allotment and the additional questions.

Vice Mayor de Haseth requested that the candidates recuse themselves during the other's interview as a professional courtesy even though it is a public meeting.

Attorney Goddeau informed the Commission that legally they cannot ask anyone to not attend any part of the meeting. She said that they could inform the candidates that it was up to them to voluntarily not sit in the meeting while the other was interviewing.

Vice Mayor de Haseth requested that both the candidates not be present when the Commission is discussing both candidates at the end.

Attorney Goddeau informed the Commission that this all must be done in the Sunshine, and it is up to the candidates on whether they would like to stay for that portion.

Mr. Dan Kleman, FCCMA/ICMA Senior Advisor, mentioned that he had already spoken to one of the candidates and they had no intention on being in the meeting after their interview. He said that he would also speak to the other candidate once that person arrived.

Commissioner Wiescholek moved to approve the agenda as amended; seconded by Vice Mayor de Haseth. Motion carried 4-0.

REGULAR AGENDA ITEMS

1. Approval of Ocean Ridge Town Manager Recruitment Profile

Mr. Kleman presented the Commission with a simple profile for the Ocean Ridge Town Manager position. He explained the purpose of the profile and where this information should be located for future candidates to get an understanding of what the position will entail as well as the issues that Ocean Ridge is facing. He mentioned that once the profile is approved, it should be placed on the website along with the recruitment process that was previously provided.

Vice Mayor de Haseth asked when a new job description will be available as that should also be with the posting on the website.

Attorney Goddeau mentioned there already is one that was distributed, but there was an area that was highlighted that need to be altered, such as the minimum training experience. She said that she would re-distribute it to the Commission.

Vice Mayor de Haseth mentioned to Mr. Kleman that she would suggest adding the Dispatch Department to the listing of departments that the Town Manager would oversee.

Commissioner Wiescholek suggested adding some requirements/training that the candidate should have since they were also taking on the Finance Manager position of the Town as well. There was a discussion of that information already being covered throughout the profile. Mr. Kleman gave his recommendations as well.

Vice Mayor de Haseth suggested adding another bullet point under the Town Information portion of the profile. She would like to have it mention “strive to maintain and encourage a high level of service in all departments.” Mr. Kleman stated that it would be easy to add.

Commissioner Coz asked Mr. Kleman if he still stood by the salary range of \$125,000 - \$160,000. Mr. Kleman said that he did and feels that it is in the ballpark of where it should be.

Mr. Kleman said that he would make the changes and asked if the Commission would approve the document with those changes that evening. He mentioned that the revised document would be placed on the website the next day and start the process to get some candidates. Commissioner Coz asked how the process worked from Mr. Kleman’s website link. Mr. Kleman explained the process as well as the application process overall. There was discussion on how often the Commissioners would like to receive the applications that come in. The Commission agreed to receive the applications on a weekly basis.

Mr. Kleman suggested that the Town also advertises on www.Linkedin.com as well www.indeed.com. He also mentioned that the Commission be prepared to pay two different types of expenses during the recruiting process. The first expense would be interview/travel expenses for a candidate to travel to do the interview. The second expense would be relocation expenses.

He explained that they should be willing to pay those expenses if they are willing to advertise in a nationwide publication. There was a discussion on those type of expenses.

Commissioner Coz asked if they should agree that no Commissioner contact the candidates individually before they meet. Mr. Kleman stated that he discouraged the Commissioners from contacting the candidates.

Mr. Kleman mentioned that he gave the Commissioners a list of questions and requested that they keep the questions consistent with each of the candidates.

Commissioner Coz asked if either of the candidates wanted the full-time position. Mr. Kleman suggested that is something the Commissioners ask of the candidates. There was a discussion of the questions and who should ask the questions during the interviews.

Attorney Goddeau reminded the Commissioners what they could and could not ask during the interview process.

Mayor Hurlburt asked if there was anyone wishing to make a public comment. There were no public comments.

Mayor Hurlburt asked the Commissioners if they had any further comments on the profile. There were no additional Commissioner comments. Attorney Goddeau reviewed the suggested changes.

Vice Mayor de Haseth moved to approve the Town Manager Profile as amended; seconded by Commissioner Coz. Motion carried 4-0.

2. Interim Town Manager Candidate Interviews

Mr. Kleman introduced the first candidate, Lynne Ladner.

Mayor Hurlburt started the interview by asking Ms. Ladner to summarize her education and experience. She gave a summary of her experience and education and compared those to the needs of Ocean Ridge.

Ms. Ladner was asked to give a summary of her experience in finance. She informed the Commission of what she has done in the past with other communities. Commissioner Coz asked her what the smallest budget she has ever worked with. She explained the smallest and the largest budget she has worked with. She also answered the question of if she had worked with outside financial analysts.

Mayor Hurlburt asked Ms. Ladner to describe her strengths and weaknesses. Ms. Ladner responded to the question.

Vice Mayor de Haseth asked Ms. Ladner to share why she would like to work for Ocean Ridge. Ms. Ladner gave her explanation.

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Mayor Hurlburt asked if the proposed salary was acceptable. Ms. Ladner stated that it was. Mayor Hurlburt asked her if she was offered the position, when could she start. Ms. Ladner explained her current contract but may be able to start in a couple of weeks.

Commissioner Coz asked Mr. Kleman how long the overlap of the current Town Manager and the Interim should be. Mr. Kleman recommended one to two weeks.

Commissioner Wiescholek asked if Pahokee has a Town Manager currently. Ms. Ladner informed the Commission that they do have an Interim Town Manager at this time.

Commissioner Coz asked Ms. Ladner what the Merit Network was. Ms. Ladner explained what it was. He asked her if she was an IT qualified person. She stated she was not, but she has dealt with municipal utilities. She explained the reasoning for her leaving her position in Michigan.

Ms. Ladner was asked about a previous position that was for a town located on a lake and if the lake, the use, and the ownership of the lakefront properties was part of the township. Ms. Ladner explained her answer. She was also asked if she had to resolve conflict between the lakefront owners and someone using the lake and if so, how did it go. She gave her explanation.

Mayor Hurlburt asked Ms. Ladner if she has worked with a municipality where the Police Department is right at Town Hall. Ms. Ladner stated that she had and her experience with that.

Mayor Hurlburt asked Ms. Ladner if she had any questions for the Commissioners. Ms. Ladner asked what characteristics they were looking for in a Town Manager. The Commissioners replied with a sense of humor, conflict resolution, ability to talk with and be apart of the residential community, ability to have one on one conversations, finance, ethical, good judgement, and ability to handle events.

Mayor Hurlburt thanked Ms. Ladner for her time. Ms. Ladner thanked the Commission for the opportunity.

Mr. Kleman introduced the second candidate, Alan Rosen.

Mayor Hurlburt welcomed Mr. Rosen and asked him to summarize his education and experience, including his financial background. Mr. Rosen gave a brief summary of his education and experience. He also discussed his interest in keeping active in Tae Kwon Do.

Vice Mayor de Haseth asked Mr. Rosen to talk about his experience with larger cities/ larger budgets compared to smaller cities/smaller budgets. Mr. Rosen have his explanation on his experience.

Commissioner Coz asked Mr. Rosen if he was interested in the full-time position. Mr. Rosen explained his reasoning for not considering at this time. Commissioner Coz asked Mr. Rosen how it would work with Mr. Rosen not moving/ living down in the immediate area. Mr. Rosen explained how he would have to handle the distance. Commissioner Wiescholek asked how he

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would expect his schedule to be at the Town. Mr. Rosen explained how he was hoping to handle the distance and time committed to the Town.

Vice Mayor de Haseth asked if Mr. Rosen has worked with a town the size of Ocean Ridge. Mr. Rosen informed the Commission of the smallest city he has worked for and the small cities has done work for.

Mayor Hurlburt asked Mr. Rosen his strengths and weaknesses. Mr. Rosen responded to the question.

Commissioner Coz asked Mr. Rosen how he was able to raise the pay for their EMS without increasing taxes in Lake County. Mr. Rosen explained how they did that and the situation they were in to be able to do that. Commissioner Coz also asked about the increase in funding for roads. Mr. Rosen explained how that worked with the Community Development Block Grant (CDBG). Commissioner Coz asked when he did his work with West Palm Beach and if he is currently contracted with anyone now. Mr. Rosen explained the dates when he worked with West Palm Beach and also informed the Commissioners of his current contractual obligations.

Vice Mayor de Haseth asked why Mr. Rosen wanted to work with Ocean Ridge. Mr. Rosen gave his explanation.

Commissioner Wiescholek asked Mr. Rosen if he has ever been in the situation where he had to oversee a Police Department and Dispatch Department. Mr. Rosen explained that he had as Interim Manager as well as Assistant Manager.

Mr. Rosen was asked what he did not like about being the County Manager of Lake County. Mr. Rosen said there was nothing he really did not like. He was asked if he had to deal with any conflict resolution with lakefront property owners and people trying to use the lakes. Mr. Rosen responded to the question.

Mayor Hurlburt asked about the proposed salary and asked Mr. Rosen if he was ok with that. Mr. Rosen stated that he was but asked about the benefits as he would not need them. He mentioned that if he got hired, he would want to be hired on as if he was not an actual employee. Mayor Hurlburt asked Mr. Rosen if he had any questions for the Commission. He asked what success would look like for the two to three months that the Interim would be there. The Commission explained that they would want someone to keep the Town afloat, get along with the department heads, be able to communicate with the residents, help coach the Commission, grooming of new clerk, bringing in some new eyes, and a dedication to customer service. Mr. Rosen gave his feedback from their response.

Mayor Hurlburt thanked Mr. Rosen for his time. Mr. Rosen thanked the Commission for allowing him to be there.

Mayor Hurlburt asked if there was any public comment. There were no comments.

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Mayor Hurlburt asked Vice Mayor de Haseth for her comments. Vice Mayor de Haseth mentioned that she is partial to the first candidate for the basis of Interim, not that she wants to be a long-time manager. She said that she has the experience in all of the needed fields. She said that she liked how the candidates did their homework on Ocean Ridge. She said that her only concern was her current obligation.

Commissioner Coz asked when Town Manager Steven's last day was. It was mentioned that it was September 12, 2022. Commissioner Coz mentioned that the second candidate was truly an Interim Manager type. He said that the idea that he could come in and give them help and suggestion of improvements. He said that he felt that Ms. Ladner was adequate and felt 50/50 towards both candidates. He said that it was hard to know whether they could hire someone and not be a true employee and would like to know the answer to that. Attorney Goddeau stated that they would have to figure that out before they went further if Mr. Rosen was who they wanted to go with. She said that she would have to find out before they made that decision.

Commissioner Weischolek stated that both candidates are perfectly qualified. He stated that he wished Mr. Rosen was wanting more of the long-term but realizes the benefits that could occur. He said that Ms. Ladner was a good choice because she is qualified and wants long term.

Mayor Hurlburt stated that Ms. Ladner fills all the requirements for Interim during the next three months. She feels that Mr. Rosen would be more like hiring a consultant.

There was further discussion regarding Mr. Rosen and Ms. Ladner.

Commissioner Coz stated that he would go with Ms. Ladner but is not endorsing her. He feels that she will be sufficient for getting through until they find a permanent manager.

Commissioner Wiescholek decided that he would go with Ms. Ladner as well. They were both great candidates and are perfectly qualified.

There was discussion regarding a suitable start date.

Attorney Goddeau stated that it may be difficult to hire on a contract basis. The Commissioners decided that they definitely wanted to deal with Ms. Ladner.

Vice Mayor de Haseth moved to approve the hiring of Lynne Ladner as the Interim Town Manager with a start date of no later than September 1, 2022; seconded by Commissioner Coz. Motion carried 4-0.

Vice Mayor de Haseth asked what the process was at that point. Mr. Kleman explained what the next steps were. He said that they will also start the current week to advertise for the permanent position.

Mayor Hurlburt thanked the everyone for attending.

REGULAR TOWN COMMISSION MEETING MINUTES AUGUST 8, 2022

ADJOURNMENT

Meeting Adjourned at 6:55 p.m.

Minutes prepared by Town Clerk Avery and adopted by the Town Commission on November 7, 2022.

Susan Hurlburt, Mayor

ATTEST:

Kelly Avery, Town Clerk

Agenda: November 7, 2022
Memo: Item #4

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Office of the Town Clerk, Kelly Avery

**Subject: Election Agreement for Vote Processing Equipment Use
and Election Services by and between the Palm Beach
County Supervisor of Elections and the Town
Resolution No. 2022-17**

Mayor & Commissioners:

Resolution No. 2022-17 is to approve the annual agreement by and between the Palm Beach County Supervisor of Elections and the Town for Vote Processing Equipment Use and Election Services. The Resolution and agreement are attached for your review. The agreement primarily remains the same as last year for the Town.

The County has not provided a spreadsheet listing the cost per municipality for 2023; however, the costs for Supervisor of Elections services, poll workers, and advertisements costs are expected to be around the same amount as this year, or a slight increase as in years past. The cost comparisons through the years are as follows:

2022 = no election held
2021 = \$12,202.39
2020 = \$11,681.89
2019 = no election held
2018 = \$9,676
2017 = \$8,311

Staff recommends approval of Resolution No. 2022-17 as presented.

Suggested motion: I move to approve Resolution No. 2021-22 as presented.

Respectfully Submitted,

Kelly Avery, Town Clerk

RESOLUTION NO. 2022-17

RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AUTHORIZING THE MAYOR AND TOWN CLERK TO EXECUTE THE 2023 MUNICIPAL ELECTION VOTE PROCESSING EQUIPMENT USE AND ELECTION SERVICES AGREEMENT WITH THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, each year the Palm Beach County Supervisor of Elections (“SOE”) proposes an election agreement to the Town of Ocean Ridge to conduct the Town’s municipal election; and

WHEREAS, the SOE has proposed the attached 2023 Municipal Election Vote Processing Equipment Use and Elections Services Agreement to the Town for its 2023 Municipal Election (“Agreement”); and

WHEREAS, the Town of Ocean Ridge and the SOE desire to work together to conduct the 2023 Municipal Election and to allocate certain responsibilities and expenses between the parties as set forth in the Agreement to ensure that all applicable law and requirements are adhered to and followed during the municipal election; and

WHEREAS, the Town desires to enter the Agreement with the SOE; and,

WHEREAS, the Town finds entering the Agreement serves a valid public purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA THAT:

Section 1. The Town of Ocean Ridge hereby authorizes the Mayor and Town Clerk to execute the Agreement (attached as **Exhibit “1”** and incorporated herein) between the SOE and the Town for the purpose of vote processing equipment use and election services for the March 14, 2023, Municipal Election.

Section 2. This Resolution shall become effective November 7, 2022.

The foregoing resolution was offered by Commissioner _____ who moved its adoption. _____ seconded the motion.

The Mayor thereupon declared the resolution duly passed and adopted this 7th day of November, 2022.

TOWN OF OCEAN RIDGE, FLORIDA

Susan Hurlburt, Mayor

Attest:

Kelly Avery, Town Clerk



2023 MUNICIPAL ELECTION VOTE PROCESSING EQUIPMENT USE AND ELECTIONS SERVICES AGREEMENT

This Vote Processing Equipment Use and Elections Services Agreement (hereinafter referred to as the “Agreement”) is hereby entered into by and between the **Palm Beach County Supervisor of Elections Office** (hereinafter referred to as “SOE”) and the **Town of Ocean Ridge, Florida** (hereinafter referred to as “MUNICIPALITY”).

WITNESSETH:

WHEREAS, pursuant to Section 101.34, Florida Statutes, SOE is the legal custodian of certified vote processing equipment owned by Palm Beach County, Florida, and is hereby charged with the responsibility for custody and maintenance of said equipment; and,

WHEREAS, MUNICIPALITY desires, or is otherwise statutorily obligated, to conduct an election that requires the use of vote processing equipment to count ballots; and,

WHEREAS, all vote processing equipment requires specially trained and knowledgeable individuals to program, operate and maintain said equipment; and,

WHEREAS, the Palm Beach County Board of County Commissioners has authorized SOE to provide any necessary terms and conditions for the use of such voting equipment; and,

WHEREAS, SOE can provide the necessary personnel to program, operate and maintain said equipment; and,

WHEREAS, MUNICIPALITY hereby acknowledges full responsibility for all applicable requirements under the Florida Election Code and any provision of the Town Charter or municipal ordinances which may not be addressed or included in this Agreement.

NOW THEREFORE, in consideration of the premises and of the mutual promises, terms and conditions stated herein, SOE and MUNICIPALITY agree as follows:

ARTICLE 1 – RECITALS

The above recitals are true and correct and incorporated herein.

ARTICLE 2 – AGREEMENT

SOE shall provide MUNICIPALITY such necessary vote processing equipment and election services according to the terms and conditions stated in this Agreement, for the purposes of conducting a Municipal Election to be held on March 14, 2023, and a Run-Off Election, if necessary, along with the necessary vote processing equipment and election services to facilitate any early voting sites, polling locations and polling places as may be necessary and agreed upon

Wendy Sartory Link Palm Beach County Supervisor of Elections

by the parties.

ARTICLE 3 – OPERATION AND PROGRAMMING SERVICES

3.1 Municipal Services. For each election, MUNICIPALITY shall pay SOE for election operations.

3.2 Vote-By-Mail Ballots. MUNICIPALITY shall pay SOE for vote-by-mail operations and materials.

3.3 Repairs. For any election, all maintenance, repairs or other troubleshooting services for vote processing equipment, including any tabulators, check-in devices, and other voting equipment, will be performed exclusively by SOE and such services are included in all stated charges. However, SOE does reserve the right to seek reimbursement from MUNICIPALITY for any repairs or maintenance caused by any neglect or unauthorized acts by any employee or representative of MUNICIPALITY.

ARTICLE 4 – OTHER ELECTION CHARGES

4.1 Precinct Services. For each election, MUNICIPALITY shall pay SOE for precinct preparation and poll worker training.

4.2 Other. For each election and upon proper notice to MUNICIPALITY, MUNICIPALITY shall pay SOE for any other election services not contemplated herein which may be needed to conduct an orderly election.

ARTICLE 5 – TERM

For each election, the terms of this Agreement begin with ballot layout and conclude when ballots have been processed, election results have been certified, all vote processing equipment has been returned to the SOE's warehouse and an audit, if applicable, has been completed. In the event of an election contest or challenge, SOE agrees to cooperate in providing any public records which the SOE maintains or otherwise controls.

ARTICLE 6 – APPLICABLE REQUIREMENTS OF FLORIDA'S ELECTION CODE

MUNICIPALITY shall properly call the election in accordance with any Florida Statutes, applicable charter provisions or Town ordinances. MUNICIPALITY agrees that the Municipal Clerk is responsible for the conduct of the Town's elections and for ensuring compliance with all applicable Florida Statutes, including the Florida Election Code and any municipal charter provisions and ordinances. Any obligations or duties not set forth in this Agreement shall be the sole responsibility of MUNICIPALITY.

ARTICLE 7 – NOTICE AND ADVERTISEMENT OF ELECTIONS

7.1 Uniform Municipal Election. MUNICIPALITY shall prepare and arrange for publication of all legal advertising required by state and federal statutes, Town charter and Town ordinances, unless MUNICIPALITY has already coordinated publication with SOE. MUNICIPALITY agrees that all advertisements of elections conducted in Palm Beach County shall be published in both English and Spanish and that MUNICIPALITY shall be responsible for the accurate and complete

translation of any such notices.

SOE shall, if available, provide samples of required advertising upon request. SOE may also coordinate with MUNICIPALITY to translate and publish notices on behalf of MUNICIPALITY. MUNICIPALITY is responsible for the cost of translation and publication of required notices.

7.2 Run-Off Election. In the event of a run-off election, MUNICIPALITY shall prepare and arrange for publication of all legal advertising required by state and federal statutes, Town charter and Town ordinances. MUNICIPALITY agrees that all advertisements of elections conducted in Palm Beach County shall be published in both English and Spanish and that MUNICIPALITY shall be responsible for the accurate and complete translation of any such notices. SOE shall, if available, provide samples of required advertising upon request.

ARTICLE 8 – QUALIFYING OF CANDIDATES

MUNICIPALITY is the qualifying officer for all municipal candidates and is therefore responsible for all associated duties including collecting petitions, collecting filing fees, and posting notices or advertisements required by municipal charters/ordinances not already required by statute.

MUNICIPALITY may provide qualifying packets to candidates. MUNICIPALITY shall accept and process all qualifying papers and fees. For audio ballots, MUNICIPALITY shall collect pronunciation guides from candidates at the time of qualifying and shall submit them to SOE at the close of qualifying.

If petitions are part of qualifying process, MUNICIPALITY shall pay SOE Ten Cents (\$.10) per name, or such other amount as determined per Florida Statutes or the Florida Administrative Code, checked to verify any signatures on qualifying petitions. SOE agrees to verify any signatures for any qualifying petitions timely submitted by MUNICIPALITY in the order such petitions are received.

SOE is responsible for verifying petition signatures once MUNICIPALITY has delivered them off to SOE's Main Office, certifying the total number of valid signatures, and returning the petitions to the clerk, who will determine whether the total number of valid signatures is sufficient for the candidate to qualify, and posting legal notices required by Florida Law.

In no event shall SOE issue any recommendations or make any legal determinations as to the qualifications of eligibility of any candidate for municipal office.

ARTICLE 9 – PRINTING OF BALLOTS AND BALLOT SERVICES

9.1 Uniform Municipal Election.

MUNICIPALITY shall furnish, immediately upon the conclusion of the qualifying period, and at least ninety-five (95) days before Election Day, all ballot information in English, including the name of the candidates as they are to appear on the ballot, the name of MUNICIPALITY, the name of the election, the title of office or referendum title, explanation, and questions.

SOE reserves the right to not administer a municipal election if MUNICIPALITY does not provide all ballot information by the 95-day deadline

SOE agrees to provide the layout of the ballot(s) based on the information furnished by MUNICIPALITY and deliver ballot layout to the approved printer. Both SOE and MUNICIPALITY must sign off on ballot proof(s) prior to finalizing.

MUNICIPALITY shall confirm the number of ballots needed. SOE shall place an order for sufficient quantity of Election Day ballots with a third-party printer as selected exclusively by SOE.

SOE will provide all necessary translations of ballots, in accordance with Section 203 of the Voting Rights Act, as well as Creole translations for the ExpressVote machine. MUNICIPALITY shall be responsible for all translation costs.

The SOE will be responsible for layout out and ordering test ballots. Once test ballots are received from the printer, SOE will test all vote processing equipment in accordance with the standards established by the Florida Division of Elections and any applicable Florida Statutes. Upon receipt of the printed ballots from the printer, SOE shall receive, securely store, and account for all ballots until disbursed to poll workers. SOE shall also control and limit all access to un-voted ballots while in possession of SOE.

The SOE will be responsible for delivery of Early Voting and Election Day ballots to polling locations, as well as Mailing Vote-By-Mail ballots to voters with valid requests on file.

9.2 Run-Off Election.

In the event of a run-off election, MUNICIPALITY will be responsible for providing all information stated in 9.1. MUNICIPALITY must approve ballot content and layout prior to printing.

MUNICIPALITY will be responsible for reimbursing SOE for any costs incurred.

ARTICLE 10 – POLL WORKERS

10.1 Selection and Training of Poll Workers. SOE will hire and train all poll workers in accordance with the Florida Election Code and other guidelines, procedures or regulations as followed or adopted for the conduct of elections in Palm Beach County. The clerk for MUNICIPALITY, or a representative, shall be in attendance for poll worker training sessions. Poll workers shall undergo job specific training and complete required number of training hours as specified by SOE poll worker department management. All necessary supplies and ballots will be provided by SOE and stored in precinct cabinets or transported in poll worker clerk bags.

10.2 Uniform Municipal Election. MUNICIPALITY shall pay poll workers directly for their services.

10.3 Run-Off Election. In the event of a run-off election, MUNICIPALITY shall pay poll workers directly for their services.

10.4 Uniform Municipal Election in Conjunction with County-Wide Election. SOE shall pay poll workers directly for their services. (Most likely to occur every four years during a March Presidential Preference Primary but may apply in similar instances in which a county-wide election occurs, upon which municipalities choose to “piggyback.”)

ARTICLE 11 – SELECTION OF POLLING PLACES

MUNICIPALITY is ultimately responsible for securing its own ADA-compliant polling location(s) for stand-alone municipal elections. If MUNICIPALITY is having an election in conjunction with a county or state-wide election, SOE will secure all polling locations.

Upon request, SOE will provide MUNICIPALITY with the list of the polling locations that are currently assigned to MUNICIPALITY’S precincts.

MUNICIPALITIES are encouraged to use the same polling locations for stand-alone municipal elections as the SOE does for county-wide elections, to avoid voter confusion and unnecessary expense. If a different location is used, SOE must be informed at least sixty (60) days in advance of Election Day and a Department of Justice survey must be performed.

MUNICIPALITY will be responsible for all costs incurred with Polling Place changes, including the mailing of Polling Place change notices to voters.

MUNICIPALITY is responsible for coordinating Monday (the day before Election Day) set-up and 5:30 a.m. access on Election Day.

ARTICLE 12 - POLL WATCHERS

12.1 Standalone, Uniform, or Runoff Municipal Election. MUNICIPALITY is responsible for collecting the Designation of Poll Watchers form and submitting it to SOE for processing. SOE will make the required identification badges and provide them to MUNICIPALITY.

MUNICIPALITY will be responsible for all costs associated with the preparation of the badges.

MUNICIPALITY will create a master poll watcher list to be supplied to their poll workers on Election Day.

12.2 Uniform Municipal Election in Conjunction with County-Wide Election. MUNICIPALITY is responsible for collecting the Designation of Poll Watchers form and submitting it to SOE, for those poll watchers specific to a municipal race or question. SOE will be responsible for collecting Designation forms for county-wide or multi-municipality races or initiatives.

SOE will create a master poll watcher list to be supplied to their poll workers on Election Day.

MUNICIPALITY may be responsible for costs associated with the preparation of municipal race or initiative petition poll watcher badges.

ARTICLE 13 – SAMPLE BALLOTS

13.1 Uniform Municipal Election.

MUNICIPALITY shall review the sample ballot(s) and confirm the accuracy of the election date, office, candidate name(s), polling locations, polling places and all other information contained therein. At MUNICIPALITY’S option and expense, SOE shall coordinate the mailing of the sample ballots to all registered voters in the municipality prior to the election.

13.2 Run-Off Election.

In the event of a run-off election, SOE ***shall not*** create or mail sample ballots.

ARTICLE 14 – TRANSPORTATION OF ELECTIONS EQUIPMENT AND SUPPLIES

14.1 Uniform Municipal Election.

SOE will be responsible for delivery and pick up of any vote processing equipment. Election equipment will be delivered by SOE, or a third-party representative of SOE on an agreed upon date, up to eight (8) days prior to the election. SOE, or a third-party representative of SOE, will pick up voting equipment on an agreed upon date. SOE shall have full discretion and authority to hire and employ any outside third parties to assist with or perform delivery and pick up of voting equipment.

MUNICIPALITY shall coordinate with Voting Equipment Center manager (Hector Lugo) and Polling Location(s) regarding delivery and security of voting equipment.

14.2 Run-Off Election.

SOE will maintain responsibility for transportation of equipment and supplies as stated in 14.1. MUNICIPALITY shall reimburse SOE for any and all costs incurred for equipment delivery and pickup.

14.3 MUNICIPALITY is not permitted to deliver any election equipment.

ARTICLE 15 – LOCATION AND STORAGE OF VOTING EQUIPMENT

All voting equipment shall be stored, maintained, and located in a well-protected, secure, temperature-controlled, indoor room or facility. Once the voting equipment is delivered to a voting site, no equipment shall be relocated without the prior written approval of SOE.

ARTICLE 16 – CANVASSING OF ELECTION RESULTS

16.1 Canvassing Board Duties. At least one member of the Canvassing Board must be present at the Logic and Accuracy Testing, though all three must certify the accuracy of the testing.

A member of the Canvassing Board must be present at all times ballots are being processed; that is, when ballots are being opened, duplicated, and tabulated. A majority of the Canvassing Board must be present during any Canvassing procedure which requires a vote.

The Canvassing Board must be present at the Voting Equipment Center until all ballots have been collected and canvassed on Election Night.

A majority of the Canvassing Board must certify the results of the election, though three signatures is preferable. The Supervisor and SOE staff will ascertain the results and provide them to the Canvassing Board for certification.

At least three members must be present for a recount if one is necessary.

A majority of the Canvassing Board must be present at all times during the post- election Audit. The SOE staff will complete the Audit process.

16.2 County Canvassing Board. If MUNICIPALITY is using the County Canvassing Board (as defined by Section 101.141, Florida Statutes), SOE shall schedule and coordinate the date(s) on which the Canvassing Board is to assemble to canvass the election. SOE shall notice and advertise, as needed, the dates of any canvassing board meetings.

MUNICIPALITY **must** utilize the County Canvassing Board in the event of a county-wide election or an election which encompasses more than one municipality (i.e., Congressional elections, etc.).

16.3 Municipal Canvassing Board. If MUNICIPALITY is using its own, separate Canvassing Board, MUNICIPALITY shall coordinate with SOE and schedule the date(s) on which MUNICIPALITY'S Canvassing Board is to assemble to canvass the results of the election. Supervisor of Elections will not be a member of the MUNICIPALITY'S Canvassing Board. The Supervisor of Elections may be a substitute member. MUNICIPALITY shall notice and advertise in both English and Spanish, as needed, the dates of any Canvassing Board meetings. MUNICIPALITY shall convene the Canvassing Board to determine which voted ballots are to be tabulated. MUNICIPALITY shall provide for collection of results from each precinct.

ARTICLE 17 – AUDITS

MUNICIPALITY agrees to pay SOE for any additional costs as may be necessary, including overtime expenses, for conducting an audit, if necessary.

ARTICLE 18 – POST-ELECTION RECORDS RETENTION

SOE shall process affirmation forms and sort, inventory, and pack all election materials for pickup by SOE for retention and disposition. SOE shall store or cause to be stored all necessary election records and ballots until expiration of retention period as prescribed by applicable Florida Statutes and Rules. The MUNICIPALITY is responsible for maintaining candidate qualifying documents and certified results in accordance with Florida Law.

ARTICLE 19 – VOTER HISTORY

MUNICIPALITY and SOE will make mutually acceptable arrangements for recording and maintaining voter history. MUNICIPALITY is responsible for determining whether voters are eligible electors, pursuant to municipal charters and ordinances.

ARTICLE 20 – OTHER NECESSARY COSTS

Any additional costs or fees that may be incurred by SOE in compliance with the Florida Election Code and as a direct result of a municipal election, that are not specified in this Agreement, shall be paid for by MUNICIPALITY at rates and fees as established by SOE. Examples of such additional costs or reimbursements include, but are not limited to, the following:

A. Recounts. Any expenditure for conducting a recount, including any overtime expenses for reprogramming voting equipment, and other expenses as may be necessary to conduct a recount; and,

B. Attorneys' Fees and Costs. Actual attorneys' fees and costs incurred by SOE for research or representation on any election-related matter shall be invoiced by SOE for reimbursement by MUNICIPALITY.

ARTICLE 21 – HOLD HARMLESS COVENANT

To the extent permitted by law, MUNICIPALITY shall at all times hereafter indemnify, hold harmless and, at SOE's option, defend or pay for an attorney selected by SOE to defend SOE, its officers, agents and employees against any and all claims, damages, injuries, losses, liabilities and expenditures of any kind, including attorneys' fees, court costs and expenses, including but not limited to, administrative challenges, civil suits or other legal challenges or appeals that may arise from the contest of election results or the validation of any candidate qualifications, arising out of or resulting from the negligence of the MUNICIPALITY, or its employees acting within the course and scope of their employment in the performance of this Agreement.

The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the waiver or limits set forth at Sec. 768.28, Florida Statutes. In no case shall such limits for SOE or MUNICIPALITY extend beyond \$200,000 for any one person or beyond \$300,000 for any judgment which, when totaled with all other judgments, arises out of the same incident or occurrence. Furthermore, nothing herein shall be construed as consent by MUNICIPALITY or the SOE, as a state agency or subdivision of the State of Florida, to be sued by third parties in any matter arising out of any contract.

These provisions shall not be construed to constitute agreement by either party to indemnify the other for such others' negligent, willful, or intentional acts or omissions.

ARTICLE 22 – ENTIRETY AND AMENDMENTS

The Agreement embodies this entire agreement between SOE and MUNICIPALITY and supersedes all prior agreements and understandings relating to the conduct of elections. No modification, amendment or alteration to this Agreement shall be effective of binding unless submitted in writing and executed by the duly authorized representatives of both SOE and MUNICIPALITY.

ARTICLE 23 – EFFECTIVE DATE

The effective date of this Agreement shall be the latest date of execution by duly authorized representatives of SOE and MUNICIPALITY as shown on the signature page hereto.

IN WITNESS WHEREOF, we, the undersigned, do hereby state that we have the authority to bind and obligate as promised herein, SOE and MUNICIPALITY for purposes of executing this agreement on the dates set forth below.

SUPERVISOR OF ELECTIONS:

MUNICIPALITY:

Signature

Signature

Wendy Sartory Link

Name (Printed or Typed)

Name (Printed or Typed)

Palm Beach County Supervisor of Elections

Title

Title

Date

Date

Wendy Sartory Link Palm Beach County Supervisor of Elections

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Office of the Interim Town Manager, Lynne Ladner

Meeting Date: November 7, 2022
Subject: Resolution 2022-18 Waiver of Garden Club Facility Rental Fee

Mayor & Commissioners:

Each year the Garden Club assists the town with several events and also conducts its monthly meetings in the town hall. As a civic organization made up of residents but one that can better utilize its resources for scholarships.

The Town Hall Facility Use Application has a \$10/hour rental fee along with requirements for a \$200 deposit and insurance if certain activities are being conducted. The proposed resolution only waives the hourly rental fee for the Garden Club's monthly meetings, not the deposit or insurance requirements. It is necessary that this is brought before the commission as there is no process that permits the fee to be waived by the town manager. This resolution would establish the waiver for a period of 5 years through September of 2027 at which time a new application and resolution could be brought forward for approval.

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director

RESOLUTION NO. 2022-18

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, CONDITIONALLY WAIVING THE FACILITY RENTAL FEES FOR THE OCEAN RIDGE GARDEN CLUB MONTHLY MEETINGS FOR FIVE (5) YEARS AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Ocean Ridge Garden Club is a Town resident based group which meets monthly for three (3) hours to discuss garden related issues in the Town of Ocean Ridge; and,

WHEREAS, the Ocean Ridge Garden Club has historically met at Town Hall and has never required any assistance with setting up or breaking down the Town's furnishings for its meetings and has never required any police assistance for its meetings; and

WHEREAS, the Ocean Ridge Garden Club, as a resident-based club with no history of meeting issues at Town Hall, requested that the Town Commission waive the Town's facility rental fee of \$10 per hour for the Club's monthly meetings for five (5) years (total of \$1,800.00); and,

WHEREAS, the Town finds that waiving the facility rental fee for the Ocean Ridge Garden Club's use of Town Hall for five (5) years serves a valid public purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, THAT:

Section 1. The Town Commission hereby waives the facility rental fees for the regularly scheduled monthly meetings of the Ocean Ridge Garden Club from October 2022 through September 2027. The Ocean Ridge Garden Club must comply with all other requirements of the Town's Facility Use Application including submitting a damages deposit and satisfying any applicable insurance requirements. If the Ocean Ridge Garden Club violates any of the Facility Use Application's conditions of use or fails to maintain a damage deposit and/or required insurance, this waiver shall automatically expire and the Ocean Ridge Garden Club shall be required to pay the facility rental fee.

Section 2. This Resolution shall be effective upon adoption and shall be retroactive in nature to include a waiver of the October meeting facility rental fee.

_____ offered the foregoing resolution.
_____ seconded the motion, and upon being put to a vote, the vote was as follows: Passed and adopted in regular session assembled this 7th day of November 2022.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
SUSAN HURLBURT, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KRISTINE DE HASETH, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVE COZ, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEOFF PUGH, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARTIN WIESCHOLEK, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of _____, 2022.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
Susan Hurlburt, Mayor

ATTEST:

BY: _____
Kelly Avery, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Christy Goddeau, Town Attorney



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ info@oceanridgeflorida.com

Facility Use Application

Organization Name/Contact Person: Ocean Ridge Garden Club / Mickey Farley - Austin
Address: 5700 N. Ocean Blvd. Phone: 203 216 4787
Ocean Ridge
Email Address: mickfarley@thenewconnection.com
Date and Time Requested: Date: Monday Oct 10 Time: 5:30 until 8:30 PM
Rooms/Areas Requested (check all that apply):
☐ Community Room
☒ Commission Chambers (includes kitchenette)
☒ Town Hall Foyer
☐ Library
☐ Courtyard / Patio and Lawn
Purpose of Rental or Title of Event: Monthly Business meeting

Please provide a detailed description of the event, activities to be held, and equipment you or a vendor will be bringing to the event: (use additional sheet if necessary)

We expect 20 to 30 members to attend. We will have light snacks and wine/beverages. We plan to use your monitors to "zoom" the meeting and for presenters.

Number of people attending function: 20-30

Function open to public ☐ yes ☒ no
Will there be an admission fee or donation ☐ yes ☒ no
Alcohol Present ☒ yes ☐ no
Assistance Requested for Setup/Tear down ☒ yes ☐ no
Request Parking Control or Police Services ☐ yes ☒ no

Category of permitted use (check only one):

☒ Civic – Town sponsored events and events held by groups that provide a service to the Town and are governed by a Board and Bylaws such as Property Owners Associations, the Garden Club, and similar civic uses.

☐ Sponsored Uses – non-profit events/programs sponsored by a Town resident or other governmental agency as approved by the Town Commission.

☐ Resident Uses – meetings, lectures, discussion groups and other similar informational type events.

☐ Other – uses or events not described above as permitted within the sole discretion of the Town Manager or Town Commission. List here: _____



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Damage Deposit & Fees:

The User is required to pay a refundable \$200 damage deposit. The User shall be responsible for the condition of the facility, its furnishings and equipment. The User will assume the cost of cleaning, repairing, or replacing any Town property that is not returned in pre-rental condition. Part or all of the \$200 deposit may be refunded, depending upon the condition of the facility after the event.

The User shall be responsible for setup and breakdown of chairs, tables, equipment, etc. within the reservation period. Should the User require assistance from Town staff for setup and/or breakdown, a flat fee of \$25.00 shall be charged for setup and a separate \$25.00 fee shall be charged for breakdown should the User have notified the Town for the need of Town staff assistants. If such assistance is needed for either setup or breakdown without notice having been provided to the Town, a fee of \$25.00 per hour or any portion thereof shall be charged and must be paid prior to the return of any deposit on hold. Setup and breakdown service by Town staff only includes movement of Town owned tables and chairs, and opening/closing of the wall between the two rooms. The setup and breakdown does not include any moving, removing, or cleaning of the user's materials.

The facility shall be inspected by the facility supervisor both before and after use. If clean-up is necessary it will be done by the User. If the User fails to clean-up the facility, then the User will accept the financial obligation for this action and an additional fee of \$25.00 per hour will be charged, with a minimum charge of one hour.

Parking Control or Police Services may be required for certain events. If you request or are required to obtain Police Services, there will be a three hour minimum charge at the rate of \$45.00 per hour per Officer on normal days, or \$60.00 per hour per Officer on holidays. The charge for a police vehicle will be \$15.00 per hour. The application to request special duty detail Officers will need to be filled out in addition to this application, and can be found on the Town website at www.oceanridgeflorida.com.

Admission fees charged by the user or donations collected by the user will not be permitted unless approved by the Town Commission prior to the event. The sale of goods, services, food or beverage is not permitted unless approved by the Town Commission prior to the event.

Use Conditions:

The facilities are unsuitable for and shall not be provided for major private social events such as weddings, banquets, birthday celebrations, anniversary parties, retirement parties, political fundraising or campaign events, and other similar events.

Use request that requires staff supervision must be submitted at least three (3) weeks prior to the event date to accommodate scheduling.

The Town reserves the right to cancel the Use Agreement in the event of a severe weather watch or warning posted within seven (7) days of the reservation date, or when other acts of God, catastrophe or unforeseen circumstances beyond the Town's control are present.

No kitchen facilities will be made available other than the kitchenette located in the Commission Chambers.

Town chairs and tables may be used at no cost. Town Tables must be covered during their use to prevent staining and/or damage.

No food or drink shall be permitted on the dais in the Commission Chambers due to the existence of electronic equipment.

All garbage generated by the User shall be removed from the premises by the User. Town dumpsters are not available for public use.

No outside equipment is permitted unless approved by the Town prior to the event.



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The User shall supervise the event or activity to ensure that there is no abuse of the facility, nor any violation of the laws of the State of Florida and the Charter and Ordinances or other regulations of the Town of Ocean Ridge.

State and local laws apply with regard to alcohol consumption. Users are permitted to have alcohol on the premises ONLY if indicated on the Use Application, and only if liability insurance has been provided (see below). The sale of alcohol is only permitted upon presentation of proper documentation provided to the Town a minimum of thirty (30) days prior to the event.

The User assumes all liability for serving and consumption of alcohol to and by guests. The Town assumes NO responsibility for any inappropriate behavior resulting from consumption of alcoholic beverages by the guests of any event at the Town Facility. No alcohol use shall be approved if any attendees are under twenty-one (21) years of age. It is the User's responsibility to police the age restriction. If it is determined that any attendees at a function including the use of alcohol are under the age of 21 years, the Town retains the right to terminate the use immediately.

Users who have alcohol present, or whose activities are determined by the Town to be of a high risk nature, or who utilize vendors for their event, shall be required to list the Town as an "additional insured" in a policy providing \$500,000 single limit bodily injury and property damage liability coverage. This should be provided a minimum of seven (7) days prior to event. Failure to comply with this section may result in the cancellation of your facility use.

Events expected to exceed 100 (118 maximum) persons in attendance shall require Town Manager approval. Events involving children age 17 and under will require adult supervision at a ratio of 1 adult per 10 children.

User understands that there is no smoking allowed at the Town Hall facility.

Indemnification:

To the fullest extent permitted by laws and regulations, User agrees to indemnify, defend, save and hold harmless the Town and its respective officers, agents and employees, from all claims, damages, liabilities, losses, causes of action, liens or judgments of any kind or nature whatsoever which may arise out of, in connection with, or because of the use, maintenance, or operation of the facilities. User shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection therewith, including but not limited to reasonable attorney's fees and costs to defend all claims or suits, in the name of the Town when applicable. Such indemnification shall not be limited to the amount of insurance available from any source. Nothing contained herein is intended nor shall be construed to waive the Town's rights and immunities under the common law or Florida Statutes 768.28, as amended from time to time. The provisions of this Paragraph shall survive the execution, delivery and performance of this Agreement.

Use begins at the time the User takes possession of the facilities and use ends when all participants and vendors have vacated the premises.

The Applicant, by endorsement, certifies that the information provided is true and correct and that he/she has read and understands the regulations governing the use of the Town facility and agrees to comply with such regulations. Failure to comply with the rental conditions may prohibit future facility rentals.

Sm Zaky Aust 10/1/22
Signature of Applicant Date

Requested Use Approved

Lucy Rader 10/1/22
Town Manager or Designee Date

Monthly Fee \$3000
Hold Pending Waiver Decision By
Commission @ Nov. Mtg for
Reciprocal svcs to Town
Deposit \$2000



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/06/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER American Specialty Insurance & Risk Services, Inc. 7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Arch Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 11150
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COVERAGES**CERTIFICATE NUMBER:** 1002052956**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

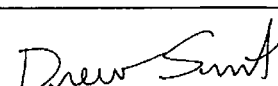
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		SNCGL3344200	10/07/2022	10/16/2022	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 5,000,000
							PRODUCTS - COMP/OP AGG \$ 5,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Coverage is included for host liquor.

- The Certificate Holder shall be an Additional Insured, but only with respect to the operations of the Named Insured, and subject to the provisions and limitations of Form CG 2011 Additional Insured - Managers or Lessors of Premises, but only with respect to CLUB MEMBERSHIP MEETING on October 10, 2022.

CERTIFICATE HOLDER**CANCELLATION**

Town of Ocean Ridge 6450 N Ocean Blvd. Ocean Ridge FL 33435	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Office of the Interim Town Manager, Lynne Ladner

Meeting Date: November 7, 2022
Subject: Resolution 2022-19 Waiver of Book Club Facility Rental Fee

Mayor & Commissioners:

The Ocean Ridge Book Club is a small group of residents that host their monthly meetings at the town hall. It is not a for-profit group and they do not collect dues it is a group that needs space to be able to gather for their meetings

The Town Hall Facility Use Application has a \$10/hour rental fee along with requirements for a \$200 deposit and insurance if certain activities are being conducted. The proposed resolution only waives the hourly rental fee for the Book Club's monthly meetings, not the deposit or insurance requirements. It is necessary that this is brought before the commission as there is no process that permits the fee to be waived by the town manager. This resolution would establish the waiver for a period of 5 years through September of 2027 at which time a new application and resolution could be brought forward for approval.

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director

RESOLUTION NO. 2022-19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, CONDITIONALLY WAIVING FACILITY THE FACILITY RENTAL FEES FOR THE OCEAN RIDGE BOOK CLUB MONTHLY MEETINGS FOR FIVE (5) YEARS AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Ocean Ridge Book Club is a Town resident based group which meets for an hour and a half to discuss books the first Thursday of each month from October through June; and,

WHEREAS, the Ocean Ridge Book Club has historically met at Town Hall and has never required any assistance with setting up or breaking down the Town's furnishings for its meetings and has never required any police assistance for its meetings; and

WHEREAS, the Ocean Ridge Book Club, as a resident-based club with no history of meeting issues at Town Hall, requested that the Town Commission waive the Town's facility rental fee of \$10 per hour for the Club's monthly meetings for five (5) years (total of \$675.00); and,

WHEREAS, the Town finds that waiving the facility rental fee for the Ocean Ridge Book Club's use of Town Hall serves a valid public purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, THAT:

Section 1. The Town Commission hereby waives the facility rental fees for the regularly scheduled monthly meetings of the Ocean Ridge Book Club from October 2022 through June 2027. The Ocean Ridge Book Club must comply with all other requirements of the Town's Facility Use Application including submitting a damages deposit and satisfying any applicable insurance requirements. If the Ocean Ridge Book Club violates any of the Facility Use Application's conditions of use or fails to maintain a damage deposit and/or required insurance, this waiver shall automatically expire and the Ocean Ridge Book Club shall be required to pay the facility rental fee.

Section 2. This Resolution shall be effective upon adoption and shall be retroactive in nature to include a waiver of the October meeting facility rental fee.

_____ offered the foregoing resolution.
_____ seconded the motion, and upon being put to a vote, the vote was as follows: Passed and adopted in regular session assembled this 7th day of November 2022.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
SUSAN HURLBURT, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KRISTINE DE HASETH, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVE COZ, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEOFF PUGH, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARTIN WIESCHOLEK, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of _____, 2022.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
Susan Hurlburt, Mayor

ATTEST:

BY: _____
Kelly Avery, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Christy Goddeau, Town Attorney



TOWN OF OCEAN RIDGE

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oceanridgeflorida.com ♦ info@oceanridgeflorida.com

RECEIVED

OCT - 4 2022

TOWN OF OCEAN RIDGE

Facility Use Application

Organization Name/Contact Person: Ocean Ridge Boat Club, Linda Sorenson

Address: 5900 Old Ocean Blvd #A-5 Phone: 518 817-2213
Ocean Ridge FL 33435

Email Address lbsorenson@bellsouth.net

Date and Time Requested: Date: October 6, 2022 Time: 5:00 pm until 6:30

Rooms/Areas Requested (check all that apply):

- ☒ Community Room
- ☐ Commission Chambers (includes kitchenette)
- ☐ Town Hall Foyer
- ☐ Library
- ☐ Courtyard / Patio and Lawn

Purpose of Rental or Title of Event: We meet the first Thursday of each month
October through June

Please provide a detailed description of the event, activities to be held, and equipment you or a vendor will be bringing to the event: (use additional sheet if necessary)

long table, 2 double wide, approx 10 chairs

Number of people attending function: 8-20

Function open to public ☒ yes ☐ no
 Will there be an admission fee or donation ☐ yes ☒ no
 Alcohol Present ☐ yes ☒ no
 Assistance Requested for Setup/Tear down ☐ yes ☒ no
 Request Parking Control or Police Services ☐ yes ☒ no

Category of permitted use (check only one):

☐ Civic – Town sponsored events and events held by groups that provide a service to the Town and are governed by a Board and Bylaws such as Property Owners Associations, the Garden Club, and similar civic uses.

☐ Sponsored Uses – non-profit events/programs sponsored by a Town resident or other governmental agency as approved by the Town Commission.

☒ Resident Uses – meetings, lectures, discussion groups and other similar informational type events.

☐ Other – uses or events not described above as permitted within the sole discretion of the Town Manager or Town Commission. List here: _____



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Fees & Damage Deposit:

The facility rental fee is \$10 per hour. In addition, the User is required to pay a refundable damage deposit of \$200. The User shall be responsible for the condition of the facility, its furnishings and equipment. The User will assume the cost of cleaning, repairing, or replacing any Town property that is not returned in pre-rental condition. Part or all of the \$200 deposit may be refunded, depending upon the condition of the facility after the event.

The User shall be responsible for setup and breakdown of chairs, tables, equipment, etc. within the reservation period. Should the User require assistance from Town staff for setup and/or breakdown, a flat fee of \$25.00 shall be charged for setup and a separate \$25.00 fee shall be charged for breakdown should the User have notified the Town for the need of Town staff assistants. If such assistance is needed for either setup or breakdown without notice having been provided to the Town, a fee of \$25.00 per hour or any portion thereof shall be charged and must be paid prior to the return of any deposit on hold. Setup and breakdown service by Town staff only includes movement of Town owned tables and chairs, and opening/closing of the wall between the two rooms. The setup and breakdown does not include any moving, removing, or cleaning of the user's materials.

The facility shall be inspected by the facility supervisor both before and after use. If clean-up is necessary it will be done by the User. If the User fails to clean-up the facility, then the User will accept the financial obligation for this action and an additional fee of \$25.00 per hour will be charged, with a minimum charge of one hour.

Parking Control or Police Services may be required for certain events. If you request or are required to obtain Police Services, there will be a three hour minimum charge at the rate of \$45.00 per hour per Officer on normal days, or \$60.00 per hour per Officer on holidays. The charge for a police vehicle will be \$15.00 per hour. The application to request special duty detail Officers will need to be filled out in addition to this application, and can be found on the Town website at www.oceanridgeflorida.com.

Admission fees charged by the user or donations collected by the user will not be permitted unless approved by the Town Commission prior to the event. The sale of goods, services, food or beverage is not permitted unless approved by the Town Commission prior to the event.

Use Conditions:

The facilities are unsuitable for and shall not be provided for major private social events such as weddings, banquets, birthday celebrations, anniversary parties, retirement parties, political fundraising or campaign events, and other similar events.

Use request that requires staff supervision must be submitted at least three (3) weeks prior to the event date to accommodate scheduling.

The Town reserves the right to cancel the Use Agreement in the event of a severe weather watch or warning posted within seven (7) days of the reservation date, or when other acts of God, catastrophe or unforeseen circumstances beyond the Town's control are present.

No kitchen facilities will be made available other than the kitchenette located in the Commission Chambers.

Town chairs and tables may be used at no cost. Town Tables must be covered during their use to prevent staining and/or damage.

No food or drink shall be permitted on the dais in the Commission Chambers due to the existence of electronic equipment.

All garbage generated by the User shall be removed from the premises by the User. Town dumpsters are not available for public use.

No outside equipment is permitted unless approved by the Town prior to the event.

The User shall supervise the event or activity to ensure that there is no abuse of the facility, nor any violation of the laws of the State of Florida and the Charter and Ordinances or other regulations of the Town of Ocean Ridge.



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ info@oceanridgeflorida.com

State and local laws apply with regard to alcohol consumption. Users are permitted to have alcohol on the premises ONLY if indicated on the Use Application, and only if liability insurance has been provided (see below). The sale of alcohol is only permitted upon presentation of proper documentation provided to the Town a minimum of thirty (30) days prior to the event.

The User assumes all liability for serving and consumption of alcohol to and by guests. The Town assumes NO responsibility for any inappropriate behavior resulting from consumption of alcoholic beverages by the guests of any event at the Town Facility. No alcohol use shall be approved if any attendees are under twenty-one (21) years of age. It is the User's responsibility to police the age restriction. If it is determined that any attendees at a function including the use of alcohol are under the age of 21 years, the Town retains the right to terminate the use immediately.

Users who have alcohol present, or whose activities are determined by the Town to be of a high risk nature, or who utilize vendors for their event, shall be required to list the Town as an "additional insured" in a policy providing \$500,000 single limit bodily injury and property damage liability coverage. This should be provided a minimum of seven (7) days prior to event. Failure to comply with this section may result in the cancellation of your facility use.

Events expected to exceed 100 (118 maximum) persons in attendance shall require Town Manager approval. Events involving children age 17 and under will require adult supervision at a ratio of 1 adult per 10 children.

User understands that there is no smoking allowed at the Town Hall facility.

Indemnification:

To the fullest extent permitted by laws and regulations, User agrees to indemnify, defend, save and hold harmless the Town and its respective officers, agents and employees, from all claims, damages, liabilities, losses, causes of action, liens or judgments of any kind or nature whatsoever which may arise out of, in connection with, or because of the use, maintenance, or operation of the facilities. User shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection therewith, including but not limited to reasonable attorney's fees and costs to defend all claims or suits, in the name of the Town when applicable. Such indemnification shall not be limited to the amount of insurance available from any source. Nothing contained herein is intended nor shall be construed to waive the Town's rights and immunities under the common law or Florida Statutes 768.28, as amended from time to time. The provisions of this Paragraph shall survive the execution, delivery and performance of this Agreement.

Use begins at the time the User takes possession of the facilities and use ends when all participants and vendors have vacated the premises.

The Applicant, by endorsement, certifies that the information provided is true and correct and that he/she has read and understands the regulations governing the use of the Town facility and agrees to comply with such regulations. Failure to comply with the rental conditions may prohibit future facility rentals.

10/4/22
Signature of Applicant Date

Requested Use Approved

10/4/22
Town Manager or Designee Date

Monthly Rental Fee of \$15⁰⁰
Of deposit from previous application
has not been refunded can be rolled
over to this application,

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Office of the Interim Town Manager, Lynne Ladner

Meeting Date: November 7, 2022
Subject: Approve Budgeted Expenditure of up to \$17,000 to D.L. Folsom Air Conditioning & Heating Corp. for the replacement of two (2) A/C units at the Town Hall Facility

Mayor & Commissioners:

In the FY 23 Capital Budget the Town budgeted for the replacement of two of the eleven a/c units in the town hall. This year we are replacing one of the older units and also placing a mini-split unit in the server room to assist in reducing and maintaining the critical temperature in that room.

The Public Works department solicited estimates from our preferred vendor D.L Folsom in the amounts of \$8,718.53 for the 5.0 Ton A/C replacement unit and \$8,253.08 for the 2.5 Ton A/C unit for the server room for a total cost of \$16,971.71.

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director

**Air Conditioning & Heating Corp.**

1724 Corporate Dr., Boynton Beach, FL 33426

Phone: (561) 737-3000 - Fax: (561) 732-2437

www.folsomair.com

customerservice@folsomair.com

CAC1814046 - FL Energy Rater 1206 - FGBC 1554

Estimate

Date	Estimate #
10/19/2022	1076311

Bill To
Town of Ocean Ridge 6450 N Ocean Blvd Ocean Ridge, FL 33435

Job Location
Kitchen/Sgt Rm/Daves Ofc / Sys #7 6450 N Ocean Blvd O.R., FL 33435

Project	A/C REPLACEMENT #7
Description	
FURNISH LABOR AND MATERIALS TO REPLACE AIR CONDITIONING EQUIPMENT ON EXISTING DUCT, ELECTRICAL, DRAIN LINES AND REFRIGERANT LINES. ALL WORK PERFORMED IN ACCORDANCE WITH STATE AND LOCAL CODES. ANY NECESSARY ELECTRICAL, DUCT, DRAIN WORK & SLAB WOULD BE BILLED SEPARATELY. REMOVAL OF EXISTING EQUIPMENT FROM THE PREMISES.	
** INCLUDES: 5.0 TON YORK 16.00 SEER, SPLIT SYSTEM 1 X CONDENSER UNIT MODEL: YCG60B21S , S/N: CIRCUIT BREAKER MIN/MAX: 50/50 AMPS 1 X AIR HANDLER MODEL: AE60DX21, S/N: 1 X 10 KW ELECTRIC HEATER MODEL: W6K1002B , S/N: CIRCUIT BREAKER MIN/MAX:60/60 AMPS 1 X TH4110U2005 - T4 PRO 7, 5-2, 5-1-1 OR OFF DIGITAL 1H/1C - HONEYWELL PROGRAMMABLE THERMOSTAT - TH4110U2005 - 3.93 SQ.IN - WARRANTY: 30 DAYS ON LABOR, 5 YEARS ON PARTS (1ST YEAR THRU FOLSOMAC, 2ND THRU 5TH YEAR THRU DIRECTLY THRU HONEYWELL) 1 X SS2 - DRAIN FLOAT SWITCH 1 X SS3 - DRAIN FLOAT SWITCH 1 X 26" X 58" EMERGENCY DRAIN PAN WITH RAIL 8 X 4 IN CONDENSER ANCHOR - EACH 2 X 1/4 IN FLARE LOCKING CAPS 1 X MISC: SILVER TAPE, SPRAY GLUE, FOAM FILL, CAULK, METAL STRAP, WELDING, VACUUM NEEDED TO COMPLETE THE INSTALLATION. 1 X CONDENSER UNIT CLEAR COATING PROTECTION - WARRANTY: 3 YEARS LIMITED ON COILS, 1 YEAR LIMITED ON CABINET. NO SALES TAXES	
** NOT INCLUDED: PERMIT FEES, DRYWELL, HIGH & LOW VOLTAGE AND SMOKE DETECTOR WIRING, SMOKE DETECTORS, HEAT RECOVERY PUMPS, ANY ROOF WORK, DEMOLITION, CONCRETE CUTTING, CORE DRILLING, RELOCATE ANY STRUCTURAL OR NON-STRUCTURAL SYSTEM COMPONENT TO FIT ANY A/C COMPONENT, SLAB, ANY PRE-EXISTING CONDITIONS, ANY DAMAGE CAUSED BY WATER LEAKS FROM UNIT IN THE ATTIC OR ANY OTHER LOCATION, ANY ADDITIONAL REQUIREMENTS BEYOND THIS PERMIT, ANY ENGINEER SPECS..	
** WARRANTY: CUSTOMER MUST REGISTER EQUIPMENT TO OBTAIN EXTENDED WARRANTY, IF AVAILABLE, WARRANTIES ARE HANDLED MON THRU FRI DURING BUSINESS HOURS, FROM 08:00 AM TO 04:00 PM), ...VISIT OUR WEBSITE WWW.FOLSOMAIR.COM, FOLLOW A LINK FOR WARRANTY REGISTRATION RESTRICTION APPLIES. 1 YEAR LABOR 5 YEARS LIMITED ON PARTS 5 YEARS LIMITED ON CONDENSER COIL 5 YEARS LIMITED ON COMPRESSOR	
APPROVED: Customer Signature: _____ DATE: _____	
LIMITED INVENTORY!!!!!!!	

Thank you for the opportunity to be of service to you!	TOTAL \$8,718.53
--	------------------

* AUTHORIZING OR SIGNING THIS INVOICE OR SERVICE, YOU AGREE WITH THE STANDARD TERMS AND CONDITIONS IN THE BACK OR ATTACHED TO THIS INVOICE. * ANY ESTIMATE IS ONLY VALID FOR 30 DAYS. * ANY ALTERATION OR DEVIATION FROM THE SPECIFIED ABOVE, WHICH INVOLVES EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN ADDITIONAL CHARGE OVER AND BEYOND THE ESTIMATE. * DL FOLSOM CORP. IS NOT LIABLE FOR PATCH UPS, FINISHINGS, PAINT, ANY KIND OF WATER DAMAGE, PROBLEMS ARISING DUE TO TIGHT SPACES AS ATTICS, ANY SPACE IS NOT PROPERLY SET FOR WORK AS PER CODE, OR ANY ADDITIONAL TIME REQUIRED TO FINALIZE THIS INSTALLATION OR SERVICE DUE TO ANY UNSPECIFIED PROBLEMS THAT HAVE ARISEN. * WARRANTIES WILL BE VOID IF UNIT(S) IS SERVICED BY OTHERS. *

**Air Conditioning & Heating Corp.**

1724 Corporate Dr., Boynton Beach, FL 33426

Phone: (561) 737-3000 - Fax: (561) 732-2437

www.folsomair.com

customerservice@folsomair.com

CAC1814046 - FL Energy Rater 1206 - FGBC 1554

Estimate

Date	Estimate #
10/19/2022	107630I

Bill To
Town of Ocean Ridge 6450 N Ocean Blvd. Ocean Ridge, FL 33435

Job Location
Server Room Town of Ocean Ridge 6450 N Ocean Blvd. Ocean Ridge, FL 33435

Project	SERVER ROOM A/C
Description	
FURNISH LABOR AND MATERIALS TO INSTALL MINI SPLIT AIR CONDITIONING EQUIPMENT ON TO THE SERVER ROOM. ALL WORK PERFORMED IN ACCORDANCE WITH STATE AND LOCAL CODES. ANY NECESSARY ELECTRICAL, DUCT, DRAIN WORK & SLAB WOULD BE BILLED SEPARATELY. REMOVAL OF EXISTING EQUIPMENT FROM THE PREMISES.	
** INCLUDES: 2.5 TON MITSUBISHI 19.8 SEER, STRAIGHT COOL HIGH EFFICIENCY, DESIGN FOR SERVER ROOMS 1 X CONDENSER UNIT MODEL: PUYA30NHA7 , S/N: CIRCUIT BREAKER MIN/MAX: 25/25 AMPS 1 X INDOOR WALL HEAD HANDLER MODEL: PKA-A30KA7 , S/N: 1 X WALL MOUNT HARDWIRE CONTROLLER # PAR-32MAA/PAR-33MAA 1 X 96192 - 321048 - S06 - REC UNIVERSAL MINI-SPLIT SWITCH 1 X 3/8 & 5/8 REFRIGERANT LINES WITH INSULATION AND LINE COVER 1 X 3/4" DRAIN LINE 1 X MISC: FOAM FILL, CAULK, METAL STRAP, WELDING, VACUUM NEEDED TO COMPLETE THE INSTALLATION. 1 X CONDENSER UNIT CLEAR COATING PROTECTION - WARRANTY: 3 YEARS LIMITED ON COILS, 1 YEAR LIMITED ON CABINET. NO TAX SALES TAXES	
** NOT INCLUDED: PERMIT FEE, ELECTRICAL, BLUE PRINT, HEAT LOAD CALCULATION, DRYWELL, HIGH & LOW VOLTAGE AND SMOKE DETECTOR WIRING, SMOKE DETECTORS, HEAT RECOVERY PUMPS, ANY ROOF WORK, DEMOLITION, CONCRETE CUTTING, CORE DRILLING, RELOCATE ANY STRUCTURAL OR NON-STRUCTURAL SYSTEM COMPONENT TO FIT ANY A/C COMPONENT, SLAB, ANY PRE-EXISTING CONDITIONS, ANY DAMAGE CAUSED BY WATER LEAKS FROM UNIT IN THE ATTIC OR ANY OTHER LOCATION, ANY ADDITIONAL REQUIREMENTS BEYOND THIS PERMIT, ANY ENGINEER SPECS..	
** WARRANTY: CUSTOMER MUST REGISTER EQUIPMENT TO OBTAIN EXTENDED WARRANTY, IF AVAILABLE, WARRANTIES ARE HANDLED MON THRU FRI DURING BUSINESS HOURS, FROM 08:00 AM TO 04:00 PM), ...VISIT OUR WEBSITE WWW.FOLSOMAIR.COM, FOLLOW A LINK FOR WARRANTY REGISTRATION RESTRICTION APPLIES. 1 YEAR LABOR 5 YEARS LIMITED ON PARTS 5 YEARS LIMITED ON CONDENSER COIL 5 YEARS LIMITED ON COMPRESSOR	
APPROVED: Customer Signature: _____ DATE: _____	
Thank you for the opportunity to be of service to you!	
TOTAL \$8,253.08	

* AUTHORIZING OR SIGNING THIS INVOICE OR SERVICE, YOU AGREE WITH THE STANDARD TERMS AND CONDITIONS IN THE BACK OR ATTACHED TO THIS INVOICE. * ANY ESTIMATE IS ONLY VALID FOR 30 DAYS. * ANY ALTERATION OR DEVIATION FROM THE SPECIFIED ABOVE, WHICH INVOLVES EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN ADDITIONAL CHARGE OVER AND BEYOND THE ESTIMATE. * DL FOLSOM CORP. IS NOT LIABLE FOR PATCH UPS, FINISHINGS, PAINT, ANY KIND OF WATER DAMAGE, PROBLEMS ARISING DUE TO TIGHT SPACES AS ATTICS, ANY SPACE IS NOT PROPERLY SET FOR WORK AS PER CODE, OR ANY ADDITIONAL TIME REQUIRED TO FINALIZE THIS INSTALLATION OR SERVICE DUE TO ANY UNSPECIFIED PROBLEMS THAT HAVE ARISEN. * WARRANTIES WILL BE VOID IF UNIT(S) IS SERVICED BY OTHERS.*



Ocean Ridge Police Department

6450 N. Ocean Blvd., Ocean Ridge, FL 33435

Phone (561) 732-8331 • Fax (561) 732-8676

www.oceanridgeflorida.com

Richard Jones
Chief of Police

October 18, 2022

As you are aware, the Town budgeted 75,000 last year (2021-2022) for vehicle purchases/lease, the vehicles were ordered, but the purchases could not be made due to supply chain issues. Additionally, we only needed approximately 55,000 for Ford Municipal Finance. Those funds from last year were moved to this years budget (2022-2023). This year, we budgeted 140,000 for 3 new vehicles.

Vehicle ordering opened this year for less than 24 hours before Ford, Chevrolet and Dodge sold out of vehicles. This means that we are unable to place any orders this year and must find in-stock vehicles.

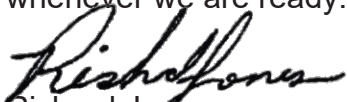
I reached out to multiple dealers and was told the same thing by each one. Upon reaching out to Alan Jay Government Sales (Sourcewell Contract Holder), I found a Chevrolet truck that was ordered for one customer who chose not to proceed with the order after it was placed. This vehicle fit the needs for Public Works. Additionally, they had a police suv and non-police suv on order that were available to purchase, if we acted immediately.

