



# AMENDED

## TOWN COMMISSION MEETING AGENDA

January 28, 2025 at 6:30 PM

COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838

Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**RECOGNITION OF SERGEANT AT ARMS**

**ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS**

**ROLL CALL**

**DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

*(Each speaker shall be limited to three (3) minutes)*

**APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR JANUARY 28, 2025**

**A. MINUTES**

1. January 14, 2025, Town Commission Meeting

**B. AGREEMENTS**

1. 2025 Election Administrative Agreement
2. 2025 Election Site Agreement
3. Civic Plus Renewal Agreement
4. Boring Sophos Renewal Agreement

## APPROVAL OF AGENDA

### NEW BUSINESS

- 1. DISCUSSION & ACTION, STRATEGIC GOVERNMENT RESOURCES CONSULTANTS' PRESENTATION**
- 2. DISCUSSION & ACTION, FY 2023/2024 AUDIT REVIEW**
- 3. DISCUSSION & ACTION, COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT**
- 4. DISCUSSION & ACTION, UTILITIES DEPARTMENT ENCLOSED TRAILER**
- 5. DISCUSSION & ACTION, DEVELOPMENT SERVICES BUILDING STORM REPAIRS CHANGE ORDER #1**
- 6. DISCUSSION & ACTION, POLICIES, PROCEDURES REGARDING CIVILITY & DECORUM FOR THE TOWN OF DUNDEE**
- 7. DISCUSSION, FIRE DEPARTMENT ANNUAL REPORT**
- 8. DISCUSSION, STRATEGIC EXIT PLAN**
- 9. DISCUSSION, DUNDEE CENTENNIAL YEAR IN REVIEW**

### REPORTS FROM OFFICERS

Polk County Sheriff's Office

Dundee Fire Department

Town Attorney

Department Updates

Town Manager

Commissioners

Mayor

### ADJOURNMENT

***PUBLIC NOTICE:*** Please be advised that if you desire to appeal from any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases, a verbatim record is required. You must make your own arrangements to produce this record. (Florida statute 286.0105)

*If you are a person with disability who needs any accommodations in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the town clerk's office at 202 East Main Street, Dundee, Florida 33838 or phone (863) 438-8330 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771.*



# TOWN COMMISSION MEETING

January 28, 2025 at 6:30 PM

Item A.

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**AGENDA ITEM TITLE:** Approval of the Commission Consent Agenda

**SUBJECT:** The Town Commission will consider the items of the consent agenda as provided for by the Town Code Article IIA, Sec. 2-33(e). Items in the consent agenda are routine business or reports. All items in the consent agenda are approved in one motion. Any item in the consent agenda may be pulled by a member of the Town Commission for separate consideration.

**STAFF ANALYSIS:** The consent agenda for the meeting of January 28, 2025, contains the following:

- A. Minutes
  - 1. January 14, 2025 Town Commission Regular Meeting
- B. Agreements
  - 1. 2025 Election Administrative Agreement
  - 2. 2025 Election Site Agreement
  - 3. Civic Plus Annual Contract Renewal
  - 4. Boring Sophos Firewall Subscription Renewal

**STAFF RECOMMENDATION:** Staff recommends approval

**ATTACHMENTS:** January 14, 2025 Town Commission Meeting Minutes  
2025 Election Administrative Agreement  
2025 Election Site Agreement  
Civic Plus Annual Contract Renewal  
Old Contract Municode



## TOWN COMMISSION MEETING MINUTES

January 14, 2025 at 6:30 PM

COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838

Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)

**CALL TO ORDER** at 6:30 p.m.

**PLEDGE OF ALLEGIANCE** led by Mayor Pennant

**INVOCATION** led by Mayor Pennant

**RECOGNITION OF SERGEANT AT ARMS** – Sgt. Joshua Anderson

**ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS** provided by Mayor Pennant

**ROLL CALL** taken by Interim Town Clerk Glogowski

**PRESENT**

Commissioner Quarles

Commissioner Richardson

Commissioner Pugh

Vice-Mayor Goddard

Mayor Pennant

### **DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

*(Each speaker shall be limited to three (3) minutes)*

Town Manager Davis - addressed the commission concerning items placed in the Newspaper and Facebook. Town Manager Davis went on to inform the commission, that the auditor is reviewing documents, and a report would be uploaded, once completed.

Ron Hall – suggested the Town revisit its (PCSO) Polk County Sheriff's Office contract. He spoke on incidents throughout the town, that would benefit from more staffing from PCOS.

Melton Jaramillo – spoke about his code violations.

Marissa Green – addressed the commission and asked that, “we lay down verbal arms”, spoke of her concerns about staffing changes, stating “we must all work together”. She went on to speak about training and staffing opportunities, and the ability to partner with other towns before asking the commission to take their time when hiring the next Town Manager. Town Manager Davis thanked Ms. Green for input and support.



Andrew Baldaif - stated he requested staff to turn off his water due to his sprinkler system not working correctly and said his request was ignored. He said this resulted in his water running all day and asked to discuss options concerning his bill. Staff informed Mr. Baldaif he had previously received 2 courtesy adjustments on his bill, and he was not eligible for additional adjustment.

### **APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR JANUARY 28, 2025**

The minutes being reviewed include minutes from the following meetings:

1. 1/14/2025 Town Commission Regular Meeting

The Mayor opened the floor for public comment; being none, the floor was closed.

A motion was made to approve the minutes on the consent agenda by Commissioner Richardson, seconded by Commissioner Quarles.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

The items on the Consent Agenda for consideration and approval include the following:

Item A. Agreements – *(tabled)*

Item B. Board Appointments and Resignations

1. Visioning Committee Resignation – Alethea Pugh

The mayor opened the floor for public comment; being none, the floor was closed.

A motion was made to approve the Board Appointments and Resignation on the consent agenda by Commissioner Quarles, seconded by Vice Mayor Goddard.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

Item A. Agreements *(tabled)*

1. Robert Stevens and Associates

A motion was made to table the agreement on the consent agenda and consider same later in the meeting by Vice Mayor Goddard, seconded by Commissioner Goddard.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously

### **PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

#### **1. RECOGNITION, SERVICE AWARD PRESENTED TO STEVEN GLENN**

Mayor Pennant presented the Martin Luther King Jr. Day Proclamation to Ms. Rhonda. Mr. Naeem Ali spoke about the support of the commission to bring the first MLK Jr. Day Parade to the Town of Dundee with other cities following suit. He further gave details on the parade. Parade line-up is at 2:00 p.m. behind town hall.

## NEW BUSINESS

### APPROVAL OF AGENDA

Mayor Pennant asked the Town Manager if there were any changes to the agenda. The Town Manager noted the following changes:

- Items number 3, the resolution number changed from 24-35 to 25-01.
- Item number 4, the resolution was updated to number 25-02.
- Item number 9, a correction on the town managers last day from Thursday, February 6, 2025, to Friday, February 7, 2025.

A motion to approve the agenda with changes was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

### **2. DISCUSSION & ACTION, ORDINANCE 25-01, AMENDING SECTION 18-01 OF THE CODE OF ORDINANCES OF THE TOWN OF DUNDEE, FL**

Assistant Town Attorney Claytor read Ordinance 25-01 into record.

Attorney Seth Claytor provided the analysis.

It is the regular practice of municipalities in Polk County, Florida to permit qualifying during the seventh week prior to election which, in terms of days, is described as the period beginning at 12:00 noon on the 50th day prior to the election and ending at 12:00 noon on the 46th day prior to the election. In addition, Section 99.093, Florida Statutes (2024), imposes an election assessment equal to 1 percent of the annual salary of the office sought; and

The purpose of Ordinance No. 25-01 is to harmonize Section 18-1 of the *Code of Ordinances of the Town of Dundee, Florida* with the Town's general and ordinary election practices by determining and setting the dates for the qualification period for filing petitions and a written notice of candidacy with the designated official.

The mayor opened the floor for public comment.

Resident Michelle Thompson asked if the ordinance was for clarification on the cut-off, if there was a date/ Town Manager Davis explained, there are no specified dates but a timeline. Attorney Claytor provided Ms. Thompson a copy of the ordinance draft.

A conversation with the commission and Attorney Claytor ensued concerning election dates and their fluctuation.

Mayor Pennant closed the floor for public comment.

A motion to approve Ordinance 25-01 amending section 18-01 of the Code of Ordinances of the Town of Dundee, FL., on first read was made by Commissioner Richardson, and seconded by Vice Mayor Goddard.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

### **3. DISCUSSION & ACTION, DISCUSSION & ACTION, RESOLUTION 25-01, PROCURMENT PIGGYBACK WITH CITY OF LAKE ALFRED CCNA 23-01 FOR GIS SERVICES - AGREEMENT**

Attorney Claytor read Resolution 25-01 by title into the record.

Attorney Claytor provided the analysis and background.

Mayor Pennant opened the floor for public comment; being none, the floor was closed.

A motion to approve Resolution 25-01, a resolution for the Procurement Piggyback with City of Lake Alfred CCNA 23-01 for GIS Services was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

### **4. DISCUSSION & ACTION, MASTER CONTINUING PROFESSIONAL AGREEMENT WITH ROBERT A STEVENS AND ASSOCIATES (PREVIOUSLY TABLED, THIS ITEM WAS PULLED FROM THE CONSENT AGENDA AND PLACED ON THE AGENDA)**

Attorney Claytor introduced the executed Master Continuing Professional Consulting Agreement for Professional Planning and Visioning Services between the Town of Dundee, FL. And Consultant (Robert A. Stevens and Associates) to the Commission for review.

#### **A. MOTION TO RECESS**

A motion to recess was made by Mayor Pennant, seconded by Commissioner Quarles.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

After a 10-minute recess, Mayor Pennant asked for a motion to approve the Continuing Professional Agreement and Addendum between the Town of Dundee and Robert A. Stevens and Associates.

Mayor Pennant opened the floor for public comment; being none, the floor was closed.

A motion to approve the Continuing professional Agreement and Addendum between the Town of Dundee and Robert A. Stevens and Associates was made by Commissioner Quarles, seconded by Commissioner Pugh.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

### **5. DISCUSSION & ACTION, EMERGENCY RESOLUTION 25-02, DEVELOPMENT SERVICES BUILDING REPAIR**

Attorney Claytor read Resolution 25-02 into record and Town Manager Davis provided the analysis.

The mayor opened the floor for public comment; being none, the floor was closed.

Commissioner Richardson asked for a timeline as to when the repairs would take place. Town Manager Davis replied, FEMA will be out on Thursday, January 16, 2025, for a site visit, afterwards, SEMCO will section off areas and remove the damage to allow staff to return to the building in designated areas.

Commissioner Pugh inquired about the removal of the damaged areas, the areas to be inspected and the safety of staff. Town Manager Davis replied stated yes, SEMCO has provided a detailed outline, identifying the areas damaged and their assessments.

Mayor Pennant inquired whether staff would be able to occupy the building while SEMCO is on the premises. Town Manager Davis stated SEMCO has indicated once they enter on Friday, staff will know more.

Commissioner Pugh spoke about the building's humidity levels based on the report and concerns over the environment being healthy enough for staff to return to the building.

A motion to approve Resolution 25-02, Development Services Building Repair, and authorize the Town Manager to take all necessary further action(s) which included, but is not limited to, negotiating and entering into an agreement with SEMCO for the work contemplated was made by Vice Mayor Goddard, seconded by Commissioner Pugh.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Commissioner Pugh, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

## **6. DISCUSSION & ACTION, HARDSHIP ORDER NO. 01-24 FOR WOODLAND RANCH ESTATES PROJECT**

Attorney Claytor provided the analysis.

On September 10, 2024, at a duly noticed public meeting, the Town Commission passed and adopted *Town of Dundee Ordinance No. 24-09* (the "Ordinance") establishing a moratorium on the acceptance and processing of applications for residential annexations, rezonings, building permits, planned developments, master planned communities, development order(s), and development permits, amongst others.

On or about December 2, 2024, pursuant to *Section 5(i) of the Ordinance*, the Applicant submitted the *Town of Dundee Development Services – Hardship Application* and all required and relevant documentation (collectively referred to as the "Application") to the Town in order to request certain exception(s) from the moratorium.

On December 10, 2024, at a duly noticed public meeting, the Request and Application were presented to and considered by the Town Commission at a public hearing with a quorum present and voting; and, based on the competent substantial evidence and testimony presented by Applicant's representative, George Lindsey, the Town Commission unanimously voted to enter this **ORDER GRANTING HARDSHIP APPLICATION WITH CONDITION(S)** ("Order").

The mayor opened the floor for public comment.

Kevin Kitto – questioned, if they do not have enough well water to execute their plans, the town is not obligated to make up for it. Attorney Claytor stated this is correct.

Mayor Pennant closed the floor for public comment.

A motion to approve the Hardship Order No. 01-24 as presented for Woodland Ranch Estates was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Commissioner Pugh, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

### **7. DISCUSSION & ACTION, RFP 24-09 DESIGN, CONSTRUCTION, AND INSTALLATION OF EMERGENCY GENERATOR AT THE DUNDEE COMMUNITY CENTER**

Town Manager Davis provided the analysis.

The Town sought three (3) bids and received two proposals for the design, construction, and installation of an emergency generator at the Dundee Community Center.

Two companies submitted responsive bids during the sealed bid process. These companies included Mid Florida Diesel and Zabatt Engine Services, Inc.

The Purchasing Evaluation Committee scored both proposals, and Mid Florida Diesel, Inc. earned an average of 57.5 points, while Zabatt Engine Services, Inc. earned an average of 23 points.

Proposed total costs from each company are as follows:

- Mid Florida Diesel, Inc. - \$105,216.00
- Zabatt Engine Services, Inc. - \$204,598.40

The mayor opened the floor for public comment; being none, the floor was closed.

Attorney Claytor requested the motion include the authorization of the town manager to take any and all necessary further actions which would include, but not be limited to, negotiating and executing any required agreement in relation to RFP 24-09.

A motion to approve the RFP 24-09 for the Design, Construction, and Installation of an Emergency Generator at the Dundee Community Center, authorizing the town manager to take any and all necessary further actions which would include, but shall not be limited to, negotiating and executing any required agreement in relation to RFP 24-09 was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant.

Motion passed unanimously.

### **8. DISCUSSION & ACTION, RFP 24-10 DESIGN, CONSTRUCTION, AND INSTALLATION OF EMERGENCY GENERATOR AT THE ECONO LIFT STATION**

Town Manager Davis provided the analysis.

The Town of Dundee received two proposals for the design, construction, and installation of an emergency generator at the Econo Lift Station.

The Town sought three (3) bids and received responsive bids during the sealed bid process. These companies included Mid Florida Diesel and Zabatt Engine Services, Inc.

The Purchasing Evaluation Committee scored both proposals, and Mid Florida Diesel, Inc. earned an average of 73.5 points, while Zabatt Engine Services, Inc. earned an average of 33.3 points.

Proposed total costs from each company are as follows:

- Mid Florida Diesel, Inc. - \$60,157.00
- Zabatt Engine Services, Inc. - \$139,034.52

Commissioner Pugh asked for clarification of the tabulation process. Town Manager Davis stated, after commission awards a bidder, staff will send out an award letter to the company chosen. She stated the intent is to let the commission know the firms have met all qualifications.

Attorney Claytor requested the motion include the authorization of the town manager to take any and all necessary further actions which would include, but not limited to, negotiating and executing any required agreement in relation to RFP 24-10.

The mayor opened the floor for public comment; being none, the floor was closed.

A motion to approve the RFP 24-10 for the Design, Construction, and Installation of an Emergency Generator at the Dundee Community Center, and authorizing the town manager to take any and all necessary further actions which would include, but shall not be limited to, negotiating and executing any required agreement in relation to RFP 24-09 was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

**9. DISCUSSION & ACTION, IFB 24-11 ONE (1) TWENTY-YARD GRAPPLE LIGHTING LOADER TRUCK**

Town Manager Davis provided the analysis. Public Works Director Vice provided further information.

The Town of Dundee received three proposals for one (1) twenty-yard grapple/lightning loader truck. One of these proposals was withdrawn due to time schedules for production.

Of the two bids remaining that were submitted during the sealed bid process, one was an incomplete packet, or “nonresponsive” bid from Tampa Crane and Body. However, the staff Purchasing Evaluation Committee scored both proposals for the benefit of the Commission to consider both. Petersen Industries scored 100% of the points while Tampa Crane and Body scored 65% of the points.

Proposed total costs from each company are as follows:

- Petersen Industries, Inc. - \$217,597.80
- Tampa Crane and Body - \$215,000.00
- 

Director Vice provided some background for the commission. He said Petersen Industries is in Lake Wales off Hwy 60 and they build everything in house. Therefore, there’s no concern with it coming from another state and having to travel to Tampa, FL. For repairs. He said were trying to bring back some local business and, in the process, have less downtime.

Mayor Pennant opened the floor for public comment.

Kevin Kitto – Said he’s dealt with Petersen for many years. He had an experience before and one company told him it would be 90 days and (inaudible) fixed within one day, so local service, local people, you need to support.

Commissioner Pugh questioned the changes in the bid amounts. Director Vice stated, initially there were two separate bids from the company, for two different items, one was a Kenworth the other was the Peterbilt. In the end the company submitted the bid for the Peterbilt.

Mayor Pennant closed the floor for public comment.

A motion to approve bid 24-11 for Petersen Industries, Inc. and authorizing the town manager to take any and necessary further actions which would include, but shall not be limited to, negotiating and executing any required agreement in relation to RFP 24-11 was made by Vice Mayor Goddard, seconded by Commissioner Pugh.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

## 10. DISCUSSION & ACTION, TOWN MANAGER RESIGNATION

Town Manager Davis provided the analysis.

- A. Town Manager Davis has submitted her resignation pursuant to her January 14, 2021, contract. She is requesting the Town Commission accepts her resignation which allows her to work until Friday, February 7, 2025.

Mayor Pennant opened the floor for public comment.

Mr. Kitto – I think you should leave on the 6<sup>th</sup> and not the 7<sup>th</sup> to get a paycheck.

E. Hall – I wish you luck and happiness down the road. She went on to say after reading the ledger she was ashamed. She asked for clarification of policies and said she hopes things change.

Mayor Pennant addressed Ms. Hall, as long as I've known Mr. Hall, I've known him to be a public servant.

Commissioner Richardson stated, the commission did adopt lake Alfred's form (for selecting a seat mate) but did not follow their process.

Attorney Claytor interjected; it was my recollection that the form used was a hybrid between Winter Haven and Lake Alfred. The commissions desire, due to time restraints, was not to implement the entire process but to review the questionnaires and from those questionnaires make a decision. It was never with the intent to have an interview process.

Mayor Pennant closed the floor for public comment.

Mayor Pennant stated, this is not foreign to him, of the past four managers, who've all done a great job. "However, for Ms. Davis there is a special place in my heart for her", because there are so many things that have happened under her watch. So much they cannot be chronicled. He went on to say, we have a lot to be proud of in Dundee.

Commissioner Richardson stated, this is a bittersweet moment, she said Town Manager Davis has been a blessing to her, through ups and downs, she said, we've learned from one another and wished Ms. Davis the best.

Commissioner Quarles thanked Ms. Davis and spoke about the great job she's done in Dundee, "who could ask for better".

Vice Mayor Goddard stated he does not think Ms. Davis should leave. He said he understands what she came into, having to do multiple jobs. He said at one point you weren't appreciated but I appreciate everything you've done. He spoke about the awards the city has received for their audits.

Commissioner Pugh wished Ms. Davis well.

A motion to approve the resignation of Town Manager Davis was made by Commissioner Richardson, seconded by Mayor Pennant.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

**B.** Town Manager Davis presented to the commission a strategic exit plan which will outline each department goals and expectations for the following:

Time Frame:

30 Day Action

60 Day Action

3<sup>rd</sup> Quarter Action

4<sup>th</sup> Quarter Action

Town Manager Davis stated she would like to bring the plan before the commission at the next scheduled commission meeting for approval on the consent agenda.

## **12. DISCUSSION & ACTION, SELECTION OF INTERIM TOWN MANAGER**

Town Manager Davis provided the analysis.

- A. At the wishes of the Town Commission, Town Manager Davis is requesting that the Town Commission will select an Interim Town Manager to shadow the current manager to help the town move forward until a permanent Manager is selected.

Mayor Pennant opened the floor for public comment.

Michelle Thompson – stated she has never been at a meeting with the chief in the managers spot, but she has attended with Ms. Lorraine in the managers’ spot. She went on to say, she believes Ms. Lorraine is nothing less than spectacular and to her may be the smartest person in the room.

Kevin Kitto – Spoke in support of Fire Chief Carbone as Interim City Manager. He further spoke about unresolved concerns with staff and was not sure if Ms. Lorraine could fix the problems he believes should be fixed.

Commissioner Richardson said she believes when you have an Assistant Manager who’s worked in that role, has a master’s degree, and the town is growing, she has a lot of experience with the growth and planning, so there is great experience. She said you use the chief in crisis, but her vote is toward Lorraine.

Mayor Pennant closed the floor for public comment.

A motion to appoint Fire Chief Joe Carbone as Interim City Manager was made was made by Commissioner Quarles, seconded by Vice-Mayor Goddard.

Voting in favor: Commissioner Pugh, Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Attorney Claytor recommended SGR - Strategic Government Resources for further discussion at the next commission meeting. There was a consensus of the commission to have Attorney Claytor reach out to SGR for the next commission meeting.

Commissioner Pugh said she believes the process needs to be layered with a salary study for a more competitive search.

### **Department Updates**

**PCSO** – Looking forward to parade.



**Fire Chief** – Reported the station has received 129 calls of those calls 6 public assists, 1 hazardous condition, rescues, 35 good intents, and 5 false alarms.

**City Attorney** – informed the commission, meeting policies and procedures will be placed on the next agenda.

**Town Manager** - Presented the 2024-2025 Fiscal Year Budget Book and provided copies to the commission. She informed everyone of the passing of auditor Jordan Ortiz and reminded the commission of Martin Luther King Jr. Parade. She asked everyone to keep Mother Lewis family in their prayers and the visitation and funeral arrangements. She went on to welcome the new town clerk before speaking about the Christmas breakfast and her visit with Mr. Hardy at the hospital. Further she informed the public, town offices, facilities and the library would be closed next Monday, January 20<sup>th</sup> in observance of Martin Luther King Jr. Day. She further addressed the commission concerning the January 28<sup>th</sup>, 2025, Commission meeting moving to the Community Center for the State of the Town Address. Mayor Pennant said he would speak with Town Manager Davis and let her know.

### **Commission Comments**

**Commissioner Richardson** – Thank everyone for coming out and wished the Fire Chief the best. She thanked the Ledger for being present and wished Town Manager Davis the best and welcomes the new Town Clerk Erica She went on to express the will to create a Charter Review Committee to focus on a more detailed process for the selection of commission members. She asked Public Works Director Vice to provide an update on the MLK drainage infrastructure. Utilities Director Mercer stated she is working on locating lines for GIS mapping for the past year and a half and will continue to provide updates.

**Commissioner Quarles** – asked for a status update on Lake Marie Bridge. He stated there is a slow down due to attachment issues, says he's hoping to see some changes by mid to late February. He went on to with the new clerk well and thanked everyone for coming out.

**Commissioner Pugh** – asked for a status update on equipment for Lake Marie Park. Public Works Director Vice stated, it was in the process of getting repaired and hoped to have the equipment back by next week. With new equipment being added in the next couple of weeks.

**Vice Mayor Goddard** – welcomed the new clerk and thanked Attorney Claytor, Special Projects Assistant Glogowski, Fire Chief Carbone and thanked the public for coming out.

**Mayor Pennant** – Thanks for everyone who came out and serving with us. He also welcomed the new town clerk.

**ADJOURNMENT** at 9:34 p.m.

Respectfully submitted,

**Erica Anderson**

Erica Anderson, Town Clerk, CMC

**APPROVAL DATE:** \_\_\_\_\_

***PUBLIC NOTICE:*** Please be advised that if you desire to appeal any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases, a verbatim record is required. You must make your own arrangements to produce this record. (Florida statute 286.0105)

*If you are a person with disability who needs any accommodations in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the town clerk's office at 202 east main street, Dundee, Florida 33838 or phone (863) 438-8330 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771.*

**TOWN OF DUNDEE MUNICIPAL ELECTION ADMINISTRATION AGREEMENT**

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between MELONY BELL, SUPERVISOR OF ELECTIONS OF POLK COUNTY, FLORIDA, a constitutional officer of the State of Florida, (hereafter “Elections Supervisor”), and the TOWN OF DUNDEE, FLORIDA, a Florida municipal corporation, (hereafter “Town”).

**ARTICLE I PURPOSE**

The purpose of this Agreement is to provide for the administration of the Town’s Election to be held on the 1st day of April, 2025, for the purpose of electing two (2) Town Commission Members, as directed by the Town Commission. The parties have determined it to be in their best interest and that of the public that the duties and responsibilities of each party concerning this election are agreed upon and set forth in a formal agreement.

**ARTICLE II DATE OF ELECTION**

The Election shall be held and conducted on Tuesday, April 1, 2025.

**ARTICLE III ELECTIONS SUPERVISOR’S RESPONSIBILITIES**

1. The Town Clerk is responsible for the conduct of this election and shall act as the sole qualifying official. Upon completion of qualifying of the candidates, the Town Clerk will, no later than 3:00 PM on Friday, February 14, 2025, provide to the Elections Supervisor the list of qualified candidates for the City offices to be voted upon in the election, as well as official title and language for referendums (if applicable) and the official election title. Title and full text of referendums must also be supplied in Spanish.
2. The Elections Supervisor shall provide the Town Clerk with a list of election workers who may be available for hire.
3. The Elections Supervisor shall schedule the training and arrange the placement of election workers and alternates for each polling location.
4. The Elections Supervisor shall train election workers in accordance with Section 102.014, Florida Statutes.
5. The Elections Supervisor shall prepare electronic poll lists, automatic tabulating equipment and other polling place supplies and issue them to the precinct clerk.
6. The Elections Supervisor shall prepare audio ballots to accommodate voters with disabilities.
7. The Elections Supervisor shall prepare and cause to be timely published the notice required by Section 101.5612(1), Florida Statutes, of the time and place of the test of the automatic tabulating equipment used by the Elections Supervisor to ascertain that the equipment will correctly count the votes cast in the Election.
8. The Elections Supervisor shall conduct the testing of the automatic tabulating equipment as required by Section 101.5612(1), Florida Statutes, at the Election Operations Center in Winter Haven, in the presence of the Town Canvassing Board, candidate(s) and other parties.

9. The Elections Supervisor shall mail and receive mail ballots for the Town's election.
10. The Elections Supervisor shall notify voters with information regarding the opportunity to "cure" their vote-by-mail envelopes or provisional ballots, as determined by the Town.
11. The Elections Supervisor shall tally mail ballots as directed by the Canvassing Board and supply the Canvassing Board with results, as well as any ballots rejected by the tabulation unit.
12. The Elections Supervisor shall provide walk-in voting weekdays, excluding holidays, from 8:30AM - 4:30PM Monday, March 17, 2025 through Monday, March 31, 2025 at the following locations; Election Headquarters, 250 S. Broadway Avenue in Bartow and Election Operations Center, 70 Florida Citrus Boulevard in Winter Haven.
13. The Elections Supervisor shall provide staff support (on site or by phone) to assist election workers at the polling locations on Election Day.
14. The Elections Supervisor shall provide staff assistance to support the Town Canvass Board meeting on Tuesday, April 1, 2025, at the Election Operations Center in Winter Haven.
15. The Elections Supervisor shall provide a cellular phone to the precinct clerk.
16. The Elections Supervisor shall not charge the Town for any services, staff time, equipment rental or supply usage.

**ARTICLE IV TOWN RESPONSIBILITIES**

1. The Town Clerk is responsible for the conduct of this election and shall act as the sole qualifying official. Upon completion of qualifying of the candidates, the Town Clerk will, no later than 9:00 AM on Monday, February 10, 2025, provide to the Elections Supervisor the list of qualified candidates for the Town offices to be voted upon in the election, as well as official title and language for referendums (if applicable) and the official election title. Title and full text of referendums must also be supplied in Spanish.
2. Within 24 hours of receipt, the Town shall review, sign and return the ballot proof sheet, signifying correctness, before printing will commence.
3. The Town shall determine how many ballots will be ordered and will provide payment for printing costs directly to the ballot printer.
4. The Town shall publish a Sample Ballot in a newspaper of general circulation and mail a Sample Ballot to all registered voters or households containing a registered voter.
5. The Town shall mail a notice of change of polling place to each registered voter or household containing a registered voter as required by Section 101.71, Florida Statutes.
6. The Town shall reimburse the Elections Supervisor for the cost of postage, envelopes, secrecy sleeves and inserts for the Town election vote-by-mail ballots at a rate of \$2.15 or each ballot mailed and \$0.72 for each ballot returned.

## TOWN OF DUNDEE MUNICIPAL ELECTION ADMINISTRATION AGREEMENT

Item C.

1. The Town Clerk or Canvassing Board shall be responsible for reviewing all returned mail ballot envelopes and verifying voter's signatures. The Town Clerk or Canvassing Board shall determine which mail ballot envelopes have not been signed, and which have signatures that may not match, requiring a cure opportunity letter to be sent to said voters.
2. The Town shall cause to be timely published all public notices required by Florida Statutes, with the exception of the Notice of Testing of Automatic Tabulating Equipment.
3. The Town shall arrange for the use of polling location(s) on Election Day and is responsible for site agreements, if necessary.
4. The Town shall inform the Elections Supervisor of polling locations no later than Tuesday, January 28, 2025.
5. The Town shall deliver to the Elections Supervisor, no later than 5:00 PM on Friday, February 7, 2025, a final list of addresses that are included inside the town limits, which have been certified as correct by the Town Clerk or governing board of the Town.
6. The Town shall have all election workers and alternates hired for the Town's election, no later than Wednesday, March 12, 2025 in accordance with Section 102.012, Florida Statutes
7. The Town shall be responsible for collecting employee paperwork and creating copies of all necessary documentation with regard to election workers' employment.
8. The Town shall compensate election workers for training and working on Election Day, based on a rate agreed between the Town and the election workers.
9. The Town shall pick up voting booths and other large supply items from the Election Operations Center, 70 Florida Citrus Blvd., Winter Haven on Monday, March 31, 2025, and return them on Wednesday, April 2, 2025. The Town shall assume financial responsibility for the repair or replacement of any voting booths, voting equipment or other electronics lost or damaged either in transit or while in the Town's custody.
10. The Town Charter shall designate the Canvassing Board for the Town's election, which shall convene in a publicly noticed meeting open to the public in accordance with Section 286.011, Florida Statutes and Section 102.141 (2), Florida Statutes.
11. The Town Canvassing Board shall meet on Tuesday, April 1, 2025, at the Election Operations Center, 70 Florida Citrus Blvd., Winter Haven, to canvass mail ballot envelopes and precinct returns. The Canvassing Board will remain until unofficial results are documented.
12. The Town Canvassing Board shall meet on Friday, April 4, 2025 at Dundee Town Hall to canvass the results of the Election, executing or causing the execution of the Certification of the Election.
13. Following Certification of the Election, the Town will conduct a manual audit of the voting system as specified in Section 101.591, Florida Statutes.

**ARTICLE V**

1. In accordance with Florida Statutes, in its capacity as the Canvassing Board for the Town election, the governing body of the Town shall receive and dispose of any protest, challenge or contest and shall be responsible for any responses to any legal actions brought before a court or administrative agency of any level of government challenging the results of the election and defend the results of the election.
2. The Town shall hold harmless and defend the Elections Supervisor against all claims upon the Town's or its employees' negligent, unconstitutional, or criminal conduct or conduct of the Town's or its employees that violate elections laws that may be brought or filed against the Elections Supervisor's participation or assistance with the Town's election.
3. Any duty or responsibility of the Elections Supervisor as provided for in this Agreement, or as may be required by the Florida Election Code may, to the extent not prohibited by this Agreement or Florida Law, be carried out by any duly authorized employee, agent, or designee of the Elections Supervisor.

WHEREFORE, the parties hereto have agreed and set their hands as of the date set forth above.

APPROVED:

APPROVED:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
MELONY BELL

\_\_\_\_\_  
TITLE

SUPERVISOR OF ELECTIONS  
POLK COUNTY, FLORIDA

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

WITNESSED:

WITNESSED:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

**AGREEMENT FOR USE AS A POLLING LOCATION AGREEMENT FOR USE AS A POLLING LOCAT**

This agreement is entered into this \_\_\_\_ **day of** \_\_\_\_\_, **2025**, by and between \_\_\_\_\_, in his/her official capacity as City Clerk for \_\_\_\_\_, Florida, hereafter referred to as \_\_\_\_\_, and \_\_\_\_\_, hereafter referred to as "owner/manager/organization."

WHEREAS \_\_\_\_\_ desires to obtain the use of the premises and facilities known as \_\_\_\_\_, located at \_\_\_\_\_ ("premises") for use as a polling place for elections in calendar year 2025; and WHEREAS "owner/manager/organization" is agreeable to allowing the premises to be used as a polling place under the terms and conditions set forth below.

ACCORDINGLY, the parties agree as follows:

- 1. "Owner/manager/organization" agrees to allow the following described area(s), including available parking areas and directly-connecting passageways, to be used as a polling place on the dates listed below:

Room: \_\_\_\_\_

Dates: **Tuesday, April 1, 2025** **Municipal Election**  
**Tuesday, \_\_\_\_\_, 2025 Runoff Election (if needed)**

Other areas for use by Election Workers: (check if available)

Restroom Facilities  Available  Not Available

Kitchen or Break Area with Running Water  Available  Not Available

- 2. The premises are to be occupied and used by \_\_\_\_\_ from at least 6 am until after 7 pm when the polls have officially closed and the election workers have completed all closing procedures and departed the facility. "Owner/manager/organization" agrees to permit entry to the premises on Election Day by at least 6 am according to the following arrangement: (Check One)

- "Owner/manager/organization" will be present to open and close the facility
- "Owner/manager/organization" will provide a key and security code (if applicable) to the Precinct Clerk upon request
- Other arrangement: \_\_\_\_\_

- 3. "Owner/manager/organization" will permit \_\_\_\_\_ representatives to gain access to the premises on dates and times in addition to the above-mentioned dates and times for purposes of delivering, setting up, and removing election equipment and supplies. Arrangements between the parties with regard to dates and times for delivery, setup, and removal of voting equipment, supplies and other materials shall be by mutual agreement.

**Delivery of election supplies must be accepted on the Monday before each election.**

Written advance notification of the scheduled delivery day and time will be provided, and the delivery driver will call approximately 30 minutes in advance of arrival.

