BOARD OF COMMISSIONERS REGULAR MEETING
TUESDAY, DECEMBER 19, 2023 – 6:00 PM
120 108TH AVENUE
TREASURE ISLAND, FL 33706

MEETING NOTICE AND AGENDA

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. APPROVAL OF REGULAR AND WORKSHOP AGENDAS

D. PROCLAMATIONS, RECOGNITIONS, CERTIFICATES OF APPRECIATION

D.1 PRESENTATION OF STAFF AWARDS/RECOGNITION

E. PUBLIC COMMENTS FOR NON-AGENDA ITEMS

F. COMMISSIONER REPORTS

Commissioner Toth
Commissioner Doctor
Commissioner Partridge
Commissioner Wetzel
Mayor Payne

G. APPROVAL OF MINUTES

G.1 Approval of the Commission Regular Minutes of September 18, 2023 Emergency Meeting
09 18 2023 board-of-commissioners_emergency meeting minutes_summary.docx

H. CONSENT AGENDA

I. ITEMS OF BUSINESS

I.1 Second Amendment to the Non-Exclusive License Agreement with Sunshine State Outdoor Volleyball Association (SSOVA) for a site plan modification for the December 29, 2023, to January 1, 2024, Volleyball Tournament.

Secondamendment.pdf
ExhibitA.pdf
TI_SSOVA_Site_Map_Detailed_Old.pdf
TI Cabana Space.jpg
UtilityvehicleSSOVA.pdf

I.2 Approve executing Contract #24-008-S, Shumaker Advisors Florida, LLC for State Lobbying Services
Advisors-City of Treasure Island Services Agreement with Signature(30166926.1).pdf
RFP 17-18 State Lobbying Services.pdf

I.3 Executing contract 24-008-F to Alcalde & Fay Ltd. for Federal Lobbying Services
Contract between city and Alcalde Fay for Federal Lobbying Services (02645079-5), signed by A&F.pdf
RFP 17-18-03 Federal Lobbying Services.pdf

I.4 Spending Authority and Work Authorization Approval for Advanced Engineering & Design in the Amount of $112,500 for Engineering Services for Lift Station No. 8, 9 & 10 Force Main Replacement.
Exhibit 1 -Work Authorization.pdf

I.5 Install Turtle-Friendly Lights on the South Side of the New City Hall Parking Lot
Att A - Duke Lighting Proposal.pdf
Att B - Lights to be replaced.pdf

I.6 Purchase of Replacement Vehicle for Fire & EMS Department
Sun Toyota Quote.pdf
2023 STC-SOURCEWELL PRICE SCHEDULE (State Contract).pdf

I.7 City Manager Recruitment
Korn_Ferry_Capabilities_Overview.pdf
Korn Ferry LOE.pdf
Proprosal - Slavin Management Consultants.pdf
Proprosal - Strategic Government Resources.pdf
GOV HR Sample Brochure.pdf
GovHR Proposal.pdf

I.8 Establishing a Schedule of City Commission Regular Meetings and Workshops for the 2024 Calendar Year
2024 City Commision Meeting Schedule - Proposed.docx

J. ADJOURNMENT

For any person desiring to appeal any decision made by the board, agency, or 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 [F.S. 286.0105]. NOTE: Any transcript shall be requested and made by the individual requesting same at his or

her own expense. Therefore, a court reporter may be desired or required accordingly.

Any person with a disability who needs any accommodation in order to participate in this proceeding is entitled to assistance at no cost. Please contact the Office of the City Clerk in writing at 120 108th Avenue, Treasure Island, FL, 33706 or by phone at (727) 547-4575 at least two working days prior to the meeting to advise what assistance is needed.

AGENDA ITEM NO. D.1

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	December 19, 2023
SUBMITTED BY:	Celine Kidwell, Administration
ITEM TYPE:	Recognitions
AGENDA SECTION:	PROCLAMATIONS, RECOGNITIONS, CERTIFICATES OF APPRECIATION
SUBJECT:	PRESENTATION OF STAFF AWARDS/RECOGNITION
BACKGROUND:	.
POLICY/PURPOSE:	Acknowledgement of 10 Years of Service - Sargent Jeremy Larrabee, Treasure Island Police Department Acknowledgement of 10 Years of Service - Kathy Santel, Bridgetender, Public Works Department
STRATEGIC PLAN RELEVANCE:	.
ANALYSIS/DISCUSSION:	.
FUNDING:	.
MOTION:	.

ATTACHMENTS:

AGENDA ITEM NO. G.1

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	December 19, 2023
SUBMITTED BY:	Celine Kidwell, Administration
ITEM TYPE:	Minutes
AGENDA SECTION:	APPROVAL OF MINUTES
SUBJECT:	Approval of the Commission Regular Minutes of September 18, 2023 Emergency Meeting
BACKGROUND:	.
POLICY/PURPOSE:	.
STRATEGIC PLAN RELEVANCE:	.
ANALYSIS/DISCUSSION:	.
FUNDING:	.
MOTION:	I move to approve the Commission Workshop and Emergency Minutes for September 18, 2023 as written.

ATTACHMENTS:
09 18 2023 board-of-commissioners_emergency meeting minutes_summary.docx

City of Treasure Island
Meeting Minutes
City Commission Emergency Meeting

Monday, September 18, 2023
Followed the City Commission Workshop.
City Hall Auditorium
120 108th Avenue
Treasure Island, FL 33707

A. CALL TO ORDER AND ROLL CALL

Mayor J. Tyler Payne called the meeting to order at 10:55 p.m.

MEMBERS PRESENT
Mayor J. Tyler Payne, Vice Mayor Saleene Partridge, and Commissioners John Doctor, Deb Toth and Beth Wetzel

B. ITEMS OF BUSINESS

B.1 Easements for Emergency Dune Restoration Project for Parcel 36-31-15-00000-310-0300

Mayor Payne announced the item.

City Attorney Jennifer Cowan explained that parcel 36-31-15-00000-310-0300 was inadvertently missed.

- To restore the dunes and reduce the vulnerability of the properties post hurricane, Pinellas County has agreed to conduct an emergency dune restoration. As a part of that emergency dune restoration the county requires temporary construction easements from each property owner for land that is located 20-feet landward of the Coastal Construction Control Line (CCCL).

- The city owns several properties within this dune restoration area and will need to provide temporary construction easements. These temporary construction easements for the city allow:

"an easement for a period of up just under (3) years to the benefit of County, their employees, agents, successors, and assigns, over, under, upon, and across that portion of the owners property lying seaward of a line 20ft landward of the Coastal Construction Control Line (CCCL) as recorded in Official Record Book 19805 Pages 338 thru 344, Public Records of Pinellas County, Florida, to access, remove and/or plant vegetation and debris, design, permit, install, monitor, as necessary, sand dunes and/or other sand containment erosion control devices (hereafter, the "Temporary Armoring"), reserving the right to remove Temporary Armoring if damaged or required by permit."

- These parcels are either on the beach or provide access to the beach.

There were no Commission questions or discussion.

There was no public comment.

Mayor Payne requested a motion.

Motion: A motion was made by Vice Mayor Partridge, seconded by Commissioner Toth to approve, and authorize the Mayor to execute additional temporary construction easements to include Parcel 36-31-15-00000-310-0300 and to authorize the City manager to execute any additional, temporary easements that are in the same nature of the easements that were considered at City Commission Regular Meeting on September 18, 2023, and if any additional easements to be brought back to Commission for ratification.
The motion carried on the following roll call vote:

Moved by Saleene Partridge, seconded by Deb Toth to Approve
Motion Passed: 5-0
Voting For: Vice Mayor Partridge, Commissioner Wetzel, Commissioner Toth, Commissioner Doctor, and Mayor Payne
Voting Against: None

C. Adjournment – 11:05 PM

Respectfully prepared and submitted by:

Celine Kidwell
City Clerk
City of Treasure Island

AGENDA ITEM NO. I.1

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	December 19, 2023
SUBMITTED BY:	Mike Baker, Parks & Recreation
ITEM TYPE:	Contracts
AGENDA SECTION:	ITEMS OF BUSINESS
SUBJECT:	Second Amendment to the Non-Exclusive License Agreement with Sunshine State Outdoor Volleyball Association (SSOVA) for a site plan modification for the December 29, 2023, to January 1, 2024, Volleyball Tournament.
BACKGROUND:	The Sunshine State Outdoor Volleyball Association (SSOVA) has been hosting volleyball tournaments in Florida for the last sixteen (16) years. SSOVA is a local based volleyball organization that prides itself in adult and junior competitive beach volleyball events. They have hosted tournaments in Clearwater Beach, Siesta Key, Anna Maria Island, Cocoa Beach and St. Pete Beach. This year, SSOVA has hosted (2) two-day volleyball tournaments that the Treasure Island City Commission approved in January 2023.
POLICY/PURPOSE:	Commission approval is required to amend the contract between the City of Treasure Island and Sunshine State Outdoor Volleyball Association (SSOVA).
STRATEGIC PLAN RELEVANCE:	Goal 1: Promote a socially connected community through the implementation of the Master Park Plan. Objective 3: Expand programming opportunities and unique community events. Bold Action 2: Highlight family-friendly and sustainability-focused events.
ANALYSIS/DISCUSSION:	SSOVA has permission to host a volleyball tournament on the

public beach from December 29, 2023 to January 1, 2024.

SSOVA is requesting permission to relocate the volleyball court area closer to the waterline as shown in the attached proposed site plan (EXHIBIT A). SSOVA states that the main reason for the change in location is due to potential injuries from playing on the compacted sand in the current location as approved in the contract.

SSOVA is proposing a volleyball court area of approximately 80' wide by 1000' long consisting of twenty-two courts. The distance from the shoreline is two hundred feet (200'). There is a thirty-foot (30') wide pedestrian walkway. The garbage cans will not need to be relocated. Electric extension cord will be connected to cities beach walk trail to the court area that will need to be buried under sand to avoid a trip hazard.

The sand sculptures will remain on the beach until the first week of January 2024. Additionally, the City will have a fireworks' display on New Year's Eve with a six-hundred foot (600') safety zone from 104th Avenue south to approximately 103rd Avenue.

Staff has reached out to Taylor Beach Services to discuss relocation of the volleyball court area and the potential impact on its operation. SSOVA has talked to Taylor Beach Services, and they have agreed to work together for beach concession services for the volleyball player and spectators.

Approval of the site plan modification is contingent on approval from the Department of Environmental Protection (DEP). SSOVA has submitted a permit to DEP and is awaiting approval.

SSOVA has requested permission to use one (1) utility vehicle, for set up and break down of event material since the courts are farther away from the parking lot. Additionally, SSOVA staff and volunteers have requested to use the utility vehicle for transportation of supplies during the event. The City's Memorandum of Understanding with the Florida Division of State Lands does not permit motorized vehicles to remain on the beach overnight; therefore, the utility vehicle will need to be removed from the beach each day at the completion of the event.

SSOVA will be required to modify their Certificate of Insurance to include the use of one utility vehicle for the setup, breakdown and use of the utility vehicle during the event.

FUNDING:

SSOVA has paid the Commission Review Fee for Subsequent

	Request or Amendment to Existing Contracts as determined by the City's Adopted FY2024 Fee Schedule.
MOTION:	I move to approve the request from Sunshine State Outdoor Volleyball Association (SSOVA) to amend the Contract and General Conditions for Operation of SSOVA Volleyball Tournaments and to modify the site plan as outlined in the Second Amendment to the Contract.

ATTACHMENTS:
Secondamendment.pdf
ExhibitA.pdf
TI_SSOVA_Site_Map_Detailed_Old.pdf
TI Cabana Space.jpg
UtilityvehicleSSOVA.pdf

Second Amendment to Contract and General Conditions for Operation of SSOVA Volleyball Tournaments

This Second Amendment to Contract and General Conditions for Operation of SSOVA Volleyball Tournaments ("SECOND AMENDMENT"), between the City of Treasure Island, Florida, a municipal corporation (hereinafter the "CITY"), and SSOVA INC, a Florida corporation with its principal place of business located at 211 Pasadena Avenue North #109, St Petersburg, FL 33710 (hereinafter the "CONTRACTOR") (collectively the "Parties"), made and entered into on this 18th day of December 2023, shall amend and supplement that certain Contract and General Conditions for Operation of SSOVA Volleyball Tournaments entered into by and between the Parties on January 17, 2023 (hereinafter the "CONTRACT").

WHEREAS, all capitalized terms used in this SECOND AMENDMENT, which are not otherwise defined herein, shall have the same meaning as set forth in the CONTRACT; and

WHEREAS, the Parties have mutually determined that the terms of the CONTRACT should be updated to reflect the Parties' current understanding of the Event; and

WHEREAS, the Parties wish to enter into this SECOND AMENDMENT to amend the CONTRACT to address those issues as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and consideration provided herein, it is hereby agreed that the CONTRACT is amended as follows:

1. Recitals. The above recitals are true and correct and incorporated herein.

2. Amendment to Article 2 of the CONTRACT regarding TERM AND DATES OF APPLICABILITY Article 2, Paragraphs 2, 3, and 8 of the CONTRACT is hereby amended to read as follows:

   2. EVENT setup may begin no earlier than 7:00 am on a Friday with breakdown being completed by no later than 6:30 pm on a Sunday. This CONTRACT shall be in effect from the date first written above until the third EVENT breakdown on January 1, 2024, at 6:30 pm. This CONTRACT shall govern CONTRACTOR's rights and obligations in connection with each EVENT from the commencement of each EVENT setup to the conclusion of all EVENT activities, including breakdown. CONTRACTOR agrees to provide to the CITY, by no later than two (2) weeks prior to each event, a detailed site plan and schedule of each EVENT, which shall include the agreed upon set-up date/times through breakdown of each EVENT to the Parks and Recreation Director. Volleyball courts must be depicted on a detailed site plan. Any changes or additions to the event activities or extension of event times will require additional Commission approval and an amendment to this CONTRACT.

   3. The EVENT area shall be limited to the public beach, approximately 200ft from the water's edge from 106th Ave to the northern extent of the Treasure Sands parking lot (110th Avenue), as depicted on the site plan. The beach shall remain open to the public during each EVENT. This CONTRACT does not provide CONTRACTOR any exclusive rights to CITY owned property. The CONTRACTOR must rope and post around the dune area to keep spectators

out and off of the dunes. The CONTRACTOR shall not enter or traverse the dunes.

8. CONTRACTOR may plug into CITY's existing electric on the public beach but must trench and bury any electrical cord. CONTRACTOR agrees to pay an electrical fee of one hundred dollars ($100) per tournament to use the electricity on the public beach.

3. Amendment to Article 5 of the CONTRACT regarding Obligations of Contractor, Article 5, Paragraphs 17 and 18 of the CONTRACT is hereby amended to add the following provisions:

17. The CITY prohibits the use of all vehicles whatsoever on the Public Beach in connection with the activities authorized under this CONTRACT. However, in the interest of public safety, the CONTRACTOR is permitted to use one (1) utility vehicle for the setup and tear down of the Event. Additionally, the CONTRACTOR and its employees will be permitted to drive the utility vehicle for transporting supplies during the Event. The CONTRACTOR must adhere to the use of the specified beach accesses located at Treasure Island Gulf Front Park located at 10400 Gulf Boulevard, Treasure Island, FL 33706.

However, nothing in this CONTRACT authorizes CONTRACTOR to violate state law. Specifically, "Vehicular traffic" across the Public Beach is strictly prohibited pursuant to section 161.58, Florida Statutes, as cited in the Modified Final Summary Judgment-Declaratory Relief and Permanent Injunction entered in Tahitian Treasure Island, LLC, et al. vs City of Treasure Island, Pinellas County Case No. 13-011287-CI (hereinafter the "Injunction"). CONTRACTOR is prohibited from taking any action in violation of the Injunction or Section 161.58, Florida Statutes.

18. CONTRACTOR is required to have all participants in the Event sign a waiver with an indemnification clause to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorneys' fees in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, relief, or loss of use, arising out of the execution, performance, and nonperformance of the duties of the CONTRACTOR under this CONTRACT, the enforcement of this CONTRACT, or resulting from the activities of the CONTRACTOR in any way connected to this CONTRACT, whether or not due to or caused by the negligence of the CITY, its commissioners, mayor, officers, employees, agents and attorneys. If 911 is called, CONTRACTOR must notify the Recreation Department at 727-547-4575, Ext. 238, the same day of the injury.

CONTRACTOR shall ensure that all participants using its equipment have a signed release and that signed release must include the following provision:

"I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE assume liability for and indemnify, hold harmless the City of Treasure Island, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorneys' fees in connection with any and all claims, demands, damages,

actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury (including death), property damage, relief, or loss of use, that I may sustain to my person and/or my property arising out of my participation in SSOVA INC Event, and such related activities, whether or not due to or caused by the negligence of the City, its commissioners, mayor, officers, employees, agents and attorneys. **I am fully aware of the risks and hazards connected with my participation, including the risk of injuries which could cause death. I AM VOLUNTARILY PARTICIPATING IN ACTIVITIES AND ASSUME FULL RESPONSIBILITY FOR ANY RISK OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY THAT MAY BE SUSTAINED AS A RESULT OF MY PARTICIPATION."**

Such obligation must not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnify which would otherwise exist as to any party or person described in the CONTRACT.

For children under the age of 18 years old participating in the Event, CONTRACTOR shall ensure the natural guardian of the child have a signed release that complies with section 744.301(3)(b), Florida Statutes and that signed release must include the following additional provision:

READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT, EVEN THOUGH SSOVA INC. AND THE CITY OF TREASURE ISLAND ("City") USE REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. **BY SIGNING THIS FORM, YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM THE CITY IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY**. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND SVH BEACH RENTAL INC. HAS THE RIGHT TO REFUSE TO LET YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.

This CONTRACT is subject to immediate suspension for an indefinite period of time in the event of injury or accident related to the Event. The CITY, in its sole discretion, will have the authority to review any injury or accident incident and determine whether to remove the suspension or terminate this CONTRACT. This indemnification provision will survive the termination or expiration of this CONTRACT. Nothing contained in this CONTRACT will be construed as a waiver of any immunity from or limitation of liability the CITY may have under this doctrine of sovereign immunity or Section 768.28, Florida Statutes.

4. Amendment to Article 8 of the CONTRACT regarding Indemnification, Insurance and Bonds. Article 8, Paragraphs 2 of the CONTRACT is hereby amended to add the following additional language is added:

CONTRACTOR is required to provide the CITY with a Certificate of Insurance for the following coverages. The CITY shall be names as an additional insured, except on the worker's compensation policy.

- Comprehensive Automobile Liability. CONTRACTOR shall provide coverage for all owned and non-owned vehicles for limits not less than $1,000,000.00.

- Worker's Compensation Insurance. CONTRACTOR will maintain adequate workman's compensation insurance in the amounts as required by law for all instructors and employees. The limits shall be statutory for Worker's Compensation and $1,000,000.00 for Employer's Liability.

The CITY shall be names as an additional insured, except on the worker's compensation policy. The Certificate of Insurance shall cover the entire day/times encompassed by the Event and Effective the Date of this CONTRACT beginning at set up time and through final breakdown of the Event. Proof of the insurance coverage required under this CONTRACT shall be provided to the city at least five (5) days prior to the first day of the Event.

5. Miscellaneous.

a. To the extent that this SECOND AMENDMENT conflicts with the AGREEMENT, the provisions of this SECOND AMENDMENT shall govern.

b. The Parties represent and warrant that each is authorized to enter into this SECOND AMENDMENT without the consent and joinder of any other party and that the individuals executing this SECOND AMENDMENT have full power and authority to bind their respective party to the terms hereof.

c. This SECOND AMENDMENT may be executed in one or more counterparts, any one of which need not contain the signatures of more than one party, but all such counterparts taken together will constitute one and the same instrument. This SECOND AMENDMENT may be executed by electronic signature technology and such electronic signature shall act as the Parties' legal signatures on this SECOND AMENDMENT and shall be treated in all respects as an original handwritten signature.

IN WITNESS WHEREOF, the Parties have executed this SECOND AMENDMENT effective the date first written above.

CITY: The City of Treasure Island

_____

Amy Davis, City Manager

ATTEST:

_____

Celine Kidwell, City Clerk

CONTRACTOR: SSOVA, INC

Premanand Persaud, President

WITNESS #1:

Name: Keenan Evans

WITNESS# 2:

Name: Savannah Evans



RECEIVED
November 2, 2023
OFFICE OF RESILIENCE
AND COASTAL PROTECTION
PI-816

Gulf Blvd
Bilmar Beach Cafe'
Takeout
Sloppy Joe's on the Beach
Takeout
Page Terrace Beachfront
iBeach Resort
Treasure Island
Slide Florida
Public beach with...
Registration
Tents
G
W
Reference
Monument R-132
Garbage
Water
This layout is conceptual, We are requesting a maximum of 40 courts.


80ft

CAT CLASS: 0590525

Utility Vehicle 2 Seat 4WD Gas Rental



AGENDA ITEM NO. I.2

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	December 19, 2023
SUBMITTED BY:	Amy Davis, Administration
ITEM TYPE:	Contracts
AGENDA SECTION:	ITEMS OF BUSINESS
SUBJECT:	Approve executing Contract #24-008-S, Shumaker Advisors Florida, LLC for State Lobbying Services
BACKGROUND:	A Request for Proposal (RFP) was advertised September 14 th due October 12, 2018. The City Commission approved the current contract with Suskey Consulting (now Schumaker) for State Lobbying Services on November 20, 2018. The initial contract and its renewals have expired, but city staff believes continuing with Schumaker Consulting is in the best interests of the city given their prior performance and their famliarity of Treasure Island and established working relationships.
POLICY/PURPOSE:	The purpose of this item is to extend the contract with Shumaker Advisors Florida, LLC for state lobbying services for another year and authorize spending in the not to exceed amount of $50,000.
STRATEGIC PLAN RELEVANCE:	Financial and Economic Development Road Map: Goal 2, Maximize the utilization of the City's resources Infrastructure Road Map: Goal 1, Protect the City's assets to sustain the future of Treasure Island.
ANALYSIS/DISCUSSION:	Staff credits Suskey Consulting (Schumaker) being a major contributor to the success in getting the $1.2M East Causeway funding re-appropriated; and securing $900,000 for roadway improvements, $376,000 for Lift Station Rehabilitation, and most recently $1.5 million for the Master Lift Station rehabilitation, and another $1.05 million for the continuation of the sewer later inspection and re-lining project.

Lastly, with recurrent annual proposed legislation continuing to introduce changes that erode home rule, we feel it is important to continue to have a presence at the state level to articulate the City's position.

FUNDING: Funding is available in the adopted FY 24 budget within the General Fund, Non-Departmental Program (001-5191-31200) for $50,000..

MOTION: I move to approve and authorize executing Contract No. 24-008-S to Shumaker Advisors Florida, LLC for State Lobbying Services in the amount not to exceed $50,000 for FY24.

ATTACHMENTS:
Advisors-City of Treasure Island Services Agreement with Signature(30166926.1).pdf
RFP 17-18 State Lobbying Services.pdf

CONTRACT BETWEEN

THE CITY OF TREASURE ISLAND

FOR

STATE LOBBYING SERVICES

This CONTRACT is made and entered into on the 18th day of December, 2023 ("**Effective Date**"), by and between the City of Treasure Island, a public body politic and municipal corporation organized and existing under the Laws of Florida whose address is: City of Treasure Island, 120 – 108th Avenue, Treasure Island, Florida, 33706 ("**CITY**"), and Shumaker Advisors Florida, LLC, whose address is 101 E. Kennedy Boulevard, Suite 2800, Tampa, Florida 33602 ("**CONTRACTOR**"), collectively (the "**Parties**") who hereby agree as follows:

WITNESSETH

WHEREAS, the City Commission of the City of Treasure Island determined that there exists the need for State Lobbying Services in the City of Treasure Island and entered into a contract with CONTRACTOR for such services through competitive procurement on November 20, 2018; and

WHEREAS, the CONTRACTOR has provided State Lobbying Services in the City of Treasure Island in an effective manner; and

WHEREAS, the City Commission has determined that continuing to receive State Lobbying Services from CONTRACTOR is in the best interest of the City and that the relationship between the City and CONTRACTOR is successfully established resulting in the City receiving state funding and the needs of the City is understood by the CONTRACTOR; and

WHEREAS, under the CITY's Procurement and Purchasing Policy, AP-26, sec. 2-276, the City Commission finds that lobbying is a professional services based on established relationships with members of executive and legislative branches of government and that the Contractor has relationships with the members that are best positioned to serve the City, these relationships are unique circumstances that make competitive bidding not in the best interest of the CITY, and therefore, the Commission has determined to proceed with this CONTRACT without conducting further competitive procurement; and

WHEREAS, the City Commission and CONTRACTOR wish to enter into this CONTRACT to provide for the continued provision of State Lobbying Services by CONTRACTOR to the CITY.

NOW THEREFORE, in consideration of the mutual benefits to the CITY and CONTRACTOR, the following covenants and contracts are set forth to which the Parties agree as follows:

SECTION 1. SCOPE OF WORK.

The CONTRACTOR shall perform services in accordance with the professional standards of the profession and will generally provide and/or adhere to the following services requirements:

a. Maintain an office in the Tallahassee, Florida area, to maintain a presence on behalf of the City of Treasure Island.

b. Provide timely information, assessments, and reports regarding state legislation, budgetary, and regulatory issues affecting the City of Treasure Island. The information provided shall include regular updates on issues of specific interest to Treasure Island.

c. Effectively communicate City Commission policy positions to the Legislature, the Administration, and state agencies. This will include scheduling meetings for key City officials and staff to discuss the City's concerns. Provide advice and counsel on the timing, necessity, and subject matter, including the key points needing to be discussed at any of these meetings. Advise the City on the necessity to write letters of support or opposition on pending legislation or state policy issues.

d. Provide timely information and advice on state funding opportunities to support City programs and services and facilitate state consideration of City applications. Support city grant applications to the state by advising the City of available opportunities. May be asked to spearhead efforts to seek grant opportunities made available by state agencies that have applicability to City of Treasure Island priorities.

e. Work in conjunction with the Florida League of Cities in support or opposition of budget appropriations, legislation, and agency rules or regulations affecting cities.

f. Review and provide advice on development of the City of Treasure Island's State Legislative Program.

g. Travel to Treasure Island to report on activities engaged in while representing the City.

h. Provide written status reports on the State Legislative Agenda on an as needed basis during Legislative Session.

SECTION 2. TERM.

The term of the initial contract will become effective on the date of execution and will continue for one-year with an option to renew for another 4 one-year terms based on mutual agreement between the CITY and CONTRACTOR.

SECTION 3. OBLIGATIONS OF THE CONTRACTOR.

Obligations of the CONTRACTOR include, but are not limited to, the following:

i. It is understood that the CONTRACTOR shall provide and pay for all labor, tools, materials, permits, equipment, transportation, supervision, and any and all other items or services, of any type whatsoever, which are necessary to fully complete and deliver the services requested by the CITY, and will not have the authority to create, or cause to be filed, any liens for labor and/or materials on, or against, the CITY, or any property owned by the CITY. Such lien, attachment, or encumbrance, until it is removed, will preclude any and all claims or demands for any payment expected by virtue of this CONTRACT.

j. The CONTRACTOR will ensure that all of its employees, agents, sub-contractors, representatives, volunteers, and the like, fully comply with all of the terms and conditions in this CONTRACT, when providing services for the CITY in accordance with this CONTRACT.

k. The CONTRACTOR must maintain an adequate and competent staff, and remain authorized to do business within the State of Florida. The CONTRACTOR may subcontract the services requested by the CITY; however, the CONTRACTOR is fully responsible for the satisfactory completion of all subcontracted work.

SECTION 4. STANDARD OF CARE.

a. The CONTRACTOR has represented to the CITY that it possesses a level of knowledge, experience, and expertise that is commensurate with firms in the areas of practice required for the services to be provided. By executing this CONTRACT, the CONTRACTOR agrees that the CONTRACTOR will exercise that degree of care, knowledge, skill and the ability as any other similarly situated contractor possessing the degree of skill, knowledge, experience, and expertise within the local area, working on similar activities. The CONTRACTOR shall perform the services requested in an efficient manner, consistent with the CITY'S stated Scope of Work and industry standards.

b. The CONTRACTOR covenants and agrees that it and its employees, agents, subcontractors, representatives, volunteers, and the like, will be bound by the same standards of conduct as stated above.

SECTION 5. COMPENSATION.

a. The CONTRACTOR agrees, for the consideration in this CONTRACT, a not to exceed amount of $4,000/month, invoiced monthly in advance of the contract month, to do all the work and furnish all of the materials, and labor necessary to carry out this Contract in the manner and to the full extent as set forth in the Scope described in Exhibit A. The CITY will have at all times, full opportunity to inspect the materials to be furnished and/or the Work to be performed under this CONTRACT.

b. CITY will be responsible for reimbursement of our out-of-pocket expenses up to Two Hundred and Fifty Dollars ($250.00) per month. Any additional expenses are subject to approval by CITY.

c. Compensation for services completed by the CONTRACTOR will be paid in accordance with Section 218.70, Florida Statutes, and Florida's Prompt Payment Act.

d. Service to be performed in accordance with this Contract are subject to the annual appropriation of funds by the CITY. In its sole discretion, the CITY reserves the right to forgo use of the CONTRACTOR for any project which may fall within the Scope of Services/Work listed in this CONTRACT. In the event the CITY is not satisfied with the services provided by the CONTRACTOR, the CITY will hold any amounts due until such time as the CONTRACTOR has appropriately addressed the problem.

SECTION 6. TERMINATION AND FORCE MAJEURE.

a. Termination. The Parties may terminate this Contract at any time, for any reason upon thirty (30) days' advance written notice to the other party.

b. Force Majeure. Neither Party to this CONTRACT will be liable for its failure to perform under the Contract due to any circumstances beyond its reasonable control such as act of God, wars, riots, national emergencies, sabotage, strikes, labor disputes, accidents, and governmental laws, ordinances, rules, or regulations. The CONTRACTOR or CITY may suspend its performance under this Contract as a result of Force Majeure without being in default of the CONTRACT, but upon removal of such Force Majeure the CONTRACTOR or CITY will resume its performance as soon as reasonably possible.

SECTION 7. PAYMENT WHEN SERVICES ARE TERMINATED.

a. In the event of termination of this Contract by the CITY, and not due to the fault of the CONTRACTOR, the CITY will compensate the CONTRACTOR for all authorized services performed prior to the effective date of termination.

b. In the event of termination of this CONTRACT due to the fault of the CONTRACTOR, or at the written request of the CONTRACTOR, the CITY will compensate the CONTRACTOR for all authorized services completed, prior to the effective date of termination, which have resulted in a usable product or otherwise tangible benefit to the CITY.

SECTION 8. CITY OBLIGATIONS.

At the CONTRACTOR'S request, the CITY agrees to provide, at no cost, all pertinent information known to be available to the CITY to assist the CONTRACTOR in providing and performing the required services.

SECTION 9. APPLICABLE LICENSING.

The CONTRACTOR, at its sole expense, shall obtain all required federal, state, and local licenses, occupational and otherwise, required to successfully provide the services set forth in this CONTRACT.

SECTION 10. COMPLIANCE WITH ALL LAWS.

The CONTRACTOR, at its sole expense, shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county, and municipality, as well as their respective departments, commissions, boards, and officers, which are in effect at the time of execution of this CONTRACT or are adopted at any time following the execution of this CONTRACT.

SECTION 11. NOT APPLICABLE.

SECTION 12. INDEPENDENT CONTRACTOR.

This CONTRACT does not create an employee/employer relationship between the parties. It is the parties' intention that the CONTRACTOR, its employees, sub-contractors, representatives, volunteers, and the like, will be an independent contractor and not an

employee of the CITY for all purposes, including, but not limited to, the application of the following, as amended: the Fair Labor Standards Act minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State of Florida revenue and taxation laws, the State of Florida workers' compensation laws, the State of Florida unemployment insurance laws, and the Florida Retirement System benefits. The CONTRACTOR will retain sole and absolute discretion in the judgment on the manner and means of carrying out the CONTRACTOR'S activities and responsibilities under this CONTRACT.

SECTION 13. BANKRUPTCY OR INSOLVENCY.

If the CONTRACTOR files a petition in bankruptcy, or if the CONTRACTOR is adjudged bankrupt or insolvent by any court, or if a receiver of the property of the CONTRACTOR is appointed in any proceeding brought by or against the CONTRACTOR, or if the CONTRACTOR makes an assignment for the benefit of creditors, or proceedings are commenced on or against the CONTRACTOR'S operations, the CITY may terminate this CONTRACT immediately notwithstanding the notice requirements of this CONTRACT.

SECTION 14. CONFLICT OF INTEREST.

The CONTRACTOR warrants that the CONTRACTOR has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this CONTRACT, and that the CONTRACTOR has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this CONTRACT. For the breach or violation of this Paragraph, the CITY has the right to terminate this CONTRACT immediately, without liability and without regard to the notice requirements of this CONTRACT.

SECTION 15. EQUAL OPPORTUNITY EMPLOYER.

The CONTRACTOR is an Equal Opportunity Employer and will comply with all equal opportunity employment laws. The CONTRACTOR will further ensure that all subcontractors

it utilizes in providing the services required under this CONTRACT will comply with all equal opportunity employment laws.

SECTION 16. INSURANCE.

1. The CONTRACTOR must furnish the CITY with proof of insurance coverage, as follows:

A. The CONTRACTOR is required, at its own cost and expense, to acquire, maintain, and provide evidence of the minimum insurance policies and limits, and keep specified insurance in force until the CITY accepts that the CONTRACTOR has satisfactorily completed all work required under the CONTRACT; and cause Subcontractor(s), if utilized, to acquire and maintain the same.

1. The CONTRACTOR will provide the CITY with a Certificate or Certificates of Insurance showing the existence of coverage as required by the CONTRACT prior to the start of any work under this Contract. In addition, the CONTRACTOR will provide to the CITY, if requested in writing, certified copies of all policies of insurance. New certificates and new certified copies of policies shall be provided to the CITY whenever any policy is renewed, revised, or obtained from other insurers. The City of Treasure Island shall be named as the Certificate Holder.

   The address where such certificates and certified policies shall be sent or delivered is as follows:

   City of Treasure Island
   120 108th Avenue
   Treasure Island, FL 33706

2. All required policies providing liability coverage(s), other than Workers' Compensation policy, for both CONTRACTOR and Subcontractor(s) shall be endorsed to include the City of Treasure Island as an Additional Insured.

3. The Named Insured on the Certificate of Insurance must match the entity's name that is signing the CONTRACT with the CITY.

4. CONTRACTOR shall notify the CITY within twenty-four (24) hours of receipt of any notice of policy expiration, cancellation, nonrenewal, or adverse material change in the required coverages received by CONTRACTOR from its insurer.

B. Specific Insurance Coverages and Limits

All requirements in this Insurance Section shall be complied with in full by the CONTRACTOR unless excused from compliance in writing by the CITY. The amounts and types of insurance must conform to the following minimum

requirements. Current Insurance Service Office (ISO) or National Council on Compensation Insurance (NCCI) policies, forms, and endorsements or broader shall be used where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to the CITY.

Workers' Compensation and Employers' Liability Insurance shall be maintained in force during the term of this CONTRACT for all employees engaged in this work under this Contract, in accordance with the laws of the State of Florida. The minimum acceptable limits shall be:

1. Workers' Compensation: Florida Statutory Requirements
   Employer's Liability: $1,000,000 Each Employee
   $1,000,000 Each Employee Disease
   $1,000,000 Aggregate Disease

2. Commercial General Liability Insurance: The CONTRACTOR shall provide for all operations, including but not limited to, Independent CONTRACTOR, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury. Projects with a Completed Operations exposure are required to maintain coverage for a period of two (2) years beyond final acceptance by the CITY.

   $1,000,000 Per Occurrence
   $1,000,000 Products/Completed Operations Aggregate
   $1,000,000 Personal/Advertising Injury
   $2,000,000 General Aggregate

C. These insurance requirements shall not limit the liability of the CONTRACTOR and/or Subcontractor(s).

D. All policies shall be written on a primary, non-contributory basis.

E. Insurance Policies, other than Professional Liability, shall include waivers of subrogation in favor of the CITY.

F. Companies issuing the insurance policy, or policies, shall have no recourse against the CITY for payment of premiums or assessments for any deductibles which are all at the sole responsibility and risk of the CONTRACTOR.

G. All insurance policies must be placed with insurers duly authorized to do business in the State of Florida and have a current AM Best rating of A- VII or better.

H. Any deductibles or self-insured retentions must be declared to and approved by the CITY. The CITY may require the CONTRACTOR to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

I. Receipt of certificates or other documentation of insurance or policies or copies of policies by the CITY, or by any of its representatives, which indicates less coverage that is required, does not constitute a waiver of the CONTRACTOR's obligation to fulfill the insurance requirements specified in this Contract.

J. No Waiver
Neither approval nor failure to disapprove insurance furnished by the CONTRACTOR or its Subcontractor will relieve the CONTRACTOR or Subcontractor from responsibility to prove insurance as required.

SECTION 17. INDEMNIFICATION.

The Parties recognize that CONTRACTOR is an independent CONTRACTOR. CONTRACTOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorneys' fees in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, relief, or loss of use, arising out of the execution, performance nonperformance of the duties of the CONTRACTOR under this CONTRACT, the enforcement of this CONTRACT, or resulting from the activities of the CONTRACTOR in any way connected to this CONTRACT, whether or not due to or caused by the negligence of the CITY, its commissioners, mayor, officers, employees, agents and attorneys. CONTRACTOR's liability hereunder shall include all attorneys' fees and costs incurred by the CITY, in the enforcement of this indemnification provision. This indemnification provision includes claims made by any employees of CONTRACTOR against the CITY, and CONTRACTOR hereby waives its entitlement, if any, to immunity under section 440.11, Florida Statutes. Nothing contained in this contract, and specifically this provision requiring CONTRACTOR to indemnify the CITY, is intended to nor shall it be construed as an additional waiver of sovereign immunity by CITY beyond the CITY's expressed written contractual obligations contained within this contract, nor shall it be construed as a waiver of any defenses or limitations to any claims, including those based on the doctrine of sovereign immunity or section 768.28, Florida Statutes. The obligations contained in this paragraph shall survive the termination of this CONTRACT, however terminated and shall not be limited by the amount of any insurance required to be obtained or maintained under this CONTRACT.

Subject to the limitations set forth in this section, CONTRACTOR shall assume control of the defense of any claim asserted by a third party against the CITY for which

CONTRACTOR is obligated to indemnify, defend, and hold harmless the City under this section and, in connection of such defense, shall appoint lead counsel in each case at CONTRACTOR's expense. The CITY shall have the right, at its option, to participate in the defense of any third party claim, without relieving CONTRACTOR of any of its obligations hereunder. If CONTRACTOR assumes control of the defense of any third party claim in accordance with this section, CONTRACTOR shall obtain the prior written consent of the CITY before entering into any settlement of such claim. Notwithstanding anything to the contrary in this Section, CONTRACTOR shall not assume or maintain control of the defense of any third party claim, but shall pay the fees of counsel retained by the CITY and all expenses, including experts' fees, if (a) an adverse determination with respect to the third party claim would, in the good faith judgment of the CITY, be detrimental in any material respect to the CITY's reputation; (b) the third party claim seeks an injunction or equitable relief against the CITY; or (c) CONTRACTOR has failed or is failing to prosecute or defend vigorously the third party claim. Each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith.

SECTION 18. PUBLIC RECORDS.

Pursuant to section 119.0701, Florida Statutes, for any tasks performed by CONTRACTOR on behalf of the CITY, CONTRACTOR shall: (a) keep and maintain all public records, as that term is defined in chapter 119, Florida Statutes ("Public Records"), required by the CITY to perform the work contemplated by this CONTRACT; (b) upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the costs provided in chapter 119, Florida Statutes, or as otherwise provided by law; (c) ensure that Public Records that are exempt or confidential and exempt from Public Records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this CONTRACT and following completion or termination of this CONTRACT, if CONTRACTOR does not transfer the records to the CITY in accordance with (d) below; and (d) upon completion or termination of this CONTRACT, (i) if the CITY, in its sole and absolute discretion, requests that all Public Records in possession of CONTRACTOR be transferred to the CITY, CONTRACTOR shall

transfer, at no cost, to the CITY, all Public Records in possession of CONTRACTOR within thirty (30) days of such request or (ii) if no such request is made by the CITY, CONTRACTOR shall keep and maintain the Public Records required by the CITY to perform the work contemplated by this CONTRACT. If CONTRACTOR transfers all Public Records to the CITY pursuant to (d)(i) above, CONTRACTOR shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements within thirty (30) days of transferring the Public Records to the CITY and provide the CITY with written confirmation that such records have been destroyed within thirty (30) days of transferring the Public Records. If CONTRACTOR keeps and maintains Public Records pursuant to (d)(ii) above, CONTRACTOR shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology of the CITY. If CONTRACTOR does not comply with a Public Records request, or does not comply with a Public Records request within a reasonable amount of time, the CITY may pursue any and all remedies available in law or equity including, but not limited to, specific performance. The provisions of this section only apply to those tasks in which CONTRACTOR is acting on behalf of the CITY.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: Telephone number: 727-547-4575; E-mail address: cityclerk@mytreasureisland.org; Mailing address: Attn: City Clerk, 120 108th Avenue, Treasure Island, FL 33706

SECTION 19. NOTICE.

All notices required to be given to the CITY or CONTRACTOR under this CONTRACT must be sent by (a) registered or certified mail, and notice will be deemed to have been given on the date of acceptance; or (b) delivery (i.e., courier or other hand delivery), overnight delivery, email or facsimile transmission, and notice will be deemed to have been given on the day of delivery or transmission. If the day of notice is a Saturday, Sunday, or

legal holiday, notice will be deemed to have been given on the first calendar day thereafter which is not a Saturday, Sunday, or legal holiday. All notices required to be given to the CITY must be made to the CITY at:

City of Treasure Island

Attention: Finance Director

120 – 108th Avenue

Treasure Island, Florida 33706

Phone: (727)-547-4575

Fax: (727)-547-4582

Finance@mytreasureisland.org

Or to such other address or facsimile number as the CITY may direct from time to time by written notice forwarded to the CONTRACTOR as provided above.

All notices required to be given to CONTRACTOR in this CONTRACT must be sent to CONTRACTOR at:

Company: Shumaker Advisors Florida, LLC

Attention: Ronald A. Christaldi

Address: 101 E. Kennedy Boulevard, Suite 2800, Tampa, FL 33602

Phone: (813) 221-7152

Email: rchristaldi@shumakeradvisors.com

or to such address or facsimile number as the CONTRACTOR may direct from time to time by written notice forwarded to the CITY as provided above. E-mail transmittal of notices are considered delivered as of the date of electronic transmission. Both parties will supplement emailed notices with a formal version of the notice as outlined above.

SECTION 20. MISCELLANEOUS.

1. This CONTRACT shall be construed by and controlled under the laws of the State of Florida. The Parties consent to jurisdiction over them in the State of Florida and agree that venue for any state action arising under this CONTRACT shall lie solely in the courts located in Pinellas County, Florida, and for any federal action shall lie solely in the United States District Court, Middle District of Florida, Tampa Division. **THE PARTIES WAIVE THEIR RIGHT TO TRIAL BY JURY IN ANY ACTION,**

PROCEEDING OR CLAIM, ARISING OUT OF THIS CONTRACT, WHICH MAY BE BROUGHT BY EITHER OF THE PARTIES.

2. CONTRACTOR has been made aware of Sections 287.133, 287.134, and 287.135, Florida Statutes, and the CITY'S requirement that the CONTRACTOR has complied with those provisions in all respects prior to and will comply with those provisions in all respects during the term of this CONTRACT.
3. This CONTRACT is only assignable by the CONTRACTOR upon the express written consent of the CITY.
4. This CONTRACT is binding upon and inures to the benefit of the Parties, their heirs, personal representatives, successors, and assigns.
5. Failure of the Parties to insist upon strict performance of any of the covenants, terms, provisions, or conditions, or conditions of this CONTRACT, or to exercise any right or option contained in this CONTRACT will not be construed as a waiver or a relinquishment for the future of any such covenant, term, provision, condition, or right of election, but the same will remain in full force and effect.
6. The covenants, terms, and provisions of this CONTRACT may be modified by way of a written instrument, mutually accepted by the Parties hereto. In the event of a conflict between the covenants, terms, and/or provisions of this CONTRACT and any written Amendment(s), the provisions of the latest executed instrument will take precedence.
8. All clauses found in this CONTRACT will act independently of each other. If a clause is found to be illegal or unenforceable, it will have no effect on any other provision of this CONTRACT. It is understood by the Parties that if any part, term, or provision of this CONTRACT is by the courts held to be illegal or in conflict with any law of the State of Florida, or the United States, the validity of the remaining portions or provisions will not be affected, and the rights and obligations of the Parties will be construed and enforced as if the CONTRACT did not contain the particular part, term, or provision held to be invalid.
9. All headings of the sections, exhibits, and attachments contained in this CONTRACT are for the purpose of convenience only and most not be deemed to expand, limit or change the provisions contained in such sections, exhibits, and attachments.
10. The Parties represent and warrant that they have entered into this CONTRACT relying wholly upon their own judgment, belief and knowledge of the nature, extent, effect and duration of any actions, damages and liability. The Parties represent that they enter into this CONTRACT without relying upon any statement or representation of the adverse parties other than what has been set forth in writing in this CONTRACT. The Parties

represent that they have had the opportunity to discuss this matter with counsel of their choosing and are satisfied with its counsel and the advice received. The Parties understand this CONTRACT's contents and this CONTRACT will be construed as resulting from joint negotiation and authorship. No part of this CONTRACT will be construed as the product of any one of the Parties. The Parties further declare and represent that no promise, inducement, agreement or understanding not expressed in this CONTRACT has been made to an adverse party and that the terms of this CONTRACT are contractual and not a mere recital. This CONTRACT will be deemed and treated as drafted jointly by all the Parties, and no term, condition or provision of this CONTRACT will be construed more strictly against any Party.