Once last years ordered vehicles are ready for delivery, we will have to make our first payment of 55,000. This year, we budgeted to buy three new vehicles (Public Works Truck/Police SUV/Building Dept Vehicle). With the known numbers we have at this time, the summary is as follows.

Budgeted Amount 2022-2023	140,000
Last years funds 2021-2022	55,000
Total to spend this year	195,000

First Payment 2022	55,000
Truck	57,184
Police SUV	47,044
Building Veh.	31,309
Total Costs	190,537 (Under Budget)

This means that we could either trade in the current maintenance truck or keep it as a spare for the potential part-time maintenance employee that we are seeking. It could also be used by the building department and police department when a truck or spare vehicle is needed. This would keep our maintenance costs down and provide us with a spare. We also have the option to auction the vehicle whenever we are ready.


Richard Jones
Chief of Police



Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234	WWW.ALANJAY.COM	41406-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-991-4693	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
10/6/2022

QUICK QUOTE SHEET

REVISED QUOTE DATE
10/13/2022

REQUESTING AGENCY	OCEAN RIDGE POLICE DEPARTMENT			
CONTACT PERSON	CHIEF RICHARD JONES	EMAIL	rjones@oceanridgeflorida.com	
PHONE	561-732-8331	MOBILE	561-232-7054	FAX

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2023 091521-NAF & 060920-NAF www.NationalAutoFleetGroup.com

MODEL	CK20953 1WT	MSRP	\$45,900.00
2023 CHEVY SILVERADO 2500HD DOUBLE CAB 4WD 8' BED WORK TRUCK			

CUSTOMER ID BASE VEHICLE PRICE \$39,244.00

BED LENGTH 8' BED

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
GAZ H2G	EXTERIOR COLOR SUMMIT WHITE WITH JET BLACK VINYL INTERIOR.	\$0.00
L8T MYD	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm)(STD) Transmission, 6-speed automatic, heavy-duty (STD)(Requires L8T) 6.6L V8 gas engine.)	\$0.00
FHS	E85 FlexFuel capable	\$95.00
JL1	Trailer brake controller, integrated	\$270.00
KI4	Power outlet, instrument panel, 120-volt (400 watts shared with (KC9) bed mounted power outlet) (Requires (PCI) Convenience Package, (PEB) Sierra Value Package or (ZLQ) Fleet Convenience Package. Included with (PQA) 1SA Driver Alert Package I or (PEF) 1SA 2.7L Fleet Package.)	\$220.00
KW5	HD 220 AMP ALTERNATOR	\$145.00
NQH	Transfer case, two-speed active.	\$195.00
NZZ	Skid Plates (Included with (BAQ) Work Truck Package, (Z71) Z71 Off-Road Package or (VYU) Snow Plow Prep Package.)	\$145.00
PCV	WT Convenience Package includes (AQQ) Remote Keyless Entry, (QT5) EZ Lift power lock and release tailgate, (AKO) tinted windows, (C49) rear-window defogger, (K34) cruise control, (DBG) power trailer mirrors with heated upper glass and manual extending/folding; (Not available with (ZLQ) WT Fleet Convenience Package. With (ZW9) pickup bed delete, (QT5) EZ Lift power lock and release tailgate is deleted. (DBG) trailering mirrors may be upgraded to (DWI) trailering mirrors or (DLF) mirrors.)	\$1,180.00
VQO	LPO, BLACK ASSIST STEP.	\$490.00
QXT	ALL TERRAIN TIRES LT265/70R17E ALL TERRAIN BW TIRES	\$195.00
VK3	License plate kit, front (will be shipped to orders with ship-to states that require front license plate)	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	\$2,935.00
AJ WGG-MNT-P-STER	Sterling manufacturing wrap around grille guard with winch mount tray and no headlight guards, center section only (fits all makes/models, will accomodate 16.5ti winch).		\$1,845.00
ZEON 8-S	Warn ZEON self recovery 8,000lb rated winch with remote, open fairlead, synthetic rope and aluminum winch drum to reduces rope wear.		\$1,860.00
DVA U98ASW	8' Reading Classic II utility body factory powder coated white with SST paddle latches (Includes 2nd stage MSO, weight slip, & final-stage manufacturers completed vehicle certification.)		\$9,765.00
HD USOB	HD Scorpion spray on bed liner applied inside cargo area of 8' & 9' utility body.		\$795.00
DVA CLIV	Class IV Trailer Hitch and 7-pin round wire harness.		\$740.00
NEW-TAG	New CITY tag Includes temp tag & two way overnight shipping for signature.		\$245.00

CONTRACT OPTIONS \$15,250.00

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2023 091521-NAF & 060920-NAF www.NationalAutoFleetGroup.com

TRADE IN

VEHICLE TOTAL	\$42,179.00
MSRP DISCOUNT	16.8%
ACCESSORY TOTAL	\$15,250.00
CUSTOMER PRICE	\$57,429.00

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~

\$0.00

TOTAL COST LESS TRADE IN(S)	QTY	1	\$57,429.00
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Estimated Annual payments for 60 months paid in advance: \$12,861.73

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY

SCOTT WILSON

FLEET SALES MANAGER

scott.wilson@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.



Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234	WWW.ALANJAY.COM	41619-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-991-4693	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
10/13/2022

QUICK QUOTE SHEET

REVISED QUOTE DATE
10/13/2022

REQUESTING AGENCY	OCEAN RIDGE POLICE DEPARTMENT			
CONTACT PERSON	CHIEF RICHARD JONES	EMAIL	rjones@oceanridgeflorida.com	
PHONE	561-732-8331	MOBILE	561-232-7054	FAX

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2023 091521-NAF & 060920-NAF www.NationalAutoFleetGroup.com

MODEL	4435	MSRP	\$31,440.00
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2023 TOYOTA RAV4 HYBRID LE AWD

CUSTOMER ID	BASE VEHICLE PRICE	\$30,659.00
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BED LENGTH	SUV
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** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS

DESCRIPTION

0040	SUPER WHITE EXTERIOR	\$0.00
FB20	BLACK, FABRIC SEAT TRIM	\$0.00
2.5L	**HYBRID Engine Type Gas/Electric I- Displacement 2.5 L/152 Fuel System Port/Direct Injection SAE Net Horsepower @ RPM 208 @ 5700 SAE Net Torque @ RPM 163 @ 5200	\$0.00
MR20	All Weather Floor Mats with All Weather Cargo Tray	\$405.00
PW PL	PWR WINDOWS AND LOCKS (INCL)	\$0.00
RKE	Proximity Key For Doors And Push Button Start Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button Remote Releases -Inc: Mechanical Fuel	\$0.00
BT	BLUE TOOTH (STD)	\$0.00
BUC	FACTORY BACK UP CAMERA(STD).	\$0.00

CONTRACT OPTIONS

DESCRIPTION

FACTORY OPTIONS	\$405.00
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NEW-TAG	New CITY tag Includes temp tag & two way overnight shipping for signature.	\$245.00
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CONTRACT OPTIONS	\$245.00
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TRADE IN

VEHICLE TOTAL	\$31,064.00
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MSRP DISCOUNT	2.5%
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ACCESSORY TOTAL	\$245.00
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CUSTOMER PRICE	\$31,309.00
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YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~	\$0.00
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TOTAL COST LESS TRADE IN(S)	QTY	1	\$31,309.00
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Estimated Annual payments for 60 months paid in advance: \$7,011.93

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY	SCOTT WILSON	FLEET SALES MANAGER	scott.wilson@alanjay.com
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"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.



Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234	WWW.ALANJAY.COM	41615-3
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-991-4693	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
10/13/2022

QUICK QUOTE SHEET

REVISED QUOTE DATE
10/13/2022

REQUESTING AGENCY	OCEAN RIDGE POLICE DEPARTMENT			
CONTACT PERSON	CHIEF RICHARD JONES	EMAIL	rjones@oceanridgeflorida.com	
PHONE	561-732-8331	MOBILE	561-232-7054	FAX

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2023 091521-NAF & 060920-NAF www.NationalAutoFleetGroup.com

MODEL	CC10706 1FL 9C1	MSRP	\$46,250.00
	2023 CHEVY TAHOE POLICE 2WD		

CUSTOMER ID BASE VEHICLE PRICE \$39,170.00

BED LENGTH	SUV
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** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
GAZ H1T	Summit White with Jet Black, Premium cloth Seats, front bucket	\$0.00
L84 MHU	Engine: 5.3L EcoTec3 V8, Transmission: Transmission, 10-speed automatic	\$0.00
5T5	CLOTH FRONT SEATS WITH VINYL REAR SEATS	\$0.00
5Y1	Front center seat (20% seat) delete power driver and passenger bucket seats in base cloth trim. Derived from RPO (AZ3) 40/20/40 split-bench seat with the 20% section removed, which also removes the auxiliary power outlet, USB port and input jack for audio system. Does not include a floor console. All exposed floor area will remain untrimmed. (Requires (BG9) Black rubberized vinyl floor covering. Not available with (A50) front bucket seats or (B30) color-keyed carpeting floor covering.)	\$0.00
6C7	LIGHTING, RED AND WHITE FRONT AUXILIARY DOME. Located on headliner between front row seats. (Red is LED, White is Incandescent) (Requires 5W4)	\$165.00
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire.	\$0.00
AMF	REMOTE KEYLESS ENTRY PACKAGE includes 4 additional transmitters NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense (Requires (9C1) Police Vehicle.)	\$125.00
PQA	1FL Safety Package includes: (UEU) Forward Collision Alert, (UHX) Lane Keep Assist with Lane Departure Warning, (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking and (UE4) Following Distance Indicator(Requires (9C1) Police Vehicle. Not available with (DRZ) Rear Camera Mirror.)	\$390.00
V76	Recovery hooks, 2 front, frame-mounted, Black	\$49.00
PI	Protected Idle Feature allows the vehicle to remain idling but will not allow the transmission to be shifted from Park without a valid key fob (STD).	\$0.00
VK3	FRONT LICENSE PLATE BRACKET FACTORY ORDERED	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	\$729.00
HLF-CC10706	CONNECT FACTORY HEADLAMP TAIL LAMP FLASHER		\$0.00
L-SPOT-LED	UNITY Left hand spotlamp including Unity LED bulb & install kit.		\$705.00
TP TAH-WBCON16-FB	TROY PRODUCTS 16" wide-body console with 7" slope / 9" level and open storage on side of console. Includes floorplate and faceplates, 4" dual cup internal beverage holder, 4" shallow console tray, (2) DC outlets & (1) dual-port USB module, and locking lidded file box with large leather pad that bolts to rear of wide-body console.		\$1,225.00
W TL12-LB-2-GL-RB	(2) Whelen ION "T" series DUAL color ultra thin light heads with L-bracket mounted in grille, (RED/BLUE).		\$425.00
WPUMP-1-SUV-CEN	Whelen unmarked patrol package for SUV / Sedans consists of front and rear full width interior LED system with LED takedown lights, Cencom digital light and siren controller, speaker, and vehicle specific bracket.		\$3,700.00
RED/BLUE	ABOVE LIGHT PACKAGE TO INCLUDE RED/BLUE WARNING LIGHTS		\$0.00
W STRIPLT-DUO-2-LB-RQG-RB	(2) Whelen Strip-Light LED light duo color light head with 90 deg mounting L-brackets mounted in rear quarter glass (RED/BLUE).		\$445.00
W TL12-LIC-2-RB	(2) WHELEN T-IONS DUO (RED/BLUE) INSTALLED ADJACENT TO TAG, VERTICALLY.		\$400.00
NEW-TAG	New CITY tag Includes temp tag & two way overnight shipping for signature.		\$245.00

CONTRACT OPTIONS \$7,145.00

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2023 091521-NAF & 060920-NAF www.NationalAutoFleetGroup.com

TRADE IN

VEHICLE TOTAL	\$39,899.00
MSRP DISCOUNT	18.2%
ACCESSORY TOTAL	\$7,145.00
CUSTOMER PRICE	\$47,044.00

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~

\$0.00

TOTAL COST LESS TRADE IN(S)	QTY	1	\$47,044.00
-----------------------------	-----	---	-------------

Estimated Annual payments for 60 months paid in advance: \$10,535.92

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY

SCOTT WILSON

FLEET SALES MANAGER

scott.wilson@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Office of the Interim Town Manager, Lynne Ladner

Meeting Date: November 7, 2022
Subject: Authorize Garbage & Alarm Liens for FY22

Mayor & Commissioners:

It has been determined that at FY2021/22 year-end, there are nine (9) outstanding garbage/recycling invoices and two (2) alarm invoices. Staff sent several certified letters to residents regarding these outstanding payments. It is anticipated that some will pay the outstanding balances between the time of the writing of this memo and the time the liens are executed. However, the remaining will need to be lienied.

Approving the consent agenda item will approve the necessary liens and authorize the Mayor and Town Clerk to execute the liens and forward them to the County for recording.

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director

Invoices by Billing Item

FY21/22 G/TRASH LIENS
From: 10/1/2021 To: 9/30/2022

Town of Ocean Ridge

Date: 10/29/2022
Time: 2:55:23 pm

Invoice #	Inv. Date	Status	Pay.Stat.	Ref. #	Cust. ID	Customer Name	Quantity	Unit Price	Total Price	Inv.Balance
Billing Item: SF-TR GARBAGE AND TRASH SERVICE										
22004	11/2/2021	W	N	11166	2050	2050 BENTLEY LLC	1.0000	\$780.00	\$780.00	\$880.00
22234	11/2/2021	W	N	11396	GRACI,D	GRACI, DOMINIC	1.0000	\$260.00	\$260.00	\$360.00
22315	11/2/2021	W	N	11477	LAKE SPENLAKE,	SPENSER ROBEF	1.0000	\$520.00	\$520.00	\$620.00
22461	11/2/2021	W	N	11623	POLISCHUIPOLISCHUK,	LINNEA	1.0000	\$260.00	\$260.00	\$360.00
22848	1/31/2022	W	N	12010	HERS DR	HERSEY DRIVE 18 LLC	1.0000	\$260.00	\$260.00	\$360.00
22861	5/12/2022	W	N	12023	ROCHE, ELROCHE,	ELLEN	1.0000	\$260.00	\$260.00	\$360.00
22585	11/2/2021	W	N	11747	TOMEI,MATTOMEI,	MATTHEW	1.0000	\$520.00	\$520.00	\$620.00
22569	11/2/2021	W	N	11731	TACO LLC	TACO LLC	1.0000	\$260.00	\$260.00	\$360.00
22532	11/2/2021	W	N	11694	SIMMONS,	SIMMONS STEVEN & EII	1.0000	\$260.00	\$260.00	\$360.00
Count:							9	Total:	\$3,380.00	\$4,280.00
Total Count:							9	Grand Total:	\$4,280.00	

Invoices by Billing Item

FY21/22 ALARM LIENS

From: 10/1/2021 To: 9/30/2022

Town of Ocean Ridge

Date: 10/29/2022
Time: 2:56:15 pm

Invoice #	Inv. Date	Status	Pay.Stat.	Ref. #	Cust. ID	Customer Name	Quantity	Unit Price	Total Price	Inv.Balance
Billing Item: ALARM ALARM MONITORING FEE										
22671	12/20/202	W	N	11833	CHRISTMA	CHRISTMAN, JAY & PET	1.0000	\$200.00	\$200.00	\$300.00
22809	12/20/202	W	N	11971	SIMMONS,	SIMMONS STEVEN & EII	1.0000	\$200.00	\$200.00	\$300.00
Count:							2	Total:	\$400.00	\$600.00
Total Count:							2	Grand Total:	\$600.00	

Date: October 28, 2022
To: Honorable Mayor and Commissioners
From: Durrani Guy, Building Official
Re: Building Permit Renewal Refund Request for 6849 N Ocean Blvd

Mayor and Commissioners,

The controller for the Ocean Club of Florida emailed requesting a refund the renewal fee for permit 21684 in the amount of \$13,002.50. Permit 21684 work is described as “renovation of pool deck area, locker rooms, new poolside bar” for the Ocean Club at 6849 N Ocean Blvd. The permit was issued on July 29, 2021 and expired on July 29, 2022. The permit was renewed and extended for 6 months which is in accordance with the Town Code Section 67-52, for their building permit to construct a single-family home. I have attached the controller’s request for your review and consideration.

Sec. 67-52. - Commencement and duration of construction.

Construction shall commence within six months from the date of issuance of a building permit. If construction has not commenced within six months, the building permit shall expire. Following commencement of construction pursuant to a building permit, all construction shall be completed within two years for single family residential estates, or one year for all other buildings or structures, unless extended for no more than one, six-month period by the administrative official, upon a showing of good cause. Subsequent to the granting of one administrative extension, any additional extensions may be granted by the town commission upon a showing of good cause. If construction is not completed within the timeframes prescribed in this Code, a financial penalty equal to the cost of the original building permit fee shall be imposed.

Suggested Motion: I move to approve (deny) the request for building permit renewal refund for 6849 N Ocean Blvd in the amount of \$13,002.50.

From: [Kelly Avery](#)
To: [Lynne Ladner](#)
Cc: [Lisa A. Burns](#); [Durrani Guy](#)
Subject: FW: Permit 21684 - Ocean Club of Florida
Date: Monday, October 24, 2022 4:55:00 PM
Attachments: [image002.png](#)

Please see the email below.

Kelly Avery

Town Clerk

kavery@oceanridgeflorida.com

Town of Ocean Ridge

6450 N. Ocean Blvd.

Ocean Ridge, FL 33435

561-732-2635 (phone) Mon-Fri 8:30 – 3:00pm

561-737-8359 (fax)

www.oceanridgeflorida.com



PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Town of Ocean Ridge officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The views expressed in this message may not necessarily reflect those of the Town of Ocean Ridge. If you have received this message in error, please notify us immediately by replying to this message, and please delete it from your computer. Thank you

From: Diane Pye <dppe@oceanclubofflorida.com>

Sent: Monday, October 24, 2022 4:41 PM

To: Kelly Avery <kavery@oceanridgeflorida.com>

Subject: Permit 21684 - Ocean Club of Florida

Good afternoon Ms. Avery,

The Ocean Club paid \$13,002.50 for Permit #21684 renewal fee because the Permit expired 7/29/22. The project was not able to be completed within the one year time frame allowed because of issues obtaining / receiving materials required for completion.

As there was and still is supply chain issues which are entirely out of our control, we respectfully request that consideration is given to refunding this renewal fee.

We would appreciate it if this request would be put on the agenda for discussion at the next Town Hall meeting in November 2022.

Please acknowledge receipt of this email and advise if able to be included on the November agenda. Thank you for your attention to this matter.

Diane Pye



Controller

Ocean Club of Florida

6849 North Ocean Blvd.

Ocean Ridge, FL 33435

Direct Line 561.374.5090

September 30, 2022

Town of Ocean Ridge
6450 N. Ocean Blvd.
Ocean Ridge, FL 33435

RE: Permit Renewal Fee - Permit #21684

Ms. Lynne Ladner,

Due to delays caused by COVID-19, the renovation at The Ocean Club of Florida went past the allowable 1 year of construction, forcing the club to submit a renewal application. The main delay for the project was trying to obtain specialty panic hardware for one of the pool gates. This hardware took 6-months to receive. It is The Ocean Club's hope that the renewal fee of \$13,002.50, which has already been paid, can be refunded as the project took place during a time of exceptional supply chain issues.

We appreciate your consideration for this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Pavone", written over a horizontal line.

Mr. Joe Pavone
General Manager
The Ocean Club of Florida

cc: Steve Coz

From: [Diane Pye](#)
To: [Lynne Ladner](#)
Subject: Permit 21684 - Ocean Club of Florida
Date: Monday, October 24, 2022 4:41:23 PM

Good afternoon Ms. Ladner,

The Ocean Club paid \$13,002.50 for Permit #21684 renewal fee because the Permit expired 7/29/22. The project was not able to be completed within the one year time frame allowed because of issues obtaining / receiving materials required for completion. As there was and still is supply chain issues which are entirely out of our control, we respectfully request that consideration is given to refunding this renewal fee.

We would appreciate it if this request would be put on the agenda for discussion at the next Town Hall meeting in November 2022.

Please acknowledge receipt of this email and advise if able to be included on the November agenda. Thank you for your attention to this matter.

Diane Pye



Controller

Ocean Club of Florida

6849 North Ocean Blvd.

Ocean Ridge, FL 33435

Direct Line 561.374.5090

Date: October 28, 2022
To: Honorable Mayor and Commissioners
From: Durrani Guy, Building Official
Re: Building Permit Extension Request for 24 Eleuthera Drive

Mayor and Commissioners,

The contractor for 24 Eleuthera Drive has requested a building permit time extension in accordance with the Town Code Section 67-52, for their building permit number 20108 to install landscape and hardscape as per plans. The contractor did not request a waiver of the renewal fee in the amount of \$562.50 (\$462.50 for main permit and \$100.00 total for two sub permits). The permit was originally issued on August 24, 2020 and had a one-time renewal with a new expiration date of March 15, 2022. I have attached the contractor's request for your review and consideration.

Sec. 67-52. - Commencement and duration of construction.

Construction shall commence within six months from the date of issuance of a building permit. If construction has not commenced within six months, the building permit shall expire. Following commencement of construction pursuant to a building permit, all construction shall be completed within two years for single family residential estates, or one year for all other buildings or structures, unless extended for no more than one, six-month period by the administrative official, upon a showing of good cause. Subsequent to the granting of one administrative extension, any additional extensions may be granted by the town commission upon a showing of good cause. If construction is not completed within the timeframes prescribed in this Code, a financial penalty equal to the cost of the original building permit fee shall be imposed.

Suggested Motion: I move to approve (deny) the request for building permit extension for 24 Eleuthera Drive for a period of (12 months) to expire on (March 15, 2023).



RECEIVED
OCT 28 2022
TOWN OF OCEAN RIDGE

October 24, 2022

To: Building Official

Re: Grazioso Hardscape expired permit – 24 Eleuthera Drive

The purpose of this letter is to provide information on the reason this permit had expired, and the request to renew.

Part of the hardscape scope of work is to install tiles over existing concrete driveway. All of the hardscape is completed, with the exception of the driveway

The completion of the driveway was delayed in order to allow for the new pool to be constructed, since heavy equipment traffic must pass over the driveway in order to perform the necessary pool work.

Unfortunately, to no fault of the owner, the completion of the pool contractor's (Gulfstream Pools) engineering design drawings was substantially delayed. This delay caused the Hardscape permit to expire after it had been already renewed once. The construction of the pool is underway, and hopefully will be completed by beginning of 2023.

In the meantime, we kindly ask that the Hardscape permit be given a 2nd renewal due to the circumstances outlined above

Respectfully

Blazo Donev


President

BNK Construction



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

RECEIVED

OCT 28 2022

TOWN OF OCEAN RIDGE
3-15-22

Change of Permit Status Request

Permit Number: 20108 Original Application Date: 08/2021 Expiration Date: 10/4/2021
Permit Address: 24 Eleuthera Drive
Applicant's Printed Name: Blazo Donev Phone: 5612392762
Applicant's Email: Blazo@bnk-Construction.com
Original Permit Description: Install Landscape & Hard-scape (including materials) as per plans

Applicant is requesting one of the following to be approved by the Building Official:

- ☐ Cancellation of Building Permit/Permit Application. I hereby certify that no work has commenced, the contract has been canceled between the owner and contractor. No fee due.
- ☐ Cancellation of Contract between Property Owner and Contractor. I hereby certify that work has commenced, but I have canceled the contract between owner and contractor and a new permit application will be submitted to the Building Department to complete the project. Fee: \$50.00.
- ☒ Renew Building Permit. The permit shall be declared null and void at the end of the extension. The Building Official shall determine extension length. Fee: \$50.00 + 30% of the original permit fee. Applicants for the renewal can be the property owner for a single-family residence or contractor licensed for type of work being renewed.
- ☐ Other. Work commenced but no inspections and/or final inspection conducted. This option typically applies to older permits and will be reviewed by the Building Official. Fee: \$50.00.

By signing, I certify that the above is true and accurate. I understand that the request may take a minimum of two weeks to process. Fee will be due upon approval.

[Signature]
Applicant's Signature

10/28/2022
Date

Blazo Donev
Applicant's Printed Name

NOTARY

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, on this 28 day of October 2022

[Signature]
Notary's Signature

STAMP
NOTARY PUBLIC
LISA A. BURNS
Commission # HH 317828
Expires September 29, 2026

☐ Personally Known or ☒ Type of Identification Produced: FLPA



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 782-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

OCT 28 2022

BUILDING DEPARTMENT USE ONLY

Application ~~Town of Ocean Ridge~~

☐ Cancellation of Building Permit. No Fee.

☐ Cancellation of Contract between Property Owner and Contractor. Fee: \$50.00

☒ Renew Building Permit one time for _____ month(s). Fee: \$50.00 + 30% of the original permit fee.

The permit shall become null and void on _____, 20____.

☐ Other. \$50.00 fee due.

Fee Due: \$ 562.50 cash/check _____ Date Payment Received: _____ OR: _____

\$462.50 for main + \$100.00 for 2 subpermits

Building Official: _____ Approval Date: _____

Date: October 21, 2022
To: Honorable Mayor and Commissioners
From: Durrani Guy, Building Official
Re: Building Permit Extension Request for 6110 N Ocean Blvd #30

Mayor and Commissioners,

The property owner for 6110 N Ocean Blvd #30 has requested a building permit time extension in accordance with the Town Code Section 67-52, for their building permit number 22066 installing additional gas line from existing tank to range, grill and pizza oven. The property owner did not request a waiver of the renewal fee in the amount of \$102.50. The permit was originally issued on October 14, 2021 and expired on July 14, 2021 (after a department approved 3-month extension). I have attached the property owner's request for your review and consideration.

Sec. 67-52. - Commencement and duration of construction.

Construction shall commence within six months from the date of issuance of a building permit. If construction has not commenced within six months, the building permit shall expire. Following commencement of construction pursuant to a building permit, all construction shall be completed within two years for single family residential estates, or one year for all other buildings or structures, unless extended for no more than one, six-month period by the administrative official, upon a showing of good cause. Subsequent to the granting of one administrative extension, any additional extensions may be granted by the town commission upon a showing of good cause. If construction is not completed within the timeframes prescribed in this Code, a financial penalty equal to the cost of the original building permit fee shall be imposed.

Suggested Motion: I move to approve (deny) the request for building permit extension for 6110 N Ocean Blvd #30 for a period of (6 months) to expire on (January 14, 2023).



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

Change of Permit Status Request

Permit Number: 22066 Original Application Date: 9-1-21 Expiration Date: 7-14-22

Permit Address: 6110 N. OCEAN BLVD., #30

Applicant's Printed Name: LYLE OTREMBIA Phone: 248-202-0002

Applicant's Email: LYLE@OTREMBIA.COM

Original Permit Description: INSTALL NEW GAS LINE FROM BURIED PROPANE TANK, AND CONNECT TO INDOOR GAS RANGE AND OUTDOOR RANGE/OVEN

Applicant is requesting one of the following to be approved by the Building Official:

☐ Cancellation of Building Permit/Permit Application. I hereby certify that no work has commenced, the contract has been canceled between the owner and contractor. No fee due.

☐ Cancellation of Contract between Property Owner and Contractor. I hereby certify that work has commenced, but I have canceled the contract between owner and contractor and a new permit application will be submitted to the Building Department to complete the project. Fee: \$50.00.

☒ Renew Building Permit. The permit shall be declared null and void at the end of the extension. The Building Official shall determine extension length. Fee: \$50.00 + 30% of the original permit fee. Applicants for the renewal can be the property owner for a single-family residence or contractor licensed for type of work being renewed.

☒ Other. Work commenced but no inspections and/or final inspection conducted. This option typically applies to older permits and will be reviewed by the Building Official. Fee: \$50.00.

By signing, I certify that the above is true and accurate. I understand that the request may take a minimum of two weeks to process. Fee will be due upon approval.

Applicant's Signature

Date

LYLE OTREMBIA

Applicant's Printed Name

NOTARY

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, on this _____ day of _____ 20____.

STAMP

Notary's Signature

☐ Personally Known or ☐ Type of Identification Produced: _____



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

BUILDING DEPARTMENT USE ONLY

Application Date: 10-5-22

☐ Cancellation of Building Permit. No Fee.

☐ Cancellation of Contract between Property Owner and Contractor. Fee: \$50.00

☒ Renew Building Permit one time for 6 month(s). Fee: \$50.00 + 30% of the original permit fee.

The permit shall become null and void on 1-14, 2023.

☐ Other. \$50.00 fee due.

Fee Due: \$102.50 cash/check _____ Date Payment Received: _____ OR: _____

Building Official: _____ Approval Date: _____

Bloomfield Hills, Michigan
LYLE J. OTREMBA

Town of Ocean Ridge, Town Commission
Mayor, Susan Hurlburt, and Town Manager, Lynne Ladner
6450 N. Ocean Blvd.
Ocean Ridge, FL 33435

RE: Renewal of Building Permit 22066: 6110 N. Ocean Blvd., #30 (Otremba Residence)

October 5, 2022

Dear Ocean Ridge Team,

My wife and I own a property at Pelican Cove in Ocean Ridge (#30). We acquired the property 18 months or so ago, and have completed a very extensive renovation. As a part of the various activities there, we contracted to have propane gas service installed; the permit referenced above pertains to this.

I am asking here to extend the building permit referenced. The original permit is for the installation of a propane gas line from a buried tank to a new gas range in the house, and to a gas grill and oven in an outdoor kitchen area. The original permit was to expire in April of this year, and I extended for three months, hoping the work would be completed and the inspection ready for completion. While work was completed by July, the permit document package on-site was apparently lost/destroyed, and no inspections were scheduled by my propane contractor (Suburban Propane). As result of all of this, everything is complete now and ready for inspection, but we need to again extend the permit and have duplicates of the paperwork available for sign-off.

Please approve this extension so the inspections can be completed and the permit closed.

Thank you very much for your consideration.

Sincerely,



Date: October 27, 2022
To: Honorable Mayor and Commissioners
From: Durrani Guy, Building Official
Re: Building Permit Extension Request for 6885 N Ocean Blvd

Mayor and Commissioners,

The contractor for 6885 N Ocean Blvd has requested a building permit time extension in accordance with the Town Code Section 67-52, for their building permit number 20149 for interior renovation to existing fire alarm system. The contractor did not request a waiver of the renewal fee in the amount of \$132.50. The permit was originally issued on August 18, 2020 and had a one-time renewal with a new expiration date of March 20, 2022. I have attached the property owner's request for your review and consideration.

Sec. 67-52. - Commencement and duration of construction.

Construction shall commence within six months from the date of issuance of a building permit. If construction has not commenced within six months, the building permit shall expire. Following commencement of construction pursuant to a building permit, all construction shall be completed within two years for single family residential estates, or one year for all other buildings or structures, unless extended for no more than one, six-month period by the administrative official, upon a showing of good cause. Subsequent to the granting of one administrative extension, any additional extensions may be granted by the town commission upon a showing of good cause. If construction is not completed within the timeframes prescribed in this Code, a financial penalty equal to the cost of the original building permit fee shall be imposed.

Suggested Motion: I move to approve (deny) the request for building permit extension for 6885 N Ocean Blvd for a period of (12 month) to expire on (March 20, 2023).



RECEIVED
OCT 25 2022
TOWN OF OCEAN RIDGE

Town of Ocean Ridge
Building Department

Re:
Inlet Plaza
6885 N Ocean Blvd
Permit/Process #: 20149

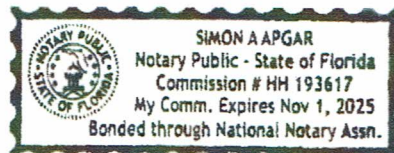
To whom it may concern:

Wayne Automatic Fire Sprinklers, Inc. would like to request to renew the inactive permit 20149. This permit has been held up by Master Permit pending work by others (Johnson Controls). We are ready to call in our inspections and would like to renew the permit in order to complete.

Mathew Gibson
Qualifier

Mathew Gibson
Signature
Mathew Gibson
Print Name

Notary



Simon Apgar
Signature
Simon Apgar
Print Name

If there are any other concerns or questions, please feel free to give me a call at (954) 917-3030.

Thank You,

Simon Apgar

Simon Apgar
SE Service & Alarm Designer

**MINUTES
MATTER.**

Because families and dreams become
memories in 3 minutes.

1500 S. Powerline Rd., Suite A, Deerfield Beach, FL 33442 | Office 954.917.3030 | www.waynefire.com

Regional Offices: Ocoee • Jacksonville, FL • Deerfield Beach • Tampa • Ft. Myers • Concord • Raleigh



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

RECEIVED
OCT 25 2022
TOWN OF OCEAN RIDGE

Change of Permit Status Request

Permit Number: 20149 Original Application Date: 8/18/2000 Expiration Date: 7/11/21 3:00pm

Permit Address: 6885 N Ocean Blvd - Inlet Plaza

Applicant's Printed Name: Simon Apgar Phone: 954-917-3030

Applicant's Email: saapgar@waynefire.com

Original Permit Description: Interior Renovation to existing Fire Alarm System

Applicant is requesting one of the following to be approved by the Building Official:

- ☐ Cancellation of Building Permit/Permit Application. I hereby certify that no work has commenced, the contract has been canceled between the owner and contractor. No fee due.
- ☐ Cancellation of Contract between Property Owner and Contractor. I hereby certify that work has commenced, but I have canceled the contract between owner and contractor and a new permit application will be submitted to the Building Department to complete the project. Fee: \$50.00.
- ☒ Renew Building Permit. The permit shall be declared null and void at the end of the extension. The Building Official shall determine extension length. Fee: \$50.00 + 30% of the original permit fee. Applicants for the renewal can be the property owner for a single-family residence or contractor licensed for type of work being renewed.
- ☐ Other. Work commenced but no inspections and/or final inspection conducted. This option typically applies to older permits and will be reviewed by the Building Official. Fee: \$50.00.

By signing, I certify that the above is true and accurate. I understand that the request may take a minimum of two weeks to process. Fee will be due upon approval.

Mathew Gibson
Applicant's Signature

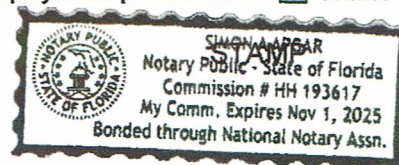
10/25/22
Date

Mathew Gibson
Applicant's Printed Name

NOTARY

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, on this 25 day of October 2022.

Simon Apgar
Notary's Signature



☒ Personally Known or ☐ Type of Identification Produced: _____



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

OCT 25 2022

BUILDING DEPARTMENT USE ONLY

Application Date: _____

TOWN OF OCEAN RIDGE

☐ Cancellation of Building Permit. No Fee.

☐ Cancellation of Contract between Property Owner and Contractor. Fee: \$50.00

☒ Renew Building Permit one time for _____ month(s). Fee: \$50.00 + 30% of the original permit fee.

The permit shall become null and void on _____, 20____.

☐ Other. \$50.00 fee due.

Fee Due: \$ 132.50 cash/check _____ Date Payment Received: _____ OR: _____

Building Official: _____ Approval Date: _____

Date: November 1, 2022
To: Honorable Mayor and Commissioners
From: Durrani Guy, Building Official
Re: Building Permit Extension Request for 29 Eleuthera Drive

Mayor and Commissioners,

The contractor for 29 Eleuthera Drive has requested a building permit time extension in accordance with the Town Code Section 67-52, for their building permit number 21974 and six associated sub permits for a new single-family residence. The contractor is also requesting a waiver of the renewal fees in the amount of \$10,602.50 (\$10,302.50 for main permit and \$300.00 total for six sub permits). The permit was originally issued on October 12, 2021 and expired on October 12, 2022. I have attached the contractor's request for your review and consideration.

Sec. 67-52. - Commencement and duration of construction.

Construction shall commence within six months from the date of issuance of a building permit. If construction has not commenced within six months, the building permit shall expire. Following commencement of construction pursuant to a building permit, all construction shall be completed within two years for single family residential estates, or one year for all other buildings or structures, unless extended for no more than one, six-month period by the administrative official, upon a showing of good cause. Subsequent to the granting of one administrative extension, any additional extensions may be granted by the town commission upon a showing of good cause. If construction is not completed within the timeframes prescribed in this Code, a financial penalty equal to the cost of the original building permit fee shall be imposed.

Suggested Motion: I move to approve (deny) the request for building permit extension for 29 Eleuthera Drive for a period of (6 months) to expire on (April 12, 2023).



**PROTECH PROFESSIONAL SERVICES, INC.
GENERAL CONTRACTORS
CGC049760
2000 Coconut Road Boca Raton, FL 33432**

RECEIVED
OCT 29 2022
TOWN OF OCEAN RIDGE

October 28, 2022

Town Commissioners,

We request a waiver to extend permit #21974. Throughout the building process, we have been met with material and delivery delays, as well as manpower shortages due to the effects of the pandemic. The commencement of work on this project began in January of 2021. The interior of the project is completed and we do not expect any further delays with finishing the project. We respectfully request that the additional permit fees be waived.

Sincerely,

John C. Fischer
Pro Tech Professional Services, Inc.



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

RECEIVED

OCT 28 2022

TOWN OF OCEAN RIDGE

Change of Permit Status Request

Permit Number: 21974 Original Application Date: 10/12/2021 Expiration Date: 10/12/2022

Permit Address: 29 Eleuthera Drive

Applicant's Printed Name: Pro Tech Professional Services Phone: 561-445-9199

Applicant's Email: protechboca@gmail.com

Original Permit Description: new single family home

Applicant is requesting one of the following to be approved by the Building Official:

☐ Cancellation of Building Permit/Permit Application. I hereby certify that no work has commenced, the contract has been canceled between the owner and contractor. No fee due.

☐ Cancellation of Contract between Property Owner and Contractor. I hereby certify that work has commenced, but I have canceled the contract between owner and contractor and a new permit application will be submitted to the Building Department to complete the project. Fee: \$50.00.

☒ Renew Building Permit. The permit shall be declared null and void at the end of the extension. The Building Official shall determine extension length. Fee: \$50.00 + 30% of the original permit fee. Applicants for the renewal can be the property owner for a single-family residence or contractor licensed for type of work being renewed.

☐ Other. Work commenced but no inspections and/or final inspection conducted. This option typically applies to older permits and will be reviewed by the Building Official. Fee: \$50.00.

By signing, I certify that the above is true and accurate. I understand that the request may take a minimum of two weeks to process. Fee will be due upon approval.

Applicant's Signature

Date

10/20/22

JOHN FISCHER

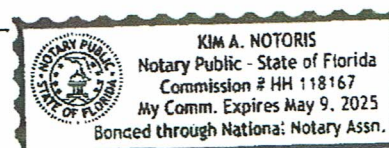
Applicant's Printed Name

NOTARY

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, on this 28 day of OCT, 2022.

Notary's Signature

STAMP



☒ Personally Known or ☐ Type of Identification Produced:



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

BUILDING DEPARTMENT USE ONLY

Application Date: 10-28-22

☐ Cancellation of Building Permit. No Fee.

☐ Cancellation of Contract between Property Owner and Contractor. Fee: \$50.00

☒ Renew Building Permit one time for _____ month(s). Fee: \$50.00 + 30% of the original permit fee.

The permit shall become null and void on _____, 20_____.

☐ Other. \$50.00 fee due.

Fee Due: \$10,602.50 cash/check _____ Date Payment Received: _____ OR: _____
10,302.50 + 6 sub permits @ \$50.00/each.

Building Official: _____ Approval Date: _____



Ocean Ridge Police Department

6450 N. Ocean Blvd., Ocean Ridge, FL 33435

Phone (561) 732-8331 • Fax (561) 732-8676

www.oceanridgeflorida.com

Richard Jones
Chief of Police

October 18, 2022

During my first few months as your new police chief, I started the process of creating and implementing new policies and procedures to create a professional, safe and efficient police department that could easily defend its actions both legally and ethically. This process involves making sure that our operation corresponds with our policy and that both our policy and our operation is that of a "best practice".

In the policing industry, the term "best practice" usually involves a legal issue or dispute where professionals from the police industry are hired to determine if an agency is acting in line with other agencies and whether their practice is generally acceptable in the industry or whether the practice is unusual, outdated, or considered unacceptable. If the action that is being questioned is found to be a "best practice" the legal challenge becomes easier for the agency to battle. However, if the action is considered to be unusual, outdated or unacceptable the legal challenge is difficult for the agency to overcome.

The process that is most commonly used to verify that an agency is operating in-line with "best practices" is to become accredited. The Florida Department of Law Enforcement offers the State Accreditation Process, which is a well known process. The benefits of accreditation are outlined below.

Accreditation increases the law enforcement agency's ability to prevent and control crime through more effective and efficient delivery of law enforcement services to the community it serves.

Accreditation enhances community understanding of the law enforcement agency and its role in the community as well as its goals and objectives. Citizen confidence in the policies and practices of the agency is increased.

Accreditation, in conjunction with the philosophy of community policing, commits the agency to a broad range of programs (such as crime prevention) that directly benefit the public.

Accreditation creates a forum in which police and citizens work together to control and prevent crime. This partnership will help citizens to understand the challenges that confront law enforcement. Law enforcement will, in turn, receive clear direction from the community about its expectations. Thus, a common set of goals and objectives will be arrived at and implemented.

Increases cooperation and coordination with other law enforcement agencies and other branches of the criminal justice system.

The accreditation process requires an in-depth review of every aspect of the agency's organization, management, operations, and administration to include:

1. establishment of agency goals and objectives with provisions for periodic updating;
2. re-evaluation of whether agency resources are being used in accord with agency goals, objectives, and mission;
3. re-evaluation of agency policies and procedures, especially as documented in the agency's written directive system;
4. correction of internal deficiencies and inefficiencies before they become public problems;
5. the opportunity to re-organize without the appearance of personal attacks.

The accreditation standards provide norms against which agency performance can be measured and monitored over time.

Accreditation provides the agency with a continuous flow of Commission distributed information about exemplary policies, procedures, and projects.

Accreditation provides objective measures to justify decisions related to budget requests and personnel policies.

Accreditation serves as a yardstick to measure the effectiveness of the agency's programs and services. The services provided are defined, and uniformity of service is assured.

Accreditation streamlines operations, providing more consistency and more effective deployment of agency manpower.

Accreditation requires that agency policies and procedures are in written form and are available to all agency personnel at all times.

Accreditation assures employees that every aspect of the agency's personnel system is in accord with professional standards, and that the system is both fair and equitable.

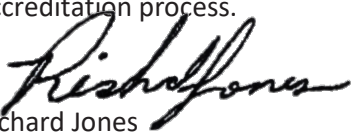
The agency is compelled to operate within specific guidelines. It is accountable to the Commission. The agency must stay in compliance with the standards set forth by the Commission in order to retain its accreditation.

The morale of the agency is enhanced by increasing the employees' confidence in the effectiveness and efficiency of their own agency. Operations become more streamlined and consistent.

Accreditation standards address officer safety issues and provide for adequate training and equipment of the officers.

Accreditation is a coveted award that symbolizes professionalism, excellence, and competence.

Employees will take pride in their agency, knowing that it represents the very best in law enforcement. With that being said, I would request that the Commission allow me to enter into the attached agreement to start the formal accreditation process.



Richard Jones
Chief of Police



**THE COMMISSION FOR
FLORIDA LAW ENFORCEMENT ACCREDITATION**

LAW ENFORCEMENT AGREEMENT

This Accreditation Agreement is entered into between the **Ocean Ridge Department of Public Safety**, with principal offices at 6450 N. Ocean Blvd. Ocean Ridge, Florida 33435, hereafter referred to as the “Applicant,” and The Commission for Florida Law Enforcement Accreditation, Inc., a Florida not-for-profit corporation, at P.O. Box 1489, Tallahassee, Florida, 32302, hereafter referred to as the “CFA.”

The Applicant and the CFA, for and in consideration of the mutual covenants set forth in this Agreement and the compensation to be paid to the CFA by the Applicant hereinafter specified, covenant and agree to be bound by the provisions, terms, and covenants contained herein.

WHEREFORE, each party covenants and agrees as follows:

1. PURPOSE OF THIS AGREEMENT

- 1.1. The purpose of this Agreement is to establish the relationships between, and set the responsibilities of, the parties to this Agreement (a) by assessing the Applicant’s compliance with the standards established by the CFA in order for the CFA to determine if the Applicant is eligible for accredited status; and, (b) by maintaining compliance with those standards by which they were accredited until the agency is reaccredited.
- 1.2. As it relates to Reaccreditation, the purpose of this Agreement is to maintain the relationships between, and set the continued responsibilities of the parties to this Agreement by the CFA’s assessing the Applicant’s continuing compliance with applicable standards established by the CFA.
- 1.3. The Applicant is responsible for complying with all terms and conditions of this Agreement during the accreditation process.

2. APPLICANT RESPONSIBILITIES

The Applicant agrees to:

- 2.1. Provide all information, using its best and honest judgment in good faith, requested by the CFA.
- 2.2. Provide all documents, files, records, and other data as required by the CFA unless prohibited by law.
- 2.3. Conduct a self-assessment as to the degree of compliance with standards that pertain to agency functions and provide full and accurate results thereof to the CFA.
- 2.4. Appoint one or more persons to assist the CFA's representatives, hereafter referred to as the "Assessors," provide access to files, records, and personnel and provide a workspace and equipment necessary to conduct the assessment.
- 2.5. In order to be considered for accreditation or reaccreditation, the Applicant must send an agency command level representative to appear for review before the CFA at the next general meeting following the Applicant's formal assessment. If an agency representative cannot attend the scheduled meeting, the Applicant may request a continuance of the review to the next scheduled general meeting. If a continuance is granted by the CFA, the Applicant shall appear at the next scheduled meeting. At that meeting:
 - If the Applicant is seeking initial accreditation, the effective date of accreditation (if awarded) will be the date the Applicant's representative appears before the CFA at a scheduled general meeting.
 - If the Applicant is seeking reaccreditation, the effective date of reaccreditation (if awarded) will be the date of the next general meeting following the Applicant's formal assessment.

Any questions regarding this procedure should be brought to the attention of the Applicant's program manager as soon as possible.

3. CFA'S RESPONSIBILITIES

The CFA agrees to:

- 3.1. Provide necessary documentation, forms and instructions regarding the accreditation process.
- 3.2. Develop and maintain specific requirements and prescribed standards for accreditation.
- 3.3. Provide Assessors for the purpose of conducting formal assessments as to the Applicant's compliance with standards.
- 3.4. Promptly analyze all compliance data and advise the Applicant of (a) any need for additional information, or (b) the results of the formal assessment.
- 3.5. Assess all compliance data against the standards and certify the Applicant as accredited if the relevant standards are met and compliance is accepted by the CFA.
- 3.6. If the Applicant is accredited, provide a framed certificate.
- 3.7. Following an examination of compliance with the applicable standards, if the Applicant is not accredited by the CFA, the Applicant will be notified with the reasons for such determination in writing within 30 days.

4. TIME PERIOD COVERED BY THIS AGREEMENT

- 4.1. This Agreement shall take effect when the Applicant's Chief Executive Officer or authorized representative and the CFA's authorized representative sign the Agreement.
- 4.2. The terms and covenants of this Agreement shall terminate:
 - 4.2.1. If the Applicant fails to schedule an assessment within 24 months of signing this agreement; or except as provided in Section 4.3; or
 - 4.2.2. Upon written notice by the Applicant that the Applicant intends to withdraw from the accreditation process; or
 - 4.2.3. Upon termination pursuant to Section 5.2 hereof; or

- 4.2.4. Upon notification pursuant to Section 12, that the Applicant cannot maintain compliance with standards set forth by the CFA; or
 - 4.2.5. Upon failure of the Applicant to pay all fees and costs required by this Agreement; or
 - 4.2.6. Upon expiration or revocation of the Applicant's accredited status.
- 4.3. The Applicant may submit a written request to the CFA to extend the time requirements of this Agreement in order to comply with the relevant standards for accreditation. The CFA, in its discretion, may grant an extension in accordance with the Extension Request Policy. The Commission expects an agency command level representative will attend the Commission meeting to represent the agency.

5. MODIFICATIONS

- 5.1. Applicant shall not make any modifications to this Agreement except in writing, signed by both parties, and executed with the same formalities as this document.
- 5.2. The Applicant recognizes and acknowledges it may be necessary for the CFA to make reasonable modifications and amendments to the Agreement and other related documents, including but not limited to the payment of fees as outlined in Section 6 below, and the accreditation standards and procedures related thereto and hereby agrees to endorse and agree to all such modifications and amendments. Applicant shall be notified of such modifications and/or amendments in writing. In the event the Applicant refuses to comply with any modifications or amendments, the CFA reserves the right to terminate this Agreement by giving notice to Applicant by registered or certified mail, return receipt requested, within twenty 20 days, of such refusal.

6. TIME AND MANNER OF PAYMENT

- 6.1. Payment of fees for agencies pursuing initial full compliance accreditation shall be based upon the fee structure below and must be paid prior to the formal

assessment. The fee structure is based on the number of authorized, sworn law enforcement positions within the agency at the time this Agreement is executed:

<u>NUMBER</u>	<u>FEE</u>
1-9	Donation
10-24	\$450.00
25-99	900.00
100-299	1,800.00
300-499	3,000.00
500+	3,900.00

- 6.2. The Applicant shall be responsible for Assessor costs, including travel, lodging, and per diem paid in accordance with Applicant's travel policy. The Applicant shall not be responsible for any overtime or other salary costs associated with Assessors performing duties in connection with this Agreement.
- 6.3. Applicants pursuing accreditation through the Core Competencies Program or Comparative Compliance, (those applicants currently accredited as Advanced Law Enforcement with the Commission on Accreditation for Law Enforcement Agencies (CALEA)) shall be required to pay a fee to the CFA in accordance with the fee structure below. This fee structure is based on the number of authorized sworn law enforcement positions at the time this Agreement is executed:

<u>NUMBER</u>	<u>FEE</u>
1-9	Donation
10-24	\$300.00
25-99	600.00
100-299	1,200.00
300-499	1,800.00
500+	2,400.00

- 6.4. The Applicant shall be responsible for an annual software maintenance fee for use of the Commission approved accreditation software.
- 6.5. The Applicant agrees any and all fees submitted will be forfeited if the Applicant does not schedule an assessment within two years or withdraws from the process

before the completion unless an extension is granted pursuant to Section 4.3 above.

- 6.6. After the initial accreditation is awarded, the Applicant will be billed annually for their reaccreditation fees. The annual reaccreditation fee, which is not refundable, shall be based upon one third of the fee structure set forth in Section 6.1 for full compliance agencies and Section 6.3 for comparative compliance agencies. The annual payment does not include formal assessment costs, which will be paid in accordance with Section 6.2 of this Agreement.

7. THE CFA AS AN INDEPENDENT CONTRACTOR

In all matters pertaining to this Agreement, the CFA is acting as an independent contractor, and neither the CFA, nor any officer, employee, nor agent of the CFA will be deemed an employee of the Applicant. The selection and designation of the personnel of the CFA as it relates to performance of its responsibilities under this Agreement shall be made by the CFA.

8. WARRANTY NOT INTENDED OR IMPLIED

- 8.1. It is understood the CFA's award of accreditation does not constitute a warranty, expressed or implied, of total or continued compliance by the Applicant with all applicable standards of accreditation and further, it is not a substitute for the Applicant's ongoing and in depth monitoring and evaluation of its activities and the quality of its services.
- 8.2. The CFA makes no representations or warranties, expressed or implied, of the benefit of any person or entity with regard to the aspect of the standards contained herein.

9. INTEGRATION

This instrument embodies the whole Agreement of the parties. The parties warrant there are no promises, terms, conditions, or obligations other than those contained

herein. This Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.

10. SEVERABILITY

If any provision of this Agreement or the application of such provision to any person or circumstance shall be held invalid, the remainder of this Agreement and the application of such provisions to persons or circumstances other than those to which it is held invalid shall not be affected thereby. The terms and conditions of this Agreement shall be binding on the Applicant for the entire accreditation period.

11. CHOICE OF LAW

This Agreement and the rights of the parties hereunder shall be governed by and interpreted in accordance with Florida law.

12. MAINTAINING THE APPLICANT'S ACCREDITED STATUS

- 12.1. Upon an award by the CFA of accreditation or reaccreditation, the Applicant agrees to remain in compliance with the Standards Edition under which accreditation or reaccreditation was awarded. New or amended standards are effective upon approval by the CFA; however, unless specified, accredited agencies have one year to achieve compliance with new or revised standards. The Applicant must demonstrate compliance with new and amended standards at its next formal assessment following the approval date of such standards.
- 12.2. After an award of accreditation, the Applicant is required to
 - File a brief annual report that certifies continuing standards compliance on a form provided by the CFA and
 - Promptly notify the CFA if circumstances exist that threaten noncompliance with standards under which the Agency was accredited.
- 12.3. If the CFA determines reasonable grounds exist to believe an agency is not in compliance with the standards under which accreditation was awarded, the CFA may require an immediate assessment at any time during the Applicant's

accreditation period at the expense of the Applicant. If the assessment demonstrates the Applicant is not in compliance with the standards under which it was accredited, the CFA may take action regarding the Agency's accredited status as the CFA deems appropriate, up to and including revocation of accreditation.

- 12.4. If the Commission becomes aware of events, circumstances or external criminal justice investigations that cause significant concerns regarding the agency's ability to comply with standards, the Commission has the right to defer the agency's assessment or review to a later date selected at the discretion of the Commission.
- 12.5. If such events, circumstances or external criminal justice investigations result in causing substantial doubts of the agency's compliance with standards, the Commission has the right to revoke the agency's accreditation.

13. WAIVER

Any waiver by the CFA of any breach of this Agreement by the Applicant shall relate only to that particular breach and shall not amount to a general waiver.

14. NOTICE

Any notice between the parties shall be in writing to the addresses as specified in the preamble to the Agreement or to such other address as either party may specify in writing in accordance with this section.

15. HEADINGS

The headings to this Agreement shall not be deemed part of it and shall not in any way affect its construction.

16. CONSENT TO BE BOUND

- 16.1. The Applicant's Chief Executive Officer or designee has read and agrees to be bound by the Standards set forth by the CFA.

- 16.2. All disputes arising under this Accreditation Agreement pertaining to the enforcement, execution, or any other actions, relative to this Agreement or any other standard, rule, or regulation of the CFA pertaining to the accreditation process and the maintenance of accreditation thereafter that cannot be resolved informally between the CFA and Applicant shall be resolved through voluntary binding arbitration pursuant to the Commercial Arbitration Rules of the American Arbitration Association. Both parties agree the location of the proceedings will be determined by the party not instituting the request for binding arbitration.
- 16.3. The person signing on behalf of the Applicant hereby represents and warrants he/she has the power and the authority to execute this Agreement and to bind the Applicant to all terms and conditions set herein including, but not limited to, the provisions of this Section 16.

IN WITNESS WHEREOF, the Applicant has caused this Agreement to be executed on this _____ day of _____, _____.

Signature of Chief Executive Officer

Signature of other civil authority (if required)

Printed Name

Printed Name

Title of Chief Executive Officer

Title of other civil authority

IN WITNESS WHEREOF, the CFA has caused this Agreement to be executed by its Acting Executive Director, William Walls, on this _____ day of _____, _____.

Signature of William Walls
Acting Executive Director
The Commission for Florida Law Enforcement Accreditation, Inc.

Agenda: November 7, 2022
Memo: Item #16

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Office of the Town Clerk

Subject: Creation of an Advisory Tree Board
Ordinance 2022-15

Mayor & Commissioners:

Ordinance No. 2022-15 is to create an Advisory Tree Board consistent with the requirements of being a Tree City USA, Establishing the Tree Board, Its purpose, membership, and functions.

Staff recommends approval of Ordinance No. 2022-15 as presented on first reading.

ORDINANCE NO. 2022-15

AN ORDINANCE OF THE TOWN OF OCEAN RIDGE, FLORIDA, AMENDING ITS CODE OF ORDINANCES AT CHAPTER 2, “ADMINISTRATION,” TO ESTABLISH A NEW ARTICLE VII TO BE ENTITLED, “ADVISORY BOARDS”, DIVISION 1, TO BE ENTITLED “TREE BOARD”, TO CREATE AN ADVISORY TREE BOARD CONSISTENT WITH THE REQUIREMENTS OF BEING A TREE CITY USA; ESTABLISHING THE TREE BOARD, ITS PURPOSE, MEMBERSHIP, AND FUNCTIONS; AND PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

WHEREAS, the Town of Ocean Ridge, Florida (“Town”) is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town desires to become a Tree City USA community consistent with the Town’s desire to promote and protect trees within the Town; and

WHEREAS, consistent with the requirements for becoming a “Tree City USA”, the Town must establish a Tree Board to advise on issues related to trees within the Town and to be responsible with the Town Manager (or designee) for the proper care of all trees on Town-owned property and Town-maintained rights-of-way; and

WHEREAS, an advisory Tree Board will also assist the Town in selecting and promoting an annual tree improvement project to plant more trees and Florida friendly landscaping in the Town’s open spaces; and

WHEREAS, the Town has determined that the creation of an advisory Tree Board will foster resident involvement in the Town, assist the Town in enhancing its existing tree canopy, and raise the standards for better tree care throughout the Town; and

WHEREAS, the Town Commission has determined that the enactment of this ordinance is for a proper municipal purpose, that it is in the best interests of the residents of the Town, and will serve to further protect the public trees in the Town and enhance the benefits trees provided to the Town.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AS FOLLOWS:

SECTION 1 – Findings of Fact: The **WHEREAS** clauses set forth above are adopted herein as true findings of fact of the Town Commission.

SECTION 2 – Amendment: Chapter 2 “Administration,” is amended to add Article VIII “Advisory Boards”, Division 1, “Tree Board”, to read as follows:

ARTICLE VIII. – ADVISORY BOARDS.

DIVISION 1. – TREE BOARD.

Sec. 2–260. – Creation; purpose.

To enhance the quality of life and the present and future health, safety, and welfare of all residents, to enhance property values, and to ensure proper planting and care of trees on town and other public property, there is hereby created and established an official city tree board to serve in an advisory capacity to the town, the planning and zoning commission, and the town commission. The purpose of the board is as follows:

- (a) To advise the town on issues related to, and be responsible with the town manager or designee for, the care of all trees on town-owned property and town-maintained rights-of-way consistent with the requirements of the town’s land development code regarding landscaping and trees (as amended from time to time);
- (b) To advise the town commission annually on a desired tree improvement project to establish more trees and updated landscaping in a town-owned or town-maintained open space area;
- (c) To assist in providing educational materials on proper planting, pruning techniques, insect and disease control; planting of native species; inventory of existing trees; permit guidelines including rules for public tree removal; opportunities for citizen involvement; and town tree sales;
- (d) To assist with the annual application to renew the Tree City USA designation;
- (e) To coordinate and promote Arbor Day activities; and,
- (f) To address other matters as assigned by the town manager, town planning & zoning commission, and the town commission.

Sec. 2-261. – Members, terms, and officers.

- (a) The board shall be comprised of five (5) members, who are current members in good standing of the Ocean Ridge Garden Club. The members shall be appointed by the town commission, shall serve at the pleasure of the town commission, and shall serve without compensation.
- (b) The board shall elect its officers annually for a term of one (1) calendar year at the first meeting in December:

- (1) Chair. Presides at meetings of the board and makes presentations, written and oral, on behalf of the board to the town commission, planning and zoning commission and the town manager.
- (2) Vice-chair. Performs the duties of the chair in his/her absence.
- (3) Secretary. Records the minutes and attendance at each meeting.

(c) The board shall meet at a minimum of four (4) times each year. The board chair may schedule additional meetings as necessary. All meetings of the board shall be duly noticed, open to the public, held at town hall, and otherwise comply with Florida's Sunshine Law. Minutes of each meeting shall be promptly taken and provided to the town clerk for proper retention.

(d) If any member of the board shall fail to be present at three (3) meetings within any 12-month period, the town clerk shall declare the member's office vacant, and the town commission shall promptly fill such vacancy.

(e) In performing its purpose, the board may request financial assistance from the town commission. Such request shall be presented by the board chair at a town commission meeting and shall include detailed information regarding the financial assistance sought and the purpose of the request.

Sec. 2-262. – Authority and standards.

(a) The town manager or designee shall have the authority and responsibility to plant, prune, maintain, and remove trees and woody plants ground in or upon all town streets, town-maintained rights-of-way, town parks, and other public property consistent with the requirements of the town's land development code regarding landscaping and trees (as amended from time to time).

(b) In addition to compliance with the town's land development code, all planting and maintenance of trees on town streets, town-maintained rights-of-way, town parks, and other public property shall conform to the extent possible with the requirements of the American National Standards Institute (ANSI) A-300 "Standards for Tree Care Operations" and shall follow all tree care Best Management Practices published by the International Society of Arboriculture or as otherwise outlined or directed by a Florida licensed landscape architect or certified arborist.

(c) The maintenance of trees on the town streets, town-maintained rights-of-way, town parks, and other public property shall also conform to all applicable utility industry standards.

(d) The town manager or designee shall with input from the board review and revise (as necessary) the list of desirable tree species for planting on public property, planting distances and other planting matters.

SECTION 3 - Codification: The ordinance shall be codified in the Code of Ordinances of the Town of Ocean Ridge, Florida.

SECTION 4 - Repeal of Conflicting Ordinances: All Ordinances, Resolutions or parts of

Ordinances and Resolutions in conflict herewith are hereby repealed.

SECTION 5 - Severability: If any word, clause, sentence, paragraph, section or part thereof contained in this Ordinance is declared to be unconstitutional, unenforceable, void or inoperative by a court of competent jurisdiction, such declaration shall not affect the validity of the remainder of this Ordinance.

SECTION 6 - Effective Date: This Ordinance shall become effective immediately upon adoption.

FIRST READING this ____ day of _____, 2022.

SECOND AND FINAL READING this ____ day of _____, 2022.

Commissioner _____ offered the foregoing Ordinance, and moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

	AYE	NAY
SUSAN HURLBURT, Mayor	_____	_____
KRISTINE DE HASETH, Vice Mayor	_____	_____
STEVE COZ, Commissioner	_____	_____
GEOFF PUGH, Commissioner	_____	_____
MARTIN WIESCHOLEK, Commissioner	_____	_____

The Mayor thereupon declared this Ordinance approved and adopted by the Town Commission of the Town of Ocean Ridge, Florida, on second reading, this ____ day of _____, 2022.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
SUSAN HURLBURT, MAYOR

ATTEST: _____
KELLY AVERY, TOWN CLERK

TOWN OF OCEAN RIDGE
6450 NORTH OCEAN BOULEVARD
OCEAN RIDGE, FLORIDA 33435
www.oceanridgeflorida.com
(561) 732-2635 ♦ FAX (561) 737-8359

Lynne Ladner
**INTERIM TOWN MANAGER &
FINANCE DIRECTOR**

Kelly Avery
TOWN CLERK



MAYOR
SUSAN HURLBURT

VICE MAYOR
KRISTINE DE HASETH

COMMISSIONERS
STEVE COZ
GEOFF PUGH
MARTIN WIESCHOLEK

Request for Qualifications

Executive Search Firm – Town Manager/Finance Director Search

Responses due by 2:00 p.m. ET on October 28, 2022

I. Statement of Objective:

The objective of this Request for Qualifications (RFQ) is to enable the Town of Ocean Ridge to enter a contract with a firm to provide a thorough and complete executive search for a new Town Manager/Finance Director.

II. About the Town of Ocean Ridge:

The Town is a municipal corporation and political subdivision of the State of Florida. It is a small residential community located in the southern portion of Palm Beach County, east of Boynton Beach. It is approximately 635.6 acres in size and located entirely on the barrier island bordered by the Atlantic Ocean to the east and the Intracoastal Waterway to the west. The population of the Town is estimated to be 1,830 year-round residents with approximately 1,000 more seasonal inhabitants. The Town operates as a Town Commission/Manager form of government, and has a Town Commission which acts as a policy making board of the Town with all legislative powers. The Commission consists of five members who are elected at large by the electors of the Town for three-year staggered terms. The Town Manager is appointed by the Commission and serves at the pleasure of the Commission.

The Town has hired an interim Town Manager and initiated an initial search for a permanent Town Manager/Finance Director. On October 19, 2022, the Town Commission voted to cancel the initial search and to utilize an executive search firm to conduct the search. The Town seeks a larger pool of qualified candidates for the Commission's consideration. More information regarding the position is available at the Town's website at: www.oceanridgeflorida.com.

III. Schedule of Events:

EVENT	DATE
Town releases Request for Quotes	October 20, 2022
Proposals due from Respondents (no later than 2 p.m. ET)	October 28, 2022
Town Commission makes selection of search firm	November 7, 2022

The Town reserves the right to alter the above schedule of events as necessary to meet the Town's needs. The Respondents are solely responsible for checking the Town's website periodically to determine if any changes have been made to the schedule of events and/or requirements for participating in this process. All costs associated with a response to this RFQ including all preparation and travel expenses incurred by a Respondent (or potential Respondent) prior to contract engagement will be borne exclusively by the Respondent (or potential Respondent).

IV. **Response Format:**

The following elements are the required elements for a response to this RFQ:

- A. **Executive Summary (limited to five (5) pages):** The executive summary shall summarize Respondent's overall experience and capabilities to administer the executive search for the Town from beginning to end. The Respondent should include information regarding its search experience for similar municipal manager and/or finance directors; successful experience in recent comparable searches; and, experience with Florida's Veterans Preference Law, Sunshine Law and Public Records Law. Please clearly indicate the Respondent's legal name, address, telephone number, name and email address of primary contact person for the response, and if the Respondent is authorized to conduct business in the State of Florida.
- B. **Approach to Executive Search (limited to five (5) pages):** The approach to executive search should describe the Respondent's approach to conducting a municipal manager/finance director search. The Respondent should include its proposed approach to identify candidates and strategies for developing a diverse pool of applicants. The approach should also describe the following:
 - i. Proposed approach to collect information, develop applicant qualifications, and financial package, and communicate with Town staff, Town Attorney, and Town Commission. It is anticipated that at least one (1) process development meeting will occur with the Town Commission and the selected Respondent.
 - ii. Proposed approach to research and develop potential applicant pool including proposed advertisement and recruitment plan.
 - iii. Proposed approach to review and manage potential applicants and qualified applicants.
 - iv. Proposed approach to develop and recommend qualified applicant pool for interview(s).
 - v. Proposed approach for advising Town Commission on process, answering process questions, and advising the Town Commission during all stages of search and during interview(s). It is anticipated that the selected Respondent will be present during the Town Commission interview(s) of the applicants and the selection meeting(s).
 - vi. Proposed approach for conducting reference checks and full-background screenings.
 - vii. Proposed approach for support during selected applicant's negotiations and transition.
- C. **Work Plan (limited to five (5) pages):** The work plan should include a recommended timeline for the material aspects of the approach proposed by the

Respondent. Respondent should attach a list of its staff who will be assigned to this search along with each staff member's role in the search. A primary point of contact should be identified and his or her resume included in the response and his or her experience with similar searches and the results of the same.