**Removal of election supplies must be permitted on the Wednesday following each election.** The removal driver will call approximately 30 minutes in advance of arrival.

Access to the facility may also be requested by the election workers on the **Monday before each election, for the purpose of setting up the polling room.** This includes placing tables and chairs, voting booths, signs, and other non-sensitive items. The Precinct Clerk will contact you directly to arrange access at a convenient time.

4. "Owner/manager/organization" certifies the individuals listed below are responsible for the following activities, and agrees to provide \_\_\_\_\_ with updates to this information as needed:

- Access to the facility for delivery and pickup of election supplies
- Access to the facility for pre-election setup
- Access to the facility no later than 6 am on Election Day (unless a key will be provided)
- Securing the facility after the election workers have departed (unless a key will be provided)

**A primary and alternate contact is required for each type of access.** Be sure to check the appropriate box(es) for each individual's area of responsibility.

**Name** \_\_\_\_\_  Primary Access  Primary Delivery  Alt Access  Alt Delivery

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_

**Name** \_\_\_\_\_  Primary Access  Primary Delivery  Alt Access  Alt Delivery

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_

**Name** \_\_\_\_\_  Primary Access  Primary Delivery  Alt Access  Alt Delivery

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_

**Name** \_\_\_\_\_  Primary Access  Primary Delivery  Alt Access  Alt Delivery

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_

5. In the instance of an emergency at this facility on election day, "owner/manager/organization" certifies that:
- The following person has authority to make decisions on behalf of the facility:  
Name \_\_\_\_\_  
Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_
  - The following utility company(s) provide service to this facility:  
Electric Provider \_\_\_\_\_  
Water Provider \_\_\_\_\_
6. "Owner/manager/organization" agrees to provide the following equipment/access:
- |   |                                    |  |
|---|------------------------------------|--|
| Tables and Chairs for use in the polling room | <input type="checkbox"/> Available | <input type="checkbox"/> Not Available |
| Three electrical outlets in the polling room  | <input type="checkbox"/> Available | <input type="checkbox"/> Not Available |
7. If the polling location is located inside a gated community, "owner/manager/organization" agrees to open the gates no later than 6 am on election morning and leave them open until at least 8 pm on election night. In lieu of leaving the gates open, "owner/manager/organization" may provide staff to open and close the gates for election-related traffic during that period. In the event that the polls are ordered to remain open past 7 pm, "owner/manager/organization" agrees to keep the gates open or staffed until at least one hour after the official closing of the polls.
8. "Owner/manager/organization" agrees to notify staff and other interested parties that access to the room to be used as the polling room is prohibited on election day between 7 am and after 7 pm when the polls have officially closed, except for voters eligible to vote in that precinct. **No one may enter or pass through the room for any reason.**
9. "Owner/manager/organization" acknowledges that solicitation for campaigns, candidates, and issues, including placement of temporary signs, may occur on the referenced property in the area outside 150' from the entrance to the polling place.
10. "Owner/manager/organization" acknowledges that distribution or placement of printed material of any kind, or items such as food or beverages is prohibited on Election Day within the 150' radius from the polling room entrance.
11. If no fee has been requested by "owner/manager/organization," no payment shall be rendered by \_\_\_\_\_. If a fee has been requested, \_\_\_\_\_ shall pay to "owner/manager/organization" the amount of \$\_\_\_\_\_ for each election for use of the premises as set forth in this agreement. If the premises will not be used for a particular election, 10 days advance notice will be provided to the "owner/manager/organization" and no payment shall be made. Payment shall be rendered approximately 30 days following each election. "Owner/manager/organization" agrees the check will be issued as follows:



Make check payable to \_\_\_\_\_

Mail check to \_\_\_\_\_

\_\_\_\_\_, Florida \_\_\_\_\_

12. "Owner/manager/organization" shall provide the premises to \_\_\_\_\_ in a clean and usable condition. \_\_\_\_\_ shall return the premises to "owner/manager/organization" in the same condition.

13. \_\_\_\_\_, to the extent permitted by law, shall indemnify and hold harmless "owner/manager/organization" from and against any claims, damages, losses and expenses, including reasonable attorney fees and costs, arising out of or resulting from the use of the premises as a polling place as set forth in this Agreement, to the extent of its waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes. "Owner/manager/organization" agrees to indemnify and hold harmless \_\_\_\_\_ from and against any claims, damages, losses and expenses, including reasonable attorney fees and costs, arising out of or resulting from the condition of the premises within the control of "owner/manager/organization."

14. "Owner/manager/organization" and \_\_\_\_\_ agree to the following additional conditions (if any):

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

15. "Owner/manager/organization" acknowledges that written notice of any requested change to the terms of this agreement must be received by \_\_\_\_\_ no later than 90 days prior to any election to ensure any resulting change may be accomplished within the requirements of Florida law.

16. The party authorized to execute this agreement on behalf of \_\_\_\_\_ is:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

All correspondence related to the execution of the terms of this contract should be addressed to:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_, Florida \_\_\_\_\_

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates stated below

CITY OF \_\_\_\_\_, FLORIDA

\_\_\_\_\_

\_\_\_\_\_  
*(Your Name goes here)*

\_\_\_\_\_ *(sign)*

\_\_\_\_\_ *(print)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**We are transitioning to an annual fee for supplementation services.** Our new approach will ensure your code is continually updated for you and your residents. Here's what it means for you:

- **No Surprises.** Your annual fee will cover the legislation added during that contract year, such as planning and zoning documents, full chapter replacements, and the addition of tables, images, and graphics. This approach will enable us to serve you better, empower you to send in your legislation without worrying about unexpected charges.

**Please Note:** *Adding entirely new material, such as but not limited to new zoning chapters, will be covered in your current annual costs. However, the addition will lead to an increase in your annual cost upon your next renewal. We will work with you to provide a revised annual cost at that time. Other exceptions to the annual fee include legal work, documents created in InDesign or that contain form-based code requirements, the creation of fee schedules, gender-neutral review and implementation, external linking, and codifying a newly adopted term change.*

- **Reduced Administrative Processing.** Customers have often commented that our per-page model is outdated and difficult to explain. You will no longer need to count pages, tables, or graphics.
- **Consistent Budgeting.** Easily budget for your supplementation costs. No more guessing or estimating how many ordinances your council or commission will pass.
- **Increased Transparency.** There is no need to worry about how many ordinances you send us for supplementation.

### **Co-Terming Supplementation as a Service and Online Code Hosting**

To simplify your annual billing cycle, you can request to receive your annual Supplementation as a Service invoice in the same month you receive your Online Code Hosting tool subscription invoice.

### **Your Projected Supplementation as a Service Cost**

Your price will be based on historical data to look at the average amount your organization has spent on supplements in the past.

Our new Supplementation as a Service billing model will support you and your residents during the codification industry's digital transformation and provide you with predictable costs for annual supplementation services.

**Alternative Supplementation Page Rates:** *If you wish to continue being billed per page, rather than moving to our Supplementation as a Service billing model, the per-page rate will increase by approximately 30%.*



**CivicPlus**  
302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**  
**Date:**  
**Customer:**

Q-73034-1  
4/16/2024 8:06 AM  
DUNDEE TOWN,  
FLORIDA

| Product Name   | DESCRIPTION   | QTY   |
|--|---|-------|
| Full-Service Supplementation Subscription                  | Full Service Supplementation Subscription   | 1.00  |
| Printed Copies and Freight Included – up to [#] copies     | Printed Copies and Freight Included – up to [13] copies   | 13.00 |
| Semi-Annual Print Supplementation Service Included         | Print Supplementation will begin with the ordinances received from the municipality on a semi-annual basis. - 2 & 9 | 1.00  |
| Annual Recurring Supplement Services - Initial Term        | USD 3,029.10  |       |
| Annual Recurring Supplement Services - (Subject to Uplift) | USD 3,029.10  |       |

1. This Statement of Work (“SOW”) is between Town of Dundee, FL (“Customer”) and CivicPlus, LLC (“CivicPlus”), the acquirer and sole owner of Municode, LLC f/k/a Municipal Code Corporation, and incorporates and is subject to the terms and conditions located at Addendum 1 attached to this SOW.
2. This SOW shall begin on 1/1/2025 (“Effective Date”) and all the services provided to Customer listed in the above line items (the “Services”) shall align to renew annually on each anniversary of the Effective Date (“Renewal Date”). Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to 5% annual increase. Customer will pay all invoices within 30 days of the date of such invoice.

**Acceptance**

Item C.

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

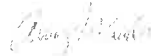
IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Printed Name:

Printed Name:

Amy Vikander

Title:

Title:

Senior Vice President of Customer Success

Date:

Date:

1/15/2025

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

This agreement ("Agreement") is explicitly agreed to by the Customer listed on the Statement of Work. All terms used in this Agreement that are not otherwise defined shall have the definition ascribed to it in the Statement of Work.

1. Scope of Services. The Services provided to Customer under this Agreement are set forth in the CivicPlus Statement of Work signed by the parties (the "SOW"). Customer may purchase additional services for additional cost at any time upon mutual written consent of the Parties, including but not limited to updating the frequency of Supplement updates, additional labor required because of delays, errors or omissions on the part of Customer.

2. Limitations of Services. Annual Recurring Supplement Service does NOT include:

- Additional copies, reprints, binders, and tab orders;
- Documents drafted in InDesign or that contain form-based code requirements, are subject to additional editorial fees;
- Documents that contain: multiple tables, graphics, unique formatting requirements, or any other form-based code requirements;
- Legal work, creation of fee schedules, gender-neutral review/implementation, external linking;
- Codifying complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent). This work is subject to a one-time editorial conversion fee and an increase in the annual supplement rate and online hosting fee(s). Quote provided upon receipt of material;
- Codifying a newly adopted full Chapter/Title/Appendix. This may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). Material to be reviewed upon receipt;
- Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt;
- Adding entirely new material such as but not limited to new Zoning chapters will be covered in your current annual cost. However, the addition will lead to an increase in your annual cost upon your next renewal. We will work with you to provide a revised annual cost.
- The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). Quotation upon request; and
- Online Code hosting and online features, this is listed separately.

For services outside the scope of the Annual Recurring Supplement Services, a per page rate of \$23 will be applied.

3. Each document for processing should be its own individual file, named by its ordinance number. Customer should send in all documents to CivicPlus as MS WORD versions or a convertible PDF version.

4. Term and Termination. This Agreement shall remain in full force and effect for an initial period of one year commencing on the Effective Date ("Initial Term"), at the end of the Initial Term, this Agreement shall automatically renew for additional one-year terms (each a "Renewal Term"). If either Party does not intend to renew this Agreement, they shall provide sixty days prior notice to the end of the then-current term. Either party may terminate this Agreement for cause in the event the other party materially breaches any term of this Agreement and does not substantially cure such breach within thirty days after receiving notice of such breach. A delinquent Customer account remaining past due for longer than 90 days is a material breach by Customer and is grounds for CivicPlus termination.

5. Compensation. Unless otherwise stated in an SOW signed by the Customer, the Customer shall pay CivicPlus for the Services annually at the start of each Renewal Term, within 30 days of the date an invoice is sent.

6. Integration. This Agreement sets forth the entire agreement between and among the parties with respect to the Services. This Agreement supersedes all prior written or oral agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

7. Limitation of Liability. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed five times the amounts paid by Customer for the Services in the year prior to such claim of liability. In no event will CivicPlus be liable to Customer for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.

8. Ownership. Customer shall own all right, title, and interest in and to the code created under this Agreement. Customer is responsible for providing all necessary and correct documentation, materials and communication in a timely manner in order to enable CivicPlus to perform the Services and acknowledges CivicPlus cannot begin performance of the Services until all necessary documentation, materials and communication is received.

9. Customer acknowledges that any legal analysis provided by CivicPlus is provided to Customer for their use and direction. However, Customer agrees the Services provided for herein do not review legal codes for legal sufficiency, draw legal conclusions, provide legal advice, opinions or recommendations about Customer's legal rights, remedies, defenses, options, selection of forms, or strategies, or apply the law to the facts of any particular situation or establish an attorney-Customer relationship. CivicPlus is not a law firm and may not perform services performed by an attorney, and the Services contemplated herein do not constitute a substitute for the advice or services of an attorney.

10. In the event either party is unable to perform its obligations under the terms of this Agreement because of acts of God, strikes, damage or other causes reasonably beyond its control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

Contact Information

Item C.

Organization URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am -7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [ ] or N [ ]

Please list all external sources:

Contract Contact Email

Phone Ext. Fax

Project Contact Email

Phone Ext. Fax

Range of Dates: 01/01/23 to 01/15/25

| P.O. No. | Order Date | Description                     | P.O. Total | Void Total | Status |
|----------|------------|---------------------------------|------------|------------|--------|
| 24-00007 | 10/01/23   | municode meetings ultimate ann  | 4,347.00   | 0.00       | CLOSED |
| 24-00481 | 12/31/23   | MUNICODE ADMIN FEE/HOST SUBSCR  | 1,275.00   | 0.00       | OPEN   |
| 24-00669 | 12/17/23   | social media archiving subscrip | 7,188.00   | 0.00       | OPEN   |
| 25000043 | 10/01/24   | MUNICODE MEETINGS/HUB STAND AL  | 4,564.35   | 0.00       | OPEN   |
| 25000151 | 11/01/24   | municode admin support fee      | 1,338.75   | 0.00       | OPEN   |
|          |            | Grand Total:                    | 18,713.10  | 0.00       |        |




**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**

Q-27877-1

**Date:**

8/4/2022 2:13 PM

**Expires On:**

11/2/2022

**Product:**

CivicClerk

**Client:**

Dundee FL - CivicClerk

**Bill To:**

DUNDEE, FLORIDA

| SALESPERSON   | Phone              | EMAIL                  | DELIVERY METHOD | PAYMENT METHOD |
|---------------|--------------------|------------------------|-----------------|----------------|
| Gregg Huggins | x(850)<br>518-2797 | ghuggins@civicplus.com |                 | Net 30         |

## CivicClerk - Statement of Work

| QTY  | PRODUCT NAME                                     | DESCRIPTION                                      | PRODUCT TYPE |
|------|--|--|--------------|
| 1.00 | Municode Meetings Ultimate Annual                | Municode Meetings Ultimate Annual                | Renewable    |
| 1.00 | CivicClerk Year 1 Annual Fee Discount            | Year 1 Annual Fee Discount                       | Renewable    |
| 1.00 | Municode Meetings Ultimate – One-Time Build Cost | Municode Meetings Ultimate – One-Time Build Cost | One-time     |
| 1.00 | Municode Meetings Hub Stand Alone Purchase       | Municode Meetings Hub Stand Alone Purchase       | Renewable    |
| 1.00 | CivicClerk Year 1 Annual Fee Discount            | Year 1 Annual Fee Discount                       | Renewable    |

|                                    |              |
|------------------------------------|--------------|
| List Price – Year 1 Total          | USD 5,096.76 |
| Total Investment - Year 1          | USD 4,140.00 |
| Annual Recurring Services - Year 2 | USD 4,347.00 |

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicClerk Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term from signing through September 30, 2023 ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. **The Total Investment - Year 1 will be invoiced on October 1, 2022. Client will pay all invoices within 30 days of the date of invoice.**
4. **Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service.**
5. **Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.**
6. **The scope of the initial implementation services to be delivered by CivicPlus are as listed above. Client is responsible for providing all information required for the configuration of the services in accordance with the scope and project timeline.**
7. **Upon Go-Live, any unused implementation services (ie: board configuration) will expire. Any configuration of additional boards by CivicPlus after Go-Live may incur additional one-time charges based on the scope of the desired configuration, design, and training services.**
8. **Completion of implementation services will be determined by Go Live status. The parties agree to cooperate in a timely manner to complete all implementation tasks and deliverables in order to obtain Go-Live status of the services. CivicPlus will make reasonable efforts to confirm Go Live status with the Client, but reserves the right to deem Client's use of the services in the intended course of business as Go Live. "Go-Live" is defined as the Client's use of the services implemented by CivicPlus under this SOW for the intended purpose and with the intended audience.**

Signature Page to follow.

**Acceptance**

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By: Jenn Garcia  
 Name: Jenn Garcia  
 Title: Asst. Town Manager / Town Clerk  
 Date: 08/22/2022

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



Contact Information

Organization Dundee Florida

URL <https://townofdundee.com/>

Street Address 202 East Main Street

Address 2

City Dundee

State FL

Postal Code 33838

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone Jenn Garcia 863-438-8330 x258, 863-270-1620

Emergency Contact & Mobile Phone Melissa Glogowski, x238, 863-344-9504

Emergency Contact & Mobile Phone Trevor Douthat, x221, 863-270-1619

Billing Contact Eneida Padilla, E-Email AP@TownofDundee.com

Phone 863-438-8330 x253

Ext.

Fax 863-438-8339

Billing Address PO Box 1000

Address 2

City Dundee

ST FL

Postal Code 33838

Tax ID # 59-6000309

Sales Tax Exempt # 85-8012740103C-9

Billing Terms Annual

Account Rep

Info Required on Invoice (PO or Job #)

Contract Contact Jenn Garcia

Email JGarcia@TownofDundee.com

Phone 863-438-8330 ext. 258

Ext.

Fax

Project Contact Jenn Garcia

Email JGarcia@TownofDundee.com

Phone 863-438-8330 ext. 258

Ext.

Fax



# municode

Municipal Code Corporation • PO Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.575.8852 • www.municode.com

February 30, 2015

Ms. Deena Ware, MPA  
Assistant Town Manager/Town Clerk  
Town of Dundee  
202 East Main Street  
Dundee, FL 33838

Sent Via Email: [dware@townofdundee.com](mailto:dware@townofdundee.com)

Dear Ms. Ware:

Thank you for speaking with our Sales Representative, Alicia Bywaters, regarding the Town's Code of Ordinances. Pursuant to your conversation with Alicia and upon review of the two additional ordinances received, we are pleased to update and resubmit our proposal as outlined below.

**Republication.** In addition to updating the text, Index and tables of the Code to reflect the new ordinances, the preliminary pages of the Code will be appropriately updated. The updated volume will be repaginated, eliminating short pages with blank backs and supplement number designations from the volume. Proofs will be provided for review prior to printing the new Code volumes.

The republication project does not include reorganizing Code content, renumbering Code chapters or proofreading unamended Code text. Code pages that are not impacted by the inclusion of an ordinance or by the inclusion of a current state law reference (see below) will be printed with no substantive changes.

**State Law References.** Since state statutes undergo constant revision, the state law citations in the footnotes of your Code become out-of-date simply through the passage of time. One of our staff attorneys can perform the research required to identify and update footnote state law references. This process will not identify conflicts and inconsistencies between the Code and state statutes, nor within the Code itself, but will simply ensure that the state law references in footnotes are accurate and up-to-date. We will not review the internal state law references within sections. We would recommend you review those and advise us of the changes. You can also choose to remove all state law references in footnotes or leave them as is. Please select one of these options on our quotation sheet.

**Electronic Media.** The orders for the Code on Internet and the LDC formatted in PDF will carry over to the republished Code. Additionally, the Code will be furnished in any electronic medium and format (HTML, WORD-DOCX, or integrated with search engine, etc.) as selected by the Town. We have also included an option to utilize our online bundled service, MyMunicode.

**Distribution Services.** With Municode as Total Code Administrator (TCA), we provide inventory for sale (Codes and/or reprint pamphlets) and we provide all services for outside subscribers. The TCA service is provided at no cost to you and totally at our expense.

**Supplement Service.** Supplementation of the Code will resume upon shipment of the new volume. In addition to providing traditional supplements, we offer an alternative supplementation option to those who receive their Code electronically – electronic updates provide current electronic data without preparing paper supplements.

We also offer a variety of specific publication schedules – a specific supplement publication schedule helps to ensure that supplements are provided regularly and it simplifies the transmission of ordinances. With a schedule in place, ordinances can be sent as enacted and we hold them in our files until it is time to proceed with work on the next scheduled supplement.

Our records currently reflect an annual schedule (October) for publication of supplements to the Code. The schedule can be adjusted, as needed, to reflect current needs.

If you have questions, or should you desire additional information, contact Steffanie, via e-mail at [info@municode.com](mailto:info@municode.com). Municode values its relationship with the Town and appreciates every opportunity to be of service.

Sincerely,

Dale Barstow  
Vice President – Sales

# PROFESSIONAL SERVICES QUOTATION SHEET <sup>1</sup> - TOWN OF DUNDEE, FLORIDA

### REPUBLISHING THE CODE, Base Cost Includes:

- Incorporation of Ordinances (07-28; 08-02; 08-12; 08-14; 08-15; 08-18; 09-12; 10-01; 10-02; 10-04; 11-01; 11-03; 11-04; 11-07; 12-12; 12-14; 12-15; 12-196; 12-17; 12-20; 12-21; 13-03; 13-05; 13-07; 13-08; 13-09; 13-10; 11; 14-01; 14-02; 14-03; 14-04; 14-05; 14-06; 14-07; 14-08; 14-09; 14-10; 14-11; 14-12; 14-14; 14-15; 14-16 & 14-17,
- Removal of supplement numbers;
- Updating of preliminary pages (title page, officials' page, and preface);
- Repagination;
- Graphics<sup>2</sup> & Tabular<sup>3</sup> matter;
- Updated Index;
- Proofs<sup>4</sup>;
- Printing 13 copies with tabs<sup>5</sup>;
- 30 NOW postings;
- LDC formatted in Adobe PDF via download (existing order);
- Code posted online (existing order) or MyMunicode<sup>6</sup>;
- Base number of pages, 862 single column, 8 1/2 x 11 inches, 10-point New Century Schoolbook font

### Base cost does not include:

- Reorganizing, renumbering or legally reviewing Code content
- Adding ordinances to the Code not listed under Base Cost<sup>7</sup> \$16
- Pages in excess of the base, per page \$25
- Additional NOW postings not listed under Base Cost, per ordinance
- New Binders
  - 3-post expandable binders, \$50 each qty \_\_\_\_\_ \$ \_\_\_\_\_  
*Select Binder color:* (Semi-Bright Black, Burgundy, Dark Blue, Hunter Green)  
*Select Stamping color:* (Gold, Silver, White)
  - 3-ring leatherette binders, \$40 each qty \_\_\_\_\_ \$ \_\_\_\_\_  
*Select Binder color:* (Semi-Bright Black, Burgundy, Dark Blue, Hunter Green)  
*Select Stamping color:* (Gold, Silver, White)
  - 3-ring (white with insert) binders, \$18 each qty \_\_\_\_\_ \$ \_\_\_\_\_
- Freight
- Sales Tax, if applicable

### Please check one option for State Law Reference Footnotes:

- Updating State Law Reference Footnotes (internal citations not changed) \$865
- Removing State Law Reference Footnotes (internal citations not changed)
- Leaving State Law Reference Footnotes as they are in the Code (internal citations remain the same)

### Electronic Code Options - data provided via ftp unless requested otherwise

- WORD (DOCX)/HTML/XML (entire Code), initially \$150
- Folio, initially \$295

### Payment for Republication:

- Due Upon Execution of Agreement \$7,330
- Due Upon Submission of Proofs \$5,865
- Upon Completion of Project Balance

<sup>1</sup> Applicable sales taxes and actual shipping charges will be added.

<sup>2</sup> Includes printing all copies. Additional fee if graphics are printed in color.

<sup>3</sup> Tabular matter is defined as tables, Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>4</sup> If proofs are not returned in a timely manner, we will invoice for the balance due on the project. Once proofs are returned, we will correct, print and ship the new volumes as quickly as possible thereafter. Additional charges may apply if ordinances are added to the proofs.

<sup>5</sup> Municode uses only acid-free paper.

<sup>6</sup> Per selections on page 4.

<sup>7</sup> New ordinances may be added, but will be charged at \$23.70 per affected page. This fee applies even if base page allowance is not exceeded. An estimate will be provided upon request.

# SUPPLEMENT SERVICE QUOTATION SHEET FOR TOWN OF DUNDEE, FLORIDA

## Supplement Service Base Page Rate<sup>8</sup>

| Page Format   | Base Page Rate   |
|---------------|------------------|
| Single Column | \$18.70 per page |

### Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Updating the Index
- Schedule as selected by Client<sup>9</sup>
- Updating Electronic versions<sup>10</sup> and Internet
- Printing<sup>11</sup> 13 copies

### Base page rate excludes

- Freight, prebilled
- State Sales Tax
- Graphics<sup>12</sup> & Tabular<sup>13</sup> matter, per graphic or table
- Code on the Internet
- Electronic delivery via FTP or Download, per delivery<sup>14</sup>

Actual freight  
If applicable  
\$10  
Per Selections on Page 4  
\$75

### Payment for Supplements and Additional Services:

- Invoices will be submitted upon shipment of project(s).

<sup>8</sup> All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Internet Publishing and web search portals (NAICS 519130) as reported by US Department of Labor – Bureau of Labor Statistics.

<sup>9</sup> Schedule for Supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur more frequently than printed Supplements.

<sup>10</sup> We do not charge a per page rate for updating the internet or electronic versions; however a handling fee is charged for the electronic versions.

<sup>11</sup> Municode uses only acid-free paper.

<sup>12</sup> Includes printing all copies. Additional fee if graphics are printed in color.

<sup>13</sup> Tabular matter is defined as tables, Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>14</sup> "delivery" is defined as delivering electronic data available to the Town via download (FTP). Fee applies whenever updated content is delivered via one of the above-defined products.

# WEB HOSTING QUOTATION SHEET FOR TOWN OF DUNDEE, FLORIDA

If the Town is interested in bundling the Code online features into one annual, fee please review the options below.

All of the following features would be included if the Town upgraded to MyMunicode for only \$250 more per year!

- MyMunicode<sup>15</sup> includes** the following: \$1,100 annually<sup>16</sup>
  - i. Code on the Internet
  - ii. CodeBank
  - iii. OrdBank (includes NOW)
  - iv. MuniPRO – 1 license
  - v. Custom Banner

In lieu of purchasing the above package, the Town can purchase each item a la carte or additional services can be added to the bundled MyMunicode package listed above:

- **Existing Order – Code on Internet with CodeBank** (invoiced annually each October) \$700
- **Existing Order – NOW postings** (6 ordinances per year on average x \$25) \$150
- Total** **\$850**
  
- MuniPRO** (annually) \$295
- Custom Banner** (onetime fee) \$250
- CodeBank Compare<sup>17</sup>** (annually) \$250
- MuniDocs** Quotation Upon Request

### ORDINANCES PENDING CODIFICATION (Only select one option below if purchasing products a la carte)

#### Option 1) NOW/OrdBank (Upgrade from the current NOW service)

- Per ordinance fee (6 ordinances averaged per year x \$35 = \$210) \$35
- Flat annual fee (recommended if MyMunicode is not selected) \$175

#### Option 2) OrdBank + OrdLink

- Per ordinance fee (6 ordinances averaged per year x \$60 = \$360) \$60
- Flat annual fee (recommended if MyMunicode is not selected) \$275

<sup>15</sup> Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.  
<sup>16</sup> Total Value if each item purchased a la carte would be \$1,455 per year with an average of 6 ordinances adopted annually.  
<sup>17</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare technology.



## MUNICODE'S WEBSITE SERVICES DEFINED

### Code on Internet.

- ☞ Mobile Friendly Site: Automatically downloads to iOS, Blackberry, Android and Windows;
- ☞ Save as Word/RTF;
- ☞ Saved Searching;
- ☞ Print and Email: Print, Save, Email one or more Sections, Chapters and whole Titles;
- ☞ Internal Linking within the Code where cited;
- ☞ Mouseover Preview (or Pop ups);
- ☞ Static Linking: Copy links of any Section, Chapter or Title to share via email or social media;
- ☞ Pinpoint Searching: Ordinance searching included, search one or more Sections, Chapters & whole Titles;
- ☞ Scrolling Tables and Charts: Header stays fixed while you scroll through the table/chart;
- ☞ GIS - Municode can provide a permalink to any code section and assist staff to create a link from their GIS system to relevant code sections.
- ☞ Collapsible TOC (Frameless Version);
- ☞ In-line Images and PDFs;
- ☞ Current Location Status Banner (breadcrumb trail) present while searching Code;
- ☞ Server Stability and Disaster Recovery Plan;
- ☞ **Co-Location in Atlanta, Georgia: only Codification Company to have geo-redundant servers in multiple states;**
- ☞ Phone, email and Web support for Citizens and Staff: 24 hour email response; Phone support from 8:00 am to 8:00 pm Eastern Standard Time.

**OrdBank.** Creates a permanent, online collection of all ordinances sent to Municode. Prior to incorporating the ordinances into your Code via supplementation, the ordinances will be posted on your landing page for easy access. Once codified, each ordinance History Note is hyperlinked to the actual ordinance as enacted. OrdBank saves you valuable time and money by enabling you, your staff and your citizens to gain instant access to your ordinances by simply clicking the history note.

**OrdLink + OrdBank.** Prior to incorporating the ordinances into your Code via supplementation, OrdLink hyperlinks newly adopted ordinances to the section being amended. Linked sections are highlighted in the Table of Contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into the Code, they are added to your OrdBank and hyperlinked to your History Notes. For the linked ordinances to be searchable, they must be sent in an editable format. Scanned documents can be included in the list and are viewable, but not searchable.

**CodeBank.** Creates a permanent, online collection of all past versions of your Code. CodeBank enables your online users to easily access previous versions of your Code. The historic version of your Code is fully searchable and printable, making the task of researching past versions of your Code more efficient. For your convenience, when a previous version of your Code is selected, users are alerted that they are looking at an older version of your Code.

**CodeBank Compare.** This service provides the users the ability to select a past version of the online Code and compare it to any other version of the Code each time the Code is updated. The differences will be shown via Highlights (added material) or Strikethrough (deleted material).

**MuniDocs.** Enables staff to send material of your choosing directly to Municode to upload documents to your online Code. Let Municode do all the work and upload the versions of Minutes, Resolutions, Budgets, and or any other non-code material online. Your collection of documents to be posted alongside your Code and will be fully searchable, filterable for ease of use.

**MuniPRO.** MuniPro Searching allows you to search all of the Codes we host (the entire country, a single state, or individually selected Codes of your choosing). MuniPro Searches are ideal for researching local regulations of special interest, or to find out how other communities are dealing with similar issues. There is a per annum fee for this premium service; User Name and Password required. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ☞ **Multiple Code Search.** Search all codes within one state, multiple codes within one state, or search all codes in the entire U.S.! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ☞ **MuniPRO Favorites.** Create a "favorites" list of frequently visited Codes or sections. This will save time by making navigation a one-click process from your Dashboard.

- ⦿ **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from your Dashboard.
- ⦿ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the Table of Contents and search results, and can also be accessed from a single click.

**Custom Banner.** Municode will customize the look and feel of your Code on municode.com to more closely match the City's web site. This is accomplished by posting a banner image over the top portion of our site.

**Mobile Friendly Site.** The Municode.com Online Library includes a mobile friendly version of your Code. This is a frameless version that is accessible from your mobile device and is formatted for a better viewing experience on today's modern Smartphones. Our website recognizes when a visitor is viewing the content on a mobile device and automatically changes the view to maximize the capabilities of the hand-held device. *This feature is included in your annual Internet fee.*

**Email (from the Web).** Chapters, Articles or individual Sections may be selected for emailing. The functionality is intuitive and *included in your annual Internet fee.*

**Print or Save.** Similar to Emailing, Chapters, Articles or individual Sections may be selected for Printing or Saving. Save (as compared to "blocking & copying") preserves the formatting when the document is edited using your word processing software. *These features are offered to you as part of your annual Internet fee.*

**Internal Cross Reference Linking.** Cross references within the Code will be linked to their respective destination Article, Chapter, or Section. *This feature is offered to you as part of your annual Internet fee.*

**Mouseover (cluetips).** Navigate to a code and any linked cross reference will display the pop-up after a 1 second delay. You'll need to clear your browser cache to enable them (Tools -> Internet Options -> Delete -> Temporary Internet Files). *This feature is offered to you as part of your annual Internet fee.*

**Static Linking to your Code.** Each level of the code has a static link that will enable your users to easily create "Hot Links" to any section of the code. Simply click the permalink icon to the right of each heading level and paste the URL into the destination of your choice. *This feature is offered to you as part of your annual Internet fee.*

**Pinpoint Searching.** Easily search any individual Code with our advanced search options: revisit previously conducted searches using the "Search History" button; or narrow the scope of your search to find more specific legislation. *Once again these features are offered to you as part of your annual Internet fee.*

**Scrolling Tables and Charts.** The header stays fixed to the top of your browsing pane while you scroll through your tables and charts.

**GIS.** Municode can provide a permalink to any code section and assist staff to create links from their GIS system to relevant code sections.

**Collapsible TOC.** The Table of Contents collapses and is re-sizeable providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item. *This feature is included in your annual Internet fee.*

**In-line Images & PDFs.** Municode takes great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements. These PDFs are fully searchable within our search engine, and are typically utilized with form-based Land Development Codes. *This service is included in your annual Code on the Internet fee.*

**Internet Stability.** Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.



# municode

Municipal Code Corporation • PO Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.575.8852 • www.municode.com

Submitted by:

**MUNICIPAL CODE CORPORATION**

Municode Officer: [Signature]

Title: President

Witness: [Signature]

Date: 2/12/15

Accepted by:

**TOWN OF DUNDEE, FLORIDA**

By: [Signature] RYAN J. TAYLOR

Title: TOWN MANAGER

Witness: Deena Ware

Date: 2.11.2015





# Sophos Firewall Upgrade

Prepared for **Town of Dundee**

By **Mary Jo Wright** // [mwright@boring.com](mailto:mwright@boring.com)  
Valid until **Friday, January 31, 2025**



\$6,717.00

| Product   | Quantity | Price      | Amount     |
|---|----------|------------|------------|
|  Sophos XGS 2100 Network Security/Firewall Appliance                   | 1        | \$0.00     | \$0.00     |
|  Sophos Xstream Protection - Subscription License - 1 License - 3 Year | 1        | \$6,717.00 | \$6,717.00 |

|              |                   |
|--------------|-------------------|
| Subtotal     | \$6,717.00        |
| Shipping     | \$0.00            |
| <hr/>        |                   |
| Tax          | \$0.00            |
| <hr/>        |                   |
| <b>Total</b> | <b>\$6,717.00</b> |



# TOWN COMMISSION MEETING

## January 28, 2025 at 6:30 PM

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|                              |   |
|------------------------------|---|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION & ACTION, STRATEGIC GOVERNMENT RESOURCES CONSULTANTS PRESENTATION  |
| <b>SUBJECT:</b>              | The Town Commission will hear a presentation from SGR Consultants regarding the Town Manager search.  |
| <b>STAFF ANALYSIS:</b>       | The Town has contacted Strategic Government Resources (SGR) to assist in the search for a new town manager. Strategic Government Resources (SGR) Consultants will provide a detailed presentation to the Town Commission outlining their process and methodology for assisting the Town of Dundee in recruiting and selecting a new Town Manager. The purpose of this presentation is to introduce SGR Consultants, explain the recruitment process, outline expectations and address any questions and concerns. |
| <b>FISCAL IMPACT:</b>        | None at this time   |
| <b>STAFF RECOMMENDATION:</b> | At the will of the commission   |
| <b>ATTACHMENTS:</b>          | Proposal for Executive Recruitment Services   |

# PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

---

**Town Manager  
Town of Dundee, Florida**

**January 28, 2025**

**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](mailto:JJPeters@GovernmentResource.com)





January 28, 2025

Hon. Mayor Sam Pennant & Town Commission  
Town of Dundee, Florida  
202 E. Main Street  
Dundee, Florida 33838

Dear Mayor Pennant & Commissioners,

Thank you for the opportunity to submit this proposal to assist the Town of Dundee in your recruitment for a new Town 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 19,000 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 35,000 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 & county management professionals.