12. All words used in this CONTRACT in the singular will extend to and include the plural, and the use of any gender will extend to and include all genders. The term 'including' is not limiting.
13. Each of the Parties covenants to the other party to this CONTRACT that it has lawful authority to enter into this CONTRACT, that the governing or managing body of each of the Parties has approved this CONTRACT, and that the governing or managing body of each of the Parties has authorized the execution of this CONTRACT in the manner set forth below.
14. This CONTRACT may be executed in one or more counterparts, any one of which need not contain the signatures of more than one party, but all such counterparts taken together will constitute one and the same instrument. This CONTRACT may be executed by electronic signature technology and such electronic signature shall act as the Parties' legal signatures on this CONTRACT and shall be treated in all respects as an original handwritten signature.
15. By executing this CONTRACT and each and every renewal hereof (if renewal is separately provided for herein), pursuant to section 287.135, Florida Statutes, CONTRACTOR certifies, represents, and warrants that: (a) it is not on the Scrutinized Companies that Boycott Israel List, and (b) it is not engaged in a Boycott of Israel, and that all such certifications were true at the time it submitted its bid or proposal for this CONTRACT, as of the Effective Date of this CONTRACT, and as of the effective date of any renewal of this CONTRACT. Notwithstanding anything contained in this CONTRACT to the contrary, the CITY may terminate this CONTRACT immediately if: (1) CONTRACTOR is found to have submitted a false certification regarding (a) or (b) above in accordance with section 287.135, Florida Statutes, or (2) CONTRACTOR has

been placed on the Scrutinized Companies that Boycott Israel List or is or has been engaged in a Boycott of Israel. Such termination shall be in addition to any and all remedies available to the CITY at law or in equity. The term “Boycott of Israel” used in this section is defined as in, and the Scrutinized Companies that Boycott Israel List is the list maintained pursuant to, Section 287.135, Florida Statutes.

16. Pursuant to section 286.101, Florida Statutes, CONTRACTOR shall disclose any current or prior interest of, any contract with, or any grant or gift received from a Foreign Country of Concern, as defined below, if such interest, contract, or grant or gift has a value of $50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous five (5) years. For purposes of this section, “Foreign Country of Concern” means the People’s Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People’s Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such foreign country of concern. CONTRACTOR’s disclosure shall include the name and mailing address of the disclosing entity, the amount of the contract or grant or gift or the value of the interest disclosed, the applicable foreign country of concern and, if applicable, the date of termination of the contract or interest, the date of receipt of the grant or gift, and the name of the agent or controlled entity that is the source or interest holder. CONTRACTOR represents that within one (1) year before proposing any contract to the CITY, CONTRACTOR provided a copy of such disclosure to the Florida Department of Financial Services.
17. CONTRACTOR shall comply with all applicable provisions of sections 448.09 and 448.095, Florida Statutes, as may be amended. The definitions in section 448.095(1), Florida Statutes, as may be amended, apply to this section of the CONTRACT. CONTRACTOR shall register with and use the U.S. Department of Homeland Security’s E-Verify system to verify the work authorization status of all employees of CONTRACTOR. CONTRACTOR may not enter into a contract with a subcontractor to perform work under this CONTRACT unless and until the subcontractor registers with and uses the E-Verify system. If CONTRACTOR enters into a contract with a subcontractor to perform work under this CONTRACT, CONTRACTOR must obtain a properly executed affidavit from the subcontractor stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. CONTRACTOR must maintain copies of all such affidavits for the duration of this CONTRACT. CITY

may terminate this CONTRACT for cause if CITY determines that CONTRACTOR or CONTRACTOR's subcontractor has not complied with any applicable provision of sections 448.09 or 448.095, Florida Statutes, as may be amended. CITY will terminate this CONTRACT for cause if CITY has a good faith belief that CONTRACTOR has knowingly violated subsection 448.09(1), Florida Statutes, as may be amended. If the CITY has a good faith belief that a subcontractor knowingly violated section 448.09(1), Florida Statutes, as may be amended, but CITY determines that CONTRACTOR otherwise complied with section 448.09(1), Florida Statutes, as may be amended, CITY will notify CONTRACTOR as such, and CONTRACTOR must immediately terminate CONTRACTOR's contract with said subcontractor. If this CONTRACT is terminated under section 448.095(c), F.S.: (a) such termination is not a breach of this CONTRACT and may not be considered as such; (b) CONTRACTOR may not be awarded a public contract for at least 1 year after the date on which the CONTRACT is terminated; and (c) CONTRACTOR is liable for any additional costs incurred by the CITY as a result of the termination of the CONTRACT.

18. CONTRACTOR agrees that CONTRACTOR does not and will not, nor will it allow a subcontractor to, use any funds from the CITY for the purpose of issuing an identification card or document to any individual who does not provide proof of lawful presence in the United States.
19. This CONTRACT must be executed by the respective duly authorized officials, and will take effect as of the day and year first above written.

The remainder of this page is left blank intentionally.

IN WITNESS WHEREOF, the CITY and CONTRACTOR have signed this CONTRACT.

As To City of Treasure Island

Attest: _____ By: _____

City Clerk City Manager

As To Contractor Shumaker Advisor Florida, LLC

By: Ronald Christaldi

Witness #1 Signature

Name: Ronald Christaldi

Teresa M Pearson
Witness #1 Printed Name

Title: President and CEO

Witness #2 Signature

Michelle Kiekenapp Nelson
Witness #2 Printed Name

THE CITY OF TREASURE ISLAND, FLORIDA
REQUEST FOR PROPOSAL NO: RFP-17-18-02
September 14, 2018

STATE LOBBYING SERVICES

Sealed Proposals may be hand-delivered or mailed to City of Treasure Island City Hall, 120 – 108th Avenue, Treasure Island, FL 33706 to the attention of the Asst. City Manager/Finance Director Amy Davis. All Proposals, **with original signature, and one (1) additional copy** must be received **no later than DAY, October 12, 2018, 10:00 AM (EST)**. **All envelopes must be clearly marked "RFP 17-18-02, State Lobbying Services".**

Immediately thereafter, at the City of Treasure Island, City Hall, Administrative Conference Room, located at 120 – 108th Ave, Treasure Island, FL and immediately following the deadline for receipt of the Proposals, those Proposals received will be publicly opened and read aloud. Any Proposals received after the specified date and time will not be considered. The public meeting will be held at the City of Treasure Island, City Hall, Administrative Conference Room, located at 120 – 108th Avenue, Treasure Island, FL. Persons with disabilities requiring reasonable accommodations to participate in this proceeding/event should call (727) 547-4575, no later than seven (7) days prior to the proceeding.

Any questions should be addressed to the Asst. City Manager/Finance Director Amy Davis at adavis@mytreasureisland.org by September 26, 2018 at 3:00 PM (EST). All questions will be answered and posted on the City's website by October 1, 2018 at 3:00 PM (EST).

Any additional information may be obtained from the City of Treasure Island website at www.mytreasureisland.org and/or from the Vendor Registry.

SECTION I
OBJECTIVES

The City of Treasure Island, Florida ("City") is a small coastal city of approximately 6,800 permanent residents, but its population exceeds 15,000 with tourist and visitors. In the 1930-40's, the Treasure Island Causeway ("Causeway") was constructed and a toll was placed on the bascule bridge section of the Causeway. The Causeway is the colloquial name for the 1.8 miles roadway connecting the City to the mainland. The Causeway consists of three bridges: two fixed bridges and the bascule bridge. While the City owns the underlying land of the Causeway, the Causeway itself extends through two jurisdictions – the City of Treasure Island and the City of St. Petersburg. The jurisdictional line bisects the bascule bridge. The Causeway serves as the only emergency evacuation route for the City and the residents of the City of St. Petersburg that reside along the Causeway. It is believed that the City is one of only two cities in the state that maintains a bascule bridge and the other city's

bridge is tolled.

In or around 2003, the bascule bridge had a sufficiency rating of 3.3 out of 100, the lowest rated standing bridge in Florida, and was limited to 10 tons. The bascule bridge was identified as a deficient highway bridge on Federal-aid highway systems road. Up until that time, the City had never received any state or federal funding for repairs or replacement of the bascule bridge. In 2003, the City reached out to Congressman Bill Young in seeking assistance in reconstructing the bascule bridge. In 2004, Congress earmarked funding for the Treasure Island Causeway in the Federal Budget. It is understood that this federal discretionary funding was given to the State of Florida ("State") and the State provided it to the City through a grant agreement for the reconstruction of the bascule bridge. However, around that time, the City removed the tolls. At that time, the City was promised future earmarks related to the repair and replacement of the bascule bridge. Since that time, the City has not received any earmarks and former Representative Young has passed away. The City is a small community, the repairs of the bascule bridge are significant and as a result are seeking funding to support the bascule bridge, other significant infrastructure projects and other matters of importance to the City.

SECTION II
SCOPE OF WORK

The successful Respondent will perform the following services:

- The Respondent shall maintain an office in the Tallahassee, Florida area; maintaining a presence on behalf of the City of Treasure Island.

- The qualified Respondent shall be able to provide timely information, assessments, and reports regarding state legislation, budgetary, and regulatory issues affecting the City of Treasure Island. The information provided shall include regular updates on issues of specific interest to Treasure Island.

- The qualified Respondent shall be able to effectively communicate City Commission policy positions to the Legislature, the Administration, and state agencies. This will include scheduling meetings for the Mayor, members of the City Commission, City Manager, to discuss the City's concerns. The Respondent will provide advice and counsel on the timing, necessity and subject matter, including the key points needing to be discussed at any of these meetings. Additionally, the Respondent will advise the City on the necessity to write letters of support or opposition on pending legislation or state policy issues.

- The qualified Respondent shall be able to provide timely information and advice on state funding opportunities to support City programs and services and facilitate state consideration of City applications. The City throughout the year submits grant applications to seek funding for programs that complement the goals and objectives of the City Commission. The Respondent should be prepared to support these efforts by advising the City of available opportunities.

The Respondent may be asked to spearhead efforts to seek grant opportunities made available by state agencies that have applicability to City of Treasure Island priorities.

- The qualified Respondent shall be able to work in conjunction with the Florida League of Cities in support or opposition of budget appropriations, legislation, and agency rules or regulations affecting cities.

- The qualified Respondent shall be able to review and provide advice on development of the City of Treasure Island's State Legislative Program.

- The qualified Respondent shall be able to travel to Treasure Island to report on activities engaged in while representing the City.

- The qualified Respondent shall provide written status reports on the State Legislative Agenda on an as needed basis during Legislative Session.

SECTION III
MINIMUM QUALIFICATIONS

- Respondent must demonstrate experience and expertise in the state legislative process or be able to demonstrate equivalent experience.

- Respondent must demonstrate the ability to represent local government clients to the Legislature or be able to demonstrate equivalent experience.

- Respondent must demonstrate familiarity with State agencies and a record of a successful working relationship with these agencies, <u>of particular interest to the City of Treasure Island will be a relationship with the Florida Department of Transportation (FDOT).</u>

- Respondent must demonstrate ongoing relationships with members of the Florida Legislature by including in their list of references, members and a contact person in each of the offices who can discuss the Respondent's work.

- Respondent must demonstrate ongoing relationships with key members and Legislative Committee staff, Executive Branch agency staff, and describe how these relationships may be of assistance to the City.

SECTION IV
CRITERIA FOR EVALUATION AND AWARD

- Evaluation Process: Proposals will be reviewed by a screening committee comprised of City employees. The City staff may or may not initiate discussions with proposers for clarification purposes. Clarification is not an opportunity to change the proposal. Proposers shall not initiate discussions with any City employee or official.

- Criteria for Evaluation and Award: The City evaluates three (3) categories of information: responsiveness, responsibility, the technical proposal/price. All proposals must meet the following responsiveness and responsibility criteria.
    - Responsiveness. The City will determine whether the proposal complies with the instructions for submitting proposals including completeness of proposal which encompasses the inclusion of all required attachments and submissions. The City must reject any proposals that are submitted late. Failure to meet other requirements may result in rejection.
    - Responsibility. The City will determine whether the proposer is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced proposals, past performance, references (including those found outside the proposal), compliance with applicable laws, proposer's record of performance and integrity- e.g. has the proposer been delinquent or unfaithful to any contract with the City, whether the proposer is qualified legally to contract with the City, financial stability and the perceived ability to perform completely as specified
    - Technical Proposal. The City will determine how well proposals meet its requirements in terms of the response to the specifications and how well the offer addresses the needs of the City.
    - If less than three (3) responsive proposals are received, at the City's sole discretion, the proposals may be evaluated using simple comparative analysis instead of any announced method of evaluation, subject to meeting administrative and responsibility requirements.

- For this RFP, the criteria that will be evaluated and their relative weights are
    1. Demonstrated Experience and Success Providing Lobbying Services with Local Governments; References (20 points)
    2. Demonstrated Experience and Success Providing Lobbying Services with Local Governments in obtaining transportation/bridge funding; References (20 points)
    3. Qualifications – Relationships, Educations and Training of Lobbyist(s) (35 points)
    4. Cost for Services (25 points)

- Interviews: The proposer must be available for an interview on-site at a City location upon request.

- Best & Final Offers: The City may request best & final offers if deemed necessary, and will determine the scope and subject of any best & final request. However, the proposer should not expect that the City will ask for best & finals. Therefore, proposer should submit their best offer based on the terms and conditions set forth in this solicitation.

SECTION V
GENERAL INSTRUCTIONS

Proposal Format
All Proposals must be typewritten. Legibility, clarity, and completeness are essential. The Proposal must be signed by individual(s) legally authorized to bind the Respondent(contractor).

Submission Procedures
One (1) copy of the Proposal and one original are to be submitted in a sealed envelope to:

City* of *Treasure Island
RFP 17-18-02, State Lobbying Services
120 108th Avenue
Treasure Island, FL 33706

To prevent opening by unauthorized individuals, your Proposal should be identified on the envelope or wrapper as follows:

THE CITY OF TREASURE ISLAND, FLORIDA
STATE LOBBYING SERVICES

Request for Proposal No. 17-18-02

Name of Respondent: _____

Address of Respondent: _____

_____

The deadline for submission of Proposals is **October 12, 2018.** Proposals may not be withdrawn after the submission deadline.

Additional Information
Request for additional information and questions should be addressed to Amy Davis, Asst. City Manager/Finance Director, by email at adavis@mytreasureisland.org. Questions and requests for additional information must be submitted by e-mail by September 26, 2018. All questions will be answered and posted on the City's website by October 1, 2018**.** No oral interpretations or answers will be made to any Proposer as to the meaning or the scope of this RFP. It is the further responsibility of each Proposer to determine whether any addenda have been issued to this RFP and to incorporate any such addenda into the submission of qualifications. Proposers can locate issued addenda via the "Business / Request for Proposals" section of the City's website at www.mytreasureisland.com and/or www.vendorregistry.com.

SECTION VI
PROPOSAL FORMS

Each proposal must include and address (section III) how the Respondent meets each of the minimum qualifications. **Additionally, please provide the proposed cost the first one-year period and how subsequent years, if applicable will be determined.** A draft contract is attached to this proposal for reference to be finalized with the selected Respondent.

QUALIFICATIONS STATEMENT

SUBMITTED BY:

Official Name of Firm: _____

Address: _____

_____

SUBMITTED TO: City of Treasure Island

SUBMITTED FOR: **STATE LOBBYING SERVICES**

PROPOSERS CONTACT INFORMATION:

Contact Person: _____

Title: _____

Phone: _____

Email: _____

AFFILIATED COMPANIES:

Name: _____

Address: _____

TYPE OF ORGANIZATION:

☐ SOLE PROPRIETORSHIP

Name of Owner: _____

Doing Business As: _____

Date of Organization: _____

☐ PARTNERSHIP

Date of Organization: _____

Type of Partnership (General or Limited): _____

Name and Address of Each Partner: _____

_____

_____

_____

☐ CORPORATION

State of Incorporation: _____

Date of Incorporation: _____

Executive Officers:

Chief Executive Officer _____

President _____

- Vice President(s) _____

_____

Treasurer _____

- Secretary: _____

☐ LIMITED LIABILITY COMPANY

State of Organization: _____

Date of Organization: _____

Members: _____

_____

☐ JOINT VENTURE

State of Organization: _____

Date of Organization: _____

Form of Organization: _____

Joint Venture Managing Partner

- Name: _____

- Address: _____

_____

_____

Joint Venture Managing Partner

- Name: _____

- Address: _____

_____

Joint Venture Managing Partner

- Name: _____

- Address: _____

_____

PROPOSERS GENERAL INFORMATION

Registration Number: _____

Type of License (if applicable): _____

License Number (if applicable): _____

Years of Business under License Number: _____

If nonresident, proof of authority to do business in the State of Florida. Attach with form submission.

Primary type of work your company performs: _____

Number of people permanently employed: _____

Is this organization an equal employment opportunity employer? _____

Does this organization have a written drug and alcohol policy? _____

1. PROPOSERS BUSINESS REFERENCES

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

2. CERTIFICATIONS CERTIFIED BY:

Disadvantage Business Enterprise: _____

Minority Business Enterprise: _____

Woman Owned Enterprise: _____

Small Business Enterprise: _____

Other (_____): _____

Current/Previous Experience:

List the most recent or relevant clients your organization has represented within the past 5 years:

List other clients your organization has represented that may be of interest?

COMPANY _____

The undersigned, as Proposer, does declare that no other persons other than the Proposer has any interest in this Proposal or in the contract to be executed, and that it is made without any connection with any other person or persons making a Proposal for the same articles, and it is in all respects fair and without collusion or fraud. More than one Proposal received for the same work from an individual, firm, partnership, corporation or joint venture under the same name nor different names will not be considered. Reasonable grounds for believing that any Proposer, has interest in more than one Proposal for the same work will cause the rejection of all Proposals that the Proposer is interested. If there are reasonable grounds for believing collusion exists among Proposers, the Proposals of participants will not be considered.

The undersigned further declares that he/she has carefully examined the scope of work and makes all representations required by the General Conditions.

The Proposer agrees if this Proposal is accepted to contract with the City of Treasure Island, Florida, to furnish all material, equipment, means of transportation and labor necessary to provide the work in the Proposal.

_____
COMPANY NAME

_____ _____
NAME (PRINT) TITLE

_____ _____
SIGNATURE DATE

SECTION VII
GENERAL CONDITIONS

To ensure acceptance, all contractors submitting Proposals to the City of Treasure Island will be governed by the following conditions and if applicable, attached specifications. Proposals not complying with these conditions will be subject to rejection.

1. **Interpretations.** All questions concerning the specifications or conditions will be directed by e-mail to Amy Davis, Asst. City Manager/Finance Director at adavis@mytreasureisland.com as instructed on the Request for Proposal page 1. Interpretations will be posted on the City's website. The Asst. City Manager/Finance Director will not be responsible for any other explanation or interpretation. Only questions answered in writing will be binding. Oral and other representations, interpretations, or clarifications will be without legal effect.

2. **Proposer Representations.** It is the responsibility of each Proposer before submitting a Proposal to:

i. examine and carefully study the Proposal Documents, and any data and reference items identified in the Proposal Documents;

ii. become familiar with and satisfy itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work;

iii. agree that at the time of submitting its Proposal no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its Proposal for performance of the Work at the price Proposal and within the times required, and in accordance with the other terms and conditions of the Proposal Documents;

iv. promptly give the City written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer discovers in the Proposal Documents and confirm that the written resolution thereof by the City is acceptable to Proposer;

v. determine that the Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work; and

vi. agree that the submission of a Proposal will constitute an incontrovertible representation by Proposer that Proposer has complied with every requirement of the Proposal Documents, that without exception the Proposal and all prices in the Proposal are premised upon performing and furnishing the Work required by the Proposal Documents and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of performance of the Work.

3. **Sealed Proposals.** The specifications and all executed Proposal Forms must be submitted in a sealed envelope. An authorized representative of the Proposer must sign all Proposals. The face of the Proposal envelope must be plainly marked identifying the item(s) and the date of the Proposal opening. No Proposals will be accepted after closing time for receipt of Proposals, nor will any offers by telephone, fax or internet e-mail be accepted.

4. **Intent of Specifications.** It is the intent of the specifications described a certain service(s) to be purchased by the City of Treasure Island including all materials, equipment, and means of transportation necessary to provide the service(s).

5. **Exceptions to Specifications.** During the drafting of written specifications, a sincere effort is made to describe products and services best suited to the needs of the City; however, in order that due consideration be given in evaluating Proposals, any exceptions to or deviations from the specifications as written must be noted and fully explained. The City Manager is the final authority in determining the acceptability of any exceptions to specifications.

6. **Mistakes.** Proposers are expected to examine the conditions, scope of work, Proposal prices, and all instructions pertaining to the item(s) involved. Failure to do so will be at the Proposer's risk.

7. **Proposal Withdrawals.** A Proposal may be withdrawn by an appropriate document duly executed in the same manner that a Proposal must be executed and delivered to the place where Proposals are to be submitted prior to the date and time for

the opening of Proposals. Upon receipt of such notice, the unopened Proposal will be returned to the Proposer. If a Proposer wishes to modify its Proposal prior to Proposal opening, Proposer must withdraw its initial Proposal and submit a new Proposal prior to the date and time for the opening of Proposals. Withdraw of a Proposal will not prejudice the rights of a Proposer to submit a new Proposal prior to the Proposal submission deadline date and time. After expiration of the period for receiving Proposals, no Proposal may be modified or withdrawn.

8. **Selection of Proposal.** Prior to contract award, any Proposer may be required to show that the company has the necessary facilities, ability and financial resources to perform the work specified in a satisfactory manner. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the City. The City may conduct such investigations as the City deems necessary to establish the responsibility, qualifications, and financial ability of Proposal and any proposed subcontractors, suppliers and individuals, or entities to perform the Work in accordance with the Contract Documents. In evaluating whether a Proposer is responsible, the City will consider the qualifications of the Proposer and may consider the qualifications and experience suppliers proposed for those portions of the Work for which the identify suppliers must be submitted as provided in the Proposal Documents. The City will also consider whether the Proposer is of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the City. City, at its sole discretion, may select the Proposer that it believes is appropriately qualified, responsible, and responsive.

9. **Proposal Results.** The Proposal price on the original submitted Proposal will be the price used if there are any conflicting price information presented.

10. **Award of Proposals.** Recommendation for award of Proposal are made to the City Commission based on the most qualified, responsive, and most responsible Proposer meeting all conditions and requirements of the specifications. The contract awarded will be legally binding on both parties at the time of award by the City Commission.

11. **Rejection of Proposals.** The City of Treasure Island reserves the right to accept or reject any or all Proposals.

12. **Protests.** Proposers who do not agree with the City's recommendation for award will be afforded the opportunity to protest the recommendation by submitting written notice to the contracting department head. Such notice will be given to the Finance Director Amy Davis within five (5) working days after notice of award or of the date the petitioner could reasonably be expected to have known of the City's recommendation. The protest must state the grounds for the protest and the action requested. Proposals not meeting the minimum published requirements (including specifications and/or scope of service) are not subject to protest. The petitioner will be furnished a copy of the written determination and recommendation.

13. **Lobbying.** Lobbying is prohibited in all City of Treasure Island competitive selection processes and contract awards including but not limited to, requests for qualifications, bids, or proposals the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by

shielding it from undue influences prior to the contract award, a bid protest being resolved, or the competitive selection process being otherwise concluded. The prospective Proposer may contact the City's main office as specified on page 1 of this Request for Proposal, to address situations such as clarifications relating to the procurement process or Proposer protest.

Lobbying of evaluation committee members, city government employees, or elected officials regarding request for proposals, request for qualifications, invitations to bid, purchasing contracts, or bid protests, by the Proposer/protestor any member of the Proposer's/protestor's staff, any agent or representative of the Proposer/protestor, or any person employed by any legal entity affiliated with or representing a Proposer/protestor, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the City Commission, until either an award is final, any protest is finally resolved, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section or on behalf of a Proposer/protestor will result in the disqualification or rejection of the Proposal, quotation, statement of qualification, Proposal or contract, and may lead to debarment of the Proposer or Proposer/protestor.

For purposes of this provision, lobbying means influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified in this section involved in the selection, ranking, or contract award in connection with any request for Proposal, request for quotation, requests for qualification, Proposal or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract will be the effective date of the purchasing contract.

Any evaluation committee member, city government employee or elected official who has been lobbied must immediately report the lobbying activity to the City Manager.

14. **Proposals From Related Parties or Multiple Proposals Received From One Proposer.** Where two (2) or more related parties each submit a Proposal or multiple Proposals are received from one (1) Proposer, for any contract, such Proposals will be judged non-responsive. Related parties mean Proposers or the principles thereof, which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principles thereof of one (1) Proposer have a direct or indirect ownership interest in another Proposer for the same contract.

15. **Required Disclosure.** With its Proposal submission the Proposer must disclose all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this state or any other state of the United States against (i) Proposer, (ii) any business entity related to or affiliated with Proposer, or (iii) any present or former executive employee, officer, director, stockholder, partner or owner of Proposer or of any such related or affiliated entity. This disclosure will not apply to any person or entity which is only a stockholder, which person or entity owns 20 percent or less of the outstanding shares of a Proposer whose stock is publicly owned and traded.

At its sole discretion, the City may reject any Proposal the City finds to lack, or whose present or former executive employees, officers, directors, stockholders, partners or owners are found by the City to lack honesty, integrity, or moral responsibility. The

discretion of the City may be exercised based on the disclosure required in this Section. By submitting a Proposal, Proposer recognizes and accepts that the City may reject the Proposal based upon the exercise of its sole discretion and Proposer waives any claim it might have for damages or other relief resulting from the rejection of its Proposal based on these grounds.

16. **Public Entity Crimes.** By submitting a Proposal, each Proposer is confirming that the company has not been placed in the convicted vendor list or the discriminatory vendor list as described in Sections 287.133 and 287.134, Florida Statutes.

a. A person or affiliate who has been placed on the convicted vendor list following the conviction for a public entity crime, may not submit a bid, proposal or reply on a contract to provide goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount as provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

b. A person or affiliate who has been placed on the discriminatory vendor list, may not submit a bid, proposal or reply on a contract to provide goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity for a period of 36 months from the date of being placed on the discriminatory vendor list.

17. **Tax.** The City of Treasure Island is exempt from all State and local sales tax.

18. **Payment of Invoices.** The City of Treasure Island issues checks for payment of invoices on the 1st, and 3rd Friday of every month. The signed purchase order and a correct invoice must have been received before payment can be made. All purchases are subject to availability of funds in the City's budget (see item 19).

19. **Appropriations Clause.** By submitting a Proposal, the Contractor certifies that he/she understands that the City, an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of this contract for each and every fiscal year following the fiscal year in which this contract is executed and entered into and for which this contract will remain in effect. The City will, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance of this contract, provide written notice to the consultant of such event within thirty (30) days and, be thereafter released at all further obligations in any way related to the contract.

20. **Legal Requirements.** All applicable provisions of federal, state, county, and local laws including all ordinances, rules, and regulations govern the development, submittal and evaluation of all Proposals received in response to these specifications, and govern any and all claims between person(s) submitting a Proposal and the City of Treasure

Island, by and through its officers, employees and authorized representatives. A lack of knowledge by the Proposer concerning any of the aforementioned will not constitute a cognizable defense against the legal effect thereof. The Proposer agrees that it will not discriminate on the basis of race, creed, color, national origin, sex, age or disability.

21. **Licenses, Registration and Certificates.** Each Proposer must possess at the time of submitting its Proposal all licenses, registrations and certificates necessary to perform the services to the City of Treasure Island. Proposer must also possess all licenses, registrations and certificates necessary to comply with federal, state and local laws and regulations.

22. **Public Records.** By submitting a Proposal, the Contractor certifies that he/she understands that the City, an entity of government, is subject to the Public Records Act and in accordance with Section 119.0701 of the Florida Statutes the Consultant may be subject to the Public Records Act. Any claim of confidentiality is waved upon submission, effective after Proposal opening pursuant to Section 119.07 of the Florida Statutes. Any subsequent contract entered into between the City and Contractor related to the scope of services outlined in this RFP will be conditioned on the Contractor's compliance with the Public Records Act as provided in Section 119.0701 of the Florida Statutes.

23. **Unauthorized Aliens.** The City of Treasure Island will consider the employment by the Proposer of unauthorized aliens a violation of Section 274A of the Immigration and Nationality Act. Such violation will be cause for unilateral termination of this Contract.

24. **Termination.** A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause, whenever the City determines, in its sole discretion that such termination is in the best interests of the City. A Notice of Termination will be effective if delivered to the Proposer at least five (5) calendar days prior to the termination date contained in the Notice. The Notice of Termination shall specify the extent to which performance will be terminated, and the date upon which termination becomes effective. An equitable adjustment in the contract price will be made for the completed service, but no amount will be allowed for anticipated profit on unperformed services.

25. **Conflict of Interest**. The Proposer represents that it presently has no interest and will acquire no interest, either direct or indirect, which would conflict any manner with the performance or services required in the Contract. The Proposer further represents that no person having any such interest will be employed by him/her during the agreement term and any extensions.

The Proposer shall promptly notify the City's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided in the Contract. Such written notification must identify the prospective business association, interest or circumstance, the nature of wok that the Proposer may undertake and request an opinion of the City as to whether the association, interest or circumstance would, in the opinion of the City, constitute a conflict of interest if

entered into by the Proposer. The City agrees to notify the Proposer of its opinion, by certified mail, within thirty (30) days of receipt of notification by the Proposer.

26. **Indemnification Requirements.** The Contractor will be required to agree to a provision requiring that it indemnify, defend, and hold harmless the City, any federal, county or municipal funding agency, and all of their officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by Contractor, its agents, or employees during the performance of the Contract.

ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED TO THIS AGREEMENT WHICH VARY FROM THESE GENERAL CONDITIONS WILL HAVE PRECEDENCE

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM AGREES TO COMPLY WITH AND ACCEPTS THE GENERAL CONDITIONS.

Signature:_____ Date:_____

Printed Name:_____

AGENDA ITEM NO. I.3

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	December 19, 2023
SUBMITTED BY:	Amy Davis, Administration
ITEM TYPE:	Contracts
AGENDA SECTION:	ITEMS OF BUSINESS
SUBJECT:	Executing contract 24-008-F to Alcalde & Fay Ltd. for Federal Lobbying Services
BACKGROUND:	A Request for Proposal (RFP) was advertised September 14th due October 12, 2018. The City Commission approved the current contract with Alcalde & Fay Ltd. for federal lobbying services on November 20, 2018. The initial contract and its renewals have expired, but city staff believes continuing with Alcalde & Fay is in the best interests of the city given their prior performance, their familiarly of Treasure Island and the niche work.
POLICY/PURPOSE:	The purpose of this item is to extend contract with Alcalde & Fay Ltd. for federal lobbying services for another year.
STRATEGIC PLAN RELEVANCE:	Financial and Economic Development Road Map: Goal 2, Maximize the utilization of the City's resources Infrastructure Road Map: Goal 1, Protect the City's assets to sustain the future of Treasure Island
ANALYSIS/DISCUSSION:	The challenge that we have as a City in funding the capital maintenance for the Treasure Island Causeway with the two fixed bridges and the bascule bridge combined with other infrastructure needs generates the need for lobbying services. Staff credits Alcalde & Fay Ltd for helping us understand different funding programs. Getting an understanding of the current classification and what that means has been no small feat. A couple of years ago, the firm has been able to work towards potentially obtaining $4.4M funding for major capital investments to put towards preservation of the bridge and

	while the City was ultimately successful in getting included in an infrastructure bill it did not get included in the approved federal budget. The firm worked with staff last year and was able to get federal funding through the Department of Environmental Protection for the reconstruction of the Master Pump Station in the amount of $1.27M.
FUNDING:	Funding of $60,000 is included in the FY 24 budget within the General Fund, Non-Departmental Program in Account 001-5191-31200, Professional Services.
MOTION:	I move to approve and authorize the City Manager to execute Contract 24-008-F to Alcalde & Fay Ltd. for Federal Lobbying Services in the amount of $60,000 for FY24.

ATTACHMENTS:
Contract between city and Alcalde Fay for Federal Lobbying Services (02645079-5), signed by A&F.pdf
RFP 17-18-03 Federal Lobbying Services.pdf

CONTRACT BETWEEN

THE CITY OF TREASURE ISLAND

FOR

FEDERAL LOBBYING SERVICES

This CONTRACT is made and entered into on the _____ day of _____, _____ ("**Effective Date**"), by and between the City of Treasure Island, a public body politic and municipal corporation organized and existing under the Laws of Florida whose address is: City of Treasure Island, 120 – 108th Avenue, Treasure Island, Florida, 33706 ("**CITY**"), and Alcalde & Fay, Ltd. Inc., a Virginia corporation whose address is 2111 Wilson Boulevard, 8th Floor, Arlington, Virginia 22201 ("**CONTRACTOR**"), collectively (the "**Parties**") who hereby agree as follows:

WITNESSETH

WHEREAS, the City Commission of the City of Treasure Island determined that there exists the need for Federal Lobbying Services in the City of Treasure Island and entered into a contract with CONTRACTOR for such services through competitive procurement on November 20, 2018; and

WHEREAS, the CONTRACTOR has provided Federal Lobbying Services in the City of Treasure Island in an effective manner; and

WHEREAS, the City Commission has determined that continuing to receive Federal Lobbying Services from CONTRACTOR is in the best interest of the City and that the relationship between the City and CONTRACTOR is successfully established resulting in the City receiving federal funding and the needs of the City is understood by the CONTRACTOR; and

WHEREAS, under the CITY's Procurement and Purchasing Policy, AP-26, sec. 2-276, the City Commission finds that lobbying is a professional services based on established relationships with members of executive and legislative branches of government and that the Contractor has relationships with the members that are best positioned to serve the City, these relationships are unique circumstances that make competitive bidding not in the best interest of the CITY, and therefore, the Commission has determined to proceed with this CONTRACT without conducting further competitive procurement; and

WHEREAS, the City Commission and CONTRACTOR wish to enter into this CONTRACT to provide for the continued provision of Federal Lobbying Services by CONTRACTOR to the CITY.

NOW THEREFORE, in consideration of the mutual benefits to the CITY and CONTRACTOR, the following covenants and contracts are set forth to which the Parties agree as follows:

SECTION 1. SCOPE OF WORK.

The CONTRACTOR shall perform services in accordance with the professional standards of the profession and will generally provide and/or adhere to the following services requirements:

a. Maintain an office in the Washington D.C. area to preserve a presence on behalf of the City of Treasure Island.

b. Provide timely information, assessments, and reports on federal legislation, budgetary, and regulatory issues affecting the City of Treasure Island. The information provided shall include monthly updates on city-related issues with emphasis on those issues specifically affecting Treasure Island.

c. Effectively communicate City Commission policy positions to Congress, the Administration, and federal agencies. This will include scheduling meetings for key City officials and staff with members of Congress, the Administration, and federal agency representatives to discuss the City's concerns. Provide advice and counsel on the timing, necessity, and subject matter, including the key points needing to be discussed at any of these meetings. Advise the City on the necessity to write letters of support or opposition on pending legislation or federal policy issues.

d. Provide timely information and advice on federal funding opportunities to support City programs and services and facilitate federal consideration of City applications. Support city grant applications by identifying appropriate federal funding opportunities, including appropriations, authorized programs, competitive grant programs, and possible agency discretionary grants applicable to City of Treasure Island priorities.

e. Work in conjunction with the United States Conference of Mayors in support or opposition of budget appropriations, legislation, and agency rules or regulations affecting cities.

f. Review and provide advice on development of the City of Treasure Island's Federal Legislative Program.

g. Travel to Treasure Island to report on activities engaged in while representing the city. Travel to Treasure Island and on behalf of Treasure Island will be reimbursable.

SECTION 2. TERM.

The term of the initial contract will become effective on the date of execution and will continue for one-year with an option to renew for another 4 one-year terms based on mutual agreement between the CITY and CONTRACTOR.

SECTION 3. OBLIGATIONS OF THE CONTRACTOR.

Obligations of the CONTRACTOR include, but are not limited to, the following:

a. It is understood that the CONTRACTOR shall provide and pay for all labor, tools, materials, permits, equipment, transportation, supervision, and any and all other items or services, of any type whatsoever, which are necessary to fully complete and deliver the services requested by the CITY, and will not have the authority to create, or cause to be filed, any liens for labor and/or materials on, or against, the CITY, or any property owned by the CITY. Such lien, attachment, or encumbrance, until it is removed, will preclude any and all claims or demands for any payment expected by virtue of this CONTRACT.

b. The CONTRACTOR will ensure that all of its employees, agents, subcontractors, representatives, volunteers, and the like, fully comply with all of the terms and conditions in this CONTRACT, when providing services for the CITY in accordance with this CONTRACT.

c. The CONTRACTOR must maintain an adequate and competent staff, and remain authorized to do business within the State of Florida. The CONTRACTOR may subcontract the services requested by the CITY; however, the CONTRACTOR is fully responsible for the satisfactory completion of all subcontracted work.

SECTION 4. STANDARD OF CARE.

a. The CONTRACTOR has represented to the CITY that it possesses a level of knowledge, experience, and expertise that is commensurate with firms in the areas of practice required for the services to be provided. By executing this Contract, the CONTRACTOR agrees that the CONTRACTOR will exercise that degree of care, knowledge, skill and the ability as any other similarly situated CONTRACTOR possessing the degree of

skill, knowledge, experience, and expertise within the local area, working on similar activities. The CONTRACTOR shall perform the services requested in an efficient manner, consistent with the CITY's stated Scope of Work and industry standards.

b. The CONTRACTOR covenants and agrees that it and its employees, agents, subcontractors, representatives, volunteers, and the like, will be bound by the same standards of conduct as stated above.

SECTION 5. COMPENSATION.

a. The amount to be paid under this CONTRACT will be based on the prices supplied by the CONTRACTOR in Composite Exhibit A. The CONTRACTOR agrees, for the consideration in this CONTRACT, a not to exceed amount of $60,000/year, representing a $5,000 monthly retainer to do all the work and furnish all of the materials, and labor necessary to carry out this CONTRACT in the manner and to the full extent as set forth in the Scope described in Exhibit A. Should expenses be incurred due to travel outside of the Washington metropolitan area as approved by the CITY, these costs, based on actual expense shall be reimbursed by the City to the CONTRACTOR. The CITY will have at all times, full opportunity to inspect the materials to be furnished and/or the Work to be performed under this CONTRACT.

b. Compensation for services completed by the CONTRACTOR will be paid in accordance with Section 218.70, Florida Statutes, and Florida's Prompt Payment Act.

c. Service to be performed in accordance with this Contract are subject to the annual appropriation of funds by the CITY. In its sole discretion, the CITY reserves the right to forgo use of the CONTRACTOR for any project which may fall within the Scope of Services/Work listed in this CONTRACT. In the event the CITY is not satisfied with the services provided by the CONTRACTOR, the CITY will hold any amounts due until such time as the CONTRACTOR has appropriately addressed the problem.

SECTION 6. TERMINATION AND FORCE MAJEURE.

a. Termination. The Parties may terminate this Contract at any time, for any reason upon thirty (30) days' advance written notice to the other party.

b. Force Majeure. Neither Party to this CONTRACT will be liable for its failure to perform under the Contract due to any circumstances beyond its reasonable control such as act of God, wars, riots, national emergencies, sabotage, strikes, labor disputes, accidents, and

governmental laws, ordinances, rules, or regulations. The CONTRACTOR or CITY may suspend its performance under this Contract as a result of Force Majeure without being in default of the CONTRACT, but upon removal of such Force Majeure the CONTRACTOR or CITY will resume its performance as soon as reasonably possible.

SECTION 7. PAYMENT WHEN SERVICES ARE TERMINATED.

a. In the event of termination of this Contract by the CITY, and not due to the fault of the CONTRACTOR, the CITY will compensate the CONTRACTOR for all authorized services performed prior to the effective date of termination.

b. In the event of termination of this CONTRACT due to the fault of the CONTRACTOR, or at the written request of the CONTRACTOR, the CITY will compensate the CONTRACTOR for all authorized services completed, prior to the effective date of termination, which have resulted in a usable product or otherwise tangible benefit to the CITY.

SECTION 8. CITY OBLIGATIONS.

At the CONTRACTOR'S request, the CITY agrees to provide, at no cost, all pertinent information known to be available to the CITY to assist the CONTRACTOR in providing and performing the required services.

SECTION 9. APPLICABLE LICENSING.

The CONTRACTOR, at its sole expense, shall obtain all required federal, state, and local licenses, occupational and otherwise, required to successfully provide the services set forth in this CONTRACT.

SECTION 10. COMPLIANCE WITH ALL LAWS.

The CONTRACTOR, at its sole expense, shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county, and municipality, as well as their respective departments, commissions, boards, and officers, which are in effect at the time of execution of this CONTRACT or are adopted at any time following the execution of this CONTRACT.

SECTION 11. NOT APPLICABLE.

SECTION 12. INDEPENDENT CONTRACTOR.

This CONTRACT does not create an employee/employer relationship between the parties. It is the parties' intention that the CONTRACTOR, its employees, sub-contractors, representatives, volunteers, and the like, will be an independent contractor and not an employee of the CITY for all purposes, including, but not limited to, the application of the following, as amended: the Fair Labor Standards Act minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State of Florida revenue and taxation laws, the State of Florida workers' compensation laws, the State of Florida unemployment insurance laws, and the Florida Retirement System benefits. The CONTRACTOR will retain sole and absolute discretion in the judgment on the manner and means of carrying out the CONTRACTOR'S activities and responsibilities under this CONTRACT.

SECTION 13. BANKRUPTCY OR INSOLVENCY.

If the CONTRACTOR files a petition in bankruptcy, or if the CONTRACTOR is adjudged bankrupt or insolvent by any court, or if a receiver of the property of the CONTRACTOR is appointed in any proceeding brought by or against the CONTRACTOR, or if the CONTRACTOR makes an assignment for the benefit of creditors, or proceedings are commenced on or against the CONTRACTOR'S operations, the CITY may terminate this CONTRACT immediately notwithstanding the notice requirements of this CONTRACT.

SECTION 14. CONFLICT OF INTEREST.

The CONTRACTOR warrants that the CONTRACTOR has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this CONTRACT, and that the CONTRACTOR has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this CONTRACT. For the breach or violation of this Paragraph, the CITY has the right to terminate this CONTRACT immediately, without liability and without regard to the notice requirements of t

his CONTRACT.

SECTION 15. EQUAL OPPORTUNITY EMPLOYER.

The CONTRACTOR is an Equal Opportunity Employer and will comply with all equal opportunity employment laws. The CONTRACTOR will further ensure that all subcontractors it utilizes in providing the services required under this CONTRACT will comply with all equal opportunity employment laws.

SECTION 16. INSURANCE.

1. The CONTRACTOR must furnish the CITY with proof of insurance coverage, as follows:

   A. The CONTRACTOR is required, at its own cost and expense, to acquire, maintain, and provide evidence of the minimum insurance policies and limits, and keep specified insurance in force until the CITY accepts that the CONTRACTOR has satisfactorily completed all work required under the CONTRACT; and cause Subcontractor(s), if utilized, to acquire and maintain the same.

   1. The CONTRACTOR will provide the CITY with a Certificate or Certificates of Insurance showing the existence of coverage as required by the CONTRACT prior to the start of any work under this Contract. In addition, the CONTRACTOR will provide to the CITY, if requested in writing, certified copies of all policies of insurance. New certificates and new certified copies of policies shall be provided to the CITY whenever any policy is renewed, revised, or obtained from other insurers. The City of Treasure Island shall be named as the Certificate Holder.

      The address where such certificates and certified policies shall be sent or delivered is as follows:

      City of Treasure Island
      120 108th Avenue
      Treasure Island, FL 33706

   2. All required policies providing liability coverage(s), other than Workers' Compensation policy, for both CONTRACTOR and Subcontractor(s) shall be endorsed to include the City of Treasure Island as an Additional Insured.

   3. The Named Insured on the Certificate of Insurance must match the entity's name that is signing the CONTRACT with the CITY.

   4. CONTRACTOR shall notify the CITY within twenty-four (24) hours of receipt of any notice of policy expiration, cancellation, nonrenewal, or adverse material change in the required coverages received by CONTRACTOR from its insurer.

B. Specific Insurance Coverages and Limits

All requirements in this Insurance Section shall be complied with in full by the CONTRACTOR unless excused from compliance in writing by the CITY. The amounts and types of insurance must conform to the following minimum requirements. Current Insurance Service Office (ISO) or National Council on Compensation Insurance (NCCI) policies, forms, and endorsements or broader shall be used where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to the CITY.

Workers' Compensation and Employers' Liability Insurance shall be maintained in force during the term of this CONTRACT for all employees engaged in this work under this Contract, in accordance with the laws of the State of Florida. The minimum acceptable limits shall be:

1. Workers' Compensation: Florida Statutory Requirements
   Employer's Liability: $1,000,000 Each Employee
   $1,000,000 Each Employee Disease
   $1,000,000 Aggregate Disease

2. Commercial General Liability Insurance: The CONTRACTOR shall provide for all operations, including but not limited to, Independent CONTRACTOR, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury. Projects with a Completed Operations exposure are required to maintain coverage for a period of two (2) years beyond final acceptance by the CITY.

