



**Amended Agenda**

**City Council**

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Monday, July 16, 2018

7:00 PM

Council Chambers

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**MEMORANDUM TO:**

The Honorable Mayor and  
Members of the City Council  
City of Jacksonville Beach, Florida

Council Members:

The following Agenda of Business has been prepared for consideration and action at the Regular Meeting of the City Council.

**OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

- a. 18-118 Regular City Council Meeting Held June 18, 2018

**ANNOUNCEMENTS**

**COURTESY OF THE FLOOR TO VISITORS**

**MAYOR AND CITY COUNCIL**

- a. 18-119 Presentation of Proclamation - Rutledge H. Pearson
- b. 18-120 Employee of the Quarter Presentation - Ashlie Gossett, Finance
- c. 18-121 Resolution of City Manager Emeritus - George D. Forbes

**CITY CLERK**

**CITY MANAGER**

- a. 18-122 Accept the Monthly Financial Reports for the Month of June 2018
- b. 18-123 Appointment of One Member to the Board of Adjustment
- c. 18-124 Award RFP Number 05-1718 *Executive Search Consultant, City Manager* to Colin Baenziger & Associates
- d. 18-125 Approve an Employment Agreement with Karen Nelson to Serve as Interim City Manager for the Period Required to Recruit and Select a Permanent City Manager
- e. 18-126 Request Duval County (City of Jacksonville) Submit a Hazard Mitigation Grant Program Application for Property Acquisition and Demolition at 3640 Sanctuary Way South
- f. 18-127 Accept the Donation of Ten Zoll AED (Automated External Defibrillator) Plus Units
- g. 18-128 Approve the Renovation of the Restrooms at South Beach Park
- h. 18-129 Approval of Bid No. 1718-20 - Electric Supplies - 12 Months Requirements
- i. 18-130 Authorize the Mayor and City Manager to Execute a Federally-Funded Subaward and Grant Agreement with the Florida Division of Emergency Management (FDEM) for Site Investigation and Design Services for the Repair and Extension of the Beach Stormwater Outfalls
- j. 18-131 Award City Bid No. 1718-17, *A1A Water Main Replacement from 6th Avenue North to Seagate Avenue* to **MAER Homes, LLC** for Construction Services and **Jones Edmunds** for Construction Administration Services
- k. 18-132 Approve an Amendment to the Collective Bargaining Agreement with the Laborer's International Union of North America (LIUNA), Local 630, to add a pay grade 204 and change the pay grade for the Relay/Substation Crew Leader position from a pay grade of 203 to a pay grade 204

## RESOLUTIONS

- a. 18-133 RESOLUTION NUMBER 2012-2018

A RESOLUTION AMENDING THE CITY OF JACKSONVILLE BEACH POSITION CLASSIFICATION AND PAY PLAN FOR MANAGERIAL, PROFESSIONAL, ADMINISTRATIVE AND UNCLASSIFIED (NON-UNION) POSITIONS, EFFECTIVE JULY 16, 2018. ***[GIS Systems Analyst and Assistant City Clerk]***

**b. 18-134 RESOLUTION NUMBER 2011-2018**

A RESOLUTION LEVYING AND IMPOSING SPECIAL ASSESSMENTS AGAINST THE PROPERTIES FRONTING OR ABUTTING UPON CERTAIN PUBLIC INFRASTRUCTURE IMPROVEMENTS ALONG THE PRIVATE ACCESS EXTENSION OF HOPSON ROAD IN THE CITY OF JACKSONVILLE BEACH, FLORIDA IN PROPORTION TO THE RESULTING SPECIAL BENEFIT THERETO; FIXING THE APPLICABLE AMOUNTS PER PLATTED LOT AS THE SPECIAL ASSESSMENT LEVIED AND IMPOSED UPON SAME; AND PROVIDING FOR OTHER MATTERS IN RELATION THERETO.

**ORDINANCES****ADJOURNMENT****NOTICE**

*In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person 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.*

*The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk or to the recording secretary prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience.*

*In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, extension 10, no later than one business day before the meeting.*

**Minutes of Regular City Council Meeting  
held Monday, June 18, 2018, at 7:00 P.M.  
in the Council Chambers, 11 North 3<sup>rd</sup> Street,  
Jacksonville Beach, Florida**



**OPENING CEREMONIES**

The invocation was given by Council Member Buck, followed by the salute to the flag.

**CALL TO ORDER**

Mayor Latham called the meeting to order at 7:00 P.M.

**ROLL CALL**

Mayor: William C. Latham

Council Members: Lee Buck Keith Doherty Christine Hoffman  
Bruce Thomason Jeanell Wilson Phil Vogelsang (*absent*)

Also present was City Manager George Forbes.

**APPROVAL OF MINUTES**

It was moved by Ms. Wilson, seconded by Ms. Hoffman, and passed unanimously, to approve the following minutes:

- City Council Workshop held June 4, 2018
- City Council Briefing held June 4, 2018
- Regular City Council Meeting held June 4, 2018

**ANNOUNCEMENTS**

Mr. Forbes stated he has two items to present. He was asked by Mr. Buck and several others about doing something for a pedestrian crossing on Penman Road, like the flashing yellow lights system on South Beach Parkway. Duval County has been contacted about doing this for possibly two locations, and they responded they have funds in their budget and are looking into this.

Also, Mr. Forbes stated the golf course is on scheduled to reopen on September 1<sup>st</sup> after being closed for several months. He spoke about the importance of having a good marketing plan to get our customers back as well as new customers. Shepard Marketing is the City's marketing firm, and we will use them to implement a marketing plan for the golf course. [Funds are available in General Capital Projects, Professional Services]

**COURTESY OF THE FLOOR TO VISITORS**

Cody Buchanan, 20 1<sup>st</sup> St. South, #3, Jacksonville Beach, spoke about his plans to open businesses in the city. He wanted to sell and distribute ice cream and water on the beach and stated he understands there are specific guidelines about the point of sale being west of the bulkhead. He inquired about an exception, if possible, to conduct sales east of the bulkhead, on the sand.

Mr. Buchanan also stated he wants to operate a Pedal Pub business that goes along 1<sup>st</sup> Street in Jacksonville Beach. He described how the Pedal Pub cycle worked and explained it is a mobile BYOB (alcohol) passenger bicycle service, with an alcohol license like that of a limo service.

Mayor Latham advised Mr. Buchanan someone from the City will contact him.

## **MAYOR AND CITY COUNCIL**

**(a) Item #18-107 - Recognition of Beaches Energy Services Employees who participated in the FMEA Florida Lineman Competition and the APPA Lineworkers Rodeo**

**Discussion:** Mr. Forbes stated this is for recognition of our Beaches Energy Services employees who participated in these events and he displayed a two-minute video that demonstrates what this competition is all about.

Mr. Forbes explained these are timed competitions that the journeyman and apprentice lineworkers perform, competing first at the state level, then going on to the national level. They receive professional recognition, training, and skills in a safe environment. To compete, it requires months of preparation and many hours of training, being committed and taking pride in the craft of linework. Beaches Energy Services, in turn, receives the benefit of a better lineworker.

Lamar Whitaker, Superintendent of Electric Utilities, made the introductions for the team members who participated in the Lineworker Competition and the Lineworker Rodeo, as follows:

- Journeyman Team: Nick Currie, Logan Cox, Cody Hutchins  
APPA Lineworker Rodeo Notable Finishes: Overall – 21<sup>st</sup> Place out of 85 teams
- Apprentice Lineworkers: Jose Grimaldo, Melvin Mercado, Cory Haag  
APPA Lineworker Rodeo Notable Finishes: Overall – Placed 17<sup>th</sup>, 23<sup>rd</sup>, and 26<sup>th</sup> out of 144 competitors

Mr. Whitaker provided a detailed explanation of these events, stating these employees competed against people from all over the country. They all did an excellent job, worked hard, and they are appreciated.

Mr. Forbes stated these employees are why Beaches Energy Services is highly recognized for reliability in the State of Florida.

Mayor Latham stated he has attended these events in the past and they are a lot of fun to watch. He stated the City receives lots of comments about Beaches Energy Services for the professional service and reliability. Mayor Latham said that is all because of the employees and extended his thanks.

## **CITY CLERK**

## **CITY MANAGER**

**(a) Item #18-108 – Accept the Monthly Financial Reports for the Month of May 2018**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to accept the Monthly Financial Reports for the Month of May 2018, as submitted by the Chief Financial Officer.

**Discussion:** Mr. Forbes stated the City is in excellent financial condition.

**Roll call vote:** Ayes – Buck, Doherty, Hoffman, Thomason, Wilson, and Mayor Latham.  
The motion passed unanimously.

**(b) Item #18-109 – Award Bid #1718-21 for the Purchase of Single Phase Pad Mount Switchgear**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to award Bid Number 1718-21 to Trayer Engineering Corporation for the purchase of Single Phase Pad Mount Switchgear.

**Discussion:** Mr. Forbes explained the City purchases one or two of these per year. Mr. Forbes explained these are used during a power outage, minimizing the number of customers with outages while repairs are made in the affected area.

**Roll call vote:** Ayes – Doherty, Hoffman, Thomason, Wilson, Buck, and Mayor Latham.  
The motion passed unanimously.

**(c) Item #18-110 – Award RFP No. 03-1718 to Archstone Connections, LLC, dba Drops & Watts, for Energy and Water Auditing Services**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to award RFP No. 03-1718 for Energy and Water Auditing Services to Archstone Connections, LLC, dba Drops & Watts, for a five (5) year period beginning on August 1, 2018.

**Discussion:** Mr. Forbes stated we have used Drops & Watts for many years as our contract energy auditors. We also have on staff our Energy Auditor, Rik Amato. The City offers residential and commercial energy and water audit services, emphasizing education and customer satisfaction. In FY 2017 there were 359 audits performed, and we are very pleased with the services provided by Drops & Watts.

Mr. Forbes explained the RFP was sent out to three vendors and Drops & Watts was the only one who responded with a proposal. They have been providing auditing services for the City since June 20, 2011, and they are recommended.

Mr. Thomason had a question about the contract extension terms – is that to be approved by the City Manager. Mr. Forbes responded yes, upon City Manager approval.

**Roll call vote:** Ayes – Hoffman, Thomason, Wilson, Buck, Doherty, and Mayor Latham.  
The motion passed unanimously.

**(d) Item #18-111 – Approve the Renovation of the Playground at Sunshine Park by Hufham Contracting in the Amount of \$46,200**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to approve the renovation of the playground at Sunshine Park by Hufham Contracting in the amount of \$46,200, as described in the memorandum from the Director of Parks and Recreation dated June 6, 2018.

**Discussion:** Mr. Forbes stated the Sunshine Playground is in rough shape, in particular, the main attraction, the wood constructed mini castle that covers two-thirds of the park. The park is used heavily and is in need of repairs and restoration.

Mr. Forbes reviewed the scope of work and costs associated to complete the restoration.

Funding will be from the South Beach TIF and is included in the FY 2018 maintenance budget. Funding was approved by the CRA May 29, 2018.

Mr. Doherty had a question about the ground cover – is it wood mulch and will it be replaced with rubber mulch.

Mr. Phitides, Parks and Recreation Director responded that it is all rubber mulch now and explained that the City removed the wood mulch approximately seven years ago and replaced it all with the rubber mulch, which is replaced as needed.

**Roll call vote:** Ayes – Thomason, Wilson, Buck, Doherty, Hoffman, and Mayor Latham.  
The motion passed unanimously.

(e) **Item #18-112 – Award Bid #1718-19 for “Milling, Paving, Sidewalk/Curbing Repairs,” to the Lowest Qualified Bidder, *Kudzue 3 Trucking, Inc.***

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to award Bid Number 1718-19, titled “Milling, Paving, Sidewalk/Curbing Repairs,” to *Kudzue 3 Trucking, Incorporated*, as explained in the memorandum from the Public Works Director dated June 10, 2018.

**Discussion:** Mr. Forbes stated this is part of the street maintenance program, including curbs and sidewalks and, if needed, includes adjusting sewer manhole covers and water valve boxes. Mr. Forbes discussed the three project areas. He reviewed the cost breakdown noting half of the expense is for sidewalk/curbing repairs. Mr. Forbes explained the importance of spending a million dollars a year on milling and paving and that is what the City should do going forward.

Mr. Doherty inquired if there was a time frame set for this project.

Ty Edwards, Public Works Director, responded and explained the concrete work is scheduled and completed first. Then the milling/paving project is scheduled. It is anticipated, depending on weather, that it will take approximately 3 to 4 months.

**Roll call vote:** Ayes – Wilson, Buck, Doherty, Hoffman, Thomason, and Mayor Latham.  
The motion passed unanimously.

(f) **Item #18-113 – Authorize the Rehabilitation of the South Water Tower with *Tank Rehab, Inc.***

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to authorize the rehabilitation of the South Elevated Water Tank with *Tank Rehab, Inc.* as explained in the memorandum from the Public Works Director dated June 9, 2018.

**Discussion:** Mr. Forbes explained this water tank was built in the 1950s and requires major exterior maintenance about every 10 years. Mr. Forbes reviewed the scope of work.

Mr. Forbes referred to the slides displaying photos of the water tank. He noted all the work areas. Also, Mr. Forbes wants to replace the faded City logo with a new City logo which would be a great marketing tool. He explained the plan to install a corral-type mount system for the antennae on top of the tower for the communication companies that lease that space.

Mr. Forbes reviewed the budget as detailed in the agenda memo. He explained that the tank rehab work will start after the hurricane season and must start no later than December 1<sup>st</sup>. In the contract, it states if the project has not started by December 1<sup>st</sup> the contractor can ask for more money. By getting the Council's approval now, we can get the project on the contractor's schedule.

Mayor Latham inquired what the turnaround time was for this project.

Ty Edwards, Public Works Director, responded the work should take about 4 months or a little longer, depending upon any repairs/replacements identified after the work has mobilized.

City Clerk Scott requested clarification for the vote since there are two recommendations.

Mr. Forbes responded a separate motion for each recommendation should be done.

**Motion #1:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to authorize the rehabilitation of the South Elevated Water Tank with *Tank Rehab, Inc.* as explained in the memorandum from the Public Works Director dated June 9, 2018.

**Roll call vote:** Ayes – Buck, Doherty, Hoffman, Thomason, Wilson, Mayor Latham.  
The motion passed unanimously.

**Motion #2:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to authorize *Corrpro Waterworks* as the single source for purchase of serviceability inspections, maintenance and replacement parts for the cathodic protections systems on the City's elevated water tank since *Corrpro* is the specialized original installer.

**Roll call vote:** Ayes – Doherty, Hoffman, Thomason, Wilson, Buck, Mayor Latham.  
The motion passed unanimously.

**(g) Item #18-114 – Purchase of Replacement Mesh Panels for the Finishing Filters at the Wastewater Treatment Plant**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to authorize the purchase of mesh panels for the final finishing filters at the City's advanced wastewater treatment facilities from *Carter & Verplanck, Inc.*, the sole source in Florida for NOVA Water Technologies, as explained in the memorandum from the Public Works Director dated June 14, 2018.

**Discussion:** Mr. Forbes reviewed the slides showing the facility and the filters. He explained the problem with the fouling of the final finishing filters causing their deterioration.

Mr. Forbes stated that \$230,000 was budgeted for FY2018 in the Capital Improvement Plan for the addition of continuous feed filter pumps. Staff recommends the feed filter pump project be placed on hold.

Mr. Forbes explained that NOVA has a mesh development/enhancement program that has been successfully used throughout this area, currently working with Orange Park and JEA.

Staff has determined the solution is to just replace these mesh panels in the 4 NOVA final finishing filters for a cost of \$163,900.

Mr. Forbes inquired who would be responsible for removal of the existing panels.

Ty Edwards, Public Works Director, responded the contractor would provide the labor the removal process. The removed panels would then be given to the City for disposal.

Mayor Latham stated there are two items in the recommendations and would require two separate motions. He suggested withdrawal of the original motion and second.

Ms. Wilson withdrew her original motion; seconded by Ms. Hoffman. The motion passed unanimously.

**Motion #1:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to authorize *NOVA Water Technologies*, through *Carter & Verplanck, Inc.*, *NOVA's* sole and exclusive representative in the state of Florida, as the single source provider for service maintenance and replacement parts for the *NOVA* final finishing filters at the City's advanced wastewater treatment facilities.

**Roll call vote:** Ayes – Hoffman, Thomason, Wilson, Buck, Doherty, Mayor Latham.  
The motion passed unanimously.

**Motion #2:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to authorize the purchase of replacement mesh panels for the four (4) final finishing filters at the City's advanced wastewater treatment facility, at the cost of \$149,000 plus a 10% contingency, for a total cost not to exceed \$163,900.

**Roll call vote:** Ayes – Thomason, Wilson, Buck, Doherty, Hoffman, Mayor Latham.  
The motion passed unanimously.

## **RESOLUTIONS:**

### **Item #18-115 RESOLUTION NO. 2009-2018**

Mayor Latham requested that the City Clerk read Resolution No. 2009-2018 by title only, whereupon Ms. Scott read the following:

**“A RESOLUTION PROVIDING FOR THE ESTABLISHMENT OF A FEE FOR A LOW VOLUME OUTDOOR AMPLIFIED AND ACOUSTIC SOUND PERMIT, AND ESTABLISHING AN EFFECTIVE DATE.”**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to adopt Resolution No. 2009-2018, establishing the fee for the Low Volume Outdoor Amplified and Acoustic Sound Permit.

**Summary:** Mr. Forbes explained the Council adopted Ordinance No 2018-8106 to allow Low Volume Outdoor Amplified and Acoustic Sound. This Resolution established the fee for the permit and the effective date.

**Roll call vote:** Ayes – Wilson, Buck, Doherty, Hoffman, Thomason, and Mayor Latham.  
The motion passed unanimously.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:42 P.M.

Submitted by: Laurie Scott  
City Clerk

Approval:

\_\_\_\_\_  
William C. Latham, MAYOR

Date: \_\_\_\_\_

LS/njp

Draft

# Proclamation

*Whereas*, Rutledge H. Pearson was an educator, civil rights leader, human rights activist, and a professional baseball player; and

*Whereas*, Mr. Pearson played for the Birmingham Black Barons and the New York Black Yankees of the Negro League; and

*Whereas*, Mr. Pearson was denied the opportunity to play major league baseball in his hometown when the Jacksonville Beach Seabirds disbanded their team and closed their stadium rather than letting him play, because of his race; and

*Whereas*, Mr. Pearson's experience with the Seabirds motivated him to dedicate his life to civil rights activism, exemplified through his service as President of both the local and state branches of the NAACP in the 1960s; and

*Whereas*, Mr. Pearson pursued a career in education and was also an advisor to the Jacksonville Youth Council NAACP; and

*Whereas*, Mr. Rutledge H. Pearson was inducted into the Florida Civil Rights Hall of Fame on February 1, 2016.

*Now, Therefore*, I, William C. Latham, Mayor of the City of Jacksonville Beach, by virtue of the authority vested in me, so hereby proclaim

*Rutledge H. Pearson*  
*A Difference Maker*

in the City of Jacksonville Beach, and recognize Mr. Pearson posthumously, for his contribution to the Civil Rights Movement.

*In Witness Whereof*, I have hereunto set my hand and caused the Seal of the City of Jacksonville Beach to be affixed this 16<sup>th</sup> day of July, 2018.

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William C. Latham, MAYOR

## Rutledge Pearson Seabirds Notes

Rutledge Pearson is best known for his life work in civil and social equality but many may not know that he was also a great baseball player who played in segregated teams for many years until he dedicated his life to civil rights activism. Even though Pearson has accomplished so much in his civil rights work, the question remains as to why such a successful baseball player would give up their baseball career to pursue civil rights activism and the answer to this question may rest with Pearson's connection with the Jacksonville Beach Seabirds disbandment.

According to Bruce Adelson's book, *Brushing Back Jim Crow: The Integration of Minor-League Baseball in the American South*, "the South Atlantic League, nicknamed the Sally," was one of the last baseball leagues in the country to allow integrated teams but quickly switched their position on the subject in 1953 (Adelson, 67). Fifteen years after the Sally's establishment in 1938, five African American players joined the league and the Sally instantly saw a massive increase in fan attendance and revenue from African American spectators (Adelson, 67). The Sally faced financial issues and problems with decreasing popularity and for years and the integration of their league vastly increased the number of African American spectators and created large amounts of revenue for the league, saving the Sally from going broke and revitalizing the league (Adelson,67).

However, some teams refused to allow African Americans to play and one of those reluctant teams was the Jacksonville Beach Seabirds. According to Donald Mabry's article, "Baseball on the Beach, Seabirds, 1952-1954," the Seabirds wanted to allow African Americans to play but the Jacksonville Beach Chamber of Commerce denied the integration of the team with the Sectary of the Chamber, Herb Shelley, stating "that the patrons of the team felt they would rather have an all-white team" (Mabry, 16). The chamber's decision received major support from other city officials and the American Legion, resulting in the

Seabirds remaining a segregated team until their last season in 1954 (Mabry, 17). However, the manager of the Seabirds most likely also supported the Chamber of Commerce's decision because the team's manager was Red Treadway, "a former player who left his team in 1946 rather than play against the Montreal Royals and their new infielder, Jackie Robinson" so Treadway most likely agreed with the Chamber of Commerce and wanted to keep the team segregated against the player's wishes (Adelson, 67.).

The Jacksonville Beach Seabirds never became an integrated team, which meant they missed out on the large amounts of revenue brought on by African American spectators and that seems to be the main contributing factor to the ending of the team. However, further research reveals that Rutledge Pearson had an important role in the Seabirds disbandment as well. According to Rodney Hurst's book, *It was Never About a Hotdog and a Coke!*, Rutledge Pearson played in a few segregated professional baseball teams and tried to venture out into the Major Leagues by first joining the Jacksonville Beach Seabirds (Hurst, 37). However, the Seabirds followed the orders of the Chamber of Commerce and city officials and denied Pearson entry into the team and even allowed the baseball stadium to close down and the team to disband rather than allowing Pearson to play (Hurst, 37). Pearson even credits his decision "to dedicate his life to the struggle for human dignity and respect" with his experience with the Seabirds (Hurst 37).

In conclusion, Rutledge Pearson had a part in the ending of the Jacksonville Beach Seabirds but it was not through his civil rights efforts that would stem from his experience with the Seabirds but rather through his determination to play in Major League baseball and the team's stubbornness in allowing him to do so. The Seabirds were a part of the South Atlantic League, the last baseball league to advocate segregated teams yet survived for a long time through the integration of their league because of the revenue received from African American patrons wanting to watch African American players.

Even though many of the Sally teams eventually allowed African Americans to play, the Seabirds never integrated and even decided to let the team disband rather than letting Rutledge Pearson play on their team, directly linking Pearson to the ending of the Jacksonville Seabirds.

## Bibliography

- Adelson, Bruce. *Brushing Back Jim Crow: The Integration of Minor-League Baseball in the American South*. Charlottesville: University of Virginia Press, 2007.
- Hurst, Rodney. *It was Never About a Hot Dog and a Coke!: A Personal Account of the 1960 Sit-In Demonstration in Jacksonville, Florida and Ax Handle Saturday*. Livermore, CA: WingSpan Press, 2008.
- Mabry, Donald. "Baseball on the Beach, Seabirds, 1952-1954". 2008.

**MEMORANDUM**

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6263  
Fax: 904.247.6169

TO: George Forbes, City Manager

FROM: Ann Meuse, Human Resources Director 

DATE: July 2, 2018

RE: Employee of the Quarter Award  
1st Quarter 2018

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

This is to advise that the final determination for Employee of the Quarter for the 1st Quarter of 2018 has been made. It is my pleasure to announce the following selection:

<u>Name</u>	<u>Department</u>
Ashlie Gossett	Finance

Please refer to the attached letter regarding her achievements.

According to our Awards Program, she should be recognized by the City Council with a personalized letter from you, along with a City of Jacksonville Beach Employee of the Quarter pin. I am forwarding this information to you so that a presentation can be made at the July 16, 2018, Council Meeting. The recipient will be notified to attend.

Additionally, for your information, the Department Director will be having a departmental award ceremony, which will include the presentation of a check in the amount of \$100 and a personalized certificate.

Attachment



City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6268  
Fax: 904.247.6276

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

July 2, 2018

Ashlie Gossett  
Finance

Dear Ashlie,

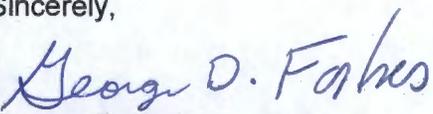
It is with great pleasure that we present you this letter of appreciation for your outstanding job performance in the Finance Department. You have been selected as the Employee of the Quarter for the 1<sup>st</sup> Quarter of 2018.

You are being recognized for:

- Always going out of your way to assist co-workers throughout the City with their budget issues and special projects;
- Serving as the FEMA liaison through two major hurricanes, which required countless hours above and beyond your normal workload;
- Being a team player who always manages to get the job done with diligence, enthusiasm and commitment, while keeping the City's mission in mind.

Please accept our sincere gratitude and thanks for your outstanding performance. It truly exemplifies the dedication and spirit, which we all strive to attain as public employees.

Sincerely,

  
George D. Forbes  
City Manager



City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6299  
Fax: 904.247.6256  
[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)  
[cityclerk@jaxbchfl.net](mailto:cityclerk@jaxbchfl.net)

## MEMORANDUM

**DATE:** July 12, 2018

**TO:** The Honorable Mayor and  
Members of the City Council

**FROM:** Laurie Scott, City Clerk

**RE:** Resolution No. 2013-2018,  
City Manager of Jacksonville Beach, Emeritus—George D. Forbes

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### **Action requested:**

Adopt Resolution No. 2013-2018 designating George D. Forbes as City Manager of Jacksonville Beach, Emeritus, effective August 2, 2018.

### **Background:**

The City Manager, George D. Forbes, is retiring on August 1, 2018. Mr. Forbes has served as City Manager since March 13, 1995. To recognize his esteemed service, the City Council, by Resolution, is granting him the title of City Manager, Emeritus.

The title of City Manager, Emeritus is reserved for individuals whose distinguished careers and significant contributions set them apart from their peers. Designation of City Manager, Emeritus is the highest honor that the City may bestow upon an official. This honorary distinction will allow the City Council to call upon Mr. Forbes in the future for advice on such matters as the Council deems necessary or desirable.

The attached Resolution highlights some of Mr. Forbes' most memorable contributions over his 23 years as City Manager of Jacksonville Beach.

### **Recommendation:**

Adopt Resolution No. 2013-2018 designating George D. Forbes as City Manager of Jacksonville Beach, Emeritus, effective August 2, 2018.



Introduced by: \_\_\_\_\_

Adopted: \_\_\_\_\_

**RESOLUTION NO. 2013-2018**

**A RESOLUTION OF THE CITY OF JACKSONVILLE  
BEACH RECOGNIZING CITY MANAGER GEORGE D.  
FORBES FOR HIS EXEMPLARY SERVICE AND  
AUTHORIZES HIS USE OF THE TITLE *CITY MANAGER  
OF JACKSONVILLE BEACH, EMERITUS.***

**WHEREAS**, George D. Forbes was the City Manager of Jacksonville Beach from March 13, 1995, to August 1, 2018;

**WHEREAS**, George D. Forbes provided over 23 years of service as City Manager and was the longest serving City Manager in the history of Jacksonville Beach;

**WHEREAS**, George D. Forbes was a key leader in rebuilding Jacksonville Beach and committing the City to focus on fiscal discipline, with a strong mission and customer service emphasis;

**WHEREAS**, George D. Forbes was instrumental in accomplishing the following during times of tremendous growth and economic challenge and dramatically improved the quality of life for Jacksonville Beach residents and visitors;

- Led the City through the great recession and fiscally out of debt by 2020
- Negotiated the 1996 Interlocal Agreement with Duval County
- Negotiated the Haskell/Sleiman plan that led to the rebuilding of downtown Jacksonville Beach
- Purchased land and redeveloped the South End Redevelopment area
- Purchased land to construct the Ocean Cay and Paradise Key subdivisions
- Constructed a new 21 million dollar waste treatment plant at no cost to the ratepayers
- Constructed numerous water, sewer, and stormwater projects
- Rebranded the Jacksonville Beach Electric Department into Beaches Energy Services
- Developed Beaches Energy Services to be one of the most reliable utilities in Florida
- Installed a natural gas system for commercial customers
- Undergrounded approximately 80% of the Beaches Energy distribution system east of A1A
- Led the City through numerous tropical storms and hurricanes
- Presented a balanced budget to the City Council for 23 years
- Maintained a strong financial condition and capital improvements program
- Built or rebuilt virtually all City facilities and infrastructure as follows:
  - Purchased the land and constructed South Beach Park and Cradle Creek Preserve
  - Rebuilt Wingate Park
  - Built a new golf course clubhouse and totally renovated the golf course

- Negotiated an Interlocal Agreement with the County to construct a new pier
- Built Latham Plaza and Seawalk Pavillion, reconstructing the entire Seawalk
- Reconstructed Gonzales Park and the Tennis Center
- Added a fishing pier at Rotary and Huguenot Parks
- Constructed the new City Hall and Police Department building at no cost to the City
- Constructed a new Carver Center Building, Operations Maintenance Building, and Fire Station
- Reconstructed South Beach Pkwy from Beach Blvd to the St. Johns Co. line at no cost to the City
- Obtained over 20 million dollars to reconstruct and improve drainage north of Beach Boulevard

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, THAT:** The City Council of the City of Jacksonville Beach congratulates City Manager George D. Forbes for his exemplary service and authorizes his use of the title City Manager of Jacksonville Beach, Emeritus.

This Resolution shall become effective August 2, 2018.

**AUTHENTICATED** this 16<sup>th</sup> day of July, 2018.

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William C. Latham, MAYOR

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Laurie Scott, CITY CLERK

*Resolution of City Manager Emeritus  
George D. Forbes*

*Whereas*, George D. Forbes was the City Manager of Jacksonville Beach from March 13, 1995, to August 1, 2018;

*Whereas*, George D. Forbes provided over 23 years of service as City Manager and was the longest serving City Manager in the history of Jacksonville Beach;

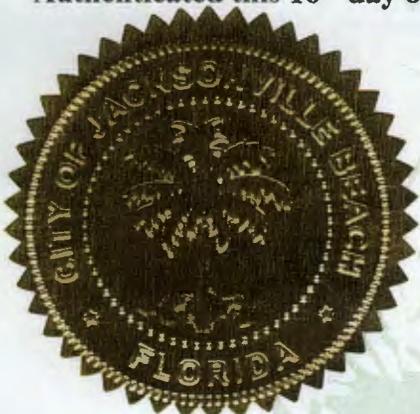
*Whereas*, George D. Forbes was a key leader in rebuilding Jacksonville Beach and committing the City to focus on fiscal discipline, with a strong mission and customer service emphasis;

*Whereas*, George D. Forbes was instrumental in accomplishing the following during times of tremendous growth and economic challenge and dramatically improved the quality of life for Jacksonville Beach residents and visitors;

- Led the City through the great recession and fiscally out of debt by 2020
- Negotiated the 1996 Interlocal Agreement with Duval County
- Negotiated the Haskell/Sleiman plan that led to the rebuilding of downtown Jacksonville Beach
- Purchased land and redeveloped the South End Redevelopment area
- Purchased land to construct the Ocean Cay and Paradise Key subdivisions
- Constructed a new 21 million dollar waste treatment plant at no cost to the ratepayers
- Constructed numerous water, sewer, and stormwater projects
- Rebranded the Jacksonville Beach Electric Department into Beaches Energy Services
- Developed Beaches Energy Services to be one of the most reliable utilities in Florida
- Installed a natural gas system for commercial customers
- Undergrounded approximately 80% of the Beaches Energy distribution system east of A1A
- Led the City through numerous tropical storms and hurricanes
- Presented a balanced budget to the City Council for 23 years
- Maintained a strong financial condition and capital improvements program
- Built or rebuilt virtually all City facilities and infrastructure as follows:
  - Purchased the land and constructed South Beach Park and Cradle Creek Preserve
  - Rebuilt Wingate Park
  - Built a new golf course clubhouse and totally renovated the golf course
  - Negotiated an Interlocal Agreement with the County to construct a new pier
  - Built Latham Plaza and Seawalk Pavillion, reconstructing the entire Seawalk
  - Reconstructed Gonzales Park and the Tennis Center
  - Added a fishing pier at Rotary and Huguenot Parks
  - Constructed the new City Hall and Police Department building at no cost to the City
  - Constructed a new Carver Center Building, Operations and Maintenance Building, and Fire Station
  - Reconstructed South Beach Pkwy from Beach Blvd to the St. Johns Co. line at no cost to the City
  - Obtained over 20 million dollars to reconstruct and improve drainage north of Beach Boulevard

*Now, Therefore Be It Resolved* that the City Council of the City of Jacksonville Beach congratulates City Manager George D. Forbes for his exemplary service and authorizes his use of the title City Manager of Jacksonville Beach, Emeritus.

Authenticated this 16<sup>th</sup> day of July, A.D. 2018



---

William C. Latham, MAYOR

**CITY OF JACKSONVILLE BEACH**

City of

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6274

Fax: 904.270.1642

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

**MEMORANDUM**

**TO:** George D. Forbes, City Manager  
**FROM:** Michael B. Nadeau, Chief Financial Officer  
**SUBJECT:** Monthly Financial Reports for June 2018  
**DATE:** July 2, 2018

**Action Requested**

Accept the monthly financial reports for the month of June 2018.

**Background**

The monthly financial reports for June 2018 are provided for your information and review. These reports can be found in the "Reports and Information" portion of this agenda.

**Recommendation**

Accept the financial reports for the month of June 2018, as submitted by the Chief Financial Officer.



**MEMORANDUM**

**DATE:** July 2, 2018

**TO:** The Honorable Mayor and  
Members of the City Council

**FROM:** Laurie Scott, City Clerk 

**Re:** Appointment to Board of Adjustment

**ACTION REQUESTED:**

Appointment of one Member to the Board of Adjustment.

**BACKGROUND:**

Board Member Thomas Buck submitted his resignation as a member of the Board of Adjustment. 1<sup>st</sup> Alternate Francis (Frank) Reddington was contacted and has expressed interest in filling Mr. Buck's seat on the Board.

Mr. Reddington was first appointed as 2<sup>nd</sup> Alternate on March 17, 2014, (replaced Scott Cummings) term to expire on January 31, 2015. He was reappointed on February 2, 2015, term to expire January 31, 2017. He was appointed as 1<sup>st</sup> Alternate on August 1, 2016 (replaced Jeff Truhlar), term to expire on January 31, 2017. He was re-appointed 1<sup>st</sup> Alternate on February 6, 2017, term to expire on December 31, 2018.

The following applicants have been interviewed by one or more City Council Members with City staff in attendance. The following applicants have selected Board of Adjustment as their first or second choice: Gary Cater, William Dopf, and Jon Scott Walker.

**RECOMMENDATION:**

Nominate Francis (Frank) Reddington for appointment to the Board of Adjustment for a four-year term expiring on December 31<sup>st</sup>, 2021.

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6299  
Fax: 904.247.6256  
[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)  
[cityclerk@jaxbchfl.net](mailto:cityclerk@jaxbchfl.net)



### Board of Adjustment Applicant Listing

<i>Applicant</i>		<i>Board Choice Ranking</i>	<i>Term Expires</i>	<i>Recommended</i>	<i>Qualified Elector</i>	<i>Met Residency Requirements</i>	<i>Interview Date</i>
Cater	Gary	1		Y	y	Y	1/18/2017
Dopf	William	1		Y	y	Y	7/18/2016
Reddington	Frank	currently serving as 1st Alternate	12/31/2018	Y	y	Y	n/a
Walker	Jon Scott	1		Y	y	Y	1/18/2017

City of Jacksonville Beach  
Office of the City Clerk  
11 North 3<sup>rd</sup> Street  
Jacksonville Beach, Florida 32250



Phone: (904) 247-6299 ext 10  
FAX: (904) 247-6256  
E-mail: cityclerk@jaxbchfl.net

**RECEIVED**  
JUN 28 2016  
City Clerk

### Application for Appointment to City Boards

**Personal Information** (Please print or type)

Name: Gary Cater Home Phone: 850 3862919  
 Home Address: 3500 Ocean Dr S  
 E-Mail Address: gcater1@comcast.net Call Phone: 850 3224215  
 Occupation: Physician Business Phone: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_

**Eligibility - Please Circle**

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>4 1/2 yrs</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>3500 Ocean Dr S</u>
Do you hold a public office?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have you filed bankruptcy?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

<u>2</u> Board of Adjustment	Planning Commission
<u>1</u> Community Redevelopment Agency	Pension Trustee

Please list the type of City meetings you have attended: \_\_\_\_\_

**Qualifications** (Briefly describe specific expertise, abilities, or qualifications)

Education: \_\_\_\_\_  
Pacific Union College  
Medical School USK Kansas City, MO  
Residency - Shands UF Jacksonville  
Fellowship Childrens Mercy Hosp. Kansas City, MO  
MBA - USF

### Application for Appointment to City Boards (cont.)

#### State Reporting Requirements

Section 780.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<b>Race</b>		<b>Gender</b>	<b>Physically Disabled</b>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Female	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known		

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "it is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

6-28-16  
Date

Mary Cottel  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**    **No**    If not eligible for appointment  
 Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_



Application for Appointment to City Boards

Received  
 JUN 27 2016  
 Jacksonville Beach City Clerk

Personal Information (Please print or type)

Name: WILLIAM DDPF Home Phone: \_\_\_\_\_  
 Home Address: 92 29<sup>TH</sup> Ave South Jacksonville Beach, FL  
 E-Mail Address: wddopf@gmail.com Cell Phone: 904-208-1135  
 Occupation: Market development rep. Business Phone: \_\_\_\_\_  
 Business Name: Resolutions LLC  
 Business Address: 92 29<sup>TH</sup> Ave S. Jacksonville Beach

Eligibility - Please Circle

Are you a resident of the City? Yes No If yes, length of time: 3+ years  
 Are you a registered voter? Yes No If yes, what County: \_\_\_\_\_  
 Do you own property in the City? Yes No If yes, address: \_\_\_\_\_  
 Do you hold a public office? Yes No If yes, Office name: \_\_\_\_\_  
 Are you employed by the City? Yes No If yes, position: \_\_\_\_\_  
 Are you currently serving on a Board? Yes No If yes, Board Name: \_\_\_\_\_  
 Have you been convicted of a felony? Yes No If yes, provide date: \_\_\_\_\_  
 Have your civil rights been restored? Yes No If yes, provide date: \_\_\_\_\_  
 Have you filed bankruptcy? Yes No If yes, provide date: \_\_\_\_\_

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes No

If yes, please provide details: \_\_\_\_\_

City Boards Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".

<u>1</u> Board of Adjustment	<u>2</u> Planning Commission
Community Redevelopment Agency	Pension Trustee

Please list the type of City meetings you have attended: BOARD MEETINGS, ZONING VARIANCE, CITY COUNCIL

Qualifications (Briefly describe specific expertise, abilities, or qualifications) 30 years of business management experience with a fortune 500 company. 25 years living in Jacksonville & Jacksonville Beach. Served on a variety of trade association & non profit boards

Education: B.S. Biological Science - Colorado State University  
MBA - MARKETING & FINANCE - Colorado State University

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known	

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

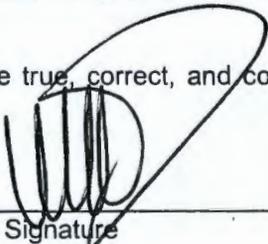
I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

**Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.**

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

Date 6/23/16

Applicant's Signature 

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes** **No**

If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

**William B Dopf**

92 29<sup>th</sup> Avenue South  
Jacksonville Beach, Florida  
32250  
904 208 1135  
[wbdopf@gmail.com](mailto:wbdopf@gmail.com)  
[resinink@gmail.com](mailto:resinink@gmail.com)

**Career Objective**

To utilize highly effective marketing, operations and management skills developed over a long corporate industrial and private consulting career. To help organizations grow in a strategic and sustainable way.

**2005-PRESENT****RESINSOLUTIONS LLC****PRESIDENT**

Formed a consultant practice working with former clients in the industrial chemical business. Successfully guided their manufacturing and procurement groups toward in-depth understanding of strategic issues with respect to their sourcing decisions. Significant realignment of suppliers and an enhanced approach to long term strategic procurement was achieved. Savings were in the 7-figure range. Current activities are in support of Respol Resinas S.A., Leiria, Portugal and Forchem Oy, Rauma, Finland.

**1980-2005****MEADWESTVACO CORPORATION**

A fortune 500 paper, packaging and chemicals business

**2000-2005****Vice President Chemical Division**

General Manager of worldwide pine chemical business. Managed two separate tall oil refinery sites and associated derivative production facilities including product development, sales, purchasing, research and customer service for a \$200+ million business employing 400 professional and plant personnel. Along with management team, developed business into the premier supplier in the industry. By utilizing a well publicized strategy we drove quality, innovation, and response to new industry standards. The group became one of Meadwestvaco's highest ROI business units.

**1996-2000****General Manager-Oleochemicals Department**

P&L responsibility for Department sales and operations worldwide. Managed sales, product development, and manufacturing for \$120 million business including multiple sites employing 200 professional and plant employees. Increased department profitability 80% by focusing on proper pricing strategies and cost control.

**1993-1996****General Manager-Europe**

Created plan for European expansion including organization of a Swiss subsidiary to minimize tax impact on all European operations. Developed marketing strategy and spearheaded sales to penetrate new markets and geography. We were able to build a base of business to justify installation of a new manufacturing facility. Supervised engineering of manufacturing facilities, and submitted phase II engineering work on time and within budget.

**1990-1993****Marketing Manager**

Successfully developed and implemented aggressive plans for expanding technology to multiple continents.

Built a field sales force and customer service group that achieved a 400% increase in sales. Supervised sales, customer service and commercial development of 130 products for three different segments of the printing ink industry.  
Achieved dominant position in major markets of 65% and 35%, from 25% and 5%, respectively.

- 1987-1990      Sales Manager**  
Directed sales force which consistently achieved the highest level of sales dollars and profitability within the Chemical Division.
- 1985-1987      Ink Industry Manager**  
Hired a direct field sales force to replace reps and distributors. Successfully implemented plan to access new markets. Transitioned newly acquired business into the parent sales system while converting the entire customer base to new manufacturing location. Growth of the business exceeded 100%.
- 1980-1985      Technical Sales Representative**  
Traveled North America for three different departments within the Westvaco Chemical Division. Covered a variety of territories and product lines with increasing levels of responsibility.

### **Education**

Colorado State University  
MBA Marketing and Finance 1979  
B.S. Bioscience 1976  
Marquette University, College of Engineering 1972-73  
Awarded U.S. Naval Reserve Officer Training Scholarship

### **Professional Development Programs**

Harvard University    *The Program On Negotiating For Senior Executives*  
University of Virginia The Darden School    *Leadership*  
U of Pennsylvania    Wharton School    *Commercial Development and Corporate Venturing*

Westvaco Corp    *Marketing Professional Development Program*  
                          *The Westvaco Supervisor*  
                          *Managing Organizational Objectives*  
                          *Empowered Leadership Program*

Forum                *Managing a Strategically Aligned Sales Force*

### **Professional Associations**

Pine Chemicals Association  
Member of Board of Directors – Chairman

National Association of Printing Ink Manufacturers  
T.A.M. Board Member, General Board Member

Community in Schools South Carolina Chapter  
Board Member



**RECEIVED**

APR 05 2018

**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: FRANCIS J. REDDINGTON Home Phone: City Clerk 904-270-0037  
 Home Address: 1208 S. 2ND ST. UNIT B JAX BCH, FL 32250  
 E-Mail Address: REDDINGTONFJ@BELLSOUTH.NET Cell Phone: 904-705-5040  
 Occupation: RETIRED-BELLSOUTH/AT&T Business Phone: N/A  
 Business Name: N/A  
 Business Address: N/A

**Eligibility - Please Circle**

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>17 YEARS</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: _____
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: _____
Do you hold a public office?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, Board Name: <u>BOARD OF ADJUSTMENT</u>
Have you been convicted of a felony?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, provide date: _____
Have you filed bankruptcy?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details:

**City Boards** (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".

<u>1</u> Board of Adjustment	<u>2</u> Planning Commission
<u>3</u> Community Redevelopment Agency	<u>4</u> Pension Trustee

Please list the type of City meetings you have attended: CITY COUNCIL

**Qualifications** (Briefly describe specific expertise, abilities, or qualifications) ENGINEER AND NETWORK MANAGER FOR BELLSOUTH/AT&T

Education: PACE UNIVERSITY, PALM BEACH JUNIOR COLLEGE AND UNIVERSITY OF GEORGIA

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

**Race**

- |  |   |
|--|---|
| <input type="checkbox"/> African-American        | <input checked="" type="checkbox"/> Caucasian |
| <input type="checkbox"/> Asian/Pacific Islander  | <input type="checkbox"/> Hispanic             |
| <input type="checkbox"/> American Indian/Alaskan | <input type="checkbox"/> Not Known            |

**Gender**

- Female  
 Male

**Physically Disabled**

- Yes  
 No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

04-05-2018  
 Date

*Erin Medley*  
 Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**      **No**

If not eligible for appointment  
 Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

City of Jacksonville Beach  
 Office of the City Clerk  
 11 North 3<sup>rd</sup> Street  
 Jacksonville Beach, Florida 32250



**RECEIVED**

DEC - 2 2015

Phone: (904) 247-6299 ext 10  
 FAX: (904) 247-6256  
 E-mail: cityclerk@jaxbchfl.net

City Clerk  
 City Boards

**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: Jon Scott Walker Home Phone: 904-553-2426  
 Home Address: 2902 Madrid Street Jacksonville Beach, FL 32250  
 E-Mail Address: JonWalkerOD@me.com Cell Phone: 904-553-2426  
 Occupation: Optometrist Business Phone: 904-363-8282  
 Business Name: Dr. Ted Brink & Associates  
 Business Address: 10300-238 Southside Blvd. Jacksonville, FFL 32256

**Eligibility – Please Circle**

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>8+ years</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>See Above Home</u>
Do you hold a public office?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have you filed bankruptcy?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details:

**City Boards** (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

<input checked="" type="radio"/> 1	Board of Adjustment	<input checked="" type="radio"/> 1	Planning Commission
<input checked="" type="radio"/> 2	Community Redevelopment Agency	<input type="radio"/>	Pension Trustee

Please list the type of City meetings you have attended: Various including Variance Meetings

**Qualifications** (Briefly describe specific expertise, abilities, or qualifications) Homeowner and Business Owner in Jacksonville Beach.

Education: See Attached CV

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\* during interview me.walker asked to change his rankings of choice of City Boards.

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Not Known	

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

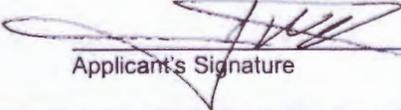
I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

December 2, 2016  
Date

  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**    **No**                      If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Curriculum Vitae of Jon Scott Walker, O.D., M.S., F.A.A.O.  
2902 Madrid Street  
Jacksonville Beach, Florida 32250  
(904) 553-2426

- EDUCATION:** New England College of Optometry March 1984 Graduate  
Boston, Massachusetts Doctor of Optometry
- Southern Illinois University August 1980 Graduate  
Carbondale, Illinois Master of Science  
Major: Physiology-Specialization in Computer Science
- Oral Roberts University May 1978 Graduate  
Tulsa, Oklahoma Bachelor of Science  
Major: Biology  
Minor: Chemistry
- EXPERIENCE:** **Dr. Ted Brink and Associates** September 2000 to Present  
10300-238 Southside Blvd.  
Jacksonville, Florida 32256  
Board Certified Optometric Physician and Senior Partner of a multi-office (10) Optometric practice.
- Vistakon/Johnson & Johnson Vision Care, Inc.** November 2002 to Present  
7596 Centurion Parkway  
Jacksonville, Florida 32256  
Clinical Investigator, Consultant and Speaker for The Vision Care Institute, Research & Development and Professional Affairs.
- Alcon Laboratories, Inc.** January 2011 to Present  
6201 South Freeway  
Fort Worth, Texas 76134-2099  
Clinical Investigator, Consultant and Speaker for Research & Development and Professional Affairs.
- Bausch+Lomb** January 2013 to Present  
1400 N Goodman Street  
Rochester, NY 14607  
Clinical Investigator for Research & Development.
- Aerie Pharmaceutical** May 2016 to Present  
135 Route 202/206 Suite 15  
Bedminster, New Jersey 07921  
Clinical Investigator for Research & Development.
- Energieyes** June 2014 to March 2015  
Nashville, TN  
Board Member for the Association of Corporate-Affiliated Optometrists.
- Ciba Vision Corporation** February 2010 to January 2012  
11460 Johns Creek Parkway  
Duluth, Georgia 30097  
Clinical Investigator for a Contact Lens Manufacturer.