We are happy to provide references upon request. We are enthusiastic about the prospect of conducting this recruitment for the Town of Dundee, and we are available to schedule a meeting at your convenience to discuss further.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeri J. Peters".

Jeri J. Peters, President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)

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- 7** **Fee Proposal**
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- 9** **Placement Guarantee**
- 10** **SGR City & County Management Recruitments**
- 11** **Sample Position Profile Brochure**
- 12** **Sample Contract: Full Service Recruitment**

## 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 28 full-time employees, 27 recruiters, 16 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, Arizona, California, Colorado, Florida, Georgia, Maine, Montana, Nevada, New York, North Carolina, Ohio, Oklahoma, Oregon, and South Carolina.

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 35,000 subscribers across all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers of SGR's City & County 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 for a full-service recruitment 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 2024 placements, 33% of candidates were female and 31% indicated they were a person of color. 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](mailto: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.

## 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**

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### **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 of 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**

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### **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 35,000 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**

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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**

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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**

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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**

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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**

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### **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**

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**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

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### **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**

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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**

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As part of our commitment to ensuring long-term success, SGR is pleased to offer a complimentary, four-hour, leadership development workshop for your organization within 12 months of the successful completion of the executive search. SGR Executive Recruitment clients would be responsible for the travel costs associated with facilitation only—no professional fee (a cost savings of up to \$4,750)! Leadership development workshops are designed to support the newly appointed leader and foster a servant leadership culture within your team, enhancing collaboration and alignment across the organization. Standard leadership development workshops include the following topics:

- Creating a Servant Leadership Culture
- Governance
- Team Building
- Strategic Planning
- Strategic Visioning

For additional information on our leadership development workshops, please email [training@governmentresource.com](mailto:training@governmentresource.com) or visit <https://www.governmentresource.com/leadership-development-training-resources/workshops-retreats>

We offer additional 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:  |   |
|---|---|
| <ul style="list-style-type: none"> <li>Contract Execution</li> <li>Kickoff Meeting to Discuss Recruitment Strategy and Timeline</li> <li>Organization/Position Insight and Analysis</li> <li>Stakeholder Interviews and Listening Sessions</li> <li><b>Deliverable:</b> Draft Recruitment Brochure</li> <li><b>Deliverable:</b> Recommended Ad Placements</li> <li>Organization Approves Ad Placements</li> <li>Search Committee Reviews and Approves Brochure</li> </ul> | <p><i>Timing varies and usually takes a minimum of 2-3 weeks.</i></p> |

| Task   | Week       |
|--|------------|
| <ul style="list-style-type: none"> <li>Post Position and Firm up Timeline</li> <li>Recruitment Campaign and Outreach to Prospective Applicants</li> <li>Initial Screening and Review by Executive Recruiter</li> </ul>   | Weeks 1-4  |
| <ul style="list-style-type: none"> <li>Search Committee Briefing to Review Applicant Pool and Select Semifinalists</li> </ul>  | Week 5     |
| <ul style="list-style-type: none"> <li>Questionnaires</li> <li>Recorded One-Way Semifinalist Interviews</li> <li>Media Searches - Stage 1, as described in Approach/Methodology</li> </ul>   | Week 6     |
| <ul style="list-style-type: none"> <li><b>Deliverable:</b> Semifinalist Briefing Books via Electronic Link</li> <li><b>Deliverable:</b> Recorded Online Interviews, if applicable</li> </ul>   | Week 7     |
| <ul style="list-style-type: none"> <li>Search Committee Briefing to Select Finalists</li> </ul>  | Week 8     |
| <ul style="list-style-type: none"> <li>Comprehensive Media Searches - Stage 2, as described in Approach/Methodology</li> <li>Background Investigation Reports</li> <li>Disc Management Assessments (if desired, supplemental cost)</li> <li>First-Year Plan or Other Advanced Exercise (if desired)</li> </ul> | Weeks 9-10 |
| <ul style="list-style-type: none"> <li><b>Deliverable:</b> Finalist Briefing Books via Electronic Link</li> </ul>  | Week 11    |
| <ul style="list-style-type: none"> <li>Face-to-Face Interviews</li> <li>Stakeholder Engagement (if desired)</li> <li>Deliberations</li> <li>Reference Checks (may occur earlier in process)</li> <li>Negotiations and Hiring Process</li> </ul>  | 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: \$25,650**

**Not-to-Exceed Price is comprised of:**

- **Fixed Fee of \$23,650**
- **Up to \$2,000 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 10 Semifinalists
  - Recorded One-Way Interviews for up to 10 Semifinalists
  - Media Searches – Stage 1 Reports for up to 10 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
- Up To Four (4) Onsite Visits by the Recruiter for 1 day each, Inclusive of Travel Costs

**Reimbursable Expenses included in the not-to-exceed price:**

- Ad placements up to \$2,000 will be billed at the actual cost with no markup for overhead and are incorporated into our not-to-exceed price.

**Reimbursable Expenses not included in the not-to-exceed price:**

- Ad placements over and above \$2,000 will be billed back at actual cost with no markup for overhead.

**Supplemental Services/Other Expenses not included 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 \$1,500 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 10 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 four (4) 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.
- SGR Executive Recruitment clients wishing to utilize the complimentary leadership development workshop would be responsible for the travel costs associated with facilitation only. 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 then-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. 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.

## 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 & County Management Recruitments, 2019-Present

### In Progress

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- Abilene, Texas (pop. 129,000) – City Manager
- Biddeford, Maine (pop. 22,000) – City Manager
- Heath, Texas (pop. 10,400) – City Manager
- Marshall, Texas (pop. 23,500) – City Manager
- Marysville, Kansas (pop. 3,500) - City Administrator
- Miami, Oklahoma (pop. 13,000) - City Manager
- New Smyrna Beach, Florida (pop. 32,000) - City Manager
- Perryton, TX (pop. 8,500) - City Manager
- Scarsdale, New York (pop. 18,000) - Village Manager
- Springfield, Missouri (pop. 170,100) - City Manager
- Treasure Island, Florida (pop. 6,500) - City Manager

### 2025

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- Coffeyville, Kansas (pop. 9,000) - City Manager
- Corsicana, Texas (pop. 25,000) – City Manager
- Johnson County, Kansas (pop. 629,000) – Assistant County Manager

### 2024

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- 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
- Leander, Texas (pop. 80,000) - City Manager
- Leavenworth, Kansas (pop. 37,000) – City Manager
- Manhattan, Kansas (pop. 55,000) – City Manager
- Medford, Oregon (pop. 90,000) - City Manager
- Orono, Maine (pop. 11,000) - Town Manager
- San Juan County, Washington (pop. 18,000) - County Manager
- Topeka, Kansas (pop. 125,000) - City Manager
- New Rochelle, New York (pop. 82,000) – City Manager
- St. Joseph, Missouri (pop. 72,000) – City Manager

## 2023

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- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Cleburne, Texas (pop. 33,000) - City 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
- Lafayette, Colorado (pop. 30,000) - City Administrator
- 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

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- 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
- Fort Collins, Colorado (pop. 175,000) - 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

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- 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

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- 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

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- 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

# CITY MANAGER

*City of Treasure Island, Florida*

Item 1.



EXECUTIVE  
RECRUITMENT  
PROVIDED BY



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# ABOUT THE COMMUNITY

Treasure Island's over 6,500 residents enjoy the 3.4 square miles of the barrier island's beautiful beaches, clean tropical setting, high-quality city services, low crime rate, and the amenities associated with the proximity of the greater Tampa Bay Metro area. The area has an average of 361 days of sunny weather each year, providing residents and visitors with enjoyment of the surf, sun, sand, and easy access to both community and area attractions. Located in Pinellas County, and only eight miles from downtown St. Petersburg, there is something for everyone with year-round beach access, annual events & festivals, world-class seafood and restaurants, sporting and concert venues, shopping, and many ways to enjoy the beautiful Gulf of Mexico and the intercoastal waterways. The City is a welcoming place, where there is a blend of people who have lived here for years and those who made Treasure Island home after discovering its uniqueness while visiting. It is an easy place to make friends and become a part of the community.

The island is easily accessible from both I-275 and US 19, with international commercial air service available from the nearby Tampa International Airport and St. Pete-Clearwater International Airport. For cruisers, Port Tampa Bay serves Carnival, Celebrity Cruises, Royal Caribbean International, and Norwegian cruise lines. Area public transit is provided by Pinellas Suncoast Transit Authority.

The City offers strong civic involvement with many different types of housing available. Access to the intercoastal is easy as many of the properties are waterfront, and beach access points are abundant. The Treasure Island Beach Trail, which runs beach-side along the central part of the beach, is a great place to walk, run, or ride a bike. The community offers a balance between residential and commercial areas, with hotels along the beach, single-family, and condominiums, and the island has several unique restaurants that have called Treasure Island home for decades.

Community events include the popular Annual Sanding Ovarions where artists create "outSANDING" works of art, and includes a beach food court, arts & crafts vendors, music, and more! Other events include the Friday Farmers Market from December to April, the Sport Kite Competition and Festival, Run for the Beaches, a 5k and fun run to support environmental advocacy and education, the December Holiday Boat Parade, the Treasure Island Fire Department Chili Cook-off, the Gulf Beaches Rotary Golf and Tennis Challenge, and the nearby Annual John's Pass Seafood Festival in Madiera Beach and Gasparilla Pirate Festival in Tampa. The St. Pete/Clearwater area 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, and Zoo Tampa and Walt Disney World and Universal Studios are only 90 miles away in Orlando.

Trail enthusiasts enjoy access to the Pinellas Trail, a north-south walking and biking trail that spans the entire length of Pinellas County, offering easy access to several parks, restaurants, shopping, and much more; the Bay to Bay Trail which connects to the Pinellas Trail and will take walkers and riders into Pasco County (North), through Starkey Park, and onto the Suncoast Trail; and the eight-mile Courtney Campbell Causeway path that extends from Clearwater to Tampa.

## *Paradise Found*





## ABOUT THE COMMUNITY *continued*

Treasure Island is proud to be a part of “Champa Bay!” The Tampa Bay Buccaneers, Tampa Bay Rays, Tampa Bay Lightning, and Tampa Bay Rowdies are just the highlights of sports in the area. The area is also home to Major League Baseball’s spring training season for the Toronto Blue Jays, New York Yankees, and Philadelphia Phillies. Shopping opportunities abound with national chains, local boutiques, and regional shopping centers, including John’s Pass Village, Tyrone Square Mall, Seminole City Center, Countryside Mall, Westshore Plaza, International Plaza, Bay Street, and Hyde Park Village.

The region’s medical needs are met by a variety of providers, including BayCare, which operates six hospitals within Pinellas County and is regularly recognized as a repeat winner of the Fortune 100 “Best Companies to Work For.” Other area medical providers include John Hopkin’s All Children’s Hospital (St. Petersburg), Bay Pines VA Hospital (St. Petersburg), Bayfront Health St. Petersburg, St. Anthony’s Hospital (St. Petersburg), Morton Plant Hospitals (Clearwater and Palm Harbor), Mease Dunedin, and Tampa General.

The history of Treasure Island dates back to its early settlers after the Great Gale of 1848 and the Civil War, with residents mostly comprised of fishermen, hunters, and the occasional pirate or smuggler. In 1908, Treasure Island welcomed its first landowner, Tom Pierce, who bought the island for \$1.25 an acre. Another early landowner was Whitey Harrell, who was quick to realize the possibilities Treasure Island had to offer and, in 1915, built Treasure Island’s first hotel, The Coney Island, on the east side of Surf Avenue (now Gulf Boulevard) near 100th Avenue. Whitey’s Coney Island Hotel unwittingly played a role in naming Treasure Island. In 1918, a fellow named Bill McAdoo wanted to generate interest in land he owned on St. Pete Beach. McAdoo, along with friend Ed Brantley and two guests from Coney Island, “discovered” buried treasure on the beach (treasure McAdoo and Brantley had buried the night before). Subsequent publicity resulted from the two guests spreading the word about their discovery and people began calling the area around the hotel “out at that Treasure Island.” The direct link from St. Petersburg to Treasure Island came in 1939 with the Treasure Island Causeway, which brought unprecedented development after World War II. The four towns of Treasure Island, Boca Ciega, Sunshine Beach, and Sunset Beach, were incorporated as The City of Treasure Island on May 3, 1955. (*Source: The Treasure Island Story by Bonnie L. Williams.*)

K-12 education is served by the Pinellas County School District, which is the seventh largest school district in Florida and the 28th-largest district in the United States. 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 St. Petersburg College, University of South Florida, The University of Tampa, Florida College, and Strayer University Tampa Westshore Campus.

Treasure Island’s demographics reflect a resident population comprised of 95.5% White alone, 1.2% Black or African American, 1.0% Asian, 6.5% Hispanic or Latino, 1.3% Two or More Races, and 0.1% Native Hawaiian and Other Pacific Islander. The City’s median household income is \$87,941, with an average home sales price of approximately \$730,000.





## **GOVERNANCE & ORGANIZATION**

The City of Treasure Island operates under a council-manager form of government that combines the political leadership of the City Commission with the professional experience of a City Manager. Its governing body includes four citizen Commissioners and a Mayor who work together to set policy. The Mayor is elected at-large for a term of three years, with City Commissioners being elected by district in staggering two-year terms. The City Manager sets policy direction and directs day-to-day operations. The Mayor and City Commission appoint the City Manager, City Attorney (contracted services), and City Clerk.

The City provides an array of traditional municipal services including Administration, Community Development, Technology/IT, Public Works, including stormwater management, streets, fleet, beach and right-of-way maintenance, and City-provided solid waste collection (Water Treatment & Distribution is provided by Pinellas County, with Wastewater collection provided by the City), Finance, Human Resources, Fire, Police, Public Information, and Parks & Recreation (including a nine-hole golf course). The City is also the owner and operator of a bascule bridge which provides one of the access points to the island.

The City's Adopted FY 2024 Total Annual Budget is \$46.7 million (General Fund \$19.3 million), which is supported by a millage rate of 3.8129. Quality services are provided by approximately 123 employees, with employees in the Police and Fire Departments represented by multi-year collective bargaining agreements with the Police Benevolent Association (PBA) and International Association of Fire Fighters (IAFF).

### **Vision Statement**

*We strive to be a vibrant, unique, and sustainable beach community.*

### **Mission Statement**

*We are dedicated to being good fiscal and environmental stewards of our community, while providing responsive, high-quality public services to meet the needs of our residents, business owners, and visitors - today and tomorrow.*

### **Awards & Recognitions**

*GFOA Excellence in Financial Reporting (Annual)*

*Commission for Florida Law Enforcement Accreditation*

*HIRE Vets Gold Medallion Award 2020-2023*

*Treasure Island's Beach was named #16 in the US by Trip Advisor in 2021*

*LEED for Cities Gold certification from the US Green Building Council in 2023*

# ORGANIZATIONAL VALUES

Item 1.

**Dynamic:** We celebrate our dynamic community and workforce, understanding that both are necessary to preserve the unique spirit of Treasure Island.

**Integrity:** We will be guided by strong ethical principles and conduct ourselves in an honest and transparent way.

**Fair:** We treat everyone equally and make decisions that are in the public's best interest through objectivity and impartiality.

**Respect:** We treat each other with mutual respect and sensitivity, recognizing the importance of diversity, by valuing all contributions.

**Responsiveness:** We are accessible and adaptive to the current and future needs of our community.

## ABOUT THE POSITION

The City Manager reports to the City Commission and serves as the administrative head of the municipal government, providing direction and general management for the administration and operation of each Department within the City of Treasure Island to implement policies set by the City Commission. The position has oversight of all municipal provided services pursuant to the City Charter, as well as federal, state, and local laws, and within accepted professional standards. The position is expected to exercise considerable independent professional expertise and judgment in solving problems through the application of the City's financial and administrative policies and practices.

The position promotes the development of a flexible and anticipatory organization that provides cost-effective and customer-friendly delivery of quality services to the community. Direct reports include the Directors of Finance, Information Technology, Community Development, Human Resources, Public Works (2 Co-Directors), Recreation, Police Chief, Fire Chief, City Clerk, Public Information Officer, and Senior Executive Assistant.

A summary of the responsibilities of the City Manager includes the following:

- Implement the strategic direction and policies set forth by the City Commission's..
- Be a resource to City Commission members to provide professional recommendations and review and discuss projects, programs, and matters impacting city government.
- Determine the resources needed to provide City services at the established service levels and identify programs and projects to meet the needs of the City.
- Build an annual proposed City Budget and Capital Plans for the City Commissions consideration.
- Build and maintain positive working relationships with members of the public, chambers, civic associations, and various community groups.
- Provide organizational leadership and management for the City organization and its employees.
- Responsible for the hiring and management of Department Directors of eight departments and City staff members in the Administrative Department.





## ABOUT THE POSITION *continued*

Item 1.

- Follow state legislative actions and be able to implement the laws adopted by the State.
- Ensure that all laws, ordinances, and policies of the City are duly enforced and that all franchises, permits, licenses and privileges granted by the City are faithfully performed and observed.
- Present, prepare reports and/or statements to share information to the City Commission, various boards/committee/organizations, and the general public.
- Attend all meetings of the City Commission unless otherwise excused.
- Perform the duties of the City Manager as described in the Treasure Island Municipal Code.



## CHALLENGES & OPPORTUNITIES

- **Community Development Initiatives:** The City adopted an updated Comprehensive Plan in 2023 and is pursuing an update and major re-write of parts of the Land Development Code, which will take place over the next few years. The Department also recently overhauled its approach to permitting through the offering of an online portal for submission of applications. The Department is currently reviewing its Code Enforcement Program, including modernizing the City Code and investigating new software to help provide enhanced services.
- **New City Hall:** The City purchased an existing office building in 2020 that has since been remodeled to serve as the new City Hall, including a floor available for community/event rental space. The remodel is complete, with the exception of window repairs that are expected to be completed this fall. City personnel plan to move into the new facility this March.
- **Elevate TI Terrain Modification Program:** Elevate TI is a comprehensive sustainability program being developed to encompass the City's Terrain Modification Program to include updates to several Land Development Regulations and technical guidance to safely permit the use of fill material in response to flooding concerns. The Program focuses on changing the construction of homes, businesses, seawalls, and roads to address today's challenges and prepare the community for the continued impact of sea level rise. Additional information on Elevate TI can be found [here](#).

- **Wastewater Master Pump Station & Public Works Facility:** The design for the reconstruction and elevation of the Wastewater Master Pump Station and the reconstruction of the Public Works facility is nearing 60% completion. The Public Works Facility will be reconstructed and funded through planned borrowing. The Master Pump Station will be elevated and reconstructed, and funded with federal and state ARPA and grant funding totaling \$5.7 million.
- **Police & Fire Stations:** Treasure Island's Police and Fire facilities are dated, and the City is reviewing options for their replacement, possible relocation, and financing. The new City Manager will be involved in the review, analysis, and recommendations regarding possible options and costs for the subject facilities.
- **Living Shoreline & Walking Trails Project at Treasure Bay Recreational Facility:** The City anticipates commencing construction of the Treasure Bay living shoreline project to include a kayak launch, walking trail, educational signage, and rehabilitation of the site's stormwater ponds with the assistance of a \$1.6 million grant from the Florida Department of Environmental Protection and the Tampa Bay Estuary Program.
- **Redevelopment Opportunities:** The City is undergoing some transition in its downtown area with a major block recently demolished with plans for redevelopment activities. Other potential areas targeted for redevelopment include The Club at the east entrance to the Island, various hotel improvements, and an area at the north end of the community.
- **Beach Renourishment:** The areas of Sunset Beach and Sunshine Beach are reliant on periodic sand replenishment that is funded by the County, State and Federal governments. The most recent beach renourishment was anticipated to begin in June 2023, but was halted by the Army Corps of Engineers. The City is working closely with the County, Corps and the State to develop a resolution and to pursue alternatives; however, this remains a primary concern facing the community.





# IDEAL CANDIDATE

Item 1.

Treasure Island seeks an energetic, ethical, decisive leader who balances the objectives of the community's long-term plans with preserving our historical island lifestyle to become its next City Manager. The ideal candidate will possess a high level of emotional intelligence, advanced interpersonal and listening skills and maintain a proactive, transparent, and collaborative management style. A demonstrated history of consensus-building and achieving goals is desired. The selected individual will be an experienced Manager who understands the details associated with municipal operations and be a champion of the City's existing vision and obtainable goals, while being capable of respectfully introducing additional organizational direction and goals. Responsibilities include overall leadership of the organization, establishing attainable benchmarks, and providing exceptional customer service that Treasure Island's residents expect. The successor City Manager should be politically savvy, but never political, and a concise "straight shooter" in their communications with the City Commission as they develop a positive, trusting, and productive relationship with its members. Experience with the inherent challenges of development and service delivery in coastal/shoreline communities is considered a plus.

The ideal candidate should have a strong financial acumen, with experience in long-range budgeting and capital planning and grant administration skills. As a skilled problem solver with excellent negotiation skills, the Manager will demonstrate a track record of developing creative solutions to overcome community challenges. The chosen individual will possess a progressive growth of management skills, and will be approachable and even-tempered, while juggling multiple tasks, projects, and initiatives. A candidate who shares the City's mission of leading in environmental stewardship is sought to ensure that future Treasure Island generations will be able to experience the unique character and high quality of life that current residents enjoy today.

An advocate for municipal services and the employees who provide such services, the new City Manager should lead by example by maintaining a work-life balance and encourage employees to do the same. The Manager will be committed to fostering interdepartmental communication, coordination, and outstanding customer service. As a skilled delegator who is focused on the big picture, the selected candidate will empower employees and motivate staff to build high-performing teams led by clear objectives and desired outcomes. He or she will be supportive of the professional development of employees and serve as a coach and mentor to staff.

Lastly, the successor City Manager should be an outstanding communicator with strong public relations and intergovernmental abilities. The selected candidate will exude confidence while operating in a highly engaged community and be a visible face of the community and participate in Treasure Island events.



## EDUCATION & EXPERIENCE

The selected candidate should hold a Bachelor's degree from an accredited college or university in public administration, business 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 or larger city than Treasure Island. Candidates will also be considered who possess a combination of education, training and/or work experience deemed relevant and equivalent to achieve the successful performance of the job, including nonprofit organizations. International City/County Management Association Credentialed Manager (ICMA-CM) preferred.

# COMPENSATION & BENEFITS

Item 1.

The City of Treasure Island offers a competitive salary depending on qualifications and experience. The City also provides low to no-cost medical, dental, and vision coverage through Florida Blue (HMO, PPO, HSA) with 100% employer paid for the employee and 70% of the premium for spouse or family; 3 weeks' accrued vacation; 96 hours per year of sick leave; 10 paid holidays and 1 floating holiday. Retirement includes a base 401a deferred compensation plan with a 5% employee/8% employer contribution and a voluntary 457 plan. The City also offers up to \$30 per month for a gym membership or to assist with purchasing at-home equipment. Vehicle, cell phone, and technology advances are negotiable. Residency for the City Manager is required unless waived by the City Commission.

The City of Treasure Island values diversity in its workforce 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. Please note that pursuant to the Florida Public Records Act, all applications are subject to public disclosure upon receipt of a public records request.

# APPLICATION PROCESS

[Please apply online](#)

For more information on this position contact:

**Doug Thomas, Executive Vice President of Recruitment & Leadership Development**

[DouglasThomas@GovernmentResource.com](mailto:DouglasThomas@GovernmentResource.com)

863-860-9314



*The City of Treasure Island is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.*



**Agreement for Executive Recruitment Services (“PROJECT”)  
to Town of Dundee, Florida (“CLIENT”) between  
CLIENT and Strategic Government Resources, Inc., DBA SGR (“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 January 28, 2025 (“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 related to this PROJECT, 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 and not impede SGR from performing 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 successfully perform its obligations, including identifying and attracting qualified candidates. 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 Polk 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](mailto:Melissa@GovernmentResource.com)

**CLIENT**  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_

**PROJECT Representative:**

**SGR**

Jeri J. Peters  
President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)  
817-337-8581

**CLIENT**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Billing and Invoicing:**

**SGR**

Attn: Finance  
[Finance@GovernmentResource.com](mailto: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, information disclosure, placement guarantee, and any representations and warranties 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., DBA SGR**

**CLIENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Printed Name: Jeri J. Peters

Printed Name: \_\_\_\_\_

Title: President of Executive Recruitment

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# DUNDEE TOWN MANAGER

## Executive Recruitment

# Background

- SGR exists to help local governments be more successful by Recruiting, Assessing, and Developing Innovative, Collaborative Authentic Leaders.
- Founded in 1999 with the mission to facilitate innovative leadership in local government. In today's world of limited resources, local governments must innovate to survive, and SGR has been and continues to be a leader in spurring innovation in local government.
- Our Core Values are Integrity, Philanthropy, Continuous Improvement, Flexibility, The Golden Rule, Collaboration, and Protecting Relationships.
- We are a **full-service firm**, specializing in executive recruitment, strategic visioning & foresight (AFI), servant leadership, live & online training, leadership development, interim management, embedded services, assessments, management consulting, and other services designed to promote innovation in local governments.





# OUR MISSION (RADICAL)

To help local governments become more successful by **R**ecruiting, **A**ssessing, and **D**eveloping **I**nnovative, **C**ollaborative, **A**uthentic **L**eaders.

# Meet Your Recruiter - Doug Thomas

- Over 35 years in municipal management, serving as City Manager for the City of Lakeland, Florida, for 12 years, with vast experience working with state and local government leaders, implementing creative public-private partnerships, including with professional sports organizations, and a track record of successful economic development initiatives. Prior to Lakeland, served as City Manager for the City of Alma, Michigan for 15 years, and Assistant City Manager for the City of Grand Haven Michigan. He also served with the Maryland cities of Rockville, and Landover Hills.
- Master of Public Administration from the American University, Washington, D.C. with a concentration in Urban Affairs, and a Bachelor of Arts in Political Science & History from Bowling Green State University.
- Joined SGR full time in 2015 to serve as their first Regional Director to serve both Florida and the Southeast, and subsequently as Executive Vice President of Recruitment & Leadership Development serving clients nationwide.



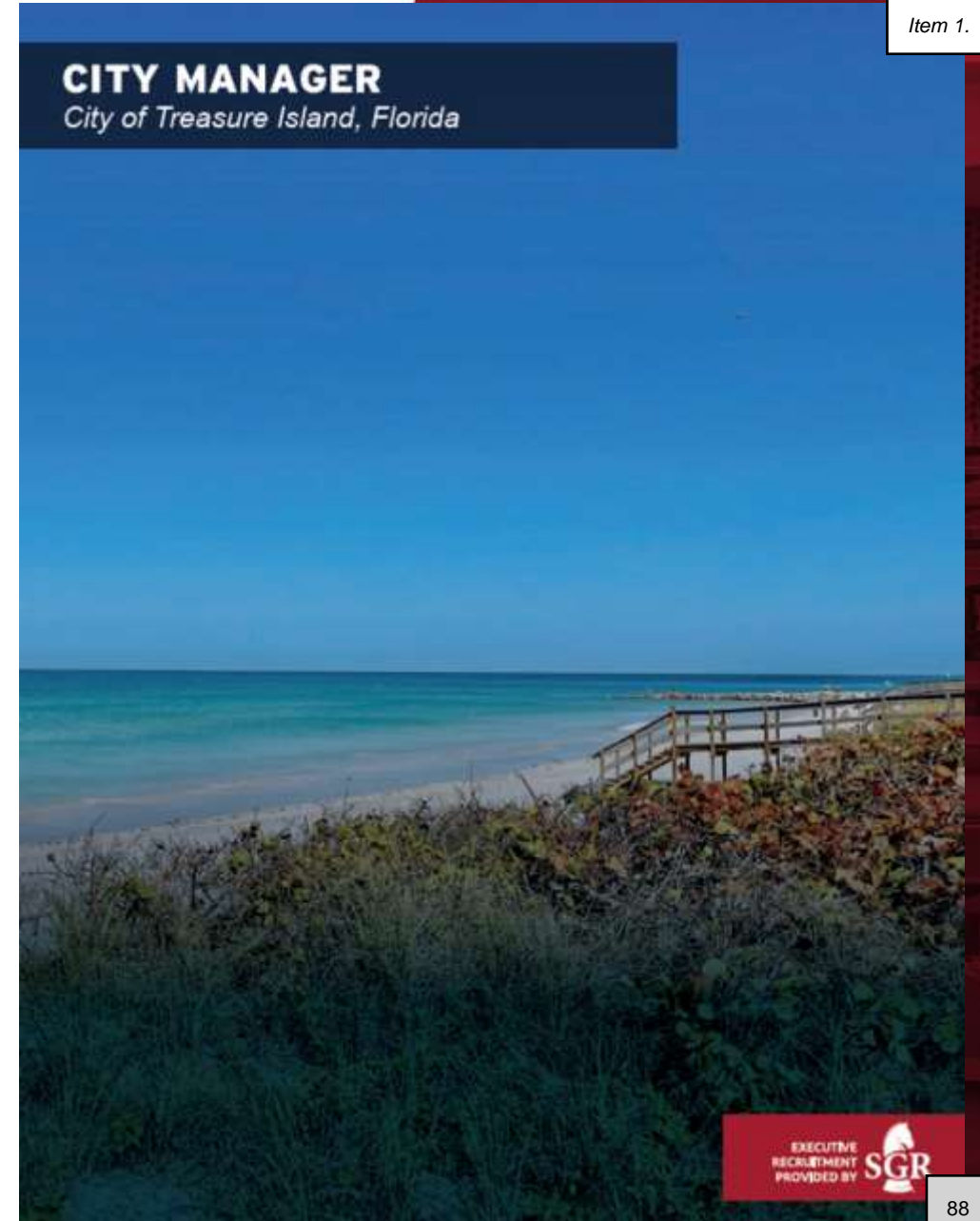


## 5 KEYS TO A SUCCESSFUL SEARCH

- A comprehensive understanding of the unique culture, needs and desires of the organization and community:
  - Mayor & Commissioners
  - Senior Staff
  - Community Stakeholders
  - If desired: Union Leadership, Community Survey and/or Focus Groups
- Dynamic state of the art talent marketing, including a comprehensive social media campaign that includes custom-made graphics and timely social media platform placements, that reaches a national candidate pool in a way that engages and makes them interested in the opportunity.
- Candidate vetting that ensures in-depth understanding of the position and organization:
  - Stage 1 Media (Semifinalists)
  - Stage 2 Media (Finalists)
  - Criminal, Legal, Credit, Academic (Finalists)
  - 360 Degree Reference Checks (Finalists)
- Candidate understanding of the organization and community to minimize withdrawals late in the process to help ensure a successful conclusion.
- A process that is guaranteed (12-months), smooth, seamless and user-friendly for both candidates and the client.

# Position Profile Brochure

- *The Community*
- *Governance & Organization*
- *About The Position*
- *Challenges & Opportunities*
- *Ideal Candidate Attributes*
- *Education & Experience*
- *Compensation & Benefits*
- *Resources*



# The Importance of Social Media Marketing

The use of social media for recruitment has grown **54%** in the past 5 years.



