

Lake Park Town Commission, Florida

Regular Commission Meeting Agenda



Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Wednesday June 04, 2025

Immediately Following the Community Redevelopment Agency Meeting

Roger Michaud

Michael Hensley

John Linden

Michael O'Rourke

Judith Thomas

Richard J. Reade

Thomas J. Baird

Vivian Mendez, MMC

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Mayor

Vice Mayor

Commissioner

Commissioner

Commissioner

Town Manager

Town Attorney

Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contract the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

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CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

SPECIAL PRESENTATION/REPORT:

1. Proclamation - National Gun Violence Awareness Day - June 6, 2025.
2. Proclamation - National Marina Day - Lake Park Harbor Marina - June 15, 2025.

PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

CONSENT AGENDA:

All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda. Any person wishing to speak on an agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

3. Regular Commission Meeting Minutes - May 21, 2025
4. Resolution 31-06-25 - Local Cybersecurity Grant Program Grant Agreement - Florida Department of Management Services (FDMS) - \$10,000.

PUBLIC HEARING(S) - ORDINANCE ON FIRST READING: NONE

PUBLIC HEARING(S) - ORDINANCE ON SECOND READING: NONE

NEW BUSINESS:

5. Amendment – FY 2025 Town of Lake Park Pay Grades - Various Positions

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

REQUEST FOR FUTURE AGENDA ITEMS:

ADJOURNMENT:

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on June 18, 2025.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 4, 2025

Originating Department: Clerk

Agenda Title: Proclamation - National Gun Violence Awareness Day - June 6, 2025

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** N/A

Account Number: N/A **Finance Signature:** N/A

Advertised:

Date: N/A **Newspaper:** N/A

Attachments: Proclamation

Please initial one:

LW

Yes I have notified everyone
Not applicable in this case

Summary Explanation/Background:

During the May 21, 2025 Regular Commission Meeting, the Town Commission provided direction to approve the reading of a proclamation declaring June 6, 2025 as “National Gun Violence Awareness Day” during the Commission’s Regular Meeting on June 4, 2025.

The Town has received a request from the organization “Moms Demand Action for Gun Sense in America” in an effort to honor and remember all victims and survivors of gun violence.

Every day, 125 people in the United States are killed by gun violence and more than 260 are shot and wounded, with an average of more than 19,000 gun homicides every year.

People in the United States are 26 times more likely to die by gun homicide than people in other high-income countries.

Florida has 3,108 gun deaths every year, with a rate of 13.7 deaths per 100,000 people, a crisis that costs the state \$40.3 billion each year, of which \$87.5 million is paid by taxpayers. Florida has the 33rd highest rate of gun deaths in the US.

On June 6th, there will be community events throughout the country that will bring people together honor the victims and survivors of gun violence. It is even more important than ever, that we as a country do more to reduce gun violence and raise awareness within our community.

Unfortunately, a representative from Moms Demand Action for Gun Sense in America will not be available to accept the proclamation in person. However, the Palm Beach County Sheriff's Office is expected to attend the Town Commission Meeting to accept the proclamation.

Recommended Motion:

I move to proclaim June 6, 2025 as National Gun Violence Awareness Day.

**2025 TOWN OF LAKE PARK PROCLAMATION
DECLARING THE FIRST FRIDAY IN JUNE TO BE
NATIONAL GUN VIOLENCE AWARENESS DAY**

WHEREAS, every day, 125 people in the United States are killed by gun violence and more than 260 are shot and wounded, with an average of more than 19,000 gun homicides every year; and

WHEREAS, people in the United States are 26 times more likely to die by gun homicide than people in other high-income countries; and

WHEREAS, Florida has 3,108 gun deaths every year, with a rate of 13.7 deaths per 100,000 people, a crisis that costs the state \$40.3 billion each year, of which \$87.5 million is paid by taxpayers. Florida has the 33rd highest rate of gun deaths in the US; and

WHEREAS, gun homicides and assaults are concentrated in cities, with more than half of all gun homicides in the nation occurring in 42 cities; and

WHEREAS, cities across the nation, including in the Town of Lake Park, are working to end the senseless violence with evidence-based solutions; and

WHEREAS, protecting public safety in the communities they serve is mayors' highest responsibility; and

WHEREAS, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from those who are a danger to themselves or others; and

WHEREAS, mayors, commissioners, and law enforcement officers — in partnership with local violence intervention activists and resources — know their communities best, are the most familiar with local criminal activity and how to address it, and are best positioned to understand how to keep their citizens safe; and

WHEREAS, gun violence prevention is more important than ever as we see gun violence continue to impact communities across the country;

WHEREAS, in January 2013, Hadiya Pendleton was tragically shot and killed at age 15; and on June 6, 2025 to recognize the 28th birthday of Hadiya Pendleton (born: June 2, 1997), people across the United States will recognize National Gun Violence Awareness Day and wear orange in tribute to —

- (1) Hadiya Pendleton and other victims of gun violence; and
- (2) the loved ones of those victims; and

WHEREAS, the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods, and orange is a color that symbolizes the value of human life; and

WHEREAS, anyone can join this campaign by pledging to wear orange on June 6th, the first Friday in June 2025, to help raise awareness about gun violence; and

WHEREAS, by wearing orange on June 6, 2025 people across the United States will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

WHEREAS, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the hands of people who should not have access to them and encourage responsible gun ownership to help keep our families and communities safe.

NOW, THEREFORE BE IT RESOLVED, that Mayor of the Town of Lake Park declares the first Friday in June, June 6, 2025, to be National Gun Violence Awareness Day. I encourage all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 4th day of June, 2025.

BY:

Mayor Roger Michaud

ATTEST:

Vivian Mendez, Town Clerk



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 4th, 2025

Originating Department: Marina

Agenda Title: Proclamation - National Marina Day - Lake Park Harbor Marina - June 15, 2025

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** N/A

Account Number: N/A **Finance Signature:** N/A

Advertised:

Date: N/A **Newspaper:** N/A

Attachments: Proclamation

Please initial one:

JT Yes I have notified everyone

Not applicable in this case

Summary Explanation/Background:

Following the May 21, 2025, the Town's Marina Director requested that the Commission consider issuing a Proclamation in honor of National Marina Day, which is planned to be celebrated on Sunday, June 15, 2025. Due to the date of the Town Commission's next meeting (June 4, 2025) to request this proclamation and then issue the proclamation at the following meeting (June 18, 2025), the Commission is requested to include this proclamation on the June 4, 2025 Regular Meeting to ensure that it is issued prior to the actual day of recognition to our Lake Park Harbor Marina.

Every day, the Town of Lake Park Harbor Marina staff delivers exceptional service to the residents and businesses that call our community home. Through its variety of services, the Marina implements cost-effective, innovative, and strategic solutions to maintain a clean, safe, and high-quality, environmentally Marina for residents and guests of the Town of Lake Park.

Representatives from the Lake Park Harbor Marina are expected to be in attendance at the Town Commission Meeting to accept the proclamation.

Recommended Motion:

I move to proclaim June 15, 2025 as National Marina Day within our Lake Park Harbor Marina.

**Proclamation
Recognizing the Lake Park Harbor Marina on
National Marina Day**

WHEREAS, marinas are gateways to boating, fishing, and water recreation, providing access to the beauty and resources of our nation's waterways; and

WHEREAS, National Marina Day is a celebration of the role marinas play in communities across the country by providing safe, sustainable, and enjoyable access to local waters; and

WHEREAS, the Lake Park Harbor Marina serves as a vital asset to the community, offering exceptional facilities, outstanding service, and a welcoming environment to residents, visitors, and boating enthusiasts; and

WHEREAS, the Lake Park Harbor Marina contributes to the economic vitality of the region through tourism, business opportunities, and environmental stewardship; and

WHEREAS, the staff and management of the Lake Park Harbor Marina are dedicated to maintaining high standards in safety, customer service, and environmental responsibility; and

WHEREAS, National Marina Day provides an opportunity to honor the contributions of marinas nationwide and to recognize the Lake Park Harbor Marina for its exemplary service and community impact;

NOW, THEREFORE, I, Roger Michaud, Mayor, on behalf of the Town of Lake Park, do hereby proclaim:

June 15th, as NATIONAL MARINA DAY

in the Town of Lake Park, and urge all citizens to join in recognizing the Lake Park Harbor Marina for its outstanding service, its role in enhancing the quality of life in our community, and its commitment to preserving and promoting access to our treasured waterways.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Lake Park to be affixed this 4th day of June, 2025.

BY:

Mayor Roger Michaud

ATTEST:

Vivian Mendez, Town Clerk



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 4, 2025

Originating Department: Clerk

Agenda Title: Regular Commission Meeting Minutes - May 21, 2025

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: NA **Newspaper:** _____

Attachments: Minutes, Exhibits A-D, Comment Cards

Please initial one:

_____ Yes I have notified everyone

LW Not applicable in this case

Recommended Motion:

I move to approve the Regular Commission Meeting Minutes from May 21, 2025.



Florida Power & Light Town of Lake Park Presentation

Ilan Kaufer, Robert Weese, Gladys Reyes
Florida Power & Light Company

As America's largest electric utility, Florida Power & Light Company serves more customers and sells more power than any other utility

Item 3.

43 counties served

35,550 square miles

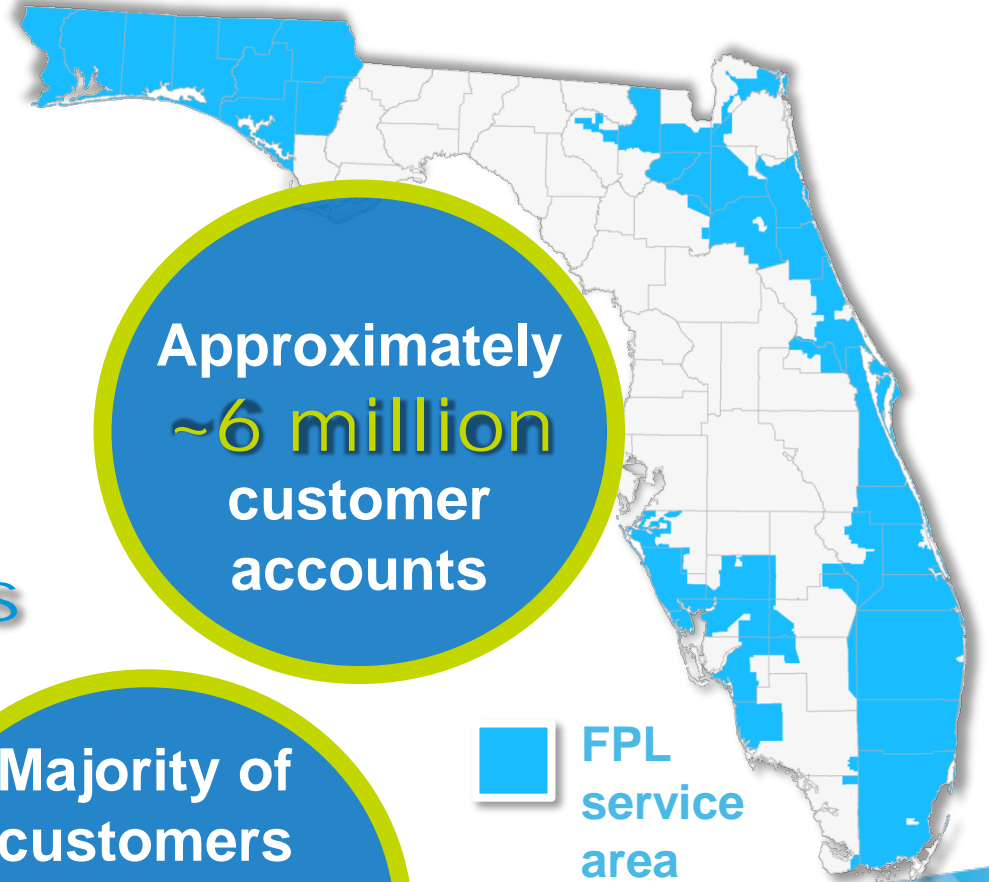
81,823 miles of distribution lines

9,537 miles of transmission lines

1.4 million poles

1.15 million transformers

921 substations



Approximately
~6 million
customer
accounts

Majority of
customers
live within
20 miles
of the coast

FPL has made significant investments to build a stronger, more resilient energy system

Item 3.

82%+
main power lines
hardened or
underground

96%
transmission
structures
steel or
concrete

**Clearing
vegetation**
from tens of
thousands of
miles of lines
annually

FPL has hardened nearly all main power lines serving critical facilities

FPL has a proven plan and experienced team

Item 3.

**Year-round
preparations
for storms and
other emergencies**

**Annual
storm
drill**

**Mobile
Command
Center**

FPL partners with local leaders to identify critical infrastructure

Item 3.

FPL works with local leaders to designate major hospitals and 911 centers as **critical infrastructure functions** for priority restoration

- ▶ County emergency management identifies further **critical infrastructure functions**
- ▶ Balance **critical functions** and **customer needs**
- ▶ Focus on **restoration priorities** that bring communities back faster



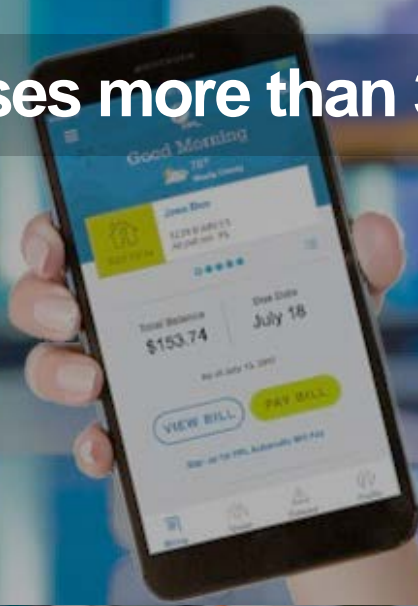
Preparing now – before a hurricane forms or threatens Florida – will make a meaningful difference in how we recover together

Item 3.

FPL urges
customers to
be prepared
and have a
storm plan

For tips on how to prepare for hurricane season, visit [FPL.com/Storm](https://www.fpl.com/storm)

FPL uses more than 30 channels to interact with customers



Florida Power & Light

October 15, 2024

Storms pose unique restoration challenges. Secondary outages and flickering, even after your power has been restored, can be the result from salt spray, storm surge and significant winds that can weaken electrical connections. Rest assured, we are working safely and as quickly as possible to address these conditions and restore your service.

Item 3.



Multi-faceted approach to keep customers informed includes:

- ▶ Outreach
- ▶ Advertising
- ▶ Website and App
- ▶ Automated Calls
- ▶ Customer Care Center
- ▶ Email
- ▶ Social Media
- ▶ Traditional Media

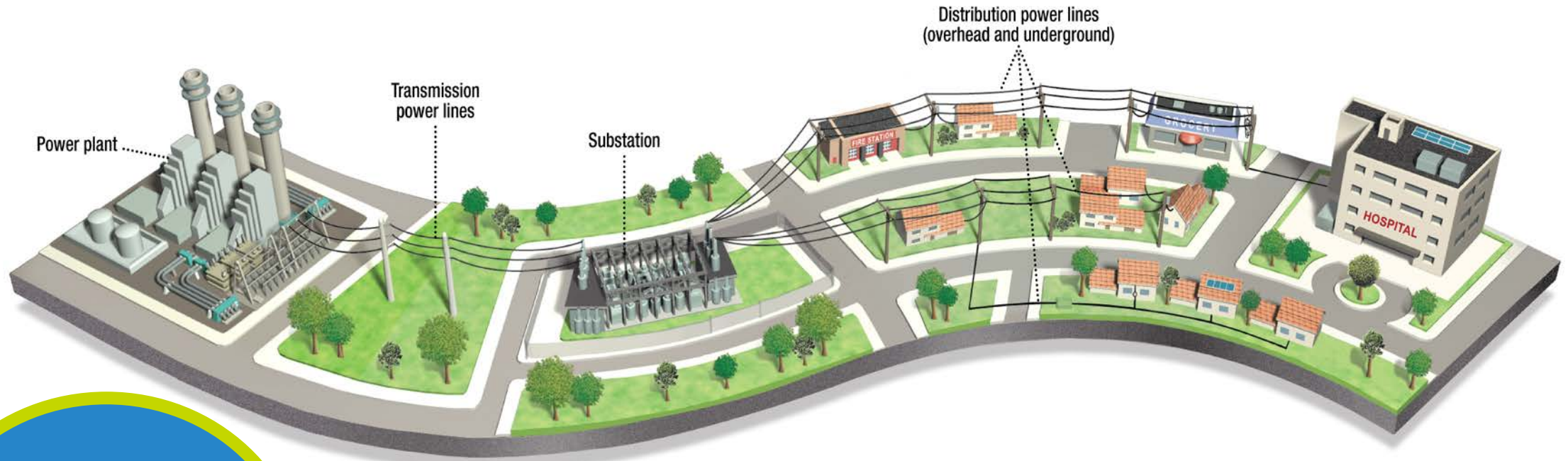


16

36 comments 23 shares

After a storm, FPL restores power safely and quickly with efficient storm recovery process

Item 3.



Safety is always FPL's **top priority**, we urge customers to make it their top priority, too

WEST PALM BEACH, FL
DOT 413426FL

Clean Biodiesel

The circumstances may change; FPL's commitment does not

Item 3.

FPL works
24/7
until
all customers
are restored



Infrastructure Hardening Update

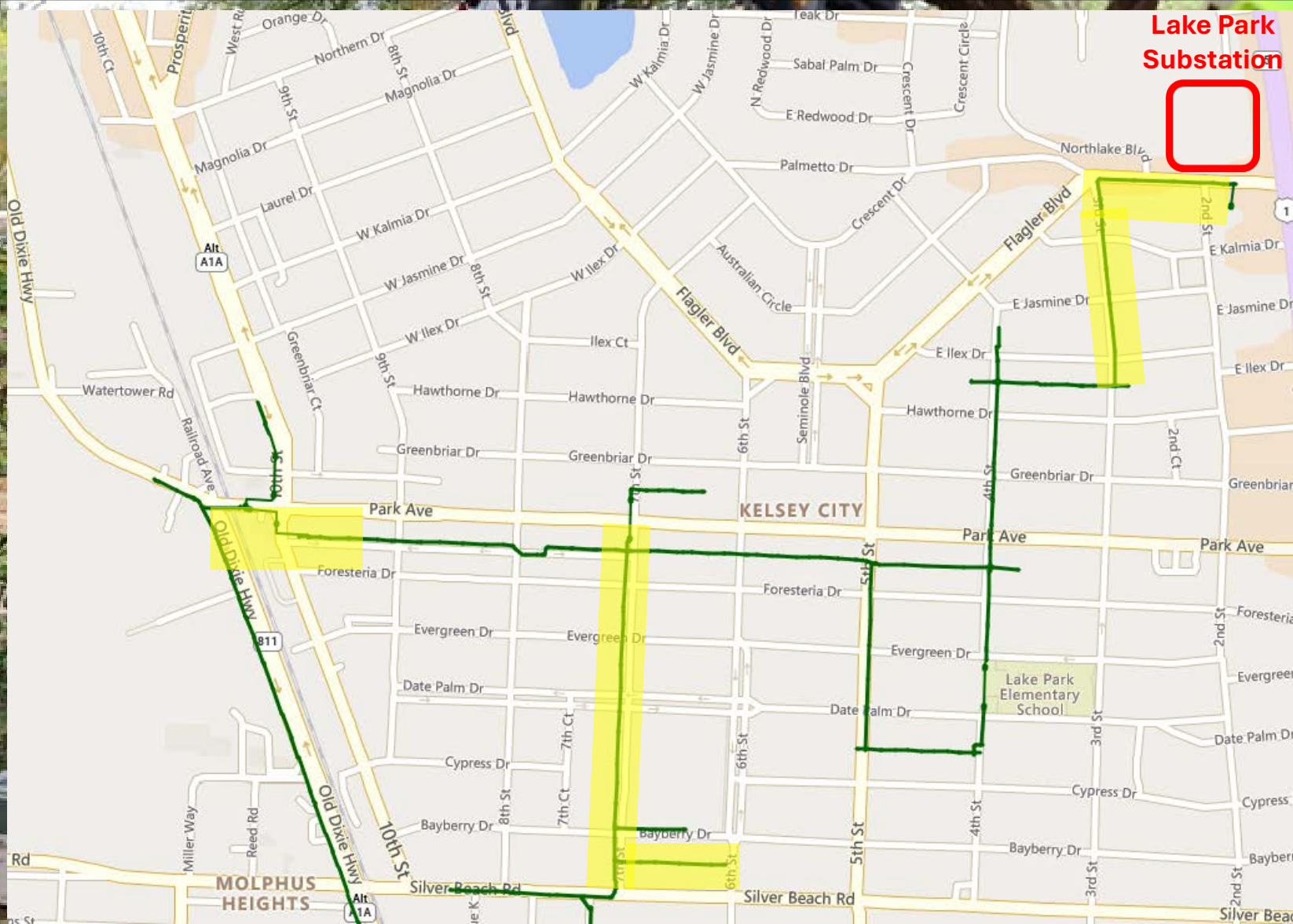
Item 3.

- Summary of FPL's storm hardening project
- Review of projects to date in the Town



Areas currently being hardened in Lake Park

Item 3.



Street Light Project Updates

Item 3.

- Current Projects
 - Summary and Estimated Construction Schedule
 - Process for construction
- Future projects
 - Working with Town staff on additional street lighting





FPL®

Testimony by Michael Steinhauer 435 Greenbriar Drive, Lake Park

Good evening. I begin by expressing my sincere pride when learning about Mayor Roger Michaud, Vice Mayor Michael Henseley, and Commissioner Judith Thomas being honored with the Florida League of Cities 2025 Home Rule Hero Award. How exciting! How deserving! In the past months, I have witnessed how you have addressed local problems with local solutions, especially when you publicly speak of lending a careful ear to the voices of residents. Congratulations to you all and stay the course by keeping up the good work!

Now there's an opportunity to be **our** heroes. As the Kimberley-Horn consultant's report is available (and **must be immediately shared as a public document that resident's paid for**), and Planning and Zoning are serving in their consultative role, you have done your due diligence. I can hardly imagine a scenario where any of these reports will sway you toward supporting high-rise development, against **overwhelming** wishes of tax paying, resident constituents. I respect your intuitive judgement and know we can count on you. You know there are numerous innovative ways to grow our town, then to erect another massive building. To do our part, you can plan on a resident, standing room only turnout on June 2nd, and then again when final votes are cast.

As your award provides witness, we believe that with our new Town Manager, current Mayor, and with most Commissioners, **Lake Park has a renewed sense of partnership for a creative, lasting future—one where the voices of residents are truly heard and honored on this and other issues.** I am anxious to hear of your next steps to proceed with denying the current developer proposal, and for a return to zoning that is reflected in the Comprehensive Plan.

The unified resident movement that has come alive **will not disappear** until the final votes are cast, and we can rejoice in savoring the small-town culture and feel that motivated us to invest here in the first place, to call Lake Park our home.

Thank you for your service, congratulations on your award, and for continuing to listen to your community.

**Town of Lake Park Town Commission****Agenda Request Form**

Meeting Date: May 21, 2025**Originating Department:** Town Clerk**Agenda Title:** Request to Amend Town's Election Process - Commissioner Michael O'Rourke**Agenda Category** (i.e., Consent, New Business, etc.): _____**Approved by Town Manager:** _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____**Account Number:** _____ **Finance Signature:** _____**Advertised:** _____**Date:** N/A **Newspaper:** _____**Attachments:** _____**Please initial one:**_____
Yes I have notified everyone_____
Not applicable in this case**Summary Explanation/Background:**

During the April 2, 2025 Regular Commission Meeting, Commissioner O'Rourke requested that the Commission be presented with information regarding the Town's Mayor and Commissioners voting process that has been utilized by the Town since 2010.

This change in the Town's voting process was a result of a Voting Rights Act lawsuit settlement between the United States Department of Justice (DOJ) and the Town. The resulting settlement discontinued the use of Town's current at-large method of electing the Town Mayor and Commissioners and required the use a "limited voting system" that began with the March 2010 Town elections.

The lawsuit, filed on March 31, 2009, in federal court in Miami, challenged the at-large method of electing the Lake Park Town Commission on the grounds that it dilutes the voting strength of African-American citizens in violation of Section 2 of the Voting Rights Act. At the time, African-Americans comprised over 38 percent of the Town's total citizen voting-age population and black voters were unsuccessful in electing their candidate of choice and no black candidate for the Commission had ever won an election since Lake Park was incorporated in 1923. (see attached)

Town Attorney Baird presented a memorandum to the Town Commission during the May 7, 2025 Regular Commission Meeting, which outlined the background to the DOJ settlement and voting process change, information related to a follow-up study by the DOJ in 2013, an understanding of the voting results provided under this new voting process and options (including conducting a study to determine if this process is still needed) and requirements to amend the voting process within the Town's Charter (which would include a special election).

Note: During the Commission's Regular Meeting on May 7, 2025, the Attorney presented the information within his memo (dated April 15, 2025) that generated significant discussion among the four (4) elected officials in attendance; however, direction on how to proceed regarding the options outlined within the Attorney's memo was not provided. Thus, staff is requesting the Town Commission to provide direction on how the Town Commission would like to proceed regarding the Town's voting process.

The process for changing the Town Charter is as follows:

- **Section 6. - Referendum.**

The Town of Lake Park created by this Charter shall not be deemed incorporated under this act unless and until the question of the acceptance of this Charter shall have been submitted to a vote of the registered voters of the Town of Lake Park as presently constituted. If a majority of the registered voters voting at said election shall vote to accept this Charter, the Town of Lake Park shall be deemed incorporated under the terms of this Charter from the date of canvassing and declaring the result of said election. If a majority of the registered voters at said election shall vote not to accept this Charter, the Town of Lake Park shall not be incorporated under this act but shall remain incorporated under Chapter 9794, Special Laws of Florida, Acts of 1923, and amendments thereto.

The election for the referendum vote on this Charter shall be held within sixty (60) days after this act has been passed by the Legislature of the State of Florida, provided however, that if within ninety (90) days after passage of this act by the Legislature of the State of Florida, a general election of the Town of Lake Park shall be held, then this question shall be submitted to the voters of the Town at said general election.

Recommended Motion:

N/A – Direction is requested by the Town Commission on the potentially amending the Town's voting process.

**Town of Lake Park Town Commission****Agenda Request Form**

Meeting Date: May 21, 2025

Originating Department: Public Works

Agenda Title: Discussion - Proposed Change to Town's Sanitation Schedule - Public Works Department

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Proposed Change to Sanitation Schedule

Please initial one:

_____ Yes, I have notified everyone.

JM Not applicable in this case

Summary Explanation/Background:

Due to a current staffing shortage within the Town's Sanitation Division (operating at approx. 50% capacity), the Public Works Department has identified an opportunity to revise the Town's sanitation collection schedule in an effort to identify and improve operational efficiency while preserving equipment and maintaining essential services.