- D. **References (limited to three (3) pages):** At least three (3) but no more than six (6) references must be provided which demonstrate comparable and successful search effort experience along with the name, position, address, telephone number and email address of the primary point of contact for each reference.
- E. **Pricing (limited to two (2) pages):** The total pricing for all services should include a breakdown of all applicable fees and reimbursable expenses. Please also identify any discounts provided and any caps on the fees or reimbursable expenses. If fees are stated based on a percentage of the hired applicant's salary, please also state whether the firm would agree to a firm fixed price and, if so, the firm fixed price fee. Please also state how the fee is handled (if at all) if the selected applicant is terminated or resigns within the first six (6) months of hiring. Please also state whether the fees will be waived or reduced if an applicant from the initial search conducted internally by the Town is ultimately selected.

V. **Evaluation:**

The submitted responses will be evaluated by the Town Commission at a public meeting based on the following equally weighted criteria:

- A. Successful experience with similar executive searches;
- B. Proposed primary point of contact and experience of the primary point of contact;
- C. Experience with Florida's Sunshine Law and Public Records Law; and,
- D. Total cost.

VI. **Reservation of Rights:**

The Town reserves the right to reject any and/or all responses and to waive minor irregularities in an otherwise valid response. The Town also reserves the right to conduct phone and/or on-site interviews, clarification of response discussions, and/or general discussions with the Respondent(s) prior to the Town Commission meeting and selection.

VII. **Questions and Response Submission:**

All questions regarding this RFQ, should be in writing and sent to Christy@torcivialaw.com, the Town Attorney, no later than **October 26, 2022 2 p.m. ET**. Unless further information is posted on the Town's website at www.oceanridgeflorida.com prior to October 27, 2022 at 2 p.m. ET, all Respondents should assume all relevant information is contained within this RFQ. Time is of the essence and all responses shall be submitted by **October 28, 2022, at 2 p.m. ET**, via email to the Town at info@oceanridgeflorida.com. Responses will not be accepted by overnight, certified or regular mail, facsimile, or hand-delivery. Failure to submit a response by the due date and time will result in the response being disqualified from further consideration.

VIII. **Miscellaneous:**

In accordance with the Palm Beach County Lobbyist Registration Ordinance and the Town's Purchasing Code, the Town's procurement cone of silence will be in effect as of the deadline to submit a response to this RFQ. Respondents are highly encouraged to review section 2-355 of the Palm Beach County Code of Ordinances, which sets forth the requirements and prohibitions of the Town's cone of silence.

The terms and conditions of the resulting contract will be negotiated with selected Respondent. If the Town and the selected Respondent cannot agree on the terms and conditions of the resulting contract, the Town reserves the right to terminate negotiations with the selected Respondent and move to the next selected Respondent to commence negotiations. Negotiations may continue in this process until the Town is able to enter into a contract with a Respondent that best meets the needs of the Town.

All responses received in accordance with this RFQ shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes. If any Respondent believes its response contains exempt or confidential information, the Respondent must identify the same at the time of submission of its response. Failure to do so will result in the waiver of such exemption or confidentiality.

END OF REQUEST FOR QUALIFICATIONS

Posted on the Town's Website on October 20, 2022.

COLIN BAENZIGER & ASSOCIATES

EXECUTIVE RECRUITING



**PROPOSAL TO PROVIDE EXECUTIVE RECRUITMENT SERVICES
FOR
OCEAN RIDGE, FL**

Volume II: Appendices

Colin Baenziger & Associates

Project Manager and Contact Person:

Colin Baenziger (561) 707-3537
Colin Baenziger & Associates
2055 South Atlantic Avenue • Suite 504
Daytona Beach Shores, FL 32118
e-mail: Colin@cb-asso.com
Fax: (888) 635-2430

...Serving Our Clients with a Personal Touch...

PROPOSAL To Be The Town's EXECUTIVE RECRUITING FIRM

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Appendix A

*Searches by
Colin Baenziger & Associate' Staff*

Governmental Search Assignments

Current Searches

City Manager, Bartow, FL (population 19,309)
Town Manager, Juno Beach, FL (population 3,770)
County Administrator, St. Lucie County, FL (population 343,579)

Deputy Water & Sewer Director, Miami-Dade County, FL (population 2.706 million)

General Manager, Beaufort Water & Sewer Authority (population served 150,000)

On Hold Pending the Outcome of the November Election

City Manager, Lake City, FL (population 12,200)

Searches completed in 2022

Village Manager, Islamorada, FL (population 6,433)
Executive Director, Lakewood Ranch Inter-District Authority, FL (population 34,877)
City Manager, Mill Creek, WA (population 20,553)
City Manager, Temple Terrace, FL (population 26,901)

Chief Financial Officer, Estero, FL (population 36,939)
Police Chief, Indian Creek Village, FL (population 89)
City Attorney, Ocala, FL (population 60,021)
Chief Financial Officer, Winter Springs, FL (population 36,342)
Planning and Development Director, Fairfax County, VA (population 1,150,309)

Executive Director, Chatham Area Transit Authority, GA (population served 265,000)
Executive Director, Spartanburg Water, SC (population served 327,997)
Chief Operating Officer, Tampa Bay Water, FL (population served 2,400,000)

Governmental Search Assignments (continued)

Completed Searches Prior to 2022

City/Town/Village Manager/Administrator

City Manager, Albany, GA (population 75,600) in 2011
City Manager, Ankeny, IA (population 45,600) in 2013
City Manager, Ashland, KY (population 21,000) in 2013
City Manager, Auburn, AL (population 58,582) in 2017
City Manager, Aventura, FL (population 37,724) in 2017 and 2018
Village Manager, Bal Harbour, FL (population 3,300) in 2013
City Manager, Bartow, FL (population 16,000) in 2007 in 2017
Town Manager, Bay Harbor Islands, FL (population 5,628) in 2003, 2007 and 2020
City Manager, Bellevue, WA (population 122,400) in 2014
City Administrator, Bradenton, FL (population 60,888) in 2021
City Manager, Brighton, CO (population 41,254) in 2020
Town Manager, Buckeye, AZ (population 32,000) in 2006
City Manager, Burien, WA (population 55,188) in 2017
City Manager, Cape Canaveral, FL (population 10,200) in 2010
City Manager, Cape Coral, FL (population 194,570) in 2012 and 2020
City Manager, Carnation, WA (population 1,873) in 2017
City Manager, Casselberry, FL (population 25,000), in 2005
City Manager, Chamblee, GA (population 17,000) in 2011
City Manager, Clewiston, FL (population 7,270) in 2019
City Manager, Cocoa Beach, FL (population 11,200) in 2012, 2015 and 2016
City Administrator, Connell, WA (population 4,200) in 2014
City Manager, Cooper City, FL (population 32,000) in 2008
City Manager, Coral Gables, FL (population 43,000) in 2009
City Manager, Cottonwood Heights, UT (population 34,000) in 2004
City Manager, Covington, VA (population 5,802) in 2016
City Manager, Crescent City, FL (population 1,542) in 2020
Town Manager, Cutler Bay, FL (population 35,000) in 2006
City Manager, Dania Beach, FL (population 28,000) in 2009
City Manager, Danville, VA (population 43,000) in 2016
City Manager, Deerfield Beach, FL (population 78,000) in 2019
City Manager, Delray Beach, FL (population 64,100) in 2014
City Manager, Deltona, FL (population 83,000) in 2006 and 2008
City Manager, Destin, FL (population 12,000) in 2003 and 2011
City Administrator, Dickinson, ND (population 22,300) in 2018
City Manager, Doral, FL (population 24,000), in 2004
City Manager, Doraville, GA (population 10,896) in 2013, 2017 and 2020
Town Manager, Dundee, FL (population 3,000) in 2006 and 2009
City Manager, Ellensburg, WA (population 18,350) in 2014
City Manager, Elmira, NY (population 29,200) in 2014
Village Manager, Estero, FL (population 26,600) in 2015
City Manager, Fairborn, OH (population 33,200) in 2017

Governmental Search Assignments (continued)

City/Town/Village Manager/Administrator (continued)

City Manager, Fayetteville, NC (population 208,000) in 2012
City Manager, Fernandina Beach, FL (population 11,000) in 2006 and 2015
City Manager, Fife, WA (population 8,700) in 2010 in 2017
City Manager, Fort Myers, FL (population 68,190) in 2016
Town Manager, Fort Myers Beach, FL (population 6,900) in 2006 and 2008
City Manager, Fort Pierce, FL (population 41,900) in 2012
City Manager, Fort Smith, AR (population 87,650) in 2016
City Manager, Fruitland Park, FL (population 4,100) in 2013
City Manager, Gainesville, FL (population 133,857) in 2016 and 2019
City Manager, Greensboro, NC (population 259,000) in 2009
City Manager, Groveland, FL (population 12,493) in 2018
City Manager, Hallandale Beach, FL (population 39,000) in 2010 and 2012
City Manager, Holly Hill, FL (population 13,000) in 2008 (partial search)
City Manager, Homestead, FL (population 62,000) in 2010
City Manager, Indianola, IA (population 15,108) in 2015
Village Manager, Islamorada, Village of Islands, FL (population 7,500) in 1999, 2005, 2021 and 2022
City Manager, Jacksonville Beach, FL (population 23,387) in 2018
Town Manager, Juno Beach, FL (population 3,600) in 2005
Village Manager, Key Biscayne, FL (population 11,000) in 2007 and 2011
City Manager, Key West, FL (population 24,600) in 2012
Town Manager, Lady Lake, FL (population 15,954) in 2021
City Administrator, Lake Forest Park, WA (population 13,059) in 2018
Town Manager, Lake Park, FL (population 9,100) in 2001 and 2003
City Manager, Lake Worth Beach, FL (population 38,010) in 2003, 2007 and 2021
Town Manager, Lantana, FL (population 9,600) in 2000 and 2021
City Manager, Lauderdale Lakes, FL (population 32,000) in 1998 and 2002
City Manager, Leesburg, FL (population 20,390) in 2013
City Manager, Madeira Beach, FL (population 12,300) in 2011
Town Manager, Mangonia Park, FL (population 1,400) in 2001
City Manager, Marathon, FL (population 11,500 in 2002 and 2004
City Manager, Marco Island, FL (population 15,000) in 2014
City Manager, Mascotte, FL (population 5,873) in 2021
City Manager, Medina, WA (population 3,000) in 2013
City Manager, Melbourne, FL (population 72,500) in 2012
City Manager, Miami Gardens, FL (population 101,000) in 2004
City Manager, Mill Creek, WA (18,828) in 2015
City Manager, Miramar, FL (population 122,000) in 2013
City Manager, Monroe, NC (population 33,500) in 2013
City Manager, Montverde, FL (population 1,675) in 2020
Town Manager, Mooresville, NC (population 41,995) in 2019
City Manager, Mount Dora, FL (population 12,000) in 2005
City Manager, Mount Pleasant, MI (population 26,000) in 2014

Governmental Search Assignments (continued)

City/Town/Village Manager/Administrator (continued)

City Manager, Mountlake Terrace, WA (population 20,700) in 2014 and 2016
City Manager, Naples, FL (population 21,800) in 2018
City Manager, New Smyrna Beach, FL (population 23,000) in 2009
City Manager, Normandy Park, WA (population 6,335) in 2013 and 2015
City Manager, North Miami, FL (population 62,000) in 2010 and 2014
Village Manager, North Palm Beach, FL (population 12,500) in 2004, 2005, 2007 and 2012
City Manager, North Port, FL (population 55,800) in 2011
Town Manager, North Topsail Beach, NC (population 734) in 2018
City Manager, Norwich, CT (population 40,500) in 2016
City Manager, Oakland Park, FL (population 42,800) in 2014
City Manager, Ocala, FL (population 52,000) in 2008 and 2015
City Manager, Opa-Locka, FL (population 2,180) in 2019
City Manager, Orange City, FL (population 10,000) in 2010 and 2016
City Manager, Orange Park, FL (population 9,100) in 2010
City Manager, Oviedo, FL (population 33,000) in 2008
City Manager, Palm Bay, FL (current population 101,000) in 2002 and 2015
City Manager, Palm Coast, FL (population 71,000) in 2006
Village Manager, Palmetto Bay, FL (population 24,000) in 2003
City Manager, Panama City Beach, FL (population 12,776) in 2012 and 2019
City Manager, Parkland, FL (population 30,177) in 2017
City Manager, Petersburg, VA (population 32,701) in 2017
Village Manager, Pinecrest, FL (population 19,300) in 2011
City Manager, Pompano Beach, FL (population 101,000) in 2007
City Manager, Port Orange, FL (population 67,494) in 2021
City Manager, Port Richey, FL (2,869) in 2020
City Manager, Port St. Lucie, FL (population 174,100) in 2016
City Manager, Portland, ME (population 65,000) in 2011
City Manager, Prosser, WA (population 5,802) in 2016
Chief Administrative Officer, Renton, WA (population 100,953) in 2021
City Manager, Riviera Beach, FL (population 37,000) in 2009
City Manager, Roanoke, VA (population 98,465) in 2009 and 2017
City Manager, Sammamish, WA (population 64,548) in 2019
City Manager, Sanibel Island, FL (population 7,319) in 2021
City Manager, Sarasota, FL (population 55,000) in 2012
City Manager, Satellite Beach, FL (population 10,100) in 2013
City Manager, Savannah, GA (population 142,800) in 2016
City Manager, Scottsdale, AZ (population 217,400) in 2013
City Manager, Sebastian, FL (population 24,772) in 2018
City Manager, Seminole, FL (population 17,800) in 2015
City Manager, Sequim, WA (population 6,700) in 2015 and 2021
Town Manager, Sewall's Point, FL (population 2,000) in 2006
Township Manager, Spring Garden Township, PA (population 12,963) in 2018
Township Manager, Springettsbury Township, PA (population 26,700) in 2014 and 2016

Governmental Search Assignments (continued)

City/Town/Village Manager/Administrator (continued)

City Manager, St. Pete Beach, FL (population 10,000) in 2014 and 2019
City Manager, Stuart, FL (population 17,000) in 2006 and 2017
City Manager, Sunny Isles Beach, FL (population 17,000) in 2006 and 2011
City Manager, Sunrise, FL (population 84,400) in 2012
City Manager, Sunnyside, WA (population 15,860) in 2013 and 2018
Town Manager, Surfside, FL (population 6,000) in 2014
City Manager, Tacoma, WA (population 200,000) in 2011 and 2017
City Administrator, Tavares, FL (population 11,000) in 2006
City Manager, Titusville, FL (population 43,940) in 2014
City Manager, Treasure Island, FL (population 6,937) in 2017
City Manager, Vero Beach, FL (population 16,751) in 2019
City Manager, West Melbourne, FL (population 15,000) in 2009
City Manager, West Park, FL (population 12,000) in 2005 and 2010
City Manager, Weston, FL (population 70,015) in 2019
City Manager, Winchester, VA (population 28,108) in 2014 and 2020
City Manager, Winter Haven, FL (population 37,900) in 2017
City Manager, Yakima, WA (population 91,000) in 2011 and 2012

County Administrator / Manager - Completed Searches

County Manager, Alachua County, FL (population 251,400) in 2014
County Manager, Baker County, FL (population 27,000) in 2006
County Administrator, Bay County, FL (population 158,000) in 2005
County Manager, Brevard County, FL (population 536,000) in 2009
County Administrator, Broward County, FL (population 1,800,000) in 2006
County Administrator, Clackamas County, OR (population 383,900) in 2013
County Manager, Clay County, FL (population 212,230) in 2005, 2011 and 2019
Chief Administrator, El Paso County, TX (population 827,700) in 2014 and 2016
County Administrator, Emmet County, MI (population 32,900) in 2014
County Manager, Flagler County, FL (population 83,000) in 2007
County Manager, Fulton County, GA, (partial search) in 2015 (population 894,300) in 2015
County Administrator, Hernando County, FL (population 172,800) in 2012
County Administrator, Highlands County, FL (population 98,000) in 2008
County Administrator, James City County, VA (population 69,000) in 2014
County Manager, Lee County, FL (population 600,000) in 2009
County Administrator, Martin County, FL (population 140,000) in 2005
Borough Manager, Matanuska-Susitna Borough, AK (population 85,000) in 2011
County Administrator, Monroe County, FL (population 80,000) in 2004
County Administrator, Nassau County, FL (population 60,000) in 2004
County Administrator, Okaloosa County, FL (population 183,500) in 2013
County Administrator, Okeechobee County, FL (population 39,000) in 2008
County Manager, Osceola County, FL (population 235,000) in 2003 and 2007

Governmental Search Assignments (continued)

County Administrator / Manager - Completed Searches (continued)

County Administrator, Polk County, IA (population 400,000) in 2007 and 2011
County Manager, Seminole County, FL (population 410,000) in 2006
County Administrator, St. Johns County, FL (population 162,000) in 2007
County Administrator, St. Lucie County, FL (population 284,000) in 2014
County Manager, Union County, NC (population 198,600) in 2010
County Administrator, York County, VA (population 66,269) in 2015

Completed Searches – Other Municipal CEO

Executive Director, Bartow Municipal Airport Development Authority, Bartow, FL in 2017
Chief Executive Officer, Chatham Area Transit, Savannah, GA (population served 286,900) in 2016
General Manager, Chittenden Solid Waste District, Williston, VT (population 157,461) in 2016
General Manager, Holiday Park Recreation District, FL (population 4,500) in 2007
General Manager, Island Water Association, Sanibel, FL in 2018
Executive Director, Lakewood Ranch Inter-District Authority, Manatee County, FL (population 15,000) in 2011
Executive Director, Northern Palm Beach Improvement District, Palm Beach Gardens, FL (population 200,000) in 2003
Executive Director, South Correctional Entity (SCORE), Des Moines, WA (population served 406,000) in 2018

Community Association CEOs and Assistant CEOs

Chief Operating Officer, Amelia Island Plantation Community Association, FL (population 3,000) in 2016
Executive Director, Lakewood Ranch Inter-District Authority, Manatee County, FL (population 15,000) in 2011 (The Executive Director also managed five community associations.)
Executive Director, Sun City Summerlin Home Owners Association, Las Vegas, NV (population 14,000) in 2015 and 2017
Vice President for Administration, Ocean Reef Communication Association, Key Largo, FL in 2017
Vice President, Public Works & Operations, Ocean Reef Community Association (population 2,000), Key Largo, FL, in 2001

Completed Searches – Assistant/Deputy Managers

Assistant City Manager / Operations, Corpus Christi, TX (population 308,000) in 2013
Assistant City Manager / Utilities, Corpus Christi, TX (population 308,000) in 2014
Deputy City Manager, Danville, VA (43,000) in 2016

Governmental Search Assignments (continued)

Completed Searches – Assistant/Deputy Managers (continued)

Deputy City Administrator, Dickinson, ND (population 22,300) in 2016
Deputy City Manager for Community Building, Durham, NC (population 220,000) in 2009
Assistant Town Manager, Jupiter Island, FL (population 654) in 2010
Assistant Village Manager, Islamorada, Village of Islands, FL (population 7,500) in 1998
Assistant City Manager, Lake Worth Beach, FL (population 37,000) in 2004
Assistant County Administrator, Martin County, FL (population 140,000) in 2006
Deputy City Manager, Sammamish, WA (60,000) in 2016
Assistant City Manager, Tamarac, FL (population 55,500) in 2001
Assistant City Manager, West Palm Beach, FL (population 101,000) in 2004 and 2013

Completed Searches – City or County Attorneys

County Attorney, Clay County, FL (population 196,400) in 2016
City Attorney, Daytona Beach, FL (62,300) in 2016
City Attorney, Fort Lauderdale, FL (population 178,752) in 2018
City Attorney, Fort Pierce, FL (population 41,590) in 2016 and 2018
County Attorney, Fulton County, GA (population 996,319) in 2015
City Attorney, Lawton, OK (population 94,653) in 2020
City Attorney firm, Naples, FL (population 22,367) in 2021
Chief Labor Negotiator, Orlando, FL (population 270,934) in 2018
City Attorney, Port St. Lucie, FL (population 185,132) in 2016 and 2019
County Attorney, Prince William County, VA (population 438,580) in 2015
City Attorney, Roanoke, VA (population 96,000) in 2012
Fire District Attorney, St. Lucie County Fire District, FL (population 298,600) in 2017
City Attorney, Vero Beach, FL (population 16,751) in 2019
City Attorney, West Melbourne, FL (population 15,000) in 2008

Completed Searches – Community Development/Growth Management/Planning

Planning and Community Development Director, Bradenton, FL (population 60,888) in 2021
Growth Management Director, Collier County, FL (population 357,305) in 2015 and 2017
Community Development Director, Danville, VA (population 43,000) in 2016
Director, Building and Development, Loudoun County, VA (population 336,900) in 2014
Community Development Director, Miami, FL (population 408,000) in 2008
Director of Planning, Building and Development, Roanoke, VA (population 96,000) in 2012
General Manager, North Sarasota Redevelopment District, Sarasota, FL (population 53,000) in 2008
Growth Management Director, St. Lucie County, FL (population 261,000) in 2005
Community Development Director, Tamarac, FL (population 55,500) in 2007
Growth Management Manager, Wellington, FL (population 55,000) in 2009

Governmental Search Assignments (continued)

Completed Searches – Economic Development / Redevelopment

Executive Director, Camden County (GA) Joint Development Authority (pop. 51,400) in 2014
Economic Development Director, Collier County, FL (population 328,000) in 2012
Economic Development Director, Concord, NH (population 42,444) in 2017
Assistant City Manager for Community Building, Durham, NC (population 220,000) in 2009
Economic Development Director, Roanoke, VA (population 96,000) in 2012
Director, Office of Economic & Workforce Development, Durham, NC (pop. 220,000), 2009
Economic Development Director, Loudoun County, VA (population 326,000) in 2010
Economic Development Director, St. Johns County, FL (population 162,000) in 2011

Completed Searches – Engineers

City Engineer, Gulfport, MS (population 90,000) in 2008
Director/Engineering/Public Works /Utilities, Hallandale Beach, FL (population 39,000) 2013
Deputy County Engineer, Martin County, FL (population 140,000) in 2006
Assistant City Engineer, Melbourne, FL (population 75,000) in 2008
City Engineer, Sunny Isles Beach, FL (population 17,000) in 2006
Staff Engineer, Wellington, FL (population 55,000) in 2009

Completed Searches – Facilities Management

Director, Performing Arts & Convention Center, Federal Way, WA (population 92,700) in 2015
Director, Landscaping, Weston, FL (population 65,300) in 2013

Completed Searches – Finance and Budget

Finance Director, Altus, OK (population 19,800) (background check) in 2012
Finance Director, College Park, MD (population 32,256) in 2016
Procurement Director, Collier County, FL (population 357,305) in 2016
Finance Director, Danville, VA (population 43,000) in 2014
Finance Director, Daytona Beach, FL (population 31,860) in 2012
Finance Director, DeLand, FL (population 28,230) in 2016
Finance Director, Escambia County (FL) Housing Authority (population served: 302,700), 2014
Finance Director, Fort Walton Beach, FL (population 20,000) in 2006
Finance Director, Gainesville, FL (population 133,857) in 2020
Finance Director, Groveland, FL (population 12,493) in 2018
Director, Management & Financial Services, Loudoun County, VA (population 326,000) in 2012
Manager, Office of Management and Budget, Lake Worth Beach, FL (population 37,000) in 2010
Finance Director, Lauderdale Lakes, FL (population 32,000) in 1998
Finance Director, Miami, FL (population 408,000) in 2013

Governmental Search Assignments (continued)

Completed Searches – Finance and Budget (continued)

Finance Director, Miramar, FL (population 130,300) in 2016
Treasurer, Miami, FL (population 408,000) in 2013
Finance Director, Oregon City, OR (population 31,860) in 2012
Finance Director, Petersburg, VA (population 32,701) in 2017
Finance Director, Roanoke, VA (population 99,000) in 2014
Director of Finance and Administration, Roanoke Regional Airport, Roanoke, VA, in 2014
Revenue Operations Director, Savannah, GA (population 142,800) in 2017
Budget Director, St. Petersburg, FL (population 248,000) in 2009
Finance Director, St. Petersburg, FL (population 248,000) in 2010
Finance Director, Sunny Isles Beach, FL (population 17,000) in 2010
Finance Director, Surfside, FL (population 5,700) in 2012
Finance Director, Tamarac, FL (population 55,500) in 2005 and 2009
Finance Director, West Palm Beach, FL (population 101,000) in 2007

Completed Searches – Fire/EMS/Dispatch

Fire Chief, Cape Coral, FL (population 154,300) in 2013
Fire Chief, Lauderdale Lakes, FL (population 32,000) in 1999
Executive Director, South Sound 911 (serves a population of 808,000), Tacoma, WA, in 2013
Fire Chief, St. Lucie County Fire District, FL (population 298,600) in 2018
Fire Chief, West Palm Beach, FL (population 101,000) in 2005

Completed Searches – General Services / Administration

General Services Director, Loudoun County, VA (population 349,700) in 2015

Completed Searches – Housing/Building

Building Official, Jupiter Island, FL (population 580) in 2005 and 2010
Building Official, Miami Beach, FL (population 91,000) in 2005
Building Official, Sewall's Point, FL (population 2,000) in 2006
Building Official, Tamarac, FL (population 55,000) in 2008

Completed Searches – Human Resources

Human Resources Director, Boca Raton, FL (population 84,000) in 2006
Human Resources Director, Cape Coral, FL (population 154,300) in 2013
Director, Human Resources, Gainesville, FL (population 125,000) in 2014
Director of Personnel, Fulton County, GA (population 992,000) in 2010
Director, Human Resources, Hillsborough County, FL (population 1,292,000) in 2015

Governmental Search Assignments (continued)

Completed Searches – Human Resources (continued)

Human Resources Office, Loudoun County, VA (population 326,000) in 2011
Human Resources Administrator, Martin County, FL (population 140,000) in 2007
Personnel Director, North Miami, FL (population 56,000) in 2001
Director, Human Resources, Sunrise, FL (population 88,800) in 2015
Director, Human Resources, Roanoke, VA (population 99,000) in 2014
Personnel Director, Vero Beach, FL (population 17,900) in 2003
Human Resources Director, West Palm Beach, FL (101,900) in 2013 and 2014

Completed Searches – Health and Human Services

Director, Health and Human Services, St. Johns County, FL (population 162,000) in 2010

Completed Searches – Information Technology

Information Services Director, Cooper City, FL (population 33,382) in 2017
Information Services Director, Lauderdale Lakes, FL (population 32,000) in 1998
Information Services Director, Palm Beach County Tax Collector (population 1,300,000), Palm Beach County, FL in 2012 (partial search)
Chief Information Officer, Weston, FL (population 65,300) in 2015

Completed Searches – Parks/Recreation/Libraries

Parks and Recreation Director, Cape Coral, FL (population 179,804) in 2018
Parks and Recreation Director, Deerfield Beach, FL (population 78,041) in 2017 and 2019
Director, Parks, Recreation, & Conservation, Hillsborough County, FL (pop. 1,292,000) in 2015
Director, Parks and Recreation, Hobbs, NM (population 35,000) in 2014
District Manager, Holiday Park Recreation District, Palm Bay, FL (population 1,400) in 2007
Libraries and Information Services Director, Newport News, VA (population 183,000) in 2017
Library Services Director, St. Johns County, FL (population 162,000) in 2007
Parks and Recreation Director, West Palm Beach, FL (population 101,000) in 2006
Parks and Recreation Director, Weston, FL (population 70,015) in 2019

Completed Searches – Police

Police Chief, Farmington, NM (population 45,900) in 2014
Police Chief, Golden Beach, FL (population 355) in 2011 (partial search)
Police Chief, Lauderhill, FL (population 66,900) in 2011 (partial search)
Police Chief, Melbourne, FL (population 76,000) in 2011 (partial search)
Chief of Police, Mooresville, NC (population 35,300) in 2016

Governmental Search Assignments (continued)

Completed Searches – Police (continued)

Police Chief, Petersburg, VA (population 32,701) in 2017
Director of Administration – Public Safety, Ocean Reef Community Association, Key Largo, FL in 2016
Police Chief, Sewall's Point, FL (population 2,000) in 2007
Police Chief, St. Augustine Beach, FL (population 6,200) in 2012
Police Chief, Sunny Isles Beach, FL (population 17,000) in 2010
Police Chief, Winchester, VA (population 27,216) in 2017

Completed Searches – Public Works

Public Works Director, Aventura, FL (population 37,200) in 2016
Public Works Director, Camden County, GA (population 53,044) in 2019
Solid Waste Director, Camden County, GA (population 53,044) in 2018
Public Works Director, Chandler, AZ (population 250,000) in 2007
General Manager, Chittenden Solid Waste District, Williston, VT (population 157,461) in 2016
Executive Director, Northern Palm Beach Improvement District, Palm Beach Gardens, FL (population 200,000) in 2003
Vice President, Public Works & Operations, Ocean Reef Community Association (population 2,000), Key Largo, FL, in 2001
Executive Director, Environment and Infrastructure, Pinellas County, FL (pop. 917,000) in 2012
Public Works Administrator, Renton, WA (population 100,953) in 2020
Public Works Director, Sammamish, WA (60,000) in 2016
Director/Capital Projects Manager/City Engineer, Sunny Isles Beach, FL (pop. 17,000) in 2007
Assistant Public Works Director, Sumter County, FL (107,000) in 2015
Assistant Public Works Director, Sunny Isles Beach, FL (population 17,000) in 2008
Public Works Director, Tamarac, FL (population 55,500) in 2003
Solid Waste Director, Tampa, FL (population 335,700) in 2014
Director, Landscaping, Weston, FL (population 65,300) in 2013

Completed Searches – Transportation

Chief Executive Officer, Chatham Area Transit, Savannah, GA (population served 286,900) in 2016

Completed Searches – Utilities

Water Resources Director, Asheville, NC (population 87,200) in 2015
Executive Director, Cape Fear Utility Authority, Wilmington, NC (population served 230,000) in 2021
Utility Director, Danville, VA (population 43,000) in 2015
Power & Light Division Director, Danville, VA (population 43,000) in 2015

Governmental Search Assignments (continued)

Completed Searches – Utilities (continued)

Water and Gas Director, Danville, VA (population 43,000) in 2016
Utilities Manager, Deerfield Beach, FL (population 78,041) in 2017
Watershed Management (Water and Wastewater) Director, DeKalb County, GA (population 691,900) in 2011 and 2013
Executive Director, Des Moines (IA) Water Works (serves a population of over 500,000) in 2012 and 2020
Executive Director, Emerald Coast Utilities Authority, Pensacola, FL (population served 300,000) in 2020
Executive Director, Florida Keys Aqueduct Authority, Key West, FL (pop. 90,000) in 2003
Utilities Director, Lake Worth, FL (population 37,000) in 2009
Waterworks Director, Newport News, VA (population 183,000) in 2017
Executive Director, Onslow Water & Sewer Authority, Jacksonville, NC, (pop. 160,000) in 2009
Utilities Director, Palm Bay, FL (population 101,000) in 2005
Utilities Director, Panama City, FL (population 38,286) in 2017
Executive Director, Environment and Infrastructure, Pinellas County, FL (pop. 917,000) in 2012
Executive Director, Sewerage and Water Board of New Orleans, LA (population 369,000) in 2013
Customer Service Chief (a C Suite level position), Sewerage and Water Board of New Orleans, LA (population 369,000) in 2020
Director, South Martin Regional Utilities, FL (population 22,000) in 2013
Water (Wastewater) Resources Director, St. Petersburg, FL (population 248,000) in 2008
General Manager, Tampa Bay Water, FL (population served 2,400,000) in 2008 and 2021

Completed Searches – Work Force Management

Director, Office of Economic & Workforce Development, Durham, NC (pop. on 220,000), 2009

Completed Searches – Other

Chief Operating Officer, Amelia Island Plantation Community Association, FL (population 3,000) in 2016
City Clerk, Lauderdale Lakes, FL (population 32,000) in 1998
Clerk to the County Commission, Fulton County, GA (population 1.02 million) in 2018
Director, Registrations and Elections, Fulton County, GA (population 992,000) in 2009
Environmental Resources Director, St. Lucie County, FL (population 261,000) in 2009
Executive Director, Sun City Summerlin Home Owners Association, Las Vegas, NV (population 14,000) in 2015 and 2017
Special Projects Coordinator, Islamorada, Village of Islands, FL (population 7,500) in 1998
Vice President for Administration, Ocean Reef Communication Association, Key Largo, FL in 2017

Appendix B

*Sample Brochure:
City Manager
Temple Terrace, FL*

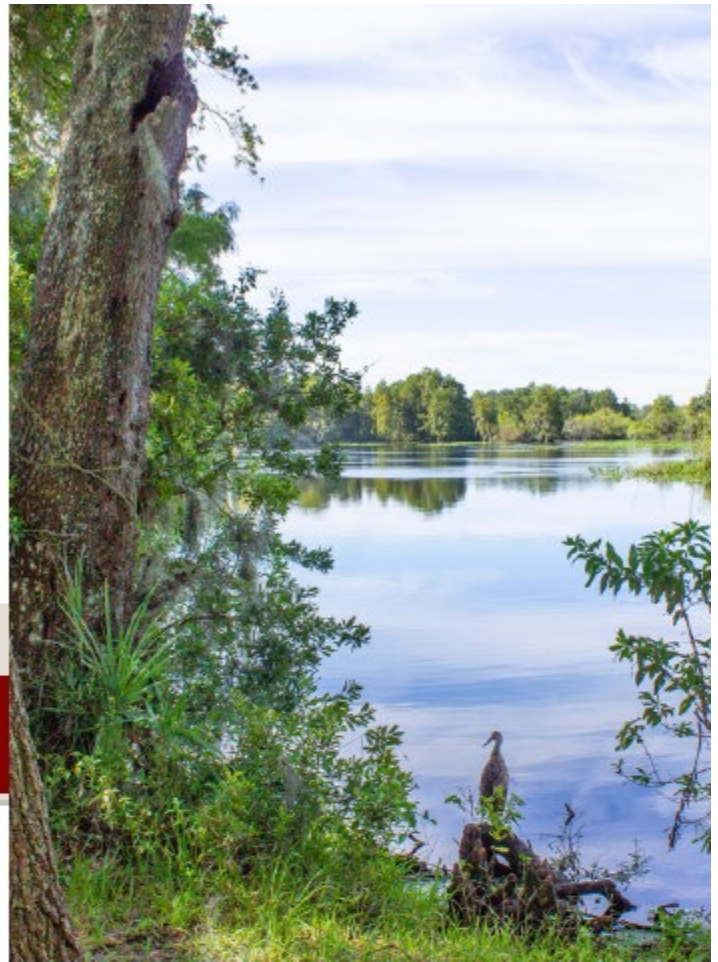


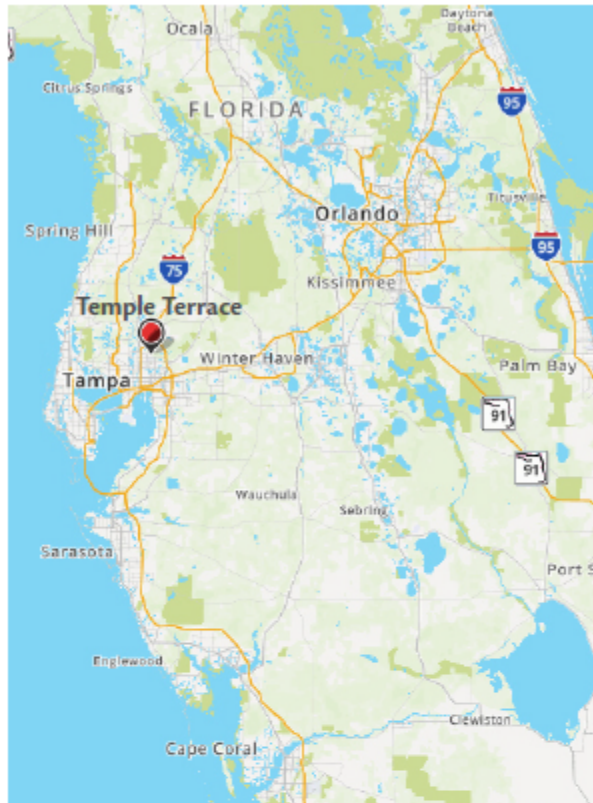
— POSITION AVAILABLE —

CITY MANAGER — Apply by June 24, 2022

Located on the Hillsborough River, just 20 minutes north of downtown Tampa, Temple Terrace is a riverside wonder with friendly, welcoming residents, great neighborhoods, and over 300 acres of parks. It is a quiet, pleasant community that boasts a small town feel with easy access to incredible urban amenities. It is simply a wonderful place to live, work, play and raise a family.

The City is a nature lover's dream. The crown jewel is the Hillsborough River, which runs through the eastern half of the city and forms part of its southern boundary. Three municipal parks lie along its banks allowing residents to canoe, kayak, power boat, waterski, and/or simply commune with nature. Many enjoy fishing along the river, and it is not uncommon to spot an alligator or two. Other parks and green spaces dot the City and range from athletic fields to playgrounds and dedicated green spaces. The Temple Terrace Golf & Country Club (a prestigious private facility and the only 18-hole golf course in Florida with the distinction of being on the National Register of Historic Places) is located within the city limits and it adds





to the sense of tranquility once one gets off 56th Street/State Road 583.

First named as a Tree City U.S.A. in 2008, Temple Terrace is known for its lush landscape of trees, especially its oaks. The City is replete with grand, laurel, and water oaks, as well as other species such as crape myrtle, southern magnolia, redbud, sweet gum, sabal palm, slash pine and bald cypress. Just outside the city limits lies Croc Encounters, a non-profit sanctuary for rescued crocodilians and other unwanted reptiles. On the northern boundary is the Lower Hillsborough Wilderness Preserve. Within an hour's drive, are the Upper Hillsborough Preserve, Colt Creek State Park, and Florida's famed Green Swamp Wilderness Preserve and Wildlife Management Area as well as many of Florida's finest Gulf Coast beaches.

Those exploring Temple Terrace will find numerous gems. Beautiful murals decorate city walls and facilities and have helped build a sense of pride in the community. The Municipality boasts its own a public library, the Lightfoot Senior Recreation Center,

and the Temple Terrace Family Recreation Complex (which includes a state-of-the-art fitness center, an aquatics center with five pools, a clay court tennis center, and the Focus Café). Energetic children and families will enjoy three outdoor athletics complexes offering baseball and soccer fields. Dog owners have several parks where their canine companions release energy.

Foodies will enjoy savoring the diverse cuisine options at a wide variety of independently owned ethnic restaurants. These range from traditional to Middle Eastern, Eastern European, South American fare and nearly everything in between. You will also find chain and mom and pop coffee shops, groceries and other retail establishments. And the offerings keep expanding as the City focuses its efforts on improving its redevelopment area where luxury apartments and other amenities have recently been added with more to come.

The City, through Leisure Services Department, hosts a variety of family friendly events—some dating back decades—throughout the year, including the Independence Day parade and fireworks celebration, the Fall Festival and the Winter Wonderland. This year, it offered its first annual Chalk Festival. The Rotary Club hosts Craft BrewFest in April, and Temple Terrace Arts Council presents its annual Arts & Crafts Festival each November. History and architecture buffs can enjoy a self-guided tour of the remaining original houses built in the early 1900s, some of which allow visitors to walk around on the grounds.

If that is not enough, favorite nearby attractions are Tampa's Glazer Children's Museum, the David A. Straz Jr. Center for the Performing Arts, the Florida Orchestra, Opera Tampa, and the ZooTampa at Lowry Park. Both Busch Gardens and Adventure Island (a water park) lie on the City's western boundary, just beyond the city limits. For those who enjoy the big city lights, both downtown Tampa and St. Petersburg are a short drive away. Of course, the aforementioned coastal beaches and parks, such as Fort DeSoto Park, are amazing! About an hour and fifteen minutes by car to the northeast lies Walt Disney World with SeaWorld, and Universal Studios being another 15 minutes further.



Sports enthusiasts can support a variety of local and nearby teams. These include the Buccaneers (NFL), the Rays, (MLB), and the Tampa Bay Lightning (NHL). Within driving distance, are the Florida Panthers (NHL), Florida Marlins (MLB), Miami Dolphins (NFL), and the Miami Heat and Orlando Magic (NBA). Nearby intercollegiate sports teams include the University of South Florida Bulls (NCAA Division I) and the University of Tampa Spartans (NCAA Division II). Fans will find numerous MLB spring training sites and minor league teams within driving distance as well.

But back to Temple Terrace. What makes it truly amazing are its residents and its neighborhoods. Vibrant and welcoming, there is a place here for everyone. Volunteerism is strong and besides the Temple Terrace Arts Council, the Rotary Club, and the Garden Club, numerous other local organizations welcome new members. You'll see golf carts roaming neighborhood streets because Temple Terrace was the first city in Florida designated as a Multi Modal Transportation District. Simply stated, the City is committed to community and to relying less on automobiles.

Living in Temple Terrace is quite affordable. Niche listed the City as #42 out of 380 in its list of "Best Suburbs to Live in Florida." Housing ranges from condominiums to townhouses, apartments, and single-family homes. According to Realtor.com, the median sold home price in the area is approximately \$355,000, with a 14.9% year-over-year upward trend as of April 2022. A three-bedroom, two-bathroom single-family house

with about 1,800 square feet can be had for approximately \$335,000 or a bit—if you can find one. Temple Terrace is a very popular place to live and as of this writing Zillow lists only 16 homes on the market within the city limits. Residents consider the City to be a safe place to live. General crime is relatively low and violent crime rare. What crime there is tends to spill over from the City's immediate neighbors. The Police Department here is excellent and fully accredited and criminals know it.

Families have many public and private educational options. Local public schools are part of the Hillsborough School District. Schools whose ratings are improving. Temple Terrace has two IB schools at the elementary and middle school levels. Those seeking higher education will find multiple colleges and universities within a four-hour drive. One local option is Florida College, a small private institution in the City. Literally across the street on the City's northwest border lies the University of South Florida and many of the school's faculty live in Temple Terrace. As a result, the City and the University have had a long and mutually beneficial relationship. Nearby are the University of Tampa, the Hillsborough Community College (with multiple campuses), and the St. Petersburg College in St. Petersburg. Slightly farther opportunities are at Florida Polytechnic University in Lakeland, the University of Florida in Gainesville, the University of Central Florida in Oviedo, and Florida State University in Tallahassee, three of the largest universities in the state, and indeed, the nation.

Travel by car is convenient as Interstate-75 makes up part of the City's eastern boundary and I-275 is about four miles to the west. Travelers have several airports to choose from within an 85-mile radius, including Tampa International Airport, St. Petersburg-Clearwater International Airport, Sarasota-Bradenton International Airport, and Orlando International Airport. The Port of Tampa and its cruise terminal are about 20 minutes southeast of the City. Further, the three largest cruise ports in the world (the Port of Miami, Port Canaveral, and Port Everglades) are between a two and a half hour to a four-and-a-half-hour drive away.

Needless to say, Temple Terrace lives up to its motto—an "Amazing City, Since 1925," offering a wide array of educational, recreational, personal, and professional opportunities. So, if you are an experienced professional who strives for excellence and has a strong city management background, please apply! Come help us celebrate the City's Centennial Celebration!

HISTORY

Originally occupied by Native Americans, Europeans began to arrive in the mid-1700s. Early industry revolved around logging and turpentine manufacturing. In the early 1900s, Bertha Palmer purchased approximately 19,000 acres as a hunting preserve with dreams of turning the property into a golf course community with a vast citrus grove. When she passed away in 1918, the land was sold, and her dreams were not yet realized. Temple Terrace Estates, Inc./Temple Terrace Inc. began developing the first planned golf-course community in the United States in 1920 as well as what would become 5,000 acres of citrus groves—the world's largest at that time. While the groves are no longer exist, the golf course remains excellent and has hosted three U.S. Opens.

In May 1925, Temple Terrace was incorporated as a city and covered a relatively small portion of the original 19,000 acres. Consecutive freezes in 1927 and 1928 ended the local citrus industry. About the same time, Florida suffered its first real estate crash. After World War II, the City began to prosper again. In 1946 Florida College was founded as Florida Bible College (from which Billy Graham graduated). The University of South Florida was founded in 1956, and Busch Gardens in 1959. During the 1960s and 1970s, Temple Terrace grew as a high-quality residential suburban community. Over time, other areas were annexed, adding to the City's size.

DEMOGRAPHICS

According to the United States Census, Temple Terrace grew from 24,541 individuals in 2010 to its present estimate of 26,690. The City's demographics are summarized on page 5 in Table I.

Table 1: City of Temple Terrace Demographics

Distribution by Race		Distribution by Age	
White	53.1%	0 to 15	15.4%
Black	23.2%	15 to 25	18.3%
Asian	5.8%	25 to 45	29.9%
Native American	—	45 to 65	21.5%
Two or More Races	19.9%	65 to 85	13.9%
Total	100%	85 +	1.0%
Hispanic Ethnicity	17.8%	Estimated Population: 26,690	

Educational Achievement (Over Age 25)	
High School or Higher	91.4%
Bachelor's Degree or Higher	42.7%

Other Statistics	
Median Age—Temple Terrace	34.1
Median Age—U.S.	38.6
Median Household Income—Temple Terrace	\$56,209
Median Household Income—U.S.	\$61,937
Poverty Rate	13.7%

Source: U.S. Census Bureau

CLIMATE

Temple Terrace has a subtropical climate. Its wet season is between June and October, with its dry season running from mid-October and May. Summers are hot and especially humid, with average highs in the low-90's and lows in the mid-70s. Winter is generally much more comfortable, with temperatures ranging from the low 50's to the mid-80's.

Average annual rainfall is 51 inches, and snowfall is extraordinarily rare. While hurricanes occasionally strike Florida, they rarely pass through the Tampa area. In fact, the last major storm (category 3 or higher) to hit Tampa was in 1921. It should be noted that, contrary to what the evening news commonly

portrays, if you are more than 50 miles from the hurricane's center, it will probably not materially affect you.

GEOGRAPHY

Temple Terrace is in central Florida about 20 miles east of the state's Gulf Coast. It is part of the Tampa-St. Petersburg-Clearwater Metropolitan area, seven miles northeast of Tampa's downtown. The City is comprised of 7.7 square miles, with 0.3 square miles being water and the rest being land. The average elevation is 59 feet above sea level. The Hillsborough River runs primarily north-south through the eastern section of the city before wrapping around to form part of the City's southern border. Nearby are Tampa and St. Petersburg with Orlando being about 90 miles northeast and Miami being about 280 miles by auto to the southeast.

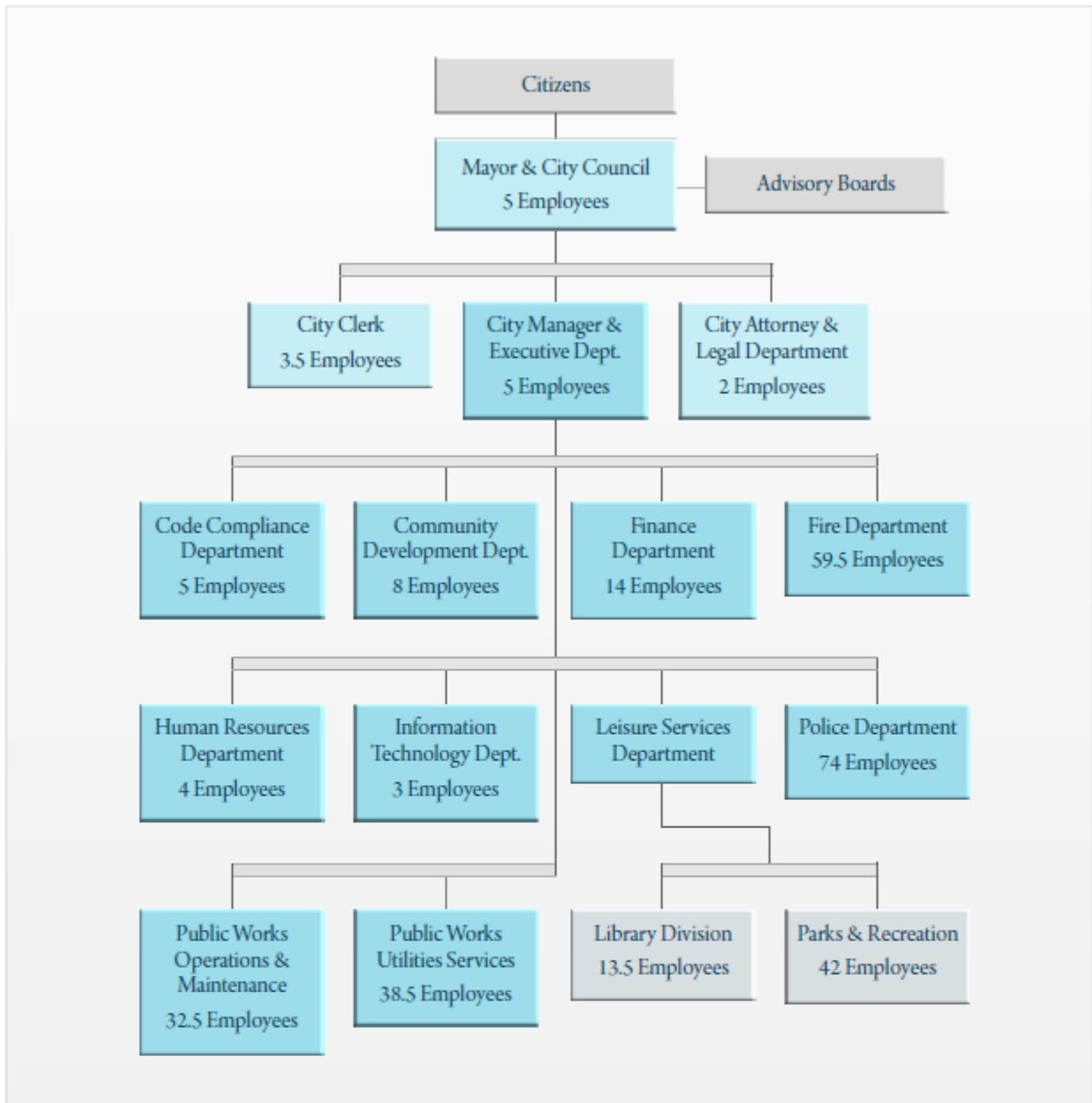
COMMERCE

Temple Terrace is largely a bedroom community to Tampa and the surrounding environs. The average employee commute time to work is approximately 26 minutes (2020 U.S. Census), with workers mostly driving alone. Over half the City's work force is employed in: (1) educational services, and health care and social assistance; (2) arts, entertainment, and recreation, and accommodation and food services; and (3) professional, scientific, and management, and administrative and waste management services. That said, one of the City Council's goals is to create a robust and healthy economy for its citizens and businesses.

THE GOVERNMENT

Temple Terrace utilizes the Council-Manager form of government. The governing body is comprised of the Mayor and four City Councilmembers. Elections are staggered and held in even-numbered years in November. The Mayor and Councilmembers are elected at-large to staggered four-year terms, with elected officials being limited to two consecutive terms in their respective offices. In the upcoming November 2022, voters consider three seats. One councilmember will term

Figure 2: City of Temple Terrace Organization



out while it is expected that the other two will seek a second term. The current Council is excellent. They work well together, get along, and respect each other and the staff. All serve for the greater good of the Temple Terrace community, and none are known to aspire to higher office. The Council appoints the City Manager, City Clerk, City Attorney, and members to various statutory and advisory boards.

Temple Terrace is a full-service municipality, providing Police, Fire, Code Compliance, Legal, City Clerk, Communications Dispatch, Public Works Utilities (water, streets, sewer), Public Works Operations (department administration, facilities and grounds maintenance), Human Resources, Finance (administration and utility billing), Leisure Services (further separated into the Library and Parks and Recreation divisions),



Information Technology, Community Redevelopment Area, Community Development for Planning, Zoning, Permitting, and Building. It uses the City of Tampa to process its wastewater. See Figure 2 for more information.

Presently, the City of Temple Terrace's total budget amounts to \$79.5 million, with a general fund budget of \$31.7 million. The City employs 327 full- and part-time employees. The staff is excellent and department directors are experts in their fields. Both the Police and Fire Departments are fully accredited. Further the City has an ISO fire rating of one, the best possible rating. Only Police (represented by the Fraternal Order of Police) and Fire (represented by the International Association of Fire Fighters) are unionized.

THE CHALLENGES AND OPPORTUNITIES

Temple Terrace is sound financially and, to quote the City Council, "Nothing is broken." That said, the City has some challenges.

First, as the last two years have shown, a city's financial situation can change quickly. Temple Terrace wants to ensure it continues to use the taxpayers' money wisely as well as be prepared should a recession hit or the pandemic return.

Second, the City Council and staff are determined to recreate what resident trust was lost during recent events. As the press has reported, the Community Development Director was arrested on January 31st on charges of bribery and misconduct. The City Manager's contract was terminated the next day for cause. The good news is, as noted, the

Council is extremely good, and the staff is excellent. A new, strong, visible and welcoming City Manager will play a major role in reassuring the public that they can be proud of their government.

Finally, while Temple Terrace has a population of almost 27,000, it is relatively small in comparison to some of its neighbors, and what happens within the City is somewhat dependent on what happens beyond its boundaries. Part of its efforts to continue to improve its residents' quality of life will require it to work with other local cities and Hillsborough County. Hence, intergovernmental relations and working together to resolve regional issues that impact Temple Terrace will be important.

THE IDEAL CANDIDATE

Temple Terrace is looking for the consummate professional—a City Manager who will be a leader as well as a manager, and someone the Council and staff can work with as a partner, a supporter and a trusted advisor. The individual will be one of the faces of the government and play an important role in eliminating any doubt among the citizenry about the integrity of the City's elected officials and staff. He/she will be a people person—someone who is approachable, in the community and part of the community. Temple Terrace has many clubs and neighborhood associations, and the new manager will be at many of their meetings introducing him/herself.

Excellent communication skills will be critical to the new manager's success. The best candidate will believe strongly in transparency and believe that government should have no secrets. He/she will respond honestly to questions and work well with the media. He/she will know how to use social media to the City's advantage, and correct erroneous information as soon as it appears. The ability to anticipate/resolve issues before they become problems is critical. Good judgment and common sense are essential.

The best candidate will be a person that is always listening and always looking for ways to make the government more responsive. The individual will be someone who can make

everyone feel their views are being heard and who will help bring the community to consensus. He/she will realize that giving the credit to others is often the best way to get things done. Customer service will not be just a catchy phrase with the next manager but rather, along with integrity, will be a core principle and a way of life. The resident is not always right but does deserve to have the problem heard and an honest effort made to resolve it. If the answer is no, the best response will include a good explanation of why.

Personally, the next City Manager will be literally and figuratively calm in a storm. Additionally, the individual will be intelligent, upbeat, friendly, outgoing, organized, and relentlessly positive with a "can do" attitude. He/she will be visionary yet practical and resolute yet flexible—while being consistent, cheerfully persistent, high energy, and a leader—definitely not a bureaucrat. He/she will have a sense of humor and use it to diffuse tense situations. When it is time to make a decision, the individual will not hesitate.

The ideal candidate will be someone who works with the Council, the community, local businesses and regional actors to find solutions to problems. The City Manager will be respectful of others, foster relationships, encourage collaboration and teamwork, delegate and develop an environment where creativity will flourish. At the same time, the individual will realize that creativity involves some risk and not every plan succeeds. He/she cannot be someone with a zero-defect mentality. The best candidate will recognize talent, mentor that talent, and be confident enough to then step back and let the staff member do his/her job. The employees here are very capable so the manager will be comfortable leaving much of the day-to-day operations to the Department Directors. He/she can then focus on moving the overall City forward.

From a management point of view, the next City Manager will give assignments with the responsibility, authority and resources necessary to carry them out. He/she will set broad performance parameters but will also expect results and hold employees accountable.

The best candidate will have a passion for excellence. As noted, the Police and Fire Departments are already fully accredited, and the other departments are generally outstanding. That does not mean, however, the government cannot get better. Everyone can, and the next Manager will constantly be seeking (and encouraging staff to seek) better, more efficient and effective ways to accomplish the City's business.

In terms of specific skills, the individual will have a demonstrated track record of achievement in management, finance, and redevelopment. Temple Terrace is built out so growth will need to come through redevelopment. Knowledge of and experience with intergovernmental relations and skill in negotiation will be important.

The ideal candidate will be an ICMA Credentialed Manager, have a bachelor's degree in business administration, public administration, public policy or related field and at least 10 years of increasingly responsible experience as a senior-level government. Experience with FEMA is a plus as is a NIMS certification.

The selected candidate should plan to make a commitment to Temple Terrace. This position should not be viewed as a steppingstone but as a gem in its own right. The City expects the candidate will honor its prior managers' tradition of passion and long-term commitment to the City.

COMPENSATION

The salary range is \$150,000 to \$195,000. The salary will depend on qualifications and experience. Benefits are excellent. The City Manager will be part of the City Manager 401 (a) Retirement Account unless he/she chooses to opt out.

THE MOST RECENT CITY MANAGER

Historically, City Managers in Temple Terrace have tended to long tenured. The most recent manager served six years as City

Manager and 12 years as the Community Development Director.

RESIDENCY

Recognizing the current housing market, the Council is willing to be somewhat flexible, but the City Charter does require the City Manager to become a resident of Temple Terrace within six months of assuming the position.

HOW TO APPLY

E-mail your resume to Recruit35@cb-asso.com by June 24th. Faxed and mailed resumes will not be considered. Questions should be directed to Colin Baenziger at (561) 707-3537 or Rick Conner at (915) 227-7002.

INTERNAL CANDIDATES

As noted, the City is seeking an experienced, professional city manager. As such, we do not anticipate any internal candidates. The Interim City Manager came out of retirement to assist the City and will be happy to return to that status once the position is filled.

CONFIDENTIALITY

Under Florida's public records act, once an application is submitted, it is deemed a public record. As a practical matter, we do not expect media coverage until at least the semifinalists are named, and perhaps not even then.

THE PROCESS

Applications will be screened between June 25th and August 1st. Finalists will be selected August 2nd. A reception and interviews will be held August 11th and 12th. A selection will be made shortly thereafter.

OTHER IMPORTANT INFORMATION

The City of Temple Terrace is an Equal Opportunity Employer and strongly encourages women, minorities, and veterans to apply. A veteran's preference will be awarded per Florida law.

ADDITIONAL INFORMATION

For additional information about the city and the area, visit:

www.templeterrace.com

www.uptownchamber.org

www.hillsboroughcounty.org

www.facebook.com/CityOfTempleTerrace



Appendix C

Sample Candidate Report

Sample Candidate Report

[Note: The following materials are provided with the permission of the candidate.]

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Cover Letter and Resume

March 26, 2020

Mr. Colin Baenziger
Colin Baenziger & Associates
2055 South Atlantic Avenue, Suite 504
Daytona Beach Shores, Florida 32118

Dear Mr. Baenziger:

Please accept the enclosed résumé for the position of City Manager for the City of Cape Coral, Florida. I am confident that my organizational and leadership abilities, educational background, and diverse professional experience are well-suited to the specific requirements of the position.

As indicated in the enclosed résumé, my professional background includes more than 25 years of progressive and responsible local government management experience. As an ICMA Credentialed Manager, I presently serve as the deputy city manager for the City of Fort Lauderdale, Florida. Prior to Fort Lauderdale, I served as the city manager for the City of Savannah, Georgia. In that capacity, I reported to a nine-member city council, created a new strategic plan - [SAVANNAH FORWARD](#), led a family of 2,513 exceptional employees, and implemented a lean operating budget of \$408 million and a capital improvement plan in excess of \$407 million.

My previous experience includes serving as deputy county administrator for Broward County Florida; deputy county manager for Fulton County, Georgia; and assistant to the county administrator, Broward County, Florida. Collectively, my service in these progressive communities has provided me with extensive knowledge and expertise in all aspects of local government operations including affordable housing, strategic planning, transportation, budget development, community services, economic development and community revitalization, human services, and public safety, among others.

I am confident that I bring the right skills, experience and talents to the position. If you would like to schedule an interview or discuss my interest in the position, please contact me at (954) 940-1065 or at robhernandez@comcast.net. Thank you for your consideration.

Sincerely,

Roberto Hernandez

Roberto Hernandez

Enclosure:
- Résumé

ROB HERNANDEZ

1873 Northwest 113th Way, Coral Springs, Florida 33071 | 954-940-1065 | robhernandez@comcast.net

Profile

Proven, resourceful, and results-focused public administrator with more than 25 years of progressive local government management experience. ICMA-Credentialed Manager known for leadership, professionalism and organizational abilities.

Relevant Experience

Deputy City Manager City of Fort Lauderdale, Florida	2019 - Present
City Manager City of Savannah, Georgia	2016 - 2019
Deputy County Administrator Broward County Board of County Commissioners; Fort Lauderdale, Florida	2013 - 2016
Deputy City Manager City of Coral Springs, Florida	2011 - 2013
Deputy County Manager Fulton County Board of County Commissioners; Atlanta, Georgia	2008 - 2011
Assistant to the County Administrator Broward County Board of Commissioners; Fort Lauderdale, Florida	2003 - 2008
Various Positions Broward County Board of Commissioners; Fort Lauderdale, Florida	1994 - 2003

Education

Master of Public Administration
Nova Southeastern University; Fort Lauderdale, Florida

Bachelor of Public Administration
Florida International University; Miami, Florida

Current Professional Affiliations

International City / County Management Association (ICMA) – Credentialed Manager

Florida City / County Management Association

Broward City / County Management Association

Candidate Introduction

EDUCATION

- Master of Public Administration, Nova Southeastern University
- Bachelor of Public Administration, Florida International University

EXPERIENCE

- | | |
|--|----------------|
| • Deputy City Manager; City of Fort Lauderdale, FL | 2019 – Present |
| • City Manager; City of Savannah, GA | 2016 – 2019 |
| • Deputy County Administrator; Broward County, FL | 2013 – 2016 |
| • Deputy City Manager; Coral Springs, FL | 2011 – 2013 |
| • Deputy County Manager; Fulton County, GA | 2008 – 2011 |

BACKGROUND

Fort Lauderdale is the largest municipality in Broward County and the ninth most populated city in Florida, slightly ahead of Cape Coral. Smaller in geographic area than Cape Coral, the city encompasses 38 square miles with a population of 186,220. A popular tourism destination, the city is often referred to as the “Venice of America” because of its many inland waterways, not too dissimilar to Cape Coral’s “Water Wonderland” designation.

The City of Fort Lauderdale is a full-service municipal corporation that provides police protection, fire-rescue services, parks and recreation programs, potable drinking water to a service area both within and outside the City limits along with wastewater collection and treatment, sanitation services, development regulation, parking, and street maintenance. The City also operates a general aviation airport, a downtown heliport, an aquatic complex, and an auditorium. Its current general fund budget is more than \$373.7 million or \$832.7 million in total.

As the deputy city manager, I assist the city manager in overseeing municipal operations, specifically coordinating the activities of the Transportation and Mobility, Public Works, Sustainable Development and Parks and Recreation departments. Collectively these departments have a combined operating budget of \$380 million and 1,527 full-time employees.

The three most critical issues facing the city are:

- Infrastructure
- Resiliency
- Affordable Housing

Both Fort Lauderdale and Cape Coral have identified infrastructure as key elements of their adopted strategic plans. Fort Lauderdale’s emphasis is by necessity due to a series of recent high-profile infrastructure failures and a state mandated consent order. Fort Lauderdale’s initial development boom occurred between the 1950s and 1970s during which the majority of the city’s

infrastructure was installed. Materials of that era include cast iron pipe which is now failing regularly as a result of corrosion and erosion. From the 1990s until today, the city experienced a vertical development boom witnessed by large-scale redevelopment on its barrier island and downtown. This explosive growth was not matched by investments in infrastructure capacity, redundancy, and resiliency. Missteps occurred along the way, including transferring more than \$20 million annually from the Water and Sewer Fund to the General Fund as a “return on investment”, reduction in preventative maintenance activities, and failure to modernize its primary water treatment plant. The consequences of these decisions would surface years later as sewer main breaks, water line breaks, and flooding would disrupt life throughout the city. The City has identified more than \$1.2 billion in needed infrastructure improvements over the next 25 years. In addition to rectifying years of disinvestment in its water utilities, the City’s park system and public safety facilities have suffered a similar fate. The City is now implementing a \$200 million parks bond and \$100 million replacement police headquarters bond referendum to improve those facilities.

Sea level rise is Fort Lauderdale’s second biggest issue. Fort Lauderdale has made adaptation to climate change and rising sea levels a top priority. Many neighborhoods in Fort Lauderdale now experience chronic flooding on a regular basis. According to recent projections issued by the Southeast Regional Climate Change Compact, 10-17 inches of sea level rise by 2040 and 21-64 inches are possible by 2070. The City now requires the impact of sea level rise to be incorporated in future infrastructure master plans. Also, City-owned seawalls are being replaced and elevated, tidal valves have been installed in flood-prone areas, and the City is exploring the feasibility of raising road elevations in certain neighborhoods that are threatened by sea level rise.

Fort Lauderdale’s housing costs are now among the highest in the nation. More than 60 percent of households in the city spend more than 30 percent of their income on housing. The price of single-family homes has increased 41 percent since 2013. In 2018, the median sale price for a three-bedroom home was \$440,000. A four-bedroom home is now \$835,000. Given the high cost of homeownership, many are forced to rent; however, rental costs are equally unaffordable with the average two-bedroom rental costing \$2,705 monthly. Three bedrooms, \$3,204. The City is attempting to incentivize various housing types to support all income groups by providing zoning incentives such as height and density bonuses, no- or low-interest loans, or grants to developers to facilitate the construction of more affordable units. Without an affordable and diverse housing stock, the city, county, and region will not succeed in creating a diversified and balanced economy.

GENERAL MANAGEMENT STYLE AND EXPERIENCE

Cape Coral is a jewel for public administration professionals to practice their craft in a progressive environment. The challenges in Cape Coral are similar to those I have faced throughout my career as a city manager or deputy manager. For those reasons, I believe that the combination of my experience as a proven leader understanding local government in Florida, the ability to work with elected and appointed officials and the ability to understand and solve problems will allow me to excel as Cape Coral’s next city manager.

Many can manage but few can lead. Management is something I did earlier in my career; at this point in my professional career and personal life, I believe it is more important to exercise leadership. As leaders, we must communicate a clear vision and direction. We must demonstrate a passion for what we do – that is, to make a difference every day. For me, leadership is situational. When time, resources, and skills permit, my leadership style is participatory and collaborative. In other circumstances, it must be directive.

Great leadership is infectious. People are your greatest assets. It is important to create an environment where people want to work hard by making things fun, challenging, and rewarding. I believe in building a positive work climate where people are appreciated and valued. I like to consider myself a “macromanager” rather than a micromanager. I view my role as explaining the project or task, the expected result and deadline, and monitoring performance on a regular basis. I track projects and assignments using a Sharepoint site and meet with staff on a routine basis to review progress. I meet with staff more frequently on an as-needed basis. I describe what needs to be done, provide them the resources, get out of their way, and hold them accountable. So far, I think this approach has worked.