   $1,000,000 Per Occurrence
   $1,000,000 Products/Completed Operations Aggregate
   $1,000,000 Personal/Advertising Injury
   $2,000,000 General Aggregate

C. These insurance requirements shall not limit the liability of the CONTRACTOR and/or Subcontractor(s).

D. All policies shall be written on a primary, non-contributory basis.

E. Insurance Policies, other than Professional Liability, shall include waivers of subrogation in favor of the CITY.

F. Companies issuing the insurance policy, or policies, shall have no recourse against the CITY for payment of premiums or assessments for any deductibles which are all at the sole responsibility and risk of the CONTRACTOR.

G. All insurance policies must be placed with insurers duly authorized to do business in the State of Florida and have a current AM Best rating of A- VII or better.

H. Any deductibles or self-insured retentions must be declared to and approved by the CITY. The CITY may require the CONTRACTOR to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

I. Receipt of certificates or other documentation of insurance or policies or copies of policies by the CITY, or by any of its representatives, which indicates less coverage that is required, does not constitute a waiver of the CONTRACTOR's obligation to fulfill the insurance requirements specified in this Contract.

J. No Waiver
Neither approval nor failure to disapprove insurance furnished by the CONTRACTOR or its Subcontractor will relieve the CONTRACTOR or Subcontractor from responsibility to prove insurance as required.

SECTION 17. INDEMNIFICATION.

The Parties recognize that CONTRACTOR is an independent CONTRACTOR. CONTRACTOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorneys' fees in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, relief, or loss of use, arising out of the execution, performance nonperformance of the duties of the CONTRACTOR under this CONTRACT, the enforcement of this CONTRACT, or resulting from the activities of the CONTRACTOR in any way connected to this CONTRACT, whether or not due to or caused by the negligence of the CITY, its commissioners, mayor, officers, employees, agents and attorneys. CONTRACTOR's liability hereunder shall include all attorneys' fees and costs incurred by the CITY, in the enforcement of this indemnification provision. This indemnification provision includes claims made by any employees of CONTRACTOR against the CITY, and CONTRACTOR hereby waives its entitlement, if any, to immunity under section 440.11, Florida Statutes. Nothing contained in this contract, and specifically this provision requiring CONTRACTOR to indemnify the CITY, is intended to nor shall it be construed as an additional waiver of sovereign immunity by CITY beyond the CITY's expressed written contractual obligations contained within this contract, nor shall it be construed as a waiver of any defenses or limitations to any claims, including those based on the doctrine of sovereign immunity or section 768.28, Florida Statutes. The obligations

contained in this paragraph shall survive the termination of this CONTRACT, however terminated and shall not be limited by the amount of any insurance required to be obtained or maintained under this CONTRACT.

Subject to the limitations set forth in this section, CONTRACTOR shall assume control of the defense of any claim asserted by a third party against the CITY for which CONTRACTOR is obligated to indemnify, defend, and hold harmless the City under this section and, in connection of such defense, shall appoint lead counsel in each case at CONTRACTOR's expense. The CITY shall have the right, at its option, to participate in the defense of any third party claim, without relieving CONTRACTOR of any of its obligations hereunder. If CONTRACTOR assumes control of the defense of any third party claim in accordance with this section, CONTRACTOR shall obtain the prior written consent of the CITY before entering into any settlement of such claim. Notwithstanding anything to the contrary in this Section, CONTRACTOR shall not assume or maintain control of the defense of any third party claim, but shall pay the fees of counsel retained by the CITY and all expenses, including experts' fees, if (a) an adverse determination with respect to the third party claim would, in the good faith judgment of the CITY, be detrimental in any material respect to the CITY's reputation; (b) the third party claim seeks an injunction or equitable relief against the CITY; or (c) CONTRACTOR has failed or is failing to prosecute or defend vigorously the third party claim. Each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith.

SECTION 18. PUBLIC RECORDS.

Pursuant to section 119.0701, Florida Statutes, for any tasks performed by CONTRACTOR on behalf of the CITY, CONTRACTOR shall: (a) keep and maintain all public records, as that term is defined in chapter 119, Florida Statutes ("Public Records"), required by the CITY to perform the work contemplated by this CONTRACT; (b) upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the costs provided in chapter 119, Florida Statutes, or as otherwise provided by law; (c) ensure that Public Records that are exempt or confidential and exempt from Public

Records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this CONTRACT and following completion or termination of this CONTRACT, if CONTRACTOR does not transfer the records to the CITY in accordance with (d) below; and (d) upon completion or termination of this CONTRACT, (i) if the CITY, in its sole and absolute discretion, requests that all Public Records in possession of CONTRACTOR be transferred to the CITY, CONTRACTOR shall transfer, at no cost, to the CITY, all Public Records in possession of CONTRACTOR within thirty (30) days of such request or (ii) if no such request is made by the CITY, CONTRACTOR shall keep and maintain the Public Records required by the CITY to perform the work contemplated by this CONTRACT. If CONTRACTOR transfers all Public Records to the CITY pursuant to (d)(i) above, CONTRACTOR shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements within thirty (30) days of transferring the Public Records to the CITY and provide the CITY with written confirmation that such records have been destroyed within thirty (30) days of transferring the Public Records. If CONTRACTOR keeps and maintains Public Records pursuant to (d)(ii) above, CONTRACTOR shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology of the CITY. If CONTRACTOR does not comply with a Public Records request or does not comply with a Public Records request within a reasonable amount of time, the CITY may pursue any and all remedies available in law or equity including, but not limited to, specific performance. The provisions of this section only apply to those tasks in which CONTRACTOR is acting on behalf of the CITY.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: Telephone number: 727-547-4575; E-mail address: cityclerk@mytreasureisland.org; Mailing address: Attn: City Clerk, 120 108th Avenue, Treasure Island, FL 33706

SECTION 19. NOTICE.

All notices required to be given to the CITY or CONTRACTOR under this CONTRACT must be sent by (a) registered or certified mail, and notice will be deemed to have been given on the date of acceptance; or (b) delivery (i.e., courier or other hand delivery), overnight delivery, email or facsimile transmission, and notice will be deemed to have been given on the day of delivery or transmission. If the day of notice is a Saturday, Sunday, or legal holiday, notice will be deemed to have been given on the first calendar day thereafter which is not a Saturday, Sunday, or legal holiday. All notices required to be given to the CITY must be made to the CITY at:

City of Treasure Island

Attention: Finance Director

120 – 108th Avenue

Treasure Island, Florida 33706

Phone: (727)-547-4575

Fax: (727)-547-4582

Finance@mytreasureisland.org

Or to such other address or facsimile number as the CITY may direct from time to time by written notice forwarded to the CONTRACTOR as provided above.

All notices required to be given to CONTRACTOR in this CONTRACT must be sent to CONTRACTOR at:

Company: Alcalde & Fay, Ltd

Attention: Nancy Gibson Prowitt

Address: 2111 Wilson Blvd, 8th Floor, Arlington, VA 22201

Phone: (703) 841-0626

Email: badini@alcalde-fay.com

or to such address or facsimile number as the CONTRACTOR may direct from time to time by written notice forwarded to the CITY as provided above. E-mail transmittal of notices are considered delivered as of the date of electronic transmission. Both parties will supplement emailed notices with a formal version of the notice as outlined above.

SECTION 21. MISCELLANEOUS.

1. This CONTRACT shall be construed by and controlled under the laws of the State of Florida. The Parties consent to jurisdiction over them in the State of Florida and agree that venue for any state action arising under this CONTRACT shall lie solely in the courts located in Pinellas County, Florida, and for any federal action shall lie solely in the United States District Court, Middle District of Florida, Tampa Division. **THE PARTIES WAIVE THEIR RIGHT TO TRIAL BY JURY IN ANY ACTION, PROCEEDING OR CLAIM, ARISING OUT OF THIS CONTRACT, WHICH MAY BE BROUGHT BY EITHER OF THE PARTIES.**
2. CONTRACTOR has been made aware of Sections 287.133, 287.134, and 287.135, Florida Statutes, and the CITY's requirement that the CONTRACTOR has complied with those provisions in all respects prior to and will comply with those provisions in all respects during the term of this CONTRACT.
3. This CONTRACT is only assignable by the CONTRACTOR upon the express written consent of the CITY.
4. This CONTRACT is binding upon and inures to the benefit of the Parties, their heirs, personal representatives, successors, and assigns.
5. Failure of the Parties to insist upon strict performance of any of the covenants, terms, provisions, or conditions, or conditions of this CONTRACT, or to exercise any right or option contained in this CONTRACT will not be construed as a waiver or a relinquishment for the future of any such covenant, term, provision, condition, or right of election, but the same will remain in full force and effect.
6. The covenants, terms, and provisions of this CONTRACT may be modified by way of a written instrument, mutually accepted by the Parties hereto. In the event of a conflict between the covenants, terms, and/or provisions of this CONTRACT and any written Amendment(s), the provisions of the latest executed instrument will take precedence.
8. All clauses found in this CONTRACT will act independently of each other. If a clause is found to be illegal or unenforceable, it will have no effect on any other provision of this CONTRACT. It is understood by the Parties that if any part, term, or provision of this CONTRACT is by the courts held to be illegal or in conflict with any law of the State of Florida, or the United States, the validity of the remaining portions or provisions will not be affected, and the rights and obligations of the Parties will be construed and enforced as if the CONTRACT did not contain the particular part, term, or provision held to be invalid.

9. All headings of the sections, exhibits, and attachments contained in this CONTRACT are for the purpose of convenience only and most not be deemed to expand, limit or change the provisions contained in such sections, exhibits, and attachments.
10. The Parties represent and warrant that they have entered into this CONTRACT relying wholly upon their own judgment, belief and knowledge of the nature, extent, effect and duration of any actions, damages and liability. The Parties represent that they enter into this CONTRACT without relying upon any statement or representation of the adverse parties other than what has been set forth in writing in this CONTRACT. The Parties represent that they have had the opportunity to discuss this matter with counsel of their choosing and are satisfied with its counsel and the advice received. The Parties understand this CONTRACT's contents and this CONTRACT will be construed as resulting from joint negotiation and authorship. No part of this CONTRACT will be construed as the product of any one of the Parties. The Parties further declare and

    represent that no promise, inducement, CONTRACT or understanding not expressed in this CONTRACT has been made to an adverse party and that the terms of this CONTRACT are contractual and not a mere recital. This CONTRACT will be deemed and treated as drafted jointly by all the Parties, and no term, condition or provision of this CONTRACT will be construed more strictly against any Party.

12. All words used in this CONTRACT in the singular will extend to and include the plural, and the use of any gender will extend to and include all genders. The term ‘including’ is not limiting.
13. Each of the Parties covenants to the other party to this CONTRACT that it has lawful authority to enter into this CONTRACT, that the governing or managing body of each of the Parties has approved this CONTRACT, and that the governing or managing body of each of the Parties has authorized the execution of this CONTRACT in the manner set forth below.
14. This CONTRACT may be executed in one or more counterparts, any one of which need not contain the signatures of more than one party, but all such counterparts taken together will constitute one and the same instrument. This CONTRACT may be executed by electronic signature technology and such electronic signature shall act as the Parties’ legal signatures on this CONTRACT and shall be treated in all respects as an original handwritten signature.

15. By executing this CONTRACT and each and every renewal hereof (if renewal is separately provided for herein), pursuant to section 287.135, Florida Statutes, CONTRACTOR certifies, represents, and warrants that: (a) it is not on the Scrutinized Companies that Boycott Israel List, and (b) it is not engaged in a Boycott of Israel, and that all such certifications were true at the time it submitted its bid or proposal for this CONTRACT, as of the Effective Date of this CONTRACT, and as of the effective date of any renewal of this CONTRACT. Notwithstanding anything contained in this CONTRACT to the contrary, the CITY may terminate this CONTRACT immediately if: (1) CONTRACTOR is found to have submitted a false certification regarding (a) or (b) above in accordance with section 287.135, Florida Statutes, or (2) CONTRACTOR has been placed on the Scrutinized Companies that Boycott Israel List or is or has been engaged in a Boycott of Israel. Such termination shall be in addition to any and all remedies available to the CITY at law or in equity. The term "Boycott of Israel" used in this section is defined as in, and the Scrutinized Companies that Boycott Israel List is the list maintained pursuant to, Section 287.135, Florida Statutes.
16. Pursuant to section 286.101, Florida Statutes, CONTRACTOR shall disclose any current or prior interest of, any contract with, or any grant or gift received from a Foreign Country of Concern, as defined below, if such interest, contract, or grant or gift has a value of $50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous five (5) years. For purposes of this section, "Foreign Country of Concern" means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such foreign country of concern. CONTRACTOR's disclosure shall include the name and mailing address of the disclosing entity, the amount of the contract or grant or gift or the value of the interest disclosed, the applicable foreign country of concern and, if applicable, the date of termination of the contract or interest, the date of receipt of the grant or gift, and the name of the agent or controlled entity that is the source or interest holder. CONTRACTOR represents that within one (1) year before proposing any contract to the CITY, CONTRACTOR provided a copy of such disclosure to the Florida Department of Financial Services.
17. CONTRACTOR shall comply with all applicable provisions of sections 448.09 and 448.095, Florida Statutes, as may be amended. The definitions in section 448.095(1),

Florida Statutes, as may be amended, apply to this section of the CONTRACT. CONTRACTOR shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees of CONTRACTOR. CONTRACTOR may not enter into a contract with a subcontractor to perform work under this CONTRACT unless and until the subcontractor registers with and uses the E-Verify system. If CONTRACTOR enters into a contract with a subcontractor to perform work under this CONTRACT, CONTRACTOR must obtain a properly executed affidavit from the subcontractor stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. CONTRACTOR must maintain copies of all such affidavits for the duration of this CONTRACT. CITY may terminate this CONTRACT for cause if CITY determines that CONTRACTOR or CONTRACTOR's subcontractor has not complied with any applicable provision of sections 448.09 or 448.095, Florida Statutes, as may be amended. CITY will terminate this CONTRACT for cause if CITY has a good faith belief that CONTRACTOR has knowingly violated subsection 448.09(1), Florida Statutes, as may be amended. If the CITY has a good faith belief that a subcontractor knowingly violated section 448.09(1), Florida Statutes, as may be amended, but CITY determines that CONTRACTOR otherwise complied with section 448.09(1), Florida Statutes, as may be amended, CITY will notify CONTRACTOR as such, and CONTRACTOR must immediately terminate CONTRACTOR's contract with said subcontractor. If this CONTRACT is terminated under section 448.095(c), F.S.: (a) such termination is not a breach of this CONTRACT and may not be considered as such; (b) CONTRACTOR may not be awarded a public contract for at least 1 year after the date on which the CONTRACT is terminated; and (c) CONTRACTOR is liable for any additional costs incurred by the CITY as a result of the termination of the CONTRACT.

18. CONTRACTOR agrees that CONTRACTOR does not and will not, nor will it allow a subcontractor to, use any funds from the CITY for the purpose of issuing an identification card or document to any individual who does not provide proof of lawful presence in the United States.
19. This CONTRACT must be executed by the respective duly authorized officials, and will take effect as of the day and year first above written.

IN WITNESS WHEREOF, the CITY and CONTRACTOR have signed this CONTRACT.

As To City of Treasure Island

Attest: _____ By: _____

City Clerk City Manager

As To CONTRACTOR

Witness #1 Signature

Witness #1 Printed Name

Witness #2 Signature

Witness #2 Printed Name

By: _____

Name: Nancy Gibson Prowitt

Title: President & Chief Operating Officer

THE CITY OF TREASURE ISLAND, FLORIDA
REQUEST FOR PROPOSAL NO: RFP-17-18-03
September 14, 2018

FEDERAL LOBBYING SERVICES

Sealed Proposals may be hand-delivered or mailed to City of Treasure Island City Hall, 120 – 108th Avenue, Treasure Island, FL 33706 to the attention of the Asst. City Manager/Finance Director Amy Davis. All Proposals, **with original signature, and one (1) additional copy** must be received **no later than DAY, October 12, 2018, 10:00 AM (EST)**. **All envelopes must be clearly marked "RFP 17-18-03, Federal Lobbying Services".**

Immediately thereafter, at the City of Treasure Island, City Hall, Administrative Conference Room, located at 120 – 108th Ave, Treasure Island, FL and immediately following the deadline for receipt of the Proposals, those Proposals received will be publicly opened and read aloud. Any Proposals received after the specified date and time will not be considered. The public meeting will be held at the City of Treasure Island, City Hall, Administrative Conference Room, located at 120 – 108th Avenue, Treasure Island, FL. Persons with disabilities requiring reasonable accommodations to participate in this proceeding/event should call (727) 547-4575, no later than seven (7) days prior to the proceeding.

Any questions should be addressed to the Asst. City Manager/Finance Director Amy Davis at adavis@mytreasureisland.org by September 26, 2018 at 3:00 PM (EST). All questions will be answered and posted on the City's website by October 1, 2018 at 3:00 PM (EST).

Any additional information may be obtained from the City of Treasure Island website at www.mytreasureisland.org and/or from the Vendor Registry.

SECTION I
OBJECTIVES

The City of Treasure Island, Florida ("City") is a small coastal city of approximately 6,800 permanent residents, but its population exceeds 15,000 with tourist and visitors. In the 1930-40's, the Treasure Island Causeway ("Causeway") was constructed and a toll was placed on the bascule bridge section of the Causeway. The Causeway is the colloquial name for the 1.8 miles roadway connecting the City to the mainland. The Causeway consists of three bridges: two fixed bridges and the bascule bridge. While the City owns the underlying land of the Causeway, the Causeway itself extends through two jurisdictions – the City of Treasure Island and the City of St. Petersburg. The jurisdictional line bisects the bascule bridge. The Causeway serves as the only emergency evacuation route for the City and the residents of the City of St. Petersburg that reside along the Causeway. It is believed that the City is one of only two cities in the state that maintains a bascule bridge and the other city's

bridge is tolled.

In or around 2003, the bascule bridge had a sufficiency rating of 3.3 out of 100, the lowest rated standing bridge in Florida, and was limited to 10 tons. The bascule bridge was identified as a deficient highway bridge on Federal-aid highway systems road. Up until that time, the City had never received any state or federal funding for repairs or replacement of the bascule bridge. In 2003, the City reached out to Congressman Bill Young in seeking assistance in reconstructing the bascule bridge. In 2004, Congress earmarked funding for the Treasure Island Causeway in the Federal Budget. It is understood that this federal discretionary funding was given to the State of Florida ("State") and the State provided it to the City through a grant agreement for the reconstruction of the bascule bridge. However, around that time, the City removed the tolls. At that time, the City was promised future earmarks related to the repair and replacement of the bascule bridge. Since that time, the City has not received any earmarks and former Representative Young has passed away. The City is a small community, the repairs of the bascule bridge are significant and as a result are seeking funding to support the bascule bridge, other significant infrastructure projects and other matters of importance to the City.

SECTION II
SCOPE OF WORK

The successful Respondent will perform the following services:

- The Respondent shall maintain an office in the Washington D.C. area; maintaining a presence on behalf of the City of Treasure Island.

- The qualified Respondent shall be able to provide timely information, assessments, and reports on federal legislation, budgetary, and regulatory issues affecting the City of Treasure Island. The information provided shall include monthly updates on city-related issues with emphasis on those issues specifically affecting Treasure Island.

- The qualified Respondent shall be able to effectively communicate City Commission policy positions to Congress, the Administration, and federal agencies. This will include scheduling meetings for the Mayor, members of the City Commission, City Manager, or City staff with members of Congress, the Administration, and with federal agency representatives to discuss the City's concerns. The Respondent will provide advice and counsel on the timing, necessity and subject matter, including the key points needing to be discussed at any of these meetings. Additionally, the Respondent will advise the City on the necessity to write letters of support or opposition on pending legislation or federal policy issues.

- The qualified Respondent shall be able to provide timely information and advice on federal funding opportunities to support City programs and services and

facilitate federal consideration of City applications. The City throughout the year submits grant applications to seek funding for programs that complement the goals and objectives of the City Commission. The Respondent should be prepared to support these efforts by identifying appropriate federal funding opportunities, including appropriations, authorized programs, competitive grant programs, and possible agency discretionary grants applicable to City of Treasure Island priorities.

- The qualified Respondent shall be able to work in conjunction with the United States Conference of Mayors in support or opposition of budget appropriations, legislation, and agency rules or regulations affecting cities.

- The qualified Respondent shall be able to review and provide advice on development of the City of Treasure Island's Federal Legislative Program.

- The qualified Respondent shall be able to travel to Treasure Island to report on activities engaged in while representing the City. Travel to Treasure Island and on behalf of Treasure Island will be reimbursable.

SECTION III
MINIMUM QUALIFICATIONS

- Respondent must demonstrate experience and expertise in the Federal legislative process or be able to demonstrate equivalent experience.

- Respondent must demonstrate the ability to represent local government clients to the Legislature or be able to demonstrate equivalent experience.

- Respondent must demonstrate familiarity with Federal agencies and a record of a successful working relationship with these agencies, <u>of particular interest to the City of Treasure Island will be a relationship with the Department of Transportation (FDOT) and the Federal Highway Authority (FHWA).</u>

- Respondent must demonstrate ongoing relationships with members of the Legislative Committee Staff, Executive Branch agency staff, and describe how these relationships may be of assistance to the City.

- Respondent must demonstrate familiarity with State agencies and a record of a successful working relationship with these agencies.

SECTION IV
CRITERIA FOR EVALUATION AND AWARD

- Evaluation Process: Proposals will be reviewed by a screening committee comprised of City employees. The City staff may or may not initiate discussions

with proposers for clarification purposes. Clarification is not an opportunity to change the proposal. Proposers shall not initiate discussions with any City employee or official.

- Criteria for Evaluation and Award: The City evaluates three (3) categories of information: responsiveness, responsibility, the technical proposal/price. All proposals must meet the following responsiveness and responsibility criteria.
    - Responsiveness. The City will determine whether the proposal complies with the instructions for submitting proposals including completeness of proposal which encompasses the inclusion of all required attachments and submissions. The City must reject any proposals that are submitted late. Failure to meet other requirements may result in rejection.
    - Responsibility. The City will determine whether the proposer is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced proposals, past performance, references (including those found outside the proposal), compliance with applicable laws, proposer's record of performance and integrity- e.g. has the proposer been delinquent or unfaithful to any contract with the City, whether the proposer is qualified legally to contract with the City, financial stability and the perceived ability to perform completely as specified
    - Technical Proposal. The City will determine how well proposals meet its requirements in terms of the response to the specifications and how well the offer addresses the needs of the City.
    - If less than three (3) responsive proposals are received, at the City's sole discretion, the proposals may be evaluated using simple comparative analysis instead of any announced method of evaluation, subject to meeting administrative and responsibility requirements.

- For this RFP, the criteria that will be evaluated and their relative weights are
    1. Demonstrated Experience and Success Providing Lobbying Services with Local Governments; References (20 points)
    2. Demonstrated Experience and Success Providing Lobbying Services with Local Governments in obtaining transportation/bridge funding; References (20 points)
    3. Qualifications – Relationships, Educations and Training of Lobbyist(s) (35 points)
    4. Cost for Services (25 points)

- Interviews: The proposer must be available for an interview on-site at a City location upon request.

- Best & Final Offers: The City may request best & final offers if deemed necessary, and will determine the scope and subject of any best & final request. However, the proposer should not expect that the City will ask for best & finals. Therefore, proposer should submit their best offer based on the terms and conditions set forth in this solicitation.

SECTION V
GENERAL INSTRUCTIONS

Proposal Format
All Proposals must be typewritten and submitted in the proposals own format (no specific proposal forms). Legibility, clarity, and completeness are essential. The Proposal must be signed by individual(s) legally authorized to bind the Respondent(contractor).

Submission Procedures
One (1) copy of the Proposal and one original are to be submitted in a sealed envelope to:

City* of *Treasure Island
RFP 17-18-03, Federal Lobbying Services
120 108th Avenue
Treasure Island, FL 33706

To prevent opening by unauthorized individuals, your Proposal should be identified on the envelope or wrapper as follows:

THE CITY OF TREASURE ISLAND, FLORIDA
FEDERAL LOBBYING SERVICES

Request for Proposal No. 17-18-03

Name of Respondent: _____

Address of Respondent: _____

_____

The deadline for submission of Proposals is **October 12, 2018.** Proposals may not be withdrawn after the submission deadline.

Additional Information
Request for additional information and questions should be addressed to Amy Davis, Asst. City Manager/Finance Director, by email at adavis@mytreasureisland.org. Questions and requests for additional information must be submitted by e-mail by September 26, 2018. All questions will be answered and posted on the City's website by October 1, 2018**.** No oral interpretations or answers will be made to any Proposer as to the meaning or the scope of this RFP. It is the further responsibility of each Proposer to determine whether any addenda have been issued to this RFP and to incorporate any such addenda into the submission of qualifications. Proposers can locate issued addenda via the "Business / Request for Proposals" section of the City's website at www.mytreasureisland.com and/or www.vendorregistry.com.

SECTION VI
PROPOSAL FORMS

Each proposal (no specific proposal forms) must include and address (section III) how the Respondent meets each of the minimum qualifications as well as the firms approach towards the scope of service. **Additionally, please provide the proposed cost the first one-year period and how subsequent years, if applicable will be determined.** A draft contract is attached to this proposal for reference to be finalized with the selected Respondent.

QUALIFICATIONS STATEMENT

SUBMITTED BY:

Official Name of Firm: _____

Address: _____

_____

SUBMITTED TO: City of Treasure Island

SUBMITTED FOR: **FEDERAL LOBBYING SERVICES**

PROPOSERS CONTACT INFORMATION:

Contact Person: _____

Title: _____

Phone: _____

Email: _____

AFFILIATED COMPANIES:

Name: _____

Address: _____

TYPE OF ORGANIZATION:

☐ SOLE PROPRIETORSHIP

Name of Owner: _____

Doing Business As: _____

Date of Organization: _____

☐ PARTNERSHIP

Date of Organization: _____

Type of Partnership (General or Limited): _____

Name and Address of Each Partner: _____

_____

_____

_____

☐ CORPORATION

State of Incorporation: _____

Date of Incorporation: _____

Executive Officers:

Chief Executive Officer _____

President _____

- Vice President(s) _____

_____

Treasurer _____

- Secretary: _____

☐ LIMITED LIABILITY COMPANY

State of Organization: _____

Date of Organization: _____

Members: _____

_____

☐ JOINT VENTURE

State of Organization: _____

Date of Organization: _____

Form of Organization: _____

Joint Venture Managing Partner

- Name: _____

- Address: _____

_____

_____

Joint Venture Managing Partner

- Name: _____

- Address: _____

_____

Joint Venture Managing Partner

- Name: _____

- Address: _____

_____

PROPOSERS GENERAL INFORMATION

Registration Number: _____

Type of License (if applicable): _____

License Number (if applicable): _____

Years of Business under License Number: _____

If nonresident, proof of authority to do business in the State of Florida. Attach with form submission.

Primary type of work your company performs: _____

Number of people permanently employed: _____

Is this organization an equal employment opportunity employer? _____

Does this organization have a written drug and alcohol policy? _____

1. PROPOSERS BUSINESS REFERENCES

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Company Name: _____

Address: _____

Telephone Number: _____ _____

Contact Person: _____

2. CERTIFICATIONS CERTIFIED BY:

Disadvantage Business Enterprise: _____

Minority Business Enterprise: _____

Woman Owned Enterprise: _____

Small Business Enterprise: _____

Other (_____): _____

Current/Previous Experience:

List the most recent or relevant clients your organization has represented within the past 5 years:

List other clients your organization has represented that may be of interest?

COMPANY _____

The undersigned, as Proposer, does declare that no other persons other than the Proposer has any interest in this Proposal or in the contract to be executed, and that it is made without any connection with any other person or persons making a Proposal for the same articles, and it is in all respects fair and without collusion or fraud. More than one Proposal received for the same work from an individual, firm, partnership, corporation or joint venture under the same name nor different names will not be considered. Reasonable grounds for believing that any Proposer, has interest in more than one Proposal for the same work will cause the rejection of all Proposals that the Proposer is interested. If there are reasonable grounds for believing collusion exists among Proposers, the Proposals of participants will not be considered.

The undersigned further declares that he/she has carefully examined the scope of work and makes all representations required by the General Conditions.

The Proposer agrees if this Proposal is accepted to contract with the City of Treasure Island, Florida, to furnish all material, equipment, means of transportation and labor necessary to provide the work in the Proposal.

_____
COMPANY NAME

_____ _____
NAME (PRINT) TITLE

_____ _____
SIGNATURE DATE

SECTION VII
GENERAL CONDITIONS

To ensure acceptance, all contractors submitting Proposals to the City of Treasure Island will be governed by the following conditions and if applicable, attached specifications. Proposals not complying with these conditions will be subject to rejection.

1. **Interpretations.** All questions concerning the specifications or conditions will be directed by e-mail to Amy Davis, Asst. City Manager/Finance Director at adavis@mytreasureisland.com as instructed on the Request for Proposal page 1. Interpretations will be posted on the City's website. The Asst. City Manager/Finance Director will not be responsible for any other explanation or interpretation. Only questions answered in writing will be binding. Oral and other representations, interpretations, or clarifications will be without legal effect.

2. **Proposer Representations.** It is the responsibility of each Proposer before submitting a Proposal to:

i. examine and carefully study the Proposal Documents, and any data and reference items identified in the Proposal Documents;

ii. become familiar with and satisfy itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work;

iii. agree that at the time of submitting its Proposal no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its Proposal for performance of the Work at the price Proposal and within the times required, and in accordance with the other terms and conditions of the Proposal Documents;

iv. promptly give the City written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer discovers in the Proposal Documents and confirm that the written resolution thereof by the City is acceptable to Proposer;

v. determine that the Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work; and

vi. agree that the submission of a Proposal will constitute an incontrovertible representation by Proposer that Proposer has complied with every requirement of the Proposal Documents, that without exception the Proposal and all prices in the Proposal are premised upon performing and furnishing the Work required by the Proposal Documents and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of performance of the Work.

3. **Sealed Proposals.** The specifications and all executed Proposal Forms must be submitted in a sealed envelope. An authorized representative of the Proposer must sign all Proposals. The face of the Proposal envelope must be plainly marked identifying the item(s) and the date of the Proposal opening. No Proposals will be accepted after closing time for receipt of Proposals, nor will any offers by telephone, fax or internet e-mail be accepted.

4. **Intent of Specifications.** It is the intent of the specifications described a certain service(s) to be purchased by the City of Treasure Island including all materials, equipment, and means of transportation necessary to provide the service(s).

5. **Exceptions to Specifications.** During the drafting of written specifications, a sincere effort is made to describe products and services best suited to the needs of the City; however, in order that due consideration be given in evaluating Proposals, any exceptions to or deviations from the specifications as written must be noted and fully explained. The City Manager is the final authority in determining the acceptability of any exceptions to specifications.

6. **Mistakes.** Proposers are expected to examine the conditions, scope of work, Proposal prices, and all instructions pertaining to the item(s) involved. Failure to do so will be at the Proposer's risk.

7. **Proposal Withdrawals.** A Proposal may be withdrawn by an appropriate document duly executed in the same manner that a Proposal must be executed and delivered to the place where Proposals are to be submitted prior to the date and time for

the opening of Proposals. Upon receipt of such notice, the unopened Proposal will be returned to the Proposer. If a Proposer wishes to modify its Proposal prior to Proposal opening, Proposer must withdraw its initial Proposal and submit a new Proposal prior to the date and time for the opening of Proposals. Withdraw of a Proposal will not prejudice the rights of a Proposer to submit a new Proposal prior to the Proposal submission deadline date and time. After expiration of the period for receiving Proposals, no Proposal may be modified or withdrawn.

8. **Selection of Proposal.** Prior to contract award, any Proposer may be required to show that the company has the necessary facilities, ability and financial resources to perform the work specified in a satisfactory manner. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the City. The City may conduct such investigations as the City deems necessary to establish the responsibility, qualifications, and financial ability of Proposal and any proposed subcontractors, suppliers and individuals, or entities to perform the Work in accordance with the Contract Documents. In evaluating whether a Proposer is responsible, the City will consider the qualifications of the Proposer and may consider the qualifications and experience suppliers proposed for those portions of the Work for which the identify suppliers must be submitted as provided in the Proposal Documents. The City will also consider whether the Proposer is of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the City. City, at its sole discretion, may select the Proposer that it believes is appropriately qualified, responsible, and responsive.

9. **Proposal Results.** The Proposal price on the original submitted Proposal will be the price used if there are any conflicting price information presented.

10. **Award of Proposals.** Recommendation for award of Proposal are made to the City Commission based on the most qualified, responsive, and most responsible Proposer meeting all conditions and requirements of the specifications. The contract awarded will be legally binding on both parties at the time of award by the City Commission.

11. **Rejection of Proposals.** The City of Treasure Island reserves the right to accept or reject any or all Proposals.

12. **Protests.** Proposers who do not agree with the City's recommendation for award will be afforded the opportunity to protest the recommendation by submitting written notice to the contracting department head. Such notice will be given to the Finance Director Amy Davis within five (5) working days after notice of award or of the date the petitioner could reasonably be expected to have known of the City's recommendation. The protest must state the grounds for the protest and the action requested. Proposals not meeting the minimum published requirements (including specifications and/or scope of service) are not subject to protest. The petitioner will be furnished a copy of the written determination and recommendation.

13. **Lobbying.** Lobbying is prohibited in all City of Treasure Island competitive selection processes and contract awards including but not limited to, requests for qualifications, bids, or proposals the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by

shielding it from undue influences prior to the contract award, a bid protest being resolved, or the competitive selection process being otherwise concluded. The prospective Proposer may contact the City's main office as specified on page 1 of this Request for Proposal, to address situations such as clarifications relating to the procurement process or Proposer protest.

Lobbying of evaluation committee members, city government employees, or elected officials regarding request for proposals, request for qualifications, invitations to bid, purchasing contracts, or bid protests, by the Proposer/protestor any member of the Proposer's/protestor's staff, any agent or representative of the Proposer/protestor, or any person employed by any legal entity affiliated with or representing a Proposer/protestor, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the City Commission, until either an award is final, any protest is finally resolved, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section or on behalf of a Proposer/protestor will result in the disqualification or rejection of the Proposal, quotation, statement of qualification, Proposal or contract, and may lead to debarment of the Proposer or Proposer/protestor.

For purposes of this provision, lobbying means influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified in this section involved in the selection, ranking, or contract award in connection with any request for Proposal, request for quotation, requests for qualification, Proposal or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract will be the effective date of the purchasing contract.

Any evaluation committee member, city government employee or elected official who has been lobbied must immediately report the lobbying activity to the City Manager.

14. **Proposals From Related Parties or Multiple Proposals Received From One Proposer.** Where two (2) or more related parties each submit a Proposal or multiple Proposals are received from one (1) Proposer, for any contract, such Proposals will be judged non-responsive. Related parties mean Proposers or the principles thereof, which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principles thereof of one (1) Proposer have a direct or indirect ownership interest in another Proposer for the same contract.

15. **Required Disclosure.** With its Proposal submission the Proposer must disclose all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this state or any other state of the United States against (i) Proposer, (ii) any business entity related to or affiliated with Proposer, or (iii) any present or former executive employee, officer, director, stockholder, partner or owner of Proposer or of any such related or affiliated entity. This disclosure will not apply to any person or entity which is only a stockholder, which person or entity owns 20 percent or less of the outstanding shares of a Proposer whose stock is publicly owned and traded.

At its sole discretion, the City may reject any Proposal the City finds to lack, or whose present or former executive employees, officers, directors, stockholders, partners or owners are found by the City to lack honesty, integrity, or moral responsibility. The

discretion of the City may be exercised based on the disclosure required in this Section. By submitting a Proposal, Proposer recognizes and accepts that the City may reject the Proposal based upon the exercise of its sole discretion and Proposer waives any claim it might have for damages or other relief resulting from the rejection of its Proposal based on these grounds.

16. **Public Entity Crimes.** By submitting a Proposal, each Proposer is confirming that the company has not been placed in the convicted vendor list or the discriminatory vendor list as described in Sections 287.133 and 287.134, Florida Statutes.

a. A person or affiliate who has been placed on the convicted vendor list following the conviction for a public entity crime, may not submit a bid, proposal or reply on a contract to provide goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount as provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

b. A person or affiliate who has been placed on the discriminatory vendor list, may not submit a bid, proposal or reply on a contract to provide goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity for a period of 36 months from the date of being placed on the discriminatory vendor list.

17. **Tax.** The City of Treasure Island is exempt from all State and local sales tax.

18. **Payment of Invoices.** The City of Treasure Island issues checks for payment of invoices on the 1st, and 3rd Friday of every month. The signed purchase order and a correct invoice must have been received before payment can be made. All purchases are subject to availability of funds in the City's budget (see item 19).

19. **Appropriations Clause.** By submitting a Proposal, the Contractor certifies that he/she understands that the City, an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of this contract for each and every fiscal year following the fiscal year in which this contract is executed and entered into and for which this contract will remain in effect. The City will, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance of this contract, provide written notice to the consultant of such event within thirty (30) days and, be thereafter released at all further obligations in any way related to the contract.

20. **Legal Requirements.** All applicable provisions of federal, state, county, and local laws including all ordinances, rules, and regulations govern the development, submittal and evaluation of all Proposals received in response to these specifications, and govern any and all claims between person(s) submitting a Proposal and the City of Treasure

Island, by and through its officers, employees and authorized representatives. A lack of knowledge by the Proposer concerning any of the aforementioned will not constitute a cognizable defense against the legal effect thereof. The Proposer agrees that it will not discriminate on the basis of race, creed, color, national origin, sex, age or disability.

21. **Licenses, Registration and Certificates.** Each Proposer must possess at the time of submitting its Proposal all licenses, registrations and certificates necessary to perform the services to the City of Treasure Island. Proposer must also possess all licenses, registrations and certificates necessary to comply with federal, state and local laws and regulations.

22. **Public Records.** By submitting a Proposal, the Contractor certifies that he/she understands that the City, an entity of government, is subject to the Public Records Act and in accordance with Section 119.0701 of the Florida Statutes the Consultant may be subject to the Public Records Act. Any claim of confidentiality is waved upon submission, effective after Proposal opening pursuant to Section 119.07 of the Florida Statutes. Any subsequent contract entered into between the City and Contractor related to the scope of services outlined in this RFP will be conditioned on the Contractor's compliance with the Public Records Act as provided in Section 119.0701 of the Florida Statutes.

23. **Unauthorized Aliens.** The City of Treasure Island will consider the employment by the Proposer of unauthorized aliens a violation of Section 274A of the Immigration and Nationality Act. Such violation will be cause for unilateral termination of this Contract.

24. **Termination.** A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause, whenever the City determines, in its sole discretion that such termination is in the best interests of the City. A Notice of Termination will be effective if delivered to the Proposer at least five (5) calendar days prior to the termination date contained in the Notice. The Notice of Termination shall specify the extent to which performance will be terminated, and the date upon which termination becomes effective. An equitable adjustment in the contract price will be made for the completed service, but no amount will be allowed for anticipated profit on unperformed services.

25. **Conflict of Interest**. The Proposer represents that it presently has no interest and will acquire no interest, either direct or indirect, which would conflict any manner with the performance or services required in the Contract. The Proposer further represents that no person having any such interest will be employed by him/her during the agreement term and any extensions.

The Proposer shall promptly notify the City's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided in the Contract. Such written notification must identify the prospective business association, interest or circumstance, the nature of wok that the Proposer may undertake and request an opinion of the City as to whether the association, interest or circumstance would, in the opinion of the City, constitute a conflict of interest if

entered into by the Proposer. The City agrees to notify the Proposer of its opinion, by certified mail, within thirty (30) days of receipt of notification by the Proposer.

26. **Indemnification Requirements.** The Contractor will be required to agree to a provision requiring that it indemnify, defend, and hold harmless the City, any federal, county or municipal funding agency, and all of their officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by Contractor, its agents, or employees during the performance of the Contract.

ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED TO THIS AGREEMENT WHICH VARY FROM THESE GENERAL CONDITIONS WILL HAVE PRECEDENCE

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM AGREES TO COMPLY WITH AND ACCEPTS THE GENERAL CONDITIONS.

Signature:_____ Date:_____

Printed Name:_____

AGENDA ITEM NO. I.4

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	December 19, 2023
SUBMITTED BY:	Mike Helfrich, Public Works
ITEM TYPE:	Request to Commission
AGENDA SECTION:	ITEMS OF BUSINESS
SUBJECT:	Spending Authority and Work Authorization Approval for Advanced Engineering & Design in the Amount of $112,500 for Engineering Services for Lift Station No. 8, 9 & 10 Force Main Replacement.

BACKGROUND:

Advanced Engineering & Design (AED) is one of the City's continuing engineering service providers. In 2023, AED performed a SUE (Subsurface Utility Engineering) to exact locate the combined forcemain from Lift Stations #8, #9 and #10 in the Isle of Capris. This was performed so that we would know exactly where the forcemain is located. In addition, we confirmed that the combined forcemain was constructed with ductile iron pipe. This ductile iron forcemain has exceeded its useful life and needs to be replaced with PVC.

POLICY/PURPOSE:

The purpose of this item is to request approval of spending authority for AED in the amount of $112,500 for engineering services.

STRATEGIC PLAN RELEVANCE:

The City's Strategic Plan Infrastructure Road Map Goal 1: Protect City assets to sustain the future of Treasure Island.

ANALYSIS/DISCUSSION:

The force main for LS Nos 8, 9 and 10 has been found to be ductile iron and nearing the end of its service life. As such, the City has solicited Advanced Engineering & Design, Inc. to perform the

design of these improvements. The following services will be provided:
- Perform Data Collection and System Evaluation
- Prepare 60% Construction Plans and Specifications
- Obtain permits necessary to perform the proposed improvements
- Provide Bidding Services including but not limited to Contractor coordination, quantity itemization and support the City in negotiations
- Provide Construction Administration (CA) services during the construction phase.

Construction is proposed to commence in October of 2024 at the start of the FY25-26 budget year. The design will be completed in August of 2024. Contractor procurement will occur in September of 2024.

FUNDING:

Funding for this project was approved in the FY 2024 budget for $112,500 (See Exhibit 1 - Work Authorization) in the Wastewater Program 420-5350-63463.

MOTION:

I move to approve/reject spending authority for Advanced Engineering and Design in the amount of $112,500 for engineering services and authorize the City Manager to execute the attached Work Authorization with Advanced Engineering.

ATTACHMENTS:
Exhibit 1 -Work Authorization.pdf

CITY OF TREASURE ISLAND, FLORIDA
DEPARTMENT OF PUBLIC WORKS
WORK ORDER INITIATION AND AUTHORIZATION FORM
Revision Number _____

Submittal Date: 12/04/2023 CTI Contract Number:
Contractor Firm: Advanced Engineering & Design, Inc. CTI Project Number:

PROJECT TITLE

Lift Station No. 8, 9 & 10 Force Main Replacement

SCOPE OF WORK

The force main for LS Nos 8, 9 and 10 has been found to be ductile iron and nearing the end of its service life. As such, the City has solicited Advanced Engineering & Design, Inc. to perform the design of these improvements. The following services will be provided:

- Perform Data Collection and System Evaluation
- Prepare 60% Construction Plans and Specifications
- Obtain permits necessary to perform the proposed improvements
- Provide Bidding Services including but not limited to Contractor coordination, quantity itemization and support the City in negotiations
- Provide Construction Administration (CA) services during the construction phase.

PROJECT GOALS

To replace critical wastewater facilities nearing the end of its useful life.

BUDGET

$112,492.07

SCHEDULE

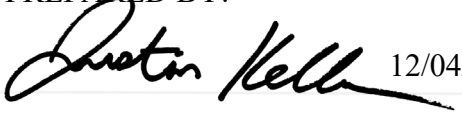
Construction is proposed to commence in October of 2024 at the start of the FY25-26 budget year. The design will be completed in August of 2024. Contractor procurement will occur in September of 2024.

STAFF ASSIGNMENTS

Justin Keller, PE; John Parks, P.E., William Reidy, P.E., Rafal Kadaj, PE; Steven Torres

SPECIAL CONSIDERATIONS

PREPARED BY: APPROVED BY:



12/04/2024

Justin V. Keller, P.E. Date
Advanced Engineering & Design, Inc.

Michael Helfrich, P.E.. Date
City of Treasure Island

AGENDA ITEM NO. I.5

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	December 19, 2023
SUBMITTED BY:	Stacy Boyles, Public Works
ITEM TYPE:	Request to Commission
AGENDA SECTION:	ITEMS OF BUSINESS
SUBJECT:	Install Turtle-Friendly Lights on the South Side of the New City Hall Parking Lot
BACKGROUND:	The south side of the new City Hall site has an open view to the beach. The City's Coastal Lighting Ordinance requires the use of turtle-friendly lighting when the light is visible from the beach.
POLICY/PURPOSE:	The purpose of this item is to request purchase authority for Duke Energy to install turtle-friendly lights at the new City Hall.
STRATEGIC PLAN RELEVANCE:	Goal 1 of the Environmental Sustainability Road Map of the City's Strategic Plan is to "become an environmentally sustainable and resilient community".
ANALYSIS/DISCUSSION:	The existing lights on the south end of the City Center to not meet the requirements of the City's Coastal Lighting Ordinance for the protection of nesting and hatching sea turtles. Also, these lights are in disrepair and falling over, posing a safety threat. Duke Energy has provided a cost to install new turtle-friendly LEDs on a rental basis, similar to the other streetlights throughout the City (Attachment A). Staff will be performing the removal and disposal of the existing lights within the south parking lot. Duke Energy has proposed to bore the feed for the new lights to minimize site disturbances and repairs needed and estimates that the replacement will be complete within four months. The lights on the north side of the site are more shielded by buildings and will likely need to be moved with the reconstruction of the Public Safety building, if it is to be co-located on the site.