**Midwestern University College of Optometry**  
19379 N 59th Avenue  
Glendale, Arizona 85308

August 2011 to Present

Adjunct Faculty for an Optometry School.

**Florida Eye Research Center**  
11512 Lake Mead Avenue, Suite 534  
Jacksonville, Florida 32256

April 2010 to Present

Co-owner with Rajesh Shetty, MD of a clinical research center.

**Schott Management Group**  
441 Carlisle Drive, First Floor  
Herndon, Virginia 20170

August 2010 to January 2012

Speaker for a Continuing Education Provider.

**Vistakon Pharmaceuticals, LLC**  
7500 Centurion Parkway, Suite 100  
Jacksonville, Florida 32256

February 2009 to March 2010

Consultant and Speaker for an Ocular Pharmaceutical Manufacturer.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
7596 Centurion Parkway  
Jacksonville, Florida 32256

August 1997 to October 2000

January 1999 to October 2000: Group Leader of Consultation/ Professional Affairs.

June 1998 to December 1998: Group Leader of Consultation/ Customer Quality.

August 1997 to June 1998: Research Optometrist on the Design Platform of Research and Development.

**Optos**  
199 Forest Street  
Marlborough, Massachusetts 01752

November 2006 to Present

Consultant and speaker for a medical equipment manufacturer.

**LasikPlus**  
8705 Perimeter Park Blvd.  
Suite 10  
Jacksonville, Florida 32216

October 2004 to April 2005

Board Certified Optometric Physician with a multi-office refractive surgery center.

**Northwest Eye Center**  
1135 South Washington Avenue  
Detroit Lakes, Minnesota 56501

April 1988-August 1997

Group Optometric and Ophthalmology practice in northwestern Minnesota.

**St. Mary's Regional Health Center**  
1028 South Washington Avenue  
Detroit Lakes, Minnesota 56501

September 1984-August 1997

Staff optometrist at a community hospital.

**Northwest Eye Center** November 1993-May 1995  
Mahnomon County & Village Clinic  
410 Third Street West  
Mahnomon, Minnesota 56557

Part-time Optometric practice in a multi-specialty clinic.

**Minnesota State Board of Optometry** June 1991-December 1997  
2700 University Ave. West, Suite 103  
St. Paul, Minnesota 55114

Board Vice-President and Chair of the Disciplinary Committee.

**Fergus Falls Community College** November 1989-June 1990  
1414 College Way  
Fergus Falls, Minnesota

Part-time instructor in the Science department.

**Dakota Clinic, Ltd.** September 1984-April 1988  
125 East Frazee Street  
Detroit Lakes, Minnesota 56501

**Dakota Medical Center** September 1984-April 1988  
1702 South University Drive  
Fargo, North Dakota 58108

Primary care optometrist within a network of multi-specialty clinics.

**Minnesota Department of Health** June 1985-August 1991  
Diabetic Control Steering Committee  
Minnesota Department of Health Building  
212 Delaware Avenue  
Minneapolis, Minnesota

Clinical research committee organized to study diabetic retinopathy in the state of Minnesota. Research was funded by the Center for Disease Control.

RESEARCH: **Barnes-Hind** September 1984  
Sunnyvale, California

Clinical investigator for the Hydrocurve bifocal contact lens.

**Syntex** May 1987  
Phoenix, Arizona

Clinical investigator for the Aztech contact lens.

**Sola/Barnes-Hind** August 1987  
Sunnyvale, California

Clinical investigator for the Saturn II Plus (SoftPerm) contact lens.

**Sola/Barnes-Hind**  
Sunnyvale, California

September 1987

Clinical investigator for the Saturn II contact lens and related solutions.

**Sola/Barnes-Hind**  
Sunnyvale, California

August 1988

Clinical investigator for the Polycon HdK, a Group 4 material and a new lens solution.

**CibaVision Corporation**  
Atlanta, Georgia

May 1989

Clinical investigator for the Spectrum bifocal soft contact lens.

**CibaVision Corporation**  
Atlanta, Georgia

January 1990

Clinical investigator for the Softwear Saline.

**CibaVision Corporation**  
Atlanta, Georgia

December 1990

Clinical investigator for a new contact lens solution system.

**Ocular Sciences Corporation**  
San Francisco, California

June 1992

Clinical investigator for a new contact lens material and design.

**CibaVision Corporation**  
Atlanta, Georgia

June 1993

Clinical investigator for a new contact lens solution system.

**CibaVision Corporation**  
Atlanta, Georgia

August 1996

Clinical investigator for the SEE3 (Focus Night & Day) soft contact lens.

**Vistakon/Johnson & Johnson Vision Products, Inc.**  
Jacksonville, Florida

May 2000

Named on 2 patents associated with the ACUVUE Bifocal, 1-Day ACUVUE, ACUVUE Toric and the ACUVUE2 contact lenses.

**Vistakon/Johnson & Johnson Vision Products, Inc.**  
Jacksonville, Florida

November 2002

Clinical Investigator for validation of new manufacturing lines for the ACUVUE contact lens.

**Vistakon/Johnson & Johnson Vision Products, Inc.**  
Jacksonville, Florida

December 2002

Clinical Investigator for a new Bifocal Emulator.

<b>Vistakon/Johnson &amp; Johnson Vision Products, Inc.</b> Jacksonville, Florida	April 2003
Clinical Investigator for ACUVUE Brand BIFOCAL vs. B&L SofLens Multifocal fit with Modified Monovision.	
<b>Foresight Regulatory Strategies</b> Boston, Massachusetts	July 2003
Clinical Investigator for a multi-center evaluation of the galyfilcon A (ACUVUE ADVANCE) contact lens.	
<b>Vistakon/Johnson &amp; Johnson Vision Products, Inc.</b> Jacksonville, Florida	March 2004
Clinical Investigator for Evaluation of Several Field Optimized Contact Lens Designs.	
<b>Vistakon/Johnson &amp; Johnson Vision Products, Inc.</b> Jacksonville, Florida	June 2004
Clinical Investigator for Evaluation of ACUVUE 2 Manufacturing Change.	
<b>Visioncare Research</b> Surry, England	July 2004
Clinical Investigator for an Evaluation of Four Toric Contact Lenses.	
<b>VisionCare Research</b> Surrey, England	January 2005
Multi-Center Evaluation of Soft Lenses in Daily Wear.	
<b>Vistakon/Johnson &amp; Johnson Vision Products, Inc.</b> Jacksonville, Florida	February 2005
Clinical Investigator for the Evaluation of the Frequency 55 Multifocal Versus The Soflens Multifocal	
<b>I3 Research</b> Chicago, Illinois	August 2005
Clinical Investigator for an Extended Wear Contact Lens	
<b>VisionCare Research</b> Surrey, United Kingdom	January 2006
Clinical Investigator for an Evaluation of 1-Day Contact Lenses	
<b>Vistakon/Johnson &amp; Johnson Vision Care, Inc.</b> Jacksonville, Florida	February 2007
Clinical Investigator for a new Multi-focal Contact Lens	
<b>Vistakon/Johnson &amp; Johnson Vision Care, Inc.</b> Jacksonville, Florida	April 2007
Clinical Investigator for a new Multi-focal Contact Lens	

**Vistakon/Johnson & Johnson Vision Care, Inc.** July 2007  
Jacksonville, Florida

Clinical Investigator for the "Evaluation of the Alpha "A" Lens Design

**Vistakon/Johnson & Johnson Vision Care, Inc.** September 2007  
Jacksonville, Florida

Clinical Investigator of a System 8 Lens Design

**Vistakon/Johnson & Johnson Vision Care, Inc.** October 2007  
Jacksonville, Florida

Clinical Investigator of a System 8 Lens Design Across a Range of ADD Powers  
**Vistakon/Johnson & Johnson Vision Care, Inc.** October 2007  
Jacksonville, Florida

Clinical Investigator of a Multi-focal Lens Design Across a Range of ADD Powers

**Vistakon/Johnson & Johnson Vision Care, Inc.** December 2007  
Jacksonville, Florida

Clinical Investigator of a Multi-focal Lens Design Across a Range of ADD Powers

**Vistakon/Johnson & Johnson Vision Care, Inc.** January 2008  
Jacksonville, Florida

Clinical Investigator of a Multi-focal Lens Fitting Process

**Visioncare Research** January 2008  
Surrey, United Kingdom

Clinical Investigator for a Multi-Center Evaluation of Three Silicone Hydrogel Toric Contact Lenses.

**Foresight Regulatory Strategies** February 2008  
Boston, Massachusetts

Clinical Investigator for a Multi-Center Evaluation of Toric Contact Lenses

**Vistakon/Johnson & Johnson Vision Care, Inc.** April 2008  
Jacksonville, Florida

Clinical Investigator of an Alpha Emmetrope Feasibility Study

**Vistakon/Johnson & Johnson Vision Care, Inc.** July 2008  
Jacksonville, Florida

Clinical Investigator for an Evaluation of a Vistakon Multifocal Lens

**Vistakon/Johnson & Johnson Vision Care, Inc.** December 2008  
Jacksonville, Florida

Clinical Investigator for a Pilot Study of Alpha Lenses in Mid and High Add Subjects

**Vistakon/Johnson & Johnson Vision Care, Inc.** April 2009  
Jacksonville, Florida

Clinical Investigator for the Evaluation of Lens Handling of New 1-Day ACUVUE Prototype 229 on Neophyte

**Vistakon/Johnson & Johnson Vision Care, Inc.** April 2009  
Jacksonville, Florida

Clinical Investigator for the New 1-Day ACUVUE Prototype Versus 1-Day ACUVUE Lenses: Dispensing Evaluation

**Vistakon/Johnson & Johnson Vision Care, Inc.** July 2009  
Jacksonville, Florida

Clinical Investigator for the Dispensing Evaluation of Lens Comfort of SSV New Designs.

**Visioncare Research** August 2009  
Surrey, United Kingdom

Clinical Investigator for a Multi-Center Evaluation of Two Silicone Hydrogel Frequent Replacement Contact Lenses

**Vistakon/Johnson & Johnson Vision Care, Inc.** September 2009  
Jacksonville, Florida

Clinical Investigator for the Dispensing Evaluation of a Prototype ACUVUE 1-Day Astigmatism Lens with PVP Additive

**Ciba Vision Corporation** October 2009  
Atlanta, Georgia

Clinical Comparison of Two Silicone Hydrogel Toric Lenses in the U.S.

**Vistakon/Johnson & Johnson Vision Care, Inc.** October 2009  
Jacksonville, Florida

Pilot Evaluation of a Novel Multifocal Contact Lens System

**Vistakon/Johnson & Johnson Vision Care, Inc.** November 2009  
Jacksonville, Florida

Clinical Investigator for the Dispensing Evaluation of Two Prototype ACUVUE 1-Day Moist for Astigmatism Lens

**Vistakon/Johnson & Johnson Vision Care, Inc.** November 2009  
Jacksonville, Florida

Clinical Investigator for the Quantitative Evaluation of a New 1-Day ACUVUE Cosmetic Design Lens

**Vistakon/Johnson & Johnson Vision Care, Inc.** November 2009  
Jacksonville, Florida

Principle Investigator of a Focus Group Evaluation of Soft Contact Lenses Designed to Enhance the Appearance of the Eye

**Ciba Vision Corporation**  
Atlanta, Georgia

December 2009

Clinical Investigator of a Revised Clear Care Lens Case Study.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

January 2010

Clinical Investigator of a Dispensing Evaluation of New Daily Disposable Toric Soft Contact Lens.

**Visioncare Research**  
Surrey, United Kingdom

January 2010

Clinical Investigator for a Multi-Center Evaluation of Two Daily Disposable Contact Lenses and a Monthly Replacement Contact Lens.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

January 2010

Clinical Investigator of a Non-Dispensing Study To Check Equivalence of Fit Between 1-Day ACUVUE for Astigmatism and 1-Day ACUVUE MOIST for Astigmatism.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

February 2010

Clinical Investigator of a Dispensing Evaluation of a New Galyfilcon A Prototype and Air Optix Aqua Lenses.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

February 2010

Clinical Investigator of a Dispensing Evaluation of a New Galyfilcon A Prototype RDL122 Lenses.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

March 2010

Clinical Investigator of a Dispensing Evaluation of the N-Lens in a Myopic Population.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

March 2010

Clinical Investigator of a Dispensing Evaluation of a New Daily Disposable Toric Soft Contact Lens in an Expanded Power Range.

**CooperVision**  
Fairport, New York

March 2010

Clinical Investigator of a Clinical Evaluation of the Biofinity Multifocal Compared to the ACUVUE OASYS for Presbyopia Lenses.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

June 2010

Clinical Investigator of an Initial Feasibility of the Center Distance and Center Near N-Lens.

**CooperVision**  
Fairport, New York

July 2010

Clinical Investigator of a Clinical Evaluation of the Biofinity Multifocal Compared to the AIR OPTIX Multifocal Lenses.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

July 2010

Clinical Investigator of a Dispensing Evaluation of 1-Day ACUVUE DEFINE with Lacreon for Light Eyes Lenses.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

September 2010

Clinical Investigator of an Evaluation of Novel Multifocal Designs in Hyperopic and Myopic Presbyopes.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

September 2010

Clinical Investigator of a Dispensing Study to Test New Manufacturing Process for 1-Day ACUVUE Moist for Astigmatism.

**Visioncare Research**  
Surrey, United Kingdom

September 2010

Clinical Investigator for a Multi-Center 2-Week Evaluation of Three Silicone Hydrogel Contact Lenses.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

September 2010

Clinical Investigator of a Dispensing Study of Senofilicon A Plus Lenses Made with Different Processes-3GT Blend Front & Back Plastic Molds.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

December 2010

Clinical Investigator of an Evaluation of a Monthly Replacement Soft Toric Contact Lens.

**Alcon Pharmaceutical**  
Fort Worth, Texas

January 2011

Clinical Investigator of an Evaluation of FID 112903 as a Rewetting Drop.

**Visioncare Research**  
Surrey, United Kingdom

August 2011

Clinical Investigator for a Multi-Center of the Air Optix Multifocal Soft Contact Lenses.

**Ciba Vision Corporation**  
Atlanta, Georgia

August 2011

Clinical Investigator for a Cosmetic Validation (US): COBALT vs. FreshLook ColorBlends Among Habitual Wearers of FreshLooks.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

October 2011

Clinical Investigator of an Evaluation of a Novel Daily Disposable Multifocal Contact Lens Designs in Myopes.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

November 2011

Clinical Investigator of an Evaluation of a Novel Daily Disposable Multifocal Contact Lens Designs in Hyperopes.

**Foresight Regulatory Strategies**  
Boston, Massachusetts

July 2012

Clinical Investigator for an Evaluation of 1-Day ACUVUE TruEye (narafilecon A) Brand Contact Lenses in Current 1-Day ACUVUE TruEye (narafilecon B) Contact Lenses Wearers.

**Bausch + Lomb.**  
Rochester, New York

March 2013

Clinical Investigator of a Study to Evaluate the Product Performance of a New Silicone Hydrogel Contact Lens.

**Vistakon/Johnson & Johnson Vision Care, Inc.**  
Jacksonville, Florida

April 2013

Clinical Investigator of an Evaluation of a Novel Daily Disposable Multifocal Contact Lens Designs in High Myopes and Hyperopes.

**Alcon**  
Fort Worth, Texas

June 2013

Clinical Investigator of an Evaluation of Lid Wiper Epitheliopathy with and without Daily Disposable Contact Lenses.

**Alcon**  
Fort Worth, Texas

June 2014

Clinical Investigator for Capture of Previously Recorded Data of FID 112903 as a Rewetting Drop.

**Alcon**  
Fort Worth, Texas

December 2014

Clinical Investigator for Evaluation of Surface Performance of a Daily Wear Silicone Hydrogel Water Gradient Sphere Contact Lens.

**Bausch + Lomb.**  
Rochester, New York

May 2015

Clinical Investigator of a Study to Evaluate the Safety and Effectiveness of a Silicone Hydrogel Soft Contact Lens When Worn on a 7-Day Extended Wear Basis.

**Alcon**  
Fort Worth, Texas

July 2015

Clinical Investigator for Comparison of Two Marketed Silicone Hydrogel Lenses.

**Alcon**  
Fort Worth, Texas

March 2016

Clinical Investigator for Initial Performance of a Modified Daily Disposable Contact Lens.

**Aerie Pharmaceutical**  
Bedminster, NJ

May 2016

Clinical Investigator for 3-month Study Assessing the Safety and Ocular Hypotensive Efficacy of PG324 Compared to AR-13324 and Lantanoprost in Subjects With Elevated Intraocular Pressure.

**Alcon**  
Fort Worth, Texas

September 2016

Clinical Investigator for Dailies Total1 Multi-focal Clinical Assessment in Challenging Patients.

**Alcon**  
Fort Worth, Texas

November 2016

Clinical Investigator for Initial Performance of a Daily Disposable Contact Lens Featuring Molded Marks.

PUBLICATIONS: Walker, J.S. (1980). Quantitative computer analysis of human and boar sperm motility. Master's Thesis. Southern Illinois University at Carbondale. pp. 122.

Winet, H. Walker, J.S., & Freund, M. (1981). Statistical comparison of traditional and precise Sperm motility evaluations. Abstract. Journal of Andrology: January/February. pp. 32.

Walker, J.S., Winet, H., & Freund, M. (1982). A comparison of subjective and objective sperm motility evaluation. Journal of Andrology: May/June. pp. 184-192.

Walker, J.S., et. Al. (1989) Diabetic retinopathy. Minnesota Department of Health-Disease Control Newsletter. 17, pp. 68-70.

Panel Discussion. (1990). Clinical experience with the new SoftPerm lens. Sola/Barnes-Hind Report.

Walker, J.S. (1990). SoftPerm for athletes. Contact Lens Spectrum. March, pp. 55-57.

Dubow, B., Walker, J.S. (1990). The concept of compliance. Contact Lens Spectrum. April, pp. 45-47.

SoftPerm Training Manual. May 1990. Sola/Barnes-Hind Report.

Minnesota Department of Health Diabetes Control Committee. (1990). Preventing and Controlling the Complications of Diabetes in Minnesota. 75 pages.

Minnesota Department of Health Diabetes Control Committee. (1990). Minnesota Plan to Prevent Disability from Diabetes. 19 pages.

Bergenske, P.D., Walker, J.S. (1999). Using Corneal Topography. Contact Lens Spectrum. March, pp. 13s-15s.

Walker, J. (2002). Success with a Soft Bifocal Contact Lens. Contact Lens Spectrum. December. pp. 4-5.

Walker, J. (2002). Case Study: Astigmatism and Presbyopia.. Contact Lens Spectrum. December. pp. 6-8.

- Walker, J., Hay, M., Blalock, J., Mack, C., Knezich, G., & Henderson, T. (2003). Evaluating Steeper Base Curve Lens Movement. Contact Lens Spectrum. December. pp. 44-46.
- Walker, J.S. (2004). Are You Prepared for Specialty Lens Success? Contact Lens Spectrum. September. pp. 36-39.
- Byrne, J. (Ed.). (2005). Careful fitting, lifestyle considerations essential to multifocal success. Primary Care Optometry News. July. Pp. 24-28.
- Byrne, J. (Ed.). (2005). Careful fitting, lifestyle considerations essential to multifocal success. Ocular Surgery News. July 15. Pp. 30-34.
- McLean, Karlen, Walker, J.S. (2006). Dry Eye Dilemma. Eyecare Business. March. Page 42.
- Walker, Jon, Young, G., & Hunt, C. (2006). Multi-centre Evaluation of Two Daily Disposable Contact Lenses. Poster-American Academy of Optometry. December.
- Sherman, Jerry, Jones, W., & Karamchandani, G. (2007). Panoramic Ophthalmoscopy: Optomap Images and Interpretation. Slack Publications. 230 pages. (Contributing Author).
- Walker, Jon, Young, G., Hunt, C. & Henderson, T. (2007). Multi-centre evaluation of two daily disposable contact lenses. Contact Lens and Anterior Eye, Volume 30, Issue 2, May. Pages 125-133.
- Hasson, M. (Ed.). (2009). Ocular Antibiotic Arsenal Continues To Expand. Primary Care Optometry News. September. Pages. 1-3.
- Walker, Jon Scott & Hickson-Curren, Sheila. (2010). Clinical Comparison of a 2-Week vs. a Monthly Replacement Silicone Hydrogel Contact Lens. Vistakon Technical Bulletin. June. Pages 1-6.
- Walker, Jon Scott. (2011). The Science of Fresh Lenses. Contact Lens Spectrum. November.
- Walker, Jon Scott. (2012). Fresh Lenses Means Fewer Contact Lens Dropouts. Review of Optometric Business. May.

- PATENTS:** Contact Lens Bearing Identifying Marks. Patent Number: 6,024,448. February 15, 2000.
- Contact Lens Bearing Marks. Patent Number: 6,203,156 B1. March 30, 2001.
- Visual Enhancement Lens and Associated Methods. Patent Number: 7717556. March 18, 2010.

**TELEVISION CREDITS:**

Pearle Vision's "I Have Seen" National Television and Print Media Spokesperson. (2007).

**MUSIC CREDITS:** "To Know Your Heart-Live Worship". 1999. Warehouse Studio Production. Electric Guitar.

"Strength For The Journey". 2001. MorningStar Music. Electric Guitar.

"SCC-Live". 2002. GreaterWorks Productions. Baritone Saxophone.

"SCC-Live". 2003. GreaterWorks Productions. Electric and Acoustic Guitar.

"Been To The River". 2007. Bayou & Me Music. Executive Producer and Songwriter.

2008 Grindie Award Winner Best Spiritual CD-"Been To The River"

"Rain Down". 2009. Bayou & Me Music. Co-songwriter. Highest Ranking #10 on Christian Radio.

2009 Rhythm of Gospel Nominations:

- Praise & Worship Album of the Year-"Been To The River"
- Praise & Worship Song of the Year-"Rain Down"

2009 Just Plain Folks Music Awards Nominations

- Contemporary Christian Album of the Year-"Been To The River"
- Contemporary Christian Song of the Year-"You Are King"

ORGANIZATIONS: American Optometric Society-Founding Member

American/Minnesota/Florida Optometric Association

1988 Minnesota Optometrist of the Year

Fellow-American Academy of Optometry

Fellow-International Association of Contact Lens Educators

Member of AllDocs

Board Member-Energieyes, The Association of Corporate-Affiliated Optometrists

National Board of Examiners in Optometry-Supervising Clinical Examiner

President-South Beach Village Homeowner's Association

Beta Sigma Kappa Optometric Honor Society

Florida and Minnesota Optometry Licensure

Member of ASCAP

Member of SAG

Worship Musician-Electric and Acoustic Guitar; Soprano, Alto, Tenor and Baritone Saxophone

City of

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6268

www.jacksonvillebeach.org

## MEMORANDUM

TO: George D. Forbes, City Manager  
 FROM: Karen W. Nelson, Deputy City Manager  
 SUBJECT: RFP No. 05-1718 *Executive Search Consultant, City Manager*  
 DATE: June 28, 2018

### ACTION REQUESTED

Award RFP Number 05-1718 *Executive Search Consultant, City Manager* to Colin Baenziger & Associates.

### BACKGROUND

The City Manager, George Forbes, is retiring from the City on August 1, 2018. The City Council decided to utilize an executive search consultant to manage the recruitment for the City Manager position.

RFP No. 05-1718 *Executive Search Consultant, City Manager* was issued on April 25, 2018 and the City received proposals from six qualified firms.

On June 4, 2018, the City Council met to assess each proposal based on five criteria:

- 1) qualifications and previous experience
- 2) fee structure
- 3) recruitment strategy
- 4) professional staff background
- 5) success and tenure of placed candidates

Colin Baenziger & Associates received the highest total score as follows:

FIRM	EVALUATION CRITERIA					TOTAL
	1	2	3	4	5	
Colin Baenziger & Associates	55	8	9	9	8	89
Strategic Government Resources	50	6	8	8	8	80
Ralph Andersen & Associates	49	5	8	7	8	77
Springsted   Waters	49	6	8	7	6	76
GovHR USA	44	5	7	6	7	69
S. Renee Narloch & Associates	45	6	6	6	6	69



MEMORANDUM  
RFP Number 05-1718  
June 28, 2018

Page 2 of 2

The contract term with Colin Baenziger & Associates will begin upon execution of the attached engagement letter and will be completed in 100 days, unless an extension is granted by the City. The cost is \$26,500.

Funds are available in the General Fund and will be included in the year-end budget modification.

RECOMMENDATION

Award RFP Number 05-1718 *Executive Search Consultant, City Manager* to Colin Baenziger & Associates and authorize the Mayor and City Manager to execute the engagement letter.

July 16, 2018

The Honorable Mayor Charlie Latham and Council Members Lee Buck, Keith Doherty,  
Chris Hoffman, Bruce Thomason, Phil Vogelsang, and Jeanell Wilson

C/O: Ms. Karen Nelson  
City of Jacksonville Beach  
11 North Third Street  
Jacksonville Beach, FL 32250

RE: Engagement Letter for City Manager Recruitment Services

Dear Mayor Latham and Council Members Buck, Doherty, Hoffman, Thomason, Vogelsang,  
and Wilson

On behalf of my firm, Colin Baenziger & Associates we would like to thank you for the opportunity to assist you in your City Manager Search and to present this engagement letter. The letter is designed to summarize the previously provided proposal but the proposal (attached) shall be the governing document. A proposed schedule is attached.

**Section A: Work Plan**

The following outlines the process Colin Baenziger & Associates will undertake:

*Phase I: Needs Assessment / Information Gathering*

- Meet with key officials to:
  - Develop a description of the ideal candidate,
  - Learn the issues the next City Manager will face,
  - Gather materials for our information and to send to potential candidates,
  - Understand what compensation package the City is prepared to offer, and
  - Finalize a project schedule. A draft is included as Attachment I.
- Develop materials we can utilize to recruit candidates.

Phase II: Candidate Recruitment

- Actively search for, identify, and recruit outstanding candidates whom we feel are best suited for the position.
- Distribute the recruiting materials to appropriate publications and websites, including our own.
- Consult our database of strong candidates, contact them and encourage them to apply.
- E-mail the advertisement to our database of local government professionals.
- Submit all resumes from candidates to the City.
- Evaluate resumes that result from our recruiting efforts and from our advertisements.

Phase III: Candidate Review and Selection of Finalists

- Resumes will be screened, and we will narrow the list to the approximately six to ten semi-finalists who we believe are most qualified.
- Make recommendations to the City Council to narrow the field of candidates throughout the process identified in the proposal submitted by CB&A. The City Council will make all final decisions regarding narrowing the field of candidates, up to and including the selection of the City Manager, at a public meeting. No candidate shall be eliminated from consideration except by action of City Council, which may be accomplished by acceptance of the recommendations of CB&A.
- Conduct thorough reference and background investigations on the selected semi-finalists. It should be noted that, when we conduct our investigations, we do not simply accept the references the candidates suggest. We tell the candidates whom we want to speak with. These might include elected officials, the city/county attorney, the external auditor, representatives of the local press, community leaders, peers, and subordinate employees. Our goal is to get comments from six to ten references. We also conduct criminal, civil, driver license, media, and credit checks, and we verify employment history and education. We believe these should be done early in the process to avoid embarrassment after a selection has been made.
- Present our background work electronically to the City Council for its consideration. We will then review it with the Mayor and individual City Council Members and they will select of candidates to be interviewed as finalists.

Phase IV: Interviews and Selection

- Coordinate the interview process and attend the actual interviews.
- Once the interviews are completed, we will provide any additional information the City Council may wish and assist in any way the City desires in making the final determination.

*Phase V: Contract Negotiation*

- If requested, we will provide assistance in the negotiation of a contract with the selected candidate.

Our work will be completed within 100 days of the first meeting with the City Commission unless the City requests the period be extended.

**Section B: Warranty**

Colin Baenziger & Associates offers the best warranty in the industry. We can offer it because we have confidence in our work. Provided we conduct the full search and assuming the City selects from among the candidates we recommend, we warrant the following:

- 1) We will not approach the selected candidate concerning any other position as long as the individual is employed by the City.
- 2) If the selected individual leaves for any reason other than an act of God (for example, total incapacitation or death) within the first two years, CB&A will repeat the search for the reimbursement of our expenses only.
- 3) If you are not satisfied with any of the candidates we present, CB&A will repeat the search until you are satisfied.
- 4) Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.

**Section C: Principal Staff to Be Assigned to the Recruiting Effort**

- Colin Baenziger, Principal and Owner will serve as the Project Manager for the recruitment effort, and
- David Collier, Senior Vice President, will be the Deputy Project Manager and Recruitment Manager. Mr. Collier will assist in virtually every aspect of the search effort but will focus on the search for outstanding candidates
- Rick Conner, Vice President of CB&A, will serve as Assistant Project Manager. Mr. Collier will be primarily responsible for the actual recruitment and review of candidates, primarily through networking. He will also serve as additional back up to Mr. Baenziger.

**Section D: Fee**

Firm, fixed price of \$26,500, which includes all expenses, except those associated with bringing the candidates for the interviews. Bills will be rendered as the search progresses and due at the end of each Phase as indicated below:

<b>Phase</b>	<b>Cost</b>
I. Needs Analysis / Information Gathering	\$ 3,000
II. Recruiting	11,000
III. Candidate Screening	10,000
IV: Coordination of Interviews and Attorney Selection	1,500
V: Contract Negotiation & Warranty	1,000

**Section E: Public Records**

- CB&A will keep adequate records and supporting documentation which concern or reflect its services hereunder. The records and documentation will be retained by CB&A for a minimum of five 5 years from the date of termination of this Agreement or the date the Project is completed, whichever is later. The City, or any duly authorized agents or representatives of the City, shall have the right to audit, inspect and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the 5-year period noted above; provided, however, such activity shall be conducted only during normal business hours. If CB&A desires to destroy records prior to the minimum period, it shall first obtain permission from the City in accordance with the Florida Public Records law.

If CB&A has questions regarding the application of Chapter 119, Florida Statutes, to its duty to provide public records relating to this contract, contact the City of Jacksonville Beach' Custodian of Public records, Ms. Laurie Scott, City Clerk at Telephone: (904) 247-6250 ext. #11; Email: LScott@jaxbchfl.net; Address: City of Jacksonville Beach, 11 North Third Street, Jacksonville Beach, FL 32250; Mailing address: same as street address.

**Approval:**

Assuming the City agrees that this letter provides a basic understanding of the work to be performed in this engagement, please indicate the City's acceptance by signing below so that we can begin our efforts

The Scope of Services to be provided under this Engagement Letter and its Contract by Purchase Order is based off those set out in the RFP, any issued Addendum(s), its stated Pricing, Terms and Conditions and Colin Baenziger & Associates' submittal of RFP 18-044 titled City of Jacksonville Beach Executive Search Firm herein referenced and made a part of this Contract by PO.

Sincerely,

Colin Baenziger

Colin Baenziger  
Principal

**For the City:**

_____	_____	_____
Signature	City Manager Title	Date

_____	_____	_____
Signature	Mayor Title	Date

## ***Suggested Project Schedule- Jacksonville Beach City Manager Recruitment***

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*As of 06/28/2018*

### ***Phase I: Needs Assessment / Information Gathering***

- July 16, 2018            CB&A begins meeting with the City Officials and other suggested stake holders to understand the job and its challenges.
- July 24, 2018            CB&A submits the draft of the full recruitment profile to the City for its review. Comments will be due July 31st.

### ***Phase II: Recruiting***

- August 3, 2018            CB&A posts the full recruitment profile on its website and submits it to the appropriate publications. It is also e-mailed to over 13,700 local government professionals.
- August 24, 2018            Closing date for submission of applications.
- August 29, 2018            CB&A reports on the results of the recruitment.

### ***Phase III: Screening, Reference Checks and Credential Verification***

- September 24, 2018        CB&A forwards its candidate report and materials to the City. These will include the candidates' resumes, the candidate introduction, and the results of our reference, background and Internet/newspaper archives checks.
- October 1, 2018            City selects candidates for interviews.

### ***Phase IV: Interview Process Coordination and City Manager Selection***

- October 11, 2018            City holds reception for the finalists.
- October 12, 2018            One-on-one and full City Council Interviews and decision.
- October 15, 2018            City Council selects manager if it has not already done so.

### ***Phase V: Negotiation, Warranty & Continuing Assistance***

- Post Selection            CB&A works with City representatives and the selected candidate on an employment agreement.

COLIN BAENZIGER & ASSOCIATES

EXECUTIVE RECRUITING

WELCOME TO THE CITY OF



**PROPOSAL TO PROVIDE EXECUTIVE SEARCH SERVICES  
FOR CITY MANAGER FOR JACKSONVILLE BEACH, FL  
EXECUTIVE SEARCH CONSULTANT - CITY MANAGER  
RFP 05-1718**

**Volume 1**

***Colin Baenziger & Associates***

**Project Manager and Contact Person:**

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

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

# PROPOSAL TO PROVIDE EXECUTIVE SEARCH FIRM SERVICES

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May 16, 2018

The Honorable Mayor Charlie Latham and Council Members Lee Buck, Keith Doherty, Chris Hoffman, Bruce Thomason, Phil Vogelsang, and Jeanell Wilson  
ATTN: Luis F. Flores, Property and Procurement Officer  
City of Jacksonville Beach  
1460A Shetter Avenue  
Jacksonville Beach, FL 32250

The Honorable Mayor Latham and Council Members Buck, Doherty, Hoffman, Thomason, Vogelsang, and Wilson:

Colin Baenziger & Associates (CB&A) would like to take this opportunity to submit a proposal to assist in finding your next City Manager. While selecting key personnel is never easy, CB&A has developed a problem-free process that has been tested nationwide and found to be extremely effective.

While CB&A is a municipal recruiting firm which has conducted assignments across the country, our home base is Florida. In fact, we have been selected to perform 103 of the last 150 recruitments where a Florida city or county has chosen to use a recruiter to find its City or County Manager / Administrator. We pride ourselves on providing not just high-quality results, but, equally important, providing a great deal of personal attention to each of our local government clients. To conduct a proper recruitment, we feel the project manager must do more than just drop by occasionally. He/she must get to know the appropriate government officials and the community firsthand. That effort takes time, but it is the only way to ensure the candidates we recommend are well qualified and a good fit for your community. As a result, we only take a few clients at a time and focus on getting the job done properly. Further, we routinely complete our work in sixty to ninety days. This timeframe includes preparation of recruitment and advertising materials, candidate outreach, candidate screening, finalist interviewing, and manager selection. We also offer the best warranty in the industry.

Not only do we offer unparalleled service at a reasonable price, we focus on finding just the right people for your organization. We say people, and not person, because our goal is to bring you five finalists who are so good that you will have a difficult time choosing among them. The proof is in the fact that six of our local government clients have passed resolutions thanking us for our outstanding efforts in finding their key staff. We do not know how often you have passed a resolution thanking a consulting firm for its efforts, but we have rarely seen it happen. Our goal, in fact, would be for you to be our next client to pass such a resolution.

Some of our Florida searches include City Managers for Aventura, Cooper City, Destin, Fort Myers, Fruitland Park, Gainesville, Hallandale Beach, Key Biscayne, Madeira Beach, Melbourne, Miramar, Mount Dora, Ocala, Orange City, Palm Beach Gardens, Palm Coast, St. Pete Beach, Stuart, Tavares, and Treasure Island, and West Melbourne. Nationally we have found City Managers for Ankeny, IA; Bellevue, WA; Fayetteville, NC; North Topsail Beach, NC; Portland, ME; Roanoke, VA; Scottsdale, AZ; Tacoma, WA; and Winchester, VA. We have also sought the Borough Manager for Matanuska-Susitna Borough, Alaska (a county the size of West Virginia), County Managers for Brevard County, FL; Clackamas County, OR; Clay County, FL; El Paso County, TX; James City County, VA; Polk County, IA; St. Lucie County, FL; St. Johns County, FL; and Union County, NC.

Some of our current searches include the City Managers for Dickinson, ND, Naples, FL, and Spring Garden Township, PA, City Attorney for Fort Lauderdale, FL, an Economic Development Director for Roanoke, VA, a Clerk to the Commission for Fulton County, GA, a Finance Director for Groveland, FL and an Executive Director for the South Correctional Entity (SCORE), Des Moines, WA.

We would note that we have provided our standard warranty (see Section IX) which differs from what the RFP requests. It is the same warranty we are currently providing to all of our clients (for example, Naples, FL).

Those authorized to bind the company are myself, Colin Baenziger, and Lynelle Klein, Vice President for Operations.

We look forward to formally presenting our credentials and working with you in the near future. If you have any questions, please feel free to contact me at (561) 707-3537.

Sincerely,



Colin Baenziger  
Principal / Owner

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

### ***III. Qualifications and Experience of the Firm***

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#### ***The Firm, Its Philosophy, & Its Experience***

Colin Baenziger & Associates (CB&A) is a nationally recognized executive recruiting firm established in 1997 and owned and operated by Colin Baenziger. We are a sole proprietorship headquartered in Volusia County, FL with offices in Redmond, WA and Salt Lake City, UT. As a sole proprietorship, we are not registered with any states as a corporation, foreign or otherwise. Although our primary focus is executive search, we are often involved in operational reviews of governmental operations. Our consultants live in other areas of the country and converge wherever the client's needs exist. We develop an operational plan prior to arrival and our team of experts quickly studies the issues, identifies problems and opportunities, performs the necessary analysis, develops solutions, prepares reports and action plans, and completes the assignment. The client receives prompt, professional service, and its needs are effectively addressed. We are available for follow-up work; however, our goal is to provide the client with solutions that its existing staff can implement without additional outside assistance.

Colin Baenziger & Associates' outstanding reputation is derived from our commitment to timeliness and quality. Our work is not done until you are satisfied. That means we go the extra mile and, at times, expend more effort and energy than originally anticipated in our fee or in our action plan. We do not ask the client for additional fees. Rather, we accept these situations as part of our cost of doing business. We believe that once a contract is signed we have an obligation to fulfill its requirements excellently and within the budgeted amount.

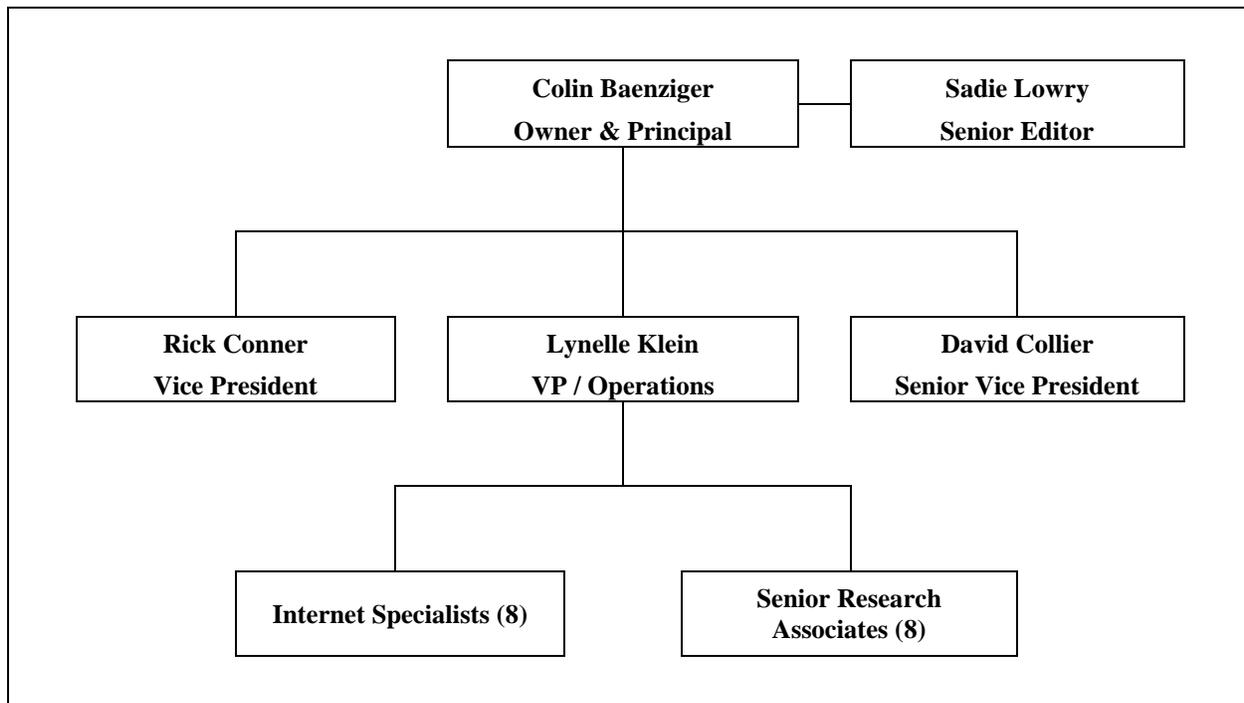
Since beginning our search practice in 1998, we have conducted searches and other related work for clients in thirty-two states. Overall our staff has performed over 170 City, County, and Special District Manager searches and approximately 300 local government searches. The basic approach we have presented herein is the approach we have used in each of our searches. It has been refined over the years to the point where it is problem-free.

#### ***Technical Capabilities and Organizational Structure***

Colin Baenziger & Associates has developed its business model over the past 20 years. The model has proven to be extremely effective in every state where we have applied it and for every type of position for which we have searched. In fact, we are often called when a government has a particularly difficult position to fill or where one of our competitors has failed. Overall, we utilize approximately eighteen people. Most staff members are independent contractors and are given assignments on a task order basis. Consequently, we can pay well while having a great deal of flexibility without the overhead of many firms. In addition to Mr. Baenziger, other senior staff members are former City and/or County Managers or elected officials. As a result, we understand multiple perspectives and have been very successful in identifying the right candidates for our clients. CB&A's other staff are all competent researchers and writers and most have been with us for a long time.

### ***III. Qualifications and Experience of the Firm (continued)***

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#### ***Completion of Projects within Budget***

Colin Baenziger & Associates is proud of its record of completing searches within budget. When we quote a price to the client, that price is what the client will pay, no matter how difficult the search is or what unforeseen circumstances may develop. ***We have never asked a search client for additional fees, even when we were entitled to do so.***

#### ***Completion of Projects on Schedule***

Colin Baenziger & Associates routinely completes its assignments in sixty to ninety days. Further, since CB&A began performing recruitments, ***it has never missed a project milestone.***

#### ***Diversity***

CB&A has extensive contacts with individuals and organizations representing women and minorities. We are thus able to identify and bring a diverse group of finalists to the City. The proof is that from the beginning of 2009, 32% of our placements have been females and/or minorities with the high in any given year being 47% and the low being 13%.

#### ***Prior Names and Litigation***

Colin Baenziger & Associates has always operated under its current name and has never been involved in any litigation, except to testify as an expert witness on behalf of one of the parties. Our

### ***III. Qualifications and Experience of the Firm (continued)***

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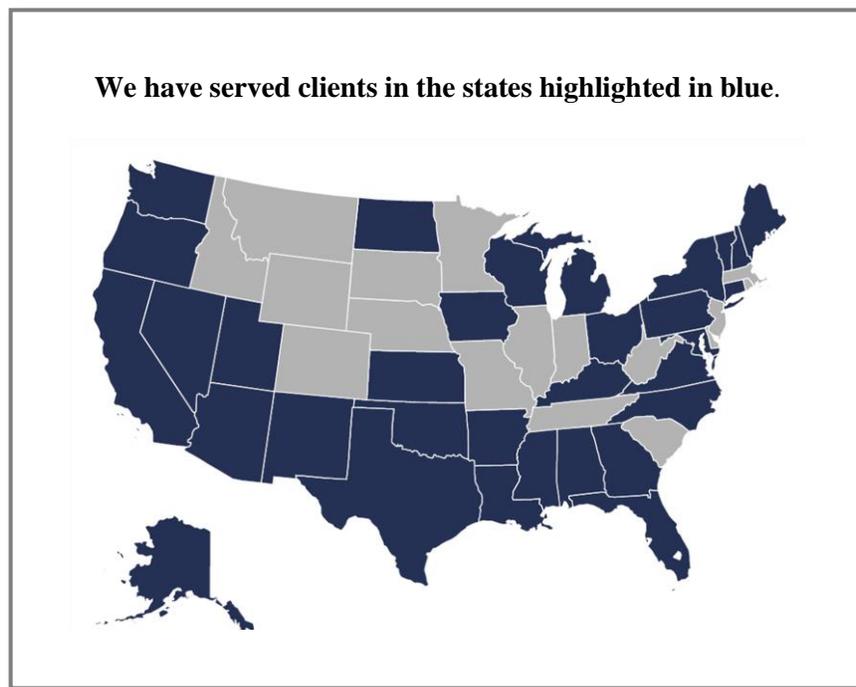
performance has never been questioned nor have we or any of our clients been involved in any legal action as a result of our work.

#### ***Insurance***

To protect our clients, Colin Baenziger & Associates maintains the following insurance coverages: (1) general liability insurance of \$1 million combined single limit per occurrence for bodily injury, personal injury, and property damages, (2) automobile liability insurance of \$1 million per accident, and (3) professional liability insurance of \$1 million per occurrence. As a small firm, predominantly utilizing independent contractors, we are not typically subject to the requirements for workers compensation and employer liability insurance. If required by the client, and if it is available to us, we will obtain these two coverages prior to contract execution.

#### ***Overall Executive Search Experience***

CB&A started its executive search business in 1998 from scratch. As a single father, he needed to stay nearby and so his goal was to become Florida's preeminent recruiter. In 2007 with his children mature, he branched out into other states. His firm has now worked in 32 states, from Maine to California and Florida to Alaska. See the map below.



A complete list of our searches can be found in Appendix A.