I am confident that staff and elected officials would describe me as professional, thorough, hard-working, ethical, honest, opinionated, and transparent. They would hopefully view me as engaged, participative and inclusive and valuing open communication and feedback, while also allowing for empowerment and accountability.

Two strengths that others will point to are my transparency and ability to make strategic decisions. In terms of a weakness, I believe that my commitment to my organization and loyalty to my teammates has led others to conclude that I can be defensive at times.

Regarding performance measurement, I believe it starts at the top with the governing body establishing a clear strategic vision for the organization, and cascades downward. Once key strategic objectives are defined by the governing board, it is the manager’s job to develop strategies to meet those strategic objectives. Business units then must identify those operational efforts and measures that are aligned with the strategies and long-term objectives. Those help form the basis for developing individual performance measures that are included in performance reviews.

In terms of a significant professional achievement, the revitalization of the Fulton Industrial District (FID) in metro-Atlanta, one the largest industrial, warehousing and logistics centers in the southeastern United States, is one that I am most proud of. In the fall of 2008, I toured FID as Fulton County’s new deputy county manager. What was once a leading center of economic activity was now rife with rampant prostitution, open drug sales, shuttered buildings, neglect, and decay. FID was well into a state of decline that began in the 1980s as its warehouses were abandoned for taller and larger ones elsewhere and manufacturing disappeared overseas. I observed conditions that I had never seen in my career until that day. Families called extended stay motels home. A police detective explained how FID was the child prostitution hub for the entire metropolitan Atlanta region. After a woman was found locked in a dog crate in one of FID’s many hotels, I was horrified and said: “not anymore – not on my watch.”

For the next three years, we made it our mission to make FID better. We used every conceivable resource within county government and put together a team of county agencies that included everything from arts to zoning. We rolled up our sleeves and went to work. We attacked the issues from every angle: from health to human services to public safety. With the help of a dedicated team, we accomplished a remarkable turnaround that included:

- Adoption of the Fulton Industrial Redevelopment Framework
- Designation by the State as an “Opportunity Zone”, providing needed economic incentives
- Establishment of the Fulton Industrial Community Improvement District, a self-taxing entity to take on area wide governance and improvements
- Establishment of the South Fulton Service Center which relocated two county commissioners, police, fire, and all other unincorporated area services to FID

Today, FID is healthy and vibrant. It is now a place where businesses invest rather than flee.

My biggest disappointment thus far involves the establishment of a fire assessment fee in Savannah. A \$14 million budget deficit welcomed me upon arriving in Savannah in October 2016. As I tackled the deficit with my new team members, I realized the City had a structural imbalance that needed a long-term solution. Although revenue growth was respectable, it lagged projected expenditures well into the future. Working with the city council, we agreed to a stopgap approach for Fiscal Year 2017 with the understanding that we would bring back long-term options the following year. Fiscal Year 2018 presented a \$12 million imbalance and to address it, I proposed a fire service assessment using an approach and the same consulting firm as Cape Coral. After spending considerable time and effort creating such a fee, the city council adopted the budget with this fee. The fee provided financial stability, allowed us to lower the millage rate, and provided resources to address capital needs and service priorities. The fee was controversial and faced stiff public resistance. Continued opposition to the fee caused the city council to reverse its decision midway through the fiscal year, requiring us to identify more than \$16 million in new revenue and expenditure reductions. Rescinding a budget halfway through the fiscal year was disruptive to operations. In retrospect, I did not anticipate such stiff opposition since we held more than 60 community meetings and thought we had obtained community buy-in to the extent we could. Newspaper editorials supported our approach. In the end, the fire assessment was reversed, the equivalent of two engine companies eliminated from the fire department’s budget, and the millage rate increased. The painful lesson I learned throughout all of this is that local government must do a better job educating the public on how well it is performing and safeguarding the public’s resources. It was a painful lesson – it still hurts to sit to this day.

Employee terminations are always an unfortunate aspect of what we do as leaders. Unfortunately, I have had to dismiss employees throughout my career for poor performance or poor leadership. While it is never an encounter that brings pleasure or satisfaction, these separations were not a surprise to the affected individual. In every instance the individual was counseled and made aware of performance deficiencies beforehand, corrective actions identified, and the consequences of not meeting the performance standards explained. I hope that in every instance, I treated the employee with respect and dignity. I allowed them to “write their final chapter” with the organization and

allowed them to leave at the top of their game with a celebration of their accomplishments to the organization.

The issues and challenges facing Cape Coral's next city manager are:

- Leading in the Post COVID-19 Era.
- Ensuring continued Smart Growth.
- Continuing to expand and upgrade critical infrastructure.

Sadly, Cape Coral's next city manager will have to lead the organization through the aftermath of Covid-19's devastation. Although the City has a diversified revenue base not overly dependent on one specific funding source, it can expect revenues of all types to be impacted. While the financial realities of the pandemic will become clearer in the months to come, Cape Coral's next city manager will need to assess the financial impacts and determine how to continue basic municipal services, allow for certain aspects of the local economy to resume and balance the workforce and service demands with the new fiscal realities.

Second, Cape Coral's next city manager will need to continue to position the city for growth once the post-COVID 19 recovery begins to take shape. The City will need to continue progressive land use policies and zoning incentives to attract orderly and smart development to greenfields and redevelopment. Promoting growth in the tax base and employment for the city's residents must be a top priority. Fortunately, Cape Coral is well-positioned to attract further economic investment once the nation and the state adjust to the realities of the post-pandemic world.

Finally, investments in infrastructure must continue to drive the next city manager's agenda. During difficult times, many municipalities defer or eliminate investments in critical infrastructure improvements. This is a grave mistake and the next city manager must avoid the urge to gut capital investment plans. Since capital investments are long-term in nature, it is important that Cape Coral's next city manager appreciates the need to ensure adequate investments are made in all facets of municipal infrastructure including roadways, water utilities, facilities, and information systems. For Cape Coral, this includes expanding infrastructure utilities to areas currently not served plus parks and open space to accommodate neighborhood growth. The benefits of such continued investment will pay off in the longer-term. It is important to take a long-term view rather than an immediate one, however painful it may be.

If selected for the position, during my first six months I will:

- Listen, listen, and listen to understand issues, challenges, and desires of all stakeholders: elected officials, neighborhood groups, organized labor, business community, education representatives, the local media, and others;
- Forge a close relationship with the City Council and Mayor;
- Review goals and objectives for the organization with the Mayor and City Council;
- Reach out to department directors and learn about their challenges, priorities, and programs;

Rob Hernandez

- Meet as many employees as possible by conducting several “town hall” sessions;
- Establish trust and credibility with all stakeholders; and.
- Become familiar with the community and its culture.

As for media relations, I appreciate the work the media does. The media can be a great asset if managed properly and cultivated. Being open and honest with them is important. Integrity is an essential part of the relationship with the media. In Savannah, I practiced an open-door policy with the media and reserved a better part of Tuesdays to meet with them. I am not aware of anything in my background that could be considered embarrassing to a potential client.

Social media is an effective tool in keeping the public informed and is changing how government communicates with its various constituencies. I have used social media, primarily twitter, to keep interested individuals informed with short briefs on an issue. This helped us shape our story and put us in leading the community conversation rather than delegating that role to media. I have used social media to help sustain interest on an issue and to keep the public informed on upcoming discussions or significant events. During workshops or regular meetings of my elected body, we would “tweet” aspects of the discussion. In Fort Lauderdale, we rely on ZenCity to help us mine social media on a regular basis to help us gauge public sentiment on a variety of issues.

There is “no dirt” on me. I live a clean, simple life, prefer to tell things as I see it, and sleep well at night. I also treat people with professionalism and respect. I am honestly not aware of anything in my professional or personal lives that could be viewed negatively. However, while serving as the city manager of Savannah, there were a few individuals who were not supportive of my efforts or views. You may find some blogs critical of my opinion on building materials in the city’s landmark historic district, my hesitance in assuming the operating costs of a regional expressway, and of the ill-fated fire assessment. Regardless, I always conducted myself professionally and never brought any negative attention to the elected officials or the organization I worked for.

My personal interests include the outdoors and pursuing home improvement projects.

ADJECTIVES OR PHRASES THAT DESCRIBE ME:

Driven, Professional, Focused, Disciplined, Organized, Thorough

REASONS FOR CONSIDERING LEAVING CURRENT POSITION:

I am considering opportunities beyond Fort Lauderdale because I believe that I can have a greater impact on an organization and a community by serving in the top leadership role.

CURRENT SALARY

+/- \$217,000 plus \$4,680 auto allowance and \$1,310 cell phone allowance.

CB&A Background Checks

**Background Check Summary for
ROBERTO HERNANDEZ**

Criminal Records Checks:

Nationwide Criminal Records Search	No Records Found
County	
Broward County, FL	No Records Found
Chatham County, GA	No Records Found
Fulton County, GA	No Records Found
State	
Florida	No Records Found
Georgia	No Records Found

Civil Records Checks:

County	
Broward County, FL	No Records Found
Chatham County, GA	No Records Found
Fulton County, GA	No Records Found
Federal	
Florida	No Records Found
Georgia	No Records Found

Motor Vehicle

Florida	No Records Found
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Credit	Very Good
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Bankruptcy	No Records Found
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Education	Confirmed
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Employment	Confirmed
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Under the Fair Credit Reporting Act, 15 U.S.C. 1681-1681Y, credit and bankruptcy information are very sensitive and should not be used in the consideration of hiring. The information is included for each candidate because we do not want you to be surprised if third parties raise what they consider to be a concern.

**Background Check Summary for
ROBERTO HERNANDEZ
Personal Disclosure**

Personal Disclosure Questionnaire


Name of Applicant: ROB HERNANDEZ

The following questions are designed so that we will be able to make full disclosure to our client concerning your background. Please answer them honestly. Cutting corners or misrepresenting your past will result in you being eliminated from all further searches conducted by this firm. We understand that frivolous charges are sometimes made and that charges do not mean you were guilty. We also understand that you may have been wronged and needed to seek compensation. The bottom line is that we want to be certain that our client is fully informed. If you have any questions, please contact us for clarification.

Please explain any yes answers on a separate sheet of paper.

1. Have you ever been charged or convicted of a felony?
Yes ☐ No ☒
2. Have you ever been accused of or have been involved in a domestic violence or abuse incident?
Yes ☐ No ☒
3. Have you ever declared bankruptcy or been an owner in a business that did so?
Yes ☐ No ☒
4. Have you ever been the subject of a civil rights violation complaint that was investigated or resulted in a lawsuit?
Yes ☐ No ☒
5. Have you ever been the subject of a sexual harassment complaint that was investigated or resulted in a lawsuit?
Yes ☐ No ☒
6. Have you ever been charged with driving while intoxicated?
Yes ☐ No ☒
7. Have you ever sued a current or former employer?
Yes ☐ No ☒
8. Do you have a personal My Space, Face Book or other type of Web Page?
Yes ☐ No ☒
9. Do you have a personal Twitter Account?
Yes ☐ No ☒
10. Is there anything else in your background that, if made public, would cause you, our client or our firm embarrassment if it came to light through the press or any other mechanism?
Yes ☐ No ☒
11. Please provide a list of any lawsuits in which you are or have been a party either as plaintiff or defendant.
NONE

Attested to:


Signature of Applicant

Please email this form via PDF DOCUMENT to Lynelle@cb-asso.com or via fax to
(888) 539-6531 no later than 5:00 PM PST 04/13/2020.

(Note: Please be sure to sign the form with your actual signature if you are sending Fax or PDF Document)

Property of Colin Baenziger & Associates

CB&A Reference Notes

Reference Notes

Roberto “Rob” Hernandez

Elizabeth Taschereau – Director of Developmental Services, City of Margate, FL
954-884-3686 954-218-9798

Ms. Taschereau has known Mr. Hernandez since 2011 when he was hired as the Deputy City Manager for Coral Springs. She was the Community Redevelopment Agency Coordinator and reported to him. She later followed him from Coral Springs to the Savannah when he became the City Manager. She had enjoyed working for him and had wanted to continue learning from him so much that she willingly commuted between her home in Florida to her job in Georgia. After he left Savannah to go to Fort Lauderdale, she also left.

Mr. Hernandez was a successful and professional leader. He had strong project and time management skills. Ms. Taschereau especially admired how well he kept track of numerous project deadlines on his calendar, which she had access to when working under him. He worked well with team and delegated excellently. The only possible weakness he had was his high expectations. He strove to accomplish much, and he expected his staff to perform similarly. Such expectations may have been overwhelming for some who were unsure of their abilities to accomplish their tasks. However, staff members were able to look back and be amazed by how much and how well they accomplished those tasks. Though his high expectations were a challenge for some, many Cities turned around for the better because of his drive.

Mr. Hernandez worked on numerous high profile projects, such as building a new city hall. The old city hall was built in 1905. It was very much out of date and far too small for a city of Savannah’s size. That said, building a new city hall spurred a great deal of controversy over architecture and location. Recognizing it as a critical need, Mr. Hernandez took charge of the project and eventually achieved community acceptance of the building’s location downtown and of the architecture. It all came about in approximately a year and a half and the new city hall celebrated its grand opening in 2018. Another significant project he worked on as upgrading the City’s arena while working with a management company. He was able to renovate the facility while negotiating a contract that was eventually approved by the County Commissioner. It was a huge accomplishment.

Mr. Hernandez was very inclusive of employees in projects, meetings, emails, status reports, memos, and other forms of communication. He communicated in a way they easily understood, and he expected his staff to communicate with him. Such an inclusive mindset was different for staff from the Cities of Coral Springs and Savannah, where the culture was less inclusive. He managed several internal and external projects that involved multiple people across different divisions. Many commented how they had not enjoyed such high communication levels before Mr. Hernandez came. Previously, little communication occurred between divisions. As such, decisions were delayed and less efficient. When he effectively included different groups to integrate on multi-division projects. He helped projects move forward.

Mr. Hernandez also generally made good decisions. He had high integrity. He made the best recommendations and decisions possible for the community as a whole. He did consider the input of groups with special interests, but he strove to make the best possible decision. He also made good decisions with staff members. For example, he reorganized the Savannah City staff, which

Reference Notes

Roberto “Rob” Hernandez

composed of approximately 2,400 employees. This momentous change created openings, which he filled with sharp and high performing individuals. The new employees immediately began planning and establishing standard procedures. The City began to change, and consequently, so did the community. Furthermore, Mr. Hernandez greatly believed in committees. He formed several committees with the Human Resource Department and with staff, sometimes even bringing in external panel members if necessary. He wanted people in high-level positions to make decisions together.

As a great public speaker, Mr. Hernandez worked well with the public. He always remained composed and professional. He had excellent presentation skills. People were generally perceptive to his ideas when he spoke, and he communicated well when invited to speak for different organizations. Even if some people at those meetings were exceedingly unprofessional toward him, he managed himself well. He performed well despite those difficulties. In addition, Mr. Hernandez worked well with individuals. He educated others, providing recommendations on what the Mayor and others needed to vote on. Because of these interpersonal abilities, Mayor and Councilmembers voted on multiple successful projects. Moreover, Mr. Hernandez had good financial skills. He used a hands-on approach with the city budget and worked closely with chief financial officers and the Budget Director. He wanted to ensure he understood the budget accurately.

Though a change agent, Mr. Hernandez did not seek change for the sake of change. He carefully evaluated a City’s situation, whether involving technology, processes, or even City culture. He observed how others managed tasks before he made necessary changes to keep the City moving forward. Ms. Taschereau has done her best to incorporate this valuable lesson into her own leadership skills. Also, Mr. Hernandez an effective problem solver. He solved numerous issues that had existed for long periods of time. Some problems required many changes and more money, which made certain solutions difficult to implement. He attempted to solve these, and then he put plans into place to initiate these necessary changes once enough resources were available. Other problems were out of his realm of influence. As such, Mr. Hernandez made good recommendations, even if people did not follow his advice.

Ms. Taschereau is unaware of anything in Mr. Hernandez’ personal or professional background that will concern a future employer. She would definitely hire him if possible. As someone who has worked for him, she knows how good he is at overcoming challenges and managing a city. Mr. Hernandez is passionate about municipal work. He wants his employers to be high-performing organizations. He has been and will continue to be a very good Manager.

Words or phrases used to describe Roberto Hernandez:

- Successful,
- Professional,
- Collaborative,
- Inclusive,
- High integrity,
- Good speaker, and
- Influential.

Reference Notes

Roberto “Rob” Hernandez

Strengths: Project management, leadership and staff management, presentation abilities, financial understanding.

Weaknesses: His high expectations can be daunting at time, but his expectations drive people to accomplish goals they previously thought they were incapable of achieving.

**Skye Patrick – former Director of Libraries, Broward County, FL 562-940-8400
562-659-1155**

Ms. Patrick has known Mr. Hernandez since 2014. She really enjoyed working with him and learned much from him.

Public Administration was Mr. Hernandez’s strong suit. He was thoughtful and he understood County policy and procedures very well, which meant he navigated in a way that was very helpful to his department. He did not know much about the library system when he was hired, but he studied and learned about how they operate and developed a good understanding.

The Directors hired by Mr. Hernandez were very good selections. He sat on the panel that hired the Finance and Business Administrator, and helped with the searches for the Aviation Director and Human Services. When making decisions in general he was very thoughtful and took the time to gather information.

In general, Mr. Hernandez maintained the organization at a high level and had learned from his department heads to be innovative and creative. They had a monthly meeting where Mr. Hernandez provided information on organizational changes. Ms. Patrick headed a very large organization with many issues. He was always available and responsive.

Some community members were very aggressive. Mr. Hernandez took the time to attend both scheduled and off the cuff meetings with individuals who had concerns about an issue. His openness and willingness to address an issue immediately, without any delay, was impressive.

In his capacity Mr. Hernandez really tried to lead the organization, and was creative and thoughtful in meeting goals. He worked very well with the Board, which consisted of nine voices with sometimes conflicting concerns. He protected the department heads when necessary and did a great job balancing the administration and the politics, which is no small feat.

Several major personnel issues involving union members were escalated to upper management. Mr. Hernandez was not required to attend the meetings but he came to help negotiations. The union had between 500 and 600 members. He helped navigate the very rocky road between the union relationship and County protocol. He showed great initiative in addressing problems that existing prior to his arrival. He helped resolve long-standing issues in only 2 to 3 meetings.

Mr. Hernandez was given directives to create a business plan for the new Panther Stadium. The process took several months and he worked with several departments to create the business model. He also worked on a new transportation plan that was very complex. The process has spanned for several years and involves 15 of the 31 cities in Broward County.

Reference Notes

Roberto “Rob” Hernandez

They were short 800k in a capital budget of \$5 million dollars. Mr. Hernandez worked with the staff to review the overall budget and prioritize projects. Several of the big-ticket items related to technology were prioritized, and he found a way to upgrade their enterprise software.

They only knew each other for a few years, but Ms. Patrick does not know anything controversial that involves Mr. Hernandez.

Broward County has a \$6.5 million dollar budget with 31 cities plus some incorporated areas. Ms. Patrick would hire Mr. Hernandez and feels he is well suited to run a community the size of Broward County or slightly larger. Every department head he worked with has a positive opinion of his management and leadership qualities. Employees are comfortable working with him and felt very supported by him. He ensured that Ms. Patrick had the financial resources she needed. She confidently recommends him for a Manager position.

Words or phrases used to describe Roberto Hernandez:

- Extremely thoughtful,
- Very intelligent,
- Incredible business mind,
- Perfectly capable administrator,
- Incredible leadership qualities, and
- Shows initiative and foresight to present quantifiable outcomes.

Strengths: Thoughtful; understands policy and procedures; public administration; learns what he needs to know.

Weaknesses: He could have a greater understanding of the different lines of work that each department head was responsible for.

Van Johnson – Mayor, City of Savannah, GA 912-651-5988 912-651-6444

Mr. Johnson worked with Mr. Hernandez between 2016 and 2019 when Mr. Hernandez became the Savannah City Manager. Mr. Johnson and Mr. Hernandez had a good relationship.

Mr. Hernandez performed decently as City Manager. He was smart, strong-willed, and a hard worker. He was a workhorse who innovatively tried to find solutions to problems. He was always quite professional, cordial, and direct. At times, his passion and directness may have caused people to think Mr. Hernandez was emotional or overly direct. However, these traits were a function of his military background.

Mr. Hernandez had good communication skills. He kept Mr. Johnson informed via email, phone, and personal communication when appropriate. Mr. Hernandez generally made good decisions and usually made good decisions when hiring personnel. He was customer service oriented. He accomplished tasks in a timely manner.

Additionally, Mr. Hernandez tried to make the City to a high-performing organization. He recognized several structural financial issues within the City and put the City on track. He was

Reference Notes

Roberto “Rob” Hernandez

both a leader who rallied employees around the organization’s vision and a manager who oversaw processes behind a desk. He worked hard to effectively solve problems to the best of his abilities. For example, he brought about a strategic plan for the City, which had not existed prior to Mr. Hernandez’s arrival. He led the Council and the organization to determine a goals and priorities. The Savannah Forward strategic plan is still currently used.

One of the largest criticisms against Mr. Hernandez was that he was less social than the public expected their Manager to be. Certainly, he was kind and polite. He had experience working with the public and sometimes was out in the public attending community meetings to represent the organization. However, he often worked more than he socialized.

At times, Mr. Hernandez experienced some difficulties wading through the City’s Council-Manager form of government. These hardships were not entirely his fault because some councilmembers violated these lines at times. Usually, Mr. Hernandez persevered. Eventually, these challenges became too much for him to bear. For example, he proposed instituting a City fire fee similar to what Florida cities used to address the City’s structural deficits. The Council accepted the idea. However, when the public became upset with the fee, the Council blamed him for the failure. Furthermore, the previous Mayor needed a scapegoat for some of his poor decisions and blamed Mr. Hernandez – even though the City Manager only carried out decisions made by the City Council.

Mr. Johnson is unaware of anything in Mr. Hernandez’s background that will concern a future employer. If given the opportunity to rehire Mr. Hernandez, Mr. Johnson would consider him as a candidate. Given the difficult circumstances in Savannah, Mr. Hernandez was a great Manager.

Words or phrases used to describe Rob Hernandez:

- Smart,
- Strong-willed,
- Hard worker,
- Good work ethic,
- Innovative, and
- Professional.

Strengths: Work ethic, innovative solution finding.

Weaknesses: Mr. Hernandez’s passion and directness may have been misconstrued as being emotional or overly direct.

Claudette Bruck – former Commissioner, City of Coral Springs, FL 954-562-2526

Ms. Bruck has known Mr. Hernandez since 2011. He was their Deputy City Manager for all too short of a time. They were sad to see him leave and would love to have him back.

Mr. Hernandez was extremely bright, very diligent and focused. When he first came to the city he first stood back and analyzed the organization. When it was his turn to speak, he impressed

Reference Notes

Roberto “Rob” Hernandez

everyone. His presentations are flawless but factual. Everything he said was entirely trustworthy; he presented information he could stand behind.

Their interactions were all professional. Mr. Hernandez was very respectful. He listened and was prompt in responding to inquiries. His decisions when hiring personnel were very good. He was innovative and operated at a high performance level. He listened, assessed a situation, and then came forward with an excellent recommendation. He was very experienced and innovative.

Mr. Hernandez frequently gave presentations at workshops, commission meetings and community meetings and always did an excellent job. He had good rapport with the audience and a demeanor that invited trust.

Mr. Hernandez kept the Commissioners informed as appropriate. The Manager’s office operated independently of the Commission. Rather than reporting in on a daily basis, they did so at special meetings or as needed. Mr. Hernandez did not have the opportunity to work one-on-one with residents, but he did present information about projects to the community. He was always prepared and answered questions on the spot.

The Commission received much information from varying sources, and the information was not always accurate. They felt very fortunate to have Mr. Hernandez on staff and trusted his accuracy. He led the organization well because he earned the trust of employees.

Mr. Hernandez played a significant role in pension discussions. He responded to questions at community and commission meetings. He followed through and was customer service oriented. He always did what said to do. He was not directly involved in the finance department or the creation of the budget, but he had a good understanding of the numbers.

Ms. Bruck is unaware of any controversy involving Mr. Hernandez. She would hire him and feels he would be a great Manager. He was knowledgeable, experienced, task oriented, focused, and could always be trusted. His departure was a tremendous loss to Coral Springs.

Words or phrases used to describe Roberto Hernandez:

- Trustworthy,
- Bright,
- Quick study,
- Serious about his position,
- Honorable, and
- Innovative.

Strengths: Very thorough; brought an idea forward only after it had been thorough researched; good at identifying problems and determining solutions.

Weaknesses: None identified.

Reference Notes

Roberto “Rob” Hernandez

Brooks Stillwell – former City Attorney, City of Savannah, GA 912-484-1690

Mr. Stillwell worked with Mr. Hernandez between 2016 and 2019. During this time, Mr. Stillwell was the Savannah City Attorney and Mr. Hernandez was the City Manager. They worked closely together daily and reported to the City Council.

Mr. Hernandez was a great City Manager operationally. He worked hard and had good fiscal planning abilities. He had several good ideas for the City and was a good strategic planner. He possessed a long-term vision of what he wanted to accomplish and strove to quickly achieve those goals. He was driven and dedicated.

Mr. Hernandez managed day-to-day operations exceptionally well. He worked well with staff members and those close to him in the office. He met with Mr. Stillwell during weekly meetings with City leaders and kept the City Attorney well informed.

As a change agent, Mr. Hernandez came in and proposed several changes to help the City run better. He initiated several positive transformations, such as with implementing the City’s strategic plan. However, Mr. Hernandez implemented other changes too quickly for the historical City to handle. For example, he tried to completely change the City’s property exchange, planning, and financing. Each area’s change was tough individually, but all these at once were especially difficult to maintain.

Savannah is a very unusual city. Its roots go back almost 300 years and Mr. Hernandez did not fully appreciate how the City’s unique historical culture differed from the culture found in his previous positions in Florida. In past jobs, he rarely handled city politics as the person second in charge. In Savannah, he had to involve himself more than he had previously done. The City traditionally expected the City Manager to be its Chief Executive Officer and to be heavily involved with the entire community outside of city government organization. As such, Mr. Hernandez had to work with county officials, chamber commerce, state legislature, and community leaders. Though Mr. Hernandez worked well with staff, he did not see community politics as part of his job, which was a large issue for the City. He frankly did not anticipate the public blowback from some of the programs he recommended the City Council implement. As such, he faced many challenges.

Even though many of his ideas were conceptually good, Mr. Hernandez was unable to bring the public to side with his solutions. For example, he tried implementing a fire fee to unburden property owners’ taxes. He saw the fee as a method of fixing the City’s fiscal problem. Though he initially had the Council’s support, Mr. Hernandez eventually faced huge public backlash. Then some council members tried to politicize the plans which led to the fee being poorly implemented. Mr. Hernandez also tried to implement a union contract with the fire union, which ended up facing public blowback as well. He had little Council support because such a plan did not translate well to Georgia.

Eventually, Mr. Hernandez left the City to return to Florida. Both his wife and he were unhappy with how rough this period was for them. He gave several months’ notice before his resignation.

Reference Notes

Roberto “Rob” Hernandez

Despite these issues, Mr. Hernandez was a great City Manager. He spoke well with public groups. He was an excellent fiscal manager. He generally made good decisions and hired personnel quite conscientiously. He was particularly customer service oriented. He was a leader who had a vision of how to accomplish goals and who tried to mold the City’s organizations to this vision. He accomplished tasks in a timely manner. He set goals and timeframes to move forward. He solved several problems effectively. He successfully implemented the complete reorganization of the City’s organizational department. He worked hard through stress to overcome issues. He also was outstanding with crisis management, such as when the City dealt with two hurricanes.

Any future employer will need to discuss what they expect Mr. Hernandez to do and what he expects to do with public and community leadership. These clear explanations are critical. Mr. Hernandez will perform well under a strong County Manager or strong Mayor who assumes all roles of working with the public. Mr. Hernandez understands how this type of government is organized and will do well in this system. Mr. Hernandez was an excellent City Manager on a whole, just not for the City of Savannah.

Mr. Stillwell is unaware of anything in Mr. Hernandez’s personal background that will concern a future employer. Though Mr. Stillwell would not rehire Mr. Hernandez for the City of Savannah, Mr. Stillwell would definitely hire Mr. Hernandez for most any other municipality. A future employer will not find a more dedicated, hardworking person who can implement ideas well. Mr. Hernandez has been and will continue to make a good Manager.

Words or phrases used to describe Rob Hernandez:

- Tremendously hardworking,
- Good strategic planner,
- Aggressive in a good way,
- Dedicated, and
- Visionary.

Strengths: Long-term planning, fiscal planning, management skills.

Weaknesses: Interacting with public and political leaders was hard for Mr. Hernandez, who was used to a more strictly managerial position.

Zachary Williams – former Fulton County Manager, GA 404-990-6545 404-371-2881

Mr. Williams has known Mr. Hernandez since 1994. They worked closely from 2008 to 2011 when Mr. Hernandez was the Deputy County Manager. He did an excellent job. His work performance, personality, and interactions were outstanding. He was handpicked from South Florida to come and work for Mr. Williams.

Mr. Hernandez had an excellent work relationship with his elected officials. They trusted that what he said to had been well researched. He earned their respect and represented Mr. Williams very well.

Reference Notes

Roberto “Rob” Hernandez

Once he had been given a problem to solve, Mr. Hernandez was tenacious. He marshaled resources and focused them through team building to get the job done. He did not shy away from challenges. He was patient when it was warranted; however, it did not come naturally to him.

Mr. Hernandez preferred face-to-face interactions whenever possible. If meeting a person directly was not an option, then he used the phone. He was an excellent writer and could be successful using email; however, he had developed respect from his subordinates by meeting with them personally, listening to their issues, and explaining his thoughts.

Depending on the nature of the decision that needed to be made, Mr. Hernandez responded quickly. Circumstances that required gathering facts may have taken him longer. He was not indecisive but rather took the appropriate amount of time to gather the information and opinions he needed to make good decisions.

Mr. Hernandez hired good employees. In some instances where a hire did not work out, he did all he could to work with them. He went through exhausted hiring practices involving many stakeholders. He was analytical and used that to his advantage in the hiring process.

Mr. Hernandez was innovative but did not try to change things just for the sake of change. He was mature enough to leave a process alone when it worked well. He had improved existing processes in Fulton County.

Mr. Williams was proud of the redevelopment that was carried out on Fulton Industrial Boulevard. Under Mr. Hernandez’s leadership, an area known for drugs, prostitution, and crime had reversed its negative direction to become an area where businesses wanted to locate. Mr. Hernandez created momentum in this large container warehousing district. He acquired State funding and formed a commercial improvement district.

There were very few tasks in public service Mr. Hernandez could not do well. He is ready to take the helm of an organization and become a Manager. Mr. Williams gives him his full and complete endorsement and support. Mr. Hernandez was one of the best public servants Mr. Williams has ever worked with.

Words or phrases used to describe Roberto Hernandez:

- Embodies what public service should be,
- True believer in the mission to make other people’s lives better,
- Tenacious,
- Analytical,
- Hardworking, and
- Professional.

Strengths: Problem solving; tenacity; marshaling resources; and team building.

Weaknesses: He could be patient when it is warranted; however, it did not come naturally to him.

Reference Notes

Roberto “Rob” Hernandez

**Dele Lowman – former Assistant to the County Manager, Fulton County, GA
(404) 612-8331**

Ms. Lowman worked with Mr. Hernandez in the Fulton County Manager’s Office. She had known him since 2003 where they worked together in Broward County. They had a good working relationship. He was very diligent and mission focused.

When Mr. Hernandez first arrived in the Administrative Office in Broward, she was working as a graduate being mentored by the County Administrator. She was told to watch Mr. Hernandez and learn from how he took a task, broke it into small parts, and organized people to get the job done. If there was something he did not know he studied to become more effective.

Mr. Hernandez and Ms. Lowman had philosophical differences yet got along quite well. His military background had shaped his personality and made him the driven person he was. He worked well with elected officials. He spent most of his time with the commissioner over the unincorporated areas. Though their interests were not always the same, they worked well together. He had the respect of the commissioners. Mr. Hernandez valued loyalty. His greatest strengths were diligence and following through. No matter how difficult a situation had become, he did what he needed to for the best interest of the community.

Laser focus was both strength and a weakness for Mr. Hernandez. In his current role as second in command, he did what he was asked without stepping back to see if there was another way. If he was the final decision maker, perhaps that would have been different. Unlike many managers, Mr. Hernandez did not have an aversion to staff meetings. He liked to speak with people face-to-face. He was more than capable of interacting via telephone and email, but he favored the personal approach when dealing with direct reports.

Mr. Hernandez was a great public speaker. He had a teaching background in the military. He interacted well with the public and dealt with residents often in the unincorporated area.

One task Mr. Hernandez was asked to take on was building the first amphitheater on the south side of the county. It was an overwhelming project with an unreasonable timeline and difficult budget. He did an outstanding job and followed it through to opening day.

There are certain people Ms. Lowman has worked with that she would hand pick to be on her team and Mr. Hernandez is one of them. She highly recommends hiring him.

Words or phrases used to describe Roberto Hernandez:

- Focused,
- Reliable,
- Diligent,
- You can trust him to do what he says,
- Professional and,
- Hard working.

Reference Notes

Roberto “Rob” Hernandez

Strengths: Diligence; follow through; loyalty.

Weaknesses: Laser focus, however he might step back if he were the manager.

Bill Durrence – former Alderman, City of Savannah, GA 912-247-8108

Mr. Durrence worked with Mr. Hernandez between 2016 and 2019. At the time, Mr. Durrence was in his first term as Alderman. Mr. Durrence was one of the Savannah City Councilmembers who hired Mr. Hernandez to be City Manager. Mr. Durrence was one of Mr. Hernandez’s directors.

Mr. Hernandez possessed an impressive and thorough understanding of the City. He had extensive knowledge from public works to finance. He was as open as possible with councilmembers. Even though working for nine directors made things complicated, Mr. Hernandez was exceptionally competent and provided numerous innovative ideas. He was good internally and developed good staff relationships. He accomplished tasks in a timely manner. He was highly skilled in running the City.

Mr. Hernandez offered many solutions to the City’s issues. He helped councilmembers understand the reason for the City’s problematic budget stresses. Although the City was a successful destination for tourism, very little of that money went to the City’s coffers. Certainly, some sales tax revenue came to the City, but most went to businesses involved with tourism. Mr. Hernandez clearly identified the City’s financial stress points.

As good as he was with finances, Mr. Hernandez struggled to maintain public posture as Savannah City Manager. First, he underappreciated the historical nature and character of the City that brought much community pride. Because historic landmarks and districts made the City different, many people expected solutions to be likewise unique. Local attitude often discouraged researching how other places solved similar problems. Mr. Hernandez’s approach to look at other cities’ solutions made people feel slighted. As such, he missed an opportunity to engage early and gain the public’s support. Second, he was generally more of a hands-on manager who seemed uncomfortable interacting in social management of a highly networked City. He was more comfortable rolling up his sleeves and working than being a public face for the City. Because he did not engage people to his side, he was less effective than he could have been.

Mr. Hernandez generally made good decisions. He also hired well for many top staff members, including the Fire Chief, Police Chief, and Human Resources Director. He often reached out to other senior staff when looking for personnel, and this collaborative approach was helpful. Some personnel he inherited were not highly qualified for their positions. At one point, Mr. Hernandez successfully moved senior personnel to fill vacancies. Prior to this major shuffle, staff members were scattered all over the City, causing much unnecessary work. He consolidated staff, thus making processes more efficient. Occasionally, Mr. Hernandez needed to be more disciplinary, but he eventually let a number of problematic people go. For example, he fired the Director of the Department of Revenue because she was simply unable to fix a particular issue, even after being given adequate time and resources.

Reference Notes

Roberto “Rob” Hernandez

Mr. Durrence is unaware of anything in Mr. Hernandez’s background or conduct that will concern a future employer. If given the opportunity, Mr. Durrence would rehire Mr. Hernandez. Being new to a large leadership position as Alderman, Mr. Durrence understands the learning curve Mr. Hernandez faced while being City Manager for the first time. Mr. Hernandez was a bright individual who experienced valuable lessons. He was a good Manager.

Words or phrases used to describe Rob Hernandez:

- Knowledgeable,
- Competent,
- Introvert,
- First rate manager,
- Innovative, and
- Open.

Strengths: Financial skills, extensive understanding of how to run a city, executive functioning.

Weaknesses: He did not fully appreciate the City of Savannah’s uniqueness and had a hard time connecting with the City’s people.

William “Bill” Hubbard – Chief Executive Officer, Savannah Area Chamber of Commerce, GA 912-657-9207

Mr. Hubbard and Mr. Hernandez interacted when Mr. Hernandez was the Savannah City Manager between 2016 and 2019. They have since messaged each other occasionally.

When Mr. Hernandez worked in the City, he communicated fairly regularly with Mr. Hubbard. Mr. Hernandez called and sent emails. He sometimes dropped by Mr. Hubbard’s office, and they typically saw each other weekly during city events.

Mr. Hernandez was a decent City Manager. Mr. Hernandez was a good, smart man. He was quite professional and thoughtful. He had good financial grounding. He built good staff around him and organized them well. He generally made good decisions. He also did a great job with reorganizing the city staff. At times, though, Mr. Hernandez made some poor staffing decisions. For example, he left an engineer in a developmental position a bit longer than others might have preferred. Additionally, he let go an assistant city manager by leaving a note on her chair. Although several elected officials asked him to let her go, this approach was unprofessional.

Mr. Hernandez faced difficulties integrating himself in the community. As a first time city manager, Mr. Hernandez was not accustomed to being one of the City’s key leaders. He wanted to ensure others did not accuse him of playing favorites. As such, he interacted with the philanthropic, nonprofit, church, and business communities on a purely business level. He experienced difficulty developing tough enough skin to deal with criticism. This weakness held him back and

Reference Notes

Roberto “Rob” Hernandez

undermined his ability to be effective. Despite his strengths as City Manager, his inability to fully participate in the community affected the public’s confidence in him. He needed to get to know these smaller communities better.

Mr. Hernandez was a good manager who oversaw processes behind a desk. He had great management skills and good knowledge of running a city. He thoroughly researched various solutions and made decisions effectively. For example, he led a team in providing a strategic plan in a fairly short time period. He worked with elected officials to agree to this plan.

Unfortunately, Mr. Hernandez had challenges working through the politics to implement the strategic plan. In one instance, Mr. Hernandez proposed a fire fee to help city finances. Around this time, the City had collected approximately \$10 million in revenue. While garnering public support for the fire fee, Mr. Hernandez was also especially transparent with this revenue. Because the public misunderstood how the revenue was not part of the City’s own earnings, people were particularly upset with the fee. Mr. Hernandez had admirable intentions to be transparent, but his timing cost him the fire fee concept.

Despite these challenges, he was always polite and diplomatic with people. Even when church groups angrily protested and wanted him fired, he kept going. He handled stress well for the most part and never showed a temper. Eventually, however, Mr. Hernandez and his wife left the City because they felt alone.

Mr. Hubbard is unaware of anything in Mr. Hernandez’s professional or personal conduct that will concern a future employer. Mr. Hernandez had been purely professional, honest, and transparent. Although Mr. Hubbard would not rehire Mr. Hernandez to be City Manager, Mr. Hubbard would consider Mr. Hernandez for an Assistant Manager position. Mr. Hernandez was strategic and smart. He would excel in the responsibilities expected of a Deputy Manager.

Words or phrases used to describe Rob Hernandez:

- Professional,
- Good guy,
- Quite thoughtful,
- Polite,
- Diplomatic, and
- Capable.

Strengths: Financial skills, building good staff.

Weaknesses: He was politically weak and often distant from constituents.

John Hearn – City Attorney, Coral Springs, FL 954-344-1011

Mr. Hearn has known Mr. Hernandez since 2011. In terms of job performance, Mr. Hernandez was very energetic and a go-getter. He really moved projects along and stayed on top of them. He was a change agent.

Reference Notes

Roberto “Rob” Hernandez

City Hall was in an office that was built by General Electric for selling homes. The City had been trying to build a City Hall since 1993. Mr. Hernandez really energized those involved, and the new City Hall was finally under construction.

Mr. Hernandez was always very involved in the community, and he attended community meetings. He had a very good relationship with the public. He was customer service oriented.

Mr. Hernandez led staff to fulfill the vision of the Board. Employees did not have much appetite for moving forward with the downtown development, which included the new City Hall. He took the bull by the horns and made a very detailed PowerPoint presentation showing all the issues that their current City Hall had. He demonstrated how having a vibrant downtown area would benefit the City and residents. He did a nice job leading the project.

Mr. Hearn was not directly involved with the budget and finances, but in the course of their conversations he came to believe that Mr. Hernandez had good financial skills. Mr. Hernandez completed tasks by the deadline given.

Mr. Hernandez had not been involved in anything personally or professionally controversial. He left Fulton County because his family wanted to return to Florida. When an opportunity opened up on Broward County, he embraced it. He moved forward when doing so made sense.

Mr. Hearn would hire Mr. Hernandez and had a positive experience working with him. Mr. Hernandez would be a good City or County Manager. The five Commissioners and City Manager in Coral Springs loved working with Mr. Hernandez.

Words or phrases used to describe Roberto Hernandez:

- Energetic,
- Outgoing,
- Positive,
- Change agent,
- Engaged, and
- Active.

Strengths: Energetic; very much wanted to make decisions; could shepherd a project from A to Z very well.

Weaknesses: People’s greatest strengths are often their greatest weaknesses. Because he moves projects along so well, Mr. Hearn had to slow him down a little and occasionally reminded Mr. Hernandez of a step that needed to be taken in the process.

Prepared by: Danielle Dayton and Lynelle Klein
Colin Baenziger & Associates

CB&A Internet Research

WLRN News HD1 (FL)
February 21, 2020

Fort Lauderdale Officials Respond to \$1.8 Million State Fine for Sewage Spills

Author: *Alexander Gonzalez & Tom Hudson*

Pipes in Fort Lauderdale keep breaking--it's been an almost daily reality for many people living and working in the city. More than 200 million gallons of sewage have spilled from busted pipes in Fort Lauderdale since December. The state responded to the sewer spills this week. The Florida Department of Environmental Protection fined the city almost two million dollars. That amount is based in part on how much sewage has spilled. On the South Florida Roundup, host Tom Hudson talked about the issue with WLRN's Broward County reporter Caitie Switalski and Fort Lauderdale's deputy city manager **Rob Hernandez**.

Here's an excerpt of their conversation: Tom Hudson: What are the funding options if the city has to pay the state this \$1.8 million fine or any fine for that matter?

Rob Hernandez: Well, if we have to pay the fine, it's either going to have to come out of the Water and Sewer fund or the city's general fund. And again, we believe that \$1.8 million will best serve our local residents and our taxpayers by being reinvested into some of these projects rather than just going in and being deposited into a general fund at the state level. We're not being critical of the state. We understand that they were in the position where they felt that they had to take some sort of action. But we're hopeful that we'll be able to work something out that is slightly different than just the fine.

Caitie Switalski: When it comes to the punitive nature of the fine, \$1.4 million of the \$1.8 million is civil penalties based on how much sewage and how many days the sewage spill went on. I know the city is in the middle of weaning off trying to take money out of those funds [general or Water and Sewer funds] to balance the regular budget. That was a practice leftover from the last city administration. But if the city has to pay part of this fine out of those funds again, have you heard from any residents about that?

Hernandez: No, we haven't heard from any residents. And certainly I don't think it's going to change the practice. The city commission has made it abundantly clear that we were going to transition away from transferring funds from the Water and Sewer fund into the general fund. The city commission that's currently in office directed the city manager to transition us over a four-year period. They have since directed us to accelerate that transition. And that's something, going into next fiscal year, that we're certainly looking at. If there's an opportunity to return those funds at midyear this year, that's something that our city manager is looking at. But I don't think that the fine is going to derail us from making progress. And using your word, "weaning" ourselves off of that budget transfer. We're under clear direction that the funds that are generated by the Water and Sewer fund are going to go back into the necessary improvements that need to be made. And certainly we've been working in that direction for the last couple of years and we will continue to do so.

South Florida Sun Sentinel (FL)
July 23, 2019

Fort Lauderdale: Contractor Who Broke Water Main Wasn't Digging Where it told us

Author: *Larry Barszewski*

Fort Lauderdale never warned a contractor that a critical water line lay buried where workers planned to dig last week, a report shows, but city officials say that's because the contractor supplied the wrong address. The misinformation led to a failure that ultimately dried up the city's water supply and led to days of boil-water orders. Taps ran dry hours after the contractor drilled into the water supply line July 17. Countless businesses were forced to close, and more than 200,000 people were left without water to drink or shower. The contractor, Florida Communication Concepts, used a service called Sunshine 811 to find out whether there were underground utilities it had to watch out for while doing work for Florida Power & Light Co. The statewide utility service is authorized under Florida law and is the state's official resource for companies and individuals planning underground work.

The report shows Fort Lauderdale never told the contractor that the site in the back of 2525 NW 55th Court contained a 42-inch pipe that supplied raw water to the main water treatment plant. Instead, the city indicated that it didn't provide service there, according to the report from Sunshine 811. Deputy City Manager **Rob Hernandez** said the city's water line isn't on that property; it's 75 feet north. The digging was being done to the north and east of the requested location, he said. "It appears that where the contractor was digging is not where they indicated on the 811 ticket," **Hernandez** said. "Our investigation is still ongoing." The owner of Florida Communication Concepts, Tim Hicks, said he couldn't comment, and FPL has declined to answer reporters' questions.

Contractors contact Sunshine 811 to alert agencies about the work they plan to do and to find out whether there are pipes or underground facilities they need to avoid when digging. The service then alerts the utilities, which are supposed to inform the contractor whether they have lines in the area and mark them if they do. Florida Communication Concepts filed a ticket with Sunshine 811 on June 25 to install conduit in July for FPL near Fort Lauderdale Executive Airport, records show. Sunshine 811 notified Fort Lauderdale and nine other entities, based on maps they submitted to Sunshine 811 that indicated it was possible they could have equipment near the work site. Tamarac and Crown Castle Fiber responded that they had no facilities there. Oakland Park, Teco People's Gas of South Florida and CenturyLink said their lines were outside of the work site.

Others said they did have equipment in the area. Fort Lauderdale Executive Airport, Comcast Cable, AT&T and FPL indicated that they marked the locations of their lines for the contractor. Fort Lauderdale responded as well, but it used a code indicating that no city utilities were present at that excavation site. The code it used said "another company provides the services at this location." That code typically is used by utilities that do not have services at that exact location, according to Sunshine 811's online site. **Hernandez** said that's because the city doesn't have any water lines at the property address the contractor listed. He also said Florida Communication

Internet – Newspaper Archives Searches
Roberto Hernandez
(Articles are in reverse chronological order)

Concepts said on its Sunshine 811 form that it would not be doing boring, but that's how the city's pipe was pierced. Fort Lauderdale receives dozens of requests each day from Sunshine 811 for underground line information. Sunshine 811 sent the city 20,501 notices last year and 12,635 so far this year, the service reported. The requests go to the city's distribution and collections chief for its water and wastewater services. A city police report filed at the time the line was punctured said the company had used the line-locating service. However, it cited Florida Communication Concepts for not having a permit for the work, violating city codes. It issued the contractor a "Notice to Appear" citation. City officials said a date has not been set for a hearing. It's not clear whether a permit was needed. **Hernandez** said last week that FPL has a franchise agreement with the city that does not require the utility to get a permit every time it digs.

Post Gazette (PA)
July 19, 2019

Fort Lauderdale gets 'Temporary Relief' While Crews Repair a Water Main Break

Author: *Dakin Andone & Emanuella Grinberg*

Officials in Fort Lauderdale, Florida, said a temporary fix water has running again after a main break left an estimated 220,000 customers without service Thursday. Water is flowing below normal pressure and is expected to return to "near normal" sometime Thursday night, Mayor Dean Trantalis said in an evening news conference. A subcontractor repairing electric lines on Wednesday struck a pipe that supplies water to a treatment plant, cutting off the city's water supply. No major incidents were reported as a result of the outage, the mayor said. A partial patch was placed on the hole, increasing water pressure, Mr. Trantalis said. Those involved in the repairs are "confident" that the patch will provide "temporary relief" while crews work to redirect the water flow through a backup line and replace the broken pipe, he said.

The installation could take through the weekend, Mr. Trantalis said. While repairs are underway, a boil water advisory is in effect until and water distribution sites will stay open until at least Saturday, Mr. Trantalis said. With repairs underway, he said the city's focus will shift to investigating the cause and seeking compensation for not only the city but hotels, restaurants and other businesses impacted by the service outage. "This was not just a minor incident, this impacted many hundreds of thousands of hundreds of people," Mr. Trantalis said. "It was clearly haphazard," he said. "It's clearly something that we're going to seek retribution for."

What the city is doing to fix the pipe

On Wednesday, a subcontractor working near the city's Executive Airport for Florida Power & Light damaged a 42-inch city pipe that supplies water from wellfields to the Fiveash Water Treatment Plant, the mayor said. The service outage impacted the city and surrounding municipalities that receive water through the city, including Lauderdale-by-the-Sea, Oakland Park, Wilton Manors and sections of Davie and Tamarac. An estimated 220,000 customers were impacted, Deputy City Manager **Rob Hernandez**. Crews are now building a concrete bunker around the broken pipe to seal the break and protect the pipe, Mr. Trantalis said. The bunker should be completed by 10 p.m. ET and the Fiveash Water Treatment Plant should be back to full and normal operation, he said. The temporary fix will give crews time to redirect the water flow through a backup line, Mr. Trantalis said. Once the backup line is in place, a replacement pipe for the primary main will be installed, likely over the course of the weekend, the mayor said.

Cause of outage under investigation

Earlier Thursday, Mr. Trantalis said crews responded immediately, but as they were working, the damaged pipe collapsed, forcing the city to turn off the water flow. During Thursday night's news conference, he suggested the subcontractor bore the brunt of the blame for "something they should not have done." The subcontractor has been cited and an enforcement action has been launched, the mayor said, although he was unable to identify the specific citation. When initially asked if there was anything the city could have done better, the mayor responded "no," then

Internet – Newspaper Archives Searches
Roberto Hernandez
(Articles are in reverse chronological order)

added, "Yes -- we could have foreseen this but you can't foresee these types of things." Later in the press conference, the mayor maintained the incident an "accident" caused by "human error," but he also acknowledged that it put a spotlight on the city's redundancy systems.

Deputy City Manager **Rob Hernandez** said "difficulty" with at least one valve that was supposed to redirect water to the redundant system, leaving them unable to isolate the damaged section of pipe. "What [this] pointed out to us is that we need to pay more attention to our infrastructure needs and that we need to go back and make sure that these redundancies systems do work when they're supposed to work." Residents in need of bottled water can find it at the Beach Community Center on 33rd Avenue, Mills Pond Park on Northwest 9th Avenue and Riverland Park on Southwest 27th Avenue.

SavannahNow

Posted May 26, 2019 at 8:18 PM Updated May 27, 2019 at 12:29 AM

Savannah's city manager out on medical leave

By DeAnn Komanecky and Eric Curl

Savannah City Manager **Rob Hernandez** is out on medical leave, with Patrick Monahan now serving as acting city manager. **Hernandez** tendered his resignation on April 12 with a last work day date of June 30. Whether **Hernandez's** medical leave will change when he leaves his post is not known. City spokesperson Ken Slats said no other details are currently available. Monahan, a former Chatham County assistant manager, was hired in April as a consultant to work with **Hernandez**, starting in May. Monahan retired from the county in 2013 and has said he would only take the interim position temporarily, but is willing to stay long enough after this fall's election for the new city council to hire the long-term manager next year. He will be paid \$20,000 a month for up to 12 months, under the agreement.

Hernandez's resignation came after news broke of his pending departure for a job as deputy city manager of Fort Lauderdale, Florida. **Hernandez** declined interview requests regarding his resignation, but said in a subsequent press release that he and his wife decided to go back to south Florida to help their siblings care for their elderly mothers. He indicated there was more to the decision than just family reasons, however, in correspondence obtained by the Savannah Morning News. **Hernandez** said he intended to stay away from city manager positions for a while after being asked about his plans by Lake Wales, Florida, City Manager Kenneth Fields. "The last three years here have been tough as a (city manager)," **Hernandez** said. He responded in a similar manner to an April 12 email from Chatham County Engineer Leon Davenport. "Tough town," **Hernandez** said. "Going back to Fort Lauderdale."

The city council hired **Hernandez** as city manager Sept. 1, 2016, with a \$238,000 salary and \$600 monthly vehicle allowance, as well as a \$7,000 annual 457 retirement plan. After his arrival, **Hernandez** led the city through a major restructuring and successful development of a strategic plan. The city has also experienced two years of budget surpluses after **Hernandez** had implemented a hiring freeze and budget cuts. His impact was praised by some of his executive team following word of his departure.

City Management Coordinator Joe Shearouse Jr. wrote in response to his resignation notice that he thought a lot about the accomplishments **Hernandez** had made in Savannah. "Your impact on people is extensive and much more influential than a project or initiative," Shearouse said. "Your openness and eagerness to provide us opportunities to grow and learn is lasting and far reaching." Special Projects Coordinator Daphne Williams said in an email that it may be a long time before they get someone else comparable. "Our team was on fire," Williams said.

Hernandez also experienced his share of criticism, which began shortly after his arrival when he proposed cuts, which were ultimately restored, to arts organizations and social programs. And he was widely panned by residents following the implementation of a fee for fire service.

Hernandez had touted as a way to get all property owners — including those that are tax-exempt

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Roberto Hernandez

(Articles are in reverse chronological order)

— to contribute to the rising costs of providing fire protection. Public indignation only grew when **Hernandez** presented the council with a spending plan for a budget surplus from 2017 of more than \$10 million about five months after the fee was adopted. The fee was ultimately repealed, but **Hernandez** later attributed some subsequent job searches to the widespread opposition he encountered following its implementation.

Savannah Morning News (GA)
April 29, 2019

Savannah Could Get More Affordable Housing Under These Proposed City Programs

Author: *Eric Curl*

About 44 percent of Savannah families cannot afford quality housing, according to city officials. In other words, almost 24,000 local households are cost burdened because they spend 30 percent or more of their income on housing, said Housing and Neighborhood Services Director Martin Fretty. To address the issue, the city is considering some new affordable housing initiatives that were presented to the Savannah City Council during a workshop Thursday. The initiatives include a \$20 million investment to acquire, redevelop and sell 1,000 blighted properties over a 10-year period. The investment would provide more affordable housing, while also reducing the number of abandoned properties that cost the city an average about \$1,300 a year each in lost tax revenue and expenses related to police, fire and code enforcement services, Fretty said. The city is hoping to get \$10 million for the acquisition program included on the Special Purpose Local Option Sales Tax referendum going before voters this fall. The eventual sale of the properties would go back into a revolving fund and help drive down costs for future investments, Fretty said. "After a couple of years you ought to be able to recover, we think, 80 percent of what we invested in the properties to acquire them," he said. The city is expected to meet with Chatham County officials next month to discuss the SPLOST project list and determine Savannah's distribution share of the sales-tax revenue. Savannah affordable housing presentation by savannahnow.com on Scribd. Inclusionary zoning. The city is also contemplating the implementation of an inclusionary zoning policy, similar to one established in Atlanta last year. The policy would require developers of apartment projects to include a certain percentage of affordable units or pay a one-time fee into a city housing fund. In turn, the developer could select from a list of incentives that could allow for more units, reduced parking requirements and a streamlined permitting process. In Atlanta the program applies to areas where the city is experiencing the pressures of redevelopment, said Bridget Lidy, Savannah's director of planning and urban design. In Savannah, the Canal District, where the new arena is being built west of downtown, provides an opportunity for the program's launch, Lidy said. "It's ripe for this," she said. The proposal received general support from the council, although it is still early in the process. Lidy was encouraged to set up a meeting with Atlanta officials, who she said have expressed interest in helping Savannah establish their own initiative.

And City Manager **Rob Hernandez** said he thought the city would likely need to hire an outside consultant before they could develop an inclusionary zoning policy. "I think we need to bring in the resources from other communities that have gone through that process," **Hernandez** said. "We haven't and there is a lot of stakeholder involvement and a lot of legalities involved." In the meantime, the city has developed some proposed standards to reduce development costs and increase the amount of affordable housing, including the reduction of the minimum lot size and parking requirements in traditional neighborhoods. In addition, the city's proposed new zoning ordinance, NewZo, provides more flexibility for constructing accessory dwelling units, with no more than one bedroom, in some areas. City officials are planning for the new ordinance to be adopted in July after public hearings are held in June.

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Roberto Hernandez
(Articles are in reverse chronological order)

Savannah Morning News (GA)
April 13, 2019

Hernandez Formally Resigns Post

Author: *Savannah Morning News*

Savannah City Manager **Rob Hernandez** formally submitted his resignation letter Friday morning. "Such letters are never easy to write and I hope it conveys my appreciation to all of you and our great staff, especially those that sit around the table with me each Monday," **Hernandez** wrote in an email to the city council and city staff. "I know that I've made some mistakes along the way as I am far from perfect. Please know that I have always attempted to do what is in the best interest of the city in the long term, and endeavored to create a culture of fairness, professionalism, integrity, inclusion, diversity, opportunity and ingenuity. I'm fortunate to have been surrounded by a team of good people. I'm grateful to have known you. Together, we've gotten a lot done since October 11, 2016. I hope that I have served all of you well," he wrote. "Thank you for the opportunity to serve as your city manager."

Fort Lauderdale City Manager Chris Lagerbloom informed the Savannah Morning News on Thursday that **Hernandez** will be joining the city as deputy city manager later this summer. In a formal resignation letter addressed to the mayor and alderman, **Hernandez** touted the team's accomplishments, from upgrading the city's bond rating to launching the design of the new arena. "I have been honored with the privilege of serving as Savannah's eighth city manager since adoption of the council-manager form of government in 1951. I joined the City on the heels of Hurricane Matthew on October 11, 2016, and since then we've weathered literal and figurative storms and overcame numerous obstacles in providing exceptional municipal services," **Hernandez** wrote. "We accomplished much during this time while simultaneously creating an organizational spirit focused on one simple concept: Forward. Forward is a fanatical passion for momentum, progress and achievement. It is an obsession with what is possible rather than the status quo. It is the driver behind our biggest accomplishment - SAVANNAH FORWARD, our guide to strategic policy-making and investments through 2025."

Hernandez said in a press statement issued later that he and his wife decided to go back to south Florida to help their siblings care for their elderly mothers. His resignation is effective June 30. Savannah Mayor Eddie DeLoach has recommended that former assistant Chatham County Manager Pat Monahan serve as interim city manager, but he is awaiting support for that decision from the rest of the city council. A special meeting has been called for 6 p.m. Monday in the Media Room on the second floor of City Hall for the council to consider an interim city manager. The next city manager is not expected to be hired until after the new city council is sworn in next year following this fall's election.

Savannah Morning News (GA)
January 9, 2019

Savannah City Manager Rob Hernandez: Government Leadership Backs Savannah Fire Department

Author: ***Rob Hernandez***

There has been much discussion in recent days about staffing levels within Savannah's Fire Department. I would like to take this opportunity to address misinformation circulating in social and regular media outlets.

First, what the city government has not done:

- We have not closed any fire stations.
- We have not laid off any fire personnel.
- We have not left any neighborhood in Savannah unprotected.
- We have not taken steps that will delay Savannah Fire's response time to an emergency.

What we have done is eliminate vacant positions in Savannah Fire over the past two years. To put those reductions in context, I would like to take you back to 2014. For the first time that year, Savannah Fire was granted an ISO Class 1 rating — an insurance classification that evaluates a community's fire operations and water infrastructure. Less than 1 percent of fire departments in the nation are rated Class 1. The following year, in 2015, Savannah received a three-year, \$3.5 million FEMA grant designed to increase staffing levels in Savannah Fire. We did just that. In 2015, we added 15 firefighter positions. In 2016, we added another 15 firefighter positions. And in 2017, we grew by 10 more firefighter positions. Add it all up and over a three-year period we added 40 new firefighters to our payroll — a 12.6 percent staffing increase. At 366 total positions, including 341 firefighters, this was the highest staffing level in Savannah Fire's history.

That grant ended in 2017, and with it we faced a difficult decision: Do we ask Savannah taxpayers to continue funding this increased staffing level, or do we make reductions? We were facing flat revenues that year, and direction from city council to continue making investments in the police department. To balance the 2018 budget, we eliminated 45 vacant positions across the city government organization, including 18 within Savannah Fire. Council directed that those cuts come from Engine 16/Marine 1 — a specialized unit that operates the fire boat and a backup pumper truck at fire department headquarters on Oglethorpe Avenue. That same budget authorized a permanent funding solution for fire operations: the fire fee. That fee was rejected over the summer, and during months of public discussion we heard repeatedly from property owners that they preferred a smaller fire department over paying a new fee to fund fire services.

We contracted with the University of Georgia Carl Vinson Institute of Government to analyze Savannah Fire operations and make recommendations on better use of resources. I expect those recommendations within the month, but preliminary discussions with the report authors identified options for increased efficiency and reducing costs. The 2019 budget was balanced with the elimination of another 15 vacant positions. The UGA recommendations will drive where

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those reductions are made. It is important to note that even with the elimination of these 33 vacancies over the past two years, Savannah still has seven more firefighter positions today than we did in 2014, when we received our ISO-1 rating. And we are still well-staffed compared with communities our size; Charleston, for instance, has one fewer firefighter position than Savannah, and 24 percent more territory to cover.

As a resident or business owner in this city, you are served not just by the fire station located in your neighborhood, but a fire protection system consisting of 15 stations and 22 emergency response vehicles. The city government also maintains agreements with our adjacent cities, which provide us access to more than 20 other fire stations, firefighters, and equipment should they be needed in the unlikely event all of our resources are unavailable. No area of the city will ever be left without a response to a fire. We are fortunate to have one of the best fire departments in the nation. Savannah Fire will continue to be, even with these adjustments.

Rob Hernandez is Savannah's city government manager.

WTOC 11

April 9, 2019 at 11:21 PM EDT - Updated April 11 at 10:36 AM

City of Fort Lauderdale extends offer to Savannah city manager

By Sean Evans

SAVANNAH, GA (WTOC) - Several sources have confirmed that Savannah City Manager **Rob Hernandez** is leaving his job. "The city is losing a very smart and talented individual," Savannah Alderman John Hall said. "I wish Mr. **Hernandez** the best wherever he goes. Our loss is another city's gain." **Hernandez** said that he has not officially tendered his resignation or discussed this with all of city council as a group. He said he will not release a statement until he felt it was the appropriate time. We've reached out to the mayor's office and the city spokesperson for comment.

Hernandez came to Savannah from Broward County, FL in 2016. "He inherited a virtual mess. Remember, he came in in the middle of a hurricane. The first hurricane we'd had in what, 27 years," said District 4 Alderman, Julian Miller. In addition to dealing with the aftermath of Hurricane Matthew, **Hernandez** was tasked with completing a budget and coming up with a blueprint that would carry Savannah years into the future. "He has come up with the city's first strategic plan and gotten it going. He has refined our logo so we have the same logo everywhere. There's an awful lot he has done, most of which the public will never see," Alderman Miller said. Several things spear-headed by **Hernandez** have been very public, like re-establishing a Savannah Police Department after the de-merger with the county, the search for a new police chief, and the fire fee proposal.

Less than a year after the fire fee proposal was dropped by city council after public backlash, **Hernandez** referenced it in a moment of levity during his speech at a firefighter award ceremony Wednesday afternoon. "Believe it or not, the city actually imposed a fire fee way back in the early 1800's to provide fire protection services to all property owners of the city. I wish I would've known that a year-and-a-half ago. That could have helped us sell what we were trying to do a little easier to those that were opposed to what we were trying to do," he said.

If **Hernandez** is in fact out the door like sources tell us, city leaders know they need a similar leader to take the helm. "When you run a city, there are so many moving wheels and so many gears going in different directions. There's always going to be hundreds of things that have to be addressed. That's why it's going to take someone who really knows what they're doing to pick up the mantle and go forward," Miller said.

Hernandez's previous attempts to change jobs have been publicized. In August of 2018, it was announced that **Hernandez** did not get a county administrator position in Pinellas County, FL. The city of Savannah confirmed he was a finalist for the position. **Hernandez** was also on the shortlist for a city manager position in Brownsville, TX. At the time, **Hernandez** said he wasn't sure if the Savannah community wanted to work with him. "Criticism of government is healthy and important, and comes with the territory," he said in a statement in August of 2018. "I don't take it personally, even if some of the attacks on me have been very personal. What I do want is

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to work in a community that wants to work with me. I am not sure that is currently the case. Amid a sustained level of criticism and uncertainty, I have considered opportunities outside Savannah. While I have no desire to leave, I did feel it was a prudent move for me and my family.” **Hernandez** was a key architect of a proposed fire fee in Savannah that drew the ire of many in the city. The city council withdrew the fee from consideration after a tortured fine-tuning process. The mayor proposed to halve the fee weeks before it was withdrew.

Chaz Adams with the city’s strategic communications office says **Hernandez** has received an offer as Deputy City Manager for the City of Fort Lauderdale Florida. “The City of Fort Lauderdale has extended an offer to Roberto “Rob” **Hernandez** for the position of Deputy City Manager. The offer is contingent upon approval from the Fort Lauderdale City Commission. The commission plans to consider the item at their next meeting, which will take place on Tuesday, April 16,” Adams said. City council will hold its regularly scheduled meeting on Thursday. We’ll be following this closely to see if anything is announced regarding a resignation, as well as what’s next if the Savannah city manager position becomes vacant.

Savannah Morning News (GA)
December 20, 2018

Savannah City Council Oks \$1M Fire Station Sale Despite Buyer's History of Code Violations

Author: *Eric Curl*

The Savannah City Council on Thursday approved the sale of a former fire station, despite the buyer's history of being cited for code and maintenance violations at multiple properties throughout downtown. The \$1.05 million sale to Inman Park Properties came after three proposals were submitted to the city and evaluated by a five-person staff committee. Inman received the highest score after proposing to preserve and restore the 72-year-old building at 6 W. Henry St. for use as a cafe and office space. Rajesh Patel had proposed paying \$525,000 for the property, while Lynch Associates Architects offered \$455,000. The sale was quickly approved without discussion by the city council, with the exception of Alderman Bill Durrence, who had stepped out of the chambers to speak with someone who was leaving.

Durrence, who represents the area where the building is located, said he probably would have voted for the sale also. It was his understanding that most of the property maintenance issues have been addressed and he was hoping to see something done with the building, Durrence said. "The bottom line for me is that it didn't matter how I voted because the majority of council made up their mind that for that price point, they were going to sell it," he said. Inman's proposal is expected to activate the "somewhat stagnant" block and generate 75 full-time jobs in the neighborhood, according to the developer's proposal. Inman reported that construction was expected to begin 120 days after closing and take one year to complete.