FUNDING:	This project was budgeted in the FY24 budget in Municipal Facilities Account No. 001-5410-62100 for turtle-friendly lighting at the new City Hall in the amount of $35,000. The one time cost for Duke Energy to install the new lights is $26,729.47. The monthly rental, maintenance and energy fee for the sixteen new lights is $269.79.
MOTION:	I move to authorize the City Manager's purchase authority in an amount not to exceed $27,000 for Duke Energy to install turtle-friendly lights in the south side of the new City Hall parking lot.

ATTACHMENTS:
Att A - Duke Lighting Proposal.pdf
Att B - Lights to be replaced.pdf

DUKE ENERGY

Lighting Proposal

WO 48036527

October 13, 2023

DE Contact: Justin Huamani
Address: 2166 Palmetto St. Clearwater, Fl 33765
Phone: (908) - 763 - 5409

Project Details

Customer: CITY OF TREASURE ISLAND

Account: 910089618722
Site: 10451 GULF BLVD

Contact: Stacy Boyles
Phone: 727-547-4575

Scope of Request

REMOVE - (1) 110W RW LED
INSTALL - (2) 70W AMBER RW LED
INSTALL - (13) 15' ALUMINUM LPOLE
INSTALL - (14) 50W AMBER SHOEBOX LED

BORE - (698) FEET OF 1.5 IN CONDUIT
WITH #2 AL TX CABLE

Quantity Required	Product Description Fixtures and Poles	Per Unit Rental	Maint.	Fuel & Energy	Unit Total	Sub-Total
2	70W Amber Roadway, OH L24RHAM	$10.22	$1.39	$2.43	$14.04	$28.08
13	16' DB ALUMINUM TENON BLACK P441	$3.99	$0.00	$0.00	$3.99	$51.87
14	50W LED Shoebox 1K Amber Type IV Black L17XABL	$10.45	$1.39	$1.72	$13.56	$189.84
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
	Rental, Maintenance, F&E Totals:	$218.61	$22.24	$28.94		

Monthly rates are subject to tariff rate changes

Estimates valid for 30 days and subject to change.

	Estimated Monthly Rental	**$269.79**
	† Deposit	**N/A**
Choose One	☐ ✧ **CIAC** ONE TIME PAYMENT	**$26,279.47**
	☐ * **MLDF** MONTHLY PAYMENT	**N/A**

Estimated Monthly Rental *excludes any applicable taxes, franchise fees or customer charge.*

† **Deposit** - *The required deposit (applied separately to your lighting bill) will equal approximately two months of the monthly rental bill, but no less than $25.00 and subject to change upon review of the account's existing deposit.*

✧ **CIAC -** *The one time invoice for the Contribution in Aid of Construction will be mailed to you seperately upon approval of this proposal and payment is due before the work can be released to scheduling of construction.*

OR

* ***MLDF*** *- This Monthly Lighting Distribution Fee will be billed to you seperately each month is 1.59% of the Underground* or Overhead Service feed and pole installation.

Choose ONE Option by Checking a Box Above

In order for us to proceed with the above proposed lighting design we will need an authorized signature on this proposal and any other required documents enclosed. Do not remit any payment with this form and do not fax. Return these signed documents to the mailing address above or email the color scanned PDF if instructed.

The CIAC charge is subject to change after 30 days or in the event you request or cause any changes to this proposal.

Duke Energy will call for locate of all public facilities. Any customer owned utilites would need to be located and marked at your expense.

If any or all of these lighting facilities will eventually be submitted to a governmental agency for inclusion into a taxing district, MSTU or MSBU special assessment program, please verify that these facilities & charges meet the requirements within that jurisdiction. Should the agency not accept these facilities & cahrgesinto their program, the entity who signs the Lighting Service Contract will remain responsible for payment.

Thank you for your lighting request. We look forward to working with you on this project.

Authorized Signature _____ Date _____

(Please sign and date to approve this proposal and return via email or the mailing address above)

SAFETYFirst
- PERSONAL ACCOUNTABILITY
- ACTIVE CARING
- HAZARD RECOGNITION

USP: OH TRANSFORMER: 4934428
USP: FUSE: 4934453-1
USP: RECLOSER: 6544458
USP: BREAKER: X211

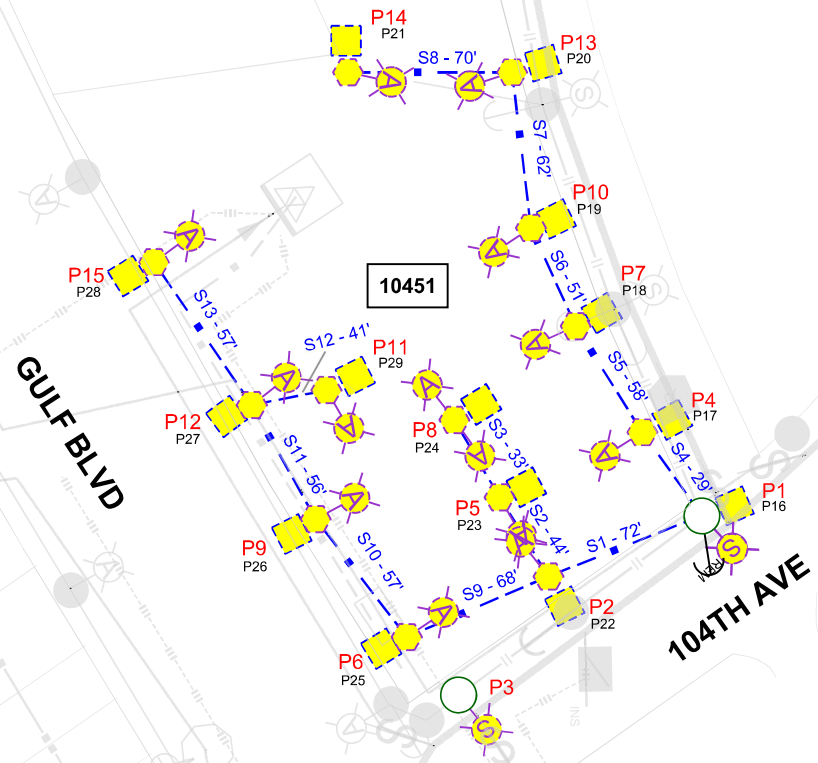
Safety Reminders / Adverse Conditions

?:
?:
?: WATCH FOR PEDESTRIANS
?: OPEN TO TRUCK

REMEMBER: Work zone area conditions may have changed for this job! Everyone is responsible for verifying the above safety information is correct prior to any work being performed each day.

P16-28
I - 9X14 SM PED

ALL SPANS
1.5 IN CONDUIT
#2 AL TX CABLE



911 ADDRESS
10451 GULF BLVD
TREASURE ISLAND
FL, 33706

SCOPE OF WORK

REMOVE - (1) 110W RW LED
INSTALL - (2) 70W AMBER RW LED
INSTALL - (13) 15' ALUMINUM LPOLE
INSTALL - (14) 50W AMBER SHOEBOX LED

BORE - (698) FEET OF 1.5 IN CONDUIT WITH #2 AL TX CABLE

DUKE CONSTRUCTION CONTACT
FABIO FARIA
352-435-5360

DE CONTACT
JUSTIN HUAMANI
908-763-5409

P1
FIELD TAG: 4934453
E - 50' WOOD POLE
R - 110W RW LED
I - 70W AMBER RW LED

P2
FIELD TAG: 8927139
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

P3
FIELD TAG: 7586543
E - 50' WOOD POLE
I - 70W AMBER RW LED

P4
FIELD TAG: 8927140
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

P5
FIELD TAG: 8927141
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

P6
FIELD TAG: 8927142
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

P7
FIELD TAG: 8927143
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

P8
FIELD TAG: 8927144
I - 15' BLACK AL LPOLE
I - (2) 50W AMBER SB LED

P9
FIELD TAG: 8927145
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

P10
FIELD TAG: 8927146
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

P11
FIELD TAG: 8927147
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

P12
FIELD TAG: 8927148
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

P13
FIELD TAG: 8927149
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

P14
FIELD TAG: 8927150
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

P15
FIELD TAG: 8927151
I - 15' BLACK AL LPOLE
I - 50W AMBER SB LED

Work Order Number	48036527
Customer/Contact	CITY OF TREASURE ISLAND
Contact Phone	727-224-2881
Job Site Address	10451 GULF BLVD
City	TREASURE ISLAND
County	PINELLAS
State, Zip	FL, 33706
Designer	Justin Huamani
Designer Phone	908-763-5409
Circuit ID	X211
Primary Voltage	12.47/7.2 KV
Permit Required	Yes__ No.X
Permit Type/No.	
Permit Type/No. 2	
Permit Type/No. 3	
Revision Date	

DUKE ENERGY.
Sheet 1 OF 1
Scale = 1"=50'

Exising south lights at the new City Hall to be removed and replaced







AGENDA ITEM NO. I.6

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	December 19, 2023
SUBMITTED BY:	William Barrs, Fire
ITEM TYPE:	Contracts
AGENDA SECTION:	ITEMS OF BUSINESS
SUBJECT:	Purchase of Replacement Vehicle for Fire & EMS Department
BACKGROUND:	Deputy Fire Chief position, who drives this vehicle is responsible for conducting fire prevention activities, fire training and fire operations. These tasks require the ability to transport equipment and have all wheel drive capabilities for operating in off road conditions, especially during storm responses. The current vehicle for this position is a 10 year old Ford Explorer with over 100,000 miles that has these capabilities but was repurposed after the Fire Chief's vehicle was replaced. We have been using this vehicle as a stopgap while in the process of replacing the former fire inspector's 2WD Ford Escape that the Deputy Chief had been driving since creation of the position in October 2021. This vehicle is now part of the police parking enforcement program, for which it is perfectly suited.
POLICY/PURPOSE:	Per Ord. 2-276(b) of the City's Code of Ordinances, the Commission is required to approve purchases in excess of $25,000.
STRATEGIC PLAN RELEVANCE:	Community Roadmap, Goal 2 - Maintain a safe community
ANALYSIS/DISCUSSION:	The City of Treasure Island has faced the same vehicle shortages felt by the overall market, and an even tighter market for vehicles being sold at public entity pricing. In an attempt to avoid these continued delays, the Fire Department began contacting local dealerships to get quotes for pricing on local models. Deputy Chief Brennan has been trying to locate a suitable vehicle for 3 months and yesterday we were provided

with the attached quote from Sun Toyota in New Port Richey, Florida that has a vehicle available and in stock. Comparing this vehicle with the State bid price list offer from Alan Jay Fleet Sales (which does not have one available), the vehicle we are requesting to purchase has a lower base price and two options that we were prepared to purchase during upfitting which cost less when purchased and installed by the vehicle dealer.

The City's Finance Director and Purchasing Coordinator has reviewed public pricelists available to local governments and confirmed that the quoted price is less than the stated price on the Sourcewell public contracts. The city is getting a better--and quicker--deal by accepting this quote.

FUNDING:

The budget for this purchase is in the Penny for Pinellas Fund $50,000 (123-5300-64200). The balance of the funding in this account is for the upfitting of this vehicle once delivered.

State Bid price= $38,171 (see Sourcewell Quote on Line 21)
Sun Toyota Price before options ($3,995) that would have been added at upfitting = $37,723 for a total of $41,718.05
Difference -$448

MOTION:

I move to approve / deny the purchase of a replacement fire administration vehicle from Sun Toyota for the not to exceed price of $41,718.05.

ATTACHMENTS:
Sun Toyota Quote.pdf
2023 STC-SOURCEWELL PRICE SCHEDULE (State Contract).pdf

Deal #: **392779**

SUNTOYOTA

Date: ***12/19/2023***
Salesperson: *Barry Lyman Darren Francisco*
Manager: *John Heisler*
Up Type: *Internet Up*
Source: *Dealer Venom*

FOR INTERNAL USE ONLY

CUSTOMER *Treasure Island Fire Rescue*
120 108TH AVE
Address : *TREASURE ISLAND, FL 33706*
PINELLAS CO
E-Mail : *tbrennan@mytreasureisland.org*
Home Phone:
Work Phone:
Cell Phone: *(727) 260-2626*

VEHICLE

Stock # : *M636516* New / Used : **New** VIN : *3TMCZ5AN0PM636516* Mileage : *11*
Vehicle : *2023 Toyota Tacoma* Color : *BLK*
Type : *SR5 V6 (A6) 4x4* *7540*

TRADE IN

Payoff : VIN : Mileage :
Vehicle : Color :
Type :

Selling Price	40,908.00
Discount	7,578.00
Adjusted Price	33,330.00
FREE Lifetime Powertrain Warranty	.00
Sun Protection Plan	3,470.00
Running Bds & Tonneau Cover	2,563.00
Total Purchase	39,363.00
Trade Allowance	
Trade Difference	
Predelivery Service Charge	1198.00
Tax	.00
State Fees	1,157.05
Net Price	41,718.05
Trade Payoff	
Cash Deposit	.00
Balance	41,718.05

Owner's Signature

Co-Owner's Signature

For exact coverage, exclusions and limitations of the above optional value that you have selected, please refer to the specific product contract. Payments listed above are estimates. For specific payment information please refer to the Retail Installment Contract/Lease Agreement. The purchase of a value added optional product is NOT required in order to obtain financing or lease purchase a vehicle. Each value added optional product may be purchased separately. The final terms of your loan may differ depending on the actual terms of the financial institutions acceptance and are negotiable. Documentary fee represents costs and profits to dealer for items such as cleaning, inspecting new and used vehicle inventory and preparing documents related to sale.

$5,000 Advantage Club

Benefits & Savings

- 10% Off Service Labor
- 10% Off Genuine Toyota Accessories
- Lifetime Warranty on all New and most Pre-Owned Vehicles
- Complimentary 3-Day Exchange Policy
- $1,000 Off your next Toyota Purchase
- Complimentary Car Wash with Service
- Complimentary First 2 Oil Changes on Pre-Owned Vehicles
- Complimentary 2-year ToyotaCare on New Vehicles

Department of MANAGEMENT SERVICES

2023 Model Year Price Schedule

CONTRACT # 25100000-22-SRCWL-ACS

ALAN JAY FLEET SALES

5330 US HWY 27 SOUTH, SEBRING FL 33870

863-402-4234

CHRIS.WILSON@ALANJAY.COM SCOTT.WILSON@ALANJAY.COM

CHRISTY.SELF@ALANJAY.COM

863-402-4234

chris.wilson@alanjay.com

ROW	YEAR	MODEL CODE	MODEL DESCRIPTION	MSRP	CONTRACT PRICE
1	2023	1852	2023 TOYOTA COROLLA LE	$22,560	$22,104
2	2023	1882	2023 TOYOTA COLOLLA HYBRID LE	$23,810	$23,327
3	2023	1223	2023 TOYOTA PRIUS LE FWD (MID-SIZE)	$28,460	$27,968
4	2023	1225	2023 TOYOTA PRIUS XLE (MID-SIZE)	$31,905	$30,990
5	2023	1263	2023 TOYOTA PRIUS LE AWD (MID-SIZE)	$29,860	$29,321
6	2023	1265	2023 TOYOTA PRIUS XLE AWD (MID-SIZE)	$33,305	$32,331
7	2023	1235	2023 TOYOTA PRIUS PRIME LE - PLUG - IN HYBRID -	TBA	TBA
8	2023	2532	2023 TOYOTA CAMRY LE I4	$27,315	$26,431
9	2023	2559	2023 TOYOTA CAMRY HYBRID LE	$29,090	$28,193
10	2023	5402	2023 TOYOTA SIENNA FWD LE HYBRID 8-PASSENGER	$38,220	$37,534
11	2023	5403	2023 TOYOTA SIENNA AWD LE HYBRID 8-PASSENGER	$40,220	$39,488
12	2023	4430	2023 TOYOTA RAV4 LE FWD	$30,060	$28,796
13	2023	4435	2023 TOYOTA RAV4 HYBRID LE AWD	$32,560	$31,829
14	2023	8642	2023 TOYOTA 4RUNNER SR5 2WD	$40,020	$36,787
15	2023	8664	2023 TOYOTA 4RUNNER SR5 4WD	$41,895	$38,509
16	2023	6935	2023 TOYOTA HIGHLANDER V6 L	$37,955	$35,788
17	2023	6960	2023 TOYOTA HIGHLANDER L-4 HYBRID LE 2WD	$41,435	$39,229
18	2023	6964	2023 TOYOTA HIGHLANDER HYBRID LE L4 AWD	$43,555	$42,025
19	2023	7162	2023 TOYOTA TACOMA ACCESS CAB I4 SR 2WD 6' BED	$29,585	$29,272
20	2023	7186	2023 TOYOTA TACOMA DOUBLE CAB I4 SR 2WD 5' BED	$30,415	$29,734
21	2023	7540	2023 TOYOTA TACOMA DOUBLE CAB V6 SR5 4WD 5' BED	$39,040	$38,171
22	2023	7568	2023 TOYOTA TACOMA DOUBLE CAB TRD OFF ROAD 4WD 6' BED	$40,230	$39,318
23	2023	8242	2023 TOYOTA TUNDRA DOUBLE CAB 5.7L SR 2WD 6.5' BED	$38,615	$35,683
24	2023	8245	2023 TOYOTA TUNDRA DOUBLE CAB 5.7L SR 2WD 8' BED	$38,945	$35,988
25	2023	8342	2023 TOYOTA TUNDRA DOUBLE CAB 5.7L SR 4WD 6.5' BED	$41,615	$38,454
26	2023	8345	2023 TOYOTA TUNDRA DOUBLE CAB 5.7L SR 4WD 8' BED	$41,945	$38,569
27	2023	8261	2023 TOYOTA TUNDRA CREW MAX 5.7L SR5 2WD 5.5' BED	$46,170	$42,660
28	2023	8361	2023 TOYOTA TUNDRA CREW MAX 5.7L SR5 4WD 5.5' BED	$49,170	$45,430

AGENDA ITEM NO. I.7

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	December 19, 2023
SUBMITTED BY:	Jessica Zamora, Human Resources
ITEM TYPE:	Request to Commission
AGENDA SECTION:	ITEMS OF BUSINESS
SUBJECT:	City Manager Recruitment
BACKGROUND:	The City Manager, Amy Davis, has resigned to accept another position with her last day at the City being February 2, 2024. It is recommended that the City conduct a recruitment process to seek candidates for the City Manager position.
POLICY/PURPOSE:	To discuss hiring an executive recruiting firm to initiate a City Manager recruitment process.
STRATEGIC PLAN RELEVANCE:	Not applicable
ANALYSIS/DISCUSSION:	The Human Resources Department reached to several executive recruiting firms to solicit a quote along with additional information to facilitate a discussion by the Commission on which firm they would like to pursue a contract for City Manager recruiting services. The firms identified and contacted are listed below. • Gov HR USA - proposal and sample brochure attached • Korn/Ferry - Capabilities Overview and LOE attached (cost of services is 1/3 the annual salary of selected candidate) • S. Renee Narloch and Associates - will attach if response is received - firm that was hired by St. Pete Beach on Dec 12, 2023 • Slavin Management Consultants - proposal attached

- Strategic Government Resources - proposal attached
- Baker Tilly - responded, referred us to their website (https://www.bakertilly.com/specialties/public-sector-executive-recruitment), and advised the cost of services is $26,950.

FUNDING: The funding to support hiring a recruitment firm can be paid from the General Fund contingency account within the non-departmental program.

MOTION: I move to approve to pursue a contract for Commission consideration at the January 15th meeting with _____ firm for City Manager recruiting services.

I move to approve authorizing the Mayor to negotiation a contract with _____ for the role of Interim City Manager effective _____ 2024.

ATTACHMENTS:
Korn_Ferry_Capabilities_Overview.pdf
Korn Ferry LOE.pdf
Proprosal - Slavin Management Consultants.pdf
Proprosal - Strategic Government Resources.pdf
GOV HR Sample Brochure.pdf
GovHR Proposal.pdf

Korn Ferry
City Manager Overview
December 2023



KORN FERRY

Korn Ferry's Government Affairs Practice

For three decades, The Government Affairs Practice has operated as a specialty boutique within the global Korn Ferry network. The professionals at our firm offer a breadth of expertise that no other firm can offer. The Government Affairs Practice is the most respected in the executive search industry.

The Government Affairs Practice has conducted more senior level government affairs, public affairs, public policy and external affairs searches than all our competitors.

Our consultants are former practitioners and leaders who have substantial functional expertise and well-established relationships with the best talent and organizations across the government affairs function.

We are creative and aggressive in the market and know best-in-class talent with both traditional and non-traditional backgrounds. We have spent decades developing relationships with the best and brightest in the government affairs, regulatory affairs, public affairs, and external affairs arenas, which allows us to remain current on new and innovative strategies as well as extensive relationships to draw upon.

With our team, you will experience the benefit of working with a hands-on specialty boutique, with the added benefits of significant value-added resources of a large firm to execute a successful search.

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Diversity, Equity, and Inclusion

Every Corporate Affairs search includes a diverse slate of candidates – it's part of our DNA. For the last year, our diversity analysis of our placements (female or persons of color):

Underrepresented: 72% Ethnic diversity: 36% Gender diversity: 48%

Our Corporate Affairs team has been active with a number of organizations that are supporting the growth and development of diverse talent to the specialty field of communications and government affairs. In the last 12 months, approximately 70% of Korn Ferry's Government Affairs/ Corporate Affairs placements have brought racial, ethnic, and/or gender diversity to the organizations and firms they joined

At Korn Ferry, we bring forward candidates of exceptional qualifications and abilities of all backgrounds. We strongly believe that a global organization achieves excellence when its workplace embraces all individuals. A dedicated Diversity Specialty Team was established in 1998 in the US, broadening our offices around the globe. This taskforce ensures we are addressing diversity issues in the most effective ways and are up to speed on the current diversity topics. Our Chief Diversity Officer, JT Saunders, is on the firm's executive team and is a member of the Washington, D.C. office. Korn Ferry has produced a number of diversity publications and launched two best practice guides to give clients and consultants tips to ensure a more inclusive search process, interview techniques and guidance around diversity candidate attraction and retention. Korn Ferry is committed to our military and veteran communities. We partner with military and veteran organizations to support the leadership and development of veterans who have left, or are leaving, military service to pursue civilian careers.

THE DIVERSE FUTURE COMMUNICATIONS Management

The LAGRANT Foundation

HUMAN RIGHTS CAMPAIGN FOUNDATION BEST PLACES TO WORK 2021 for LGBTQ Equality 100% CORPORATE EQUALITY INDEX

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Our Methodology & Approach

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How Korn Ferry Can Help Build Government Relations Team

Increase candidate identification, diversity and insight into candidates
Access to a proprietary database with more than 6 million profiles, including previous candidates
Access to a network of top sources and relationships in Washington who can provide candidate insights and recommendations
Relevant experience, as described in expertise in this document
Track-record of presenting a diverse candidate slate

Increase candidate access, response rate and provide consistent messaging in the market
Strong brand known to candidates in DC especially in Government Affairs and ranked as America's best executive search firm by Forbes Magazine's annual ranking
Expertise in attracting candidates when recruiting for new roles or opportunities within organizations with a degree of ambiguity
Combining the strength of a global brand with the delivery and expertise of a boutique

Strengthen candidate assessment, including vetting for key traits key for Government Affairs leaders
Proprietary candidate assessment methodology (KF4D) is incorporated into the KF search process. Our assessment tool measures competencies, traits and drivers designed for candidate selection which informs interviewing, referencing, onboarding and professional development
Ability to assess market reputation for finalists, in addition to conducting formal references offered by candidates

Flexibility in profile and Support closing on preferred candidates
Support, if desired, in negotiating offers and "getting candidates over the finish line"

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Our Search Process

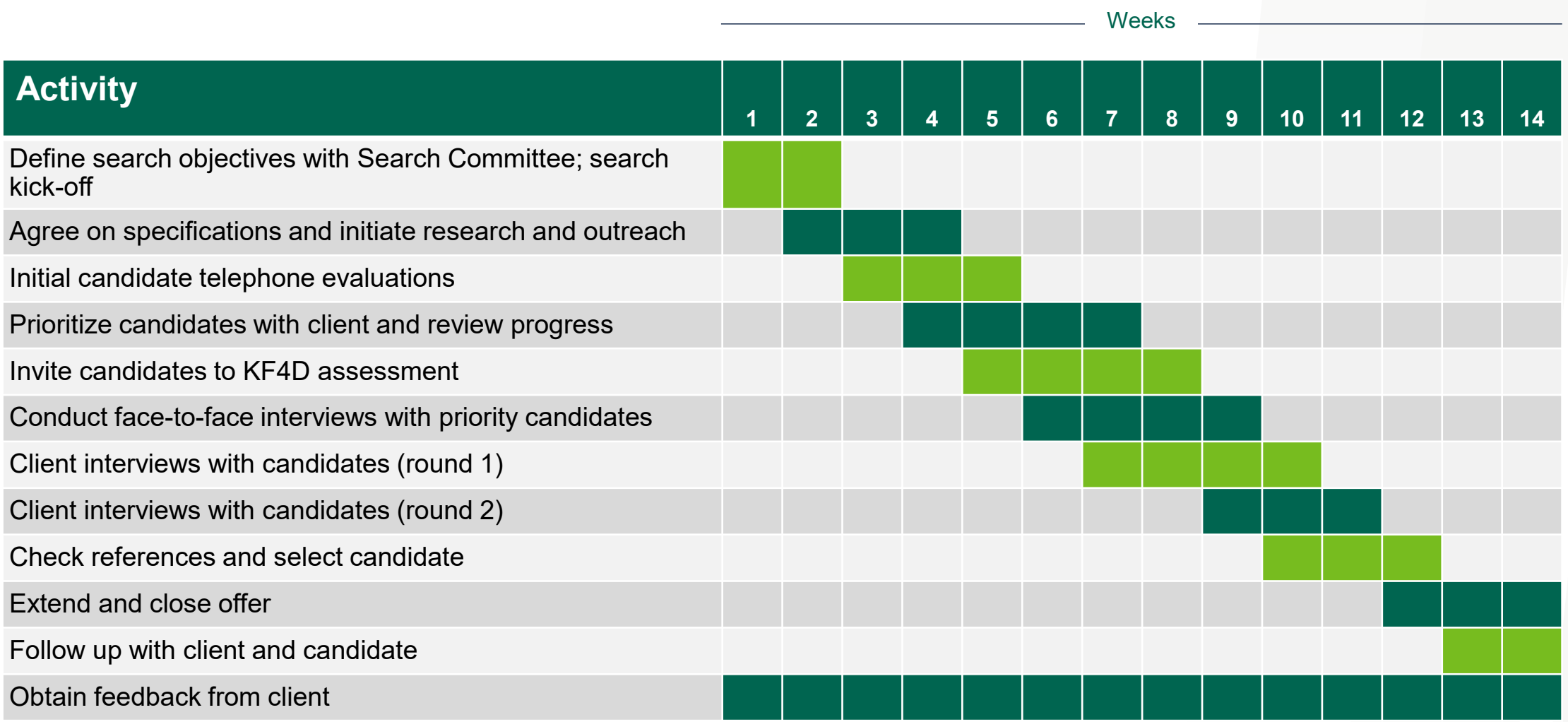
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Search Process



© 2022 Korn Ferry

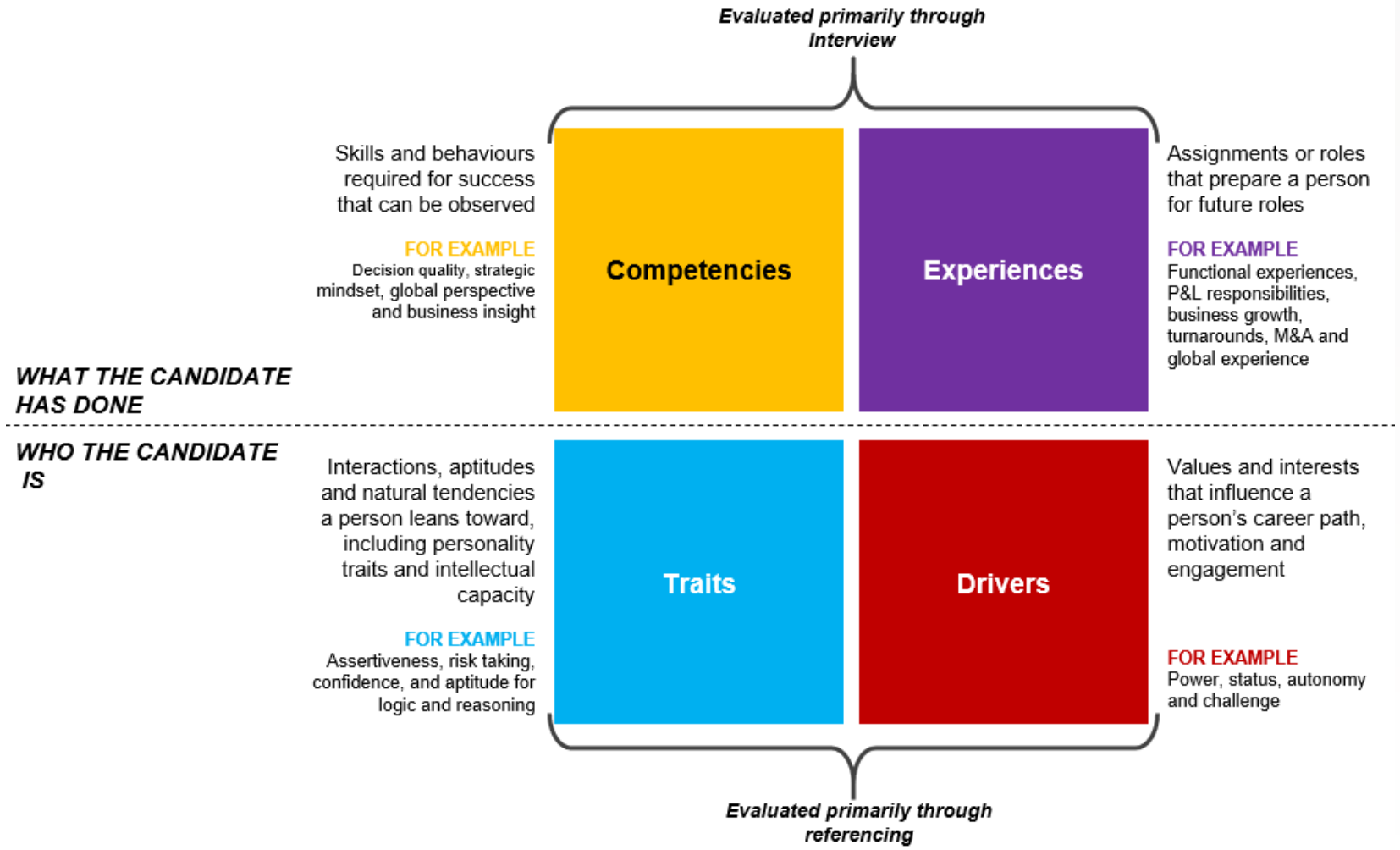
Proposed Timeline



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We Assess Candidates Across Four Dimensions of Talent

Link to Demonstration of the KF4D Assessment https://kf4d.com/demo/index.html



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Relevant Engagements

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Corporate Affairs
Representative Search Assignments



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Relevant Political, Legislative, and Policy Experience

Company	Job Title	Company	Job Title
Advanced Medical Technology Association (AdvaMed)	Chief Executive Officer Senior Vice President, Government Relations Vice President, Policy Communications Vice President, Federal Government Relations	Distilled Spirits Council Of The United States, Inc. (DISCUS)	President and Chief Executive Officer Senior Vice President, Government Affairs Senior Vice President, Communications
Albertsons	Vice President, Government Affairs	DuPont	Vice President, Safety, Health and Environment and Chief Sustainability Officer
Anheuser-Busch	Vice President, U.S. Industry Affairs	Ecolab	Vice President, Global Government Relations
Archer Daniels Midland	Vice President, Government Relations Director, Government Relations – International	Environmental Defense Fund	Head of Political Affairs
Beer Institute	President and Chief Executive Officer Vice President, Public Affairs	Feeding America	Chief Government Relations Officer Senior Vice President, Government Relations
Burger King Corporation	Senior Vice President, Global Communications	Food Marketing Institute	Senior Vice President, Public Affairs
Cargill	Vice President, Government Relations, North America	Giant Food, Inc.	Director of Public Affairs
Darden Restaurants, Inc.	Vice President, Government Relations Director, State & Local Government Relations	Kraft Foods, Inc.	Executive Vice President, Global Government and Corporate Affairs Vice President, Corporate Affairs International
Dean Foods Company	Executive Vice President, Corporate Affairs	McDonald's	Executive Vice President and Chief Impact Officer

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Relevant Political, Legislative, and Policy Experience

Company	Job Title
National Food Processors Association	President and Chief Executive Officer Senior Vice President, Government Affairs
National Football League	Commissioner Executive Vice President, Communications and Public Affairs Vice President, Government Relations
National Pharmaceutical Council	Director, Policy Research
National Restaurant Association	President and Chief Executive Officer Executive Vice President, Public Affairs
Nestle USA, Inc.	Vice President Corporate Communications
Oatly	Director, Sustainability
PepsiCo, Inc.	Executive Vice President, Global Communications and Corporate Affairs Executive Vice President, Communications Senior Vice President, Public Policy and Government Affairs Vice President, Government Affairs AMEA
Publix Super Markets, Inc.	Vice President, Government Relations
Pharmaceutical Care Management Association (PCMA)	President & CEO Vice President, Federal Government Affairs Senior Director, Federal Affairs Senior Director, Regulatory Affairs
Pharmaceutical Research and Manufacturers of America (PhRMA)	President and Chief Executive Officer Executive Vice President and General Counsel Executive Vice President, Administration and Chief Financial Officer Executive Vice President, Advocacy Senior Vice President, Scientific and Regulatory Affairs Senior Vice President, Federal Advocacy Senior Vice President, International Affairs Vice President, Communications and Public Affairs Vice President, Federal Government Affairs Vice President, Public Affairs Vice President, Scientific and Regulatory Affairs Vice President, State Government Affairs

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Relevant Political, Legislative, and Policy Experience

Company	Job Title
Publix Super Markets, Inc.	Vice President, Government Relations
Pharmaceutical Care Management Association (PCMA)	President & CEO Vice President, Federal Government Affairs Senior Director, Federal Affairs Senior Director, Regulatory Affairs
Pharmaceutical Research and Manufacturers of America (PhRMA)	President and Chief Executive Officer Executive Vice President and General Counsel Executive Vice President, Administration and Chief Financial Officer Executive Vice President, Advocacy Senior Vice President, Scientific and Regulatory Affairs Senior Vice President, Federal Advocacy Senior Vice President, International Affairs Vice President, Communications and Public Affairs Vice President, Federal Government Affairs Vice President, Public Affairs Vice President, Scientific and Regulatory Affairs Vice President, State Government Affairs

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Team Biographies

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1700 K St NW # 700
Washington, DC 20006

Tel: (202) 531-4653
Jeremy.Gold@kornferry.com

Jeremy S. Gold
Managing Consultant, Global Government Affairs

Jeremy S. Gold is a Managing Consultant in Korn Ferry's Washington D.C. office and a member of the firm's Global Corporate and Government Affairs Center of Expertise, a specialty practice focusing on corporate government relations.

Jeremy provides clients strategies and pathways forward utilizing his extensive political background, strategic insight, and strong ties to leverage his network and reputation to guide clients through the maze of Washington, DC.

Prior to joining Korn Ferry, Jeremy was the President/CEO of The Gold Standard, LLC, a premier full-service political fundraising and advocacy firm, with almost two decades of Political/Non-Profit/Higher Education fundraising experience. Previously, Jeremy was a Senior Associate with PricewaterhouseCoopers Transfer Pricing Consulting Practice in both their New York City and Atlanta offices.

Jeremy received his BBA in Finance from the University of Texas at Austin School of Business.

He is active in his community, coaching and raising money for charitable causes, an avid runner, and a die-hard San Antonio Spurs fan. Jeremy resides in Bethesda, MD with his wife Randi, and their twins, Emma and Jacob.

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T: (405) 615-0806
E: audra.cross@kornferry.com

Audra Cross
Senior Associate, Legal & Corporate Affairs COE

Audra Cross is a Senior Associate with Korn Ferry Professional Search in the Legal and Corporate Affairs Centers of Expertise, speciality practices focusing on corporate and government relations.

Audra brings experience from the private, public, and non-profit sectors. She is a proven leader who enjoys building collaborative partnerships and strong connections.

Prior to joining Korn Ferry, she served as a Legislative Aide in the Oklahoma State Legislature specializing in healthcare, judicial reform, and public safety policy. She also has full-cycle technology sector recruiting experience, managing talent acquisition for multiple offices along the East Coast and Midwest.

Audra earned her Bachelor of Arts degree in Sociology from the University of Oklahoma.

Audra lives in Oklahoma with her husband, a Marine Corps Veteran and their two young sons.

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TALENT ACQUISITION LETTER OF ENGAGEMENT – PROFESSIONAL SEARCH

PRIVATE AND CONFIDENTIAL

December 13, 2023

Jessica Zamora
Human Resources
City of Treasure Island
120 108th Avenue
Treasure Island, FL 33706

Dear Jessica:

Attached you will find our proposal for the search for a City Manager of Treasure Island, Florida. We are excited and grateful for the opportunity to present our proposal and stand ready to assist your community to find the right leader going forward.

We believe our experience and reach as a Global Firm consistently ranked as the Top Search Firm gives us unparalleled reach and capacity and we would love the opportunity to work together. Our success in finding the right City Manager for communities as small as 3,000, and as many as 150,000, and the lessons learned from those experiences give us the foundation to succeed and be helpful to Treasure Island.

Should you have any questions or need anything further, please don't hesitate to reach out. Thank you for your time and consideration.

Best,

Jeremy Gold

Jeremy S. Gold
Managing Consultant
(202) 531-4653 Cell
Jeremy.Gold@kornferry.com

PRIVATE AND CONFIDENTIAL

December 13, 2023

Jessica Zamora
Human Resources
City of Treasure Island
120 108th Avenue
Treasure Island, FL 33706

Dear Jessica,

Thank you for the opportunity to assist the City of Treasure Island with this important search for a City Manager. This letter of engagement sets forth our understanding of your needs, and the terms and conditions on which our services will be provided. The City of Treasure Island may be referred to as "the **City of Treasure Island**," "**Client**," "**you**," or "**your.**" Korn Ferry (US), on behalf of itself and its affiliates (one or more of which may be performing services) and doing business as Korn Ferry, may be referred to as "**Korn Ferry**," "**we**," "**our**," or "**us.**" This letter of engagement forms the agreement (the "**Agreement**") under which we will work together. Korn Ferry will provide the professional services described below (the "**Services**").

Our Understanding of and Response to Your Needs

The scope of the Services will include the identification, screening and hiring of a City Manager for you. The hiring location will be Treasure Island, FL. We will work with you to develop a detailed position description for the role.

Outline of Services

Our experience has shown that the most successful search assignments are those in which we work closely and partner with our client. While we seek to identify and recommend suitable candidates for a position, you will decide whom to hire. There are several responsibilities that you will undertake to ensure that qualified candidates are made available. Among others, these include:

- Provide Korn Ferry with the appropriate access to key leadership and the final hiring authority.
- Indicate clearly those areas relevant to the search that you wish us to keep confidential.
- Provide timely feedback to Korn Ferry on all aspects of the assignment.
- Schedule interviews promptly with candidates and report your findings as soon as possible.
- Provide Korn Ferry with information on candidates you may have identified from other sources or from within your organization, so that they may be evaluated as part of the search process.
- Provide information to candidates about your company that will enable them to make informed career decisions.
- Agree on a communication strategy to discuss the progress of the search, including marketplace intelligence affecting the search.

Below is a summary of the search methodology we will use to provide our Services.

1. Develop an Understanding of the Organization

The engagement team will visit and/or speak over the phone with key personnel, as the confidential nature of the search allows, to understand the history, structure, culture and operations at each applicable business unit. We may also obtain a profile of personal characteristics of successful employees within the organization. In addition, we would like to review any relevant documents such as marketing literature, policy manuals, and organization plans. It is our desire to be as knowledgeable as possible about you and, specifically, prior to discussing the position with candidates.

2. Develop Position Specifications

A draft specification for each open position will be developed based upon your existing job description, our discussions with key decision-makers from the City of Treasure Island's and our experience. The draft position specification will describe the basic responsibilities, title, reporting relationships and requisite experience necessary to meet performance criteria. In addition, the draft position specification will articulate the desirable competencies and personal characteristics of appropriate candidates. Once finalized, a final draft position specification will be reviewed with and approved by the City of Treasure Island and will serve as the benchmark for sourcing and screening candidates and will also be used as the marketing document shared with prospective candidates to describe the opportunity. This document will be used to screen candidates and guide our research efforts.

3. Identify Qualified Candidates

An intensive search to locate people with qualifications that closely match the City of Treasure Island's requirements will be initiated after the position specification has been finalized. Our experience shows that many successful individuals with the desired qualities are usually not actively looking for a job and "word of mouth" solicitation or advertising normally does not locate the best candidates. Accordingly, it is our practice to research appropriate organizations to locate individuals who meet the position specification and who meet the City of Treasure Island's requirements. However, to maintain the quality and consistency of prospective candidate evaluation, the City of Treasure Island agrees that all candidates to be considered in this search assignment, regardless of source, will be our responsibility to evaluate and prioritize for further consideration in this process. In addition, we will contact the qualified individuals from our database and other confidential files on a direct inquiry basis. The process is designed to yield qualified candidates who would not have surfaced through routine solicitation in order for the City of Treasure Island to compare and evaluate them.

4. Interview Candidates to Define Strengths/Fit with Role

We will interview qualified candidates to obtain a realistic assessment of their accomplishments, capabilities, and potential fit for the City of Treasure Island. A resume provided by the candidate describing past work experiences and education will be presented to the City of Treasure Island on each candidate whom we recommend the City of Treasure Island interview. At a mutually agreed upon time each week we will report our progress by telephone and will meet with the City of Treasure Island personally, when appropriate, to review the progress on the engagement. Additionally, we will provide the City of Treasure Island with a candidate report outlining the status of active candidates so the City of Treasure Island can track their progress through the interview process. This report is a good tool to ensure that candidates are put through the interview process in a timely manner.

5. Present Qualified Candidates

The individuals most qualified for the targeted position(s) will be presented to the City of Treasure Island for consideration. Normally, each candidate's initial phone screen/meeting with the City of Treasure Island will be followed by in-depth, in-person interviews with the principal hiring manager. The finalist(s) selected for "second round" visits may then meet with all parties involved in the selection process to prioritize the candidates who best satisfy the needs of the position. The City of Treasure Island always makes the final selection of candidates. We will assist, as a feedback conduit, in developing and negotiating the terms of employment.

6. Conduct Reference Checks on Successful Candidates

Our practice is to compile the candid comments of individuals who are, or have been, in positions to evaluate the candidate's performance on the job. We rely, therefore, on the information provided to us by those individuals. We will present references summarizing our findings to the City of Treasure Island on each candidate to whom an offer of employment is made. Reference checks are generally performed only after the City of Treasure Island has expressed a strong interest in a particular candidate. Our practice is also to conduct an education verification (in countries where this is legal) for a finalist who has received an offer and advise you of the results.

Professional Fees and Expenses

Our professional fees are equal to one third (1/3) of the total first year compensation (base salary, target or guaranteed incentive bonus, and all other compensation including sign-on bonus) for each position we are seeking to fill.

In our experience, the salary range for candidates at this level in this market can be wide, generally about $200,000. For calculation purposes, this position was mentioned to have a total first year compensation of approximately $160-200,000. Based on the midpoint of this range of $180,000, this estimated first year compensation, we will bill a minimum professional fee of $60,000 (the "**Minimum Professional Fee**").

We will invoice the Minimum Professional Fee in three (3) monthly installments of thirty four percent (34%) ("**First Installment**"), thirty three percent (33%) ("**Second Installment**"), and thirty three percent (33%) ("**Third Installment**"). The First Installment is due and payable upon your acceptance of this Agreement. Invoices for the Second and Third Installments will be rendered thirty (30) and sixty (60) days respectively after the date of your acceptance of this Agreement. All figures in this contract are in USD currency. All invoices are due and payable upon receipt.

Korn Ferry assesses an administrative services fee for items such as database, search assessment, and research services, cyber security, and data privacy compliance (the "**Administrative Services Fee**"). The Administrative Services Fee will be billed at a monthly rate equal to five percent (5%) of the Minimum Professional Fee each month during the term of the search engagement. In addition, any direct, out-of-pocket expenses such as candidate and consultant travel, accommodation, and other costs will be billed monthly as incurred.

If the Minimum Professional Fee has been fully invoiced prior to the completion of the assignment, no further professional fees will be billed until the engagement has been concluded, but we will continue to bill the Administrative Services Fee and direct expenses monthly.