**III. Qualifications and Experience of the Firm** (continued)

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<b>2018 City / County Manager Searches Completed</b>					
	<b>Position</b>	<b>Client</b>	<b>Population</b>	<b>Placement</b>	<b>Agency Size: Number of Employees</b>
1	City Manager	Groveland, FL	12,493	Mike Hein	121
2	City Administrator	Lake Forest Park, WA	13,059	Phillip Hill	66
3	Town Manager	North Topsail Beach, NC	734	Bryan Chadwick	34
4	City Manager	Sebastian, FL	24,772	Paul Carlisle	150

### ***III. Qualifications and Experience of the Firm (continued)***

---

<b>2018 City / County Manager Searches Completed (continued)</b>					
	<b>Client</b>	<b>Contact Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
1	Groveland, FL	Mike Radzik	Vice Mayor	(352) 557-3066	Mike.Radzik@groveland-fl.gov
2	Lake Forest Park, WA	Jeff Johnson	Mayor	(206) 368-5440	jjohnson@ci.lake-forest-park.wa.us
3	North Topsail Beach, NC	Daniel Tuman	Mayor	(910) 328-2424	ntopsail@gmail.com
4	Sebastian, FL	Jim Hill	Mayor	(727) 224-5246	jhill@cityofsebastian.org

### ***III. Qualifications and Experience of the Firm (continued)***

<b>2017 City / County Manager Searches Completed</b>					
	<b>Position</b>	<b>Client</b>	<b>Population</b>	<b>Placement</b>	<b>Agency Size: Number of Employees</b>
1	City Manager	Auburn, AL	58,582	James Buston	788
2	City Manager	Aventura, FL	37,724	Susan Grant	182 FT / 16 PT
3	City Manager	Burien, WA	50,500	Brian Wilson	63 FT / 8 PT
4	City Manager	Carnation, WA	1,873	Amy Arrington	12
5	City Manager	Doraville, GA	10,896	Regina Williams-Gates	97 FT / 14 PT
6	City Manager	Fairborn, OH	33,452	Robert Anderson	250
7	City Manager	Parkland, FL	28,200	Robert Payton	80 FT / 74 PT
8	City Manager	Petersburg, VA	32,123	Aretha Ferrell	511
9	City Manager	Roanoke, VA	98,465	Bob Cowell	1,700
10	City Manager	Stuart, FL	16,462	David Ross	282
11	City Manager	Tacoma, WA	205,200	Elizabeth Pauli	2,100
12	City Manager	Treasure Island, FL	6,783	Garrison Brumback	99
13	City Manager	Winter Haven, FL	36,500	Michael Herr	486

### ***III. Qualifications and Experience of the Firm (continued)***

<b>2017 City / County Manager Searches Completed (continued)</b>					
	<b>Client</b>	<b>Contact Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
1	Auburn, AL	Bill Ham	Mayor	(334) 559-8804	bham@auburnalabama.org
2	Aventura, FL	Enid Weisman	Mayor	(305) 466-8900	eweisman@cityofaventura.com
3	Burien, WA	Lucy Krakowiak	Mayor	(206) 244-1952	lucyk@burienwa.gov
4	Carnation, WA	Jim Berger	Mayor	(425) 333-4192	jim.berger@carnationwa.gov
5	Doraville, GA	Donna Pittman	Mayor	(770) 451-8745	donna.pittman@doravillega.us
6	Fairborn, OH	Dan Kirkpatrick	Mayor	(937) 673-4178	dan.kirkpatrick@ci.fairborn.oh.us
7	Parkland, FL	Christine Hunschofsky	Mayor	(954) 993-3009	chunschofsky@cityofparkland.org
8	Petersburg, VA	Samuel Parham	Mayor	(804) 586-5528	sparham@petersburg-va.org
9	Roanoke, VA	Sherman Lea	Mayor	(540) 853-2444	sherman.lea@roanokeva.gov
10	Stuart, FL	Troy McDonald	Mayor	(772) 288-5300	TMcdonald@ci.stuart.fl.us
11	Tacoma, WA	Marilyn Strickland	Mayor	(253) 468-2518	marilyn.strickland@cityoftacoma.org
12	Treasure Island, FL	Robert "Bob" Minning	Mayor	(727) 415-8883	rminning@mytreasureisland.org
13	Winter Haven, FL	Steven Hunnicutt	Mayor	(863) 289-9971	smhunnicut@mywinterhaven.com

### ***III. Qualifications and Experience of the Firm (continued)***

<b>2016 City / County Manager Searches Completed</b>					
	<b>Position</b>	<b>Client</b>	<b>Population</b>	<b>Placement</b>	<b>Agency Size: Number of Employees</b>
1	City Manager	Cocoa Beach, FL	11,200	James McKnight	250
2	City Manager	Covington, VA	5,961	Richard Douglas	100
3	City Manager	Danville, VA	42,900	Ken Larking	1,100
4	Chief Administrator	El Paso, County, TX	827,700	Betsy Keller	480 under the Administrator
5	City Manager	Fort Myers, FL	70,918	Saeed Kazemi	944
6	City Administrator	Fort Smith, AR	87,350	Carl Geffkin	937
7	City Manager	Gainesville, FL	117,000	Anthony Lyons	1,300
8	City Manager	Mountlake Terrace	20,200	Scott Hugill	150
9	City Manager	Norwich, CT	40,500	John Salomone	430
10	City Manager	Orange City, FL	11,600	Dale Arrington	100
11	City Manager	Port St. Lucie, FL	178,590	Russ Blackburn	1,000
12	City Administrator	Prosser, WA	5,845	David Stockdale	50
13	City Manager	Savannah, GA	144,350	Roberto Hernandez	2,610
14	Township Manager	Springettsbury Township, PA	26,700	Benjamin Marchant	100

### ***III. Qualifications and Experience of the Firm (continued)***

<b>2016 City / County Manager Searches Completed (continued)</b>					
	<b>Client</b>	<b>Contact Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
1	Cocoa Beach, FL	Laurie Kalaghchy	City Clerk	(321) 868-3235	lkalaghchy@cityofcocoabeach.com
2	Covington, VA	Thomas Sibold	Mayor	(540) 958-8983	tomsibold@yahoo.com
3	Danville, VA	Sherman Saunders	Mayor	(434) 489-8738	sherman.saunders@danvilleva.gov
4	El Paso County, TX	Carlos Leon	Commissioner	(915) 546-2014	mmejia@epcounty.com
5	Fort Myers, FL	Randall Henderson	Mayor	(239) 321-7020	gpack@cityftmyers.com
6	Fort Smith, AR	Sandy Sanders	Mayor	(479) 784-2204	Mayor@fortsmithar.gov
7	Gainesville, FL	Todd Chase	Council Member	(352) 514-0168	chasetn@cityofgainesville.org
8	Mountlake Terrace, WA	Rick Ryan	Mayor Pro Tem	(206) 940-0108	RRyan@ci.mlt.wa.us
9	Norwich, CT	Deberey Hinchey	Mayor	(860) 823-3743	DHinchey@cityofnorwich.org
10	Orange City, FL	Tom Laputka	Mayor	(386) 775-5403	tlaputka@ourorangecity.com
11	Port St. Lucie, FL	Greg Orevac	Mayor	(772) 342-6072	<a href="mailto:mayor@cityofpsl.com">mayor@cityofpsl.com</a>
12	Prosser, WA	Randy Taylor	Mayor	(509) 875-4367	RTaylor@ci.prosser.wa.us
13	Savannah, GA	Eddie DeLoach	Mayor	(912) 210-1722	edeloach@savannahga.gov
14	Springettsbury Township, PA	Mark Swomley	Board Chair	(717) 805-3093	mark.swomley@springettsbury.com

### ***III. Qualifications and Experience of the Firm (continued)***

<b>2015 City / County Manager Searches Completed</b>					
	<b>Position</b>	<b>Client</b>	<b>Population</b>	<b>Placement</b>	<b>Agency Size: Number of Employees</b>
1	City Manager	Cocoa Beach, FL	11,200	Ron McLemore	249
2	Village Manager	Estero, FL	23,100	Steve Sarkozy	6
3	City Manager	Fernandina Beach, FL	12,000	Dale Martin	268
4	County Manager <sup>(1)</sup>	Fulton County, GA	984,300	Richard Anderson	6,500
5	City Manager	Indianola, IA	14,800	Ryan Waller	92
6	City Manager	Mill Creek, WA	18,800	Rebecca Polizotto	62
7	City Manager	Normandy Park, WA	6,600	Mark Hoppen	27
8	City Manager	Ocala, FL	56,600	John Zobler	940
9	City Manager	Palm Bay, FL	105,000	Greg Lynk	748
10	City Manager	Seminole, FL	17,800	Ann Deal	159
11	City Manager	Sequim, WA	6,670	Charlie Bush	73
12	County Administrator	York County, VA	66,300	Neil Morgan	721

(1) Partial Search. We performed background checks for two candidates, coordinated the interviews and negotiated the employment contract. We did not search for candidates.

### ***III. Qualifications and Experience of the Firm (continued)***

<b>2015 City / County Manager Searches Completed (continued)</b>					
	<b>Client</b>	<b>Contact Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
1	Cocoa Beach, FL	Laurie Kalaghchy	City Clerk	(321) 868-3235	lkalaghchy@cityofcocoabeach.com
2	Estero, FL	Nick Batos	Mayor	(239) 292-2909	batos@estero-fl.gov
3	Fernandina Beach, FL	Ed Boner	Mayor	(904) 556-7554	eboner@fbfl.org
4	Fulton County, GA	Mark Massey	Clerk to the Commission	(404) 219-0451	Mark.Massey@fultoncountyga.gov
5	Indianola, IA	Kelly Shaw	Mayor	(515) 962-5300	lkshaw@cityofindianola.com
6	Mill Creek, WA	Pam Pruitt	Mayor	(425) 338-7158	ppruitt@cityofmillcreek.com
7	Normandy Park, WA	Susan West	Mayor	(206) 248-7603	Susan.West@ci.normandy-park.wa.us
8	Ocala, FL	Kent Guinn	Mayor	(352) 572-0312	kguinn@ocalafl.org
9	Palm Bay, FL	William Capote	Mayor	(321) 292-0382	Mayor@PalmBayFlorida.org
10	Seminole, FL	Leslie Waters	Mayor	(727) 430-7553	lwaters2@myseminole.com
11	Sequim, WA	Candace Pratt	Mayor	(360) 582-0114	cpratt@sequimwe.gov
12	York County, VA	Thomas Shepperd, Jr.	Chairman	(757) 868-8591	shepperd@yorkcounty.gov

### III. Qualifications and Experience of the Firm (continued)

2014 City / County Manager Searches Completed					
	Position	Client	Population	Placement	Agency Size: Number of Employees
1	County Manager	Alachua County, FL	251,400	Lee Niblock	855 under the Manager
2	City Manager	Bellevue, WA	132,000	Brad Miyake	1,229
3	City Manager	Connell, WA	4,200	Jed Crowther	19 + temp & seasonal
4	City Manager	Delray Beach, FL	64,100	Donald Cooper	800
5	Chief Administrator	El Paso County, TX	827,700	Stephen Norwood	480 under the Administrator
6	City Manager	Ellensburg, WA	18,300	Jack Akers	128
7	County Administrator <sup>[1]</sup>	Emmet County, MI	32,900	Marty Krupa	163
8	County Administrator	James City County, VA	67,000	Bryan Hill	750
9	City Manager	Marco Island, FL	13,300	Roger Hernstadt	210
10	City Manager	Mount Pleasant, MI	26,200	Nancy Ridley	119
11	City Manager	Mountlake Terrace, WA	20,200	Arlene Fisher	153
12	City Manager	North Miami, FL	60,600	Aleem Ghany	364
13	City Manager	Oakland Park, FL	42,800	David Hebert	240
14	Township Manager	Springettsbury Township, PA	26,700	Kristin Denne	100
15	County Administrator	St. Lucie County, FL	277,800	Howard Tipton	583 under the Administrator
16	City Manager	St. Pete Beach, FL	9,400	Wayne Saunders	88
17	Town Manager	Surfside, FL	6,000	Guillermo Omedillo	121
18	City Manager	Titusville, FL	43,900	Steve Larese	478
19	City Manager	Winchester, VA	26,900	Eden Freeman	560 under the Manager

[1] The actual title is County Controller but under Michigan Law, the duties are the same as those of a County Administrator.

### III. Qualifications and Experience of the Firm (continued)

2014 City / County Manager Searches Completed (continued)					
	Client	Contact Name	Title	Phone	Email
1	Alachua County, FL	Lee Pinkson	Commissioner	(352) 264-6900	lpinkoson@alachuacounty.us
2	Bellevue, WA	Kevin Wallace	Deputy Mayor	(425) 452-7810	KWallace@bellevuewa.gov
3	Connell, WA	Bruce Blackwell	Mayor	(509) 234-2701	bblackwell@connellwa.org
4	Delray Beach, FL	Cary Glickstein	Mayor	(561) 441-0222	glickstein@mydelraybeach.com
5	El Paso County, TX	Carlos Leon	Commissioner	(915) 546-2014	mmejia@epcounty.com
6	Ellensburg, WA	Rich Elliott	Mayor	(509) 962-7221	elliotr@ci.ellensburg.wa.us
7	Emmet County, MI	Jim Tamlyn	Board Chair	(231) 622-2433	jtamlyn@emmetcounty.org
8	James City County, VA	Mary Jones	Board Chair	(757) 871-5977	mary.jones@jamescitycountyva.gov
9	Marco Island, FL	Larry Sacher	Councilor	(239) 588-0112	LSacher@marcocitycouncil.com
10	Mount Pleasant, MI	Kathleen Ling	Commissioner	(989) 773-7823	kling@mt-pleasant.org
11	Mountlake Terrace, WA	Rick Ryan	Mayor Pro Tem	(206) 940-0108	RRyan@ci.mlt.wa.us
12	North Miami, FL	Rene Monestine	City Attorney	(305) 895-9810	rmonestime@northmiamifl.gov
13	Oakland Park, FL	Shari McCartney	Mayor	(954) 295-0527	ShariM@oaklandparkfl.gov
14	Springettsbury Township	George Dvoryak	Board Chair	(717) 683-4665	gdvoryak@Springettsbury.com
15	St. Lucie County, FL	Dan McIntyre	County Attorney	(772) 462-1420	mcintyred@stlucieco.org
16	St. Pete Beach, FL	Elaine Edmonds	Administrative Services Director	(727) 580-5178	elaine@stpetebeach.org
17	Surfside, FL	Daniel Dietch	Mayor	(305) 861-4863	ddietch@townofsurfsidefl.gov
18	Titusville, FL	Jim Tulley	Mayor	(321) 567-3702	Mayor@titusville.com
19	Winchester, VA	John Willingham	Council President	(540) 931-4655	John.Willingham@winchesterva.gov

### ***III. Qualifications and Experience of the Firm (continued)***

<b>2013 City / County Manager Searches Completed</b>					
	<b>Position</b>	<b>Client</b>	<b>Population</b>	<b>Placement</b>	<b>Agency Size: Number of Employees</b>
1	City Manager	Ankeny, IA	45,000	David Jones	210
2	City Manager	Ashland, KY	21,000	Benjamin Bitters	300
3	Village Manager	Bal Harbour, FL	2,500	Jorge Gonzalez	37
4	County Manager	Clackamas County, OR	380,000	Donald Krupp	2,300
5	City Manager	Elmira, NY	29,000	Kim Middaugh	293
6	City Manager	Fruitland Park, FL	4,100	Gary La Venia	52
7	City Manager	Leesburg, FL	20,600	Alfred Minner	515
8	City Manager	Medina, WA	3,000	Michael Sauerwein	30
9	City Manager	Miramar, FL	122,000	Kathleen Woods- Richardson	960
10	City Manager	Monroe, NC	36,397	John D'Agostino	750
11	City Manager	Normandy Park, WA	6,300	Glenn Akramoff	27
12	County Manager	Okaloosa County, FL	170,000	Ernie Padgett	820
13	City Manager	Satellite Beach, FL	10,000	Courtney Barker	120
14	City Manager	Scottsdale, AZ	220,000	Fritz Behring	2,423
15	City Manager	Sunnyside, WA	15,000	Donald Day	95

### *III. Qualifications and Experience of the Firm (continued)*

<b>2013 City / County Manager Searches Completed (continued)</b>					
	<b>Client</b>	<b>Contact Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
1	Ankeny, IA	Gary Lorenz	Mayor	(515) 371-2141	garyl@ljmd.com
2	Ashland, KY	Chuck Charles	Mayor	(606) 327-2001	ccharles@ashlandky.org
3	Bal Harbour, FL	Jaime Sanz	Council Member	(786) 427-4154	jsanz@balharbour.org
4	Clackamas County, OR	Paul Savas	Commissioner	(503) 655-8581	psavas@co.clackamas.or.us
5	Elmira, NY	Susan Skidmore	Mayor	(607) 738-3714	mayor@cityofelmira.net
6	Fruitland Park, FL	Chris Bell	Mayor	(352) 326-4291	cbell@fruitlandpark.org
7	Leesburg, FL	David Knowles	Mayor	(352) 326-9300	Allstate2@earthlink.net
8	Medina, WA	Michael Luis	Mayor	(425) 233-6400	mluis@medina-wa.gov
9	Miramar, FL	Yvette Colbourne	Commissioner	(954) 560-5161	ycolbourne@ci.miramar.fl.us
10	Monroe, NC	Lynn Keziah	Vice Mayor	(704) 221-2365	lkeziah@monroenc.org
11	Normandy Park, WA	Clarke C. Brant	Mayor	(206) 248-7603	clarke.brant@ci.normandy-park.wa.us
12	Okaloosa County, FL	Don Amunds	Commission Chair	(850) 585-8012	damunds@co.okaloosa.fl.us
13	Satellite Beach, FL	Frank Catino	Mayor	(321) 223-7700	fcatino@satellitebeach.org
14	Scottsdale, AZ	Suzanne Klapp	Vice Mayor	(480) 312-7402	sklapp@scottsdaleaz.gov
15	Sunnyside, WA	James Restucci	Mayor	(509) 643-4343	jrestucci@sunnyside-wa.gov

### III. Qualifications and Experience of the Firm (continued)

2012 City / County Manager Searches Completed					
	Position	Client	Population	Placement	Agency Size: Number of Employees
1	City Manager	Cape Coral, FL	154,300	John Szerlag	1,300
2	City Manager	Cocoa Beach, FL	11,200	Robert Majka	234
3	City Manager	Doraville, GA	8,500	Shawn Gillen	104
4	City Manager	Fayetteville, NC	208,000	Ted Voorhees	1,500
5	City Manager	Fort Pierce, FL	41,590	Robert Bradshaw	361
6	City Manager	Hallandale Beach, FL	37,100	Renee Crichton	449
7	County Administrator	Hernando County, FL	172,800	Leonard Sossamon	1,297
8	City Manager	Key West, FL	26,649	Bob Vitas	456
9	City Manager	Melbourne, FL	75,000	Michael McNees	927
10	Village Manager	North Palm Beach, FL	12,015	Ed Green	279
11	City Manager	Panama City Beach, FL	12,018	Mario Gisbert	250
12	City Manager	Sarasota, FL	51,917	Tom Barwin	599
13	City Manager	Sunrise, FL	4,260	Alan Cohen	1,203
14	City Manager	Yakima, WA <sup>1</sup>	91,000	Anthony O'Rourke	730
	<sup>1</sup> The manager's wife developed cancer after 3 months on the job and he resigned to be with her during treatment. We repeated the search at no cost even though it was outside the scope of our warranty.				

### ***III. Qualifications and Experience of the Firm (continued)***

<b>2012 City / County Manager Searches Completed (continued)</b>					
	<b>Client</b>	<b>Contact Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
1	Cape Coral, FL	John Carioscia	Council Member	239-242-3288	rerbrick@capecoral.net
2	Cocoa Beach, FL	Laurie Kalaghchy	City Clerk	(321) 868-3235	lkalaghchy@cityofcocoabeach.com
3	Doraville, GA	Donna Pittman	Mayor	(678) 328-9181	donna.pittman@Doravillega.us
4	Fayetteville, NC	Jim Arp	Mayor Pro Tem	(910) 728-2569	JArp@ci.fay.nc.us
5	Fort Pierce, FL	Anne Satterlee	Communications Manager	(772) 460-2200	asatterlee@city-ftpierce.com
6	Hallandale Beach, FL	Joy Cooper	Mayor	(954) 457-1318	jcooper@hallandalebeachfl.gov
7	Hernando County, FL	Ronald F. Pianta	Assistant County Administrator	352) 754-4002	RPianta@co.hernando.fl.us
8	Key West, FL	Shirley Freeman	Chair, Citizen's Advisory Committee	(305) 304-1975	shirleyfreemankeywest@gmail.com
9	Melbourne, FL	Paul Googleman	City Attorney	(321) 608-7200	cityattorney@melbourneflorida.org
10	North Palm Beach, FL	David Norris	Council Member	(561) 841-3355	dnorris@village-npb.org
11	Panama City Beach, FL	Gale Oberst	Mayor	(850) 235-1541	goberst@pcbgov.com
12	Sarasota, FL	Susanne Atwell	Commissioner	(941) 954-4115	Suzanne.Atwell@sarasotagov.com
13	Sunrise, FL	Kim Kisslan	City Attorney	(954) 746-3300	KKisslan@sunrisefl.gov
14	Yakima, WA	Micah Cawley	Mayor	(509) 901-9114	micah_cawley@ci.yakima.wa.us

### *III. Qualifications and Experience of the Firm (continued)*

<b>2011 City / County Manager Searches Completed</b>					
	<b>Position</b>	<b>Client</b>	<b>Population</b>	<b>Placement</b>	<b>Agency Size: Number of Employees</b>
1	City Manager	Albany, GA	76,000	James Taylor	863
2	City Manager	Chamblee, GA	17,000	Niles Ford	106
3	County Administrator	Clay County, FL	160,000	Stephanie Kopelousos	1,514
4	City Manager	Destin, FL	12,300	Mary Ann Ustick	65
5	Village Manager	Key Biscayne, FL	12,350	John Gilbert	115
6	City Manager	Madeira Beach, FL	4,260	Shane Crawford	71
7	Borough Manager	Matanuska-Susitna Borough,	88,000	John Mossey	275
8	City Manager	North Port, FL	55,800	Jonathan Lewis	569
9	City Manager	Orange Park, FL	9,100	Cindy Hall	110
10	Village Manager	Pinecrest, FL	19,400	Yocelyn Gomez	158
11	County Administrator	Polk County, IA	431,000	David Jones	1,300
12	City Manager	Portland, ME	65,000	Michael Rees	1,100
13	City Manager	Sunny Isles Beach, FL	17,000	Alan Cohen	178
14	City Manager	Tacoma, WA	198,400	T.C. Broadnax	3,872
15	City Manager	Yakima, WA	91,000	Don Cooper	730

### *III. Qualifications and Experience of the Firm (continued)*

<b>2011 City / County Manager Searches Completed (continued)</b>					
	<b>Client</b>	<b>Contact Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
1	Albany, GA	Nathan Davis	City Attorney	(229) 431-2805	NDavis@albany.ga.us
2	Chamblee, GA	Marc Johnson	Interim Manager / Police Chief	(404) 819-9346	chiefmj@chambleepd.com
3	Clay County, FL	Travis Cummings	Former Commission Chair	(904) 376-5189	Not Available
4	Destin, FL	Chuck Garcia	Human Resources Director	(850) 837-4242	cgarciac@cityofdestin.com
5	Key Biscayne, FL	Conchita Alvarez	Village Clerk	(305) 365-5506	calvarez@keybiscayne.fl.us
6	Madeira Beach, FL	Travis Palladeno	Mayor	(727) 239-5549	tpalladeno@madeirabeachfl.gov
7	Matanuska-Susitna, AK	Sonya Conant	Human Resources Director	(907) 746-7432	Sonya.Conant@matsugov.us
8	North Port, FL	Jim Blucher	Vice Mayor	(941) 628-2916	jblucher@cityofnorthport.com
9	Orange Park, FL	Sarah Campbell	Town Clerk	(904) 278-3018	scampbell@townop.com
10	Pinecrest, FL	Guido Inguazo	Village Clerk	(305) 234-2121	inguanzo@pinecrest-fl.gov
11	Polk County, IA	E.J. Giovannati	Former County Supervisor	(515) 371-0782	EJGiovannetti@hhlawpc.com
12	Portland, ME	Cheryl Leeman	Search Chair / Council Member	(207) 774-4308	cl@portlandmaine.gov
13	Sunny Isles Beach, FL	Norman Edelcup	Mayor	(305) 792-1701	NSEdelcup@aol.com
14	Tacoma, WA	Joy St. Germain	Human Resources Director	(253) 591-2060	jstgermain@ci.tacoma.wa.us
15	Yakima, WA	Micah Cawley	Mayor	(509) 901-9114	micah_cawley@ci.yakima.wa.us

## ***IV. Proposed Work Plan***

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The following search methodology has been refined over the past twenty years and now is virtually foolproof. We will integrate your ideas into the process. Our goal is to ensure you have the right people to interview as well as the information you need to make the right decision.

### ***Phase I: Information Gathering and Needs Assessment***

#### ***Task One: Needs Assessment***

An important part of the recruiter's work is selling the community to the very best candidates (including those that are not actively looking for the next job) while also providing an accurate portrayal of the community and the opportunity. In order to do this, CB&A must first determine the needs of the client and the characteristics of the ideal candidate. Our approach is as follows:

- Compile background information from the jurisdiction's website and other sources.
- Interview the Council, other key parties (such as City staff) and stakeholders (such as community groups, business owners, residents, government officials and property owners). Our goal is to develop a strong sense of your organization, its leadership, its short and long term expectations, and its challenges;
- Determine the characteristics of the ideal candidate. These will likely include experience, longevity, education, personality, demeanor, and achievements as well as other items the Council Members and stakeholders consider important), and
- Determine a reasonable compensation package.

We will also finalize the timeline so candidates can mark their calendars well in advance and will be available when the Council Members wish to conduct the interviews.

If the City wishes, we can also incorporate meetings with other stakeholders (such as the business community, the non-profit community, County staff and so on) to gather their insights in developing the recruiting materials. We can also solicit the input of your residents through an on-line survey. These forums and surveys are valuable as they provide additional perspectives and a better understanding of the environment and the wants/needs of the community that the Administrator will be working in. An example of an online survey is included as Appendix D.

#### ***Task Two: Develop Position Description and Recruitment Materials***

Based on the information we gather, CB&A will next develop a comprehensive recruitment profile. We will provide our draft for your review and comment. We will then meet with the Council Members to discuss the results of our interviews and the resulting recruitment profile. Your suggestions will be incorporated, and the final document prepared. A sample of our work is included as Appendix B. Other samples can be found on our firm's website under the "Executive Recruitments" / "Active Recruitments" tabs.

## ***IV. Proposed Work Plan (Continued)***

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### ***Phase II: Recruitment***

#### ***Task Three: Recruit Candidates***

CB&A uses a number of approaches to identify the right people for this position. We say people, and not person, because our goal is to bring you six to ten excellent semi-finalists, all of whom will do the job extraordinarily well and who are so good you will have a difficult time choosing among them. You then select the top three to five people to interview and ultimately choose the candidate who is the best fit with you and your community. The approaches we use are:

- ***Networking:*** The best approach is diligent outreach. We will network with our colleagues and consult our data base. As we identify outstanding candidates (many of whom are not in the market), we will approach them and request that they apply. Often excellent candidates are reluctant to respond to advertisements because doing so may alienate their current employers. When we approach them, their credentials are enhanced rather than diminished. We also use LinkedIn as a source of candidates.
- ***Advertising:*** While we will seek out the best, we will not ignore the trade press which sometimes yields strong candidates. We would contact the members of organizations such as the International City/County Managers Association, Florida League of Cities, and the Florida City County Management Association. We will also post it on our Website, [www.cb-asso.com](http://www.cb-asso.com). We do not use local, newspapers, national newspapers or generic websites because while they produce large numbers of applications, they generally do not produce the type of candidates we are seeking. If the City wants to have ads placed in local newspapers, national newspapers and/or generic websites, it will need to bear the cost.
- ***Email:*** We will also e-mail the recruitment profile to our listserv of over thirteen thousand managers and professionals who are interested in local government management. One of the advantages of e-mail is that if the recipient is not interested, he/she can easily forward the recruitment profile to someone else who may be interested.

### ***Phase III: Screening and Finalist Selection***

#### ***Task Four: Evaluate the Candidates***

Based on our most recent recruiting efforts, we anticipate receiving resumes from sixty to one hundred applicants. We will narrow the field as described above and present information on candidates to the Council. This process requires a mixture of in-depth research and subjective evaluation. Our process is as follows.

It should be noted that selecting strong candidates is more an art than a science. While we consider standard ranking factors and the elements of the job, ultimately the most important factor is who we believe will be a good fit with the City and the community. Typically, forty percent of our finalists are women and/or minorities.

#### ***IV. Proposed Work Plan (Continued)***

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Specifically, our efforts will involve:

**Step One. Resume Review.** CB&A will evaluate all resumes and identify the eight to fifteen high quality candidates.

**Step Two. Screening Interview.** Our lead recruiter, and possibly other senior representatives of the firm, will interview each of these candidates. Using what we learned in Phase I and our experience as managers and recruiters, as well as our unique ability to assess candidates, we will determine whether or not to consider them further.

**Step Three. Prepare a Report.** We will prepare a written report summarizing the Results of the Recruitment and the top seven to ten candidates. We will forward our report to the Council.

**Step Four. Evaluate the Best Candidates.** We will develop materials and background investigations for the to five to six candidates. For those that remain in consideration, CB&A will:

- **Ask the Candidates to Prepare a Written Introduction:** We will ask the candidates to prepare a written introduction to themselves as part of their preliminary background checks. This is done for several reasons. First, it allows the candidates to tell their own story and balance the negativity that is so often characteristic of the press. It also allows the City to evaluate the candidates written and communicative skills.
- **Candidate Disclosure Statement:** We will ask candidates if there is anything controversial in their background that we should be made aware of prior to further consideration. While it is unlikely that we find anything not previously publicized in the press, we believe redundant checks offer superior security for our client.
- **Interviews of References:** We tell the candidate with whom we wish to speak. These include current and former Council Members, the municipal attorney, the external auditor, staff members, peers, news media representatives, the director of the local chamber of commerce, community activists, and others who know the candidate. We also attempt to contact some individuals who are not on the candidate's list. Typically, we reach eight to ten people and prepare a written summary of each conversation.
- **Legal Checks:** Through our third party vendor, American DataBank, we will conduct the following checks: criminal records at the county, state and national level; civil records for any litigation at the county and federal level; and bankruptcy and credit.

**Search the Internet and Newspaper Archives:** Virtually every local newspaper has an archive that provides stories about perspective candidates, the issues they

#### ***IV. Proposed Work Plan (Continued)***

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have dealt with, how they resolved them and the results. These articles can also provide valuable insights into the candidate's relationship with the public and the governing body. Of course, not all news sources are unbiased, and we consider that in our evaluation. This step is conducted in order to quickly discover candidates with problems in their backgrounds and eliminate them.

- **Verification of Education:** We also verify claimed educational degrees to assure the candidate is being totally forthright.
- **Verification of Work History:** We verify employment for the past fifteen years.

The goal in conducting these checks is to develop a clear picture of the candidates and to determine which best meet the criteria established in Phase I. Each of the avenues we pursue adds a piece of the puzzle. We will crosscheck sources, search for discrepancies, and resolve them when we find them. When sensitive or potentially embarrassing items are discovered, they are thoroughly researched. If we conclude the situation is damaging or even questionable, the situation reported to the City, with the City's concurrence, the candidate will be dropped from further consideration.

*Note: We firmly believe that all background work we have outlined above should be completed early in the process. That way the client knows the individuals to be interviewed are all top performers and do not have anything embarrassing in their pasts that might come to light after selection. It also means that once our client has made a selection, it can move forward promptly, negotiate a contract and make an announcement.*

#### ***Task Five: Preparation and Presentation of Candidate Materials***

For the selected candidates, CB&A will compile the information we have developed into a complete written report for each recommended candidate. Specifically, this information will include: the candidates' resumes, introductions, references, background checks and internet / newspaper archive search results. A complete sample candidate report is included as Appendix C. We will also provide some advice on interviewing, a series of questions the elected officials may wish to ask (as well as some areas that it is not wise to get into), and some logistical information. The preceding information will be forwarded to you *electronically*.

#### ***Task Six: Finalist Selection***

Approximately a week after the City has received the candidate materials, CB&A will meet with the elected officials to discuss our findings and make a final determination concerning who will be invited to interview. The City will then select four to six candidates to interview.

#### ***Task Seven: Notify All Candidates of Their Status***

We will notify the finalists by telephone and give them the opportunity to ask additional questions. We will also provide them with information concerning the interviews and travel if necessary.

## ***IV. Proposed Work Plan (Continued)***

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CB&A will inform those not selected of their status. Part of the notification will include advice concerning the candidates' resume and/or cover letter so, even though they were not selected to go forward, they will have gained something valuable from participating in the process.

### ***Phase IV: Coordinate the Interview Process and City Manager Selection***

#### ***Task Eight: Coordinate the Candidate Assessment Process***

Prior to the interviews, we will recommend an interview/assessment process for the City's review including means to evaluate the candidates' communication skills, interpersonal skills, and decision-making skills. As part of the process, we will recommend the City Council observe the finalists in a number of settings. We will also recommend you invite the finalists' spouses, so they can spend time in and evaluate your community.

**Day #1:** The finalists are given a tour of the community by a knowledgeable staff member or resident.

Later, that evening, the Council hosts a reception for the candidates. The purpose is to observe how the finalists respond to a social situation. Your next City Manager will, after all, represent your local government in numerous venues. It is thus important to know how the individual will respond in a social setting. The reception also serves as an ice-breaker whereby the Council Members and the candidates get to know one another informally.

**Day #2:** Beginning at approximately 8:00 a.m., the Council as a group will interview each candidate one at a time for approximately an hour. Part of the interviews may include a PowerPoint presentation, so the Council can observe the candidates' presentational skills.

At approximately 1:30 p.m., each candidate will interview individually with each elected official for approximately 30 minutes. These meetings provide the Council Members with an opportunity to assess how the candidates might interact with them on an individual basis. It is very important to know if good chemistry exists. Ultimately, Managers succeed and fail based on their interaction with the Council and the one-on-one interviews are an excellent way to test that interaction.

#### ***Task Nine: Debriefing and Selection***

After the interviews are completed, we have developed a simple methodology that moves the elected body quickly and rationally to the desired outcome.

Once the selection has been made, CB&A will immediately notify the finalists of their status via a telephone call. Candidates are eager to know, and we feel it is important to keep them informed.

## ***IV. Proposed Work Plan (Continued)***

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### ***Phase V: Negotiation and Continuing Assistance***

#### ***Task Ten: Notification, Contract Negotiations and Warranty***

We will then assist in the employment agreement negotiations. Generally, a member of the elected body and the attorney conduct the actual negotiations while we provide advice and assistance concerning the compensation package and contract. We can also take the lead role in the negotiations if desired. We have a standard contract you are welcome to use. Your attorney, of course, will prepare the final contract. Since the basic parameters will have been discussed with the candidates and the candidates have been thoroughly vetted, we expect a relatively prompt agreement.

#### ***Task Eleven: Continuing Assistance***

Our work is not done when the contract is executed. We will stay in touch with you and your new City Manager. Our goal is to be there to assist in resolving any issues that arise before they become intractable. In fact, at your request, we will conduct a team-building workshop, at no charge, to resolve any difficulties. We simply feel it is part of our job to assure a successful relationship.

**Communications:** We will provide weekly reports about the status of the search, in writing or by phone, depending upon your preference. At significant milestones we will make the reports in person. We are also available at any time, day or night, to address any questions you have along the way. To do so, we will provide you with our cell phone numbers and you should feel comfortable contacting us whenever you have a question whether it is directly related to the search or, for that matter, anything else related to local government. We want to be responsive and to assist in any way we can.

#### ***The City's Obligations***

The City will be responsible for providing the facilities for the interview process, coordinating lodging for candidates from outside the area, and making arrangements for the reception. The City will also be responsible for reimbursing the candidates for all expenses associated with their travel, meals, and incidentals for the interview weekend.

The City should also plan to provide the following information, if it is not available on the City's website, to each of the finalists: the current year budget, an organizational chart, the latest completed audit and management letter, any current strategic and long range plans, a copy of the City Charter, any job descriptions and other materials defining the role and duties of the City Manager, and any evaluations of the organization completed in the last year.

## ***IV. Proposed Work Plan (Continued)***

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### ***Project Schedule***

The following is the project schedule we suggest for this recruitment and one we could use for this recruitment. We realize the schedule may need to be adjusted to accommodate the Council Members' availability.

#### ***Phase I: Needs Assessment / Information Gathering***

- June 13<sup>th</sup>: CB&A begins meeting with the Council Members and, if suggested, other stake holders to understand the job and its challenges.
- June 19<sup>th</sup>: CB&A submits the draft of the full recruitment profile to the City for its review. Comments will be due back on June 26<sup>th</sup>.

#### ***Phase II: Recruiting***

- June 29<sup>th</sup>: CB&A posts the full recruitment profile on its website and submits it to the appropriate publications. It is also e-mailed to over 13,400 local government professionals.
- July 20<sup>th</sup>: Closing date for submission of applications.
- July 27<sup>th</sup>: CB&A reports on the results of the recruitment.

#### ***Phase III: Screening, Reference Checks and Credential Verification***

- August 20<sup>th</sup>: CB&A forwards its reports and materials to the City for the recommended candidates. These will include the candidates' resumes and introduction as well as the results of our reference, background and Internet/newspaper archives checks.
- August 27<sup>th</sup>: City selects / confirms the finalists for interviews.

#### ***Phase IV: Interview Process Coordination and City Manager Selection***

- September 6<sup>th</sup>: City holds reception for the finalists.
- September 7<sup>th</sup>: One-on-one and full Council interviews and decision.

#### ***Phase V: Negotiation, Warranty & Continuing Assistance***

- Post-Selection: CB&A works with City representatives and the selected candidate on an employment agreement.

*Some of CB&A Clients...*



*Village of Bal Harbour, FL*

*Village Manager*



*Broward County, FL*

*County Administrator*



*Clay County, FL*

*County Administrator  
County Attorney*



*City of Daytona Beach, FL*

*City Manager  
City Attorney  
Finance Director*

## V. Fee

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### Fee

CB&A offers a firm, fixed fee of \$26,500 *which includes all our expenses and costs*. In other words, the only thing the City will pay CB&A is the agreed upon fee. The only other costs the City will be responsible for are the costs associated with the candidates' (and spouses, if invited) travel, accommodations and meals for the interview process. The advantage to the City is it knows exactly what it will pay. The advantage to CB&A is that we do not have to keep track of every minor expense.

We will bill the fee as the phases are completed and according to the following schedule:

<b>Requested Services</b>	
<b>Phase I:</b> Needs Analysis / Information Gathering	\$ 3,000
<b>Phase II:</b> Recruiting	11,000
<b>Phase III:</b> Screening	10,000
<b>Phase IV:</b> Interview Process Coordination and Manager Selection	1,500
<b>Phase V:</b> Negotiation and Continuing Assistance	1,000
<b>Firm, Fixed Fee Total*</b>	<b>\$26,500</b>

If the City asks us to perform work that is clearly beyond the scope of this proposal, it will be billed at a rate of \$150 per hour. No such work will be performed without your written authorization. Please note, as previously stated, that we have neither billed nor requested additional funds beyond our originally quoted fee even when we have been entitled to it.

***More CB&A Clients...***



***City of Fort Myers, FL***

***City Manager***



***City of Sunrise, FL***

***City Manager  
Human Resource Director***



***City of North Port, FL***

***City Manager***



***City of West Palm Beach, FL***

***Assistant City Manager  
Finance Director  
Fire Chief  
Human Resources Director  
Parks and Recreation Director***

## ***VI. Background of Professional Staff***

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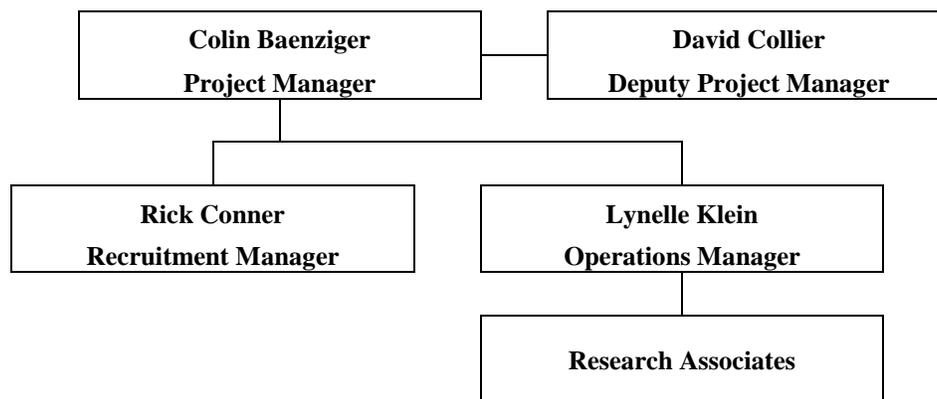
### ***Project Team and Involvement***

Colin Baenziger & Associates is an experienced recruiting firm which strongly believes that the majority of the search work should be conducted by one knowledgeable person. Colin Baenziger will be that person—he will serve as your project manager. He will conduct the interviews with the elected officials, search for strong candidates, discuss the position with those candidates, recruit them, conduct the interviews with the candidates, conduct the background investigations, oversee the interview process, and assist with the contract negotiations. In addition to twenty years as a consultant, Mr. Baenziger spent ten years in government as a senior manager. Overall, he has been the firm’s Project Manager for more than one hundred and twenty-five city and county manager searches. Prior to starting CB&A, he spent over 20 years hiring key staff.

David Collier, senior vice president, will be the Deputy Project Manager and support for Mr. Baenziger. Mr. Andrews will assist in virtually every aspect of the search effort but will focus on the search for strong candidates and candidate evaluation. Before joining CB&A as a recruiting in 2006, he had over 30 years of experience as a senior level local government manager in several states and in that capacity hired many key staff. He earned his Bachelor of Arts degree in economics and his Master’s degree in public administration from the American University in Washington, D.C. He is a past president of the Maryland City Managers Association and the Florida Association of County Administrators.

Rick Conner, vice president, will serve as the recruitment manager and assist with the identification and screening of candidates. He has over 30 years of in local government and in executive recruiting. He earned Bachelors of Science Degrees in Business Administration and Engineering from the University of Missouri.

Lynelle Klein, vice president for operations, will be responsible for coordinating the advertising and production of the materials we will present to you as described in the Recruitment Approach.



## ***VI. Background of Professional Staff*** *(continued)*

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### ***Colin Baenziger, M.P.A.***

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**Principal**

Colin Baenziger is a student of local government and responsible for the executive recruitment functions at Colin Baenziger & Associates. Over the years, he has worked with a number of cities on recruitments and on management, operational, and organizational issues. As a former manager and someone who actively consults with governments, he understands what it takes to do the manager's job effectively. Furthermore, because he is active in a number of professional associations, he knows many of the nation's managers on a first-name basis.



Some of Mr. Baenziger's searches for local governments include:

- City Manager, Coral Gables, FL (population 42,000)
- City Manager, Cottonwood Heights, UT (population 34,000)
- City Manager, Fife, WA (population 8,200)
- City Manager, Fayetteville, NC (population 208,000)
- Village Manager, Key Biscayne, FL (population 11,000)
- Economic Development Director, Loudoun County, VA (population 326,000)
- Community Development Director, Miami, FL (population 373,000)
- Borough Manager, Matanuska-Susitna Borough, Alaska (population 88,000)
- City Manager, Mount Dora, FL (population 12,000)
- County Manager, Clackamas County, OR (population 380,000)
- City Manager, Palm Coast, FL (population 51,000)
- City Manager, Portland, ME (population 65,000)
- City Manager, Roanoke, VA (population 96,000)
- City Manager, Tacoma, WA (population 200,000)
- General Manager, Tampa Bay Water Authority (serving a population of 2.4 million)
- County Manager, Union County, NC (population 290,000)

Other recent efforts include a strategic planning session for the Florida Association of Special Districts, an operational review of Tamarac's water utility, a business practices review for a division of Martin County government, an operational reconciliation for Palm Beach County Water, development of an automated system to pay royalties to featured recording artists for the Recording Industry Association of America, and a review of financial procedures for a division of the Marriott Corporation.

Mr. Baenziger has a master's degree with distinction in public administration from Cornell University's Graduate School of Management, and a Bachelor of Arts degree from Carleton College. He is also active in the International City Management Association and the Florida City and County Management Association. He has also been called upon frequently to speak at conferences of the Utah and Florida City/County Managers' Associations, and the Florida Public Personnel Association.

## ***VI. Background of Professional Staff*** *(continued)*

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### ***Dave Collier, M.P.A.***

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#### **Senior Vice President**

Before joining CB&A in 2006, Dave Collier spent over 30 years of management experience in county and city government. Since there is not much that he has not seen previously, Dave quickly produces efficient and effective solutions to problems for his clients.

One of Dave's specialties is executive search. With his many years of experience, he can quickly separate the wheat from the chaff and find the right person to join your senior staff or be your department head. He also has successfully conducted organizational reviews, sessions in team building and strategic planning workshops. Just as importantly in this day and age of the pressure to lower taxes, he has developed strategies and action plans for coping with the tough financial problems that local government often experience.



Dave has overseen the recruitment and selection of:

- County Manager, Brevard County, FL,
- City Manager, Coral Gables, FL,
- City Manager, Cape Canaveral, FL,
- City Manager, Dania Beach, FL,
- City Manager, North Miami, FL,
- City Manager, Orange City, FL,
- City Manager, West Melbourne, FL,
- City Administrator, West Park, FL,
- Finance Director for Tamarac, FL, and
- Environmental Resources Director for St. Lucie County, FL.

While serving as City Manager of Stuart, Florida for 14 years, he improved the professionalism of City Department Heads and staff through an emphasis on professional development and team building. He also used his hands-on management style to emphasize the need for effective project management and maintaining tight timelines in order to show citizens that the city government was effectively managed and had a strong commitment to its customers. Prior serving in Stuart, Dave was a County Manager in Florida, Kansas and Michigan. He also has extensive experience in local government consulting.

Mr. Collier earned his Bachelor of Arts degree in Economics and his Master's degree in Public Administration from the American University in Washington, D.C. He was a member of the International City/ County Management for over thirty years, served as President of the Maryland City Managers Association and the Florida Association of County Administrators. Mr. Collier is involved in his community as a member of the City of Stuart's CRA Advisory Board and as a Director of Stuart's Main Street Association.

## ***VI. Background of Professional Staff*** *(continued)*

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### ***Rick Conner, P.E.***

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**Vice President**

Rick Conner is a recent addition to CB&A's strong cadre of municipal operations experts. With over 30 years of management experience in local government, he has seen it all and done most of it. He possesses keen analytical skills and the ability to slice through critical issues. As a result, he is another outstanding weapon in the firm's arsenal of experts. His years in local government and his many licenses and certifications help him to judge talent quickly and effectively.



In addition to his experience as a City Manager, Rick's previous positions such as a Public Works Director, gives him an excellent perspective of the needs of local government operations and staffing.

Prior to joining Colin Baenziger & Associates in 2012, some of the top leadership positions that Rick has held include:

- City Manager of Sunny Isles Beach, Florida,
- City Manager of Portland, Texas,
- City Manager of Marble Falls, Texas,
- Public Works Director of Nashville/Davidson County, Tennessee, and
- Public Works Director of Bryan, Texas

While serving in these positions, Rick received national recognition for his Customer Service programs. Over his career, Mr. Conner has been involved in a variety of recruitments. Some of these include:

- City Manager, Fayetteville, NC,
- City Manager, Sarasota, FL,
- City Manager, Cocoa Beach, FL
- Chief Executive Officer/General Manager, Des Moines (IA) Water Works,
- Finance Director/Procurement Officer for a bedroom community to Corpus Christie, TX,
- Accounting Director for a medium size West Texas city
- Police Chief for a Florida barrier island community,
- Water and Wastewater Director for a medium size, central Texas city,
- Airport Fixed Base Operator for a Texas university community, and
- Airport Manager for a medium size Texas university city.

Rick holds a Bachelor of Science in Business Administration and a Bachelor of Science in Civil Engineering from University of Missouri. He also worked towards Masters Degrees in both Math and Civil Engineering before joining the work force. He is a Registered Land Surveyor and a Professional Engineer in Missouri, as well as a Professional Engineer in Florida, Tennessee and Texas.

## ***VI. Background of Professional Staff*** (continued)

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### ***Lynelle Klein***

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#### **Vice President for Operations**

Ms. Klein is a skilled professional with a wealth of public and private sector experience. Her particular expertise is in special projects, compensation surveys, and background checks for our executive search candidates. She feels that each client must be properly served, and that can only be done by devoting her utmost attention to their particular concerns and by finding creative ways to solve their problems. In her book, the client comes first.



Since beginning her working relationship with Colin Baenziger & Associates in 2010, Ms. Klein has been involved in virtually every executive search the firm has conducted.

