



SPECIAL TOWN COUNCIL MEETING AGENDA

July 01, 2026 at 5:30 PM

Council Chambers – 340 Ocean Drive and YouTube

NOTICE: If any person decides to appeal any decision of the Town Council at this meeting, he or she will need a record of the proceedings and for that purpose, he or she may need to ensure that a verbatim record of the proceedings is made, such record includes the testimony and evidence upon which the appeal is to be based. The Town does not prepare or provide such record. ***Persons with disabilities requiring accommodations in order to participate in the meeting should contact Caitlin E. Copeland-Rodriguez, Town Clerk, at least 48 hours in advance to request such accommodations.***

The meeting will be broadcast live on The Town of Juno Beach YouTube page and can be viewed any time at: <https://www.youtube.com/@townofjuno-beach477/streams>

HOW CITIZENS MAY BE HEARD: Members of the public wishing to comment publicly on any matter, including items on the agenda may do so by: Submitting their comments through the Public Comments Webform at: <https://www.juno-beach.fl.us/1371/Public-Comments> (*all comments must be submitted by Noon on day of Meeting*). Please be advised that all email addresses and submitted comments are public record pursuant to Chapter 119, Florida Statutes (Florida Public Records Law). Make their comment in-person; or participate from a remote location using Zoom – please contact the Town Clerk at ccopeland@juno-beach.fl.us by Noon on the day of the meeting to receive the Meeting ID and Access Code. (*Please note that all members participating via Zoom must login at least 15 minutes prior to the meeting and will be muted upon entry until Public Comments is called*).

****Please note that the Zoom meeting will lock for public comments at 5:30pm and no other entries will be permitted.***

All matters listed under Consent Agenda, are considered to be routine by the Town Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

CALL TO ORDER

PLEDGE ALLEGIANCE TO THE FLAG

COMMENTS FROM THE PUBLIC

All Non-Agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to complete a comment card with their name and address prior to the start of the meeting as well as state their name and address for the record when called upon to speak (prior to addressing the Town Council). Town Council will not discuss these items at this time.

COUNCIL ACTION/DISCUSSION ITEMS

- [1.](#) Discuss Logistics of an Ad Hoc Town Manager Screening Committee and Timeline for the Recruitment Process for Position of Town Manager

COMMENTS FROM THE COUNCIL

ADJOURNMENT



Meeting Name: Special Town Council Meeting

Meeting Date: July 1, 2026

Prepared By: C. Copeland-Rodriguez, MMC, Town Clerk & Emily Alves, CPA Finance/HR Director

Item Title: Discuss Logistics of an Ad Hoc Town Manager Screening Committee and Timeline for the Recruitment Process for Position of Town Manager

DISCUSSION:

At the June 24 Town Council Meeting, the Town Council directed staff to continue the recruitment process for the position of Town Manager. In preparation for this discussion, Council members provided the Town Clerk with a list of qualities and characteristics for the Town's next Town Manager. Staff has compiled the responses received for Council's consideration. Staff also solicited applications for residents interested in serving on the Ad Hoc Town Manager Screen Committee.

Staff has readvertised the position and the Town Council is requested to discuss and provide direction regarding the next steps in the recruitment process, including:

- 1) Review the list of qualities and characteristics to provide guidance for the Ad Hoc Town Manager Screening Committee;
- 2) Formally establish the Ad Hoc Town Manager Screening Committee and select members to serve on the Committee; and
- 3) Review the proposed recruitment timeline.

RECOMMENDATION:

Direct staff on how to proceed regarding the Town Manager recruitment process.

Attachment(s):

- 1) Compiled List of Qualities and Characteristics from Town Council;
- 2) Process to create the Ad Hoc Town Manager Screening Committee; and
- 3) Staff's Proposed recruitment timeline.

COUNCIL-IDENTIFIED QUALITIES AND CHARACTERISTICS

The following is a randomized list of qualities and characteristics that were submitted by individual Council Members for consideration during the Town Council's discussion regarding the recruitment of the Town's next Town Manager.