The proposed schedule, if approved, would organize weekly sanitation services by waste type and equipment usage, limiting service overlap and equipment changeovers. This proposed change would introduce a streamlined structure that is expected to enhance predictability for both crews and residents, improve utilization of the grapple/clam and side-loader equipment and provide built-in recovery flexibility for delayed services.

The Public Works Department is requesting an opportunity to outline the proposed changes and potential improvements to the delivery and customer service for this important service.

If approved, the proposed changes would be included within 90-day pilot program, which will enable the Department to receive input from the community, the Commission and the Town's staff on whether this proposed change improves sanitation collection and improves the quality of life within our community.

RECOMMENDATION:

N/A – Discussion by the Town Commission and provide direction on a proposed new pilot program related to the proposed changes to the Town's sanitation collection schedule.

Proposed Sanitation Schedule Change: Enhancing Operational Efficiency Amid Staffing Constraints

Objective:

This revised sanitation schedule is designed to **maximize operational output** using available equipment and limited staffing, while enhancing **continuity of service** and **minimizing unnecessary mechanical strain** on key assets. The restructuring strategically sequences activities based on equipment type and crew capacity, enabling more predictable and efficient operations under current resource constraints.

Proposed Weekly Sanitation Schedule:

Day	Service Activity	Target Area	Primary Equipment
Monday	Regular Garbage	Town-wide	Side Loader
	Vegetation Collection	North Side	Grapple/Clam
Tuesday	Vegetation Collection	South Side	Grapple/Clam
Wednesday	Bulk Pick-Ups	Town-wide	Grapple/Clam
Thursday	Special Pick-ups	Town-wide	Grapple/Clam
	Regular Garbage	Town - wide	Side Loader
Friday	Recycling Collection	Town-wide	Automated Side Loader (Recycling Vehicle)

Rationale for the New Schedule:

1. Optimized Use of Limited Staff:

- The Town's Sanitation Division is currently operating with only **50% of its required staffing**. This new schedule reduces daily service variety, allowing the available crew to concentrate on a **single debris type per day**.
- By organizing the week by waste type and equipment, the schedule helps prevent fragmentation of duties and limits physical burnout among the small team.

2. Effective Deployment of Specialized Equipment:

- With the addition of a **support member assigned to Grapple/Clam operations**, the schedule consolidates all Grapple/Clam-dependent activities (vegetation and bulk pick-up) into **consecutive days**. This enables smoother transitions and ensures that mechanical resources are used to their full potential.

3. **Built-In Service Continuity:**

- Should a collection be delayed (e.g., vegetation on Tuesday), the **Wednesday bulk pick-up window** provides a logical extension without requiring rerouting or reallocation. This is critical under current manpower limitations where same-day recovery is often not feasible.

4. **Reduced Equipment Cycling and Downtime:**

- Limiting unnecessary switchovers between equipment types on the same day significantly reduces wear on loaders, hydraulic systems, and Grapple/Clam arms. This extends the **life expectancy of capital equipment** and allows for **more predictable maintenance planning**.

5. **Streamlined Communication and Field Execution:**

- A clear and consistent weekly plan improves crew coordination and enables better public communication. Residents will benefit from **predictability**, and the team will operate with improved **clarity and morale**.

Conclusion & Recommendation:

Given the current staffing shortage, this schedule represents a **strategic operational response** that maximizes productivity without increasing strain on personnel or assets. It improves workflow logic, enhances the effectiveness of the Grapple/Clam-support arrangement, and provides **flexibility for service completion** when interruptions occur.

I recommend implementation as a **90-day pilot program**, with **weekly progress tracking** and the opportunity for feedback-based adjustments. The proposal also aligns with broader goals of **fleet preservation**, **workflow standardization**, and **responsible resource use** under constrained conditions.



Town of Lake Park
PUBLIC COMMENT CARD

Item 3.

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Meeting Date

5/21/25

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name:

Michael Steinhauer

Address:

435 Greenbrier

If you are interested in receiving Town information through Email, please provide your E-mail address:

pifestone1992@gmail

I would like to make comments on the following Agenda Item:

Congrats & High Fives

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park
PUBLIC COMMENT CARD

Item 3.

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Meeting Date

5/21/2025

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name:

Pablo Perhacs

Address:

221 E Kahua Dr

If you are interested in receiving Town information through Email, please provide your E-mail address:

pablo.perhacs@gmail.com

I would like to make comments on the following Agenda Item:

Voting

I would like to make comments on the following Non-Agenda Item(s):

Voting

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park
PUBLIC COMMENT CARD

Item 3.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Meeting Date 5-21-25

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name: Mary Taylor

Address: 209 Park Ave

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:

I would like to make comments on the following Non-Agenda Item(s):

Always Thank You

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park
PUBLIC COMMENT CARD

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Meeting Date 5/21/2025

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name: Dorothy Taylor Williams

Address: _____

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:

Item 7

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 4, 2025
Originating Department: Information Technology
Agenda Title: Resolution 31-06-25 - Local Cybersecurity Grant Program Grant Agreement - Florida Department of Management Services (FDMS) - \$10,000

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0 **Funding Source:** _____
Account Number: _____ **Finance Signature:** _____

Advertised:
Date: N/A **Newspaper:** _____

Attachments: 1. Grant Agreement
2. Resolution Number ___-06-25

Please initial one:

_____ Yes, I have notified everyone
 PM _____ Not applicable in this case

Summary Explanation/Background:

On May 12, 2025, the State of Florida's Department of Management Services (FDMS) approved the Town's application for a Local Government Cybersecurity Grant, which would augment the Town's cybersecurity software that we currently utilize. This grant opportunity is expected to save the Town approximately \$10,000 annually. The grant award agreement is being presented to the Town Commission for approval.

The proposed grant agreement would provide grant funding on a reimbursement basis and provides the Town with the opportunity to contract services for some of the Town's current cybersecurity software expenditures.

It is estimated that the Town can save \$10,000 annually utilizing the grant versus purchasing the

software. The proposed grant award also allows the Town to use additional cybersecurity programs that are not currently utilized, which will provide the Town with an extra layer of protection at no additional cost.

The proposed grant agreement was prepared by the Florida Department of Management Services (FDMS) and reviewed by the Chief Information Technology Officer, Grant Writer/Chief Public Information Officer, Finance Director and the Town Attorney.

If approved, the executed grant agreement will be executed by the Town Manager and submitted to FDMS immediately.

Recommended Motion:

I move to approve Resolution 31-06-25 to accept and authorize the Town Manager to execute the Local Cybersecurity Grant Program Grant Agreement with the Florida Department of Management Services (FDMS) in the amount of \$10,000 (reimbursement grant funding).

RESOLUTION 31-06-25**A RESOLUTION AUTHORIZING AND DIRECTING THE TOWN MANAGER TO EXECUTE A GRANT AGREEMENT BETWEEN THE TOWN OF LAKE PARK AND THE STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES FOR THE LOCAL CYBERSECURITY GRANT PROGRAM.**

WHEREAS, the Town of Lake Park, Florida (“Town”) is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town is empowered to enter into contractual arrangements with public agencies, private corporations or other persons; and

WHEREAS, the Town has previously determined there is a need to protect its data, network, and systems from cyber threats; and

WHEREAS, the Town, in pursuit of funding for required software to ensure the safety of its data, network, and systems applied for grant funding through the State of Florida, Department of Managed Services; and,

WHEREAS, on May 12, 2025, the State of Florida, Department of Managed Services notified the Town of an approved grant award for cybersecurity software which will augment the software that the Town currently utilizes, and if awarded would save the Town approximately \$10,000 annually; and

WHEREAS, the Town Manager has recommended that the Town Commission enter into a Grant Agreement with the State of Florida, Department of Managed Services for the Local Government Cybersecurity grant.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein.

Section 2. The Town Manager is hereby authorized and directed to execute a Grant Agreement with the State of Florida, Department of Managed Services, copy of which is attached hereto and incorporated herein.

Section 3. This resolution shall take effect immediately upon its execution.

Ron DeSantis, Florida Governor
Pedro Allende, Secretary
Warren Sponholtz, Florida State Chief Information Officer

**GRANT AGREEMENT
FOR
LOCAL GOVERNMENT CYBERSECURITY GRANT PROGRAM
CONTRACT NO: DMS-24/25-507
CATALOG OF STATE FINANCIAL ASSISTANCE NUMBER: 72.016
BETWEEN
THE STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
AND
TOWN OF LAKE PARK**

This Grant Agreement is made and entered into by and between the Department of Management Services (Department), an agency of the State of Florida (State), and Town of Lake Park (Grantee). The Department and the Grantee are sometimes referred to herein individually as a “Party” or collectively as the “Parties.”

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

WHEREAS, the Department, through the Florida Digital Service (FL[DS]), has the authority, pursuant to Section 200, Fiscal Year 2024-2025 General Appropriations Act (GAA), to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management programs; and

WHEREAS, the Grantee represents that it is fully qualified and eligible to receive the grant identified herein in accordance with the terms and conditions hereinafter set forth.

NOW THEREFORE, the Parties do mutually agree as follows:

A. Deliverables and Performance Requirements:

In accordance with the GAA, the Parties agree that the funds will be utilized as described in Attachment A– Solution Statement of Work. The Grantee shall provide the deliverables specified herein in accordance with the terms and conditions of this Agreement, including its attachments and exhibits.

B. Agreement Period:

The performance period for this Agreement begins upon execution and ends upon the expiration of the applicable cybersecurity technical assistance services or commodities awarded or purchased pursuant to the Agreement, or in accordance with the final implementation plan(s), unless terminated earlier in accordance with the Agreement. No renewals or extensions of this Agreement are permitted.

C. Agreement Documents and Amendments Thereto.

1. Agreement Documents. “Agreement” means this Grant Agreement and all incorporated attachments, exhibits, and schedules, which set forth the entire understanding of the Parties. There are no other provisions, terms, conditions, or obligations. This Agreement supersedes all previous oral or written communications, representations, or agreements on this subject.

All attachments, exhibits, and schedules listed below are incorporated in their entirety into, and will form part of, this Agreement. In the event of a conflict, the following order of precedence shall apply:

- a. This Grant Agreement
- b. Attachment A – Solution Statement of Work
- c. Attachment B – Audit Requirements for Awards of State and Federal Financial Assistance, including its Exhibit 1
- d. Attachment C – Grantee Data Sharing Agreement(s) (“DSA”), if applicable

- e. Final Implementation Plan, if applicable(s)
- 2. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one (1) single agreement between the Parties.
- 3. Survivability. This Agreement and any and all promises, covenants, and representations made herein are binding upon the Parties hereto and any and all respective heirs, assigns, and successors in interest. The respective obligations of the Parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination or expiration of this Agreement.
- 4. Severability. If a court of competent jurisdiction deems any term or condition of this Agreement void or unenforceable, the other provisions are severable to that void provision, and will remain in full force and effect. However, to the fullest extent permitted by law, this Agreement shall be construed as if the scope or duration of such provision had been more narrowly drafted so as not to be invalid or unenforceable.
- 5. Amendments. With the exception of changes to the Primary Contacts, DSA/IT Coordinators, and the provisions of the applicable vendor terms and conditions, this Agreement may only be modified or amended by a written agreement duly executed by the Parties.

D. Notices and Primary Contacts:

- 1. Notices. The Parties shall use the contact information provided in Section D.2., Primary Contacts, below, for all communications and notices under this Agreement. Where the term “written notice” is used to specify a notice requirement herein, said notice will be deemed to have been given (i) when personally delivered; (ii) when transmitted via facsimile (with confirmation of receipt) or email (with confirmation of receipt), provided the sender on the same day sends a confirming copy of such notice by a recognized delivery service (charges prepaid); (iii) the Business Day immediately following the next Business Day on which the notice or communication has been provided prepaid by the sender to a recognized overnight delivery service; or (iv) on the date actually received except where there is a date of the certification of receipt. For purposes of this Agreement, “Business Day” means any day of the week, excluding weekends and holidays, observed by State agencies pursuant to section 110.117(1)(a)-(j), Florida Statutes (F.S.).
- 2. Primary Contacts.
 - a. **Department’s Grant Manager** (see section 215.971, F.S.).

Lacy Perkins, Procurement & Grants Administrator
 Florida Digital Service
 Department of Management Services
 2555 Shumard Oaks Blvd
 Tallahassee, Florida 32399

Telephone: (850) 413-0604
 Email: CybersecurityGrants@digital.fl.gov

2. Grantee's Grant Manager

Paul McGuinness, Chief Information Technology Officer
 Town of Lake Park
 535 Park Ave
 Lake Park, FL 33403
 Telephone: +1 (561) 881-3303
 Email: pmcguinness@lakeparkflorida.gov

3. Changes in Primary Contacts. Either Party may provide notice to the other Party by email identifying a change of a designated primary contact and providing the new contact information for the newly designated primary contact. Such notices must be sent to the other Party's Grant Manager and is sufficient to effectuate this change without requiring a written amendment to this Agreement.

E. Payment, Funding, and Award Considerations:

1. Fiscal Year. The funds utilized for this Agreement are from the State's 2024-2025 Fiscal Year, which begins July 1, 2024, and expires on June 30, 2025.
2. Services, Licenses or Commodities Awards. The Grantee agrees to implement services, licenses, or commodities described in Attachment A – Solution Statement of Work, according to the Final Implementation Plan(s), if applicable. All uses of the items described in Attachment A – Solution Statement of Work are subject to the terms and conditions of the DSA and applicable riders attached thereto.
3. Procurement. The Department agrees to purchase all commodities or services awarded to the Grantee on behalf of the Grantee as described in Attachment A – Solution Statement of Work.

F. Compliance with Law:

1. Applicable Law. The Parties shall comply with the applicable state and federal laws, rules, regulations, and policies, including, but not limited to, those identified in this Agreement.
2. Governing Law. The Grantee agrees that this Agreement is entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State. Each Party shall perform its obligations herein in accordance with the terms and conditions of this Agreement. Without limiting the provisions of Section P, Dispute Resolution, the exclusive venue of any legal or equitable action that arises out of or relates to this Agreement shall be the appropriate State court in Leon County, Florida; in any such action, the Parties waive any right to jury trial. Except as otherwise

provided by law, the Parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

3. Ethics. The Grantee shall comply with the requirements of sections 11.062 and 216.347, F.S. The Grantee shall not, in connection with this or any other agreement with the State, directly or indirectly:
 - a. Offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty; or
 - b. Offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of this subsection b, "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind.

Upon request of the Department's Inspector General, or other authorized State official, the Grantee shall provide any type of information the Inspector General deems relevant to the Grantee's integrity or responsibility. Such information may include, but shall not be limited to, the Grantee's business or financial records, documents, or files of any type or form that refer to or relate to this Agreement. The Grantee shall retain such records in accordance with the record retention requirements of Part V of Attachment B, Audit Requirements for Awards of State and Federal Financial Assistance.

4. Advertising. Subject to Chapter 119, F.S., the Grantee shall not publicly disseminate any information concerning this Agreement under any promotional activity, such as advertisements or press releases, without prior written approval from the Department.
5. Conflict of Interest. This Agreement is subject to Chapter 112, F.S. The Grantee shall disclose the name of any officer, director, employee, or other agent who has or potentially has a conflict of interest relating to this Agreement or funds received hereunder.
6. Records Retention. The Grantee shall retain all records made or received in conjunction with this Agreement for the longer of five (5) years after the end of this Agreement period and all pending matters or the period required by the General Records Schedules maintained by the Florida Department of State (available at: <https://dos.myflorida.com/media/703328/g1-sl-2020.pdf>). If the Grantee's record retention requirements terminate prior to the requirements stated herein, the Grantee may meet the Department's record retention requirements for this Agreement by transferring its records to the Department at that time, and by destroying duplicate records in accordance with section 501.171, F.S., and, if applicable, section 119.0701, F.S. The Grantee shall adhere to established information destruction standards such as those established by the National Institute of Standards and Technology Special Publication 800-88, "Guidelines for Media Sanitization" (2014). See <https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>.

G. Recoupment of Funds:

1. Notwithstanding the damages limitations of Section R, Limitation of Liability, if the Grantee's non-compliance with any provision of this Agreement results in additional costs or monetary loss to the Department or the State, the Department can recoup the costs or losses from monies owed to the Grantee under this Agreement or any other agreement between the Grantee and any State entity. In the event that the discovery of additional costs or losses arises when no monies are available under this Agreement or any other agreement between the Grantee and any State entity, the Grantee shall repay such costs or losses to the Department in full within thirty (30) days from the date of discovery or notification, unless the Department agrees, in writing, to an alternative timeframe. The Department shall not be liable for any penalties or costs associated with the Grantee's misuse of any purchases made pursuant to this Agreement.
2. If the Grantee or its independent auditor discovers that an overpayment has been made, the Grantee shall repay said overpayment within forty (40) calendar days without prior notification from the Department. In the event that the Department first discovers an overpayment has been made, the Department will notify the Grantee in writing. Should repayment not be made in a timely manner, the Department shall be entitled to charge interest at the lawful rate of interest on the outstanding balance beginning forty (40) calendar days after the date of notification or discovery. Refunds should be sent to the Department's Agreement Manager and made payable to the "Department of Management Services." If this Agreement is terminated for cause, the Department, at its discretion, may require that the Grantee return to the Department any funds that were used for purposes that are considered ineligible under this Agreement.

H. Audits and Records:

1. Representatives of the Department, the State's Chief Financial Officer, the State's Auditor General, and representatives of the federal government, shall have access to any of the Grantee's books, documents, papers, and records, including electronic storage media, as they may relate to this Agreement, for the purposes of conducting audits or examinations or making excerpts or transcriptions.
2. The Grantee shall maintain books, records, and documents in accordance with the generally accepted accounting principles to sufficiently and properly reflect all purchases made under this Agreement.

The Grantee shall comply with all applicable requirements of section 215.97, F.S., and Attachment B, Audit Requirements for Awards of State and Federal Financial Assistance. If the Grantee is required to undergo an audit, the Grantee shall disclose all related party transactions to the auditor.

3. The Grantee shall retain all its records, financial records, supporting documents, statistical records, and any other documents, including electronic storage media, pertinent to this

Agreement in accordance with the record retention requirements of Part V of Attachment B, Audit Requirements for Awards of State and Federal Financial Assistance. The Grantee shall cooperate with the Department to facilitate the duplication and transfer of such records or documents upon the Department's request.

4. If awarded services, licenses, or commodities described in Attachment A – Solution Statement of Work, the Grantee shall include records of the start and end dates for all tasks in the Final Implementation Plan(s), if applicable. Additional requirements may be incorporated in the Final Implementation Plan(s).
5. The Grantee shall include the aforementioned audit and recordkeeping requirements in all approved subrecipient contracts and assignments.

I. Public Records and Records Production:

1. Identification and Protection of Confidential Information. Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and section 119.011, F.S., provides a broad definition of "public record." As such, records submitted to the Department (or any other State agency) are public records and are subject to disclosure unless exempt from disclosure by law. The following records for agencies, as "agency" is defined in section 119.011(2), F.S., are confidential and exempt pursuant to section 119.0725, F.S.:
 - a. Cybersecurity insurance limits and deductibles;
 - b. Information relating to critical infrastructure;
 - c. Incident reporting information pursuant to sections 282.318 and 282.3185, F.S.;
 - d. Network schematics;
 - e. Hardware and software configurations; and
 - f. Encryption information or information that identifies detection, investigation, or response practices for suspected or confirmed cybersecurity incidents, including suspected or confirmed breaches.

If the Grantee considers any portion of other records it provides to the Department (or any other State agency) to be trade secret or otherwise confidential or exempt from disclosure under Florida or federal law, the Grantee shall mark the document as "confidential" and simultaneously provide the Department (or other State agency) with a separate, redacted copy of the record. Such records and those records made confidential and exempt pursuant to section 119.0725, F.S., shall be considered "Confidential Information." For each portion redacted, the Grantee shall describe in writing the grounds for claiming the exemption, including the specific statutory citation for such exemption. The Grantee shall only redact portions of records that it claims are Confidential Information.

In the event of a request for public records pursuant to Chapter 119, F.S., the Florida Constitution, or other authority, to which records that are marked as "confidential" are responsive, the Department will provide the Grantee-redacted copy to the requestor. If a

requestor asserts a right to the redacted Confidential Information, the Department will notify the Grantee such an assertion has been made. It is the Grantee's responsibility to take the appropriate legal action to assert that the information in question is exempt from disclosure under Chapter 119, F.S., or other applicable law.

If the Department becomes subject to a demand for discovery or disclosure of documents that are marked as "confidential" in a legal proceeding, the Department will give the Grantee notice of the demand or request. The Grantee shall take the appropriate legal action in response to the demand and to defend its claims of confidentiality. If the Grantee fails to take appropriate and timely action to protect the records it has designated as Confidential Information, the Grantee agrees that the Department is permitted to treat those records as not confidential and the Department is permitted to provide the unredacted records to the requester and the Grantee agrees not to pursue any suit, action, or claim, including for damages, against the Department or its employees, attorneys, agents or volunteers.

The Grantee shall protect, defend, and indemnify the Department from all suits, claims, actions, demands, liability, costs, fines, and attorneys' fees arising from or relating to the Grantee's determination that the redacted portions of its records are Confidential Information, including all costs, including attorney's fees, incurred regarding the entitlement or amount of such attorney's fees. If the Grantee fails to submit a redacted copy in accordance with this section, of information it claims is Confidential Information, the Department is authorized to produce the entire record submitted to the Department, including those records marked "confidential," in response to a public records request for, or demand for discovery or disclosure of, these records and the Grantee agrees not to pursue any suit, action, or claim, including for damages, against the Department or its employees, attorneys, agents, or volunteers.

2. Inspection of Records. In accordance with section 216.1366, F.S., the Department is authorized to inspect the: (a) financial records, papers, and documents of the Grantee that are directly related to the performance of this Agreement or the expenditure of State funds; and (b) programmatic records, papers, and documents of the Grantee which the Department determines are necessary to monitor the performance of this Agreement or to ensure that the terms of this Agreement are being met. The Grantee shall provide such records, papers, and documents requested by the Department within ten (10) Business Days after the request is made.

J. Non-Discrimination:

The Grantee shall not unlawfully discriminate against any individual employed in the performance of this Agreement due to race, religion, color, sex, physical handicap unrelated to such person's ability to engage in this work, national origin, ancestry, or age. The Grantee shall provide a harassment-free workplace, and any allegation of harassment shall be given priority attention and action.

K. Duty of Continuing Disclosure of Legal Proceedings and Instances of Fraud:

1. The Grantee shall provide written notice to the Department disclosing any criminal litigation, investigation, or proceeding that arises during the Agreement period involving the Grantee except where the Grantee is involved in a prosecutorial or administrative capacity, or, to the extent the Grantee is aware, any of the Grantee's subrecipients or contractors (or any of the foregoing entities' current officers or directors). The Grantee shall also provide written notice to the Department disclosing any civil litigation, arbitration, or proceeding that arises during the Agreement period that is related to or involves funds provided under this Agreement, to which the Grantee (or, to the extent the Grantee is aware, any subrecipient or contractor hereunder) is a party, and which:
 - a. Might reasonably be expected to adversely affect the viability or financial stability of the Grantee or any subrecipient or contractor hereunder; or
 - b. Involves a claim or written allegation of fraud against the Grantee, or any subrecipient or contractor hereunder, by a governmental or public entity arising out of business dealings with governmental or public entities.

All notices under this section must be provided to the Department within thirty (30) Business Days following the date that the Grantee first becomes aware of any such litigation, investigation, arbitration, or other proceeding (collectively, a "Proceeding"). Details of settlements that are prevented from disclosure by the terms of the settlement must be annotated as such.

2. This duty of disclosure applies to each officer and director of the Grantee, subrecipients, or contractors when any Proceeding relates to the officer's or director's business or financial activities.
3. Instances of Grantee operational fraud or criminal activities, regardless of whether a legal Proceeding has been initiated, shall be reported to the Department's Grant Manager within twenty-four (24) hours of the Grantee being made aware of the incident.
4. The Grantee shall promptly notify the Department's Grant Manager of any Proceeding relating to or affecting the Grantee's, subrecipient's, or contractor's business. If the existence of such Proceeding causes the State to conclude that the Grantee's ability or willingness to perform this Agreement is jeopardized, the Grantee shall be required to provide the Department's Grant Manager all reasonable assurances requested by the Department to demonstrate that:
 - a. The Grantee will be able to perform this Agreement in accordance with its terms and conditions; and
 - b. The Grantee and/or its employees, agents, subrecipients, or contractor(s) have not and will not engage in conduct in performance under this Agreement that is similar in nature to the conduct alleged in such Proceeding.

L. Assignments, Subgrants, and Contracts:

1. Unless otherwise specified in Attachment A – Solution Statement of Work, or through prior written approval of the Department, the Grantee may not: 1) subgrant any funds awarded under this Agreement; 2) contract its duties or responsibilities under this Agreement out to a third party; or 3) assign, transfer, or sell any of the Grantee's rights or responsibilities, unless specifically permitted by law to do so. Any such subgrant, contract, or assignment occurring without the prior approval of the Department shall be null and void. In the event the Department approves transfer of the Grantee's obligations, the Grantee remains responsible for all work performed and all expenses incurred in connection with this Agreement. In addition, this Agreement shall bind the successors, assigns, and legal representatives of the Grantee, and of any legal entity that succeeds the Grantee, to the Grantee's obligations to the Department.
2. The Grantee agrees to be responsible for all work performed in fulfilling the obligations of this Agreement.
3. The Grantee agrees that the Department may assign or transfer its rights, duties, or obligations under this Agreement to another governmental entity upon giving prior written notice to the Grantee.

M. Intellectual Property Rights:

Where activities supported by this Agreement result in the creation of intellectual property rights, the Grantee shall notify the Department, and the Department will determine whether the Grantee will be required to grant the Department a perpetual, irrevocable, royalty-free, nonexclusive license to use, and to authorize others to use for State government purposes, any resulting patented, copyrighted, or trademarked work products developed under this Agreement.

N. Independent Contractor Status:

It is mutually understood and agreed to that at all times during the Grantee's performance of its duties and responsibilities under this Agreement that Grantee is acting and performing as an independent contractor. The Department shall neither have nor exercise any control or direction over the methods by which the Grantee shall perform its work and functions other than as provided herein. Nothing in this Agreement is intended to or shall be deemed to constitute a partnership or joint venture between the Parties.

1. The Grantee (and its officers, agents, employees, subrecipients, contractors, or assignees), in performance of this Agreement, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the State. Further, unless specifically authorized to do so, the Grantee shall not represent to others that, as the Grantee, it has the authority to bind the Department or the State.