Some of the more notable searches in which she has played a key role include:

- City Manager, Delray Beach, FL (64,100)
- City Manager, Doraville, GA (population 8,500)
- City Manager, Indianola, IA (population 14,800)
- Police Chief, Farmington, NM (population 45,000)
- City Manager, Leesburg, FL (population 21,000)
- City Manager, Mill Creek, WA (population 18,800)
- City Manager, Miramar, FL (population 122,000)
- City Manager, Norwich, CT (population 40,300)
- City Manager, Seminole, FL (17,800)
- City Manager and Finance Director Sunnyside, WA (population 16,000)
- City Manager, Winchester, VA (population 16,000)
- County Manager, Alachua County, FL (population 253,500)
- County Administrator, Clackamas County, OR (population 383,900)
- County Administrator, James City County, VA (population 70,500)
- County Manager, St. Lucie County, FL (population 283,900)
- County Administrator, York County, VA (population 66,300)
- County Attorney, Fulton County, GA (population 992,000)
- Director, Growth Management, Collier County, FL (population 340,000)
- Solid Waste Director City of Tampa, FL (population 347,000)

Ms. Klein's prior employment was primarily in the private sector. For over 15 years she provided contract financial and administrative services to companies who did not require full time office staff. Some of her clientele included TLC Cabulance, Clear and Clean Pool Service, Elizabeth Fountain Interiors, a published author and a landscaping company. Ms. Klein has an Associate's Degree from Brigham Young University.

***More CB&A Clients...***



***City of Cape Coral, FL***

***City Manager  
Fire Chief  
Human Resources Director***



***Matanuska-Susitna Borough, AK***

***Borough Manager***



***City of Melbourne, FL***

***City Manager  
Assistant City Engineer  
Police Chief***



***City of Savannah, GA***

***City Manager***

## *VII. Strategy for the Recruitment and Special Services Offered*

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### *Why Hire CB&A?*

The primary reason is our outstanding track record for success. We started our business in 1998 from scratch. At the time our goal was to be the preeminent local government recruiting firm in Florida. It required a few years to become established but since 2005, we have performed approximately 70% of the City and County Manager searches where a Florida government has utilized a recruiter. In other words, we have performed more than twice as many searches as all of our competitors combined. We have also now expanded into 32 other states. We do not advertise. Instead the reason is our performance and our reputation.

Achieving that reputation depends on many factors, all of which we excel at. We have a unique ability to assess the environment and determine what candidates will be the best fit. We are able to both translate that into our recruiting material and in our assessment process. We outwork our competition in terms of finding people and we have a better candidate network. We are flexible and work with our clients to make the search a success. Your situation is unique so we want your input and ideas to ensure we have the best possible process. Our background checks are the most thorough and complete in the industry (see Appendix D for a sample candidate report and Appendix F for a testimonial from a candidate). Further, we complete them before you determine your finalists so you know everyone we present is a winner. Our customer service is outstanding. As noted, you will have our cell phone numbers and should use them whenever you need or want to. Finally, our warranty is very strong. All of that leads to you getting the best candidates to choose from and to you getting the outstanding manager you deserve, a manager who will help lead your jurisdiction into the future.



## *VIII. Record of Success*

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### *Placement History*

The average number of years of a placement is difficult to calculate - many of our placements remain in the jobs we placed them years ago so there is no definitive end date to their tenures. In other words, until they leave their current position and our firm ceases to make placements, we cannot provide an exact answer to the average number of years our top candidates have remained on the job. Further our philosophy is somewhat different than that of most firms. Specifically, we do not believe it is generally good for our client or our placement if the candidate you select stays more than about 10 years. Based on observation, many candidates become stale in the job after that timeframe and defensive of what they have created. They often fail to recognize problems that may be developing (colloquially, it is described as “failing to see the spots on the wall”). The result is progress is inhibited and the city either moves forward more slowly than it should or ceases to move forward at all. Thus, our ideal placement will stay five to ten years and the vast majority of our top candidates stay that long.

Our warranty states that if a placement stays for less than one year for anything other than an act of God (such as death), we will replace the candidate for the cost of our expenses only.

### *Success Rate*

We are extremely successful in finding talent for our clients. Here are two examples:

- In September, 2011, we placed then San Antonio Assistant City Manager T.C. Broadnax, as the City Manager of Tacoma, WA (population 211,000). While there, he righted the City’s finances, implemented a wide variety of successful programs, and became a well-respected presence in the community. Five years later, he was recruited and was selected to be the City Manager of Dallas, TX (population 1,318,000).
- In August 2014, we placed then Beaufort County, SC, Deputy County Manager Bryan Hill in James City County (population 73,000). He calmed the political waters, was able to balance the financial desires of a very fiscally conservative board with the service demands of the residents, and move the County forward in terms of economic development. In December 2017, his talents were recognized by Fairfax County, VA, (population 1,142,000) and he was hired as their County Executive (a.k.a., county manager).

We believe our placements stay as long as those placed by other firms.



## *IX. Placement Guarantee*

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### *Warranty*

Colin Baenziger & Associates offers one of the best warranties in the industry. We can offer it because we have confidence in our work. Provided the City instructs us with conducting a full search (Phases I-V) and assuming it selects from among the candidates we recommend, we warrant the following:

- 1) We will not approach the selected candidate for any other position as long as the individual is employed by the City.
- 2) If the selected individual leaves for any reason other than an Act of God (such as total incapacitation or death) within the first year, CB&A will repeat the search for the reimbursement of our expenses only.
- 3) If you are not satisfied with the candidates we present, CB&A will repeat the search until you are satisfied.
- 4) Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.



## ***X. Required Forms***

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City of Jacksonville Beach  
04/17/18

RFP # 05-1718  
Executive Search Consultant - City Manager

### **FORM 1: PROPOSAL TENDER FORM (Page 1 of 3)**

RFP NUMBER: 05-1718

RFP DATE: May 16, 2018

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA

FROM: Colin Baenziger & Associates

2055 South Atlantic Avenue, Suite 504, Daytona Beach Shores, FL 32118

Submitter is solely responsible for developing / determining / verifying for this contract work all methods necessary to provide satisfactory fully completed contract work under the provisions of the RFP, to the City's satisfaction, to include costs for all labor, all sub-contractor work, all taxes, all insurance, and any / all other contract related work and/or cost / expense that is not listed, and all of which shall be the basis for the respondent's **Fee Proposal**.

Respondent must provide a fee proposal. All entries in the proposal must be made clearly in ink. Prices on the *Proposal Tender Form* must be written in figures. Proposals in which the prices obviously are unbalanced may be rejected by the City at its sole discretion.

In accordance with the RFP to provide the completed work for **Executive Search Consultant - City Manager** for the City of Jacksonville Beach, Florida, subject to the Specifications and Addenda, if any, all of which are made a part of the respondent's Proposal, thereof, the undersigned hereby submits the **Proposal Tender Form** for the **Executive Search Consultant Services Fee** as follows:

<b>Executive Search Consultant Services</b>	<b>Fee</b>
	\$ <u>26,500</u>

The City reserves the sole prerogative whether or not to order / contract for any and all work listed in this proposal, and when the work is to be done, all in the best interests of the City. The respondent agrees that this proposal shall be good and may not be withdrawn for a period of 90 days after the opening of proposals.

**X. Required Forms** (continued)

City of Jacksonville Beach  
04/17/18

RFP # 05-1718  
Executive Search Consultant - City Manager

**FORM 1: PROPOSAL TENDER FORM** (Page 2 of 3)

The respondent understands that the CITY reserves the right to: 1) reject all proposals and waive informalities, in whole or in part, in the proposals, and 2) to accept the proposal that in its judgment will best serve the interest of the CITY..

<b>ADDENDA RECEIPT VERIFICATION</b>			
Respondent shall acknowledge receipt of all addenda, if any, to the Request for Proposals, by filling in Addenda Numbers and dates below.			
Addendum #:	___	Dated:	___
Addendum #:	___	Dated:	___

<b>PROPOSAL DOCUMENT TURN-IN CHECKLIST</b>		
The following documents are to be completed, signed and submitted as part of the Proposal Submittal Package in response to this RFP. Failure to provide the listed documents may be cause for the CITY to consider rejection of the submitted proposal. This consideration will be at the sole discretion of the CITY.		
INITIAL Check-Off	FORM	SECTION TITLE
<input checked="" type="checkbox"/>	1	PROPOSAL TENDER FORM (Pages 15 thru 17)
<input checked="" type="checkbox"/>	2	RFP AWARD NOTICE FORM – Mandatory Cover Sheet (Page 18)
<input checked="" type="checkbox"/>	3	REQUIRED DISCLOSURE FORM (Page 19)
<input checked="" type="checkbox"/>	4	DRUG-FREE WORKPLACE COMPLIANCE FORM (Page 20)
<input checked="" type="checkbox"/>	5	NONCOLLUSION AFFIDAVIT (Page 21)
<input checked="" type="checkbox"/>	6	NON-BANKRUPTCY AFFIDAVIT (Page 22)
<input checked="" type="checkbox"/>		TAB 1 - Cover Letter
<input checked="" type="checkbox"/>		TAB 2 - Introduction
<input checked="" type="checkbox"/>		TAB 3 - Qualifications and previous executive search experience
<input checked="" type="checkbox"/>		TAB 4 - Recruitment work plan including recruitment timeline
<input checked="" type="checkbox"/>		TAB 5 - Fee structure, including all fees and reimbursable expenses
<input checked="" type="checkbox"/>		TAB 6 - Background of professional staff
<input checked="" type="checkbox"/>		TAB 7 - Strategy for recruitment and special services offered
<input checked="" type="checkbox"/>		TAB 8 - Record of success and tenure of City Manager candidates placed
<input checked="" type="checkbox"/>		TAB 9 - Placement guarantee
NOTE: Please INITIAL Check-Off of each document / activity / requirement that is attached to the Proposal Tender Form and/or is required by the RFP and/or Addenda.		

By: Lynelle Klein Vice President of Operations  
Signature of Authorized Submitter Title (typed or neatly printed)

SUBMITTED BY: Lynelle Klein DATE: May 16, 2018  
Typed/Printed Name of Authorized Submitter

***X. Required Forms*** (continued)

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City of Jacksonville Beach  
04/17/18

RFP # 05-1718  
Executive Search Consultant - City Manager

**FORM 1: PROPOSAL TENDER FORM** (Page 3 of 3)

COMPANY NAME: Colin Baenziger & Associates

ADDRESS: 2055 South Atlantic Avenue, Suite 504

CITY, STATE & ZIP CODE: Daytona Beach Shores, FL 32118

TELEPHONE NUMBER: (561) 707-3537

(If Corporation, President, Secretary and Treasurer identification)

PRESIDENT: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

SEAL: (if Proposal is by a Corporation.)

***X. Required Forms*** (continued)

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City of Jacksonville Beach  
04/17/18

RFP # 05-1718  
Executive Search Consultant - City Manager

**FORM 2**

**RFP AWARD NOTICE FORM**

***City of Jacksonville Beach***

1460A Shetter Avenue, Jacksonville Beach, FL 32250, (904) 247-6229

**Mandatory Cover Sheet**

**NOTICE:** Items 1 to 6 are to be completed by the Respondent. The Respondent is to submit the form to the CITY along with the *Proposal Tender Form* and other required documents.

1. Company Name: Colin Baenziger & Associates
2. Address Name: 2055 South Atlantic Avenue • Suite 504
3. City, State and Zip Daytona Beach Shores, FL 32118
4. Attention: Colin Baenziger
5. Phone: (561) 707-3537 Fax: (888) 635-2430
6. E-mail address: Colin@cb-asso.com

PLEASE PRINT CLEARLY

\*\*\*\*\*  
ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH  
\*\*\*\*\*

Proposals were received and evaluated, and the following recommendation will be presented to the City Council for award of RFP No. 05-1718 per the attached Proposal Tabulation form(s).

A written notice of intent to file a protest must be filed with the Purchasing Administrator within three (3) days after receipt by the respondent or proposer of the RFP Award Notice from the Purchasing Administrator in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual.

If awarded RFP, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

Thank you for your proposal.

Sincerely,

CITY OF JACKSONVILLE BEACH  
/s/Luis F. Flores

**X. Required Forms** (continued)

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City of Jacksonville Beach  
04/17/18

RFP # 05-1718  
Executive Search Consultant - City Manager

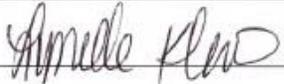
Property and Procurement Division

**FORM 3**

**REQUIRED DISCLOSURE FORM**

The following disclosure is of all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this State or any other state or the United States against (1) respondent, (2) any business entity related to or affiliated with respondent, or (3) any present or former owner of respondent or of any such related or affiliated entity. This disclosure shall not apply to any person or entity which is only a stockholder, which person or entity owns twenty (20) percent or less of the outstanding shares of a respondent whose stock is publicly owned and traded:

\_\_\_\_\_  
None  
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Signed:   
Contractor: Colin Baenziger & Associates

Title: Vice President of Operations

***X. Required Forms*** (continued)

**FORM 4**

**DRUG-FREE WORKPLACE COMPLIANCE FORM**

**IDENTICAL TIE PROPOSALS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
Vendor's Signature

(Word/Drug Free)

**X. Required Forms** (continued)

City of Jacksonville Beach  
04/17/18

RFP # 05-1718  
Executive Search Consultant - City Manager

**FORM 5**

**NONCOLLUSION AFFIDAVIT**

Lynelle Klein, being first duly sworn deposes and says that:

1.  He (it) is the Vice President of Operations, of CB&A the respondent that has submitted the attached Proposal;
2.  He is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said respondent nor any of its officers, partners, owners, agents, representatives, employee, or parties in interest, including this affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted; or to refrain from responding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any respondent, firm, or person to fix the price or prices in the attached Proposal or of any other respondent, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price in any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the respondent or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By: Lynelle Klein

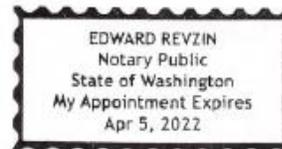
Sworn and subscribed to before me this 16 day of May,

2018, in the State of Washington, County of

King

Edward Revzin Notary Public

My Commission Expires: 4/5/2022



**X. Required Forms** (continued)

City of Jacksonville Beach  
04/17/18

RFP # 05-1718  
Executive Search Consultant - City Manager

**FORM 6**

**NON-BANKRUPTCY AFFIDAVIT**

STATE OF Washington )

COUNTY OF King )

Lynelle Klein is an officer and member of the firm  
of Colin Baenziger & Associates, being first duly sworn, deposes and states that:

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFP #: 05-1718**.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.

*Lynelle Klein*  
Affiant Signature

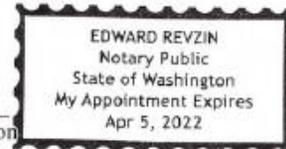
Sworn to before me this 16 day of May, 2018 by Lynelle T. Klein  
(Name of affiant)

He/She is personally known to me or has produced A Washington Drivers License as identification.

*Edward Revzin*  
Signature of Notary

Edward Revzin  
Notary's Printed Name

4/5/2022  
Expiration of Notary's Commission



Affix Seal Here:

COLIN BAENZIGER  ASSOCIATES

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EXECUTIVE RECRUITING

WELCOME TO THE CITY OF



**PROPOSAL TO PROVIDE EXECUTIVE SEARCH SERVICES  
FOR CITY MANAGER FOR JACKSONVILLE BEACH, FL  
EXECUTIVE SEARCH CONSULTANT - CITY MANAGER  
RFP 05-1718**

**Volume II: Appendices**

***Colin Baenziger & Associates***

**Project Manager and Contact Person:**

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

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# **PROPOSAL TO BE THE CITY'S EXECUTIVE RECRUITING FIRM**

## **VOLUME II: APPENDICES**

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# **Appendix A**

*Searches by  
Colin Baenziger & Associate' Staff*

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## *Governmental Search Assignments* (continued)

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### *Current Searches*

City Administrator, Dickinson, NC (population 22,300)

City Manager, Naples, FL (population 21,800)

Township Manager, Spring Garden Township, PA (population 12,963)

City Attorney, Fort Lauderdale, FL (population 178,752)

Clerk to the County Commission, Fulton County, GA (population 1.02 million)

Economic Development Director, Roanoke, VA (population 98,465)

Executive Director, South Correctional Entity (SCORE), Des Moines, WA (population served 406,000)

Finance Director, Groveland, FL (population 12,493)

### *Completed Searches in 2018*

City Manager, Groveland, FL (population 12,493)

City Administrator, Lake Forest Park, WA (population 13,059)

Town Manager, North Topsail Beach, NC (population 734)

City Manager, Sebastian, FL (population 24,772)

Chief Labor Negotiator, Orlando, FL (population 270,934)

Fire Chief, St. Lucie County Fire District, FL (population 298,600)

Parks and Recreation Director, Cape Coral, FL (population 179,804)

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## *Governmental Search Assignments* (continued)

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### Completed Searches Prior to 2018

#### City/Town/Village Manager/Administrator

City Manager, Alachua, FL (population 6,200) in 2001  
City Manager, Albany, GA (population 75,600) in 2011  
City Manager, Ankeny, IA (population 45,600) in 2013  
City Manager, Ashland, KY (population 21,000) in 2013  
City Manager, Auburn, AL (population 58,582) in 2017  
City Manager, Aventura, FL (population 37,724) in 2017  
Village Manager, Bal Harbour, FL (population 3,300) in 2013  
City Manager, Bartow, FL (population 16,000) in 2007 in 2017  
Town Manager, Bay Harbor Islands, FL (population 5,200) in 2003 and 2007  
City Manager, Bellevue, WA (population 122,400) in 2014  
Town Manager, Buckeye, AZ (population 32,000) in 2006  
City Manager, Burien, WA (population 55,188) in 2017  
City Manager, Cape Canaveral, FL (population 10,200) in 2010  
City Manager, Cape Coral, FL (population 154,300) in 2012  
City Manager, Carnation, WA (population 1,873) in 2017  
City Manager, Casselberry, FL (population 25,000), in 2005  
City Manager, Chamblee, GA (population 17,000) in 2011  
City Manager, Cocoa Beach, FL (population 11,200) in 2012, 2015 and 2016  
City Administrator, Connell, WA (population 4,200) in 2014  
City Manager, Cooper City, FL (population 32,000) in 2008  
City Manager, Coral Gables, FL (population 43,000) in 2009  
City Manager, Cottonwood Heights, UT (population 34,000) in 2004  
City Manager, Covington, VA (population 5,802) in 2016  
Town Manager, Cutler Bay, FL (population 35,000) in 2006  
City Manager, Dania Beach, FL (population 28,000) in 2009  
City Manager, Danville, VA (population 43,000) in 2016  
City Manager, Daytona Beach, FL (population 65,000) in 2002  
City Manager, Delray Beach, FL (population 64,100) in 2014  
City Manager, Deltona, FL (population 83,000) in 2006 and 2008  
City Manager, Destin, FL (population 12,000) in 2003 and 2011  
City Manager, Doral, FL (population 24,000), in 2004  
City Manager, Doraville, GA (population 10,896) in 2013 and 2017  
Town Manager, Dundee, FL (population 3,000) in 2006 and 2009  
City Manager, Ellensburg, WA (population 18,350) in 2014  
City Manager, Elmira, NY (population 29,200) in 2014  
Village Manager, Estero, FL (population 26,600) in 2015  
City Manager, Fairborn, OH (population 33,200) in 2017  
City Manager, Fayetteville, NC (population 208,000) in 2012  
City Manager, Fernandina Beach, FL (population 11,000) in 2006 and 2015  
City Manager, Fife, WA (population 8,700) in 2010 in 2017  
City Manager, Fort Myers, FL (population 68,190) in 2016

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## *Governmental Search Assignments* (continued)

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### City/Town/Village Manager/Administrator (continued)

Town Manager, Fort Myers Beach, FL (population 6,900) in 2006 and 2008  
City Manager, Fort Pierce, FL (population 41,900) in 2012  
City Manager, Fort Smith, AR (population 87,650) in 2016  
City Manager, Fruitland Park, FL (population 4,100) in 2013  
Village Manager, Islamorada, Village of Islands, FL (population 7,500) in 1999 and 2005  
City Manager, Gainesville, FL (population 117,000) in 2016  
City Manager, Greensboro, NC (population 259,000) in 2009  
City Manager, Hallandale Beach, FL (population 39,000) in 2010 and 2012  
City Manager, Holly Hill, FL (population 13,000) in 2008 (partial search)  
City Manager, Homestead, FL (population 62,000) in 2010  
City Manager, Indianola, IA (population 15,108) in 2015  
Town Manager, Juno Beach, FL (population 3,600) in 2005  
Village Manager, Key Biscayne, FL (population 11,000) in 2007 and 2011  
City Manager, Key West, FL (population 24,600) in 2012  
Town Manager, Lake Park, FL (population 9,100) in 2001 and 2003  
Town Manager, Lantana, FL (population 9,600) in 2000  
City Manager, Lake Worth, FL (population 37,000) in 2003 and 2007  
City Manager, Lauderdale Lakes, FL (population 32,000) in 1998 and 2002  
City Manager, Leesburg, FL (population 20,390) in 2013  
City Manager, Madeira Beach, FL (population 12,300) in 2011  
Town Manager, Mangonia Park, FL (population 1,400) in 2001  
City Manager, Marathon, FL (population 11,500 in 2002 and 2004  
City Manager, Marco Island, FL (population 15,000) in 2014  
City Manager, Medina, WA (population 3,000) in 2013  
City Manager, Melbourne, FL (population 72,500) in 2012  
City Manager, Miami Gardens, FL (population 101,000) in 2004  
City Manager, Mill Creek, WA (18,828) in 2015  
City Manager, Miramar, FL (population 122,000) in 2013  
City Manager, Monroe, NC (population 33,500) in 2013  
City Manager, Mount Dora, FL (population 12,000) in 2005  
City Manager, Mount Pleasant, MI (population 26,000) in 2014  
City Manager, Mountlake Terrace, WA (population 20,700) in 2014 and 2016  
City Manager, New Smyrna Beach, FL (population 23,000) in 2009  
City Manager, Normandy Park, WA (population 6,335) in 2013 and 2015  
City Manager, North Miami, FL (population 62,000) in 2010 and 2014  
Village Manager, North Palm Beach, FL (population 12,500) in 2004, 2005, 2007 and 2012  
City Manager, North Port, FL (population 55,800) in 2011  
City Manager, Norwich, CT (population 40,500) in 2016  
City Manager, Oakland Park, FL (population 42,800) in 2014  
City Manager, Ocala, FL (population 52,000) in 2008 and 2015  
City Manager, Orange City, FL (population 10,000) in 2010 and 2016  
City Manager, Orange Park, FL (population 9,100) in 2010  
City Manager, Oviedo, FL (population 33,000) in 2008

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## *Governmental Search Assignments* (continued)

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### **City/Town/Village Manager/Administrator** (continued)

City Manager, Palm Bay, FL (current population 101,000) in 2002 and 2015  
City Manager, Palm Coast, FL (population 71,000) in 2006  
Village Manager, Palmetto Bay, FL (population 24,000) in 2003  
City Manager, Panama City Beach, FL (population 12,018) in 2012  
City Manager, Parkland, FL (population 30,177) in 2017  
City Manager, Petersburg, VA (population 32,701) in 2017  
Village Manager, Pinecrest, FL (population 19,300) in 2011  
City Manager, Pompano Beach, FL (population 101,000) in 2007  
City Manager, Port St. Lucie, FL (population 174,100) in 2016  
City Manager, Portland, ME (population 65,000) in 2011  
City Manager, Prosser, WA (population 5,802) in 2016  
City Manager, Riviera Beach, FL (population 37,000) in 2009  
City Manager, Roanoke, VA (population 98,465) in 2009 and 2017  
City Manager, Sarasota, FL (population 55,000) in 2012  
City Manager, Satellite Beach, FL (population 10,100) in 2013  
City Manager, Savannah, GA (population 142,800) in 2016  
City Manager, Scottsdale, AZ (population 217,400) in 2013 in 2013  
City Manager, Seminole, FL (population 17,800) in 2015  
City Manager, Sequim, WA (population 6,700) in 2015  
Town Manager, Sewall's Point, FL (population 2,000) in 2006  
Township Manager, Springettsbury Township, PA (population 26,700) in 2014 and 2016  
City Manager, St. Pete Beach, FL (population 10,000) in 2014  
City Manager, Stuart, FL (population 17,000) in 2006 and 2017  
City Manager, Sunny Isles Beach, FL (population 17,000) in 2006 and 2011  
City Manager, Sunrise, FL (population 84,400) in 2012  
City Manager, Sunnyside, WA (population 15,860) in 2013  
Town Manager, Surfside, FL (population 6,000) in 2014  
City Manager, Tacoma, WA (population 200,000) in 2011 and 2017  
City Administrator, Tavares, FL (population 11,000) in 2006  
City Manager, Titusville, FL (population 43,940) in 2014  
City Manager, Treasure Island, FL (population 6,937) in 2017  
City Manager, West Melbourne, FL (population 15,000) in 2009  
City Manager, West Park, FL (population 12,000) in 2005 and 2010  
City Manager, Winchester, VA (population 26,000) in 2014  
City Manager, Winter Haven, FL (population 37,900) in 2017  
City Manager, Yakima, WA (population 91,000) in 2011 and 2012

### **County Administrator / Manager - Completed Searches**

County Manager, Alachua County, FL (population 251,400) in 2014  
County Manager, Baker County, FL (population 27,000) in 2006  
County Administrator, Bay County, FL (population 158,000) in 2005  
County Manager, Brevard County, FL (population 536,000) in 2009

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## ***Governmental Search Assignments*** (continued)

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### **County Administrator / Manager - Completed Searches (continued)**

County Administrator, Broward County, FL (population 1,800,000) in 2006  
County Administrator, Clackamas County, OR (population 383,900) in 2013  
County Administrator, Clay County, FL (population 160,000) in 2005 and 2011  
Chief Administrator, El Paso County, TX (population 827,700) in 2014 and 2016  
County Administrator, Emmet County, MI (population 32,900) in 2014  
County Manager, Flagler County, FL (population 83,000) in 2007  
County Manager, Fulton County, GA, (partial search) in 2015 (population 894,300) in 2015  
County Administrator, Hernando County, FL (population 172,800) in 2012  
County Administrator, Highlands County, FL (population 98,000) in 2008  
County Administrator, James City County, VA (population 69,000) in 2014  
County Administrator, Martin County, FL (population 140,000) in 2005  
Borough Manager, Matanuska-Susitna Borough, AK (population 85,000) in 2011  
County Administrator, Monroe County, FL (population 80,000) in 2004  
County Administrator, Nassau County, FL (population 60,000) in 2004  
County Administrator, Okaloosa County, FL (population 183,500) in 2013  
County Administrator, Okeechobee County, FL (population 39,000) in 2008  
County Manager, Osceola County, FL (population 235,000) in 2003 and 2007  
County Administrator, Polk County, IA (population 400,000) in 2007 and 2011  
County Manager, Seminole County, FL (population 410,000) in 2006  
County Administrator, St. Johns County, FL (population 162,000) in 2007  
County Administrator, St. Lucie County, FL (population 284,000) in 2014  
County Manager, Union County, NC (population 198,600) in 2010  
County Administrator, York County, VA (population 66,269) in 2015

### **Completed Searches – Other Municipal CEO’s**

Executive Director, Bartow Municipal Airport Development Authority, Bartow, FL in 2017  
Chief Executive Officer, Chatham Area Transit, Savannah, GA (population served 286,900)  
in 2016  
Executive Director, Lakewood Ranch Inter-District Authority, Manatee County, FL (population  
15,000) in 2011  
General Manager, Chittenden Solid Waste District, Williston, VT (population 157,461) in 2016  
Executive Director, Northern Palm Beach Improvement District, Palm Beach Gardens, FL  
(population 200,000) in 2003

### **Completed Searches – Assistant/Deputy Managers**

Assistant City Manager / Operations, Corpus Christi, TX (population 308,000) in 2013  
Assistant City Manager / Utilities, Corpus Christi, TX (population 308,000) in 2014  
Deputy City Manager, Danville, VA (43,000) in 2016  
Deputy City Administrator, Dickinson, ND (population 22,300) in 2016  
Deputy City Manager for Community Building, Durham, NC (population 220,000) in 2009

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## *Governmental Search Assignments* (continued)

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### **Completed Searches – Assistant/Deputy Managers (continued)**

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

### **Completed Searches – City or County Attorneys**

County Attorney, Clay County, FL (population 196,400) in 2016  
City Attorney, Daytona Beach, FL (62,300) in 2016  
City Attorney, Fort Pierce, FL (population 41,590) in 2016  
County Attorney, Fulton County, GA (population 996,319) in 2015  
City Attorney, Port St. Lucie, FL (population 174,100) in 2016  
County Attorney, Prince William County, VA (population 438,580) in 2015  
City Attorney, Roanoke, VA (population 96,000) in 2012  
Fire District Attorney, St. Lucie County Fire District, FL (population 298,600) in 2017  
City Attorney, West Melbourne, FL (population 15,000) in 2008

### **Completed Searches – Community Development/Growth Management/Planning**

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

### **Completed Searches – Economic Development / Redevelopment**

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

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## *Governmental Search Assignments* (continued)

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### **Completed Searches – Engineers**

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

### **Completed Searches – Facilities Management**

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

### **Completed Searches – Finance and Budget**

Finance Director, Altus, OK (population 19,800) (background check) in 2012  
Finance Director, College Park, MD (population 32,256) in 2016  
Procurement Director, Collier County, FL (population 357,305) in 2016  
Finance Director, Danville, VA (population 43,000) in 2014  
Finance Director, Daytona Beach, FL (population 31,860) in 2012  
Finance Director, DeLand, FL (population 28,230) in 2016  
Finance Director, Escambia County (FL) Housing Authority (population served: 302,700), 2014  
Finance Director, Fort Walton Beach, FL (population 20,000) in 2006  
Director, Management & Financial Services, Loudoun County, VA (population 326,000) in 2012  
Manager, Office of Management and Budget, Lake Worth, FL (population 37,000) in 2010  
Finance Director, Lauderdale Lakes, FL (population 32,000) in 1998  
Finance Director, Miami, FL (population 408,000) in 2013  
Finance Director, Miramar, FL (population 130,300) in 2016  
Treasurer, Miami, FL (population (408,000) in 2013  
Finance Director, Oregon City, OR (population 31,860) in 2012  
Finance Director, Petersburg, VA (population 32,701) in 2017  
Finance Director, Roanoke, VA (population 99,000) in 2014  
Director of Finance and Administration, Roanoke Regional Airport, Roanoke, VA, in 2014  
Revenue Operations Director, Savannah, GA (population 142,800) in 2017  
Budget Director, St. Petersburg, FL (population 248,000) in 2009  
Finance Director, St. Petersburg, FL (population 248,000) in 2010  
Finance Director, Sunny Isles Beach, FL (population 17,000) in 2010  
Finance Director, Surfside, FL (population 5,700) in 2012  
Finance Director, Tamarac, FL (population 55,500) in 2005 and 2009  
Finance Director, West Palm Beach, FL (population 101,000) in 2007

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## ***Governmental Search Assignments*** (continued)

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### **Completed Searches – Fire/EMS/Dispatch**

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

### **Completed Searches – General Services / Administration**

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

### **Completed Searches – Housing/Building**

Building Official, Jupiter Island, FL (population 580) in 2005 and 2010  
Building Official, Miami Beach, FL (population 91,000) in 2005  
Building Official, Jupiter Island, FL (population 580) in 2005 and 2011  
Building Official, Miami Beach, FL (population 91,000) in 2005  
Building Official, Sewall's Point, FL (population 2,000) in 2006  
Building Official, Tamarac, FL (population 55,000) in 2008

### **Completed Searches – Human Resources**

Human Resources Director, Boca Raton, FL (population 84,000) in 2006  
Human Resources Director, Cape Coral, FL (population 154,300) in 2013  
Director, Human Resources, Gainesville, FL (population 125,000) in 2014  
Director of Personnel, Fulton County, GA (population 992,000) in 2010  
Director, Human Resources, Hillsborough County, FL (population 1,292,000) in 2015  
Human Resources Office, Loudoun County, VA (population 326,000) in 2011  
Human Resources Administrator, Martin County, FL (population 140,000) in 2007  
Personnel Director, North Miami, FL (population 56,000) in 2001  
Director, Human Resources, Sunrise, FL (population 88,800) in 2015  
Director, Human Resources, Roanoke, VA (population 99,000) in 2014  
Personnel Director, Vero Beach, FL (population 17,900) in 2003  
Human Resources Director, West Palm Beach, FL (101,900) in 2013 and 2014

### **Completed Searches – Health and Human Services**

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

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## *Governmental Search Assignments* (continued)

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### **Completed Searches – Information Technology**

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

### **Completed Searches – Parks/Recreation/Libraries**

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

### **Completed Searches – Police**

Police Chief, Golden Beach, FL (population 355) in 2011 (partial search)  
Police Chief, Farmington, NM (population 45,900) in 2014  
Police Chief, Lauderdale Hill, FL (population 66,900) in 2011 (partial search)  
Police Chief, Melbourne, FL (population 76,000) in 2011 (partial search)  
Chief of Police, Mooresville, NC (population 35,300) in 2016  
Police Chief, Petersburg, VA (population 32,701) in 2017  
Director of Administration – Public Safety, Ocean Reef Community Association, Key Largo, FL in 2016  
Police Chief, Sewall's Point, FL (population 2,000) in 2007  
Police Chief, St. Augustine Beach, FL (population 6,200) in 2012  
Police Chief, Sunny Isles Beach, FL (population 17,000) in 2010  
Police Chief, Winchester, VA (population 27,216) in 2017

### **Completed Searches – Public Works**

Public Works Director, Aventura, FL (population 37,200) in 2016  
Public Works Director, Chandler, AZ (population 250,000) in 2007  
General Manager, Chittenden Solid Waste District, Williston, VT (population 157,461) in 2016  
Executive Director, Northern Palm Beach Improvement District, Palm Beach Gardens, FL (population 200,000) in 2003  
Vice President, Public Works & Operations, Ocean Reef Community Association (population 2,000), Key Largo, FL, in 2001

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## *Governmental Search Assignments* (continued)

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### **Completed Searches – Public Works (continued)**

Executive Director, Environment and Infrastructure, Pinellas County, FL (pop. 917,000) in 2012  
Public Works Director, Sammamish, WA (60,000) in 2016  
Director/Capital Projects Manager/City Engineer, Sunny Isles Beach, FL (pop. 17,000) in 2007  
Assistant Public Works Director, Sumter County, FL (107,000) in 2015  
Assistant Public Works Director, Sunny Isles Beach, FL (population 17,000) in 2008  
Public Works Director, Tamarac, FL (population 55,500) in 2003  
Solid Waste Director, Tampa, FL (population 335,700) in 2014  
Director, Landscaping, Weston, FL (population 65,300) in 2013

### **Completed Searches – Transportation**

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

### **Completed Searches – Utilities**

Water Resources Director, Asheville, NC (population 87,200) in 2015  
Utility Director, Danville, VA (population 43,000) in 2015  
Power & Light Division Director, Danville, VA (population 43,000) in 2015  
Water and Gas Director, Danville, VA (population 43,000) in 2016  
Utilities Manager, Deerfield Beach, FL (population 78,041) in 2017  
Executive Director, Des Moines (IA) Water Works (serves a population of over 500,000) in 2012  
Executive Director, Florida Keys Aqueduct Authority, Key West, FL (pop. 90,000) in 2003  
Waterworks Director, Newport News, VA (population 183,000) in 2017  
Executive Director, Onslow Water & Sewer Authority, Jacksonville, NC, (pop. 160,000) in 2009  
Utilities Director, Panama City, FL (population 38,286) in 2017  
Executive Director, Sewerage and Water Board of New Orleans, LA (population 369,000)  
General Manager, Tampa Bay Water, FL (population served 2,400,000) in 2008  
Utilities Director, Lake Worth, FL (population 37,000) in 2009  
Utilities Director, Palm Bay, FL (population 101,000) in 2005  
Executive Director, Environment and Infrastructure, Pinellas County, FL (pop. 917,000) in 2012  
Director, South Martin Regional Utilities, FL (population 22,000) in 2013  
Water (Wastewater) Resources Director, St. Petersburg, FL (population 248,000) in 2008  
Watershed Management (Water and Wastewater) Director, DeKalb County, GA (population  
691,900) in 2011 and 2013

### **Completed Searches – Work Force Management**

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

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## *Governmental Search Assignments* (continued)

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### **Completed Searches – Other**

Chief Operating Officer, Amelia Island Plantation Community Association, FL (population 3,000) in 2016

City Clerk, Lauderdale Lakes, FL (population 32,000) in 1998

Director, Registrations and Elections, Fulton County, GA (population 992,000) in 2009

Environmental Resources Director, St. Lucie County, FL (population 261,000) in 2009

Executive Director, Sun City Summerlin Home Owners Association, Las Vegas, NV  
(population 14,000) in 2015 and 2017

General Manager, Holiday Park Recreation District, FL (population 4,500) in 2007

Special Projects Coordinator, Islamorada, Village of Islands, FL (population 7,500) in 1998

Vice President for Administration, Ocean Reef Communication Association, Key Largo, FL  
in 2017

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## **Appendix B**

*Sample Brochure:  
City Manager Search  
Savannah, GA*

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Welcome to the city of  
**Savannah, Georgia**

City Manager Position Open - Apply by May 27, 2016



*Estimated 2014 Population: 144,352*



Savannah is one of America's friendliest and most beautiful cities, and proud to be ranked No. 3 as "a top place to visit" in the World's Best Cities in the U.S. and Canada! (Travel + Leisure 2014). Having earned its nickname, "The Hostess City," for the way Savannahians love to share the charm of their hometown, hospitality is an art form and found at every turn! Savannah evokes a distinct image of southern charm, just by mentioning its name, and the city delivers on that image and more, often providing a surprise or two along the way – like that of being ranked the Most Romantic American City (Trivago.com, 2015).

The deliberate attention to, and pride in the way Savannah presents herself, extends from its founding as the capital of the 13th colony of Georgia. Claiming the land for King George in 1733, Gen. James Oglethorpe carefully plotted out the city plan to include a series of 24 neighborhoods built around central, public squares. They continue to help make Savannah such a delightful place to tour on foot. It is noted for being one of America's greenest, most pedestrian-friendly cities. Each

square and its surroundings create districts with distinctive characteristics and make the city the largest landmark historic district in the nation! Savannah is the fourth Best Historic City, (USA Today, 2014) and since its founding has been an axis of shipping, manufacturing, urban planning, arts and culture.

Specialized tours of all varieties throughout the city are guided by local experts who delight in sharing the treasures of this jewel of the South. The distinguished ranks of antebellum mansions are the backbone of many of these tours, all showcasing fascinating stories and glimpses into the past. Savannah is a place steeped in history, legend and tradition but at the same time, very dynamic and forward-thinking.

Tourism continues to break records each year as millions of visitors enjoy the city's stunning architecture and historic buildings. In 2014, Savannah welcomed more than 13.4 million visitors, including 7.6 million overnight guests and 5.8 million day-trippers, who together generated \$2.5 billion in visitor spending. Hotel/motel tax collections for the city of Savannah, Chatham County and Tybee Island also hit new records at \$18.2 million. Savannah's tourism and hospitality industry continues to be one of the largest economic drivers for the city, whose population is just under 150,000. A long-term management plan is being composed that will assure the tourism industry's continued vitality and growth while protecting the very charm and culture that most visitors come to Savannah to experience.

Bolstered by its tourism industry and a growing port, the city benefits from an economy that's greatly diversified in its industries, including small businesses, health care, large-scale



manufacturing and military operations. Along with a storied military history from the Revolutionary War to the Mighty Eighth Air Force, the city is home to Hunter Army Airfield, a vital hub of the Fort Stewart complex, the largest military installation east of the Mississippi River.

Learning opportunities abound in Savannah with an award-winning public school system, a multitude of private schools, several diverse universities and a technical college. More than 35,000 students reside within a 50-mile radius, while pursuing a post-secondary education at more than 20 institutions of higher learning; from Armstrong State University and Savannah State University to the Savannah College of Art and Design, the Savannah Law School, South University, Savannah Technical College, Georgia Southern University. Both Mercer University and the Medical College of Georgia have medical schools here.

Savannah is a place to live, and thrive! The city was ranked in the 10 best Southern Small Towns (USA Today, 2015) and the Top 10 of America's Happiest Seaside Towns (Coastal Living, 2015). With a cost of living below the national average (92.0 compared to 101.6 for Atlanta and 100 nationally), you can choose between surrounding yourself with history, stepping back into small-town America, enjoying the security and luxury of a gated community, or a laid-back bungalow overlooking the marsh. Reasonably nice homes can be purchased for \$150,000 to \$500,000.

Savannah presents a variety of festivals accenting every month of the year. Celebrate film, literature, art, food, and heritage by stepping out for seasonal events like the world-class Savannah Music Festival, which takes place in venues all over town every spring. This legacy features nearly 600 artists in free and ticketed concerts, classes, lectures and workshops for just about every possible musical taste. Other significant festivals include the annual Savannah Jazz Festival and The Black Heritage Festival. The second largest St. Patrick's Day celebration in the country takes place here, tied to the mid-1800s when the city became a top destination for those fleeing

the Irish potato famines. The St. Patrick's city-wide event is arguably the Southeast's biggest annual bash, with music, athletic contests, and its signature parade, 300 units strong.

Culture thrives in Savannah, with twice as many art galleries per capita as New York City! The Telfair Museum of Art is the South's oldest art museum. Built in 1819, it was a private home to the Telfair family until 1875 when it was willed over to the Georgia Historical Society. The museum now houses an impressive collection of more than 4,500 works of fine art.

City Market enjoys the ambiance of its unique history. In 1755, it was a needed gathering place where farmers, fishermen, tradesmen and vendors assembled for commerce. The area has evolved over time, to a dressing station during the Civil War Siege of Savannah and is now a vibrant shopping district with galleries, gifts, and other favorite finds in every quaint alleyway. Experience coastal cuisine and southern cooking at one of the many eating establishments throughout the city and then enjoy fashion forward Broughton Street, the décor houses of the Downtown Design District, and the antique and art boutiques that line the squares. Or, hop a trolley, enjoy a horse-drawn carriage or board a ferry at River Street in the city's historic waterfront area and enjoy the panoramic view from the Savannah River.

Savannah offers many opportunities to enjoy the water, from fishing to sailing the Intracoastal Waterway. Tybee Island is only 20 minutes east of downtown Savannah and hosts one of the 10 Best Southern Beaches (USA Today, 2014). Once a quiet beach town, Tybee is now a popular vacation destination offering five miles of sandy beaches and historic attractions like Fort Pulaski and the Tybee Island Light Station. Enjoy locally caught seafood, year-round festivals and events in a laid-back atmosphere. The sand and surf activities include paddle boarding, bodysurfing, kayaking, dolphin tours, relaxation in the sand, or activities on "Savannah's beach," such as bocce, competitive volleyball and aerial kiteboarding. Enjoy the beach any time during the year. Tybee Island it is ranked No. 4 in the 16 Best (Affordable!) Winter Vacations

in America (Budget Travel, 2014). Charter a boat and fish the Gulf Stream, or take an eco-tour of Georgia's beautiful barrier islands. The pristine coastline is known as the ocean's nursery, where miles of marshland serve as a breeding and feeding ground for thousands of species from land, air, and sea. The Savannah National Wildlife Refuge has 29,000 acres of tidal marshes, rivers, and streams. Or, enjoy getting an up-close and personal experience at Georgia's oldest saltwater aquarium, The Skidaway Marine Science Center.

For travelers, the city has a spectacular airport, offering non-stop flights to Atlanta, Charlotte, Dallas, Detroit, Chicago, New York City, Philadelphia and Washington, DC on American, Delta and United Airlines.

Sultry summers, oaks dripping with Spanish moss and grand antebellum manors are the quintessential elements that govern the South. The charm of Savannah, which has the intimacy of a small city but the experienced background of a much larger one, makes for a wonderful place to visit or live. Whether you want beauty, culture, eccentricity, friendliness, or just to slow down the pace—you can have it all in Savannah!

## HISTORY

General James Oglethorpe and settlers from the ship Anne landed at Yamacraw Bluff, located about 12 miles upriver on the Savannah River, on February 12, 1733. They were greeted by Tomochichi, the head chief of a Yamacraw tribe, and Indian trader John Musgrove. The colony of Georgia and the city of Savannah were founded on that date.

Savannah was named for the Savannah River, which most likely derived from various names for the Shawnee, the Native American people who migrated to the river in the 1680s. Another theory is that the name Savannah refers to the extensive marshlands surrounding the river for miles inland and is derived from the English term "savanna", a tropical grassland.

In 1751, Savannah and the rest of Georgia became a Royal Colony and the city was made the colonial capital of Georgia. By the time of the American Revolutionary War, it had become the southernmost commercial port of the Thirteen Colonies. British troops claimed possession in 1778, and the following year a combined force of American and French soldiers failed to defeat the British at the Siege of Savannah, which allowed the British to stay until July of 1782.

Savannah continued as a prosperous seaport throughout the 19th Century, and was the Confederacy's sixth most populous city. The city was the prime objective of General William T. Sherman's "March to the Sea", the name given the Union Army's military Savannah Campaign in the Civil War. He and Union commander Lt. General Ulysses S. Grant believed the Civil War would end only if the Confederacy's strategic, economic, and psychological capacity for warfare was broken. The campaign began when Sherman's troops left the captured city of Atlanta, on Nov. 15, 1864, and ended with the capture of the port of Savannah on Dec. 21. On that morning, local authorities negotiated a peaceful surrender to save Savannah from destruction and Union troops marched into the city at dawn.

Over the next 150 years, Savannah developed into the industrial center and Atlantic seaport it is today. It is Georgia's fourth-largest city and third-largest metropolitan area.

## GEOGRAPHY

Savannah lies on the Savannah River, located in Chatham County, approximately 20 miles upriver from the Atlantic Ocean and 20 miles south of the border between South Carolina and Georgia.

The city has a total of 108.7 square miles; 103.1 square miles of land and 5.6 square miles covered in water. Savannah is the primary port on the Savannah River and the largest port in the state of Georgia. The U.S. Intracoastal Waterway is located nearby. As Savannah

is prone to flooding, five canals and several pumping stations have been built to help reduce the effects.

The Savannah Metropolitan Statistical Area (MSA) comprises Chatham, Bryan, and Effingham counties. Liberty and Long counties complete the geographic boundary of the Savannah / Hinesville / Ft. Stewart combined MSA. Jacksonville, FL, is two hours south, Atlanta three and a half hours northwest, Orlando, FL, four hours south and Hilton Head is just under an hour northeast.

### DEMOGRAPHICS

Table 1: Savannah Demographics

Estimated 2014 Population: 144,352			
Distribution by Race		Distribution by Age	
Caucasian	40.7%	0 to 15	18.4%
African American	54.3%	15 to 25	19.8%
Asian	2.2%	25 to 45	27.7%
Native American	0.3%	45 to 65	22.1%
Two or More Races	2.5%	65 to 85	9.9%
Total	100%	85 and Older	2.1%
Hispanic (all races)	4.9%		

Educational Achievement (over age 25)	
High School or Higher	85.5%
Bachelor's Degree or Higher	27.0%

Other Statistics	
Median Age-Savannah	31.4
Median Age-U.S.	37.4
Poverty Rate	17.0%

Source: U.S. Census Bureau

### CLIMATE

Savannah has a semi-tropical climate with usually warm, and frequently hot, humid weather throughout the year. The average temperatures are 49.2° F in January; 81.2° F in July; with an annual average of 66.4° F. During seven months of the year the average temperature is 70 degrees or higher, with July, the warmest month, reaching an average day time high temperature of 92° F. Summer afternoon showers often bring a little reprieve from the temperatures. The annual precipitation is 49 inches, with the driest month in November with 2.4 inches, and the wettest in August at 7.20. Savannah rarely receives snow.

### COMMERCE

Savannah's economy is based on six key components. The first is manufacturing. Following recent years' announcements of \$1 billion in facility expansion and the addition of more than 4,000 new jobs, the manufacturing sector is doing very well. Among others, Gulfstream Aerospace is headquartered here and is the area's largest single employer.

The Port of Savannah is the second component. It is already the largest single container terminal in North America and growing. It offers 9,700 feet of contiguous birthing space and over three million square feet of warehouse space is available within 30 miles of the port. Two major railroads, the Norfolk Southern and CSX, as well as Interstates 16 and 95, serve the Port. More than 29 million tons, or 8 percent of all containerized cargo in the United States, traveled through the Port to and from more than 150 countries. In October 2014, the \$700 million Savannah Harbor Expansion Project was given the green-light. It will deepen the Savannah River channel to 47 feet and enable the port to more efficiently serve the larger new Panamax vessels expected to call in greater numbers after the expansion of the Panama Canal is completed.