Staff had delayed consideration of the sale in October following inquiries from the Savannah Morning News into the buyer's past code and property maintenance issues. From 2012 through 2016, the city instigated 16 Chatham County Recorder's Court cases against Inman's owner, Jeff Notrica, for 14 downtown properties. Charges related to overgrown vegetation, maintaining a clean and sanitary property, safety, defacement of property, accumulation of garbage, and an unsafe building. The pending sale comes after the approved sale this year of multiple downtown city properties. City Manager **Rob Hernandez** has touted the sales as a way to return outdated properties to the tax rolls and raise revenue for the construction of a new municipal center west of the Historic District, where the city is building a new arena.

However, **Hernandez** said during an interview Tuesday that the sales revenue may instead go toward construction of the arena. The amount of current voter-approved Special Purpose Local Option Sales Tax is expected to raise \$120 million, while about \$22 million was raised during previous tax periods. Still, the city expects to need an additional \$20 million to \$40 million to cover the estimated \$140 million to \$160 million costs of the arena's construction, as well as relocating public works from the arena site and building a new complex for that department, **Hernandez** said. The city does not plan on adding the arena to the next SPLOST referendum going before voters this fall, he said.

Savannah Morning News (GA)
November 16, 2018

Savannah Proposing Slight Property Tax Cut, Employee Wage Hike

Author: *Eric Curl*

The owner of a home valued at \$100,000 will save about \$8 a year under a proposal to reduce the property tax rate in 2019, according to city estimates. The reduction from 13.40 mills to 13.20 mills was requested by the Savannah City Council on Friday, the second day of a two-day budget retreat, after staff had initially proposed retaining the existing rate. Alderman Brian Foster advocated for the reduction to provide some relief to taxpayers after the rate was increased from 12.48 mills this year following the elimination of the widely opposed fire fee. "It's a start," Foster said. The council also directed staff to incorporate a 3.5 percent wage increase for employees next year. The proposed increase was agreed to as a compromise after Alderman Van Johnson had initially sought to bump staff's recommended 3 percent wage increase to 4 percent. "The fight for the best and the brightest is real and people ultimately go where they will be paid," Johnson said.

To maintain a balanced budget, while accommodating the council's wishes, staff said they increased their "conservative" projections for property tax revenue growth next year from 3 percent to 4 percent. In addition, staff plans to cut another \$1 million from the proposed budget to cover the remaining costs, said City Manager **Rob Hernandez**. The 2019 budget is expected to be presented to the city council for adoption next month. Since **Hernandez** arrived in late 2016, he has touted the need to address what he described as a structural imbalance resulting from expenses exceeding revenue. The fire fee adopted this year was an attempt to address that imbalance, but the council voted to repeal that new revenue source after facing widespread opposition from property owners.

Hernandez said he believes the city has made progress, but noted the concerns raised by the council during the retreat that funding was lacking for infrastructure and service improvements. "We're still imbalanced in that this budget is not able to adequately address those needs," he said. "We are addressing them, but the need really outstrips our ability to fund them." The next Special Purpose Local Option Sales Tax, which goes before voters next fall, has been touted by the council and staff as a way to fund needed infrastructure improvements, but **Hernandez** said the city cannot rely on the tax to resolve the issue. The city will also be looking at more models to fund municipal services, including a potential stormwater fee to cover the cost of drainage projects, **Hernandez** said. In July 2017, the city council unanimously approved a \$49,651 contract with Atlanta-based Stantec Consulting Services to study the feasibility of such a fee and how it would be implemented, but the study's findings have never been presented. "We continue to look at that and we will be bringing that back to City Council at the appropriate time," **Hernandez** said.

Savannah Morning News (GA)
August 31, 2018

\$3.9M Mistake Mucks Up Arena Contract

Author: *Eric Curl*

The Savannah City Council on Thursday delayed by two weeks consideration of an \$11.2 million contract with AECOM Hunt to manage the construction of the new \$140 million arena, after learning the contract amount is actually about \$3.9 million more than city staff had initially reported. The vote for the delay came after staff explained during the morning workshop that a misreading of the fee proposal had led staff to initially report that the contract was \$7.3 million - the amount that was on the meeting agenda until Wednesday. The originally reported amount should have been a red flag since it was so much lower than the amounts submitted by the other two finalists for the contract, said Alderman Bill Durrence. Turner Construction had proposed serving as construction manager at a cost of about \$13.6 million, while JE Dunn's proposed cost amounted to almost \$12.7 million. "I'm very nervous," Durrence said. "I never spent \$140 million before." Pete Shonka, executive director of arena development, said that AECOM Hunt still had the lowest price and highest evaluation score after the error was corrected.

City Manager **Rob Hernandez** also said he felt confident in moving forward with the recommended contractor after determining the company had followed the process correctly, while acknowledging the error should not have occurred in the first place. "That reflects poorly on me and I apologize," **Hernandez** said. "We will double down to prevent circumstances like this in the future." Council members said they wanted more time to see how the error occurred before taking a vote. "The severity of it should not be lost," said Alderman Julian Miller. "We are going to be doing an awful lot of contracts and we need to have confidence on that." Walter Murphy, vice president at JE Dunn, had also spoken out against the contract being awarded to AECOM during the meeting and had informed the council that he had notified the city manager of the issue. "We were told it was a scrivener's error," Murphy said "I don't think so. I think the bid was non-responsive."

In other council news, city council approved the \$14 million sale of two downtown buildings. Mayor Eddie DeLoach joined Aldermen Carol Bell, Durrence, Brian Foster, John Hall and Miller in approving the sale of the historic Gamble Building next to City Hall for \$8.5 million, while Aldermen Van Johnson, Estella Shabazz and Tony Thomas cast the opposing votes. The buyer, Foram Development, plans to convert the building into a condo complex with rooftop gardens. Staff had recommended the sale as a way to rid itself of a building that requires extensive repairs and generate ongoing revenue by putting it back on the tax rolls. But Thomas said he disagreed with staff's assertion that the historic building was not adequate for city use. "I'm a little bit more of a sentimentalist," he said. "I believe the city is giving up its imprint on the riverfront."

The vote was similarly split with the council's approval of the sale of the former Catholic Diocese building at East Broad and Liberty streets for \$5.9 million to Standard Companies, which plans to develop the property as an apartment complex with commercial space. Johnson

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(Articles are in reverse chronological order)

said he was afraid residents were being priced out of living in the city. "This was in my mind a wonderful opportunity to provide affordable and workforce housing for people to live downtown," he said. The approved sales come two weeks after the city council's vote to sell the Broughton Municipal Building to Columbia Ventures for \$4.5 million. The buyer intends to convert the mid-century building into a hotel with retail on the ground level. And in April 2017 the council approved the \$5 million sale of a 1.2 acre lot on Oglethorpe Avenue, where a developer plans to construct a mixed-use residential complex.

Hernandez said the funding from the sales is being invested into a reserve account for a modern municipal center he is considering building west of downtown near the arena to consolidate city departments. The total costs of that project, which would include a public safety complex, have not been determined, **Hernandez** said. "We still have a lot of work to do on that," he said. "We still have to flesh that concept out with city council." In the meantime, the city has been relocating staff into 36,538 square feet of leased office space on Chatham Parkway at an annual cost of about \$785,000.

Savannah Morning News (GA)
July 11, 2018

City: Funding Problems not Over
Savannah May be Facing Tough Budget Process for 2019, Hernandez Warns
Author: *Eric Curl*

The recent repeal of the controversial fire fee may have been welcomed by property owners concerned about the additional expense, but city officials are not breathing easy as they look toward Savannah's financial future. With the elimination of the dedicated fee, which would have freed up millions in general funds, the city may be facing a difficult budget process for 2019, according to City Manager **Rob Hernandez**. **Hernandez** warned the Savannah City Council last week that their plan to increase the property tax rate by 0.92 mills, or 7.4 percent, will not resolve long-standing financial challenges that the fee was meant to help address. Almost a third of city parcels pay little or no property taxes due to being exempt or having low value, and tax digest growth has not kept pace with expenses, **Hernandez** said. "I don't want anyone leaving here today with a rosy picture of 2019's budget process," he said. "We are structurally imbalanced."

The mayor and aldermen are expected to adopt the tax increase on July 19 to restore almost \$10 million of the \$16.5 million in revenue lost with the elimination of the fire fee. The city also implemented a hiring freeze and cut expenses, including \$1 million Mayor Eddie DeLoach had sought for an early childhood learning center being planned by the Savannah-Chatham School Board. With the proposed tax increase, the city will be able to preserve funding for some priorities that included software upgrades, enhanced right of way maintenance, Waters Avenue streetscape improvements, increased city reserves, and the Savannah Shines neighborhood revitalization initiative that has already begun in Edgemere/Sackville, said Alderman Julian Miller. "I'm not sure if everyone understands how deplorable the city's computer system is," Miller said. "We're still running programs that most people have abandoned 20 years ago."

Alderman Brian Foster said the city will also maintain the full staffing levels of the police department after adding more than 120 officers to patrol the city following the department's split with Chatham County in February. "We are fully staffed and have been for a while in the first time in over a decade," Foster said. "That's what the public asked for and we have successfully done that." Savannah's property tax rate has been decreased or remained the same every year since 1994, aside from a six-month half-mill increase in 2010 that was dropped back to the previous rate the following year. The current rate of 12.48 mills has been in place since 2013. For the owner of a home with a fair market value of \$150,000, the proposed increase amounts to \$55.20 annually or \$4.60 per month.

Alderman Tony Thomas said that every effort would be made to reduce the rate in 2019, but **Hernandez** responded by casting doubt on that scenario. "I don't know at this point in time because it's still too early in the process for FY19 to determine, in fact, whether we are going to have a smooth budget process or we're going to have a rocky budget process like we've had the last couple years," **Hernandez** said. "So please do not leave here today thinking that budget

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Roberto Hernandez
(Articles are in reverse chronological order)

process for FY19 is going to be a smooth one because I can't guarantee that." Savannah Alderman Van Johnson suggested that the city meet with residents before the budgeting process begins to reconcile what they want and what the city can afford. "We have a region that takes advantage of many of the services that we provide that they do not pay for," Johnson said. "So I think part of this discussion is educating individuals that we can give everybody what they want, but there is a cost to it." **Hernandez** said that the city's budget director, Melissa Carter, has already proposed holding several citizen engagement panels to walk residents through the budget process, "allowing them to see how difficult it is to put together a \$400 million budget for an enterprise the size of the city of Savannah." The council will hold two additional hearings at 9:45 a.m. and 2 p.m. July 19 before making a final vote on the tax rate increase.

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Savannah Morning News (GA)
June 8, 2018

City to Consider \$11M in Cuts
Council Approves Adding Sunday ‘Brunch Bill’ to November Ballot
Author: *Eric Curl*

With less than six months left to go, City Manager **Rob Hernandez** has been charged with cutting more than \$11 million from this year's budget. On Thursday, the Savannah City Council directed **Hernandez** to figure out over the next week what cuts can be made to make up for the anticipated loss in revenue, as the mayor and aldermen prepare to reduce the controversial fire fee by more than half in the face of widespread opposition. "We're just asking the city manager to go back and modify the numbers and bring us something forward that people can feel better about," said Mayor Eddie DeLoach. As proposed by the council, a property tax increase is not an option and the city would retain the one mill tax rate decrease that was approved in conjunction with the fire fee as part of the 2018 budget. The council's vote came after DeLoach announced on Wednesday a proposal to reduce the fee by 53 percent, which would bring the fee to \$120 for residential properties. The city is also offering discounts of up to 20 percent until June 15, which would bring the total to \$96. Mayor Pro Tem Carol Bell also suggested that **Hernandez** present an alternative option to cover the costs of eliminating the fire fee entirely. "As a council, let us determine if that's the way we want to go," Bell said. Previous attempts last month by Aldermen Van Johnson, Estella Shabazz and Tony Thomas to repeal or lower the fee were voted down by the remaining members of the city council during deliberations on how to spend \$10 million surplus from last year. On Thursday, Thomas said he was staunchly opposed to the fire fee, but was concerned the council was being unfair to **Hernandez** by not making the \$11 million reduction request when the surplus was presented. "I don't know if the city manager has truly analyzed that plan to see if he could reach that number," Thomas said. "And I don't know either what other options are completely out there." The surplus spending plan, which left the full fire fee intact, included funding to pay off the purchase of the Coastal Empire Fair site; complete the Cultural Arts Center; install computer security upgrades following a malware attack; fund a staff compensation study; and assist the Savannah-Chatham School Board in establishing an early learning center touted by DeLoach as an anti-poverty initiative.

Hernandez said Thursday he did not recommend using the surplus funds to make up fire fee cuts because the savings and unexpected revenue from 2017 were going toward one-time expenses and that the fire fee was meant to free up general funds for ongoing operational costs. "It would come back to bite us at some point in the future," he said. The proposed budget cuts are expected to be presented for the council's consideration during a budget workshop June 18. The tax rate has to be formally adopted by the end of the month and the council is expected to vote on the revised budget at their meeting June 21. Prior to the regular meeting, the council got a briefing on a hardship program the city is developing for low-income property owners who are unable to afford the fee. The city is now seeking a nonprofit social service provider to administer the program so applicants can also have an opportunity to get assistance with additional needs, said Tafanye Young, Chief Community Services Officer. "We're hoping that people will take advantage of this and see rewards beyond just the fire fee being waived," Young said.

Savannah Morning News (GA)
April 12, 2018

The Sense in the City's Spare Cents

Author: *Eric Curl*

Savannah had a better year, financially, than expected, according to city officials. Now, the city is planning on providing \$2 million in funding needed to complete the new Cultural Arts Center, paying for security upgrades following a recent computer malware attack, and covering the full costs of a 3-percent performance-based pay increases for employees, after recently closing out the 2017 budget with a \$10 million surplus. The surplus stemmed from a combination of about \$5.2 million in revenue coming in higher than anticipated, in addition to expenses coming in about \$4.7 million below budgeted amounts after the city implemented a hiring freeze last year, said City Manager **Rob Hernandez**.

Most of the growth was from elastic revenues, such as lodging and sales taxes, that expand and contract with strength of economy, **Hernandez** said. "We have a general idea how the economy is going to perform but it's a guess and science at the same time," he said. "So in 2018 our budgeting numbers are a bit more optimistic than they were when we put together the '17 budget, but something could happen tomorrow." The funding plan going before the Savannah City Council Thursday will also increase reserve funds, pay a debt owed for purchasing the Coastal Empire Fairgrounds site, and cover costs associated with converting a section of Montgomery Street for two-way traffic. In addition, staff is recommending that the revenue go towards staff relocation costs related to the planned sale of two downtown buildings and a compensation study to address pay inequities.

"We also did a reorganization this year and created new job titles," **Hernandez** said. "We think we slotted them in the right place, but it's time that we do a real in-depth review of our pay and compensation practices." Almost 100 positions were eliminated as part of the reorganization, with about 40 of them vacant, but dozens of new positions were added and impacted employees were given the opportunity to apply for the jobs. Seven employees ended up not being placed either because there was nothing available or they did not accept the position offered, according to city officials. And after the city council voted to add 24 new positions to the police department this year, there ended up being a total net reduction of one position.

Hernandez said the surplus does not negate the need for the city's new fire services fee, which was implemented to correct a structural imbalance the city has faced for years. "If we didn't have the hiring freeze and agencies spent every dime we got budgeted, we would have only \$5.2 million in extra revenue," he said. "The fire fee provides us an opportunity to take \$21 million of pressure off of the general fund." The city council recently approved an ordinance that offers up to a 20 percent discount on the fee for installing safety equipment, developing emergency plans and participating in fire training programs. Property have between April 15 and June 1 to apply for the reduction before bills are sent out in the fall.

Meanwhile, the city also plans to spend about \$500,000 on new technology and services to boost

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Roberto Hernandez
(Articles are in reverse chronological order)

security measures after a malware attack discovered in February impacted some city services. The malware appears to have been eliminated, but the city is still not accepting email attachments as a precaution, said city spokesperson Michelle Gavin. "We think that we've gotten it," Gavin said. "We've taken all the measures to wipe computers and have taken some extreme measures, but it's an ongoing thing."

Proposed surplus expenditures

Transfer to Reserves/General Fund Balance: \$2.5 million

Performance-based 1-percent employee pay increase: \$600,000

Cultural Arts Center Overrun: \$2 million

Montgomery Street redirection project: \$1 million

MPO agreement amendment: \$200,000

Revenue dept. relocation: \$500,000

Fairgrounds - Pay off Debt Service: \$1.4 million

IT/Malware Equipment Recovery: \$500,000

Relocation Contingency: \$100,000

Compensation study: \$300,000

Facility repairs and improvements: \$800,000

Rental of backhoe - Cemeteries: \$100,000

Total: \$10 million

Savannah Morning News (GA)
February 18, 2018

Savannah Restructures Government Operations
Officials Tout Plan as Way to Make City Operations More Efficient
Author: *Eric Curl*

New titles and responsibilities, along with salary increases in some cases, have been issued to a number of Savannah's department heads and top administrators as part of a government reorganization implemented by City Manager **Rob Hernandez**. Touted as a way to make city operations more efficient and achieve the Savannah City Council's priorities in a recently adopted strategic plan, new departments and positions have also been created, while others have been eliminated or modified. The restructuring consolidates two assistant city manager positions, one deputy to the assistant city manager position and five bureau chief positions into three executive officers. The employees selected for the new positions have the experience and personality to lead and get things done, **Hernandez** said. "That's what differentiates managers from leaders," he said. "I need leaders more than I need managers."

Paying for quality

Marty Johnston, formerly a deputy assistant to the city manager, was selected to fill the chief operating officer position, charged with asset management, customer service, special events coordination and oversight of the financial and internal service functions of the city. The move bumps her salary up from \$125,827 to \$148,000. Heath Lloyd was selected as Chief Infrastructure and Development Officer, after previously working as the public works and water resources operations director. Lloyd's responsibilities include ensuring the safety of the city's infrastructure, producing safe drinking water, protecting buildings and streets from flooding, and improving the development process. Lloyd's new salary amounts to \$148,000, up from his previous salary of \$109,414. Taffanye Young was hired as the city's Chief Community Services Officer after previously serving as the Community and Economic Development Bureau chief. Young is charged with unifying initiatives and programs focused on improving the lives of residents and providing them with clean, safe neighborhoods and access to quality housing, recreational facilities, leisure opportunities and supportive services. Her salary increased from \$132,282 to \$148,000.

The city's former budget director, Melissa Carter, also received a pay increase from \$89,400 to \$115,000 after being promoted to head the new Office of Management and Budget, which is responsible for preparing the city's yearly and long-term fiscal plans, as well as taking on an expanded role in grants development. And David Keating, who previously worked as a real property director, had his salary increased from \$84,025 to \$90,327 after being put in charge of a revamped Real Estate Services Department that now oversees property acquisitions, facilities maintenance, cemeteries, and the Civic Center. Pay was only increased for employees who have taken on additional responsibilities so that they are being fairly compensated, **Hernandez** said. "We want to keep the good ones," he said. "And also we have key positions we have to fill and we need to be able to compete and attract a quality workforce." Cutting grass and dysfunction After years of complaints about property maintenance issues and delays in completing planned

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projects, departments that never talked to one another were merged and new offices were launched as a way to eliminate government bureaucracy and improve focus, according to officials. To improve property maintenance, quality of life and tourism impacts, a new Code Compliance department was created. Previously, code-related activities were handled by multiple departments, prompting situations in which a property maintenance enforcement officer could not handle a zoning violation, or vice versa. In addition, property maintenance was only citing code violations on residential properties and letting violations on commercial properties go or referring them to the building department, **Hernandez** said. "So we said time out ... we're bringing all that in house," he said. "We're going to do cross-training and we're going to have commonality in how our code enforcement is handled and prosecuted."

Kevin Milton, a new employee with the city, has been hired as director of the department, with a salary of \$115,000. Former Property Maintenance Director Kimberly Corbin is now working as Code Compliance Assistant Director, with her salary remaining at \$80,368. Similar issues led to the consolidation of the city's landscape maintenance functions, including squares and monuments, into a new Greenscapes department. Prior to the consolidation, **Hernandez** said one team would cut an overgrown lot and then a different unit would come back a week later and cut the adjacent canal bank. And in some cases, **Hernandez** said, small equipment such as weed wackers would not be brought in until days after the larger mowers had cut down some city right-of-way. Now, work areas have been divided into grids that are maintained by regional teams responsible for basically anything that grows, **Hernandez** said. "They work a grid and don't leave that grid until everything is finished," he said.

Former Park & Tree Director Gordon Denney now heads the new department. His salary remains \$80,368. The reorganization also included the formation of the Capital Projects Management office, which **Hernandez** said put five full-time positions in charge of overseeing \$726 million in budgeted projects. That move was praised by Alderman Julian Miller recently when the council was given an update on the projects being funded by the voter-approved special purpose local option sales tax. Often-repeated concerns were raised about the time it has taken to complete some projects, and Miller noted that the department was created to address the issue. "This is one of those things going on behind the scenes that the public won't see that is really going to make a big difference," Miller said.

Staffing impacts

The restructuring came after the city imposed a hiring freeze upon **Hernandez's** arrival in October 2016, and at his direction only critical positions were filled for more than a year in anticipation of the changes. Almost 100 positions ended up being eliminated as part of the process, with about 40 of those vacant. Dozens of new positions were added, however, and impacted employees were given the opportunity to apply for those jobs. "In certain instances we were very lean in operations, and I think that was hurting us," **Hernandez** said. Seven employees ended up not being placed either because there was nothing available or they did not accept the position offered, according to city officials. And after the city council voted to add 24 new positions to the police department this year, there ended up being a total net reduction of one position, **Hernandez** said.

Not all employees' pay went up after getting a new position. One former assistant city manager,

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Peter Shonka, ended up having his pay reduced by \$15,624 to \$140,619 after he became head of a new arena development district office - the office focused exclusively on developing the new arena and stimulating private and public investment in the surrounding redevelopment area. Such pay reductions were unfortunate, but in some cases could not be avoided, **Hernandez** said. "There may have been several, although not widespread, due to reduction in responsibilities," he said. A number of other staffers retained the same salary, while taking on new roles. Bridget Lidy, former Tourism and Ambassadorship director, was hired as the new Planning and Urban Design director after her department was eliminated. Her salary remains \$85,703.

And Bret Bell, newly titled assistant to the city manager rather than deputy assistant, is now charged with handling legislative priorities, preparing the council's agenda, and working to ensure residents' concerns brought to the attention of aldermen are addressed. His salary remains \$107,205. In addition, former Economic Development Department Director Manuel Dominguez's salary of \$80,368 was left unchanged after he became head of what is now the Office of Business Opportunity, which is responsible for administering and coordinating the city's economic and small business development program. After being delayed for about two months as they attempted to find suitable jobs for all of the impacted employees, the reorganization became effective Feb. 1, said **Hernandez**, whose salary remains \$238,000. "One thing I want to stress to folks is patience," he said. "We just put this new organizational alignment into play."

Savannah Morning News (GA)
December 30, 2017

City Manager Talks ‘Funkification,’ Ferris Wheels in Savannah
Opinions Expressed on Preserving Historic Structures Modernizing Others

Author: *Eric Curl*

A modern looking arena could be in play, but a proposed Ferris wheel on River Street is out of bounds. City Manager **Rob Hernandez** recently shared his thoughts on architecture, historic preservation and development in Savannah, as the guest speaker at the Historic District Board of Review's recent retreat. During the hour-long discussion earlier this month, **Hernandez** also took time to describe one of his architectural "pet peeves." "I hate red brick," **Hernandez** said. "We seem to have this tremendous love affair with red brick." He said he would like the new arena the city plans to build west of the Historic District to have a more modern look, perhaps with stainless steel and glass, while still paying homage to history. "But it doesn't have to be rooted in red brick," he said.

The arena site is outside the board's jurisdiction, but Chairman Stephen Merriman Jr. later said he is not necessarily opposed to a more modern looking building being built at the site. "I would be more opposed to build an arena that appears like it was built in the 1850s," Merriman said. "It gives a false sense of history." **Hernandez** also made it clear that he believes City Hall is no longer an efficient place for himself and other city staffers to work or for the Savannah City Council to hold their meetings. He talked about his plan to build a modern municipal complex in order to consolidate the city's workforce, while possibly converting City Hall into a "working museum" where the mayor and aldermen could have offices. "We're going to preserve City Hall," **Hernandez** said. "We have to preserve it, but the day-to-day stuff can go somewhere else." The 111-year-old building is in serious need of repairs, and funds for the structure's restoration will need to be raised, possibly by including the project in the 2019 special purpose local option sales tax referendum, he said.

Hernandez got some pushback from board members when he said he was considering replacing City Hall's deteriorating wooden windows with modern faux-wood frames to make them more efficient and hurricane-resistant. Board members were concerned the move would ruin the building's historic integrity and lead to private developers also wanting to bypass ordinance requirements. They suggested the city install exterior wood windows with interior storm windows to achieve the results he is seeking. Otherwise, the historic protections in place would crumble, Merriman said. "That's one of the biggest things Savannah has going for it, is our ordinance," he said. There are some buildings that seem ripe for "funkification," such as the old East Side Theater on the corner of East Broad and East Gwinnett streets, **Hernandez** said.

The historic theater with the words "Hungry World" across the old marquee has sat vacant for decades. "Not to be disrespectful of its character, but you can do cool things with it," **Hernandez** said. "That building has a lot of potential." In a similar vein, he would like to "funkify" Martin Luther King Jr. Boulevard around the Interstate 16 flyover, which he considers an eyesore. There have been plans proposed to demolish the ramp into downtown, but **Hernandez** said he does not

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see the structure going anywhere anytime soon. But the city is too busy trying to put out daily fires and has little time to be creative, **Hernandez** said. "You're the folks that need to come up with those ideas and we'll support it when we can," he said. **Hernandez** also made it clear that some proposals will not fly as the city tries to balance the demands of tourism with preservation efforts and residential needs. Board members thanked him after **Hernandez** said he and the city council recently rejected a request to install a Ferris wheel on River Street.

The 137-foot-tall observation wheel would have been installed on a city parking lot along the water between the Abercorn and Lincoln street ramps at an initial rate of \$17,000 a month, under the lease agreement proposed by Missouri-based SkyStar Wheel. "When I looked at that request, I said no way," **Hernandez** said. **Hernandez**, who previously worked as the deputy county administrator of Broward County, Fla., became Savannah's city manager in October 2016.

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Savannah Morning News (GA)
December 1, 2017

City Considers Budget Cuts, Fees to Cover its Shortfall
Hernandez: \$187 Million Proposal a Starting Point

Author: *Eric Curl*

Savannah staffers are proposing a variety of revenue generating options and expense cuts for the 2018 budget to determine whether the Savannah City Council wants to implement service enhancements or reductions in the face of projected funding shortfalls. The preliminary spending plan presented during the first day of a two-day budget retreat on Thursday amounts to a "bare bones, no frills and somewhat painful" general fund budget of \$187 million that includes almost \$13 million in cuts to personnel, services and capital project investment, said City Manager **Rob Hernandez**. "It's not even a recommended budget or a proposed budget," **Hernandez** said. "It's just a starting point for our conversation."

The second budget option of almost \$200 million would sustain existing services, as well provide funding for performance-based wage increases and increase reserve funds for unforeseen expenses. The third spending plan would be an "enhanced budget" of about \$213 million to cover expenses related to council priorities, such as additional police officers recommended by a consultant to improve emergency response times. Among the funding options staff presented was a proposed fee charged to all properties to cover the cost of fire department services and eliminate that department's dependence on tax revenue. Implementing a fee to cover the full cost of fire services would amount to \$370 per household and raise an estimated \$31.5 million, according to the budget report.

A consultant, Ecological Planning Group, also presented reduced rates as an option that would cover between 50 percent and 75 percent of fire service costs and raise about \$15.7 million to \$23.6 million. Property tax increases and decreases of between half a mill and two mills were also proposed, with revenue impacts ranging between \$2.5 million and \$10 million. "Anything you decide today for this budget is going to play out and have an effect for the next few years," said Erick van Malssen, who was working with the fire fee consultant. A hardship fund to assist low-income property owners is now being considered as part of the fire fee proposal, if it is adopted.

Savannah Alderman Van Johnson said he is still concerned about the fee's impact since renters would not be eligible to receive payments from the fund, even if the fee's cost was passed onto them by landlords. But Alderman Julian Miller said rental rates are established by the market and he does not expect tenants to be adversely affected as a result of the fee. Alderman Tony Thomas said renters would be impacted, but that the more than 5,800 tax-exempt property owners benefiting from fire services need to contribute to those costs. "Those folks have got to participate," Thomas said. "It's going to be tough for some people, but some people have been riding this system for decades."

The \$12.7 million in spending cuts are being proposed, despite projected increases in property

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tax revenue and other tax revenue streams this year and next. The shortfall is due to a combination of factors, including an increase of tax exemptions, operating costs and growing debt payments related to property purchases, infrastructure improvements and public safety purchases, **Hernandez** said. "We have a lot of needs in the city that far exceed the revenues available to us," he said. A surplus of about \$3.8 million is actually anticipated for 2017, due to higher than projected tax growth and salary savings from a hiring freeze. Those funds are proposed to be used to offset a budgeted use of reserve funds for 2017 and help cover expenses related to hurricane damages and capital project overruns.

The city is also anticipating some employee payouts due to some officers joining the county police department, following the split of Savannah-Chatham police. Planned civilian staff cuts stemming from a government restructuring should only result in a "handful" of employees actually leaving the organization since those impacted will have the opportunity to fill other positions, **Hernandez** said. The second day of the budget retreat is scheduled to begin at 8:30 a.m. Friday. During the workshop staff will need the council to make a decision on what type of funding options or cuts they want to move ahead with, **Hernandez** said. "I have to get some clarification on what they want to do because I have to put together a final budget," he said.

Savannah Now – Savannah Morning News (GA)
February 11, 2017

Poverty Persists in Savannah, Despite City Programs

Author: *Eric Curl*

Austin Spell, 20, wants to be a pipe-fitter or EMT. That is why he was recently sitting in a classroom at the Moses Jackson Advancement Center, where he and six others were registering for a GED program put on by Savannah Tech. Spell said he was pulled out of school by his stepfather in eighth grade and he does not have the educational background he needs to meet his career goals. “I’m planning on getting my bachelor’s degree and see what I can make out of myself,” he said. The GED program is one of many programs at the city-supported advancement center that are meant to help Savannah residents find employment. Still, Savannah’s high poverty level persists. The percentage of Savannah’s population living below the poverty level was almost 27 percent in 2015 — up from almost 22 percent in 2000, according to the US Census Bureau’s American Community Survey. The increase occurred as the city invested \$2.7 million in general funds in anti-poverty programs between 2011 and 2016, including \$642,600 to support the advancement center, according to a recent report presented by city staffers. During that time, another \$1.1 million was spent supporting Step Up Savannah’s job training and anti-poverty initiatives, and \$981,304 went toward various social service agencies.

About a million dollars in federal funds supported the advancement center and social services offered by America’s Second Harvest of Coastal Georgia, Union Mission and Lutheran Services of Coastal Georgia. Taffanye Young, Community and Economic Development Bureau chief, recently attributed the increased poverty rate to the recession when she presented the report to the Savannah City Council during an economic mobility workshop. “You had a lot of jobs that were lost,” Young said. “A lot of people with higher incomes and higher skills ended up taking some of the lower skilled jobs.” And job training is no “magic bullet” when residents have child care, transportation, substance abuse and criminal background issues to deal with, Young said. Only 17 percent of the 507 individuals who received job training through the city-funded programs since 2011 ended up becoming employed, according to the staff report. Those type of results are not satisfactory, City Manager **Rob Hernandez** told the council. “We may have to do something entirely different with some of these populations that have drastic barriers,” **Hernandez** said.

Hospitality programs

Other programs have fared better, however. The US Department of Labor’s Workforce Innovation and Opportunity Act only employed 34 percent of the 1,256 Chatham County participants since 2011, although many of those participants are still engaged in the program, according to the staff report. And since 2014, 316 adults received job training through the Step Up’s Chatham Apprentice Program, with 59 percent becoming employed. Another 159 jobs have been created or retained since 2011 for low- to moderate-income residents through a city-supported loan program administered by the Small Business Assistance Corporation. Goodwill of Southeast Georgia is helping residents find work with the launch this year of a hospitality training program at the advancement center. Rashena Platt, one of the six-week program’s

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participants, said that after three months of being unemployed, the program helped “get her foot in the door” and find a job as a housekeeper.

Whether hospitality-based jobs will help Savannah reduce the poverty rate has been a matter of local debate. The growing number of hotels has drawn some criticism from residents, who are concerned about the city becoming too dependent on what they contend are low paying jobs. But Borish Jenkins, a Goodwill Career Center assistant who conducts the training course, said the hospitality industry does offer opportunities for advancement and better pay. Hotel employees, for instance, can start as a housekeeper, go to front desk, then become a supervisor and from supervisor become a general manager, said Jenkins, a former hotel employee himself. “I know it can be lucrative,” he said. And some hotels, such as developer Richard Kessler’s Plant Riverside \$270 million hotel project being built along West River Street, are going to be offering higher pay, Jenkins said.

The Plant Riverside project is located in a state opportunity zone, which makes Kessler eligible for job tax credits for providing employment in an impoverished area. The hotel is supposed to create 700 full-time permanent positions with benefits, including health insurance, and Kessler is required to pay at least \$10.25 as part of the tax credit agreement, but he has said beginning wages could reach as high as \$15 an hour. As for Platt’s plans, she said she plans on working her way up to be a manager. “You always have an opportunity for advancement,” she said. “So just take your time and move up.”

‘Outside the box’

City staffers said that they plan on improving coordination among service providers, identify new revenue sources, aggressively promote programs, and think “outside the box” to reduce the poverty rate and provide more employment opportunities. Young said that the city may want to try to re-implement a partnership with a local church that had retirees provide training, such as brick laying, for residents seeking job skills. Staff is also working on a proposal that will hopefully address some of the hard to hire issues with respect to city contracts and city employment, **Hernandez** said.

<https://www.wsav.com/news/savannahs-city-manager-on-his-first-3-weeks/>

Nov 9, 2016

Savannah's City Manager on His First 3 Weeks

by: Andrew Davis

He was the choice of the council to lead the city of Savannah. In just three weeks on the job, City Manager **Rob Hernandez** has already been through a hurricane and multiple murders. But what does Savannah's City Manager think the next three weeks, months, even years may hold.

"Making decisions without having all the appropriate facts or knowing all the different facets of the community that could be dangerous," said **Hernandez**. That's why **Rob Hernandez** says he is in "listen, learn and observe" mode. Observing the community he now helps shape.

Shaping with a community and a staff he has already seen deal with a hurricane, and thrive under pressure. "The reverse would be that i'm here 6 months or a year and we would have a crisis and what would be going through my mind would be, well i don't know who I would rely on, I don't know how this team is going to perform, I now know that," explained the City Manager. He also knows is that crime in Savannah is a problem. "The community is very concerned about it, the community expects us to take proactive measures and we have," said **Hernandez**.

But the same community also may be too focused on each and every criminal act. "When we have an instance of crime that happens here its unfortunate," explains **Hernandez**. "But it stands out more i think in the community mindset because its out there its closer to them it gets publicized more in the city of Savannah." But he is not ready to rubber stamp the high cost of putting more officers on the streets. Stressing Fiscal responsibility, he hopes to find "progressive" ways to get police what they want in 2017. "My job is to balance all the competing needs in the community and to try to make a fiscally sound and operationally sound recommendation to the nine that eventually have to make the decisions," explained the City Manager.

The decisions about growth of our city is foremost on **Hernandez's** mind. "We cant afford to be as methodical as we have been in the past again because the world is moving at a breakneck speed, and we have to keep up with the world," said **Hernandez**. "Are we behind?" "I'm not saying we are behind. But we have to pick up the pace." Pace of life, and pace of drawing businesses to Savannah. "Make sure they know Savannah more than just a great place to visit. A great place to relocate your business," said **Hernandez**. "Oh and by the way they have a really great local government as well."

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Sun Sentinel
SEP 21, 2016

Deputy Broward administrator leaving for Savannah

By Brittany Wallman

The No. 2 official in Broward County government has resigned, after accepting a job in Georgia. Roberto "Rob" **Hernandez**, deputy county administrator, said in a letter to County Administrator Bertha Henry earlier this month that it was with "great sorrow" he submits his resignation.

Hernandez was responsible for a large portion of county government, and also brokered the deal with the Florida Panthers that increased the hockey club's public subsidy but helped ensure the team would stay. In a handwritten note on the resignation letter, he thanked Henry for mentoring him, and giving him "the tough tasks to take on, like the arena."

Besides the deputy position, Henry has two assistant county administrators, Monica Cepero and Alphonso Jefferson, and two assistants to the county administrator, Gretchen Cassini and Alan Cohen.

Hernandez has been the deputy in Coral Springs and in Atlanta's Fulton County. But he said his professional goal was to be in the top position. "I'm not getting any younger and the years are just flying by, so this was the right time and the right community," the 50-year-old **Hernandez** said in an email recently. "I did not want to take any city manager or county manager job just for the sake of it, unless the community was right. Savannah is a nice town with lots of positive attributes and challenges, too." **Hernandez's** resignation is effective Oct. 9.

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WTOC 11 (GA)
August 11, 2016

City of Savannah Names Roberto Hernandez as Sole Finalist for City Manager

Author: *Sean Evans*

The City of Savannah held a news conference on Thursday to discuss updates in the search for the new city manager. After a nationwide search, and in a unanimous consensus and recommendation, **Roberto Hernandez**, deputy county administrator of Broward County, Florida, has been named the sole finalist for the position of City Manager of Savannah. Choosing **Hernandez** was a unanimous decision by city council members, and **Hernandez** has accepted the offer pending contractual negotiations according to Mayor Eddie DeLoach. DeLoach said **Hernandez's** hands-on approach, experience in government and energy are some of the qualities that separated him from the other candidates.

According to the Broward County Government website:

Hernandez is an ICMA-Credentialed Manager with more than twenty years of progressive and responsible local government management experience. He re-joined Broward County in July 2013 as Deputy County Administrator. Previously, he served as Deputy City Manager for the City of Coral Springs overseeing various city functions as well as the city's community redevelopment agency. Prior to Coral Springs, he served as Deputy County Manager for Fulton County, Ga., where he oversaw public safety agencies, unincorporated area services, the Office of the Child Attorney, offender reentry program, and coordinated with the County's constitutional and judicial agencies. He previously served Broward County in a variety of capacities from 1994 through 2008, including serving as an Assistant to the County Administrator from November 2003 to June 2008. **Rob** retired from the U.S. Army Reserves in 2008 after a 23-year career, most recently serving as a senior instructor in civil-military operations.

Hernandez was a finalist for two other jobs previously. He was a finalist for the El Paso County, TX County Administrator position earlier this year, and was a finalist for the Delray Beach City Manager position in 2014. **Hernandez** talked about the advantages the region presents, with the ports, travel opportunities with Savannah-Hilton Head International Airport and the proximity to the beach and overall rich history, as well as the military presence. "I was very impressed by the passion from the city council in terms of what they see happening in the city over time, and their strong dedication to the community. That really, that really sold me," said **Hernandez**. While in Fulton County, **Hernandez** oversaw multiple departments including police, fire and rescue and also served as the county manager's liaison with judicial agencies.

Mayor DeLoach says he believes **Hernandez** could come in and start working right away with the police department and judicial services in Savannah to address crime. Alderwoman Carol Bell says she was impressed with how much **Mr. Hernandez** knew about the city and its operations already. So WTOC asked the front-runner what he's observed so far and hopes to achieve as the next city manager. "The need for continued re-investment in certain communities, a progressive strategy for bringing new investment for the community, for growing jobs. For

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fixing and updating the condition of the infrastructure. Those are the things that everybody goes through, it's very common. But that's certainly something that I'm going to have to tackle once I get there," said **Hernandez**. Savannah City Council members met on Wednesday to hear from the search committee about where they are on the final candidates up for the position. The council and search committee then met behind closed doors in an executive session.

Current City Manager Stephanie Cutter announced her retirement at the beginning of the year, setting into motion a nationwide search for her replacement. So, what exactly was the city looking for when they put out the posting for a new city manager? It's an important question given that at least the last two city managers were not what the respective city councils eventually wanted in the role. First of all, for those who forgot or perhaps never knew, ours is a Council/City manager form of government. Meaning while the council appoints a city manager, the city manager runs the city and some might argue, the city council itself.

First and foremost council was looking for a person who had worked with and understood the challenges of a diverse community, not just racially but economically. Someone who could bring new ideas for breaking the cycle of poverty among those living in certain neglected parts of Savannah. And, of course, someone who bring new ideas to the table when it comes to fighting violent crime, in particular, gun violence. Here's an interesting role they want this person to fill: possible ax-man. Council, at least the newest members, want this new city manager to review city government top to bottom and start cutting if Savannah's City Hall has gotten too big, and taxpayers are paying too much for something that could be done with fewer people and resources.

For filling this role, our new city manager will receive the city's benefits package and a salary between \$210,000 and \$300,000. That's yet to be negotiated if **Roberto Hernandez** is our man. We mention briefly where this candidate has been and what positions he's held in the past. You may be thinking of all his deputy roles that this guy has always been the groomsman and never the groom. And **Hernandez** anticipated that issue in his actual resume' saying, "...I've resisted the temptation to 'chase' city manager positions solely for the sake of becoming a city manager at any cost. Instead, I've judiciously and patiently served in deputy roles in great organizations and exceptional communities."

Hernandez considers himself a pretty simply, straight-forward guy. He says his management style is fluid. It adapts to the specific situation. Not that we're looking yet, but **Hernandez** will tell you he is clean. This is what he told recruiters before tossing his hat in the ring: "...There is 'no dirt' on me. I live a clean, simple life, prefer to tell things as I see it, and sleep well at night." We will continue to follow those negotiations and let you know exactly what the city decides when it comes to salary, contract length, start time and other allowances.

Tribune Content Agency News Service (USA)
May 20, 2016

Is Broward ready for a hurricane hit? Drill shows how rescue would work

Author: *David Fleshler*

May 20--After raking the Florida Keys and Miami-Dade County, Hurricane Kimo reached Miramar as a lethal Category 3 storm, with sustained winds of 129 mph, and tore a diagonal corridor to Deerfield Beach. The slow-moving storm bore into the county for seven hours. A tornado struck Pembroke Pines, Cooper City, Davie and Fort Lauderdale. An eight-foot storm surge trapped people on barrier islands. With cell towers damaged, many smart phones became useless. This was the scenario Thursday as Broward County conducted a full-scale hurricane drill at the Emergency Operations Center in Plantation to prepare for the June 1 opening of hurricane season. About 300 people gathered on the operations center's vast open second floor to practice receiving calls for help, coordinating responses and dealing with the countless challenges of a natural disaster.

"We've got to get it right the first time," **Rob Hernandez**, deputy county administrator, told the group. "The public expects that we'll get it right the first time. We can't offer them excuses. There are no alibis, there are no mulligans." The scenario began seven hours after the all-clear, as the county lay damaged, darkened by power outages and full of a untold crises, with fatalities reported, residents trapped by floodwaters and many situations requiring immediate attention. Like much of contemporary life, the response to the crisis would be coordinated largely through a computer software program, in this case WebEOC 8.0, a crisis-management system developed by Intermedix Corp. of Fort Lauderdale.

As calls for help and reports of problems such as power outages came in, it was up to those in the room to route them to the right agency or issue the correct orders to deal with them. The group included representatives of law enforcement agencies, fire departments, the county government, Florida Power & Light Co., city governments, the Red Cross and many other organizations. A call to rescue four people trapped on a roof in Oakland Park was routed to the Broward Sheriff's Office, said Major Kevin Shults, who headed the Sheriff's Office group at the emergency operations center. But the law enforcement agency's helicopters didn't have the sort of basket-and-line system required for such an endeavor. They asked the Coast Guard to do it instead. A call for water came from Pompano Beach, where the storm damaged the treatment plant, reducing its output by half. Alan Garcia, director of the county's division of water and wastewater services, ordered emergency interconnects from a county water plant that would temporarily provide the city with sufficient water.

In the pressroom, public communications specialist Cindy Malin scrawled occasional updates on a white board: "Flooding and tornado damage throughout county. Exact location TBD." "Drones being used to assess damage." As the various reports, crises and calls for help came in, evaluators in green vests observed the work in each area. They will prepare written reports. The Red Cross, which operates shelters, faced a crisis when 2,500 people showed up at a Coconut Creek shelter that was already full. The issue was "escalated" to a high-ranking group of

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Roberto Hernandez
(Articles are in reverse chronological order)

decision-makers, who authorized the opening of an additional shelter. "The exercise is to test our abilities to collaborate, communicate and respond," said Roberto Baltodano, the Red Cross' regional communications manager. "These are things that could happen during a real hurricane. We've had these hurricane scenarios." The county has not seen a direct hit from a hurricane since Wilma in 2005. "It's been 11 years since we had one," County Mayor Marty Kiar said to the group before the drill began. "Hopefully this will be another year that we're hurricane-free. But eventually we're going to get hit."

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Roberto Hernandez
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South Florida Sun Sentinel (FL)
Dec 8, 2015

Deal helps Panthers, helps Broward more

The Broward County Commission should approve a new agreement today with the Florida Panthers because the deal would better protect the public's investment in the BB&T Center. One can argue persuasively the county was wrong to make that investment of tourist tax revenue 20 years ago, when the Panthers wanted out of the old Miami Arena. A National Hockey League team draws fewer tourists than Broward's beaches and the convention center. The county, however, can't back out of that commitment. With that in mind, county administrators make their more persuasive case for the front-loaded \$86 million deal that would run through 2028.

One argument against the deal is the public shouldn't subsidize the rich owners of the Panthers. Deputy County Administrator **Roberto Hernandez** responds that the money -- none of it property tax revenue -- would go toward the arena, not the Panthers. The team owners also run the company that manages the BB&T Center. They would have to spend the \$86 million on improving, operating and promoting the arena, of which the team is the main tenant. The county would have to sign off on the improvements. The team also would continue to pay \$5.3 million per year toward the arena's debt, which will be paid off in 2028. So the county's investment would go to the county's facility.

The other main argument against the deal is the county should spend the money on projects that better play to Broward's tourism strengths -- such as beaches. Two other key priorities are an expanded convention center and a convention center hotel. The arena is far from the county's major tourism hubs. **Hernandez** acknowledged, "We are very sensitive to that." He believes, however, the county can "meet all of our obligations" regarding tourism promotion, especially beach renourishment. County officials, **Hernandez** said, routinely have made conservative estimates of 3 percent for increases in tourist tax revenue. In fact, annual increases have been more like 5 percent.

The county has put much of that balance in reserve, **Hernandez** said. A recent study of the tourist tax questioned the amount of money held in reserve. Doing so, **Hernandez** said, means the county can use that money for one-time projects like beach renourishment and still pay the recurring expenses of the Panthers deal. Part of this story is the coming debate over raising the tourist tax from 5 percent to 6 percent, even though none of that potential revenue is part of the Panthers deal. It is generally agreed money from the sixth cent would go toward convention center expansion.

Hernandez said the county is waiting for bids on the expansion. When administrators have an idea of the cost, the county will start discussions on raising the tax. Miami-Dade and Palm Beach counties have raised their tourist taxes to 6 percent. +The deal would cut the county in for a share of profits if the money-losing Panthers became big winners on the ice and financially. The arena would have a better chance of getting an all-star game, and the team would continue to help youth hockey in Broward. All are nice points, but the focus of the deal, correctly, would remain

Internet – Newspaper Archives Searches
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(Articles are in reverse chronological order)

on the BB&T Center. The healthier it is, the better for the county. Losing the Panthers would mean losing 40 dates, and the BB&T Center has lots of regional competitors. So the arena is healthier with the Panthers, and with the team having a better chance to succeed.

Having studied the financials, **Hernandez** said, "We came to the conclusion that it would cost the county almost as much if the team stayed as if the team left. It's almost an economic wash. So if we would pay with or without them, it's better to have them." The deal would allow the Panthers to leave after eight years, but the team would have to repay the \$72 million in tourist tax revenue it had received. If the team left after eight years, the county would have enough money to repay the arena debt. As long as the Panthers stay, **Hernandez** said, "We transfer a lot of the responsibility to the team." The county also would get development rights to land around the arena. One other point in the deal is worth noting. Two decades ago, the county committed to spending two cents of tourist tax revenue on the arena. The county hasn't met that obligation. Under the deal, **Hernandez** said, the Panthers would drop all claims to any unspent money. There might be emotional reasons to reject the Panthers deal. There are better business reasons to approve it.

Capital Gazette (PA)
March 3, 2015

Broward Commission Brainstorms Ways to Help Struggling Center Pocket of County

Author: *Brittany Wallman*

In the heart of Broward County is a zone of economic depression that even the most dramatic real estate boom didn't lift out of poverty. The unincorporated neighborhoods in the 33311 zip code — roughly between Interstate 95 and U.S. 441, north of Broward Boulevard — were left behind by the cities around them. No city will take them. County commissioners are their only local government. Commissioners met Tuesday to talk about the central county community — four mostly African-American neighborhoods of about 7,000 people — and agree on a host of small efforts to help. Only \$4.8 million is allotted for economic development there — a sliver of the county's overall \$4.1 billion budget. County Commissioner Dale Holness, the area's only direct local representative, said it's the first economic development money the county has spent there since the 1980s. About \$30 million has been spent on improvements of roadways, bus shelters, drainage and the like. The moves commissioners endorsed Tuesday are hardly dramatic: Relocating a Boys and Girls Club to Delevoe Park, continuing building homes on 144 lots the county owns, working with small businesses to improve properties by offering loans or grants, giving a makeover to some of the roadways, improving parks, and banking land for future redevelopment. No one promised an immediate turnaround. "It doesn't happen overnight," county Economic Development Director Sandy-Michael McDonald warned. But county leaders said they support a renewed focus. "I'm glad to see we're moving forward with some planning," Holness said, "because the community desperately needs it." While the rest of Broward enjoys a rebound from the Great Recession, with three years now of positive economic growth, the central county zone remains stagnant. "These communities look to us to guide them along the way to economic prosperity in their neighborhoods," Deputy County Administrator **Rob Hernandez** said.

Joblessness is down to about 5 percent countywide. But in Central Broward, it ranges from 21 percent in Boulevard Gardens, to 22 percent in Roosevelt Gardens, to 32 percent in Washington Park, to an astounding 44 percent in Franklin Park. Holness said many residents there lack transportation and job skills, and some have criminal backgrounds — all obstacles to employment. Countywide, the median household income is \$51,251. In the central county area, it's significantly lower, at \$33,432, Assistant County Administrator Alphonso Jefferson said. Crime is down there, county officials said. Still, the number of rapes, burglaries, car thefts and assaults are relatively high in such a small area, county leaders said, and residents complain they regularly witness drug deals and prostitution, as well as assaults. Broward County Administrator Bertha Henry said she would begin implementing the economic development ideas discussed Tuesday. McDonald said he hoped to leverage the money to spark private investment from business owners. Each project will return to a County Commission agenda for approvals. Across downtown, at the Fort Lauderdale City Commission, Commissioner Robert McKinzie asked that the city take another look at annexing the unincorporated areas. The city will move in that direction.

Broward New Times (FL)
March 18, 2014

Florida Panthers Asking for Public Money, but Proposal Seems to Benefit Only the Team

Author: *Chris Joseph*

Looks like the Florida Panthers' latest proposal to Broward County has altered language that would basically screw over the county while they make the big dough, according to a rundown of the proposal by the Sun Sentinel. The first proposal the Panthers made at the beginning of the year had asked the county for something around \$70 million, claiming that they had been losing \$20 million and that they need public funds to keep from being dissolved from the NHL. This latest proposal asks for \$80 million or more. The Panthers also want to develop 22 acres north of the BB&T Center for a casino-hotel that the county is also supposed to pay for. The Panthers turned over the 57-page proposal to Broward County commissioners and, according to the Sentinel's findings, it boils down to more money for the team while the county gets the shaft. Those wishes are not far off from when the team asked for county money originally back in January. The team's original proposal included taking \$4.5 million of its annual payment off the books and having it picked up by Broward County. The team also asked the county to contribute \$500,000 a year toward maintenance.

The latest proposal says the Panthers need a hotel-tax subsidy package worth \$80 million over the next 14 years to keep them from losing money. But the overall deal would seem to benefit only the Panthers. "As currently written in their proposal," Deputy County Administrator **Rob Hernandez** told the Sun-Sentinel, "it would definitely have an impact on our ability to share in any of the profits." County officials say they won't support the proposal without a better return for Broward's taxpayers. Back in September, the Panthers were bought for \$240 million by Cliff Viner and Sunrise Sports & Entertainment to a group led by New York businessman Vincent Viola. The Panthers have had an operating loss of \$12 million for the 2011-12 season and were worth \$170 million, according to Forbes. As for Panther and hockey fans' reaction to this, they took to Twitter with the usual vitriol.

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Roberto Hernandez
(Articles are in reverse chronological order)

US Fed News (USA)
August 11, 2013

Broward County Names New Deputy County Administrator

Author: *Staff*

Broward County has issued the following news release:

Broward County Administrator Bertha Henry has announced the appointment of **Roberto "Rob" Hernandez** as the new Deputy County Administrator. **Hernandez** is an experienced public servant who served as deputy county manager for Fulton County, Georgia, and most recently as deputy city manager for Coral Springs in Broward County. He is returning to County Government, where he first began serving the County in 1994 and most recently served as an assistant to the county administrator from 2003 to 2008. As deputy county administrator, **Hernandez** will assist the administrator in managing the day-to-day operations of the County, and oversee the activities of several large departments, including Public Works, Human Services and Environmental Protection and Growth Management, as well as the Parks and Recreation, Libraries and Cultural divisions. Also reporting to **Hernandez** will be the Office of Economic and Small Business Development, Office of Public Communications, Office of Intergovernmental Affairs and Professional Standards, and the Office of the Medical Examiner and Trauma Services.

Henry said, "We are excited to have **Rob** back with Broward County. He has dedicated much of his professional life to public service and has a keen understanding of how county government programs and services help meet the needs of our residents, businesses and visitors. He will be a valuable asset to the County and the community." **Hernandez** has a bachelor's degree in public administration from Florida International University, and a master's degree in public administration from Nova Southeastern University. He is a graduate of the Broward Fire Academy and the U.S. Army John F. Kennedy Special Warfare Center and School. He retired from the U.S. Army Reserves in 2008 after a 23-year career, most recently serving as a senior instructor in civil-military operations.

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Roberto Hernandez
(Articles are in reverse chronological order)

McClatchy-Tribune Regional News (USA)
February 6, 2013

Brief: Coral Springs Offers Incentive to Company

Author: *Lisa J. Huriash*

Taxpayers will be handing over cash to a new business considering coming to town, although they don't know yet who is getting the check. City officials said the business, described as a "pharmaceutical manufacturing, research and development" company, is a coup for the city. The company is expected to bring 108 jobs and a new source of tax revenue to the city.

Dubbed "Project Rock Solid," the business will receive \$540,000 in state, county and city money in incentives through the state's qualified target industry tax refund program. In addition to the city's portion of \$54,000, city commissioners agreed Tuesday to allow \$825,000 in credits that would normally be paid for fees such as building permits.

"The bottom line is if we don't offer incentives, somebody else will," said **Rob Hernandez**, deputy city manager. "It's the cost of doing business." The company is allowed by state law to remain unknown to the public while it's in this process of receiving incentive money. **Hernandez** said the company asked to remain anonymous for competitive reasons.

McClatchy-Tribune Regional News (USA)
December 13, 2012

Coral Springs to Consider building New City Hall

Author: *Lisa J. Huriash*

City commissioners said Tuesday they were open to the idea of spending millions of dollars to construct a brand new City Hall. "To me, the short answer is yes," said Commissioner Claudette Bruck. "We should proceed and we should proceed now." City leaders must now decide if they really want the new building, where it will go and how to pay for the estimated \$25 million cost. It will eventually be a "financial decision," said Vice Mayor Tom Powers. "There's way too many questions." For about a year, former Mayor Roy Gold had proposed closing both City Hall buildings on the north and south sides of Sample Road to construct one large facility.

But while some commissioners had previously said the project could become unwieldy and too expensive and they doubted there would be public support, the majority now seem open to at least further discussion. Deputy City Manager **Rob Hernandez** said the 45-year-old building was "outdated and functionally obsolete." "You can go anywhere and hear conversations in the next office," he said. And, the current building is "not a source of civic pride." "That's depressing," Bruck said. **Hernandez** also said the current building is expensive to keep up, with \$1 million alone needed to retrofit the building to accommodate a new telephone system.

"If we're pouring money into a facility that is no longer worth pouring money into," the commission should consider a new building, said Commissioner Dan Daley. City Manager Erdal Donmez said the city staff will come back with "more refined numbers" in late January with the projected costs to build a new City Hall at various spots, which include the current location, Mullins Park, and the area envisioned to be built as a downtown.

Several South Florida cities have recently built new City Hall complexes. Doral earlier this year spent \$22 million on its new building and Wellington built its new building last year for \$10.5 million. In Coral Springs, officials said municipal bonds would be the best way to cover the expense Commissioner Larry Vignola said he has always opposed the plan and still does. "Is it a top priority to spend more than \$20 million on? Not in my opinion, and not in the opinion of the majority of our residents. I don't why we're still talking about this. I don't think now is the time for a project like that."

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Roberto Hernandez
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South Florida Sun Sentinel (FL)
November 24, 2011

Springs Gets New Deputy City Manager

Author: *Arun Sivasankaran*

Roberto Hernandez, who has over 20 years of progressive and responsible local government management experience, has been appointed Coral Springs Deputy City Manager. "I look forward to leveraging **Rob's** operational expertise to continue delivering exceptional services to our community with the best possible level of service," City Manager Erdal Donmez said. Prior to joining Coral Springs, **Hernandez** was the Deputy County Manager for Fulton County since 2008. **Hernandez** also served as an Assistant to the County Administrator for Broward County. Before that, **Hernandez** served in a number of key roles with local government.

His professional experience includes key positions in public safety, housing and community development, and social services. In addition, his military service includes more than 23 years in the U.S. Army Reserves. He has held several leadership positions and has served on Active Duty in support of several military operations. **Hernandez** holds a Master of Public Administration degree from Nova Southeastern University and a Bachelor of Public Administration from Florida International University. **Hernandez** also obtained his certification in firefighting from the Broward Fire Academy.

The Atlanta Journal-Constitution (GA)
May 25, 2011

Illegal Dumping

Putting the Brakes on Tire Dumping

It's no Easy Task as Illegal Activity Stealthily Spreads Across State

Author: *Ernie Suggs*

Over 10 days last fall, someone made three trips to the Arts Exchange and dumped more than 1,000 old, dirty tires onto the property. The location was ideal. Easy access off I-20 in southeast Atlanta. A dead-end road. A wide-open space. Across Georgia, there are hundreds of examples of illegal tire dumping such as this, on public and private lands, creating a problem that is as much health hazard as it is eyesore. Of 10 million scrap tires generated in the state annually, an estimated 1.5 million are discarded illegally, the Georgia Environmental Protection Division said. And Atlanta finds itself at the center of this rubberized abandonment, with its city council compelled this week to form a separate tire commission to combat the violators. The city annually deals with 450,000 scrap tires, nearly 70,000 of them dumped illegally, said Winthrop Brown, Georgia EPD program manager.

Not surprisingly, money is at the heart of this problem: Tire salvagers get paid to collect tires but many of them won't pay for recycling. So they dump the tires. Everywhere they can. "It is a very significant problem in the state, because of the expense and because these tires are breeding spots for mosquitoes and vectors," said Brown, noting that Newton County last year collected 67,000 dumped tires. "Dumping is bad in metro Atlanta because of the population, but dumping is increasing in rural areas because of the distance they have to travel to get rid of tires."

As part of his job, the EPD's Brown regulates how tires are disposed from car dealerships and tire shops, among others. Businesses must pay for a carrier to pick up truckloads of old tires. Otherwise, there is little concentrated enforcement. Tire dumping is a felony, but there are just five criminal cases currently pursued by the state, though several people previously have served prison time for this offense, Brown said. "If nobody calls it in, we have a hard time prosecuting," Brown said, adding there are only a few local jurisdictions, such as Columbus and Macon, that have their own laws on the books, though state regulations exist. In April, Atlanta Councilwoman Joyce Sheperd, who pushed for the tire commission, led a clean-up in District 12 in which 2,000 tossed tires were collected. In southeast Atlanta, she has overseen the retrieval of 4,711 tires this year, and more than 10,000 over the past five years.

Fulton County Deputy Manager **Rob Hernandez** said south Fulton has the same problem as Atlanta with illegal tire dumping and no ready solution. The county has considered putting a deposit price on used tires, similar to glass bottles, to encourage residents to take them to a landfill. "It's difficult to prosecute offenders unless they're caught in the act," **Hernandez** said, "and Fulton lacks the staff to try to trace tires back to suppliers and find out who they were sold to." Last summer, the Fulton County health department spent \$23,000 on a tire drive that netted 2,100 tires. The public works department pays \$50,000 per year to dispose of old tires. "This has been a real problem for us," said Cheryl Odeleye of the Arts Exchange, surveying the endless

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(Articles are in reverse chronological order)

and unwanted black mountain left near the center. "It is a health hazard. And it is a morale downer for someone to come in and be so disrespectful to us."

Piles of old tires don't necessarily present toxic health issues, rather they serve as nesting places for rats, snakes and mosquitoes, little consolation to those left with this mess. Across metro Atlanta, jurisdictions vary in how to deal with dump sites. DeKalb County officials said they defer to state law in dealing with tire dumping. In Clayton County, illegal dumping can land someone in jail for six months. Cobb County claimed it hasn't had much of an issue with discarded tires, outside of a few isolated incidents. "What a lot of people don't understand is that there are a lot of expenses involved in tire disposal," Dewey Grantham of Liberty Tire Recycling said.

If operating lawfully, a carrier takes used tires to a recycler, where in Georgia there is a 90 percent chance these tires will be converted to fuel. A carrier typically charges \$2 per tire, but has to pay the recycler \$1 for each, cutting into the profit. An illegal carrier might charge \$1.50 per tire on pick-ups, bypass the recycler and leave the tires at an isolated place like the Arts Exchange. There also have been cases in which people have rented trucks and abandoned them filled with old tires. Bolder criminals have stocked empty warehouses with worn tires. The state lacks funding to properly monitor tire disposal. For every new tire larger than 12 inches and sold in Georgia, a consumer pays a \$1 fee, which was supposed to go to a solid waste fund. Yet for two years, state lawmakers have diverted the funds elsewhere, covering other needs. Limited state spending also has resulted in fewer inspectors, making it harder to monitor and clean up tire dump sites.

The Arts Exchange, even with more than 1,000 tires, had what was considered a small clean-up. Liberty Tire Recycling volunteered to remove the tires, employing four workers. The tires were loaded in less than two hours. Grantham said his company processes 25,000 tires daily. "What is unfortunate is that illegal tire dumping gives tire recycling a bad name," Grantham said.

Tire disposal

Number of scrap tires generated in Georgia annually: 10 million

Number of those that are disposed of illegally: 1.5 million

Fulton public works department's expense each year for tire disposal: \$50,000

State fee charged on each new tire larger than 12 inches that is supposed to fund a solid waste fund, but has been diverted for the past two years for other purposes: \$1

The Atlanta Journal-Constitution (GA)
May 16, 2011

Your Tax Dollars

Grumbling Greet's Amphitheater

Supporters See Boon for South Fulton; Opponents Question Use of Funds

Author: *Johnny Edwards*

South Fulton has a lot to brag about these days. After last week's announcement that Porsche would leave Sandy Springs to build its North American headquarters near Hapeville, Fulton County officials will open the new 5,200-seat Wolf Creek Amphitheater. Supporters are counting on the venue becoming another Chastain Park, a regional draw where picnicking music fans take in classy, intimate concerts. Fulton County Commissioner William "Bill" Edwards, who has championed the \$6.1 million project for the past decade, predicts it will draw the spending power of concertgoers from throughout the metro area to nearby stores and restaurants, bolstering a local economy hit hard by the recession.

But the amphitheater is a sore subject for north Fulton residents who say it's another case of the county government using their tax money for projects that don't benefit them. State Rep. Lynne Riley, R-Johns Creek, who opposed the amphitheater when she was a Fulton commissioner, said the \$6.1 million shouldn't have come from the county's general fund. "Every citizen of Fulton County, regardless of where they live, top to bottom, is underwriting the cost of operating that facility," she said, "whether it's a gain or a loss."

Edwards said south Fulton residents pay county taxes, too. "South Fulton needs to be able to live, work and play right where they are," he said. Business owners between the amphitheater, which is off Camp Creek Parkway, and I-285 expect a boost. Anwar Noorali, owner of Camp Creek World of Beverage, predicts a 15 percent to 20 percent increase in business on concert days from wine shoppers. "Any economic activity, and concerts that bring in a lot of people, will definitely be good for the local economy," Noorali said.

But some point to the location -- in the flight path of the world's busiest airport -- as an issue. Michael Fitzgerald, a Johns Creek resident and member of the Milton County Legislative Advisory Committee, said he can't fathom making a 45-mile drive to attend a show there, not with the constant roar of jet planes overhead. "One of the problems with Fulton County is it's too big, and that's a long way," he said.

The Wolf Creek Amphitheater has stirred tensions along the way. When the construction contract was approved in 2008, Riley and Commissioner Tom Lowe were outvoted 4-2. Riley contended that figures from a 2005 feasibility study -- which predicted the amphitheater would be profitable after three years -- needed to be updated. Edwards fired back that she and Lowe were trying to sabotage a revenue-generating project that south Fulton wanted. Edwards also brought up that the county spent \$1 million on Alpharetta's Verizon Wireless Amphitheatre, which was privately built. The county's contribution came through a trade-off for north Fulton not having garbage service at the time. Gary Bongiovanni, editor-in-chief of Pollstar Magazine,

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said a 5,200-seat venue will have a tough time up against the 6,500-seat Chastain Park in Buckhead, the 12,000-seat Verizon amphitheater, and the 19,000-seat Aaron's Amphitheatre at Lakewood in southeast Atlanta. The proximity to Hartsfield-Jackson International Airport won't help, Bongiovanni said. "Especially if you're talking about doing any acoustic acts," he said.

Fulton County Arts Council interim Director Michael Simanga, whose department will run the amphitheater, said he isn't worried about planes. Before construction began, the county held free concerts at the site, including Atlanta Symphony Orchestra performances. "You can't really hear it, once the music is playing," Simanga said. Grammy-winning soul/R&B singer India Arie will perform a free concert June 4 for the grand opening. No shows have been booked after that, he said, though he's in negotiations for some. Riley questions whether Wolf Creek will cover its operating costs.