At the conclusion of the search assignment, we will calculate the final professional fee based on the placed candidate's first year compensation for the position (the "**Final Professional Fee**") as reflected in a signed offer letter or contract which you provide to us. If the Final Professional Fee is greater than the Minimum Professional Fee, we will invoice you for the balance. If more than one executive is hired (or otherwise retained as a consultant or independent contractor) as a result of the work performed by Korn Ferry, a fee equal to thirty percent (30%) of the placed candidate's first year compensation will be due for each additional individual hired and will be invoiced by Korn Ferry upon placement.

Client will be responsible for all applicable taxes (excluding taxes imposed on Korn Ferry's net income) imposed by any taxing authority, whether designated as value-added (VAT), sales, use, or other similar taxes ("**Transaction Taxes**"), now in effect or hereafter imposed, resulting from the fees arising pursuant to this Agreement. If Client is exempt from Transaction Taxes, Client must inform Korn Ferry of its exemption and provide to Korn Ferry complete and proper documentation evidencing the exemption.

All prices in this Agreement are exclusive of Transaction Taxes. If Client is required by applicable law to deduct or withhold taxes from any payment due to Korn Ferry, Client will: (a) withhold the legally required amount from payment; (b) remit the withheld tax to the applicable taxing authority; and (c) promptly deliver to Korn Ferry original documentation or a certified copy evidencing remittance of withheld tax. If Client does not provide evidence of payment of withheld taxes, Client will reimburse Korn Ferry for the tax withheld from payment to Korn Ferry. Client will comply with all applicable income tax treaties and protocols in determining the amount of tax to withhold.

We are a retained executive search firm. Our fees and expenses are neither refundable nor contingent upon our success in placing a candidate with your organization. Our fee structure applies even if an internal candidate emerges as your final choice.

If payment is not made in a timely manner, Korn Ferry reserves the right to suspend services until all invoices are paid in full.

We reserve the right to charge additional reasonable fees, should you subsequently make changes to the search specifications and strategy, as follows:

- Search specifications change: If your search specifications change to the point of seeking a new and different position description, prior fees paid toward the initial search will not be applicable towards your new search needs. Such changes cause us to restart our matching and candidate development efforts, with a new and different search execution process.

- Search placed on "hold": A search placed on hold for more than thirty (30) days will be subject to a new professional fee to resume the search. Due to market conditions and candidate availability, a new search execution process will be launched to re-identify and re-develop candidates.

Termination

Either party may terminate this Agreement upon written notice to the other party at any time (acknowledged email acceptable), subject to the Client's payment obligations as set out below.

Termination Date	Payment Obligation
During the first thirty (30) days after Client's acceptance of this Agreement:	The First Installment is a minimum retainer and non-refundable. Client will also be billed for (i) the Administrative Services Fee and direct expenses incurred up to the date of termination; and (ii) direct expenses that cannot be cancelled.
Between thirty-one (31) and sixty (60) days from Client's acceptance of this Agreement:	The First and Second Installments are due and payable in full. Client will also be billed for (i) the Administrative Services Fee and direct expenses incurred up to the date of termination; and (ii) direct expenses that cannot be cancelled.
Sixty-one (61) days or more from Client's acceptance of this Agreement:	The Minimum Professional Fee is payable in full. Client will also be billed for (i) the Administrative Services Fee and direct expenses incurred up to the date of termination; and (ii) direct expenses that cannot be cancelled.

In addition, a Final Professional Fee and any additional hire fee shall be due for all candidates hired prior to or within twelve (12) months after the effective date of termination.

Korn Ferry will indemnify and defend Client and its affiliates, from and against all third party suits, claims, and all related liabilities and costs that are or are alleged to arise from: (a) Korn Ferry's gross negligence, willful misconduct, or fraud in the performance of the Agreement; (b) Korn Ferry's breach of this Agreement; or (c) intellectual property infringement.

Client will indemnify and defend Korn Ferry and its affiliates from and against all third party suits, claims, and all related liabilities and costs that are or are alleged to arise from: (a) Client's decision to take any employment action with regard to any individual identified, evaluated, or assessed by Korn Ferry; and (b) Client's breach of this Agreement. In addition, if Korn Ferry receives a subpoena from any party relating to the Services or this Agreement, Client will pay all costs Korn Ferry incurs to respond to the subpoena.

Neither party will be liable for any indirect, special, exemplary, consequential, punitive or incidental damages of any type, including lost profits or business interruption. Our aggregate liability for any damages, losses, costs and expenses arising out of this Agreement will not exceed in the aggregate the total amount of the professional fees paid to Korn Ferry pursuant to this Agreement. Nothing in this Agreement shall be interpreted to create a fiduciary relationship between you and Korn Ferry.

Confidentiality

Each of us will maintain the confidentiality of the other's confidential information. We may use and include information obtained in the engagement in our databases and use de-identified data for research and to improve our offerings. We continue to own our pre-existing intellectual property, including databases, assessments, tools, and methodology, and grant you a limited license to use the reports provided solely for your internal use.

Compliance with Legal and Regulatory Requirements

Each party represents and warrants that it: (a) will comply with all applicable legal and regulatory requirements in connection with this Agreement, which include: (i) information privacy and data protection laws and regulations relating to the protection, disclosure and use of individuals' personal data (such as the General Data Protection Regulation (GDPR) if applicable) and other laws and regulations that mandate the protection of personal data; (ii) anti-bribery, anti-corruption, anti-money laundering laws and regulations; and (iii) international trade sanctions, embargoes, or export bans of the US, EU, UK, UN and any other governmental or supranational body with jurisdiction over this Agreement or either party ("**Sanctions**"); (b) is not a subject of Sanctions; (c) is not owned or controlled by any person or entity subject to Sanctions; and (d) is not located or organized in, or owned or controlled by persons or entities in a jurisdiction subject to Sanctions (including Cuba, Iran, North Korea, Syria, and the Crimea Region of the Ukraine) ("**Sanctioned Jurisdiction**").

Client further represents and warrants that it will not transfer, provide access, or use the Services or work product (including tools and intellectual property) to or for the benefit of any Specially Designated National and Blocked Person (as designated by the U.S. Department of the Treasury's Office of Foreign Assets Control), to or in any Sanctioned Jurisdiction, or to any other party if such transfer, access, or use would constitute a violation of Sanctions.

Any breach of this section is a material breach of this Agreement and grounds for immediate termination by the non-breaching party.

Notwithstanding anything in this Agreement to the contrary, nothing in this Agreement requires Korn Ferry to do any act or refrain from doing any act which would result in Korn Ferry violating (or becoming subject to any penalty under) any laws to which it is subject.

Korn Ferry's Assessment Tool

Built into our search process and included in the Administrative Services Fee is Korn Ferry's assessment tool, our state-of-the-art candidate insight platform. This tool will be used during the search engagement, along with other data points to assist you in determining the most appropriate leadership characteristics for the role. We then use our proprietary assessment methodology to help evaluate candidate fit against these desired criteria, as well as your corporate culture. In addition, when applicable, we may use the expertise of our in-house industrial psychologist to assist you in interpreting results.

Client Satisfaction

Korn Ferry actively seeks client feedback on the quality of our work. At the conclusion of the assignment, we may ask you to take part in Korn Ferry's Client Satisfaction Survey conducted by an independent organization. We seek your candid assessment of our work so that we may be responsive to any suggestions regarding our professional service.

The Consulting Team

A key component of the Korn Ferry search process is the appointment of the consulting team. I will have primary responsibility for the assignment, and will be supported by other Korn Ferry personnel. The contact information of the key personnel is below:

Jeremy Gold Managing Consultant Washington, DC	Office Direct: Email:	(202) 531-4653 Jeremy.Gold@kornferry.com

Client Acknowledgement

This Agreement constitutes the entire agreement between you and Korn Ferry regarding the subject matter and supersedes any prior representations, advertisements, statements, proposals, negotiations, discussions, understandings or agreements regarding the same subject matter. Preprinted terms and conditions on any purchase order issued by Client, or terms and conditions included in Client's vendor set up process are superseded in their entirety by this Agreement and without force or effect, even if Korn Ferry signs the purchase order or acknowledges such terms to be set up as a vendor in Client's systems and whether such signature or acknowledgement occurs prior to or after the execution of this Agreement. Under no circumstances will Korn Ferry's acknowledgement of any such terms be considered an amendment to this Agreement.

If this Agreement accurately describes the terms of our engagement, please have an authorized representative of the City of Treasure Island sign, fill out the billing information below (including any required Purchase Order detail), and return the entire Agreement to me at Jeremy.Gold@kornferry.com. Our receipt of this Agreement signed by you authorizes us to proceed with our Services.

Korn Ferry appreciates the opportunity to be of service to the City of Treasure Island. If you have any questions now or during our engagement, please call me at (202) 531-4653.

Sincerely,

Jeremy Gold

Jeremy Gold
Managing Consultant
Korn Ferry (US)

Accepted by:

The City of Treasure Island		**KORN FERRY (US)**	
By:		**By:**	Jeremy Gold
Name:		**Name:**	Jeremy Gold
Title:		**Title:**	Managing Consultant
Date:		**Date:**	December 13, 2023

Billing Information – To Be Completed By Client

Invoices will be sent to the following address:

Company:	
Address:	
Address:	
Attn (Name, Title):	
Email, Phone:	

Accounts Payable Contact:

Company:	
Address:	
Address:	
Attn (Name, Title):	
Email, Phone:	

If a Purchase Order is required with an invoice, we must receive the Purchase Order Number with or immediately after acceptance of the Agreement. Please check the box below if a Purchase Order Number is required on an invoice and if so, insert the Number.☐ PO #

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Korn Ferry (US)

2 Business name/disregarded entity name, if different from above

Print or type. See Specific Instructions on page 3.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) **5**
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1900 Avenue of the Stars, Suite 1500

Requester's name and address (optional)

6 City, state, and ZIP code
Los Angeles, CA 90067

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
4 1 - 0 8 5 8 9 0 3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 01-04-2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

WELLS FARGO

June 20, 2023

Rachel Jameson (US)
1900 Avenue of the Stars, Suite 1500
Los Angeles, CA 90067

Dear Rachel,

This letter is to confirm the information we have on file for Korn Ferry (US) as of June 20, 2023.

Legal Account Name:	Korn Ferry (US)
Depository Account:	4121135776
Tax ID:	41-0858903
Routing Number:	121000248
SWIFT BIC:	WFBIUS6S (USD Payments)
SWIFT BIC:	WFBIUS6WFFX (Non-USD Payments)
Account Type:	Checking Account
Bank Name:	Wells Fargo Bank
Bank Address:	420 Montgomery Street, San Francisco, Ca 94104

Check Payment Addresses:

Standard Delivery

Korn Ferry (US)
NW 5854
P.O. Box 1450
Minneapolis, MN 55485-5854

Overnight

Wells Fargo Lockbox Services 5854
Korn Ferry (US)
1801 Parkview Dr, 1st Floor
Shoreview, MN 55126
310-789-5335 (for FedEx use only)

If you have questions, please call me at 626-572-1508 Monday through Friday, 7:00 a.m. to 4:00 p.m. PST Time.

Thank you

Nychee Hickman

Nychee Hickman
Client Service Officer US
Corporate Banking
hickmazj@wellsfargo.com

Together we'll go far



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CITY OF TREASURE ISLAND, FLORIDA

Executive Recruiting Services for

City Manager

Prepared by Robert E. Slavin on December 11, 2023

SLAVIN MANAGEMENT
CONSULTANTS

3040 Holcomb Bridge Rd. Suite A-1 • Norcross, Georgia 30071 • (770) 449-4656 • FAX (770) 416-0848 • E-mail: slavin@bellsouth.net
www.slavin.com
With affiliates in Burlington NC; Louisville, KY; Manteca, CA; and Mesa, AZ

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EXECUTIVE SUMMARY

December 11, 2023

Jessica Zamora SHRM-CP
Human Resources Director
City of Treasure Island

Via email: Jzamora@mytreasureisland.org

Re: Recruitment Services for City Manager Search

Slavin Management Consultants (SMC) is pleased to submit this proposal to conduct an executive search for Treasure Island's next City Manager. The purpose of this project is to help the City Commission to develop and agree upon a comprehensive position profile for City Manager and then to identify, recruit and present outstanding candidates who meet these criteria. Once the profile has been developed and approved by the City, we will have no difficulty identifying quality prospective candidates and becoming immediately productive. It is normal for a City Manager search to take between sixty and ninety days to complete. SMC is committed to complete this project within 90 days or sooner.

As a high quality, independent management consulting firm, Slavin Management Consultants is most capable and interested in providing these services to the City. This proposal commits the highest level of our firm's resources. **I will manage and serve as the primary consultant for this critical project.** I am the owner and president of SMC and am among the most experienced recruiters of governmental managers in the nation. I have a strong and proven commitment to providing exceptional recruitment services to public agencies and have received many accolades supporting this work. *I have the authority to bind the corporation.* Ms. Barbara Lipscomb and Mr. John Kross will assist with this work. Both are highly experienced former local government executives and management consultants. Both have been ICMA Credentialed Managers.

Public sector and not-for-profit executive search work accounts for more than 95% of SMC's recruitment activities. SMC has recruited many executives for the Florida public agencies and for others in all regions of the nation. We are very familiar with Florida's public meetings and open records laws. We are able to recruit well-qualified candidates for our Florida clients who would otherwise not have applied for fear of premature public. We also comply with both the letter and intent of Florida's laws. Our proposed process includes a minimum of three presentations to the full City Commission or individual Commissioners.

This letter serves is an acknowledgment that the contends of this proposal are true and accurate and that it was prepared in good faith and without collusion or fraud. All of the requirements of the City's RFP can be met by SMC. SMC is not a Certified Minority Business Enterprise.

Thank you for the opportunity to submit this proposal. We look forward to working with Treasure Island on this highly challenging and very important assignment. If you have questions concerning this proposal, please contact me at (770) 449-4656.

Very truly yours,

SLAVIN MANAGEMENT CONSULTANTS

Robert E. Slavin, President

SMC Contact Information

Robert E. Slavin, President
Slavin Management Consultants
3040 Holcomb Bridge Road, Suite #A-1
Norcross, Georgia 30071

Phone: (770) 449-4656
Fax: (770) 416-0848
email: slavin@bellsouth.net
web site: www.slavinweb.com

APPROACH and METHOD

We recommend a five-step process as follows:

- Develop job qualifications and requirements for the City Manager position - the Recruitment Profile
- Identify and recruit qualified candidates
- Evaluate prospective candidates
- Make recommendations, help in selection and facilitate employment
- Establish evaluation criteria and follow-up

Each step of this process is described below.

A. Develop the Recruitment Profile

We will meet with the City Commission members individually and collectively and with senior staff and community leaders (if the Commission wishes) to learn the City's needs, focus and requirements such as experience, education and training as well as preferred management style and personal traits. In developing the recruitment profile, we will spend a considerable amount of time at the beginning of the process in Treasure Island to gather additional information about the City and to ascertain, the unique challenges of the job and the general environment within which the position functions.

Once we have gained the necessary information, we will prepare a draft recruitment profile and review it with the City Commission to arrive at a general agreement regarding the specifications for the position. The final profile will include information about Treasure Island, the City government, major issues to be faced, the position and the selection criteria established by the City Commission.

B. Identify Qualified Candidates

We will prepare and post announcements, the recruitment profile and other job tailored materials with professional organizations and associations using both on-line and printed professional media. We will review our database for individuals whom we may already know and/or already have on file who may meet your specifications. We rely heavily on our own contacts in related fields, appropriate social media and on our past experience. In summary, we utilize a comprehensive multifaceted networking program to conduct a professional search focused on identifying the best-qualified candidates and inviting them to apply for the position.

We will acknowledge all resumes received and thoroughly screen all potential candidates.

C. Evaluate Prospective Candidates

Preliminary Screening and Progress Report

Criteria for the preliminary screening will be contained in the approved recruitment profile. They may include such items as education, technical knowledge, experience, accomplishments, management style, personal traits, etc. Screening of candidates against those criteria will be based on data contained in the resume and other data provided by the candidates and on our knowledge of the organizations in which they work. At this stage, each must meet the minimum qualifications specified in the recruitment profile.

We request that all semifinalist candidates complete a tailored supplemental questionnaire through which they provide us, in writing, substantial information about their accomplishments and their management style and philosophy. This information is verified.

We will meet with the City Commission to provide a progress report on a number of semifinalist candidates. These individuals will be top prospects who clearly meet the City's specifications for the posi-

tion. With guidance from the Commission we will narrow the semifinalist candidate group on the basis of refined criteria. During this Progress Meeting we will determine which candidates the City Commission has the most interested in as well as their expectations about the finalist interview process. Included in this discussion will be the type of interview(s) desired, scheduling, if and how any community participation might take place, candidate travel arrangements, interview questions, candidate rating and scoring processes, etc.

D. Selection and Employment

In-depth Screening and Final Report

At this point, we will interview the City Commission selected finalist candidates. Proper "fit" is as important as technical ability. We assess both. In order to better assess candidates' management style and interpersonal characteristics, we personally interview each in his or her present work environment. We will closely examine each candidate's experience, qualifications, achievements, management style and interpersonal skills in view of the selection criteria and our professional expertise in evaluating the quality of such qualifications, skills and achievements.

We conduct in-depth background checks on those individuals who continue to demonstrate their overall suitability for the position. Included are detailed and extensive reference checks which cover a minimum period of ten years and/or three prior positions. In conducting these, it is our practice to speak directly to individuals who are now or have been in positions to evaluate the candidate's job performance. We ask each candidate to provide us with a large number of references. We then network these references to other persons who know the candidate. In this way, we thoroughly evaluate each candidate. These references and evaluations are combined to provide frank and objective appraisals of the top candidates.

As part of our evaluation process we conduct credit checks and verify undergraduate and graduate college degrees and any professional credentials. We also conduct criminal history, civil court, DMV, social media and sexual offender register checks. SMC contracts with Sterling Talent Solutions, a nationally recognized professional background check firm to perform these services. At the City's option, we can arrange for psychological (or similar) testing of the candidates. (This option may result in extra cost.)

At this point, we will return to Treasure Island to present our final report to the Commission and to attend the interviews. Our final report is a comprehensive document. It contains our candidate recommendations, details about the search, interview tips, interview questions, candidate evaluation forms and information about legal vs. illegal inquiries. The report includes the candidate interview schedule as well as our recommendations relative to timing, sequencing, location, setting, format, and conduct of interviews. The report contains comprehensive information about each recommended candidate. This includes educational and experience information, an evaluation of the candidate's experience relative to the criteria established by the City Commission, a summary of reference comments and a comprehensive narrative statement of accomplishments and management style prepared by the candidate. Present compensation is also provided for each recommended candidate.

We will provide information about trends in employment, employment contracts and agreements, relocation expenses, perquisites, appropriate roles for spouses, receptions, etc. We arrange schedules for top candidate interviews and guide the Commission through the candidate evaluation, selection and contract negotiation processes.

We will properly handle any and all media relations. Unless otherwise directed, it is our standard practice to tell all media that we are working on behalf of the City of Chehalis and that any public statement should come from the City directly. Under no conditions will we release information to the media unless specifically directed by the City to do so.

We will notify all unsuccessful candidates of the final decision reached. We will continue to work for the City until a suitable candidate is recruited and hired by the City.

We will properly handle any and all media relations. Unless otherwise directed, it is our standard practice to tell all media that we are working on behalf of the City of Treasure Island and that any public statement should come from the City directly. Under no conditions will we release information to the media unless specifically directed by the City to do so.

We will notify all unsuccessful candidates of the final decision reached. Finally, will continue to work for the City until a suitable candidate is recruited and hired by the City.

E. Establish Evaluation Criteria

Once the new City Manager has been on board for 30 days or so, we will conduct a session with the City Commission and with the new City Manager to establish mutual performance criteria and goals for the position.

F. Follow-up

We will follow-up with the City and the new City Manager during the first year and assist in making any adjustments that may be necessary.

G. Reporting

We will keep the City informed, involved in decisions and involved in the search process. We will provide frequent progress reports to the City.

H. Deliverables

Deliverables include the recruitment profile (draft and final), the advertisement (draft and final), the progress report (presented in person), the final report with interview tips, interview schedule, interview questions, candidate resumes, candidate evaluations, candidate writing samples, rating sheets, ranking forms, tabulation forms and appropriate/inappropriate question list and negotiated employment agreement between the City and the selected candidate.

Approximately twelve semifinalist candidates are presented to the City at the progress meeting which typically takes place 45 - 50 days after the City Commission approves the recruitment profile. Generally, about five finalist candidates are presented for interviews with the City Commission.

I. Guarantees

We provide a comprehensive set of assurances and guarantees to our executive recruitment clients that include:

- We are committed to excellence. We guarantee the highest quality of work and its success in your environment. To accomplish this, we will continue to work with the City Commission until a satisfactory candidate is selected and accepts employment.
- We guarantee our work and will redo the search if the position is vacated, for any reason, within two years of the employment date of a candidate selected by the City Commission through our efforts.
- We will never actively recruit any *candidate who we have placed* **nor** will we actively recruit *any employee* from a client organization for at least two years from the completion date of an assignment.
- SMC is an equal opportunity employer and recruiter, and will not discriminate against any employee or applicant for employment because of race, religion, creed, color, sex, disability or national origin.

J. Project Schedule

The search process normally takes between sixty (60) and ninety (90) days to complete and typically follows the following pattern:

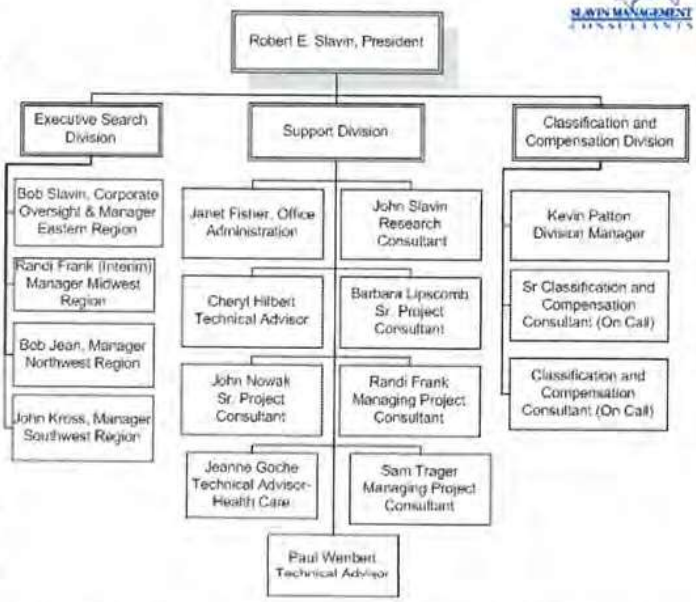
STEPS		DAYS 1-30	30-45	45-60	60-360
1.	Develop Search Process, Recruitment Profile and Advertising Program for City Commission Approval	✓			
2.	Identify Qualified Candidates, Review Data Base, Network, Receive and Review Resumes	✓	✓		
3.	Screen & Evaluate Prospective Candidates		✓		
4.	Progress Meeting and Report		✓		
5.	Interview and Evaluate Prospective Candidates		✓	✓	
6.	Submit Final Report and Recommendations, Assist in Selection, Facilitate Employment			✓	
7.	Establish Evaluation Criteria and Follow-up				✓

QUALIFICATIONS AND EXPERIENCE

SMC Experience

SMC is an independent management consulting firm formed in 1998 and incorporated in the State of Georgia. We operate nationwide from our home office near Atlanta, Georgia. The principal and only stock holder of the firm is Robert E. Slavin. Mr. Slavin has extensive experience as a local government executive and as a management consultant. We have affiliates in Burlington, NC; Manteca, CA and Queen Creek, AZ.

SLAVIN MANAGEMENT CONSULTANTS
Organizational Chart
JULY 2023



The company provides exceptionally high-quality consulting services to state and local governments, health care providers, transit authorities, utilities, special districts, and private sector clients. Specialty practice areas include executive recruitment, pay and classification, performance appraisal systems, and organization development and training. Our key consultants have conducted successful assignments for hundreds of public sector organizations nationally and offer many references as testimony of our work.

This important engagement will be personally conducted by Mr. Robert E. Slavin with assistance from Ms. Barbara Lipscomb and Mr. John Kross. Mr. Slavin has conducted or assisted in the conduct of more than 900 successful executive searches throughout his career. Members of the proposed search team have conducted executive searches for Slavin Management Consultants as well as for others before joining the firm. All are professional public human resources practitioners with significant direct management

experience. All are long-term, active members of a variety of professional organizations and stay abreast of new and changing laws, developments and trends by regularly attending specialized workshops, seminars and annual conferences.

Project Organization and Staffing

This section presents our qualifications to conduct projects of this type and describes the staff to be assigned to the search.

Slavin Management Consultants (SMC) has completed many city/county manager searches over the years. We have significant successful local government recruitment experience in all regions of the United States and for jurisdictions of all sizes and demographics. This experience includes extensive experience working for Florida local governments. Our Florida local government search clients include the following jurisdictions:

Altamonte Springs
Atlantic Beach
Broward County
Boca Raton
Boynton Beach
Charlotte County
Citrus County
Clearwater
Clermont
Cooper City
Coral Springs
Daytona Beach
Davie
Deerfield Beach
Delray Beach
Destin
Dunedin
Escambia County
Fort Lauderdale
Fort Myers
Fort Pierce
Gainesville
Hollywood
Homestead
Jacksonville Beach
Jupiter
Key West
Lake County
Lake Worth
Lee County
Miami
Miami-Dade County
Manatee County
Martin County
Miramar
Mount Dora
Neptune Beach
North Miami Beach
North Port
Okeechobee County
Orange County
Orange City
Ormond Beach
Panama City
Palatka
Palm Beach County
Palm Beach Gardens
Parkland
Pinellas County
Pensacola
Plantation
Pompano Beach
Polk County
Santa Rosa County
Santa Rosa Island Authority
Sarasota
Seminole County
Sunrise
Titusville
Volusia County
West Palm Beach
Winter Park

Project Staffing

Robert E. Slavin, President
Mr. Slavin is a pioneer in public sector and nonprofit executive search. He is among the best known and respected professional recruiters in the business. He is a frequent speaker before professional groups and he has written several articles for professional journals concerning governmental management. By special invitation, Mr. Slavin assisted the United States Office of Personnel Management to define and set up the Senior Executive Service for the Federal Government.

Mr. Slavin began his local government career in 1967. His experience includes twelve years working directly for local governments and it includes seven years as a principal consultant with the government search practice of Korn/Ferry International, the largest private sector search firm in the world. He headed

the local government search practices for Mercer/Slavin, Incorporated, Mercer, Slavin & Nevins and Slavin, Nevins and Associates, Inc. Mr. Slavin now heads the executive search practice for Slavin Management Consultants. Clients include state and local governments, nonprofit and private sector businesses all over the United States. His experience includes search assignments for the 1984 Los Angeles Olympic's Organizing Committee.

Mr. Slavin's experience and qualifications include organizational analysis, classification and compensation studies, and assessment centers and human resource's systems studies.

Before being invited to join Korn/Ferry International, Mr. Slavin served as Assistant City Manager/Director of Human Resources for the City of Beverly Hills, California.

While at Beverly Hills, Mr. Slavin conducted many executive level recruitment assignments involving nationwide search and placement. Before joining the City of Beverly Hills, Mr. Slavin was the Assistant Personnel Director for the City of San Leandro, California.

Before San Leandro, Mr. Slavin was on the personnel staff of Santa Clara County, California. His assignments included recruitment, classification and selection for the County's Health Department, Medical Center, Transportation Agency, Sheriff's Office, Superintendent of Schools, Fire Marshall, Assessor's Office, Library System and County Recorder's Office.

Mr. Slavin received his Bachelor of Science degree in Political Science from the University of Santa Clara, and has completed the graduate course work for a Master's degree in Public Administration at California State University at Hayward

Organizations **(current and past)**

- International City/County Management Association
- International Personnel Management Association
- Government Finance Officers Association
- IPMA - Human Relations Commission
- IPMA - Publications Review Committee
- Society for Human Resources Management
- Certified Management Consultant (National Bureau of Certified Consultants)
- National Forum for Black Public Administrators
- Southern California Public Labor Relations Council
- Southern California Municipal Assistants
- Bay Area Salary Survey Committee

John Kross, ICMA-CM, SMC Southwest Regional Manager

SUMMARY

City Manager/Assistant Manager Experience
Department Head; Budget Preparation; Personnel Administration
Staff Development, Succession Planning and Mentoring
Performance and Priority-based Budgeting; Core Services and Strategic Planning
Development Services/Building Safety/Code Enforcement Administration
Economic Development – Substantial Advanced Manufacturing, Semi-conductor, and EV industry
Oral and Written Presentation Skills

EXPERIENCE:

TOWN OF QUEEN CREEK, ARIZONA (1996 – 2022)

Town Manager - Town of Queen Creek, Arizona (Phoenix metropolitan area) (Sixteen Years)
- Chief Administrative Officer for full-service Town. Reports to seven member Town Council (six members elected at-large with directly elected Mayor). Oversees the entire general government operations including general oversight of all 500+ employees, including professional development

plans, succession planning and mentoring programs. Manages $730.7M annual budget, including several special revenue funds, enterprise funds and the capital improvements budget. Implemented performance-based budgeting in FY2007/2008. Directly oversees police, fire, utilities, intergovernmental programs, human resources, IT, development services, and public works. Oversaw the creation of Town's first Police, Fire/Medical, and Utility Services Departments. Conducted reorganization of Finance/HR, Public Works and Community Development Departments including comprehensive organization-wide compensation and classification studies. Oversaw achievement of community's first bond rating; subsequent increases by Fitch and S&P to AA+ in April 2022; Current Board Chair of East Valley Emergency Regional Wireless Communications cooperative (Mesa, Gilbert, Apache Junction, Queen Creek, Rio Verde Fire District, Gila River Indian Community).

Assistant Town Manager - Town of Queen Creek, Arizona (Two Years) - Assistant Town Manager oversees development services operations (Community Development Department) and Public Works Department; combined operational budgets of $8M and approximately 60% of the entire organizational staff. Developed Capital Improvement Program a 5-year $270M program; and oversight of Transportation Improvements Program, a 5-year $104M program. Completed reorganization and department alignments of services, functions, and staff in order to efficiently meet Council annual goals. Lead negotiator for the Town on multiple development agreements including $23.5M and $8.6M downtown developments. Coordinate operations between neighboring and partner agencies related to development and transportation projects. Serve as supplemental staff liaison to citizen committees on transportation and fire services.

Community Development Director - Town of Queen Creek, Arizona – (Eight Years) - Department head position supervising Planning, Building Safety, Economic Development, and Neighborhood Preservation/Code Enforcement Divisions. Responsible for current, long-range land use planning divisions, neighborhood services, building safety, and economic development programs. Supervisor three divisions, 35-person department administering $2.7M budget and personnel management. Manage and supervise consultant contracts for new public facilities including new development services building and municipal center master plans. Implemented new subdivision and zoning ordinance and comprehensive development impact fees ordinances. Responsible for oral presentations and staff support to the Town Council, Planning and Zoning Commission, Board of Adjustment, Economic Development Commission, Financial Review Task Force and other community groups and organizations. Frequent speaker at State of Arizona Department of Commerce Planning and Board of Adjustment and Arizona Planning Association training workshops. Responsible for coordination and submittal of Arizona Planning Association award winning 1997 Subdivision Ordinance; 1999 award winning Adequate Public Facilities Ordinance (APFO); and 2003 Arizona Planning Association award winning Best General Plan.

TOWN OF GILBERT ARIZONA - (1996 – 1996)

Planner II - Senior planner level position responsible for a variety of projects including large subdivisions and master plans, commercial and industrial projects. Staff planner to Planning and Zoning Commission and Design Review Board. Responsible for project management, plan review of subdivisions, site plans, building elevations, grading and drainage plans and landscape plans. While in this position, served as half-time Town Planner with the Town of Queen Creek, the adjacent municipality until recruited to work for Queen Creek full-time.

TOWN OF WICKENBURG, ARIZONA (Two Years)

Associate Planner/Economic Development Specialist - Technical planning research and evaluation, report writing and presentation on various current land use projects to the Town Council, Planning and Zoning, and Economic Development, Downtown Revitalization Advisory Commissions. Project Manager for Town bike lane project to new 40-acre Municipal Park. Coordinated economic development activities including lead management report and grant writing and database prospect/file management. Strong emphasis on current planning, program design, monitoring, analysis, and implementation particularly with the Town's Housing Rehabilitation Assistance Program funded with CDBG/HOME Program funds. Supervised and managed consultant contracts pertaining to architectural/rehab specialist for the federal H OME program.

CITY OF PHOENIX, ARIZONA – (Eight Months)

Project Management Assistant - Project management staff member in the Neighborhood Services Department, Neighborhood Development Division. Responsibilities included monitoring and evaluating various housing and neighborhood development programs coordinating the activities of the neighborhood development, redevelopment, and rehabilitation divisions. Assisted other sections and staff in developing systems to effectively monitor and evaluate department outreach, marketing, and program usage efforts for various programs. Responsible for systems monitoring, program utilization involving a multitude of funding agencies. Special project work included trouble shooting problematic cases and issues. Part of a successful interdepartmental team providing extensive in-depth research and writing to obtain a $4.5 million Lead Based Paint Hazard Reduction federal grant.

TOWN OF WICKENBURG, ARIZONA (Three Years)

Assistant Planner/Economic Development Technician - Completed current and long-range planning activities involving preparing staff reports for subdivisions, zone changes and variances. Assisted in coordination of economic development program promoting the Town as a viable industrial relocation opportunity. Successfully certified the Town as a fully accredited State Department of Commerce Rural Economic Development Initiative (REDI) community. Provided staff research and support to the Economic Development, Planning and Zoning and Downtown Revitalization and Board of Adjustment/Commissions.

RIPON REVITALIZATION CORPORATION, RIPON, WISCONSIN

Economic Development Specialist - Responsible for implementing downtown redevelopment program. Provided plan review and project coordination for new downtown design initiative. Experience with funding mechanisms such as tax increment financing, subsidized small business loan programs, and architectural/design review programs for business improvement districts.

CITY OF TUCSON, ARIZONA

Assistant to City Councilmember (Intern) - Provided staff support for special projects including neighborhood and traffic improvement plans and water conservation. Experience working with downtown neighborhood associations and interest groups involving controversial development issues.

EDUCATION

Bachelor of Arts (B.A.), May 1990, Ripon College, Ripon, Wisconsin
Major: Business Management; Leadership Studies and Public Policy
Master of Public Administration (MPA), May 1998, Arizona State University, Tempe, Arizona
Executive Education Program Certificate: Harvard University, John F. Kennedy School of Government, Sr. Executives in State and Local Government Program

PROFESSIONAL ASSOCIATIONS

International City/County Management Association (ICMA) – Credentialed Manager (CM)
Arizona City/County Management Association (ACMA) –Immediate Past President (2012)
-Co-Chair ICMA Local Host Committee Phoenix 2012 Conference
American Planning Association (APA)
American Institute of Certified Planners (AICP Certificate No. 011525)
Arizona Planning Association (AzPA)
American Society of Public Administrators (ASPA)
Urban Land Institute (ULI)
International Council of Shopping Centers (ICSC)

HONOR SOCIETIES/RECOGNITIONS

John J. Debolske Professional Excellence Award (2018) recipient from Arizona City County

Management Association – highest professional honor bestowed by ACMA
Pi Alpha Alpha – National Honor Society for Public Affairs and Administration
1998 Arizona City/County Management Association Esser Award

Barbara W. Lipscomb, ICMA-CM, CPM, MRP - SMC Managing Consultant

Professional Summary

- Achievement oriented Certified Public Manager (Florida State University), possessing more than thirty-five years of progressively responsible experience in municipal administration at the city manager, deputy city manager and assistant city manager levels, primarily in the State of Florida
- Extensive experience with state-level leadership and mentoring of other public managers through the Florida City and County Managers Association
- Extensive experience and success with state and federal intergovernmental relations and special appropriations
- Proven track record for local government and community project development/ redevelopment projects
- Strong financial background, including organization downsizing, and profitability assurance

Professional Experience

City of Greenville, North Carolina
City Manager **August 2012 – August 2017 (Retirement)**
Greenville, North Carolina, 90,000+ population, $131.2 M total budget, including $82.6 million General Fund Budget, 750 full-time employees.

City of Casselberry, Florida
City Manager **January 2007 – January 2012**
Casselberry, Florida, 26,000 population (approx), $40.5 million General Government Budget, including $18 million General Fund Budget

City of Gainesville, Florida
Assistant City Manager **February 2004 – January 2007**
Gainesville, Florida, 120,000 population, $212 million General Government Budget, including $92 million General Fund Budget

Interim City Manager **October 2004 – September 2005**
Directed all City of Gainesville general government operations and departments

Assistant City Manager **February 2004 – October 2004**

City of Lakeland, Florida
Assistant City Manager
Deputy City Manager, Assistant to the City Manager
May 1986 - February 2004
Lakeland, Florida, 86,000 population, $250 million total budget

City of Grand Rapids, Michigan
Management Analyst **1982 - 1986**
Grand Rapids, MI, 200,000 population, $200 million total budget

Administrative Assistant, Community Enrichment Services Group
Education

University of North Carolina, Chapel Hill, N.C.
Master of Regional Planning

University of Georgia, Athens, GA
BA (Geography and Political Science)

Professional Certifications

- International City/County Managers' Association (ICMA), Credentialed Manager - 2004
- Florida State University, Certified Public Manager - 2003
- Florida Public Labor Relations Association, Certificate in Labor Relations - 2003
- National Forum for Black Public Administrators Executive Leadership Institute - 1988-89
- Florida Redevelopment Association Certified Redevelopment Administrator - 2011

Recent SMC Chief Executive Searches Include:

CLIENT	POP	SEARCH FOR	START DATE	FINISH DATE	STAFF ASSIGNED (Mgr/Asst)	Contact Information
Buncombe County, NC	260,000	County Manager	10/29/18	1/7/19	Slavin/ Libscomb	Chair Brownie Newman (828) 243-o107 newman@buncombecounty.org
Citrus County, FL	155,800	County Manager	7/20/22	10/18/22	Slavin/Lipscomb	June Randall, H/R Director (352) 527-5372 june.randall@citrusbocc.com
Corpus Christi, TX	285,000	City Manager	12/13/18	4/10/19	Slavin/ Wenbert	Mayor Paulette M. Guajardo (361) 826-3100 paulette.guajardo@cctexas.com
Corinth, TX	20,600	City Manager	7/11/22	8/30/22	Slavin/ Krings	Guadalupe Ruiz Human Resources Director (940) 498-3277 gruiz@cityofcorinth.com
Danville, KY	17,000	City Manager	9/16/20	11/30/20	Slavin/Frank	Mayor Mike Perros (859) 238-1200 mayor@danvilleky.org
Daytona Beach, FL	68,900	City Manager	12/08/20	03/12/21	Slavin/Lipscomb	James Sexton (386) 671-8200 sextorj@codb.us
Dothan, AL	68,500	City Manager	9/12/18	3/21/19	Slavin	Mayor Mark Saliba (334) 615-3110 mayor@dothan.pog
Durango, CO	19,071	City Manager	2/4/20	7/3/20	Slavin/ Krings	Mayor Kim Baxter (970) 375-5005 kimbaxter@durangogov.org
Evans, CO	21,400	City Manager	10/4/16	1/20/17	Slavin/ Wenbert	Julie Roeder H/R & Risk Mgmt Dir (970) 475-1138 jroeder@evanscolorado.gov
Georgetown, SC	10,000	City Administrator	3/14/19	5/31/19	Slavin	Mayor Carol Jayroe (843) 545-4175 cjayroe@cogsc.com
Georgetown County, SC	61,000	County Administrator	11/22/19	3/11/20	Slavin/Lipscomb	Board Chair John Thomas (843) 327-3718 johnthomas@gtcounty.org
Greenville, NC	84,500	City Manager	3/15/17	6/11/17	Slavin	Mayor PJ Connelly (252) 329-4419 amthomas@greenvillenc.gov
Groves, TX	18,000	City Manager	5/6/23	9/8/23	Slavin/Kross	Stephanie Gaspard Human Resources Director sgaspard@cigrovestx.com (409) 960-5778
Harnett County, NC	133,568	County Manager	915/21	11/22/21	Slavin/Lipscomb	Chair Lewis Weatherspoon (919) 306-2900 Lweatherspoon@harnett.org

CLIENT	POP	SEARCH FOR	START DATE	FINISH DATE	STAFF ASSIGNED (Mgr/Asst)	Contact Information
Kettering, OH	57,862	City Manager	8/16/22	10/15/22	Slavin/Krings/ Kross	Jenny Smith, H/R Director (937) 296-2446
Lubbock, TX	340,000	City Manager	7/18/16	10/28/16	Slavin/ Wenbert	Mayor Dan Pope (806) 775-2010 dpope@mylubbock.us
Maplewood. MO	8,100	City Manager	3/15/21	6/14/21	Slavin	Mayor Nikylan Knapper (314) 325-9033 n-knapper@city of maplewood.com
Mount Dora, FL	12,500	City Manager	7/13/21	9/14/21	Slavin	Sharon Kraynik Fmr Human Resources Dir Current Port Orange HR Dir (386) 506-5560
Mount Rainier, MD	8,100	City Manager	3/04/21	7/08/21	Slavin	Mayor Celina Benitz (301) 985-6585 mayorbenitez@mountrainiermd.org
Metro/Plan Orlando	3-County MPO	Executive Director	3/23/18	6/1/18	Slavin	Mr. Jason S. Loschiavo, CPA Director of Finance & Admin MetroPlan Orlando (407) 481-5672 Ext. 310 jloschiavo@metroplanorlando.org
Metropolitan Washington COG (D.C.)	Regional COG & MPO	Chief Financial Officer	3/23/19	9/20/19	Slavin/Frank	Mr. Clark Mercer, Executive Director (202) 962-3260 cmercer@mwcog.org
Novi, Michigan	66,234	City Manager	3/14/23	6/5/23	Slavin/Krings/ Kross	Tia Grondlund Fox Human Resources Director (409) 960-5778 tiagrundlundfox@cityofnovi.org
Quitman, GA	3,703	City Manager	3/17/21	8/03/21	Slavin/Lipscomb	Councilman Mark De Vane (229) 263-4166 mdevine@quitman.org
Sandusky, OH	25,000	City Manager	5/5/23	7/28/23	Slavin	Richard Brady, Comm. President (419) 627-5850 rbrady@cityofsandusky.com
Volusia County, FL	550,000	Deputy County Manager	3/18/19	7/21/19	Slavin/Lipscomb	Mr. George Recktenwald County Manager (386) 736-5920 grecktenwald@volusia.org

REFERENCES

Jackie Wehmeyer
Human Resources Director
City of Parkland
6600 University Drive
Parkland, FL 33067
(954) 757-4134
City Manager Search (2019)
jwehmeyer@cityofparkland.org

Mr. Jared Jones
Assistant City Manager
City of Panama City
501 Harrison Ave.
Panama City, FL 32401
City Clerk/Treasurer (CFO)
Search (2021)
jjones@pcgov.org

Commissioner Jeff Kinnard
Citrus County County
110 N. Apopka Ave. Room 100
Inverness, FL 34450
(352) 341-6560
County Manager Search (2022)
Jeff.kinnard@citrusbocc.com

Jeremy Wiggins, PHR
Human Resources / Risk Manager
City of Orange City
205 East Graves Ave.
Orange City, Florida 32763
(386) 775-5457
City Clerk Search 2022
jwiggins@ourorangecity.com

George Recktenwald
County Manager
Volusia County
123 W. Indiana Street
DeLand, FL 32720
(386) 736-5920
Deputy County Manager Search (2019)
grechtenwald@volusia.org

WHY SMC

SMC uses a "critical path" search process which allows our clients to focus attention on the selection process rather than on identifying, recruiting, screening and evaluating candidates. We understand that each client's need for key executives is different and that there is no "best" person for all situations. The best prospects are typically happily employed and not responding to advertisements. These people need to be found and encouraged to become candidates. They are understandably reluctant to apply for positions when their interest could become a matter of public information prior to being assured that the City is interested in their candidacy. Our approach to this assignment will reflect the unique qualities of Treasure Island. It will honor the interests of candidates to the extent possible under Florida law.

Florida's strong public disclosure laws have a direct impact on governmental recruitment in the State. We work within the letter and the intent of these laws and still are able to recruit exceptional candidates for our Florida clients who would not apply directly for fear of premature public disclosure of their interest.

In considering our proposal we point out several factors about our firm and our approach that will be of significant benefit to the City:

- We are results oriented. Once the recruitment profile is approved, we "lock" into the criteria established and carefully identify, recruit and evaluate candidates who meet **your criteria.** We do not simply bring forward candidates whom we may already know.
- Our key staff members have extensive experience in conducting executive searches for the public sector throughout the nation.
- We are committed to complete client satisfaction. Our successful placement-oriented approach will ensure that the project work is practical, realistic, timely and that it has the full commitment and support of the City Commission so that a successful placement will be facilitated.
- We use discount airfares and leverage trips between clients whenever possible to reduce expenses to our clients.
- We are leaders in the field of executive search in the public sector and our methodologies are state-of-the-art. We can address all aspects of your assignment.
- Our experience includes large and small organizations, and chief executives and subordinate level positions. More than 95% of our placements have remained in our client's positions for more than five years.
- Our style is interactive, that is, we strive to build a partnership with our clients.
- We are experts in EEO/AA recruitment.