The third component is tourism. In addition to what is already here, five new hotels are either planned or under

construction. The fourth component is the military. Hunter Army Airfield lies within the city limits. It is home to approximately 5,000 service men and women and units of the Army, Air National Guard and Coast Guard and compliments Fort Stewart in neighboring Hinesville, GA.

Fifth is education. As noted previously, the Savannah College of Art and Design (SCAD) has a significant presence in the community and hosts 12,000 students. It does not have a traditional campus but since its being founded in 1978, has purchased over 60 buildings in the city's core and renovated them - making SCAD a major part of Savannah's redevelopment. Armstrong State University enjoys an enrollment of over 6,300 and Savannah State University, established in 1890, and the oldest public historically black college or university (HBCU) in Georgia, enrolls 4,900. In all, 35,000 students attend colleges and universities in Savannah or within a 50-mile.

Sixth is medical. Two nationally recognized medical centers deliver top-quality health care in the city: Memorial University Medical Center and the St. Joseph's/Candler Health System. These centers, and

the advanced medical specialties they offer, attract people from southeast Georgia and the southern coast of South Carolina. The medical facilities are also the leading private non-manufacturing employers in the metropolitan area. Each hosts medical schools with a branch of the Medical College of Georgia at Memorial and a branch of Mercer University at Candler.

**THE GOVERNMENT**

Savannah follows the Council / Manager form of government. The city council is nonpartisan and composed of nine members. The mayor and two aldermen (city council members) are elected at large. The remaining six aldermen are elected by district. Terms are four years and all are elected at the same time in November of the year preceding the U.S. presidential election. Each member of the council (including the mayor) has one vote, although the mayor can veto ordinances and resolutions.

The last election was in 2015 in which four new members (including the mayor) were elected. Although they still are developing relationships among themselves, they care about their community and while they differ on approach and methods, all want the best for their city. They have a high regard for the city staff.

The council appoints a city manager, city attorney, and clerk of council. The city manager provides administrative leadership and manages the day-to-day functions of the city. Savannah provides all the typical city services as well as some others. Specifically, these services include: Community and Economic Development; Finance; Fire/EMS; Leisure Services (including recreation,

Table 2: Principal Employers, Savannah, GA

Employer	Industry	Employees
Gulfstream Aerospace	Aerospace	10,126
Memorial Health University Medical Center	Health Care	5,000
Savannah-Chatham Board of Education	Education	4,808
Fort Stewart / Hunter Army Airfield	Military	4,637
St. Joseph / Candler Health System	Health Care	3,304
City of Savannah	Government	2,795
Savannah College of Art and Design	Education	1,590
Chatham County	Government	1,578
Walmart	Retail	1,360
Georgia Ports AuthorityG	overnment	988

Source: City of Savannah, 2014 CAFR



City Manager | City of Savannah, Georgia

facilities maintenance, cemeteries, therapeutic recreation, marina, civic center and golf course); Police (the city and county jointly fund the police department but management falls under the city manager); Public Works; Sanitation; and Utilities (water and wastewater). The city has 2,610 employees. The largest concentration of employees are in Police (29%), Fire/Rescue (13%), Utilities (12%), Sanitation (9%), Streets and Drainage (8%) and Leisure Services (7%).

The city's General Fund budget for FY 2016 is \$187,584,246 and its total budget is \$363,930,031. The former has an unassigned fund balance of 18.2%. The city's budget year runs from January 1 until December 31. The property tax rate is 12.48 per thousand dollars (down from \$12.90 in 2005). Note that in Georgia, property is only assessed at 40% of market value. The city's total assessed value in 2014 was \$3,828,096,000 in an estimated true value of \$9,570,239,000, up 3% from the prior year. By comparison, the total assessed value rose steadily from \$3.539 billion in 2005 to \$5.010 billion in 2009 before dropping back and bottoming out in 2013 at \$4.751 billion.

#### THE CHALLENGES & OPPORTUNITIES

Savannah is a wonderful city but not without challenges. First, the roles and responsibilities in the city government's management need to be clearly defined and understood. Additionally a sense of comradery must be developed around a set of universal goals.

Second is balancing the needs and desires of a very diverse community. Tourism has been a driving force and needs to be nurtured but not at the expense of Savannah's identity.

Third, significant portions of the community reside in poverty and many have for

generations. The city's leadership (both public and private) is and has been highly desirous of breaking the cycle. It is willing to test new solutions and work diligently to address the problem. There are clearly areas of the city that have suffered from systemic neglect and three census tracts have been mired in generational poverty for over 30 years.

The fourth issue is crime, and in particular, gun violence, which is priority one for the new Mayor and Council. In 2015 there were a total of 53 homicides, an increase from 32 in 2014. In all of Violent Crime category there was an increase in 25.9% and an increase in 10.3% for Part 1 Crimes in 2015. Unfortunately right now, the trends are continuing to increase for 2016. The city is focusing on this issue and is providing the new police chief with the resources he needs to address serious crime, although it is understood more resources will be needed in the near future.

Fifth is homelessness. Savannah has attracted many of the region's less fortunate and appropriate facilities and services need to be identified, coordinated and provided.

Finally, the city council is committed to providing its businesses and residents with the most efficient and effective government possible. It wants the next manager to review the city government from top to bottom to insure the functions are right-sized and staff members are in the positions for which they are best suited. It expects changes will be needed and supports them.

#### THE IDEAL CANDIDATE

The city council is seeking an outstanding leader and manager with a demonstrated track record of achievement, preferably in a municipal or county environment. The elected officials want someone to work with them as a partner, a supporter and a trusted advisor. He/she will be a consensus and team builder – someone who knows how to balance competing points of view, to find common interests and to bring people to agreement. As noted, the elected officials all want

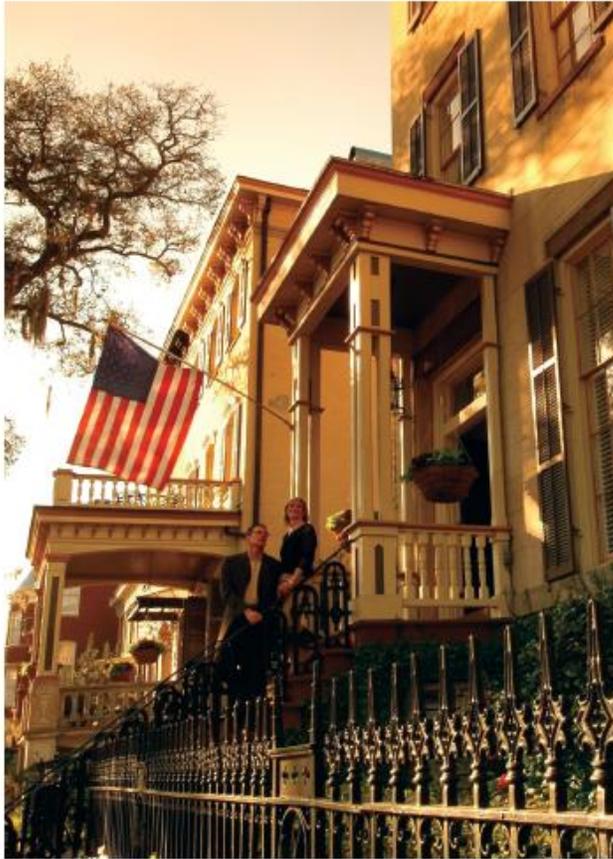
what is best for the community. The task now is to assist them in becoming a cohesive team. The successful candidate will develop healthy working relationships with each member of Council and understand the need of balancing the complementary and sometimes competing interests of each member.

The city expects the next city manager to have outstanding communication skills, and to be a highly visible and engaged public figure. The individual will be involved heavily in the community and equally comfortable conversing with citizens and stakeholders from all walks of life. To paraphrase Rudyard Kipling, the successful candidate will be able to mingle with crowds and keep his virtue, and walk with kings without losing the common touch.

The ideal candidate will have vision, set goals, and rely on his/her subordinates to do their jobs. The individual will not be a micromanager but someone who expects to be informed and will hold the staff accountable. He/she will encourage creativity and taking reasonable risks but also realize not every great idea will be successful. The manager will be a mentor and encourage staff development and decision making. The individual will recognize that no one has a monopoly on knowledge, that input is important and that the diversity of opinion will only make the projects and programs better. As such, he/she will be approachable, receptive, open, honest and transparent.

Customer service will not be just a catchy phrase with the next manager but rather, along with integrity, be a core principle and a way of life. He/she will be someone who leads by example and encourages the staff to find ways to get to "yes!" While it is understood that the customer is not always right, but the customer does deserve a good explanation.

The manager will be a critical thinker and while respectful of the past and of current processes, always asking if there is a better way to conduct business and to solve problems. Analytical skills, as well as knowledge



City Manager | City of Savannah, Georgia

of how to utilize information technology to optimize process and inform the public, are paramount. Council expects the manager to review the operation from top to bottom to ensure the taxpayers are receiving the best possible service in return for what they pay.

The individual will have demonstrated skills in management, finance, and redevelopment. Knowledge of and experience with intergovernmental relations will be important to the individual's success.

The position requires a bachelor's degree in business administration, public administration, public policy or related field and seven to 10 years of increasingly responsible experience as a senior level government or private sector executive. A master's degree is preferred.

Council plans to make a commitment to the candidate and hopes the selected individual will make a long-term commitment to the city. This position should not be viewed as a stepping stone but as a gem in its own right.

#### COMPENSATION

The city wants the very best manager in the country and are prepared to pay between \$180,000 and \$300,000 annually with a very attractive and competitive benefit package.

#### CITY MANAGERS HISTORICALLY

Between 1954 and 2010, the city had five city managers. The city's elected officials are committed to selecting the right person and returning to stability in the manager's office. The current City Manager will be retiring after 27 years of service to the city of Savannah, including six months as Acting City Manager

and three years as City Manager. While possible, we do not anticipate any serious internal candidates.

#### RESIDENCY

The City Manager will live in the city of Savannah.

#### HOW TO APPLY

E-mail your resume to [Recruit26@cb-asso.com](mailto:Recruit26@cb-asso.com) by May 27th. Faxed and mailed resumes will not be considered. Questions should be directed to Colin Baenziger at (561) 707-3537 or Lynelle Klein at (425) 658-7025.

#### THE PROCESS

Applications will be screened between May 28th and June 29th. Finalists will be selected on June 30th. A reception and interviews will be held on or about July 14th and 15th with a decision shortly thereafter.

#### OTHER IMPORTANT INFORMATION

The city of Savannah is an Equal Opportunity Employer and strongly encourages women, minorities and veterans to apply.

#### ADDITIONAL INFORMATION

For additional information about the city of Savannah, visit:

<http://www.savannahga.gov/>

<http://www.savannahchamber.com/>

<http://www.savannah.com/>

<http://www.seda.org>

COLIN BAENZIGER  ASSOCIATES  
EXECUTIVE RECRUITING



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# **Appendix C**

## *Sample Candidate Report*

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## Sample Candidate Report

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[Note: The following materials are provided with the permission of the candidate.]

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Christopher Morrill

*Resume*

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## Christopher Paul Morrill

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201 East 52<sup>nd</sup> Street • Savannah, GA 31405 • 912-231-8711 • kpicikim@yahoo.com

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### Experience

#### **Assistant City Manager**, City of Savannah, GA (population: 143,000) **8/01 – Present**

Serve as assistant city manager for management & financial services, leading a full service organization with a staff of 2,600 and annual budget of over \$280 million. Represent the City on boards and committees, oversee financial, human resource and strategic planning, directly supervise 12 departments, coordinate major economic development projects, and lead special projects and analyses, including:

- Ellis Square Public/Private partnership which included 1,100 space underground public parking garage supporting a private hotel/condo/retail development, \$400 million extension of Savannah's downtown commercial/residential areas, and 4,000 acre traditional neighborhood development;
- Priority based budgeting process that involved over 100 employees in developing the 2010 city service program and budget which was reduced by over \$10 million without layoffs, delaying capital maintenance, or across the board cuts.
- Merger of City and County police departments under City management;
- Recruitment and hiring of police chief, fire chief, and assistant city manager for public development;
- Annexations that have increased the size of the City by over 19,000 acres;
- Geographically based 311 customer service/work order system;
- Civic Master Planning process which received the 2009 Charter Award from the Congress of New Urbanism and the 2009 Excellence in Government Finance Award from the Government Finance Officers Association of the United States & Canada
- Local Options Sales Tax negotiations on allocation of over \$250 million that must be shared among Chatham County, Savannah and six other municipalities; and,
- G-8 Sea Island Summit public safety and security planning for the diplomats, international press, and activists based in Savannah for the three day Summit in June 2004.

#### **Senior Municipal Finance Advisor**, Research Triangle Institute, RTP, NC **10/99 – 8/01**

Served as resident advisor on local government finance and management for the National Treasury of the Republic of South Africa. This position entailed assisting the National Treasury's chief director of Local Government with developing and implementing a new fiscal framework for municipalities, reforming municipal budgeting systems, and developing the capacity of local government finance officers and systems in post-apartheid South Africa.

#### **Fellow**, Kellogg National Leadership Program, **1997 - 2000**

One of 38 individuals chosen for this national program designed to prepare leaders for the challenges of the 21<sup>st</sup> century. Fellowship activities included studying conflict resolution and community building in Northern Ireland, South Africa, China, and Peru and studying Spanish in Granada, Spain. Also assisted a group of unemployed women in a former township area outside of Pretoria, South Africa, with developing a chicken breeding facility that was funded through a grant from the Kellogg Foundation.

**Research and Budget Director, City of Savannah, GA 12/94-10/99 & 10/90-10/92**

Led an eight member team in all aspects of preparing and monitoring the annual Service Program and Budget, directing analyses, and coordinating research projects. Prepared the City's five-year financial and capital plans. Coordinated federal and state lobbying efforts. Significant accomplishments during my tenure included:

- 1997 City Budget document rated "Outstanding as an Operations Guide" by the Government Finance Officers Association of the US and Canada;
- Developed long-term financial planning model that resulted in the City taking concrete steps to significantly reduce debt levels and decrease the property tax rate by over 25%; and,
- Created the City's *Incentive Budgeting System* that rewards departments that achieve performance goals and reduce expenditures.

**US Peace Corps Volunteer, City of Lviv, Ukraine (population: 850,000) 12/92 - 10/94**

Served as a management advisor to the Mayor of Lviv. Major accomplishment included implementing Total Quality Management (TQM) in City Administration that reduced the number of steps in the housing privatization process from 23 to 11, and increased the number of applications processed per month from 1,400 to over 4,000. This accomplishment was featured in a case study by the World Bank.

**Senior Management Analyst, City of Savannah, GA 5/88 - 10/90****Senior Budget Analyst, Catawba County, NC (population: 105,000) 8/86 - 5/88****Downtown Project Manager, Lynn, MA (population: 90,000) 10/84 - 6/85****Assistant Camp Director, Elliot P. Joslin Camp Summers 1984 & 1985****Other Professional Experience**

**Instructor**, Government Finance Officers Association (GFOA) national courses: *Budgeting Best Practices*; *Budget Academy*; and *Capital Budgeting and Financial Planning*. International City/County Management Association (ICMA) National Audioconference: *Practical Steps to Successful 311/CRM Service Implementation*.

**Presenter**, GFOA Annual Conference: *Understanding Your Revenue Portfolio*, 1996; *Best Practices in Capital Planning*, 2007; *Economic Development – Marketing Your Community*, 2008; *Budgeting for Outcomes*, 2009. University of North Carolina at Chapel Hill MPA Alumni Conference: *Managing Your Programs with Limited Resources*, 2003; *Inter-generational Management*, 2005. Florida Government Finance Officers Association Conference: *Finance Director's Role in Economic Development*, 2007. Georgia Municipal Association and Georgia City/County Management Association: *Budgeting for Outcomes*, 2009.

**Author, *The Savannah Story: The Road to Equity and Sustainable Community Development***, with Henry Moore in *Economic Development in American Cities: the Pursuit of an Equity Agenda*, edited by Michael J. Bennet and Robert P. Giloth, State University of New York Press, 2007, pp. 189 – 214. **Best Practices: *Ellis Square Public/Private Partnership in Savannah***, Government Finance Review, October 2006, pp. 44 – 47. **Capital Program Considerations in Challenging Times**, Government Finance Review, June 2009, with John Fishbein, pp. 8 – 13. ***The Financial Responsibilities of Local Governments*** in *Emerging Issues in Government Financing*, Thomson Reuters/Aspatore, 2009, pp. 7 – 24.

## Education

- ICMA Credentialed Manager
- Master of Public Administration, The University of North Carolina, Chapel Hill, NC, May 1987
- Bachelor of Arts, College of the Holy Cross, Worcester, MA, Major: Political Science, May, 1984
- Institute for Georgia Environmental Leadership, University of Georgia Fanning Institute, 2007
- Gallup Leadership Institute, 1997
- Certificate in County Administration, North Carolina Institute of Government
- Certificate in Budgeting and Financial Planning, North Carolina Institute of Government

## Service

- Government Finance Officers Association: Executive Board (2008 – present), National Standing Committee on Retirement Benefits Administration (2008 – present), National Standing Committee on Economic Development and Financial Planning (2003 – 2008), National Standing Committee on Budget and Management (1996 – 1999);
- Elected School Council representative, Charles Ellis Public Montessori Academy (2005 – 2009)
- President, Leadership Savannah Board of Directors (2007 – Present)
- Executive Board Member, United Way of the Coastal Empire (2007 – Present)
- Elected Official, Southbridge Redevelopment Authority, Southbridge, MA, (1983-1984)
- Volunteer Savannah/Chatham Citizen Advocacy (2003 – Present)
- USA Swimming Certified Stroke and Turn Judge (2008 – Present)

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Christopher Morrill

*CB&A Interview*

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# Christopher Morrill

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## Education

Master of Public Administration, University of North Carolina  
Bachelor of Arts, College of the Holy Cross

## Experience

Assistant City Manager, City of Savannah, GA	2001 – Present
Senior Municipal Finance Advisor, Research Triangle Institute, RTP, NC	1999 – 2001
Research and Budget Director, City of Savannah, GA	1994 – 1999
Peace Corps Volunteer, Ukraine	1992 – 1994
City of Savannah, GA	1988 - 1992
Research and Budget Director (two years) and Senior Management Analyst (two years)	
Senior Budget Analyst, Catawba County, NC	1986 – 1988
Downtown Project Manager, Lynn, MA	1984 – 1985

## Background

The population of Savannah is 143,000 people. The City has 2,600 employees and Mr. Morrill supervises 220. The total budget is \$280 million while the general fund component is \$180 million. The three most important issues that face Savannah:

- Financial impact of the recession. Revenues have declined yet the demand for services remains high;
- Citizen engagement. Citizen participation in local government, and indeed awareness of what it is doing, has declined. Governments need to find new ways to engage and inform their residents; and
- Balancing the economic development with environmental goals while maintaining a high quality of life.

## Interview Comments

Mr. Morrill has been an Assistant City Manager for eight years in Savannah, GA. Although he feels no need to leave his position, he sees the City Manager position in Roanoke as an opportunity that he cannot pass up. Roanoke is a progressive community and has some of the same challenges Savannah has. He notes that over the past 20 years, Savannah has made many significant changes for the better and he wants to bring not just his skills, but what he has learned, to Roanoke. He feels he can make a difference and help Roanoke become not just a better city but a better community. From a personal point of view, it is also one of few cities Mr. Morrill would consider moving to and living in. He enjoys the mountains and would be closer to family.

## **Christopher Morrill**

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On a day to day basis, Mr. Morrill's management style is to promote collaboration. Teamwork and unity is important. He empowers his staff to accomplish their goals but provides the guidance to be successful. He is not a micromanager but gives his staff both the responsibility to get the job done but also the authority. Accountability is important as well. In times of crisis, Mr. Morrill will take full command and make the decisions that are necessary. He has a good understanding of when it is appropriate to guide and when he must lead.

Employees who have worked with Mr. Morrill would say he is enjoyable to work with and is a good mentor. He guides his staff and helps them develop. As they set priorities together, he is there to give them the resources and support they need. They would also note that it is not just business. He has a good sense of humor and attempts to make the workplace pleasant. Finally, he feels it is important to celebrate their successes.

The elected officials would say Mr. Morrill is a strong leader. He is proactive, assesses problems quickly and resolves them. He is a good manager and a team player. With the downturn of the economy, Mr. Morrill has taken more of a leadership role. Everyone recognizes that finance is one of his specialties and they tend to lean towards him for advice. He closely monitors the budget and keeps the elected officials well informed of the City's financial status.

Mr. Morrill's greatest strength is in financial planning. He has a strong finance background and is well experienced with budgets. In fact, he served as a resident advisor to the National Treasury of South Africa for about two years. He knows how to build a strong management and financial team. He enjoys learning, tackling new problems and resolving issues. He listens to people so he can understand their issues and learn from them. He is patient and sympathetic.

In terms of weakness, Mr. Morrill recognizes he focuses more on the big picture than the details. To combat this, he surrounds himself with good people who are detail oriented. By doing this, they help him see the details. It also allows him the freedom to pursue the projects and efforts that he and the City Manager feel will lead to improving Savannah.

Mr. Morrill's biggest achievement has been a recent budgeting change in Savannah. Specifically he introduced a new budgeting philosophy called Budgeting for Outcomes to the staff and the City County. He had learned about the approach at a government finance conference in 2007 and thought it would be particularly appropriate in difficult financial times. The idea is to allocate funding to those services that are a priority to the residents instead of focusing on cuts in each department. As such, the City focuses on funding the services with the greatest positive outcomes. It took some effort but he has now educated the staff and Council. Everyone has embraced the idea and last January the Council set the City's seven priorities for the next year. Then teams were created to address the priority teams. In all it involved 70 employees from different departments serving on seven teams. These teams have researched best practices from across the nation and followed examples in Washington and Iowa where the same philosophy has been implemented. They are ninety percent the way through the conversion. The result has been that they have found ways to maintain the core services and reduce costs. The effort has also lead to an increased level of collaboration within the government and in sharing services.

## Christopher Morrill

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The teams will make a presentation to the Council on November 30<sup>th</sup> where they will report their progress.

When asked about mistakes, Mr. Morrill spoke of an area just outside of downtown Savannah that was to be developed as a public park and for some other uses. It was a great project that would have had a very positive impact on the neighborhoods in the area. However, the City did not do the leg work upfront to keep the neighborhoods apprised of the nature of the project nor the benefits that would result from the project. As a result, the residents fought the project and it was cancelled. He learned the importance of involving the community early on in a project so they are informed, supportive and can provide input to make the project better. The City missed an opportunity to develop a great area because it assumed the community would support it. The central lesson was, "Do not assume the community members will see and embrace the vision of a project if you do not spend the time educating them."

As the City has changed to Budgeting for Outcomes, it has provided a new way of measuring the performance of the organization. They are able to compare their outcome with other cities across America. Funding is provided to those services that have had clear outcomes of meeting priorities. Mr. Morrill still monitors the individual performance of each employee. At the year's beginning, he discusses their strengths and weaknesses with them and makes a plan to accomplish their goals for the year. Their progress is checked periodically and another formal meeting is conducted at midyear.

When asked about terminating employment, Mr. Morrill noted he has terminated the employment of several employees during his career. He tries to work with those who have performance issues through coaching and mentoring. Sometimes no improvements can be made. The person is simply in the wrong job from the point of view of skills or personality. It is hard to let people go under these circumstances but it has to be done. Ideally you can find a position in the organization that does suit the individual but that is not always a possibility. Those employees who misuse their privileges or break the law are very easy to let go. On one occasion he had to fire an individual in the parks department who was misusing public funds.

Mr. Morrill sees the challenges facing the next Roanoke City Manager as:

- Encouraging economic development that is a good fit with the community;
- Finding ways to help the poor climb out of poverty rate;
- Working with the school board to improve the City's schools;
- Working with the community to improve the neighborhoods; and
- Addressing code enforcement issues.

If given the opportunity to serve as the next Roanoke City Manager, Mr. Morrill would spend his first six months doing the following:

- Examining City's issues;
- Learning the history of the City and its neighborhoods;
- Listening to the Council Members' goals and vision;

## **Christopher Morrill**

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- Familiarizing himself with staff's strengths and weaknesses; and
- Assessing the City's financial position. Getting a proposed budget together quickly for the 2010 – 2011 fiscal year will be a priority.

Mr. Morrill feels the new manager must be out in the community and transparent if he/she is to earn the trust of the community. When things are wrong, one must acknowledge that. They also need to be fixed without, to the extent possible, assigning blame. Citizens respect honesty. Also, good citizen engagement helps the residents feel they have a voice in the community. Mr. Morrill mentioned a citizens' academy that Savannah offered. It was an eight week course that focused on the different departments of the city government. He felt after this program the citizens had a better understanding and respect for the city government. They could see all the work that went into maintaining the City and the service the staff rendered in their behalf.

Mr. Morrill has a good relationship with the media. In his current position as Assistant City Manager, he is not in the media much. However, when needed, he has stepped in for the City Manager. He has worked with both television and print. He understands the media play an important role. He is honest and straightforward with his answers.

In his leisure time, Mr. Morrill enjoys being with his family, reading, biking, hiking and swimming. On occasion he has been a judge at swim meets.

### **Reason for Wanting to Leave Current Position:**

Mr. Morrill is happy where he is but would like the opportunity to become a City Manager. He is in the peak years of his career and is ready to lead an organization. He has had the opportunity to work for and be mentored by an outstanding City Manager. He has also participated in the rebirth of Savannah. He wants to put what he has learned into practice in Roanoke. He just feels it is a great community, a community that has not realized its potential and a community he wants to live and work in.

### **Most Recent Base Salary**

\$150,000 base salary

### **Adjectives or phrases Mr. Morrill used to describe himself:**

- Enjoys working with people,
- Visionary,
- Progressive,
- Good sense of humor,
- Values relationships, and
- Builds consensus.

## **Christopher Morrill**

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### **Interviewer's Impressions**

Energetic, experienced, competent, congenial, and straightforward. Intelligent and creative with a good sense of humor. Has an easy laugh and ready to be a City Manager.

### **Interviewed by:**

Tiffany Gremmert  
Colin Baenziger & Associates

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Christopher Morrill

*Background Checks*

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## Background Check Summary for Christopher P. Morrill

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### **Criminal Records Checks:**

Nationwide Criminal Records Search	No Records Found
County	
Chatham County, GA	No Records Found
Durham County, NC	No Records Found
State	
Georgia	No Records Found
North Carolina	No Records Found

### **Civil Records Checks:**

County	
Chatham County, GA	No Records Found
Durham County, NC	No Records Found
Federal	
Georgia	No Records Found
North Carolina	No Records Found

### **Motor Vehicle**

Georgia	No Records Found
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<b>Credit</b>	Excellent
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<b>Bankruptcy</b>	No Records Found
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<b>Education</b>	Confirmed
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<b>Employment</b>	Confirmed
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Christopher Morrill

*Reference Notes*

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## **Reference Notes**

### **Christopher Morrill**

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**Michael Brown**, City Manager, City of Savannah, GA, (912) 658-3523

Mr. Brown hired Mr. Morrill in 1988. He recognized his strong skill set and wanted him to be a part of his management team. When Mr. Morrill went overseas to perform international services, Mr. Brown thought so highly of him that he held positions open for him. He simply wanted him back and on his team.

Mr. Morrill is a very skilled manager and a remarkable person. He combines precise analytical skills with an upbeat and optimistic personality. He is diplomatic with those he serves and considerate to their wants and needs. Mr. Morrill's background makes him a strong candidate. He was in the Peace Corp for two years in Ukraine. He also spent time in Northern Ireland, Peru, and South Africa with the Kellogg National Leadership Program. He wrote a local government finance law for South Africa cities and modeled it after what local governments do in the United States.

Mr. Morrill has led many redevelopment projects in Savannah. The redevelopment of Ellis Square is a recent one and involved redeveloping one of Savannah's squares that was first established in the 1700's. At some point, the square had been turned into a parking lot. Mr. Morrill noted that the lease was expiring and suggested the City redevelop the area as community square. He took the lead on the project and coordinated with developers and city groups. He also oversaw the financing of the project. The new community square is a huge success and is surrounded by shops and restaurants, and includes an underground parking structure.

Another project Mr. Morrill headed was Savannah River Landing, a fifty-four acre undeveloped tract adjacent to the historic downtown. Mr. Morrill coordinated with the developers to include an expansion of the river walk, retail stores, two hotels, single family homes, restaurants, and office buildings. He was the manager of the public part of the project. He forecast the cost of the necessary infrastructure, worked with the developers, rallied the support of the County and schools, and also sold the tax allocation district proposal to the voters. The project is underway and is much anticipated by the community.

Mr. Morrill listens well and is able to identify the essence of what someone is trying to say. He is a good communicator. He also is empathetic and patient. Often the City Council prefers to speak with him rather than the City Manager. He is easier to talk to and knows how to hold his ground. He is a good public speaker. He took a private sector speaker training course that monitored, criticized and improved his speaking skills. He is comfortable presenting.

Mr. Brown, as the City Manager, spends most of his time working with the Council to keep their interests on track. They are often difficult and demanding. He is not able to do much of what he used to do as City Manager. The Metro Police Department also demands much of his time and attention. As a result, he has turned over much of the day-to-day management of the City to Mr. Morrill. That includes projects, budgeting, pension plan changes, and policy initiatives. Although, Mr. Morrill has not officially held the title of City Manager, in reality he has had more

## Reference Notes

### Christopher Morrill

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experience in urban city management than some City Managers in other cities. He has dealt with a high poverty rate, a large area of public housing, and many inner city problems.

Mr. Morrill is an ICMA (International City/County Management Association) Credentialed Manager. Through the ICMA he worked with an area in Indonesia to develop their tourism and the historical preservation of the Sultan's Water Palace Complex. This effort was to preserve and restore 50 acres of historic land. He helped the City get grant funding to restore the area. He also helped them write the first historical preservation ordinance. Along with the restoration of the Water Palace, a beautiful shopping corridor was created. Working with the largely Muslim country of Indonesia has educated Mr. Morrill. He was able to associate with the U.S. Ambassador to Indonesia and experience governmental processes in another country.

Again, even though Mr. Morrill does not hold the official title of City Manager, he has the experience and skill set to take this position. Mr. Brown highly recommended him although it would be a huge loss to him personally and to Savannah to have Mr. Morrill leave.

#### **Adjectives or Phrases Used to Describe Mr. Morrill:**

- Strong family man,
- Diplomatic,
- Considerate,
- Articulate,
- Humble,
- Well traveled,
- Bright, and
- Optimistic.

**Strengths:** Analytical skills, financial ability and diverse experience.

**Weaknesses:** None identified.

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**Lise Sundrila** – Executive Director, Savannah Development and Renewal Authority, Savannah, GA – (912) 651-6973

Ms. Sundrila has known Mr. Morrill since 2001. They have worked as colleagues. The Savannah Development and Renewal Authority is not a city department. As a separate entity they have coordinated economic development in the downtown area of Savannah.

Mr. Morrill has been a critical component for much of the redevelopment in downtown Savannah. He has engaged the City and partnered with other agencies. He was integral to the planning efforts of Ellis Square. This area had been a historical square but was developed into a parking lot. He spent several years cobbling together the funding to restore the area to its original purpose of a public space. An underground parking lot was constructed along with several shops, restaurants and businesses. He was a guide and a mentor to the developers and to

## Reference Notes

### Christopher Morrill

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the Renewal Authority on several issues and concerns regarding the project. He also spent many hours working with the Council to gain its support.

Mr. Morrill created strategic goals to focus on revitalizing the Martin Luther King corridor, once a premier historical African American neighborhood bustling with life. The placement of an overpass on I-16 stunted the growth of the area and limited the access to other areas. He has pressed for the overpass to be removed. By doing so, our lost street connections and nine acres of developable land would be reclaimed. He has negotiated local option sales tax and capital improvement dollars to fund the project. He coordinated the efforts of the City, the Renewal Authority and other private entities to stimulate the integral corridor. Already, a full size grocery store has opened in the area.

Another major project Mr. Morrill has orchestrated was Savannah Landing located in eastern downtown Savannah. The area has been underdeveloped since 1909. He secured the funds and involved the necessary agencies. The development links and compliments the historic downtown area. It also opens up connections to six lost streets and expanded the river walk 2,000 feet. Public squares were donated back to the City. Mr. Morrill petitioned for the first tax allocation to be used to support the economic development of the area.

Oddly, when it is time to make a presentation to the City Council, the person who is best is Mr. Morrill. They often try to do things that are not in the best interest of the City. They rely on Mr. Morrill to give them honest criticism and advice. He can speak on their level.

Ms. Sundrla trusts Mr. Morrill implicitly, which she considers a bold statement. She has approached him with personal and political issues. He has offered guidance and solutions to support her efforts. He is gifted with people. He respects others and in turn is well respected. He has excellent communication skills and is an attentive listener.

Mr. Morrill would be a fine choice for City Manager. He is well qualified. He has the skills and the character to lead.

#### **Adjectives or Phrases Used to Describe Mr. Morrill:**

- Reliable partner,
- Thorough planner,
- Engaging,
- Mentor,
- Respected, and
- Gifted with people.

**Strengths:** Team building, vision, people skills, and communication skills.

**Weaknesses:** None identified.

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## **Reference Notes**

### **Christopher Morrill**

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**Lester B. Johnson III** – Assistant City Attorney, City of Savannah, GA – (912) 238-5100

Mr. Johnson has known Mr. Morrill since 2001. Mr. Morrill has a fine personality and a calm demeanor. He has a good rapport with the citizens of Savannah. He also has a good working relationship with his staff and with the elected officials.

Mr. Morrill oversees the financial and budget concerns. He keeps a meticulous budget. One of the results is that the City has not needed to use any of its reserves since Mr. Morrill became the Assistant City Manager. As another of his responsibilities, he oversees the Recorder's Court. He makes sure the Court is making more money than the operating budget. He has worked closely with Mr. Johnson to find ways for the Court and the Judge to be more efficient.

Mr. Morrill also oversees all problems with ordinance violations. One of the trickier situations involved the some wealthy and very powerful residents of an historic district and the Savannah College of Art and Design. The neighbors were not happy about having the School in their neighborhood and complained it violated the parking ordinance. The ordinance required that a certain number of off street parking spaces per building were required if the building was to be used and the school did not have enough spaces. Mr. Morrill investigated every building in the area and the school was not the only building without enough parking spaces. To preserve the historic district, satellite parking lots were developed. Students were shuttled from them to the school buildings. Mr. Morrill communicated frequently with the neighbors and calmed their concerns. He demonstrated to them the financial importance the school to the City and how it brought millions of dollars to the community every year. He showed them that it was vital that they worked together. He was a good mediator between these two strong willed entities and was able to find a reasonable compromise.

Mr. Morrill is well respected by the public. He often speaks in town meetings regarding the financial state of projects. A major project was underway to solve the City's drainage issues. He spoke often in the town meetings explaining the project's finances. Many citizens were concerned the funds would run out before it was completed. Mr. Morrill explained in clear terms the financial condition of the project and the status of the contingency funds. He responded well to the large crowd, spoke in simple terms and reassured them that the money was there to complete the effort.

Mr. Morrill is designated to take over the City Manager's position when he is absent. He is also on call for every Council meeting to answer any questions or provide any financial information.

#### **Adjectives or Phrases Used to Describe Mr. Morrill:**

- Strong family man,
- Competent individual,
- Calm demeanor,
- Good rapport with others,
- Easy personality, and
- Responsible.

## Reference Notes Christopher Morrill

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**Strengths:** Financial skills, problem solving skills, and building relationships.

**Weaknesses:** None identified.

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### **Kenneth Sadler – Former Alderman, City of Savannah, GA (912) 661-0484**

Mr. Sadler has known Mr. Morrill since 2000. Mr. Sadler was an Alderman for four years.

Mr. Morrill is bright and well educated. Even though finance had been his primary background, he has developed skills in other fields through his position as Assistant City Manager. He is a good leader and provides strength to his staff. Many of them lean on his expertise and ask for his advice. He mentors his staff and helps them grow.

Mr. Morrill's primary skills are in finance and planning. He knows how to maintain the long term financial health of the City and has helped it weather the financial downturn. He did so through sound financial practices and thorough planning. He actually anticipated the financial problems and adequately prepared the City for them. He understands how to spend money responsibly and which services are capable of producing revenue.

Mr. Morrill has a good relationship with each member of Council. He is responsive to their requests. They are willing to delegate to him because he follows up on projects and keeps them informed. He is straightforward and easy to talk to. Frequently Mr. Morrill has been easier to contact and work with than the City Manager.

Mr. Morrill focuses on people. Whether it is a Councilman or a citizen of the community, he will take time to listen to the issues they raise and look for a solution. He has an optimistic demeanor that puts people at ease. He has a good grasp of city issues and a sensitivity to their importance.

### **Adjectives or Phrases Used to Describe Mr. Morrill:**

- Smart,
- Capable,
- Good planner,
- Strong financial background,
- Understands communities, and
- Relates well with people.

**Strengths:** Organization skills and financial background.

**Weaknesses:** None identified

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## **Reference Notes**

### **Christopher Morrill**

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#### **Carol Bell – Central Services Director, City of Savannah, GA (912) 651-6401**

Ms. Bell has known Mr. Morrill since 1994. They were colleagues when he was Budget Director and she now reports directly to him in his position as the Assistant City Manager.

Mr. Morrill is a dedicated public servant. He focuses on serving the people and is often a voice for the underprivileged. He volunteers his time to support agencies which help needy citizens. The City has benefited from his strong financial background. He has improved the financial operations by utilizing his analytical skills and thinking beyond the norm. Mr. Morrill is a member of the Government Finance Officers Association (GFOA), has written finance articles and taught classes for the Association.

Mr. Morrill is people oriented. He develops good relationships with entities outside the city government. He makes time to speak with residents and is well respected by them. He is an excellent communicator who can take technically complex issues and easily explain them to the common citizen.

Mr. Morrill has been a fantastic liaison between the City and the County helping facilitate the merger of police departments. Both agencies had their own police departments and had been policing much of the same territory which was not very cost efficient. In 2003, it was decided to formally merge the departments within a year. The merger was complex and Mr. Morrill was a major factor in its success. He focused on the commonalities and the benefits this partnership would provide for the citizens. The two separate departments combined to become the Savannah-Chatham Metropolitan Police in 2005.

Mr. Morrill is team oriented. He has been able to break down barriers, form unlikely partnerships and is creative. An example is a budgeting strategy he introduced to the City called Budgeting for Outcomes. Each department's budget is evaluated and projections are made based on priorities and results. Priorities were established by Council and Mr. Morrill then created seven results teams. Each team consisted of a broad base of global thinkers along with an expert member. For instance, the public safety team might have a member of the Fire Department or Police Department as an expert member. However, the team could also have members from Parks and Recreation, or Social Services. The result has been to bring the departments and their staff members together to accomplish the common goal of cutting costs and carrying out the elected officials' goals.

#### **Adjectives or Phrases Used to Describe Mr. Morrill:**

- Analytical,
- Encouraging,
- An advocate for the underprivileged,
- Involved,
- Experienced, and
- Knowledgeable.

## **Reference Notes**

### **Christopher Morrill**

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**Strengths:** Dedication to serving the public. Strong background and experience in local government. Excellent people skills.

**Weaknesses:** None identified.

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#### **Jim Burgess - Mayor, City of Social Circle, GA (770) 464-3366**

Mr. Burgess has known Mr. Morrill since 1996. He works as a lobbyist for the City of Savannah and is also the Mayor of a small town in Georgia.

As Mr. Burgess lobbies on behalf of Savannah to State Legislature, he relies on Mr. Morrill to provide him with pertinent financial information. Mr. Morrill gives him impact research and analysis reports related to specific pieces of legislation. He creates slides, charts, and graphs for Mr. Burgess to present to the State. He is quick to respond to Mr. Burgess' needs and provides him with thorough information.

Mr. Morrill is bright and well educated. His staff members have a high regard for him and value his high morals. He has strong people skills and is not overbearing. He is very easy to work with because of his first-rate personality.

Mr. Morrill has a good relationship with the governing body. He is very astute about political relationships. They may often disagree, but Mr. Morrill knows when to push and when he must submit. The Council can sometimes be more involved in day to day operations than they should. Mr. Morrill has successfully managed working with this group of individuals.

Mr. Morrill has worked on several successful projects in the community. He focused on cleaning up certain rundown areas and providing renewal in low income communities. One downtown renewal project included a parking facility, the expansion of the river walk, and added retail space. His financial acumen has been a big asset in making these projects successful.

Mr. Morrill has worked under a superb City Manager. He has been fully exposed to his skills and learned much from emulating them. He has academic training and has managed a diverse city. Advancing to City Manager would be an ideal step for him, and the timing is right.

#### **Adjectives or Phrases Used to Describe Mr. Morrill:**

- Good personality,
- Strong academically,
- Not overbearing,
- High morals,
- Bright, and
- Quick to respond.

## Reference Notes Christopher Morrill

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**Strengths:** People skills.

**Weaknesses:** None identified.

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### **Dick Evans - CFO, City of Savannah, GA (912) 651-6440**

Mr. Evans has known Mr. Morrill since 2001. They have worked together monitoring the finances of the City. Mr. Morrill has a strong background in budgeting and knows how to balance a budget. He is very precise and concerned with numbers.

Mr. Morrill is very good at keeping others informed. He is open, clear, and direct in his communications. He knows how to word financial reports in ways that are understandable to anyone. He is a good consensus builder. He welcomes the input of his staff, keeps them informed,. He then creates the appropriate solution to the problem.

Mr. Morrill pitched the idea of a new budgeting process to the City. It is called Budgeting for Outcomes. He authored this process of establishing priorities first, then budgeting to finance the services which address those priorities. This new process has had the added bonus of organizing all departments to work toward a common goal.

Mr. Morrill developed good relationships with other entities outside the city government including the Chamber of Commerce, the historic community, developers, and other organizations. He represents the City well and has high standards.

Mr. Morrill would make a very good City Manager.

### **Adjectives or Phrases Used to Describe Mr. Morrill:**

- Methodical,
- Personable,
- Analytical,
- Technically strong,
- Competent, and
- Works well with people.

**Strengths:** Financial skills.

**Weaknesses:** None identified.

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## **Reference Notes**

### **Christopher Morrill**

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#### **Chris Miller – Creative Economy Consultant, Savannah, GA (912) 484-7192**

Mr. Miller is a resident of Savannah and an entrepreneur. He has known Mr. Morrill since 2001. Mr. Morrill has proven a tremendous support and vital contact for Mr. Miller. He helps facilitate Mr. Miller's efforts by being accessible and getting involved in his projects. Mr. Morrill returns calls and follows up. He is open to new ideas and is supportive whenever he feels it will benefit the community. He focuses on results, not on politics. He takes on a role beyond simply handling the paperwork. He sees the whole community as a team. He uses his influence in the government to help outside projects succeed, projects that benefit the community. He understands that, if he helps outside agencies better the community then the pressure on the City to provide these services or changes will lessen or, alternatively, there will be more money to pay for the services.

Mr. Morrill is very patient. He has a pleasant approach to handling difficult situations. Whenever issues become politically charged, he is able to calm the waters, allowing the real issues to become clear. He listens willingly and is open to reconsideration of any preconceived ideas. His goal is to align the community so it can be the best it can be.

At times, Mr. Morrill has had to work with people who do not have the best interests of the City in mind. The options in dealing with such people are either: refuse to work with them, or work with them and realign their interests. Mr. Morrill has been a very positive influence and has a talent for turning negative intent into positive results.

As an example, the Savannah River landing is a 100 million dollar project proposed for the development of 54 acres in the downtown area. The developer had planned to create a gated community of single family homes. Mr. Morrill recognized the importance of developing this area. However, he did not feel a gated community would adhere to the historical sense of the area, nor would it be the best use of the land. He was able to convince the developer to make changes which would benefit them and the City. The project now consists of a 5-star hotel and spa, several luxury condominium towers, 17 single family riverfront homes, 11 blocks of single family town homes, retail stores, restaurants, art galleries and office buildings. Also, the public squares were donated back to the City. Both the developers and the City will greatly benefit from this project, which is currently under construction.

Mr. Miller knows of a major developer out of Atlanta who has taken a special interest in Savannah. He expressed to Mr. Miller that he has chosen Savannah primarily because Mr. Morrill has always been willing to talk to him about his investments. He returns his calls and helps him solve his problems. Encouraged by his interactions with Mr. Morrill, the gentleman will keep investing in the region.

Mr. Morrill deserves the opportunity to move up from his current position as an Assistant City Manager. He needs the freedom to bring about good things. It will be a large loss for the City of Savannah if he is chosen by another municipality, but he will make an excellent City Manager.

## Reference Notes Christopher Morrill

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### Adjectives or Phrases Used to Describe Mr. Morrill:

- Knowledgeable,
- Resourceful,
- Efficient,
- Possessing integrity,
- Professional, and
- Timely.

**Strengths:** Ability to work with outside agencies and create cohesion.

**Weaknesses:** None identified.

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### **Beth Robinson, Human Resources Director, City of Savannah, GA, (912) 651-6925**

Ms. Robinson has worked with Mr. Morrill since 1995 and reports directly to him.

Mr. Morrill's strength is in finance. He is well respected and has been nationally recognized for his work by the Government Finance Officers Association (GFOA). He has also been a member of various committees in the financial community. Although finance is his specialty, he has shown himself able to learn skills in many areas and to contribute in those areas.

Mr. Morrill is a team player. Rather than receive all the credit, he wants to see his whole team be praised for their efforts. He values his staff and their talents. As a manager he knows how to help redirect those who are not team players so they learn to collaborate. He is sincere, concerned, and involved. He is a visionary. He can see where the City needs to go and how to get there.

One of the most significant changes Mr. Morrill has made is called Budgeting for Outcomes. He has been the driving force and visionary behind this new method of doing business. It has taught the City to look at its services from the citizens' perspective and understand what services they value. Mr. Morrill has also set up the priority teams. He chose individuals whose vision went beyond their immediate area. He was very successful in identifying their strengths and values. He ensured the teams were a truly representative of all citizens: young and old, male and female, African American and Caucasian. The new budgeting process helped bridge a 15 million dollar shortfall.

Customer service is important to Mr. Morrill. He focuses his team's efforts on providing good service and lives up to that expectation himself. He does not use his position as Assistant City Manager to avoid serving individuals. He takes time to speak with citizens and to help them. He does not like conflict, but knows how to deal with it. He handles problems head on.

Mr. Morrill is a good presenter. He is comfortable in front of employees, citizens, and the Board.

## **Reference Notes**

### **Christopher Morrill**

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#### **Adjectives or Phrases Used to Describe Mr. Morrill:**

- Sincere,
- Involved in the community,
- Professional,
- Articulate,
- Genuine, and
- Earnest.

**Strengths:** Team building, vision, and good management skills.

**Weaknesses:** None identified.

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#### **Jenny Payne, Management Services Coordinator, City of Savannah, GA, (912) 651-6420**

Ms. Payne has known Mr. Morrill since 2005. She reports directly to him. He has been a strong leader and is the heart of the organization. He allows his employees to grow without boundaries. He trusts them and encourages them to do their work. He creates an environment in which the staff want to work hard for him and produce their best work. He is a very qualified individual and often acts as the City Manager when that person is absent.

When making a decision Mr. Morrill collaborates with his team to make the best decision for the community. The results may not always be successful based on some traditional measures of achievement, but they do represent the best interests of the whole community. That is his focus.

The City Council respects Mr. Morrill. They seem to respond to him better than they do the City Manager. Mr. Morrill speaks to each of them using their proper title. He understands they are the most important decision making body in the community so he addresses them professionally and with respect.

Mr. Morrill is very responsive. He quickly returns phone calls. He spends time with residents, often listening to their issues when the problem could possibly be handled by someone else. He is sensitive and in tune. When holding a discussion with someone, he will get up away from his desk to sit at a table, without his phone or Blackberry, so they can talk without distractions.