The county doesn't have a detailed operating budget yet. Deputy County Manager **Rob Hernandez** said planners didn't expect the facility to be finished this soon, so the upcoming concert season will be something of a trial run, with 10 shows at the most. The plan is to recoup costs through concert bookings, and the County Commission has approved a fee schedule. Expenses should be limited to electricity, water, janitorial maintenance and groundskeeping, like any public park, **Hernandez** said.

Wolf Creek was the shooting venue for the 1996 Olympics, and it currently houses a police training center. A new library is in the works, and other plans include a sports complex, walking trails, horse trails, and an arts, cultural and events center, which also could generate revenue through bookings, Edwards said. Alre Alston, owner of the Ultimate Bar and Grille in Camp Creek Pointe shopping center, expects the amphitheater to bring him customers before and after shows. "I think it will be a good thing, as long as they bring in the quality clientele, not the rough clientele," he said.

Edwards said the county won't allow hard-core rap acts. He's looking for shows that appeal to south Fulton residents, citing performers that played free concerts -- R&B groups such as the Manhattans, the Spinners, the Dells and the O'Jays. However, he said, north Fulton residents are welcome to book shows, too. The amphitheater also can be used for church functions and graduations. On a recent visit, Edwards showed off the massive stage, the pristine dressing rooms for stars and the 4 feet of legroom between the rows of seats. He said he has no doubt the project will pay for itself. "It isn't about being sustaining," Edwards said. "Let me tell you what we want to pay: lights and water. This is for the people, for people to come out here and have a good time."

The Atlanta Journal-Constitution (GA)
January 22, 2011

Fulton Hikes Club Fees Despite Suit
Judge Declared Adult Ordinance Invalid after Free Speech Dispute
Strip Joints' Attorneys Debating Next Step

Author: *Johnny Edwards*

Fulton County will raise fees on strip clubs by hundreds of dollars this year and double them for nude dancers, even though the county remains locked in litigation over the fees after a federal judge recently declared the adult entertainment ordinance unconstitutional. With no discussion, the commission voted 5-1 this week to raise a list of fees on businesses and residents in unincorporated south Fulton expected to generate an extra \$303,601 per year. Amid new and increased rates for false alarms, fire safety inspections, escort services and door-to-door salesmen were several license and permit hikes on the county's three nude bars off Fulton Industrial Boulevard.

Attorneys for the clubs say they are considering what to do: whether to seek an injunction or pay the fees and hope to recoup them as damages. "I don't know what right they have to increase them when the case is still being litigated," said Jim Cline, who represents Riley's Showbar. "I guess they can do whatever they want. I guess we can argue about it when we get to the end." **Rob Hernandez**, the deputy county manager for the South Fulton Special Services District, said the county attorney advised officials that since the lawsuit is still pending, Fulton is justified in raising the fees. If a club refuses to pay, it could have its license revoked and would face closure, he said. "There was an injunction ordered on certain aspects of the ordinance, but not all aspects of the ordinance," **Hernandez** said.

County Attorney R. David Ware did not return messages from The Atlanta Journal-Constitution inquiring about the issue. The judge's ruling arose from a First Amendment lawsuit filed by a group of clubs in 2001 that challenged the county's revved-up regulation of nude dancing as a prior restraint on free speech, part of a larger battle being waged throughout metro in both state and federal courts. The clubs won the 2001 case in U.S. District Court. It was reversed on appeal, and then it was sent back to District Court. In November 2010, Senior U.S. District Judge Robert Vining ruled that the code illegally put the clubs through a bureaucratic wringer, making them wait indefinitely for approval from police, fire and building departments. While Vining withheld judgment on whether the fees were too high, he did say that if sections of the ordinance don't hold up, none of it can stand. "Judge Vining has said that we don't have an ordinance," Cline said. "Unless they appeal, then there's no ordinance unless they go back and pass one."

But starting Feb. 1, the county will raise the cost of an adult entertainment license from \$6,000 to \$6,400 and annual license renewal from \$4,000 to \$4,300. Employee permits will rise from \$300 to \$325, permit renewals from \$50 to \$100, employee background checks from \$50 to \$55 and fire inspections from \$30 to \$75. The increases are expected to generate an additional \$11,590 per year. Cary Wiggins, an attorney for Fannie's Cabaret, said that since nude dancing is protected speech, a county's licensing fees can be no more than the cost of regulation. He said

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(Articles are in reverse chronological order)

there is no evidence that nude bars cause any more problems for police than regular bars, and he doesn't see how Fulton can charge \$4,000 to renew a license, much less \$4,300. "I'm just unaware of any evidence justifying a rate hike," Wiggins said.

The third club off Fulton Industrial, Club Babe's, isn't taking part in the lawsuit. Managers at all three declined interview requests. Wiggins also represents two Sandy Springs clubs that, while no longer in unincorporated Fulton, are seeking back compensation from the period before Sandy Springs became a city. As with the state government and other local jurisdictions, the Fulton fee hikes are part of a strategy to make up for declining revenue without burdening property-tax payers. **Hernandez** said he is also trying to recover costs and adjust an array of charges, many of which haven't changed in five years, for inflation. North Fulton Commissioner Liz Hausmann cast the sole dissenting vote Wednesday. She told the AJC that she opposes raising any fees or taxes in this economy without reducing spending. She said she wasn't aware of the strip club issue.

The Atlanta Journal-Constitution (GA)
May 17, 2010

County Targets Image Change
Campaign is to Clean up Fulton Industrial
Code Enforcers, Police Start out Cracking Down on Boulevard's Motels
Author: *Steve Visse*

Fulton County has an image problem with its huge warehouse district: Its legitimate economic opportunities sometimes have been overshadowed by its undesirable qualities. This has caused companies to bypass it and take their business across the Chattahoochee River to Cobb and Douglas counties, or get out of Fulton and relocate. "We have had tenants who have been there for years and years and who decided to move across the river," said Tom Flanigan, ING Clarion asset manager. "I don't think it was taxes." To attract new business and keep what it has, Fulton is pushing a campaign designed to clean up what it says is the 10 percent of Fulton Industrial Boulevard that gives the rest of it a bad name. For starters, code enforcers and police have targeted motels that allegedly were centers for sex and drug trades; three were closed for health and safety violations, and a fourth was sold to a new owner, who refurbished the property and secured a Days Inn franchise.

The new motel has posted rules in the lobby banning unregistered guests from rooms and requiring identification to reserve a room as a customer. "We got rid of a hub of criminal activity," said Tom Phillips, county code enforcement administrator. "You can walk in there now and say, 'I can stay here.' Two years ago you wouldn't have said that. You might not even have walked in there." At its last meeting, the County Commission banned truck drivers from parking their big rigs in vacant lots off the boulevard and using them as unofficial truck stops. "Truck stops, as you know, have a link to prostitution," Phillips said. Even strip clubs such as Fannies' Cabaret are seeking a more orderly boulevard. Fannies' is trying to distance itself from prostitution, specifically the hookers who regularly have solicited the club's clientele when arriving and leaving. The club hired security to run them off. "It didn't used to be this way 15 years ago," said Thomas Madden, Fannies' Cabaret general manager.

Police have cracked down, making 107 prostitution arrests in the past two years compared to 41 in the three previous years, according to county statistics. The county is committed to restoring a clean-cut image to the boulevard's seven-mile roadway that runs from Fulton County Airport at Charlie Brown Field to Campbellton Road in south Fulton, according to Deputy County Manager **Rob Hernandez**.

The area has 89 million square feet of warehouse and commercial space but a county study released in March showed that several buildings and warehouses, developed in the 1960s and 1970s, are practically unusable. Seven properties are listed on the Georgia Hazardous Site Inventory, including five for the presence of cancer-causing vinyl chloride. Noting its potential, the study described the boulevard as potentially one of the largest and most prestigious warehousing and transportation hubs east of the Mississippi River. "Today it may still be the largest, but it has lost much of its prestige," the report concluded. Last month, the county used

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the area blight and vacant warehouses to have the district reclassified as an opportunity zone urban redevelopment area. That allows it to borrow \$26 million from a federal bond program and give employers a \$3,500 tax credit for each new job for 10 years. **Hernandez** said the county wants to use the bond money to install crime surveillance cameras in the area. A \$100,000 federal grant already was secured to increase police patrols and hire seven officers specific for south Fulton. "We're serious about this," **Hernandez** said. "We have put together everything we have available in our tool box to assist Fulton Industrial."

Satellite offices for county services and commissioners Emma Darnell and Bill Edwards have been set up to show the county is committed to improving the area. People have noticed. Companies recently either bought or leased separate industrial properties that cover a combined 260,000 square feet. With upgrades, the area should be able to sell itself. It is located in the center of a metro area that promotes itself as a national transportation hub. Fulton Industrial offers a regional airport and is close to Hartsfield-Jackson International Airport. I-20 is located nearby, as is the Norfolk Southern Intermodal container shipping yard in Austell, an industrial area crisscrossed by railroad tracks.

A next step would be to develop a Community Improvement District, which has happened elsewhere in Fulton and in Cobb, DeKalb and Gwinnett counties. CIDs require commercial property owners to tax themselves to pay for development plans, transportation alternatives and security. Boulevard activists so far have been unable to obtain 51 percent approval of the property owners to install a CID, which increases tax bills by 3 or 4 mills. Yet one man on board with this idea is Madden, the strip club manager, who recognizes that even the adult entertainment business needs better security. "We have to keep it clean here," he said.

The Atlanta Journal-Constitution (GA)
October 9, 2008

Fulton Begins Taking Steps to Aid 911 Center

Author: *D. L. Bennett*

Fulton County has begun making changes that officials hope will improve a 911 center beset by chronic understaffing and dangerous operator errors. By filling 12 vacancies and promising reforms to reduce job-related stress, county officials say they should be able to boost both work quality and employee retention. "We are adamant when we say we are going to solve the problems in the center," said **Roberto Hernandez**, deputy county manager. "Once we know all the facts, we will address it immediately. We will fix it."

Problems at the center that takes emergency calls and dispatches aid were discovered in August when an operator mistakenly sent help to the wrong location for a Johns Creek woman who later died. An Atlanta Journal-Constitution investigation found more than 1,000 write-ups of employees during the past five years for everything from fighting, dispatching mistakes and chronic tardiness to falling asleep on the job. Current and former employees complained that understaffing leads to workers being routinely forced to work 12- and 16-hour days, straining family life and causing conflicts in the center, dispatching and call-taking errors. The inquiry found mistakes that endangered not only callers seeking help but the emergency crews sent to provide aid.

Fulton also has launched three of its own investigations -- one by an outside consultant reviewing center operations, another by police of the incident on Aug. 2 and a third by **Hernandez** and others looking at employee satisfaction issues. Rather than wait for those all to be complete, County Manager Zachary Williams has filled 12 of 33 openings for communications officers and supervisors by reassigning operators who previously provided service for the city of Milton under contract. Milton dispatching is now handled by Alpharetta.

"This definitely should add value and reduce stress on the staff," said Commissioner Lynne Riley, who represents the city of Johns Creek, where Darlene Dukes died Aug. 2. Fulton also has in process two classes of trainees who should be able to fill all the remaining spots, a move he hopes will cut down on stress at the center and reduce conflict and mistakes. Everyone should be on the job within six months, **Hernandez** said.

"We remain committed to excellence in all public safety services, and recognize that 911 operators are the first link in the chain of emergency response," said Williams. "These men and women save lives each day." The auditor's report is now due Nov. 10. The internal probe by police should wrap up this week. **Hernandez** said the committee's work on employee issues is ongoing and its plans address issues like child care for employees who work odd hours and stress management.

The Atlanta Journal-Constitution (GA)
October 5, 2008

Not Enough Workers and a lot of Slack

Author: *Heather Vogell & D. L. Bennett*

A supervisor told 911 worker JoLynn Griffin she didn't have any days left for vacation. The Fulton County emergency center had barely enough workers to cover shifts. But Griffin went on a cruise anyway. She returned to find her job waiting, her personnel file shows, just as it had been when she'd missed work before. Chronic absenteeism and tardiness are among the center's most vexing problems, records and interviews suggest, accounting for roughly a quarter of all personnel infractions and aggravating a staffing shortage that can mean marathon shifts for the dispatchers who do show up. Griffin is one of scores of Fulton 911 employees who racked up roughly 280 sanctions for arriving late or not at all -- often on multiple days -- a database of personnel actions since January 2004 reveals. The problem is likely worse; officials say their data is not comprehensive.

No-shows were counseled, warned and occasionally suspended. But they were rarely fired, data show. Some workers accumulated long disciplinary histories that included 911 call errors as well as absences, and they weren't terminated, according to personnel files. "It appears that certain violations of performance were tolerated or forgiven, for lack of a better word, in order to maintain the staffing required to operate the center," said Lynne Riley, a Fulton commissioner. Losing trained employees wasn't an attractive option for the 911 center. In recent weeks, as many as a third of the center's total positions have sat vacant. Deputy County Manager **Rob Hernandez** said staffing shortages are common at 911 centers, but Fulton's center needs to train more new workers and improve retention. A county consultant should address discipline problems such as absenteeism, he said. "In general, discipline was used like a tool -- a management tool -- rather than as a last resort," he said. "It may have lost its intended effect."

Data show at least eight 911 workers have been sanctioned 10 or more times for playing hooky or walking in late since 2004. Migraines, oversleeping and not feeling well were regular excuses, files say. Employees also blamed a pet illness, panic attack, traffic, getting back in town late, driving a child to school, car problems and a broken toilet. Even current center director Crystal Williams has filed her share of tardy slips, records show, citing late starts, trouble finding parking, feeling ill and, on at least three days, alarm clock malfunctions. Reached by phone, she declined to comment. Former 911 center employees said chronic tardiness and absenteeism led to feuding among staffers. Cassandra Eloi said that during her year at the center it was common to be held over for extra work because others failed to show. Those who did come in often worked 12 to 16 hours straight, she said. "You are running a 911 center on minimal staffing every day," said Eloi, who was fired for being rude to callers. "You have calls holding. You have calls dropping, every day."

Griffin left without permission for the cruise and two other short vacations between September 2003 and March 2004 -- in addition to taking dozens of sick days and showing up late at least 14 times, records show. Alfred "Rocky" Moore, the center's director at the time, wrote in a March

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2004 letter that he was considering dismissing her. "Your personal vacation [cruise] did not justify an emergency vacation," he wrote. But Griffin hung on, volunteering for a demotion instead. Her tardiness continued. One night in January 2006, the call center sent a Fulton sheriff's car to pick her up for work because she had car trouble, records show. Later that year, she was suspended after supervisors said an error she made delayed response to a fire call. She took disability retirement in mid-2007.

Griffin, a 23-year center veteran who was called "an excellent supervisor" in a 1995 job review, said in an interview she disputes that she caused a delay on the fire call, or that her unpaid leave resulted in a staffing shortage that couldn't be covered. She said she was singled out for infractions that others -- including supervisors -- also committed. She felt Moore had a grudge against her. "There was no reason to deny me," Griffin said of her vacation requests. "It's not like I didn't do my share of covering for people, either."

Other workers also complained discipline was not handed out evenly. "There are subjects who manage to be sick every payday weekend and never receive any type of discipline from your same staff," communications officer Francesca Pearson wrote in an April memo to Moore. Pearson could not be reached for comment for this article. Morale was low. After a supervisor threatened one employee with suspension for tardiness, she responded: "go ahead and suspend me that's one less day that I have to work here," a note in her personnel file said. Moore, who was reassigned, did not return three phone messages seeking comment.

The 911 center hasn't lacked the money to fill vacancies. For the past three years, the center -- funded by fees tacked onto phone bills -- has ended the year with excess cash in its salary account, records show. In 2007, it finished nearly \$1 million richer than it started. Instead, **Hernandez** said the center appears unable to keep up with attrition. Some drop out during the intense six-month training period. Others start but find the pressure and night shifts unworkable. Child care and worries about job security as some cities encroach on Fulton's call territory are also factors, he said. He said he does not want to second-guess center managers on their handling of absent employees. But it is a serious problem. "I know my boss would consider that to be job abandonment," he said.

Data analysts John Perry and Megan Clarke and staff writer Cameron McWhirter contributed to this article. 32 emergency calls delayed. Six of those calls were delayed more than 20 minutes.

- * 23 instances of employees being orally abusive, fighting, being unprofessional or disruptive in the call center. 34 write-ups for poor customer service. 9 instances of dispatchers sleeping on duty. 280 write-ups of not showing up to work or showing up late. 147 write-ups for not meeting monthly standards for speed and safety by the department.
- * Numbers based on a review of the incomplete database of disciplinary actions against employees at Fulton County's 911 center.

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Roberto Hernandez
(Articles are in reverse chronological order)

Sun Sentinel - Fort Lauderdale (FL)
April 29, 1997

Conditions for Planned Shelter don's Allay Fears

Author: *Robin Benedick*

No matter how many conditions the city puts on the proposed homeless shelter on West Sunrise Boulevard, they won't appease nearby property owners who worry about transients congregating near their homes, businesses and public parks. "Those conditions won't keep vagrants from wandering around the neighborhoods," said Fort Lauderdale Vice Mayor Tim Smith, who is among the shelter's harshest critics. "Unless there are incredibly stringent rules that you can only go in by vehicle and leave by bus, that neighborhood is going to be overrun."

Smith and neighborhood leaders are hoping to derail Broward County's plans for a \$7.7 million shelter at 600 W. Sunrise Blvd. Their first chance comes at a special meeting of the city Planning and Zoning Board at 6:30 p.m. Wednesday at City Hall, 100 N. Andrews Ave. The board's recommendation goes to city commissioners for hearings. One of the conditions the city wants to put on the proposed 200-bed homeless assistance center is that it accept no walk-ins - only tenants who are referred there by an agency or police. That means homeless people now accustomed to staying the night at Tent City, the dingy open-air camp in a downtown parking lot, won't get into the new shelter without referrals.

Opponents are pushing the planning board to delay approval until Broward hires a not-for-profit group to run the center and community leaders raise \$3 million in private donations for the project. The shelter is expected to be completed in 18 months once city approvals are granted. Broward County's architect, Edward Seymour, has designed a two-story shelter patterned after one in Miami. The building would face Sunrise Boulevard, but entrances and parking would be at Northwest Sixth and Seventh avenues. The fenced campus would have separate men's and women's dormitories with room for families, classrooms, a medical clinic, day-care center, dining hall and courtyard.

City planners are recommending approval with these conditions:

- Availability: Center must give priority to Fort Lauderdale's homeless who are within two miles of the center.
- Security: Center must pay for 24-hour security inside and outside the campus.
- Curfew: Center must require tenants to be inside from 8 p.m. to 7 a.m. daily. Exceptions would be made for school or work.
- No walk-ins: Center must not accept people without a referral. Center also must establish a no-loitering policy on the property and post signs.
- Citizen board: Center must set up a neighborhood advisory board.

County officials said they were designing a shelter that wouldn't be a magnet for uninvited homeless people. "The word will quickly get out among the homeless that this facility does not accept walk-ins," said **Rob Hernandez**, Broward County's assistant director of Human Services. With more than 5,000 homeless people in Broward, the shelter is billed as the first of several to

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Roberto Hernandez

(Articles are in reverse chronological order)

address a growing problem that could get worse under new federal and state welfare reforms. Homeless advocates worry that police will enforce trespassing and other city laws too eagerly to chase transients from public places. "Being homeless is not a crime and it shouldn't be that they go to jail for that," said Dianne Sepielli, a member of the county's homeless advisory board.

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Roberto Hernandez
(Articles are in reverse chronological order)

Sun Sentinel - Fort Lauderdale (FL)
March 13, 1994

New Refugees like Broward Cuban Immigrants Find more Opportunities, Less Congestion
Author: *Lyda Longa*

When Geovanny Montes de Oca and 11 of his friends set sail from Havana for the United States aboard a rubber raft in October, Montes de Oca's friends couldn't stop talking about Miami. But after the men were rescued by the U.S. Coast Guard and taken to Key West, Montes de Oca set his sights on a different place: Broward County. His relatives had described Broward as an area where plenty of opportunities could be found. "I like Miami, but up here, there's less congestion and life is more relaxed," Montes de Oca said in Spanish. "I love it here because I'm learning English, I have a job and I even got a car," he said. Montes de Oca works at the Fort Lauderdale-Hollywood International Airport's catering service. Montes de Oca, who lives with friends in west Hollywood, is not alone. In the past six months, a colony of about 50 or 60 Cuban rafters has taken root in Hollywood and Fort Lauderdale.

The reason is simple: The rafters believe that employment and housing are easier to get in Broward than in Dade County. Historically, rafters have flocked to Dade County because they felt more comfortable among their Cuban countrymen, said **Roberto Hernandez**, executive director of Hispanic Unity of Florida. But that's changing. "Lately, the rafters have learned that in Broward there is less congestion and a better chance of finding a job," **Hernandez** said. "Many of them also have friends and family in the area who have told them that Broward County has less Hispanics and less competition for work."

According to the 1990 U.S. Census, there were roughly 109,000 Hispanics in Broward County compared to almost 1 million in Dade. Of those, there were 24,000 Cubans in Broward and almost 570,000 Cubans in Dade. Hector Nodarse, 29, heard about Broward County when he was still in Havana earlier this year. Nodarse was a sound technician with El Ballet Nacional de Cuba - the Cuban National Ballet. "I like the hustle and bustle of Miami because it reminds me of Havana, but I already have a job here {in Broward}," Nodarse said. "Broward is a little too quiet for me, but I'll get used to it."

Brothers Roberto and Raydel Rivera of Dania are two more Cuban rafters who ended up in Broward. The Riveras arrived in Miami aboard a rubber raft in December; they came from the Cuban port town of Mariel. Both are learning English at a night school in Hollywood. "I lived in Miami for about a month before I came to Dania, and I tell you life is better here," Roberto Rivera, 22, said in Spanish. "I'm learning English, I just got my driver's license and soon, I know I'll have a job. Once I get that I'll get my own apartment. Life is good here."

Internet – Newspaper Archives Searches
Roberto Hernandez
(Articles are in reverse chronological order)

Sun Sentinel - Fort Lauderdale (FL)
February 22, 1994

Planned Center may Help Elderly Hispanics

Author: *Lyda Longa*

Inez Carrascillo is an elderly Hispanic woman who wants somebody to talk to. When you're 76 and the only language you speak is Spanish, it's hard to make friends in a neighborhood filled mostly with young working Anglos. Soon, Carrascillo, who is Cuban, and other elderly Hispanics in Broward County could have a place to spend time together, working on arts and crafts and chatting in Spanish.

Roberto Hernandez, director of Hispanic Unity of Broward, said he hopes to open the county's first senior center for Hispanics in the next few months. The proposed center, which would be in Hollywood, would provide activities, meals, transportation and companionship for Broward Hispanics over 60. The 1990 U.S. Census estimated there were 11,891 elderly Hispanics in the county. "There is no single place in Broward County where elderly Hispanic people can go just to talk and relax with their peers," **Hernandez** said. "When you reach a certain age, you want to be with other people who share a similar culture and can understand you."

Hernandez, 27, has applied for a \$100,000 county grant that would pay for four full-time employees for the planned center. Last year he purchased a 7,000-square-foot building at 5840 Johnson St. for the center with the help of a grant from the city of Hollywood. Edith Lederberg, executive director of the Area Agency on Aging, said she has promised **Hernandez** that her organization would provide meals for the center once it opens.

Although there are a handful of senior centers scattered throughout the county, Lederberg and other social service officials agree that none cater specifically to Broward's Hispanic elderly. "We have several senior centers throughout the county, but elderly Hispanic people won't go there because they feel uncomfortable and out of place," Lederberg said.

That feeling is not limited to elderly Hispanic people. Gema **Hernandez**, a sociologist and associate professor at Nova University's School of Business, said the sentiment is shared by most elderly people of varying ethnic backgrounds. "As we age, most of us have a need to return to our ethnic roots," **Hernandez** said. Carrascillo, who stays alone during the day in her west Hollywood home while her daughter and grandchildren go to work and school, said she needs someone to interact with during those long hours.

Research Compiled by: Amanda Dillabough
 Colin Baenziger & Associates

Appendix D

Sample Survey *Savannah City Manager Quality Survey*

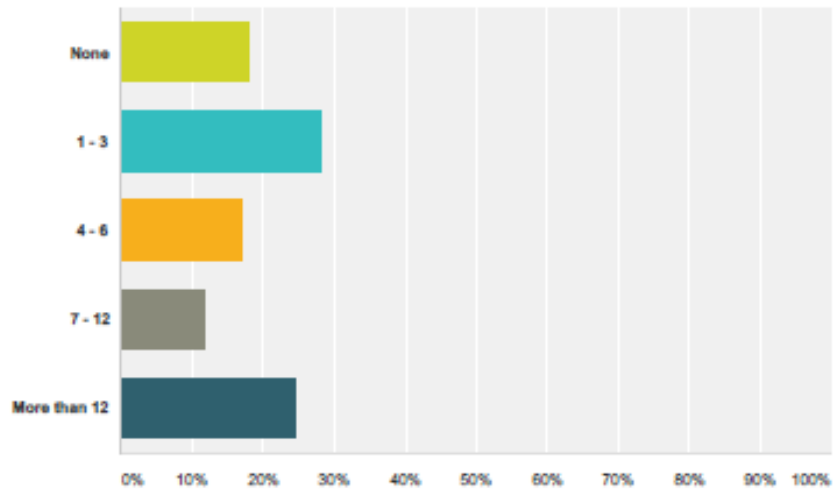
Sample City Manager Quality Survey

Savannah City Manager Quality Survey

SurveyMonkey

Q1 During the past three years, how often have you attended or viewed a city council or city commission meeting (select only one)

Answered: 449 Skipped: 1



Answer Choices	Responses
None	18.26% 82
1 - 3	28.29% 127
4 - 6	16.93% 76
7 - 12	11.80% 53
More than 12	24.72% 111
Total	449

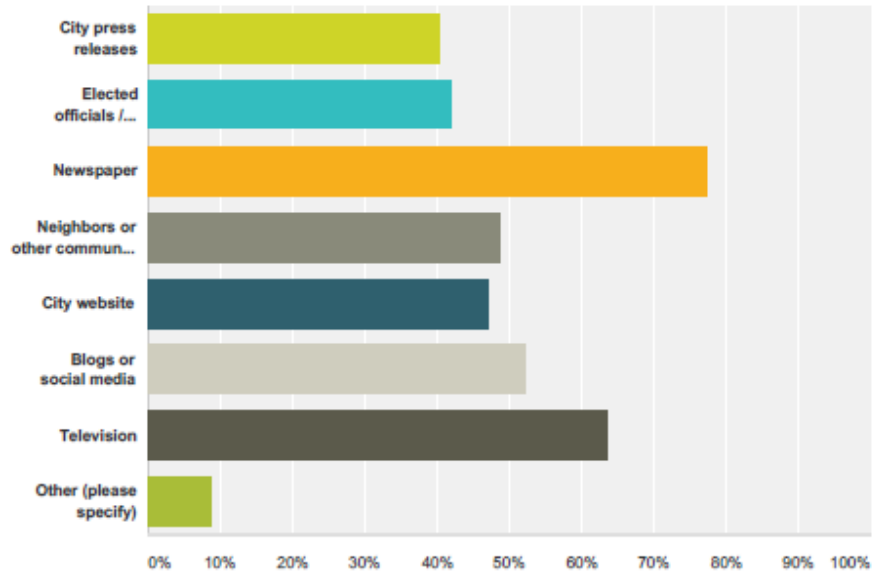
Sample City Manager Quality Survey (continued)

Savannah City Manager Quality Survey

SurveyMonkey

Q2 How do you keep informed of City issues and concerns (select all that apply)

Answered: 450 Skipped: 0



Answer Choices	Responses	
City press releases	40.22%	181
Elected officials / city staff	42.00%	189
Newspaper	77.56%	349
Neighbors or other community members	48.67%	219
City website	47.11%	212
Blogs or social media	52.22%	235
Television	63.78%	287
Other (please specify)	8.67%	39
Total Respondents: 450		

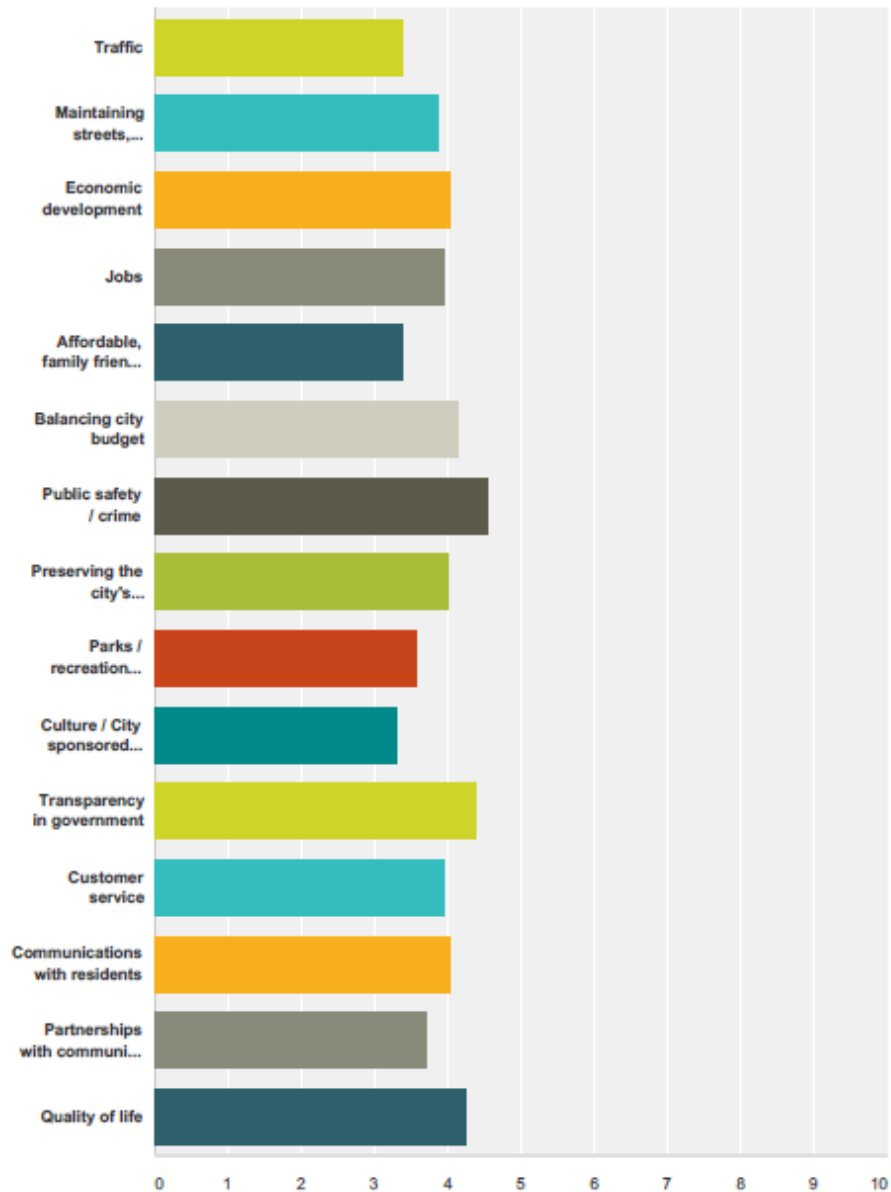
Sample City Manager Quality Survey (continued)

Savannah City Manager Quality Survey

SurveyMonkey

Q3 Please rank each of the following issues that the City Manager should address (5 being the most important and 1 as not important)

Answered: 448 Skipped: 2



Sample City Manager Quality Survey (continued)

Savannah City Manager Quality Survey							SurveyMonkey	
Traffic	6.59% 28	12.47% 53	35.06% 149	24.00% 102	21.41% 91	0.47% 2	425	3.41
Maintaining streets, buildings, and other public facilities	2.30% 10	7.36% 32	23.22% 101	33.79% 147	32.64% 142	0.69% 3	435	3.88
Economic development	6.19% 27	6.42% 28	13.76% 60	22.25% 97	48.85% 213	2.52% 11	436	4.04
Jobs	5.61% 24	7.71% 33	16.82% 72	22.66% 97	44.86% 192	2.34% 10	428	3.96
Affordable, family friendly housing	10.39% 45	13.39% 58	28.41% 123	19.40% 84	27.48% 119	0.92% 4	433	3.41
Balancing city budget	3.63% 16	5.22% 23	13.83% 61	27.89% 123	47.62% 210	1.81% 8	441	4.13
Public safety / crime	3.83% 17	2.03% 9	5.63% 25	10.36% 46	74.77% 332	3.38% 15	444	4.55
Preserving the city's character	5.68% 25	5.68% 25	17.50% 77	23.41% 103	46.36% 204	1.36% 6	440	4.00
Parks / recreation programs	3.90% 17	7.57% 33	33.94% 148	32.11% 140	21.56% 94	0.92% 4	436	3.60
Culture / City sponsored events	7.74% 34	12.98% 57	35.99% 158	28.02% 123	14.81% 65	0.46% 2	439	3.29
Transparency in government	3.61% 16	2.71% 12	10.84% 48	14.67% 65	65.24% 289	2.93% 13	443	4.39
Customer service	4.52% 20	6.79% 30	20.59% 91	24.89% 110	42.31% 187	0.90% 4	442	3.95
Communications with residents	4.31% 19	4.76% 21	18.37% 81	26.53% 117	44.90% 198	1.13% 5	441	4.04
Partnerships with community / schools / business	8.18% 36	8.41% 37	22.50% 99	24.32% 107	35.68% 157	0.91% 4	440	3.72
Quality of life	4.56% 20	2.96% 13	12.07% 53	20.96% 92	56.72% 249	2.73% 12	439	4.26

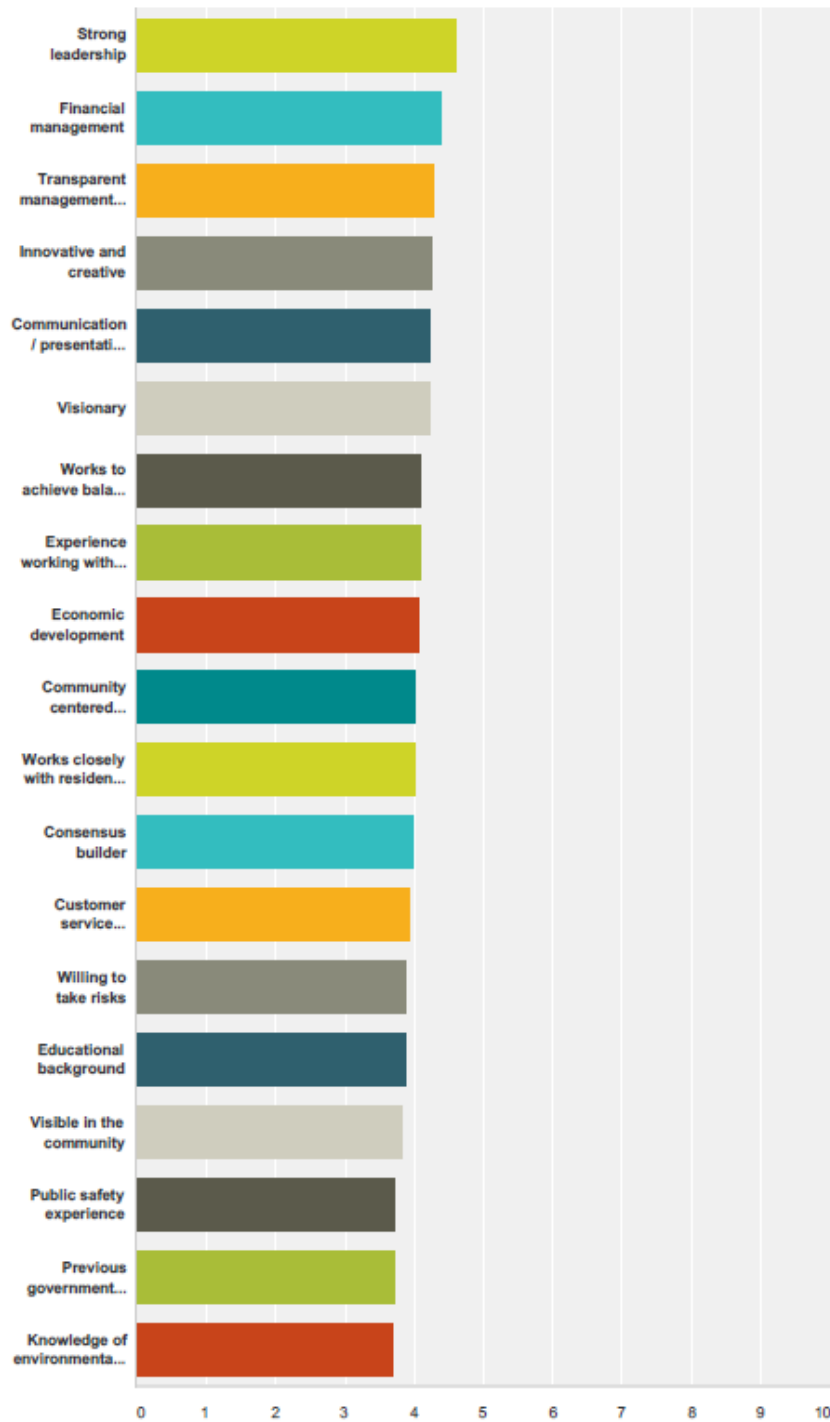
Sample City Manager Quality Survey (continued)

Savannah City Manager Quality Survey

SurveyMonkey

Q4 Please rank each of the following skills the next City Manager should have (5 being the most important and 1 as not important)

Answered: 449 Skipped: 1



Sample City Manager Quality Survey (continued)

Savannah City Manager Quality Survey

SurveyMonkey

	1	2	3	4	5	N/A	Total	Weighted Average
Strong leadership	4.51% 20	1.13% 5	3.39% 15	10.61% 47	79.01% 350	1.35% 6	443	4.61
Financial management	3.38% 15	3.15% 14	8.33% 37	20.72% 92	63.06% 280	1.35% 6	444	4.39
Transparent management style	3.83% 17	2.25% 10	13.06% 58	20.50% 91	58.78% 261	1.58% 7	444	4.30
Innovative and creative	4.10% 18	2.28% 10	14.81% 65	20.27% 89	57.86% 254	0.68% 3	439	4.26
Communication / presentation skills	3.62% 16	3.39% 15	13.12% 58	25.57% 113	53.62% 237	0.68% 3	442	4.23
Visionary	5.22% 23	2.95% 13	12.70% 56	20.63% 91	57.37% 253	1.13% 5	441	4.23
Works to achieve balance among all community interests: residents, businesses and developers	2.95% 13	6.35% 28	15.19% 67	26.98% 119	47.39% 209	1.13% 5	441	4.11
Experience working with diverse communities	6.07% 27	5.39% 24	14.16% 63	21.12% 94	52.36% 233	0.90% 4	445	4.09
Economic development	4.57% 20	5.25% 23	14.16% 62	28.54% 125	45.89% 201	1.60% 7	438	4.06
Community centered approach	4.78% 21	5.01% 22	17.31% 76	27.56% 121	44.65% 196	0.68% 3	439	4.03
Works closely with residents and seeks their viewpoint	4.08% 18	4.31% 19	17.46% 77	31.75% 140	41.72% 184	0.68% 3	441	4.03
Consensus builder	4.31% 19	6.12% 27	20.63% 91	24.04% 106	43.54% 192	1.36% 6	441	3.96
Customer service orientation	5.24% 23	5.92% 26	18.00% 79	28.93% 127	41.00% 180	0.91% 4	439	3.95
Willing to take risks	5.25% 23	5.02% 22	23.74% 104	26.26% 115	38.81% 170	0.91% 4	438	3.89
Educational background	3.64% 16	7.05% 31	22.95% 101	27.05% 119	37.27% 164	2.05% 9	440	3.89
Visible in the community	4.58% 20	7.09% 31	24.71% 108	26.32% 115	36.61% 160	0.69% 3	437	3.84
Public safety experience	4.49% 20	8.31% 37	26.97% 120	27.42% 122	31.69% 141	1.12% 5	445	3.74
Previous government experience	8.07% 36	7.17% 32	24.22% 108	23.54% 105	35.43% 158	1.57% 7	446	3.72
Knowledge of environmental issues	7.06% 31	8.43% 37	25.28% 111	24.83% 109	33.26% 146	1.14% 5	439	3.70

Sample City Manager Quality Survey (continued)

Savannah City Manager Quality Survey

SurveyMonkey

Q5 Is there anything else you want to share about what you would like to see in our next City Manager?

Answered: 230 Skipped: 220

Put the NEEDS of residents of the City of Savannah FIRST! Before the tourists, the business developers, etc.
A dedication to addressing the gun violence in our city.
More visibility to the community as a whole including the unincorporated areas, not just to specific groups.
Interest in building a bike and pedestrian friendly city.
A major interest in the environment and sustainability of it.
A familiarity with and support for Complete Streets.
Good working relationship with citizens and police. Ability to work to preserve neighborhoods. Savannah is not just for tourists!
Highly ethical business practices. High moral values and integrity. Verifiable track record of previous accomplishments in government or business.
Increasing mobility using plans like "Complete Streets". Making public transportation available for all in getting around the city (shuttles); making it safe for biking; better recycling agenda (they're composting in San Francisco these days).
I'd like to see the City Manager riding his bike to work or walking to work and incorporate a plan to always include sidewalks and bike paths in infrastructure for existing and especially for new development.
Someone who will place traffic calming and safe streets as a top priority. We have virtually no traffic enforcement (60 mph on E 52nd, my street, is not uncommon and there is NO police enforcement).
We need to start making Savannah A Bike City friendly and make better changes for cyclists safety , so that we won't have another horrible accident like on BRAG again.
Commitment to transportation issues in traffic calming through downtown for pedestrians, bicycles, cars (speeding) and public transportation. Too many accidents, by any of these modes of transportation, are completely avoidable or at least able to be lessened by enforcement of existing laws or the development of prevention measures.
Focus on the planning, development and maintenance of complete streets.
Previous experience in a city with similar challenges would be ideal, along with a demonstrated ability to manage large public projects from start to finish.
He or she must be someone the city staff will respect and find good to work for. I guess this is having the skills that most employees like to see in their employer. The new City Manager should also have skills in delegating responsibility and giving credit to others for their successes.

*16 samples responses from the 230 received.

Appendix E

***St. Johns County, FL Resolution Thanking
CB&A for Its Outstanding Service***

RESOLUTION NO. 2007-23

**A RESOLUTION OF THE COUNTY COMMISSION
OF ST. JOHNS COUNTY, FLORIDA, THANKING
COLIN BAENZIGER & ASSOCIATES FOR ITS
OUTSTANDING EFFORTS IN CONDUCTING THE
EXECUTIVE SEARCH FOR THE COUNTY'S NEW
ADMINISTRATOR; AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, St. Johns County retained Colin Baenziger & Associates (CB&A) to identify and recommend strong candidates to be the County Administrator;

WHEREAS, CB&A's staff worked diligently to find and produce excellent candidates, and then provided the County Commission with comprehensive materials concerning the candidates' aptitude, experience, background, complete and thorough interviews, references, extensive checks of criminal, civil and financial history, verification of employment and education, and exhaustive reviews of Internet and newspaper archives of these candidates; and

WHEREAS, CB&A's process was completely open, fair and unbiased and was extremely well received by the County Commission, county staff, the press, and the public; and

WHEREAS, the County Commission wishes to express its gratitude to Colin Baenziger & Associates for its efforts on behalf of the county;

**NOW BE IT THEREFORE RESOLVED BY THE COUNTY COMMISSION OF
ST. JOHNS COUNTY, FLORIDA AS FOLLOWS:**

Section 1: Recitals. The preceding recitals are true and correct and are incorporated herein by this reference.

Section 2: Acknowledgement. The County Commission wishes to express its sincere appreciation and gratitude to Colin Baenziger & Associates for its outstanding work and effort in assisting the county in finding its County Administrator.

Section 3: Effective Date. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 21 day of August, 2007.

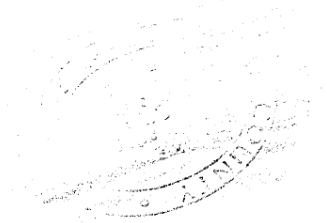
ATTEST: Cheryl Strickland, Clerk

**BOARD OF COUNTY COMMISSIONERS
ST. JOHNS COUNTY, FLORIDA**

By: Pam Halterman
Deputy Clerk

By: Ben Rich
Ben Rich, Chairman

Rendition Date: 8/23/07



Appendix F

Comments from Dale Martin on CB&A's Vetting Process

Fernandina Observer™

A JOURNAL OF NEWS AND OPINION

Weekly comments from Dale Martin

By Dale Martin, City Manager, City of Fernandina Beach

March 18, 2016 1:00 a.m.

The vetting process employed by Mr. Colin Baenziger following my application to the City of Fernandina Beach was the most thorough review of my career, credentials, and references that I have ever experienced. In the months leading to my appointment here, I was interviewed in several other communities for similar City Manager positions. Despite getting to the interview stage in those communities, none of my references ever indicated to me that they had been contacted. As part of the selection process here, I was required to provide an exhaustive list of references, some very specific, such as my current Town Attorney, auditor, Chamber of Commerce, etc. To the best of my knowledge, every single reference provided was contacted.

The historic information provided to the City Commission for each candidate was extensive. Reading through the older newspaper articles rekindled so many memories- the personalities and issues from earlier days illustrate some peaks and valleys over the past twenty years. It has been a wonderful ride.

Note: Mr. Martin reminisces about his career for the remainder of the article. The full article can be found at:

<http://fernandinaobserver.com/2016/03/18/weekly-comments-from-dale-martin-5/#more-65218>



**PROPOSAL TO PROVIDE EXECUTIVE RECRUITMENT SERVICES
FOR
OCEAN RIDGE, FL**

Volume I: Proposal

Colin Baenziger & Associates

Project Manager and Contact Person:

Colin Baenziger (561) 707-3537
Colin Baenziger & Associates
2055 South Atlantic Avenue • Suite 504
Daytona Beach Shores, FL 32118
e-mail: Colin@cb-asso.com
Fax: (888) 635-2430

...Serving Our Clients with a Personal Touch...

PROPOSAL TO PROVIDE EXECUTIVE SEARCH FIRM SERVICES

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October 27, 2022

The Honorable Mayor Susan Hurlburt, Vice Mayor Kristine de Haseth and Commissioners Steve Coz, Geoff Pugh, and Martin Wiescholek

Attn: Christy L. Goddeau, Town Attorney
info@oceanridgeflorida.com.

Town of Ocean Ridge
6450 N. Ocean Blvd
Ocean Ridge, FL 33435

The Honorable Mayor Hurlburt, Vice Mayor de Haseth and Commissioners Coz, Pugh, and Wiescholek:

Colin Baenziger & Associates (CB&A) would like to thank you for the opportunity to submit this proposal to assist in finding your next Town Manager / Finance Director. While selecting key personnel is never easy, CB&A has developed a problem-free process that has been tested across the country and found to be extremely effective.

While CB&A is a nationwide municipal recruiting firm, our home base is Florida. In fact, we have been selected to perform 127 of the last 191 recruitments where a Florida city or county has chosen to use a recruiter to find its Manager / Administrator. We pride ourselves on providing not just high-quality results, but, equally important, providing a great deal of personal attention to each of our local government clients and candidates. To conduct a proper recruitment, we feel the project manager must do more than just drop by occasionally. He/she must get to know the elected officials and the community firsthand. That effort takes time, but it is the only way to ensure the candidates we recommend are well qualified and fit well with you and your community. As a result, we only take a few clients at a time and focus on completing each assignment in an exemplary manner. Further, we routinely complete our work in ninety days. This timeframe includes preparation of recruitment and advertising materials, candidate outreach, candidate screening, finalist interviewing, and selection. Finally, we offer one of the better warranties in the industry.

Some of our Florida searches include Town Managers for Bay Harbor Islands, FL; Cutler Bay, FL; Dundee, FL; Fort Myers Beach, FL; Juno Beach, FL; Lady Lake, FL; Lake Park, FL; Lantana, FL; Mangonia Park, FL; Sewall's Point, FL; and Surfside, FL. Some of our Florida searches include City Managers for Aventura, Bradenton, Cape Coral, Destin, Estero, Fort Myers, Fruitland

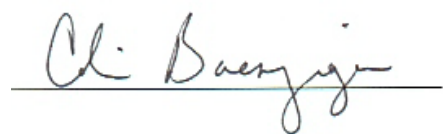
Park, Gainesville, Hallandale Beach, Islamorada, Melbourne, Miramar, Mount Dora, Ocala, Orange City, Palm Beach Gardens, Palmetto Bay, Palm Coast, St. Pete Beach, Tavares, Treasure Island, and West Melbourne. Nationally we have found City Managers for Ankeny, IA; Bellevue, WA; Doraville, GA; Fayetteville, NC; Portland, ME; Roanoke, VA; Scottsdale, AZ; Tacoma, WA; and Winchester, VA. We have also found the Borough Manager for Matanuska-Susitna Borough, Alaska (a county the size of West Virginia) as well as County Managers for Brevard County, FL; Clackamas County, OR; Clay County, FL; El Paso County, TX; James City County, VA; Polk County, IA; St. Lucie County, FL; St. Johns County, FL; and Union County, NC.

Some of our current searches include City Managers for Juno Beach, FL and Bartow, FL, a County Administrator for St. Lucie County, FL, and a Deputy Director for Operations for Miami-Dade County Water & Sewer Department, FL.

Those authorized to bind the company are myself, Colin Baenziger, and Lynelle Klein, Vice President for Operations.

We look forward to formally presenting our credentials and working with you in the near future. If you have any questions, please feel free to contact me at (561) 707-3537.

Sincerely,



Colin Baenziger
Principal / Owner

...Serving Our Clients with a Personal Touch...

A. Executive Summary

The Firm, Its Philosophy, & Its Experience

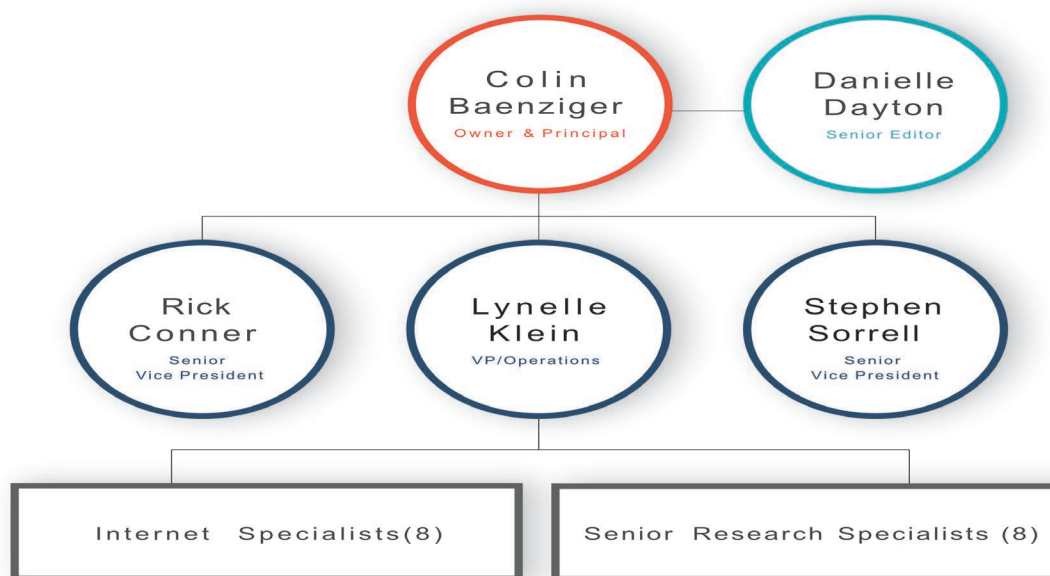
Colin Baenziger & Associates (CB&A) is a nationally recognized executive recruiting firm established in 1997 and owned and operated by Colin Baenziger. We are a sole proprietorship headquartered in Volusia County, FL with satellite offices in Grand Junction, CO, and Pensacola, FL. As a sole proprietorship, we are not registered with any state as a corporation, foreign or otherwise.

Colin Baenziger & Associates' outstanding reputation is derived from our commitment to the quality of our product and the timeliness of the delivery. Further, our work is not done until you are fully satisfied. That means we go the extra mile and, at times, expend more effort and energy than originally anticipated in our action plan. When we do so, we do not ask for more than the originally quoted price. We feel you are hiring us as your experts and once a contract is signed, we have an obligation to fulfill its requirements with excellence, on time, and within budget. We simply do not believe in unforeseen circumstances.

Since beginning our executive search practice in 1998, we have conducted searches for clients in thirty-four states. Overall, we have sought over 230 CEOs for cities, counties, and special districts. We have also conducted over 415 searches overall. The basic approach outlined herein has been refined to the point where it is problem-free.

Technical Capabilities and Organizational Structure

Colin Baenziger & Associates has developed its business model over the past 25 years, and it has proved to be extremely effective. Our work has focused primarily on Executive Search and our staff is extremely capable and experienced. See Section III for more details. The structure of our firm is outlined below.



A. Executive Summary (continued)

Completion of Projects within Budget

Colin Baenziger & Associates is proud of its record of completing searches within budget. Once we quote a price to the client, that price is what the client will pay, no matter how difficult the search is or what circumstances may develop. ***We have never requested anything beyond the originally quoted price, even when we were probably entitled to do so, and we never will.***

Completion of Projects on Schedule

Colin Baenziger & Associates routinely completes its assignments within ninety days. Further, since CB&A began performing recruitments, ***it has never missed a significant project milestone.***

Diversity

CB&A has extensive contacts with individuals and organizations representing women and minorities. We are thus able to identify and bring a diverse group of finalists to the Town. The proof is that from the beginning of 2009, 25% of the candidates selected as semi-finalists have been females and/or minorities. In one recent year, 47% of our placements were either females or minorities.

Prior Names and Litigation

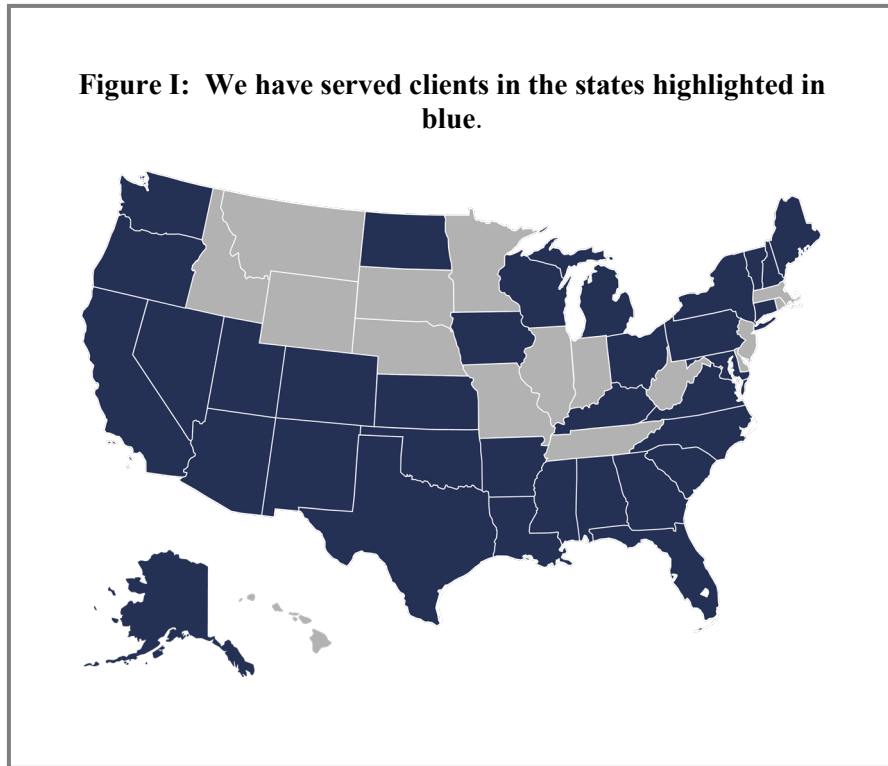
Colin Baenziger & Associates has always operated under its current name and has never been involved in any litigation, except to testify as an expert witness on behalf of one of the parties. Our performance has never been questioned nor have we or any of our clients been involved in any legal action as a result of our work.

Insurance

To protect our clients, Colin Baenziger & Associates maintains the following insurance coverages: (1) general liability insurance of \$1 million combined single limit per occurrence for bodily injury, personal injury, and property damages, (2) automobile liability insurance of \$1 million per accident, and (3) professional liability insurance of \$1 million per occurrence and \$2 million aggregate. As a small firm, predominantly utilizing independent contractors, we are not typically subject to the requirements for workers compensation and employer liability insurance in many states. If required by the client, and if it is available to us, we will obtain these coverages prior to contract execution.

Geographic Reach

Since initiating its search function in 1998, CB&A has become a nationwide recruiting firm. See Figure I below for the states we have conducted searches in. A complete list of our searches can be found in Appendix A.



B. Approach to Executive Search

The following search methodology has been refined over the past twenty-five years and is virtually foolproof. That said, we will integrate any ideas you have into the process to the extent possible. Our goal is to ensure you have the right people to interview as well as all the information you need to make the right decision.

Phase I: Information Gathering / Needs Assessment / Brochure Preparation

Task One: Needs Assessment

An important part of the recruiter's work is selling the community to the very best candidates (including those who are not actively looking for the next job) while providing an honest portrayal of the community and the opportunity. As such, CB&A must first determine the needs of the client and the characteristics of the ideal candidate. Our approach is as follows:

- Gather information from the jurisdiction, its website and other sources;
- Interview the elected body and other key parties (such as Town staff). Our goal is to develop a strong sense of your organization, its leadership, its short- and long-term expectations, and its challenges;
- Determine the characteristics of the ideal candidate. These will include experience, longevity, education, personality, demeanor, skills, and achievements as well as other items you and the community consider important;
- Determine a reasonable compensation package; and
- Finalize the timeline with the Town so both the elected body and the candidates will know when the interviews will be held and when they need to be available.

If the Town wishes, we will gladly incorporate meetings with other stakeholders (such as the business community, non-profit organizations, the religious community, and so on) to gather their insights. We can also solicit the input of your residents through an on-line survey (see Appendix D for a sample).

Task Two: Develop Position Description and Recruitment Materials

Based on the information we gather, CB&A will next develop a comprehensive recruitment profile for your review. We will then incorporate any additional suggestions you may have and finalize the document. A sample profile is included as Appendix B. Other examples can be found on our firm's website under the "Executive Recruitments" / "Active Recruitments" tabs.

Phase II: Recruitment

Task Three: Recruit Candidates

CB&A uses a number of approaches to identify the right people for your position. We say people (and not person) because our goal is to provide you with six to ten outstanding semi-finalists. You then select the top three to five people to interview and ultimately choose the candidate who is the best fit with you and your community. The approaches we use are:

- **Networking:** The best approach is diligent outreach. We will network with potential candidates and consult our data base of government professionals. Being well established in Florida, we know whom we should contact. As we identify outstanding candidates

B. Approach to Executive Search (Continued)

(many of whom are not in the market), we will approach them and request that they apply. Often excellent candidates are reluctant to respond to advertisements because doing so may alienate their current employers.

- **Advertising:** While we will network to find the best, we will not ignore professional organizations and trade press which sometimes yield strong candidates. These might include the International City/County Management Association, related state associations, the National Association of Counties, and sites aimed at female and minority candidates. LinkedIn is another site we may use.
- **CB&A Website:** We will also post the recruitment on our website, www.cb-asso.com. With our reputation, many candidates consult it regularly.
- **Email:** We will e-mail the recruitment profile through our listserv of almost fourteen thousand managers and professionals who are interested in local government management positions. One of the advantages of e-mail is that if the recipient is not interested, he/she can easily forward the recruitment profile to someone else who may be interested.

We generally do not use local, newspapers, national newspapers or generic websites because while they produce large numbers of applications, they generally do not produce the caliber of candidates we are seeking. If the Town wants to have ads placed in these venues, it will need to bear the cost.

Phase III: Screening and Finalist Selection

Task Four: Evaluate the Candidates

Based on our most recent recruiting efforts, we anticipate receiving resumes from forty to sixty applicants. We will use the information we developed in Phase I to narrow the field. Selecting strong candidates is, in reality, more of an art than a science and a mixture of in-depth research and subjective evaluation. While we consider standard ranking factors and the elements of the job, ultimately the most important factor is who we believe will be an outstanding fit with the Town and the community as your next Town Manager / Finance Director

Specifically, our efforts will involve:

Step One. Resume Review. CB&A will evaluate all resumes and identify the eight to fifteen candidates of the highest quality.

Step Two. Screening Interview. Our lead recruiters, and possibly other senior representatives of the firm, will interview each of the top candidates. Using what we learned in Phase I and our experience as managers and recruiters, as well as our unique ability to assess candidates, we will determine whether to consider each candidate further.

Step Three. Evaluate the Best Candidates. We will conduct thorough research into the backgrounds of the best six to twelve candidates. Specifically, CB&A will:

- **Ask the Candidates to Prepare a Written Introduction:** We will ask the candidates to answer a series of questions about themselves as an adjunct to their resumes and cover letters. By so doing, (1) the candidates can tell their story *in their own words*, and balance the negativity that is so often characteristic of the press, and (2) the Town to evaluate the candidates' written communication skills.

B. Approach to Executive Search *(Continued)*

- **Interviews of References:** We provide the candidate with the positions of the references with whom we wish to speak. These will include current and former elected officials, the municipal attorney, the external auditor, staff members, peers, news media representatives, the director of the local chamber of commerce, community activists, the Human Resources Director they work with, and others who know the candidate. All told, the list will include approximately 20 individuals. We will also attempt to contact some individuals who are not on the candidate's list. Typically, we reach eight to twelve people and prepare a written approximately page long summary of each conversation.
- **Legal Checks:** Through our third-party vendor, American DataBank, we will conduct the following checks: criminal records at the county, state and national level; civil records for litigation at the county and federal level; motor vehicle records; and bankruptcy and credit. As an aside, while only police departments have access to the gold standard for criminal records (the NCIC data base), our vendor has developed a very reliable substitute.
- **Search the Internet, Newspaper Archives, and Social Media:** Virtually every local newspaper has an electronic archive that provides stories about perspective candidates, the issues they have dealt with, how they resolved them and the results. These articles can also provide valuable insights into the candidate's relationship with the public and the governing body. Of course, not all news sources are unbiased, and we consider that in our evaluation. Further, we will review the candidate's social media accounts.
- **Verification of Education and Work History:** We will verify all claimed educational degrees as well as the candidate's work history for the past 15 years to assure the candidate has been completely forthright.
- **Candidate Disclosure Statement:** We ask candidates to disclose anything controversial in their background that we need to be aware of. While it is unlikely that they will disclose anything we are not already aware of at this point, we believe redundant checks are beneficial.

As part of our efforts, we will crosscheck sources, search for discrepancies, and resolve them. When sensitive or potentially embarrassing items are discovered, they will be thoroughly researched. Depending on what we discover, we may decide to drop the candidate or to present them with an explanation.

Note: We firmly believe that all background work and checks should be completed prior to presenting them to you. That way you will know the individuals you select to interview are all top performers and do not have anything embarrassing in their pasts that might come to light after selection. It also means that once you have made a selection, you can move forward promptly, negotiate a contract and make an announcement.

B. Approach to Executive Search (Continued)

Task Five: Preparation and Presentation of Candidate Materials

CB&A will select six to ten candidates and present them for your consideration as finalists. We will provide to you electronically a complete written report for each recommended candidate which will include: the candidate's cover letter, resume, introduction, references, background checks and internet / newspaper archive search results. A complete sample candidate report is included as Appendix C. We will also provide advice on interviewing, a series of questions the elected officials may wish to ask (as well as outlining some areas that it is not wise to get into), and some logistical information.

Task Six: Finalist Selection

Approximately a week after the Town has received the candidate materials, CB&A will meet with the elected officials to discuss our findings and to select finalists (ideally five with an alternate) to be invited to interview.

Task Seven: Notify All Candidates of Their Status

We will notify the finalists by telephone and give them the opportunity to ask additional questions. Additionally, we will provide them with information concerning the interviews and travel if necessary. CB&A will also contact those not selected to be interviewed. Part of the notification will include advice concerning their application materials, even though they were not selected to go forward, they will have gained something valuable from participating in the process.

Phase IV: Coordinate the Interview Process and Town Manager / Finance Director Selection

Task Eight: Coordinate the Candidate Assessment Process

Prior to the interviews, we will recommend an /evaluation process including mechanisms to assess the candidates' communication skills, interpersonal skills, and decision-making skills. Typically, we suggest the Commission observe the finalists in three settings: a social setting (since the selected candidate will frequently represent the Town at community functions), one-on-one interviews, and a Commission meeting.

Day #1: The finalists are given a tour of the community by a knowledgeable staff member or resident. Communities often also include a reception with the Town's senior staff at this point.

Later, that evening, the Commission can host a reception for the candidates. The purpose is to observe how the finalists respond to a social situation. As noted, your next Town Manager / Finance Director will, after all, represent your local government in a variety of venues. It is thus important to know how the individual will respond to your citizenry. The reception also serves as an icebreaker whereby the Commission Members and the candidates get to know one another informally.

Day #2: The next morning, each candidate will interview individually with each Commission Member for approximately 40 minutes. These meetings provide you with an opportunity to assess how the candidates might interact with you on an individual basis.

B. Approach to Executive Search (Continued)

Ultimately, Managers / Directors succeed or fail based on their interaction with the Commission and its individual members. One-on-one interviews are an excellent way to test that interaction.

After lunch, the Commission, as a group, will interview each finalist one at a time for approximately 30 minutes. Part of the interviews might include a PowerPoint presentation, so the Commission can observe the candidates' presentational skills.

We recommend you invite the finalists' spouses to the interviews, so they can become familiar and feel comfortable with the community. Finally, if you it would make you feel more comfortable, we can recommend several third party management and personality assessment tools that the Town can use to provide additional input. They are available at a relatively small cost and are not included in our fee.

Task Nine: Debriefing and Selection

After the interviews are completed, we have developed a simple methodology that moves the elected body quickly and rationally to selecting your next Manager / Director.

Phase V: Negotiation and Continuing Assistance

Task Ten: Notification, Contract Negotiations and Warranty

If requested, we will assist in the employment agreement negotiations. Generally, a member of the elected body and the attorney conduct the actual negotiations while we provide advice and assistance concerning the compensation package and contract. We can also take the lead role in the negotiations if desired. We have a standard contract you are welcome to use with the selected candidate. Your attorney, of course, will prepare the final contract. Since the basic parameters will have been discussed with the candidates and the candidates have been thoroughly vetted, we expect prompt agreement.

Task Eleven: Continuing Assistance

Our work is not done when the contract is executed. We will stay in touch with you and your new Town Manager / Finance Director. Our goal is to be there to assist in resolving any issues that arise before they become intractable. We simply feel it is part of our job to assure a successful relationship.