2. Neither the Grantee nor its officers, agents, employees, subrecipients, contractors, or assignees, are entitled to State retirement or State leave benefits, or to any other compensation of State employment as a result of performing the duties and obligations of this Agreement.
3. The Grantee agrees to take such actions as may be necessary to ensure that each subrecipient or contractor will also be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the State.
4. Unless agreed to by the Department in Attachment A – Solution Statement of Work, the Department will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial, clerical support, etc.) to the Grantee or its subrecipient, contractor, or assignee.
5. The Department shall not be responsible for withholding taxes with respect to the Grantee's compensation hereunder. The Grantee shall have no claim against the Department for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, reemployment assistance benefits, or employee benefits of any kind. The Grantee shall ensure that its employees, subrecipients, contractors, and other agents, receive benefits and necessary insurance (health, workers' compensation, reemployment assistance benefits) from an employer other than the State.
6. At all times during the Agreement period, the Grantee must comply with the reporting and Reemployment Assistance contribution payment requirements of chapter 443, F.S.

O. Termination:

1. Termination for Failure to Implement. For awarded services, licenses, or commodities under Attachment A – Solution Statement of Work, if the Grantee does not approve a Final Implementation Plan within 15 calendar days of purchase order issuance for the awarded solutions, this Agreement may be terminated by the Department, at its sole discretion.
2. Termination Due to the Lack of Funds. The funds utilized for this Agreement are from the State's 2024-2025 Fiscal Year, which begins July 1, 2024, and expires on June 30, 2025. If funds become unavailable for this Agreement's purpose, such event will not constitute a default by the Department or the State. The Department agrees to notify the Grantee in writing at the earliest possible time if funds are no longer available. In the event that any State funds upon which this Agreement depends are withdrawn or redirected, the Department may terminate this Agreement by providing written notice to the Grantee. The Department will be the final authority as to the availability of funds.
3. Termination for Cause. The Department may terminate this Agreement if the Grantee fails to:
 - a. Satisfactorily complete the deliverables within the time specified in this Agreement;
 - b. Maintain adequate progress, thus endangering performance of this Agreement;
 - c. Honor any term of this Agreement; or

- d. Abide by any statutory, regulatory, or licensing requirement.

The Grantee shall continue to perform any work not terminated. The Department's rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this Agreement. The Grantee shall not be entitled to recover any cancellation charges or lost profits.

4. Termination for Convenience. The Department may terminate this Agreement, in whole or in part, by providing written notice to the Grantee that the Department determined, in its sole discretion, it is in the State's interest to do so. The Grantee shall not furnish any product or continue services after the specified termination date in the Department's notice of termination, except as necessary to complete the continued portion of this Agreement, if any. The Grantee will not be entitled to recover any cancellation charges or lost profits.
5. Grantee's Responsibilities upon Termination. If the Department provides a notice of termination to the Grantee, except as otherwise specified by the Department in that notice, the Grantee shall:
 - a. Stop work under this Agreement on the date and to the extent specified in the notice.
 - b. Complete performance of such part of the work that has not been terminated by the Department, if any.
 - c. Take such action as may be necessary, or as the Department may specify, to protect and preserve any property which is in the possession and custody of the Grantee, and in which the Department has or may acquire an interest.
 - d. Transfer, assign, and make available to the Department all property and materials belonging to the Department upon the effective date of termination of this Agreement. No extra compensation will be paid to the Grantee for its services in connection with such transfer or assignment.

P. Dispute Resolution:

Disputes concerning performance under this Agreement will be decided by the Department, who shall reduce the decision to writing and serve a copy to the Grantee.

Q. Unauthorized Use:

1. The Grantee shall fully defend and hold harmless the State and the Department from any suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret, or intellectual property right provided, however, that the foregoing obligation shall not apply to the Department's misuse or modification of the Grantee's products or the Department's operation or use of the Grantee's products in a manner not contemplated by the Agreement. The Department will not be liable for any royalties.
2. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by the State or the Department in any legal action without the Grantee's prior written consent, which

shall not be unreasonably withheld. The State and the Department shall have the right, at its own cost and expense, to participate in all actions under this Section Q.

3. For the avoidance of doubt, as the Grantee is a subdivision, as defined in section 768.28(2), F.S., pursuant to section 768.28(19), F.S., neither Party indemnifies nor insures or assumes any liability to the other Party for the other Party's negligence. Notwithstanding anything to the contrary in this Section Q., liability of either Party for tort claims is limited to the amounts prescribed in section 768.28, F.S., plus the Party's reasonable attorneys' fees.

R. Limitation of Liability:

1. Unless otherwise specifically enumerated in this Agreement, no Party shall be liable to the other Party for special, indirect, punitive, or consequential damages, including lost data or records (unless this Agreement requires the Grantee to back-up data or records), even if the Party has been advised that such damages are possible. No Party shall be liable to the other Party for lost profits, lost revenue, or lost institutional operating savings. The State and the Department may, in addition to other remedies available to them at law or in equity and upon notice to the Grantee, retain such monies from amounts due the Grantee as may be necessary to satisfy any claim for damages, penalties, costs, and the like asserted by or against them. Except as otherwise provided in this Agreement or the Data Sharing Agreement or its attachments or Riders, the Department is not liable for unauthorized access to information except as directly attributable to the actions of the Department. For all claims against Grantee under this Agreement, and regardless of the basis on which the claim is made, Grantee's liability under this Agreement for direct damages shall be limited to the dollar value of this Agreement. This limitation shall not apply to claims arising under Section Q. of this Agreement.
2. Pursuant to Section 200 of the 2024-2025 General Appropriations Act, the State is hereby released from all liability related to cybersecurity incidents impacting the Grantee.

S. Force Majeure and Notice of Delay from Force Majeure:

Neither Party shall be liable to the other for any delay or failure to perform under this Agreement if such delay or failure is neither the fault nor caused by the negligence of the Party or its employees or agents and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Party's control, or for any of the foregoing that affects subrecipients, contractors, or suppliers if no alternate source of supply is available. However, in the event a delay arises from the foregoing causes, the Party shall take all reasonable measures to mitigate any and all resulting damages, costs, delays, or disruptions to the project in accordance with the Party's performance requirements under this Agreement.

In the case of any delay the Grantee believes is excusable under this section, the Grantee shall provide written notice to the Department describing the delay or potential delay and the cause of the delay within: ten (10) calendar days after the cause that creates or will create the delay first arose (if the Grantee could reasonably foresee that a delay could occur as a result); or five (5) calendar days after the date the Grantee first had reason to believe that a delay could result (if the delay is not reasonably foreseeable). **THE FOREGOING SHALL CONSTITUTE THE**

GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this section is a condition precedent to such remedy.

The Department, in its sole discretion, will determine if the delay is excusable under this section and will notify the Grantee of its decision in writing. The Grantee shall not assert a claim for damages, other than for an extension of time, against the Department. The Grantee will not be entitled to an increase in the Agreement price or payment of any kind from the Department for any reason. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this section, after the causes have ceased to exist, the Grantee shall resume performance, unless the Department determines, in its sole discretion, that the delay will significantly impair the ability of the Grantee to timely complete its obligations under this Agreement, in which case, the Department may terminate this Agreement in whole or in part.

T. Mandatory Disclosure Requirements:

1. Convicted Vendor List. The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.133(1)(a), F.S., are placed on the convicted vendor list. Pursuant to section 287.133(2)(a), F.S.: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."
2. Discriminatory Vendor List. The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.134(1)(a), F.S., are placed on the discriminatory vendor list. Pursuant to section 287.134(2)(a), F.S.: "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity."
3. Antitrust Violator Vendor List. The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.137(1)(a), F.S., are placed on the antitrust violator vendor list. Pursuant to section 287.137(2)(a), F.S.: "A person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real

property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity.”

4. Foreign Gifts and Contracts. The Grantee shall comply with any applicable disclosure requirements in section 286.101, F.S. Pursuant to section 268.101(7), F.S.: “In addition to any fine assessed under [section 286.101(7)(a), F.S.], a final order determining a third or subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause.”

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IN WITNESS WHEREOF, the Parties agree to the terms and conditions of this Agreement and have duly authorized their respective representatives to sign it on the dates indicated below.

Town of Lake Park:

By:_____

Name:_____

Title:_____

Date:_____

Department of Management Services:

By:_____

Name:_____

Title:_____

Date:_____

**ATTACHMENT A
SOLUTION STATEMENT OF WORK**

Item 4.

1. Scope of Work.

Pursuant to Section 200, FY 24-25 General Appropriations Act (GAA), the Parties agree that the Department shall, on behalf of the Grantee, expend funds for the provision of services, licenses, or commodities awarded to the Grantee to be utilized for the development and enhancement of cybersecurity risk management programs. The Grantee is being granted assistance in the form of services, licenses, or commodities to enhance its cybersecurity framework, to identify and mitigate risks, and to protect its infrastructure from threats through Florida's Local Government Cybersecurity Grant Program (the "Project").

2. Awarded Capabilities.

The Department shall offer one (1) or more solutions to the Grantee for the following capabilities:

Capability Type	Platform
External-Facing Asset Discovery	DarkTrace/ASM
Endpoint-Based Asset Discovery (Agent)	NCentral
Network-Based Asset Discovery (Agentless)	Darktrace/NETWORK
Endpoint Detection and Response	SentinelOne
Content Delivery Network	Akamai
Security Operations Platform	Crowdstrike SOP
Email Security	Microsoft Defender for Office 365

Note: The Department will make its best effort to award the Grantee's preferred solution per capability. However, the Department can only contract for a limited number of solutions based on best value, technical acceptability, and operational volume.

3. Grantee Responsibilities.

The Grantee shall complete the Project in accordance with the requirements set forth in this Agreement and any applicable local, State, and federal laws and regulations. The Grantee is solely responsible for ensuring that any provided solutions are compliant with applicable state and federal laws and regulations based on Grantee's intended use, including, but not limited to, Health Insurance Portability and Accountability Act, Family Educational Rights and Privacy Act, Driver Privacy Protection Act, and General Data Protection Regulation.

4. Department Responsibilities.

The Department shall review Grantee reports and other records and reconcile them to ensure that the requirements of section 215.971, F.S., pertaining to agreements funded with State financial assistance are fulfilled.

5. Deliverables.

The Grantee shall complete the following deliverable(s):

Deliverables		
No.	Tasks	Performance Measures and Due Dates
1	Execute this Grant Agreement.	The Grantee must execute the Grant Agreement within 30 calendar days of award.
2	Participate in a kick-off meeting with FL[DS] and the solution provider, if implementation is required.	The Grantee shall participate in the kick-off meeting with FL[DS] and the solution provider within five (5) calendar days of Purchase Order (PO) issuance.
3	Approve Final Implementation Plan(s) for solutions awarded, if implementation is required.	The Grantee must coordinate with the solution provider(s) to review the Implementation Plan(s). If the Grantee chooses to proceed with a solution , the Grantee must approve the Final Implementation Plan within 15 calendar days of PO issuance.
4	Complete all tasks in accordance with the Final Implementation Plan(s), if implementation is required.	The Grantee shall provide all necessary resources to execute tasks assigned to the Grantee in the Final Implementation Plan(s).
5	Notify the Department's Grant Manager of implementation completion per the Final Implementation Plan, if implementation is required.	The Grantee shall notify the Department's Grant Manager in writing within 10 calendar days of implementation completion.
6	Provide FL[DS] with any information related to this Agreement as requested by FL[DS].	The Grantee shall respond within seven (7) calendar days of any request from FL[DS].

6. Reporting Requirements.

The Department may request status meetings for the Grantee to report on the implementation, service, training, or support status, as necessary, with the Grantee's Grant Manager.

The Department may, at its sole discretion, develop a format and deadlines the Grantee must comply with when reporting the information above. The Grantee's failure to confirm completion of the Final Implementation Plan(s) or comply with the reporting format and schedule may result in termination of the awarded solutions.

7. Performance Standards.

The Grantee shall timely perform all tasks and provide deliverables as set forth in this Agreement. The Department is entitled at all times, upon request, to be advised as to the status of work being done by the Grantee, on behalf of the grantee, and the details thereof.

If the Department determines that there is a performance deficiency that requires correction by the Grantee, then the Department shall notify the Grantee. The Grantee shall make the correction within a timeframe specified by the Department. The Grantee shall provide the Department with a corrective action plan describing how the Grantee will address all performance deficiencies identified by the Department. If the corrective action plan is unacceptable to, or implementation of the plan fails to

remedy the performance deficiencies, the Grantee shall work cooperatively with the Department to modify the corrective action plan or to remedy the deficiencies. Additionally, if a performance deficiency is attributable to the performance of a contractor or subcontractor of the Grantee, the Grantee shall take all actions available to it to enforce financial consequences in its contract with the contractor or subcontractor or to pursue damages.

8. Financial Consequences for Failure to Timely and Satisfactorily Perform.

Violations of this Agreement or applicable licenses, or failure to provide the deliverables, may result, except as detailed above, in termination of access to awarded solutions and require immediate removal of all software, hardware, or related services. Grantee may be subject to financial assessments related to such violations.

This provision for financial consequences shall not affect the Department's right to terminate the Agreement as provided elsewhere in the Agreement.

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Department of Financial Services

Division of Accounting and Auditing – Bureau of Auditing

**AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE**

The administration of resources awarded by the Department of Management Services (Department) to the Grantee may be subject to audits and/or monitoring by the Department, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the Grantee agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the Grantee is appropriate, the Grantee agrees to comply with any additional instructions provided by Department staff to the Grantee regarding such audit. The Grantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

Part I: Federally Funded

This part is applicable if the Grantee is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A Grantee that expends \$1,000,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through the Department by this agreement. In determining the federal awards expended in its fiscal year, the Grantee shall consider all sources of federal awards, including federal resources received from the Department. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the Grantee conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the Grantee shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A Grantee that expends less than \$1,000,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the Grantee expends less than \$1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Grantee resources obtained from other than federal entities).

Part II: State Funded

1. In the event that the Grantee expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such Grantee (for fiscal years ending June 30,

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

2017, and thereafter), the Grantee must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department this agreement. In determining the state financial assistance expended in its fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

2. For the audit requirements addressed in Part II, paragraph 1, the Grantee shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the Grantee expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the Grantee expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the Grantee's resources obtained from other than state entities).

Part III: Other Audit Requirements

N/A

Part IV: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the Grantee directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this form shall be submitted by or on behalf of the Grantee directly to each of the following:

- a. The Department at each of the following addresses:

Electronic copies (preferred): Cybersecuritygrants@digital.fl.gov

or

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

Paper copies:
Procurement & Grants Administrator
Florida Digital Service
Department of Management Services
2555 Shumard Oaks Blvd, Suite 200
Tallahassee, Florida 32399

- b. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Grantees, when submitting financial reporting packages to the Department for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Grantee in correspondence accompanying the reporting package.

Part V: Record Retention

The Grantee shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Department, or its designee, the CFO, or Auditor General access to such records upon request. The Grantee shall ensure that audit working papers are made available to the Department, or its designee, the CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

EXHIBIT 1

**Federal Resources Awarded to the Grantee
Pursuant to this Agreement Consist of the Following:**

1. Federal Program A:
N/A
2. Federal Program B:
N/A

**Compliance Requirements Applicable to the Federal Resources
Awarded Pursuant to this Agreement are as Follows:**

1. Federal Program A:
N/A
2. Federal Program B:
N/A

**State Resources Awarded to the Grantee
Pursuant to this Agreement Consist of the Following:**

Matching Resources for Federal Programs:

1. Federal Program A:
N/A
2. Federal Program B:
N/A

Subject to Section 215.97, F.S.:

1. State Project A: Local Government Cybersecurity Grant
State Awarding Agency: Florida Department of Management Services
Catalog of State Financial Assistance Title and Number: 72.016
Amount: \$_____
2. State Project B:
N/A

**Compliance Requirements Applicable to State Resources Awarded
Pursuant to this Agreement Are as Follows:**

The compliance requirements are as stated in Grant Agreement No. DMS-24/25-507 between the Grantee and the Department, entered in State Fiscal Year 2024-25.

ATTACHMENT C
GRANTEE DATA SHARING AGREEMENT

Item 4.

Purposes

Grantee desires to utilize software licenses, applications, and solutions, as applicable, in connection with the attached Exhibit A – Cybersecurity Incident Response Rider and Exhibit B – Solution Rider, incorporated herein. This DSA describes the terms and conditions for the use of software licenses, applications, and solutions and protection of Covered Data, including requirements to safeguard the availability, confidentiality, and integrity of Covered Data in furtherance of the security objectives of Chapter 282, F.S.

I. Definitions

- A. Access – The authorization to inspect, review, transmit, duplicate, communicate with, retrieve data from, or otherwise make use of any Covered Data, regardless of type, form, or nature of storage. "Access" to a computer system or network includes local and remote access, as applicable.
- B. Authorized Purpose – The purpose(s) for which an Authorized Third Party may access, use, or disclose the Covered Data.
- C. Authorized Third Party – An individual, state agency, other Florida state or local governmental entity, or a private sector contractor or service provider of the Grantee which receives Covered Data.
- D. Authorized User – An individual granted Access or to use Software Entitlement by either FL[DS] or Grantee.
- E. County and Municipality Cybersecurity Technical Assistance Program ("the Program") – refers to the grant program established by the 2024-2025 General Appropriations Act to enhance county and municipal cybersecurity and protect the infrastructure of local governments from threats.
- F. Covered Data – The limited subset of security data that is derived from Grantee's use of any Software Entitlements as defined in the attached Rider(s); a Grantee's confidential or proprietary information; and personal information as defined under section 501.171, F.S., and any other applicable privacy or data breach notification laws as may exist.
- G. Data Breach – Either (1) any unauthorized access to, or use or disclosure of, Covered Data for any purpose other than as expressly permitted by this DSA or required by law; or (2) a breach of privacy or of the security of the Covered Data. Good faith access of data by an employee or agent of the Grantee does not constitute a breach of security, provided that the information is not used for a purpose unrelated to the business or subject to further unauthorized use.
- H. DSA Coordinators – The individuals appointed by the signatories to this DSA as the point of contact for this DSA, who are responsible for ensuring that the Authorized Users comply with the activities identified herein.
- I. HIPAA - Health Insurance Portability and Accountability Act of 1996.
- J. Information Technology (IT) Coordinators – The individuals appointed by the signatories to this DSA as responsible for data flow and other technology-related considerations under this DSA.
- K. Information Technology Resources – As defined in section 282.0041, Florida Statutes, the data processing hardware and software and services, communications, supplies, personnel, facility

resources, maintenance, and training. As used in this DSA, the term also includes the definition for “Information Technology,” as defined in section 282.0041, Florida Statutes, to add equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form.

- L. **Software Entitlement** – Proprietary software provided to the Grantee under the Agreement to satisfy provision of the solution(s) awarded to the Grantee, as identified in Attachment A – Solution Statement of Work.

II. Responsibilities of the Parties

- A. **Data Transmission.** Covered Data shall only be transmitted through secure file transfer protocol or other secure transmission methods utilizing a National Institute of Standards and Technology approved means of electronic encryption as well as password protection and in a file format and layout determined by FL[DS]. Covered Data shall not be transmitted via any other means, including electronic mail. If applicable to any transmission of the Covered Data, both transmitting and receiving Grantee shall completely and permanently remove Covered Data from any temporary transfer location within twenty-four (24) hours of receipt of the Covered Data.
- B. **Compliance with Applicable Laws.** Each Party covenants and agrees that, in the performance of this DSA, it shall comply with all applicable federal, state, and local laws, statutes, and regulations including, but not limited to, such laws set forth in Article VI as applicable to a Project and such other data privacy or security laws, all as they exist now and as they may be amended from time to time (“Applicable Laws”). In the event of any notice of a material violation of Applicable Laws, or an investigation into an alleged material violation, the affected Party shall promptly notify the other in writing of such notice.

The Parties further agree to follow and be bound by the terms and conditions of any policy decisions or directives from the federal and state agencies with jurisdiction over the use of the data described herein upon receipt of written notice directing that such rules, policy decisions, or directives apply to this DSA.

- C. **HIPAA Business Associate Agreement.** To the extent that a Party is acting as a Business Associate (as defined by HIPAA) of the other Party, the Parties further agree to enter into a Business Associate Agreement as necessary, in the form of a mutually agreed-upon appendix to the DSA.
- D. **Incorporation and Compliance with Exhibits, Appendices and Riders, if Applicable.** The Project Riders, and any exhibits or appendices to this DSA are hereby incorporated and made a part hereof and are an integral part of this DSA. Each Rider, Exhibit, and Appendix attached hereto or referred to herein are hereby incorporated in and made a part of this DSA as if set forth in full herein.

III. FL[DS] Role and Responsibilities

- A. FL[DS] is responsible for:
 1. Processing Covered Data in accordance with the State Cybersecurity Act;

2. Facilitating data sharing with the Grantee and/or an Authorized Third Party in accordance with this DSA;
 3. Providing the Grantee with the option to utilize Software Entitlements; and
 4. Protecting the integrity of Covered Data obtained by FL[DS] through Grantee's use of any of the Software Entitlements. FL[DS] will not disclose this Covered Data to any third party unless required by law or as otherwise authorized by Grantee.
- B. FL[DS] will only access, use, or disclose Covered Data, as permitted by Grantee, as required by Applicable Law, or as necessary for completion of its responsibilities under this DSA, including any Project Riders. FL[DS] will ensure that its Authorized Users only access, use, or disclose Covered Data, as permitted by Grantee, as required by Applicable Law, or as necessary for completion of its responsibilities for any Projects, as assigned by FL[DS].
- C. FL[DS] will exercise reasonable care and no less than the same degree of care FL[DS] uses to protect its own confidential information to prevent confidential information from being used in a manner that is not expressly a purpose authorized in this DSA or as required by Applicable Law.

IV. Grantee's Role and Responsibilities

- A. Covered Data is and shall remain the property of Grantee.
- B. Grantee is solely responsible for its Access to and use of Software Entitlements and Covered Data, including:
1. Ensuring a level of security appropriate to the risk in respect of Covered Data;
 2. Securing Grantee's and its Authorized Users' systems and devices that can Access FL[DS] systems and Software Entitlements and complying with the Security Standards;
 3. Selecting and/or ensuring that Grantee has selected its Authorized Users; activating and deactivating the Access, credentials, and privileges of its Authorized Users; and managing access controls to the FL[DS] system and Software Entitlements in a timely manner in accordance with the Security Standards;
 4. Securing the account authentication credentials, systems, and devices of Grantee personnel who the Grantee designates to be Authorized Users;
 5. Managing the compliance of its Authorized Users with the Grantee's established security measures and as required by Applicable Law;
 6. Maintaining audit logs, as deemed necessary by the Grantee to demonstrate compliance with its obligations under this DSA;
 7. Backing up Covered Data, if required by law or Grantee policy; and
 8. Ensuring that it and its Authorized Users remain in compliance with the terms and conditions of any Software Entitlements.
- C. FL[DS] is not responsible for, and has no obligation for:

1. Selecting or verifying Grantee's Authorized Users, activating or deactivating the Access or credentials of Authorized Users; or
2. Protecting Covered Data that Grantee elects to store or transfer outside of FL[DS]'s and its sub-processors' systems (for example, offline or on-premises storage).

V. Unauthorized Disclosure/Data Breach

- A. In the event of a Data Breach of the Covered Data while in Grantee's (or an Authorized Third Party's) custody or control or as a result of Grantee's (or an Authorized Third Party's) access to or use of the Covered Data, which requires the provision of notice in accordance with section 501.171, F.S., or other Applicable Law (including, but not limited to, HIPAA), the Parties agree as follows:
 1. Grantee shall notify FL[DS] of the Data Breach not more than 24 hours after discovery that a Data Breach has occurred or is reasonably likely to have occurred.
 2. Grantee (or its Authorized Third Party) shall be responsible for all costs related to the Data Breach including FL[DS]' and/or Grantee's (or an Authorized Third Party's) costs of complying with all legal requirements, including the requirements for Data Breach notification under Applicable Law, as well as defending any claims, actions, or lawsuits related thereto.
 3. If a Data Breach is subject to the notice provisions of section 501.171, F.S., or Applicable Law, the Parties agree to cooperate and work together to ensure full legal compliance and to provide breach notification to the extent required by Applicable Law. Grantee shall use its best and diligent efforts to identify the individuals entitled to receive notice of the Data Breach and obtain the names and mailing information of such individuals, so that FL[DS] and/or Grantee are able to distribute the notices within the legally required time periods. FL[DS] and/or Grantee, as applicable, shall bear its internal administrative and other costs incurred in identifying the affected individuals and their mailing information.
 4. In the event of a Data Breach, including the privacy or security of the Covered Data, while in the custody or control of the Grantee, if the Grantee must provide notice as a result of the requirements contained in section 501.171, F.S., or other Applicable Law, the Grantee shall submit a draft of the notice to FL[DS] for prior review and approval of the contents of the notice, prior to disseminating the notice. Such approval shall not be unreasonably delayed or withheld.
- B. If Grantee experiences a breach of the security of its systems that results in a breach of the security of FL[DS]'s systems ("FL[DS] Breach"), Grantee shall be responsible for all costs related to the FL[DS] Breach including FL[DS]'s costs of complying with all legal requirements, including any costs for data breach notification under section 501.171, F.S., or Applicable Law, as well as defending any claims, actions, or lawsuits against the FL[DS] related thereto. Grantee, at its own expense, shall cooperate fully with FL[DS] in the investigation, eradication, remediation, and recovery from the FL[DS] Breach.
- C. If FL[DS] experiences a breach of the security of its systems that results in a breach of the security of Grantee's systems ("Grantee Breach"), FL[DS] shall be responsible for all costs related to the Grantee Breach including Grantee's costs of complying with all legal requirements, including the requirements for data breach notification under section 501.171, F.S., or Applicable Law, as well as defending any claims, actions or lawsuits related thereto. FL[DS], at its own expense, shall

cooperate fully with Grantee in the investigation, eradication, remediation, and recovery from the Grantee Breach.

- D. If either FL[DS] or Grantee is obligated under this Section to pay costs incurred by the other Party, the Party required to pay such costs shall submit a draft of the legal notifications and other public communications to the other Party for prompt review and approval of the contents prior to disseminating the notification or communication. Such approval shall not be unreasonably delayed or withheld.
- E. The Parties understand and agree the provisions of this DSA relating to the protection and security of the Covered Data constitute a material condition of this DSA. This Article V. Unauthorized Disclosure/Data Breach is subject to Sections Q. and R. of the Agreement.