**79%** of job seekers use social media in their job search.

**73%** of organizations feel they have hired successfully using social media.

**84%** of organizations are currently recruiting on social media.

**43%** of organizations believe candidate quality has improved with the use of social media in recruiting.

**75%** of the fully employed workforce consider themselves as passive candidates.



**82%** of organizations use social media to reach passive candidates.

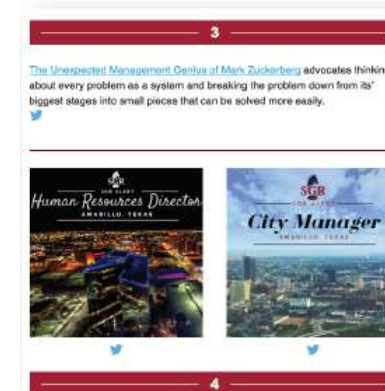
## SGR LinkedIn



## SGR Targeted Job Alerts

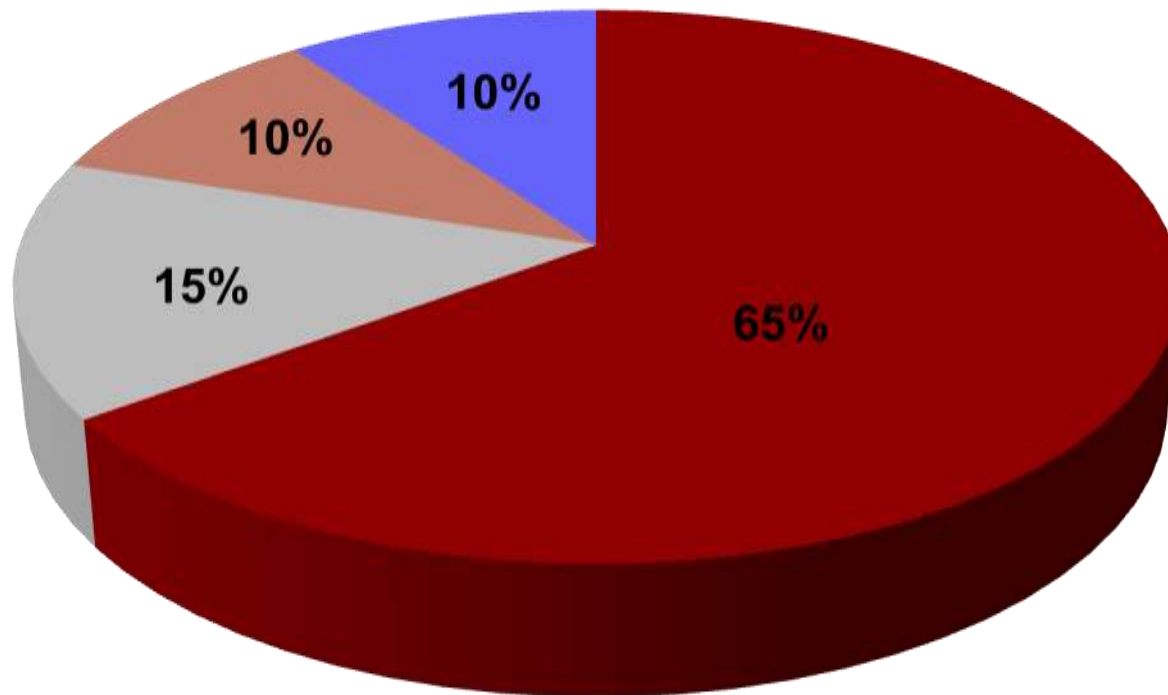


## SGR Weekly 10 in 10 E-Newsletter





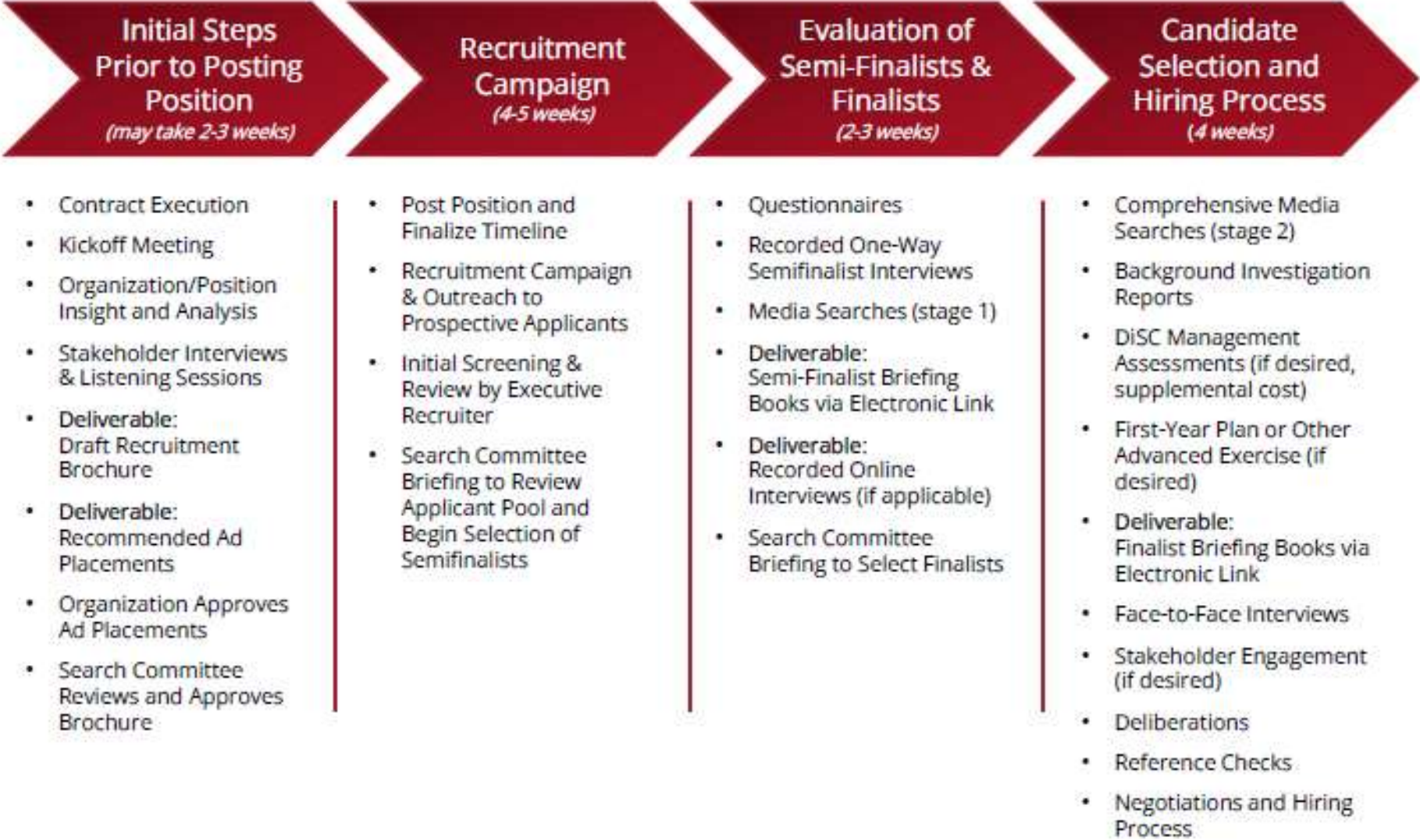
# SGR's Typical Source of Semifinalists



- Direct Outreach by SGR (Website, 10 in 10, Social Media, Email, Personal Contact)
- National Trade Advertisements & Websites
- State Trade Advertisements & Websites
- All Other Sources (City Website, Personal Contact by Colleagues, etc.)

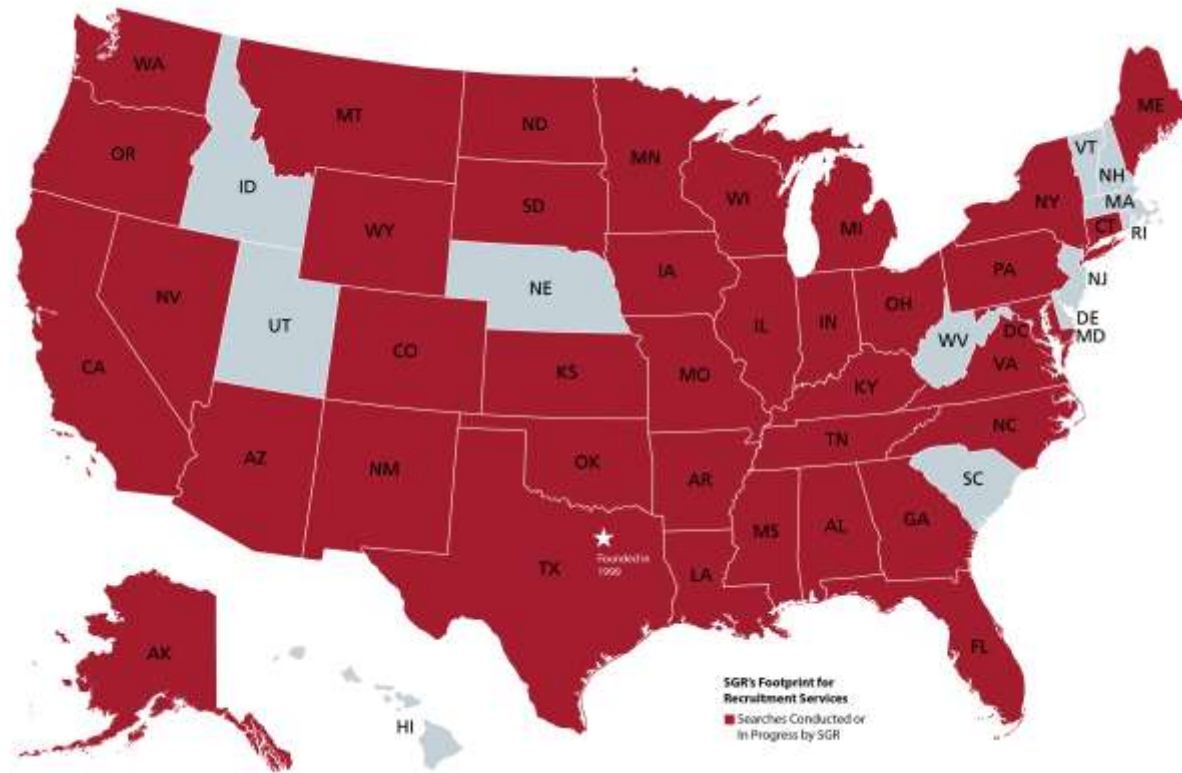


# Recruitment Methodology





# Strong National Recruitment & Florida Presence



**SGR has over 450 local government recruitment clients in 37 states**



- Formal Partnership for MIT Support
- Annual Conference Resume Reviews
- Regular Speaker at Conferences & Events
- Member – Membership Committee



- Corporate Membership
- Served as Business Watch Representative on FLC Municipal Administration Policy Committee



**CENTER FOR FLORIDA  
LOCAL GOVERNMENT EXCELLENCE**

- Corporate Partner
- Speaker/Presenter



# Recent City Manager-Type Recruitments by SGR

- Argyle, TX - Town Administrator
- Beavercreek, OH - City Manager
- Blaine, MN - City Manager
- Campbell County, WY - County Administrator
- Chester County, PA - County Administrator
- Chandler, AZ - City Manager
- Clark County, WA - County Manager
- Clarksville, IN - Town Manager
- Clermont, FL - City Manager
- Clinton, CT - Town Manager
- Davenport, IA - City Administrator
- Glastonbury, CT - Town Manager
- Green Cove Springs, FL - City Manager
- Hot Springs, AR - City Manager
- Hutto, TX - City Manager
- Johnson City, TN - City Manager
- Jupiter, FL - Town Manager
- Kennett Square, PA - Borough Manager
- Laredo, TX - City Manager
- Largo, FL - City Manager
- Lebanon, MO - City Administrator
- Murfreesboro, TN - City Manager
- New Smyrna Beach, FL - City Manager
- North Port, FL - City Manager
- Paducah, KY - City Manager
- Palm Coast, FL - City Manager\*
- Port Chester, NY - Village Manager
- Plant City, FL - City Manager
- Rocky Hill, CT - Town Manager
- South Windsor, CT - Town Manager
- Tolland, CT - Town Manager
- Topeka, KS - City Manager
- Treasure Island, FL - City Manager
- Vail, CO - Town Manager
- Wethersfield, CT - Town Manager
- Williston, ND - City Administrator

\*Searches Currently In Process

# Other Recent Florida Recruitments by SGR

- Anser - GSG Inc. - Assistant MSD Director
- Boca Raton - Municipal Services Director
- Cape Coral - Deputy Financial Services Director, Controller
- Clermont - Finance Director
- Bartow - Human Resources Director, Police Chief, Utilities Director\*
- DeLand - Public Works Director, Public Services Director, IT Director
- Estero - Assistant Community Development Director
- Fernandina Beach - Comptroller, Deputy City Manager/City Engineer, Human Resources Director, Parks & Recreation Director
- Fort Lauderdale - Director of Public Works, Assistant Dir. of Public Works/Engineer, City Auditor
- Flagler Beach - Finance Director, City
- Indian River County - Director of Utility Services, Assistant County Admin., Director of Natural Resources, Public Works Director, County Attorney
- Lake Region Lakes Management District - District Manager\*
- Nassau County - Assistant County Attorney, Planning Director, Deputy County Manager, Utilities Authority Executive Director
- North Port - City Attorney\*, 4 Asst. City Attorneys
- Ormond Beach - Utilities Manager, IT Director
- Polk County School Board - General Counsel
- Port St. Lucie - Public Works Director, Deputy Building Official
- River to Sea TPO - Executive Director
- Santa Rosa Island Authority -

\*Searches Currently In Process

# SGR is the nationwide recognized *Thought Leader* in Local Government Management

Item 1.



**WHAT MAKES  
SGR  
DIFFERENT?**

- As a full-service consulting firm, SGR is actively engaged in local government operations, issues, and Best Management Practices, as opposed to firms that only perform recruitment services.
- SGR has over 35,000 email subscribers, (*~1,500 in Florida*) to our weekly “10 in 10 Update on Leadership and Innovation” e-newsletter which will feature the position opportunity. SGR will also send targeted emails to our database of over 5,000 City/Town/County Management Professionals seeking notice of opportunities. We also have 19,000+ followers on LinkedIn to help promote the position.
- Position posting will be seen on SGR’s Website with over 20,000 local government visitors per month, and on our Job Board which averages more than 16,000 unique visitors per month and has over 2,000 jobs listed at any given time.
- SGR pursues diverse candidate pools that are representative of the community you serve and applicable industry demographics. SGR collaborates with the League of Women in Government, Alliance for Innovation, the Local Government Hispanic Network, and the National Forum for Black Public Administrators to assist with under-represented candidate outreach and promotion. *In 2024, 33% of placed candidates in SGR searches were female; and 31% indicated they are a person of color.*
- It is easy for any Recruiter to get a stack of qualified resumes. The hard part is finding a highly qualified candidate who is also the right match for you. They need to “click” with the Town Commission, the organization, and the community - Our focus is on fit, which is why our success rate is so strong!

# Why SGR?

- National Research Center, Inc. conducted a blind survey of City Management professionals on behalf of SGR with invitations emailed to close to 4,000 City Management professionals asking them to complete a survey to evaluate 14 national & regional public management search firms.
- SGR received the **highest overall rating and the highest ratings for each specific measure of quality.**
- SGR was rated between good and excellent for each item; where most other firms were rated between fair and good.
- Some Notable SGR Highest Rating Categories:
  - Level of understanding of City Management
  - Level of real world understanding of your profession
  - Networking and engaging leading edge thinkers in city government
  - Reputation for providing innovative services/solutions
  - Prompt, ongoing communications and honest interactions with candidates
  - High quality and thorough vetting and background check processes
  - Reputation among young professionals and rising professionals as supportive of the next generation of leaders in city government
  - Reaching out to candidates from diverse backgrounds to ensure inclusiveness in hiring



# Questions?

Partnering with Local  
Governments to Recruit,  
Assess and Develop  
Innovative,  
Collaborative,  
Authentic Leaders



# TOWN COMMISSION MEETING

January 28, 2025, at 6:30 PM

- 
- AGENDA ITEM TITLE:** DISCUSSION & ACTION, FY 2023/2024 AUDIT REVIEW
- SUBJECT:** The Town Commission will review updated report for the FY 2023/2024 Audit provided by Brynjulfson, CPA.
- STAFF ANALYSIS:** The town has received an updated report from Mike Brynjulfson, of Brynjulfson CPA, providing updated information on the 2023/2024 Audit. Which outlines his findings for the town.
- FISCAL IMPACT:** None
- STAFF RECOMMENDATION:** At the pleasure of the commission
- ATTACHMENTS:** None



# TOWN COMMISSION MEETING

January 28, 2025 at 6:30 PM

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|                              |   |
|------------------------------|---|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION & ACTION, COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT  |
| <b>SUBJECT:</b>              | The Town Commission will consider approval of the CDBG Grants   |
| <b>STAFF ANALYSIS:</b>       | The Town has been under partnership with the County for CDBG Grants since 2020. Polk County has presented this amendment for consideration for Federal Fiscal Years 2024, 2025 and 2026 to continue to receive grants through the county program. |
| <b>FISCAL IMPACT:</b>        | None at this time   |
| <b>STAFF RECOMMENDATION:</b> | Approval to move forward the current partnership between the county and the town.   |
| <b>ATTACHMENTS:</b>          | Amended Agreement<br>Amendment Letter   |

# Request for Municipal Partner Proposals

## FY2025-2026 COMMUNITY DEVELOPMENT BLOCK GRANT

POLK COUNTY BOARD OF COUNTY COMMISSIONERS  
Housing and Neighborhood Development



*Proposals are due by 12:00 NOON on Wednesday March 12, 2025  
NO PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE*



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## GENERAL INFORMATION

First, complete the cover sheet and assemble the required documentation. Next, develop the proposal using the following proposal guidelines. The two attachments must also be completed. To be considered for funding, one color copy must be emailed to the Community Development Supervisor ([KellyCarter@polk-county.net](mailto:KellyCarter@polk-county.net)) and one original (wet ink) copy of these collated materials must be mailed to:

Community Development Supervisor  
Housing and Neighborhood Development  
Post Office Box 9005, Drawer HS04  
Bartow, FL 33831-9005

Or delivered to: The Housing and Neighborhood Development (HND) office located at 1290 Golfview Avenue, Suite 167, Bartow. Questions regarding this Request for Proposal (RFP) must be in writing and must be sent to the Community Development Supervisor, via email at [KellyCarter@polk-county.net](mailto:KellyCarter@polk-county.net). A technical assistance meeting will be scheduled with each approved municipal partner once applications are received and contracts are drafted.

**Proposal submission deadline is 12:00 NOON Wednesday March 12, 2025.  
NO PROPOSALS WILL BE ACCEPTED AFTER THIS TIME.**

**Duration:** FY 2025-2026, October 1, 2025 – September 30, 2026

Municipalities are required to provide sufficient opportunity for public comment on proposed projects. Input may be gained through a lay advisory board, a public hearing, or a meeting when the project is approved by the City Council. Notice of public comment should be formally advertised. Documentation of public participation must accompany the proposal.

Municipalities are encouraged to review the Federal regulations regarding administration of the CDBG. Special attention should be given to Federal and County reporting and procurement policies. The Federal government stresses accountability and achievement of measurable outcomes to meet identified needs in use of its funds by grantees and subrecipients.

## PROPOSAL COVER SHEET

Name of City: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Contact Person Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Unique Entity Identification Number (UEI #): \_\_\_\_\_

Cage Code# : \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Estimated Clients Served for Project area: \_\_\_\_\_

Brief Project Description:

Name of City Manager/Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

CHECKLIST OF REQUIRED DOCUMENTS

- \_\_\_\_\_ Proposal Cover Sheet
- \_\_\_\_\_ Checklist of Required Documents
- \_\_\_\_\_ Financial Audit (most recent year-end)
- \_\_\_\_\_ Completed proposal narrative with attachments
- \_\_\_\_\_ List of City Commissioners/City Council members
- \_\_\_\_\_ Organizational Chart
- \_\_\_\_\_ Job descriptions of service delivery positions for which salaries and benefits are requested
- \_\_\_\_\_ Certificate of Insurance (Polk County listed as certificate holder)
  - Polk County Board of County Commissioners
  - Housing and Neighborhood Development
  - 330 W Church Street
  - Bartow, FL 33830
- \_\_\_\_\_ Construction plans (if applicable)
- \_\_\_\_\_ Appraisal report(s) for proposals involving purchase or renovation of building(s)
- \_\_\_\_\_ Documentation of public participation(Proof of ad publication, Board meeting minutes, etc)
- \_\_\_\_\_ Map depicting project's service benefit area
- \_\_\_\_\_ Procurement Policy (current/most recent version)

**CERTIFICATION:**

I hereby certify that all required information contained in this application is accurate and that I am authorized to submit the application on behalf of my organization.

\_\_\_\_\_  
Name of Authorized Person

\_\_\_\_\_  
Date

## PROPOSAL GUIDELINES

### A. Project Description/ Scope of Services

1. *Give a detailed explanation of what the municipality proposes to do. The description needs to include specifications such as types, sizes, and locations of buildings to be constructed or rehabilitated, materials used, how many feet of pipes, ditches, roadways, or sidewalks are to be installed or improved, types of recreational equipment or fencing installed, and other information such as professional services to be procured, and whether contract or city labor is to be used. Please provide site location information which includes, but is not limited to property address, Parcel ID number, Year the structure was built (for building renovation projects), and photographs of the subject property.*

The response to this question is the most important part of the proposal and will be the basis for the Scope of Services in the contract. It will be incorporated into a project description verbatim. Accordingly, the description should include the following specifics (when applicable):

1. **Building**-Size (square footage), type (concrete block, metal frame), doors/windows/floors (type and size), renovation (number of rooms, restrooms), roofing (fiber glass/warranty, metal), accessibility ramps (length, width, landing stations).
2. **Street** - New or reconstruction, type material (base and surface), length and width, curbing/sidewalks/driveways.
3. **Sewer** -New or upgrade, type and size of sewer line, length, mains, pumps, stations, manholes, house lateral and connections.
4. **Water** – New or upgrade, type and size of water line, length, mains, house lateral and connections.
5. **Drainage** - Type (reinforced concrete pipe), length and size, number of inlets, retention areas, pump stations, horsepower.
6. **Land** - Buy or lease, ownership, size (square footage), number of parcels.
7. **Playground** - Play set type (plastic - covered galvanized, wood), landing area type (sand, mulch, synthetic), number of play stations, activity courts, lighting, irrigation, number and size of bleachers, restroom, and picnic shelters.
8. **Fencing** - Type of fencing material, length and height, number of gates, usage.
9. **Equipment** - Rental (backhoe, trenchers, dozers), pumps, handrails, exercise equipment and stations.

10. **Professional services** - Architectural, engineering, appraisal, survey.
11. **Labor** - Contract or city labor or combination of both.

Discussion of budgets and project implementation should not be addressed in this section.

1. *Explain how the activity is part of a larger neighborhood improvement strategy in the municipality.*

Polk County encourages Municipal Partners to use CDBG funds to improve the quality of life in locally designated neighborhood improvement areas that have a long-term improvement strategy in place. Municipalities are required to designate such areas and to combine local and federal resources to fund the related improvements.

2. *If there is a distinct service area, please submit a map outlining the service area to ensure that the area contains predominantly low- and moderate-income persons.*

The service area may be a neighborhood, a street, a fire district, or an entire municipality, depending upon the nature of the proposal. Proposals involving public facilities or infrastructure often have a defined service area and could be designated as an area benefit project. This would qualify for funds even though many of its residents are not considered to be low/moderate income. However, in order for a project to be considered an "area-benefit project" under CDBG regulations, a majority (**51% or greater**) of the persons residing in the service area must receive low or moderate incomes. Submit a map outlining the project's service area to ensure it is a predominantly low- and moderate-income area.

A proposed project's service area may include a pocket of poverty within a block group that is not predominantly of low /moderate income. In this case, Housing and Neighborhood Development staff can assist in determining eligible service areas.

3. *Does your activity include the acquisition, rehabilitation, construction or reconstruction of land or building(s)? Yes \_\_\_ No \_\_\_*

Question 3 only applies if your proposed activity involves purchase of land and/or construction or renovation of buildings. **If not, skip to Section B.**

*a. What is the current condition of the land/building?*

This question asks for a narrative description of the current condition of the property. The intent is for the reviewers to 1) be aware of any land use constraints that may limit use of the property; 2) be aware of any unusual environmental conditions on the property such as the presence of wetlands or hazardous materials storage; and 3) be able to document to U.S. HUD that slum and blighted conditions exist if the project is to be eligible for funding under the CDBG National Objective of slum and blight removal.

Acceptable documentation for the latter situation consists of a report by a qualified inspector detailing the condition of the building and listing what needs to be done to renovate the structure.

b. Does the municipality own the site or building? Yes \_\_\_ No \_\_\_

Federal funds cannot be used for improvements to private property not owned by the subrecipient. Therefore, applicants must own all properties for which improvement funds are being requested. (This does not apply if funds are being requested for acquisition; however, funds cannot be spent for improvements until the acquisition is complete.)

c. *Does the activity involve construction or rehabilitation of a building(s)?*  
Yes \_\_\_ No \_\_\_

If the activity involves construction or rehabilitation of a building(s), provide construction plans. This information is needed to ensure that the project and proposed time frames are feasible, and that the construction budget is realistic.

d. *For activities involving acquisition, has an appraisal been made?*  
Yes \_\_\_ No \_\_\_

*If yes, attach the appraisal report.*

Fair market values must be paid for property acquired utilizing Federal funds. Fair market value is determined and documented through an appraisal and confirmed with a review appraisal.

e. *How many parcels are to be purchased?*

Information provided should clarify which parcels are being acquired.

## **B. Implementation Schedule**

1. *What is the proposed time frame for implementation and completion? Use the attached Implementation Schedule to delineate time frames for completion of all major tasks.*

An implementation schedule is crucial to planning for the budget and proposed funding sources. The implementation schedule is the work program for completion of the project. Development of the schedule is a three-step process:

Step 1: Divide program objectives stated in the Project Description into subtasks. The project goal is considered to be a “destination on a map”. The objectives are a verbal description of the journey to reach that destination. The subtasks are the “roads” one would actually take to get there.

For example, a municipality is proposing to develop a park in a targeted neighborhood. The goal (the destination) is to revitalize or stabilize the neighborhood. The objective is to expand recreational opportunities (the description of the journey). The work program (subtasks) is what is needed to do to develop the park - acquire the land, prepare a site plan, develop construction plans and specifications, advertise, and receive bids for construction and equipment, and construct the facility.

Step 2: Next, attach a time frame to each of the subtasks identified in Step 1. Establish a sequence for the subtasks -- subtask 1 is followed by subtask 2, and so on. (Remember, that some subtasks can proceed concurrently.) Next one must decide how much time is needed to complete each task. This is largely done through prior experience and combining lag times (e.g., time between ordering and delivery of equipment and site furniture). Plot the subtasks against expected timelines next. Step 3 tells how to do this.

Step 3: The attached Implementation Schedule diagramming the project's sequence of tasks will be incorporated into the contract. To complete the form, first list each of the subtasks in the left-hand column. These subtasks were developed in Step 1 above in the sequence that they will be completed. The next twelve columns represent monthly increments in your contract period. Number the months. (For example, if the contract will extend for 12 months, number the columns A1" to A12".) Next, go across each subtask's row and make a mark each month when the subtask will be going on. For example, if the first task is to acquire land, write "Land acquisition" in the left-hand column. If it will take a month between signing the purchase agreement and the closing, mark the column labeled "1" after this first entry. Now repeat this procedure for all of subtasks. What emerges is a complete picture of how the proposal will be implemented and how the subtasks relate to each other. It can then be seen if completion of one task conflicts with another; if one has planned too much for a given month; and how the tasks overlap. Necessary revisions and refinements are easily made to both. Additional copies of this schedule may be needed to describe all the proposed activities.

2. *List the milestones the municipality intends to use to ensure that the project will be implemented in a timely manner.*

The Federal government stresses accountability by measuring progress toward stated milestones. Accountability is the basis for the monitoring activities to which all grantees and subrecipients are subject. Consequently, the project must have built-in milestones. A milestone states up front that by a certain date, a certain task will be ongoing or completed.

In the example given above, the milestone at the end of the first month of the contract period is the transfer of title on the land. Applicants must define the milestones of the project's implementation schedule and how its progress will be reported. **If a municipality is awarded funds, it will submit monthly reports documenting milestone completions to the Polk County Housing and Neighborhood Development Office.** Failure to do so will delay



reimbursements and may lead to termination of the contract. The monthly report is in a standardized format and will be an attachment to your contract.

3. *What provisions have been made to ensure that the project will be ready to start when funding becomes available?*

To circumvent start-up time delays, identify all tasks that may have unforeseen activities and constraints.

4. *Describe in detail the steps that will be taken to ensure the continued maintenance and operation of the proposed activity?*

In preparing the proposal, consider how the continued maintenance and operation of the activity will be financed. CDBG funds are intended for startup or seed money, not to subsidize an activity indefinitely. There is no guarantee that Federal funding will be maintained at existing levels in future years. **Thus, describe how provisions for future alternative funding sources have been established.**

### C. Project Budget

1. *Provide a line-item budget using the attached Budget Summary.*

All proposals must contain line-item budgets. Should the proposal be funded, this budget will become part of the Agreement authorizing the expenditures. Be concise when completing this Summary, as it is crucial to the proposal. It will assist evaluators in discerning the projects' specific purpose and to examine its feasibility and cost-effectiveness. The budget also assists the municipality in planning details of the project.

The attached Budget Summary must be used. The first column labeled "Category" separates line items into related groups. The categories listed are typical expense groupings such as labor costs, materials, and supplies, etc. **Note that salaries and benefits can be paid for project related activities only.** The second "Line Item" column is for specific line items in each category. The next two columns are for the amounts for each line item listed under the appropriate funding source. The last column is for totaling the amounts of each line item. There is an additional row for totaling CDBG, and other funding sources amounts at the bottom of the chart.

2. *Will municipal resources be used to complete the project? Explain how this will be accomplished.*

Local resources should be used in combination with Federal funds to complete the project to ensure community reinvestment. In many cases, municipalities will contribute labor to construct public facilities or infrastructure. In answering this question, state the value of the match, as well as how the match will be accomplished. Specify this amount and all in-kind amounts such as volunteer services, donations, and city general funds, in the Budget Summary.

## D. Outcome Measures

HUD, along with other public and private agencies, developed an Outcome Performance Measurement System for use by CDBG, ESG and HOME grantees. The system includes objectives, outcome measures, and indicators that describe outputs.

The objectives include:

- **Suitable Living Environment** - In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- **Decent Housing** - The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME, CDBG or ESG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.
- **Creating Economic Opportunities** - This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

The outcome categories include:

- **Availability/Accessibility.** This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people where they live.
- **Affordability.** This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- **Sustainability: Promoting Livable or Viable Communities.** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

The following questions should be addressed in this section of the proposal:

1. *Which objective fits the proposed project? (Select one)*

- Creating Suitable Living Environments
- Providing Decent Affordable Housing
- Creating Economic Opportunities

2. *Which outcome measure describes the proposed project? (Select one)*

- Accessibility/Availability
- Affordability
- Sustainability

*List the output indicators that relate to the type of project being proposed.*

Attached to this document is a standardized list of output indicators that grantees will report on as appropriate for their chosen objectives and outcomes.

IMPLEMENTATION SCHEDULE  
Attachment 1

| Implementation Task | Contract Month |  |  |  |  |  |  |  |  |  |  |  |
|---------------------|----------------|--|--|--|--|--|--|--|--|--|--|--|
|                     |                |  |  |  |  |  |  |  |  |  |  |  |
|                     |                |  |  |  |  |  |  |  |  |  |  |  |
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|                     |                |  |  |  |  |  |  |  |  |  |  |  |
|                     |                |  |  |  |  |  |  |  |  |  |  |  |
|                     |                |  |  |  |  |  |  |  |  |  |  |  |

BUDGET SUMMARY  
Attachment 2

| Category  | Line Item | CDBG Funds | Match/ Other Funding Sources | Total |
|---|-----------|------------|------------------------------|-------|
| Salaries & benefits<br>(service delivery or labor costs only) |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
| Supplies & Materials  |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
| Consultants & professional services                           |           |            |                              |       |
|   |           |            |                              |       |
| Land acquisition  |           |            |                              |       |
|   |           |            |                              |       |
| Other expenses  |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
|   |           |            |                              |       |
| Totals  |           |            |                              |       |

## Project Site Location Information Form

**Property Address:**

**Parcel ID Number:** (You may provide a copy of the property appraiser's information for documentation)

**Boundaries of the project area if proposed project covers large area:** (Names of the streets to north, south, east, and west of the subject property)

**Property Owner:**

**Year Structure Built:** (if project is a renovation of an existing building):

Please provide the following to assist staff in their review of your proposed project:

**Location Map**

**Photos of Site**

**Census Tract:**

## SPECIFIC OUTCOME INDICATORS Attachment 3

Please select the outcome measure that supports your proposal from the examples listed below.

### 1) Public facility or infrastructure activities

Number of persons assisted:

- with new access to a facility or infrastructure benefit
- with improved access to a facility or infrastructure benefit
- where activity was used to meet a quality standard or measurably improved quality, report the number that no longer only have access to a substandard facility or infrastructure

### 2) Activities are part of a geographically targeted revitalization effort (Y/N)?

If Yes (circle one)

- a) Comprehensive
- b) Commercial
- c) Housing
- d) Other

Choose all the indicators that apply, or at least 3 indicators if the effort is (a) Comprehensive.

- Number of new businesses assisted
- Number of businesses retained
- Number of jobs created or retained in target area
- Amount of money leveraged (from other public or private sources)
- Number of low- or moderate-income (LMI) persons served
- Slum/blight demolition
- Number of LMI households assisted
- Number of acres of remediated brownfields
- Number of households with new or improved access to public facilities/services
- Number of commercial façade treatment/business building rehab
- Optional indicators a grantee may elect to use include crime rates, property value change, housing code violations, business occupancy rates, employment rates, homeownership rates (optional)

### 3) Number of commercial façade treatment/business building rehab (site, not target area based)

### 4) Homeownership Units Constructed, Acquired, and/or Acquired with Rehabilitation (per project or activity)

Total number of units

Of those:

- Number of affordable units
- Number of years of affordability
- Number qualified as Energy Star
- Number section 504 accessible
- Number of households previously living in subsidized housing

Of those affordable:

- Number occupied by elderly
- Number specifically designated for persons with HIV/AIDS
- Number specifically for chronically homeless
  
- Number specifically designated for homeless
- Of those, number specifically for chronically homeless

**5) Owner occupied units rehabilitated or improved**Total number of units:

- Number occupied by elderly
- Number of units brought from substandard to standard condition (HQS or local code)
- Number qualified as Energy Star
- Number of units brought into compliance with lead safe housing rule (24 CFR part 35)
- Number of units made accessible for persons with disabilities

**6) Businesses assisted**Total businesses assisted

- New businesses assisted

Existing businesses assisted

Of those:

- Business expansions
- Business relocations

Unique Entity ID(UEI) number(s) of businesses assisted

(HUD will use the UEI numbers to track number of new businesses that remain operational for 3 years after assistance)



## CDBG Regulations 24CFR 570

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl)

|                     |   |                        |                          |
|---------------------|---|------------------------|--------------------------|
| <b>Title 24</b>     | Housing and Urban Development   | <b>Part / Section</b>  |                          |
| <b>Subtitle B</b>   | Regulations Relating to Housing and Urban Development   | <u>100 – 4199</u>      |                          |
| <b>Chapter V</b>    | Office of Assistant Secretary for Community Planning and Development, Department of Housing and Urban Development |                        | <u>500 – 599</u>         |
| <b>Subchapter C</b> | Community Facilities  | <u>570 – 599</u>       |                          |
| <b>Part 570</b>     | <u>Community Development Block Grants</u>   | <u>570.1 – 570.913</u> |                          |
| <b>Subpart A</b>    | <u>General Provisions</u>   |                        | <u>570.1 – 570.5</u>     |
|                     | § <u>Purpose and primary objective.</u>   |                        |                          |
|                     | <b>570.1</b>  |                        |                          |
|                     | § <u>Definitions.</u>   |                        |                          |
|                     | <b>570.3</b>  |                        |                          |
|                     | § <u>Allocation of funds.</u>   |                        |                          |
|                     | <b>570.4</b>  |                        |                          |
|                     | § <u>Waivers.</u>   |                        |                          |
|                     | <b>570.5</b>  |                        |                          |
|                     | <i>Subpart B [Reserved]</i>   |                        |                          |
| <b>Subpart C</b>    | <u>Eligible Activities</u>  |                        | <u>570.200 – 570.210</u> |
| <b>Subpart D</b>    | <u>Entitlement Grants</u>   |                        | <u>570.300 – 570.309</u> |
| <b>Subpart E</b>    | <u>Special Purpose Grants</u>   |                        | <u>570.400 – 570.416</u> |
| <b>Subpart F</b>    | <u>Small Cities, Non-Entitlement CDBG Grants in Hawaii and Insular Areas Programs</u>                             |                        | <u>570.420 – 570.442</u> |
| <b>Subpart G</b>    | <u>Urban Development Action Grants</u>  |                        | <u>570.450 – 570.466</u> |
|                     | <i>Subpart H [Reserved]</i>   |                        |                          |
| <b>Subpart I</b>    | <u>State Community Development Block Grant Program</u>  |                        | <u>570.480 – 570.497</u> |
| <b>Subpart J</b>    | <u>Grant Administration</u>   |                        | <u>570.500 – 570.513</u> |
| <b>Subpart K</b>    | <u>Other Program Requirements</u>   |                        | <u>570.600 – 570.615</u> |
|                     | <i>Subpart L [Reserved]</i>   |                        |                          |
| <b>Subpart M</b>    | <u>Loan Guarantees</u>  |                        | <u>570.700 – 570.712</u> |
| <b>Subpart N</b>    | <u>Urban Renewal Provisions</u>   |                        | <u>570.800</u>           |
|                     | § <u>Urban renewal regulations.</u>   |                        |                          |
|                     | <b>570.800</b>  |                        |                          |
| <b>Subpart O</b>    | <u>Performance Reviews</u>  |                        | <u>570.900 – 570.913</u> |

**Appendix A to Part 570**

[Guidelines and Objectives for Evaluating Project Costs and Financial Requirements](#)

Housing and Neighborhood Development  
PO Box 9005 • Drawer HS04  
1290 Golfview Ave., Suite 167  
Bartow, Florida 33831-9005



PHONE: 863-534-5240  
FAX: 863-534-0349  
[www.polk-county.net](http://www.polk-county.net)

**HEALTH AND HUMAN SERVICES DIVISION**

January 3, 2025

Tandra Davis, Town Manager  
Town of Dundee  
P.O. Box 1000  
Dundee, FL 33838

Re: FY 2025-2026 CDBG Allocation (Estimated)

Dear Tandra Davis:

Enclosed please find the Community Development Block Grant (CDBG) Request for Municipal Partner Proposals application for FY 2025-2026. Please submit a schedule with your application that indicates the dates of your project's public hearing and any citizen input/participation as a result of the hearing. This information will satisfy citizen participation requirements for this year's CDBG project. Based on the accepted HUD-based formula for your community, your allocation was estimated using the FY 2024-2025 figures and will be updated and formalized when we receive the FY 2025-2026 approved allocation from HUD. For planning purposes please use the amount of \$30,953.00 for FY 2025-2026 plus roll over funding if applicable.