COSTS

Professional Fees

Our fees are based on a rate schedule that reflects the experience of the individual assigned. We use a flat fee rate schedule. Therefore, there are no project limitations based on annual salary. For this assignment we are proposing to use only consultants who have specific experience on similar assignments for other clients. We will use senior consultants where appropriate and to reduce the overall cost. We will use staff consultants when feasible. The following tables show the level of involvement by project step and cost.

PROJECT COSTS

STEPS		ASSIGNED HOURS (Approximate)			RATE (Hr)	FEES
		Project Manager	Consultant	Total		
1.	Project Planning/Develop/Update Position Profile/Prepare Advertising	34		34	80	$2,720
2.	Identify & Recruit Candidate/ Acknowledge Resumes	34		34	80	$2,720
			35	35	35	$1,225
3.	Preliminary Candidate Screening	14		14	80	$1,120
			4	4	35	$140
4.	Progress Report to the City/ Reduce Candidate Pool	12		12	80	$960
			8	8	35	$280
5.	In-depth Candidate Evaluation (Includes on-site consultant interviews with semifinalist candidates)	38		38	80	$3,040
			18	18	35	$630
6.	Arrange for & Schedule Final Interviews	4		4	80	$320
7.	Prepare Final Report with Interview Questions and Selection Criteria	8		8	80	$640
			16	16	35	$560
8.	Present Final Report and Attend Interviews	12		12	80	$960
9.	Assist in Employee Selection	2		2	80	$160
10.	Negotiate Employment Agreement	4		4	80	$320
11.	Establish Performance Goals	6		6	No Charge	$0
12.	Follow-up	4		4	No Charge	$0
TOTAL HOURS		172	81	252		
TOTAL PROFESSIONAL FEE						$15,795

Expenses

Consultant Travel Costs: The client pays direct cost for all necessary consultant travel using coach or, when available, lower air rates, corporate hotel rates at moderately priced properties (Holiday Inn or equivalent), rental cars, using the corporate discount and normal meals. Client controls these costs in the following ways: (1) when appropriate, consultants will accomplish multiple purposes when traveling and will allocate costs to multiple clients; (2) the client pre-approves all work plans including all consultant (and candidate) travel.

Office Costs Include: Telephone ($350 flat fee, billed in two installments), FAX, postage, messenger, copier, and clerical costs.

Average Advertising Costs: Normally about $2,000. Client controls these costs because the advertising program will be approved by the City Commission prior to implementation.

Expenses for the executive search project described in this proposal will not exceed 55% of the professional fee ($8,687.25). Therefore, the total not-to-exceed cost to the City Commission for the proposed work will be no more than $24,482.25. The cost for final candidates to travel to Treasure Island for interviews is not covered by this proposal. Such costs are typically paid by the City Commission on a reimbursement basis, directly to the candidates, and controlled through the City Commission's prior approval of the finalist candidates. These costs vary depending on candidate location, espousal involvement, time required for candidates to be in Treasure Island, etc. For budgeting purposes, an average cost of between $450.00 and $650.00 per candidate would be appropriate. About five candidates are normally recommended for interviews.

Should the City Commission's needs result in additional project scope that significantly increases costs, it may be necessary to increase the expense budget for the project.

Your liability to Slavin Management Consultants for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized by you in writing.

We will submit monthly invoices for fees and expenses. It is our practice to bill 30% at the start of the searches, 30% at the end of thirty days, 30% at the end of sixty days, and the remaining 10% shortly after the time the new City Manager accepts employment with the City Commission. Each invoice will be payable upon receipt for professional services.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

We will comply with all applicable laws, rules, and regulations of federal, state, and local government entities.

Our ability to carry out the work required will be heavily dependent upon our experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out the engagements. The results obtained, our recommendations, and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Florida.

EXHIBITS

State of Florida
Department of State

I certify from the records of this office that ROBERT E. SLAVIN, INC. is a Georgia corporation authorized to transact business in the State of Florida, qualified on December 3, 1999.

The document number of this corporation is F99000006234.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on January 13, 2021, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Thirteenth day of January, 2021

GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST

Secretary of State

Tracking Number: 1516065692CC

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

State of Florida

Department of State

I certify from the records of this office that SLAVIN MANAGEMENT CONSULTANTS is a Fictitious Name registered with the Department of State on November 19, 2013.

The Registration Number of this Fictitious Name is G13000113499.

I further certify that said Fictitious Name Registration is active.

I further certify that said Fictitious Name Registration filed a renewal on August 29, 2023, and expires on December 31, 2028.

Given under my hand and the Great Seal of Florida, at Tallahassee, the Capital, this the Thirtieth day of August, 2023

GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST

Secretary of State

The City of Parkland, Florida

Invites your interest in the position of

CITY MANAGER



About Parkland

Parkland lives up to its name with nearly 800 acres of park, open space and recreation land within the 12.8 square mile city limits (including .5 square mile of water area). The City offers park and recreation services ranging from passive open space areas to meeting rooms, to many varied sports fields, to a dog park, to playgrounds, to picnic areas and pavilions, to an equestrian center and more.

The City is in south Florida. It is home to nearly 33,000 residents and is bordered by Palm Beach County to the north, the City of Coconut Creek to the east, the City of Coral Springs to the south, and the Florida Everglades to the west

Quality of Life

Parkland features distinctive appeal and a great quality of life. The public spaces and neighborhoods boast an active community animated by pedestrians and joggers, dog-walkers, bike riders, and kids making their way to school. Friends encounter friends at the beautiful parks and public spaces which are valued and important to residents to enhance and sustain.

growing city. Population increased 26% between 2010 and 2015. The population is affluent, highly educated, international and well-traveled, and significantly engaged in the community. Education is very important in Parkland as 97% of the population are high school graduates and 60% have a Bachelor's degree or higher. Service standards and expectations from a vocal and active community are high. Residents are warm and friendly.

Future Focus

Parkland takes pride in its thoughtful blueprint for development which is designed to protect the beauty and elegance of the "park-like" character of the City. The City is working diligently to preserve its quality of life and hometown/small town charm.

Education

The City is served by five public schools: three elementary schools, one middle school and a high school. All are "A" rated schools and have been recognized by Great Schools.org., Newsweek and Forbes for their excellence.

Parkland is a great place to live, play, and raise a family.

Learn more by visiting the official site of the City of Parkland, Florida https://www.cityofparkland.org/

Government

The City of Parkland operates under a commission-manager form of government, whereby a separately elected Mayor and four City Commissioners (running from districts but subject to City-wide elections) are elected by residents to four-year overlapping terms. The Commissioners and Mayor are limited to two four-year terms. The Commissioners make important decisions on policy-related issues and to establish a vision for the City. The City Commission appoints the City Manager (the City Attorney and City Clerk are also appointed by Commission), who is essentially the Chief Executive Officer of the City, to effectively implement those policies and vision through strategic leadership and fiscal stewardship, ensuring that the entire community is being equitably served. The City Manager also makes recommendations to the City Commission to adopt policies that will benefit the health, safety, and welfare of the community. There is strong support for the Commission (Council/Manager) form of government which emphasizes the team relationship between the policy making prerogatives of elected officials and the professional City Manager.

Christine Hunschofsky	Mayor
Stacy Kagan	District 1
Richard Walker	District 2
Ken Cutler	District 3
Bob Mayersohn	District 4

The City Manager coordinates the work of department heads and other employees who help ensure the smooth and efficient delivery of services to residents. The City of Parkland employee team is comprised of approximately 94 full-time employees and 48 part-time employees, none of which are unionized. The department heads and staff in general are well-respected by the elected officials and community.

The City contracts for Fire Rescue Services with the City of Coral Springs. Police Services are contracted with the Broward County Sheriff's Office. Utilities are provided by third party providers and are not part of the City government.

Parkland is financially sound. The City's General Fund Budget for FY 2019 is $39,479,000. The fiscal year 2018-19 Total Operating Budget for all funds totals $48,782,050.



About the Ideal Candidate

The City Commission is looking for an ideal City Manager candidate who is a top quality manager, skilled in performance measurement and continuous performance improvement, with a strategic approach to organizational structure, staffing, and transition planning. The ideal candidate has demonstrated highly effective communication skills which aligns team and individual performance with the organization's goals and strategic plan. The ideal candidate understands how to manage efficient processes while keeping all Commission members well-informed with unfiltered information, readily sharing information and promoting transparency. The ideal candidate not only communicates well with the Commission but understands how to navigate and constructively handle the, at times, diverse Commissioner perspectives in a productive and even manner. The City Manager is expected to be comfortable telling the Commission what they need to hear and not just what they want to hear.

The ideal candidate leads by example to bring people together to foster a coordinated team and, where possible, consensus. The ideal candidate has a demonstrated history of providing guidance, encouragement, professional development, and direction to all departments to meet organizational goals.

The ideal candidate has demonstrated skill sets in developing a collective sense of purpose, encouraging teamwork, clearly articulating expectations, delegating responsibility, and fostering a culture of accountability without micromanaging. The ideal candidate is driven to continuously improve performance utilizing both innovative and effective approaches.









The ideal candidate understands what drives communities and has a demonstrated record of urban planning which embraces the historical character and charm of the community, while respecting its diversity and new traditions.

The ability to build partnerships and relationships with other agencies, community groups, and teams is critical.

The ideal candidate will have the following **Knowledge, Skills, and Abilities:**

* Be a strong general manager and leader to organize and prepare the City to continue its history of exemplary service provision and quality of life.
* Be politically astute with the ability to engage without being compromised politically.
* Be able to ensure that the City Commission is fully informed in the most appropriate and timely manner.
* Demonstrates the ability to successfully work with other legislative bodies, elected and appointed officials; county, state and federal.

Mission Statement

To Provide Quality Services while Protecting the Community's Unique Character and Natural Environment, Adding Value to our Residents' Lives and Advocating to Protect Community Interests.

- Understands the challenges and demonstrates ability to meet the demands of the Florida Sunshine Law
- Demonstrates the ability to rely on experience and judgment to plan and accomplish measurable goals.
- Has demonstrated the ability to develop and implement short- and long-term capital improvement plans, projects, and budgets, and funding sources for capital projects.
- Possesses a knowledge and understanding of Federal Emergency Management Agency (FEMA) disaster preparedness and disaster recovery policies and procedures.
- Possesses knowledge and experience dealing with public safety and security issues and in building partnerships with non-municipal school systems.
- Possesses a demonstrated history of ensuring that all aspects of the organization meet the highest legal and professional standards without micromanaging the processes or staff.

Education and Experience

The City Manager should possess at least a bachelor's degree in Public Administration, Business Administration, or a related field and at least five to seven years of municipal management experience as a senior-level government leader. Experience as a City Manager or Assistant Manager (or equivalent executive position) and/or a master's degree is a plus.

Compensation and Benefits

Annual salary is offered at a minimum of $180,000. Total compensation will vary depending upon qualifications and experience. The Mayor and City Commission are committed to a starting salary that will be market competitive depending on the experience and qualifications of the selected individual. In addition, the City provides an excellent benefit package. Reasonable relocation expenses will be negotiable with the successful candidate.

How to Apply

The position will remain open until filled. A first review of resumes is scheduled for August 5, 2019. Please send a letter of application, detailed résumé and current salary to:

Robert E. Slavin or David Krings
SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road, Suite A-1
Norcross, Georgia 30071
Phone: (770) 449-4656
Fax: (770) 416-0848
E-mail: slavin@bellsouth.net

Electronic responses are highly preferred.

NOTE: *Resumes are subject to the provisions of Florida Public Records Statutes.*

Parkland, Florida, is an Equal Opportunity Employer. Parkland does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or disability in employment or in the provision of services.



PRO FORMA INVOICE

INVOICE DATE: _____

CLIENT: _____

ADDRESS: _____

CITY, STATE: _____

Progress billing for professional services
rendered in connection with our agreement:

$XXXX.XX

(Invoice __ of __)

Reimbursable expenses at cost:

Airfare	$ XXX.XX
Hotel	XX.XX
Ground Transportation	XX.XX
Meals	XX.XX
Tips	XX.XX
Telephone	XXX.XX
Clerical Support	XXX.XX
FAX	XX.XX
Messenger Service	XX.XX
Copies	XX.XX
Postage	XX.XX
Misc. Direct Costs	XX.XX

Total Expenses $XXXX.XX

TOTAL INVOICE **$XXXX.XX**

CLIENT LIST BY CATEGORY

The following list of clients represent organizations for which our principal Consultants performed significant project work. This client list spans thirty years of experience of SMC consultants. Please contact SMC if you desire to speak with the individuals who were project contacts.

MUNICIPALITIES

Aiken, South Carolina
Albany, Georgia
Alpharetta, Georgia
Altamonte Springs, Florida
Anaheim, California
Ann Arbor, Michigan
Arlington, Texas
Arlington Heights, Illinois
Arvada, Colorado
Atlanta, Georgia
Atlantic Beach, Florida
Asheville, North Carolina
Auburn, Maine
Aurora, Colorado
Austin, Texas
Bartlesville, Oklahoma
Bentonville, Arkansas
Bergenfield, New Jersey
Berkeley, California
Beverly Hills, California
Birmingham, Alabama
Bisbee, Arizona
Blacksburg, Virginia
Bloomington, Illinois
Bothell, WA
Boynton Beach, Florida
Branson, Missouri
Brea, California
Bridgeport, Connecticut
Broken Arrow, Oklahoma
Brownsville, Texas
Bryan, Texas
Burbank, California
Camarillo, California
Carson, California
Cary, North Carolina
Casper, Wyoming
Chapel Hill, North Carolina
Charlotte, North Carolina
Cherry Hills Village, Colorado
Chesapeake, Virginia
Clearwater, Florida
Cleveland, OH
Clinton, SC
Columbia, Missouri
Columbus, Georgia
Concord, New Hampshire
Coral Gables, FL
Coral Springs, Florida
Corpus Christi, Texas
Corta Madera, California
Corinth, TX
Creedmoor, North Carolina
Culver City, California
Dallas, Texas
Danville, Kentucky
Davenport, Iowa
Davie, Florida
Daytona Beach, Florida
Decatur, Georgia
Decatur, Illinois
Delray Beach, Florida
Del Rio, Texas
Denton, Texas
Destin, Florida
Dothan, Alabama
Dubuque, Iowa
Duluth, Georgia
Dunedin, Florida
Durango, CO
Durham, North Carolina
Eagle Pass, Texas
East Brunswick Township, New Jersey
Edmond, Oklahoma
Elgin, Illinois
Enfield, Connecticut
Englewood, Colorado
Escondido, California
Evanston, Illinois
Fort Collins, Colorado
Fort Pierce, Florida
Fort Lauderdale, Florida
Fort Smith, AR
Fort Worth, Texas
Frankfort, Kentucky
Franklin, Tennessee
Frisco, Colorado
Gainesville, Florida
Gainesville, Georgia
Galesburg, Illinois
Garden City, New York
Glastonbury, Connecticut
Glendale, Arizona
Glen Ellyn, Illinois
Golden, Colorado
Grand Rapids, Michigan
Greensboro, North Carolina
Groves, Texas

Gulfport, Florida
Hardeeville, SC
Hemet, California
Hercules, California
Highland Park, Illinois
Hollywood, Florida
Homestead, Florida
Huntington Beach, California
Independence, Missouri
Independence, Kansas
Iowa City, Iowa
Jacksonville Beach, Florid
Jupiter, Florida
Kalamazoo, Michigan
Kansas City, Missouri
Lake Worth, Florida
Lakewood, Colorado
Lapeer, Michigan
Laramie, Wyoming
Laredo, Texas
Lenexa, Kansas
Liberty, Missouri
Lillburn, Georgia
Little Rock, Arkansas
Long Beach, California
Longmont, Colorado
Manassas, Virginia
Mansfield, Massachusetts
Maplewood, Missouri
Marshfield, Missouri
Miami Beach, Florida
Milwaukie, Oregon
Minneapolis, Minnesota
Miramar, Florida
Modesto, California
Muscatine, Iowa
Neptune Beach, Florida
Newark, Delaware
New Smyrna Beach, Florida
Norfolk, Virginia
Norman, Oklahoma
North Las Vegas, Nevada
North Miami Beach, Florida
Northglenn, Colorado
North Port, Florida
Norwich, Connecticut
Oberlin, Ohio
Ocean City, Maryland
Oceanside, California
Olathe, Kansas
Oklahoma City, Oklahoma
Orlando, Florida
Oxnard, California
Paducah, Kentucky
Palm Bay, Florida
Palm Beach Gardens, Florida
Palo Alto, California
Panama City, Florida
Park Ridge, Illinois
Pasadena, California
Peoria, Illinois
Phoenix, Arizona
Pittsburg, Kansas
Pompano Beach, Florida
Portage, Michigan
Pueblo, Colorado
Richmond, California
Richmond, Virginia
Riverside, California
Riverview, Michigan
Roanoke, Virginia
Rock Hill, South Carolina
Rockville, Maryland
Sacramento, California
St. Louis Park, Minnesota
Salem, Oregon
San Diego, California
San Fernando, California
San Francisco, California
San Jose, California
San Juan Capistrano, California
Sandersville, Georgia
Santa Ana, California
Santa Monica, California
Sandusky, Ohio
Sarasota, Florida
Shaker Heights, Ohio
Simi Valley, California
Sioux City, Iowa
Snellville, Georgia
South Brunswick Township, New Jersey
South Fulton, GA
Springfield, Missouri
Steamboat Springs, Colorado
Stratford, Connecticut
Storm Lake, Iowa
Sunnyvale, California
Sunrise, Florida
Takoma Park, Maryland
Tarpon Springs, Florida
Topeka, Kansas
Titusville, Florida
Thornton, Colorado
Traverse City, Michigan
Topeka, Kansas
Turlock, California
Upper Arlington, Ohio
Urbana, IL
Urbandale, Iowa
Valdez, Alaska
Venice, FL
Virginia Beach, Virginia
Waco, Texas
Warrensburg, Missouri
Washington, Illinois
West Des Moines, Iowa

West Hartford, Connecticut
West Hollywood, California
West Palm Beach, Florida
Wichita, Kansas
Windham, Connecticut
Winston-Salem, North Carolina
Winter Park, Florida
Worthington, Minnesota
Ypsilanti, Michigan

COUNTIES

Adams County, Colorado
Alameda County, California
Albemarle County, Virginia
Arapahoe County, Colorado
Beaufort County, South Carolina
Broward County, Florida
Brown County, Wisconsin
Buffalo County, Nebraska
Buncombe County, North Carolina
Chaffee County, Colorado
Cass County, Michigan
Chesterfield County, Virginia
Citrus, Florida
Clark County, Nevada
Cobb County, Georgia
Dade County, Florida
Dunn County, Wisconsin
Eagle County, Colorado
Escambia County, Florida
Fairfax County, Virginia
Forsyth County, Georgia
Fremont County, Colorado
Fresno County, California
Fulton County, Georgia
Georgetown County, South Carolina
Glynn County, Georgia
Gunnison County, Colorado
Hall County, Georgia
Hamilton County, Ohio
Harnett County, NC
Johnson County, Kansas
Ketchikan-Gateway Borough, Alaska
Lake County, Florida
Lake County, Illinois
La Plata County, Colorado
Leon County, Florida
Lincoln County, North Carolina
Livingston County, Illinois
Los Angeles County, California
Martin County, Florida
McHenry County, Illinois
Mecklenburg County, North Carolina
Mendocino County, California
Mesa County, Colorado
Moffat County, Colorado
Monterey County, California
Montgomery, Maryland
Muscatine County, Iowa
New Kent County, Virginia
Orange County, New York
Orange County, North Carolina
Palm Beach County, Florida
Peoria County, Illinois
Pinellas County, Florida
Polk County, Florida
Prince William County, Virginia
Ramsey County, Minnesota
St. Louis County, Minnesota
Saline County, Kansas
San Diego County, California
San Luis Obispo County, California
San Mateo County, California
Sarasota County, Florida
Sedgwick County, Kansas
Seminole County, Florida
Sonoma County, California
Springettsbury Township, Pennsylvania
Spotsylvania County, Virginia
Tazewell County, IL
Volusia County, Florida
Wake County, North Carolina
Washtenaw County, Michigan
Whiteside County, Illinois
Whitfield County, Georgia
Yolo County, California

OTHER ORGANIZATIONS

Development Groups

Arrowhead Regional Development, Duluth, Minnesota
Columbia Development Corporation, South Carolina
Fresno Economic Development Commission, California
Fresno Redevelopment Authority, California
GoTopeka, Inc., Kansas
Lincoln Road Development Corporation, Miami Beach, FL
Los Angeles, California, Community Redevelopment Agency
Mid-American Regional Council, Kansas City, Missouri

West Palm Beach Downtown Development Authority, Florida

Housing Authorities

California Housing Finance Agency
Jefferson County Housing Authority, Alabama
Las Vegas Housing Authority
Memphis Housing Authority, Tennessee
Ocala Housing Authority, Florida
Peoria Housing Authority, Illinois

Libraries

Birmingham, Alabama Public Library
Central Arkansas Library System
Lexington, Kentucky Library System
Metropolitan Library System of Oklahoma
Moline Public Library

Non-Profits and Other Governmental Jurisdictions

California State Government
CDC Federal Credit Union, Atlanta, Georgia
District of Columbia
Fresno Employment and Training Commission, California
Jefferson County Personnel Board, Alabama
Local Government Insurance Trust, Maryland
Los Angeles, California Department of Community Public Health Los Angeles, California Music Center Operating Company
Los Angeles Olympics Organizing Committee
Metropolitan Nashville, Tennessee Arts
Mississippi Regional Housing Authority
Southeast Mississippi Rural Health Initiative Commission
Parkland Hospital, Texas
Southwest Florida Regional Planning Council

Professional Associations

American Public Works Association
Association of County Commissioners, Georgia
Georgia Municipal Association
International City/County Management Association
Iowa League of Cities
Missouri Municipal League

School Districts

Adams County School District #14, Commerce City, Colorado
Lake Sumpter Community College, Florida
Dallas Independent School District, Texas

Transportation Agencies

Alameda-Contra Costa Transit District, Oakland, California
Bay Area Rapid Transit District, Oakland, California
Dallas Area Rapid Transit District, Dallas, Texas
Greater Dayton Regional Transportation Authority
Kalamazoo County Transportation Authority
Lee County Port Authority, Florida
Metra (Chicago Commuter Rail System)
MetroPlan Orlando (MPA)
Port Everglades Authority, Fort Lauderdale, Florida
Orlando - Orange County Expressway Authority
Port of Sacramento, California
Riverside Transit Agency, California
San Francisco Bay Area Rapid Transit District, California
Sarasota/Manatee Airport Authority, Florida
Southern California Rapid Transit District

Utilities

Columbus Water Works, Georgia
Greater Peoria Sanitation District
Gulf Shores Utilities
Metropolitan Sewer District of Greater Cincinnati, Ohio
Orange Water and Sewer Authority (North Carolina)
Public Works Commission of Fayetteville, North Carolina
Rivanna Solid Waste Authority, Virginia
Rivanna Water and Sewer Authority, Virginia
Sacramento Municipal Utility District, California
South Florida Water Management District
Spartanburg Utility District, South Carolina

EEO STATEMENT

Slavin Management Consultants (SMC) is committed to building a diverse workforce which reflects the face of the community we serve, honors and respects the differences and abilities of all our employees and residents, and provides employees with the necessary opportunities, tools, and support to achieve their maximum potential.

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity recognizes and respects the multitude of differences which employees bring to the workplace. Diversity complements organizational values that stress teamwork, leadership, empowerment, and quality service. Diversity means striving to maintain an environment in which managers value the differences in their employees and take steps to ensure that all employees know they are welcome.

To achieve workplace equity and inclusion, SMC will observe the practices outlined below:

- It is the policy of Slavin Management Consultants to provide equal opportunity to all qualified employees and applicants without regard to race, color, religion, age, sex (including gender identity, sexual preference, and pregnancy),marital status, national origin or ancestry, genetic make-up, disability status, protected veterans' status, equal pay or any other characteristic protected by law..
- Our recruiting efforts will ensure that applicant pools are both capable and diverse.
- We will make employment decisions based on job-related criteria and will provide opportunities for entry and promotion into non-traditional jobs.
- We will ensure a workplace free of all forms of harassment.
- We will develop a procedure for prompt, thorough and impartial investigations of discrimination or harassment complaints and will act on appropriate measures to provide remedy or relief to individuals who have been victims of illegal discrimination or harassment.

Measures to ensure accountability for managing diversity will be incorporated into the performance management system for supervisors and managers. The chief executive officer will evaluate the effectiveness of our diversity policies and programs.

By creating a workplace where everyone can work towards their maximum potential, SMC will retain quality, productive employees who will provide excellent services to our clients.

SMC SEXUAL HARASSMENT POLICY

Slavin Management Consultants (SMC) is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. Should the company determine that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

What Is Sexual Harassment?
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
- The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.
- Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment. A victim of sexual harassment can be a man or a woman.
- The victim can be of the same sex as the harasser.
- The harasser can be a supervisor, co-worker, other company employee, or a non-employee who has a business relationship with the Slavin Management Consultants.

SMC's Responsibilities Under This Policy:

If SMC receives an allegation of sexual harassment, or has reason to believe sexual harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, SMC will take immediate and effective measures to end the unwelcome behavior. SMC is committed to take action if it learns of possible sexual harassment, even if the individual does not wish to file a formal complaint.

SMC will seek to protect the identities of the alleged victim and harasser, except as reasonably necessary (for example, to complete an investigation successfully). SMC will also take the necessary steps to protect from retaliation those employees who in good faith report incidents of potential sexual harassment. It is a violation of both federal law and this policy to retaliate against someone who has reported possible sexual harassment. Violators may be subject to discipline.

Employees who have been found by SMC to have subjected another employee to unwelcome conduct of a sexual nature, whether such behavior meets the legal definition of sexual harassment or not, will be subject to discipline or other appropriate management action. Discipline will be appropriate to the circumstances, ranging from a letter of reprimand through suspensions without pay of varying lengths to

separation for cause. A verbal or written admonishment, while not considered formal discipline, may also be considered.

Employees' Rights and Responsibilities Under This Policy
Any employee who believes he or she has been the target of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop.

If the employee does not wish to communicate directly with the offending person, or if such communication has been ineffective, the employee has multiple avenues for reporting allegations of sexual harassment and/or pursuing resolution.

Employees are encouraged to report the unwelcome conduct as soon as possible to his or her supervisor or to the President of SMC.

In addition to reporting sexual harassment concerns to a responsible SMC official, employees who believe they have been subjected to sexual harassment may elect to pursue resolution in several ways, including:

Mediation: Mediation is an informal way to resolve office problems using a trained mediator who facilitates communication between the parties to the dispute. If an employee chooses to attempt resolution through mediation, management is obligated by Company policy to send a representative to the table. If a resolution is not reached, the parties may continue to pursue their rights in any other appropriate forum.

EEO processes: All SMC employees can file an Equal Employment Opportunity (EEO) complaint with the United States Equal Employment Commission (EEOC). An employee who wishes to file a complaint under EEO procedures must consult an EEO counselor within 45 days of the alleged incident. It is not necessary for an employee to complain to his/her supervisor before approaching an EEO counselor, nor to attempt informal resolution through mediation or other means. EEOC contact Information:
https://eeoc.com. Phone 1 (800) 669-4000

All SMC employees are required to comply with this policy. Employees are also expected to behave professionally and to exercise good judgment in work-related relationships, whether with fellow employees, business colleagues, or members of the public with whom they come into contact in the course of official duties. Further, all employees are expected to take appropriate measures to prevent sexual harassment. Unwelcome behavior of a sexual nature should be stopped before it becomes severe or pervasive and rises to a violation of law.

MINORITY AND WOMEN PLACEMENTS

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
ALACHUA COUNTY, FL	County Administrator			X
ALBANY, GA	City Manager	X		
	Police Chief	X		
	Assistant City Manager	X		
	Human Resources Director	X		
ALTAMONTE SPRINGS, FL	Finance Director		X	
ASPEN, CO	City Manager		X	
AUSTIN, TX	City Auditor		X	
	City Manager		X	
	Police Chief			X
BERKELEY, CA	City Manager	X		
	Public Works Director			X
BEVERLY HILLS, CA	Sanitation Director	X		
	Library Director		X	
BOCA RATON, FL	City Manager		X	
	Asst. City Manager		X	
BOTHELL, WA	City Manager		X	
BOISE, ID	Chief Financial Officer	X		
BROWARD COUNTY, FL	Assistant Director of Equal Employment	X	X	
	Director of Budget	X		
	911 Center Director	X		
	Drug Addiction Recovery Cntr Dir	X	X	
BOISE, ID	Chief Financial Officer		X	
BRYAN, TX	Municipal Court Judge		X	
	City Manager		X	
BUNCOMBE COUNTY, NC	County Manager	X	X	
CAMARILLO, CA	City Clerk		X	
CARSON, CA	Planning Director		X	
CHAPEL HILL, NC	Transportation Director		X	
	Human Resources Director		X	
CHARLOTTE COUNTY, FL	County Attorney		X	
CENTRAL CITY ASSN. OF THE CITY OF LOS ANGELES (CA)	Director of Security	X		
CHARLOTTE, NC	Neighborhood Services Director	X		

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
COLUMBIA, MO	Police Chief	X		
CORINTH, TX	Director of Economic Development		X	X
CORPUS CHRISTI, TX	City Manager Police Chief	X		X
CULVER CITY, CA	Finance Director			X
DANE COUNTY, WI	Director of Human Services		X	
DALLAS INDEPENDENT SCHOOL DISTRICT (TX)	Chief Financial Officer	X	X	
DALLAS, TX	City Attorney		X	
DAYTONA BEACH, FL	City Manager	X		
DECATUR, GA	Chief of Police	X		
DISTRICT OF COLUMBIA	Executive Director Alcoholic Beverage Regulations Commission		X	
DURANGO, CO	City Manager			X
DURHAM, NC	City Manager City Manager Police Chief Public Works Director	X X X	 X X X	
ESCAMBIA COUNTY, FL	Assistant County Administrator	X		
ESCONDIDO, CA	Civic Center Construction Mgr		X	
FRANKFORT, KY	City Manager		X	
EVANSTON, IL	City Manager		X	
FRESNO, CA (PIC)	Executive Director	X		
FORT COLLINS, CO	City Attorney		X	
FORT LAUDERDALE, FL	Fire Chief	X		
FORT MYERS, FL	City Manager Police Chief	X X		
FORT PIERCE, FL	City Attorney		X	
FORT WORTH, TX	Auditor General Police Chief	 X	X	
FRANKLIN, TN	Director of Community Development		X	
FRESNO, CA (PIC)	Executive Director	X		
GAINESVILLE, FL	Equal Employment Director	X		
GEORGETOWN, SC	City Administrator		X	
GEORGETOWN COUNTY, SC	County Manager	X	X	
GLASTONBURY, CT	Human Resources Director	X	X	
GLENWOOD SPRINGS, CO	City Manager		X	

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
GREENBELT HOMES, INC. (MARYLAND)	Executive Director		X	
GREENSBORO, NC	Assistant City Manager	X		
GREENVILLE, NC	City Manager	X	X	
HAMILTON COUNTY, OH	Jobs and Family Services Director		X	
HILLSBOROUGH COUNTY (FL) CHILDREN'S BOARD	Executive Director		X	
HOLLYWOOD, FL	City Manager	X		
JUPITER, FL	Assistant to the City Manager		X	
	Public Works Director			X
KALAMAZOO, MI	City Manager Assistant City Manager		X X	
LAKE COUNTY, FL	County Attorney		X	
LAKE COUNTY, IL	Purchasing Director		X	
	Human Resources Director	X		
	Assistant County Administrator		X	
LAKE COUNTY, IL HEALTH DEPARTMENT	Executive Director		X	
LAKE WORTH, FL	Utilities Customer Services Manager	X		
LA PLATA COUNTY, CO	Human Services Director		X	
LAREDO, TX	City Manager			X
LEE COUNTY, FL	County Administrator Human Resources Director	X	X	
LINCOLN ROAD DEVELOPMENT CORP.	Executive Director		X	
LONG BEACH, CA	Police Chief Executive Director, Civil Service Commission	X	X	
LONGMONT, CO	City Manager			X
LONGVIEW, CO	Assistant City Manger		X	
LOS ANGELES, COMMUNITY REDEVELOPMENT AGENCY	Sr. Project Manager	X		X
	Project Manager	X		
	Project Manager			X
LOS ANGELES COUNTY (CA) HEALTH SYSTEMS AGENCY	Executive Director	X	X	
	Deputy Exec. Dir.			X
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH	Public Health Director	X		
LOS ANGELES OLYMPICS ORGANIZING COMMITTEE	Human Resources Director	X	X	

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
	Director of Venues		X	
MAPLEWOOD, MO	City Manager	X		
METROZOO (MIAMI FL)	Director of Marketing		X	
MEMPHIS (TN) HOUSING AUTHORITY	Executive Director	X		
MIAMI (FL) OFF-STREET PARKING SYSTEM	Finance Director			X
MIAMI VALLEY REGIONAL TRANSIT AUTH. (DAYTON, OH)	Executive Director	X	X	
MIRAMAR, FL	City Manager		X	
MISSISSIPPI REGIONAL HOUSING AUTHORITY VIII	Executive Director	X		
MONTEREY COUNTY, CA	Hospital Administrator	X		
MONTGOMERY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES	Executive Director	X	X	
MOUNT DORA, FL	City Manager		X	
NOAH DEVELOPMENT CORPORATION	Executive Director	X		
NEWARK, DE	City Manager	X		
NORFOLK, VA	Human Resources Director	X		
	Senior Engineer		X	
NORFOLK, VA	Social Services Director	X		
OAK PARK, IL	Village Manager		X	
OCALA (FL) PUBLIC HOUSING AUTHORITY	Executive Director	X		
OBERLIN, OH	City Manager		X	
ORANGE CITY, FL	City Clerk		X	
ORLANDO, FL	Fire Chief	X		
ORMOND BEACH, FL	City Manager	X		
OKLAHOMA CITY, OK	City Manager	X		
PALM BAY, FL	Human Resources Director		X	
PALM BEACH COUNTY, FL	Assistant County Administrator		X	
PALM BEACH COUNTY (FL) CHILDREN'S SERVICES BOARD	Executive Director		X	
PALM BEACH COUNTY (FL) HEALTH CARE DISTRICT	Executive Director		X	

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
PALM BEACH GARDENS, FL	City Manager (1992)		X	
	City Manager (1999)			X
PALO ALTO, CA	City Attorney		X	
PANAMA CITY, FL	City Clerk/Treasurer		X	
PARKLAND, FLORIDA	City Manager		X	
PEORIA (IL) PUBLIC HOUSING AUTHORITY	Executive Director	X		
PHOENIX, AZ	Chief of Police			X
POWDER SPRINGS, GA	City Manager		X	
PRINCE WILLIAM COUNTY, VA	County Executive		X	
	Human Resources Director	X	X	
	Fire Chief	X	X	
RICHMOND, CA	City Manager	X		
RICHMOND, VA	Director of Public Health	X		
ROANOKE, VA	Police Chief	X		
	Economic Development Director		X	
	Assistant City Manager	X	X	
	Director of Human Services		X	
ROCKVILLE, MD	Assistant City Manager		X	
SACRAMENTO, CA	Human Resources Director	X	X	
SAGINAW, MI	Police Chief			X
SAN DIEGO, CA	City Manager	X		
SAN FRANCISCO, CA	Assistant City Administrator		X	
SAN JOSE, CA	Police Chief	X		
SANTA MONICA, CA	Deputy City Manager		X	
SANTA ROSA ISLAND AUTHORITY (FL	Executive Director		X	
SARASOTA, FL	Human Resources Director	X		
SARASOTA COUNTY, FL	Deputy County Administrator	X		
SELMA, AL	Chief of Police	X		
SHAKER HEIGHTS, OH	City Administrator		X	
SOUTH DAKOTA STATE LEGISLATURE	Chief Legislative Analyst		X	
SOUTH FULTON, GA	Finance Director	X	X	
SE MISSIPPI RURAL HEALTH INITIATIVE	General Manager	X	X	
SUNNYVALE, CA	Public Information Officer		X	
	City Clerk		X	
STRATFORD, CT	Human Resources Director		X	
STOCKBRIDGE, GA	City Manager	X		

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
TAKOMA PARK, MD	City Manager		X	
	Recreation Director	X	X	
	Housing and Community Development Director		X	
	Public Works Director	X		
THORNTON, CO	Public Information Officer		X	
	City Attorney			X
TOPEKA, KS	City Manager	X		
	Police Chief	X		
URBANA, IL	Chief Administrative Officer		X	
VALDEZ, AK	City Manager		X	
VENICE, FL	Police Chief		X	
VIRGINIA BEACH, VA	Human Resources Director	X		
VIRGINIA BEACH PARK TRUST (FL)	Executive Director	X		
VOLUSIA COUNTY, FL	County Manager		X	
	Budget Director		X	
	Human Resources Director		X	
	Deputy County Manager		X	
WACO, TX	Deputy City Manager		X	
	Exec. Dir. - Support Services			X
	Assistant City Manager	X		
	Director of Facilities			X
WAKE COUNTY, NC	Human Services Director			X
THE WEINGART CENTER (LOS ANGELES)	Executive Director		X	
WEST COVINA, CA	Planning Director	X	X	
WEST MIFFLIN, PA	Town Administrator		X	
WEST PALM BEACH, FL	Assistant City Administrator	X	X	
WICHITA, KS	Human Resources Dir	X	X	
	Community Services Dir	X	X	
	Communications Director		X	
	Director of Libraries		X	
	Housing and Development Director	X	X	
	City Manager	X		
WYOMING, OHIO	City Manager		X	
YPSILANTI, MI	City Manager	X		
ZOOLOGICAL SOCIETY OF FLORIDA (DADE COUNTY)	Executive Director			X

PROPOSAL FOR
EXECUTIVE RECRUITMENT SERVICES

City Manager
City of Treasure Island, Florida

December 12, 2023
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

December 12, 2023

Hon. Mayor Tyler Payne & City Commission
City of Treasure Island, Florida

Dear Mayor Payne & Commissioners,

Thank you for the opportunity to submit this proposal to assist the City of Treasure Island in your recruitment for a new City Manager. At SGR, we take pride in our unique ability to provide personalized and comprehensive recruitment services to meet your specific needs.

We would like to highlight some key aspects that set SGR apart from other recruitment firms and enable 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 has conducted executive recruitments for over 450 local government clients in 37 states, and we value the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.
- We have a broad community of over 16,000 followers on LinkedIn, one platform we utilize to connect with a wide range of active and passive candidates across the nation.
- Our Servant Leadership e-newsletter, with a subscriber base of over 40,000 in all 50 states, announces all SGR recruitments, further extending our reach. Your position will also be posted on SGR's website and our Job Board.
- In addition, SGR sends targeted emails to our opt-in Job Alert subscriber database including over 5,000 city management professionals.
- Please note, we will not have a recruiter available until after the first of the year.

We are happy to provide references upon request. We are enthusiastic about the prospect of conducting this recruitment for the City of Treasure Island, and we are available to schedule a meeting at your convenience to discuss further.

Respectfully submitted,

Jeri J. Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com

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About SGR

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 providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between.

With 31 full-time employees, 1 part-time employee, 21 recruiters, 20 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise.

The company operates as a fully remote organization, with team members located in Texas, California, Colorado, Florida, Minnesota, Montana, New York, North Carolina, Ohio, Oklahoma, Oregon, and Utah.

View all SGR team members and their bios at: https://sgr.pub/MeetTeamSGR.

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment and firmly believes in the importance of proactively building a workforce that reflects the diversity of the communities we serve. We leverage an extensive and diverse network to reach potential applicants.

- Your position will be announced in SGR's Servant Leadership e-newsletter, which reaches over 40,000 subscribers across all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers of SGR's City Management Job Alerts.
- Your position will appear on SGR's Website, https://sgr.pub/SGRWebsite, which attracts approximately 20,000 visitors per month.
- Your position will be posted on SGR's Job Board, https://sgr.pub/SGRJobBoard, which typically has over 2,000 job listings at any given time and receives approximately 16,000 unique visitors per month.
- SGR implements a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page.
- We frequently collaborate with various local government associations, including the League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learn about open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have decades of experience in local government, as well as regional and national networks of relationships. Our executive recruiters leverage the professional networks of all SGR recruiters when recruiting for a position, enabling outreach to a wide and diverse array of prospective applicants. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and/or write on issues of interest to local government executives. SGR can navigate relevant networks as both peers and insiders.

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 diligently to conduct a comprehensive recruitment process tailored specifically to your organization. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure an alignment in terms of values, philosophy, and management style perspectives.

While we have established systems for achieving success, we are a “boutique” firm capable of adapting to meet a client's specific needs and providing insights on the pros and cons of their preferred approach.

Trust of Candidates
SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next-generation leaders, earning their trust. As a result, we can bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation accurately, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility and Communication
Your executive recruiter will keep you informed of the search status and will be readily accessible throughout the recruitment process. Candidates and clients can reach the recruiter at any time via cell phone or email. Additionally, the recruiter maintains communication with active applicants, ensuring they are well-informed about the community and the opportunity.

Comprehensive Evaluation and Vetting of Candidates
SGR offers a comprehensive screening process designed to ensure a thorough understanding of candidate backgrounds and to minimize surprises. Our vetting process includes the following key components:

- Prescreening questions and technical review of resumes
- Cross-communication among our recruiters regarding candidates who have been involved in previous searches, providing greater insight into their background and skills.
- Written questionnaires to gain insights beyond what is available through a resume.
- Recorded one-way semifinalist interviews.
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, tailored to each candidate based on their previous places of residence and work.
- Thorough, automated, and anonymous reference checks that provide feedback on candidates from a well-rounded group of references.
- Background checks completed by a licensed private investigation firm.

Executive Recruitment Clients
SGR has partnered on executive recruitments with more than 450 local government clients in 37 states. We take great pride in the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.

View a full list of our Executive Recruitment Clients at: https://sgr.pub/ERClientList.

DEI in Recruitments

SGR is deeply committed to equal employment opportunity and considers it an ethical imperative. We unequivocally reject any form of bias, expecting that candidates be assessed solely based on their ability to perform the job. Encouraging underrepresented demographic groups to apply is a vital aspect of our commitment. While we cannot guarantee the composition of semifinalist or finalist groups, SGR actively fosters relationships and contacts on a national scale to ensure meaningful participation of underrepresented groups. Our recruitment process is consistently evaluated and refined to incorporate a focus on equity and inclusion.

Statistics are a testament to our commitment to diversity and inclusion. In our 2022 placements, 32% of candidates were female and 20.5% indicated they were a person of color. Within SGR, our team of six executives includes three women and one person of color, and 72% of SGR's staff members are women. Our internal hiring practices are designed to attract diverse talent from various backgrounds and experiences. We understand the importance of words, ensuring our recruitment materials are inclusive and reflect an equity-focused perspective.

We also actively recommend advertising placements to attract a diverse applicant pool, leveraging partnerships with organizations such as the League of Women in Government, the Local Government Hispanic Network, and the National Forum of Black Public Administrators. Tracking candidate demographic data helps us proactively recruit traditionally underrepresented candidates for senior management positions in local government. We welcome feedback from our clients and candidates, using post-recruitment surveys to refine our processes and outcomes.

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 Executive 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.

Project Personnel

Julie Oldbury, Senior Vice President

julieoldbury@me.com
817-337-8581



Julie Oldbury understands that all things are accomplished by, through, and with people. As an accomplished 25+ year human resources and labor relations executive, Julie proactively meets organizations' people, process, and performance issues head on with creative and innovative approaches. Julie most recently served as the Director of Human Resources and Risk Management for the City of Boynton Beach, Florida. Currently, Julie is the Managing Director at KEIVA JADE and has joined SGR to share her experience, expertise, and enthusiasm with people in local government across the country.

Passionate about helping people succeed in the workplace (and helping organizations become places where people can succeed) Julie applies servant leadership principles to lead and develop teams and when coaching individuals to achieve desired results. Although people-centered by nature, Julie is also well-versed in interfacing and consulting on business processes to drive strategic results and optimal performance.

Julie has a Master of Science degree in Human Resources Management from Nova Southeastern University in Florida, which she received in 2003 after relocating from Massachusetts where she received her Bachelor of Arts in Business Management from Elms College. She currently serves as Immediate Past President for the South Florida Chapter of IPMA-HR (now PSHRA).

Residing in Coral Springs, Florida with her loving husband Pete and spirited daughter Chloe, Julie enjoys rollercoasters (the literal ones) thunderstorms, writing, music, and exploring human consciousness and its untapped potential.

Approach and Methodology

A full-service recruitment typically entails the following steps:

1. **Organization/Position Insight and Analysis**
    - Project Kickoff Meeting and Develop Anticipated Timeline
    - Stakeholder Interviews and Listening Sessions
    - Develop Recruitment Brochure
2. **Recruitment Campaign and Outreach to Prospective Applicants**
    - Advertising and Marketing
    - Communication with Prospective Applicants
    - Communication with Active Applicants
3. **Initial Screening and Review by Executive Recruiter**
4. **Search Committee Briefing to Review Applicant Pool and Select Semifinalists**
5. **Evaluation of Semifinalists**
    - Written Questionnaires
    - Recorded One-Way Semifinalist Interviews
    - Media Searches - Stage 1, as described below
6. **Search Committee Briefing to Select Finalists**
7. **Evaluation of Finalists**
    - Comprehensive Media Searches - Stage 2, as described below
    - Background Investigation Reports
    - DiSC Management Assessments (if desired, supplemental cost)
    - First Year Plan or Other Advanced Exercise
    - Press Release Announcing Finalists (if requested)
8. **Interview Process**
    - Face-to-Face Interviews
    - Stakeholder Engagement (if desired)
    - Deliberations
    - Reference Checks (may occur earlier in process)
9. **Negotiations and Hiring Process**
    - Determine Terms of an Employment Offer
    - Negotiate Terms and Conditions of Employment
    - Press Release Announcing New Hire (if requested)

Step 1: Organization/Position Insight and Analysis

Project Kickoff Meeting and Develop Anticipated Timeline
SGR will meet with the organization at the outset of the project to discuss the recruitment strategy and timeline. At this time, SGR will also request that the organization provide us with photos and information on the community, organization, and position to assist us in drafting the recruitment brochure.