VI. Additional Terms Applicable to Certain Circumstances.

- A. Grantee is responsible for their Covered Data and entering into any required additional agreements related thereto. Grantee shall provide the FL[DS] DSA Coordinator with written notice prior to granting Access to any of the data types listed in subsections B-E, below, to FL[DS] or Software Entitlements. In the event of a conflict between the terms and conditions of this Article VI and the remainder of the DSA, the terms and conditions of Article VI shall control. Moreover, a Project may include the use of information described in more than one (1) of the provisions set forth in this Article VI, or it may include the use of information not described in this Article VI. In the event of a conflict between or among the terms and conditions of Subsections B, C, D or E of this Article VI, the more restrictive terms and conditions shall apply unless otherwise provided by Applicable Law or guidance by the applicable regulatory enforcement agencies or bodies.
- B. **CJIS.** The terms and conditions of this Article VI.B. apply when Covered Data involved in a Project includes criminal justice information.
 - 1. **CJIS Covered Data.** Covered Data may also include, but shall not be limited to, CJIS Covered Data. For purposes of this DSA, CJIS Covered Data shall mean criminal justice information that is provided by the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) system and that is necessary for law enforcement and civil agencies to perform their missions, including, but not limited to, biometric, identity history, biographic, property, and case/incident history data.
 - 2. **Disclosure of CJIS Covered Data.** The disclosure of CJIS Covered Data under the DSA, as modified by this section, is governed by the CJIS Security Policy, available at <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>. In accordance with the CJIS Security Policy and 28 CFR Part 20, use of the CJIS system under the DSA is restricted to: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, rehabilitation of accused persons or criminal offenders, and other legally authorized purposes.
 - 3. **Training.** The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the CJIS Covered Data under the CJIS Security Policy.
 - 4. **Access Requirements.** Unique authorization is required for Access to the CJIS Covered Data and must be properly authenticated and recorded for audit purposes, including CJIS security and other applicable audit requirements.

C. **HIPAA and State Protected Health Information.** The terms and conditions of this Article VI.C. apply when Covered Data involved in a Project includes protected health information (PHI) and such other sensitive health information, the disclosure of which may be limited or restricted by law, including, but not limited to, mental health and drug and alcohol related information.

1. PHI Covered Data. Covered Data may also include, but shall not be limited to, PHI Covered Data. For purposes of this DSA, “PHI Covered Data” shall mean “protected health information” or “PHI,” as such term is defined by HIPAA. PHI shall include, but shall not be limited to, any other medical or health-related information that is afforded greater protection under more restrictive federal or state law, including, but not limited to, the Substance Abuse and Mental Health Services Act (SAMSHA), located at 42 C.F.R. Part 2, the Florida Mental Health Act (the Baker Act), located at Fla. Stat. § 394.451 – 394.47892, and the Hal S. Marchman Alcohol and Other Drug Services Act, located at Fla. Stat. § 397.301 et seq.
2. Disclosure of PHI Covered Data. The disclosure of PHI Covered Data under the DSA, as modified by this Article C, is governed by HIPAA and more restrictive federal or state law, as applicable. Accordingly, the disclosure of PHI Covered Data under the DSA is permitted only with the consent of the individual who is the subject of the PHI Covered Data, by court order that meets the requirements of applicable law, and for other purposes as permitted by Applicable Law.
3. Business Associate Agreement. To the extent that FL[DS] is a “Business Associate” of Grantee, as such term is defined under HIPAA, the Parties agree to enter into a mutually agreeable Business Associate Agreement.
4. Training. The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the PHI Covered Data under HIPAA and more restrictive federal or state law, to the extent applicable.
5. Access Requirements. Unique authorization is required for Access and must be properly authenticated and recorded for audit purposes, including HIPAA audit requirements and other audit requirements under more restrictive federal or state law, to the extent applicable.

D. **FERPA.** The terms and conditions of this Article VI.D. apply when Covered Data includes student education records as defined by the Family Educational Rights and Privacy Act, 20 USC §1232g, and its implementing regulations set forth at 34 CFR Part 99 (collectively, “FERPA”).

1. FERPA Covered Data. Covered Data may also include, but shall not be limited to, FERPA Covered Data. For purposes of this DSA, “FERPA Covered Data” shall mean student education records as defined by FERPA.
2. Disclosure of FERPA Covered Data. The disclosure of FERPA Covered Data under the DSA, as modified by this section, is governed by FERPA. Accordingly, the disclosure of FERPA Covered Data under the DSA is permitted with parent or eligible student consent and, without such consent, in the following circumstances: (i) to school officials with legitimate educational interest; (ii) to other schools to which a student is transferring; (iii) to specified officials for audit or evaluation purposes; (iv) to appropriate parties in connection with financial aid to a student; (v) to organizations conducting certain studies for or on behalf of the school; (vi) to accrediting organizations; (vii) to comply with a judicial order or lawfully issued subpoena; (viii) to appropriate officials in cases of health and safety emergencies; (ix) to state and local authorities, within a juvenile justice system, pursuant to specific state law; and (x) as otherwise provided by FERPA.

3. Training. The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the FERPA Covered Data under FERPA.
 4. Access Requirements. Unique authorization is required for Access and must be properly authenticated and recorded for audit purposes, including FERPA and any other applicable audit requirements.
- E. **DPPA**. The terms and conditions of this Article VI.E. apply when Covered Data includes motor vehicle record information.
1. DPPA Covered Data. For purposes of the DSA, Covered Data may include, but shall not be limited to, DPPA Covered Data. For purposes of this DSA, "DPPA Covered Data" shall mean motor vehicle information as set forth in the Driver Privacy Protection Act, 18 U.S.C. § 2721 ("DPPA").
 2. Disclosure of DPPA Covered Data. The disclosure of DPPA Covered Data under the DSA, as modified by this section, is governed by DPPA. DPPA prohibits the disclosure of personal information, as defined in 18 U.S.C. § 2725(3), that is contained in motor vehicle records, but such information may be used by any government agency, such as FL[DS] and Grantee, in carrying out its functions. Such personal information may not be re-disclosed by FL[DS] or Grantee, however, except in accordance with the permissible uses set forth at 18 U.S.C. § 2721(b). With certain limited exceptions, DPPA further prohibits the disclosure of highly restricted personal information, as defined in 18 U.S.C. § 2725(4), without the express consent of the individual who is the subject of such information. In accordance with section 119.0712(2)(d)(2), F.S., the emergency contact information contained in a motor vehicle record, without the express consent of the person to whom such emergency contact information applies, may be released only to: (a) law enforcement agencies for purposes of contacting those listed in the event of an emergency; or (b) a receiving facility, hospital, or licensed detoxification or addictions receiving facility pursuant to sections 394.463(2)(a) or 397.6772(1)(a), F.S., for the sole purpose of informing a patient's emergency contacts of the patient's whereabouts. E-mail addresses that are collected by the Florida Department of Highway Safety and Motor Vehicles also may not be disclosed pursuant to Section 119.0712(2)(c), F.S.
 3. Training. The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the DPPA Covered Data under DPPA and the Florida Statutes referenced above.
 4. Access Requirements. Unique authorization is required for Access and must be properly authenticated and recorded for audit purposes, including, but not limited to, compliance with these terms and conditions.

VII. Designation of DSA Coordinators

- A. The Coordinators for this DSA are:

FL[DS] DSA Coordinator:

Policy Manager
2555 Shumard Oak Boulevard
Tallahassee, FL 32399

Telephone: 850-413-0604
 Email: Policy@digital.fl.gov

FL[DS] IT Coordinator:

State Cybersecurity Information Security Officer
 2555 Shumard Oak Boulevard
 Tallahassee, FL 32399
 Telephone: 850-413-0604
 Email: Cyber@digital.fl.gov

Grantee's DSA Coordinator:

Paul McGuinness, Chief Information Technology Officer
 Town of Lake Park
 535 Park Ave
 Lake Park, FL 33403
 Telephone: +1 (561) 881-3303
 Email: pmcguinness@lakeparkflorida.gov

Grantee's IT Coordinator:

See DSA Coordinator
 Town of Lake Park
 535 Park Ave
 Lake Park, FL 33403
 Telephone: See DSA Coordinator
 Email: See DSA Coordinator

- B. Changes to the DSA and/or IT Coordinator designations may be accomplished by providing email change notification that is acknowledged by both Parties.

VIII. Inspection of Records

Each Party shall permit the other Party and any other applicable state and federal representatives with regulatory oversight over the other Party, or their designees, to conduct inspections described in this paragraph, or to make on-site inspections of records relevant to this DSA to ensure compliance with any state and federal law, regulation, or rule. Such inspections may take place with notice during normal business hours wherever the records are maintained. Each Party shall ensure a system is maintained that is sufficient to permit an audit of such Party's compliance with this DSA and the requirements specified above. Failure to allow such inspections constitutes a material breach of this DSA. This DSA may be terminated in accordance with Article VII.C. for a material breach.

IX. Grantee Additional Terms

- A. Contractors. Grantee shall ensure all contractors that have Access to Covered Data or Software Entitlements comply with all requirements of this DSA. The Software Entitlements shall not be Accessible by, or deployed on, Information Technology Resources not owned, employed, or controlled by Grantee.

RELEVANT FLORIDA STATUTES (2022)

Section 282.3185, Florida Statutes (F.S.), the “Local Government Cybersecurity Act,” directs the Florida Digital Service (FL[DS]) to provide training in cybersecurity to local governments, oversee their compliance in adopting cybersecurity standards, and to receive cybersecurity incident and ransomware event notifications through the State Cybersecurity Operations Center. Such incident reporting must also include “[a] statement requesting or declining assistance from the Cybersecurity Operations Center, the Cybercrime Office of the Department of Law Enforcement, or the sheriff who has jurisdiction over the local government.” per section 282.3185, F.S.

Under Section 200 of the 2024-2025 General Appropriations Act, FL[DS] has been directed to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management programs.

Section 119.0725, F.S., establishes that coverage limits and deductible or self-insurance amounts of insurance or other risk mitigation coverages acquired for the protection of information technology systems, operational technology systems, or data of entities subject to the requirements of section 119.07(1), F.S., and section 24(a), Article I of the State Constitution; information relating to existing or proposed information technology and operational technology systems and assets, whether physical or virtual, the incapacity or destruction of which would negatively affect security, economic security, public health, or public safety; cybersecurity incident information reported under section 282.3185, F.S.; network schematics, hardware and software configurations, or encryption information or information that identifies detection, investigation, or response practices for suspected or confirmed cybersecurity incidents, including suspected or confirmed breaches, if the disclosure of such information would facilitate unauthorized access to or unauthorized modification, disclosure, or destruction of data or information, whether physical or virtual, or information technology resources, which include an agency’s existing or proposed information technology systems; and the recordings and transcripts of public meetings where such information may be revealed are confidential and exempt, and such public meetings are exempt from section 286.011, F.S., and section 24(b), Article I of the State Constitution.

I. Definitions

In addition to the defined terms in the DSA, capitalized terms used herein have the meanings provided below:

- A. Cloud Console – The global administrative accounts for Software Entitlements directly managed and licensed by FL[DS].
- B. Customer Account – The accounts for Software Entitlements directly utilized by Grantee.
- C. Information Technology Resources – As defined in section 282.0041, Florida Statutes, data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training. As used in this IR Rider, the term also includes the definition for “Information Technology,” as defined in section 282.0041, Florida Statutes, to add equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form.
- D. Managing Organization – The entity managing the use of the Software Entitlements and their Cloud Consoles. As used in this IR Rider, the Managing Organization is FL[DS].
- E. Protected Grantee Data – Data, not including Telemetry Data, maintained and generated by Grantee, which shall not be Accessed or Accessible by, or sent to, Software Entitlements.
- F. Solution Data – Data, reports, or other information generated by Software Entitlements. This may be derived from, but does not include, Telemetry Data.
- G. Telemetry Data – Data generated by Grantee through automated communication processes from multiple data sources and processed by Software Entitlements.
- H. View - The permissions Grantee grants to FL[DS] to see Telemetry and Solutions Data provided to the Managing Organization by Customer Accounts. A View does not permit FL[DS] Access to Protected Grantee Data.

II. Purpose

FL[DS] and Grantee enter into this IR Rider to establish the terms and conditions for FL[DS] Access to assist Grantee with responding to incidents.

III. Incident Response

- A. **Incident Response Support.** As specified in section 282.3185(5), F.S., if applicable, upon discovery of an incident, Grantee may request, or FL[DS] may offer to provide, incident response support. Access to Grantee Information Technology Resources shall be limited to the extent expressly agreed to by Grantee. Such Access and support are unilaterally terminable at any time by either Party. FL[DS] may establish, and Grantee shall comply with, protocols or procedures for reporting and requesting support for incidents under this IR Rider, responding to incidents, and the types of support available to be provided for an incident. Grantee shall mitigate the impact of the incident and preserve all

relevant documents, records, and data. Grantee shall cooperate and coordinate with FL[DS] in responding to incidents where incident response support is received, including, but not limited to:

1. Assisting with any incident response related investigation by FL[DS];
2. Providing FL[DS] with physical access to the affected facilities and operations;
3. Facilitating interviews with Grantee personnel; and
4. Making all relevant records, logs, files, data reporting, and other materials available to FL[DS] or Grantee-authorized third parties.

FL[DS] shall only Access Covered Data, other Grantee data, and Grantee Information Technology Resources as permitted by Grantee. Any specific limitations on such Access shall be documented.

Upon termination of each instance of incident response support, regardless of the reason for such termination, Grantee shall assist FL[DS] with any close-out or post-incident documentation upon request.

- B. Covered Data and Personally Identifiable Information.** FL[DS] will not disclose Covered Data or other data made Accessible during incident response support to any third party unless required by law or as authorized by Grantee. In the event such data is required by law to be disclosed, FL[DS] shall make best efforts to notify Grantee prior to such disclosure.

IV. FL[DS] Role and Responsibilities

FL[DS] shall provide Grantee with the option to utilize the Software Entitlements to enhance the Grantee's cybersecurity and protect the Grantee's infrastructure from threats.

FL[DS] will Access a View of the Telemetry Data and Solution Data. FL[DS] will only use Telemetry and Solutions Data for the purpose of developing and implementing the Program; identifying and responding to risks and incidents; and in furtherance of meeting FL[DS]' and Grantee's statutory and regulatory obligations. FL[DS] will not disclose the Telemetry Data and Solutions Data to any third party unless required by law or as otherwise authorized by Grantee. FL[DS] will provide incident response services and resources as allowed and agreed to by FL[DS] and Grantee in responding to risks and incident.

V. Grantee Roles and Responsibilities

Grantee shall cooperate with and provide all assistance necessary to FL[DS]' incident response support.

VI. Indemnification

For the avoidance of doubt, the Grantee agrees to indemnify FL[DS] and the Department for any claims related to this rider pursuant to the terms provided in Section Q., Unauthorized Use, of the Grant Agreement.

VII. Conflict

In the event of a conflict between this IR Rider, the DSA, and any other rider, the terms of this IR Rider shall control.

VIII. Liability and Termination of Incident Response Support

Except as described in the DSA or other riders, incident response services and resources of FL[DS] or Grantee-authorized third parties shall be provided by FL[DS] without warranty by, and without liability to, FL[DS] or such Grantee-authorized third parties. Upon request, FL[DS] or Grantee-authorized third parties shall provide reasonable assistance to return Grantee Information Technology Resources to the operational status prior to the involvement of FL[DS] incident response support.

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I. Definitions

In addition to the defined terms in the DSA, capitalized terms used herein have the meanings provided below:

- A. Protected Grantee Data – Data, not including Telemetry Data, maintained, and generated by Grantee, which shall not be Accessed or Accessible by, or sent to, the Licensed Software Solution.
- B. Customer Account – The Licensed Software Solution account directly utilized by Grantee.
- C. Local Government Cybersecurity Grant Program (“the Program”) –The Program established by the 2024-2025 General Appropriations Act to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management programs.
- D. Licensed Software Solutions – Proprietary software provided to the Grantee under the Agreement to satisfy provision of the solution(s) awarded to the Grantee, as identified in Attachment A of the Grant Agreement.
- E. Managing Organization – The entity managing the use of the Licensed Software Solution and its implementation. As used in this Rider, the Managing Organization is FL[DS].
- F. Protected Grantee Data – Data, not including Telemetry Data, maintained, and generated by Grantee, which shall not be Accessed or Accessible by, or sent to, the Licensed Software Solution.
- G. Solution Console – The global administrative account(s) directly managed and licensed by FL[DS] to provide the Grantee with the Software Entitlement.
- H. Solution Data – Data, reports, or other information generated by the Licensed Software Solution. May be derived from but shall not include Telemetry Data.
- I. Telemetry Data –The data generated by Grantee through automated communication processes from multiple data sources and processed by the Licensed Software Solution.
- J. View – The permissions granted for FL[DS] to see Telemetry Data provided to the Managing Organization’s Solution Console by the Customer Account. A View does not permit FL[DS] Access to Protected Grantee Data.

II. Statement of Work

- A. **Purpose/Scope:** FL[DS] and Grantee enter into this Rider to establish the terms and conditions for Grantee Access to the Licensed Software Solution provided by FL[DS]; to establish the maintenance, use, and disclosure of the Telemetry Data generated by Grantee and uploaded to the Solution Console; and to provide terms and conditions for the use of the Licensed Software Solution.
- B. **FL[DS] Role and Responsibilities:** FL[DS] is responsible for providing Grantee with the option to utilize the Licensed Software Solution.

FL[DS] shall be permitted to Access a View of the Telemetry Data provided within the Solution Console via permissions to the Customer Account.

FL[DS] will only use Telemetry Data for the express purpose of developing and implementing the Program and in furtherance of FL[DS]' and Grantee's statutory and regulatory obligations. FL[DS] will not disclose the Telemetry Data to any third party unless required by law or as otherwise authorized by Grantee.

C. Grantee's Role and Responsibilities: Grantee is responsible for:

- a. Grantee Access to and use of the Licensed Software Solution in compliance with all terms and conditions related thereto, including the Agreement terms and the vendor terms and conditions to be provided to the Grantee by FL[DS] without need for an amendment hereto by the Parties and which, after provision thereof, will be deemed incorporated herein and a material component hereof;
 - b. Activating and deactivating the Access, credentials, and privileges of its authorized users;
 - c. Ensuring no Protected Grantee Data is submitted to the Licensed Software Solution;
 - d. Entering into any additional agreement with FL[DS], the Licensed Software Solution provider, or other third-parties as may be required by law regarding Protected Grantee Data, as applicable; and
 - e. Managing access controls to allow View by FL[DS] and Access by the Licensed Software Solution.
 - f. Telemetry Data, even as it may be housed, maintained, or processed by the Licensed Software Solution, is and shall remain the property of Grantee.
- D. Indemnification:** For the avoidance of doubt, the Grantee agrees to indemnify FL[DS] and the Department for any costs related to Grantee's use of the Licensed Software Solution pursuant to the terms provided in Section Q., Unauthorized Use, of the Grant Agreement.
- E. Conflict:** In the event of a conflict between this Rider and the DSA, the terms of this Rider shall control.

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Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 4, 2025
Originating Department: Human Resources
Agenda Title: Amendment – FY 2025 Town of Lake Park Pay Grades - Various Positions

Agenda Category (i.e., Consent, New Business, etc.): **New Business**

Approved by Town Manager: _____ **Date:** _____

Cost of Item:	<u>\$93,482.80</u>	Funding Source:	<u>GF Transfer to CRA of Ad Valorem Tax Revenue</u>
	<u>\$83,552.14</u>		<u>Ad Valorem Tax Revenue</u>
	<u>\$25,241.40</u>		<u>Ad Valorem Tax Revenue</u>
	<u>110-381.001</u>		
	<u>001-331.100</u>		
Account Number:	<u>001-331.100</u>	Finance Signature:	<u>Barbara A. Gould</u>

Advertised:
Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:

_____ Yes I have notified everyone
 BMT _____ Not applicable in this case

Summary Explanation/Background:

On November 20, 2024, the Town Commission approved the revised FY 2025 Town of Lake Park Pay Grade Chart, which outlines the minimum and maximum pay amounts for each position within the Town.

However, the Human Resources Department has identified a need to amend the approved Lake Park Pay Grade chart due to the need to include two (2) new positions that were included within the FY 2025 Budget as well as a proposed position reclassification of an existing position:

1. **Community Redevelopment Project/Marketing Coordinator** (Full-Time) – New position included within the FY 2025 Budget (partial funding approved with expectation of hiring mid-year). This position, although partially funded within the current year budget, was not included within the approved FY 2025 Pay Grade Chart (approved in November 2024).

Note: This position was partially funded within the current budget (\$30,000) with the expectation that this position would be filled at least halfway through the fiscal year and would maintain the purpose of assisting with CRA-related projects and marketing initiatives to grow the Town and CRA brand. This position is planned to report to the Community Redevelopment Agency (CRA) Administrator.

Staff conducted a salary survey of similar positions within surrounding local agencies (i.e., City of Pompano Beach, City of Boynton Beach, City of Lake Worth Beach, City of Bradenton, City of Sarasota, City of St. Petersburg, Martin County, City of Dunedin, City of Pensacola) to determine the most appropriate pay grade to meet market pay expectations.

2. **Information Technology Intern** (Temporary Part-Time) – New position included within the FY 2025 Budget (partial funding approved with the expectation of hiring mid-year). This position, although partially funded within the current year budget, was not included within the approved FY 2025 Pay Grade Chart (approved in November 2024).

Note: This position was funded within the current budget (\$23,400 - \$15 per hour) with the expectation that this position would maintain the purpose of assisting the Chief Information Technology Officer with technology-related projects and supporting/resolving technology issues to ensure the highest levels of productivity by our Town staff. This position is planned to report to the Chief Information Technology Officer.

3. **Purchasing Specialist/Accountant** (Full-Time) – Reclassify an existing (funded) position within the Finance Department (Accountant) to support the actual/current needs within the organization to ensure the highest levels of productivity and to centralize our procurement (purchasing) processes within our Finance Department to ensure proper purchasing in accordance with the Town's procurement policy and local, state and federal law.

This position would be responsible for the overall direction, coordination and operation of the Town's purchasing activities (rather than our current practice of various departments taking on this responsibility and learning/understanding the complex and legal responsibilities associated with this work) including the preparation of competitive solicitations [i.e., invitations to bid (ITB), requests for proposals (RFP), request for qualifications (RFQ), etc.] participation in cooperative purchasing groups (to ensure the lowest pricing possible for the Town), ensuring fair and consistent bid advertising, documents and posting, managing competitive bid amendments, responding and overseeing bid protests, managing procurement contracts, etc. Additionally, this position is expected to continue to support the Finance Department with meeting needed accounting responsibilities, as determined by the Finance Director and/or the Assistant Finance Director. This position will report directly to the Assistant Finance Director.

The annual salary range (or pay grade) for this reclassified position will be the same as the approved Accountant position. There is no change in this proposed Pay Grade for this proposed reclassification.

Note: This position title is currently being developed/finalized to ensure that the Town attracts the best possible candidates and meet the needs outlined within the proposed job description, which is being developed by the Human Resources Department and reviewed/approved by the Finance Director and the Town Manager.

Recommended Motions:

I move to approve the proposed amendments to the FY 2025 Town of Lake Park Pay Grade Chart for various positions.

TOWN OF LAKE PARK

POSITION TITLES AND PAY CODES

Item 5.

Grade	E/NE	NON-UNION POSITION TITLES	MINIMUM FY2025		MAXIMUM FY2025	
			PER YEAR	PER HR	PER YEAR	PER HR
		Department: Town Manager				
200	E	Town Manager	Contract Employee		Contract Employee	
70	NE	Executive Assistant	49,618.65	23.86	79,389.84	38.17
		Department: Human Resources				
180	E	Asst Town Manager /Director - Human Resources	130,298.00	62.64	208,476.79	100.23
70	NE	Executive Assistant	49,618.65	23.86	79,389.84	38.17
		Department: Town Clerk				
170	E	Town Clerk	118,452.72	56.95	189,524.36	91.12
90	NE	Deputy Town Clerk	56,808.39	27.31	90,893.42	43.70
		Department: Communications & Grants				
170	E	Grants Writer/Chief Public Information Officer	118,452.72	56.95	189,524.36	91.12
90	NE	Marketing Specialist	56,808.39	27.31	90,893.42	43.70
		Department: Information Technology				
150	E	Director - Information Technology	97,894.81	47.06	156,631.70	75.30
0		Information Technology Intern	-	15.00	-	15.00
		Department: Finance				
170	E	Director - Finance	118,452.72	56.95	189,524.36	91.12
140	E	Assistant Finance Director	88,995.28	42.79	142,392.46	68.46
100	E	Accountant, Senior	60,784.98	29.22	97,255.96	46.76
80	E	Purchasing Specialist	53,091.95	25.52	84,947.12	40.84
50	NE	Accounting Technician	43,338.85	20.84	69,342.16	33.34
	NE	Receptionist/Cashier	-	-	-	-
		Department: Public Works				
170	E	Director - Public Works	118,452.72	56.95	189,524.36	91.12
140	E	Manager - Capital Projects	88,995.28	42.79	142,392.46	68.46
100	E	Operations Manager	60,784.98	29.22	97,255.96	46.76
70	NE	Executive Assistant	49,618.65	23.86	79,389.84	38.17
40	NE	Administrative Assistant	40,503.60	19.47	64,805.75	31.16
		Department: Community Development				
170	E	Director - Community Development	118,452.72	56.95	189,524.36	91.12
100	E	Planner	60,784.98	29.22	97,255.96	46.76
70	NE	Code Compliance Officer	49,618.65	23.86	79,389.84	38.17
70	NE	Executive Assistant	49,618.65	23.86	79,389.84	38.17
40	NE	Community Development Technician	40,503.60	19.47	64,805.75	31.16
		Department: Special Events				
140	E	Director - Special Events	88,995.28	42.79	142,392.46	68.46
80	E	Recreation Supervisor	53,091.95	25.52	84,947.12	40.84
50	NE	Events Coordinator	43,338.85	20.84	69,342.16	33.34
10	NE	Camp Counselor (Seasonal)	33,063.00	15.90	52,900.80	25.43
		Department: Library				
150	E	Director - Library	97,894.81	47.06	156,631.70	75.30
130	E	Assistant Director - Library	80,904.80	38.90	129,447.69	62.23
80	E	Librarian	53,091.95	25.52	84,947.12	40.84
50	NE	Senior Library Assistant	43,338.85	20.84	69,342.16	33.34
10	NE	Library Assistant	33,063.00	15.90	52,900.80	25.43
10	NE	Library Assistant, Children's	33,063.00	15.90	52,900.80	25.43
		Department: Marina				
110	E	Dockmaster	66,863.47	32.15	106,981.56	51.43
170	E	Director - Marina	118,452.72	56.95	189,524.36	91.12
		Department: CRA				
N/A	E	Community Redevelopment Administrator	Contract Employee		Contract Employee	
120	E	Project/Marketing Coordinator	\$73,549.82	35.36	\$117,679.72	56.77

COMMUNITY REDEVELOPMENT PROJECT/MARKETING COORDINATOR

Town of Lake Park Community Redevelopment Agency



Item 5.