1. Is proactive and decisive
2. Experience with Municipal government
3. Community engagement
4. Financial acumen / fiscally conservative
5. Experienced in evaluating and updating municipal codes that reinforce town priorities
6. Transparent and accessible
7. Environmental Preservation
8. Effectively manages time and delegates efficiently
9. Long-term strategic planning experience
10. Strong Leadership and vision
11. Uses latest technologies for administrative tasks, data management, and communication
12. Acknowledge accomplishments
13. Relationship-Building and negotiation skills
14. Able to communicate complex information clearly and effectively
15. Commitment to community improvement
16. Ability to resist aligning with one Councilmember or political faction
17. Personable, confident, optimistic
18. Writing abilities
19. IT- tech experience. AI for efficiencies
20. Respond thoughtfully to employee concerns
21. Florida experience in government in a coastal community
22. Problem-solving and adaptability
23. Encourage work-life balance where operationally feasible
24. Ethical integrity and fairness
25. Experienced in project management skills & ability to prioritize action items to meet strategic initiatives within budget
26. Highly ethical and professional
27. Organizational and planning skills
28. Experience working with elected officials to develop strategic plans
29. Communicate respectfully
30. Is committed to transparency, accountability, and ethical standards
31. Ability to Preserve what is unique about Town
32. Effectively analyzes issues and develops solutions that align with town goals and priorities.
33. Financial Acumen
34. Florida experience in government
35. Longevity in current positions
36. Independent thinker, not overly influenced by Council members, Town Attorney, or Staff.
37. Is empathetic and fair
38. Builds relationships, negotiates effectively, and handles conflicts diplomatically
39. Skilled at building consensus among Council members and residents.
40. Experience with master plan
41. Encourage innovation and adoption of new technology and practices to increase efficiency

42. Lead with integrity
43. Fosters community involvement and conducts effective public meetings
44. Personal and professional integrity
45. Deep understanding of local government
46. Focus on Slow Growth with any Development to enhance quality of life for those who already live in Town
47. Technology proficiency
48. Ability to manage public safety – traffic concerns
49. Provide timely responses, updates, and reports to Council
50. Management skills for continuous quality improvement
51. Effective budgeting, financial planning, and grant management skills
52. Some experience or knowledge of Florida Municipal Law and practices: Sunshine Law, Ethics, Zoning, new legislation, to name a few
53. Keep employees informed about Council decisions and organizational priorities.
54. Make personnel decisions based on merit and fairness
55. Is committed to continuous improvement and development of self and staff
56. Experience with elected officials to develop strategic plans
57. Politically neutral
58. Foster collaboration between departments
59. Financially conservative and operationally efficient
60. Long-term commitment, rather than using the position as a steppingstone
61. An outstanding listener
62. Treat every council member equally
63. Encourage professional certifications, continuing education, and leadership development
64. Communication skills
65. Provides communication and invites feedback during policy transition
66. Prepares employees for organizational changes through timely and open communication
67. Ability to build Council consensus and avoid appearance of favoritism of individual Councilmembers and individual Council member agendas
68. Experienced in Florida coastal municipal management
69. Understands local and state government operations, zoning laws, land use regulations, personnel policies, and municipal procedures
70. Committed to preserving Juno Beach's small-town character while managing thoughtful redevelopment

Attachment #2**PROCESS TO CREATE AN AD HOC TOWN MANAGER SCREENING COMMITTEE**

Make a motion to establish the Ad Hoc Town Manager Screening Committee for the sole purpose of reviewing the applications received for the Town Manager position and recommending candidates to the Town Council for consideration.

The committee shall:

1. Consist of five members appointed by the Town Council.
2. Serve in an advisory capacity only and have no authority to select, negotiate with, or hire the Town Manager.
3. Review all applications submitted for the position, evaluate candidates using the list of qualities, characteristics, and criteria established by the Town Council, and recommend up to five finalists to the Town Council for interview.
4. Conduct all meetings in accordance with applicable Florida law, including the Florida Government in the Sunshine Law, with all meetings publicly noticed, open to the public, and minutes maintained.
5. Dissolve automatically upon submission of its recommendations to the Town Council unless otherwise directed by the Town Council.

Direct the Town Clerk to provide administrative support to the committee and to coordinate meeting notices, agendas, minutes, and applicant materials as appropriate.

SELECTION PROCESS FOR AD HOC TOWN MANAGER SCREENING COMMITTEE MEMBERS

Councilmembers should consider nominating or appointing individuals who submitted applications by the established deadline to serve on the Ad Hoc Town Manager Screening Committee.

STAFF'S PROPOSED RECRUITMENT TIMELINE

Staff has developed the following proposed timeline for Council's consideration to facilitate the recruitment process for the Town Manager Position:

Additional Advertisement Period: June 26, 2026 – July 10, 2026

Request Applications for Ad Hoc Committee: June 26, 2026- July 1, 2026 at 12pm

Establishment of Ad Hoc Committee: At July 1, 2026, Town Council Meeting, establish and select members for the Ad Hoc Committee

Town Manager Application Deadline: July 13, 2026 at 5PM

Committee Review of Applications: July 14, 2026 – July 28, 2026

Ad Hoc Committee Meeting: July 29, 2026 10AM

Ad Hoc Committee Recommendation to Council: July 29, 2026 5:30PM (Special Meeting)

Council's Individual Interviews with Candidates: August 6, 2026 (9AM-4PM)

Public Reception: August 6, 2026 (6PM-8PM)

Public Interviews: August 7, 2026 (10AM-12PM or 1PM-3PM)

Final Selection: August 10, 2026 Town Council Meeting (5:30PM) (Special Meeting)