Each municipal partner is required by federal regulations to hold a public hearing concerning your proposed expenditure of CDBG funds. To allow sufficient time for your required public hearings, the due date for your proposal is **12:00 Noon on Wednesday March 12, 2025.**

The Housing and Neighborhood Development staff is available to answer questions and provide technical assistance from 8:00 a.m. to 4:30 p.m. Monday through Friday. You may schedule an appointment with Kelly Carter, by calling (863) 534-5243.

Sincerely,

Jennifer Cooper, Manager  
Housing and Neighborhood Development



# TOWN COMMISSION MEETING

January 28, 2025, at 6:30 PM

Item 4.

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|                              |   |
|------------------------------|---|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION & ACTION, UTILITIES DEPARTMENT ENCLOSED TRAILER  |
| <b>SUBJECT:</b>              | The Town Commission will consider quotes received for the purchase of an enclosed trailer for storage and transportation of camera equipment  |
| <b>STAFF ANALYSIS:</b>       | The Utilities Department has obtained quotes for a 7 x 16-foot Nationcraft enclosed trailer, as approved in the FY 2024-2025 budget. In compliance with Senate Bill 712, a significant percentage of the collection system must be inspected annually, with expenditures reported for necessary repairs or replacements. These inspections assess pipe conditions to minimize infiltration and inflow (I&I), leaks, and overflows. The "TV" system provides visual documentation for recordkeeping. The enclosed trailer will house the camera and TV system required to perform these inspections effectively. |
| <b>FISCAL IMPACT:</b>        | \$8,487.99  |
| <b>STAFF RECOMMENDATION:</b> | Staff recommends approval   |
| <b>ATTACHMENTS:</b>          | Quote sheets  |

TOWN OF DUNDEE  
PRICE QUOTE SHEET



DATE: 01/21/2025

DEPARTMENT: Water/Wastewater

NAME OF PERSON SECURING THE QUOTE: Raymond Morales

GENERAL DESCRIPTION OF ITEM: Storage and transportation of camera equipment

Vendor Selected:

**VENDOR #1**

COMPANY NAME: Right Trailers

CONTACT NUMBER: 863-608-0106 NAME OF REPRESENTATIVE: Tommy

PRICE: \$8,487.99 SHIPPING: Free

COMMENTS: Best Price and they were also very helpful

Vendor Selected:

**VENDOR #2**

COMPANY NAME: American Trailers

CONTACT NUMBER: 863-419-2886 NAME OF REPRESENTATIVE: Todd

PRICE: \$9,648.00 SHIPPING: \$150.00

COMMENTS: \_\_\_\_\_

Vendor Selected:

**VENDOR #3**

COMPANY NAME: Brads Trailers

CONTACT NUMBER: 863-419-2886 NAME OF REPRESENTATIVE: \_\_\_\_\_

PRICE: \_\_\_\_\_ SHIPPING: \_\_\_\_\_

COMMENTS: Spoke with them in person they refuse to build trailer I asked about

DEPARTMENT DIRECTOR/SUPERVISOR: Tracy Mercer

DATE: 1/23/25

FINANCE DIRECTOR APPROVAL: [Signature]

DATE: 1/23/25

TOWN MANAGER APPROVAL: [Signature]

DATE: 1/23/25

ADDITIONAL COMMENTS: \_\_\_\_\_

SOLE SOURCE JUSTIFICATION: \_\_\_\_\_



Right Trailers Inc.  
7220 US Hwy 98 North  
Lakeland FL 33809  
Phone 863-608-0106  
twilliams@righttrailers.com

To Town of Dundee  
Attn: Raymond Moreles  
202 E. Main St  
Dundee, FL 33838  
Ph: (863) 289-0755  
rmoreles@townofdundee.com

| Salesperson | Inv #    | Shipping Method  | Shipping Terms | Delivery Date | Payment Terms             | Date              |
|-------------|----------|--|----------------|---------------|---------------------------|-------------------|
| TOMMY       |          | Delivered  | Truck          |               | Net 30                    | 1/13/2025         |
| Qty         | Item #   | Description  | Unit Price     | Discount      | Line total                |                   |
| 1           | NC716TA2 | Nationcraft 7 x 16 TA2 Enclosed Trailer  | 7,099.00       | -500.00       | 6,599.00                  |                   |
|             |          | 7' TA Standard Features - Nationcraft Model16' & Up: (4) 5000 lb D-Rings, 16" On Center Cross Members, .080 poly, ST205 15" Radial Tires Silver Rim, 3500# Drop Leaf Spring Axles w/ E.B., 24" On Center Tubing Roof Members, Screwless Exterior, ATP Fenders, 7 Way Bargman Plug, 16" On Center Tubing Sidewalls, Interior Height 75" (6'3"), 1-Piece Aluminum Roof, E-Z Lube Hubs, 5000 lb A-Frame Jack w/ Sand Foot, 3/4" P/W Floor Coated, 3/8" Plywood Walls, Plastic Side Wall Vents, Ramp Door w/ Flap & Aluminum Handle, 2 5/16" Coupler, V-Nose w/24" Stoneguard, Strip Taillights - Reverse, 36" Side Door w/ Flush Lock & Barlock, (1) 3' Strip Light, Thermoply Roof Liner, Loading Light Above Side Door & Above Rear, 6" Steel Tube M.F. w/ 2x2 Tube CXM's |                |               |                           |                   |
| 16          |          | L.T.F. 7' interior Height  | 20.00          |               | 320.00                    |                   |
| 1           |          | 60" Triple Tube Tongue   | 112.00         |               | 112.00                    |                   |
| 1           |          | 30 AMP Electric Pkg  | 770.00         |               | 770.00                    |                   |
|             |          | "30 AMP ELECTRIC PACKAGE:<br>INCLUDES: (2) RECEPTACLES, (1) 12V 2-WAY SWITCH, (2) 24" 12V INTERIOR LIGHTS, 60 AMP PANEL BOX W/ 30 AMP MOTORBASE PLUG, CONVERTER, 12V BATTERY W/ PLASTIC BOX & MC CABLE (COVERED WIRING) - INCLUDES RECEPTACLES ON DEDICATED BREAKERS"  |                |               |                           |                   |
| 16          |          | L.T.F. White Vinyl Ceiling   | 21.00          |               | 336.00                    |                   |
| 1           | 57846    | Breakaway Trailer Cable  | 25.99          |               | 25.99                     |                   |
| 1           | 700635   | Spare Tire 205/75R 15 Silver Rim   | 199.00         |               | 199.00                    |                   |
| 1           |          | Double Rear Doors in place of Rear Ramp  | N/C            |               | N/C                       |                   |
| 1           |          | Wire and Brace for A/C   | 77.00          |               | 77.00                     |                   |
| 1           |          | Non=Powered Roof Vent  | 49.00          |               | 49.00                     |                   |
|             |          | Delivered to above address   | 150.00         | -150.00       | N/C                       |                   |
|             |          | Order will take 8 weeks from receipt of PO   |                |               |                           |                   |
|             |          | Quote is good for 30 days from 1/13/2025   |                |               |                           |                   |
|             |          |  |                |               | <b>Subtotal</b>           | <b>\$8,487.99</b> |
|             |          |  |                |               | 7% Sales Tax              | \$                |
|             |          |  |                |               | Temp Tag for each trailer | \$                |
|             |          |  |                |               | <b>Total</b>              | <b>\$8,487.99</b> |

Thank you for your business!

# Quote



American Trailers, LLC  
 6311 E Hillsborough Ave  
 Tampa, FL 33610  
 Phone 813-627-9555  
 americantrailers@yahoo.com

To  
 Town of Dundee  
 Attn: Raymond Moreles  
 202 E Main St  
 Dundee, FL 33838  
 (863) 289-0755  
 rmoreles@townofdundee.com

| Salesperson | Inv # | Shipping Method | Shipping Terms | Delivery Date | Payment Terms | Due Date   |
|-------------|-------|-----------------|----------------|---------------|---------------|------------|
| Todd        |       | CPU TAMPA       | Truck          |               | COD           | 01/16/2025 |

| Qty                       | Item #      | Description   | Unit Price | Discount | Line total                            |
|---------------------------|-------------|---|------------|----------|---------------------------------------|
| 1                         | TBD         | <ul style="list-style-type: none"> <li>Anvil 7X16 Enclosed Cargo Trailer</li> <li>7' Int Hgt</li> <li>60" Triple Tube Tongue</li> <li>Rear Double Doors</li> <li>One Piece Aluminum Roof</li> <li>Polycore Ceiling Liner</li> <li>Thermocool Ceiling Liner</li> <li>Bar Lock On Side Door</li> <li>110v Electrical Pkg</li> <li>12v Battery Box (vented)</li> </ul> | \$9,299.00 |          | \$9299.00                             |
| 1                         | SPARE 5 LUG | Spare tire 205/75R15  | \$199.00   |          | \$199.00                              |
|                           |             | DELIVERY  | \$150.00   |          | \$150.00                              |
|                           |             |   |            |          | Quote good for 30 days from 1/16/2025 |
| Subtotal                  |             |   |            |          | \$9,648.00                            |
| 7% Sales Tax              |             |   |            |          | \$                                    |
| Temp Tag for each trailer |             |   |            |          | \$                                    |
| Total                     |             |   |            |          | \$9,648.00                            |

*Thank you for your business!*



# TOWN COMMISSION MEETING

January 28, 2025, at 6:30 PM

Item 5.

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|                              |  |
|------------------------------|--|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION & ACTION, DEVELOPMENT SERVICES BUILDING STORM REPAIRS CHANGE ORDER #1   |
| <b>SUBJECT:</b>              | The Town Commission will consider change order #1 for the Development Services Building Storm repairs.   |
| <b>STAFF ANALYSIS:</b>       | Staff received a Change order for the repairs at the Development Service Building. Semco informed the Town that the roofer who originally provided the quote for the roof replacement backed out forcing Semco to find a different contractor. This process created an increase in the proposed price in the amount of \$7,896.20, bringing the new project total to \$130,874.28. The Contractor has included a scope of work with the change order to explain the work for the building. |
| <b>FISCAL IMPACT:</b>        | \$7,896.20   |
| <b>STAFF RECOMMENDATION:</b> | Staff recommends approval  |
| <b>ATTACHMENTS:</b>          | Scope of Work  |





**SEMCO**  
CONSTRUCTION, INC.

## Change Request

January 21, 2025  
(Revised)

Johnathan Vice  
124 Dundee Rd  
Dundee FL 33844  
Email: [Jvice@townofdundee.com](mailto:Jvice@townofdundee.com)

### **RE: Dundee Building 124 Dundee Rd.**

SEMCO Construction, Inc. is pleased to provide all labor and equipment to renovate mold and building repairs at 124 Dundee Rd, Dundee.

#### **Scope Of Work:**

- Water and mold mediation removal work drywall/flooring/Act /base
- Pressure wash exterior of building brick and stucco
- Seal brick exterior of building and repair cracked Stucco in 4 areas around the building
- Remove and replace (5) e exterior large, insulated tented fixed windows
- Remove and replace Partial roof with 60 mil TPO roof and insulation/flashing
- Repoint Exterior brick no more than 675 SF of missing mortar
- Remove replace exterior wall vent on west side of building
- Repaint exterior painted stucco areas
- Replace drywall and flooring / base from mold mediation work
- Paint only drywall rooms that were remediated only
- Replace all water damaged acoustical ceiling throughout the building
- Cover and move contents for drywall work
- All interior work as per the remediation report

#### **Clarifications:**

- No engineering or fees included
- Materials and labor and equipment included.
- Permit included/Dumpsters
- Not all rooms are to be painted just damaged ones

**LUMP SUM ORIGINAL QUOTE: \$ 122,978.08**

### **RE: Roofing Change Request**

SEMCO Construction, Inc. is pleased to provide all materials, labor, and supervision to complete the roof at 124 Dundee Rd Dundee. (Original Roofer backed out of his bid)

#### **Scope of work:**

- Remove and replace all Roofing with TPO
- Remove and replace all metal flashing 24 ga
- New scuppers and downspouts
- 20-year warranty
- Replacing all roofing metal flashings and cat flashings

**TOTAL CHANGE REQUEST: \$ 7,896.20**

205 Century Blvd, Bartow, FL 33830-7705  
(863) 533-7193 Fax (863) 533-3376

[www.semcoconstruction.com](http://www.semcoconstruction.com)

License CGC040492





**Clarification:**

- Building permit by roofer
- Remove and disposal of all debris
- Remove existing flashings and coping cap
- Install ½" EPS fan fold over existing roof
- Mechanically attached 50 mil Duro-Tuff membrane over roof insulation
- Fully adhere 50 mil Duro-Tuff membrane on parapet walls
- Flash all penetrations with Duro-Last membrane
- Install new prefinished 24-gauge compression metal
- New collector heads, scuppers, and downspouts
- All disposal fees
- Permit
- 20-year NDL warranty by Duro-Last

**TOTAL LUMP SUM INCLUDING CHANGE REQUEST: \$130,874.28**

Submitted By:

A handwritten signature in blue ink that reads "Steve Anderson".

Steve Anderson,  
Project Manager / Estimator  
250046-1 Rev-1



# TOWN COMMISSION MEETING

## January 28, 2025 at 6:30 PM

- 
- AGENDA ITEM TITLE:** DISCUSSION & ACTION, POLICIES, PROCEDURES REGARDING CIVILITY & DECORUM FOR THE TOWN OF DUNDEE
- SUBJECT:** The Town Commission will review and discuss policies and procedures for civility and decorum.
- STAFF ANALYSIS:** At the January 14, 2025, Commission Meeting, Assistant Town Attorney, Seth Claytor advised the commission that policies and procedures in civility and decorum would be presented at the next regular meeting.
- FISCAL IMPACT:** None at this time
- STAFF RECOMMENDATION:** At the will of the commission
- ATTACHMENTS:**

# **City of Bartow City Commission**



# **POLICIES AND PROCEDURES**

APPROVED August 2, 2021  
REVISED June 5, 2023  
PRINTED December 17, 2024

## **COMMISSION MEETING PROTOCOL AND PROCEDURES**

The following Meeting Procedures were approved by the Commission to provide civility and respect to all citizens, Commission members and City staff. The procedures apply to both Work Sessions and Regular Commission Meetings.

1. Each speaker shall provide his/her name and address to the City Clerk prior to the beginning of the meeting, if possible, before addressing the Commission.
2. Those who wish to speak are **ENCOURAGED** to do so at the appropriate time on the agenda.
3. Comments pertaining to ordinances shall be made **ONLY** at the proper time after the reading of such ordinances.
4. Only speakers addressing the Commission from the podium will be acknowledged.
5. Each speaker will be allowed a maximum of three (3) minutes to speak, except for presentations authorized by the Commission. In the event of many speakers, said speakers may be limited to a lesser number of minutes. Those speakers exceeding the maximum number of minutes may be called "out of order" by the Mayor and requested to return to their seats.
6. While speaking, speakers shall refrain from personal attacks, abusive language, issues in litigation or under investigation, and issues that the Commission deems to be inappropriate.
7. Individuals may provide comments during Commission work sessions **ONLY** when recognized by the Mayor or Commission. Those allowed to comment will be subject to the same limit imposed during regular meetings.
8. Public documents discussed or referred to during any Commission meeting or work session is available through the City Clerk's Office.

THE INTENT OF THESE POLICIES IS NOT TO CONFINE OR DISTRACT FROM THE PARTICIPATION OF OUR CITIZENS IN THE DEMOCRATIC PROCESS, BUT ONLY TO PROVIDE STRUCTURE THROUGH GUIDELINES TO THAT PROCESS.

(These Meeting Procedures shall be printed on the back of all City Commission agendas made available to the public.)

## **COMMITTEE/BOARD APPOINTMENT AND REAPPOINTMENT PROCEDURES**

The Commission appoints citizens to Boards and Committees with various qualification requirements and terms of service. To ensure appointments are made in a timely manner, the City Clerk's Office will keep the Commission informed of expirations of members' terms and resignations.





CITY OF BARTOW  
**CITY COMMISSION REGULAR MEETING**  
 MONDAY, DECEMBER 16, 2024 AT 6:00 P.M. (EST)  
 OR AS SOON THEREAFTER AS POSSIBLE  
 CITY HALL COMMISSION CHAMBERS, 450 NORTH WILSON AVE., BARTOW, FL 33830

**AGENDA**

1. CALL TO ORDER
2. INVOCATION – Rev. Barry Gray, First Presbyterian Church
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. PROCLAMATIONS AND SPECIAL PRESENTATIONS - NONE
5. GENERAL PUBLIC COMMENT – At this time, the Commission will receive comments from the public regarding matters not appearing on this agenda.
6. CITY ANNOUNCEMENTS
7. REPORTS OF CHARTER OFFICERS
  - a. City Manager Communications
    1. South Jackson Avenue Safety Study
  - b. City Attorney Communications
  - c. Legislative updates
    1. 2025-2026 Legislative Priorities
8. AGENDA MODIFICATION/APPROVAL
9. PUBLIC COMMENT ON AGENDA ITEMS – At this time, the Commission will receive comments from the public regarding matters that appear on this agenda, not otherwise scheduled for a separate Public Hearing.
10. HEARINGS – FIRST AND SECOND READINGS AND PUBLIC HEARINGS
  - a. Public hearing and final reading of Ordinance No. 2024-37 – AN ORDINANCE ANNEXING UPON THE PETITION OF THE OWNER THEREOF APPROXIMATELY 10.1 ACRES OF PROPERTY LOCATED AT 3050 HIGHWAY 60 EAST IN SECTION 3, TOWNSHIP 30S, RANGE 25E, POLK COUNTY FL; PROVIDING FOR SCRIVENER'S ERROR; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.
  - b. Public hearing and final reading of Ordinance No. 2024-38 – AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN FUTURE LAND USE MAP OF THE CITY OF BARTOW, FLORIDA; SAID AMENDMENT BEING KNOWN AS "AMENDMENT #CPA-24-06-SS"; SPECIFICALLY ASSIGNING COMMERCIAL AND CONSERVATION LAND USES TO RECENTLY ANNEXED

PARCELS OWNED BY NOW & THEN FURNITURE, LLC; TRANSMITTING SAID AMENDMENT TO FLORIDACOMMERCE DIVISION OF COMMUNITY DEVELOPMENT FOR A FINDING OF COMPLIANCE; PROVIDING FOR SCRIVENER'S ERROR; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

- c. Public hearing and final reading of Ordinance No. 2024-39 – AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF BARTOW, FLORIDA, REZONING APPROXIMATELY 10.1 ACRES OF LAND OWNED BY NOW & THEN FURNITURE, LLC AND LOCATED IN SECTION 3, TOWNSHIP 30 SOUTH, RANGE 25 EAST, POLK COUNTY, FLORIDA, AS C-3, HIGHWAY COMMERCIAL AND CONSERVATION; PROVIDING FOR SCRIVENER'S ERROR; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.
- d. Public hearing and final reading of Ordinance No. 2024-33 – AN ORDINANCE RELATING TO WATER RATES; MAKING FACTUAL FINDINGS IN SUPPORT THEREOF; AMENDING §78-51 OF THE CODE OF ORDINANCES OF THE CITY OF BARTOW TO ADJUST WATER RATES AND SET THOSE RATES FOR THE NEXT FOUR (4) FISCAL YEARS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION, PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.
- e. Public hearing and final reading of Ordinance No. 2024-34 – AN ORDINANCE RELATING TO SANITARY SEWER RATES; MAKING FACTUAL FINDINGS IN SUPPORT THEREOF; AMENDING §78-121 OF THE CODE OF ORDINANCES OF THE CITY OF BARTOW TO ADJUST SANITARY SEWER RATES AND SET THOSE RATES FOR THE NEXT FOUR (4) FISCAL YEARS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION, PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.
- f. First reading and consideration of Ordinance No. 2025-01 – AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF BARTOW, FLORIDA; SAID AMENDMENT BEING KNOWN AS "AMENDMENT #CPA-24-07-LS"; SPECIFICALLY TO CHANGE THOSE PARCELS OF LAND OWNED BY NUSTAR ENTERPRISES, INC., FROM COMMERCIAL, LOW DENSITY RESIDENTIAL AND RECREATION & OPEN SPACE TO INDUSTRIAL AND CONSERVATION; AND AMEND THE FUTURE LAND USE ELEMENT TO DELETE OBJECTIVE 2.8; TRANSMITTING SAID AMENDMENT TO THE FLORIDACOMMERCE DIVISION OF COMMUNITY DEVELOPMENT FOR A FINDING OF COMPLIANCE; PROVIDING FOR SCRIVENER'S ERROR; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.
- g. First reading and consideration of Ordinance No. 2025-02 – AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF BARTOW, FLORIDA, REZONING APPROXIMATELY 176.2 ACRES OF LAND OWNED BY NUSTAR ENTERPRISES, INC., AND LOCATED IN SECTIONS 1 AND 12, TOWNSHIP 30 SOUTH, RANGE 24 EAST, POLK COUNTY, FLORIDA, FROM PD, PLANNED DEVELOPMENT TO I-2, HEAVY INDUSTRIAL AND CONSERVATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERROR; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.
- h. First reading and consideration of Ordinance No. 2025-03 – AN ORDINANCE DISCONTINUING, CLOSING AND VACATING A SEGMENT OF PLATTED RIGHT OF WAY (MAIDEN LANE) EXTENDING BETWEEN OAK AVENUE AND ORANGE AVENUE; AND LYING BETWEEN LOTS 3 AND 4; BLOCK 4; HOOKERS ADDITION; DB 1, PG 433; PUBLIC RECORDS OF POLK COUNTY, FLORIDA; AND LOTS 1, 2, 7 AND 8 AND THAT PART OF CLOSED 12' ALLEY LYING BETWEEN LOTS 1 AND 2 AND 7 AND 8; BLOCK 2; THE HARVEY LAND & IMPROVEMENT CO'S SUBDIVISION; PB 1, PG; PUBLIC RECORDS OF POLK COUNTY, FLORIDA; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

## 11. CONSENT AGENDA

- a. Approval of December 2, 2024 City Commission Regular Meeting minutes.
- b. Approval of August 23, 2024 City Commission Special Meeting #2 minutes. (*Impact fees*)
- c. Approval of July 26, 2024 City Commission Workshop minutes. (*aquatics survey results*)
- d. Approval to ratify election of Gordon Green as Chair and Anthony Ghent as Vice Chair of the Bartow Community Redevelopment Agency for FY 2024-2025.
- e. Approval of Amended and Restated Interlocal Agreement between the Bartow Community Redevelopment Agency and the City of Bartow for city related services.
- f. Approval of Bartow Community Redevelopment Agency Project Memorandum for the Downtown District and Historic District Maintenance Plan.
- g. Authorization for the Mayor to Execute Federally Funded Subaward and Grant for Hurricane Milton.
- h. Approval of City Commissioner absence(s) for December 2, 2024 excusal(s): None.

## 12. OTHER COMMISSION BUSINESS

- a. OLD BUSINESS – NONE
- b. NEW BUSINESS
  1. Consideration and approval of #S-24-17-PSP, Crown Properties Preliminary Subdivision Plat, a 36 lot, single family residential development, approximately 3.9 acres in size. The property is owned by JR Holdings Group, LLC and is located on the southwest corner of the intersection of Crown Avenue and Polk Street in Section 1, Township 30S, Range 25E, Polk County Fl.
  2. Determination of procedure to appoint a new member to the Zoning Board of Adjustment for a three-year term ending November 2027.

## 13. RESOLUTIONS – NONE

## 14. COMMISSIONER COMMENTS

- a. GARY BALL
- b. LEO E. LONGWORTH
- c. LAURA SIMPSON
- d. TANYA TUCKER
- e. TRISH PFEIFFER

## 15. ADJOURNMENT

Please be advised that if you desire to appeal from any decisions made because of the above hearing or meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record. (Florida Statute 286.0105). The City Commission may continue the public hearing(s) to other dates and times as it deems necessary. Any interested party shall be advised that the date, time, and place of any continuation of these or continued public hearings may be announced during the hearing and that no further notices regarding this matter will be published. If you are a person with a disability who needs any accommodation to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Clerk's Office at 450 N. Wilson Avenue, P.O. Box 1069, Bartow, Florida 33831-1069 or phone (863) 534-0100 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771. Posted at City Hall, Bartow Public Library, the City's website: [www.cityofbartow.net](http://www.cityofbartow.net) and Facebook page on December 12, 2024.



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## CITY OF BARTOW

Welcome to the City of Bartow's City Commission meeting. We are glad you are here and we appreciate your interest in our Community. We value your comments and participation.

To assist you in making presentations to the City Commission, please consider the following procedural guidelines.

- ❖ We do not generally allow comments during our work session unless the Mayor or Commission to clarify an item specifically asks for them. If comments are solicited, we ask you to subject yourself to a maximum three-minute comment. We ask that you be patient and save your comments for the regular Commission meeting.
- ❖ Each speaker shall provide his or her name and address to the Clerk on our Speaker's Identification form prior to the beginning of the meeting.
- ❖ We encourage you to speak and become active in your city but please do so at the appropriate time on the agenda.
- ❖ Comments on items scheduled for Public Hearing will be allowed only during the announced Public Hearing period.
- ❖ In the meeting, section titled "**Consideration of Questions from the floor, Petitions and Communications**", you may comment on any other matters, subject to a maximum time limit of three minutes to speak. In the event of a large number of speakers in a particular meeting, your time may be limited in order to allow all an opportunity to speak. Speakers going over the allotted time limit may be called out of order by the Mayor and asked to return to their seats.
- ❖ While speaking, speakers shall refrain from personal attacks, abusive language, issues in litigation or under investigation, and issues that the Commission deems as not falling within their area of responsibility.

These guidelines are intended to help us streamline our meeting time so that we may conduct business in an orderly manner on your behalf. It is not our intent to keep our citizens from participating in the democratic process.

We are glad you are here and hope you find your experience with your City Government a good one. Thank you for attending.

Cordially,

Mayor Trish Pfeiffer

## **ORDINANCE ADOPTION PROCEDURE**

### **First Reading of Ordinances**

1. After the caption of the Ordinance is read, the motion should be to set the same for public hearing (or to continue to a time certain - in which event there shall be an immediate vote on the motion to continue; if that motion fails, the following process would continue):
2. After the motion is seconded, the Mayor announces that this is not a public hearing.
3. The Mayor then may upon call on Staff to explain the Ordinance in a reasonable length of time.
4. The City Commissioners may direct questions to Staff.
5. The Mayor asks the Clerk to call the roll for a vote. Only under extraordinary circumstances should this vote be negative (and never regarding a quasi-judicial matter, such as zonings, rezonings, plat approvals, etc.).

### **Second Reading of Ordinances**

1. After the caption of the Ordinance is read, the motion should be to adopt or to defeat the Ordinance (or to continue to a time certain - in which event there shall be an immediate vote on the motion to continue; if that motion fails, the following process would continue):
2. After the motion is seconded, the Mayor announces that this is a public hearing and announces the following procedure and that it shall apply to all second readings on the Agenda:
  - (a) First Staff shall explain the Ordinance.
  - (b) The Applicant and/or his representatives shall then speak.
  - (c) Members of the public shall have a maximum of three (3) minutes each to present their views.
  - (d) A member of the public who wishes to represent more than two people may at the discretion of the Mayor or Commissioners be allowed additional time to speak.
  - (e) City Commissioners may direct questions to any speaker (whose time to speak shall not be affected by the length of their answers).
  - (f) Speakers should not be redundant by repeating remarks of previous speakers, although they are welcome to announce their approval of previous remarks by other speakers.
  - (g) Addressing the Commissioners without being recognized, clapping, shouting, hooting and the like from the audience will not be tolerated, nor will personal attacks by speakers.
  - (h) Within these parameters, everyone who wishes to speak shall be given that opportunity.
3. When all the speakers have been heard, the Mayor closes the public hearing, asks for comments from the Commissioners and then asks the Clerk to call the roll for a vote.





**AGENDA  
CITY OF HAINES CITY, FLORIDA  
CITY COMMISSION WORKSHOP**

**December 19, 2024, 6:00 p.m.  
City Hall Commission Chambers  
620 E. Main Street, Haines City, FL 33844  
Phone: 863-421-9921 Web: hainescity.com**

NOTICE – Pursuant to Section 286.0105 of the Florida Statutes, if any person decides to appeal any decision made by the City Commission with respect to any matter considered at this public meeting, such person will need a record of the proceedings and for such purpose, such person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

For special accommodations, please notify the City Clerk’s Office at least 72 hours in advance.

Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk’s Office. In accordance with the Americans with Disabilities Act (ADA), persons with a disability, such as a vision, hearing or speech impairment, or persons needing other types of assistance, and who wish to attend City Commission meetings or any other board or committee meeting may contact the City Clerk’s Office in writing, or may call 863-421-9921 for information regarding available aids and services.

**Pages**

**1. CALL TO ORDER**

**2. PRESENTATIONS AND DISCUSSIONS**

**2.a Draft Resolution Approving Policy Related to City Commissioner-Initiated Meetings**

**3**

Review draft policy prepared by City Attorney Reilly, in conjunction with City Manager Elensky, related to City Commissioner-initiated meetings for the City Commission to consider as a workshop discussion item.

Staff Contact: Fred Reilly, City Attorney and James Elensky, City Manager



**City of Haines City, Florida**

**Exhibit A to Resolution No. 24-XXXX**

**City Commission Policy- Commissioner-initiated meeting**

**Policy No: 2024-YYYY**

**Resolution No: 24-XXXX**

**Approval Date: \_\_\_\_\_, 202\_\_**

**I. STATEMENT OF POLICY**

A. It is the intent of the City to establish rules of procedure to govern the conduct of City Commissioner-initiated public meetings.

B. Matters of procedure not otherwise provided for herein are, insofar as practical, determined by the City Manager.

**II. POLICY AND PROCEDURE**

A. City Commissioner-initiated Meetings.

1. A City Commissioner may initiate and hold a public meeting (the “Meeting”) at a City-owned facility \_\_\_\_\_ ( ) times each fiscal year. In addition, a City Commissioner may initiate and hold a public meeting at a non-City facility provided there is compliance with the other terms of this policy.
2. Each Meeting shall be for a public purpose.
3. For clarification purposes, a City Commissioner may participate in a meeting or event as an invited guest of a host organization (such as the Chamber of Commerce, a Homeowner’s Association, religious organization, social club or other organization). Participation in such a meeting or event does not constitute a public meeting subject to this policy.

B. Notice of Meeting. The City Clerk shall provide notice of the Meeting in accordance with Section 286.011(1), Florida Statutes.

C. Coordination for the Meeting.

1. The City Commissioner shall contact the City Manager at least \_\_\_\_\_ ( ) days prior to the Meeting to coordinate the presence and participation of City staff at the Meeting, coordinate the preparation of the City-owned facility for the Meeting, coordinate the security for the Meeting, coordinate marketing and social media for the Meeting, preparation of a Meeting Agenda and establish the logistics for the Meeting.
2. The City Manager has the sole discretion to finalize the preparation of the City-owned facility, determine which City staff members will be present and participate in

the Meeting, finalize security for the Meeting, approve marketing and social media materials, approve the Meeting Agenda and finalize logistics for the Meeting.

D. Use of City Seal.

1. City Commissioners may use stationery, social media posts and other printed materials depicting the City seal in relation to a Meeting only when acting within the scope of their official duties or employment.
2. Approval of the City Commission is required to use the City seal in any way other than as provided in this policy.

E. Expenditure of Public Funds for City Commissioner-initiated Meeting.

1. If City funds will be expended in relation to the Meeting, the expenditure of City funds shall fulfill a public purpose. The determination of what constitutes a valid municipal purpose for the expenditure of public funds is a factual determination for the City Commission of the municipality. A City Commissioner shall present a request for a City Commissioner-initiated Meeting as an Agenda Item at a regular City Commission meeting.
2. Each fiscal year, the City Commission shall make a budget allocation for individual City Commissioner-initiated Meeting expenditures. In preparing for and conducting their individual City Commissioner-initiated Meeting(s), a City Commissioner shall not exceed their individual fiscal year budget allocation as established by the City Commission.