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

COMMUNITY REDEVELOPMENT PROJECT/MARKETING COORDINATOR

Department: Community Redevelopment Agency

Annual Salary Range: \$73,549.82 to \$117,679.72

FLSA Status: Non-Exempt

Pay Grade: 120

Full Time

JOB SUMMARY

Under the direction of the Community Redevelopment Agency (CRA) Administrator, develops plans and executes project and marketing initiatives that grow the Town and Community Redevelopment Agency brand and drive targeted individuals, businesses, and investors to desired actions. The ideal candidate must be a "go getter" and a "rain maker" and will have prior experience with a wide range of place-marketing and place-branding functions, including community consensus building and communications, business development, retention and attraction, branding and campaign development, events, public relations, promotions, digital marketing, email and social media. Must be an organized multitasker able to handle many diverse projects at once to meet deadlines. Stays informed about the market, industry trends, and the competitive landscape, while helping implement best practices in all marketing activities. Ensure all marketing efforts serve to achieve immediate and long-term agency goals, identifying and executing improvements for processes, content, and results.

Responsible for business attraction including meeting with prospects, identifying target tenants, calling to follow up with potential tenants, and working with area real estate professionals to attract new businesses. Promote and process incentives to business and property owners. Oversee design of printed communications such as brochures, flyers, update web site, daily social media activity, create newsletters and coordinate media. Assist the CRA Administrator with related duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Plans marketing and business related activities
- Researches and drafts reports
- Creates content
- Reviews creative ads and videos
- Manages brand and social media
- Coordinates and executes special events
- Manages campaigns/promotions
- Tracks results
- Manages public relations for the CRA
- Builds relationships internally and externally
- Processes incentives
- Procures and directs vendors
- Manages website changes
- Troubleshoots obstacles and otherwise supports and drives all marketing plans and activities.
- Assists in the implementation and adherence of brand strategies to ensure we continue to grow together as a Town.
- Ensures success of every project by understanding expectations, communicating objectives, reporting on timelines, and sending deliverables to all team stakeholders.
- Supports the use and development of internal tools, including project management software, analytics tracking capability, and websites.
- Collaborates and works closely with members of the Town's marketing and communications team as well as the CRA team to gain and share knowledge (ideas and tactics) and best practices from experiences, workshops, research, and seminars.
- Performs related duties as assigned.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Marketing, Public Relations, Business, Retail Sales or a related field, or a minimum of five (5) years proven experience in a related field, or any equivalent combination of training and experience.
- Experience in planning and coordinating special events and activities, retail marketing, business attraction, retail merchandizing. Experience in seeking sponsorships, value added promotions, advertising and media relations. A valid driver's license is required.

Knowledge, Skills and Abilities:

- High degree of oral and written communication skills and attention to detail
- Self-motivated, self-starter with the ability to work under pressure and meet deadlines.
- Government experience a plus.
- Strong understanding of new technologies and how they can be applied to marketing
- Sound understanding of branding and marketing principles
- Ability to develop and manage a budget
- Creative and innovative
- Problem solver
- Proficient in Microsoft Office Suite or related software.
- Superior interpersonal skills and ability to work extremely well as part of a team.

PHYSICAL DEMANDS

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation and training.

Community Redevelopment Agency		Position Title(s)	Annual Salary Range(s)	Current Salary of Incumbent(s)
City of Pompano Beach	Redevelopment Coordinator	Redevelopment Project Manager	\$66,901.54 - \$103,549.68	Current Salary \$66,901.54 / Position held 4 months Current Salary \$106,096.43 / Position held 3 years
City of Boynton Beach	Business Development & Promotions Manager Grants and Project Manager Marketing & Business Promotions Coordinator Development Services Manager		\$58,000 - \$115,000 \$58,000 - \$105,000 \$45,000 - \$55,000 \$71,000 - \$130,000	\$113,228 / Position held 9 years \$100,949 / Position held 9 years \$61,605 / Position held 2 years \$125,661 / Position held 17 years
City of Lake Worth Beach	Marketing Program Manager		\$65,000 - \$120,000	\$90,000/Position held since 2014
City of Bradenton	CRA Coordinator CRA Manager		\$46,758 - \$70,138 \$68,078 - \$102,118	\$65,000/Position held since 12/2024 \$99,854.04/Position held since 5/2022
City of Sarasota	Economic Development Manager Business District Manager Business Relations Coordinator		\$90,448 - \$119,844 \$77,771 - \$101,102 \$74,067 - \$96,288	\$119,844/ Position held 2.5 years \$91,103/Position held 3 years \$86,765/Position held 2 years
City of St. Petersburg	No response received			
Martin County	Community Development Coordinator Community Development Program Mgr. Community Development Marketing Specialist		\$58,657 - \$96,784 \$69,861 - \$115,272 \$55,337 - \$91,306	\$65,680 / Position held since 4/2024 \$72,700 / Position held since 11/2021 \$56,921 / Position held since 11/2021
City of Dunedin	Director of Economic & Housing Development Economic Development Specialist Special Project Coordinator		\$113,300.80 - \$166,961.60 \$50,564.80 - \$70,782.40 \$50,564.80 - \$70,782.40	\$160,971.16/Position held 20+ years \$56,925.02/Position held 1 year \$63,451.18/Position held 10 years

RA SURVEY RESULTS

Item 5.

City of Pensacola	CRA Program Coordinator CRA Program Manager Assistant CRA Division Manager CRA Division Manager	\$52,353.60 - \$86,382.40 \$57,720.00 - \$95,243.20 \$77,355.20 - \$127,628.80 \$85,280.00 - \$140,691.20	Currently Not Filled \$77,251.20 /Position held since 4/2024 \$89,918.40/Position held since 10/2023 \$111,488.00/Position held since 4/2023
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**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 293

REDEVELOPMENT PROJECT COORDINATOR

GENERAL

Responsible for providing administrative and project coordination services for the downtown redevelopment management, redevelopment incentives, Community Redevelopment Agency management, neighborhood redevelopment, housing projects, and horizontal and vertical construction projects. The coordinator reports directly to Project Managers.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Provides administrative assistance to CRA Executive Director and Project Manager.
- Attends CRA Board meetings—responsible for taking meeting minutes and ensuring all meeting records are properly recorded.
- Performs agency's records management functions in compliance with Florida public records law.
- Assists with the management and implementation of redevelopment plans for various projects; may be in charge of coordinating several projects at the same time; Must be highly organized and efficient;
- Facilitate redevelopment projects by coordinating with private developers and business owners
- Assists in coordinating initiatives related to redevelopment, land development and economic development;
- Interact with community groups, residents, business owners to ensure the CRA projects are well communicated;
- Organize and analyze information and formulate recommendations to Project Manager;
- Compile databases and relevant planning and economic information regarding commercial, housing, retail, industrial, and office development activity;
- Coordinate community forums, interact with community groups, residents, business owners to ensure the CRA projects are well communicated;
- Assist in the preparation of developer and tenant real estate packages, including Requests for Proposals that provide site information, demographics, photographs, surveys, environmental information, and more to use in attracting tenants and developers;
- Become familiar with all redevelopment incentives offered and the requirements for application approval. Facilitate the incentive application approval process.
- Receives and reviews various documents including vacancy surveys, new occupational licenses, development site plans, property sales, creative copy graphics, newsletters, invoices, etc.
- Researches, plans, and coordinates special programs and projects by working with consultants, contractors, City, County, State, and Federal agencies in order to assure

that program activities are implemented and completed effectively and in a timely manner.

- Reviews and processes invoices
- Coordinates creation and execution of contracts and/or proposals for various redevelopment projects
- Oversees tenant relations for CRA owned properties, coordinates rent collection, lease execution, etc.
- Coordinates activities required for property maintenance
- Prepares and present agenda items for presentation to CRA Board
- Assists in preparation of project budgets.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of using social media as a promotional tool, as well as, in application of social media in promotion and attraction, attracting residents and visitors to events.
- Knowledge of the principles, theories, philosophy and techniques of cultural and commercial marketing, promotions, and advertising.
- Knowledge of cultural and community development, outreach processes and facilitation.
- Knowledge of planning, coordinating and implementing special events, promotions and multi-faceted activities.
- Knowledge of the budgeting practices of performing and visual arts organizations
- Knowledge of the cultural and fine arts needs of the City of Pompano Beach, or the ability to acquire such knowledge
- Knowledge of current practices in the field of local arts agency administration.
- Knowledge, dedicated, passion and commitment to assisting businesses, nonprofits, emerging artists and arts organization.
- Skills in strategic planning to effect change in a multi-cultural environment.
- Ability to leveraging and receiving sponsorships, grants, in kind and other services to support promotions, special events or activities.
- Ability to draft strategic plans and their application to cultural and commercial marketing.
- Must have a high level of energy and persistence and passion towards the mission of the Agency.
- Ability to express ideas, facts, and information in a clear and concise manner, verbally and in writing, personable and friendly disposition and a positive can-do attitude with individuals or groups.
- Ability to collect, analyze, and interpret data and information, and to formulate conclusions and recommendations, using independent judgment
- Ability to plan and organize effective educational and informational programs
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in business, urban planning, finance, construction management or related field and/or have a minimum of two (2) years experience in the public/private sector in a progressive city in real estate development, planning, project coordination, economic development and/or any equivalent combination of training and experience. Government experience and knowledge of intergovernmental operations and the redevelopment process a plus. Being able to bridge between the private sector and public sector is critical.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

11/2018

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 26/50

Location: Community Redevelopment Agency Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 299

REDEVELOPMENT PROJECT MANAGER I

GENERAL

This is highly advanced professional position that will be responsible for developing the City's downtown areas, neighborhood redevelopment management, redevelopment incentives, Community Redevelopment Agency management redevelopment, housing projects, and horizontal and vertical construction projects. Work is performed with minimal supervision under direction of the Project Manager III and CRA Director.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Management and implementation of redevelopment plans and projects from inception, planning to delivery.
- Manage project budgets and redevelopment plans.
- Coordinate external vendors, internal City/CRA staff and stakeholders to ensure deliverables, requirements and schedules, cost and plans are well communicated. Must be highly organized and efficient.
- Assist private developers and business owners with regulatory processes, i.e., planning, zoning, platting, variances, incentives and other regulatory issues associated with redevelopment and economic development.
- Become familiar with all redevelopment incentives offered and the requirements for application approval.
- Facilitate the incentive application approval process.
- Provide grant management.
- Prepare Requests For Proposals or bids for the purpose of disposal, development or renovation of CRA land or buildings that provides site information, demographics, photographs, surveys, environmental information, and more to use in attracting tenants and developers.
- Coordinates creation and execution of contracts and/or proposals for various redevelopment projects.
- Interact with community groups, residents, business owners to ensure the CRA projects are well understood.
- Prepares agenda items for presentation to CRA Board and Advisory Boards meetings and other groups such as the Economic Development Council.
- Organize and analyze information and formulate recommendations to CRA Director and Project Manager III.
- Compile databases and relevant planning and economic information regarding housing, commercial, industrial, and office development activity.
- Organize community forums, interact with community groups, residents, business owners to ensure the CRA projects are well communicated.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of planning principles and practices as applied to the collection of community planning data and preparation of written and graphic reports.
- Knowledge of the principles, techniques and objectives of a Community Development Block Grant program and HUD housing programs.
- Knowledge of basic account receivables records.
- Knowledge of construction requirements and contracts.
- Skills to effectively communicate and interact with others.
- Ability to direct and participate in complex planning studies, to analyze information and to formulate substantive recommendations.
- Ability to interpret laws, rules and regulations.
- Ability to communicate both written and orally.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's from an accredited college or university with a major in business, urban planning, finance, construction management or related field and/or have a minimum of four (4) years experience in the public/private sector in a progressive city in real estate development, planning, project management, economic development and/or any equivalent combination of training and experience. Affiliations or membership with trade associations exemplifying additional education is a plus, such as Florida Planning Association, Urban Land Institute, Florida Redevelopment Association, International Council of Shopping Centers, NAIOP, IEDC, or other related associations. Professional certification, a plus.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 09/22

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification: 28/50

Location: Community Redevelopment Agency Department

GERS: Regular Class

BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY (BBCRA)
100 E. OCEAN AVENUE, 4TH FLOOR, BOYNTON BEACH, FL 33435

JOB DESCRIPTION

JOB TITLE: BUSINESS DEVELOPMENT & PROMOTIONS MANAGER

OPENING DATE:

CLOSING DATE:

CLASSIFICATION: NON-EXEMPT

JOB TYPE: FULL-TIME

SALARY: \$58,000 - \$115,000 (Hire range) DOQ

REPORTS TO: EXECUTIVE DIRECTOR

UPDATED: AUGUST 27, 2024

GENERAL STATEMENT OF DUTIES:

The Business Development & Promotions Manager is responsible for overseeing and executing strategic initiatives that enhance the visibility and success of businesses within the BBCRA district. This role includes planning, developing, and marketing special programs, initiatives, and events, overseeing digital and print marketing efforts, and driving business development through community engagement and promotional activities. The Manager will also be responsible for managing relationships with vendors, media, and business owners, and ensuring that all activities align with the CRA's goals and objectives. Additionally, the manager will supervise departmental staff and assign projects and tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Business Development Responsibilities:

- Engage regularly with local businesses in the BBCRA area to understand their needs, challenges, and opportunities for growth.
- Assist businesses in leveraging the BBCRA's promotional incentives, grant programs, and other resources to achieve their goals.
- Develop and implement strategies to attract new business to the BBCRA area while supporting the retention and expansion of existing businesses.

- Promote and educate businesses about BBCRA incentives and grant opportunities during events and through direct outreach.
- Collaborate with businesses to create and execute cross-promotional opportunities and initiatives that enhance visibility and drive customer traffic.
- Actively recruit businesses to participate in BBCRA-sponsored events and promotional activations.
- Oversee and maintain the BBCRA's database of area businesses, ensuring accurate and up-to-date information.
- Identify and pursue new opportunities to support and promote local businesses.
- Develop and implement comprehensive strategies for enhancing business visibility and participation in CRA initiatives.
- Provide ongoing support and guidance to businesses in navigating City and CRA processes, including permitting and compliance with regulations.
- Other duties and projects as assigned.

Marketing Responsibilities:

- Oversee the project fund budget that is allocated for the Marketing Department.
- Develop and implement marketing strategies that promote the BBCRA area as a vibrant and thriving business environment.
- Oversee the management and updating of e-mail distribution lists (media, residents, and business owners) in the designated email marketing platform.
- Lead the development, assembly, and distribution of the monthly Redevelopment Works Newsletter and periodic email blasts to promote BBCRA initiatives.
- Create and distribute marketing materials, including print and digital content, that highlight business opportunities, BBCRA initiatives, programs, and special activations.
- Manage the Video Ad Campaign, coordinating with eligible businesses and video consultants.
- Establish and maintain professional relationships with print, radio, television, internet, and other media outlets to promote and publicize BBCRA projects, initiatives, and events.
- Respond to press and public information inquiries related to business promotional initiatives.
- Build and maintain professional relationships with marketing and special event vendors.
- Oversee content creation and maintenance of BBCRA-managed websites and blogs, ensuring accuracy and engagement.
- Develop and manage a content calendar for BBCRA social media platforms, including Facebook, Instagram, Twitter, LinkedIn, and YouTube, to promote BBCRA projects and events.
- Oversee the management of the BBCRA YouTube account by uploading and organizing business development, event, redevelopment, and meeting videos.
- Lead the creation and modification of graphic designs for digital and print marketing projects.
- Prepare content for award submissions to professional organizations.
- Research, write, and develop marketing materials such as press releases, feature stories, public service announcements, and calendar listings to promote BBCRA initiatives.

- Create reports and presentations for management, BBCRA Board, and public dissemination.
- Other duties and projects as assigned.

Business Promotions & Event Responsibilities:

- Oversee the project fund budget that is allocated for the Business Promotions Department.
- Plan, develop, and manage the creation, setup, and execution of events that promote business development within the BBCRA district and support the goals of the BBCRA.
- Research and procure service and rental providers, manage contracts, and process invoices related to event needs.
- Conduct meetings to identify and address promotional needs, issues, and concerns, and coordination of outreach initiatives.
- Coordinate the submission of any required permits and services provided by the City, Police Department, Fire Department, Public Works, Recreation & Parks, Utilities, or any other applicable departments.
- Identify and recruit musicians, entertainment, and vendors for events, ensuring a diverse and engaging lineup.
- Oversee vendor relations and the business development aspects of events, ensuring successful participation and satisfaction.
- Lead the onsite implementation and coordination of event logistics, ensuring smooth operation and a positive experience for all participants.
- Coordinate BBCRA participation in and presence at citywide events, tradeshow, conventions, and conferences.
- Evaluate the success of events and promotional activations, gathering feedback from participants and making recommendations for future improvements.
- Manage general office tasks related to event planning, including data entry, scanning, filing, and copying documents.
- Other duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Qualifications:** Bachelor's degree in Marketing, Communications, Advertising, Business, or a related field; minimum of four (4) years of proven experience in business development, public relations, social media, digital marketing, or event management. Government and/or Special District experience is a plus.
- **Technical Skills:** Proficient in Microsoft Office (Word, Outlook, Excel, Publisher, PowerPoint), with working knowledge of the Adobe Creative Suite (Illustrator, Photoshop, InDesign), open-source CMS platforms (e.g., WordPress, Joomla, Drupal) for website management, and MailChimp or similar email marketing programs. Experience managing social media platforms (Facebook, Instagram, Twitter, YouTube) and familiarity with basic HTML is a plus.
- **Communication Skills:** Excellent oral and written communication skills with strong attention to detail. Ability to create engaging content and effectively communicate with a wide range of stakeholders.

- **Project Management:** Self-motivated and capable of managing multiple tasks simultaneously, working under pressure to meet deadlines. Ability to think innovatively and creatively while working both independently and within a team.
- **Physical Ability:** Tasks require regular performance of moderately physically demanding work, involving activities such as climbing, balancing, stooping, kneeling, and lifting, carrying, pushing, or pulling moderately heavy objects (up to 50 pounds) without assistance.
- **Driver's License:** Must possess and maintain a valid Florida driver's license.
- **Availability:** Must be available to work Monday – Friday, with flexibility for nights and weekends as needed for promotional activations and events.

An Equal Opportunity Employer – M/F/D/V

**BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY (CRA)
JOB DESCRIPTION**

TITLE: GRANTS AND PROJECT MANAGER

REPORTS TO: EXECUTIVE DIRECTOR; ASSISTANT DIRECTOR;

CLASSIFICATION: NON-EXEMPT

JOB TYPE: FULL-TIME

UPDATED: JULY 21, 2020

GENERAL STATEMENT OF DUTIES:

Provides project management and support services to the Executive Director and Assistant Director. Responsible for completing complex and technical assignments and associated projects as assigned. Oversees the agency's various grant programs. Coordinate support services workflow, providing direction of job activities to clerical support staff, and prescribing methods. This individual is expected to assist and work collaboratively with the Executive Director and Assistant Director and provide support as directed on an ongoing and regular basis.

The incumbent works under the direction of the Executive Director and Assistant Director and work is reviewed through meetings, reports, observation, and task/report/project completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees CRA Economic Development Grant Programs including application review, processing, and compliance. Assists/directs Finance Specialist in grant reimbursements and compliance.
- Oversees CRA Neighborhood Signage Program including application review, processing, and compliance. Assists/directs Finance Specialist in grant reimbursements and compliance.
- Oversees the CRA Board Packet production process under the supervision of the Executive Director and Assistant Director.
- Responsible for CRA Board and workshop meeting logistics, revisions, and finalization of production materials as needed. May need to work in collaboration with the Executive Director and Assistant Director or other CRA staff.
- Responsible for office supplies, including ordering, special orders, stocking, and inventory efficiencies. Develops and maintains procedures for efficient and cost effective inventory control (as assigned).
- Serves as primary administrative/project management support to the Executive Director and first contact point for the CRA Board Members other officials and the general public.

- Develops, posts, and maintains Master Calendar for CRA, including but not limited to, public meetings, workshops, and conferences.
- Works with other CRA staff to assist and oversee assigned project goals. Updates the Executive Director on an on-going basis (e.g., makes phone calls, tracks status of RFPs, updates strategic plan).
- Assists with the CRA's certified Records Management system as it relates to requirements of the State of Florida; organizes and manages all public records. Handles archival of records to be sent to warehouse, and scanning paper copy records into file system, and any other associated record management duties.
- Provides project management support to the Executive Director, Assistant Director, and Development Services Manager.
- Develops and maintains CRA library to ensure a sufficient number of copies of Board packets, CRA collateral material, and other official documents are available for public review or purchase. Stocks and replenishes material as needed.
- Assists with CRA real estate administration and closings. Works with CRA staff and legal on all aspects of closing transactions. Assists Executive Director and high level executives with project management, including but not limited to, construction projects, infrastructure and streetscape projects, and financial management projects.
- Provide business and management principles for strategic planning, resource allocation, leadership, and coordination of people and resources. Coordinate business processes, research new technologies for information systems improvements. Analyze internal processes, recommend and implement policy changes to improve operational efficiencies.
- Develops schedules and maintains Executive Director's calendar. Attends Board and other public meetings as needed. Drafts original letters and other documents for Executive Director's review and signature. Proofreads and edits/revises documents issued from the Executive Director's office as necessary. Assists with preparation of Administrative Department section of the budget and interfaces with Assistant Director and/or Finance Department on expenditures as needed.
- Administers Agency travel plans for Staff and Board Members (flights, registrations, hotels, shuttles, etc.) including flight changes, extra charge issues, booking hotels, processing travel paperwork and forms, and resolving other travel related problems in a timely and effective manner. Completes CRA Travel Request forms for travel approvals, provides Finance with approvals and documentation for payment processing. Provides travel details via electronic delivery and phone.
- Performs other related work as required or as assigned by supervisor(s).

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative and operational services management, management theories, practices and techniques. Relevant financial and legal background is a plus.
- Ability to plan, direct, and effectively supervise the work of support staff.
- Thorough knowledge of federal, state and local laws, regulations, policies and procedures relating to economic development is a plus.
- Government and/or Special District experience is a plus.
- Thorough knowledge of Microsoft & Adobe programs, data management software, Novus Board Agenda or similar board agenda management software, and familiarity with non-open and open source CMS website revision programs and various social media platforms- (e.g. Facebook, Instagram, Twitter, YouTube, etc.)
- Self-motivated, detailed oriented, self-starter with the aAbility to work both independently and with minimal direction.
- Ability to exercise judgment and discretion in applying laws, regulations, policies and procedures.
- Ability to establish and maintain effective inter- and intra-governmental business and professional associations.
- Knowledge of the principles and practices of public or business administration a.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in solving new problems.
- Strong written and oral communication and interpersonal skills, ~~to include~~ing~~the~~ ability to ~~develop effective proposals~~, prepare and maintain accurate records and reports, and public speaking skills.
- ~~Strong time-management skills, project management skills~~ and ability to manage multiple tasks and work under pressure to meet deadlines.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university with a major in Business, Economics, or Public Administration and at least ~~two~~three (~~32~~) years of relevant experience; or an unrelated Bachelor's degree from an accredited college or university and at least three (3) years of proven ~~an equivalent combination of training, education and~~ experience. Must possess and maintain a valid Florida driver's license.
- Experience in Microsoft Word, Outlook, Excel, and PowerPoint.
- Must possess and maintain a valid Florida driver's license.
- Physical ability – Tasks require ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (~~40~~25 pounds). Tasks may involve extended periods of time at a keyboard or work station.

An Equal Opportunity Employer – M/F/D/V

**BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY (BBCRA)
100 E. OCEAN AVENUE, 4TH FLOOR, BOYNTON BEACH, FL 33435**

JOB DESCRIPTION

JOB TITLE: MARKETING & BUSINESS PROMOTIONS COORDINATOR

OPENING DATE:

CLOSING DATE:

CLASSIFICATION: NON-EXEMPT

JOB TYPE: FULL-TIME

SALARY: \$45,000 - \$55,000 (Hire range) DOQ

REPORTS TO: BUSINESS DEVELOPMENT & PROMOTIONS MANAGER

UPDATED: MARCH 6, 2025

GENERAL STATEMENT OF DUTIES:

The Marketing & Business Development Coordinator supports the goals of the Business Development & Promotions Department by executing strategic initiatives that enhance the visibility and success of businesses within the BBCRA area. This role assists in planning, developing, and marketing special programs, initiatives, and events, including digital and print marketing efforts. This role plays a key role in business development by engaging with the community, assisting with promotional activities, and supporting vendor, media, and business owner relationships. Additionally, this position helps ensure that all activities align with the BBCRA's goals and objectives, providing essential administrative and logistical support to drive successful outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Business Development Responsibilities:

- Communicate and engage with local businesses in the BBCRA area to assist with supporting their goals and objectives with the available promotional incentives and grant programs provided by the agency.
- Promote incentives and grant programs offered by the BBCRA at business promotional events as needed.
- Educate and assist area businesses with information about utilizing cross promotional opportunities.
- Recruit BBCRA area businesses to participate at business promotional events.
- Assist businesses in leveraging the BBCRA's promotional incentives, grant programs, and other resources to achieve their goals.

- Assist with the development of programs and strategies to attract new businesses to the BBCRA area while supporting business retention and expansion of existing businesses.
- Assist with updating and maintaining the BBCRA's database of area businesses.
- Make routine visits with local businesses to inform them of important events and redevelopment taking place within the CRA District, ascertain their promotional needs and use collected information to assist the CRA to develop and/or refine the CRA's economic development programs.
- Promote BBCRA Commercial Business Grant Programs and Incentives to local businesses and property owners during site visits.
- Other duties and projects as assigned.

Marketing Responsibilities:

- Assist with maintaining and updating e-mail distribution lists (media, residents, and business owners) in the designated email marketing platform.
- Assist with content creation for monthly newsletter and periodic email blasts to promote BBCRA initiatives.
- Assist with the development and distribution of marketing collateral to local businesses and community members such as posters, postcards, and brochures.
- Assist with the professional video and photography campaign by contacting eligible businesses, communicating with the video consultant, and overseeing onsite coordination and execution of creative content.
- Assist with content creation and posting creative to the BBCRA website, blog, Flickr, and social media accounts, including Facebook, Instagram, LinkedIn, and Twitter.
- Assist with maintaining the BBCRA YouTube account by uploading business development videos, event videos, and any other relevant media that is created.
- Add content to partner websites to advertise BBCRA promotional activities.
- Create reports and presentations, as needed, to be presented to management, BBCRA Board, and the public.
- Create and distribute marketing materials, including print and digital content, that highlight business opportunities, BBCRA initiatives, programs, and special activations.
- Assist with creation of content for award submissions to professional organizations.
- Other duties and projects as assigned.

Business Promotions & Event Responsibilities:

- Assist with the creation, planning, and execution of events that promote business development within the BBCRA district and support the goals of the BBCRA.
- Research service and rental providers for procurement of event needs; drafting agreements and processing invoices as needed.
- Assist with identifying and recruiting musicians, entertainment, and vendors for events
- Oversee the application process for BBCRA and paid vendors; draft vendor application, communicate with vendors as needed to ensure all required documents
- Assist with the business development aspect of events such as vendor relations.
- Assist with onsite event implementation and coordination of logistics.
- Assist with general office tasks related to event planning, including data entry, scanning, filing, and copying documents.