Communications: We will provide weekly reports about the status of the search, in writing or by phone, depending upon your preference. At significant milestones we will make the reports in person. We are also available at any time, day or night, to address any questions you have.

The Town's Obligations

The Town will be responsible for providing the facilities for the interview process, coordinating lodging for candidates from outside the area, and making arrangements for the reception. The Town will also be responsible for reimbursing the candidates (and spouses, if invited) for all expenses associated with their travel, meals, and incidentals for the interview process.

C. Work Plan

Proposed Project Schedule

We understand the Town wants to move quickly on this recruitment. We are uniquely positioned to do so based on our knowledge of and experience in Florida.

Phase I: Needs Assessment / Information Gathering

- November 15th: CB&A begins meeting with the Commission Members and other stakeholders to understand the job and its challenges.
- November 21st: CB&A submits the draft of the full recruitment profile to the Town for its review.
- November 28th: Town provides comments on the recruitment profile.

Phase II: Recruiting

- December 1st: CB&A posts the full recruitment profile on its website and submits it to the appropriate publications. It is also e-mailed to almost 14,000 local government professionals.
- December 22nd: Closing date for submission of applications.
- December 27th: CB&A reports on the results of the recruitment.

Phase III: Screening, Reference Checks and Credential Verification

- January 22nd: CB&A forwards its reports and materials to the Town for the recommended candidates. These will include the candidates' cover letters, resumes and introduction as well as the results of our reference, background and Internet/newspaper archives/social media checks.
- January 29th: Town selects approximately five finalists and an alternate to interview.

Phase IV: Interview Process Coordination and Town Manager / Finance Director Selection

- February 8th: Town holds reception for the finalists.
- February 9th: One-on-one and full Commission interviews and decision.

Phase V: Negotiation, Warranty & Continuing Assistance

- Post-Selection: CB&A works with Town representatives and the selected candidate on an employment agreement.

Project Team and Involvement

Colin Baenziger & Associates has assembled an outstanding project team to serve your needs.

Colin Baenziger will have overall responsibility for the execution of the search. Mr. Baenziger has spent ten years local government as a senior manager and over 30 years as a consultant. In addition to his 25 years in executive search, he specialized in operational reviews of governmental agencies and private sector clients such as the Recording Industry Association of America, and the Marriott Corporation. Mr. Baenziger has a master's degree with distinction in public administration from Cornell University's Graduate School of Management, and a Bachelor of Arts degree from Carleton College. He is also active in the International City Management Association and the Florida City and County Management Association.



Lynelle Klein, Vice President for Operations, is a skilled professional with extensive expertise in executive search. Starting as a research assistant with CB&A 12 years ago, she has now firmly established herself as the number two person at CB&A. Prior to joining the firm, she worked primarily in the private sector providing financial and administrative services. Ms. Klein has an Associate's Degree from Brigham Young University in Rexburg, Idaho. She currently resides in Mesa County, CO.



Stephen Sorrell, senior vice president, brings over 35 years of management and technical experience in municipal, county, state, and special district agencies in addition to his work with Colin Baenziger & Associates (CB&A). Some of the leadership positions Steve has held include serving as Executive Director, Emerald Coast Utilities Authority in Pensacola, Florida, and as City Manager, Director of Public Safety, Assistant City Manager, and Director of Finance, all for Hamilton, Ohio. He is a P.E. and earned a Bachelor of Science in Civil Engineering Degree from the University of Dayton, Ohio, and Master of Public Administration Degree from the University of Cincinnati, Ohio. He is a member of the International City/County Management Association, Florida City/County Management Association, Florida Finance Officers Association, American Water Wastewater Association, President of the Exchange Club, President of the Safety Council, Chairman of the Neighborhood Watch Program, and served on the Board of Directors for Senior Services and the Chamber of Commerce. One day, he hopes to slow down – just not yet.



Rick Conner, Senior Vice President, has over 30 years of experience in executive recruiting and in local government (serving as a city manager in Florida and Texas) as well as a public works and utilities director. That experience provides him with an excellent perspective of the needs of local government operations and staffing. Rick earned Bachelor of Science Degrees in Business Administration and Engineering from the University of Missouri. He is a Registered Land Surveyor and a Professional Engineer in Missouri, as well as a Professional Engineer in Florida, Tennessee and Texas. In his spare time, he invents scuba diving equipment and accessories.



D. References

Town Manager, Bay Harbor Islands, FL (population 5,938)

Contact: Former Mayor and current Councilmember Stephanie Bruder at (305) 866-6241, or
sbruder@bayharborislands-fl.gov

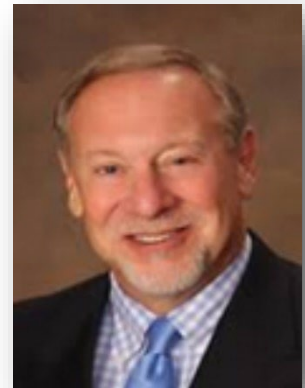
CB&A began its work in May of 2020 to find Bay Harbor Islands' next Town Manager. Our work included searching the nation to find the right person for the job, interviewing the candidates, conducting thorough background checks, and recommending finalists for the Town to interview. Through our targeted marketing and outreach efforts, we were able to bring an excellent pool of candidates to the Town. After careful deliberation, the Town selected *Maria Lasday, formerly the Village Manager for Bannockburn Village, IL* in August 2020. Ms. Lasday remains with the Village and is highly respected.



City Manager, Fruitland Park, FL (population 4,000)

Contact: Commissioner Chris Bell at (352) 326-4291 or
cbell@fruitlandpark.org

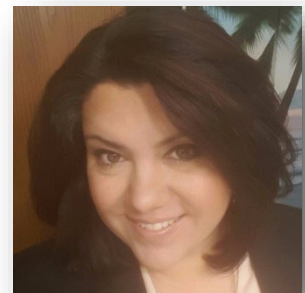
CB&A was hired in mid-July 2013 to find Fruitland Park's next **City Manager**. Rick Conner, CB&A's Senior Vice President assumed the Interim City Manager role in order to assist the City, stabilize the situation, and coordinate the recruitment. The process was challenging, but through extensive outreach efforts, CB&A fielded an excellent group of high quality candidates for the position, performed background checks, coordinated the interview process, and assisted the City in selecting *Gary LaVenía, former City Manager of Maple Shade, NJ*. By all reports, the City is exceptionally pleased with the placement. Mr. LaVenía remains with the City.



City Manager, Mascotte, FL (population 6,447)

Contact: Mayor Steven Sheffield at 352-536-4758, or
Steven.Sheffield@CityofMascotte.com

CB&A began work in January 2021. Our work included scouring the nation to find the right person for the job, interviewing the candidates, conducting thorough background checks, recommending finalists for the city to interview and helping with the contract negotiations. The process took longer than normal as Mascotte requested we host a citizen survey before we start the recruitment process. In addition, the selected candidate withdrew for personal reasons during contract negotiations and so we led a second recruitment process. *Annamarie Reno, former Township Manager for Richland Township, Michigan*, was selected on October 5, 2022. She remains with the City.



D. References *(continued)*

Town Manager, Montverde, FL (population 1,622)

Contact: Mayor Joe Wynkoop at (407) 496-1673, or
[*mayor@mymontverde.com*](mailto:mayor@mymontverde.com)

CB&A was selected in March 2020 to assist Montverde in finding its next Town Manager. Our work included scouring the nation to find the right person for the job, interviewing the candidates, conducting thorough background checks, recommending finalists for the Town to interview and helping with the contract negotiations. *Paul Larino, former City Manager for Wiggins, Colorado*, was selected in June 2020. He remains with the Town. He was known for his grant writing abilities in Wiggins and has brought his expertise to Montverde. One example is a grant award of \$850,000 for arbor projects.

City Manager, City of Sanibel, FL (population 7,319)

Contact: Mayor Holly Smith at 239.707.4800, or
Holly.Smith@mysanibel.com

CB&A was hired in July 2021 to find Sanibel's next **City Manager**. Sanibel Island is unique because it incorporated in 1974 to protect the natural aspects of the area and the community's small town feel. Sanibel was looking for a manager who would protect Sanibel for the long term and continue the goals in their vision statement. Our efforts involved searching the country for strong candidates, conducting extensive background checks, recommending a strong field of candidates, overseeing the interviews and providing assistance with the contract negotiations. *Dana Souza, formerly the Interim City Manager of Naples, FL*, was selected in late September. Mr. Souza remains with the City.



City Manager, City of West Park, FL (population 13,700)

Contact: Former Mayor Eric Jones at (954) 410-8139

West Park is a relatively new city in Broward County, FL. CB&A began meeting with the City's elected officials on January 13, 2010 to find its next **City Administrator**. It was critical to the Council that the finalists all understand the character of the community and be able to function well in an urban environment. The City also wanted a panel of local City Managers to review the finalists and to make recommendations concerning CB&A's finalists (which elongated the process slightly). Interviews were conducted on April 16th and 17th with *Ajibola Balogun, formerly the City Manager of South Miami* being selected on April 21st 2010. Mr. Balogun remains with the City.



D. References *(continued)*

Candidate References

While it is important to deliver what the Town expects, it is also important to keep candidates informed and to treat them with respect and dignity. Accordingly, we have provided references from four of those candidates.

Placement	Formerly	Recruited To Be	Contact at
Dale Martin	City Manager Winchester, CT	City Manager Fernandina Beach, FL, in September 2015	(904) 557-5047 dmartin@fbfl.org
Eden Freeman	Assistant City Manager Sandy Springs, GA	City Manager Winchester, VA Appointed June, 2014, she left in March 2020 to become the Deputy City Manager for Greenville, SC, and then returned to Sandy Springs as the City Manager in January 2022	(404) 683-4816
Bryan Hill	Deputy County Administrator Beaufort County, SC	County Administrator James City County, VA Appointed July 2014 Hired as the Fairfax County, VA, CEO in January 2018	(843) 368-7458
Chris Morrill	Assistant City Manager, Savannah, GA	City Manager, Roanoke, VA Appointed December 2009 Hired as the Executive Director of the Government Finance Officers Association in February 2017	(843) 368-7458

E. Pricing and Warranty

Fee

CB&A offers a firm, fixed price of \$29,500, which includes all the expenses we will incur in the search. The only other expenses the Town will incur are those associated with bringing the finalists (and spouses, if invited) to interview with the Town (travel, meals, hotel etc.). Bills will be rendered as the search progresses and due at the end of each Phase as indicated below:

Requested Services	
Phase I: Needs Analysis / Information Gathering	\$ 4,000
Phase II: Recruiting	12,000
Phase III: Screening	11,000
Phase IV: Interview Process Coordination and Selection	1,500
Phase V: Negotiation and Warranty	1,000
Firm, Fixed Fee Total*	\$29,500

If the Town asks us to perform work that is clearly beyond the scope of this proposal, it will be billed at a rate of \$150 per hour. No such work will be performed without your written authorization. Please note, as previously stated, that we have never billed nor requested additional funds beyond our originally quoted fee – even when circumstances suggested we were entitled to them and where the work we performed extended beyond the scope of our assignment.

Warranty

Colin Baenziger & Associates offers one of the best warranties in the industry. We can offer it because we have confidence in our work. Provided we conduct the full search (Phases I-V), follows our recommendations, and selects from among the candidates we recommend, we warrant the following:

- 1) We will not approach the selected candidate for any other position as long as the individual is employed by the Town.
- 2) If the selected individual leaves for any reason other than an Act of God (such as total incapacitation or death) within the first year, CB&A will repeat the search for the reimbursement of our expenses only.
- 3) If you are not satisfied with the candidates we present, CB&A will repeat the search until you are satisfied.
- 4) Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.

Date: November 1, 2022

To: Honorable Mayor and Commissioners

From: Planning and Zoning Commission

Re: Report of the October 17, 2022, Planning & Zoning Commission Meeting

The Planning & Zoning Commission reviewed the following at its October 17, 2022, meeting:

Public Comment:

None

Approval of Minutes:

1. The minutes of September 19, 2022, were approved with minor corrections.

Discussion / Action Items:

2. Development Plan Review for a proposed new two-story single-family residence at 60 Ocean Ave.:
 - a. The Commission had asked the applicant at the September meeting to come back with changes to the design of the residence.
 - b. The architect presented the revised plans to the Commission
 - c. The Commission approved (5-0) the design changes.
3. Development Plan Review for a proposed new 2-story single family residence to be built at O Dolphin Dr.:
 - a. Town Planner O’Gorman, Building Official Guy, and Tara Bamber, representing the Town Engineer, presented the Town Staff report and proposed conditions of approval.
 - b. The applicant’s Architect answered the Commission’s questions regarding the proposed site plan, landscape plan, building elevations.
 - c. The Commission approved (5-0) the development plans but deferred the landscape plans to come back to the next meeting in November and suggested revisions to the windows and roof color.

Commissioner Comments:

Member Hutchins mentioned the topic of elevation issues and possibly looking into building houses that are lifted, similar to those in Key West, and suggested to be a topic of discussion at a future meeting or the joint meeting.

Chair Marsh mentioned that changing setbacks and spot-zoning is something that they really do not want to do and the Planning & Zoning is not in a position to discuss that at the current meeting.

Town of Ocean Ridge, Florida Request for Proposal Town Manager/Finance Director Recruitment & Selection

October 28, 2022



630 Dundee Road
Suite 225
Northbrook, IL 60062

Primary Contact Person:

Laurie Pederson
Director of Administrative Services
847-380-3198
LPederson@GovHRusa.com

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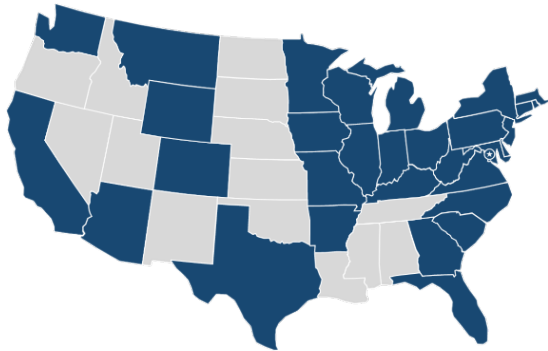
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Attachments

Consultant Biography
Client Lists
Sample Brochure

Executive Summary

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.



GovHR has 21 full-time and 8 permanent part-time employees including 6 full-time recruiters and 26 additional project consultants who are based in Arizona, Colorado, Florida, Georgia, Illinois, Indiana, Massachusetts, Michigan, Minnesota, Ohio, Tennessee, Texas and Wisconsin, giving us a national presence. Additionally, GovTempsUSA, GovHR's subsidiary, provides interim staffing solutions to keep operations moving during the recruitment process.

Our consultants are experienced executive recruiters who have conducted over 1,000 recruitments, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Leadership



Heidi Voorhees

President

847-380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori

Chief Executive Officer

847-380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Why Choose GovHR?

Unparalleled Expertise and Level of Service: We are a leader in the field of local government recruitment and selection with experience in **41 states**, in communities ranging in population from 1,000 to 3,000,000. Since our establishment in 2009, more than 40% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients. Surveys of our clients show that 94% rate their overall experience with our firm as **Outstanding** and indicate that they plan to use our services or highly recommend us in the future.

Delivering the Best: We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process, includes extensive use of **social media** for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization. Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates. Additionally, before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.

A Partner from Start to Finish: We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.

Services for Any Budget and Any Search: We strive to meet the specific needs of our clients. We offer several options for recruitment services to meet your needs and your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe that best fits your needs. However, you may find all our services [here on our website](#).

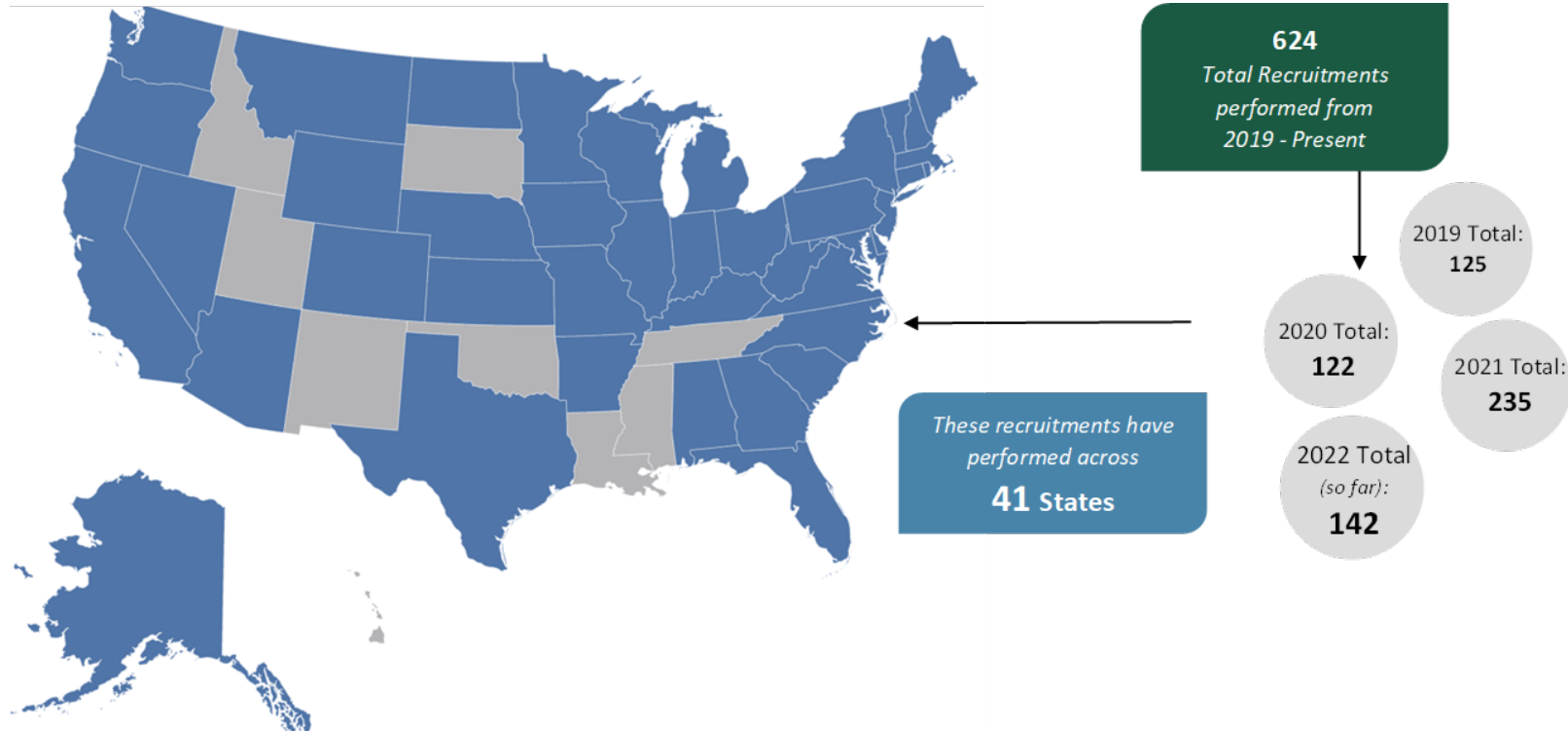
Town Manager and Finance Director Recruitment Success

Our team has a proven track record of success in the recruitment of Town Manager and Finance Director positions. Since 2019, we have recruited 6 Town Managers across 4 states in addition to over 60 City Managers across 23 states. Additionally, we have recruited 46 Finance Directors across 14 states, including the state of Florida, since the year 2019. A comprehensive list of our City Management and Finance Director recruitment experience and clients can be found in the Appendix.

Florida Recruitment Success

Our team has a proven track record of success in the providing recruitment services within the Sunshine State. We have recruited over 25 positions across the state of Florida for 16 municipal clients. We have provided a full list as part of the Appendix.

Notable Highlights from 2019 – Present



Administrative Assistance	4	Healthcare	6	Public Safety Communications	11
Animal Services	4	Housing	4	Public Works	36
Aviation/Marine	2	Human Resources	33	Transportation	3
Building Officials	8	Information Technology (IT)	13	Utility & Water	17
City Management	124	Intergovernmental Agency	19	Other	56
Community Development & Public Info.	46	Law Enforcement	38		
County Management	11	Legal & Judiciary	13		
Diversity & Inclusion	10	Library	2		
Engineering	16	Parks & Recreation	18		
Finance	71	Planning	10		
Fire	43	Procurement & Purchasing	6		

Florida State Laws Knowledge and Experience

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. We have specifically selected GovHR's Sunshine State expert and local resident, Vice President Jim Dinneen, for this project.

Mr. Dinneen has previously worked as County Manager of Volusia County, Florida for over 12 years. He was tasked to restructure for greater efficiency an organization of 4,000 employees and manage an \$800M budget. During his tenure of 12 years, before his retirement in 2018, he accomplished:

- Implemented major tax reductions starting in 2007 while ensuring service stability saving citizens of over \$200 million while reducing the workforce by 500 full time positions.
- Developed and implemented a plan known as "Go to Zero" that achieved zero debt in the General Fund in 2018
- Completed the consolidation of emergency dispatch services county-wide and managed over \$500 million in infrastructure construction
- Implemented a county-wide emergency transport system (EVAC)
- Developed a county diversity and inclusion strategic masterplan
- Implemented a Green Volusia program
- Developed a county dynamic masterplan which won a 2018 NACO award



Subsequently, due to his level of experience in working within the government sector in the state of Florida, Mr. Dinneen is well versed in Florida's Veterans Preference Law, Sunshine Law and Public Records Law and will lean on his knowledge and experience to better assist with this recruitment.

We have provided a synopsis of his recruitment experience as part of our Work Plan section. Additionally, his full biography and resume can be found as part of the Appendix. His client list is available on our website.

Primary Contact Person for the Response



Laurie Pederson

Client Services & Administrative Director

847-380-3198

LPederson@GovHRusa.com

Approach to Executive Search

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$125/hours plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for \$2,500. Community Forums can be conducted as an optional service.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 14,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 7,000 subscribers.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:

- Leadership and management skills
- Size of organization
- Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites (approximately 20 online sources)
 - Social media: LinkedIn (over 20,000 connections), Facebook, Instagram and Twitter
 - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References provided by the candidate are contacted
 - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the Client reviewing the recruitment report and providing additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations

- Provide you with an electronic file that includes:
 - Candidates' credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening will be conducted along with additional references contacted:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	Optional:
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include four to five candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Commitment to Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR Team Members have moderated and spoken on DEI initiatives at the International City and County Management Association conference and state conferences in Illinois, Michigan, Wisconsin, and North Carolina. Our employees and consultants have undergone Implicit Bias Training and we are frequent speakers on incorporating DEI values into recruitment and selection processes. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Fort Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

The GovHR Guarantee

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee's departure.

Work Plan

Recruitment Timeline



Weeks 1 & 2	Phase 1: On Site Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

Your Dedicated GovHR Team

As previously noted, we have assigned our highly knowledgeable and experienced Vice President Jim Dinneen to your recruitment. He will act as your project manager and primary point of contact for this project. He will be responsible for your recruitment and selection process.

His full biography can be found as part of the Appendix and his client list is available on our website.



Jim Dinneen
Vice President
386-846-2612
JDinneen@GovHRusa.com

Mr. Dinneen has been a Vice President with GovHR since January 2019. Since joining the GovHR team, he has applied his knowledge and experience from working within the public sector for 40 years to help our clients recruit and appoint the best possible candidates for their open positions.

Please find his list of successful recruitments below:

STATE	CLIENT	POSITION	YEAR	POPULATION
Florida	Broward County	Facilities Maintenance Director	2021	1,954,000
	Deerfield Beach	Assistant City Manager	2022	80,000
		Director of Parks and Recreation	2021	80,000
		Purchasing Manager	2022	80,000
	Palm Beach	Assistant City Manager	2021	85,933
	Tampa Bay Water	Chief Science Officer	2021	Multi
		Director of Information Technology	2021	Multi
		Human Resources Director	2022	Multi
Illinois	North Chicago	Chief of Staff	2021	30,020

References

We are a proven leader in public sector consulting. ***More than one-third of the organizations served by GovHR are repeat clients.*** Our team provides a growing pool of highly qualified candidates who are well-suited to handle the challenges and expectations of professional positions in local government and the not-for-profit sector.

The following references can speak to the quality of service provided by GovHR.

Deerfield Beach, FL
(Assistant City Manager, 2022)
(Director of Parks and Recreation, 2021)

Dave Santucci, City Manager
150 NE 2nd Avenue
Deerfield Beach, FL 33441
954-480-4263
dsantucci@deerfield-beach.com

Broward County, FL
(Facilities Maintenance Director, 2022)
Natasha Terrell, Human Resources Manager, Staffing
115 S. Andrews Avenue - Room 508
Fort Lauderdale, FL 33301
954-357-6298
nterrell@broward.org

Lakeland FL
(City Manager, 2020)
Bill Mutz, Mayor
228 S. Massachusetts Ave.
Lakeland, FL 33801
863-834-6000
Bill.Mutz@lakelandgov.net

East Hampton, CT
(Town Manager, 2019)
David Cox, Town Manager
1 Community Drive
East Hampton, CT 06424
860-267-4468
dcox@easthamptonct.gov

Pricing

Summary of Costs: Full Scope	Price
Recruitment Fee:	\$19,500
Recruitment Expenses: (not to exceed) ➤ Expenses include candidate due diligence efforts	\$1,500
Advertising: <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.</i>	\$2,500*
Total:	\$23,500**

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Invoice upon acceptance of proposal: 40% of the Recruitment Fee

2nd Invoice upon recommendation of candidates: 40% of the Recruitment Fee & expenses incurred to date

Final Invoice upon completion: 20% of the Recruitment Fee plus all remaining expenses

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

Optional Assessment Center

If requested, GovHR will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. GovHR consultants will prepare all the related documents and scoring sheets for any three (3) of the following exercises to be completed on the Assessment Center day:

- ◆ In-Basket Exercise
- ◆ Written/Oral Presentation Exercise
- ◆ Leaderless Group Exercise
- ◆ Structured Interview
- ◆ Budget Analysis Exercise
- ◆ Personnel Issues Exercise
- ◆ Other exercise of the Client's choosing

Optional Assessment Center Fee: \$8,000*

*The fee assumes that the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.

The fee includes the preparation of the Assessment Center material and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the client in selecting three (3) professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The client will be responsible for paying a \$600 stipend to each Assessor (and possible mileage or other transportation costs for the assessors).

The Assessment Center fee does not include lodging, travel and meal expenses for the GovHR facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the fee. If the client chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



JAMES DINNEEN



James Dinneen's career spans over 42 years in the public sector which includes 16 plus years as a City or County Manager. In addition, he has over 26 years in executive leadership roles in Public Works, Solid Waste, Transportation, Budgeting, and Planning.

Following 17 years in Dayton, Ohio where he advanced from Planner to Deputy Public Works/Director of Operations, he became the Director of Montgomery County Ohio's Department of Solid Waste and Public Works. In 1995, he was promoted to Assistant County Administrator and was responsible for numerous management reorganizations and projects, such as the successful public/private partnership named Riverscape including \$23 million worth of public infrastructure creating a regional interactive theme park. Development of a criminal justice and administrative services master plan including a new \$30 million juvenile detention center and the implementation of a county wide facility reinvestment and capital depreciation program.

In 2002, Mr. Dinneen was recruited back to the City of Dayton, Ohio as its City Manager to streamline the organization and prevent a looming fiscal crisis. During this time he did the following: brought Dayton's budget under control by aggressive actions that erased a year end deficit of \$12 million by eliminating 345 positions, reducing overtime and restricted future hiring. Developed 5 housing and urban redevelopment initiatives defining a new strategy around community anchors, introduced a new Community Oriented Policing Enforcement Program (COPE), exercised leadership in collaboration with regional partners in implementing County-wide dispatching, combining SWAT teams, and emergency management services.

In 2006, he became the County Manager of Volusia County, Florida. He was tasked to restructure for greater efficiency an organization of 4,000 employees. This reorganization became even more critical and complicated as the U.S. economy entered the Great Recession of 2007-2014. During his tenure of 12 years, before his retirement in 2018, he accomplished the following: Implemented major tax reductions starting in 2007 while ensuring service stability saving citizens of over \$200 million while reducing the workforce by 500 full time positions. Developed and implemented a plan known as "Go to Zero" that achieved zero debt in the General Fund in 2018, completed the consolidation of emergency dispatch services county-wide and managed over \$500 million in infrastructure construction. Implemented a county-wide emergency transport system (EVAC), developed a county diversity and inclusion strategic masterplan, implemented a Green Volusia program, developed a county dynamic masterplan which won a 2018 NACO award.

Over the course of his long career, Mr. Dinneen has developed in-depth professional expertise in the following skill areas: Community Engagement, Personnel Management, Budgetary/Fiscal Management, Labor Relations/Negotiations, Reorganizations, Economic Development, Construction/Capital Project Management, and Strategic Planning.

PROFESSIONAL EDUCATION

- Master of Arts in Public Administration, University of Dayton, OH
- Master of Arts in Urban and Regional Planning, Virginia Tech University, VA
- Bachelor of Arts in Anthropology, University of Dayton, OH
- Graduate of Senior Executive Program, John F. Kennedy School of Government, Harvard University, MA

MEMBERSHIPS AND AFFILIATIONS

- International City-County Management Association, Member
- Team Volusia Economic Development Corporation, Member
- Halifax Urban Ministries, Board Member

PROFESSIONAL BACKGROUND

Over 42 Years as a Local Government Management Professional

- | | |
|--------------------------------------|-----------|
| • County Manager, Volusia County, FL | 2006-2018 |
| • City Manager, Dayton, OH | 2002-2006 |
| • Montgomery County, OH | |
| Assistant County Administrator | 1995-2002 |
| Director Department of Solid Waste | 1992-1995 |
| • City of Dayton, OH | |
| Deputy Director of Public Works | 1985-1992 |
| Superintendent of Fleet Management | 1982-1985 |
| Senior Budget Analyst | 1978-1982 |
| Department of Planning | 1975-1978 |





City Management Client List (2019 - Present)

STATE	CLIENT	POSITION	POPULATION	YEAR
Alaska	Bethel	City Manager	6,500	2019
	Homer	City Manager (Professional Outreach)	5,300	2019
	Seward	City Manager	2,693	2019
Arizona	Buckeye	City Manager	69,744	2021
Colorado	Englewood	City Manager	34,957	2019
Connecticut	East Hampton	Town Manager	13,000	2019
	Enfield	Town Manager	45,246	2022
	Manchester	General Manager	59,710	2021
Florida	Lakeland	City Manager	110,000	2020
Georgia	Albany	City Manager	77,434	2021
Illinois	Centralia	City Manager	13,000	2020
	Crest Hill	City Administrator	21,169	2021
	Decatur	Deputy City Manager	76,178	2019
	Forsyth	Village Administrator	3,490	2021
	Fox Lake	Village Administrator	10,550	2021
	Galesburg	City Manager	33,706	2022
	Geneseo	City Administrator (Virtual)	6,500	2019
	Greenville	City Manager	7,000	2021
	La Grange	Village Manager	15,610	2022
	La Grange Park	Assistant Village Manager	13,579	2020
	Mundelein	Village Administrator	31,385	2020
	Niles	Village Manager	30,001	2021
	North Chicago	Chief of Staff	30,020	2021
	Northbrook	Village Manager	35,000	2021
	Oak Brook	Village Manager	8,058	2021
	Oak Park	Village Manager	52,000	2021
	Orland Park	Village Manager	60,000	2019
	Palos Heights	City Administrator (Virtual)	12,480	2021
	Pingree Grove	Village Manager	10,000	2020
	Plainfield	Village Administrator	41,734	2021
	Princeton	City Manager	7,700	2019
	River Forest	Village Administrator	11,635	2021
	Rock Island	City Manager	39,684	2021
	Savoy	Village Administrator (Virtual)	8,607	2020
	Schaumburg Township	Township Administrator (Virtual)	140,000	2021
	Sycamore	City Manager (Professional Outreach)	18,557	2021
	Vernon Hills	Village Manager	25,911	2021
	Villa Park	Village Manager	22,038	2022
	Washington	City Administrator	15,700	2021
	Wauconda	Village Administrator	14,125	2021
	Willowbrook	Village Administrator	8,967	2019

	Winnetka	Assistant Village Manager	12,417	2019
Indiana	St. John	Town Manager (Professional Outreach)	18,047	2020
Iowa	Indianola	City Manager	15,833	2022
	Knoxville	City Manager	7,300	2021
	Marion	Deputy City Manager	30,000	2022
	Muscatine	City Administrator	23,819	2020
	Windsor Heights	City Administrator	4,860	2019
Kentucky	Paducah	City Manager	24,850	2021
	Paris	City Manager	9,846	2021
Maine	Bangor	City Manager	33,039	2021
Maryland	Sykesville	Town Manager	3,941	2019
	Westminster	City Administrator	18,522	2021
Massachusetts	Wayland	Town Manager	13,882	2022
	Williamstown	Town Manager	8,400	2021
Michigan	Adrian	City Administrator		2020
	Charlotte	City Manager	9,100	2020
	Clawson	City Manager	11,946	2021
	Eastpointe	City Manager	32,673	2019
	Ferndale	City Manager	20,428	2019
	Lincoln Park	City Manager	36,665	2019
	Rochester	City Manager	13,017	2022
	Royal Oak	City Manager	59,112	2020
Minnesota	Becker	City Administrator	4,874	2021
	Hibbing	City Administrator	15,855	2021
	Minnnetonka	City Manager	53,953	2022
	St. Louis Park	City Manager	48,662	2021
	Waconia	City Administrator	13,500	2021
Missouri	Ballwin	City Administrator	30,181	2020
	Cape Girardeau	City Manager	38,000	2020
	Warrensburg	City Manager	20,200	2021
	Webster Groves	City Manager	22,800	2020
	Wildwood	City Manager	35,524	2019
Nevada	Boulder City	City Manager	16,207	2021
New Hampshire	Portsmouth	City Manager	21,796	2019
New York	Long Beach	Deputy City Manager (Virtual)	33,275	2021
				2022
	Mamaroneck (Town)	Town Administrator	29,156	2021
	Scarsdale	Village Manager	17,837	2021
North Dakota	Minot	City Manager	45,700	2020
Pennsylvania	Centre County	County Administrator	158,172	2022
	Ferguson Township	Township Manager	18,300	2022
Texas	Missouri City	City Manager	74,139	2021
Vermont	Winooski	City Manager	7,997	2022
Virginia	Chesapeake	City Manager	245,000	2019
	Portsmouth	City Manager	96,000	2020
	Salem	City Manager	25,643	2019
	Virginia Beach	City Manager	442,707	2019

Washington	Burien	City Manager	52,066	2022
	Duvall	City Administrator (POS)	8,090	2021
West Virginia	Bridgeport	City Manager	8,582	2019
				2021
Wisconsin	Baraboo	City Administrator	12,048	2019
	Bayside	Assistant Village Manager	4,400	2019
	Beaver Dam	City Administrator	16,291	2021
	Beloit (Town)	Town Administrator	7,083	2020
	Franklin	Director of Administration	36,155	2019
	Harrison	Village Manager	13,185	2021
	Monroe	City Administrator	10,827	2020
	Plymouth	City Administrator/Utilities Manager	8,540	2020
	Whitewater	City Manager	14,300	2022



Finance Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
Alabama	Decatur	Asset Management Specialist (Professional Outreach)	54,844	2019
Alaska	Seward	Finance Director (Professional Outreach)	2,693	2021
	Unalaska	Finance Director	4,768	2016
		Finance Director (Virtual)	4,768	2019
California	California (Confidential)	Sr. Vice President of Revenue Enhancement	Multi	2019
Colorado	Englewood	Finance Director	34,957	2020
	Mountain Village	Finance Director	1,840	2021
	Wellington	Finance Director	11,500	2020
Florida	DeFuniak Springs	Finance Director	7,000	2022
	Pinellas County	Director of Office of Management and Budget	970,600	2021
Illinois	Addison Park District	Finance Manager (Virtual)	Multi	2022
	Barrington	Director of Financial Services	10,455	2020
	Bensenville	Finance Director (Professional Outreach)	20,703	2019
	Bloomington	Budget Manager (Professional Outreach)	78,005	2017
		Chief Accountant (Professional Outreach)	78,005	2017
	Bradley	Finance Director/Treasurer (Virtual)	15,344	2018
	Buffalo Grove	Deputy Director of Finance & General Services (Virtual)	42,909	2020
				2021
		Finance Director	42,909	2019
	Collinsville	Chief Financial Officer	25,838	2020
		Finance Director	25,838	2018
				2022
	Crest Hill	Finance Director	21,169	2021
	Elgin	Chief Financial Officer	108,000	2014
	Flossmoor	Assistant Finance Director (Virtual)	9,464	2021
	Glen Ellyn	Finance Director	27,000	2014
				2022
	Glencoe	Finance Director	8,900	2018
	Hanover Park	Finance Director	38,510	2015
	Hawthorn Woods	Chief Financial Officer	7,663	2020
	Highland Park	Finance Director	31,365	2012
				2014
	Hinsdale	Finance Director (Professional Outreach)	17,631	2021

	Illinois Metropolitan Investment Fund	Executive Director	Multi	2016
	La Grange Park	Director of Finance	13,579	2013
		Finance Director/Village Trustee	13,579	2022
	Lake Bluff	Finance Director	5,700	2017
	Lake County	Controller (Professional Outreach)	703,462	2021
		Deputy Finance Director	703,462	2016
		Director of Finance/CFO	703,462	2018
	Lake Forest	Finance Director	19,375	2012
	Lincolnwood	Finance Director (Virtual)	12,590	2021
	Lisle	Finance Director	23,440	2019
	McHenry County	Assistant Finance Director	309,000	2019
		Assistant Finance Director (Professional Outreach)	309,000	2018
		Director of Finance	309,000	2019
		Director of Finance & Administration (Virtual)	309,000	2019
	Metra	Chief Financial Officer	2,700,000	2021
	Mount Vernon	Finance Director	14,600	2021
	Northbrook Park District	Director of Finance & Technology (Professional Outreach)	37,000	2022
	Pace Suburban Bus	Billing Manager, Paratransit	Multi	2022
	Park Forest	Finance Director	21,975	2017
	Park Ridge	Finance Director	37,496	2021
	Peoria	Finance Director	115,234	2021
	Peoria County	Chief Financial Officer	370,000	2010
				2021
	Richton Park	Finance Director (Professional Outreach)	13,409	2021
	River Forest	Assistant Finance Director	11,635	2015
		Director of Finance	11,635	2018
	Rockford	Finance Director	152,871	2011
	St. Charles	Finance Director	33,264	2021
	St. Clair Shores	Finance Director/Treasurer (Professional Outreach)	59,984	2021
	Vernon Hills	Finance Director	25,911	2022
	Villa Park	Finance Director (Virtual)	22,038	2021
				2022
	Wauconda	Finance Director	14,125	2014
	West Chicago	Finance Director	27,221	2022
	Westmont	Finance Director (Virtual)	24,767	2022
	Winnetka	Assistant Finance Director (Virtual)	12,417	2018
		Finance Director	12,417	2015
	Wood Dale Park District	Director of Finance & Administration (Virtual)	13,945	2017
Indiana	Lake County	Finance Director	496,314	2019
Iowa	Marion	Budget Manager (Professional Outreach)	30,000	2018

	Ottumwa	Finance Director	25,350	2022
Maine	Biddeford	Finance Director (Virtual)	21,277	2021
Maryland	Westminster	Director of Finance	18,522	2022
Massachusetts	Brookline	Finance Director	58,732	2022
Michigan	Adrian	Finance Director (Professional Outreach)	20,676	2019
	Ferndale	Finance Director (Virtual)	20,428	2021
	Grand Rapids	Financial Systems Administrator (Virtual)	200,217	2019
	Kent County	Director of Fiscal Services	636,369	2019
	Royal Oak	Finance Director	59,112	2022
Minnesota	Waite Park	Finance Director	7,700	2021
Nebraska	LaVista	Finance Director	18,336	2014
	Lincoln	Finance Director	290,000	2022
Ohio	Cleveland Heights	Finance Director	46,238	2019
	Monroe	Finance Director	15,412	2021
	Toledo	Director of Finance	272,780	2021
Pennsylvania	Centre County	Chief Financial Officer	158,172	2021
Texas	Garland	Managing Director of Finance	233,206	2011
Virginia	Chesapeake	Controller of Debt & Strategy Planning (Virtual)	245,000	2020
Washington	Issaquah	Chief Financial Officer	39,378	2021
West Virginia	Bridgeport	Finance Director	8,582	2021
Wisconsin	Beloit (City)	Finance & Administrative Services Director	36,966	2014
	Calumet County	Finance Director	50,100	2021
	Cottage Grove	Finance Director	7,663	2021
	Dunn County	Chief Financial Officer	44,806	2021
	Janesville	Clerk-Treasurer	63,588	2021
	Jefferson County	Finance Director (Virtual)	84,395	2017
	La Crosse	Director of Finance	52,680	2022
	Middleton	Finance Director	17,422	2015
	Milton	Finance Director/Treasurer	5,546	2014
	Oak Creek	Assistant Comptroller (Professional Outreach)	35,243	2019
	Oshkosh	Assistant Finance Director	66,700	2018
		Finance Director	66,700	2013
	Portage	Finance Director/Treasurer (Professional Outreach)	10,500	2021
	Rib Mountain	Clerk/Treasurer	6,825	2014
				2017
	Sheboygan	Finance Director	48,327	2021
	Waukesha	Finance Director	72,489	2020
				2022
	Wauwatosa	Director of Finance	47,000	2010



Florida Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
Florida	Alachua County	Court Services Director (Virtual)	263,496	2018
		Human Resources Director	263,496	2017
	Broward County	Facilities Maintenance Director	1,954,000	2021
	Broward County Public Schools	Chief Fire Official	Multi	2021
	Broward County Sheriff's Office	Director of Information Technology	1,900,000	2022
	Deerfield Beach	Assistant City Manager	80,000	2022
		Assistant Senior Services Director	80,000	2016
		Director of Parks and Recreation	80,000	2021
		Purchasing Manager	80,000	2022
	DeFuniak Springs	Finance Director	7,000	2022
	Escambia County	County Administrator	321,905	2022
	Gainesville	Assistant City Manager	133,997	2021
		Director, Department of Sustainable Development	133,997	2021
		Fire Chief	133,997	2020
	Hillsborough Area Regional Transit Authority	Chief Executive Officer	1,500,000	2020
	Lakeland	City Manager	110,000	2020
	Largo	Assistant City Manager	82,244	2018
		Director of Public Works	82,244	2018
	Marion County	County Administrator	337,362	2015
	Orlando	Fire Chief	307,573	2021
		Public Works Director	307,573	2022
	Palm Beach	Assistant City Manager	85,933	2021
	Pasco County	County Administrator	475,502	2016
	Pinellas County	Assistant County Administrator	970,600	2020
		Deputy County Administrator/Chief of Staff	970,600	2019
		Director of Building & Development Review Services	970,600	2022
		Director of Human Resources	970,600	2020
		Director of Office of Management and Budget	970,600	2021
	Pinellas Park	Chief Technology Officer	52,137	2019
	Riviera Beach Community Redevelopment Agency	Executive Director	35,000	2020
	Tampa Bay Water	Chief Science Officer	Multi	2021
		Director of Information Technology	Multi	2021
		Human Resources Director	Multi	2022
	Walton County	County Administrator	75,305	2022



CITY OF LAKELAND, FL

CITY MANAGER



EXECUTIVE RECRUITMENT

THE CITY



Lakeland, Florida with a population of 110,000, is strategically located in [Central Florida](#) between Tampa and Orlando. Lakeland is an award-winning city that has a perfect mix of a small-town community environment with the amenities of a larger city. A fast-growing city with a racially and culturally diverse population, Lakeland covers 75 square miles and is the largest city in Polk County. Lakeland has several city operations that are unique for a city its size. The city operates its electric utility a critical source of revenue for the city and the Lakeland Linder International Airport, an economic engine for the city and the region, as well as water and wastewater utilities. The city has an exceptional parks and trails system, a recently renovated 27-hole golf course, and an expansive array of recreational and cultural opportunities for residents of all ages.

Lakeland is the headquarters for Publix Super Market, the spring training location for the Detroit Tigers since 1935 and is the home for five universities including Florida's only STEM university, Florida Polytechnic. Amazon Air Cargo just launched its first flight from its new 220,000 square foot cargo facility at Lakeland Linder International Airport, and the National Oceanic and Atmospheric Administration recently relocated its Hurricane Hunters operation to the Lakeland airport as well. In March 2020, Summit Insurance broke ground on an eight story, 135,000 square foot headquarters in Lakeland's downtown, a thriving, historic business community.

Lakeland was incorporated on January 1, 1885 and experienced an economic and building boom in the 1920's that resulted in the Polk Theater, the Terrace Hotel, the Park Trammel Building and the Lake Mirror Promenade, all located on the National Register for Historic Places. Lakeland continues its interest in the history of its community, approving the addition of a History and Cultural center to its main library.

National Recognition for **LAKELAND**

**U.S. News and World Report
2019 Sixth Safest City**

ArbNet Arboretum Accreditation Level 1 Award

Bronze Bike Friendly Award

Bronze Pedestrian Friendly Award

#1 Spring Training Site in Florida

LAKELAND by the Numbers



Average Age **41**



Median Household Income
\$45,149



Median Home Value
\$150,800



Number of Households
43,786



Over **70** Neighborhood
Associations



Library System with
3 locations and
1 million items



27 playgrounds, plus miles
of trails, recreational facilities,
tennis courts, playfields and
dog parks.



265,000 Lakeland
Electric Service Area &
Population with Lakeland, FL
Addresses (approximate)

Demographics by Race

58% White

19% African American

16% Hispanic/Latino

2% Asian

The Position in Brief and the City Organization

The City operates under the Council-Manager form of government with the City Manager reporting to the Mayor and six-member City Commission. The City Commission is a mix of at large and district representation. The Mayor and City Commission work collaboratively and respectfully with one another, the community, and the city staff. The elected officials and city staff recently underwent a strategic planning session and identifying the following goals – each of which has accompanying strategies:

- **Quality of Life:** Provide quality public spaces, deliver superior municipal services and support arts, education, recreation and wellness.
- **Communication:** Develop an informed and engaged community.
- **Economic Opportunity:** Create and encourage inclusive, lasting environments that grow, attract and retain a creative, talented, educated and technically qualified workforce.
- **Fiscal Management:** Develop and effectively manage financial resources
- **Growth Management:** Ensure planning and infrastructure results in quality development and safe, attractive neighborhoods.
- **Governance Goal:** Provide for responsive and responsible governmental service.



The **City Manager** is responsible for providing collaborative, team oriented, executive leadership in the oversight of the city's extensive and complex municipal operations. The City Manager is assisted by a Deputy City Manager, and an Assistant City Manager, each of whom has several departments directly reporting to them. City Departments include the City Manager's Office, Legal, Communications, Community and Economic Development, Electric Utility, Finance, Fire, Human Resources, Information Technology, Lakeland Linder International Airport, Parks and Recreation (includes Cemeteries, Golf Course and Library Divisions), Police, Public Works, RF Funding Center (multi-purpose entertainment complex with an arena, theater and convention center), Retirement Systems, Risk Management and Purchasing and Water Utilities. [City Government](#)

The City has 2100 full time and 200 part time employees. There are collective bargaining agreements in police, fire and the utility operations. The average tenure of city employees is 17 years with 35% of the city's workforce eligible for retirement in the next few years. The City has an annual budget of \$626 million. [Lakeland 2020 Budget](#)

Lakeland Mission, Vision and Values

Mission Statement:

Lakeland – a vibrant, innovative, culturally inclusive, world-class community.

Vision Statement:

A community working together to achieve an exceptional quality of life.

Core Values

[The City of Lakeland's Core Values](#) are the guiding principles utilized by elected officials and staff of the City to carry out our duties and obligations in service to the citizens: Social Responsibility, Leadership, Integrity, Commitment to Excellent, Empowered Workforce and Diversity.



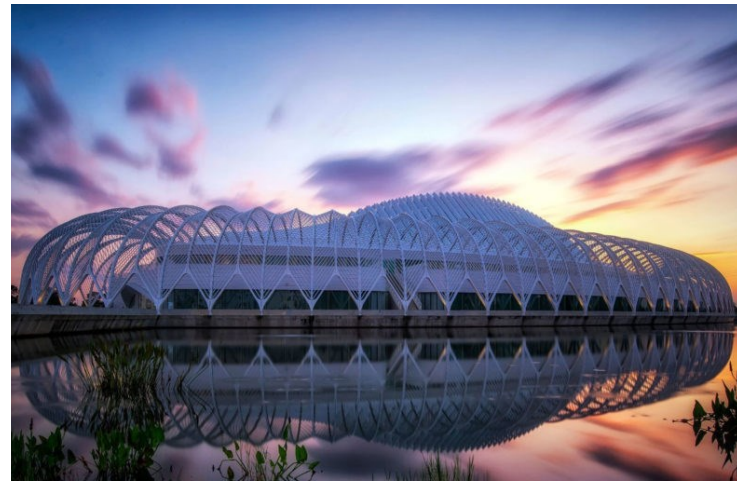
Lakeland Economic Development

Lakeland is one of Florida's fastest growing cities located on Central Florida's I-4 corridor. The City Manager must be an agile, creative, and collaborative leader in managing and strategically planning for the city's continued growth. In addition to the recent successes with Amazon Air, Summit Insurance and NOAA, the city is working closely with neighboring communities and the Polk County Commission to establish an [Research District](#) which will capitalize on the Florida Polytechnic University's continued growth and development.

The city has also developed a vision for its downtown [Envision Downtown Lakeland](#) that will draw upon the strengths of the existing RP Funding Center, a multi-purpose entertainment complex that includes a theater, convention center, and arena. This Center is home to the Florida Tropics Soccer Club and the Lakeland Magic, the Orlando Magic's affiliate in the NBA G League. Recent Downtown development includes the historic [Lake Mirror](#) area with its promenade, parks and open space, providing the crown jewel for Downtown Lakeland.

Lakeland has a history of engaging with its business community and corporate leaders, valuing public- private partnerships in development and redevelopment. Lakeland is working with partners on affordable housing projects that take advantage of the City's land bank. In 2014 the City worked with the Detroit Tigers organization on a \$40 million public private partnership to upgrade the spring training facilities making it a best in class operation and solidifying the spring training site for decades to come. In 2016, the City worked with Publix and the Detroit Tigers on a multi-million dollar deal for naming rights for the spring training facility. Lakeland is fortunate to have a generous philanthropic community which works with the City on a wide variety of projects.

One of the keys to the City's continued growth and economic development is a strategic investment in its current and future transportation infrastructure. These plans include but are not limited to developing a sustainable transportation system that is safe, multi-modal, supports emerging technologies, and addresses traffic congestion issues.



THE IDEAL CANDIDATE

Candidate “Must-Haves”

- ▶ A viable candidate must have a Bachelor’s Degree in public administration, business administration, urban planning or related field. A Master’s Degree in a relevant field is preferred. Candidates must also have at least seven years of experience in a senior executive position in a full-service city of similar or larger size and complexity to Lakeland. Experience in a city that operates an electric utility will be highly valued.
- ▶ The candidate must be a natural collaborator both inside and outside the municipal organization and within the region, facilitating discussions among competing interests, while fostering and leading an environment that values innovation, an entrepreneurial approach to problem solving, teamwork and a willingness to advocate for changes that grow and enhance a culture that reflects the City’s mission and core values.
- ▶ Excellent communication skills with a desire and passion for engaging in the community and truly make Lakeland their home valuing the formal and informal contact with community residents, businessowners and non-profit organizations.
- ▶ Experience in strategic planning, project management and complex problem solving with the ability to work effectively in a wide variety of governmental disciplines and plan for long and short term challenges the city will face. Significant fiscal management experience is critical.
- ▶ Embrace a progressive, transformational leadership and management style that emphasizes delegation with accountability, a team-oriented focus throughout the organization and ensures an environment that respects and promotes diversity and inclusion for all employees.



Key Challenges and Opportunities

- ▶ Like all cities across the country, Lakeland is dealing with the global pandemic and its impact on the City’s residents, business community and non-profit organizations. The next City Manager can expect to work closely with elected officials and city staff to address budget shortfalls and other community needs as the country works to recover from the pandemic.
- ▶ The City Manager will strategically align with elected officials and city staff on growth management opportunities facing Lakeland including business development, affordable housing, transportation issues and workforce development, seeking partnerships and opportunities to collaborate regionally and with Lakeland’s five universities.
- ▶ The City Manager will work with the elected officials and community organizations on race relations, continuing Lakeland’s efforts to recognize the history of all of its residents and cultures, while minimizing playing field gaps for all citizens. The City is currently evaluating broadband plans to eliminate digital inequities within the community.
- ▶ The City Manager will work with elected officials to finalize the strategic plan and then link the goals and strategies to operations throughout the City, ensuring effective implementation of the various projects.
- ▶ The City’s workforce is aging with nearly 35% eligible for retirement in the next few years. The City Manager must work closely with City staff to prepare for the transfer of critical knowledge and plan for succession throughout the organization, building on the city’s current in house supervisory and executive training programs. It is critical that the next City Manager embrace a recruitment and retention policy that preserves or enhances the City’s goals for diversity and inclusion at all levels of the organization.





Compensation and Benefits

The City is seeking a progressive leader who will inspire and engage the municipal organization, reach out and work with regional partners and have a true commitment to Lakeland's goals, mission and values as Lakeland moves forward in this exciting period of growth and development.

The starting salary range is \$196,000 - \$215,000 +/- DOQ. The City offers an exceptional benefit package including membership into the city's retirement system and optional deferred compensation plans.

[Employee Benefits and Pension Plans](#)

How to Apply

The recruitment for this position is being handled by GovHR USA. Candidates should apply by September 4, 2020 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of:

Heidi Voorhees, President, GovHR USA

630 Dundee Road, #130, Northbrook, IL 60062.

Office Telephone: 847-902-4110

The City of Lakeland is an Equal Opportunity Employer.



PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

**Town Manager/Finance Director
Town of Ocean Ridge, Florida**

October 28, 2022

This proposal is valid for 60 days

Strategic Government Resources
P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

JJ Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com





October 28, 2022

Hon. Mayor Susan Hurlburt and Town Commission
Town of Ocean Ridge, Florida

Dear Mayor Hurlburt and Commissioners,

Thank you for the opportunity to submit this proposal to assist the Town of Ocean Ridge in your recruitment for a new Town Manager/Finance Director. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

We would like to draw your attention to some key aspects that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR announces all conducted recruitments in our Servant Leadership e-newsletter, which reaches over 45,000 subscribers in all 50 states.
- SGR sends targeted emails to our opt-in Job Alert subscriber database of over 6,000 city management professionals.
- The project team for this recruitment consists of Senior Vice President Kurt Hodgen and Executive Vice President Doug Thomas. Both team members have a robust network of local government professionals. Kurt would be the primary contact for the Town of Ocean Ridge and the lead in this recruitment, while Doug would be heavily involved in outreach to prospective candidates and candidate evaluation.

We recognize that the COVID-19 pandemic has created unique operating challenges for local governments in many ways, including recruitment efforts. SGR has invested in a variety of technologies that will allow a safe social distancing recruitment process, and we will continue to provide alternatives to in-person meetings, to the extent your organization desires, during this uncertain time.

We are excited about the prospect of conducting this recruitment for the Town of Ocean Ridge, and we are available to visit with you at your convenience.

Respectfully submitted,

Jennifer Fadden, Chief Operating Officer
JenniferFadden@GovernmentResource.com

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Company Profile

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services.

SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 35 full-time employees, 2 part-time employees, 21 recruiters, 15 facilitators and multiple consultants who function as subject matter experts on a variety of projects.

SGR has corporate headquarters in Texas, as well as virtual offices in California, Colorado, Florida, Maryland, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

SGR is authorized to conduct business in the State of Florida.

Jeri J. Peters will be the primary contact throughout contract execution:

JJPeters@governmentresource.com

503-502-0891

Kurt Hodgen will be the recruiter and primary contact throughout the search:

KurtHodgen@governmentresource.com

540-820-0531

View all SGR team members and bios at: governmentresource.com/about-us/meet-the-team

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of applicants by utilizing our unequaled network of prospects.

- Your position will be announced in SGR's Servant Leadership e-newsletter that reaches over 45,000 subscribers in all 50 states.
- We will send targeted emails to over 6,000 opt-in subscribers to SGR's City Management Job Alerts and over 4,800 opt-in subscribers to SGR's Finance Job Alerts.
- Your position will appear on SGR's Website, GovernmentResource.com, which has approximately 20,000 visitors per month.
- Your position will be posted to SGR's Job Board, SGRjobs.com, which averages nearly 10,000 unique visitors per month and has more than 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government, Local Government Hispanic Network, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitment through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have years of experience in local government, as well as regional and national networks of relationships. The executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR will not enter an engagement with an entity or organization that directs bias or expects bias to be demonstrated on any basis other than factors that affect the ability of the candidate to do the job. SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR cannot guarantee the makeup of the semifinalist or finalist groups, SGR has relationships and contacts nationwide to encourage the meaningful participation of underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture,

environment, and local issues to ensure a great fit regarding values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next generation leaders. We have earned their trust. As a result, SGR is able to bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation well, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your executive recruiter is accessible throughout the recruitment process and can be reached at any time by candidates or clients via cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis and sends Google alerts articles to keep the applicants informed about the community and opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a screening process that ensures a detailed understanding of candidate backgrounds and prevents surprises. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain insights beyond what is available through a resume
- Online pre-recorded video interviews that allow search committee members to view candidates in an interview setting prior to the finalist recruitment stage
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, customized to each candidate based on where they have lived and worked
- Thorough automated, anonymous reference checks that provide details on candidates' soft skills from an expansive group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise for finalist candidates, customized to the organization

View a full list of our Executive Recruitment Clients at: [Executive Recruitment Clients](#)

City & County Manager/Administrator Recruitments, 2019-Present

In Progress

- Blaine, Washington (pop. 6,000) - City Manager
- Boardman, Oregon (pop. 3,500) - City Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Conroe, Texas (pop. 88,000) - City Administrator
- Crandall, Texas (pop. 4,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) – Town Manager
- Highlands County, Florida (pop. 106,000) – County Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Laredo, Texas (pop. 260,000) - City Manager
- Leawood, Kansas (pop. 34,000) - City Administrator
- Mexia, Texas (pop. 7,000) - City Manager
- Montgomery, Texas (pop. 2,400) – City Administrator
- Rocky Hill, Connecticut (pop. 21,000) – Town Manager
- Shawnee, Kansas (pop. 66,000) - City Manager
- Walla Walla, Washington (pop. 34,000) – City Manager
- Williston, North Dakota (pop. 27,000) – City Administrator

2022

- Aledo, Texas (pop. 5,500) - City Manager
- Dalhart, Texas (pop. 8,500) - City Manager
- Edinburg, Texas (pop. 100,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Kent, Washington (pop. 138,000) – Chief Administrative Officer
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop. 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- West Lake Hills, Texas (pop. 3,000) – City Administrator
- Wethersfield, Connecticut (pop. 26,000) – Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

2021

- Bainbridge Island, Washington (pop. 25,000) – City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) – Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) – City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) – Town Manager
- Johnson City, Tennessee (pop. 65,000) – City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager

- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) – Village Manager

- Sherwood, Oregon (pop. 20,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) – City Administrator
- Spokane, Washington (pop. 220,000) – City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager

- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) – City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) – City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager

- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) – Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) – City Administrator

Approach to Executive Search

Step 1: Organizational Inquiry and Analysis

Development of Recruitment Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

Individual Interviews with Key Stakeholders

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. These interviews identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the position, special considerations, and the political environment. This process helps with organizational buy-in and will assist us in developing the position profile.

Development of Position Profile Brochure

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

To view sample recruitment brochures, please visit:

<https://www.governmentresource.com/executive-recruitment/open-recruitments-528>

Step 2: Advertising and Marketing, Communication with Applicants and Prospects

Advertising and Marketing

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 47,000 subscribers in all 50 states. We will also send targeted emails to opt-in subscribers to SGR's Job Alerts. Your position will be posted on SGR's Website, [GovernmentResource.com](https://www.governmentresource.com), and on SGR's Job Board, [SGRjobs.com](https://www.sgrjobs.com). SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospects

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR utilizes Google Alerts and sends weekly update emails to active applicants regarding the organization and community.

Step 3: Initial Screening and Review

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Step 4: Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials. SGR is the only firm that offers this level of reporting detail and transparency.

Step 5: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, resumes can be misleading. Resumes fail to disclose the individual's personal qualities and his or her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments and experience. SGR's responsibility is to go deeper than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes them an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaires

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

Recorded Online Interviews

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to

invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

Media Searches - Stage 1

“Stage 1” of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any “red flags” to the Search Committee immediately upon discovery.

Step 6: Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

Step 7: Evaluation of Finalist Candidates

Comprehensive Media Searches - Stage 2

“Stage 2” of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <http://bit.ly/SGRSampleMediaReport>.

Comprehensive Background Investigation Reports

Through SGR’s partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: bit.ly/SGRSampleBackgroundReport.

- | | |
|---|--|
| • Social Security number trace | • Sex offender registry search |
| • Address history | • State criminal search (for current and previous states of residence) |
| • Driving history/motor vehicle records | • County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years |
| • Credit report (if desired) | • Education verification |
| • Federal criminal search | • Employment verification (if desired) |
| • National criminal search | • Military verification (if desired) |
| • County wants and warrants for previous 10 years | |
| • Global homeland security search | |

DiSC Management Assessments (supplemental service)

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: bit.ly/SGRDiscProfileSample. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: bit.ly/SGRDiscTeamReport.

First Year Game Plan or Other Advanced Exercise

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far. Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

Step 8: Interview Process

Face-to-Face Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine the Terms of an Offer

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation "log-jams."

Press Release (if requested)

Until you have "sealed the deal," you should be cautious in order to avoid the embarrassment of a premature announcement that does not work out. It is also best practice to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Satisfaction Surveys

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

Supplemental Service: Post-Hire Team Building Workshop

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people "see" different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues' I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: bit.ly/sampleIOPTreports.

Projected Schedule

Holidays may affect recruitment schedule.

Task	Weeks
<ul style="list-style-type: none"> Contract Executed Develop Recruitment Plan, Timeline <u>Individual Interviews with Key Stakeholders</u> 	Week 1
<ul style="list-style-type: none"> <u>Deliverable</u>: Position Profile Brochure Search Committee Reviews and Approves Brochure 	Weeks 2-3
<ul style="list-style-type: none"> Advertising and Marketing Accept Applications Communication with Prospects and Applicants 	Weeks 4-7
<ul style="list-style-type: none"> Initial Screening and Review 	Week 8
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Semifinalists Questionnaires and Recorded Online Interviews Media Searches - Stage 1 	Week 9
<ul style="list-style-type: none"> <u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews 	Week 10
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Finalist Candidates 	Week 11
<ul style="list-style-type: none"> Comprehensive Media Searches - Stage 2 Comprehensive Background Investigation Reports DiSC Management Assessments (supplemental service) First Year Game Plan or Other Advanced Exercise 	Weeks 12-13
<ul style="list-style-type: none"> <u>Deliverable</u>: Finalist Briefing Books 	Week 14
<ul style="list-style-type: none"> <u>Face-to-Face Interviews</u> Stakeholder Engagement (may occur earlier in process) Deliberations Reference Checks (may occur earlier in process) Negotiations and Hiring Process 	Week 15

Project Personnel

Kurt Hodgen, Senior Vice President

KurtHodgen@GovernmentResource.com

540-820-0531



With over 30 years of local government experience, Kurt Hodgen joined SGR in 2017 as Senior Vice President. Most recently, from 2007 until his retirement, Kurt served as the City Manager for the City of Harrisonburg, Virginia, after having previously served as the Assistant City Manager beginning in 2001. From 1993 to 2001, Kurt was the Assistant County Administrator/Director of Public Works for Botetourt County, Virginia. Before that, Kurt served as the Town Manager for the Town of Narrows, Virginia.

Kurt has been active in his professional associations and is currently a member of the International City and County Management Association (ICMA) and the Virginia Local Government Management Association (VLGMA). Recently, he served as the Chairman for the Board of Directors for the Virginia Municipal League Insurance Program, in addition to serving on the Executive Committee for VLGMA, the Harrisonburg Rockingham Regional Sewer Authority, the Middle River Regional Jail Board of Directors, Harrisonburg Rockingham Emergency Communication Center Administrative Board, and more.

Kurt holds a Bachelor of Science in Public Administration and Political Science from James Madison University and is an ICMA Credentialed Manager. He is also a graduate of the Senior Executive Institute at the University of Virginia, the Utility Management Institute at Virginia Tech, and the Economic Development Institute at Virginia Tech.

Project Personnel

Doug Thomas, Executive Vice President

DouglasThomas@GovernmentResource.com

Cell: 863-860-9314



Doug has close to 35 years of senior local government executive management experience. He joined Strategic Government Resources (SGR) in 2015 to serve as their first Regional Director to serve both Florida and the southeast, and subsequently as Senior Vice President. He assists clients nationwide in the areas of executive recruitment, governing body/senior staff governance and servant leadership training, strategic visioning, and priority-based budgeting, evaluation of the Chief Executive, and is a regular speaker at local government state and national conferences.

Prior to his work with SGR, Doug served as City Manager for the City of Lakeland, Florida for roughly 12 years. Lakeland is centrally located along the I-4 corridor between Tampa and Orlando with a resident population of over 100,000 and a service population of over 250,000. The City provides its residents a full array of municipal services, including a municipal-owned electric generation and distribution utility that is the 3rd largest in the state and among the top 25 nationwide. The organization has an annual budget of approximately \$600 million and employs roughly 2,500 personnel. The city is home to the Detroit Tigers during Major League Baseball's Spring Training; the Experimental Aircraft Association's Annual Sun 'n Fun Fly-in, recognized as America's second largest aviation event of its type; Florida Southern College, which features the world's largest one-site collection of buildings designed by the legendary architect, Frank Lloyd Wright; and the state's 12th university, Florida Polytechnic University, which opened in the fall of 2014.

Prior to Lakeland, Doug previously served as City Manager for the City of Alma, Michigan for close to 15 years. Prior to his service in Alma, he represented the City of Grand Haven, Michigan as Assistant City Manager, (1986-1989) and as Administrative Assistant to the City Manager (1984-1985). He also has held local government posts with the City of Rockville, Maryland, and the Town of Landover Hills, Maryland.

His academic credentials include attainment of a Master of Public Administration from the American University, Washington, D.C. in 1983 with a concentration in Urban Affairs, and a Bachelor of Arts in Political Science and History from Bowling Green State University, Ohio in 1981.