F. Place of Meetings. A City Commissioner may hold a Meeting at a City-owned facility. A City Commissioner is prohibited from holding meetings at any facility or location which discriminates on the basis of sex, age, race, creed, color, origin, or economic status or which operates in such a manner as to unreasonably restrict public access to such a facility (See Section 286.011(6), Florida Statutes).

G. Food and Beverages. The City Clerk may expend City Commission funds for the purchase of food and beverages for the City representatives and attendees of a City Commissioner-initiated Meeting provided such expenditure does not exceed the individual fiscal year budget allocation for each City Commissioner.

H. Promotional Items. A “promotional item” is a tangible merchandise, literature, or other product branded with the City's name, logo, and/or slogan, that is given away to the public.

1. Criteria and Branding. Pens, pencils, cups, flash drives, bags, figurines, and other similar items are examples of items that may be distributed as a promotional item. All



items should display the City's name, logo, and/or seal. Additional imprinting may be used to identify a department, event, or milestone significant to the City.

2. **Distribution of Items.** The distribution of a promotional item is appropriate when done for marketing purposes at a City Commissioner-initiated Meeting provided the expenditure to purchase such promotional items does not exceed the individual fiscal year budget allocation for each City Commissioner. Marketing is the process used to strategically promote a City project or activity, or to provide information or education to City employees, prospective employees, customer agencies, or the public.

3. **Distribution.** Promotional items may only be distributed by employees, elected officials, or appointed officials at a City Commissioner-initiated Meeting.

- I. **Prohibition against holding campaign events.** No City Commissioner shall hold a campaign event which would reasonably result in a violation of Section 104.31 (Political activities of state, county, and municipal officers and employees) or Section 106.15 (Certain acts prohibited), Florida Statutes. The City Manager and the City Attorney jointly have the sole discretion to deny a City Commissioner's request to hold a Meeting which would reasonably result in a violation of Section 104.31 or Section 106.15, Florida Statutes.
- J. **Suspension of Policy.** The City Commission may, by majority vote, temporarily suspend any provision of this policy not governed by state law, the City Charter, or the Code of Ordinances of the City of Haines City, Florida.

# **City of Bartow City Commission**



# **POLICIES AND PROCEDURES**

APPROVED August 2, 2021  
REVISED June 5, 2023  
PRINTED December 17, 2024

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## **ANNUAL COMMISSION REORGANIZATION PROCEDURES**

Annually in the month of May the Commission shall reorganize under the direction of the newly elected Mayor. The purpose of the reorganization is to make appropriate committee assignments, schedule Commissioner Town Hall meetings, review Commissioner policies and procedures, review the roster of appointees and assignments and set dates for joint meetings.

- ❖ Review the City of Bartow Roster of Appointees and Assignments for additions, modifications and deletions.
- ❖ Mayor to make committee and board assignments for Commissioners.
- ❖ Schedule proposed community "Town Hall" meeting dates.
- ❖ Review Commission Policies and Procedures for additions, modifications and deletions
- ❖ Review proposed joint meeting dates for qualified boards and committees.

## **APPLICATION FORM, VOLUNTEER BOARDS AND COMMITTEES**

The Commission is responsible for appointing members to the various boards and committees established by the City Charter, Ordinances, and Land Development Regulations as well as ad hoc committees. To ensure citizens have an opportunity to submit their names for consideration for such appointments, the Commission encourages interested persons to complete an application for Volunteer Boards and Committees, (see appendix) and submit it to the City Clerk.

Blank applications shall be available in the City Clerk's Office located at City Hall or can be downloaded from the City's website [www.cityofbartow.net](http://www.cityofbartow.net).

Completed applications will be maintained for three (3) years and may be reviewed, as desired, by Commissioners searching for appointees. Commissioners are encouraged, but not required to fill vacancies from the applications on file.

## **ATTENDANCE AT NON-CITY COMMISSION PUBLIC HEARINGS**

Generally, Commissioners shall not attend any meetings held by appointed boards/commissions since the Commissioner's appearance may affect citizen or board comment on the issue requiring the public hearing. Attendance by a Commissioner, designated as the Commission representative to the board/commission, are permitted. Commissioners may review video/audio tapes of public hearings as desired.

In cases where the meeting is scheduled and advertised as a joint meeting and/or public hearing of the board and City Commission, attendance is permitted.

### **COMMISSION AGENDAS**

Agendas with supporting material for City Commission Regular Meetings and Work Sessions will be electronically delivered to the Commissioners on Thursday preceding the Monday meeting. Agendas for Commission meetings rescheduled because of a national holiday shall be delivered 72 hours before the meeting. Agenda requirements for special work sessions or Commission meetings will be determined jointly by the City Manager and Mayor. Under unusual circumstances the City Manager or Mayor may permit agendas to be delivered later than the above guidelines.

Amended agendas are permitted provided it is distributed to the Commissioners no later than 12:00 p.m., day of meeting.

Items may be added or deleted from a regularly scheduled Commission meeting published agenda by unanimous consent of the Commissioners during a regular Commission meeting.

Additional agenda support material may be distributed to the Commissioners day of meeting, [when necessary](#). City staff is discouraged from providing material prior to a meeting when such material may affect a Commissioner's understanding of the material or influence a vote.

Agendas shall also be published for work sessions and provided to Commissioners according to the time requirements specified in the first paragraph.

### **COMMISSION COMMITTEE ASSIGNMENTS**

As part of the reorganization process, Commissioners shall review the current Roster of Appointees and Assignments for accuracy and necessity. Unnecessary committees may be deleted, and new committees added as desired and permitted by the City Charter, State Statute and Commission requirements.

The Mayor shall request a committee/board preference list from each Commissioner by a date established at or before the reorganization meeting. The Mayor will make the final assignments equalizing the number of committees/boards assigned to each Commissioner while honoring each Commissioner's preference as much as possible.

The nature of some committees/boards is such that continuity and experience in a particular area is important for continued contributions to and participation in the committee/board activities.

## **COMMISSION MEETING PROTOCOL AND PROCEDURES**

The following Meeting Procedures were approved by the Commission to provide civility and respect to all citizens, Commission members and City staff. The procedures apply to both Work Sessions and Regular Commission Meetings.

1. Each speaker shall provide his/her name and address to the City Clerk prior to the beginning of the meeting, if possible, before addressing the Commission.
2. Those who wish to speak are **ENCOURAGED** to do so at the appropriate time on the agenda.
3. Comments pertaining to ordinances shall be made **ONLY** at the proper time after the reading of such ordinances.
4. Only speakers addressing the Commission from the podium will be acknowledged.
5. Each speaker will be allowed a maximum of three (3) minutes to speak, except for presentations authorized by the Commission. In the event of many speakers, said speakers may be limited to a lesser number of minutes. Those speakers exceeding the maximum number of minutes may be called "out of order" by the Mayor and requested to return to their seats.
6. While speaking, speakers shall refrain from personal attacks, abusive language, issues in litigation or under investigation, and issues that the Commission deems to be inappropriate.
7. Individuals may provide comments during Commission work sessions **ONLY** when recognized by the Mayor or Commission. Those allowed to comment will be subject to the same limit imposed during regular meetings.
8. Public documents discussed or referred to during any Commission meeting or work session is available through the City Clerk's Office.

THE INTENT OF THESE POLICIES IS NOT TO CONFINE OR DISTRACT FROM THE PARTICIPATION OF OUR CITIZENS IN THE DEMOCRATIC PROCESS, BUT ONLY TO PROVIDE STRUCTURE THROUGH GUIDELINES TO THAT PROCESS.

(These Meeting Procedures shall be printed on the back of all City Commission agendas made available to the public.)

## **COMMITTEE/BOARD APPOINTMENT AND REAPPOINTMENT PROCEDURES**

The Commission appoints citizens to Boards and Committees with various qualification requirements and terms of service. To ensure appointments are made in a timely manner, the City Clerk's Office will keep the Commission informed of expirations of members' terms and resignations.

The City Clerk shall:

- ❖ Maintain a master copy of Boards and Committees list and distribute the listing as changes occur or as needed.
- ❖ Contact incumbents prior to their term expiration date to determine if the individuals wish to serve another term.
- ❖ Notify the Commission through staff report of Board/Committee member's term and indication to remain on the Board or Committee. It shall include the name of appointment, the expiration date of the term, length of the term and special information applicable to the appointment, i.e., special occupation requirement, residency requirement, attendance record, financial disclosure requirement, etc.
- ❖ Notify the Commission, by memo, of any resignations of Board and Committee members including the expiration date of the member's term and the information listed in the previous paragraph.
- ❖ Ensure the requirement for appointment/reappointment appears on the Regular Commission Meeting agenda prior to the expiration of the term provided that the board member submits it in time.
- ❖ Verify there is no conflict of interest with applicants for Boards/Committees.

The Commission shall:

- ❖ Accept Board/Committee member's resignations as applicable.
- ❖ After receiving written information from the City Clerk concerning the term and expiration dates of Board/Committee members, the Commissioners at a Regular meeting shall discuss and determine which of two procedures they will follow to fill the expiring term. The Commission may decide to continue the present procedure of having the Mayor assign a specific member of the Commission the task of recommending a nominee for the position, or they may by consensus of the majority entertain recommendations from all Commissioners. The appointment of an individual to a Board/Committee must be accomplished at a regularly scheduled meeting.
- ❖ The Commissioner assigned the task of appointing an individual to the position may:
  - Consider the individual's desire to serve, but is not required to appoint that individual.
  - Consider individuals from applications on file.

- Select any individual who qualifies for the position.
- The Commissioner is also responsible for providing completed Volunteer Application to the City Clerk's office so that it may be included in the Commission packets before the appointment.

Re-appointments/appointments will be scheduled on the Regular Meeting agendas. When requested by the Mayor, the Commissioner assigned the appointment task will nominate his/her selection for the position and provide the Volunteer Application for the benefit of the public.

The Commission must be vigilant to ensure conflicts of interest do not exist on any board/committee or between boards/committees. Any Commissioner with knowledge or suspicion of a conflict of interest shall immediately inform the board/committee member and the Commission. Commissioners are discouraged from nominating persons for a board/committee if the individual is currently serving on another board or committee.

The Commission shall make every effort to ensure that the make-up of boards/ committees includes a fair representation of Bartow residents.

Any Board Member who has served on a board or commission shall receive a certificate of appreciation for his years of service upon vacating that position.

## **COMMUNICATIONS**

The City Charter provides guidance on the separation of the roles of the policymaking function of the Commission and the daily administration and operation functions of the City Manager. Therefore, any statement dealing with City departmental policies will be released through the City Manager's office.

By nature of the position, Commissioners will have many opportunities to discuss the various issues that come before the Commission. Commissioners are urged to cooperate with the media as much as possible; however, unless the Commission has not voted on or expressed consensus on an item. Commissioners shall ensure that all communications with the media are their opinion and not the position of the City Commission.

[Additionally, Commissioners shall refer to City Attorney on sensitive to issues, which are under investigation, in litigation or have the potential to be in future litigation, or deal with contract negotiations in discussions with the media.](#)

## **CORRESPONDENCE AND FLOW OF INFORMATION**

In the performance of their duties, Commissioners will have opportunities to request information and public records from the Appointed Officials. To ensure all Commissioners are kept equally informed on such issues, any information, which is given to one Commissioner will be made available to all Commissioners. General conversations between



individual Commissioners and Appointed Officials do not require record preparation and distribution.

## **EVALUATIONS OF APPOINTED OFFICIALS**

The Commission shall at their [second](#) Regular Meeting in [August](#) determine if they will conduct formal evaluations of appointed officials and review of the evaluation forms.

The City Clerk is responsible for ensuring that the evaluation forms are distributed to the Commissioners on a timely basis to meet the proposed schedule of activities. Commissioners shall complete evaluation forms and return them to the City Clerk, who shall consolidate the evaluation ratings and comments and prepare an overall evaluation form.

It shall be the responsibility of each Commissioner to discuss his/her evaluation with the Appointed Officials prior to the submission of the completed evaluation to the City Clerk.

### **Evaluation Schedule of Activity**

- ❖ Rating Period – Fiscal Year
- ❖ [Discussion and review of Evaluation Form for revisions or additions to take place during Second regular meeting in August. City Clerk ensures proposed changes are incorporated into the Evaluation Form\(s\).](#)
- ❖ Blank evaluation forms provided to Commissioners by the City Clerk at [first](#) Regular Meeting in September.
- ❖ Completed evaluation forms are to be submitted to City Clerk by the second Friday in October.
- ❖ Copies of consolidated evaluation forms provided to Commissioners at first Regular meeting in November.

## **FUNDING FOR ORGANIZATIONS**

The Commission shall decide during each [fall](#) whether to accept applications from new organizations for funding. If the City Commission elects to accept applications for funding, requests will only be accepted from non-profit organizations seeking funds to provide service programs to the public. [Open period for submission of funding applications is April 1 through May 15.](#) Services must be beneficial to the citizens of Bartow. There is a limit of one application per agency. Ineligible expenses are, but not limited to vehicle purchases, leases, insurance or rental of vehicles, cash incentives or stipends and administrative salaries. If an application period is announced, an opportunity to present and communicate the needs of the organization will be afforded to the organization's representative at the appropriate meeting. The presentations must cover the purpose of the request and the

outcomes anticipated from the funding. An organization that is currently being funded will only be required to make a presentation if it is seeking an increase in funding from the current fiscal year. The presentation should include the reason for the increase. Applications and the submission deadline will be provided at the appropriate time. A budget of the projected expenses for the proposed funding will be required with the application. Funding availability will be contingent upon the City Commission approval. The City Commission reserves the right to refuse a request based on the criteria in place at the time.

### **JOINT MEETINGS WITH APPOINTED BOARDS/COMMISSIONS**

The Commission may meet with all Appointed Boards/Commissions, unless prohibited by statute as determined by the City Attorney, on an annual basis. The purpose of such meetings is to exchange ideas and philosophies on the conduct and responsibilities of the Appointed Board/Commission. Meetings may be held in conjunction with regular board meetings at a time and place mutually acceptable to both groups. Meetings shall be informal with interaction between all parties. Boards are encouraged to update the Commission on their activities, accomplishments, successes, and ideas for the betterment of their Board or the City, and concerns requiring the Commission's attention. The City Clerk is responsible for coordinating, scheduling, notifying all principals and advertising all meetings. The Chair of the Appointed Board/Commission will chair all annual joint meetings.

### **KEY TO THE CITY**

The tradition of issuing a key to the city dates to medieval times when many cities were enclosed within walled fortifications. The key symbolizes the freedom of the recipient to enter and leave the city at will, as a trusted friend of city officials and residents. It is the most prestigious recognition and should be bestowed only to dignitaries or other esteemed guests of the City that have made a significant contribution or extraordinary achievement in humanitarian work.

Nominations for a key to the city shall be addressed to the Mayor, along with a written statement indicating the name of the dignitary or other esteemed guest and a summary of their distinct achievements or humanitarian work that supports granting a key. Nominations would be evaluated and awarded by majority vote of the City Commission. If approved, the key would be granted by resolution.

Furthermore, a proclamation should be considered in lieu of a key, as the key should be granted only on rare occasions. The award may only be presented once to any dignitary or esteemed guest. The decision of whether to award a key to the city shall rest within the sole discretion of the City Commission.

## **MONTHLY ACTIVITY CALENDAR**

The City Clerk's Office shall provide Commissioners a monthly calendar listing meetings and events normally attended by the Commissioners.

- ❖ City Commission Work Sessions
- ❖ City Commission Regular Meetings
- ❖ Bartow Airport Authority Meetings
- ❖ CRA Meetings
- ❖ Joint Meetings with various Board and Commissions
- ❖ Ridge League Meetings
- ❖ Chamber of Commerce events and activities of interest to the Commission
- ❖ Special events
- ❖ Florida League of Cities Conferences
- ❖ National League of Cities Conferences

## **ORDINANCE ADOPTION PROCEDURE**

### **First Reading of Ordinances**

1. After the caption of the Ordinance is read, the motion should be to set the same for public hearing (or to continue to a time certain - in which event there shall be an immediate vote on the motion to continue; if that motion fails, the following process will continue):
2. After the motion is seconded, the Mayor announces that this is not a public hearing.
3. The Mayor then may upon call on Staff to explain the Ordinance in a reasonable length of time.
4. The City Commissioners may direct questions to Staff.
5. The Mayor asks the Clerk to call the roll for a vote. Only under extraordinary circumstances should this vote be negative (and never regarding a quasi-judicial matter, such as zonings, re-zonings, plat approvals, etc.).

### **Second Reading of Ordinances**

1. After the caption of the Ordinance is read, the motion should be to adopt or to defeat the Ordinance (or to continue to a time certain - in which event there shall be an immediate vote on the motion to continue; if that motion fails, the following process will continue):
2. After the motion is seconded, the Mayor announces that this is a public hearing and announces the following procedure and that it shall apply to all second readings on the Agenda:

- (a) First Staff shall explain the Ordinance.
  - (b) The Applicant and/or his representatives shall then speak.
  - (c) Members of the public shall have a maximum of three (3) minutes each to present their views.
  - (d) A member of the public who wishes to represent more than two people may at the discretion of the Mayor or Commissioners be allowed additional time to speak.
  - (e) City Commissioners may direct questions to any speaker (whose time to speak shall not be affected by the length of their answers).
  - (f) Speakers should not be redundant by repeating remarks of previous speakers, although they are welcome to announce their approval of previous remarks by other speakers.
  - (g) Addressing the Commissioners without being recognized, clapping, shouting, hooting and the like from the audience will not be tolerated, nor personal attacks by speakers.
  - (h) Within these parameters, everyone who wishes to speak shall be given that opportunity.
3. When all the speakers have been heard, the Mayor closes the public hearing, asks for comments from the Commissioners and then asks the Clerk to call the roll for a vote.

### **ORIENTATION OF NEW COMMISSIONERS**

Appointed Officials shall jointly schedule a meeting with newly elected Commissioner following their certification of election to the City Commission. The purpose of the meeting is to orientate and educate the Commissioners on items and issues necessary for the accomplishment of their duties and responsibilities. The meeting shall be scheduled before the Commissioner takes office the first Regular meeting in May. Copies of all materials, plans, and guidance documents needed in the performance of Commission duties will be distributed and reviewed with each new Commissioner.

Content of the briefings shall be at the discretion of the Appointed Officials, however, additional material and subjects of interest to the new Commissioner(s) shall also be discussed. Standard reference materials required by the new Commissioner will be made available to them either before or at the time of the meeting by the City Manager and City Clerk. Commissioners may request additional materials and reference data that may be available.



Orientation briefings for newly elected Commissioners shall be scheduled at the convenience of all parties but should be accomplished as soon as the appointment is effective.

## **PROCLAMATIONS**

Proclamations are ceremonial documents to honor and celebrate events or increase public awareness of noteworthy issues. Presentation of proclamations will be placed under the "Proclamations and Presentations" section of a regular meeting agenda.

Criteria – proclamations recognize a specific day, week, or month that holds local, statewide or national significance or serves an educational purpose for significant number of Bartow residents. Proclamations for commercial purposes are not accepted. Draft language must be submitted to the City Clerk's office no later than 14 calendar days before the presentation. The draft language is subject to editing or revisions by City staff. Proclamations will not be placed on the Commission agenda if no requestors plan to attend the meeting. The City reserves the right to deny any request with or without cause and to make exceptions to these guidelines. At the Mayor's or any Commissioner's discretion, proclamations may be presented to organizations and/or individuals outside of a Regular meeting.

## **STRATEGIC PLANNING**

The Strategic Planning that is carried out by the Commission provides the goals, priorities, vision and mission of the City. It is imperative that the Commission review and update the Strategic Plan with the City Manager as needed.

Strategic Planning sessions may be facilitated by a third party or by City staff. Staff input is important to this process and shall be solicited through the City Manager.

Every effort shall be made to schedule the strategic planning sessions so that the results of this undertaking can be included in the work plan and budgeted for the appropriate fiscal year.

## **TOWN HALL MEETINGS**

Citizen input to the governmental process is very important. Town Hall meetings affords residents the opportunity to speak informally with individual Commissioners while also providing a forum for Commissioners to educate the public on important City issues. Commissioners are urged to schedule meetings with the public at times and places as determined by the Commissioner(s). Commissioner(s) are encouraged to host a Town Hall meeting at least once annually. The City Manager's presence at Town Hall meetings is encouraged. Town Hall meetings shall be appropriately noticed.

## **WORK SESSIONS**

Work sessions may be scheduled at agreed upon times for the accomplishment of City business. These work sessions normally address subject matters that are more appropriately discussed outside of a regularly scheduled meeting. The scheduling of work sessions is at the discretion of the Commission.

The Commission may schedule a work session immediately prior to regularly scheduled City Commission meetings. The City Manager and the Mayor may determine the time of such work sessions. Work sessions may be recessed and reconvened after the regular Commission meeting if conditions warrant.

Appointed Officials or their designee shall be in attendance for each work session. City staff shall be made available at the discretion of the City Manager. Consultants and guest presenters may be invited to these work sessions when their appearance will enhance or clarify the materials or subjects being discussed.

Agendas for work sessions shall be prepared by the City Clerk. Additional items and issues may be discussed as desired by the Commission. No official votes can be taken at a work session, however, consensus on items can be obtained and instructions may be given to staff.

Special work sessions may be scheduled at other times for the accomplishment of City business. These work sessions normally address limited subject matter that must be discussed prior to a regularly or special meeting.





**AGENDA**  
**CITY OF HAINES CITY, FLORIDA**  
**CITY COMMISSION WORKSHOP**

**December 19, 2024, 6:00 p.m.**  
**City Hall Commission Chambers**  
**620 E. Main Street, Haines City, FL 33844**  
**Phone: 863-421-9921    Web: hainescity.com**

NOTICE – Pursuant to Section 286.0105 of the Florida Statutes, if any person decides to appeal any decision made by the City Commission with respect to any matter considered at this public meeting, such person will need a record of the proceedings and for such purpose, such person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

For special accommodations, please notify the City Clerk’s Office at least 72 hours in advance.

Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk’s Office. In accordance with the Americans with Disabilities Act (ADA), persons with a disability, such as a vision, hearing or speech impairment, or persons needing other types of assistance, and who wish to attend City Commission meetings or any other board or committee meeting may contact the City Clerk’s Office in writing, or may call 863-421-9921 for information regarding available aids and services.

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**Pages**

**1. CALL TO ORDER**

**2. PRESENTATIONS AND DISCUSSIONS**

**2.a Draft Resolution Approving Policy Related to City Commissioner-Initiated Meetings**

**3**

Review draft policy prepared by City Attorney Reilly, in conjunction with City Manager Elensky, related to City Commissioner-initiated meetings for the City Commission to consider as a workshop discussion item.

Staff Contact: Fred Reilly, City Attorney and James Elensky, City Manager



**City of Haines City, Florida**

**Exhibit A to Resolution No. 24-XXXX**

**City Commission Policy- Commissioner-initiated meeting**

**Policy No: 2024-YYYY**

**Resolution No: 24-XXXX**

**Approval Date: \_\_\_\_\_, 202\_\_\_\_\_**

**I. STATEMENT OF POLICY**

A. It is the intent of the City to establish rules of procedure to govern the conduct of City Commissioner-initiated public meetings.

B. Matters of procedure not otherwise provided for herein are, insofar as practical, determined by the City Manager.

**II. POLICY AND PROCEDURE**

**A. City Commissioner-initiated Meetings.**

- 1. A City Commissioner may initiate and hold a public meeting (the “Meeting”) at a City-owned facility \_\_\_\_\_ (\_\_\_\_) times each fiscal year. In addition, a City Commissioner may initiate and hold a public meeting at a non-City facility provided there is compliance with the other terms of this policy.
- 2. Each Meeting shall be for a public purpose.
- 3. For clarification purposes, a City Commissioner may participate in a meeting or event as an invited guest of a host organization (such as the Chamber of Commerce, a Homeowner’s Association, religious organization, social club or other organization). Participation in such a meeting or event does not constitute a public meeting subject to this policy.

**B. Notice of Meeting.** The City Clerk shall provide notice of the Meeting in accordance with Section 286.011(1), Florida Statutes.

**C. Coordination for the Meeting.**

- 1. The City Commissioner shall contact the City Manager at least \_\_\_\_\_ (\_\_\_\_) days prior to the Meeting to coordinate the presence and participation of City staff at the Meeting, coordinate the preparation of the City-owned facility for the Meeting, coordinate the security for the Meeting, coordinate marketing and social media for the Meeting, preparation of a Meeting Agenda and establish the logistics for the Meeting.
- 2. The City Manager has the sole discretion to finalize the preparation of the City-owned facility, determine which City staff members will be present and participate in

the Meeting, finalize security for the Meeting, approve marketing and social media materials, approve the Meeting Agenda and finalize logistics for the Meeting.

D. Use of City Seal.

1. City Commissioners may use stationery, social media posts and other printed materials depicting the City seal in relation to a Meeting only when acting within the scope of their official duties or employment.
2. Approval of the City Commission is required to use the City seal in any way other than as provided in this policy.

E. Expenditure of Public Funds for City Commissioner-initiated Meeting.

1. If City funds will be expended in relation to the Meeting, the expenditure of City funds shall fulfill a public purpose. The determination of what constitutes a valid municipal purpose for the expenditure of public funds is a factual determination for the City Commission of the municipality. A City Commissioner shall present a request for a City Commissioner-initiated Meeting as an Agenda Item at a regular City Commission meeting.
2. Each fiscal year, the City Commission shall make a budget allocation for individual City Commissioner-initiated Meeting expenditures. In preparing for and conducting their individual City Commissioner-initiated Meeting(s), a City Commissioner shall not exceed their individual fiscal year budget allocation as established by the City Commission.

F. Place of Meetings. A City Commissioner may hold a Meeting at a City-owned facility. A City Commissioner is prohibited from holding meetings at any facility or location which discriminates on the basis of sex, age, race, creed, color, origin, or economic status or which operates in such a manner as to unreasonably restrict public access to such a facility (See Section 286.011(6), Florida Statutes).

G. Food and Beverages. The City Clerk may expend City Commission funds for the purchase of food and beverages for the City representatives and attendees of a City Commissioner-initiated Meeting provided such expenditure does not exceed the individual fiscal year budget allocation for each City Commissioner.

H. Promotional Items. A “promotional item” is a tangible merchandise, literature, or other product branded with the City's name, logo, and/or slogan, that is given away to the public.

1. Criteria and Branding. Pens, pencils, cups, flash drives, bags, figurines, and other similar items are examples of items that may be distributed as a promotional item. All

items should display the City's name, logo, and/or seal. Additional imprinting may be used to identify a department, event, or milestone significant to the City.

2. **Distribution of Items.** The distribution of a promotional item is appropriate when done for marketing purposes at a City Commissioner-initiated Meeting provided the expenditure to purchase such promotional items does not exceed the individual fiscal year budget allocation for each City Commissioner. Marketing is the process used to strategically promote a City project or activity, or to provide information or education to City employees, prospective employees, customer agencies, or the public.

3. **Distribution.** Promotional items may only be distributed by employees, elected officials, or appointed officials at a City Commissioner-initiated Meeting.

- I. **Prohibition against holding campaign events.** No City Commissioner shall hold a campaign event which would reasonably result in a violation of Section 104.31 (Political activities of state, county, and municipal officers and employees) or Section 106.15 (Certain acts prohibited), Florida Statutes. The City Manager and the City Attorney jointly have the sole discretion to deny a City Commissioner's request to hold a Meeting which would reasonably result in a violation of Section 104.31 or Section 106.15, Florida Statutes.
- J. **Suspension of Policy.** The City Commission may, by majority vote, temporarily suspend any provision of this policy not governed by state law, the City Charter, or the Code of Ordinances of the City of Haines City, Florida.

**2.b Wastewater Master Plan Presentation**

11

Presentation of the Wastewater Master Plan.

Staff Contact: James Keene, Public Services Administrator

**2.c Water Master Plan Presentation**

29

Presentation of the Water Master Plan.

Staff Contact: James Keene, Public Services Administrator

**3. AGENDA REVIEW**

**4. ADJOURNMENT**



# HAINES CITY

WWW.HAINESCITY.COM

## **CITY MANAGER MEMORANDUM**

**To:** The Honorable Mayor and City Commissioners

**Through:** James R. Elensky, City Manager

**From:** Fred Reilly, City Attorney

**Date:** December 19, 2024

**Subject:** Draft Resolution Approving Policy Related to City Commissioner-Initiated Meetings

### **Executive Summary**

Review draft policy prepared by City Attorney Reilly, in conjunction with City Manager Elensky, related to City Commissioner-initiated meetings for the City Commission to consider as a workshop discussion item.

### **Introduction**

The intent of this item is to review a draft policy prepared by City Attorney Reilly, in conjunction with City Manager Elensky, related to City Commissioner-initiated meetings.

If the draft policy, with any necessary revisions, is acceptable to the City Commission, the policy would be incorporated into a resolution for formal consideration by the City Commission at the January 2, 2025 City Commission meeting.

### **Background**

Over the course of the past year, individual City Commissioners have held meetings and events at City-owned facilities. The purpose of the draft policy is to provide clear parameters about the preparation and coordination for these meetings/events, and specifically the expenditure of public funds in relation to these meetings/events.

### **Organizational Goal(s)**

Communications: Enhance and promote communications and engagement opportunities that inform, build trust, incentivize growth and generate community pride.



**Budget Impact**

There is no budget impact related to approval of this Resolution. There will be a budget impact upon the implementation of the policy when City Commissioners initiate Meetings which require the expenditure of public funds.

**Recommendation**

Staff recommends the City Commission approve the draft policy prepared by City Attorney Reilly, in conjunction with City Manager Elensky, related to City Commissioner-initiated meetings.

**RESOLUTION NO. 25-**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HAINES CITY, FLORIDA, PROVIDING FOR APPROVAL OF A POLICY RELATED TO CITY COMMISSIONER-INITIATED MEETINGS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR FINDINGS; PROVIDING FOR APPROVAL OF THE POLICY; PROVIDING FOR GENERAL AUTHORITY; PROVIDING FOR RECORDING IN CITY’S POLICY MANUAL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Haines City, Florida has determined there is a need to establish rules of procedure to govern the conduct of City Commissioner-initiated public meetings;

**WHEREAS**, at a Workshop held on December 19, 2024, the City Commission discussed and debate the terms of a draft Policy related to City Commissioner-initiated Meetings;

**WHEREAS**, the City Commission of the City of Haines City, Florida has determined that it is in the best interests of the citizens of the City of Haines City, Florida, to formally approve the policy related to City Commissioner-initiated Meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION ON THE CITY OF HAINES CITY, FLORIDA THAT:**

**Section 1. Incorporation of Recitals.** The above Recitals are true and correct and incorporated herein by reference.

**Section 2. Findings.** It is ascertained, determined and declared that:

(a) Section 166.021(4), Florida Statutes, states, in part, that:

The provisions of this section shall be so construed as to secure for municipalities the broad exercise of home rule powers granted by the constitution. It is the further intent of the Legislature to extend to municipalities the exercise of powers for municipal governmental, corporate, or proprietary purposes not expressly prohibited by the constitution, general or special law, or county charter and to remove any limitations,

judicially imposed or otherwise, on the exercise of home rule powers other than those so expressly prohibited.

(b) Section 1.01 of the City Charter, states, in part, that:

The City of Haines City, Florida, shall have all governmental, corporate and proprietary powers to enable it to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes except as otherwise provided by the laws of the State of Florida and this Charter.

The city shall have and use a common seal, and change the same at pleasure, and within the limitations of this act, shall be obliged and empowered to preserve peace and maintain good order and justice within its borders, and to that end shall have the power to establish a city police force, to provide a municipal system of revenue and taxation, to maintain rules for the government of the city, and to prescribe penalties for the violation of its ordinances. (Emphasis added).

**Section 3. Approval of the Policy.** The City Commission hereby formally approves the policy related to City Commissioner-initiated Meetings attached hereto as Exhibit A.

**Section 4. General Authority.** The Mayor, the City Clerk, City Attorney and other agents and employees of the City are hereby authorized to do all acts and things required by them by this Resolution and they are hereby authorized to execute and deliver all documents which are reasonably required to effectuate the Resolution. The City Clerk is authorized to attest and affix the official seal of the City of Haines City to any document required as a result of this Resolution for and on behalf of the City.

**Section 5. Recording in the City's Policy Manual.** This Resolution shall be recorded in the City's Policy Manual of the City of Haines City, Florida.

**Section 6. Effective Date.** This Resolution shall become effective immediately upon passage by the City Commission of the City of Haines City.

**PASSED and APPROVED** on first reading in regular session of the City Commission of the City of Haines City, Florida, this 2<sup>nd</sup> day of January, 2025.