- Other duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- **Qualifications:** Bachelor's degree in Marketing, Communications, Advertising, Business, or a related field; minimum of four (4) years of proven experience in a related field; Associate's degree in related field plus minimum of two years of professional experience in public relations, social media, digital marketing, and/or event support; or an equivalent combination of education and training and experience. Government and/or Special District experience is a plus.
- **Technical Skills:** Proficient in Microsoft Office (Word, Outlook, Excel, Publisher, PowerPoint), with working knowledge of the Adobe Creative Suite (Illustrator, Photoshop, InDesign), open-source CMS platforms (e.g., WordPress, Joomla, Drupal) for website management, and MailChimp or similar email marketing programs. Professional experience with creating content and ads for social media platforms (Facebook, Instagram, Twitter, YouTube) and familiarity with basic HTML is a plus.
- **Communication Skills:** Excellent oral and written communication skills with strong attention to detail. Ability to create engaging content and effectively communicate with a wide range of stakeholders.
- **Physical Ability:** Tasks require regular performance of moderately physically demanding work, involving activities such as climbing, balancing, stooping, kneeling, and lifting, carrying, pushing, or pulling moderately heavy objects (up to 50 pounds) without assistance.
- **Driver's License:** Must possess and maintain a valid Florida driver's license.
- **Availability:** Must be available to work Monday – Friday, with flexibility for nights and weekends as needed for promotional activations and events.
- **Additional Attributes:** Self-motivated, self-starter with the ability to manage multiple tasks and work under pressure to meet deadlines. Innovative and creative thinker, who possesses the ability to work independently and in an open team setting. Sound understanding of branding, business development, communications, and marketing principles.

An Equal Opportunity Employer – M/F/D/V

**BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY (CRA)
710 N. FEDERAL HIGHWAY, BOYNTON BEACH, FL 33435
JOB DESCRIPTION**

JOB TITLE: DEVELOPMENT SERVICES MANAGER
CLASSIFICATION: EXEMPT
REPORTS TO: EXECUTIVE DIRECTOR

WRITTEN: 09/22/2014
UPDATED: 11/7/14

The CRA is an Equal Opportunity Employer - M/F/D/V

GENERAL STATEMENT OF DUTIES:

Provides advanced level administrative and support services including assistance to Executive Director and high level executives. Responsible for completing complex and technical assignments and associated office support operations as assigned. Coordinate support services workflow, providing direction of job activities to clerical support staff, and prescribing methods. The incumbent works under the direction of the Executive Director. Work is reviewed through meetings, reports, observation, and project completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs and coordinates administrative and facility management support services, including but not limited to, office clerical, telecommunications management, logistics, facilities management and maintenance, procurement, data processing, and security. Ensure safety and environmental compliance for the CRA office.
- Oversee maintenance and repair of office equipment, computer shared drives, data processing, electrical, telecommunications, and mechanical systems.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency. Maintain minutes, agendas and action items thereof. Develop, monitor and report special surveys for the CRA Board.
- Oversees CRA Economic Development Grant Programs including application review, processing, and compliance. Assists/directs Finance Specialist in grant reimbursements and compliance.
- Responsible for CRA real estate administration and closings. Works with CRA staff and legal on all aspects of closing transactions. Assists Executive Director and high level executives with project management, including but not limited to, construction projects, infrastructure and streetscape projects, and financial management projects.

- Provide business and management principles for strategic planning, resource allocation, leadership, and coordination of people and resources. Coordinate business processes, research new technologies for information systems improvements. Analyze internal processes, recommend and implement policy changes to improve operational efficiencies.
- Serves as primary administrative support to Executive Director and first contact point for the Board of Directors, other officials and the general public.
- Determine needs, obtain information, set up appointment(s), address concern(s) without the Director's assistance or provide necessary information and/or materials.
- Develops schedules and maintains Executive Director's calendar. Attends Board and other public meetings as needed. Drafts original letters and other documents for Executive Director's review and signature. Proofreads and edits/revises documents issued from the Executive Director's office as necessary. Assists with preparation of Administrative Department section of the budget and interfaces with Assistant Director and/or Finance Department on expenditures as needed.
- Responsible and accountable for the management of board packets, minutes, and public record requests.
- Supervises Administrative Assistant and other clerical personnel. Provides work direction, supervision and ongoing responsibilities, provides training, support, and feedback.
- Develops, posts, and maintains Master Calendar for CRA, including but not limited to, public meetings, workshops and conferences.
- Works with other CRA staff to assist and oversee assigned project goals. Updates the Executive Director on an on-going basis (e.g., makes phone calls, tracks status of RFPs, updates strategic plan).
- Performs various computer operations, including Desktop Publishing, Microsoft Office and other software packages. Creation and/or maintenance of Access databases for various CRA projects. Develops and updates template correspondence.
- In collaboration with Assistant Director, organizes and maintains office T Drive by determining what other files/folders are needed, consolidating, or deleting files/folders.
- Coordinates meeting availability with City or other business personnel by making phone calls, checking staff's on-line calendars and finalizing appointment dates and times. Serves as back-up to Administrative Assistant by answering incoming calls, questions, walk-ins, set up appointments or directs to appropriate staff person.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of administrative and operational services management, management theories, practices and techniques. Relevant financial and legal background.
- Ability to plan, direct, and effectively supervise the work of support staff.
- Thorough knowledge of federal, state and local laws, regulations, policies and procedures relating to economic development.
- Thorough knowledge of Microsoft & Adobe programs, data management software and website revision programs.
- Ability to work both independently and with direction.
- Ability to exercise judgment and discretion in applying laws, regulations, policies and procedures.
- Ability to establish and maintain effective inter- and intra-governmental business and professional associations.
- Knowledge of the principles and practices of public or business administration.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in solving new problems.
- Strong written and oral communication and interpersonal skills, to include the ability to develop effective proposals, prepare and maintain accurate records and reports, and public speaking skills.
- Strong time-management skills, project management skills and ability to meet deadlines.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in Business, Economics or Public Administration or in place of a degree or equivalent of at least four (4) years of relevant experience; or an equivalent combination of training, education and experience. Must possess and maintain a valid Florida driver's license.

JOB DESCRIPTION

- Creation of a strategy that encourages rehabilitation of commercial and residential properties that supports art and cultural enterprises.
- Development and implementation of a program that will encourage home ownership and business retention and expansion through the attraction of arts and arts-related investment and business to the target area. The Coordinator will be responsible for the development, implementation, promotion, funding coordination and marketing of such program.
- Coordination with other CRA Staff on the NSP-2 program to create or enhance housing opportunities, for the artist communities, in addition to, educational and business opportunities which foster the arts.
- Establishment of a structure for application, qualification and approval of artists and a method for disposition of selected properties.
- Participate in the development and administration of the Cultural Renaissance Program budget for the CRA; forecast the funds needed for staffing, equipment, capital costs, materials and; monitor expenditures.
- Working with partners, the development of a brand for the area, a marketing strategy and the establishment and coordination of an annual event that promotes the program.
- The development of marketing materials, including further development of the web site, advertisements and placement recommendations and outreach to local and national media.
- Establishment of monitoring procedures to ensure quality and success.
- Graphic design- create standard templates for use
- Design and production of promotional materials
- Web site and regular social media updates – increase presence
- Liaison to artist community – both artists and organizations (like Armory)
- Provide assistance with events
- Plan events and manage space at Lake Worth Arts Center
- Help develop/market LULA
- Provide Photography
- Provide assistance with arts-related grant applications
- Establishes and maintains office filing system
- Orders office supplies and equipment
- Make travel arrangements for Staff
- Receives incoming telephone calls and mail

Additional Responsibilities May Include:

- Generate funding through a variety of sources including grant funding. Prepare and assist in the administration of grant programs.
- Represent the CRA, as directed by ED, at Board meetings at various arts and economic development groups.
- Prepares agenda items and reports for the Executive Director and CRA Board of Commissioners.
- Other duties as assigned the Executive Director.

Knowledge of:

- Modern principles and practices of arts program development, administration and facility management.
- Public relations principles and techniques.
- Organizational and management practices as applied to analysis and evaluation of programs, policies and operational needs.
- Marketing principles and techniques.
- Budget management and grant administration.
- Long range planning and the implementation of actions in support of plans.

Qualifications:

- Bachelor's degree in Liberal Arts, Arts Administration, Art history or related degree and four years professional experience. A Master's degree may be substituted for some experience.
- At least two years of increasingly responsible experience in arts program administration.
- Prior experience with grant preparation and administration.
- Ability to develop written documents and give public presentations.
- Proficiency in Microsoft Office software including PowerPoint, Word, Excel.
- Professional appearance, conduct and behavior

Applicants are asked to:

- Present professional portfolio with writing samples, marketing material. A writing test might be included as part of interview process.



City of Bradenton Job Descriptions

Item 5.

Job Title: COMMUNITY REDEVELOPMENT AGENCY COORDINATOR

Date prepared: July 29, 2024

Department/Location: Community Redevelopment Agency

Bargaining Unit: None

Classification: Essential: This position is an Essential classification and may require employee to report to duty after a hurricane or emergency.

Schedule: This position normally works a regular weekday daytime shift and may require some evening/weekend work to meet obligations of position. May require immediate response to emergency conditions.

FLSA Status: Exempt

Supervision Exercised: None

Supervision Received: Community Redevelopment Agency Manager and Executive Director

General Purpose of the Position: The Community Redevelopment Agency (CRA) Coordinator responsible for providing day-to-day hands-on implementation of the CRA's policies, programs, and projects consistent with the adopted Redevelopment Plans (Plans). The position also serves as a facilitator and as a liaison between the CRA and members of the public (customers) who have interests and ambitions within the Areas. The salary for this position is 100% paid by CRA increment revenue, all aspects of the job will specifically pertain to properties and locations within the designated Areas.

Essential duties and Responsibilities:

- Take direction and receive related delegated duties from the CRA Executive Director and CRA Manager about all matters.
- Collaborate with and provide reporting to the CRA Executive Director and CRA Manager on progress for all matters.
- Collaborate with other City Departments and related staff on their specific oversight related to CRA matters.
- Daily interaction with the public and other public and private agencies to coordinate with property and business owners interested in the Areas, including but not limited to phone calls, emails, and in-person meetings.
- Provide grant application management (internal and external) for the CRA, including receiving and managing public submittals on application forms for various requests specific to the CRA.
- Maintain accurate and detailed records and files specific to all CRA matters.
- Assist in creating, compiling, and distributing CRA agenda packets, staff reports, photographs, and details specific to agenda items to be scheduled to go before the CRA Board.
- When authorized, conduct field evaluations and customer meetings on properties within the Areas.



City of Bradenton

Job Descriptions

Item 5.

- Write and manage developer requests for proposals for the purpose of CRA projects and/or disposing of CRA land for redevelopment in conjunction with City departments.
- Attend training sessions and conferences about CRAs.
- Achieve professional designation in various levels of CRA through the Florida Redevelopment Association Academy and other relevant certifications or training.
- Communicate with community groups, residents, and business owners about CRA projects and programs.
- Collaboration, management, and creative design input of projects specific to public property, including but not limited to parks, recreational areas, public spaces, street scaping, street ROW beautification, and similar initiatives.

Skills and Physical Abilities Required:

- Thorough knowledge of intergovernmental operations and the redevelopment process, especially familiarity with and adherence to all Florida Statutes, which guide CRA activities and accountability.
- Ability to understand and implement the adopted CRA annual budget.
- Ability to evaluate and propose aspects of the CRA annual budget.
- Assist in meeting annual statutory requirements for CRA Agencies, including creating and filing an annual report and meeting other reporting and advertising requirements about the CRA.
- Ability to seek out and write grants specific to locations in the Areas.
- Assist in land acquisition on behalf of the CRA.
- Compile databases and relevant planning and economic information regarding the CRA's housing, retails, industrial, and office development activity.
- Outstanding interpersonal, written, and verbal communication skills
- Detail-oriented and organized, and exercises/presents high professionalism and performance in all aspects of representing the City and CRA.
- A self-starter, enthusiastic, and a demonstrated team builder, facilitator, and consensus builder who is positively involved with and supportive of all City Staff and the community.
- Must be able to work individually and with a team of co-workers representing multiple points of view.
- Understanding of zoning, comprehensive planning, site development and GIS mapping a plus.
- Other duties specific to the CRA, as directed and delegated by the CRA Executive Director and CRA Manager.

Computer Equipment and Software Requirements: Proficient in computer skills, including Excel, Word, Outlook, and similar office suite software.

Physical Abilities Required: May be required to sit or stand for extended periods of time. Works indoors in an office environment as well as makes site visits to outdoor areas containing public art. Light to medium lifting required (up to 30 pounds of equipment). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Education and Experience Required: Bachelor Degree from a four-year accredited college or university with a major in Urban Planning, Public Administration, or a related field; or at least two (2) years of experience in municipal or county government or CRAs. Verifiable work-related references and examples of completed



City of Bradenton Job Descriptions

redevelopment planning and projects the candidate participated in must also be provided. Must have a valid Driver's license, obtain a State of Florida-issued driver's license upon relocation, if applicable, and have a clean driving record for the past three (3) years. Must pass a background check.

Pay Grade: 120

This job description in no way states or implies that the above are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimal levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

Approved:

Director _____

Date: _____

Approved as to Form:

Human Resources Manager _____

Date _____



City of Bradenton Job Descriptions

Item 5.

Job Title: Community Redevelopment Agency (CRA) Manager

Date prepared:	March 25, 2022
Department/Location:	Community Redevelopment Agency (CRA)
Bargaining Unit:	None
Classification:	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
FLSA Status:	Exempt
Supervision Exercised:	Supervision may be exercised over CRA personnel.
Supervision Received:	CRA Executive Director

General Purpose of the Position: Under general direction, the CRA Manager develops, administers, and implements CRA programs, projects and activities. Assists to varying degrees in policy making, project management, budgeting, planning, and public relations.

Essential duties and Responsibilities:

- Coordinates implementation of redevelopment projects and activities with City staff, other government agencies and the private sector.
- Represents the City's CRA at various meetings and functions and makes presentations.
- Serves as staff liaison with CRA Advisory Boards, coordinates their meetings and keeps accurate and timely records (minutes, agendas, etc.)
- Markets the CRA's programs to businesses, community partners, and other potential stakeholders.
- Creates and maintains effective working relationships with the business community, developers, property owners, realtors, advisory boards, community organizations, and citizens.
- Presents data, trends, research, and analysis in a variety of formats, including reports, maps, charts, graphics, dashboards, and interactive tools.
- Researches and applies for grants and awards.
- Assists new, expanding, and current businesses.
- Represents the CRA in the City's Development Review Committee.
- Identifies infrastructure and capital planning needs and manages projects.
- Administers contracts and other agreements.
- Assists in the preparation of agenda items.
- Assists in the preparation, coordination, and evaluation of requests for proposals (RFPs) for projects.
- Assists in the preparation of the CRA Annual Report, and other reports as required.
- Prepares written materials such as press releases, speaking points, contracts, and brochures on an as-needed basis.
- Ensures that plans are carried out in accordance with City ordinances, applicable federal, county and state laws, and approved redevelopment plans.
- Assists in capital project planning and the preparation of the annual budget and evaluates funding requests by other agencies or organizations.



City of Bradenton Job Descriptions

- May supervise assigned staff, handle employees' concerns and problems; direct work; counsel and discipline staff; complete employee performance appraisals
- Coordinates special events.
- Performs other related duties as assigned.

Skills and Physical Abilities Required:

- Thorough knowledge of principles, practices, methods and theories of economic development, urban redevelopment, and community development.
- Ability to work under pressure of deadlines with minimal direction/supervision.
- Ability to coordinate multiple projects concurrently.
- Ability to establish and maintain professional relationships with a variety of people, including the elected officials, department heads, advisory boards, local member organizations and the public.
- Ability to foster creativity and problem-solving, and remain flexible in a rapidly changing environment.
- Knowledge of principles and practices of effective project administration and staff supervision.
- Available to work occasional evenings and weekends.
- Ability to follow written and verbal instructions.
- Knowledge of state and federal programs.
- Knowledge of personnel management policies and practices.
- Knowledge of government budget procedures.
- Skilled in time and task management.
- Sitting, some standing, bending, reaching.

Computer Equipment and Software Requirements: Must be proficient in computer skills, including Microsoft Office, Microsoft Word, Excel, Outlook, and Power Point, as well as knowledge of office practices, equipment, and operation methods.

Education and Experience Required: Bachelor's degree from a four-year college or university in Business Administration, Public Administration, Urban Planning, or a directly related field, plus 3 years of professional experience; OR and equivalent combination of education, training, and experience. Possession of and ability to maintain a valid Florida driver's license as travel between city facilities and events may be required.

Environmental Conditions: Indoors in an office environment, however may be standing or walking for long periods during special events.

Pay Grade: 128

This job description in no way states or implies that the above are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimal levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

Approved:

Department Director: _____

Date: _____

Director of Administrative Services: _____

Date: _____



01:13 PM
05/28/2025
Page 1 of 7

Overview

Overview

Inactive	No
View As Of	05/28/2025
Date of Last Change	11/06/2024 09:50:01.659 AM
Job Profile Name	Manager, Economic Development/Real Estate
Job Code	00910
Include Job Code in Name	No
Job Profile Summary	
Job Description	<p>Overview</p> <p>To establish goals and objectives for economic and community development and redevelopment in the City of Sarasota. To manage and coordinate all redevelopment activities in the City's Community Redevelopment Areas (CRA's) and supervise staff activities in support of the Downtown Improvement District. To serve as principal economic development and redevelopment advisor to the Department Director, City Manager, Community Redevelopment Agencies and the City Commission, to achieve the City's goals and objectives. Provides management oversight of the City's Real Property including property management, leases, improvements on Real Property, and purchase/transfer or sale of City-owned real property.</p> <p>Essential Functions</p> <ul style="list-style-type: none"> Oversees the creation and implementation of economic development and redevelopment plans proposed for the City of Sarasota. This includes the development of strategies to attract and retain businesses, and business investment, in accordance with the City's Comprehensive Plan and all applicable code and regulations. Serves as an advocate for redevelopment projects to improve the overall quality of life for City residents and facilitate smooth and timely completion of those projects. Facilitates positive stakeholder relations with community members, developers, business owners, local philanthropic groups, chamber of commerce organizations and more. Implements the Community Redevelopment Area Plans to accomplish the objectives outlined in these Plans. Initiates projects to revitalize the CRA areas using Tax Increment Financing (TIF) funds. Analyzes pertinent demographic, business, retail and marketing data to guide sound, rational decision making on economic development policies and programs. Coordinates development of a comprehensive site inventory and marketing plan to showcase existing and emerging economic development opportunities in the City. Actively directs projects during the formation of the City's Capital Improvement Program (CIP) to accomplish the objectives detailed in the City's Community Redevelopment Area Plans. Oversees preparation of reports to the Community Redevelopment Agency on specific redevelopment proposals. Monitors economic conditions in Sarasota, receives quarterly reports from Managers and makes oral presentations to the City



01:13 PM
05/28/2025
Page 2 of 7

- Manager, City Commission, Community Redevelopment Agency, and others as necessary and appropriate.
- Works closely with development professionals, the business community, lenders, realtors and representatives from other diverse groups interested in the City.
 - Prepares pertinent reports that show economic development and redevelopment activities throughout the City and CRA's.
 - Maintains the economic development information on the City's website.
 - Serves as staff liaison to the Newtown Community Redevelopment Agency Advisory Board (NCRAAB) including meeting management and implementing all initiatives as directed by the Board.
 - Manages the City's Real Property including handling inquiries, property uses, lease negotiations, lease development, lease renewals, tenant compliance, inspection program for leased property, and physical improvements on City-owned land through review and approval of building permits. Manages Purchase and Sale Agreements of real property owned by the City or being purchased by the City. As required, makes presentations to, and seeks approvals of, the City Commission.
 - Oversees activities of the Downtown Improvement District.
 - Supervises staff of the Office of Economic Development and oversees all HR related functions.
 - The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university with major course work in Business Administration, Planning, Public Administration, Finance or closely related field,
- Eight (8) years of progressively responsible experience with at least five (5) years in an administrative or supervisory capacity in community development programs such as urban planning; economic development; urban revitalization and redevelopment; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities,
- A Masters Degree in a related field may be substituted for two (2) years of experience,
- Possession of and ability to maintain a valid State of Florida Driver's License is required,
- Real Estate experience preferred,
- American Institute of Certified Planners (AICP) and Florida Redevelopment Association (FRA) membership is preferred.

Job Based Competencies

- Knowledge and experience in Community Development, Economic Development, Redevelopment, Urban Development principles, Urban Planning and Marketing.
- Knowledge and experience in urban planning/design, land use law, redevelopment, applicable plans, codes, and regulatory documents, preparation/review of redevelopment and development agreements.
- Considerable knowledge of local, state, and federal laws and programs related to land use, grant procurement /



- administration and economic development activities.
- Considerable knowledge of private sector lending practices.
 - Experience attracting desirable retail businesses, merchants, professional offices, and other businesses to low-income communities.
 - Experience working with Tax Increment Financing (TIF) Districts as related to financing and implementing public/private projects.
 - Experience developing and implementing data-dependent studies to target and encourage commercial development opportunities and achieve desired results.
 - Experience in overseeing and monitoring the development of a business communication strategy and related marketing materials.
 - Experience working with diverse, multi-disciplinary groups to achieve complex objectives.
 - Experience working with historically marginalized communities and implementing successful public outreach projects among minority groups.
 - Ability to lead multiple department efforts to create and implement plans for economic development or redevelopment.
 - Ability to develop strategies, plans, programs, or projects based upon direction from city officials, with considerable input from the public, regulatory agencies, special interest groups, etc.
 - Ability to communicate effectively both orally and in writing.
 - Knowledge of budget preparation and public administration.
 - Ability to establish and maintain good working relationships with other city staff, elected officials, neighborhood representatives, business leaders, social service providers, and others.

Responsibility

Under the direction of and responsible to the Director or designated representative. Plans, assigns, and directs the work of the key staff of the division with maximum reliance on delegated responsibility and authority in the conduct of continuing, day-to-day operations.

Physical Requirements

This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

Public Contact

Preferred Qualifications

Job Title Default

Restrict to Country

Management Level

Job Family

Job Classifications

Manager

Management - PLN

1 - Officials & Administrators (United States EEO-4-United States of America)



01:13 PM
05/28/2025
Page 4 of 7

Work Shift Required A - Regular (FRS Class-United States of America)
Public Job Yes
Referral Payment Plan Yes

Characteristics

Difficulty to Fill
Critical Job No

Compensation

Compensation Grade 125
Compensation Grade Profile
Impacted Eligibility Rules

Unions

Union Membership Not Allowed
Allowed Unions

Business Process History

Business Process History

Business Process	Effective Date	Initiated On	Completed On	Status
Edit Job Profile: Manager, Economic Development/Real Estate	10/28/2024	11/06/2024 09:50:01 AM	11/06/2024 09:50:01 AM	Successfully Completed

Qualifications

Certifications

Certification

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)
Yes		American Institute of Certified Planners - APA - American Planning Association	Driver's License	State of Florida

Competencies

Competencies

Required
Competency Attendance
Target Rating



01:13 PM
05/28/2025
Page 5 of 7

Required
Competency Customer Service
Target Rating

Required
Competency Initiative
Target Rating

Required
Competency Job Knowledge
Target Rating

Required
Competency Productivity
Target Rating

Required
Competency Quality of Work
Target Rating

Required
Competency Records and Reports
Target Rating

Required
Competency Safety Exempt
Target Rating

Required
Competency Team Work
Target Rating

Required
Competency Work Habits & Time Management
Target Rating

Competencies from Other Sources

Required	Competency	Target Rating	Source	Source Type
Yes	Attendance		Manager	Management Level
Yes	Customer Service		Manager	Management Level
Yes	Initiative		Manager	Management Level
Yes	Job Knowledge		Manager	Management Level



Required	Competency	Target Rating	Source	Source Type
Yes	Productivity		Manager	Management Level
Yes	Quality of Work		Manager	Management Level
Yes	Team Work		Manager	Management Level
Yes	Work Habits & Time Management		Manager	Management Level

Education

Education

Required	Degree	Field of Study
Yes	Bachelor's	

Languages

Languages

Required	Language	Ability	Proficiency

Responsibilities

Responsibilities

Required	Responsibility

Training

Training

Required	Training	Training Type	Description

Work Experience

Work Experience

Required	Work Experience	Experience Level
Yes	Supervisory Experience	5 years
Yes	Progressive Responsibility	8 years

Equivalence Rule

Equivalence Rule

Equivalence Rule	Derived Logic

Pay



Pay Rate Type

Pay Rate Types

Country	Pay Rate Type
United States of America	Hourly

Job Exempt

Job Exempt

Country / Country Region	Job Exempt
United States of America	Yes

Workers' Compensation Code

Worker's Compensation Codes

Workers' Compensation Code	Country	Country Region	Location
8810 - Clerical Office Employees NOC (United States of America)	United States of America		



Position: Coordinator, Business Relations -
Rochelle Gallant

12:59 PM
05/28/2025
Page 1 of 3

Supervisory Organization PLN - Economic Development (Wayne Applebee)
Position Restrictions Coordinator, Business Relations - Rochelle Gallant
Organization Assignments Company: City of Sarasota
Cost Center: Planning and Redevelopment
Fund: F-1000 General Fund
Program: Economic Development
Worker Rochelle Gallant