Mr. Morrill often plays the role of mediator. In one instance, some time ago, the Economic Development Authority was having an awards ceremony in a public place. Savannah Gay Pride group was also in the area handing out flyers. Police who were monitoring the ceremony asked the group to leave. Mr. Morrill was called regarding the situation. Although the Police Chief should have been the one to handle the situation, Mr. Morrill understood the political sensitivity needed. He met with the group and the Police Chief to explain and monitor the discussion. He helped the group understand that the police would have asked any group to leave the venue had the situation been reversed. The request of the Police was meant as an attack against their

## **Reference Notes**

### **Christopher Morrill**

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specific group. He was successful in calming this group. He even arranged for the Economic Development Authority to follow up with the group and express its regrets.

As explained in earlier references, Ms. Payne mentioned his implementation of Budgeting for Outcomes. This new program has led to collaboration across departments. Another project Mr. Morrill facilitated was a 54 acre development of land adjacent to the historical downtown district. As also previously noted, the owners of the land had wanted to create a gated community. Mr. Morrill was able to convince them that sort of development would not be the best use of the property or nor would it be fit well with the historic downtown area. Together they came up with a plan to develop the area for mixed use, including single family homes, the extension of the river walk, retail spaces, and public squares. A tax allocation district was created, and forty percent of the land was donated back to the community. The owners of the property are very happy with the plan and how it will best meet the needs of the community. The project is in development now. The Master Planning for this project received the 2009 Charter Award from the Congress of New Urbanism and the 2009 Excellence in Government Finance Award from the Government Finance Officers Association of the United States and Canada.

Mr. Morrill has been the Chair for the Leadership Savannah Board of Directors since 2007. Leadership Savannah is an organization that sponsors community leadership, networking, and training. Each year a group of thirty people is selected to participate through an application process. The group reflects the diversity of the community and consists of people from every sector. Mr. Morrill is well respected in this arena. He makes it a priority to participate in their events.

#### **Adjectives or Phrases Used to Describe Mr. Morrill:**

- Leader,
- Encouraging,
- Team player,
- Genuine,
- In tune with people, and
- The heart of the organization.

**Strengths:** Leadership skills and people skills.

**Weaknesses:** None identified.

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#### **Robert “Bob” Bartolotta, City Manager, City of Sarasota, FL, (941) 954-4109**

Mr. Bartolotta has known Mr. Morrill since 1989. He was the Assistant City Manager in Savannah when Mr. Morrill was the Senior Management Analyst to his office.

## **Reference Notes**

### **Christopher Morrill**

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The City has greatly benefited from Mr. Morrill's financial skills. He negotiated a Local Options Sales Tax shares for Savannah along with those of Chatham County, and six other municipalities. He has devised employee incentives measured by productivity, and authored a bonus plan. He is an excellent writer and has published several articles regarding finance. He is a dedicated worker.

Mr. Morrill knows how to simplify complex issues. He can diffuse a heated situation through his patience and calm demeanor. He has a strong moral compass and stands firm in what he believes. He is an advocate for customer service. He has provided training to his staff in customer service. He listens to citizens' complaints and will work with them to solve their problem. He follows up with each citizen to check on the progress of the solution.

Mr. Morrill's communication skills are excellent. He is very talented at talking people through issues and building consensus. He has an excellent vision of the big picture and how to coordinate the efforts of his team.

Mr. Morrill is well prepared to be a City Manager. He manages eleven department heads including Budget, Audit, and Information Systems. He interacts with the Council every day and is well respected by them. He has excellent people skills.

#### **Adjectives or Phrases Used to Describe Mr. Morrill:**

- Visionary,
- Consensus builder,
- Focused on people,
- Hard worker,
- Ethical, and
- Excellent writer.

**Strengths:** Diplomatic skills, people skills, vision, and customer service oriented.

**Weaknesses:** None identified.

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#### **Gregg Schroeder, President, United Way, Savannah, GA, (912) 308-3810**

Mr. Schroeder has known Mr. Morrill since 2002. Mr. Morrill is an active member of the United Way Board of Directors. He is very enjoyable to work with because he has a genuine personality.

Mr. Morrill has been a good partner to the United Way. He has been a key player in the success of several projects. One such project involved addressing the need for quality early childhood education. Savannah has a high drop out rate. To combat the problem, the United Way wanted to create a positive educational path for young children through use of a child care center.

## **Reference Notes**

### **Christopher Morrill**

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The community did not have one. United Way teamed up with a local construction equipment company, JCB Inc. to develop a nationally accredited child care center. Mr. Morrill joined with them as a City representative. JCB and United Way provided the funding for the project, and the City provided the infrastructure for the center. Mr. Morrill shared the same vision as the United Way and used his resources and talents to bring their projects to successful completion.

Mr. Morrill is a key person in the city government. Often staff or citizens will approach him rather than the City Manager. He takes anyone's call and listens sincerely. He is very likable and easy to work with. He has masterminded the financial stability of the City. His implementation of the Budgeting for Outcomes method has been a great success.

In town hall meetings, Mr. Morrill is very good on his feet. He treats others with dignity and respect. He patiently listens to their complaints. Even when Mr. Morrill has to bring bad news to neighborhood associations, he is able to explain the reasons in a manner that helps them understand. He has good rapport with the general public because he responds to their needs.

Mr. Morrill is experienced and well qualified to be a City manager. He is a hard worker and a positive person to be around.

#### **Adjectives or Phrases Used to Describe Mr. Morrill:**

- Thorough,
- Accomplished,
- Outcomes focused,
- People oriented,
- Optimistic, and
- Realistic.

**Strengths:** Team player, vision and dedication to serving the community.

**Weaknesses:** None identified.

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**Prepared by:** Tiffany Gremmert  
Colin Baenziger & Associates

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Christopher Morrill

*Internet Research*

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**Savannah Morning News (GA)**

November 6, 2009

**ENMARK, CITY TO TRY FOR COMPROMISE**

Author: *LESLEY CONN*

A rezoning request for a planned Enmark station is being delayed two weeks so city officials and Enmark representatives can try to develop a compromise to appease residents dead-set against the station. Poplar Place residents are worried the rezoning will allow Enmark to build a convenience store and pumps at White Bluff Road and Hampstead Avenue, which will further push commercial development into their residential neighborhood.

Several City Council members at Thursday's meeting expressed their support for Enmark, which has promised to build a store that would use subdued colors, low signage and other design elements to better blend with the residential neighborhood. Alderwoman Edna Jackson said she disagreed with City Manager Michael Brown's initial recommendation to deny the rezoning. "That corner has been an eyesore for years," she said. "Anything would be better."

Aldermen Tony Thomas, Van Johnson and Jeff Felser concurred. As council members debated the rezoning, Alderman Clifton Jones repeated and expanded on an allegation from one of the residents. He stated that Ben Farmer, a local real estate agent and member of the Metropolitan Planning Organization, had an agent who had sold the property to Enmark. Alderman Van Johnson called the allegation "very unsettling," and Mayor Otis Johnson directed city staff to investigate the claim. He was uncomfortable that the statement had been made publicly, he said, and said if found untrue, it would be corrected publicly.

Farmer, reached after the meeting, said the claim was untrue. He once had a listing on the property, but it expired with no sale. "We had nothing to do with that transaction. If I had I would have disclosed it." Farmer and Jones spoke late Thursday, and the alderman said he will issue a public apology. "I'm prepared to do that at our next meeting," Jones said.

In other action, the council:

- Did a first read on a revised, proposed ordinance that would require mandatory alcohol server training, registration and permitting. The council had been struggling with how broad the ordinance should be, and after discussion determined it would not expand the requirement to include all hotels, restaurants and other businesses that serve alcohol. Most of the problems with underage drinking center in nightclubs, they agreed, so other establishments would only be forced to comply if they were cited for alcohol-related issues.

- Because of lower sales tax revenues, the city is anticipating receiving \$33 million less in special purpose local option sales tax money, which helps fund projects like the Forsyth fort renovation, drainage projects, park improvements and similar work, Assistant City Manager **Chris Morrill** told council during its workshop.

**Internet Research**  
**Morrill, Christopher**

***Note: This research will be presented in reverse chronological order***

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The city had been expecting \$160 million, but more likely will receive about \$130 million. That will require reviewing the city's list of projects and delaying some of them, **Morrill** said. Council members did a preliminary review of dozens of projects, but will do a more detailed review of projects at its upcoming budget retreat, which is scheduled for Nov. 30.

**Morrill** also showed council that because of lower revenues, the city is reducing by several million dollars the amount of money it sets aside in its general fund for capital improvements. From 2006 to 2008, the city spent about \$5 million. This year, it set aside no money in the fund, and for 2010, plans to set aside \$1.6 million. Because of the reduction in funds, the city will concentrate only on needed maintenance projects with those monies.

- The council got an overview of the proposed Historic District Ordinance. Once passed, it will provide specific guidelines for building height, design standards and the approval process for new structures in the district. Brown called the public input and review process "one of the most exhausting" the city has undertaken.

Council will consider the ordinance on first reading at its Nov. 19 meeting.

**Savannah Morning News (GA)**

September 25, 2009

**BEST, WORST OF TIMES**

**LOCAL ECONOMY 'RIGHT IN SYNC' WITH REST OF STATE, NATION**

Author: *ARLINDA SMITH BROADY*

Economic growth in the Savannah Metropolitan Statistical Area, which includes Chatham, Bryan and Effingham counties, significantly slowed in 2008, according to data released Thursday by the U.S. Department of Commerce's Bureau of Economic Analysis.

Out of 366 metropolitan areas, Savannah ranked 144 with a Gross Domestic Product growth rate of 0.2 percent. "These statistics suggest that the Savannah area profile is right in sync with the rest of the state and the nation," said Jeffrey Humphreys, director of the University of Georgia's Selig Center for Economic Growth. "This recession was really tough on the entire region, and recovery will be slow."

The slowdown in economic growth didn't just affect this region, data showed. About 60 percent of metropolitan areas saw economic growth slow down or reverse. Real Gross Domestic Product growth slowed in 220 of the nation's 366 metropolitan statistical areas last year, from 2 percent in 2007 to 0.8 percent in 2008.

Downturns in construction, manufacturing, finance and insurance restrained growth in many metropolitan areas, including Savannah, with government spending showing the most growth.

"No one was really surprised by the data," said **Chris Morrill**, Savannah assistant city manager. "We knew the recession hit us harder and later than a lot of areas." And although it's down from previous years, the city is doing better than the state as a whole, which saw slightly negative growth at -0.6 percent. "We're investing our very limited resources in economic growth and quality of life," **Morrill** said, "and what's a more important quality of life issue than jobs?"

**Business in Savannah (GA)**

September 16, 2009

**CITY PROJECTS WOULD HELP DOWNTOWN MERCHANTS**

Author: *ARLINDA SMITH BROADY*

During a meeting of the Downtown Business Association last week, Savannah Assistant City Manager **Chris Morrill** outlined developments designed to help the association's members and others. The first step in unifying economic development efforts was to unify the city logos, **Morrill** said. So the city commissioned a new logo based on the city squares. "It's uniquely Savannah, and it ties all the departments together," **Morrill** said. Another important step, he said, was to grow population. So the city annexed enough land to increase its area by 40 percent. "We were losing population for the past 30 years," **Morrill** said. He compared Savannah's fate to Detroit, where residents moved to the suburbs, causing the city to raise taxes to fight crime and urban blight.

Now, several plans are in the works, including developments around Ellis Square and the fort under construction in Forsyth Park. The Whitaker Street Garage, which lies beneath the square, has been in use since October 2008. To break even for operations and debt service, the garage must make \$1.3 million this year, said Sean Brandon, director of the city's Mobility and Parking Department. By the end of July, revenue figures for the Whitaker Street Garage are at \$766,000. "We'll probably make our projections," Brandon said. "It's feast or famine. ... Some weekends we clear as much as \$10,000, and others the garage is nearly empty."

The above-ground portion promises to be people friendly. "It will be the only square with a building on it," **Morrill** said. There will be a hospitality center and permanent restrooms. One of the most fanciful features is the fountains with 12-foot water jets that can project 260 colors of LED lights. Those fountains can be turned off, and the square is wired to accommodate concerts and other forms of outdoor entertainment. It can hold about 1,000 people and will have tables and chairs instead of benches. "Benches aren't good for interaction," **Morrill** said. "We want this to be a place to gather and be with friends and family."

As for the fort at Forsyth Park, a temporary band shell will accommodate concerts, plays and other events but can be disassembled for everyday use. When the band shell isn't in use, fountains similar to ones at Ellis Square will be in place. "We envision a very family-friendly atmosphere where kids can play and parents can relax," **Morrill** said.

A restaurant leased by the Kessler Group, owner of the Mansion on Forsyth, and "the best bathrooms in town" will be another draw. These projects and others are part of the city's plan to partner with businesses to create a prosperous region. "We need to move away from the mentality that citizens and businesses are customers," **Morrill** said. "We need to work toward partnerships. The way to get out of this recession faster is to build community relationships."

**Savannah Morning News (GA)**

September 9, 2009

**MORE CITY BUDGET CUTS COMING  
AS REVENUES FOR 2010 LOOK LOWER, TEAMS OF SAVANNAH CITY  
EMPLOYEES PROPOSE CUTS TO SERVICES, DEPARTMENTS**

Author: *LESLEY CONN*

The city of Savannah is looking at further reducing staff, merging offices and ending some services - decisions that will be made in the coming weeks to trim another \$3 million in spending by the end of the year. The bleak prospect for 2010 will further spur spending cuts. City budget analysts already see a \$10 million decline in general fund revenue compared to 2009, sales tax revenue remains unpredictable and property assessments that generate the bulk of city income have been ordered frozen until 2011 by the legislature.

One of the more visible city services being evaluated: Ending the Savannah-Chatham police department's mounted patrol unit. Officers would be rotated into patrol cars to fill vacancies. "We're questioning everything," said Assistant City Manager **Chris Morrill**. "If it was just about today, we'd be OK, but the problem is we don't know about revenue for the rest of the year."

A lower city revenue base, he said, is likely going to stay lower for the next 10 years, which will require the city to re-examine its spending. The city already has reduced spending by about \$12 million this year to offset lower revenues. That largely has been accomplished by leaving non-essential jobs outside public safety vacant. Nearly 200 of the city's 2,600 positions are unfilled. Bret Bell, the city's director of public information, said the city is continuing to look at eliminating positions, but "we're not looking at mass layoffs."

**BUILDING A BUDGET**

Many of the spending cuts for the 2009 budget will be implemented immediately and will be handled as part of day-to-day operations. Others, such as a proposal to end the mounted patrol unit, have evolved as teams of city workers participating in a new budgeting process for 2010 evaluate city services. The teams are evaluating services under a variety of umbrellas, such as neighborhood vitality, public safety, health and environment, poverty reduction and economic development. City Manager Michael Brown will use their recommendations to build the city's proposed budget in October. That will be presented to City Council members, who will evaluate the proposal and can mandate changes before approving the budget in a series of public hearings. That, too, shows a lean year ahead. The proposals the teams received for city services totaled \$221 million, but the projected revenue available for them equaled \$214 million.

**LOOKING FOR SAVINGS**

Among some of the other cost-saving measures:

*Internet Research  
Morrill, Christopher*

*Note: This research will be presented in reverse chronological order*

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- A employee task force created to find savings in city mowing services identified \$627,000 in cuts.

Some was achieved by notifying citizens who had "tree lawns" - grassy strips between their street and sidewalk - that the city no longer would trim them. But larger savings were found by not hiring seasonal staff, reducing mowing frequency along streets, cutting back on plantings and using in-house staff to maintain Laurel Grove Cemetery rather than fill a maintenance contract. Small outlying parcels will be contracted out, Bell said, which will cost less than hauling the city equipment as far south as Coffee Bluff to trim a small lot.

- Consolidating fire and police dispatch services by Jan. 1. The primary reason, **Morrill** said, is to improve services, but some cost-savings are anticipated.

- Merging offices and employees.

The Citizen Office, which coordinates public notices to neighborhoods during large city projects and other city initiatives, will merge with the Public Information Office.

Susan Broker, director of the Citizen Office, is filling an administrative position in the city manager's office left open since Sean Brandon, the former assistant to the city manager, became the city's director of mobility services and parking in April 2008.

Three staffers under her will move into Bell's office, and by November, the city no longer will pay rent at an office on Oglethorpe Square.

Annual savings: \$15,000 in rent.

"There are talks about doubling up other offices, and even though there may not be a personnel reduction, there are reductions in rent, in office equipment and other resources," Broker said.

"Basically, everyone in the city is going through their budget and looking to see what they can do without at least for the next year."

**Savannah Morning News (GA)**

June 19, 2009

## **CITY STANDS BY RIVER PROJECT**

### **OFFICIAL SAYS \$20 MILLION OBLIGATION FOR SAVANNAH RIVER LANDING STILL A 'GO' DESPITE FLAGGING ECONOMY**

Author: *LESLEY CONN, 912-652-0326, lesley.conn@savannahnow.com*

The city of Savannah isn't backing away from its commitment to Savannah River Landing, even as the economy challenges the waterfront development and the city budget. At a City Council workshop session Thursday, Assistant City Manager **Chris Morrill** outlined the \$20 million in road, drainage and other improvements the city will undertake. That money will come from revenue collected from a special tax allocation district established around the riverfront development.

Alderman Tony Thomas was the first to question why the city was proceeding during the uncertain economic times, especially given that from a public safety standpoint, President Street and General McIntosh Boulevard have been issues for years. He said he supports the project but added: "This raises a question for me. I've never seen us push an issue this hard."

The improvements, **Morrill** said, are about more than public safety. "Savannah River Landing cannot really have any economic development until we deal with President Street," he said.

Aldermen Van Johnson and Jeff Felser later said they believe the city is sending mixed messages about the development. "It was always my understanding of them as being mutually exclusive projects," Johnson said. "Today I got the impression they are tied together."

Savannah River Landing's developers have invested \$60 million in site improvements, Finance Director Dick Evans said, and the \$1.4 million in debt service the city is paying annually is still manageable and worth it to honor the private developer's investment.

The mixed-use residential/commercial and retail development has a total estimated price tag of \$800 million, and it promises to redefine more than 40 acres of the waterfront just east of the Marriott Savannah Riverfront hotel. As part of the original development agreement for Savannah River Landing, the city had signed off on elevating and widening President and General McIntosh and straightening a section of McIntosh. A second phase of President Street improvements, which include building a bridge over railroad tracks, was not part of the agreement. In trying to secure federal stimulus funds for that phase, city officials emphasized its hurricane evacuation and improved safety features. "I saw no difference in the plan as it was proposed all along," Alderwoman Mary Osborne said. "That's a major development. Nobody's going to walk away from that."

*Internet Research  
Morrill, Christopher*

*Note: This research will be presented in reverse chronological order*

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The improvements along President help not only Savannah River Landing but also other planned commercial and residential developments on the south side of the road, Osborne and city officials said.

Should Ambling Cos., the developer, fail to move forward on its investment, City Manager Michael Brown said, the city would have a site with improved roads, drainage, a riverwalk and established water and sewer lines. He and other city officials said they were confident Savannah River Landing would remain viable and were confident vertical construction would begin next year, as company officials have stated.

Savannah River Landing continues to operate from trailers on the site. On Monday, the project plans to unveil a new Web site, said Kate Freeman, the company's marketing and community relations manager.

Sales efforts continue on the residential, commercial and retail front, but she said she could not disclose any information about whether any new commercial or retail clients had been signed up. "The economic times have certainly been a lesson in patience for us," she said. "But we're still committed to the original vision of the project."

*Internet Research  
Morrill, Christopher*

*Note: This research will be presented in reverse chronological order*

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**Savannah Morning News (GA)**

March 27, 2009

**SAVANNAH TIGHTENING ITS BELT  
COUNCIL TOLD BUDGET COULD BE SHORT BY \$9 MILLION**

Author: *LESLEY CONN, 912-652-0326, lesley.conn@savannahnow.com*

One out of every 10 city positions is going unfilled as the city of Savannah deals with declining revenues expected to total \$9 million. The city has left open 250 positions and by year's end expects to have 330 positions vacant, said **Chris Morrill**, the city's assistant city manager over financial services. Those openings so far have saved the city \$1.6 million. A team of city administrators reviews any job positions to determine if it needs to be filled. Only lower-level police and fire department jobs are exempt from review so that public safety needs will continue to be met. The city employs about 2,500 workers. Other teams of employees are examining key aspects of city operations to look for further cost-cutting measures, but city leaders cautioned the City Council on Thursday that the shortfall could be higher than anticipated.

One factor that could change the financial projections is any changes the state legislature may pass regarding property and sales tax collections. "Bottom line, we may need to cut \$10 million to \$15 million," City Manager Michael Brown said. "I hope it's not \$20 (million)." Revenue reports from the first two months of the year show collections down in some key areas, **Morrill** said.

February sales taxes are down \$388,000 from the same time in 2008, and hotel/motel taxes for February are down \$191,432. Building inspection fees are down \$169,113. Some key areas are doing better than expected. Recorder's Court fees were \$142,148 above projections, and water and sewer tie-ins - an early indicator of new building - are about \$100,000 above projections. In February, the city collected \$600,000 in tap-in fees.

**Morrill's** budget presentation came during a council workshop. During council's regular session, they took the following action:

- Passed a resolution to be sent to the Georgia Department of Transportation restating the city's top priorities for transportation projects. None of the city's priority projects was included in the first round of federal stimulus projects the state selected. Their top item for the second round will be the widening and elevation of President Street, a \$36 million project. Council members also asked that local congressmen and groups such as the National League of Cities get a copy as well so they could see that stimulus money was not making its way past Atlanta.

- Asked city staff to return within 60 days with recommendations for instituting a registration and card system for bartenders and servers, as well as stiffer penalties for minors who try to buy alcohol.

*Internet Research  
Morrill, Christopher*

*Note: This research will be presented in reverse chronological order*

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- Approved a contract for \$1.5 million for curbs, gutters, underground storm drainage and pavement improvements in Fernwood, a neighborhood near Savannah State University. The project has been on the city's to-do list for several years.
- Granted a liquor license to the owners of Sweet Melissa's, 35 Whitaker St. Owner Denise White Pipkin agreed alcohol would be served only to dine-in customers. City officials had been worried customers would be allowed to drink and congregate outside, which would contribute to pedestrian traffic problems at the busy intersection.

*Internet Research  
Morrill, Christopher*

*Note: This research will be presented in reverse chronological order*

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**Savannah Morning News (GA)**

February 25, 2009

**CITY PREVIEWS STIMULUS SPENDING  
COUNCIL MEMBERS LIST \$422 MILLION IN ELIGIBLE PROJECTS, RANGING  
FROM TRANSPORTATION TO JOB TRAINING AND DAY CARE**

Author: *LESLEY CONN, 912-652-0326, lesley.conn@savannahnow.com*

The city of Savannah has identified \$422 million in local projects and programs that could be funded under the federal stimulus package.

Entries include \$50.7 million for widening and elevating the President Street Extension, \$30 million to upgrade Savannah-Chatham police headquarters on Habersham Street, \$182,300 for a downtown day care center and \$100,000 for an electricians training institute.

Now city leaders have to determine which projects should have the highest priority - and which will have the greatest chance of being deemed worthy by the 13 federal departments that will award funding to competing projects that will pour in from across the nation.

All the projects under review are considered "shovel-ready," meaning work - and the workers who would be hired - would start quickly.

Assistant City Manager **Chris Morrill** said the city was ahead of the game because of its five-year capital improvement planning, which would drive what the city submitted. "It's a shotgun approach," he said. "Those who will be successful will be flexible ... and will be able to mold their project to fit the criteria."

**Savannah Morning News (GA)**

February 24, 2009

**CITY, COUNTY DISPUTE JAIL BILL**

**SAVANNAH, CHATHAM WORK TO RESOLVE \$600,000 IN CHARGES**

Author: *ERIC CURL, 912-652-0312, eric.curl@savannahnow.com*

The time it takes Savannah to reimburse Chatham County for costs associated with housing jail inmates has some county officials concerned. City officials say extra time is needed to scrutinize the county's error-filled monthly bills. According to an intergovernmental agreement, Savannah is supposed to pay the county \$35 per day for each inmate arrested in the city. Bills are to be sent and paid monthly, but a back and forth between the two governments regarding certain charges has delayed the process. The delays have been a recurring challenge and county officials are trying to speed up payments, said County Manager Russ Abolt. "It's money we feel we're due," Abolt said. Some county commissioners voiced concerns after no reimbursements were received after the first quarter and only a small portion of the amount budgeted had been received after the second quarter, which ended Dec. 31. Abolt attributed the delay to the time the city takes checking the bills. On average, it takes two to three months from the time the Sheriff's Department sends an initial list of jail fees until the final bill is sent, said Linda Cramer, county finance director.

A final bill for August, September and October did not get sent until January, Cramer said. Once the bill is sent, Savannah typically pays in two to three weeks, Cramer said. Savannah paid the county about \$1.3 million last year for inmate housing, she said. About \$404,000 has been received this year. "When we have an accurate bill, we pay it," said Assistant City Manager **Chris Morrill**. But accuracy is not typically the case, **Morrill** said.

Between 2003 - when the agreement became effective - and 2007, more than \$640,000 worth of errors were discovered, Records Court Director Prince Johnson said in a memo regarding the issue. An average of 10 percent, or almost \$10,700, worth of errors is found each month, Johnson said. Sheriff Al St Lawrence and Jail Administrator Col. McArthur Holmes said there are disagreements regarding certain charges. The city may refuse to pay for a city inmate once another jurisdiction places a hold on that inmate, Holmes said. The city should still pay the bill, he said. The day an inmate is "bound" to the courts is also commonly a matter of dispute. City officials say inmates are often classified as city prisoners when the arrest actually took place in the unincorporated county. The county has no similar complaints from the other municipalities, St Lawrence said. Other municipalities may return their rosters more quickly, but their bills consist of only a small fraction of the bookings reviewed by Savannah, Johnson said. Savannah typically reviews an average of 930 inmates and more than \$100,000 in charges, while Garden City was invoiced an average of about \$5,600 in charges for the first 10 months of 2008. The county proposed having the city pay an average advance each month to speed up the process. Depending on the actual expense, the city would later be credited or charged. City officials declined. The county should work on fixing the errors before the city should have to pay an incorrect bill, **Morrill** said.

**Entrepreneur**

August 2008

**GFOA's new president-elect and executive board.(Government Finance Officers Association) (Paul A. Macklem, Catherine R. O'Connor,)**

The Government Finance Officers Association is governed by an 18-member executive board, which consists of 15 members-at-large serving staggered three-year terms, the current president, the previous year's president, and the president-elect. At the association's annual meeting in June, GFOA members voted for a slate of nominees for president-elect and five new members-at-large, each of whom is profiled below.

*[Note: We have included only the information for Christopher Morrill who was appointed as an at-large board member.]*

**CHRISTOPHER P. MORRILL**

Assistant City Manager--Management and Financial Services

City of Savannah, Georgia

**Chris Morrill** has been a GFOA member for 17 years. He is a member of the GFOA Committee on Economic Development and Capital Planning and also served on the GFOA Committee on Governmental Budgeting and Fiscal Policy from 1994 to 1999. **Morrill** has been an instructor for various GFOA training seminars including Budgeting for Budget Analysts, Capital Budgeting, and Best Practices in Budgeting. He also reviews budgets for the GFOA's Award for Distinguished Budget Presentation Program. He has spoken on issues including economic development at GFOA annual conferences as well as at Florida and Georgia GFOA conferences. He has also written articles for the Government Finance Review.

**Morrill** shares his expertise internationally He was a municipal finance advisor to the South African National Treasury and a Peace Corps volunteer in public finance in Ukraine. He is a Fellow of the Kellogg National Leadership Program. In Savannah, he instituted annual five-year financial planning and five-year capital planning, reducing the tax millage rate by 27 percent in 10 years.

**Savannah Morning News (GA)**

July 19, 2008

**CITY MULLS HIKE ON TAX REVENUE, RISING FUEL COSTS  
GAS PRICES, LOWER REVENUE BEHIND SAVANNAH'S CONSIDERATION  
AGAINST ROLLING BACK PROPERTY TAX FOR FIRST TIME IN A DECADE**

Author: *ERIC CURL, 912-652-0312, eric.curl@savannahnow.com*

High city fuel costs and less consumer spending mean some Savannah property owners will pay more in property taxes this year. City Manager Michael Brown recommended during a City Council workshop Thursday that the board not roll back the property-tax rate as it has done for the past 10 years. "We could reduce it, but there are several reasons not to," Brown said. "We're recommending you stick with what you got at the moment." Maintaining the tax rate at its current level of 12.5 mills - or \$12.50 per \$1,000 of assessed property value - means the owner of a \$125,289 home will pay \$19 more than in 2007 due to increased property value, said Assistant City Manager **Chris Morrill**.

Those same property owners would only pay \$9 in additional property taxes if the tax rate was rolled back to the recommended level. Savannah officials contend the extra money is needed because the city is facing a projected \$1.1 million shortfall in sales-tax revenue and about \$800,000 in unexpected fuel costs. Much of the revenue decline comes from a drop in food, automobile, home and lumber sales, **Morrill** said. A larger-than-expected increase in property-tax revenue is enough to cover the difference but only if the tax rate is kept flat.

Commercial and residential properties that are not primary residences could see more of an increase because they're not protected by the Stephens-Day Homestead exemption, which essentially freezes a home's taxable value but factors in consumer price index fluxuations. There have been some positive developments during the year, **Morrill** said. Property-tax revenue is expected to increase 3 percent more than the city originally anticipated, which would bring in an extra \$1.9 million. More than 60 percent of the growth in property value, about \$228 million, comes from new development as opposed to reassessed values of existing property. "This is the type of growth we want," **Morrill** said. The implementation of energy savings programs in city buildings last year, such as new heating and air-conditioning controls and weatherized buildings, has resulted in a reduced power bill, **Morrill** said. "It's the first time I can remember we are actually spending less on electricity," he said. Hotel and motel tax revenue appears likely to come in even or slightly above the budgeted amount. "Savannah has been amazing the last five years," Brown said. "A lot of these (hotels) are running around with 70, 80 percent occupancy." Still, the tax rate needs to stay where it is to cope with the ongoing "recession," **Morrill** said.

Mayor Otis Johnson said he was concerned Georgia lawmakers could limit the amount of property-tax revenue the city takes in after making unsuccessful tax reform measures this past legislative season. "So I think we have to take a very conservative approach to what we do," Johnson said. "The question is will we ... get caught up in the trend of the day and want to get on the rampart and say we cut taxes. If we cut taxes, what are we going to cut in services?"

**Savannah Morning News (GA)**

May 1, 2008

**LNG NEVER PAID FIRE FEES  
SAVANNAH OFFICIALS WANT TO COLLECT MORE THAN \$500,000 IN UNPAID  
BILLS**

Author: *SCOTT M. LARSON, 912-652-0397, scott.larson@savannahnow.com*

The El Paso Corp. made more than \$1 billion last year, in part from the liquefied natural gas plant it owns on Elba Island. But the company refuses to pay nearly \$500,000 the city of Savannah claims the company owes in fire protection fees from the last three years, plus \$178,000 due in October. "I can't imagine \$178,000 to protect the community that they are located in would be a real financial hardship for the company," said Assistant City Manager **Chris Morrill**.

In fact, in its 30-year existence on the island, the multi-national corporation has never paid for fire protection.

It never has paid for the eight calls to which Savannah Fire & Emergency Services has responded since 2001. But the city still covered the plant, including a freebie on Sept. 24, 2001, to rescue four people working at the site who got trapped in a basket 80 feet in the air. Now, the plant is in the middle of a fire protection controversy. After the city went to the company about the past due bill, El Paso decided to sign a contract with Southside Fire & Emergency Services. "I'm not sure what their thinking is, but I can tell you if they want real fire protection for an industry, the city of Savannah is the only entity that can provide that level of service," **Morrill** said. "So it must be about money."

El Paso spokesman Bill Baerg would only say that Southside is a better fit, although city officials say Southside doesn't have the same capabilities. Fire aside, the plant and others like it are concerns for environmental activists and politicians alike. Area activists argue that the plant poses a serious fire and explosion threat. Liquefied natural gas is a natural gas cooled to minus-260 degrees, but it won't burn in its liquid state. Industry officials say that means it won't explode and level houses for miles as opponents claim. The Elba Island facility opened in 1978 but closed two years later. It re-opened in 2001 and has never had any incident with the 200 ships that have delivered cargo there since.

The U.S. Congress is worried about terrorists attacking liquefied natural gas ships. Last week, the House of Representatives passed a bill requiring the Coast Guard to enforce security zones around arriving tankers. El Paso's Savannah site is approved to nearly double to 15.7 billion cubic feet by 2012.

**Savannah Morning News (GA)**

March 26, 2008

## **LOGO UNITES CITY SERVICES**

### **LOCAL DESIGN FIRM CREATES UPDATED BRANDING FOR CITY ON MODEST BUDGET**

Author: *EMILY GREEN, For the Savannah Morning News*

You've probably seen it around town. The subtly scripted "Savannah" prominently placed in black beside a tilted, abstract version of the city's historic green squares. The city of Savannah's new logo is gradually showing up on everything from maintenance vehicles and parking meter receipts to letterhead and envelopes. "It was important that the design be timeless, not trendy, so it would not go out of style," **Morrill** said. "This should be a viable design for decades."

Don't let the simplicity of the logo fool you into thinking it is just another pretty design.

Months of research and proposed sketches by local design firm brightwhitespace, partnered with an identity design committee made up of city employees, went into the production and implementation of the updated logo, now visible all around Savannah.

## **IDENTITY CRISIS**

The plan for rebranding the city of Savannah's image began during a conversation concerning the more than 40 individual logos that represented various service departments. Film Commissioner Jay Self and Assistant City Manager **Chris Morrill** discussed a need for one unifying look to represent the city as a single entity and thus began the initial stages of rebranding.

The many existing department logos were not coherent or recognizable as part of the city of Savannah. Some didn't even represent the intended service to the public, creating potential confusion for citizens wondering which services their tax dollars supported.

"We have thousands of employees, thousands of vehicles out there doing work all day and people don't think about them all being the city of Savannah," Self said.

## **THEY GET SAVANNAH**

The city hired Ariel Janzen and Rigel Crockett of brightwhitespace to work on the project in stages. Their previous experience with identities for the Liberty Parking Shuttle and Tourism and Film Department provided some established trust, but more importantly, the committee chose the local firm because they "get" Savannah.

"There's so much about Savannah that's so subtle," **Morrill** said. "You really have to live here to get it. Having a local company rather than some big national firm come in was important to the process."

*Internet Research*  
*Morrill, Christopher*

*Note: This research will be presented in reverse chronological order*

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From studies and surveys to sketches with various colors, typography and imagery, the two teams collaborated throughout the process.

#### PLACE BRANDING

"With so much competition for businesses, for visitors, you have to put out a positive image," **Morrill** said. "You have to put out an image that says 'we have our act together.' "

Janzen and Crockett researched other cities with successful rebranding and conducted surveys with Savannah residents, which they used to help compile a list of identity requirements, design specifications and branding goals with the committee.

"As with any identity problem, the challenge was one of perception," Crockett said. "Many city employees did not feel good about their outdated 1950s-style, institutional business cards. Additionally, because each of the city's departments had a unique logo, citizens were not always able to identify which services the city was actually delivering."

#### WHAT'S IN A NAME

"We realized that the word 'Savannah' itself has a very positive message in it," Self said. "It's a beautiful name to visitors and to locals alike. Instead of minimizing that, the word 'Savannah' is in the center of the logo."

Deciding on an accompanying icon proved more taxing than choosing the main part of the logo. After considering numerous icons, the committee selected one of the city squares tipped on point because of its messages. The committee realized Savannah means different things to different people, however, the one thing unique to the city when compared to others is the public city squares.

"The central core of the Oglethorpe plan and the ward is the square, the open space, the green space, the sense of public," **Morrill** said. "For us it's the simplicity of the symbol and the allusion to the public city squares," Crockett said. "This is important because the square not only represents Savannah's beauty and livability, but it reminds us that the city has always been responsible for their care."

The official design brief explained that the shading of the city square "creates a positive forward motion." The use of green does justice to the countless parks and trees while emphasizing an environmental focus, and the feminine serif font of "Savannah" captures the welcoming spirit. "Even though the symbol is kind of a downtown symbol, those values radiate throughout our community," Self said, "not only in public land planning and public spacing but also with access and involvement."

## A SOFT ROLLOUT

The city purposely did not plan an official unveiling of the new logo mainly with the taxpayers' best interest in mind. Instead, it opted for a soft rollout, which means using up supplies that contained the old logos and waiting until vehicles are replaced. From start to finish the rebranding cost totaled just less than \$25,000, a cost virtually unheard of in most rebranding projects.

"We wanted to roll it out more organically so that people would subtly discover it," **Morrill** said. "Externally, the whole rebranding as an organization shows that we're one organization, we have core values that we work toward."

Public safety services such as the police and fire departments were not required to switch to the new logo because of their widely recognized existing logos. Appointed city officials such as the mayor and legal counsel will continue to use the more formal historic seal.

Brightwhitespace created a 42-page stylebook with specific guidelines for city employees to use in order to avoid relying on outside vendors for printing. The stylebook contains color variations of the logo in files formatted for Web and print and lists suggestions on how to use the graphics. With city employees having access to the files, they can print on an as-need basis instead of having to order in bulk.

"We thought there would be a lot of push back (internally) because it's difficult to implement change in any organization," Self said. "But to my knowledge it has been universally accepted because we rolled it out in a way for our people that made it as easy as possible for them to embrace it."

**Augusta Chronicle, The (GA)**

August 20, 2004

**PROPOSAL BENEFITS TOURISM GATEWAY**

Author: *Scott M. Larson and Mary Carr Mayle, Morris News Service*

SAVANNAH, Ga. - The tourist boulevard along Savannah's quaint River Street will expand soon with the construction of a \$570 million mixed-use development that city officials say will transform a chunk of land - next door to downtown Savannah - that resembles a wasteland.

"If you look at it right now as you drive in, it's one of the gateways to Savannah, and it's ugly looking," said Assistant City Manager **Chris Morrill**. "There are not many large sites in the city so close to downtown where you could really do a quality development that could extend the Historic District."

In the past, the site has scared off developers because of extremely poor drainage.

City officials said that, in the past couple of years, six or seven developers have met with the city about the property but couldn't make anything work.

Mr. **Morrill** and John Hutton, the city's acting inspections director, are more optimistic about this proposal because three developers, including a group building a mall just to the south, are working together to address the big issues, such as drainage.

"All of a sudden, you are looking at doing something for one-third of the cost," Mr. Hutton said.

*Internet Research  
Morrill, Christopher*

*Note: This research will be presented in reverse chronological order*

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**Savannah Morning News (GA)**

October 15, 2002

**SAVANNAH OFFICIALS TO STAY IN INDONESIA  
THREE CITY EMPLOYEES TO CONTINUE GOODWILL VISIT DESPITE VIOLENCE.**

Author: *Savannah Morning News*

Friday, three Savannah city officials departed for Indonesia on a goodwill mission to offer their expertise to a sister city across the globe.

The next day, while the group was in midflight, a bomb exploded in a Bali nightclub.

Sunday, the Savannah trio landed in Indonesia as thousands of Westerners attempted to flee the island nation.

The three - acting Revenue Director Buddy Clay; Development Services Administrator John Hutton; and Public Development Coordinator Cindy Boyette - were given the option of returning, but decided to stay, despite a U.S. embassy order evacuating all nonessential personnel.

The city they are visiting, Yogyakarta, is located on the main island, they reasoned, and they are being accompanied at most times by Indonesian security. As an extra precaution, they have canceled planned media events to lower their visibility.

"They feel safe and they are going to stay," said Assistant City Manager **Chris Morrill**. "If the situation changes, we will get them out quickly." **Morrill**, City Manager Michael Brown and Finance Director Richard Evans visited Yogyakarta in March to establish the sister-city partnership as part of a program funded by the International City/County Managers Association. Hutton, Clay and Boyette will spend the week helping Yogyakarta improve its revenue system and inspections process.

**Savannah Morning News (GA)**  
September 13, 2002

**LOST SOLUTION MAY BE FOUND  
NEGOTIATORS TENTATIVELY AGREE HOW TO SPLIT ABOUT \$45 MILLION A  
YEAR, BUT THE COUNTY COULD BLOCK THE PLAN TODAY.**

Author: *Jennifer Moroz, Savannah Morning News*

After months of bitter back-and-forth, negotiators for Chatham County and eight municipalities have reached a tentative agreement on how to split up millions of dollars in sales-tax revenue. Under the proposed distribution of the Local Option Sales Tax (LOST), the cash-strapped county would get about \$2.3 million a year more than it does under the current arrangement. County Commission Chairman Billy Hair and representatives of the municipalities, including Savannah, agreed the deal was a fair compromise. But some county commissioners say that it does not go far enough, and their voices count: The proposal needs the stamp of the majority on the nine-member commission to become final.

The commission is expected to consider the matter at its regularly scheduled meeting this morning. Pooler Mayor Buddy Carter was confident: "We've got five votes lined up." County Commissioner Frank Murray, one of two designated negotiators for the county, wasn't so certain.

"I don't think it's an offer that has the support to pass," he said.

Murray himself is against the proposal, which was hammered out over the last few days between Hair and Savannah Mayor Floyd Adams Jr. Representatives of the other seven municipalities, which have teamed up with Savannah in the negotiations, have signaled their approval. "I think we're getting close," Murray said, "but I don't feel the offer is where it needs to be right now."

Proceeds from the 1-percent sales tax represent a major source of revenue for local governments, which use the money to fund services - and lessen the property-tax burden on homeowners. Over the next 10 years, the tax is expected to generate about \$500 million. About 35 percent, or \$175 million, of that comes from tourist spending. The proceeds are divided based on a number of criteria, including population, level of services provided by each government, and where the tax is generated. The first split is between the county and the municipalities as a group; the municipalities then decide how to divvy up their share. Under the current distribution formula, negotiated in 1995, the county gets 19.22 percent of the annual proceeds - about \$8.3 million last year. Savannah gets the bulk at 68.73 percent - about \$30 million last year. Over the last three months, county officials have argued that they have lost millions a year as a result of the 1995 deal, when they picked up the cost of housing municipal prisoners in return for a slightly larger piece of the sales-tax pie.

Commissioners, who just finished closing an \$11.7 million hole in the county's operations budget, have blamed a large part of the county's ongoing financial woes on the prisoner issue.

*Internet Research  
Morrill, Christopher*

*Note: This research will be presented in reverse chronological order*

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Municipal officials countered that the county has overestimated its losses, using faulty figures to calculate prisoner costs.

Under the proposed new agreement, the county would get 17.6 percent of the sales-tax revenue - an amount equal to about \$7.9 million next year. It would charge the municipalities \$30 a day for each municipal prisoner housed in the county jail. The county would pay for municipal prisoners not yet bound over to the state court system after 28 days.

County officials estimate those prisoner fees will bring in an extra \$2.7 million a year. "I think we've come to an agreement we can all live with," said Garden City administrator Tom Gates. "We tried to do what was fair and right and protect the tax to make sure it continues to exist." If an agreement is not finalized by Dec. 30, the tax expires. Up until last week, negotiations appeared deadlocked.

County officials had originally been asking for 18.6 percent of the tax proceeds, plus \$45 a day for each municipal prisoner.

City negotiators in return offered the county a 15.51 percent cut of the sales-tax pie, with no help to maintain the county jail.

Savannah Assistant City Manager **Chris Morrill** said the proposed deal was especially sweet for the county. "They started at 18.6 percent and \$45 (a day per prisoner) and look where this agreement is," **Morrill** said. "This is a good deal for them." The city, which last year got about \$30 million of the proceeds and didn't have to pay to house its prisoners, would lose about \$600,000 a year. **Morrill** said he did not yet know how officials would make up the lost revenue.

If county commissioners ratify the agreement, the municipalities would decide how to divide the remainder of the sales-tax proceeds. That division is usually based on population, which would give Savannah 67.37 percent, or about \$30.3 million next year. Bloomingdale would get 1.37 percent; Garden City 5.78 percent; Pooler 3.2 percent; Port Wentworth 1.68 percent; Thunderbolt 1.2 percent; Tybee Island 1.74 percent; and Vernonburg .07 percent.

**Savannah Morning News (GA)**  
February 1, 2002

**SAVANNAH AGREES TO IMPROVE ACCESS  
SETTLEMENT WITH JUSTICE DEPT. COMES ALMOST 2 YEARS AFTER AUDIT  
FOR COMPLIANCE WITH ADA**

Author: *Kate Wiltrout*

Navigating Savannah's streets - and its bureaucracy - will soon get a little easier for disabled people. The city is one of 21 state and local governments that settled Wednesday with the U.S. Department of Justice regarding compliance with the Americans with Disabilities Act. Now almost 10 years old, the act requires that public facilities be made accessible to all people.

**Chris Morrill**, an assistant Savannah city manager, said the 11-point agreement should take about two years to complete. He estimated it would cost about \$300,000, and that money would be found in the budget for the improvements.

Some of the changes are easier than others. For instance, all letters sent from city offices will have a central TTY telephone number on them, so hearing-impaired residents can contact the city.

City Council chambers will be fitted with listening systems for the hard-of-hearing, as will Grayson Stadium and the Martin Luther King Jr. Arena at the Civic Center.

Others are more labor intensive. The city agreed to physical modifications so that "parking, routes into buildings, entrances, doors, elevators, signage, public telephones, restrooms, dressing rooms, locker rooms, service counters, drinking fountains and swimming pools are accessible to people with disabilities."

Carol Bell, Central Services director, said the city would go beyond what's required.

"We don't really have any qualms with the agreement," she said. City Hall will get one wheel-chair accessible bathroom, though it was technically compliant already, with bathrooms in the nearby hospitality center on River Street, said city architect Thomas Perdue.

"God only knows whether the original City Hall even had bathrooms," Perdue said. "The city occupies a lot of buildings that are very historic and very old, and most of those are the ones we have problems with."

**Savannah Morning News (GA)**

November 13, 2001

## **NEW ASSISTANT CITY MANAGER ALL OVER THE MAP**

Author: *Kate Wiltrout*

**Chris Morrill** started his job as assistant city manager for management and financial services in August. The position is new to him - but City Hall isn't. Before spending two years in South Africa working for the U.S. Agency for International Development, **Morrill** was Savannah's research and budget director for seven years. That job was interrupted with a two-year Peace Corps gig in Ukraine, where he advised the city of Lviv on finance, management and privatization issues. **Morrill**, who works out of an office in the top corner of City Hall, filled the spot left when Bob Bartolotta moved last October.

Here's what **Morrill** had to say during a break from last week's budget workshops:

What are some of your goals as an assistant city manager?

"First, to ensure that our city employees are well-trained, that they have a good work environment and they have the support services (they need). ... Next is to maintain the city's strong financial foundation, particularly through a possible recession."

He also wants to improve the city's use of technology, both for services and to get information out to citizens. Another top priority is getting citizens more engaged with local government.

How has your work overseas affected your views about local government?

"In the Peace Corps (in Ukraine), I experienced government at its worst, where it's designed to control and keep track of people rather than provide services. It really makes me want to focus on the positive role government can play. In South Africa, post-apartheid, it was seeing that to really have democracy you have to have citizen involvement. It impressed me how diligent they were at that."

How do you think Savannah changed while you were in Africa the past two years?

"I think what I saw coming back was a lot more economic development, downtown and in the neighborhoods. Areas like off East Broad Street that I thought were hopeless have all of a sudden come back. ... I personally have seen a much greater police presence in my own neighborhood (Ardsley Park), and the city seems a bit cleaner."

What can Savannah residents expect if the economy goes into a prolonged recession?

"If the recession is longer term and systemic, then we really need to look at prioritizing the services we provide and actively look at our revenue sources. I think an increase in property tax would probably be a last resort."

**Savannah Morning News (GA)**

June 8, 2001

**SAVANNAH HIRES NEW ASSISTANT CITY MANAGER**

Author: *Bret Bell*

**Chris Morrill** has spent much of the past five years helping to privatize the Ukraine and create a new financial framework for local governments in post-apartheid South Africa.