Stakeholder Interviews and Listening Sessions
Stakeholder interviews and listening sessions are integral to SGR's approach. SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your specific needs. Obtaining a deep understanding your organizational needs is the crucial foundation for a successful executive recruitment. In collaboration with the organization, SGR will compile a list of internal and external stakeholders to meet with regarding the position. These interviews and listening sessions will identify potential issues that may affect the dynamics of the recruitment and contribute to a comprehensive understanding of the position, special considerations, and the political environment. This process fosters organizational buy-in and will assist us in creating the position profile.

Develop Recruitment Brochure
After the stakeholder meetings, SGR will develop a recruitment brochure, which will be reviewed and revised in partnership with your organization until we are in agreement that it accurately represents the sought-after leadership and management attributes.

To view sample recruitment brochures, please visit:
https://sgr.pub/OpenRecruitments

Step 2: Recruitment Campaign and Outreach to Prospective Applicants

Advertising and Marketing
The Executive Recruiter and the client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, with a reach of over 40,000 subscribers in all 50 states, will announce your position. Additionally, we will send targeted emails to opt-in subscribers of SGR's Job Alerts, and your position will be posted on SGR's website and Job Board. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page. Furthermore, we will provide a recommended list of ad placements to be approved by the client, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospective Applicants
SGR maintains regular communication with interested prospects throughout the recruitment process. Outstanding candidates often conduct thorough research on the available position before submitting their resumes.

As a result, we receive a significant number of inquiries, and it is crucial for the executive search firm to be well-prepared to respond promptly, accurately, and comprehensively, while also offering a warm and personalized approach. This initial interaction is where prospective candidates form their first impression of 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 personalized responses to any questions or inquiries. SGR maintains frequent communication with applicants to ensure they remain enthusiastic and well-informed about the opportunity. Additionally, SGR communicates with active applicants, keeping them informed about the organization and community.

Step 3: Initial Screening and Review by Executive Recruiter

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. This triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues concerning previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process mentioned 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 satisfied. This sifting process examines how well candidates' applications align with the recruitment criteria outlined in the position profile.

Step 4: Search Committee Briefing to Review Applicant Pool and Select Semifinalists

At this briefing, SGR will conduct a comprehensive presentation to the Search Committee and facilitate the selection of semifinalists. The presentation will include summary information on the process to date, outreach efforts, the candidate pool demographics, and any identified trends or issues. Additionally, a briefing on each candidate and their credentials will be provided.

Step 5: Evaluation of Semifinalists

The review of resumes is a crucial step in the executive recruitment process. However, resumes may not fully reveal an individual's personal qualities and their ability to collaborate effectively with others. In some instances, resumes might also tend to exaggerate or inflate accomplishments and experience.

At SGR, we understand the significance of going beyond the surface level of a resume to ensure that candidates who progress in the recruitment process are truly qualified for the position and a suitable match for the organization. Our focus is to delve deeper and gain a comprehensive understanding of the person behind the resume, identifying the qualities that make them an outstanding prospect for your organization.

During the evaluation of semifinalist candidates, we take the initiative to follow up when necessary, seeking clarifications or additional information as needed. This approach ensures that we present you with the most qualified and suitable candidates for your unique requirements. At SGR, our ultimate goal is to match your organization with individuals who possess not only the necessary qualifications but also the qualities that align with your organizational culture and values.

Written Questionnaires

As part of our thorough evaluation process, SGR will request semifinalist candidates to complete a comprehensive written exercise. This exercise is designed to gain deeper insight into the candidates' thought processes and communication styles. Our written instrument is customized based on the priorities identified by the Search Committee. The completed written instrument, along with cover letters and resumes submitted by the candidates, will be included in the semifinalist briefing book.

Recorded One-Way Semifinalist Interviews

Recorded one-way interviews will be conducted for semifinalist candidates. This approach provides an efficient and cost-effective way to gain additional insights to aid in selecting finalists to invite for an onsite interview. The interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Additionally, virtual interviews provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest.

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” or noteworthy media coverage to the Search Committee as part of the review of semifinalists with the Search Committee.

Step 6: Search Committee Briefing to Select Finalists

Prior to this briefing, SGR will provide the Search Committee with a briefing book on the semifinalist candidates via an electronic link. The briefing book includes cover letters, resumes, and completed questionnaires.

If applicable, a separate email with the link to view the recorded online interviews is sent to the Search Committee. The objective of this meeting is to narrow the list to finalists who will be invited to participate in onsite interviews.

Step 7: Evaluation of Finalists

Comprehensive Media Searches - Stage 2

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™, supplemented by Google as an additional tool. By combining both resources, we offer an enhanced due diligence process to our clients, enabling efficient and thorough vetting of candidates and minimizing the risk of overlooking critical information. The Stage 2 media search consists of a more complex search, encompassing social media platforms, and has proven to be instrumental in identifying potential adverse news about the candidate that may not have been disclosed previously. The media search provides the Search Committee with an overview of the candidate's press coverage throughout their career. View a sample media report at: https://sgr.pub/SGRMediaReport.

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: https://sgr.pub/SGRBackgroundReport.

- Social security number trace
- Address history
- Driving record (MVR)
- Federal criminal search
- National criminal search
- Global homeland security search
- Sex offender registry search
- State criminal court search for states where candidate has lived in previous 10 years
- County wants and warrants for counties where candidate has lived or worked in previous 10 years
- County civil and criminal search for counties where candidate has lived or worked in previous 10 years
- Education verification
- Employment verification for previous 10 years (if requested)
- Military verification (if requested)
- Credit report (if requested)

DiSC Management Assessments (if desired, supplemental cost)

SGR utilizes the DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment provides a comprehensive analysis and report on the candidate's preferences in five crucial areas: management style, directing and delegating, motivation, development of others, and working with their own manager. View a sample report at: https://sgr.pub/SGRDiSCReport.

For assessments of more than two candidates, a DiSC Management Comparison Report is included, offering a side-by-side view of each candidate's preferred management style. View a sample comparison report at: https://sgr.pub/SGRDiSCCompare.

First-Year Plan or Other Advanced Exercise
SGR will collaborate with your organization, if desired, to create an advanced exercise for the finalist candidates. One such example is a First-Year Plan, where finalist candidates are encouraged to develop a first-year plan based on their current understanding of the position's opportunities and challenges. Other exercises, such as a brief presentation on a topic to be identified by the Recruiter and Search Committee, are also typically part of the onsite interview process to assess finalists' communication and presentation skills, as well as critical analysis abilities.

Step 8: Interview Process

Face-to-Face Interviews
SGR will arrange interviews at a date and time convenient for your organization. This process can be as straightforward or as elaborate as your organization desires. SGR will aid in determining the specifics and assist in developing the interview schedule and timeline. We will provide sample interview questions and participate throughout the process to ensure it runs smoothly and efficiently.

Stakeholder Engagement
At the discretion of the Search Committee, we will closely collaborate with your organization to involve community stakeholders in the interview process. Our recommendation is to design a specific stakeholder engagement process after gaining deeper insights into the organization and the community. As different communities require distinct approaches, we will work together to develop a tailored approach that addresses the unique needs of the organization.

Deliberations
SGR will facilitate a discussion about the finalist interviews and support the Search Committee in making a hiring decision or determining whether to invite 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, proven to encourage more candid and truthful responses, thus providing organizations with more meaningful and insightful information on candidates. SGR delivers 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 finalists' names are made public prior to interviews, SGR will typically contact references before the interview process. If the finalists' names are not made public prior to interviews, SGR may wait until the organization has selected its top candidate before contacting references to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine Terms of an Employment Offer

Upon request, SGR will provide draft employment agreement language and other helpful information to aid in determining an appropriate offer to extend to your preferred candidate.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will identify and address any special needs or concerns of the selected candidate, including potential complicating factors. With our experience and preparedness, SGR is equipped to facilitate win-win solutions to resolve negotiation challenges.

Press Release (if requested)

Until employment negotiations are finalized, you should exercise caution to avoid the embarrassment of a premature announcement that may not materialize. It is also considered best practice to notify all senior staff and unsuccessful candidates before any media exposure. SGR will assist in coordinating this process and in crafting any necessary announcements or press releases.

Satisfaction Surveys

SGR is committed to following the golden rule, which means providing prompt, professional and excellent communication while always treating every client with honor, dignity and respect. We request clients and candidates to participate in a brief and confidential survey after the completion of the recruitment process. This valuable feedback assists us in our ongoing efforts to improve our processes and adapt to the changing needs of the workforce.

Post-Hire Services

We offer post-hire services, such as executive coaching, team-building retreats, and performance review assistance at the six-month or one-year mark. For more information or to request a customized proposal, please visit https://www.governmentresource.com/leadership-development-training-resources.

Typical Timeline *

The timeline below is an example only, and we will work with you to finalize and approve a timeline, with adjustments made if needed after the position is posted.

Initial Steps Prior to Posting Position:	
• Contract Execution • Kickoff Meeting to Discuss Recruitment Strategy and Timeline • Organization/Position Insight and Analysis • Stakeholder Interviews and Listening Sessions • **Deliverable**: Draft Recruitment Brochure • **Deliverable**: Recommended Ad Placements • Organization Approves Ad Placements • Search Committee Reviews and Approves Brochure	*Timing varies and usually takes a minimum of 2-3 weeks.*

Task	Week
• Post Position and Firm up Timeline • Recruitment Campaign and Outreach to Prospective Applicants • Initial Screening and Review by Executive Recruiter	Weeks 1-4
• Search Committee Briefing to Review Applicant Pool and Select Semifinalists	Week 5
• Questionnaires • Recorded One-Way Semifinalist Interviews • Media Searches - Stage 1, as described in Approach/Methodology	Week 6
• **Deliverable**: Semifinalist Briefing Books via Electronic Link • **Deliverable**: Recorded Online Interviews, if applicable	Week 7
• Search Committee Briefing to Select Finalists	Week 8
• Comprehensive Media Searches - Stage 2, as described in Approach/Methodology • Background Investigation Reports • Disc Management Assessments (if desired, supplemental cost) • First-Year Plan or Other Advanced Exercise (if desired)	Weeks 9-10
• **Deliverable**: Finalist Briefing Books via Electronic Link	Week 11
• Face-to-Face Interviews • Stakeholder Engagement (if desired) • Deliberations • Reference Checks (may occur earlier in process) • Negotiations and Hiring Process	Week 12

** Timeline is dependent upon Search Committee availability and Holidays. Organization agrees to timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening; failure to do so, may in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.*

Fee Proposal

Not-to-Exceed Price: $27,900

Not-to-Exceed Price is comprised of:

- **Fixed Fee of $25,400**
- **Up to $2,500 in Ad Placements (billed at actual cost)**

The Fixed Fee includes:

- Stakeholder Interviews and Listening Sessions
- Production of a Professional Recruitment Brochure
- Recruitment Campaign and Outreach:
    - Outreach to Prospective Applicants
    - Custom Graphics for Email and Social Media Marketing
    - Announcement in SGR's Servant Leadership e-Newsletter
    - Post on SGR's Website
    - Ad on SGR's Job Board
    - Two (2) Targeted Job Blasts to SGR's Opt-In Subscriber Database
    - Promotion on SGR's LinkedIn
- Application Management, Screening, and Evaluation
- Semifinalist Evaluation:
    - Questionnaires for up to 15 Semifinalists
    - Recorded One-Way Interviews for up to 15 Semifinalists
    - Media Searches – Stage 1 Reports for up to 15 Semifinalists
- Semifinalist Briefing Books via Electronic Link
- Comprehensive Stage 2 Media Reports for up to Five (5) Finalists
- Background Investigation Reports for up to Five (5) Finalists
- Finalist Briefing Books via Electronic Link
- Reference Checks for up to Five (5) Finalists
- Two (2) Onsite Visits by the Recruiter for 1-3 days each, Inclusive of Travel Costs

Reimbursable Expenses NOT included in the not-to-exceed price:

- Ad placements up to $2,500 will be billed at the actual cost with no markup for overhead and are incorporated into our not-to-exceed price. Ad placements over and above $2,500 will be billed back at actual cost with no markup for overhead.

Supplemental Services/Other Expenses <u>not included</u> in the fixed or not-to-exceed price:

- There may be additional charges for substantial and substantive changes made to the recruitment brochure after the brochure has been approved by the Organization and the position has been posted online. Organization would be notified of any supplemental costs prior to changes being made.
- At your request, SGR can conduct an online stakeholder survey for $1,000 to help identify key issues or priorities that you may want to consider prior to launching the search. 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. Please note that this type of survey may extend the recruitment timeline.
- Online interviews over and above the 15 included in the Fixed Fee - $250 per candidate.
- Additional comprehensive stage 2 media reports over and above the maximum of five (5) included in the fixed price above - $750 per candidate.
- Additional background investigation reports over and above the maximum of five (5) included in the fixed price above - $500 per candidate.
- Additional reference checks over and above the maximum of five (5) included in the fixed price above - $250 per candidate.
- DiSC Management assessments - $175 per candidate.
- Semifinalist and finalist briefing materials will be provided to the Organization 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 by the recruiter over and above the two (2) onsite visits included in the fixed price are an additional cost. Travel time and onsite time are billed at a professional fee of $1,000 per 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.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.
- If the organization desires any supplemental services not mentioned in this fee proposal, an estimate of the cost will be provided at that time, and no work shall be done without approval.

Billing

SGR will bill the fixed fee in four (4) installments: 30% upon contract execution, 30% after the applicant pool is presented, 30% after finalist interviews, and 10% upon acceptance of employment. Ad placement expenses and supplemental services/other expenses will be billed as incurred or provided. Ad placement expenses and supplemental services/other expenses will be billed as incurred or provided.

Terms and Conditions

- The organization agrees not to 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.
- The organization agrees to refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.
- The organization agrees to provide SGR with any candidates that were previously accepted as applicants for the given position before engaging SGR to conduct the recruitment for the subject position.
- If the organization wishes to place ads in local, regional, or national newspapers, the organization shall be responsible for paying directly for the ads and for placing the ads using language provided by SGR.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.

Placement Guarantee

SGR is committed to your satisfaction with the results of our full service recruitment process. If, for any reason, you are not satisfied, we will repeat the entire process one additional time, and you will be charged only for expenses as described in the Fee Proposal under Supplemental Services. Additionally, we promise not to directly solicit any candidate selected under this engagement for another position while they are employed with your organization.

In the event that you select a candidate fully vetted by SGR, who subsequently resigns or is released for any reason within 12 months of their hire date, we are committed to conducting a one-time additional executive search to identify a replacement. In this case, you will only be charged for related expenses as described in the Fee Proposal.

If your organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the placement guarantee will be null and void. Additionally, SGR does not provide a guarantee for candidates placed as a result of a partial recruitment effort or limited scope recruitment.

City Management Recruitments, 2018-Present

In Progress

- Cleburne, Texas (pop. 33,000) - City Manager
- Coffeyville, Kansas (pop. 9,000) - City Manager
- Duncan, Oklahoma (pop. 23,000) - City Manager
- DuPont, Washington (pop. 10,000) - City Administrator
- Edwardsville, Kansas (pop. 4,700) - City Manager
- Kilgore, Texas (pop. 14,000) - City Manager
- Lafayette, Colorado (pop. 30,000) - City Administrator
- Leander, Texas (pop. 67,000) - City Manager
- Marysville, Kansas (pop. 3,500) - City Administrator
- Moberly, Missouri (pop. 14,000) - City Manager

2023

- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Dobbs Ferry, New York (pop. 11,000) - Village Administrator
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager
- Great Bend, Kansas (pop. 15,000) - City Administrator
- Justin, Texas (pop. 5,000) - City Manager
- Laredo, Texas (pop. 256,000) - City Manager
- Largo, Florida (pop. 84,000) - City Manager
- Lawton, Oklahoma (pop. 90,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Navajo County, Arizona (pop. 106,000) - County Manager
- Ottawa, Kansas (pop. 12,500) - City Manager
- Parker, Arizona (pop. 3,500) - Town Manager
- Rowlett, Texas (pop. 68,000) - City Manager
- Shawnee, Kansas (pop. 69,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Snyder, Texas (pop. 11,000) - City Manager
- Stillwater, Oklahoma (pop. 48,000) - City Manager
- Trophy Club, Texas (pop. 13,000) - Town Manager
- Williston, North Dakota (pop. 29,000) - City Administrator

2022

- Aledo, Texas (pop. 5,500) - City Manager
- Blaine, Washington (pop. 6,000) - City Manager
- Crandall, Texas (pop. 4,000) - 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
- Kennebunk, Maine (pop. 11,000) - Town Manager
- 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
- Leawood, Kansas (pop. 34,000) - City Administrator
- 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
- Montgomery, Texas (pop. 2,400) - City Administrator
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Walla Walla, Washington (pop. 34,000) - City 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

2018

- Anna, Texas (pop. 14,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Cameron, Missouri (pop. 10,000) - City Manager
- Clackamas County, Oregon (pop. 400,000) - County Administrator
- Clallam County, Washington (pop. 75,000) - County Administrator
- Coffeyville, Kansas (9,500) - City Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Erie, Colorado (pop. 26,000) - Town Administrator
- Forney, Texas (pop. 19,000) - City Manager
- Freeport, Texas (pop. 12,000) - City Manager
- Fulshear, Texas (pop. 9,500) - City Manager

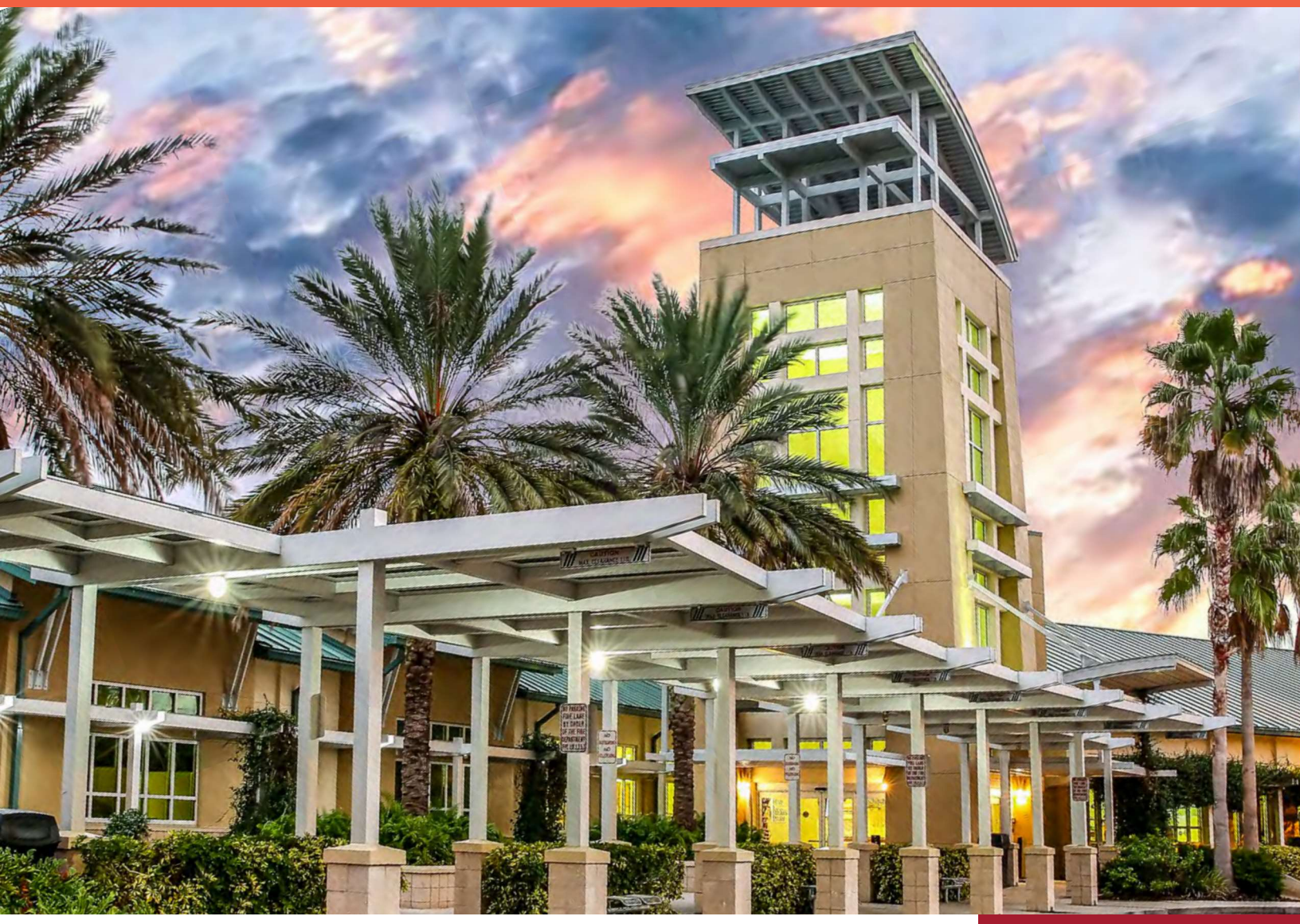
- Green Cove Springs, Florida (pop. 7,500) - City Manager
- Humble, Texas (pop. 15,000) - City Manager
- Jacksonville, Texas (pop. 14,000) - City Manager
- Jupiter, Florida (pop. 60,000) - Town Manager
- Lawton, Oklahoma (pop. 94,000) - City Manager
- Lebanon, Missouri (pop. 15,000) - City Administrator
- Lockhart, Texas (pop. 13,500) - City Manager
- Marshall, Texas (pop. 24,000) - City Manager
- Murfreesboro, Tennessee (pop. 130,000) - City Manager
- Nixa, Missouri (pop. 21,000) - City Administrator
- Paducah, Kentucky (pop. 25,000) - City Manager
- Pflugerville, Texas (pop. 60,000) - City Manager
- Plant City, Florida (pop. 38,000) - City Manager
- Riverside, Missouri (pop. 3,000) - City Administrator
- Smithville, Missouri (pop. 10,000) - City Administrator
- Springfield, Missouri (pop. 167,000) - City Manager
- Sunnyvale, Texas (pop. 6,500) - Town Manager
- West University Place, Texas (pop. 14,000) - City Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager

CITY OF LARGO

YOUR COMMUNITY OF CHOICE *Naturally*

CITY MANAGER

LARGO, FLORIDA



EXECUTIVE RECRUITMENT PROVIDED BY SGR 199



YOUR COMMUNITY OF *CHOICE*

THE COMMUNITY

Conveniently located near world-class beaches and attractions in a picturesque natural setting, Largo is the fourth largest city in the Tampa Bay metro area, comprising 19.59 square miles and a population of over 84,000. Largo offers a great quality of life for residents with entertainment, valued green spaces, an engaged and active community along with safe and attractive streets.

The City is easily accessibility from I-275 and I-4, with international commercial air service provided by the nearby Tampa International Airport and St. Pete-Clearwater International Airport. Amtrack rail service is available at the Tampa Union Station with service to New York City, Washington DC, Charleston, South Carolina, Savanna Georgia, and Jacksonville, Orlando, and Miami, Florida. For cruisers, Port Tampa Bay serves Carnival, Celebrity Cruises, Royal Caribbean International, and Norwegian cruise lines.

The St. Pete/Clearwater was recently named one of the world's 100 most-loved travel destinations. Along with miles of white-sand beaches, Pinellas County is home to mind-blowing museums and galleries including the Salvador Dali Museum, Museum of Fine Arts, and the Clearwater Marine Aquarium. Nearby Tampa is home to Bush Gardens Tampa Bay, the Florida Aquarium, Zoo Tampa and Walt Disney World and Universal Studios are only 90 miles away in Orlando.

Largo's special events are well known in the community as family friendly activities that draw crowds from the surrounding Tampa Bay area. From ticketed events at the Central Park Performing Arts Center to free events in Largo Central Park, a diverse program of community celebrations includes Touch-a-Truck, Fourth of July, and Holiday Stroll. You can find more information on events in the City of Largo at LargoEvents.com. Florida's coast-to-coast connector is the Fred Marquis Pinellas Trail. The biking and walking path is a 75-mile continuous multi-use pathway stretching from Tarpon Springs to St. Petersburg with connections to Dunedin, Clearwater, Safety Harbor, and Largo.

Largo is proud to be a part of Champa Bay! The Tampa Bay Buccaneers, Tampa Bay Rays, and Tampa Bay Lightning are just the highlights of sports in the area. The area is also home to Major League Baseball's spring training sites and numerous semi-pro and collegiate teams. Shopping opportunities abound with national chains, local boutiques and regional shopping centers including Hyde Park Village, and International Plaza & Bay Street. Diverse dining and nightlife experiences include the area's growing list of renowned restaurants featuring unique and rich cuisines, including waterfront bistros and bars. The community features fine dining to farm-to-table restaurants and enjoys fresh Gulf seafood and authentic Spanish and Latin dishes.

Largo's health care needs are met by the Largo Medical Center, a 455-bed which is a HCA Florida teaching hospital specializing in cardiovascular services with

advanced heart failure care, including a four bed Transplant Intensive Care Unit. Additionally, BayCare is a large regional healthcare provider with six hospitals located in Pinellas County and is regularly recognized as a repeat winner of the Fortune 100 "Best Companies to Work For."

The City serves as the central hub of recreational activity in Pinellas County along with St. Petersburg to the south, Clearwater to the north and Tampa to the east just across the causeway. For swimming, boating, fishing, or any outdoor activity, you can't beat the County's 35 miles of powdery white beaches and nearly 588 miles of coastline. Largo has an average of 361 days of sunny weather each year where you can enjoy the surf, sun, and sand. Three of the top ten beaches in the nation are located in Pinellas County including Clearwater Beach, Fort De Soto Park, and Caladesi Island. The City Parks system is comprised of nearly 500 acres of green space including 20 parks, 11 miles of walking trails and many opportunities to canoe, kayak, and paddleboard. Residents can also access three recreation centers, a performing arts venue, and the largest library in Pinellas County.

Notable developments in the community that have been recently completed and/or are underway include over 600 units of residential rental complexes, and an additional 1,000 units of multiple residential apartment complexes/town homes ranging from workforce housing to market rate units. The new Horizon West Bay City Hall mixed use complex in Downtown Largo is also currently under construction which will include 20,000 square feet of retail, a 350+ car parking garage, and 80,000 square feet of City Hall offices which is scheduled to be open in the Fall of 2024.

K-12 education is served by the Pinellas County School District which is the 7th largest school district in Florida and the 28th largest district in the United States. The School District's administrative headquarters are located in Largo and operates 21 public schools serving over 11,500 students within the City limits. Private and parochial school providers include Saint Patrick Catholic School, Indian Rocks Christian School, Country Day School, Plato Academy Largo, and Saint Paul's Clearwater. Area higher educational opportunities include Saint Petersburg College, University of South Florida, The University of Tampa, Florida College, and the Strayer University Tampa Westshore Campus.

The City's economic targeted businesses and industries include healthcare, manufacturing, educational services, professional, scientific & tech services and information, and finance & insurance. Major employers include the Pinellas County Sheriff's Office, TD Synnex (Tech Data), HCA Florida Largo Hospital, Empath Health, the City of Largo, Publix Supermarkets, Inc., The Palms of Largo, SCC Soft Computer, Inc., Diagnostic Medical Group, and the Pinellas County Schools Administration Department.

Largo's demographics reflect a diverse resident population comprised of 83% White, 6% Black or African American, 0.4% American Indian and Alaska Native, 3.5% Asian, 12.6% Hispanic or Latino, and 3.2% Two or More Races. The City's median household income is $48.8K with an average home price of $367,000 a 37.83% change from 2021-2022.

Awards & Recognition

2023 Top Workplace USA – Energage (3-year winner)

2021 GFOA Distinguished Budget Presentation Award

GFOA Certificate of Achievement for Excellence in Financial Reporting (32 consecutive years)

Florida Water Environment Association (FWEA) 2021 Collection System of the Year – Medium Utility Category

AIA Sustainability Award – Horizon West Bay Project (City Hall Mixed Use Project)

Family Friendly Business Award – Family Friendly Pinellas

Website Prestige Award Tampa Bay Public Relations Society (PRSA)

Reputation/Brand Management – Certificate of Excellence Tampa Bay Public Relations Society (PRSA)





GOVERNANCE & ORGANIZATION

The City of Largo operates under a council-manager form of government that combines the strong political leadership of the City Commission with the professional experience of a professional City Manager. Its governing body includes six citizen Commissioners and a Mayor who work together to set policy. The City Manager sets policy direction and directs day-to-day operations. The Mayor & City Commission are elected in nonpartisan, at-large elections to four-year overlapping terms on the first Tuesday after the first Monday in November of even numbered years. The Mayor & City Commission appoint/confirm the City Manager, City Attorney/contracted legal services, Assistant City Manager, and the City Clerk.

The City provides an array of traditional municipal services including; Administration, Community Development, Engineering Services, Information Technology/IT, Environmental Services (water reclamation facility, reclaimed water), Finance, Human Resources, Fire Rescue, Police, Public Works (solid waste/recycling, streets and stormwater, facilities, and fleet), Communications & Engagement (public information & outreach), Library Services, Recreation, Parks, and Arts (including a golf course and a performing arts center).

The City's Adopted FY 2023 Total Annual Budget is $248.4 million (General Fund $103.4 million) which is supported with a millage rate of 5.5200. Quality municipal services are provided by approximately 975 employees, with most non-management employees represented by multi-year collective bargaining agreements with the Communications Workers of America (CWA), International Association of Fire Fighters (IAFF), and the Police Benevolent Association (PBA).

High-Performance Organization (HPO)

The City of Largo intentionally underwent a fundamental cultural shift in 2017 with the development of its first City-wide strategic plan and subsequently embarked on the journey to become a High-Performance Organization (HPO). This transformative program empowers individuals at all levels of the organization to participate in meaningful projects and initiatives that have resulted in high levels of employee engagement, community involvement, and superior services. Recent successes include implementing parental leave and adopting a flexible place culture. Through values aligned behavior, a foundation was established for how the organization interacts in the workplace and serves the community. The City recently adopted strategic anchors that include investing in employees, fostering a work culture that supports its values, and earning community trust.

The City's commitment to HPO has created an organization that is flexible and resilient that intentionally embraces the building of leadership capacity at all levels of the organization. In an HPO work culture , all voices are valued at the table and better decisions are made that support superior service delivery to the community.

The HPO model represents a collection of best practices in leadership and management that when combined, ensure that an organization's culture and strategy work together. When culture and strategy successfully complement each other, an organization reaches a state of high performance.

Vision Statement
To be the community of choice in Tampa Bay!

Mission Statement
To provide superior services that inspire community pride.

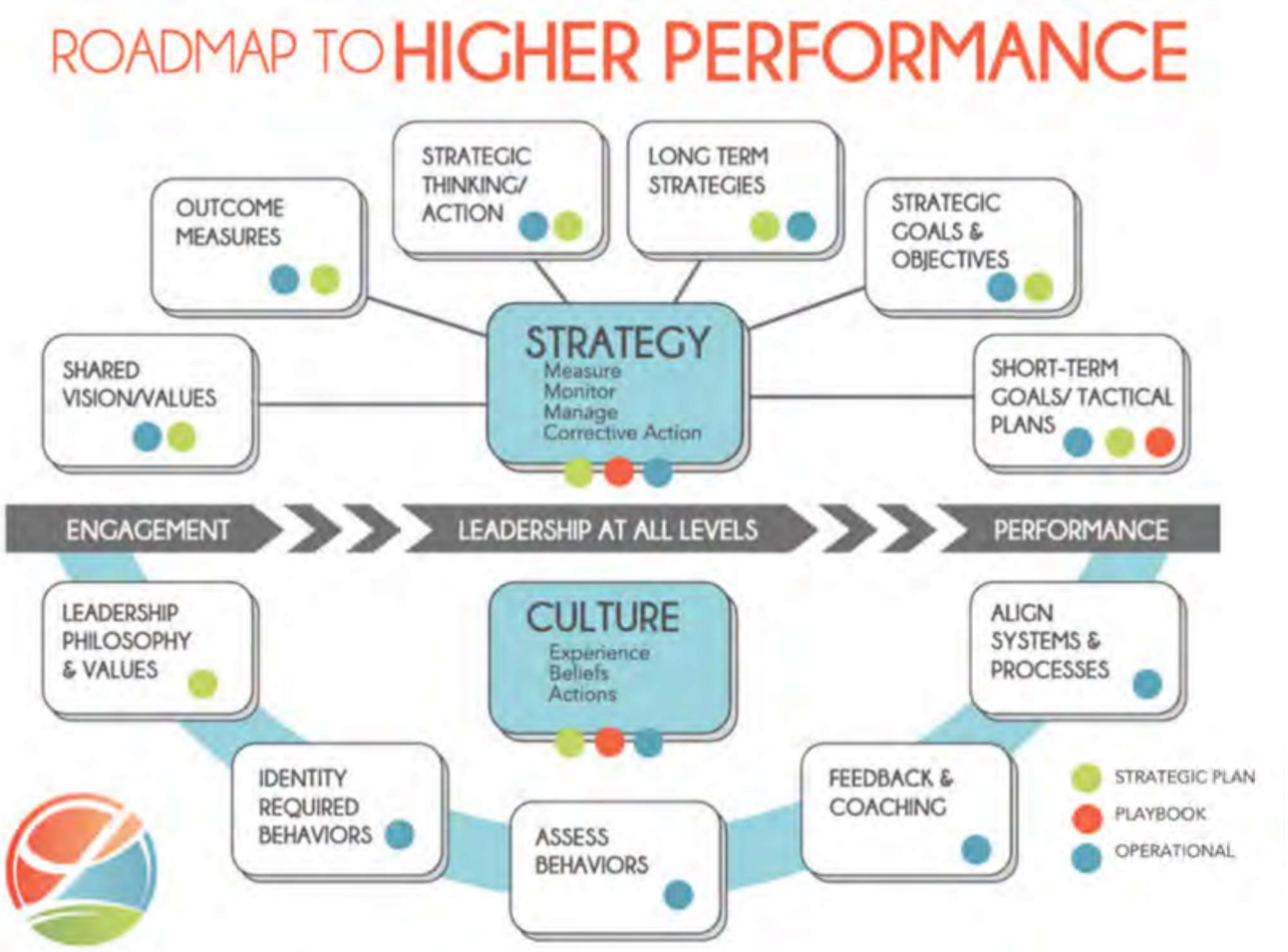
Strategic Plan Focus Areas & Initiatives



Focus on Sustainability:
- Initiative #1: Renew our Natural Environment to Ensure Sustainability for Future Generations
- Initiative #2: Advance a Flexible and Resilient Organization That Delivers Superior City Services
- Initiative #3: Foster a Community Where Opportunities Exist for Residents and Businesses to Realize Their Full Potential

Focus on Public Health & Safety:
- Initiative #1: Invest in Quality Public Infrastructure
- Initiative #2: Build a Community of Safe & Healthy Neighborhoods
- Initiative #3: Ensure the Health, Safety, and Economic Viability of the Community Through Effective Emergency Management

Focus on Community Pride:
- Initiative #1: Develop an Active & Interconnected Downtown
- Initiative #2: Cultivate and Support a Vibrant Intergenerational Community That Attracts Residents & Businesses



Culture

Leadership

- We believe to build community, we must empower team members to demonstrate our values of integrity, collaboration, passion, and creativity as part of our high-performing organization.
- We will reach our organizational goals and build trust through shared decision-making, promoting leadership opportunities, communication at all levels, and celebrating success.
- We will seek to attract motivated, creative, and flexible people and will invest in their professional development.

Values

- **Integrity:** Serving the public with honesty, transparency, and according to ethical standards; respecting the worth of others and doing what is right.
- **Collaboration:** Communication, engagement, and teamwork that is inclusive of our internal and external partners.
- **Passion:** Approaching the job with devotion, enthusiasm, and curiosity; caring about results and enjoying our work.
- **Creativity:** Innovative thinking that solves problems and improves service delivery.

Strategy

- **Outcome Measures:** Monitoring and measuring performance at the operational, management and leadership level.
- **Strategic Thinking:** Long-term goals are served through strategic planning and short-term tactics continue to move us forward.
- **Strategy Components:**
  - Executive Leadership Playbook
  - Annual Planning Retreats
  - Departmental Nested/Aligned Strategic Plans
  - Departmental Action Plans



ABOUT THE POSITION

The City Manager serves as Chief Administrative Officer of the municipal government, and reports to the Mayor & City Commission for oversight of City services pursuant to the City Charter, as well as federal, state, and local laws, and within accepted professional standards. The position promotes the development of a flexible and progressive organization that provides cost-effective and customer-friendly delivery of quality services to the community. Direct reports include the Assistant City Manager, Executive Assistant, Administrative Assistant, Director of Performance and Budget, Director of Communications & Engagement, Police Chief, Fire Chief, Director of Community Development, City Clerk, and Director of Human Resources.

The current City Manager is retiring following a 43+ year tenure with the City including service as a Department Head in various Departments, with 25 years as the Assistant City Manager, and more than seven years as City Manager. The selected City Manager will be required to establish residency in the City of Largo and must be approved by at least five of the seven members of the City Commission.

A summary of the responsibilities of the City Manager includes the following:

- Confers with the City Commission regarding budgetary issues and monitors the financial condition and long-range fiscal management needs.
- Appoints and supervises department directors and team members, except as otherwise specified in the City Charter.
- Oversees all municipal service functions and city departments, including personnel management, collective bargaining, and employee/labor relations.
- Performs grant, contract, and project administration and management services.
- Implementation and management of policies established by the City Commission.
- Works collaboratively with internal and external stakeholders to promote new business development and growth within the City.
- Communicates with residents, the general public, businesses, and other governmental entities and represents the City in regional, state, and national organizations at meetings or conferences to ensure awareness of programs and opportunities.
- Assesses the need for new and/or revised policies, procedures, and organizational structures to ensure the continued effective and efficient provision of quality services.
- Provides recommendations to the City Commission on all phases of municipal operations.

CHALLENGES AND OPPORTUNITIES

High-Performance Organization (HPO): The next City Manager is expected to be a champion of the organization's HPO journey which will involve team member training and development programs. Proposed training will involve a comprehensive integration of competency-based development courses that will range from leadership development to technical skills necessary to further advance the City's HPO culture.

Inclusive Workplace: The City recently launched a city-wide Equitable and Inclusive Workplace 5-year plan. The goals of the work plan include; fostering a workplace where all team members feel welcome, included, valued, and are able to realize their full potential, creating an environment that ensures underrepresented team members are able to contribute to the best of their ability, and evolving into an organization that represents, at every level, the identities of the community served.

Interconnected Downtown & New City Hall (Horizon West Bay): In response to a long-standing desire of the community to have an active and vibrant downtown, the City Commission and organization responded to the challenge by encouraging a number of housing opportunities, complete streets, and multi-modal systems and public investments. The FY 2023 Budget included a new Downtown Administrator in the Economic Development Division to coordinate activities, design, and business engagement in this key area. A major component of the interconnected Downtown Largo initiative includes the new Horizon West Bay project, which includes a parking garage, 18,000 square feet of retail/commercial space, and 80,000 square feet to serve as the community's new City Hall, which is scheduled to be completed in late 2024.

Affordable Workforce Housing: Like most Florida cities, Largo faces an increasingly difficult challenge in the availability of affordable workforce housing opportunities. The City has been successful in encouraging the development of numerous market rate and affordable rental and town homes in recent years; however, the City wishes to continue the promotion of affordable units in the community to encourage more of a live-work-play environment for current and future residents.

Intergovernmental Relations: As part of the Tampa's metropolitan area comprising almost three million people, Largo is recognized as a leader in intergovernmental relations both locally and at the state and federal level. The next City Manager is expected to be an advocate for developing outstanding intergovernmental relations to help craft proposed solutions to emerging area-wide issues such as homelessness, traffic and congestion, public safety needs involving enclaves and jagged corporate boundaries, and with other issues that typically require multi-jurisdictional approaches.

Recruitment, Retention & Succession Planning: The organization is committed to a flexible/hybrid work environment that promotes both in-office and remote work opportunities. The next City Manager will need to champion a work culture that supports both long-term and new team members while promoting succession planning initiatives. It will be critical to support innovative recruitment and retention strategies to ensure continued organizational capacity to deliver superior services and continue to be recognized as an "Employer of Choice."





IDEAL CANDIDATE

The City of Largo seeks an enthusiastic, visionary, decisive, and servant leader with a commitment to professionalism to be the next City Manager. The ideal candidate will be a pragmatic person of high integrity with a history of adopting best management practices and a track record of building consensus both internally and through fostering community, state, and nation partnerships to achieve community goals. The next City Manager will be a skilled problem-solver with a history of implementing creative and innovative solutions in service delivery to both organizational and community challenges.

Largo seeks a confident and dynamic City Manager with a high level of emotional intelligence that possesses advanced interpersonal skills and a proactive, transparent, and collaborative management style. The candidate should thrive in an environment involving a high level of team member, resident, and business engagement in municipal matters. The selected individual will be accessible, promote public outreach, and have a desire to be highly visible both within the organization and becoming part of the fabric of the community. The City Manager should be an excellent communicator, public speaker, and facilitator. The selected candidate should honor transparency and be comfortable operating under Florida's "Government in the Sunshine Act" and broad Public Records Act environments.

The ideal candidate should possess highly effective board skills as an advisor to the City Commission and Executive Leadership Team as they navigate both policy and administrative decision-making processes, being politically savvy but never political. A critical role is fully informing the Mayor & City Commissioners in the most appropriate and timely manner and creating a positive, trusting, productive, and lasting relationship with all members of the governing body and team members is desired.

An advocate for local government and the team members who provide municipal services, the new City Manager should espouse servant leadership principles and be committed to advancing the organization's HPO culture. The ideal candidate will promote team building and model the highest level of integrity and ethics. A skilled delegator who is comfortable in managing the big picture, the selected candidate will empower team members and have the ability to motivate individuals to build high-performance and results-driven teams. They will be an active member of state and national trade associations, be supportive of the professional development for team members, and serve as a coach and mentor for the organization. The Manager will be a champion of interdepartmental collaboration and promote outstanding customer service, both internally and externally. The ideal candidate will have a passion for public service while maintaining a work-life balance and encouraging team members to do the same. Additionally, the candidate will have a successful background in developing progressive strategies with collective bargaining groups and in contract administration, and will ensure harmonious union/management communications and relations.

The City seeks a Manager who can help chart the community vision for economic development in both new development and redevelopment initiatives. Experience with innovative approaches involving the conversion of traditional major corridor commercial-type developments and implementing strategies to encourage both market-based and affordable housing opportunities is desired.

Lastly, the ideal candidate should have a strong financial background/acumen, including long-term budgeting and capital planning skills, and an understanding of municipal administrative services and operations and how they need to interact cohesively to provide exceptional local government services to residents and custome

EDUCATION & EXPERIENCE

The selected candidate should hold a Bachelor's degree from an accredited college or university in business administration, public administration, or a closely related field, with a Master's degree preferred. Candidates should have at least five years of experience in managerial, financial, and executive level decision-making, ideally in a comparable sized city to Largo (in an urbanized area), with seven+ years preferred. Candidates will also be considered that possess any combination of education and/or work experience deemed relevant and equivalent to achieve the successful performance of the job.

COMPENSATION & BENEFITS

The City of Largo offers a competitive salary depending on qualifications and experience. The anticipated package will include low to no cost medical, dental, and vision coverage; flexible spending accounts (FSA), health savings (HSA), paid life and accidental death insurance with an option to purchase additional supplemental life coverage. Retirement includes participation in a 401(a) Deferred Compensation Plan, with a 5% employee contribution and 8% City match, with vesting on enrollment, coupled with an additional 4.5% annual contribution to a City-Paid 457 (b) Plan. Additional benefits include PTO/Leave, paid holidays, 24-hour fitness access, recreation cards for the entire family, and a $400 yearly wellness reimbursement for classes or events at the City's Recreation Centers. A vehicle allowance is also provided. The City Manager is required to establish and maintain their residency within the Largo City limits in a reasonable period of time following appointment.

The City of Largo values diversity in its workforce and is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act. Applicants selected as finalists for this position will be subject to a comprehensive background check.

APPLICATION PROCESS

Please apply online

Pursuant to the Florida Public Records Act, all applications are subject to public disclosure upon receipt of a public records request.

For more information on this position, contact:

Doug Thomas, Executive Vice President - Recruitment & Leadership Development
DouglasThomas@GovernmentResource.com
cell: 863-860-9314

RESOURCES

City website: https://www.largo.com/

Largo High-Performance Organization:
https://www.largo.com/services/jobs/high_performance_organization.php

Chamber of Commerce website: Central Pinellas
https://www.centralchamber.biz/home

CVB website: Visit St. Pete/Clearwater
https://www.visitstpeteclearwater.com/

CITY OF LARGO
YOUR COMMUNITY OF CHOICE Naturally

Agreement for Executive Recruitment Services ("PROJECT")
to City of Treasure Island, Florida ("CLIENT") between
CLIENT and Strategic Government Resources, Inc. ("SGR")

SGR and CLIENT (together, "Parties") agree as follows, effective upon the date of the later signature below, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the sufficiency of which each Party hereby acknowledges.