Job Details	<table> <tr> <td>Employee Type</td> <td>Regular</td> </tr> <tr> <td>Job Profile</td> <td>Coordinator, Business Relations</td> </tr> <tr> <td>Job Title</td> <td>Coordinator, Business Relations</td> </tr> <tr> <td>Business Title</td> <td>Coordinator, Business Relations</td> </tr> <tr> <td>Time Type</td> <td>Full time</td> </tr> <tr> <td>Location</td> <td>One Stop Shop</td> </tr> <tr> <td>Pay Rate Type</td> <td>Hourly</td> </tr> <tr> <td>Job Exempt</td> <td>Yes</td> </tr> <tr> <td>Management Level from Job Profile</td> <td>Individual Contributor</td> </tr> <tr> <td>Union Membership from Job Profile</td> <td>Not Allowed</td> </tr> </table>	Employee Type	Regular	Job Profile	Coordinator, Business Relations	Job Title	Coordinator, Business Relations	Business Title	Coordinator, Business Relations	Time Type	Full time	Location	One Stop Shop	Pay Rate Type	Hourly	Job Exempt	Yes	Management Level from Job Profile	Individual Contributor	Union Membership from Job Profile	Not Allowed
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Time Type	Full time																				
Location	One Stop Shop																				
Pay Rate Type	Hourly																				
Job Exempt	Yes																				
Management Level from Job Profile	Individual Contributor																				
Union Membership from Job Profile	Not Allowed																				
Working Time	<table> <tr> <td>Default Weekly Hours</td> <td>40</td> </tr> <tr> <td>Location Weekly Hours</td> <td>40</td> </tr> <tr> <td>Scheduled Weekly Hours</td> <td>40</td> </tr> <tr> <td>FTE</td> <td>100%</td> </tr> <tr> <td>Work Shift</td> <td>First Shift (United States of America)</td> </tr> </table>	Default Weekly Hours	40	Location Weekly Hours	40	Scheduled Weekly Hours	40	FTE	100%	Work Shift	First Shift (United States of America)										
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Location Weekly Hours	40																				
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Work Shift	First Shift (United States of America)																				
Additional Information	<table> <tr> <td>Job Description</td> <td> <p>Overview</p> <p>To participate in the activities of the Office of Economic Development to establish goals and objectives for economic and community development and redevelopment in the City of Sarasota. To be involved and coordinate economic development and redevelopment activities in the City. To attract, retain and expand businesses in the City, and to assist the Economic Development Manager in the implementation of the Newtown Community Redevelopment Area Plan to improve the overall quality of life for all residents and facilitates smooth and timely completion of assigned projects.</p> <p>Essential Functions</p> <ul style="list-style-type: none"> • Implements the City's Business Incentive programs to ensuring applicant eligibility, negotiating returns on the City's investment, monitor and report results. • Conducts research and recommends appropriate incentive tools that allow the City to competitively compete with similar jurisdictions to attract, retain and expand business opportunities. • Coordinates, promotes, and enhances the City's Legacy Business Program. </td> </tr> </table>	Job Description	<p>Overview</p> <p>To participate in the activities of the Office of Economic Development to establish goals and objectives for economic and community development and redevelopment in the City of Sarasota. To be involved and coordinate economic development and redevelopment activities in the City. To attract, retain and expand businesses in the City, and to assist the Economic Development Manager in the implementation of the Newtown Community Redevelopment Area Plan to improve the overall quality of life for all residents and facilitates smooth and timely completion of assigned projects.</p> <p>Essential Functions</p> <ul style="list-style-type: none"> • Implements the City's Business Incentive programs to ensuring applicant eligibility, negotiating returns on the City's investment, monitor and report results. • Conducts research and recommends appropriate incentive tools that allow the City to competitively compete with similar jurisdictions to attract, retain and expand business opportunities. • Coordinates, promotes, and enhances the City's Legacy Business Program. 																		
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Position: Coordinator, Business Relations -
Rochelle Gallant

12:59 PM
05/28/2025
Page 2 of 3

- Initiates a plan to attract "Start-up" businesses with community partners and plays a leading role in its implementation.
- Conducts business concierge services, with appropriate level of confidentiality, for the attraction, retention and expansion of businesses in the City.
- Coordinates development of a comprehensive site inventory and marketing plan to showcase existing and emerging economic development opportunities in the City.
- Supports the implementation of the Newtown Community Redevelopment Area Plan to accomplish the objectives.
- Assists in redevelopment plans proposed for the North Sarasota area, including the development of strategies to attract and retain businesses, and business investment, in accordance with the City's Comprehensive Plan and all applicable code and regulations.
- Supports in the administration of the Business Grant Assistance Program.
- Coordinates projects to revitalize North Sarasota area using Tax Increment Financing (TIF) funds.
- Prepares and presents reports to the City Commission, Community Redevelopment Agency and other agencies on specific economic and redevelopment proposals.
- Supports community partners related to encouraging CEO development and workforce training opportunities.
- Monitors economic conditions in City and prepares appropriate reports.
- Evaluates regulatory policies, statutory requirements and deployment of resources and recommends improvements to ensure a strong business climate in the City.
- Promotes the City as a destination for professional and trade conferences, as well as tourism focused on cultural arts, sports, and the natural environment.
- Works closely with development professionals, the business community, lenders, realtors and representatives from other diverse groups interested in the City.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

Minimum Qualifications

- Bachelor's degree from an accredited college or university with major course work in Business Administration, Communications, Economic Development, Finance, Planning, Public Administration, Marketing, or closely related field.
- Five years' experience in community development programs such as economic development, business relations, urban planning; urban revitalization and redevelopment, community-based organizations, local, state and federal agencies to implement master-planned activities in the community.
- Or an Associate Degree with seven years' experience in community development programs such as economic development, business relations, urban planning; urban revitalization and redevelopment, community-based organizations, local, state and federal agencies to implement master-planned activities in the community.
- Or High School or GED with ten years in community development programs such as economic development, business relations, urban planning; urban revitalization and redevelopment, community-based organizations, local, state and federal agencies to implement master-planned activities in the community.
- Possession of and ability to maintain a valid State of Florida Driver's License is required.

Job Based Competencies

- Experience attracting desirable businesses, merchants, professional offices, and other businesses in economically prosperous and depressed areas.
- Experience developing and implementing data-dependent studies to target and encourage commercial development opportunities and achieve desired results.
- Knowledge and experience in Community Development, Economic Development, and Redevelopment.
- Knowledge of local, state, and federal laws and programs related to grant procurement / administration and economic development activities.



Position: Coordinator, Business Relations -
Rochelle Gallant

12:59 PM
05/28/2025
Page 3 of 3

- Knowledge of Tax Increment Financing (TIF) Districts as related to financing and implementing public/private projects.
- Knowledge of the development of a business communication strategy and related marketing materials.
- Ability to create and implement plans for economic development or redevelopment.
- Ability to develop strategies, plans, programs, or projects based upon direction from city officials, with considerable input from the public, regulatory agencies, special interest groups, etc.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain good working relationships with other city staff, elected officials, neighborhood representatives, business leaders, social service providers, and others.

Responsibility

Under the direction of and responsible to the Economic Development Manager, Plans, assigns, and directs the work of the assigned staff.

Physical Requirements

This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

Public Contact

Public contact is a critically important aspect of the duties and responsibilities of this position. Contacts are of a wide range and variety and involve persons prominent in the public and private sectors, i.e., Federal, State, City and County officials, the media, developers, business owners, business associations, City Department Directors, the Chamber of Commerce, the Economic Development Council civic groups and others. Contacts are for the purpose of obtaining and furnishing information, providing interpretations and explanations, responding to comments, etc. Requires presentation skills at public meetings.

Job Classifications

2 - Professionals (United States FEO-4-United States of America)
A - Regular (FRS Class-United States of America)

Additional Job Classifications

Company Insider Types

Workers' Compensation Code from Job Profile

Workers' Compensation Code Override

End Employment Date

Available For Hire

Hiring Freeze

Exclude from Headcount No

History



Position: Manager, Business District - Julie
Ryan

01:02 PM
05/28/2025
Page 1 of 4

Supervisory Organization PLN - Economic Development (Wayne Applebee)
Position Restrictions Manager, Business District - Julie Ryan
Organization Assignments Company: City of Sarasota
Cost Center: Downtown Improvement District
Fund: F.1010 Downtown Improvement District
Program: Downtown Improvement District
Worker Julie Ryan

Job Details

Employee Type Regular
Job Profile Manager, Business District
Job Title Manager, Business District
Business Title Manager, Business District
Time Type Full time
Location One Stop Shop
Pay Rate Type Hourly
Job Exempt Yes
Management Level from Job Profile Individual Contributor
Union Membership from Job Profile Not Allowed

Working Time

Default Weekly Hours 40
Location Weekly Hours 40
Scheduled Weekly Hours 40
FTE 100%
Work Shift First Shift (United States of America)

Additional Information

Job Description

Overview
To assist the Board of Directors (Board) of the Downtown Improvement District (DID) and the St. Armands Business Improvement District (BID), in planning, organizing, directing, supervising, and managing its operations and the impacts of such operations. This is a City position working under the authority of the Planning Director to provide proper administration of the duties and functions of the Districts.

Essential Functions

- Arranges all activities related to Board Meetings including preparing agendas, assembling support documents, preparing and posting legal notices, scheduling attendees and participants, distributing agenda packages to recipients, scheduling meeting facilities, overseeing recording activities, preparing official minutes, preparing Board Reports, and other duties as assigned.

Position: Manager, Business District - Julie
Ryan

01:02 PM
05/28/2025
Page 2 of 6



- Facilitates, and Coordinates with Procurement, the execution and management of contractual agreements for goods and services, including review and negotiation of vendor cost estimates related to landscaping, maintenance, promotions, marketing, events, professional design, construction, or other contractual agreements with the DID/BID and public or private providers of services and goods.
- Assists the DID and BID in ensuring the Improvement District's public amenities and assets are maintained in a manner consistent with the City's established level of service including public roads, alleys, sidewalks, lamp posts, regulatory and location signage, parking spaces, park areas, landscaping and other rights-of-way.
- Assists the DID and BID in the financial management including preparing and submitting an annual budget for Commission adoption, preparing expenditure and revenue reports, posting reports on the DID and BID's web page, preparing City requests for expenditures and other financial activities.
- Acts as the Board's liaison with City Staff, City Administration and City Commission regarding requests for information, project development, issue resolution, capital improvement projects, Board requests/Commission Board Reports, and issues and activities related to DID and BID finances, legal and property issues, and other subject areas requiring discussion or deliberation.
- Assists the DID and BID in communicating with residents, stakeholder groups, merchants, landowners, and other members of the public via digital, printed, and in person communications, as well as maintaining the DID and BID's City-hosted web page(s).
- Assists the DID and BID in Strategic Planning including liaising with strategic planning professionals, preparing and collecting data as requested, compiling Strategic Plan updates, and working with the DID and BID as assigned to bring elements of adopted Strategic Plans to fruition.
- Participates in review and approval of project planning and scheduling and similar functions and activities.
- Assists individuals and neighborhood/business groups with resolution of issues; serves as point of contact, provides information and recommendations; assists groups to effectively utilize the established process to resolve problems; acts as mediator and group facilitator in a variety of situations; on occasion, facilitates community meetings for the Board if requested.
- Identifies needed program improvements and prepares and presents coherent, fiscally responsible, and technically sound plans of action to address effectively needed improvements.
- Communicates effectively with Director, Planning to provide updates and Districts' initiatives, discusses any directives from Boards that may be in conflict with City standards or policies, provides general updates to Director that may come before the Boards or the City Commission.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

Minimum Qualifications

- Bachelor Degree from an accredited college or university with major course work in Planning, Engineering, Communications, Public Relations, Public Administration, Hospitality, Business Management or a closely related field.
- Five (5) years of experience in public relations, public administration, or related experience;
- or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.
- Possession of and ability to maintain a valid State of Florida Driver's License is required.

Job Based Competencies



Position: Manager, Business District - Julie
Ryan

01:02 PM
05/28/2025
Page 3 of 5

- Communicates effectively and clearly, both orally and in writing and to prepare succinct, coherent, and technically accurate reports and analyses.
- Knowledge of principles, procedures, processes and requirements common to development and project operations management functions, such as project management, facilities planning, staffing, maintenance and code requirements.
- Knowledge of the basic principles of contracting, such as negotiations, award processes and procedures, management, and administration.
- Knowledge of public administration, particularly those aspects specific to municipal administration.
- Knowledge of basic principles of scheduling, management, and supervision.
- Knowledge of statistical concepts and methods.
- Ability to work independently, with minimum supervisory direction and be self-motivated to bring suggestions to Board for discussion or for future action.
- Ability to manage and administer contracts effectively and to direct and coordinate with contractors and engineers, architects and developers.
- Ability to research information involving complex and unusual problems, analyze data to make business decisions and/or arrive at valid conclusions and recommendations and prepare appropriate action plans.
- Ability to establish and maintain good working relationships with other city staff, elected officials, neighborhood representatives, business leaders, social service providers, and others.
- Knowledge of state and local laws, city ordinances, and other applicable regulations, standards and requirements relating to dependent business improvement districts and related issues.
- Knowledge of management, operational, administrative, political, environmental, and other issues pertaining to the state statute and City's Ordinance 02-4382 (2002) creating the BID and City's Ordinance 08-4832 (2008) creating the DID.
- Ability to maintain professionalism in being courteous, diplomatic, and effective when interacting with citizens in high stress situations.
- Clear ability to communicate relevant information on project activities to be placed on City website.
- Knowledge of principles, procedures, processes and requirements comprising standard administrative management functions, such as budget preparation and execution, finance, accounting, organizational and functional analysis, invoice review and audit, and purchase order reviews.

Responsibility

Under the direction of and responsible to the Director or designated representative.

No direct supervision of subordinates exercised.

Physical Requirements

This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. However, the work requires occasional light physical activity, especially when touring or inspecting facilities for which the incumbent has management responsibility. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

Public Contact

Contacts are an essential component of this position. The incumbent interacts frequently with officials of other city and county departments, members of neighborhood associations, other community-based groups and other members of the public. Substantial diplomatic skill is required to deal credibly, diplomatically, and effectively with public inquiries and concerns.



Position: Manager, Business District - Julie
Ryan

01:02 PM
05/28/2025
Page 4 of 5

Job Classifications	2 - Professionals (United States EEO-4-United States of America)
Additional Job Classifications	A - Regular (FRS Class-United States of America)
Company Insider Types	
Workers' Compensation Code from Job Profile	8810 - Clerical Office Employees NOC (United States of America)
Workers' Compensation Code Override	
End Employment Date	
Available For Hire	
Hiring Freeze	
Exclude from Headcount	No



Martin County Board of County Commissioners Job Description

Job Title:	Community Development Coordinator
Department:	Administration
Salary Grade:	965
FLSA Status:	Exempt
Reports To:	Community Development Director
Mission Essential:	No
Bargaining Unit:	HRM
Revised Date:	10/2024

SUMMARY:

The Office of Community Development oversees the county-wide Art in Public Places Program (AIPP), the county-wide Historic Preservation Board (HPB) and the Community Redevelopment Agency (CRA), which includes six CRA areas. This Community Development Coordinator would manage both programs (AIPP & HPB), including events, marketing and communications for all - AIPP, HPB and the CRA. This position requires a high degree of initiative and independent judgment, the ability to collaborate with the community and other county departments and reports to the Office of Community Development Director.

In the event of a natural or man-made disaster that may threaten the area, the employee will be required to perform emergency duties as directed.

This position requires public interaction or regular appearances before the Board of County Commissioners and therefore does not permit a claim for protection of your place of work if you will be claiming an exemption from Public Records under Chapter 119, Florida Statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: The listed duties are illustrative only and are not intended to describe each and every function, which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Convene and manage Public Art Advisory Committee meetings; prepare agendas, maintain minutes and public records of the program and committee.

Manage and coordinate the follow-up of agenda items.

Identify, procure, manage and administer all grants for public art and community art programs.

Facilitate the selection process for new commission opportunities.

Prepare and disseminate Requests for Qualifications, Requests for Proposals and Calls to Artists.

DFWP/EOE/ADA

Oversees project management with key stakeholders including elected officials, client department personnel, community members, design professionals, contractors and commissioned artists.

Convene and facilitate project-related meetings such as construction meetings, site-visits and design team meetings, including drafting agendas, minutes and reports.

Review and participate in contract preparation and negotiation.

Establish and monitor project budget, schedule and scope of work.

Establishes the financial and economic parameters of the project and understanding how the project will positively and negatively affect the community.

Reviews the activities of the project from start to finish; develops progress reports and analysis to ensure that the project is on schedule and within budget.

Makes adjustments to the project, as needed, in order to respond to unseen forces or unanticipated activities that may affect a project.

Monitor and resolve any issues that arise during fabrication, installation and construction.

Prepare and track the status of artist contracts, including processing invoices and payments, schedules, and milestone payments.

Ensure complete and accurate project close-out and manage project dedication events.

Developing long-term strategies for expanding or enhancing public art in the county.

Historic Preservation

Convene and manage the Historic Preservation Board meetings; prepare agendas, maintain minutes and public records of the program and committee.

Evaluating properties for historical designation.

Coordinate follow-up of agenda items.

Assists in reviewing, analyzing, conducting site visits, reporting findings and making recommendations on applications affecting historic properties.

Conduct research and assists in preparing designation reports for proposed historic sites and historic districts.

Identify, procure and administer grants for Historic Preservation.

Coordinate events for Historic Preservation month each year.

Produce an annual report.

Communications

Create marketing and promotional materials for the department's events, activities, and programs to include but not limited to flyers, banners, brochures, signs, certificates, postcards and promotional videos, slideshows and posters to be used in printed and digital mediums.

Plan, author and manage all marketing strategies and content for AIPP, HPB and the CRA.

Researches and writes accurate, meaningful and readable copy for publication.

Manage special events such as ribbon cuttings, groundbreakings, ArtsFest and community holiday celebrations. This includes event marketing, creating social media content, and developing advertisements.

Call, email and follow up with prospective clients to secure sponsorships, advertisements, donations and in-kind collaborations to help offset the cost of special events.

Maintain the divisions website.

Encourage public participation through development of fact sheets, media announcements, community relations and public presentations.

Create joint marketing strategies with other entities to attract, retain and diversify audiences.

Represent the arts and preservation communities at professional conferences and community social events; participate in and/or conduct seminars.

Attend networking functions.

Some weekend and evening work will be required.

Developing and implementing community outreach initiatives.

Performs work related to this job description as required.

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Knowledge of the theory, principles, practices and procedures of public art programs.

DFWP/EOE/ADA

Ability to prepare, monitor and administer program budgets and contracts.

Knowledge of basic public procurement and contract administration practices.

Ability to communicate clearly and effectively orally and in writing.

Knowledge of computer hardware and specialized software programs unutilized in the performance of job-related tasks.

Ability to establish and maintain effective working relationships, in routine and stressful situations, with the general public, co-workers, county officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

Strong organizational and planning skills.

Ability to maintain regular and punctual attendance.

EDUCATION and/or EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in Project Management, Public Administration, Urban Planning or related field and two (2) years of experience in arts program administration, historic preservation or marketing.

Additional qualifying education and/or experience which provide the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Florida Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to sit for long periods of time.

Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary.

Ability to coordinate events, including setting up outdoor booths, tables, providing the materials for those events and carrying up to 25 pounds.

DFWP/EOE/ADA

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors.

Involves frequent interaction with people.

May require attendance at night meetings and/or outdoor meetings.

ADA/COMPLIANCE STATEMENT:

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Martin County Board of County Commissioners Job Description

Job Title:	Community Development Program Manager
Department:	Administration
Salary Grade:	973
FLSA Status:	Exempt
Reports To:	Community Development Director
Mission Essential:	Yes
Bargaining Unit:	HRM
Revised Date:	10/2024

SUMMARY:

Project management of specific community development projects, programs and grants. Technical and professional work in the coordination, management, and review of various activities of consultants, contractors, state permitting agencies and other County departments as they relate to the planning, design, and construction of capital or development projects and the implementation of community redevelopment plans and programs.

In the event of a natural or man-made disaster that may threaten the area, the employee will be required to perform emergency duties as directed.

This position requires public interaction or regular appearances before the Board of County Commissioners and therefore does not permit a claim for protection of your place of work if you will be claiming an exemption from Public Records under Chapter 119, Florida Statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: The listed duties are illustrative only and are not intended to describe each and every function, which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Plans and executes community meetings and effectively involve citizens in determining priorities.

Interacts with other professionals, organizations, and agencies in researching and developing projects and programs reflective of community requirements.

Develop and present priorities to decision makers for approval and funding.

Coordinate the development of requests for proposals, grant applications and other programs.

Reviews and helps prepare site plans, construction plans, plats, and cost estimates.

Coordinates process and requirements with other divisions, agencies and departments to support community development objectives.

DFWP/EOE/ADA

Liaisons with developers and their agents regarding technical and procedural deficiencies, confers with planning professionals.

Informs the public on code requirements and permit application process.

Performs field visits to review progress of projects and to review conditions of approval.

Attends Community Redevelopment Agency (CRA) meetings, Attends Development Review Committee (DRC), Local Planning Agency (LPA), and Board of County Commissioners (BCC) meetings to provide technical response, as requested.

Reviews construction details, bid documents, development plans, planting plans, site plans and master plans.

Reviews reports and cost estimates, for budget consideration.

Liaisons with contractors, public agencies, and utilities.

Attends meetings including pre-construction meetings, pre-bid meetings, bid openings and community meetings.

Reviews construction schedules for expenditures and timeliness and compliance with capital projects budget.

Reviews the work of departmental staff and outside contractors as they install or replace capital project components.

Negotiates various contracts and agreements necessary for the success of the project, as required.

Establishes the financial and economic parameters of the project and understanding how the project will positively and negatively affect the community.

Reviews the activities of the project from start to finish; develops progress reports and analysis to insure that the project is on schedule and within budget.

Makes adjustments to the project, as needed, in order to respond to unseen forces or unanticipated activities that may affect a project.

Evaluates potential grants and prepares applications.

Monitors and documents grant deliverables, invoices.

Responds to citizen inquiries and complaints in a courteous and professional manner.

Participates in long-term planning and assists in budget preparation and monitoring as it relates to specific projects as necessary.

DFWP/EOE/ADA

Experienced in all aspects of project management from the development phase through implementation phase.

Performs work related to this job description as required.

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Knowledge of principles and practices of construction administration; local building codes/design standards, state and federal permitting requirements, and the preparation of related financial grant applications.

Ability to present ideas and design proposals graphically, verbally, and in writing to County staff, other governmental agencies, and the public.

Knowledge of construction processes and procedures, materials, methods, and equipment as they relate to capital projects.

Knowledge of local, state and federal permitting criteria for development projects.

Knowledge of construction inspection methods, change orders, review and processing of pay requests.

Knowledge of computer hardware and software programs utilized in the performance of job related tasks.

Ability to evaluate suggested changes to projects as needed in response to unanticipated events that may affect the success of the project.

Ability to understand planning studies and to analyze information and formulate substantive recommendations based upon such studies.

Understanding of principles of site planning and design.

Ability to use small office equipment, including copy machines or multi-line telephone systems.

Ability to use computers for data entry, word processing and accounting purposes.

EDUCATION and/or EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in Construction or Project Management, Public Administration, Urban Planning or related field and five (5) years of experience in program/project management.

DFWP/EOE/ADA

Additional qualifying education and/or experience which provide the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Florida Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to sit for long periods of time

Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors.

Involves frequent interaction with people.

Requires attendance at evening meetings and/or outdoor meetings.

ADA/COMPLIANCE STATEMENT:

This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at www.martin.fl.us/accessibility-feedback.

EEO STATEMENT:

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

DFWP/EOE/ADA



Martin County Board of County Commissioners Job Description

Job Title:	Community Development Marketing Specialist
Department:	Administration
Salary Grade:	955
FLSA Status:	Non-Exempt
Reports To:	Senior Project Manager
Mission Essential:	No
Bargaining Unit:	HRM
Revised Date:	04/2021

SUMMARY:

Under the general direction of the Office of Community Development (OCD) Senior Project Manager, the person in this position is responsible for communicating the services, projects, events, and programs of Martin County's six (6) Community Redevelopment Areas; the Martin County Art in Public Places program and the Martin County Historic Preservation program. Work involves assisting in the designing, writing, and producing all marketing communications, public relations, advertising and promotional materials; social media campaigns, and attendance at events for such things as project groundbreakings, ribbon-cuttings; ongoing community events and festivals; art installations and historic preservation events.

In the event of a natural or man-made disaster that may threaten the area, the employee will be required to perform emergency duties as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: The listed duties are illustrative only and are not intended to describe each and every function, which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Provides excellent customer service to internal and external customers.

Assists in maintaining the OCD web pages on the County's website, working with OCD staff to keep the information current.

Creates promotional content for the website, social media sites, and newsletters.

Assists in developing accurate and meaningful copy for press releases and content for publications, brochures, social media and other marketing materials.

Writes and/or edits press releases.

Writes PSA's promoting events, festivals, projects and services.

Creates partnerships that increase OCD's ability to connect its projects/services with community.

DFWP/EOE/ADA

Works with OCD staff to explore and analyze community outreach opportunities.

Works with outside organizations and groups seeking to create events and/or programs with the County.

Performs work related to this job description as required.

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Knowledge of special events, publicity/marketing technique, outreach and public relations.

Skilled in using a computer, and exposure to creative software and Microsoft Office applications.

Excellent collaboration skills, particularly in soliciting and incorporating critique and feedback from multiple stakeholders.

Proven writing and editing skills.

Superior command of the English language.

Proven ability to create creative, unique, and relevant written content.

Ability and willingness to understand and efficiently carry out oral and written instructions, and to follow through on numerous details in a systematic fashion.

Ability to establish and maintain effective working relationships with fellow staff members, volunteers, contracted service providers, community partners, and the general public.

Ability to work under minimum supervision.

Ability to work schedules that will include day, evening and weekend hours.

Ability to perform job duties in accordance with all county safety procedures.

Ability to maintain good work habits.

Ability to remain flexible and adapt to a dynamic environment.

EDUCATION and/or EXPERIENCE:

Must possess an Associate's Degree in Marketing, Communications, Public Relations or related field and one (1) year experience in an office or agency setting with emphasis in marketing and communications, or entrepreneur with own business (open at least three (3) years).

DFWP/EOE/ADA

Additional qualifying education and/or experience which provide the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Florida Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to sit for long periods of time.

Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary.

Ability to coordinate events, including setting up outdoor booths, tables, providing the materials for those events and carrying up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors.

Involves frequent interaction with people.

May require attendance at night meetings and/or outdoor meetings.

ADA/COMPLIANCE STATEMENT:

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Department of Economic and Housing Development

Job Descriptions

JOB TITLE: Director Economic & Housing Development

GENERAL STATEMENT OF JOB:

Under general direction, plans, directs and supervises Dunedin's citywide revitalization program, including the development of economic strategies and programs to expand the City's economy and tax base and long range planning functions. Performs related work as directed. Reports to the City Manager

JOB TITLE: Economic Development Specialist

GENERAL STATEMENT OF JOB:

Under general supervision, uses independent judgment to facilitate economic development and redevelopment initiatives in the City of Dunedin. The focus of this position is to implement the goals and objectives of the Economic and Housing Development Department as detailed in the City's Economic Development Master Plan and 2033 Downtown Master Plan. The position is also responsible for coordinating the City's Downtown Parking Management initiative. This position reports to the Director of Economic and Housing Development.

JOB TITLE: Special Projects Coordinator

GENERAL STATEMENT OF JOB:

Under general supervision, uses independent judgment to carry out various goals of the Community Redevelopment Agency (CRA) and the Economic and Housing Development Department. Overall goals include stimulating redevelopment both in Downtown and City wide, building the City's tax base, creating additional jobs, providing incentive grants, improving Dunedin's quality of life, fostering affordable housing, revitalizing designated commercial corridors, increasing tourism and business recruitment and retention. Position will entail assisting the Director of Economic and Housing Department with project management, technical research, event coordination, liaison with key groups such as Downtown Dunedin Merchants Association and Chamber of Commerce, along with other special projects such as downtown parking.

JOB TITLE: Administrative Coordinator

GENERAL STATEMENT OF JOB:

Under general supervision, performs higher-level administrative duties to department staff to ensure effective and efficient operations for the CRA and the Economic & Housing Development Departments. Must have good organizational skills.