With that kind of background, City Manager Michael Brown figures he will have little trouble coming up with a budget for little old Savannah. Brown announced Thursday that he hired **Morrill**, who helped create annual budgets for the city of Savannah for the better part of a decade, as assistant city manager for management and financial services.

Considered one of the top three most powerful positions in city government, **Morrill** fills a position that had remained vacant since October, when Bob Bartolotta left to run the city of Jupiter, Fla. Finance Director Richard Evans served as assistant city manager in the interim.

**Morrill** will start work Aug. 13 with a \$98,000 annual salary.

While working for the city from 1990-1992, and again, from 1994-1999, **Morrill** led an eight-member team that prepared and monitored a \$170 million budget.

"**Chris** made many improvements in our budget and financial management systems, as well as in the quality and clarity of our presentation and public information materials," Brown said.

In his new position, **Morrill** will oversee 10 city departments, including vehicle maintenance, finance, human resources, purchasing, central services and parking services.

Bartolotta drew some heat from city employees during his tenure when Vehicle Maintenance Department employees claimed abuse and unsafe working conditions. The department's director later resigned during a city investigation.

Some of those worker complaints led to the unionization of service employees earlier this year.

**CHRIS MORRILL'S RESUME**

**WORK HISTORY**

1999-present: senior municipal policy adviser for the National Treasury of South Africa -- United States Agency for International Development

1990-1992, 1994-1999: research and budget director, city of Savannah

*Internet Research  
Morrill, Christopher*

*Note: This research will be presented in reverse chronological order*

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1997-2000: fellow, Kellogg National Leadership Program -- studied community building in countries throughout the world

1992-1994: Peace Corps volunteer -- advised the city of Lviv, Ukraine, on finance, management and privatization issues

1988-1990: senior management analyst, city of Savannah

1986-1988: senior budget analyst, Catawba County, N.C.

1984-1985: downtown project manager, Lynn, Mass.

#### EDUCATION

Master of Public Administration, 1987 -- University of North Carolina, Chapel Hill

Bachelor of Arts, 1984, political science major -- College of the Holy Cross, Worcester, Mass.

Certificate in county administration, certificate in budgeting and financial planning -- North Carolina Institute of Government

**Columbus Ledger-Enquirer (GA)**

October 14, 1996

**GEORGIA BRIEFS**

Author: *From wire reports*

City to be compensated for Olympic security costs

SAVANNAH -- Savannah will receive \$57,308 from the Legislature to compensate for nonpersonnel security costs incurred during Olympic yachting events.

"The request was passed by the state legislature earlier on, and the governor's office gave it final approval late last week," said state Rep. Tom Bordeaux, D-Savannah. "The city is getting everything it asked for, which is a good sign for Savannah and its planning department."

The money is coming from a \$500,000 governor's discretionary grant fund approved by the Legislature so cities hosting satellite Olympic venues -- such as Savannah with yachting or Columbus with softball -- could be compensated for security costs.

Savannah's budget director, **Chris Morrill**, said the money is welcome, even though all Olympic costs are already covered by the city's \$88.5 million general fund budget for 1996.

"It's like getting a bonus at work -- you don't go out and spend it right away," **Morrill** said.

ACOG already paid Savannah \$290,000 to help defray police overtime in a deal negotiated earlier this year by Mayor Floyd Adams Jr. The city still incurred an additional \$244,000 in police overtime during the Games, although all of it was budgeted by city officials.

Savannah requested compensation for computers, police vehicle maintenance, bulletproof vests and extra barricades and other items needed around the venues.

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Research Completed by: Vanessa Garner  
Colin Baenziger & Associates

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# **Appendix D**

## *Sample Survey* *Savannah City Manager Quality Survey*

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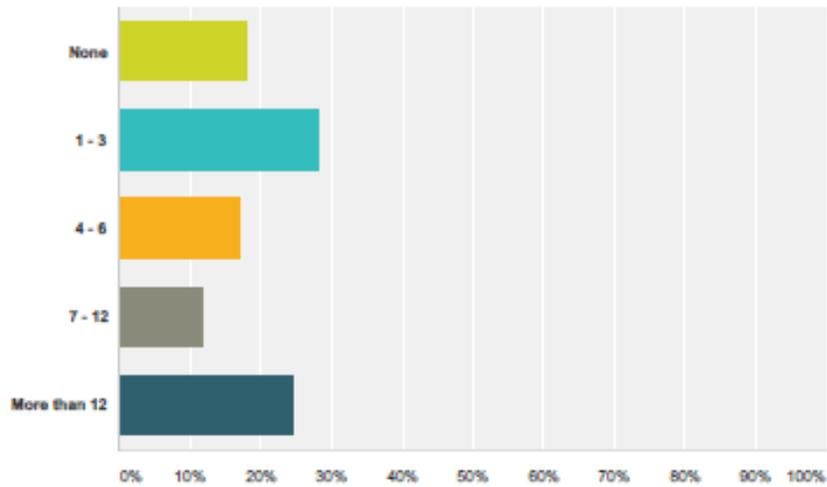
# Sample City Manager Quality Survey

Savannah City Manager Quality Survey

SurveyMonkey

**Q1 During the past three years, how often have you attended or viewed a city council or city commission meeting (select only one)**

Answered: 449 Skipped: 1



Answer Choices	Responses	Count
None	18.26%	82
1 - 3	28.29%	127
4 - 6	16.93%	76
7 - 12	11.80%	53
More than 12	24.72%	111
<b>Total</b>		<b>449</b>

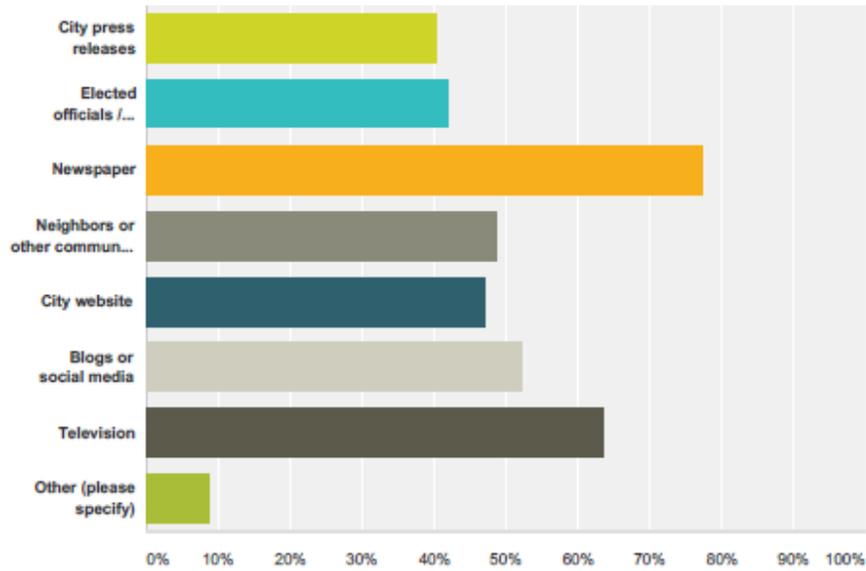
# *Sample City Manager Quality Survey* (continued)

Savannah City Manager Quality Survey

SurveyMonkey

## Q2 How do you keep informed of City issues and concerns (select all that apply)

Answered: 450 Skipped: 0



Answer Choices	Responses
City press releases	40.22% 181
Elected officials / city staff	42.00% 189
Newspaper	77.56% 349
Neighbors or other community members	48.67% 219
City website	47.11% 212
Blogs or social media	52.22% 235
Television	63.78% 287
Other (please specify)	8.67% 39
<b>Total Respondents: 450</b>	

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## Sample City Manager Quality Survey (continued)

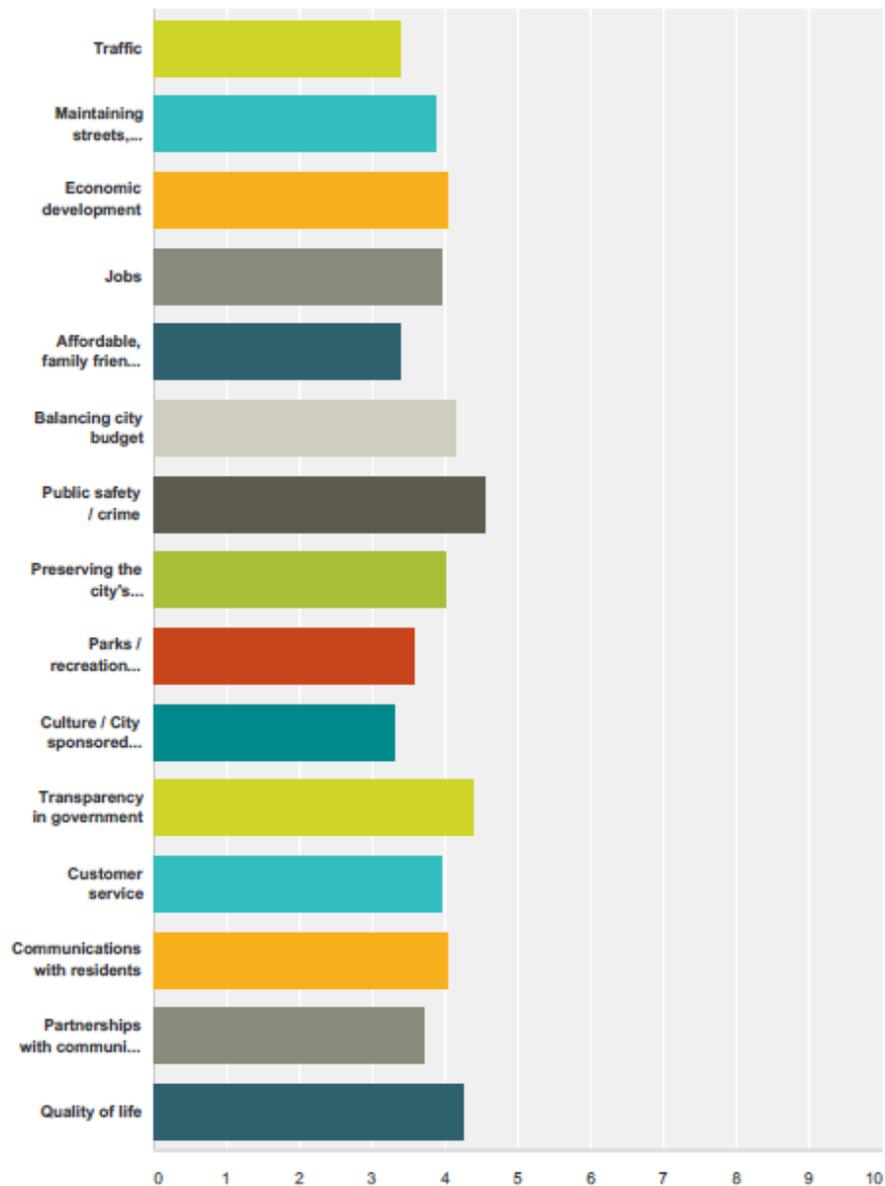
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Savannah City Manager Quality Survey

SurveyMonkey

**Q3 Please rank each of the following issues that the City Manager should address (5 being the most important and 1 as not important)**

Answered: 448 Skipped: 2



## *Sample City Manager Quality Survey* (continued)

Savannah City Manager Quality Survey

SurveyMonkey

Traffic	6.59% 28	12.47% 53	35.06% 149	24.00% 102	21.41% 91	0.47% 2	425	3.41
Maintaining streets, buildings, and other public facilities	2.30% 10	7.36% 32	23.22% 101	33.79% 147	32.64% 142	0.69% 3	435	3.88
Economic development	6.19% 27	6.42% 28	13.76% 60	22.25% 97	48.85% 213	2.52% 11	436	4.04
Jobs	5.61% 24	7.71% 33	16.82% 72	22.66% 97	44.86% 192	2.34% 10	428	3.96
Affordable, family friendly housing	10.39% 45	13.39% 58	28.41% 123	19.40% 84	27.48% 119	0.92% 4	433	3.41
Balancing city budget	3.63% 16	5.22% 23	13.83% 61	27.89% 123	47.62% 210	1.81% 8	441	4.13
Public safety / crime	3.83% 17	2.03% 9	5.63% 25	10.36% 46	74.77% 332	3.38% 15	444	4.55
Preserving the city's character	5.68% 25	5.68% 25	17.50% 77	23.41% 103	46.36% 204	1.36% 6	440	4.00
Parks / recreation programs	3.90% 17	7.57% 33	33.94% 148	32.11% 140	21.56% 94	0.92% 4	436	3.60
Culture / City sponsored events	7.74% 34	12.98% 57	35.99% 158	28.02% 123	14.81% 65	0.46% 2	439	3.29
Transparency in government	3.61% 16	2.71% 12	10.84% 48	14.67% 65	65.24% 289	2.93% 13	443	4.39
Customer service	4.52% 20	6.79% 30	20.59% 91	24.89% 110	42.31% 187	0.90% 4	442	3.95
Communications with residents	4.31% 19	4.76% 21	18.37% 81	26.53% 117	44.90% 198	1.13% 5	441	4.04
Partnerships with community / schools / business	8.18% 36	8.41% 37	22.50% 99	24.32% 107	35.68% 157	0.91% 4	440	3.72
Quality of life	4.56% 20	2.96% 13	12.07% 53	20.96% 92	56.72% 249	2.73% 12	439	4.26

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## Sample City Manager Quality Survey (continued)

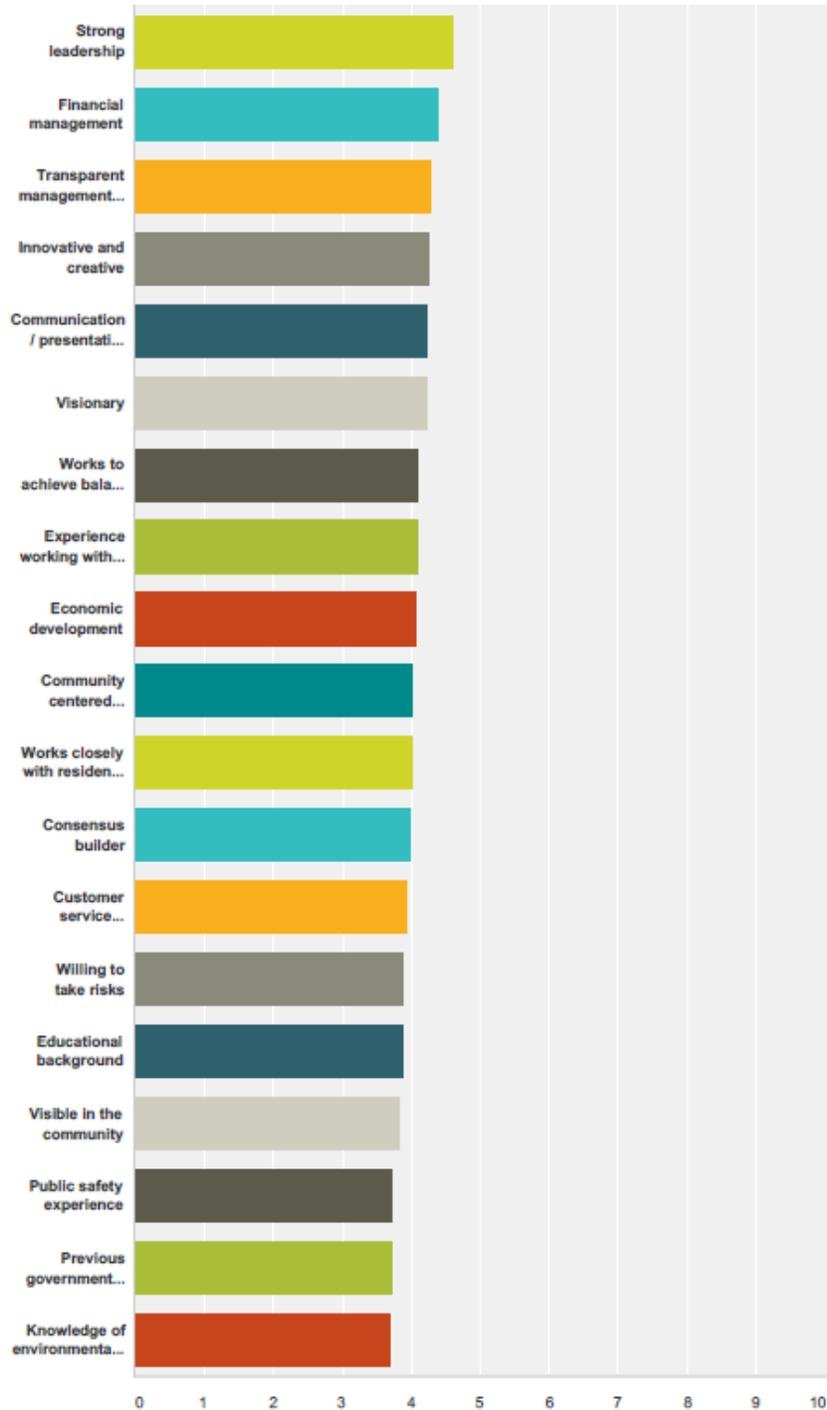
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Savannah City Manager Quality Survey

SurveyMonkey

**Q4 Please rank each of the following skills the next City Manager should have (5 being the most important and 1 as not important)**

Answered: 449 Skipped: 1



## *Sample City Manager Quality Survey* (continued)

Savannah City Manager Quality Survey

SurveyMonkey

	1	2	3	4	5	N/A	Total	Weighted Average
Strong leadership	4.51% 20	1.13% 5	3.39% 15	10.61% 47	79.01% 350	1.35% 6	443	4.61
Financial management	3.38% 15	3.15% 14	8.33% 37	20.72% 92	63.06% 280	1.35% 6	444	4.39
Transparent management style	3.83% 17	2.25% 10	13.06% 58	20.50% 91	58.78% 261	1.58% 7	444	4.30
Innovative and creative	4.10% 18	2.28% 10	14.81% 65	20.27% 89	57.86% 254	0.68% 3	439	4.26
Communication / presentation skills	3.62% 16	3.39% 15	13.12% 58	25.57% 113	53.62% 237	0.68% 3	442	4.23
Visionary	5.22% 23	2.95% 13	12.70% 56	20.63% 91	57.37% 253	1.13% 5	441	4.23
Works to achieve balance among all community interests: residents, businesses and developers	2.95% 13	6.35% 28	15.19% 67	26.98% 119	47.39% 209	1.13% 5	441	4.11
Experience working with diverse communities	6.07% 27	5.39% 24	14.16% 63	21.12% 94	52.36% 233	0.90% 4	445	4.09
Economic development	4.57% 20	5.25% 23	14.16% 62	28.54% 125	45.89% 201	1.60% 7	438	4.08
Community centered approach	4.78% 21	5.01% 22	17.31% 76	27.56% 121	44.65% 196	0.68% 3	439	4.03
Works closely with residents and seeks their viewpoint	4.08% 18	4.31% 19	17.46% 77	31.75% 140	41.72% 184	0.68% 3	441	4.03
Consensus builder	4.31% 19	6.12% 27	20.63% 91	24.04% 106	43.54% 192	1.36% 6	441	3.98
Customer service orientation	5.24% 23	5.92% 26	18.00% 79	28.93% 127	41.00% 180	0.91% 4	439	3.95
Willing to take risks	5.25% 23	5.02% 22	23.74% 104	26.26% 115	38.81% 170	0.91% 4	438	3.89
Educational background	3.64% 16	7.05% 31	22.95% 101	27.05% 119	37.27% 164	2.05% 9	440	3.89
Visible in the community	4.58% 20	7.09% 31	24.71% 108	26.32% 115	36.61% 160	0.69% 3	437	3.84
Public safety experience	4.49% 20	8.31% 37	26.97% 120	27.42% 122	31.69% 141	1.12% 5	445	3.74
Previous government experience	8.07% 36	7.17% 32	24.22% 108	23.54% 105	35.43% 158	1.57% 7	446	3.72
Knowledge of environmental issues	7.06% 31	8.43% 37	25.28% 111	24.83% 109	33.26% 146	1.14% 5	439	3.70

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## *Sample City Manager Quality Survey* (continued)

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Savannah City Manager Quality Survey

SurveyMonkey

### Q5 Is there anything else you want to share about what you would like to see in our next City Manager?

Answered: 230 Skipped: 220

Put the NEEDS of residents of the City of Savannah FIRST! Before the tourists, the business developers, etc.
A dedication to addressing the gun violence in our city.
More visibility to the community as a whole including the unincorporated areas, not just to specific groups.
Interest in building a bike and pedestrian friendly city.
A major interest in the environment and sustainability of it.
A familiarity with and support for Complete Streets.
Good working relationship with citizens and police. Ability to work to preserve neighborhoods. Savannah is not just for tourists!
Highly ethical business practices. High moral values and integrity. Verifiable track record of previous accomplishments in government or business.
Increasing mobility using plans like "Complete Streets". Making public transportation available for all in getting around the city (shuttles); making it safe for biking; better recycling agenda (they're composting in San Francisco these days).
I'd like to see the City Manager riding his bike to work or walking to work and incorporate a plan to always include sidewalks and bike paths in infrastructure for existing and especially for new development.
Someone who will place traffic calming and safe streets as a top priority. We have virtually no traffic enforcement (60 mph on E 52nd, my street, is not uncommon and there is NO police enforcement).
We need to start making Savannah A Bike City friendly and make better changes for cyclists safety , so that we won't have another horrible accident like on BRAG again.
Commitment to transportation issues in traffic calming through downtown for pedestrians, bicycles, cars (speeding) and public transportation. Too many accidents, by any of these modes of transportation, are completely avoidable or at least able to be lessened by enforcement of existing laws or the development of prevention measures.
Focus on the planning, development and maintenance of complete streets.
Previous experience in a city with similar challenges would be ideal, along with a demonstrated ability to manage large public projects from start to finish.
He or she must be someone the city staff will respect and find good to work for. I guess this is having the skills that most employees like to see in their employer. The new City Manager should also have skills in delegating responsibility and giving credit to others for their successes.

\*16 samples responses from the 230 received.

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## **Appendix E**

*St. Johns County, FL Resolution Thanking  
CB&A for Its Outstanding Service*

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**RESOLUTION NO. 2007-23**

**A RESOLUTION OF THE COUNTY COMMISSION  
OF ST. JOHNS COUNTY, FLORIDA, THANKING  
COLIN BAENZIGER & ASSOCIATES FOR ITS  
OUTSTANDING EFFORTS IN CONDUCTING THE  
EXECUTIVE SEARCH FOR THE COUNTY'S NEW  
ADMINISTRATOR; AND PROVIDING AN  
EFFECTIVE DATE.**

**WHEREAS**, St. Johns County retained Colin Baenziger & Associates (CB&A) to identify and recommend strong candidates to be the County Administrator;

**WHEREAS**, CB&A's staff worked diligently to find and produce excellent candidates, and then provided the County Commission with comprehensive materials concerning the candidates' aptitude, experience, background, complete and thorough interviews, references, extensive checks of criminal, civil and financial history, verification of employment and education, and exhaustive reviews of Internet and newspaper archives of these candidates; and

**WHEREAS**, CB&A's process was completely open, fair and unbiased and was extremely well received by the County Commission, county staff, the press, and the public; and

**WHEREAS**, the County Commission wishes to express its gratitude to Colin Baenziger & Associates for its efforts on behalf of the county;

**NOW BE IT THEREFORE RESOLVED BY THE COUNTY COMMISSION OF  
ST. JOHNS COUNTY, FLORIDA AS FOLLOWS:**

**Section 1: Recitals.** The preceding recitals are true and correct and are incorporated herein by this reference.

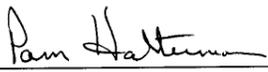
**Section 2: Acknowledgement.** The County Commission wishes to express its sincere appreciation and gratitude to Colin Baenziger & Associates for its outstanding work and effort in assisting the county in finding its County Administrator.

**Section 3: Effective Date.** This resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, this 21 day of August, 2007.

**ATTEST: Cheryl Strickland, Clerk**

**BOARD OF COUNTY COMMISSIONERS  
ST. JOHNS COUNTY, FLORIDA**

By:   
Deputy Clerk

By:   
Ben Rich, Chairman

Rendition Date: 8/23/07



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## **Appendix F**

*Comments from Dale Martin on  
CB&A's Vetting Process*

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# Fernandina Observer™

A JOURNAL OF NEWS AND OPINION

## **Weekly comments from Dale Martin**

**By Dale Martin, City Manager, City of Fernandina Beach**

*March 18, 2016 1:00 a.m.*

The vetting process employed by Mr. Colin Baenziger following my application to the City of Fernandina Beach was the most thorough review of my career, credentials, and references that I have ever experienced. In the months leading to my appointment here, I was interviewed in several other communities for similar City Manager positions. Despite getting to the interview stage in those communities, none of my references ever indicated to me that they had been contacted. As part of the selection process here, I was required to provide an exhaustive list of references, some very specific, such as my current Town Attorney, auditor, Chamber of Commerce, etc. To the best of my knowledge, every single reference provided was contacted.

The historic information provided to the City Commission for each candidate was extensive. Reading through the older newspaper articles rekindled so many memories- the personalities and issues from earlier days illustrate some peaks and valleys over the past twenty years. It has been a wonderful ride.

Note: Mr. Martin reminisces about his career for the remainder of the article. The full article can be found at:

<http://fernandinaobserver.com/2016/03/18/weekly-comments-from-dale-martin-5/#more-65218>



# City of Jacksonville Beach

Property and Procurement Division  
1460A Shetter Ave., Jacksonville Beach, FL 32250  
Tel: 904-247-6229

Receipt for RFP/Bid/RFQ

Circle one

RFP / Bid / RFQ number: 05-1718

Initials of receiver: LD

Respondent: Colin Baenziger and Associates

Date/time received:

21 MAY 18 3:32 PM

**COLIN BAENZIGER & ASSOCIATES**  
EXECUTIVE RECRUITING

Proposal for Jacksonville Beach, FL

RFP Number: 05-1718  
Executive Search Consultant –  
City Manager

ORIGIN ID: OTSA (425) 658-7025  
LYNELLE KLEIN  
COLIN BAENZIGER & ASSOCIATES  
23016 NE 51ST STREET  
REDMOND, WA 98053  
UNITED STATES US

SHIP DATE: 17MAY18  
ACTWGT:  
CAD: 110078623/INET3980

BILL SENDER

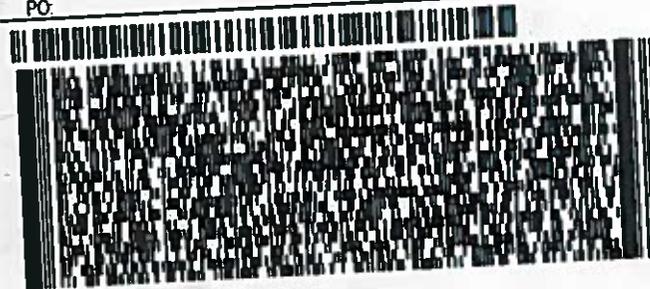
TO PROPERTY AND PROCUREMENT  
CITY OF JACKSONVILLE BEACH, FL  
1460A SHETTER AVE.

JACKSONVILLE BEACH FL 32250

(425) 658-7025  
INV:  
PO:

REF:

DEPT:



FedEx Express



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MON - 21 MAY 4:30P  
\*\* 2DAY \*\*

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SH USTA

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Align bottom of peel-and-stick airbill or pouch here.

562.027828DCP6

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6268  
www.jacksonvillebeach.org

## MEMORANDUM

TO: The Honorable Mayor and Members of the City Council  
FROM: George D. Forbes, City Manager  
SUBJECT: Interim City Manager  
DATE: July 2, 2018

### ACTION REQUESTED

Approve an employment agreement with Karen Nelson to serve as Interim City Manager for the period required to recruit and select a permanent City Manager.

### BACKGROUND

City Manager George Forbes will be retiring on August 1, 2018 and the City is actively conducting a recruitment for a permanent appointment. During the recruitment period, the City will have an immediate need for an employee to perform the duties of the City Manager, which is a position that is critically necessary to the ongoing function of the City and requires highly specialized management and leadership skills.

The City Council has selected Karen Nelson to serve as Interim City Manager from August 2, 2018 until a permanent City Manager is appointed. Karen began working for the City in September of 2000. She served as Accounting Supervisor, Human Resources Director and Chief Financial Officer before being appointed Deputy City Manager on April 1, 2018.

The attached employment agreement defines the terms and conditions of Karen Nelson's employment as Interim City Manager. The base salary for the interim period is an increase of \$26,000 over Karen's current annual base salary. All other compensation and benefits will remain unchanged.

### RECOMMENDATION

Appoint Karen Nelson to serve as Interim City Manager, effective August 2, 2018, and authorize the Mayor to execute the attached employment agreement dated July 16, 2018.



City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6268  
Fax: 904.247.6169

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

## INTERIM CITY MANAGER AGREEMENT

This agreement is entered into this 16th day of July, 2018, by and between the City of Jacksonville Beach, Florida, a municipal corporation organized and existing under the laws of the State of Florida, (the "City"), and Karen W. Nelson, ("Nelson").

The parties agree as follows:

### SECTION 1. EMPLOYMENT

- a) The City Manager is appointed by the City Council as the chief administrative officer for the execution of the executive and administrative functions of the City.
- b) The City Manager position will be vacant on August 2, 2018 and the City is actively conducting a recruitment for a permanent appointment.
- c) During the recruitment period, the City will have an immediate need for an Interim City Manager to perform the duties of the City Manager.
- d) The City agrees to employ Nelson as the Interim City Manager and to provide her compensation and employment benefits as set forth in this agreement.
- e) Nelson represents to the City that she possesses the qualifications of Interim City Manager and agrees to carry out all functions and duties of that position as outlined in the Charter of the City of Jacksonville Beach.

### SECTION 2. SALARY AND PAY

- a) The City shall pay to Nelson an annual salary of \$160,160, payable in equal bi-weekly installments.
- b) In addition to the base salary, the City shall pay to Nelson an automobile allowance of \$4,800 per year, an insurance supplement of \$600 per year, and CPA incentive pay of \$1,200 per year.

### SECTION 3. TERM

- a) Commencing on August 2, 2018, the Interim City Manager shall serve for an indefinite term at the pleasure of the City Council and will return to the position of Deputy City Manager on the day the new City Manager begins his/her duties, or at any time the City Council or Nelson no longer wish that she serve as Interim City Manager.



- b) Before the effective date of this Agreement, Nelson was employed by the City as the Deputy City Manager and was provided compensation and benefits in accordance with the City's Position Classification and Pay Plan.
- c) Upon completion of her term as Interim City Manager, Nelson shall return to the performance of her duties as the Deputy City Manager earning the same compensation and benefits she would have earned had she remained in the Deputy City Manager position during the term of this agreement.

#### **SECTION 4. RETIREMENT, HEALTH AND OTHER INSURANCE**

- a) Nelson will remain a member in the City's General Employees' Retirement System.
- b) The Interim City Manager shall be provided the same insurance coverage as is extended to all other non-union City employees at the same rates.

#### **SECTION 7. VACATION**

The Interim City Manager shall be provided the amount of paid vacation and sick leave as is afforded to non-union general employees of the City of Jacksonville Beach.

#### **SECTION 8. GENERAL PROVISIONS**

- a) The text herein shall constitute the entire employment agreement between the parties.
- b) If any provision, or any portion contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement or any portion, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- c) No amendment of this agreement shall be effective unless in writing and signed by both parties.

IN WITNESS WHEREOF, the CITY OF JACKSONVILLE BEACH has caused this agreement to be signed and executed on its behalf by its Mayor and duly attested by its City Clerk, and Karen W. Nelson has signed and executed this agreement on the date first above written.

**SIGNATURES:**

Date: \_\_\_\_\_

\_\_\_\_\_  
William C. Latham, Mayor

**ATTEST:**

\_\_\_\_\_  
Laurie Scott, City Clerk

Date: \_\_\_\_\_

\_\_\_\_\_  
Karen W. Nelson

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6268  
Fax: 904.270.1642  
cm@jaxbchfl.net

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

## **MEMORANDUM**

**To:** The Honorable Mayor and Members of the City Council

**From:** George D. Forbes, City Manager

**Re:** Request Duval County (City of Jacksonville) submit a Hazard Mitigation Grant Program application for property acquisition and demolition at 3640 Sanctuary Way South

**Date:** July 13, 2018

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### **ACTION REQUESTED:**

Request Duval County (City of Jacksonville) submit a Hazard Mitigation Grant Program application for property acquisition and demolition at 3640 Sanctuary Way South.

### **BACKGROUND:**

Following damaging flooding events from Hurricanes Matthew and Irma, the owner of the property located at 3640 Sanctuary Way South approached the City to request assistance in applying for the Hazard Mitigation Grant Program, post-disaster grant funding from the Federal Emergency Management Agency (FEMA).

The request is to acquire and demolish the existing single-family home. Hazard Mitigation Grant Program funding is available to eligible communities following a disaster. Homeowners are not eligible to apply for a grant, but the County (City of Jacksonville) is an eligible sub-applicant who can apply for funding on behalf of private property owners. It is my understanding that the County intends to submit 45 applications for acquisition and demolition.

In order to be eligible for Hazard Mitigation Grant Program funding, projects must be on the County's Local Mitigation Strategy projects list. In January 2018, the City requested that this acquisition and demolition project be added to the County projects list. In March 2018, the Duval County/City of Jacksonville Security and Emergency Preparedness Planning Council officially voted to add the project to the list, along with other mitigation projects.

The amount of Hazard Mitigation Grant Program funding is limited for each county, and mitigation projects selected for funding must be ranked. Project ranking for select Duval County mitigation projects took place at a scheduled Local Mitigation Strategy Advisory Group Meeting on April 23, 2018. The project was ranked



number 2 on the Duval County List. This application can now be submitted because we have an Endorsement Letter from the County Local Mitigation Strategy Coordinator that confirms the proposed project is on the Local Mitigation Strategy projects list.

The Hazard Mitigation Grant Program is a cost-reimbursement grant program where approved eligible project costs are financed by the subgrantee (applicant) with reimbursement required from the State (grantee). The Federal Emergency Management Agency may fund up to 75% of eligible project costs and the applicant (Duval County – City of Jacksonville) must provide the 25% match from non-federal funds. The match can be a combination of cash and in-kind services. The estimated 25% applicant match for the acquisition and demolition of the property at 3640 Sanctuary Way South is approximately \$104,000.00 (Total project cost is an estimated \$415,485).

The Planning and Development Department staff has actively worked towards completion of the acquisition and demolition project application and gathering required supporting documentation, with assistance from the homeowner. The application deadline is August 6<sup>th</sup>, 2018. Applications can be submitted any time prior to the deadline with all supporting documentation.

The Federal Emergency Management Agency's goal is to obligate all funds within 24 months of the disaster declaration. This is a maximum length of time by statute. The Hazard Mitigation Grant Program is administered by the State, which provides for quicker review and approvals. Following project completion, the County will be required to submit quarterly reports to the State.

**RECOMMENDATION:**

Request Duval County (City of Jacksonville) submit a Hazard Mitigation Grant Program application for property acquisition and demolition at 3640 Sanctuary Way South, as outlined in a memo from the City Manager dated July 13, 2018.

City of

Jacksonville Beach  
Police Department  
101 Penman Road, South  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6343  
Fax: 904.247.6342

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

To: George D. Forbes, City Manager  
From: Patrick K. Dooley, Chief of Police  
Subject: Request to Accept Donation of Ten AED Units  
Date: May 8, 2018

**ACTION REQUESTED**

Accept a donation of ten Zoll AED (Automated External Defibrillator) Plus units. These units potentially could make the difference between life and death during medical emergencies. The donation will enable us to maintain a unit in each of the patrol shift supervisors' vehicles (6), two (2) units assigned to the Downtown CAPE section, one (1) unit in the sally port/booking area, and one (1) unit to be taken to training days with the instructor.

**BACKGROUND**

Fraternal Order of Police (FOP) Lodge 5-30 President, Steve Zona, offered these ten units as a result of a Firehouse Subs grant. AED units were also donated to Jacksonville Sheriff's Office and surrounding agencies. Once all units have been distributed, FOP 5-30, along with Firehouse Subs, will be disseminating a press release announcing the donations.

**RECOMMENDATION**

Approve acceptance of donation of ten AED Plus units.





## What Good is an AED that Only Works Half the Time?

When a cardiac arrest occurs, the fact is that only half of the victims will need a shock. The other half require high-quality cardiopulmonary resuscitation (CPR).

You deserve an automated external defibrillator (AED) that helps you all the time, one that can actually see when you are doing CPR and provide help. You need more than just commands without assistance. That's not smart, and it's certainly not help.

Only ZOLL's AED Plus features Real CPR Help,™ a tool that is able to actually see what you

are doing and provide feedback to help you do it well. Audio and visual prompts help you

rescue with confidence and clarity unmatched by any other AED.

Not pushing hard enough? It will tell you to push harder.

Pushing hard enough? It will say, "Good compressions."

Not pushing fast enough? A metronome will lead you to the right rate.

It will even show you the depth of each compression.

In real time.

Not yet started? The AED Plus will tell you again to get started.

Compressions stopped? It will tell you to continue.

ZOLL believes an AED should not just deliver a shock. It should also help the rescuer

provide high-quality CPR. That's why you need ZOLL's AED Plus with Real CPR Help.

## More than a Defibrillator

# A Full-Rescue AED

## **The Chain of Survival**

The best way to increase the chance of saving sudden cardiac arrest (SCA) victims is to remember and follow every link in the Chain: Early Access, Early CPR, Early Defibrillation, and Early Advanced Care. Every step helps save lives. Any break in the Chain compromises survival. Ordinary AEDs only defibrillate. Rapid defibrillation is a critical intervention to improve survival, but it is not enough. While roughly half of unresponsive collapsed victims need defibrillation, every one of them needs CPR.

Following the Chain of Survival requires more than just attaching electrodes and delivering a shock. From checking responsiveness, summoning help, and doing an "ABC" assessment (Airway, Breathing, Circulation) to CPR and defibrillation, the ZOLL AED Plus with Real CPR Help helps guide the rescuer through the entire effort to rescue SCA victims.

## **The AED Plus Fully Supports the Rescuer**

By focusing on the full Chain of Survival and providing Real CPR Help, the AED Plus is the first and only Full-Rescue AED.

**"AEDs are easy to use, while CPR and the ABCs remain difficult to perform. Based on adherence to the Chain of Survival guidelines, however, those who used the ZOLL device performed significantly better than those who used the other devices."**<sup>3</sup>

## **Real CPR Help for Infrequent Rescuers When They Need it Most A Complete Road Map for Resuscitation**

A picture is worth a thousand words. The AED Plus' unique graphical interface – pictures combined with text displays and voice prompts – helps rescuers every step of the way. Lights on the pictures draw the rescuer's attention to actions in the proper sequence. Text and voice prompts correspond to the pictures and help the rescuer perform every important life-saving action. These pictures and prompts assure that everything is done in order, and that shocks, if required, are delivered rapidly.

## **One Electrode is Easier than Two**

Ordinary AEDs require that the rescuer use two confusing electrodes. ZOLL's Full-Rescue AED features

**CPR-D-padz**,™ a one-piece, pre-connected pair of electrodes with Real CPR Help. By using CPR hand placement as the landmark, it is easy to place the **CPR-D-padz**, on the victim quickly. The **CPR-D-padz**, also last five years – the longest shelf life of any electrodes sold today.

## **Intelligent Pediatric Capability**

The ZOLL AED Plus can defibrillate children up to eight years of age, using the **pedi-padz**® II electrodes. When the **pedi-padz** II are connected, the AED Plus recognizes that a pediatric rescue is in progress. With ECG analysis developed specifically for a pediatric heart rate, coupled with appropriate defibrillation energy levels, the AED Plus can handle both adult and pediatric rescues.

## **Only One AED Provides Real CPR Help**

## **Consumer Batteries for Convenience and Savings**

The AED Plus is the only AED to use inexpensive, consumer lithium

batteries that are easy to replace and last five years in stand-by mode.

**The ZOLL AED Plus Supports the Full Chain of Survival Best.**

**The ZOLL AED Plus Improves CPR Performance the Most.**<sup>10</sup>

#### **ZOLL's Rectilinear Biphasic Waveform**

The ZOLL Rectilinear Biphasic™ waveform (RBW) is the only biphasic waveform cleared by the FDA<sup>7</sup> to be labeled as clinically superior to monophasic waveforms for the conversion of ventricular fibrillation in high-impedance patients.<sup>8</sup> It allows the AED Plus to deliver more current than any other AED when it matters most.

#### **Interactive Feedback for Rate and Depth**

Inadequate compression rate and depth are common during CPR.<sup>4,5,6</sup> Adult victims need compressions at a rate of 100 per minute and at a depth of 1½ to 2 inches.

Compressions must be done well to effectively move blood and oxygen.

ZOLL's Real CPR Help converts compression data instantaneously from the **CPR-**

**D-padz,**

and provides an adaptive metronome to help the rescuer with the proper rate and depth, saying "Push harder" or "Good compressions," as needed. It also shows CPR compression

depth on the display. ZOLL's AED Plus is the only AED that can see your chest compressions and guide you to the correct rate and depth during CPR. No other AED provides Real CPR Help.

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All trademarks are the property of their respective owners.

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With more than 25 years of experience in defibrillation, ZOLL is a pioneer in resuscitation solutions. ZOLL develops technologies to help advance the practice of resuscitation. With products for pacing, defibrillation, circulation, ventilation, data management, and fluid resuscitation, ZOLL provides a comprehensive set of technologies that can help clinicians, EMS professionals, and infrequent rescuers resuscitate sudden cardiac arrest and trauma victims.

AED Pro<sup>®</sup> (above right) provides advanced capabilities for BLS and ALS users, including EKG monitoring and manual defibrillation.

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**TO:** George Forbes  
City Manager

**FROM:** Jason Phitides  
Director Parks and Recreation

**DATE:** July 3, 2018

**RE:** Renovation of Restrooms at South Beach Park

**ACTION REQUESTED:**

Approve the renovation of the restrooms at South Beach Park.

**BACKGROUND:**

The restrooms at South Beach Park were built in 2001. Due to age, as well as increased park usage, the restrooms are in need of renovation.

The scope of work will include removal and replacement of all plumbing fixtures, light fixtures, new exhaust ducting, doors and hardware. The interior and exterior of the building will be pressure washed and painted. The flooring will be restored with new epoxy coating. Metal exterior doors will be replaced with fiberglass to avoid rust and corrosion.

Following are the projected costs, including a 10% contingency, listed by trade and licensed contractor:

<u>Item</u>	<u>Contractor</u>	<u>Amount</u>
General Construction	Hufham Contracting	\$ 18,800
Plumbing	FW Fair Plumbing	\$ 18,580
Electrical	Vanguard Electrical	\$ 6,891
Ventilation	Jax Refrigeration	\$ 799
Subtotal		<hr/> \$ 45,070
10% Contingency		\$ 4,507
Grand Total		<hr/> <hr/> \$ 49,577

The City has continuing service contracts with each of the listed contractors except for Jax Refrigeration, who provided the lowest quote to replace the ventilation ducts. All materials and labor will include a one-year warranty.



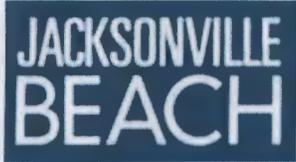
MEMORANDUM  
South Beach Park Facilities  
July 3, 2018

Page 2

Funding is available in the Southend Redevelopment Fund and the project budget was approved by the Community Redevelopment Agency on June 25, 2018.

**RECOMMENDATION:**

Approve the renovation of the restrooms at South Beach Park for \$49,577, as described in the memorandum from the Director of Parks and Recreation dated July 3, 2018.



BEACHES ENERGY SERVICES

Beaches Energy Services

1460-A Shetter Ave

Jacksonville Beach

FL 32250

Phone: 904.247.6281

www.beachesenergy.com

MEMORANDUM

TO: George D. Forbes, City Manager
FROM: Allen A. Putnam, Director of Beaches Energy Services
SUBJECT: Electric Supplies – 12 Months Requirements
DATE: June 25, 2018

ACTION REQUESTED

Approval of Bid No. 1718-20 – Electric Supplies – 12 Months Requirements.

BACKGROUND

The City of Jacksonville Beach solicited bids from seven (7) vendors. On June 15, 2018, seven (7) bids were received for Bid No. 1718-20. This bid covers forty-three (43) different items stocked in the Storeroom for use by Beaches Energy Services for maintenance of the overhead and underground electric system.

The lowest bidders meeting specifications are as follows:

Table with 4 columns: Item, JB No., Vendor, Unit Price. Contains 15 rows of bid data.

MEMORANDUM

Electric Supplies – 12 Months Requirements

June 25, 2018

Page 2 of 2

Item	JB No.	Vendor	Unit Price
16	JB 00575	Anixter, Inc.	\$ 96.07
17	JB 00577	Electric Supply Inc.	\$ 133.40
18	JB 00592	Anixter, Inc.	\$ 1.50
19	JB 00602	Gresco	\$ 37.40
20	JB 00614	Gresco	\$ 27.42
21	JB 00644	Stuart C. Irby	\$ 291.70
22	JB 00653	Gresco	\$ 26.78
23	JB 00684	Coastal Wipers	\$ 16.25
24	JB 00707	Stuart C. Irby	\$ 3.58
25	JB 00745	Stuart C. Irby	\$ 1.38
26	JB 00756	Anixter, Inc.	\$ 90.72
27	JB 00814	Stuart C. Irby	\$ 1.97
28	JB 00868	Anixter, Inc.	\$ 35.02
29	JB 00869	Tri-State Utility Products, Inc.	\$ 38.90
30	JB 00902	Wesco Distribution Inc.	\$ 65.94
31	JB 00922	Gresco	\$ 98.16
32	JB 00924	Anixter, Inc.	\$ 4.47
33	JB 00947	Electric Supply Inc.	\$ 2.28
34	JB 01215	Electric Supply Inc.	\$ 153.70
35	JB 01229	Stuart C. Irby	\$ 507.13
36	JB 01293	Anixter, Inc.	\$ 10.14
37	JB 01311	Stuart C. Irby	\$ 17.47
38	JB 01312	Anixter, Inc.	\$ 56.43
39	JB 01386	Anixter, Inc.	\$ 16.07
40	JB 01397	Stuart C. Irby	\$ 481.96
41	JB 01430	Gresco	\$ 91.40
42	JB 01436	Stuart C. Irby	\$ 17.34
43	JB 20023	Anixter, Inc.	\$ 9.15

Funds are budgeted in Beaches Energy Services' Operating Supplies and Capital Improvements Accounts.

RECOMMENDATION

Award Bid No. 1718-20 to the lowest bidders meeting specifications as explained in the memorandum from Beaches Energy Services Director dated June 25, 2018.