**CITY OF HAINES CITY, FLORIDA**

\_\_\_\_\_  
Omar Arroyo, Mayor-Commissioner

**ATTEST:**

\_\_\_\_\_  
Sharon Lauther, MMC, City Clerk

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
Fred Reilly, City Attorney





CITY OF BARTOW  
**CITY COMMISSION REGULAR MEETING**  
 MONDAY, DECEMBER 16, 2024 AT 6:00 P.M. (EST)  
 OR AS SOON THEREAFTER AS POSSIBLE  
 CITY HALL COMMISSION CHAMBERS, 450 NORTH WILSON AVE., BARTOW, FL 33830

**AGENDA**

1. CALL TO ORDER
2. INVOCATION – Rev. Barry Gray, First Presbyterian Church
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. PROCLAMATIONS AND SPECIAL PRESENTATIONS - NONE
5. GENERAL PUBLIC COMMENT – At this time, the Commission will receive comments from the public regarding matters not appearing on this agenda.
6. CITY ANNOUNCEMENTS
7. REPORTS OF CHARTER OFFICERS
  - a. City Manager Communications
    1. South Jackson Avenue Safety Study
  - b. City Attorney Communications
  - c. Legislative updates
    1. 2025-2026 Legislative Priorities
8. AGENDA MODIFICATION/APPROVAL
9. PUBLIC COMMENT ON AGENDA ITEMS – At this time, the Commission will receive comments from the public regarding matters that appear on this agenda, not otherwise scheduled for a separate Public Hearing.
10. HEARINGS – FIRST AND SECOND READINGS AND PUBLIC HEARINGS
  - a. Public hearing and final reading of Ordinance No. 2024-37 – AN ORDINANCE ANNEXING UPON THE PETITION OF THE OWNER THEREOF APPROXIMATELY 10.1 ACRES OF PROPERTY LOCATED AT 3050 HIGHWAY 60 EAST IN SECTION 3, TOWNSHIP 30S, RANGE 25E, POLK COUNTY FL; PROVIDING FOR SCRIVENER’S ERROR; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.
  - b. Public hearing and final reading of Ordinance No. 2024-38 – AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN FUTURE LAND USE MAP OF THE CITY OF BARTOW, FLORIDA; SAID AMENDMENT BEING KNOWN AS “AMENDMENT #CPA-24-06-SS”; SPECIFICALLY ASSIGNING COMMERCIAL AND CONSERVATION LAND USES TO RECENTLY ANNEXED

PARCELS OWNED BY NOW & THEN FURNITURE, LLC; TRANSMITTING SAID AMENDMENT TO FLORIDACOMMERCE DIVISION OF COMMUNITY DEVELOPMENT FOR A FINDING OF COMPLIANCE; PROVIDING FOR SCRIVENER'S ERROR; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

- c. Public hearing and final reading of Ordinance No. 2024-39 – AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF BARTOW, FLORIDA, REZONING APPROXIMATELY 10.1 ACRES OF LAND OWNED BY NOW & THEN FURNITURE, LLC AND LOCATED IN SECTION 3, TOWNSHIP 30 SOUTH, RANGE 25 EAST, POLK COUNTY, FLORIDA, AS C-3, HIGHWAY COMMERCIAL AND CONSERVATION; PROVIDING FOR SCRIVENER'S ERROR; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.
- d. Public hearing and final reading of Ordinance No. 2024-33 – AN ORDINANCE RELATING TO WATER RATES; MAKING FACTUAL FINDINGS IN SUPPORT THEREOF; AMENDING §78-51 OF THE CODE OF ORDINANCES OF THE CITY OF BARTOW TO ADJUST WATER RATES AND SET THOSE RATES FOR THE NEXT FOUR (4) FISCAL YEARS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION, PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.
- e. Public hearing and final reading of Ordinance No. 2024-34 – AN ORDINANCE RELATING TO SANITARY SEWER RATES; MAKING FACTUAL FINDINGS IN SUPPORT THEREOF; AMENDING §78-121 OF THE CODE OF ORDINANCES OF THE CITY OF BARTOW TO ADJUST SANITARY SEWER RATES AND SET THOSE RATES FOR THE NEXT FOUR (4) FISCAL YEARS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION, PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.
- f. First reading and consideration of Ordinance No. 2025-01 – AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF BARTOW, FLORIDA; SAID AMENDMENT BEING KNOWN AS "AMENDMENT #CPA-24-07-LS"; SPECIFICALLY TO CHANGE THOSE PARCELS OF LAND OWNED BY NUSTAR ENTERPRISES, INC., FROM COMMERCIAL, LOW DENSITY RESIDENTIAL AND RECREATION & OPEN SPACE TO INDUSTRIAL AND CONSERVATION; AND AMEND THE FUTURE LAND USE ELEMENT TO DELETE OBJECTIVE 2.8; TRANSMITTING SAID AMENDMENT TO THE FLORIDACOMMERCE DIVISION OF COMMUNITY DEVELOPMENT FOR A FINDING OF COMPLIANCE; PROVIDING FOR SCRIVENER'S ERROR; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.
- g. First reading and consideration of Ordinance No. 2025-02 – AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF BARTOW, FLORIDA, REZONING APPROXIMATELY 176.2 ACRES OF LAND OWNED BY NUSTAR ENTERPRISES, INC., AND LOCATED IN SECTIONS 1 AND 12, TOWNSHIP 30 SOUTH, RANGE 24 EAST, POLK COUNTY, FLORIDA, FROM PD, PLANNED DEVELOPMENT TO I-2, HEAVY INDUSTRIAL AND CONSERVATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERROR; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.
- h. First reading and consideration of Ordinance No. 2025-03 – AN ORDINANCE DISCONTINUING, CLOSING AND VACATING A SEGMENT OF PLATTED RIGHT OF WAY (MAIDEN LANE) EXTENDING BETWEEN OAK AVENUE AND ORANGE AVENUE; AND LYING BETWEEN LOTS 3 AND 4; BLOCK 4; HOOKERS ADDITION; DB 1, PG 433; PUBLIC RECORDS OF POLK COUNTY, FLORIDA; AND LOTS 1, 2, 7 AND 8 AND THAT PART OF CLOSED 12' ALLEY LYING BETWEEN LOTS 1 AND 2 AND 7 AND 8; BLOCK 2; THE HARVEY LAND & IMPROVEMENT CO'S SUBDIVISION; PB 1, PG; PUBLIC RECORDS OF POLK COUNTY, FLORIDA; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

## 11. CONSENT AGENDA

- a. Approval of December 2, 2024 City Commission Regular Meeting minutes.
- b. Approval of August 23, 2024 City Commission Special Meeting #2 minutes. (*Impact fees*)
- c. Approval of July 26, 2024 City Commission Workshop minutes. (*aquatics survey results*)
- d. Approval to ratify election of Gordon Green as Chair and Anthony Ghent as Vice Chair of the Bartow Community Redevelopment Agency for FY 2024-2025.
- e. Approval of Amended and Restated Interlocal Agreement between the Bartow Community Redevelopment Agency and the City of Bartow for city related services.
- f. Approval of Bartow Community Redevelopment Agency Project Memorandum for the Downtown District and Historic District Maintenance Plan.
- g. Authorization for the Mayor to Execute Federally Funded Subaward and Grant for Hurricane Milton.
- h. Approval of City Commissioner absence(s) for December 2, 2024 excusal(s): None.

## 12. OTHER COMMISSION BUSINESS

- a. OLD BUSINESS – NONE
- b. NEW BUSINESS
  1. Consideration and approval of #S-24-17-PSP, Crown Properties Preliminary Subdivision Plat, a 36 lot, single family residential development, approximately 3.9 acres in size. The property is owned by JR Holdings Group, LLC and is located on the southwest corner of the intersection of Crown Avenue and Polk Street in Section 1, Township 30S, Range 25E, Polk County Fl.
  2. Determination of procedure to appoint a new member to the Zoning Board of Adjustment for a three-year term ending November 2027.

## 13. RESOLUTIONS – NONE

## 14. COMMISSIONER COMMENTS

- a. GARY BALL
- b. LEO E. LONGWORTH
- c. LAURA SIMPSON
- d. TANYA TUCKER
- e. TRISH PFEIFFER

## 15. ADJOURNMENT

Please be advised that if you desire to appeal from any decisions made because of the above hearing or meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record. (Florida Statute 286.0105). The City Commission may continue the public hearing(s) to other dates and times as it deems necessary. Any interested party shall be advised that the date, time, and place of any continuation of these or continued public hearings may be announced during the hearing and that no further notices regarding this matter will be published. If you are a person with a disability who needs any accommodation to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Clerk's Office at 450 N. Wilson Avenue, P.O. Box 1069, Bartow, Florida 33831-1069 or phone (863) 534-0100 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771. Posted at City Hall, Bartow Public Library, the City's website: [www.cityofbartow.net](http://www.cityofbartow.net) and Facebook page on December 12, 2024.

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## CITY OF BARTOW

Welcome to the City of Bartow's City Commission meeting. We are glad you are here and we appreciate your interest in our Community. We value your comments and participation.

To assist you in making presentations to the City Commission, please consider the following procedural guidelines.

- ❖ We do not generally allow comments during our work session unless the Mayor or Commission to clarify an item specifically asks for them. If comments are solicited, we ask you to subject yourself to a maximum three-minute comment. We ask that you be patient and save your comments for the regular Commission meeting.
- ❖ Each speaker shall provide his or her name and address to the Clerk on our Speaker's Identification form prior to the beginning of the meeting.
- ❖ We encourage you to speak and become active in your city but please do so at the appropriate time on the agenda.
- ❖ Comments on items scheduled for Public Hearing will be allowed only during the announced Public Hearing period.
- ❖ In the meeting, section titled "**Consideration of Questions from the floor, Petitions and Communications**", you may comment on any other matters, subject to a maximum time limit of three minutes to speak. In the event of a large number of speakers in a particular meeting, your time may be limited in order to allow all an opportunity to speak. Speakers going over the allotted time limit may be called out of order by the Mayor and asked to return to their seats.
- ❖ While speaking, speakers shall refrain from personal attacks, abusive language, issues in litigation or under investigation, and issues that the Commission deems as not falling within their area of responsibility.

These guidelines are intended to help us streamline our meeting time so that we may conduct business in an orderly manner on your behalf. It is not our intent to keep our citizens from participating in the democratic process.

We are glad you are here and hope you find your experience with your City Government a good one. Thank you for attending.

Cordially,

Mayor Trish Pfeiffer



## ORDINANCE ADOPTION PROCEDURE

### **First Reading of Ordinances**

1. After the caption of the Ordinance is read, the motion should be to set the same for public hearing (or to continue to a time certain - in which event there shall be an immediate vote on the motion to continue; if that motion fails, the following process would continue):
2. After the motion is seconded, the Mayor announces that this is not a public hearing.
3. The Mayor then may upon call on Staff to explain the Ordinance in a reasonable length of time.
4. The City Commissioners may direct questions to Staff.
5. The Mayor asks the Clerk to call the roll for a vote. Only under extraordinary circumstances should this vote be negative (and never regarding a quasi-judicial matter, such as zonings, rezonings, plat approvals, etc.).

### **Second Reading of Ordinances**

1. After the caption of the Ordinance is read, the motion should be to adopt or to defeat the Ordinance (or to continue to a time certain - in which event there shall be an immediate vote on the motion to continue; if that motion fails, the following process would continue):
2. After the motion is seconded, the Mayor announces that this is a public hearing and announces the following procedure and that it shall apply to all second readings on the Agenda:
  - (a) First Staff shall explain the Ordinance.
  - (b) The Applicant and/or his representatives shall then speak.
  - (c) Members of the public shall have a maximum of three (3) minutes each to present their views.
  - (d) A member of the public who wishes to represent more than two people may at the discretion of the Mayor or Commissioners be allowed additional time to speak.
  - (e) City Commissioners may direct questions to any speaker (whose time to speak shall not be affected by the length of their answers).
  - (f) Speakers should not be redundant by repeating remarks of previous speakers, although they are welcome to announce their approval of previous remarks by other speakers.
  - (g) Addressing the Commissioners without being recognized, clapping, shouting, hooting and the like from the audience will not be tolerated, nor will personal attacks by speakers.
  - (h) Within these parameters, everyone who wishes to speak shall be given that opportunity.
3. When all the speakers have been heard, the Mayor closes the public hearing, asks for comments from the Commissioners and then asks the Clerk to call the roll for a vote.

# ITEM NO. 7(a)(1)

## CITY OF BARTOW, FLORIDA

**TO:** City of Bartow Commission  
**THROUGH:** City Manager Mike Herr  
**FROM:** William Groover, Public Works Director  
**DATE:** December 13, 2024  
**SUBJECT:** South Jackson Ave. Traffic Safety Study

### **SUMMARY**

The City of Bartow contracted with Patel-Greene & Associates to conduct a traffic safety study on S. Jackson Ave.

### **BACKGROUND**

On March 27<sup>th</sup>, 2024 a tragic accident on S. Jackson Ave. cost the life of 17-year-old Zachariah Clabough. The City of Bartow as a result contracted with Patel-Greene & Associates to conduct a traffic safety study to identify what the City of Bartow could do to make the area safer for pedestrians.

### **STAFF ANALYSIS**

As a part of the study, Lucas Cruz from Patel-Greene has identified several steps the city can take to improve the overall safety of the S. Jackson Ave. roadway.

### **RECOMMENDATION**

- That the Commission authorize the City Manager to implement the recommended changes to the S. Jackson Ave. roadway.

### **NEXT STEPS**

- Identify funding sources to implement the recommendations from the study.

### **ATTACHMENTS**

- Patel-Greene slide presentation

# SOUTH JACKSON AVENUE SAFETY STUDY

Bartow City Commission presentation - December 16, 2024

## • Study Corridor

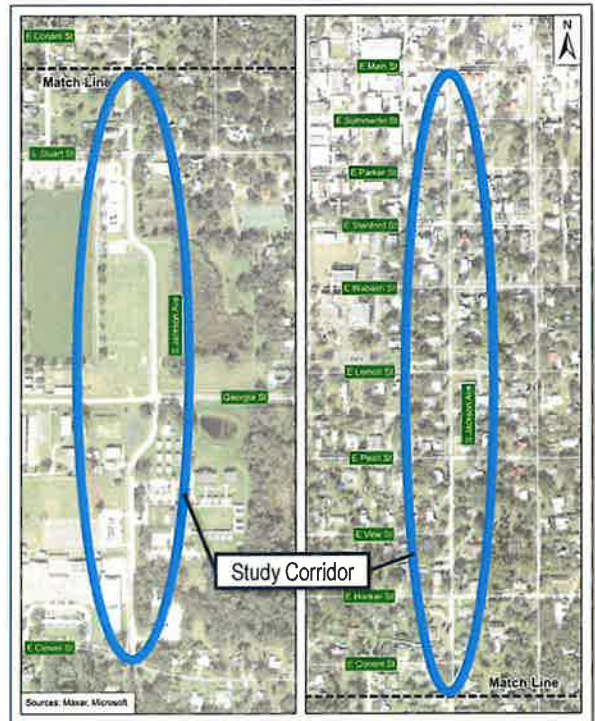
- 1.3 miles along S Jackson Ave between E Clower St / E Soledad Avenida and E Main St
- Fatal crash in early 2024

## • Safety Analysis

- Traffic volume & speeds
- Crash History
- Pedestrian/Bicycle Level of Traffic Stress

## • Implementation Strategy

- Phased recommendations w/ design guidance
- Planning-level cost estimates
- Funding sources





# TRAFFIC ANALYSIS

## Traffic Volume & Speed Data

- Collected by Bartow Police Department between E Wabash St and E Lemon St
- Seven days while school was in session, May 2024

- **Posted speed: 25 mph**
- **Average observed speed: 35.9 mph**
- **85th percentile speed: 44.1 mph**

## Key Takeaways

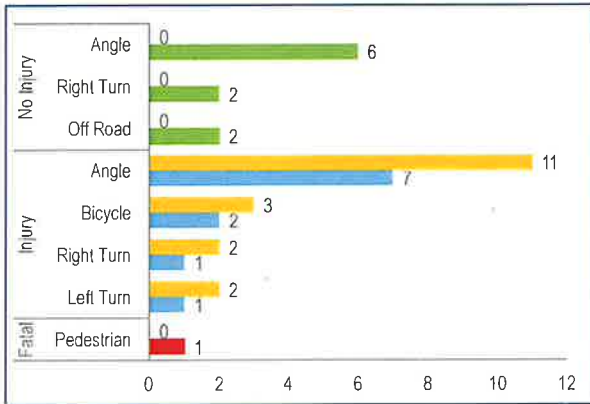
- Traffic concentrated around school arrival & dismissal
- Design modifications are needed to achieve target travel speed of 25 mph

| Day               | Volume (veh/day) |            |            | Mean Speed (MPH) |             |             | 85th Percentile Speed (MPH) |             |             |
|-------------------|------------------|------------|------------|------------------|-------------|-------------|-----------------------------|-------------|-------------|
|                   | Northbound       | Southbound | Total      | Northbound       | Southbound  | Total       | Northbound                  | Southbound  | Total       |
| Weekday Avg.      | 225              | 287        | 512        | 39.9             | 33.3        | 36.2        | 47.4                        | 40.5        | 44.7        |
| Weekend Avg.      | 130              | 131        | 261        | 36.9             | 31.1        | 34.0        | 43.5                        | 37.1        | 41.0        |
| <b>Total Avg.</b> | <b>198</b>       | <b>243</b> | <b>440</b> | <b>39.3</b>      | <b>33.0</b> | <b>35.9</b> | <b>46.7</b>                 | <b>40.0</b> | <b>44.1</b> |

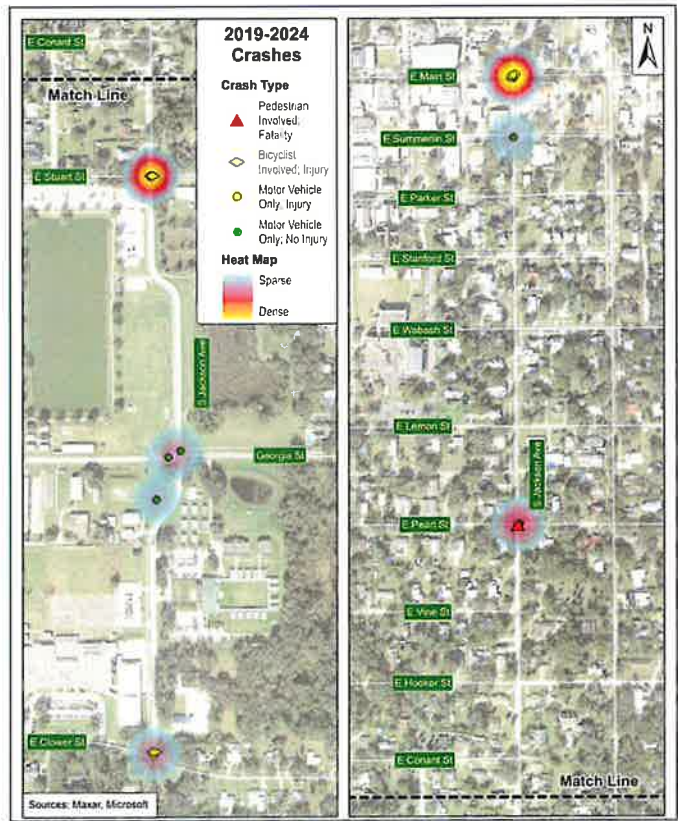


# CRASH HISTORY

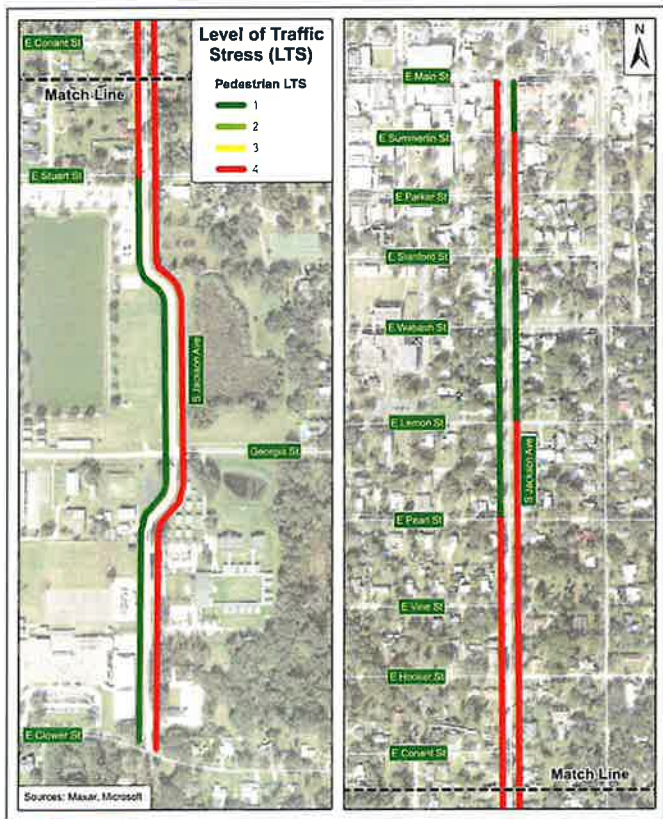
- January 2019 – March 2024
- 22 crashes
- Most crashes at intersections
- Majority occur during daytime (6:00 Am – 6:00 PM)



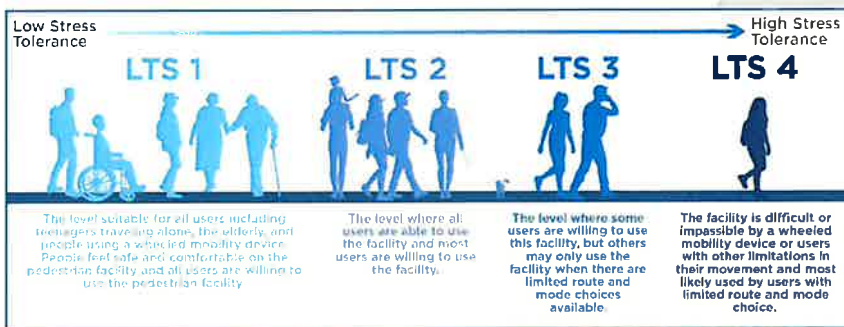
Source: Signal Four Analytics

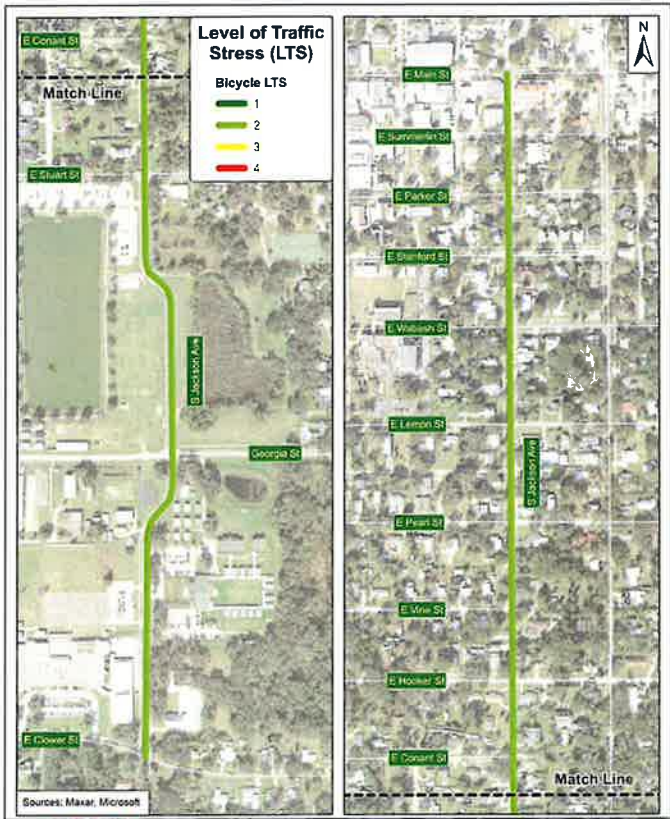




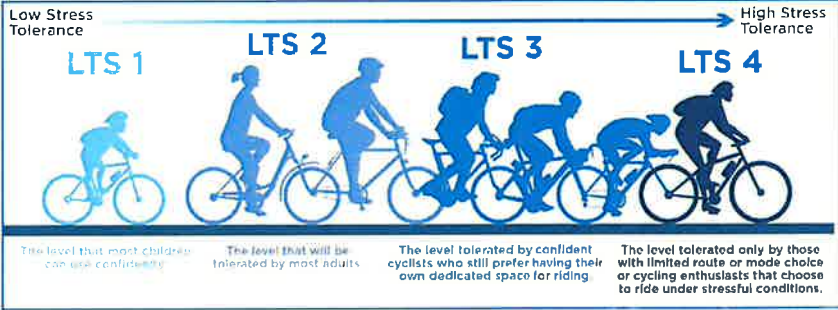


# Pedestrian Level of Traffic Stress (LTS)





# Bicycle Level of Traffic Stress (LTS)



# FIELD REVIEW & OBSERVATIONS

- Sidewalk & curb ramp gaps
- No bicycle facilities
- High school parking lot dismissal queueing
- Lighting gaps at intersections





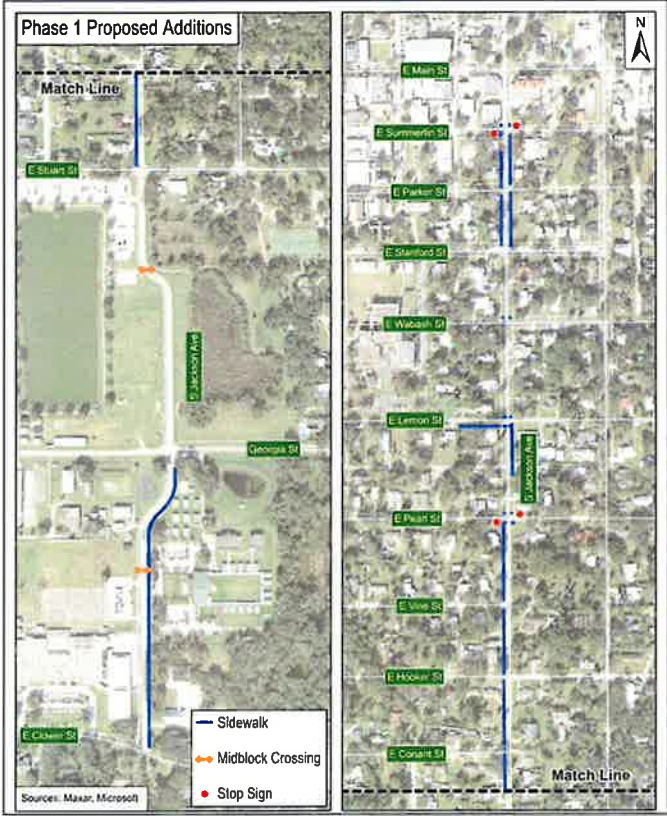
## PHASED IMPLEMENTATION STRATEGY

- Phase 1: fill sidewalk gaps, enhance crossings, update pavement markings and signage
- Phase 2: add speed management at intersections, lighting
- Phase 3: add pathway and separated bikeway to support possible SUN Trail designation

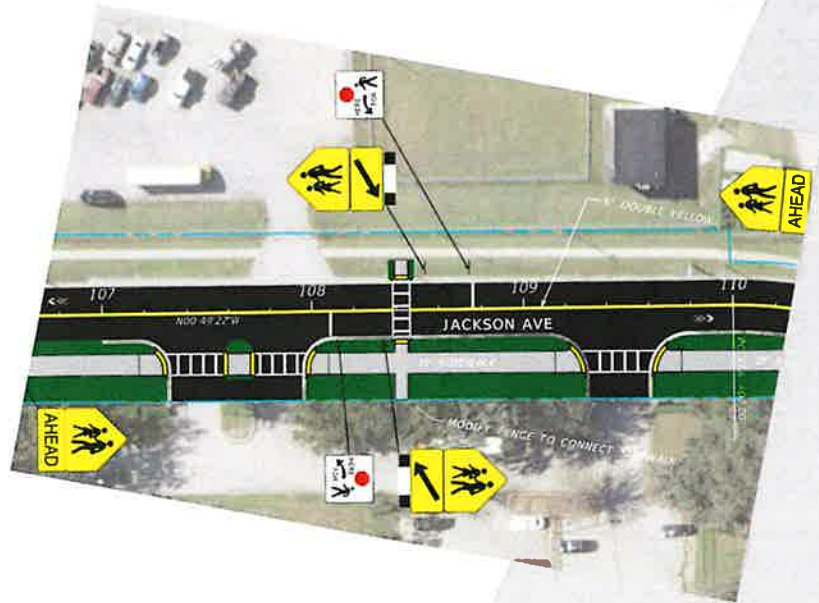
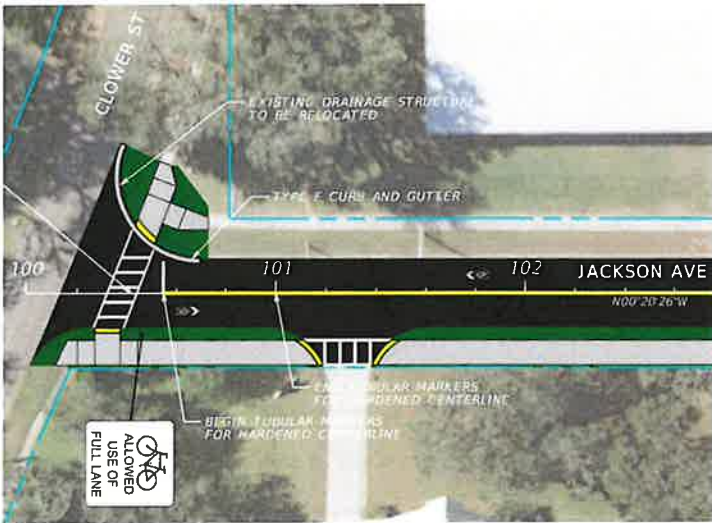


## PHASE 1 RECOMMENDATIONS

- Sidewalk segments to fill gaps
- Two raised midblock crossings
- Intersection modifications at Clower St & Summerlin St
- All-way stops at Pearl St & Summerlin St
- Updated signage and pavement markings, including Shared Lane Markings for bicyclists

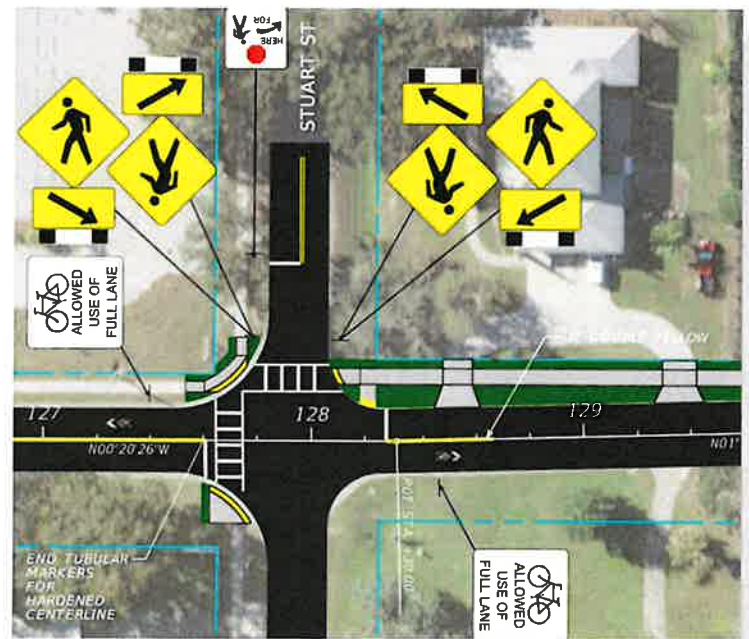


# PHASE 1 RECOMMENDATIONS: CLOWER ST TO GEORGIA ST

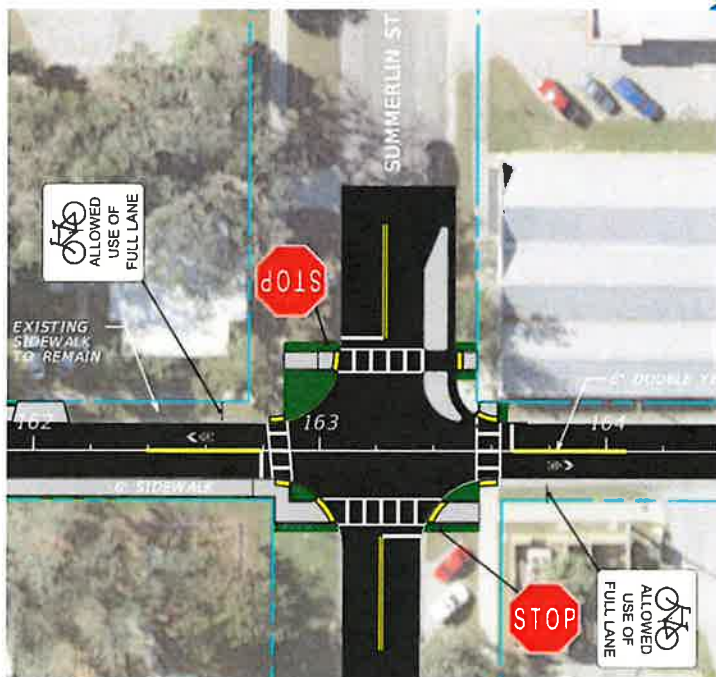
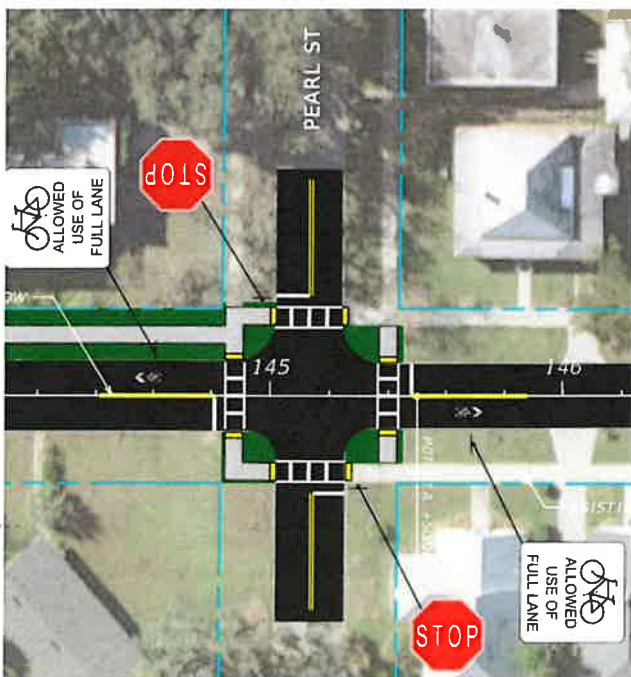




# PHASE 1 RECOMMENDATIONS: RAISED CROSSING & STUART ST

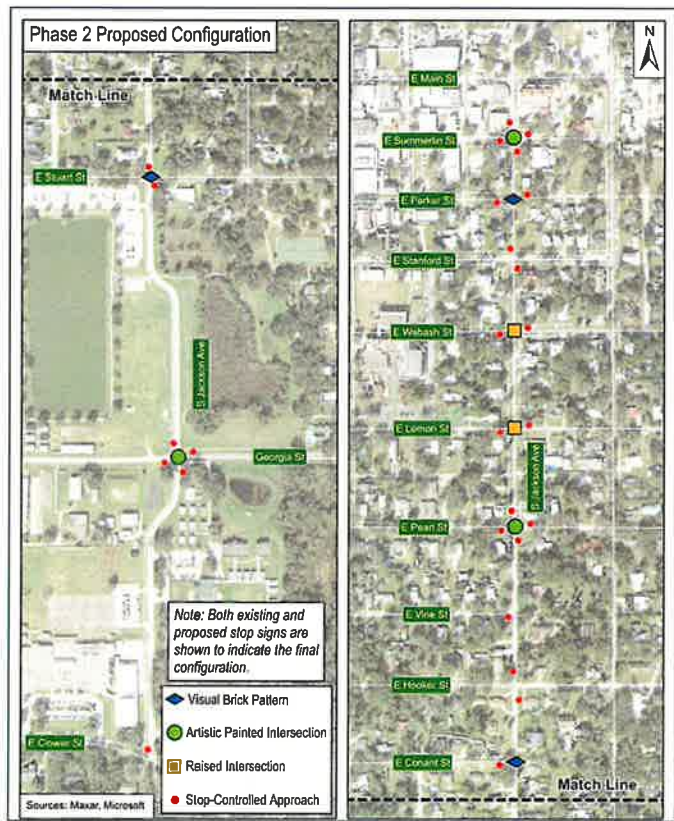


# PHASE 1 RECOMMENDATIONS: PEARL ST & SUMMERLIN ST



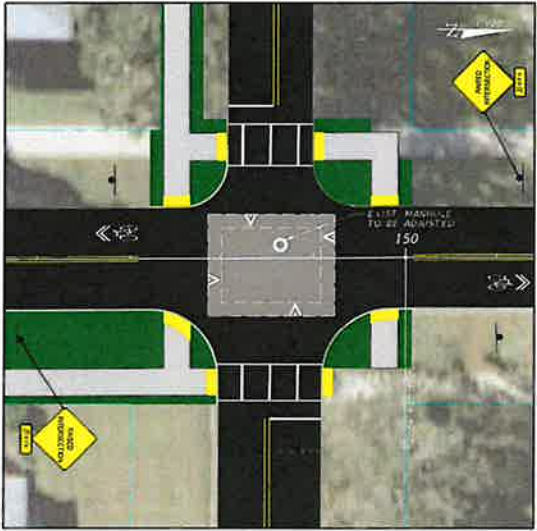
# PHASE 2 RECOMMENDATIONS

- Speed management at intersections
  - Raised Intersections
  - Visual Brick Pattern
  - Artistic Paint
- Lighting at intersections, crossings, and sidewalk areas





# PHASE 2 – RAISED INTERSECTIONS



# FLORIDA SUN TRAIL

- **Statewide Vision Network**
- **Collier-to-Polk Master Plan**
  - FDOT District 1
  - Over 200-miles of trail
  - Next study phase starting 2025 (PD&E)
- **Bartow Alternatives:**
  - A: Along US Highway 17
  - B: Peace River to Mary Holland Park & Jackson Ave
  - C: Peace River to State Road 60





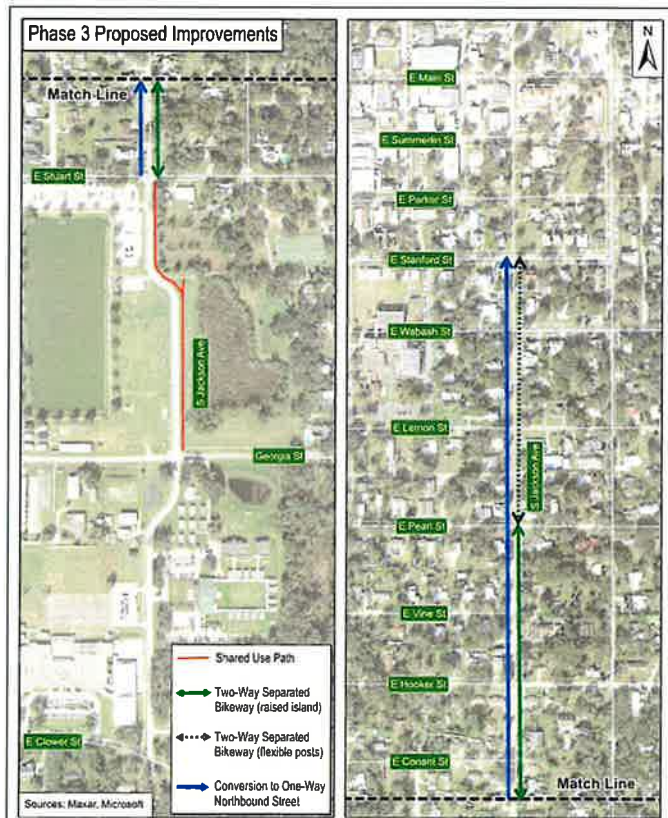
# PHASE 3 RECOMMENDATIONS

## • Future SUN Trail designation

- Georgia St to Stuart St: 12-foot wide asphalt shared use path
- Stuart St to Pearl St:
  - Convert to one-lane, one-way northbound
  - Add two-way separated bikeway w/ concrete separator
- Pearl St to Stanford St
  - Convert to one-lane, one-way northbound
  - Add two-way separated bikeway w/ paint & flexible post separator

## • Design considerations

- SUN Trail design criteria
- Separation between path and roadway
- Green pavement markings for visibility of bicycle conflict areas





# PHASE 3 RECOMMENDATIONS





# IMPLEMENTATION

- **Planning level cost estimates based on FDOT pay items**

| Phase Description   | Construction Cost | Design/CEI Cost | Total Project Cost |
|---|-------------------|-----------------|--------------------|
| Phase 1 – sidewalks, enhanced crossings, signage, pavement markings         | \$ 1,840,000      | \$ 740,000      | \$ 2,580,000       |
| Phase 2 - intersection traffic calming                                      | \$ 53,000         | \$ 21,000       | \$ 74,000          |
| Phase 3 -shared use path, separated bikeway, one-way street reconfiguration | \$ 465,000        | \$ 185,000      | \$ 650,000         |

- **Funding strategies**

- Federal
- Polk TPO Priority Project Applications
- SUN Trail
- Safe Routes to School



ITEM NO. 7(c) Item 6.