Special Projects Coordinator, Economic & Housing Development Department

City Of Dunedin, Florida
Class Description

Position Title: **Special Projects Coordinator**

General Description of Duties

Under general supervision, uses independent judgment to carry out various goals of the Community Redevelopment Agency (CRA) and the Economic and Housing Development Department. Overall goals include stimulating redevelopment both in Downtown and City wide, building the City's tax base, creating additional jobs, providing incentive grants, improving Dunedin's quality of life, fostering affordable housing, revitalizing designated commercial corridors, increasing tourism and business recruitment and retention. Position will entail assisting the Director of Economic and Housing Department with project management, technical research, event coordination, liaison with key groups such as Downtown Dunedin Merchants Association and Chamber of Commerce, along with other special projects such as downtown parking.

Position reports to the Director of Economic and Housing Development and work is often of a confidential nature. Work tasks and assignments can change quickly with new priorities which necessitates a flexible and adaptive response by staff. The position is permanent, part-time up to (29 hours per week) with corresponding benefits. Position entails some use of private vehicle with city reimbursing at IRS designated rate.

Specific Duties and Responsibilities

Examples of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Independently assists Department Director and other staff by performing a variety of administrative and project management duties, which include but are not limited to downtown enhancements, technical research, incentive grant facilitation and coordination of the Arts and Crafts festival, Downtown Market, Halloween event, Holiday Light Pole contest and others as directed.

Liaison to Downtown Merchants.

Coordinate various downtown enhancement projects such as streetscaping, parking improvements, directories, entrance ways, and other measures as directed.

Manage and coordinate Arts & Crafts events (4x a year), Downtown Market, Halloween event, Holiday Light Pole contest.

Maintain various contracts such as Arts & Crafts, Downtown Market, and various parking leases. Responsibility to include tracking and noting expiration dates, and coordinating with Administrative Assistance on payments.

Special Projects Coordinator, Economic & Housing Development Department

Coordinate and facilitate incentive grant programs (façade, site plan assistance, undergrounding and demolition).

Coordinate Branding/Licensing agreement requests.

Liaison to Mobile Home Park Committee

Coordinate downtown banner requests.

Performs technical research.

Community Redevelopment Advisory Committee support.

Attends Downtown Dunedin Merchant Association meetings.

Attend Community Redevelopment Advisory Committee meetings.

Attend appropriate special event production meetings.

Coordinates with Parks Department on facilitating downtown merchant surveys on road closures and distribution of marketing flyers for downtown activities.

Interacts with community groups, residents, business owners to ensure CRA projects and events are well communicated.

Obtains bids from vendors.

Responsible for coordinating repair of various downtown amenities such as benches, signs, entranceways, etc.

Assists with special projects as directed.

Performs duties in the absence of other department staff as needed.

Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine clerical duties, including copying and filing documents, running errands, etc.

Performs related duties as required.

Minimum Training and Experience

Requires a Bachelor's degree in business, urban planning, finance, construction management, marketing, or related field and/or have a minimum of 1 to 3 years' experience in the public/private sector in real estate development, planning, project coordination, economic development. An equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities may be considered.

Special Projects Coordinator, Economic & Housing Development Department

Governmental experience and knowledge of intergovernmental operations and the redevelopment process is a plus.

Past experience in marketing is a plus.

The ability to develop and maintain effective relationships with external stakeholders and act as a bridge between the private and public sector is critical

Ability to interact with key stake holder groups such as the Merchant Association, Chamber of Commerce and business leaders is extremely important.

A demonstrated ability to work with a team comprised of multiple disciplines is important.

Special Requirements

Must possess a valid Florida driver's license.

Must be proficient in Microsoft Word, Excel, and Outlook.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, format, and/or correlate data.

Human Interaction: Requires the ability to interact with various organizations and business and property owners on information regarding projects and events.

Equipment- Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, calculator, copier, fax machine, and, telephone.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences.

ADA Compliance

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Special Projects Coordinator, Economic & Housing Development Department

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

Performance Indicators

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Special Projects Coordinator. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Have excellent secretarial, bookkeeping, coordination, computer and interpersonal skills. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has knowledge of and skill in the use of modern office practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is proficient with a calculator. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to maintain confidentiality as required. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Special Projects Coordinator, Economic & Housing Development Department

Relationships with Others: Shares knowledge and administrative task oversight with managers, supervisors and co-workers for mutual benefit. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image with department staff and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:


Director of Economic & Housing Development

3/21/16
Date

City of Dunedin, Florida
Class Description

Position Title: **Economic Development Specialist**
Economic & Housing Development Department

GENERAL STATEMENT OF JOB

Under general supervision, uses judgment to facilitate economic development and redevelopment initiatives in the City of Dunedin. The focus of this position is to assist with implementing the goals and objectives of the Economic and Housing Development Department as detailed in the City's Economic Development Master Plan and 2033 CRA Downtown Master Plan. The position also assists with coordinating CRA programs and project initiatives. This position reports to the Director of Economic and Housing Development.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

CRA Coordination – Serves as administrator to the CRA Advisory Committee and CRA Commission Meetings including all reporting requirements; responsibilities include:

- Assists in the implementation of formally adopted community redevelopment area plans within the City of Dunedin Community Redevelopment Area (CRA), which is the redevelopment of Downtown.
- Performs coordination of CRA operations, as well as project management functions.
- Serves as dedicated staff liaison to the CRA and CRA Advisory Committee to fulfill administrative and operation requirements; develops and coordinates all aspects of monthly CRA Meetings and facilitates all related communications.
- Develops and produces the CRA Annual Report including project progress reports, annual operating budget and business plan, capital project management and reporting to City and Pinellas County.

Explores and researches opportunities for infill redevelopment and workforce housing throughout the City.

Assists Economic Development Director with:

- Preparation and administration of the department's Business Plans and budget; prepares and oversees budgets for all assigned projects and programs; develops

sound fiscal strategies for the effective use of funds; ensures the use of funds in the manner prescribed by the funding source.

- Business recruitment, expansion, retention, and relocation.
- Business redevelopment utilizing mixed-use and adaptive reuse practices.
- Obtains baseline data on properties and businesses in the designated corridor area.
- Maintains inventory of available locations in the City for prospective new businesses.
- Identifies at risk businesses and businesses interested in expansion.
- Evaluates economic, statistical and demographic data to analyze best means to attract and expand businesses.
- Investigates and builds relationships with the goal of attracting a higher education component to the City.
- Reviews current incentives and develops policies for the award of incentives.
- Attends citizen meetings to make presentations and explain economic development plans and projects.
- Works on special projects as assigned.

Establishes relationships with the City's partners in economic development, including:

- Establishes positive working relationships with representatives of community organizations, stakeholders, brokerage community, state/local agencies and associations, City management and staff, and the public.
- Serves as liaison to other governmental agencies for Director.
- Participates in community meetings with business owners and residents.

Maintains and updates director's calendar as needed; keeps staff apprised of schedule changes.

Tracks and maintains department office supplies budget, project and/or other budget funding as directed.

Processes department purchasing/budget requests and invoices for approval and payment; reconciles bills and prepares requests for payments to providers.

Performs data entry into the City's Enterprise Resource Planning (ERP) system to enter Purchase Orders, invoices/budget items and completes other functions as needed.

Compiles and prepares reports, including but not limited to the City's Manager's monthly update, staffing memos, etc.

Prepares travel requests, including registration and making reservations.

Creates and tracks critical path schedule for various departmental projects.

Coordinates and maintains various contracts and agreements, including tracking and noting expiration dates and coordinating payments.

Reviews and processes employee timecards for payroll processing.

ADDITIONAL JOB FUNCTIONS

Serves as Liaison for Director at City's Department meetings.

Coordinates special projects and events such as public listening sessions, groundbreakings and ribbon cuttings.

Creates and develops presentation materials. i.e. power points.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Position requires a Bachelor's degree in business, public administration, planning, economics, marketing, or a closely related field with a minimum of 2 years of verifiable work experience in public/private economic development, redevelopment, urban planning and reuse.

An understanding of Florida community redevelopment agency laws, programs and regulations is a plus.

An equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities will be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

Requires a Certification from the Florida Redevelopment Professional (FRA-RP) CRA Basic Training within two (2) years of employment.

Must be proficient in Microsoft Word, Excel, PowerPoint and Outlook.

Flexibility to attend functions outside of normal work hours as requested.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Economic Development Specialist. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the

position. Has excellent communication skills, both orally and written. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Ability to maintain confidentiality as required. Ability to prepare various marketing materials. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, format, and/or correlate data. Includes referencing data analyses to determine necessity for revision of organization components.

Human Interaction: Requires the ability to interact with various organizations and business and property owners on information regarding projects and events. Must possess a demonstrated ability to work with a team comprised of multiple disciplines. Knows how to perform duties in a pro-active and courteous manner with the utmost integrity and in the best interest of the public. Has excellent interpersonal skills. Is able to offer assistance to fellow employees as necessary.

Equipment- Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, calculator, copier, fax machine, and, telephone. Has knowledge of and skill in the use of modern office equipment, including computers.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Ability to understand and use geographical information techniques on identified areas for purposes of economic development/redevelopment.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the

position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Director of Economic Development & Housing

Date

Job Classification:**CRA Program Coordinator****Job Code:****4138****Minimum Preparation for Work:**

- ✓ Graduation from an accredited college or university with a bachelor's degree in appropriate discipline, and
- ✓ Three (3) years of experience in project and/or program coordination and administrative support. Experience with state and/or federal grants in a government or non-profit setting is preferred.

Or

- ✓ Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is experienced professional and administrative work in the areas of project coordination, compliance and administrative support. An employee of this class is responsible for coordinating and performing administrative tasks in support of CRA programs, projects and initiatives implemented pursuant to the City's adopted community redevelopment plans, authorized under Florida Statute, Chapter 163, Part III. Employee serves as technical staff to the City of Pensacola Community Redevelopment Agency to carry out the duties of the Agency.

The CRA Program Coordinator is appointed by the City under an Interlocal Agreement with the CRA for administrative services. Work is performed in accordance with pertinent state and municipal laws and ordinances. An employee in this class exercises considerable independent judgment and has latitude in performing duties. General direction is provided by the Assistant CRA Division Manager. Work is evaluated through review of results attained.

Examples of Work:

- Coordinates and performs professional and administrative tasks for projects activities related to residential and commercial programs and redevelopment projects.
- Conducts intake and screening of program applications for completeness and qualification.
- Prepares legal documentation and formal correspondence, such as contracts, liens, covenants, notifications, and transmittals based on established templates and guidelines.

CRA Program Coordinator (continued)

- Assists with meeting coordination and scheduling.
- Monitors and tracks contracts for deadlines and compliance.
- Obtains, reviews, analyzes, and deciphers a variety of technical information and reports including, but not limited to, household income and occupancy, property ownership and title work, property tax delinquency, liens, judgements and code violations, rent rolls and certification, Davis Bacon payroll certifications and real estate appraisals, based on policies and guidelines and/or in consultation with subject matter experts.
- Assists with grant reporting and compliance.
- Maintains case files in specialized program management software to allow for accurate project management and monitoring.
- Assists with program and project-related accounts payables and contract processing and recording.
- Responds to routine, non-routine, and/or escalated information requests from customers to include both internal and external sources.
- Assists with public outreach and public relations activities.
- Tracks, monitors, and updates information on City website and other media outlets within area of authority.
- Serves as liaison between the CRA office and other internal departments/divisions of the City, as well as, external agencies and organizations, property owners, tenants and community stakeholders.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of general project coordination principles, practices, techniques, and methods.
- Familiarity with community development and real estate practices and principles.
- Ability to apply federal, state, and local laws, rules, regulations, and policies as needed to ensure compliance.
- Ability to independently make sound judgments and recommendations based on objective observations and analysis.
- Ability to recognize if/when a decision can be made or if it should be escalated to a higher-level manager for input.
- Ability to draft legal documents and formal and informal communication instruments accurately and concisely.
- Ability to manage and maintain spreadsheets and critical data.

CRA Program Coordinator (continued)

- Knowledge of effective communication techniques as needed to communicate with audiences from a variety of different backgrounds to include dealing with difficult people as well as other communication techniques used to calm escalated matters.
- Knowledge of standard office procedures, terminology, and best practices.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch.

Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 11/30/2023

Job Classification:
Job Code:

CRA Program Manager
3021

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a bachelor's degree in appropriate discipline, and
- ✓ Three (3) years of pertinent experience with community development, redevelopment, construction management, or equivalent experience in the private, public, or non-profit sectors.

Or

- ✓ Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is highly responsible managerial and administrative work implementing Community Redevelopment Agency (CRA) programs, projects and initiatives.

An employee of this class is responsible for coordinating, promoting, implementing and managing CRA programs, projects and initiatives implemented pursuant to the City's adopted community redevelopment plans, authorized under Florida Statute, Chapter 163, Part III. Employee serves as technical staff to the City of Pensacola Community Redevelopment Agency to carry out the duties of the Agency. Further, employee may serve as support staff to various official redevelopment advisory boards, as needed. The CRA Program Manager has supervisory authority over work conducted by outside agencies and consultants and work conducted in conjunction with other City departments related to the implementation of CRA activities. Independent judgement and initiative are required.

The CRA Program Manager is appointed by the City under an Interlocal Agreement with the CRA for administrative services. Work is performed in accordance with pertinent state and municipal laws and ordinances. General direction is received from the CRA Administrator and Assistant CRA Administrator. Work is evaluated through review of results attained.

Examples of Work:

- Coordinates, implements, promotes, supervises and manages projects, programs, and initiatives, identified under the City's adopted redevelopment plans, as may be funded by statutorily regulated Tax Incremental Financing (TIF), redevelopment bonds, grants and/or other funding mechanisms.
- Monitors, coordinates, and manages performance of tasks by consultants, contractors, outside agencies, the private sector and other City departments and staff.

CRA Program Manager (continued)

- Prepares procurement documents, such as bids, requests for proposals and requests for qualifications, and contract negotiations in collaboration with Purchasing and project managers.
- Coordinates public engagement and relations efforts.
- Monitors and manages programs, contracts and project budgets.
- Identifies and prepares grant applications and administers grants.
- Conducts analysis and prepares technical and administrative reports.
- Prepares agenda items for board meetings.
- Delivers formal presentations related to area of authority.
- Acts as liaison to Federal, State, local and other agencies and provides administrative and liaison support to statutory boards, commissions and community and neighborhood organizations and stakeholders.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of design, engineering and construction related to the preparation of plans and specifications.
- Knowledge of general project management principles, practices, techniques, and methods.
- Ability to implement long-range and short-range redevelopment plans, incentive programs and applications in accordance with state law and local policy.
- Ability to monitor budgets for a variety of programs and seek, apply for, and administer grants.
- Ability to identify pertinent federal, state, and local laws, codes, rules, and regulations governing the activities of the department.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to identify, communicate and respond to the issues, concerns, and needs of the community, City and CRA Administration, and City Council.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to communicate clearly and concisely, both orally and in writing, to diverse audiences.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CRA Program Manager (continued)

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch.

Specific vision abilities include near distance and far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 09/17/2021

Job Classification:

**Assistant CRA Manager
(Community Redevelopment Agency)**

Job Code:

1198

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in planning, public administration, business administration or related field, and
- ✓ Three (3) years of pertinent experience in public administration or public agency setting to include program development and administration, and one (1) of experience or equivalent combination of specifically related education, training, and experience.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is an unclassified position. This is professional and administrative work as the principal staff assistant to the CRA Division Manager.

An employee in this class assists the Division Manager in the day-to-day functioning of the department. Independent judgment and initiative are required. Employee supervises professional, technical, and clerical employees in a variety of projects. Work is assigned and evaluated by the CRA Division Manager.

Essential Job Functions:

- Assists in the preparation, adoption and monitoring of the Pensacola Community Redevelopment Plan.
- Assists in the development and monitoring of the capital projects included in the Community Redevelopment Plan and grant applications.
- Coordinates data and information tracking for verification of economic impact of CRA activities.
- Coordinates and oversees existing projects.
- Assists in the preparation of RFQ's and construction monitoring of new CRA projects.
- Assists the CRA Division Manager in representing the CRA before the DIB and other public agencies.
- Monitors existing CRA and City leases.
- Plans, organizes, coordinates and supervises the work of subordinate employees.
- Assists in the preparation of the annual budget for the Division.
- Prepares grant and loan documents for CRA programs.
- Prepares technical and administrative reports.
- Acts as liaison with Federal, State, local and other agencies.

Assistant CRA Division Manager (continued)

- Performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of pertinent principles, practices, methods, materials, tools and equipment applied in the specified field.
- Knowledge of pertinent Federal, State and local laws and ordinances governing the activities of the department.
- Knowledge of department rules and regulations.
- Ability to gather, correlate and analyze facts and devise solutions.
- Ability to prepare clear, concise, and comprehensive reports.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions, and risk of electrical shock.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/2022

Job Classification:

**CRA Division Manager
(Community Redevelopment Agency)**

Job Code:

1178

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in economic development, urban / land use planning, public administration, housing, business administration or related field, and;
- ✓ Five (5) years of progressively responsible experience in public administration or in a public agency setting which includes program development and administration, two (2) of which must have been in a supervisory capacity in any of the above related fields.
- ✓ Master's Degree in any of above related fields preferred.
- ✓ American Institute of Certified Planners (AICP) designation or International Economic Development Council (IEDC) membership preferred.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is a highly responsible professional administrative position managing the City of Pensacola's Community Redevelopment Agency (CRA) Division.

- An employee in this class is responsible for planning, directing and coordinating the work of professional, technical, and non-professional employees. Work involves the application of professional and administrative knowledge. The CRA Division Manager's role is to plan, coordinate and manage the programs, functions, and budget of the Community Redevelopment Agency (CRA) Division.

General direction is received from the Development Services Department Director. Work is reviewed through periodic conferences and evaluated based observed and attained.

Essential Job Functions:

- Plans, directs and coordinates the activities of the Community Redevelopment Agency Division under the Development Services Department.
- Manages and coordinates with City staff, City departments and other agencies in the implementation of the redevelopment plans for the assigned Community Redevelopment Area districts.
- Prepares budget estimates and controls expenditures of the Division.
- Formulates policies and regulations.
- Coordinates the design of projects with the appropriate managing department;

reviews work in progress and upon completion.

- Initiates and promotes Division activities.
- Develops, writes, and administers various grant funding opportunities.

CRA Division Manager (continued)

- Implements the overall CRA strategy for seeking alternative revenue sources for agency programming to supplement the tax increment financing (TIF) funds.
- Oversees and monitors any grant programs obtained for, and or grants funded by the Agency.
- Drafts reports and makes formal presentations to the CRA Board, as required.
- Meets with citizens, businesses, homeowners, and other community groups as needed to implement the assigned CRA's redevelopment plan(s).
- Supervises professional and non-technical staff.
- Acts as a liaison with Federal, State, local and other agencies.
- Establishes and maintains a wide span of communications encompassing various facets of the community.
- Performs other work as directed by the City Administrator, Deputy City Administrator – Community Development, and/or Development Services Department Director.

Knowledge, Skills and Abilities:

- Knowledge of pertinent principles, practices, methods, materials, tools and equipment applied in the specified field.
- Knowledge of pertinent Federal, State and local laws and ordinance governing the activities of the operation.
- Knowledge of City procedures, policies, rules and regulations.
- Ability to plan, organize and implement projects.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to communicate effectively, both orally and in writing.
- Ability to do technical research and to write clear and concise reports.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, and peripheral vision,

and depth perception.

CRA Division Manager (continued)

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/2022 rpr

PROCUREMENT SPECIALIST



Town of Lake Park

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PROCUREMENT SPECIALIST

Department: Finance
Salary Range: \$53,091.95 to \$84,947.12 per year
FLSA Status: Exempt
Pay Grade: 80
Full Time

JOB SUMMARY

Under the direction of the Finance Director, primarily responsible for the overall direction, coordination and operation of the Town's purchasing activities. Functions as the Town's representative to both vendors, contractors and acts as a liaison between Department Directors and supervisors and such vendors and contractors. This position works under limited supervision and exercises considerable initiative and independent judgement in planning and administering the workload of the Purchasing Division.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Manages and directs the entire purchasing process.

- Prepares invitations to bid and requests for proposal/qualifications considering the scope of services and project specifics from department managers; finalizes specifications; coordinates legal documents and insurance requirements; uses prescribed electronic bid monitoring and dissemination software.
- Conducts, reviews, and analyzes bids and proposals for solicitation compliance; reviews results with departmental personnel; organizes, schedules, and facilitates evaluation meetings.
- Develops, improves, and maintains all template contract forms, vendor forms, etc., to ensure compliance with policy, regulation, and the Town's standard operating procedures.
- Manages the following:
 - Manages all contracts to ensure timely re-bidding or renewals as needed.
 - Obtain quotes or small bids for non-published purchases.
 - Ensures all assets received obtain prescribed tags and communicates information to the Finance Department.
- Reviews all purchasing requisitions, ensuring proper supporting documentation, coding, etc. and coordinates with Town staff to obtain all required information to ensure compliance with the Town's Purchasing Policy and available budget.
- Monitors all purchasing cooperatives; participating as an Authority Representative in local cooperatives, as needed.
- Researches market sources and suppliers to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
- Analyzes current procurement activities and provides recommendations for improvement or ideas on how to improve existing vendor, purchasing and warehouse processes, including changes to the purchasing policy; uses the purchasing module in the Authority's financial software to the fullest.
- Maintains the integrity of the public procurement process.
- Provides computer technical support and training for all users in the areas of purchase requisitions and purchase orders.
- Attends various Procurement trainings to stay up-to-date on various regulations and changes.
- Assists Finance Department Director with any accounting or administrative needs of the Finance Department in the assignment of tasks as time permits
- Provides expert advice to department staff on procurement issues, maintains expert knowledge of the Town's purchasing ordinance, policies and procedures
- Adds new vendors, verifying completeness of documents, into the Town's ERP system
- Processes approved (by department staff) invoices related to open purchase orders
- Ensures credit card receipts are coded to the correct fund/account for data entry

PERFORMANCE APTITUDES

To do this kind of work, you must be able to:

- Use arithmetic to keep records, take inventory, estimate quantities, verify bid quotes, etc.
- Avoid errors in record keeping.
- Reach to place materials on shelves higher than your head.
- See small print online, in catalogs, on shipping tickets, and on invoices.
- Communicate well with others.

PHYSICAL DEMANDS

Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs. Stooping, kneeling, reaching, handling, fingering, feeling, seeing, hearing and talking.

ENVIRONMENTAL CONDITIONS

Inside. Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside. This position requires both inside and outside work.

MATH SKILLS

Requires mathematical development sufficient to be able to: read numbers, count and measure; must be able to add, subtract, multiply and divide. Compute discount, interest, markups and selling price; ratio and proportion and percentages.

LANGUAGE/LITERACY SKILLS

Must have developed language/literacy skills to the point to be able to: Read and comprehend English (policy manuals, memos, letters, books, journals, rules and regulations, instructions, etc. Must be able to write sentences, speak clearly and distinctly with appropriate pauses, emphasis and correct pronunciation.

RELATIONSHIPS TO DATA, PEOPLE, AND THINGS

Data: Must be able to compile, gather, collate, or classify information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the information is frequently involved.

People: Must be able to understand instructions and communicate well with supervisors about work questions, company policies, or safety problems/procedures. Must be able to communicate with customers and the general public. Tact and diplomacy must be used at all times to assure a positive company image.

Things: Must be able to Start, stop, control, and adjust the progress of office machines and equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing the progress of operations and turning devices to regulate the reactions of materials.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of standard purchasing practices and procedures.
- Ability to explain and interpret organizational policies.
- Ability to maintain confidentiality when handling sensitive and protected information.
- Ability to coordinate multiple projects and complex tasks simultaneously.
- Ability to research, compile and summarize data/information.
- Ability to establish schedules and to complete projects on a timely basis.
- Considerable skill in researching and preparing highly complex specifications, solicitations and contract documents.
- Ability to establish and maintain effective working relationships in the course of work.
- Ability to perform technical work independently, express oneself effectively orally and in writing, analyze facts or situations critically, objectively and to arrive at sound conclusions.
- Demonstrate ability to utilize desktop computer, mobile scanning devices and office software such as MS Word, MS Excel, and electronic mail.
- Ability to make decisions in accordance with departmental rules, regulations, and policy.
- Requires mathematical development enough to be able to: read numbers, count and measure, and must be able to add, subtract, multiply and divide. Compute discount, interest, markups, selling price, ratio, proportion and percentages.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with major course work in business administration, accounting, contract management, or purchasing or any equivalent combination of training, experience, or education will be considered
- Must possess at least five (3) years of progressive experience in a procurement position providing direct procurement services related to the acquisition of goods, services and technology, supplies, or construction
- General knowledge of public procurement laws, ordinances, practices, and techniques
- Availability to work on-site work during a declared emergency
- Florida Driver's License
- Excellent working knowledge of Microsoft Office Solutions.
- Any equivalent combination of education, training and experience may be considered. Preferred Qualifications

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Administration or a closely related field.
- Certified Public Professional Buyer (CPPB) or Purchasing Professional certifications similar to Certified Public Purchasing Officer (CPPO)

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation, and training.

The Town of Lake Park is an Equal Opportunity Employer. A copy of the Town's Equal Employment Opportunity Utilization Report is available upon request.

INFORMATION TECHNOLOGY INTERN



Town of Lake Park

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Information Technology Intern

Department:	Information Technology
Pay Grade:	None
Position Classification:	Temporary Part-time
FLSA Status:	Non-Exempt
Work Hours:	Variable/On Site
Hourly Rate:	\$15.00 per hour

JOB SUMMARY

Under the general supervision of the Chief Information Technology Officer, this position is responsible for supporting the Town's in-house Information Technology Department in providing technical assistance, maintaining computer systems, and configuring hardware and software. The successful candidate will be able to troubleshoot and resolve technical issues, assist with the implementation of new technologies, and providing training and support to Town staff.

ESSENTIAL JOB FUNCTIONS

- Provide technical assistance to staff and customers on hardware and software-related issues
- Install, configure, and troubleshoot computer systems, hardware, and software
- Monitor system performance and troubleshoot any issues
- Follow established procedures and processes for computer maintenance
- Provide training and support to team members on the use of computer systems and software
- Perform system back-ups and maintain accurate records
- Research and recommend solutions for technical problems

QUALIFICATIONS

Education and Experience:

- Graduation from high school
- Must be currently enrolled in a college-level Information Technology field of study

Approved pursuant to Administrative Policy #24-003
dated 4/30/2024

Knowledge, Skills and Abilities:

- Must have basic knowledge of computer systems and software such as Microsoft Office 365
- Must have knowledge of network and system security
- Must have familiarity with hardware and software installation
- Must possess excellent problem-solving and troubleshooting skills
- Must possess strong communication and customer service skills
- Must be able to work independently and as part of a team
- Must be able to learn quickly and adapt to changing technology

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Additionally, the following physical abilities are required: feeling, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORK ENVIRONMENT

Work is performed indoors without exposure to adverse environmental conditions

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation and training.