1. SGR promises and agrees:

A. To perform the services described in SGR's Proposal for PROJECT dated December 12, 2023 ("PROPOSAL") substantially in the timeframe projected in the PROPOSAL.

B. To honor the Placement Guarantee stated in the PROPOSAL.

C. To comply with all applicable open records, public information and similar laws, and consult with CLIENT if SGR is asked for information before disclosure, unless prevented by court order or law from doing so.

2. **CLIENT promises and agrees:**

A. To pay SGR promptly as billed or invoiced for such services in accordance with the amounts stated in PROPOSAL, including Reimbursable Expenses and costs of any Supplemental Services or Other Expenses that CLIENT selects. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

B. To timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening and interviews; failure to do so may, in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.

C. To respond to drafts of documents and reports in a timely manner; failure to do so may, in SGR's reasonable discretion, extend timelines and can negatively impact the outcome of the process.

D. To refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.

E. To provide legal opinions to SGR regarding when and if any information relating to the PROJECT must or should be released in accordance with public information laws or legal process.

F. That if CLIENT receives an open records request, CLIENT 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 and that CLIENT shall provide sufficient time for SGR to notify and provide advance notice to the impacted individuals prior to CLIENT releasing the required information with protected information redacted.

G. To directly reimburse finalists for travel-related expenses relating to in-person interviews.

H. That CLIENT is ultimately responsible for candidate selections and CLIENT 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, or applicable state, or local law.

I. To comply with the Fair Credit Reporting Act.

J. To cooperate with SGR to enable SGR to perform its obligations to CLIENT.

3. **Additional Terms and Conditions:**

A. The PROPOSAL is incorporated herein for all purposes including all terms defined therein, but if there is any conflict or inconsistency between the terms or conditions of this Agreement, this Agreement controls.

B. SGR may substitute personnel other than those initially placed, who have substantially equivalent training and experience and subject to approval of CLIENT, due to factors such as SGR employee/consultant turnover, developing needs of the PROJECT, or CLIENT's request.

C. CLIENT grants SGR permission to use any name, logo, or other identifying mark of CLIENT in SGR's social media content to refer to the relationship established by this agreement.

D. Remedies

i. CLIENT can terminate this agreement at any time for no reason upon giving SGR seven (7) days advance written notice of the termination date. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.

ii. SGR can terminate this agreement upon seven (7) days advance written notice of the termination date to CLIENT if CLIENT has failed to promptly pay in full any undisputed portion of any bill or invoice (if the dispute is in good faith) or has failed to perform its contractual promises in a manner that materially impedes SGR's ability to perform. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.

E. CLIENT acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects through 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 with whom SGR may be having conversations as part of the recruitment process, may be damaging to the prospects, CLIENT, and SGR. Accordingly, CLIENT acknowledges and, to the extent permitted 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 CLIENT.

F. There are no third-party beneficiaries to this Agreement.

G. If any term or condition of this Agreement is invalidated by final judgment of a court of competent jurisdiction or becomes impossible to perform, the Parties will confer about whether to continue performance without amending the Agreement, without prejudice to either Party's right to terminate the Agreement without cause.

H. This Agreement embodies the complete and final understandings, contract, and agreement between the Parties, superseding any and all prior written or verbal representations, understandings, or agreements pertaining to this PROJECT. This Agreement can be modified

only by signed written amendment. Electronic communications purporting to amend this Agreement will be effective only if the electronic communication includes specific reference to this Agreement or PROJECT.

I. This Agreement will be governed by the substantive laws of the State of Florida without regard to the jurisdiction's choice-of-law doctrines. Venue for any litigation relating to this Agreement will be exclusively in Pinellas County of the State of Florida.

J. To the extent it may be permitted to do so by applicable law, CLIENT does hereby agree to defend, hold harmless, and indemnify SGR, and all officers, employees, and contractors of SGR, from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees incurred in any legal proceedings brought against them as a result of action taken by SGR, its officers, employees, and contractors, providing the incident(s), which is (are) the basis of any such demand, claim, suit, actions, judgments, expenses, and attorneys' fees, arose or does arise in the future from an act or omission of SGR acting within the course and scope of SGR's engagement with CLIENT; excluding, however, any such demand, claim, suit, action, judgment, expense, and attorneys' fees for those claims or any causes of action where it is determined that SGR committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith. In the case of such indemnified demand, claim, suit, action, or judgment, the selection of SGR's legal counsel shall be with the mutual agreement of SGR and CLIENT if such legal counsel is not also CLIENT's legal counsel. A legal defense may be provided through insurance coverage, in which case SGR's right to agree to legal counsel provided will depend on the terms of the applicable insurance contract. The provisions of this paragraph shall survive the termination, expiration, or other end of this agreement and/or SGR's engagement with CLIENT.

K. Notices related to this Agreement will go to the respective Parties as follows but either Party can change the addressee for notices to that Party by written notice to the other Party.

   i. For the purposes of this Agreement, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Agreement.

   ii. Any notice required be given by this Agreement shall be deemed to have been given within three (3) days of emailing or depositing in the mail.

Legal Notices:

SGR
Attn: Melissa Valentine, Corporate Secretary
PO Box 1642
Keller, TX 76244
Melissa@GovernmentResource.com

CLIENT
Attn: _____
Address: _____
Email: _____

PROJECT Representative:

SGR
Jeri J. Peters
President of Executive Recruitment
JJPeters@governmentresource.com
817-337-8581

CLIENT
Name: _____
Title: _____
Email: _____
Phone: _____

Billing and Invoicing:

SGR
Attn: Finance
Finance@GovernmentResource.com
817-337-8581

CLIENT
Name: _____
Title: _____
Email: _____
Phone: _____

L. Unless sooner terminated, this Agreement shall terminate at such time as the PROJECT is completed and the requirements of this Agreement are satisfied, except that duties of payment, of information disclosure, any representations and warranties, and placement guarantee survive this Agreement.

M. The Parties and each individual who executes this Agreement on behalf of a Party represent and warrant to the other Party that as to each Party's respective signatory, that signatory is authorized by their Party to execute this Agreement and to bind their Party hereto.

N. Time is of the essence to this Agreement.

O. This Agreement may be executed in counterparts which together will comprise the Agreement.

P. This Agreement is subject to appropriation of funds by CLIENT.

Strategic Government Resources, Inc.

_____
Signature

Printed Name: Jeri J. Peters

Title: President of Executive Recruitment

_____
Date

CLIENT

_____
Signature

Printed Name: _____

Title: _____

_____
Date



ST. JOHNS COUNTY, FL

COUNTY ADMINISTRATOR

GovHR USA
GovTEMPS USA

EXECUTIVE RECRUITMENT

ST. JOHNS COUNTY, FL
COUNTY ADMINISTRATOR

THE COMMUNITY

St. Johns County residents enjoy a healthy quality of life with many perks including the historical richness of St. Augustine – the oldest City in the nation, one of the top-rated public school systems in the State of Florida, miles of natural beauty along the beach shoreline, peaceful estuary of the St. Johns River, long-established agriculture, and equestrian scene.

A recent study places St. Johns County as one of the fastest growing in the State, including job growth and income growth. Recent data from the U.S. Census Bureau indicates that the population increased 4.2 percent between 2017 and 2018, making St. Johns County the eighth-fastest growing county in the country. St. Johns County is a great place to live AND work!

View Recruitment Video



ABOUT ST. JOHNS COUNTY

The county is home to more than 254,000 people that are served by two municipalities and the County Government. The County is 608 square miles and is surrounded with beaches, riverfronts, And dozens of historical landmarks, which makes it ideally positioned to attract visitors and industry.

St. Johns County Government consists of five Commissioners serving terms of four years. The five-member Board of County Commissioners set policy as the governing board for County Government. Voters of the County also elect five Constitutional Officers consisting of Clerk of Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector.

St. Johns County has two incorporated cities St. Augustine and St. Augustine Beach. Unincorporated communities include Ponte Vedra, Hastings, Switzerland, Crescent Beach, Tocoi, Bakersville, Picolatta, Orangedale, Fruit Cove, Summer Haven, and Vilano Beach.

The County has 57 departments with over 1,300 total employees with many more seasonal hires during peak summer months. Under the current structure, the following staff reports directly to this County Administrator: Assistant County Administrator, Deputy County Administrator (2), Budget Director, Chief of Staff, Medical Examiner and Director of Public Affairs.

THE POSITION

The County Administrator is responsible for leading day-to-day operations of county government; administers the County's wide ranging regional programs and services and directs the planning and coordinating of all County activities and policies to ensure directives issued by the Board of County Commissioners are accomplished.

Summary of responsibilities include:

- Oversees:
  - preparation of the official annual county preliminary, tentative and final budgets
  - estimates of revenues for fixed dollars budgeting,
  - the compilation of budget requests for appropriations and reviews requests for statutory compliance and
  - daily administration and services of the County's departments, divisions, offices, and agencies, in conformance with the Charter, County ordinances, resolutions, the Florida Constitution, and the laws of the State of Florida.
  - develops short- and long-range goals; conducts strategic planning; ensures that the Commission's goals are executed.
- Serves as liaison:
  - to groups, governments, organizations, and elected officials to communicate information on county programs, plans and policies and
  - between the Board of County Commissioners and staff to provide and to gather information necessary for county operations.
- Serve as primary contact, liaison, and consultant to the Commissioners to advise, update and offer professional opinion and recommendations on all County programs, services, and department and/or staffing issues and develops policies, procedures, and priorities to meet established Commission goals.
- Maintains a full-time presence on the job.
- Performs other duties as required.





MINIMUM QUALIFICATIONS

Pursuant to F.S. § 125.73(2) and St Johns County Code of Ordinances, 96-70, Sec. 4(c), the County Administrator shall be qualified by administrative and executive experience and ability and shall meet the following requirements:

- Bachelor's degree from an accredited college or university with major coursework in Public or Business Administration or related field. A master's degree in a related field is preferred.
- Five years of progressively responsible experience in municipal or county government work or an equivalent combination of education, training, and/or experience.
- Working knowledge of business and proprietary software (word, excel, database and other applications) in fulfillment of County duties.
- Ability to comprehend, speak, and write the English language.
- Excellent interpersonal, communication and presentation skills.
- A valid Florida driver's license (or valid license from another state for transfer) and ability to maintain it in good standing– in addition to any other endorsements necessary to legally operate vehicles used in fulfilling job duties.



OPPORTUNITIES

The next County Administrator will have the opportunity to work with the county's elected Commissioners and staff on the following initiatives:

- **Strategic Planning** – Willingly assume responsibilities for overseeing planning for County needs and service priorities and effectively collaborating to identify service levels, performance metrics and community outcomes that connect the strategic plan to the County's budget and performance reporting.
- **Consultant to the Commissioners** – Serve as the primary contact to Commissioners to advise, update, and offer professional opinion and recommendations on all County programs, services and departmental and/or staffing issues.
- **Team Orientation** – We want our Administrator to be passionate about building relationships with staff, businesses, and the community. Someone who will be interactive with stakeholders and visible in the office and community.
- **County Partnerships** – Strengthen and develop partnerships with downtown businesses, the school district, and all neighboring communities in the county.
- **Prioritizing the County Budget** – Proactively plan for investment in the County's infrastructure needs – both new investment and maintenance of current assets.
- **Business Development with Sustainability Measures** – Identify opportunities and strategies for economic development that will diversify and grow the county's tax base without sacrificing the rich history of St. Augustine – the oldest City in the nation – and the charm and natural beauty of all the neighboring cities.
- **Creative Planning** – Identify opportunities for additional revenue or funding partnerships to ensure the County's future viability and sustainability needs are met.

CHALLENGES

- **Rapid-change** – Think and act strategically in a fast-paced environment that requires prioritization, complex problem-solving, and adaptability.

  St. Johns County is one of the fastest-growing counties in America (and the 11th fastest-growing during the pandemic according to new census data). To address this growth, the county will need to assess and prioritize issues of capital infrastructure projects, improvements to current buildings, development and re-development, environmental issues, public services, and program offerings, and more.

- **Organizational acuity and human resources** –To ensure the county organizational capacity is aligned to anticipate future demands and priorities, assess the current municipal organization and over time. Evaluate service delivery processes, procedures and methods, departmental and division organization, collaboration, and resource-sharing to ensure meeting or exceeding the expectations of the Commission and the community.
- **Affordable Housing** – Determine a good balance between affordable and workforce housing through planning and regulatory programs and involving stakeholders throughout the County.
- **Planning Initiatives** – In addition to all administrative and operational areas of County government, ensure all departments including Tourism Development Council, Habitat Conservation Plan, Agriculture Center and Extension services and others are included and involved in planning for the future.
- **Lead Cross-Departmental Learning** – Encourage individual employee development while removing barriers to collaboration across the organization to build shared knowledge and deeper support for cross-functional and departmental collaboration of systems, structures, and expectations.









MANAGEMENT STYLE AND PROFESSIONAL CHARACTERISTICS

- **Share County Core Values** – The new administrator will have compassion, innovation, and trustworthiness and must work well in a friendly, collaborative, fast-paced team-oriented environment.
- **Background in large city or county government** – Senior level experience demonstrating the ability to understand the complexities and competing interests of all departments and services of local government.
- **Sustainability minded** – Strong environmental background to navigate the balance between the needed development, green spaces, and the quality of life for all residents and visitors.
- **Integrity** – Possess a high level of personal and professional integrity with the ability to gain respect and inspire the trust and confidence of all staff, elected and appointed officials, and the community.
- **Excellent communicator** – Be clear and concise in verbal and written communications and subscribe to the "No surprises" philosophy in dealing with all constituents. Able to present complex technical information to any audience in lay person's terms that is easy to understand. Able to share both good news and bad news in a tactful, self-confident, and professional manner.
- **Team Orientation** – A positive, and flexible team builder that motivates and inspires staff at all levels and advocates for their needs. Provides a safety net if (or when) a new approach or initiative fails (or might not work as well as expected) yet holds the team accountable for achieving the County's goals and objectives.
- **Active listener** – Gathers opinions, data, and suggestions from all staff and others actively involved in a project or process before moving forward.
- **Transparency and Honesty** – In all forms of communication with Commissioners, all staff and the community. Calm and even-tempered personality even when working under pressure and deadlines.
- **Public servant attitude** – Actively lives the core values of honesty, integrity, accountability, respect, wisdom, and responsibility with key focus on serving all residents of St. Johns County.
- **Collaborator and Mentor** – Encourages and empowers staff to find new and better ways to get work done, while also working within and respecting the regulatory framework that guides the delivery of municipal services. Inspires others to achieve their goals on their leadership or other career pathway.
- **Trustworthy and fun loving** – An open, friendly personality and communication style with a calm demeanor who can quickly establish trust and defuse stress. Has a sense of humor when appropriate and quick to celebrate successes!
- **County generalist** – While not an expert in every facet of county government, has a solid working knowledge of all the departments and services provided to the community and an inquisitive mind to ask questions to gain a deeper understanding in area(s) of less experience. Must have technical experience to ensure the timely and efficient completion of strategic infrastructure projects.



Discover St. Johns County

It's easy to see why people have been living here for over 450 years. St. Johns County has it all, from beautiful beaches to quaint downtown shops, there's something for everyone in St. Augustine and Ponte Vedra Beach. Centuries of history and ancient natural beauty provide the perfect backdrop for an amazing quality of life for all residents and visitors alike!

Historic St. Augustine

Founded in 1565, in search of the legendary Fountain of Youth, St. Augustine provides a mix of small-town charm, southern hospitality, historical integrity and seaside appeal. The Historic Downtown boasts flavorful fares, old-world treasures, arts and culture, and attractions for all ages.

Vilano Beach

Vilano Beach is synonymous with sparkling sands and seas, as it is located on the northeastern coast of Florida and surrounded by water on nearly every side, Vilano Beach is the picture-perfect, sunny Florida town.

Anastasia Island/St. Augustine Beach

Just across the Intracoastal Waterway from Historic Downtown St. Augustine, is Anastasia Island, a barrier island lined with wide, sandy beaches to enjoy surfing, kayaking, and paddle-boarding, and breathtaking ocean view.

Ponte Vedra Beach

Ponte Verdra has it all – world-renowned golf and tennis resorts, luxurious beaches, and elegant coastal living. Ponte Vedra Beach is home to the PGA and ATP Tours, and every year hosts THE PLAYERS Championship golf tournament. But it's not all about golf – the area's arts, culture and entertainment combine to provide a dynamic and relaxing life experience.

St. Johns County Culture

Check out our Stay connected and Historic Coast Culture websites for updated information the arts, entertainment, dining, festivals and activities available throughout the year to get a feel for what's it's like to live in Paradise!

GOVERNMENT IN THE SUNSHINE

Information contained on the Florida Sunshine Law assists the public and governmental agencies in understanding the requirements and exemptions to Florida's open government laws. The Attorney General's Office compiles a comprehensive guide known as the Government-in-the-Sunshine manual.

The St. Johns County Board of County Commissioners is dedicated to building and maintaining public trust by keeping government open and accessible to the citizens it serves. The Government in the Sunshine page is intended to serve as a resource to those seeking to become more familiar with the organization, operation, and decision-making processes of the Board of County Commissioners and its Departments.

MORE INFORMATION AND APPLICATION INSTRUCTIONS

- If you are selected to move forward in the process, please be aware that the anticipated recruitment schedule has been confirmed as follows:
  - **Screening meetings** (with consultants via zoom) – Weeks of 9/18/2023 and 9/25/2023
  - **County recruitment team meetings** (with selected finalists via zoom) – 10/9/2023 (and 10/10/2023, if required)
  - **Special Meeting / Commissioner's Interviews (Public, in person)** – 10/30/2023 (and 10/31/2023, if required)
- **Florida Sunshine Laws** – Please be aware that all aspects of this recruitment are open to public records requests throughout the process.
- **Benefits and Wellness** – The county is setting an employer standard for offering the best in health and wellness programs that include providing quality of work and life balance and comprehensive benefits to meet the needs of you and your family.
  - **100% Employer Paid Benefits** – Health Insurance (for Employee and Dependents), Life Insurance (for Employee) and Long-Term Disability
  - **Retirement Savings** – Participation in the Florida Retirement System) and optional Deferred Compensation 457(b)
  - **Wellness Offerings** – Includes reduced rates to play golf, Healthy Living Reimbursement Program Health Coaching Program and more!
  - **Time Off Programs** – includes the following paid leave during year 1: 20 vacation days, 12 sick days, 12 Holidays plus your birthday!)
- Here are some links to important information on all programs:
  - Benefits Overview
  - 2023 Benefits Guide
  - Employee Wellness Overview
- **Relocation assistance** – available to the selected candidate. Please note that supplemental income is taxed as such per IRS Guidelines
- **Salary** – negotiated based on qualifications. The former incumbent earned $248,000 annually.



Posting deadline date is **Friday, September 15, 2023**, at 5:00 PM EST. The posting and application instructions can be found on the GovHR USA career center at: www.GovHRjobs.com.

Please submit résumé, cover letter, and contact information for three to five professional or supervisory references.

Any questions regarding this recruitment may be directed to:

Joan Walko Senior Vice President (410) 499-9586	or	James (Jim) Dinneen Vice President (386) 846-2612

St. Johns County Board of County Commissioners is a drug-free workplace and equal opportunity employer.

All employment actions are taken without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, handicap, disability, marital status, national origin, veteran status, or genetic information.













CITY OF TREASURE ISLAND, FLORIDA

CITY MANAGER RECRUITMENT

Proposal

December 15, 2023



GovHR USA
GovTEMPS USA

MGT

Submitted by:

LAURIE PEDERSON
SENIOR VICE PRESIDENT
630 DUNDEE ROAD, SUITE 225
NORTHBROOK, IL 60062
847.380.3198
lpederson@govhrusa.com

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Cover Letter

December 15, 2023

Ms. Jessica Zamora
Human Resources Director
City of Treasure Island
120 108th Avenue
Treasure Island, FL 33706

Dear Ms. Zamora:

Thank you for the opportunity to provide you with a proposal for the City Manager recruitment and selection process for the CITY OF TREASURE ISLAND (CITY). Our proposal provides the CITY with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

We have some very exciting news to share. GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. GovHR and MGT are joining forces to take the next step in offering integrated solutions that can accelerate our most important shared goal: dramatically improving lives by ***advancing and lifting up the communities we serve***.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	**MGT of America Consulting, LLC** 4320 West Kennedy Boulevard | Tampa, Florida 33609 P: 813.327.4717 | www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	**Laurie Pederson, Senior Vice President** 630 Dundee Road, Suite 225 | Northbrook, Illinois 60062 847.380.3198 | lpederson@govhrusa.com

Thank you for the opportunity to submit a proposal to the City of Treasure Island. Should you have questions on any aspect of this proposal, please contact **Laurie Pederson** at **847.380.3198** or **lpederson@govhrusa.com**.

Regards,

Patrick J. Dyer, Vice President
Authorized to bind the firm

Firm Profile

We impact the communities we serve – for good.

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in ***assisting clients to operate more efficiently and effectively***.

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.

MGT FIRM AT A GLANCE

Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida; branch offices nationwide

Staff: 500+ consultants across the country

Structure: Privately held and client-driven

Lines of Business: Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

Find out more at **www.mgtconsulting.com.**

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction towards their short- and long-term goals . With the recent combination of GovHR, our firm includes **more than 500 professionals and administrative staff** to support our clients' success. MGT's corporate office is in Tampa, Florida, with additional offices around the country as shown below.

NATIONAL FIRM **LOCAL FOCUS**

Alabama
Birmingham

Arizona
Phoenix

California
Sacramento
Riverside
Carlsbad

Florida
Tampa HQ

Georgia
Savannah
Atlanta
Alpharetta

Illinois
Chicago Metro

Indiana
Gary

Michigan
Bay City

New York
NYC

North Carolina
Raleigh

South Carolina
Columbia

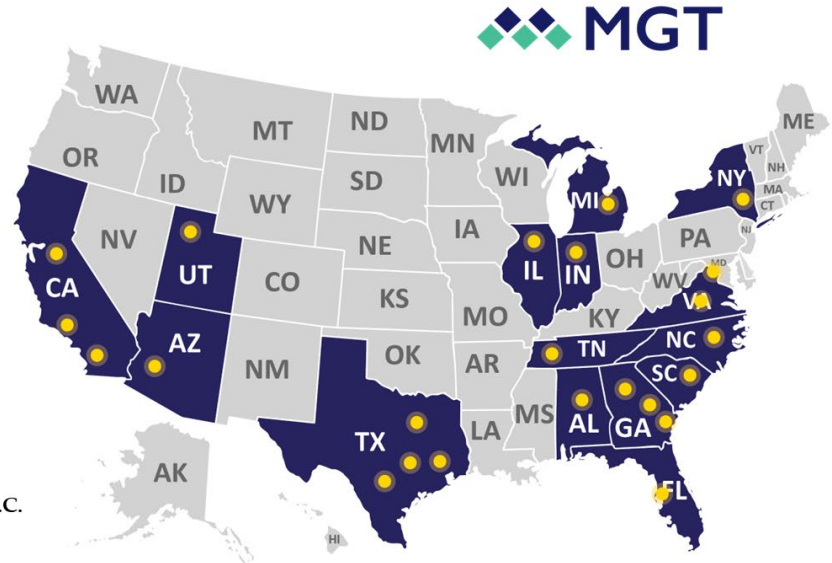
Tennessee
Nashville

Texas
Dallas
Austin
San Antonio
Houston

Utah
Salt Lake City

Virginia
Richmond

Washington, D.C.



Social Impact Solutions

The MGT Social Impact Solutions team has an impressive track record of providing ***customized solutions, objective research, creative recommendations, and quality products*** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Social Impact Solutions Team.

GovHR USA

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT ***(the nation's leading social impact firm)*** in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized executive recruitment services, management studies, and consulting projects for local government and organizations who work with local government. Additionally, GovHR's GovTempsUSA division provides interim staffing solutions to keep operations moving during the recruitment process.

GovHR's consultants are experienced executive recruiters who have conducted **over 1,250 recruitments**, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

GOVHR'S LEADERSHIP



Heidi Voorhees
(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 22 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
(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.

Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

We improve lives by advancing and lifting up your community.

This purpose reflects the company's strong social conscience and service ethic that forms the core of the MGT "Why." MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

Impacting Communities. For Good.



Defined by Our Impact

We understand the goals of the CITY OF TREASURE ISLAND and how this search process will ensure a diverse pool of highly qualified candidates for the CITY.

The MGT team empowers organizations to enhance their teams through innovations in people, processes, and technology to ***lift and strengthen their human resources solutions.***

Part of our success is based upon our ***promise to be flexible and responsive***. We are acutely aware of the political, economic, social, and technological factors that impact today's public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Social Impact Solutions Group responsible for leading the completion of this project.**



Social Impact Solutions

Our Social Impact Solutions team combines Financial Solutions, Education Solutions, Human Capital, Government Consulting, and Diversity, Equity, and Inclusion (DEI) to provide an integrated team with subject matter expertise and the financial acumen to help municipalities, government agencies, schools, districts, state agencies, and colleges and universities perform at their best and thrive.



Technology Solutions

Our Technology Solutions business supports state, local, education, and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security, and strategic IT professional staffing.

Why Choose MGT/GovHR?

- ✓ ***Unparalleled Expertise and Level of Service***. With executive recruitment experience in 44 states, in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as ***Outstanding*** – indicating a plan to use our services and/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, ensuring successful recruitment for the CITY. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.

- ✓ ***A Partner from Start to Finish***. We are your partners in this important process. We welcome you 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 by offering several options for recruitment services to meet 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 **best fits your needs**.



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the CITY's staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced James Dinneen. He will act as your project manager and primary point of contact for this project. His biography is attached as **Appendix A.**

Project Manager & Main Point of Contact



JIM DINNEEN

Vice President
386.846.2614
JDinneen@GovHRusa.com

Proposal Inquiries



LAURIE PEDERSON

Senior Vice President
Operations & Client Services
847.380.3198
LPederson@GovHRusa.com

Project Approach & Methodology

A detailed plan specifically designed for you.



MGT: EXPERTS IN RECRUITING

"The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City's needs."

Project Understanding

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.

Our 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.

MGT Client Satisfaction Components



Proposed Work Plan

PHASE 1
POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT 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 successful recruitment. We gain this insight and information through meetings (one on one and in 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 CITY.
- MGT 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 items listed above 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 $150/hour plus actual expenses if incurred). Dedicated email address and one organizational survey are included. A Community Survey can be conducted for $2,500. Community Forums are 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 CITY 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 the appointment of the finalist candidate.

PHASE 2
ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- MGT 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 CITY, focusing on:
  - Leadership and management skills.
  - Size of organization.
  - Experience in addressing challenges and opportunities also outlined in Phase 1.
  - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- Placement of the Position Announcement:
  - Public sector online Career Centers.
  - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
  - MGT will provide the CITY with a list of advertising options for approval.

PHASE 3
CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- Candidates will be narrowed down to those 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 MGT, ensuring the CITY's process is professional and well regarded by all who participate.

PHASE 4
PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that credentials are presented in a uniform way.
- The CITY will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the CITY to review the recruitment report and provide additional information on the candidates.

PHASE 5
INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- Develop the first and second round interview questions for CITY review and comment.
- Coordinate candidate travel and accommodations.

- Provide CITY 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:

MGT BACKGROUND SCREENING

- ✓ Social Security Trace & Verification
- ✓ US Federal Criminal Search
- ✓ Enhanced Verified National Criminal
  - National Sex Offender Registry
  - Most Wanted Lists FBI, DEA, ATF, Interpol
  - OFAC Terrorist Database Search
  - OIG, GSA, SAM, FDA
  - All felonies and misdemeanors reported to the National Database
- ✓ County/Statewide Criminal
- ✓ Civil Search
- ✓ Bankruptcy, Leans, and Judgements
- ✓ Motor Vehicle Record
- ✓ Education Verification – All Degrees Earned

Optional: Credit Report – Transunion with score (based on position and state laws)

Optional:
- Professional License Verification
- Drug Screen
- Employment Verification

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT 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. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of CITY facilities.
- Interviews with senior staff.

PHASE 6
APPOINTMENT OF CANDIDATE

Activities

- MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 2**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Interviews & Brochure Development	■	■												
Phase 2: Advertising, Candidate Recruitment, & Outreach			■	■	■	■								
Phase 3: Candidate Evaluation & Background Screening							■	■	■					
Phase 4: Presentation of Recommended Candidates										■				
Phase 5: Interview Process & Additional Background Screening											■	■		
Phase 6: Appointment of Candidate													■	■

Commitment to Diversity, Equity, & Inclusion in Recruitments

MGT is a leader in diversity, equity, and inclusion (DEI) consulting services, strategic planning, and organization transformation. MGT's experience working in diverse communities across the United States and working with organizations seeking to change organization culture is critical to the success of all our projects. We have a track record of building awareness, solutions, and direction for systemic change by generating transformative ideas and solutions, information, and practices into operational strategies, which help us stand out in all our projects.

MGT is also one of the original and premier disparity research firms in the country. Disparity studies were the first instance of bringing principles of diversity, equity, and inclusion into the public sector, through the procurement process, and since 1990, **MGT has conducted more than 230 public sector disparity studies**. These studies are designed to improve procurement departments, promote and advance equity, and improve economic outcomes for diverse communities that have been historically marginalized by analyzing policies, practices, and programs to increase the utilization of minority- and women-owned businesses. Clients that have conducted a disparity study are in the unique position to increase and improve systematic equity through procurement and contracting, which can ultimately promote economic empowerment by creating strong business and employment pipelines in communities of color.

MGT's GovHR also has a long-standing commitment to DEI. Since the firm's inception they have supported, with their time and financial resources, organizations that advance underrepresented populations 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. Our Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training, and we are frequent speakers on incorporating equity and inclusion into all levels of local

government. Additionally, we provide a list of DEI resources on the homepage of the website at GovHRusa.com.

MGT's 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.

MGT/GovHR's Recommendations to RECRUIT and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position as well as being concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as CPA, Professional Engineer, and others that will limit your talent pool – consider using the word "ideally" or "preferably."

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.

References

A leader in local government recruitment and selection.

More than one-third of the organizations served by MGT's GovHR have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

DEERFIELD BEACH, FLORIDA

DAVE SANTUCCI
CITY MANAGER
150 NE 2ND AVENUE | DEERFIELD BEACH, FL 33441
(954) 480-4263 | DSANTUCCI@DEERFIELD-BEACH.COM

MGT's GovHR provided recruitment and selection services for the following positions:

- Director of Parks & Recreation, 2023
- Director of Human Resources, 2023
- Assistant City Manager, 2022
- Purchasing Manager, 2022
- Director of Parks and Recreation, 2021

PONCE INLET, FLORIDA

LOIS PARITSKY,
MAYOR
4300 SOUTH ATLANTIC AVENUE | PONCE INLET, FL 32127
(203)-460-2184 | LPARITSKY@PONCE-INLET.ORG

MGT's GovHR provided recruitment and selection services for the following positions:

- (Town Manager, 2023) - James Dinneen

LAKELAND, FLORIDA

BILL MUTZ
MAYOR
228 S. MASSACHUSETTS AVE. | LAKELAND, FL 33801
(863) 834-6000 | BILL.MUTZ@LAKELANDGOV.NET

MGT's GovHR provided recruitment and selection services for the following positions:

- City Manager, 2020

Cost Proposal

Defined by Impact. Driven by People.
Dedicated to the Community.

We take pride in customizing our client's needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee	$20,500
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts	$1,500
Advertising **Advertising costs over $2,500 will be placed only with client approval. If less than $2,500, Client is only billed for actual cost.*	$2,500*
TOTAL:	**$24,500****

***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 CITY for reimbursement.*

Possible in-person meetings could include:

- Recruitment brochure interview process
- Presentation of recommended candidates
- Interview Process

Any additional consultant visits requested by the CITY (beyond the three visits listed above) will be billed at $150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within thirty (30) days of receipt.

Our Guarantee – Full Scope Recruitment

MGT 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 select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, the CITY will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the CITY.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the CITY or the employee's own determination, leave the employ of the CITY 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.

Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, 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 at a cost of $100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the CITY 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 CITY, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the CITY 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, MGT will prepare a proposal for this service.

Appendix A. Consultant Biography

The biography of our proposed consultant is provided on the following page.



JAMES DINNEEN

GovHR USA
GovTEMPS USA

James Dinneen's career spans over 43 years in the public sector which includes 23 plus years as a City or County Manager, the last 12 years managing in Florida. In addition, he has over 26 years in executive leadership roles in Public Works, Solid Waste, Transportation, Budgeting, and Planning.

In 2006, he became the County Manager of Volusia County, Florida, where he successfully provided crucial leadership until his retirement in 2018. 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, 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, equity and inclusion (DEI) strategic masterplan, implemented a Green Volusia program, developed a county dynamic masterplan which won a 2018 NACO award.

Prior to his career in Florida, Mr. Dinneen spent 18 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.

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, DEI initiatives, 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

Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complements the CITY's recruitment request is provided on the following page.

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Florida Client List

State	Client	Position Title	Year	Population
Florida	Alachua County	Court Services Director (Virtual)	2018	263,496
	Alachua County	Human Resources Director	2017	263,496
	Boca Raton	Deputy Director, Development Services (Virtual)	2023	95,787
	Boca Raton	Finance Services Director (Professional Outreach)	2023	95,787
	Broward County	Facilities Maintenance Director	2021	1,954,000
	Broward County Sheriff's Office	Director of Information Technology	2022	1,900,000
	Cape Coral	Human Resources Director	2023	209,000
	Cooper City	Finance Director (Custom)	2023	33,972
	Deerfield Beach	Assistant City Manager	2022	80,000
	Deerfield Beach	Assistant Senior Services Director	2016	80,000
	Deerfield Beach	Director of Human Resources	2023	80,000
	Deerfield Beach	Director of Parks and Recreation	2021	80,000
	Deerfield Beach	Director of Parks and Recreation	2023	80,000
	Deerfield Beach	Purchasing Manager	2022	80,000
	DeFuniak Springs	Finance Director	2023	7,000
	Gainesville	Assistant City Manager	2021	133,997
	Gainesville	Director, Department of Sustainable Development	2021	133,997
	Gainesville	Fire Chief	2020	133,997
	Hillsborough Area Regional Transit Authority	Chief Executive Officer	2020	1,500,000
	Lakeland	City Manager	2020	110,000
	Largo	Assistant City Manager	2018	82,244
	Largo	Director of Public Works	2018	82,244
	Marion County	County Administrator	2015	337,362
	Orlando	Compensation Manager (Professional Outreach)	2023	307,573
	Orlando	Fire Chief	2021	307,573
	Orlando	Public Works Director	2022	307,573
	Pasco County	County Administrator	2016	475,502
	Pinellas County	Assistant County Administrator	2020	970,600
	Pinellas County	Chief Human Resources Officer	2023	970,600
	Pinellas County	Deputy County Administrator/Chief of Staff	2019	970,600
	Pinellas County	Director of Building & Development Review Services	2022	970,600
	Pinellas County	Director of Human Resources	2020	970,600
	Pinellas County	Director of Office of Management and Budget	2021	970,600
	Pinellas County	Financial Manager - Pinellas County Utilities Department (Professional Outreach)	2023	970,600
	Pinellas Park	Chief Technology Officer	2019	52,137
	Ponce Inlet	Town Manager	2022	3,411

	Riviera Beach Community Redevelopment Agency	Executive Director	2020	35,000
	St. Johns County	County Administrator	2023	292,466
	St. Johns County	Facilities Management Director (Professional Outreach)	2023	292,466
	St. Johns County	Traffic Engineer (Professional Outreach)	2023	292,466
	Tampa Bay Water	Chief Science Officer	2021	Multi
	Tampa Bay Water	Director of Information Technology	2021	Multi
	Tampa Bay Water	Human Resources Director	2022	Multi
	Walton County	County Administrator	2023	75,305
	West Palm Beach	Assistant Chief Financial Officer	2023	117,000

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City Management Client List 2020 to 2023

State	Client	Position Title	Year	Population
Alaska	Bethel	City Manager	2023	6,500
Arizona	Buckeye	City Manager	2021	69,744
	Kingman	City Manager	2023	34,669
Connecticut	Bloomfield	Town Manager	2023	21,301
	Enfield	Town Manager	2022	45,246
	Granby	Town Manager	2023	11,375
	Manchester	General Manager	2021	59,710
	Simsbury	Town Manager	2023	25,517
Florida	Lakeland	City Manager	2020	110,000
	Ponce Inlet	Town Manager	2022	3,411
Georgia	Albany	City Manager	2021	77,434
Illinois	Centralia	City Manager	2020	13,000
	Crest Hill	City Administrator	2021	21,169
	Forsyth	Village Administrator	2021	3,490
	Fox Lake	Village Administrator	2021	10,550
	Galesburg	City Manager	2022	33,706
	Galesburg	City Manager	2023	33,706
	Greenville	City Manager	2021	7,000
	La Grange	Village Manager	2022	15,610
	Lake Barrington	Village Administrator	2022	4,879
	Long Grove	Village Manager	2023	8,153
	McHenry	City Administrator	2023	27,135
	Mundelein	Village Administrator	2020	31,385
	Niles	Village Manager	2021	30,001
	North Chicago	Chief of Staff	2021	30,020
	Northbrook	Village Manager	2021	35,000
	Northfield	Village Manager	2023	5,400
	Oak Brook	Village Manager	2021	8,058
	Oak Park	Village Manager	2021	52,000
	Oak Park Township	Township Manager	2023	51,774
	Palos Heights	City Administrator (Virtual)	2021	12,480
	Pingree Grove	Village Manager	2020	10,000
	Pingree Grove	Village Manager	2023	10,000
	Plainfield	Village Administrator	2021	41,734
	River Forest	Village Administrator	2021	11,635
	Rock Island	City Manager	2021	39,684
	Savoy	Village Administrator (Virtual)	2020	8,607
	Schaumburg Township	Township Administrator (Virtual)	2021	140,000
	Sycamore	City Manager (Professional Outreach)	2021	18,557
	Vernon Hills	Village Manager	2021	25,911
	Villa Park	Village Manager	2022	22,038

	Washington	City Administrator	2021	15,700
	Wauconda	Village Administrator	2021	14,125
Indiana	St. John	Town Manager (Professional Outreach)	2020	18,047
Iowa	Indianola	City Manager	2022	15,833
	Knoxville	City Manager	2021	7,300
	Muscatine	City Administrator	2020	23,819
	Windsor Heights	City Administrator	2023	4,860
Kentucky	Paducah	City Manager	2021	24,850
	Paris	City Manager	2021	9,846
Maine	Bangor	City Manager	2021	33,039
Maryland	Takoma Park	City Manager	2023	17,629
	Westminster	City Administrator	2021	18,522
Massachusetts	Wayland	Town Manager	2022	13,882
	Williamstown	Town Manager	2021	8,400
Michigan	Adrian	City Administrator	2020	20,676
	Charlotte	City Manager	2020	9,100
	Clawson	City Manager	2021	11,946
	Rochester	City Manager	2022	13,017
	Royal Oak	City Manager	2020	59,112
Minnesota	Becker	City Administrator	2021	4,874
	Fairmont	City Administrator	2023	10,477
	Hibbing	City Administrator	2021	15,855
	Lindström	City Administrator	2023	4,888
	Minnetonka	City Manager	2022	53,953
	Scandia	City Administrator	2023	4,149
	St. Joseph	City Administrator	2022	7,342
	St. Louis Park	City Manager	2021	48,662
	Waconia	City Administrator	2021	13,500
Missouri	Ballwin	City Administrator	2020	30,181
	Cape Girardeau	City Manager	2020	38,000
	Warrensburg	City Manager	2021	20,200
	Webster Groves	City Manager	2020	22,800
Nebraska	Nebraska City	City Administrator	2022	7,200
Nevada	Boulder City	City Manager	2021	16,207
New York	Mamaroneck (Town)	Town Administrator	2021	29,156
	New Rochelle	City Manager	2022	79,067
	Scarsdale	Village Manager	2021	17,837
North Carolina	Albemarle	City Manager	2023	16,404
	Ayden	Town Manager	2023	5,000
North Dakota	Minot	City Manager	2020	45,700
Pennsylvania	Ferguson Township	Township Manager	2022	18,300
	Patton Township	Township Manager	2022	15,801
Tennessee	Oak Ridge	City Manager	2023	31,402
Texas	Missouri City	City Manager	2022	74,139
Vermont	Winooski	City Manager	2022	7,997
Virginia	Newport News	City Manager	2023	181,958
	Portsmouth	City Manager	2020	96,000
Washington	Burien	City Manager	2022	52,066

	Duvall	City Administrator (Professional Outreach)	2021	8,090
West Virginia	Bridgeport	City Manager	2021	8,582
Wisconsin	Beaver Dam	City Administrator	2021	16,291
	Beloit (Town)	Town Administrator	2020	7,083
	Harrison	Village Manager	2021	13,185
	Monroe	City Administrator	2020	10,827
	Plymouth	City Administrator/Utilities Manager	2020	8,540
	Sheboygan	City Administrator	2023	48,327
	Waukesha	City Administrator	2023	71,158
	Whitewater	City Manager	2022	14,300

AGENDA ITEM NO. I.8

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: December 19, 2023

SUBMITTED BY: Celine Kidwell, Administration

ITEM TYPE: Request to Commission

AGENDA SECTION: ITEMS OF BUSINESS

SUBJECT: Establishing a Schedule of City Commission Regular Meetings and Workshops for the 2024 Calendar Year

BACKGROUND: Pursuant to City Charter, Article III. Legislative, Section 3.07. Procedure. (a) Meetings, the Commission must adopt an annual regular meeting schedule with at least one meeting every month at such times and places as the commission may prescribe by rule. Meetings have not been scheduled on City holidays, Election Day or days of major religious/cultural observances that have work restrictions pursuant to Commission policy.

The Mayor or Vice Mayor may call special meetings as needed. The Commission may also amend the regular meeting schedule when necessary.

POLICY/PURPOSE: Establishing a Schedule of City Commission Regular Meetings and Workshops for the 2024 Calendar Year, with starting times of 6:00 p.m.

STRATEGIC PLAN RELEVANCE: .

ANALYSIS/DISCUSSION: Each year, the Commission approves a schedule for the Commission Meetings and for the upcoming year. The proposed schedule for 2024 has been submitted.

Please note the following:

- Florida League of Cities Legislative Action Days in Tallahassee, FL is scheduled for January 29, 2024,

through January 31, 2024. This does not interfere with any scheduled meetings.

- Presidential Preference Primary & Municipal Elections is scheduled on Tuesday, March 19, 2024
- Florida League of Cities Annual Conference in Hollywood, FL is scheduled for August 15, 2024, through August 17, 2024. This does not interfere with any scheduled meetings.
- National League of Cities City Summit in Tampa, FL is scheduled for November 13, 2024, through November 16, 2024. This does not interfere with any scheduled meetings.
- Florida League of Cities 2024 Legislative Conference date is to be determined (TBD).

FUNDING: Not applicable.

MOTION: I move to approve the adopted 2024 City Commission Meeting Schedule.

ATTACHMENTS:
2024 City Commision Meeting Schedule - Proposed.docx

Treasure Island City Commission

Meeting Schedule January 2024 – December 2024

Day	Date	Time	Meeting
~~*Tuesday*~~	~~*January 2, 2024*~~	~~*6:00 p.m.*~~	~~*Regular Meeting and *Workshop*~~ *Due to Winter Holidays*
Tuesday	January 16, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	February 6, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	February 20, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	March 5, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	March 19, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	April 2, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	April 16, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	May 7, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	May 21, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	June 4, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	June 18, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	July 2, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	July 16, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	August 6, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	**August 7, 2024**	**5:00 p.m.**	**Tentative Proposed Budget Workshop**
Tuesday	August 20, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	**September 3, 2024**	6:00 p.m.	**Tentative** Regular Meeting and *Workshop **Due to Budget Hearing**
Tuesday	**September 17, 2024**	6:00 p.m.	**Tentative** Regular Meeting and *Workshop **Due to Budget Hearing**
Tuesday	October 1, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	October 15, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	November 5, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	November 19, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	December 3, 2024	6:00 p.m.	Regular Meeting and *Workshop
Tuesday	December 17, 2024	6:00 p.m.	Regular Meeting and *Workshop
*Workshop follows the Regular Meeting		~~*Regular Meeting and Workshop CANCELLED*~~	

2024 Holidays and Observances:

Jan 1	New Year's Day	May 12	Mother's Day	Nov 5	Election Day
Jan 15	Martin Luther King Jr. Day	May 27	Memorial Day	Nov 11	Veterans Day
Feb 14	Valentine's Day	Jun 14	Flag Day	Nov 28	Thanksgiving Day
Feb 19	Presidents' Day	Jun 16	Father's Day	Nov 29	Black Friday
Mar 17	St. Patrick's Day	Jun 19	Juneteenth	Dec 24	Christmas Eve
Mar 31	Easter Sunday	Jul 4	Independence Day	Dec 25	Christmas Day
Apr 1	Easter Monday	Sep 2	Labor Day	Dec 31	New Year's Eve
Apr 15	Tax Day	Oct 14	Columbus Day		
May 5	Cinco de Mayo	Oct 31	Halloween		

City Holidays' Observed

- New Year's Day
- Martin Luther King, Jr. Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Christmas Eve Day December 24, when the day falls during the week.