CITY OF BARTOW  
2025-2026 LEGISLATIVE PRIORITIES

Dear Chair and Members of the Delegation:

The City of Bartow is very appreciative of your dedication, service and support through the years.

Public safety is our top priority and the 2023 US Census Bureau Quick Facts shows Bartow's population at **20,584**, and continually increasing, as is the demand for services. Serving as the *Capital City*, where Bartow is responsible for public safety for the city, surrounding communities and for numerous tax-exempt Federal, State and local governmental properties, your support and assistance is needed to help us meet public safety requirements and demands efficiently and effectively.

**Legislative Appropriation Requests:**

We are respectfully seeking funding for four critical public safety projects:

- **\*New Fire Rescue Truck - Funds Requested: \$1,050,000.00;**  
City Match: \$400,000.00 Total Project Cost: \$1,450,000.00;
- **\*Public Safety Fire Rescue Headquarters and Training Facility Feasibility Study – Funds Requested: \$1,350,000.00**  
City Match: \$150,000.00; Total Project Cost: \$1,500,000.00
- **\*City-wide Sewer Lining Project – Funds Requested: \$5 million;**  
City Match: \$500,000.00; Total Project Cost: \$5,500,000.00
- **\*Wastewater Master Plan – Funds Requested: \$750,000.00;**  
City Match: \$150,000.00; Total Project Cost: \$900,000.00

\*Project Detail Specifications Exhibits for each project starting on page 5.

Thank you for your efforts and steadfastness to secure two priority projects in the 2024-2025 State budget -- GeoSCADA Telemetry System Wastewater Lift Stations and the Water Plant Sludge Drying Bed. We understand the process and these are important capital improvement projects needed to provide efficient and effective services for the community.

**Legislation Concerns:**

**Municipal Utilities Legislation:**

The City of Bartow is extremely concerned with the multiple bills file last session pertaining to municipal utilities, rates, fees, charges, transferring of funds, etc. Every utility owner and operator provide essential public safety services, i.e., first responders, such as police, fire, EMS, E911, utility workers, etc. and promote a higher quality of life.

We respectfully request your protection against detrimental legislation that creates hardships for municipal governments to operate, provide public safety and essential services to their communities. Cities that serve as county seats carry, absorb and encompass county, federal, state



# TOWN COMMISSION MEETING

January 28, 2025, at 6:30 PM

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|                              |   |
|------------------------------|---|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION, FIRE DEPARTMENT ANNUAL REPORT                               |
| <b>SUBJECT:</b>              | The Town Commission will hear the Dundee Fire Department Annual Report. |
| <b>STAFF ANALYSIS:</b>       | Presentation from Fire Chief, Joe Carbone.                              |
| <b>FISCAL IMPACT:</b>        | None  |
| <b>STAFF RECOMMENDATION:</b> | None  |
| <b>ATTACHMENTS:</b>          | None  |



# DUNDEE FIRE DEPARTMENT ANNUAL REPORT 2024







# HISTORY OF THE DFD

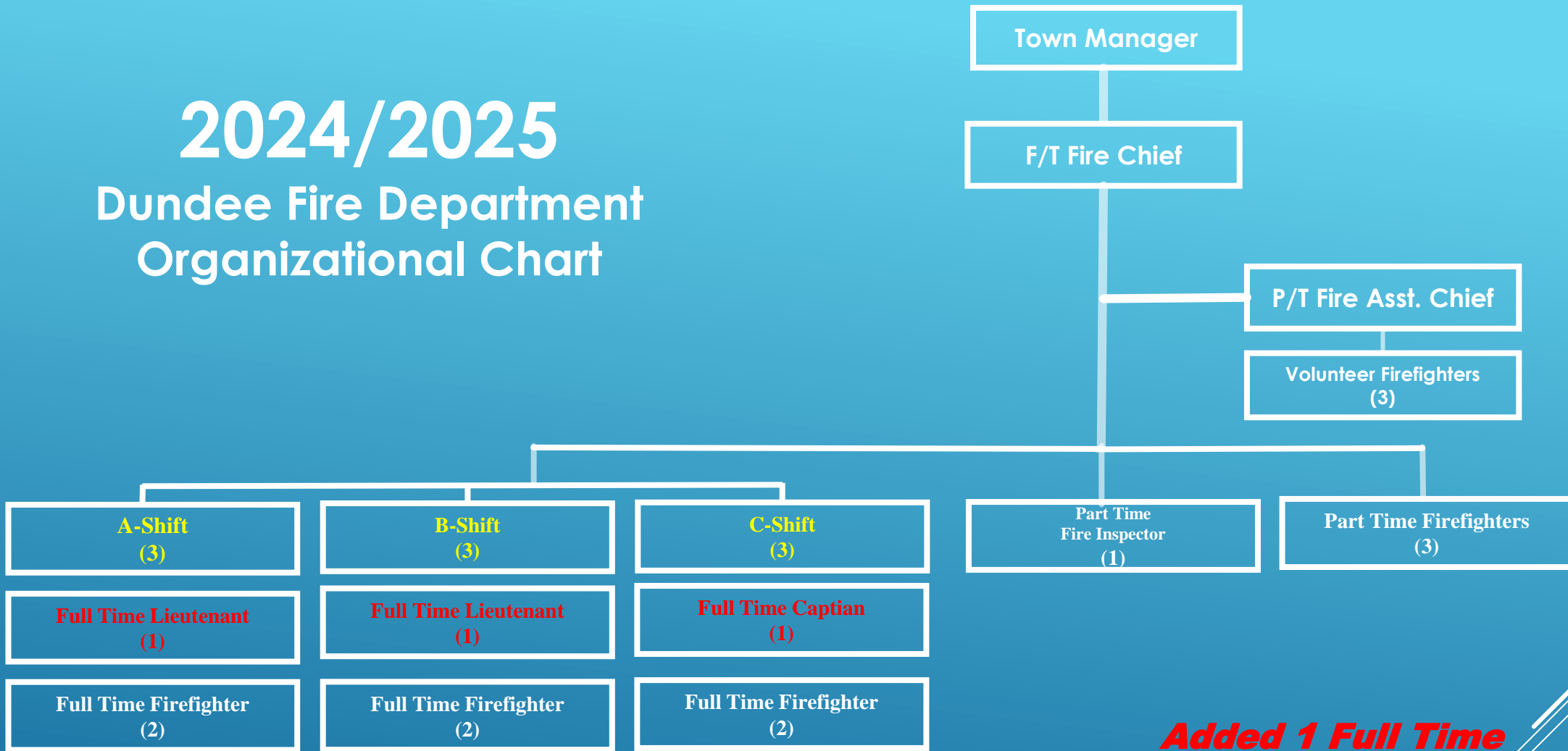
The Dundee Fire Department was established in 1921 for the purpose of extinguishing fires and preventing conflagrations of the structures within the town. Unlike today's firefighters, they operated with little to no training and consisted of residents and business owners. Dundee's first fire engine was nothing like the apparatus in the current departments fleet. It consisted of a wooden ladder, and cloth fire hose.

In 2019 the department hired it's first three fulltime firefighters. This ensured that a firefighter is on duty 24 hours a day and 7 days a week to serve the community.





# 2024/2025 Dundee Fire Department Organizational Chart

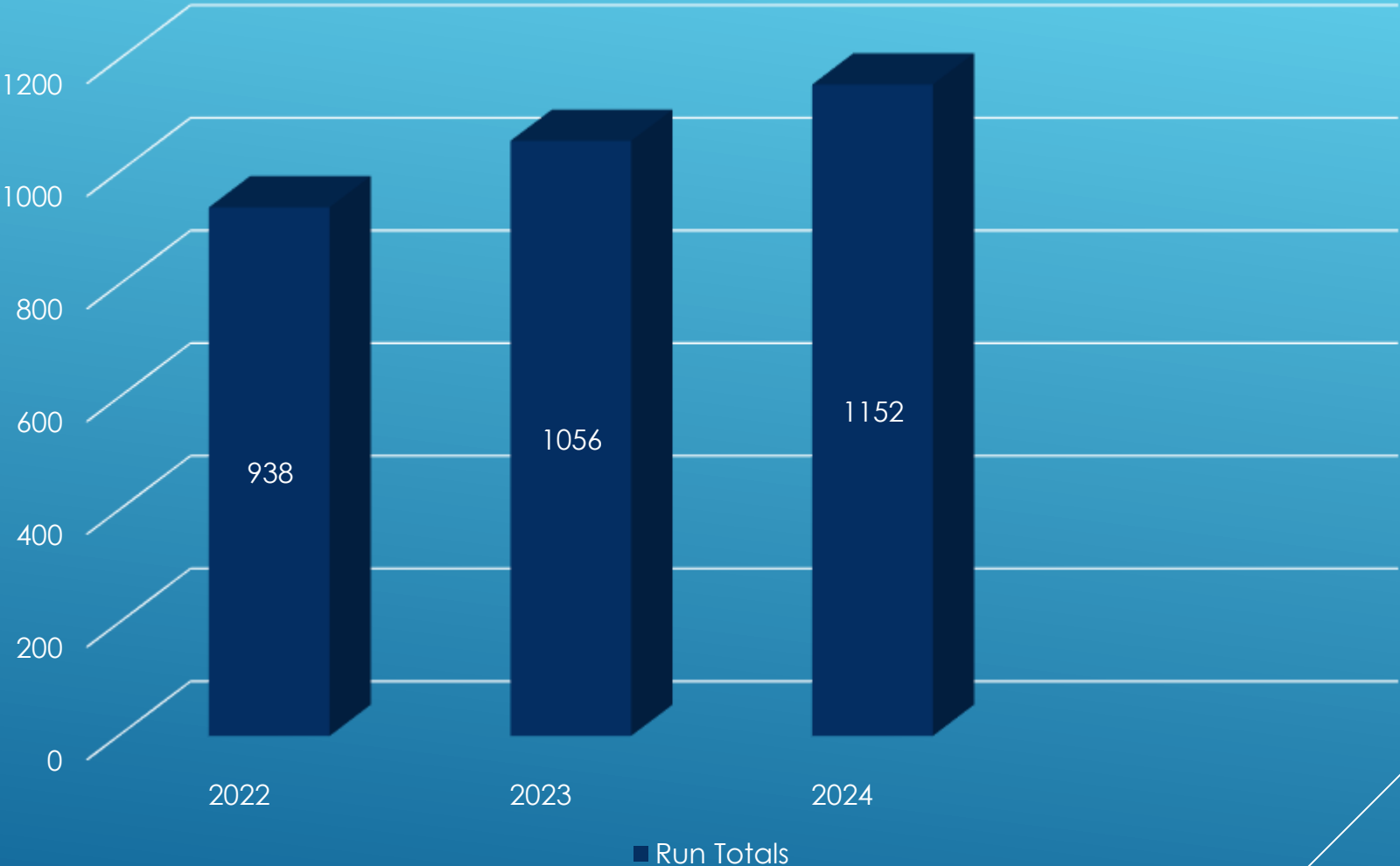


**Added 1 Full Time  
Company Officers per Shift  
3 Company Officers Total**

# 2024 Fire Department Run Totals

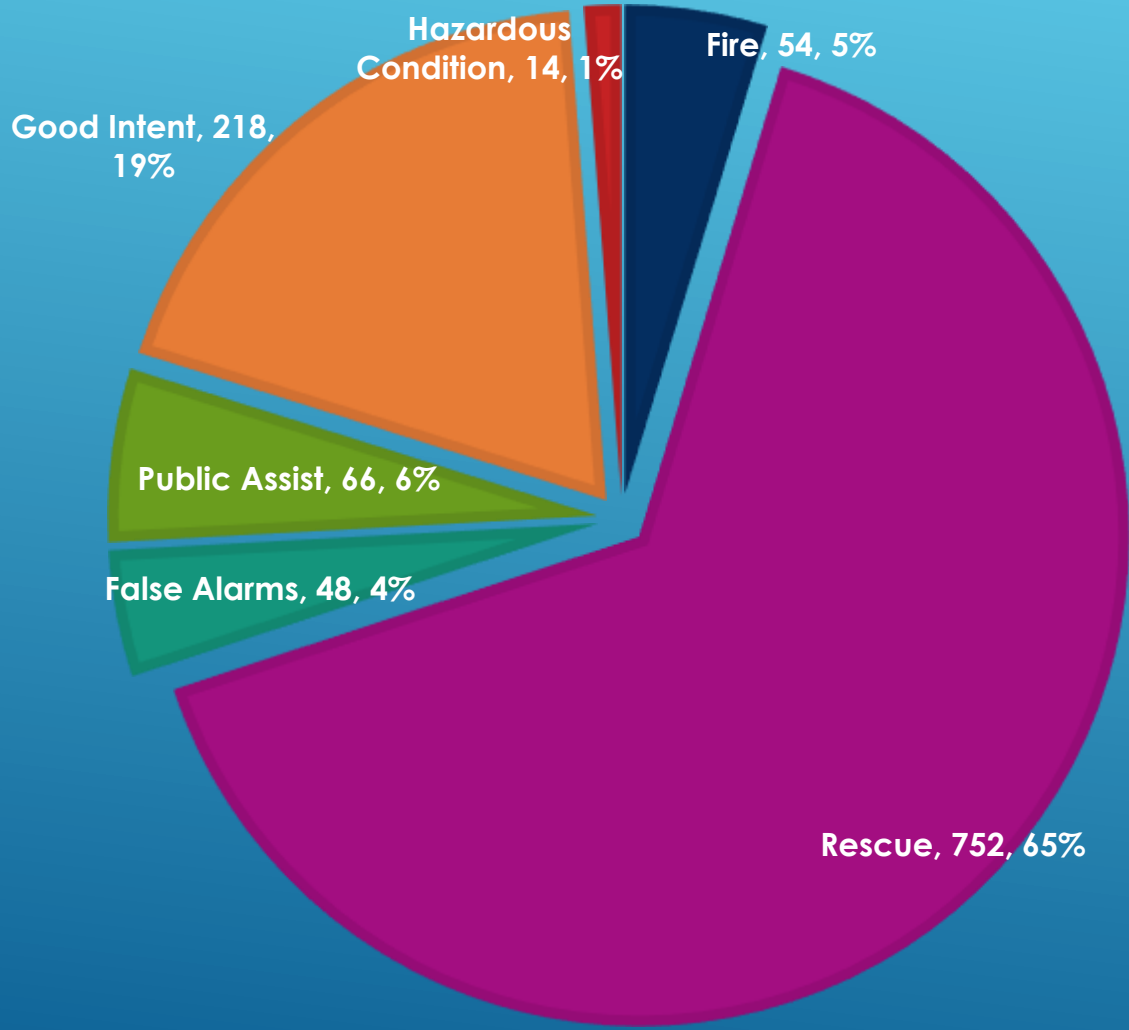


# Run Totals



# INCIDENT BREAK DOWN

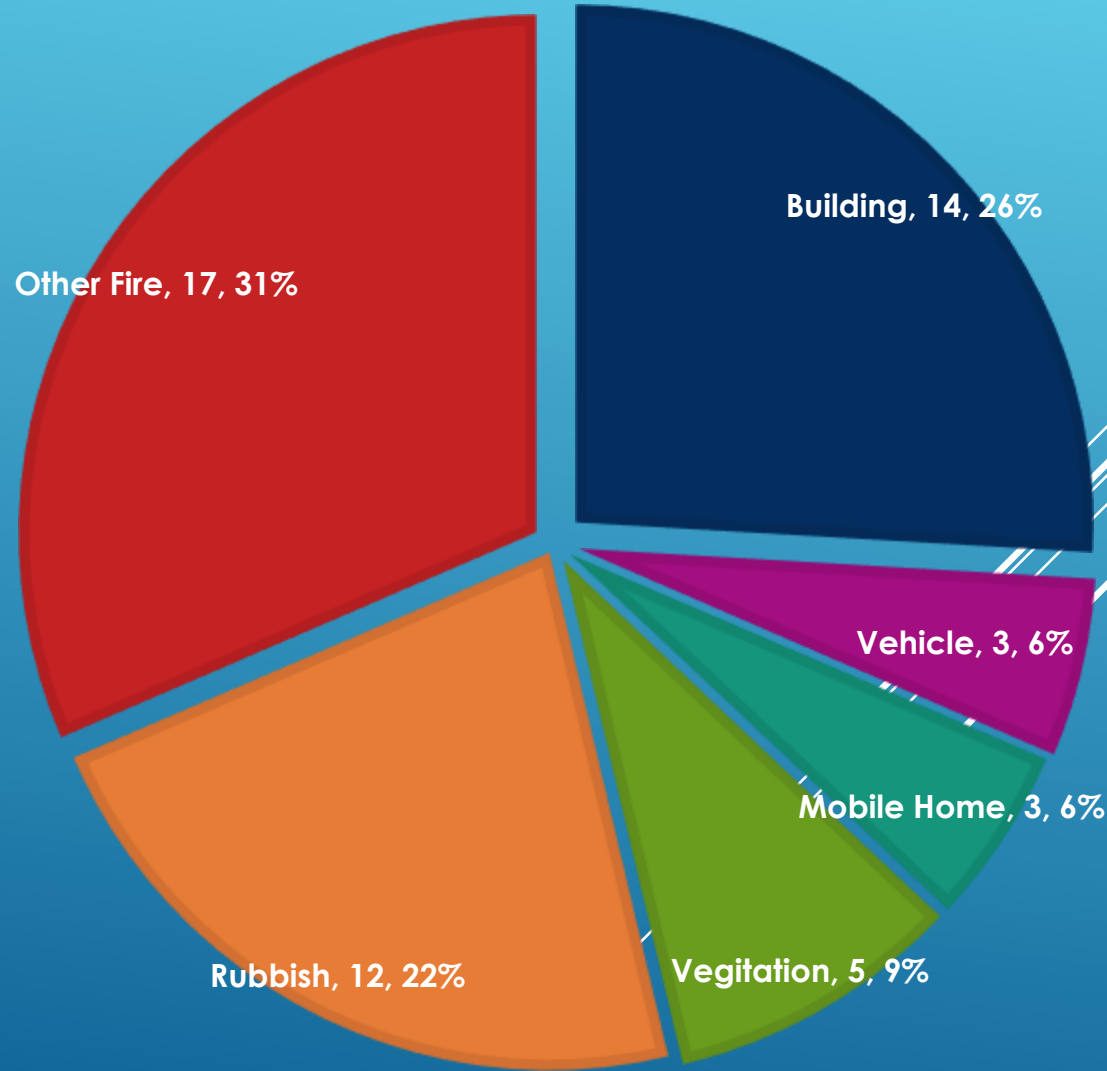
■ Fire ■ Rescue ■ False Alarms ■ Public Assist ■ Good Intent ■ Hazardous Condition



**Total 1152**

# FIRES

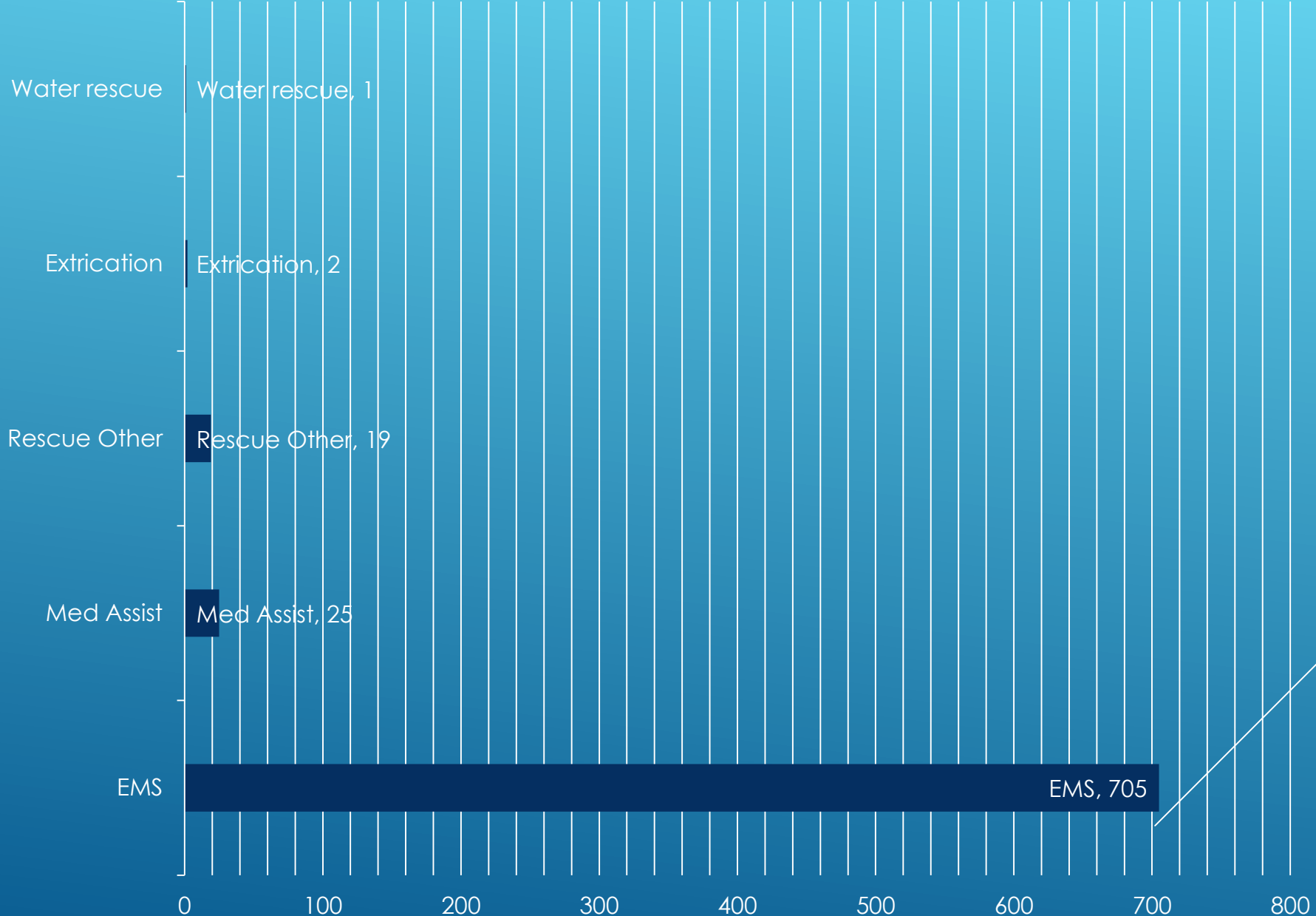
■ Building ■ Vehicle ■ Mobile Home ■ Vegetation ■ Rubbish ■ Other Fire ■



Fire Fatality: 1  
Fire Injury: 1

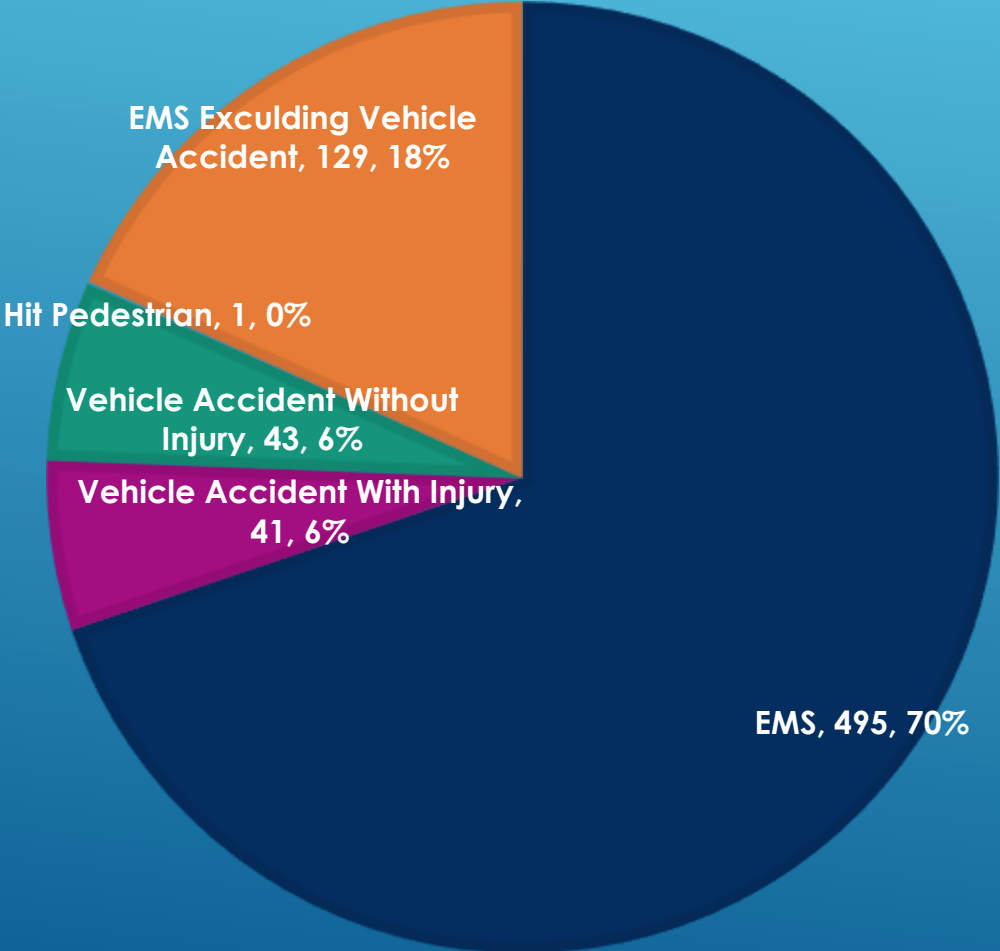
# Rescue

Item 7.



# EMS

■ EMS   ■ Vehicle Accident With Injury   ■ Vehicle Accident Without Injury   ■ Hit Pedestrian   ■ EMS Exculding Vehicle Accident







# TRAINING



“Don’t train til you get it right, train until you don’t get it wrong”





DUNDEE FIREFIGHTERS RECEIVED AN AVERAGE OF 156 HOURS OF VARIOUS TRAINING IN 2024 INCLUDING LIVE FIRE TRAINING.



# ISO RATING

An ISO rating, which stands for "Insurance Services Office" rating, is a score given to a community by the Insurance Services Office, evaluating the quality of its fire protection services on a scale from 1 to 10, with a lower number indicating a better fire protection capability and therefore usually resulting in lower fire insurance premiums for residents in that area; essentially, it measures how well prepared a community is to respond to fires.

Key points about ISO ratings:

•**Purpose:**

To provide a standardized way for insurance companies to assess the fire risk in different communities and set appropriate premiums based on that risk.

•**Factors considered:**

Factors like the quality of the local fire department, staffing levels, training, response times, water supply availability, and emergency communication systems are evaluated when determining an ISO rating.

•**Rating scale:**

A rating of 1 is considered the best possible, while a rating of 10 indicates a community with inadequate fire protection capabilities.

# DUNDEE ISO RATING

## ISO Classifications

| Class | Points       |
|-------|--------------|
| 1     | 90.0 or More |
| 2     | 80.0 - 89.99 |
| 3     | 70.0 - 79.99 |
| 4     | 60.0 - 69.99 |
| 5     | 50.0 - 59.99 |
| 6     | 40.0 - 49.99 |
| 7     | 30.0 - 39.99 |
| 8     | 20.0 - 29.99 |
| 9     | 10.0 - 19.99 |
| 10    | 0.00 - 9.99  |

ISO Class 3  
Points : 76.27  
Top 17% in the country



# ACCOMPLISHMENTS





# PURCHASE NEW MINI PUMPER



# PAINT EXTERIOR OF FIRE STATION





# COMPLETE FIRE INSPECTIONS ON 100% OF COMMERCIAL BUILDINGS



# COMPLETE NFPA REQUIRED PUMP TEST ON ALL TRUCKS WITH 100% PASS RATE

# INCREASED STAFFING TO 3 FIREFIGHTERS PER SHIFT







# PROMOTE 2 ENGINE COMPANY LIEUTENANTS





# AWARDED DOF GRANT TO PURCHASE SKID UNIT FOR BRUSH TRUCK





# COMPLETE REMODEL OF FIRE STATION



# **FUTURE GOALS**

- ▶ ***Continue to increase staffing***
- ▶ ***Plan, design, and build Fire Station 2 in Southeast Dundee***
- ▶ ***Purchase new Quint style fire truck to replace 2 current trucks***
- ▶ ***Provide Advanced Life Support Services to the residents of Dundee***
- ▶ ***Purchase second set of turn out gear for each firefighter for cancer prevention***
- ▶ ***Purchase Lucas chest compression devices***
- ▶ ***Improve ISO Rating to a Class 2***

# QUESTIONS?





# TOWN COMMISSION MEETING

January 28, 2025, at 6:30 PM

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|                              |  |
|------------------------------|--|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION & ACTION, STRATEGIC EXIT PLAN   |
| <b>SUBJECT:</b>              | The Town Commission to review the Strategic Exit Plan  |
| <b>STAFF ANALYSIS:</b>       | The Town manager has executed a strategic plan to assist staff in the transition of management while maintaining the accountability of each department. The plan highlights the ongoing expectations of each division and its execution. |
| <b>FISCAL IMPACT:</b>        | None at this time  |
| <b>STAFF RECOMMENDATION:</b> | At the will of the Town Commission.  |
| <b>ATTACHMENTS:</b>          | None   |



# TOWN COMMISSION MEETING

January 28, 2025, at 6:30 PM

---

|                              |  |
|------------------------------|--|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION, DUNDEE CENTENNIAL YEAR IN REVIEW   |
| <b>SUBJECT:</b>              | The Town Commission will hear a review of Dundee’s Centennial year   |
| <b>STAFF ANALYSIS:</b>       | The Town of Dundee celebrated 100 years in 2024 and will hear a review of the highlights from our Centennial year. |
| <b>FISCAL IMPACT:</b>        | None   |
| <b>STAFF RECOMMENDATION:</b> | None   |
| <b>ATTACHMENTS:</b>          | None   |