Personnel Experience: Similar Searches Done by Recruiters

Searches Conducted by Kurt Hodgen:

City of Bristol, Tennessee

City Manager, In-Progress

City of Blaine, Washington

City Manager, In-Progress

City of Kent, Washington

Chief Administrative Officer, 2022

City of Monett, Missouri

City Administrator, 2021

City of Tigard, Oregon

City Administrator, 2021

City of Westworth Village, Texas

City Administrator, 2020

City of Joplin, Missouri

City Manager, 2019

City of Hutchinson, Kansas

City Manager, 2019

City of Johns Creek, Georgia

City Manager, 2019

City of Covington, Georgia

City Manager, 2019

Searches Conducted by Doug Thomas:

Town of Tolland, Connecticut

Town Manager, 2022

City of North Port, Florida

City Manager, 2021

City of Clermont, Florida

City Manager, 2021

City of Johnson City, Tennessee

City Manager, 2021

Town of Wethersfield, Connecticut

Town Manager, 2021

City of Hutto, Texas

City Manager, 2020

Borough of Kennett Square, Pennsylvania

Borough Manager, 2020

Town of Argyle, Texas

Town Administrator, 2020

Campbell County, Wyoming

County Administrator, 2019

Town of Vail, Colorado

Town Manager, 2019

City of Blaine, Minnesota

City Manager, 2019

Town of Clinton, Connecticut

Town Manager, 2019

City of Lebanon, Missouri

City Administrator, 2018

City of Murfreesboro, Tennessee

City Manager, 2018

City of Palm Coast, Florida

City Manager, 2018

Town of South Windsor, Connecticut

Town Manager, 2018

City of Paducah, Kentucky
City Manager, 2018

City of Green Cove Springs, Florida
City Manager 2018

City of Topeka, Kansas
City Manager, 2017

City of Plant City, Florida
City Manager, 2017

Town of Jupiter, Florida
Town Manager, 2017

City of Midland, Michigan
City Manager, 2017

References

City of Clermont, Florida

Population: 44,000

Tim Murry, Mayor

352-638-8776

tmurry@clermontfl.org

Michele Pines, Council Member

352-801-4116

mpines@clermontfl.org

Recruitment: City Manager, 2021

City of Green Cove Springs, Florida

Mary Jane Lundy, Human Resources Director

mjlundy@greencovesprings.com

904-297-7500 ext 3313

Connie Butler, Council Member

(Mayor at the time of the search)

cbutler@greencovesprings.com

Steven Kelley, Council Member

skelley@greencovesprings.com

Recruitment: City Manager, 2018

City of North Port, Florida

Population: 77,000

Jill Luke, City Commissioner

941-628-0757

jlake@cityofnorthport.com

Christine McDade, Human Resources Director

cmcdade@cityofnorthport.com

941-429-7136

Recruitment: City Manager, 2021

City of Monett, Missouri

Population: 9,000

Mike Brownsberger, Mayor

mike@brownsberger.com

417-489-1113

Recruitment: City Administrator, 2021

City of Tigard, Oregon

Population: 53,000

Dana Bennett, Human Resources Director

danab@tigard-or.gov

503-718-2453

Recruitment: City Administrator, 2021

Pricing & Service Guarantee

Not-to-Exceed Price: **\$24,900 ***

** Ad placement costs are not included in the Not-to-Exceed Price. Ad placement costs are estimated to be between \$1,750 and \$2,500 and shall be added to the total cost of services upon approval from the organization.*

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses:**
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Featured job placement on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to two (2) multi-day onsite visits** by one Recruiter to the Organization, for up to 2 and 1/2 days per visit. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. *Travel will be dependent on COVID restrictions in place at the time and take into consideration the health and safety of team members of both SGR and the Organization.*

Reimbursable Expenses

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**

Supplemental Services

The supplemental services listed below are not included in the not-to-exceed price:

- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.

- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits (over and above the two (2) onsite visits included in the not-to-exceed price above) by one Recruiter will be billed over and above the not-to-exceed price. Travel and onsite time will be billed at a professional fee (per recruiter) of \$1,000 per half-day and \$1,500 per full day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

Billing

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Service Guarantee

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.



CITY MANAGER

GREEN COVE SPRINGS, FLORIDA



Cove Life
GREEN COVE SPRINGS



THE COMMUNITY

Ideally situated along the picturesque St. Johns River, Green Cove Springs is located on the eastern border of Clay County and serves as the “County Seat.” The city has a total area of 9.9 square miles, of which 2.5 square miles is water, and is approximately 28 miles from Jacksonville and 25 miles from St. Augustine. Federal and State Highways 17 and 16 intersect in the middle of Green Cove Springs, and the city will have an exit on the First Coast Expressway when complete.

The city’s name is based on three of its most notable natural characteristics: “Green,” because of the city’s perennially green tree scape and foliage; “Cove,” because of a bend in the St. Johns River that creates safety from inclement weather for mooring of boats; and “Springs,” because of the natural spring that originates from the Floridian Aquifer. The city is home to approximately 7,700 residents who enjoy scenic vistas, unmatched recreation opportunities, and friendly neighborhoods in a charming, small-town “Old Florida” setting.

The region was first inhabited by natives known as aboriginals approximately 5,000 years ago, who were drawn to the City’s warm mineral spring. The spring served as a source of sustenance and medicinal qualities, and this, combined with its tropical climate during the winter and its ideal location along the St. Johns River, contributed to the community’s development as a prominent attraction and tourist destination during the 19th Century. The historic St. Johns River was designated an “American Heritage River” in 1998, and it continues to be an attractive focal point for community growth, recreational amenities, and transportation opportunities related to commercial, industrial, and residential developments. The city’s abundant trees, dripping with Spanish moss, have earned it a “Tree City” designation for nearly 30 years.

Green Cove Springs offers a variety of opportunities for recreation, relaxation, and enjoyment, including swimming, boating, fishing, and trails. The city’s spring continuously feeds water into the city pool, which has become a popular tourist attraction. Other attractions and festivals include the Fallen Soldier Memorial, Military Museum of North Florida, North Florida Railway Museum, Memorial Day RiverFest, Annual Christmas on Walnut Street Festival, Soul Food Festival, Augusta Savage Arts Festival, and CalaVida Arts Festival.

Building upon its rich history, the city recently completed a \$3 million renovation of the City Pool located in Spring Park, which is nestled serenely along the western bank of the St. Johns River adjacent to City Hall. The park features state-of-the-art playground equipment for children of all ages and numerous covered shelters for family gatherings, picnics, or just relaxing in the shade. The centerpiece of the park is the newly constructed swimming pool which incorporates the mystical spring which includes water surges up from below at a rate that has at times exceeded 3,000 gallons per minute and at a constant temperature of 77 degrees. It flows out of the spring boil, through the municipal swimming pool, and finally into Spring Run as it makes its journey to the St. Johns River.

THE COMMUNITY CONTINUED

Green Cove Springs is part of the Clay County School District. The city is home to Charles E. Bennett Elementary School and Green Cove Springs Jr. High School. Clay High School is located just outside the western city limits. For those seeking higher education, there are several colleges and universities in the Northeast Florida region: St. Johns River State College, University of North Florida, Florida State College at Jacksonville, and Flagler College.

The city has a median household income of \$52,927 and a median home value of \$133,300.



MISSION STATEMENT:

“Tomorrow’s Vision” will create a plan that will define our unique identity, assure quality of life, and make Green Cove Springs a premier 21st century city that reflects our traditional values, natural features, and historic characteristics.



GOVERNANCE AND ORGANIZATION

The City of Green Cove Springs operates under the council-manager form of government, with the Council functioning as the governing body. The City Council is composed of five members who are elected at-large to staggered three-year terms, not to exceed three (3) consecutive terms. The five-member Council consists of the Mayor, the Vice Mayor, and three Council members. The Mayor and Vice Mayor are elected by the Council and serve in these positions for one year. The Mayor is responsible for all intergovernmental relations and for presiding over all meetings of the Council. The Vice Mayor serves in the Mayor’s absence. The City Clerk and City Attorney are Charter Officers that report to the City Council as directed by the City Charter.

The City Manager is appointed by the City Council and serves at the pleasure of the Council. As the Chief Administrative Officer for the City of Green Cove Springs, the City Manager is responsible for the administration of all city affairs and departments and the execution of the City Council’s 2025 Vision Plan. The City Manager’s Office oversees all general government programs and services, as well as enterprise operations for various municipal utilities, including Electric Distribution, Water, Wastewater, Stormwater, Reclaimed Water, and Solid Waste. Wholesale power is provided by the Florida Municipal Power Agency (FMPA).

Downtown redevelopment, parking, and city beautification became the three guiding topics arising out of a recent session regarding the community’s Visioning Plan. The City Council condensed the original seven focus areas identified during the community visioning workshop held earlier this spring to the following four areas: Development, Government Services, Quality of Life, and Education. Discussion on the four focus areas centered around downtown redevelopment, planning for increasing parking in the city, and incentivizing current property owners within the city limits to beautify or rehab their property. The Council requested city staff make downtown redevelopment and property beautification and clean up a priority in the projects and goals of the city’s vision. The foundation for the community’s vision has its roots in the “Greening Green Cove Springs” Community Redevelopment Plan, which was created for the city by the University of Florida in 2014 and highlights downtown redevelopment and other areas for city improvements.

GOVERNANCE AND ORGANIZATION CONTINUED

The city provides a full array of municipal services including Police, Development Services (Building, Code Enforcement, Planning, and Zoning), Finance, Human Resources, Information Systems, Clerk, Parks & Recreation, Arts & Community Center, Public Works, including internal Fleet Maintenance, Utilities (Electric Distribution, Water, Wastewater, Reclaimed Water, Stormwater, and Solid Waste Collection), and Utility Billing & Customer Service. Services are provided by approximately 76 full-time and 30 part-time employees. Direct reports to the City Manager include the Assistant City Manager/Public Works Director, Development Services Director, Finance Director, Police Chief, Communications Coordinator, Parks and Recreation Director, Human Resources Director, and contract oversight for Electric Distribution with Hooper Corporation. Fire Rescue and Emergency transport are conducted by Clay County.

Green Cove Springs FY 2018 Adopted Annual Operating Budget is \$33 million, including a General Fund of \$8.5 million. The city levies an operating millage of 3.600, applied on a total city tax base of \$399 million.

CHALLENGES AND OPPORTUNITIES

- **First Coast Expressway** – The First Coast Expressway is a new multi-lane limited access toll facility that will connect Interstate 95 (I-95) in northern St. Johns County to Interstate 10 (I-10) in western Duval County. Although the Expressway will not directly touch the city, the enhanced connectivity to the Jacksonville metropolitan area and Interstates I-10 and I-95 will undoubtedly impact the future growth and development of the city.
- **Annexation** – The city provides municipal utility services to a variety of areas and developments outside the city's corporate boundaries, and discussions are occurring about the desire for annexing those areas into the city.
- **Sustainable growth to maintain “small-town charm”** – The city desires to maintain its small-town charm and is focused on redevelopment activities along the main route of the city (Highway 17) and focus will be required to ensure the anticipated development impacts associated with the First Coast Expressway do not fundamentally change the character of the community.





CHALLENGES AND OPPORTUNITIES CONTINUED

- **Create and foster a climate to encourage start-up business and encourage business development and reinvestment** – The City Council is focused on having the city recognized for fostering a business-friendly development climate to encourage new investment and redevelopment in its commercial and industrial sectors, as well as supporting reinvestment in its residential neighborhoods.
- **Significant infrastructure investments** – Recognizing the need to be prepared for future growth, coupled with a resurgence in the economy, in 2014 the city constructed a state-of-the-art Police Emergency Operations Center (EOC). The city is continuing to advance with significant reinvestment in its infrastructure, including \$11 million in its electric distribution system, \$34 million for a new wastewater treatment plant, and \$1.6 million for a new public works facility. The successor City Manager will need to remain focused on the numerous projects to ensure timely completion and adherence to approved budgets.
- **Community and citizen outreach and engagement** – The City Council is interested in enhancing the city's programs to encourage greater involvement in decision-making and in the development of new public-private partnerships.
- **Clay County Port/Reynolds Park** – The 1,700-acre Port/Park, with its own Future Land Use Map (FLUM) category in the City's Comprehensive Plan, was formerly a U.S. Navy facility which once supported 500 ships and 5,000 troops and is fully within the city limits. The current owners of the Port/Park have recently completed the identification of all Potentially Responsible Parties (PRPs) associated with various environmental issues on the property, clearing the way for the redevelopment of the site. A feasibility study is currently underway considering the conversion of the airfield to a municipal airport, and the property also includes almost three miles of frontage on the St. Johns River with 13 piers and is served by railroad, highway, and related utilities. The property is poised for significant mixed-use development and will require close coordination with the city and the successor City Manager.
- **Succession planning and attracting/retaining employees** – Similar to many municipal organizations, the city anticipates the retirement of many of its key employees within the next few years, and attracting and maintaining employees in a metro marketplace will require skill in developing succession planning and creative employment recruitment and retention strategies.
- **Transition from parks facilities to include programming** – The city is starting the transition from being a provider of park and recreation facilities to also including various recreation programming in the upcoming fiscal year. The City will be continuing its efforts to renovate and construct the facilities at the Augusta Savage Arts and Community Center.





IDEAL CANDIDATE

The City of Green Cove Springs seeks a visionary but grounded servant leader to be its next City Manager. The ideal candidate will be a results-driven strategic thinker with a strong customer service focus and commitment to the community. It will be important for the next City Manager to maintain an environment of credibility, high integrity, and trust and to foster positive and productive relationships with the City Council, staff, and the community. The selected individual should be comfortable with the public nature of their position in a small-town environment.

The City Council seeks an open-minded, responsive, and ethical team-builder with an approachable personality and exceptional interpersonal skills who will foster interdepartmental communication and collaboration and serve as a mentor to staff. The next City Manager should have a track record of appreciation for the value of employee contributions in the services provided to the community and demonstrate the principles of a servant leader. Taking a talented and well-led city workforce to the next performance level by utilizing best practices and promoting continuous improvement at every level of the organization will be an ongoing priority for the City Manager.

Creating close, positive, productive, and lasting relationships with the City Council and community stakeholders will be paramount for the incoming City Manager. The City Council seeks someone who will communicate with them directly and frankly, but always positively and respectfully. An exceptional listener and consensus-builder, the City Manager will serve as a bridge between the Mayor, Council, and staff and will skillfully guide the City Council through the decision-making process. The person selected will be politically savvy, but never political, and can identify and articulate alternative paths to achieve desirable outcomes.

The City Council seeks a fiscally responsible City Manager with long-term capital planning skills and a willingness to pursue outside-the-box strategies to address budget challenges. The ideal candidate will possess advanced finance and budget skills. A demonstrated ability to develop professional analysis of policy and operational issues, coupled with recommended options for City Council consideration, will be essential. Experience with municipal utilities, including electric distribution systems is desired.

The incoming City Manager will have the knowledge, skills, and ability to promote economic growth. Ensuring that City policies are development and business-friendly without compromising quality or public safety will be important. The ideal candidate will have experience in downtown redevelopment and will be comfortable with technology, including effective implementation of such within the organization. It will be important for the next City Manager to understand the City's role in supporting economic development initiatives to successfully manage the development process throughout the City's internal review and permitting processes.

The selected candidate will be a highly effective negotiator and mediator who can build consensus and forge strategic partnerships within and beyond the community. Experience in working effectively with elected officials and community stakeholders and working with communities that respect historic properties is strongly desired. The selected individual should have a demonstrated ability to convey the future direction of a community, align municipal services and capital projects, and develop strategic partnerships to achieve the community's vision.

EDUCATION AND EXPERIENCE

The selected candidate must hold a bachelor's degree from an accredited college or university in public administration, business administration, or a related discipline and will also be required to document at least three (3) years of demonstrated management experience as a city or county government chief executive officer, assistant city manager, deputy city manager, or other senior management position with an organization of similar size and significant work in the public sector. A master's degree may be substituted for one (1) year of the required experience. Florida experience is desired, but not required. Residency within the city limits of Green Cove Springs or the city's utility area within six months of appointment is required.

COMPENSATION AND BENEFITS

The City of Green Cove Springs offers a competitive salary depending on qualifications and experience. Per the City Charter, the City Manager is appointed under a maximum three-year written contract. The city provides a generous benefits program including health, dental, life insurance, and paid vacation and sick leave.





APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Doug Thomas, Senior Vice President

Strategic Government Resources

DouglasThomas@GovernmentResource.com

863-860-9314

This position is open until filled. To view the status of this position, please visit: <http://bit.ly/SGRCurrentSearches>

The City of Green Cove Springs is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

CONFIDENTIALITY

Pursuant to the Florida Public Records Act, all applications are subject to public disclosure upon receipt; public record requests regarding candidates do not typically occur prior to the selection of semifinalists and/or finalists.



City of Green Cove Springs
GreenCoveSprings.com

Business League
GCSBusinessLeague.com

Clay County Chamber
ClayChamber.com

**Clay County Economic
Development Corporation**
ChooseClay.com

Clay County School District
OneClay.net

CONNECT WITH US



CITY OF MONETT

— *Missouri* —

CITY ADMINISTRATOR



CITY OF MONETT, MISSOURI



THE COMMUNITY

Conveniently located between Springfield and Joplin, Monett, Missouri, home to more than 9,000 people, is the largest city in what is considered the regional center for Barry and Lawrence counties. More than 25,000 visitors come to downtown Monett each year to take advantage of the specialty shops, restaurants, and services offered throughout the district.

In the heart of Ozark country, Monett was established in 1887 as a trading post and shipping center for the St. Louis-San Francisco Railway, later known as the Frisco. Named for a popular station agent, Henry Monett, the city is rich in railroad history as it was a major stop along various rail routes with a Harvey House restaurant, a Railroad YMCA, and a roundhouse repair station. In the 1950s and 1960s, the city transitioned from a railroad community to one focused on manufacturing. The Monett Industrial Development Corporation was responsible for bringing companies like EFCO, a major manufacturer of custom windows, Vaisey-Bristol, and Schreiber Foods to the community that led to a rapid expansion of the manufacturing sector. Today, Monett's daytime population increases to over 14,000 with commuters traveling to work in Monett. More than 5,500 jobs in the community are in manufacturing with other employment in the healthcare, education, and service sectors.

Monett was a DREAM community that led to many improvements to the downtown business district which has been transformed into a park/green space area that is used for special events and a popular summer concert series.

Though the Frisco has long since left Monett, today's city street names reflect its railway heritage, including Bond, Cale, Wishart, Dunn, Benton, and Scott – all former railroad officials – and the original town structure remain. The historic buildings and landmarks stand in much the same place as they did in the late 19th century. In 2014 a large portion of the central business district was added to the National Register of Historic Places and is now referred to as the Downtown Monett Historic District. Monett's culture demonstrates a continued commitment to creating a place of "Pride & Progress," honoring and remembering the past as the City grows into its progressive future.

THE COMMUNITY — CONTINUED

CoxHealth Systems, which operates the Cox Monett Hospital, is completing the construction of a new \$43 million hospital campus. The City is actively engaged in planning for the repurposing of the former Cox Monett hospital facility and clinics. Jack Henry & Associates (JHA) travel division is headquartered at the Monett Regional Airport. JHA's travel operations and the location of several other large corporate facilities in Monett are contributing factors in making Monett's airport one of the busiest general aviation airports in Missouri. The City recently announced that it had been awarded an \$11.3 million federal grant as Phase 1 of the construction of a new 6,001' runway. Phase 2, anticipated to cost an additional \$10-\$12 million, is expected to be awarded in 2021. The existing 5,000' runway will be extended and converted to use as a full-length, parallel taxiway.

Monett's residents have access to abundant entertainment and cultural offerings including the Monett Performing Arts Center, Monett History Museum, Ozark Festival Orchestra, Windmill Ridge Golf Course, First on Front event featuring local music and food trucks, and a seasonal Farmer's Market. Sports fans enjoy watching professional and minor league sports teams near Monett including the Kansas City Chiefs NFL franchise, Kansas City Royals major league baseball, and Northwest Arkansas Naturals, and Springfield Cardinals minor league baseball teams. The Wonders of Wildlife Museum and Aquarium, Dickerson Park Zoo, and Silver Dollar City theme park round out opportunities for family fun and adventure.

Monett R-1 School District is the public school system for Monett, serving grades K through 12 with six campuses and a total enrollment of 2,429. The community also has two private schools, Berean Christian Academy and St. Lawrence school. Drury University, a small private university headquartered in Springfield, Missouri, has a campus in Monett that offers multiple Bachelor's and Associate's degree programs as well as professional certifications.

The City has a median household income of \$36,858 and an average home value of \$129,811.

MAJOR EMPLOYERS

EFCO

Jack Henry & Associates

Tyson

PlayPower (Miracle Equipment Co.)

Schreiber Foods

International Dehydrated Foods

WinTech

Architectural Systems, Inc.

Monett Metals

Steel Tech

Hydro Aluminum





GOVERNANCE AND ORGANIZATION

Monett operates under the commission form of government. The City Council is comprised of the Mayor and two commission members, all elected at-large for four-year terms with no term limits. The Council appoints a professional City Administrator who is responsible for the efficient administration of all departments within the organization. The City's 126 employees deliver a variety of municipal services that include Police, Fire, E911, Building Inspection/Code Enforcement, Emergency Management, Municipal Court, Cemetery, Streets, Economic Development, Golf Course, Parks, Aquatic Center, Events Center, Airport, Water, Electric, Sewer, Fiber, Sanitation, and Fleet Maintenance Services. The City enjoys very sound infrastructure that includes water and sewer system capacity, parks, playgrounds, and streets.

The current City Administrator is retiring after 13 years of service to Monett. The person selected for the position will be just the second Administrator in the City's history.

The City has a fiscal year budget of \$44 million and 126 employees. Monett does not have a real estate tax. The primary sources of revenue for the City are sales tax and electric utility revenues.



CHALLENGES & OPPORTUNITIES

Several priorities for the incoming City Administrator include:

CAPITAL PROJECTS

There are several capital projects underway that will need to be managed to completion including an overpass project, airport runway extension, TIF redevelopment, and street, sidewalk, curb and gutter improvements.

EMERGENCY SERVICES

There are some pending changes to the City's emergency services operations. Expected changes to the dispatch/communications partnership with Lawrence County could impact funding in support of those services and there is a need to develop a long-term strategy for providing fire protection services to the community that could require additional City investment or consolidation of fire departments.

COMMUNITY GROWTH

Some growth-related issues currently exist. There is a need for more housing development and there are currently more jobs available than employees to fill them.

JOINT VENTURE PROJECTS

Several projects are underway including work with Monett Main Street on downtown revitalization and determining positive re-use of the former Cox Monett Hospital property.



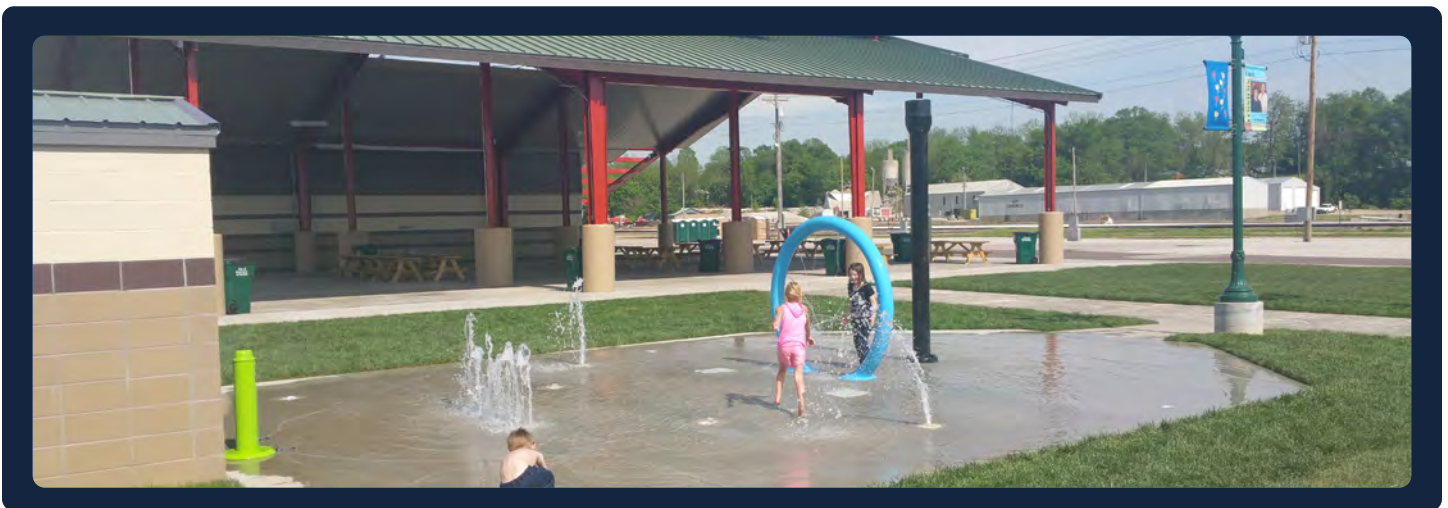
IDEAL CANDIDATE

This ideal candidate for this position is a consummate professional with the ability to maintain the high level of services and projects that the City is accustomed to, and has the knowledge, experience, and integrity needed to ensure that City operations are carried out in a manner that represents the City's values.

The successful City Administrator is a collaborative manager who can build effective and successful relationships with the City Council, staff, and the community. The selected candidate must be knowledgeable of municipal operations and Missouri state statutes and possess refined analytical skills and the ability to resolve problems quickly and with sound judgment. Because the City Administrator will ultimately be responsible for the execution of the City budget, the candidate must possess strong finance and budgeting skills.

Superior leadership skills are a must for this position. The ideal City Administrator is an excellent communicator, a good listener, and works continuously to help build consensus. The successful candidate must be an approachable, open, and fair "people person" who genuinely cares about staff and the community, and who appreciates Monett's culture and history. The ideal candidate for this position is a leader with impeccable character who is honest and trustworthy.

The hired candidate is expected to live in the community - preferably within the city limits.



EDUCATION & EXPERIENCE

The selected candidate must have a bachelor's degree in public administration or have the equivalent qualifications and experience in the fields of finance, business administration, public affairs, public policy, or public relations fields. A minimum of five years of progressive management experience in local government as a City, County, or Town Administrator or at the Deputy/Assistant level is preferred, as well as experience managing electric and water utilities and conducting water, sewer, and electric rate studies. Experience overseeing municipal airport operations would be a plus.



COMPENSATION & BENEFITS

In addition to a competitive, annually reviewed salary schedule, the City of Monett offers an outstanding benefits package that includes paid time off, group insurance, tax-deferred retirement plans, and generous vacation and paid time off. The City participates in the Missouri Local Government Employees Retirement System with a 4% employee contribution rate.



APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

Kurt Hodgen, Sr. Vice President, Recruitment

SGR

KurtHodgen@GovernmentResource.com

540-820-0531



The City of Monett is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

To understand more about Monett and its people, follow this link to a short video about the community - movetomonett.com.

RESOURCES

City of Monett
cityofmonett.com

Monett Main Street
monettmainstreet.com

Monett Chamber of Commerce
monettchamber.com

FOLLOW CITY OF MONETT



**Agreement for Executive Recruitment Services
for Town Manager/Finance Director
between**

Strategic Government Resources, Inc. ("SGR")
and
Town of Ocean Ridge, Florida ("Organization")

Scope of Services:

SGR shall provide all services for recruitment as described in the formal proposal submitted and described in abbreviated form as follows:

- Development recruitment plan and timeline
- Production of a professional position profile brochure
- Advertising and marketing
- Communication with prospects and applicants
- Initial screening and review of applications
- Briefing with search committee to facilitate selection of semifinalists
- Written questionnaires, customized to the position, for up to twelve (12) semifinalists
- Recorded online interviews for up to twelve (12) semifinalists
- Stage 1 Media Searches on up to twelve (12) semifinalists
- Electronic delivery of semifinalist briefing books and online interviews
- Briefing with the search committee to facilitate selection of finalist candidates
- Assistance with development of advanced exercise for finalist candidates, if desired
- Comprehensive Stage 2 Media Reports for up to five (5) finalist candidates
- Comprehensive background investigation reports on up to five (5) finalist candidates
- Comprehensive Reference Checks for up to five (5) finalist candidates
- Electronic delivery of finalist briefing books
- Assistance with interview questions and interview schedule
- Assistance with stakeholder engagement, if desired
- Assistance with negotiating terms and conditions of employment, if desired
- Up to Two (2) in-person visits by the Recruiter to the Organization.
- Periodic updates regarding the progress of the search, as frequently as desired

The Organization agrees:

- To provide photos/graphics and information necessary to develop position profile brochure
- To respond to drafts of documents and reports in a timely manner; failure to do so may extend timelines and can negatively impact the outcome of the process
- To refer all prospective applicants to SGR and shall not accept applications independently during the recruitment process

- To provide reproduction of hard copy brochure, if desired
- To provide any direct mailings desired by the Organization
- To provide legal opinions to SGR regarding when and if any information must be released in accordance with Public Information requests
- To directly reimburse finalists for travel-related expenses to interview
- That Organization is ultimately responsible for candidate selections and that Organization will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.
- To comply with the Fair Credit Reporting Act (FCRA) with regard to any pre- or post-adverse action notices and requirements if the Organization decides not to hire a candidate as a result of their credit history report

SGR shall be compensated by the Organization as detailed below:

Not-to-Exceed Price = \$24,900*

** Ad placement costs are not included in the Not-to-Exceed Price. These costs are estimated to be between \$1,750 and \$2,500 and shall be added to the total cost of services upon approval from the organization.*

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses** (will appear on invoices until not-to-exceed price is reached):
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - An announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Featured job placement on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to two (2) multi-day onsite visits** by one Recruiter to the Organization, for up to 2 and 1/2 days per visit. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. *Travel will be dependent on COVID restrictions in place at the time and take into consideration the health and safety of team members of both SGR and the Organization.*

Reimbursable Expenses

- **Ad placements, as approved by the Organization, will be billed back at actual cost with no markup for overhead.**

Supplemental Services (not included in the not-to-exceed price above):

- SGR will conduct a Stakeholder Survey for \$1,000. SGR will provide recommended survey questions within three (3) business days of project initiation. SGR will set up an online survey within one (1) business day after Organization has reviewed and approved the survey questions. Stakeholders can be directed to a web page or invited to take the survey by email. SGR and Organization will agree to the open survey time period, typically ten (10) to thirty (30) days. Organization shall be responsible for marketing and promoting the survey to stakeholders. A written summary of results is provided to Organization within three (3) business days of survey close date. Survey is not validated statistically.
- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits (over and above the two (2) onsite visits included in the not-to-exceed price above) by one Recruiter will be billed over and above the not-to-exceed price. Travel and onsite time will be billed at a professional fee (per recruiter) of \$1,000 per half-day and \$1,500 per full day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates will be reimbursed directly by the Organization for travel expenses.
- If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

Billing:

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Organization Contact for Invoicing:

Name: _____

Position: _____

Email: _____

Phone: _____

Service Guarantee:

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

Expenses in the event of a repeat search shall include:

- Position Profile Brochure Edits, Custom Graphics, and SGR Marketing - \$750
- Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.
- Online interviews - \$225 per candidate.
- Comprehensive media reports - \$500 per candidate.
- Background investigation reports - \$400 per candidate.
- Reference checks - \$225 per candidate.
- DiSC Management Profile - \$175 per candidate
- Should the organization request printing of semifinalist or finalist briefing materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Recruiter travel. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- Stakeholder Survey - \$1,000
- If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

Terms and Conditions:

- The Organization reserves the right to terminate this agreement at any time upon giving SGR seven days advanced written notice to SGR, Attn: Melissa Valentine, PO Box 1642, Keller, TX 76244 or by email to MelissaValentine@GovernmentResource.com. In such an event, SGR will be compensated for all work satisfactorily completed up to and through the date of termination.
- The Organization acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects throughout the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates who SGR may be having conversations with as part of the recruitment process, may be damaging to the prospects and SGR. Accordingly, the Organization acknowledges and, to the extent provided by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with the Organization or not, including all decisions regarding release of information, until such time that a finalist is named. At the time finalists are determined, all information related to the finalists shall become the property of the Organization and all decisions regarding public disclosure shall be determined by the Organization, except that psychometric assessments, questionnaires, and any information produced by SGR is proprietary and shall not become the property of the Organization or subject to disclosure. If the Organization receives an open records request, the Organization shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt. The Organization shall provide sufficient time for SGR to notify and provide advance notice to the impacted individuals prior to the Organization releasing the required information with protected information redacted.
- **All travel will be dependent on COVID restrictions in place at the time and take into consideration and health and safety of team members of both Parties.**

Approved and Agreed to, this the _____ day of _____, 2022 by and between

Jeri J. Peters, President of Executive Recruitment
Strategic Government Resources

Town of Ocean Ridge, Florida

Printed Name: _____

Title: _____

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Office of the Interim Town Manager, Lynne Ladner

Meeting Date: November 7, 2022
Subject: Discussion Joint Town Commission & Planning & Zoning Workshop

Mayor & Commissioners:

It has been brought to me that perhaps the joint meeting of the two boards would best be delayed until after the first of the year to allow ample time for a survey of the two boards for potential topics to be discussed as well as research time of those topics by staff. This delay would also allow for greater ease in scheduling as it would not require juggling dates around the November and December holidays and members' potential travel schedules.

I would like to ask permission from the Commission to postpone the joint meeting until January. I would also like to hear from the Commissioners any topics that they would like to have on the agenda at that meeting so that staff may begin researching and collecting the information so that ample time can be provided to review the information prior to the meeting.

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director

Date: November 1, 2022

To: Honorable Mayor and Commissioners

From: Planning and Zoning Commission

Re: Report of the October 17, 2022, Planning & Zoning Commission Meeting

The Planning & Zoning Commission reviewed the following at its October 17, 2022, meeting:

Public Comment:

None

Approval of Minutes:

1. The minutes of September 19, 2022, were approved with minor corrections.

Discussion / Action Items:

2. Development Plan Review for a proposed new two-story single-family residence at 60 Ocean Ave.:
 - a. The Commission had asked the applicant at the September meeting to come back with changes to the design of the residence.
 - b. The architect presented the revised plans to the Commission
 - c. The Commission approved (5-0) the design changes.
3. Development Plan Review for a proposed new 2-story single family residence to be built at O Dolphin Dr.:
 - a. Town Planner O’Gorman, Building Official Guy, and Tara Bamber, representing the Town Engineer, presented the Town Staff report and proposed conditions of approval.
 - b. The applicant’s Architect answered the Commission’s questions regarding the proposed site plan, landscape plan, building elevations.
 - c. The Commission approved (5-0) the development plans but deferred the landscape plans to come back to the next meeting in November and suggested revisions to the windows and roof color.

Commissioner Comments:

Member Hutchins mentioned the topic of elevation issues and possibly looking into building houses that are lifted, similar to those in Key West, and suggested to be a topic of discussion at a future meeting or the joint meeting.

Chair Marsh mentioned that changing setbacks and spot-zoning is something that they really do not want to do and the Planning & Zoning is not in a position to discuss that at the current meeting.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Office of the Interim Town Manager, Lynne Ladner

Meeting Date: November 7, 2022
Subject: Interim Town Manager's Report

Mayor, Commissioners & Residents of Ocean Ridge:

As we entered October, I took time to continue my tour of the town of Ocean Ridge, visit the parks, walk the streets and public beach areas and be truly thankful that our community was spared the devastation that so many communities, friends and families experienced from Hurricane Ian on the west coast and here in Palm Beach County.

In early October I attended the FLC Policy Committee meeting on Finance, Taxation, and Personnel. As discussed in September one of the priority issues for the committee in the upcoming legislative session will be protecting municipal ad valorem tax authority.

Early in the month Jean and I met with Ron Bennet for an introductory meeting to begin the process for the FY 2022 financial audit. I do not expect any surprises as Tracey left the town in good shape and things should progress smoothly over the next two months as we complete the process, and the audit is finalized and presented to the commission.

Along with three members of the commission, I attended the Palm Beach County League of Cities annual four-hour ethics training which covers the state and county-mandated ethics training in Lake Worth. Later in the month, I attended the monthly luncheon to hear Tara Taggart speak on the state requirements for cybersecurity protocols that every community must implement. Ocean Ridge has until January of 2025 to implement the protocols and there are some grant opportunities available to assist with the requirements but based upon what I heard and know about what has already been implemented in Ocean Ridge we are well on our way to meeting the requirements by the deadline.

Over the past couple of months that I have been here there seem to have been a large number of complaints about our solid waste hauler. As a result, I have reviewed our contract and asked staff to ensure that when we receive a complaint that we not only call to have the complaint resolved but that we enter it into the tracking system. The contract has a section regarding complaint resolution and the possible options the town has if the complaints become excessive but that can only be triggered if we have the necessary hard data.

Mayor Hurlburt and I met with Ryan Ruskay from RMPK Funding to get an update on where they are with assisting the city in our search for grant funding for current and long-term capital projects. At this time they are in a holding pattern in their assistance to us for our ARPA funding project and gave very good insight should the town be interested in pursuing funding opportunities in 2023 for drinking water, stormwater, or septic to sewer infrastructure projects. The strongest emphasis was that the funding rounds will be announced most likely in June (their normal announcement period) and that if the town wants to be prepared now is the time for the commission to identify priority projects and direct staff, consultants, and advisory committees to move forward and begin bringing the information to the commission and community for discussion, review, and approval so that when the funding rounds are announced the town has the information ready to submit without delay.

One of the things that I have enjoyed the most this month have been my opportunity to meet the residents of Ocean Ridge. Whether it has been a phone or in-person conversation while in the town hall or an opportunity to meet a resident while I was walking down Old Ocean, through a neighborhood, or down a side street. I will be taking more of these impromptu walks in town, and I hope to continue meeting and talking to the residents. I like to hear the things that they feel are going well in the community and areas where there could be an improvement.

As November progress and the calendar quickly closes the book on 2022 the community will be celebrating many holidays. The first of which is Veterans Day on November 11th. We will be holding our annual ceremony to honor veterans in front of Town Hall at the Blue Star Memorial beginning at 10 am. Next will be Thanksgiving on November 24th and town hall will be closed the following day the 25th as well. On Friday, December 2nd we will be holding the annual Light the Lights event. As we fast forward toward the end of the year the last two weeks of the year are full of many different holidays including Hanukkah which will be observed from the 18th through the 26th, Christmas on Sunday the 25th, Kwanzaa on the 26th, and New Year's Eve on the 31st. The town will be closed for the Christmas Holiday on Monday, December 26th.

Respectfully,



Lynne Ladner
Interim Town Manager & Finance Director



Ocean Ridge Police Department

6450 N. Ocean Blvd., Ocean Ridge, FL 33435

Phone (561) 732-8331 • Fax (561) 732-8676

www.oceanridgeflorida.com

Richard Jones
Chief of Police

Monthly Activity Report for November 2022 Meeting

Subjects;

1. Monthly Law Enforcement Activity Report
(Please see attached detailed reports)
2. Monthly Boynton Beach Fire/EMS Activity Report
(Please see attached detailed reports)

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 09/01/2022 00:00 Through 09/30/2022 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
10108	ON FOOT W/PORTABLE	102
10109	VEHICLE MAINTENANCE	186
1040	MEAL BREAK	6
1050	TRAFFIC STOP	211
1058	AT STATION	17
1060	ASSIST TO MOTORIST	1
801	VTC PERMITS (BUILDING)	9
803	VTC OVERGROWN LOT	3
804	VTC SIGNS (ALL)	1
805	VTC SOLICIT W/O PERMIT (DOOR TO DOOR)	1
806	VTC WORKING WHEN NOT PERMITTED	13
807	VTC TRASH/GARBAGE	3
820	VTC ANIMALS ON BEACH	7
821	VTC DOGS AT LARGE	2
823	VTC CONSTRUCTION SITE	6
824	VTC ALL OTHER	1
BCHK	BEACH PATROL	66
DC	DISTRICT CHECK	1168
HCKH	HOUSE CHECK HAND	771
HCKV	HOUSE CHECK VISUAL	197
LPR	LICENSE PLATE RECOGNITION ALERT	2
S02	DRUNK PEDESTRIAN	2
S04	AUTO ACCIDENT	1
S12	RECKLESS DRIVER	1
S13	SUSPICIOUS INCIDENT	1
S13P	SUSPICIOUS PERSON	3
S13V	SUSPICIOUS VEHICLE	6
S14	INFORMATION	1
S15	SPECIAL DETAIL	38
S20	MENTALLY ILL PERSON	1
S21C	BURGLARY CONVEYANCE	2
S21R	BURGLARY RESIDENCE	1
S22	DISTURBANCE	2

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 09/01/2022 00:00 Through 09/30/2022 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
S39	NEIGHBOR TROUBLE	1
S48	OPEN DOOR	1
S48G	OPEN GARAGE DOOR	3
S49	ALARM	23
S49F	FIRE ALARM	6
S51	TRESPASS	3
S53	EMBEZZLEMENT/FRAUD	2
S67	ACCIDENTAL INJURY	1
S68	POLICE SERVICE CALL	25
S70	ANIMAL COMPLAINT	1
S72	LOST/FOUND PROPERTY	5
S73	MEDICAL CALL	9
S76	ASSIST OTHER DEPARTMENT	12
S79	911 PRANK/FALSE/ACCID CALL	7
S80	UNWANTED GUEST	2
S84	WELFARE CHECK	21
S86	LOUD NOISE/MUSIC	1
S89	ASSIST MOTORIST	1
S90	ILLEGAL PARKING	14
S96	PROPERTY DAMAGE	2
TE	TRAFFIC ENFORCEMENT	1
WD	WIRES DOWN	2
TOTAL ACTIVITY:		2975

<u>ORPD Other Activity:</u>								
Type	Total	Days- Sgt. Ermeri	Days- Sgt. Pilon	Nights- Sgt. Roy	Nights- Stang	Sgt.	ACE Units	Community Standards
<u>Traffic</u>								
Citations	76	20	6	1	11		36	2
Written Warnings	152	30	11	5	19		83	4
Parking Tickets/Municipal Warnings	25	2	1	1	0		0	21
VTC's								33
Traffic Stops							125	
<u>Arrests:</u>								
S19 Felony	0	0	0	0	0		0	0
S18 Misdemeanor	3	0	0	0	3		0	0
<u>Telephone Calls Handled by Dispatch:</u>								
<u>September 2022</u>	<u>Year to Date</u>							
9-1-1	32	317						
Incoming/Non-Emergency	646	5921						
Outgoing/Non-Emergency	385	3590						
PBX	254	2817						
Total:	1317	12645						
<u>Walk-Ins Handled by Dispatch:</u>		<u>Year to Date</u>						
All	324	2406						
After Business Hours	151	1322						
Alarm Sign Issuance-	0	4						
Alarm Technician-	20	147						
AOD/Range Use-	3	14						
Burn Permit-	0	0						
Fingerprints-	1	5						
Keys-	2	19						

Pet Tag/Vehicle Decal-	2	59					
Report/Record Request-	10	104					
Vendors-	68	636					
Visitor for Chief-	10	45					
Visitor for Lt or Investigator-	2	30					
Visitor/Info-	197	1621					
Gift/Food donation-	0	19					
Pick up Property/Evidence-	4	16					
Pill Drop-	5	60					

BRINY BREEZES SEPTEMBER 2022

Description	Signal	Count
ON FOOT W/PORTABLE	10108	22
POLICE SERVICE CALL	S68	2
ILLEGAL PARKING	S90	5
MEDICAL CALL	S73	1
WELFARE CHECK	S84	20
TRAFFIC STOPS	1050	2

Total Calls for Service	52
District Checks	197
Total Calls w/ DC's	249

OTHER ACTIVITY

Traffic

Citations	0
Written Warnings	1
Parking Tickets	5

SEPTEMBER 2022 BOYNTON BEACH FIRE RESCUE REPORT FOR OCEAN RIDGE & BRINY BREEZES

Incident #	Date	Full Incident Address	City	Station	Shift	Incident Type Description	Response Time	Adjusted Time
2210963	9/1/2022	5800 Blk N Ocean Blvd	Ocean Ridge	4	C	Public service assistance	5.85	
2210987	9/1/2022	5000 Blk Old Ocean Blvd	Ocean Ridge	4	C	EMS call, excluding vehicle accident with injury	8.35	
2211157	9/5/2022	5800 Blk N Ocean Blvd	Ocean Ridge	4	A	Alarm system sounded due to malfunction	6.88	
2211168	9/6/2022	5000 Blk N Ocean Blvd	Briny Breezes	4	B	EMS call, excluding vehicle accident with injury	7.33	
2211295	9/9/2022	5600 Blk N Ocean Blvd	Ocean Ridge	4	B	Smoke detector activation, no fire	8.06	
2211305	9/9/2022	5000 Blk N Ocean Blvd	Ocean Ridge	4	B	EMS call, excluding vehicle accident with injury	9.68	
2211346	9/10/2022	Harbour Dr S	Ocean Ridge	1	C	Unintentional transmission of alarm	10.61	8.61
2211365	9/11/2022	River Dr	Ocean Ridge	1	C	Public service assistance	10.48	8.48
2211393	9/11/2022	Ocean Harbour Cir	Ocean Ridge	4	A	Municipal alarm system, false alarm	6.72	
2211599	9/15/2022	Briny Breezes Blvd	Briny Breezes	4	B	EMS call, excluding vehicle accident with injury	4.61	
2211633	9/16/2022	Sabal Island Dr	Ocean Ridge	1	C	EMS call, excluding vehicle accident with injury	6.95	
2211665	9/17/2022	6800 Blk N Ocean Blvd	Ocean Ridge	1	C	Alarm system sounded due to malfunction	10.15	8.15
2211769	9/19/2022	6800 Blk N Ocean Blvd	Ocean Ridge	1	C	Alarm system activation, no fire	10.4	9.4
2211797	9/20/2022	6800 Blk N Ocean Blvd	Ocean Ridge	1	C	Alarm system activation, no fire	10.15	8.15
2211799	9/20/2022	6800 Blk N Ocean Blvd	Ocean Ridge	1	C	Alarm system sounded due to malfunction	10.4	8.4
2211813	9/20/2022	Sailfish Ln	Ocean Ridge	4	A	EMS call, excluding vehicle accident with injury	7.72	
2211851	9/21/2022	Spanish River Dr	Ocean Ridge	1	B	Alarm system activation, no fire	11.03	10.03
2211908	9/23/2022	Old Ocean Blvd	Ocean Ridge	4	C	EMS call, excluding vehicle accident with injury	9.8	
2212185	9/28/2022	Osprey Dr	Ocean Ridge	4	C	EMS call, excluding vehicle accident with injury	6.5	
2212203	9/29/2022	5100 Blk N Ocean Blvd	Ocean Ridge	4	A	EMS call, excluding vehicle accident with injury	8.73	
2212224	9/29/2022	Hersey Dr	Ocean Ridge	4	A	EMS call, excluding vehicle accident with injury	6.45	
2212251	9/30/2022	6900 Blk N Ocean Blvd	Ocean Ridge	1	B	Emergency medical service incident	11.66	10.66
Ocean Ridge Summary					Briny Breezes Summary			
Medical Calls		9	Medical Calls		2			
Fire/Other Calls		10	Fire/Other Calls		0			
Total		19	Total		2			

Calls exceeding 10 minutes consists of; (1) legitimate medical emergencies, (6) non-emergency calls for service.

Upon checking details of each call including the dispatch time received and the time that Fire Rescue was notified or dispatched, I have determined that there is a Fire Rescue Dispatch delay of 1 to 5 minutes on every call. These dispatch delays are subtracted from the "Response Time" shown above and the actual response time is displayed in red as "Adjusted Time".

Memorandum

To: Ocean Ridge Town Commission
Lynne Ladner, Interim Town Manager

From: Lisa Tropepe, P.E., Town Engineer

Subject: Town Engineer Report
Work Completed for the month of August, 2022

Date: September 9, 2022

Below is a condensed version of the work that Engenuity Group, Inc. provided in the month of August. For a more detailed description with individual staff descriptions and time, please see the specific invoices listed below.

If there are any other questions or clarifications, please do not hesitate to contact me.

00020.00 Ocean Ridge General Project Number

- INV #29908– 08/31/2022 - \$7,003.00
 - **Work Order 10 – Homeowner Site Plan Reviews, Observations, Reporting and Meetings**
 - 20 East Ocean Avenue
 - Received submittal
 - Review plans submitted and start development plan review (DPR)
 - Review comments, finalize review and send letter
 - Provided fee
 - 2 Whitney Way
 - Received new Development Plan Review (DPR) submittal
 - Review plans submitted on 08/16 & 08/29
 - Start comment review letter and discuss with staff
 - Finalized letter and sent
 - Email correspondence
 - 0 Dolphin Road
 - Phone calls
 - Email correspondences
 - 28 Hudson Ave
 - Review documents
 - Response to emails received
 - Discuss proposed retention detail
 - 118 Marlin Drive
 - Easement language and follow up
 - 119 Marlin Drive
 - Flat roof Meeting

- 5500 N. Ocean Blvd- Crown Colony Residence
 - Review codes and discuss with staff
 - Review email and record drawing with staff
 - Final request submittal
 - Spoke to property manager on next steps for final and what is needed
 - Emails from owner
 - Met with contractor on as-built plan
- 120 Marlin Drive
 - Flat roof meeting
 - Discussion with staff on flat roofs and markups
- 18 E. Ocean Ave
 - Provided fee
- 62 Harbour Drive N
 - Discuss project with staff
 - Attend meeting
 - Easement language and follow up
- 7 Harbour Drive S
 - Received closeout documents submittal
 - Two site visits for final
 - Review plans for final
 - Discuss sight line meeting setup
 - Final drainage and landscape observation
 - Create field observation reports, finalized and sent
 - Revise field report with certification
- 6073 Old Ocean Blvd
 - Research Coastal Construction Control Line (CCCL)
- 60 E. Ocean Ave
 - Received new development plan review (DPR) submittal
 - Review plans submitted and start review letter
 - Finalize comment review letter and sent
- 5512 Old Ocean Ave
 - Prep and attend Planning and Zoning meeting
- 19 Eleuthera Drive
 - Review emails and documents received
 - Review documents for variance with staff
 - Phone call with Town Building Clerk
 - Review road improvement plans
- 8/9 Sabal Island Drive
 - Saved submitted easement documents and discuss with staff
 - Research plat, GIS and aerials. Sent out email on findings
 - Calls from potential owner and realtor for document request

- 17 Coconut Lane
 - Look up historical information on broken sidewalk issue from 2018
- 21 E Ocean Ave
 - Follow up on extending permit and read about corpse onsite
 - Discuss review of building plans
- Thompson Street
 - Email from attorney on status of offsite improvements

00020- Ocean Ridge- General Town Engineer

- INV #29907– 08/31/2022 - \$6,604.00
 - **Work Order 308 General Town Engineer (2021-2022)**
 - SCADA
 - Received subpoena and discuss with staff
 - Research and printed out the sight distance documents and prepped for Trial
 - Email correspondence regarding Luring trial
 - Prep for Planning and Zoning and Development Plan Review (DPR) meeting
 - Discuss with staff on Flat roof and find figures
 - Flat roof ordinance
 - Implement new design for the Flat roof house
 - Review project list to prepare memorandum
 - Review memorandum and discuss with staff
 - Site visit for sidewalk evaluation
 - Work on Bridge report
 - Testified on the Luring case trial
 - Reviewed final budget
 - Created a list if active/pending projects for manager transition needs
 - Site line ordinance discussion, met with Town Staff to discuss some projects, transition and transfer of duties
 - Sent out project list to go over with the new Interim Manager
 - Coordinate with staff and on emails a proposed time to meet in regards to the sight line issues
 - Go over easement issues
 - Received a call from resident on transition
 - Correspondence on water issues and Boynton

00020.14 Ocean Ridge – GIS Services

- INV #29911 – 08/31/2022 - \$5,663.00
 - **Work Order 23 – GIS Services for Fiscal Year 2021-2022**
 - Review documents with staff and sent for update
 - GIS map revision

- GIS plan setup and revisions
- Meeting and GIS work
- CAD coordination and mapping revision
- Review GIS needs for this fiscal year
- Discuss recent aerial photos to use for upgrading maps and spoke to staff on scheduling
- Go over the need to update Eleuthera Drive improvements
- Work with staff on setting up maps and discuss layer management
- Worked with staff on paper maps for zoning and themes needed for satellite imagery
- Discuss with staff and review themes
- Look up aerial information for maps

00020.58 FL Department of Transportation (FDOT) Projects

- INV #29909– 08/31/2022 - \$6,450.50
- **Work Order 02 – E. Ocean Ave. Detention Areas**
 - Research and start email
- **Work Order 03 – Crown Colony Crosswalk**
 - As-builts
 - Phone calls and email correspondences
 - Discuss with staff
 - Review as-builts
 - Follow up with survey final and light fixture switch out
 - Numerous emails regarding FPL only replacing two (2) fixtures.
 - Follow up on survey for as-builts
 - Discussion about one light that is still not switched out and to keep crosswalk closed to the public
 - Various coordination with staff
 - Job setup for field crew for as-builts
 - Check as-builts notes and control
 - As-built CAD drafting
- **Work Order 06 – Bridge Maintenance**
 - Meeting minutes
 - Post storm evaluation
 - Evaluation form
 - Phone calls
 - Finish safety inspection documents
 - Review power point from FDOT to finalize meeting minutes and look at sounding report needs
- **Work Order 08 – SR A1A Sidewalks**
 - Email correspondences
 - Phone calls

- Site visit
- Work on plan
- Discuss with staff
- Review plan and go over markups with staff
- Work on and finalize Exhibit
- Go over draft walk plan
- **Work Order 09- East Ocean Avenue Mill and Overlay**
 - Discuss with staff
 - Emails from FDOT engineer on a mill and overlay job on Ocean Ave
 - Accepted field meeting request
 - Get ready for site meeting
 - Predesign meeting at site in Boynton and Ocean Ridge Jurisdiction
 - Start field observation report (FOR) form Wednesday meeting
 - Finalized field observation report (FOR) and sent to FDOT and Jacobs

00020.63 ARPA Watermain Pipe Enhancement Engineering

- INV #29910- 08/31/2022- \$1,372.02
- **Work Order 01- Modeling Analysis Fee**
 - Modeling Preparation
 - Setup model data
 - Coordination
- **Work Order 02- Design Specifications**
 - Staff coordination on design

00020.64 Zoning/Building Height Map

- INV #29912- 08/31/2022- \$1,581.00
- **Work Order 01- Town Properties Research**
 - Review map and markups
 - Email correspondence
 - Saved and reviewed comments
 - Reviewed and sent to the Town Building Official
 - Staff coordination on maps
 - Review plans and review markups with staff
- **Work Order 02- Prepare GIS Map**
 - GIS mapping and coordination
 - Classification map

Monthly Total: \$28,673.52

Memorandum

**To: Ocean Ridge Town Commission
Lynne Ladner, Interim Town Manager**

From: Lisa Tropepe, P.E., Town Engineer

**Subject: Town Engineer Report
Work Completed for the month of September, 2022**

Date: October 12, 2022

Below is a condensed version of the work that Engenuity Group, Inc. provided in the month of September. For a more detailed description with individual staff descriptions and time, please see the specific invoices listed below.

If there are any other questions or clarifications, please do not hesitate to contact me.

00020.00 Ocean Ridge General Project Number

- INV #30120– 09/30/2022 - \$4,364.50
 - **Work Order 10 – Homeowner Site Plan Reviews, Observations, Reporting and Meetings**
 - 2 Whitney Way
 - Received submittal on 09/01
 - Coordinate review and discuss with staff
 - Clarify different owners for offsite versus on site
 - Review plans received and start comment review letter
 - Planning and zoning meeting
 - 0 Dolphin Road
 - Received various submittals 09/06, 09/15 & 09/27
 - Review plans submitted
 - Start review and comment review letter
 - Email correspondence
 - Review comments and finalize letters
 - 8/9 Sabal Island Dr
 - Received easement documents
 - Emails from buyer, attorney and staff on public records request
 - Answer comments regarding release of easement, spoke to staff on same
 - 5500 N. Ocean Blvd- Crown Colony Residence
 - Received submittal on 09/01
 - Review submitted plans and start comment review letter
 - Letter for Fill permit
 - Read approval letter and final observation request

- Emails on fill permit and respond
- Prep for Final Observation
- Create Final Field Observation Report, review and finalized
- 52 Spanish River Dr
 - Received closeout documents on 09/01
 - Review plans submitted and start comment review letter
 - Email correspondences
 - Look at Engineer as-builts for approval
 - Finalize review and sent
- 6711 N Ocean Blvd
 - Discuss email on stop work order
- 6849 N Ocean Blvd- Ocean Club of FL
 - Received emails
- Thompson Street
 - Off site visit
 - Answer attorney email on status of closeout needs for letter of credit
- 35 Harbour Dr. S
 - Voicemail from homeowner

00020- Ocean Ridge- General Town Engineer

- INV #30119– 09/30/2022 - \$1,270.0
 - **Work Order 308 General Town Engineer (2021-2022)**
 - Work on monthly billing report, finalized and sent
 - SCADA
 - Met with new manager
 - Cross sections
 - Prepare for meeting with interim manager and manager
 - Site visit to Island Dr Bridge and Inlet Cay Island
 - Emails correspondences

00020- Ocean Ridge- General Town Engineer

- INV #30118– 09/30/2022 - \$1,592.50
 - **Work Order 27 Hurricane Ian (09/27/2022)**
 - Pre-hurricane Ian Townwide Observation
 - Create field observation report from notes. Saved photos in project folder
 - Work with staff to set up report and add/organize photos in the field report.
 - Finalized report and sent out.

00020.14 Ocean Ridge – GIS Services

- INV #30121– 09/30/2022 - \$7,065.50
 - **Work Order 23 – GIS Services for Fiscal Year 2021-2022**
 - Follow up with staff on zoning map and look at building map

- Reviewed GIS drainage and water plan and discuss with staff on next step and other maps needed
- Review comments from staff, discuss internally
- Go over possible map changes on 8 & 9 Sabal Island Dr. discuss with contactor to tv lines
- Review comments on second round of map
- Follow up with staff on revisions
- Spoke to staff on finalizing maps
- Check street names on drainage map
- Send plans

00020.57 Stormwater Maintenance and Repair

- INV #30122– 09/30/2022 - \$382.50
- **Work Order 01 - Spanish River Improvements**
 - Tidal issues on Spanish River Dr
 - Answer email from resident and spoke to staff on same
 - Answer homeowner on sequence of project implementation
 - Reviewed resident email on flooding
- **Work Order 05- Fire Hydrant- Watermain**
 - Discussion on emergency repair in A1A right of way

00020.58 FL Department of Transportation (FDOT) Projects

- INV #30123– 09/30/2022 - \$3,983.50
- **Work Order 01 – A1A & Anna Street**
 - Email on preconstruction meeting request, spoke to staff and sent out email to FDOT on the requested meeting
 - Coordination on FDOT preconstruction meeting
 - Created a preconstruction meeting document and sign-in sheet for meeting
 - Prepare and run preconstruction meeting at Town Hall on behalf of FDOT
 - Draft the meeting minutes and sent to contractor
 - Emails from Johnson Davis
 - Finalized meeting minutes
 - Finalized and sent out Conference Agenda
 - Reviewed and commented on second MOT plan. Received another revision, sent out plans and other documents
- **Work Order 03 – Crown Colony Crosswalk**
 - Email correspondences
 - Follow up on crosswalk light status
- **Work Order 08 – SR A1A Sidewalks**
 - Finalize plan

- Review with staff
- Work on Exhibit
- Email correspondence
- Review and comment on Exhibit
- Read draft FDOT email
- Email to James Poole the sidewalk plan and follow up on other FDOT projects.

00020.60 Tropical Station Generator

- INV #30124- 09/30/2022- \$575.00
- **Work Order 01- Engineering Services**
 - Emailed contract to Electrical Engineer
 - Reviewed purchase order
 - Received Generator shop drawing, reviewed then emailed to Electrical Engineer for their review and approval
 - Shop drawing
 - Coordinate shop drawing comments
 - Sent out Generator approved shop drawing with comments and received comment from Contractor

00020.63 ARPA Watermain Pipe Enhancement Engineering

- INV #30126- 09/30/2022- \$284.01
- **Work Order 01- Modeling Analysis Fee**
 - Coordination
 - Model Set up

00020.64 Zoning/Building Height Map

- INV #30127- 09/30/2022- \$69.00
- **Work Order 01- Town Properties Research**
 - Review map
 - Sent map to Durrani
 - Meeting with Town staff
 - Markup and go over staff

Monthly Total: \$17,783.51

Date: October 21, 2022

To: Honorable Mayor and Commissioners

From: Durrani Guy, Building Official

Re: Building Department Report – November’s Commission Meeting Update

Mayor and Commissioners,

Below is a list of the Building Department’s statistics for the month of September 2022, a list of new single family home sites along with their permit issuance date, expiration date, and the date of their last inspection.

<u>BUILDING DEPARTMENT STATISTICS FOR SEPTEMBER 2022</u>	
PERMIT APPLICATIONS RECEIVED	55
PERMITS ISSUED	78
PLAN REVIEWS	32
REVISIONS	6
ROW PARKING PERMITS ISSUED	0
INSPECTIONS PERFORMED BY THE BUILDING DEPARTMENT	171
SITE VISITS BY THE BUILDING DEPARTMENT	7
STOP WORK ORDERS POSTED	3
COMMUNITY STANDARDS HEARING	5

<u>STOP WORK ORDERS FOR SEPTEMBER 2022</u>
9/22/22 – 15-17 SAILFISH LANE – WORK W/O PERMIT
9/29/22 – 6660 N OCEAN BLVD #17 – WORK W/O PERMIT
9/29/22 – 16 MIDLANE ROAD – WORK W/O PERMIT

<u>STATUS OF MAJOR CONSTRUCTION</u>						
<u>PERMIT #</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>ISSUED DATE</u>	<u>EXPIRATION DATE</u> *1 YR AFTER ISSUANCE *2 YRS IN RSE DISTRICT	<u>LAST INSPECTION</u>	<u>COMMENTS</u>
20358	10 HARBOUR DRIVE SOUTH	RSF	01/14/2021	10/31/2022	10/17/2022	
22407	113 ISLAND DRIVE SOUTH	RSF	03/01/2022			EARLY START ON SITE WORK
22351	18 OCEAN AVENUE	RSF	01/31/2022	09/22/2023	09/06/2022	EARLY START ON SITE WORK
22140	2 WHITNEY WAY	RSF	10/08/2021	07/06/2023	10/05/2022	
22302	20 OCEAN AVENUE	RSF	01/11/2022	09/22/2023	09/06/2022	EARLY START ON SITE WORK
21612	21 OCEAN AVENUE	RSF	12/08/2021	06/06/2023	NONE	
20435	28 HUDSON AVENUE	RSF	05/21/2021	05/21/2023	10/04/2022	
21974	29 ELEUTHERA DRIVE	RSF	10/12/2021	10/12/2022	10/04/2022	PERMIT EXPIRED
22109	3 INLET CAY DRIVE	RSF	04/29/2022	04/24/2023	10/06/2022	
21859	54 SPANISH RIVER DRIVE	RSF	12/09/2021	12/09/2022	10/21/2022	
22559	6107 N OCEAN BLVD	RSE	04/25/2022			EARLY START ON SITE WORK
16219	6273 N OCEAN BLVD	RSE	05/08/2015	07/06/2023	09/09/2022	
22152	6470 N OCEAN BLVD	RSF	05/24/2022	11/20/2022	NONE	
20483	82 ISLAND DRIVE SOUTH	RSF	03/18/2021	04/30/2023	10/05/2022	
21804	95 ISLAND DRIVE SOUTH	RSF	08/20/2021	02/20/2023	10/12/2022	

PLEASE NOTE THAT THE ABOVE DATA ABOVE IS INCLUSIVE UP UNTIL OCTOBER 21, 2022

**TOWN OF OCEAN RIDGE, FLORIDA
SPECIAL MAGISTRATE CODE ENFORCEMENT HEARING
TUESDAY, OCTOBER 4, 2022
10:00 A.M.
TOWN HALL COMMISSION CHAMBERS**

***** REVISED AGENDA *****

- A. ADOPTION OF THE APRIL 5, 2022 MINUTES**
- B. CASE NO. 2022-011 SPITI TRUST/DANIEL BEIRUTE TR TITLE HLDR
6080 OLD OCEAN BLVD, OCEAN RIDGE, FL 33435
RE: AMENDED PLAT OF BOYNTONS SUB LT 2 &
N 1/2 OF LT 3 BLK 9
NATURE OF VIOLATION
Violate Section 34-162 with obstructions of and
encroachments into rights of way**
- C. CASE NO. 2022-012 JAMES P. COOKSEY
728 COTE AZURE DR., PALM BEACH GARDENS,
FL 33410
RE: 23 COCONUT LANE
BOYNTON BEACH PARK LT 9 BLK 1 & 22-45-
43, S 25 FT OF W 101 FT OF E 490.47 FT OF SW 1/4
NATURE OF VIOLATION
Violate Section 67-174 of the maintenance and appearance
standards.**
- D. CASE NO. 2022-013 SCOTT S KOEDEL & CHRISTEL KOEDEL
11 HARBOUR DRIVE SOUTH, OCEAN RIDGE, FL
33435
RE: RIDGE HARBOUR ESTATES LT 50 & ABND
PORTER ST LYG S OF & ADJ TO
NATURE OF VIOLATION
Violate Section(s) 67-51 and Amendment to FBC 105.1 by
working without a valid permit.**
- E. ~~CASE NO. 2022-014~~ ~~JONATHAN WREND~~
~~6660 N OCEAN BLVD, #17, OCEAN RIDGE, FL~~
~~33435~~
~~RE: OYSTER BAY COOPERATIVE INC APT 17~~
~~NATURE OF VIOLATION~~
~~Violate Section(s) 67-51 and Amendment to FBC 105.1 by~~
~~working without a valid permit.~~**

F. CASE NO. 2022-014

**KEITH R. MENDEL
5922 BAY HILL CIRCLE, LAKE WORTH, FL 33463
RE: 40 DOUGLAS DRIVE
PALM BEACH SHORE ACRES BLKS A, B & Z S 66
FT OF E 50 FT OF WLY 352.75 FT OF LT 20 BLK A
A/K/A LT 46 BLUE OCEAN SUB UNREC**

NATURE OF VIOLATION

Violate Section(s) 67-51 and Amendment to FBC 105.1 by working without a valid permit.

E. ADJOURNMENT

Please be advised that if a person decides to appeal any decisions with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The Town neither provides nor prepares such record.

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at 561-732-2635 at least 5 days prior to the meeting in order to request such assistance.

The Town of Ocean Ridge is holding all meetings in-person, with an additional option of listening to the audio live. Any person wishing to listen to the audio live can access the feed on the date and time of the meeting by dialing [+1 \(571\) 317-3122](tel:+15713173122) and using [910-698-933](tel:910698933) as the access code. Persons that are unable to attend the meeting in person may submit public comments to be read into the record by emailing the Town Clerk a minimum of one business day prior to the meeting at Kavery@oceanridgeflorida.com or calling Town Hall during business hours before the meeting date and time and providing your comment to the Town Clerk.