Beaches Energy Services  
 Bid Tabulation Sheet  
 Bid No. 1718-20 Electric Supplies

Item no.	Description	Est. Qty	Coastal Wipers	Stuart C. Irby	Electric Supply Inc.	Tri-State Utility Products, Inc.	Gresco	Wesco Distribution Inc.	Anixter, Inc.	Low Price
1	LOCATE PAINT (RED)	1,000	No bid	\$ 3.57	\$ 3.05	No bid	No bid	No bid	\$ 2.20	\$ 2.20
2	1/0 MODULAR TERMINATOR WITH CABLE POSITIONER	100	No bid	\$ 118.33	No bid	No bid	No bid	No bid	\$ 127.97	\$ 118.33
3	2/0 - 350KCM CONNECTOR	1,000	No bid	\$ 2.72	\$ 4.95	\$ 4.25	\$ 3.76	\$ 5.13	\$ 4.03	\$ 2.72
4	CONNECTOR COVER	1,500	No bid	\$ 2.62	\$ 1.75	No bid	\$ 1.62	\$ 1.78	\$ 1.67	\$ 1.62
5	2 1/2" SQUARE WASHER	1,200	No bid	\$ 0.23	\$ 0.29	\$ 0.28	\$ 0.27	\$ 0.24	\$ 0.217	\$ 0.217
6	SHORT STEEL STUD	400	No bid	\$ 0.91	\$ 2.22	\$ 2.15	No bid	\$ 1.05	\$ 0.98	\$ 0.91
7	ELBOW ARRESTOR 21KV	200	No bid	\$ 75.34	\$ 83.40	\$ 82.65	\$ 80.27	\$ 92.65	\$ 81.45	\$ 75.34
8	FAULT INDICATOR W/PP2 LOGIC DYNAMIC CURVE FIBER REMOTE	600	No bid	\$ 250.53	\$ 170.00	\$ 168.75	\$ 166.00	\$ 173.70	\$ 168.40	\$ 166.00
9	INSECT SPRAY	200	No bid	\$ 4.71	No bid	No bid	\$ 4.60	\$ 36.71	\$ 4.43	\$ 4.43
10	600 AMP ELBOW CONNECTOR, 350 KCM, 25KV	75	No bid	\$ 103.00	\$ 99.70	\$ 108.00	\$ 95.82	\$ 108.57	\$ 97.41	\$ 95.82
11	FOUR POINT LOADBREAK JUNCTION, 25KV	50	No bid	\$ 177.02	\$ 208.25	\$ 182.10	\$ 165.94	\$ 182.86	\$ 168.70	\$ 165.94
12	1/0 STRAIGHT SPLICE	50	No bid	\$ 31.47	No bid	No bid	No bid	\$ 33.93	\$ 33.70	\$ 31.47
13	REDUCING TAP PLUG W/STUD	40	No bid	\$ 93.11	No bid	No bid	No bid	\$ 95.13	No bid	\$ 93.11
14	SIDE TIME, PREFORMED 652	400	No bid	\$ 4.08	No bid	No bid	\$ 4.38	\$ 4.15	\$ 3.83	\$ 3.83
15	200 AMP DEADEND LOADBREAK RECEPTACLE	100	No bid	\$ 24.00	\$ 31.70	\$ 24.60	\$ 21.41	\$ 24.52	\$ 21.66	\$ 21.41
16	1-1/2" SERVICE CONNECTION BOX, COMPLETE WITH LID MARKED "ELECTRIC"	75	No bid	\$ 104.72	\$ 103.80	No bid	\$ 102.50	No bid	\$ 96.07	\$ 96.07
17	2" SERVICE CONNECTION BOX, COMPLETE WITH LID MARKED "ELECTRIC"	20	No bid	\$ 136.28	\$ 133.40	No bid	\$ 143.90	No bid	\$ 139.05	\$ 133.40
18	CUT-AWAY LOCK (SHORT SHANK)	700	No bid	\$ 1.55	\$ 1.55	\$ 1.65	No bid	No bid	\$ 1.50	\$ 1.50
19	INSULATED PARKING BUSHING 25KV	50	No bid	\$ 46.17	\$ 87.40	\$ 79.95	\$ 37.40	\$ 47.69	\$ 37.65	\$ 37.40
20	1/0 LOADBREAK ELBOW CONNECTOR 25KV	500	No bid	\$ 31.07	\$ 36.55	\$ 29.20	\$ 27.42	\$ 31.24	\$ 27.70	\$ 27.42
21	350 MCM MODULAR TERMINATOR W/BRACKET	6	No bid	\$ 291.70	No bid	No bid	No bid	No bid	\$ 304.60	\$ 291.70
22	LOADBREAK BUSHING INSERT, 25KV, 200 AMP	200	No bid	\$ 32.02	\$ 33.20	\$ 31.89	\$ 26.78	\$ 33.08	\$ 27.20	\$ 26.78
23	COLOR FLANNEL WIPING RAGS 25 LB BOXES	4,000	\$ 16.25 *	No bid	No bid	No bid	No bid	No bid	No bid	\$ 16.25
24	SCOTCH VINYL ELECTRICAL TAPE	1,000	No bid	\$ 3.58 *	No bid	No bid	No bid	No bid	\$ 3.86	\$ 3.58
25	SMALL WEDGE CLAMP ALUMINUM SHELL BAIL LENGTH 6 1/2"	250	No bid	\$ 1.38	No bid	\$ 1.65	\$ 2.00	\$ 1.55	\$ 1.62	\$ 1.38
26	TRI-MOUNT CUTOUT & ARRESTOR BRACKET /HARDWARE	20	No bid	\$ 92.91	\$ 97.65	\$ 94.75	No bid	\$ 93.72	\$ 90.72	\$ 90.72
27	MEDIUM BRONZE PARALLEL CONNECTOR	2,000	No bid	\$ 1.97	\$ 2.75	\$ 2.75	\$ 4.04	\$ 2.12	\$ 2.03	\$ 1.97
28	SINGLE MOUNT ARRESTOR & CUTOUT BRACKET W/2" CAPTIVE BOLT	100	No bid	\$ 37.90	No bid	No bid	No bid	\$ 36.96	\$ 35.02	\$ 35.02
29	SURGE ARRESTOR 21KV C/W CROSSARM BRACKET CUTOUT OPEN DIST. C/W LOADBUSTER HOOK 38KV, 100 AMP	200	No bid	\$ 42.32	\$ 43.15	\$ 38.90	\$ 39.11	\$ 43.47	\$ 40.52	\$ 38.90
30	TWO WAY FEED THRU CONNECTOR, 200 AMP, 25KV	50	No bid	\$ 80.43	\$ 145.50	\$ 153.65	No bid	\$ 65.94	\$ 74.44	\$ 65.94
31	INHIBITOR	40	No bid	\$ 9.44	\$ 15.65	\$ 6.89	\$ 9.07	\$ 9.54	\$ 4.47	\$ 4.47
32	FIRE ANT KILLER	100	No bid	\$ 2.53	\$ 2.28	No bid	\$ 2.88	\$ 287.27	\$ 2.72	\$ 2.28
33	200 AMP SECONDARY PEDESTAL	150	No bid	\$ 154.77	\$ 153.70	\$ 345.50	\$ 162.75	No bid	\$ 267.00	\$ 153.70
34	1000KCM MODULAR TERMINATOR WITH MOUNTING BRACKET	30	No bid	\$ 507.13	No bid	No bid	No bid	No bid	\$ 524.87	\$ 507.13
35	SILICONE RUBBER DEADEND INSULATOR	70	No bid	\$ 10.32	No bid	No bid	\$ 12.79	\$ 10.97	\$ 10.14	\$ 10.14
36	3M COLD SHRINK LOW VOLTAGE SPLICE COVER	100	No bid	\$ 17.47	No bid	No bid	No bid	No bid	\$ 18.74	\$ 17.47
37	SINGLE PHASE FIBERGLASS 15 DEGREE POST INSULATOR BRACKET	200	No bid	\$ 61.83	\$ 60.30	\$ 62.57	No bid	\$ 58.55	\$ 56.43	\$ 56.43
38	CLEAN & LUBE FOR CLEANING & LUBRICATING LINE HOSES	24	No bid	\$ 17.25	No bid	No bid	\$ 16.57	\$ 205.12	\$ 16.07	\$ 16.07
39	350-1000 COLD SHRINK RUBBER INTEGRATED SPLICE KIT	20	No bid	\$ 481.96	No bid	No bid	No bid	No bid	\$ 517.07	\$ 481.96
40	100 AMP OVERHEAD POLYMER SWITCH POWERLINE HARDWARE	160	No bid	No bid	No bid	No bid	\$ 91.40	\$ 100.61	\$ 101.70	\$ 91.40
41	PHOTOCCELL USED WITH ALL FIXTURES INCLUDING LED	800	No bid	\$ 17.34	\$ 20.00	No bid	\$ 18.34	\$ 18.18	\$ 18.70	\$ 17.34
42	PRILUBE NON-FLAMMABLE LUBE SPRAY	30	No bid	\$ 13.01	No bid	No bid	No bid	No bid	\$ 9.15	\$ 9.15



City of

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Operations &

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**TO:** George Forbes, City Manager

**FROM:** Dave Millinor, Public Works Director

**RE:** Subaward and Grant Agreement with the Florida Division of Emergency Management (FDEM) for Design Services to Repair/ Extend the Beach Stormwater Outfalls

**DATE:** July 9, 2018

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**ACTION REQUESTED:**

Authorize the Mayor and City Manager to execute a Federally-Funded Subaward and Grant Agreement with the Florida Division of Emergency Management (FDEM) for site investigation and design services for the repair and extension of the Beach Stormwater Outfalls.

**BACKGROUND:**

The City submitted a project through the Hazard Mitigation Grant Program (HMGP) to repair and extend the City's twenty-nine (29) Beach Stormwater Outfalls. The project was submitted in two phases: 1) design, engineering, permitting and survey, and 2) project construction. Under the terms of the agreement, the City has until April 30, 2019 to complete phase 1 of the project and will be reimbursed for 75% of the actual phase 1 costs, not to exceed \$41,310. The City's share is \$13,770, for a total project cost of \$55,080.

Upon completion of Phase 1, the project deliverables (plans, specifications, permits, cost estimate, etc.) will be submitted to FEMA and FDEM for review and Phase 2 (construction) funding.

**RECOMMENDATION:**

Authorize the Mayor and City Manager to execute a Federally-Funded Subaward and Grant Agreement with the Florida Division of Emergency Management for a grant in the amount of \$41,300 for site investigation and design services to repair and extend the City's Beach Stormwater Outfalls.



Agreement Number: H0071

Project Number: 4283-57-R

**FEDERALLY-FUNDED SUBAWARD AND GRANT AGREEMENT**

2 C.F.R. §200.92 states that a "subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract."

As defined by 2 C.F.R. §200.74, "pass-through entity" means "a non-Federal entity that provides a subaward to a Sub-Recipient to carry out part of a Federal program."

As defined by 2 C.F.R. §200.93, "Sub-Recipient" means "a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program."

As defined by 2 C.F.R. §200.38, "Federal award" means "Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity."

As defined by 2 C.F.R. §200.92, "subaward" means "an award provided by a pass-through entity to a Sub-Recipient for the Sub-Recipient to carry out part of a Federal award received by the pass-through entity."

The following information is provided pursuant to 2 C.F.R. §200.331(a)(1):

Sub-Recipient's name:	<u>City of Jacksonville Beach</u>
Sub-Recipient's unique entity identifier:	<u>59-6000343</u>
Federal Award Identification Number (FAIN):	<u>FEMA-DR-4283-FL</u>
Federal Award Date:	<u>March 20, 2018</u>
Subaward Period of Performance Start and End Date:	<u>Upon Execution thru April 30, 2019</u>
Amount of Federal Funds Obligated by this Agreement:	<u>\$41,310.00</u>
Total Amount of Federal Funds Obligated to the Sub-Recipient by the pass-through entity to include this Agreement:	<u>\$41,310.00</u>
Total Amount of the Federal Award committed to the Sub-Recipient by the pass-through entity	<u>\$41,310.00</u>
Federal award project description (see FFATA):	<u>City of Jacksonville – Drainage Project</u>
Name of Federal awarding agency:	<u>Federal Emergency Management Agency</u>
Name of pass-through entity:	<u>FL Division of Emergency Management</u>
Contact information for the pass-through entity:	<u>Velma.noel@em.myflorida.com</u>
Catalog of Federal Domestic Assistance (CFDA) Number and Name:	<u>97.390 Hazard Mitigation Grant Program</u>
Whether the award is R&D:	<u>N/A</u>
Indirect cost rate for the Federal award:	<u>N/A</u>

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**TO:** George Forbes, City Manager  
**FROM:** David Millinor, Public Works Director  
**SUBJECT:** Bid No. 1718-17, A1A Water Main Replacement from 6<sup>th</sup> Avenue North to Seagate Avenue  
**DATE:** July 9, 2018

---

**ACTION REQUESTED:**

Award City Bid No. 1718-17, A1A Water Main Replacement from 6<sup>th</sup> Avenue North to Seagate Avenue to **MAER Homes, LLC** for construction services and **Jones Edmunds** for construction administration services.

**BACKGROUND:**

The existing water mains on A1A (3<sup>rd</sup> St. N.) are approximately sixty (60) years old. The water mains range in size and material from 2-inch galvanized steel to 8-inch unlined cast iron. There is low water pressure at various locations due to internal pipe corrosion. There have also been numerous leaks on these water mains. This project is necessary to increase water flow and pressure in the area, increase fire flows, and reduce water main repairs.

This project replaces the existing water mains on both sides of A1A from 6<sup>th</sup> Avenue North to Seagate Avenue. The work includes the installation of: approximately 5,700 linear feet of 4-inch PVC water main, 500 linear feet of 6-inch PVC water main, 1,840 linear feet of 8-inch PVC water main, 850 linear feet of 4-inch ductile iron pipe, 270 linear feet of 6-inch ductile iron pipe, 811 linear feet of 8-inch fusible PVC pipe (directional drills), water services, valves, fittings, fire hydrants, concrete sidewalk replacement, concrete driveway replacement, asphalt pavement replacement, and traffic markings.

The City advertised the project to nineteen (19) contractors on May 14, 2018. On June 13, 2018, the City received four (4) bids from contractors. **Allsite Contracting Inc.**'s bid was rejected due to failure to submit a bid bond and mathematical errors with unit price extensions. **MAER Homes, LLC dba Century Contracting and Excavation Company** was the second low bidder for the construction of Parts A and B. Part A work is on A1A from 6<sup>th</sup> Avenue North to 9<sup>th</sup> Avenue North and will be funded by the CRA. Part B work is on A1A from 9<sup>th</sup> Avenue North to Seagate Avenue and will be paid with non-CRA funds. See the attached Aerial Location Map.



<b>Bid 1718-17</b>		
<b>A1A Water Main Replacement – Parts A and B</b>		
<b>From 6<sup>th</sup> Avenue North to Seagate Avenue</b>		
<b>DESCRIPTION</b>	<b>COST</b>	<b>RECOMMENDATION</b>
Total Base Bid Parts A and B (estimated quantities)	\$1,691,154.01	Award of Bid to <i>MAER Homes, LLC dba Century Contracting and Excavation Company</i> (the second lowest, qualified bidder)
15% Contingency	\$253,673.10	
<b>Construction Total Base Bid - Parts A and B</b>	<b>\$1,944,827.11</b>	
Construction Administration Services - Parts A and B	\$91,654.00	Award of Construction Administration Services to <i>Jones Edmunds</i>
15% Contingency	\$13,748.10	
<b>Construction Administration Services – Parts A and B</b>	<b>\$105,402.10</b>	
<b>Total Cost for Parts A and B</b>	<b>\$2,050,229.21</b>	
The contract completion time is 365 days after Notice to Proceed is issued for Total Base Bid Parts A and B. Construction Administration Services will be provided by <i>Jones Edmunds</i> and Construction Inspection Services will be performed by City staff.		

For Part A, funding in the amount of \$471,708.55 for construction services and \$22,046.65 for construction administration services will be presented to the Community Redevelopment Agency (CRA) for appropriation on July 23, 2018. For Part B, construction services in the amount of \$1,473,118.56 and construction administration services of \$83,355.45 will be funded by the Water and Sewer Fund.

**RECOMMENDATION:**

Award City Bid No. 1718-17, A1A Water Main Replacement from 6<sup>th</sup> Avenue North to Seagate Avenue, to **MAER Homes, LLC dba Century Contracting and Excavation Company** for construction services and **Jones Edmunds** for construction services, as described in the memorandum from the Public Works Director dated July 9, 2018. The bid award for Part A is contingent upon funding by the Community Redevelopment Agency.

**City of Jacksonville Beach Bid Tabulation Form**  
**Bid Number 1718-17, "A1A Water Main Replacement from 6<sup>th</sup>**  
**Avenue North to Seagate Avenue"**

**Bid Date:** June 13, 2018

**BIDDERS**

	<i>Vendor A</i>	<i>Vendor B</i>	<i>Vendor C</i>	<i>Vendor D</i>	
<b>Part A</b>	\$334,064.04	\$410,181.35	\$799,148.17	\$1,079,407.00	
<b>Part B</b>	\$930,753.57	\$1,280,972.66*	\$2,381,595.48	\$3,856,999.00	
<b>Total Parts A and B</b>	\$1,264,817.61	\$1,691,154.01*	\$3,180,743.65	\$4,936,406.00	

Invitations Issued: 19	Plan Holders: 19	Bid Responses: 4
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**Bidders**

<b>A</b>	Allsite Contracting, Inc., bid rejected due to failure to submit Bid Bond
<b>B</b>	<b>Maer Homes, LLC dba Century Contracting and Excavation Company, second lowest qualified bidder, *corrected bid amount</b>
<b>C</b>	United Brothers Development Corporation
<b>D</b>	Petticoat-Schmitt Civil Contractors, Inc.



Integrity • Knowledge • Service

June 28, 2018

Martin Martirone, PE, City Engineer  
City of Jacksonville Beach  
Department of Public Works  
1460A Shetter Avenue  
Jacksonville Beach, Florida 32250p

RE: City of Jacksonville Beach  
Recommendation of Award – A1A Water Main Replacement from 6<sup>th</sup> Avenue  
North to Seagate (20<sup>th</sup>) Avenue  
Jacksonville Beach City Bid No. 1718-17  
Jones Edmunds Project No.: 09803-025-01  
Bid Review and Evaluation of Findings

Dear Mr. Martirone:

This letter summarizes the construction contract bids received for the A1A Water Main Replacement project from 6<sup>th</sup> Avenue North to Seagate (20<sup>th</sup>) Avenue. The City of Jacksonville Beach received bids for the project on June 13, 2018, at 2:00 pm.

Invitations to bid were emailed by the City to nineteen (19) contractors on May 14, 2018, and four (4) contractors submitted bids for the project. The bids were evaluated for conformance with the criteria set forth in the bidding documents. The total combined Part A and Part B corrected bids from the four contractors ranged from \$1,264,817.61 to \$4,936,406.00.

The low bidder's bid, from Allsite Contracting, Inc., was rejected by the City's Property and Procurement Officer on June 25, 2018, due to Allsite's failure to submit the required Bid Bond. Since the Allsite bid was rejected, MAER Homes LLC, dba Century Contracting and Excavating Company, was issued a Bid Award Notice from the City's Property and Procurement Officer on June 25, 2018, for the following Bid Amounts:

<b>Part A (CRA Funded)</b>	<b><u>\$ 410,181.35</u></b>
<b>Part B (City Funded)</b>	<b><u>\$1,236,972.66</u></b>
<b>Total Part A Plus Part B Bid Amount</b>	<b><u>\$1,647,154.01</u></b>

MAER Homes LLC, dba Century Contracting and Excavating Company, submitted the lowest responsive and complete bid. Jones Edmunds has reviewed the submitted bid package provided by MAER Homes LLC, dba Century Contracting and Excavating Company, and finds

Martin Martirone, PE, City Engineer  
June 28, 2018  
Page 2

their bid responsive. All addendums were acknowledged on the Bid Form. A 5% Bid Bond was provided and the Bid Bond surety is licensed in Florida.

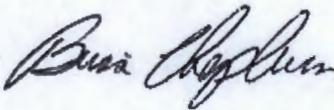
Jones Edmunds also investigated the contractor's experience, reputation, and performance on past projects and finds the contractor capable of performing the work for this project based on the information received.

Although the final determination regarding which contractor will be awarded this project will be made by the City, Jones Edmunds believes their bid to be responsive and, based on the findings above, does not take exception to awarding the project to the lowest responsive bidder, MAER Homes LLC, dba Century Contracting and Excavating Company, for the bid amount of **\$1,647,154.01** for combined Part A and Part B.

We also recommend that the City set aside a contingency fund in an amount of fifteen (15) percent of the total combined bid amount (Parts A and B) to allow for any unknown conditions that may be encountered during construction.

We appreciate the opportunity to continue to provide services to the City of Jacksonville Beach and look forward to the successful construction of this project. If you have any questions, please contact me at your convenience by phone at (904) 744-5401 or by email at [BHepburn@jonesedmunds.com](mailto:BHepburn@jonesedmunds.com).

Sincerely,



Brian F. Hepburn, MPA  
Project Manager  
8657 Baypine Road, Suite 300  
Jacksonville, Florida 32256-8634

# A1A WATER MAIN REPLACEMENT

6TH AVENUE NORTH TO SEAGATE AVENUE  
JACKSONVILLE BEACH, FLORIDA

PART B  
9TH AVE. N. TO  
SEAGATE AVE.  
(CITY FUNDED)

PART A  
6TH AVE. N. TO  
9TH AVE. N.  
(CRA FUNDED)

SEAGATE AVE.

19TH AVE. N.

18TH AVE. N.

17TH AVE. N.

16TH AVE. N.

15TH AVE. N.

14TH AVE. N.

13TH AVE. N.

12TH AVE. N.

11TH AVE. N.

10TH AVE. N.

9TH AVE. N.

8TH AVE. N.

7TH AVE. N.

6TH AVE. N.

5TH AVE. N.

4TH AVE. N.

3RD ST. N.

City of

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6263

Fax: 904.247.6169

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)



**MEMORANDUM**

TO: George D. Forbes, City Manager  
FROM: Ann Meuse, Human Resources Director  
SUBJECT: Amendment to LIUNA Contract, Effective July 16, 2018.  
DATE: July 2, 2018

**ACTION REQUESTED**

Approve an amendment to the Collective Bargaining Agreement with the Laborer's International Union of North America (LIUNA), Local 630, to add a pay grade 204 and change the pay grade for the Relay/Substation Crew Leader position from a pay grade of 203 to a pay grade 204.

**BACKGROUND**

The City is in the process of filling the Relay/Substation Crew Leader position. This position performs highly skilled electrical work in the construction and maintenance of substations. In order to attract applicants with the required experience and background, it is necessary to establish an additional pay grade 204, which is one pay grade (5%) higher than the Line Crew Leader position pay grade 203. This will also provide an advancement opportunity for the Line Crew Leaders.

LIUNA has approved the proposed addition of a pay grade 204 and reclassifying the Relay/Substation Crew Leader position to this pay grade.

**RECOMMENDATION**

Approve an amendment to the Collective Bargaining Agreement with the Laborer's International Union of North America (LIUNA), Local 630, to reclassify the Relay/Substation Crew Leader position, effective July 16, 2018.

# Collective Bargaining Agreement

between

Northeast Florida Public Employees' Local 630

Laborers' International Union of North America

and

City of Jacksonville Beach



Effective October 1, 2016

[Amended July 16, 2018](#)

**APPENDIX A**

**SECTION I  
CLASSIFICATIONS AND PAY GRADES**

<b>CLASSIFICATION</b>	<b>POSITION TITLE</b>	<b>GRADE</b>
Electric Utilities	Apprentice Lineworker	200
	Apprentice Relay Technician	200
	Consumption Technician	118
	Cut In-Cut Out Technician	118
	Design Drafting Technician	120
	Electric Meter Technician	121
	Electrical Engineering Technician I	117
	Electrical Engineering Technician II	122
	Journey Lineworker	202
	Lead Design Drafting/GIS Technician	122
	Line Crew Leader	203
	Meter Reader	117
	Relay Technician	202
	Relay/Substation Crew Leader	<del>203</del> 204
	System Operator	201
	System Operator (NERC Certified)	202
System Operator/Programmer (NERC Cert)	203	
Public Works	Construction Project Manager	129
	Crew Supervisor	122
	Engineering Design/GIS Technician	122
	Equipment Operator	118
	General Supervisor	123
	Heavy Equipment Operator	119
	Lift Station Mechanic	119
	Maintenance Worker I	114
	Maintenance Worker II	116
Maintenance Worker III	117	

**APPENDIX A**

**SECTION II  
PAY GRADE SCHEDULE**

GRADE	MINIMUM	MIDPOINT	MAXIMUM
124	\$18.22 \$37,897.60	\$23.89 \$49,691.20	\$29.55 \$61,464.00
125	\$19.13 \$39,790.40	\$25.09 \$52,187.20	\$31.05 \$64,584.00
126	\$20.09 \$41,787.20	\$26.33 \$54,766.40	\$32.57 \$67,745.60
127	\$21.09 \$43,867.20	\$27.64 \$57,491.20	\$34.19 \$71,115.20
128	\$22.14 \$46,051.20	\$29.02 \$60,361.60	\$35.89 \$74,651.20
129	\$23.25 \$48,360.00	\$30.48 \$63,398.40	\$37.70 \$78,416.00
130	\$24.41 \$50,772.80	\$31.99 \$66,539.20	\$39.57 \$82,305.60
131	\$25.63 \$53,310.40	\$33.59 \$69,867.20	\$41.55 \$86,424.00
132	\$26.91 \$55,972.80	\$35.27 \$73,361.60	\$43.63 \$90,750.40
133	\$28.26 \$58,780.80	\$37.04 \$77,043.20	\$45.81 \$95,284.80
201	\$23.43 \$48,734.40	\$24.03 \$49,982.40	\$24.61 \$51,188.80
202	\$27.20 \$56,576.00	\$31.20 \$64,896.00	\$35.20 \$73,216.00
203	\$29.33 \$61,006.40	\$33.64 \$69,971.20	\$37.95 \$78,936.00
204	<u>\$30.79</u> <u>\$64,043.20</u>	<u>\$35.32</u> <u>\$73,465.60</u>	<u>\$39.84</u> <u>\$82,867.20</u>

**APPRENTICE CAREER DEVELOPMENT PROGRAM  
PAY GRADE SCHEDULE**

GRADE	BEGINNING OF YEAR 1	BEGINNING OF YEAR 2	BEGINNING OF YEAR 3	BEGINNING OF YEAR 4
200	\$17.68 \$36,774.40	\$19.45 \$40,456.00	\$21.40 \$44,512.00	\$25.00 \$52,000.00

City of  
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11 North Third Street  
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## MEMORANDUM

**TO:** George D. Forbes, City Manager  
**FROM:** Ann Meuse, Director of Human Resources  
**SUBJECT:** Resolution Number 2012-2018, Amending the Position  
Classification and Pay Plan for Nonunion Employees, Effective  
July 16, 2018.  
**DATE:** July 2, 2018

## ACTION REQUESTED

Adopt Resolution Number 2012-2018, amending the Position Classification and Pay Plan for Nonunion Employees to add a GIS Systems Analyst, and reclassify the Assistant City Clerk position.

## BACKGROUND

- 1. GIS Systems Analyst.** The City is implementing a new Enterprise Resource Planning (ERP) system, which will utilize geographic information systems (GIS) to map the City's utility systems, land development, building inspections, code enforcement and asset management systems. The City performed a GIS ERP readiness review. During this review, it was identified that the City needs to hire a GIS Systems Analyst to assist in the implementation and management of a Citywide GIS system. This position will be a pay grade 128 and will report to the Public Works Engineering Division and oversee the Engineering Design/GIS Technician.
- 2. Assistant City Clerk.** This position requires a high level of responsibility, which includes attending City Council meetings, managing public records requests, overseeing City elections and board appointments and business licenses. In addition, this position acts as the City Clerk in the Clerk's absence. In order to recruit and retain a highly qualified individual for this position, staff recommends that the pay grade for the position be increased from a pay grade 121 to a pay grade 124.



Memo

Page 2

**RECOMMENDATION**

Adopt Resolution Number 2012-2018, amending the Position Classification and Pay Plan for Nonunion Employees to add a GIS Systems Analyst, and reclassify the Assistant City Clerk position, Effective July 16, 2018.

Introduced by: \_\_\_\_\_

Adopted: \_\_\_\_\_

**RESOLUTION NO. 2012-2018**

**A RESOLUTION AMENDING THE CITY OF JACKSONVILLE BEACH POSITION CLASSIFICATION AND PAY PLAN FOR MANAGERIAL, PROFESSIONAL, ADMINISTRATIVE AND UNCLASSIFIED (NON-UNION) POSITIONS, EFFECTIVE JULY 16, 2018.**

**WHEREAS**, the City Council has adopted a Classification and Pay Plan which establishes job classifications and salary ranges for each position that are competitive with similar positions in the labor market, and

**WHEREAS**, it periodically becomes necessary to update the Classification and Pay Plan to ensure positions are properly classified and compensated in accordance with skill levels, job duties and supervisory responsibility.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, THAT:**

**SECTION 1.** The City amends the Classification and Pay Plan for Managerial, Professional, Administrative and Unclassified (Nonunion) Positions attached hereto as *Attachment A*, dated July 16, 2018, which adds a GIS Systems Analyst position and reclassifies the pay grade for the Assistant City Clerk position.

**SECTION 2.** The City Manager is hereby authorized to implement the amended pay plan and take any action necessary to carry out implementation not in conflict with any other laws or ordinances.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**AUTHENTICATED** this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
William C. Latham, MAYOR

\_\_\_\_\_  
Laurie Scott, CITY CLERK

**CITY OF JACKSONVILLE BEACH**  
**POSITION CLASSIFICATION AND PAY PLAN**



**Classification and Pay Plan**

**For**

**Managerial, Professional, Administrative and Unclassified  
(Nonunion)**

**Effective October 1, 2016**  
**Amended February 6, 2017**  
**Amended May 1, 2017**  
**Amended September 18, 2017**  
**Amended February 19, 2018**  
**Amended July 16, 2018**

**SECTION II**  
**CLASSIFICATIONS AND PAY GRADES –By Classification**

CLASSIFICATION	POSITION TITLE	GRADE
Department Director	* Chief Financial Officer	138
	* Deputy City Manager	141
	* Director of Beaches Energy Services	141
	* Director of Human Resources	135
	* Director of Parks and Recreation	135
	* Director of Planning and Development	135
	* Director of Public Works	138
	* Fire Chief	137
	* Police Chief	138
Administrative, Fiscal & Related	* Accountant	126
	* Accounting Supervisor	130
	Administrative Assistant	120
	Assistant City Clerk	<del>121</del> 124
	* Assistant Customer Service Supervisor	125
	* Assistant Finance/Budget Officer	134
	* Assistant to the City Manager	123
	* Associate Business Analyst	126
	Building Maintenance Supervisor	122
	* Building Official	132
	* Business Analyst	131
	* Business Relations/Conservation Coordinator	122
	Chief Storekeeper	119
	* City Clerk	129
	Clerical Assistant	114
	* Customer Service Supervisor	129
	Database Administrator	126
	* GIS Administrator	130
	GIS Systems Analyst	128
	Human Resources Generalist	124
	* Information Systems Supervisor	134
	* Internal Auditor	129
	* Network Engineer	130
	* Payroll/Benefits Administrator	130
	Payroll Specialist	120
	* Planning Official	132
	Project/Safety Coordinator	118
	* Property and Procurement Officer	134
	* Procurement Administrator	128
	Procurement Associate	124
	Staff Assistant	117
	* Senior Planner	129
* System Administrator	129	
* System Administrator/Public Safety	129	
* Utilities Accountant/Analyst	125	

\* Exempt from overtime under the Fair Labor Standards Act.

## CLASSIFICATIONS AND PAY GRADES

### By Classification

CLASSIFICATION	POSITION TITLE	GRADE
Electric Utilities	* Construction & Maintenance Supervisor	132
	Electric Safety & Training Supervisor	129
	* Electric Utilities Superintendent	136
	* Electrical Engineer	133
	* Electrical Engineer (Registered PE)	134
	* Electrical Engineering Supervisor	136
	* Meter Services Supervisor	127
	* System Operations Supervisor	134
Public Works	* Distribution & Collection Superintendent	131
	* Public Works City Engineer	135
	* Public Works Project Engineer	135
	* Streets Superintendent	131
	* Utility Plant Supervisor	131
	Utility Plant Maintenance Supervisor	127
Parks and Recreation	Assistant Ocean Rescue Supervisor	118
	Beach Patrol Guard	Unclassified
	Beach Patrol Lieutenant	Unclassified
	Director of Golf Instruction	112
	Events Coordinator	122
	Golf Cart/Range Attendant	108
	* Golf Course Superintendent	127
	* Golf Course/Park Maintenance Superintendent	127
	* Golf Professional	126
	Golf Shop Attendant	112
	Golf Starter	108
	Ocean Rescue Supervisor	120
	Recreation Leader	114
	Recreation Program Assistant	115
	* Recreation Superintendent	126
	Recreation Supervisor	123
	Tennis Court Attendant	108
* Facility Manager	117	
Public Safety	* Fire Captain/Fire Marshal	405
	* Fire Captain/Shift Commander	404
	Police Accreditation Manager	122
	* Police Commander	133
	Police Officer Part Time	180
	Police Records Supervisor	119
	Police Sergeant (Non-Union)	182
	Police Volunteer Coordinator	115
	Public Safety Communications Supervisor	126
	School Crossing Guard	Unclassified

\*Exempt from overtime under the Fair Labor Standards Act.

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Classification and Pay Plan Effective October 1, 2016

**CLASSIFICATIONS AND PAY GRADES  
By Grade**

GRADE	POSITION TITLE
108	Golf Cart/Range Attendant
108	Golf Starter
108	Tennis Court Attendant
112	Golf Shop Attendant
112	Director of Golf Instruction
114	Clerical Assistant
114	Recreation Leader
115	Police Volunteer Coordinator
115	Recreation Program Assistant
117	Staff Assistant
117	* Facility Manager
118	Assistant Ocean Rescue Supervisor
118	Project/Safety Coordinator
119	Chief Storekeeper
120	Ocean Rescue Supervisor
119	Police Records Supervisor
120	Administrative Assistant
120	Payroll Specialist
<del>123</del> 124	<b>Assistant City Clerk</b>
122	Building Maintenance Supervisor
122	* Business Relations/Conservation Coordinator
122	Events Coordinator
122	Police Accreditation Manager
123	Recreation Supervisor
123	* Assistant to the City Manager
124	Human Resources Generalist
124	Procurement Associate
125	* Assistant Customer Service Supervisor
125	* Utilities Accountant/Analyst
126	* Accountant
126	* Associate Business Analyst
126	Database Administrator
126	* Recreation Superintendent
126	* Golf Professional
126	Public Safety Communications Supervisor
127	* Golf Course Superintendent
127	* Golf Course/Parks Maintenance Superintendent
127	* Meter Services Supervisor
127	Utility Plant Maintenance Supervisor
<u>128</u>	<b>GIS Systems Analyst</b>
128	* Procurement Administrator
129	* City Clerk
129	* Customer Service Supervisor
129	Electric Safety & Training Supervisor
129	* Internal Auditor

**CLASSIFICATIONS AND PAY GRADES  
By Grade**

GRADE	POSITION TITLE
129	* Senior Planner
129	* System Administrator
129	* System Administrator/Public Safety
130	* Accounting Supervisor
130	* GIS Administrator
130	* Network Engineer
130	* Payroll/Benefits Administrator
131	* Business Analyst
131	* Distribution & Collection Superintendent
131	* Streets Superintendent
131	* Utility Plant Supervisor
132	* Building Official
132	* Construction & Maintenance Supervisor
132	* Planning Official
133	* Electrical Engineer
133	* Police Commander
134	* Assistant Finance/Budget Officer
134	* Electrical Engineer (Registered PE)
134	* Information Systems Supervisor
134	* Property and Procurement Officer
134	* System Operations Supervisor
135	* Director of Human Resources
135	* Director of Parks and Recreation
135	* Director of Planning and Development
135	* Public Works City Engineer
135	* Public Works Project Engineer
136	* Electrical Engineering Supervisor
136	* Electric Utilities Superintendent
137	* Fire Chief
138	* Director of Public Works
138	* Chief Financial Officer
138	* Police Chief
141	* Deputy City Manager
141	* Director of Beaches Energy Services
180	Police Officer Part Time
182	Police Sergeant (Non-Union)
404	* Fire Captain/Shift Commander
405	* Fire Captain/Fire Marshall
Unclassified	Beach Patrol Guard
Unclassified	Beach Patrol Lieutenant
Unclassified	School Crossing Guard

\* Exempt from overtime under the Fair Labor Standards Act.

**SECTION III**

**PAY GRADE SCHEDULE**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
109	\$8.75 \$18,200.00	\$11.46 \$23,836.80	\$14.17 \$29,473.60
110	\$9.19 \$19,115.20	\$12.05 \$25,064.00	\$14.90 \$30,992.00
111	\$9.65 \$20,072.00	\$12.67 \$26,353.60	\$15.68 \$32,614.40
112	\$10.13 \$21,070.40	\$13.27 \$27,601.60	\$16.40 \$34,112.00
113	\$10.64 \$22,131.20	\$13.95 \$29,016.00	\$17.26 \$35,900.80
114	\$11.17 \$23,233.60	\$14.66 \$30,492.80	\$18.15 \$37,752.00
115	\$11.73 \$24,398.40	\$15.37 \$31,969.60	\$19.01 \$39,540.80
116	\$12.32 \$25,625.60	\$16.15 \$33,592.00	\$19.97 \$41,537.60
117	\$12.94 \$26,915.20	\$16.96 \$35,276.80	\$20.98 \$43,638.40
118	\$13.59 \$28,267.20	\$17.82 \$37,065.60	\$22.04 \$45,843.20
119	\$14.27 \$29,681.60	\$18.71 \$38,916.80	\$23.15 \$48,152.00
120	\$14.98 \$31,158.40	\$19.64 \$40,851.20	\$24.30 \$50,544.00
121	\$15.73 \$32,718.40	\$20.62 \$42,889.60	\$25.50 \$53,040.00
122	\$16.52 \$34,361.60	\$21.68 \$45,094.40	\$26.83 \$55,806.40
123	\$17.35 \$36,088.00	\$22.74 \$47,299.20	\$28.13 \$58,510.40
124	\$18.22 \$37,897.60	\$23.89 \$49,691.20	\$29.55 \$61,464.00
125	\$19.13 \$39,790.40	\$25.09 \$52,187.20	\$31.05 \$64,584.00

\*Annual salaries based on 2080 hours worked in a twelve-month period.

**PAY GRADE SCHEDULE**

GRADE	MINIMUM	MIDPOINT	MAXIMUM
126	\$20.09 \$41,787.20	\$26.33 \$54,766.40	\$32.57 \$67,745.60
127	\$21.09 \$43,867.20	\$27.64 \$57,491.20	\$34.19 \$71,115.20
128	\$22.14 \$46,051.20	\$29.02 \$60,361.60	\$35.89 \$74,651.20
129	\$23.25 \$48,360.00	\$30.48 \$63,398.40	\$37.70 \$78,416.00
130	\$24.41 \$50,772.80	\$31.99 \$66,539.20	\$39.57 \$82,305.60
131	\$25.63 \$53,310.40	\$33.59 \$69,867.20	\$41.55 \$86,424.00
132	\$26.91 \$55,972.80	\$35.27 \$73,361.60	\$43.63 \$90,750.40
133	\$28.26 \$58,780.80	\$37.04 \$77,043.20	\$45.81 \$95,284.80
134	\$29.67 \$61,713.60	\$38.88 \$80,870.40	\$48.09 \$100,027.20
135	\$31.15 \$64,792.00	\$40.82 \$84,905.60	\$50.48 \$104,998.40
136	\$32.71 \$68,036.80	\$42.87 \$89,169.60	\$53.03 \$110,302.40
137	\$34.35 \$71,448.00	\$45.02 \$93,641.60	\$55.69 \$115,835.20
138	\$36.07 \$75,025.60	\$47.27 \$98,321.60	\$58.46 \$121,596.80
139	\$37.87 \$78,769.60	\$49.64 \$103,251.20	\$61.41 \$127,732.80
140	\$39.76 \$82,700.80	\$52.11 \$108,388.80	\$64.45 \$134,056.00
141	\$41.74 \$86,828.00	\$54.69 \$113,760.00	\$67.64 \$140,692.00
182	\$28.03 \$58,302.40	\$32.50 \$67,600.00	\$36.97 \$76,897.60
*404	\$21.28 \$61,967.36	\$24.60 \$71,635.20	\$27.91 \$81,273.92
405	\$29.79 \$61,963.20	\$34.44 \$71,635.20	\$39.08 \$81,286.40

\*Annual salary based on 2912 hours worked in a twelve-month period.  
All other annual salaries based on 2080 hours worked in a twelve-month period.

July 3, 2018

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
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www.jacksonvillebeach.org

**TO:** George Forbes, City Manager

**FROM:** Ty Edwards, Public Works  
Dave Millinor, Public Works

**SUBJECT:** Special Assessment Resolution 2011-2018 for Construction of New Public Water and Sewer Systems to Serve the Properties along the Private Access Extension of Hopson Road

**ACTION REQUESTED:**

Adopt Resolution 2011-2018, levying special assessments on the benefited properties for the extension of new public water and sewer infrastructure improvements along the private access extension of Hopson Road.

**BACKGROUND:**

On September 18, 2017, the City Council adopted Ordinance 2017-8094 on its second and final reading, providing for the special assessment of properties benefiting from the City-financed new water and sewer infrastructure improvements to be constructed along the private access extension of Hopson Road.

Eight (8) properties along Hopson Road used both private wells for potable water and septic tanks with drain fields for sewage disposal. These properties are adjacent to the Intracoastal Waterway, an area that has a relatively high water table and is environmentally sensitive. In addition, the Fire Department had concerns the Hopson Road area was deficient of fire hydrants and adequate water volume for fire protection.

The following chart summarizes Section 2 of the Ordinance, which estimated the total maximum cost of the project as \$564,920.96, consisting of:

<p align="center"><b>Cost To be Paid by the City</b> <i>(Est. Cost: \$387,317.46)</i></p>	<p align="center"><b>Cost To be Assessed on the 8 Benefiting Properties</b> <i>(Est. Cost: \$177,603.50)</i></p>
<ul style="list-style-type: none"> <li>• Upgrading the fire protection for the Hopson Rd area, including the private access extension of Hopson Rd</li> <li>• Property connections to public water-sewer systems</li> <li>• Proper abandonment of septic tanks</li> <li>• All project-associated work (engineering, survey, etc.)</li> <li>• The portion of the sewer work that is to be reimbursed by a grant <i>(up to 1/3 cost)</i></li> <li>• All project contingencies</li> </ul>	<ul style="list-style-type: none"> <li>• New public potable water service and sewer service systems to properties along the private access extension of Hopson Rd <i>(up to 2/3 cost)</i></li> </ul>
<p><b><u>NOTE:</u></b> The City's actual cost is \$355,326.86.</p>	



Subsequently, Section 3 of the Ordinance set the maximum assessment to be levied on each of the eight (8) benefiting real estate parcels at \$22,200.43. This section also waived the water and sewer installation charges and capital improvement charges.

The construction project has now been completed within budget. The summary of the final grand total cost is detailed on the attached chart. The portion of the final grand total cost to be assessed to the eight (8) benefiting properties remains \$177,603.50. Thus, the special assessment to be levied against each real estate parcel remains \$22,200.43.

The Water and Sewer Fund financed this project and the assessment payments are to be placed in that fund as they are received.

Property owners may enter into an agreement with the City, which will give them up to four (4) years to make regular assessment payments at eight percent (8%) per annum on the unpaid balance, or they can pay it within 30 days at no interest. Thirty (30) days after publication of the adopted resolution, the City is to place a lien on each of the properties that have an assessment amount still due. If the assessment is not paid within the four (4) years, the City may foreclose on the property. In addition, the entire unpaid assessment shall become due when a building permit application is submitted to develop or improve an assessed real estate parcel or portion thereof.

**RECOMMENDATION:**

Adopt Special Assessment Resolution Number 2011-2018 levying special assessments on properties benefiting from the City-financed water and sewer infrastructure improvements constructed along the private access extension of Hopson Road.

**SUMMARY**  
**PROJECT FINAL GRAND TOTAL COST**

- Upgraded the City's fire protection capability to the Hopson Rd. area, including the private access extension
- Extended water and sewer infrastructure to properties along the private access extension of Hopson Rd.

<u>Construction Bid Work</u>	Per Cent of Total (rounded)	Estimated Costs Ord 2017-8094 (2017-09-18)	FINAL COSTS Res 2011-2018 (2018-07-16)
Construction Total:		\$449,186.50	\$490,831.23
New Public Water-Sewer Services Systems & Related Work to Private Access Extension Hopson Rd.	<u>Cost</u>		
<u>New Public Water Service System:</u>	\$25,582.50		
<u>New Public Sewer Service System:</u> (2/3 Portion)	\$152,021.00		
<b>Construction Costs to Assess Properties:</b>		\$177,603.50	<b>\$177,603.50</b>
<b>Distributed equally</b> among the <b>8 properties</b> on the Private Access Extension of Hopson Road:	<b>ASSESSMENT:</b>	Maximum \$22,200.43	<b>Final</b> <b>\$22,200.43</b>
o New Public Sewer Service System (1/3 Portion) (Grant Reimbursement)	\$84,517.00		
o Property Water & Sewer Connections to Public Services, Abandon Septic Tanks and Related Work along Private Access Extension Hopson Rd.	\$24,060.00		
o Fire Protection Upgrade to Hopson Rd. Area, including Private Access Extension Hopson Road	\$163,006.00		
Construction Costs to be Borne by the City:		\$271,583.00	\$313,277.73
<u>Associated Work</u>	<u>Cost</u>		
Perpetual Utilities Easement / Survey (estimated)	\$11,000.00		
Engineering Design – Plans & Specs. (estimated)	\$22,459.33		
Permitting (actual)	\$1,852.00		
Construction Inspection & Engineering (estimated)	\$6,737.80		
Associated Work Total:	100 %	\$42,049.13	\$42,049.13
<u>Contingency</u>	<u>Cost</u>		
Construction Bid Work 15% Contingency	\$67,377.98		
Associated Work 15% Contingency	\$6,307.35		
15% Contingency Total:	100 %	\$73,685.33	
<b>Total Costs to be borne by the City:</b>		\$387,317.46	<b>\$355,326.86</b>

**Overview Map  
Assessment Area  
(along Private Access Extension Hopson Road)**



Introduced by: \_\_\_\_\_

Adopted: \_\_\_\_\_

**RESOLUTION 2011-2018**

**A RESOLUTION LEVYING AND IMPOSING SPECIAL ASSESSMENTS AGAINST THE PROPERTIES FRONTING OR ABUTTING UPON CERTAIN PUBLIC INFRASTRUCTURE IMPROVEMENTS ALONG THE PRIVATE ACCESS EXTENSION OF HOPSON ROAD IN THE CITY OF JACKSONVILLE BEACH, FLORIDA IN PROPORTION TO THE RESULTING SPECIAL BENEFIT THERETO; FIXING THE APPLICABLE AMOUNTS PER PLATTED LOT AS THE SPECIAL ASSESSMENT LEVIED AND IMPOSED UPON SAME; AND PROVIDING FOR OTHER MATTERS IN RELATION THERETO.**

**WHEREAS**, Ordinance Number 2017-8094 was adopted on September 18, 2017, authorizing all work necessary to the installation of water distribution lines and related and associated work to upgrade fire protection in the general area of Hopson Road, including the private access extension area of Hopson Road. This will accomplish all work necessary for the installation of water distribution lines, sanitary sewer collection lines, property connections to said lines, abandonment of property septic tanks and related and associated work, for the purpose of providing the properties along the private access extension of Hopson Road as shown on Exhibit "A" with new public potable water and sewer services; and,

**WHEREAS**, Ordinance Number 2017-8094 authorized special assessments on property for the public infrastructure improvements related and associated with providing new public potable water service and sewer service systems to properties along the private access extension of Hopson Road as shown on Exhibit "A" for the cost of said improvements that will not be borne by the City; and,

**WHEREAS**, the construction of the public infrastructure improvements and associated work along the private access extension of Hopson Road is complete; and,

**WHEREAS**, Ordinance Number 2017-8094 requires that the special assessments shall be based on the actual costs, not to exceed estimated maximum costs stated in the ordinance, and that the final actual special assessments be imposed by resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, THAT:**

Introduced by: \_\_\_\_\_

Adopted: \_\_\_\_\_

**SECTION 1.** The above recitals are true, correct and incorporated herein.

**SECTION 2.** It is hereby ascertained, that the final total cost of the completed work of developing, designing, permitting, constructing and inspecting these water and sewer infrastructure improvements is determined and declared to be the sum of \$532,930.36; which consists of:

- \$ 355,326.86 for work related and associated with upgrading the fire protection for the general Hopson Road area, including the private access extension of Hopson Road, property connections to public water and sewer systems, proper abandonment of septic tanks, all project associated work (engineering, survey, etc.), the portion of the sewer work that is to be reimbursed by a grant, and all project contingencies used, which shall be borne by the City; and,
- \$ 177,603.50 for work related and associated with providing new public potable water service and sewer service systems to properties along the private access extension of Hopson Road, which shall be assessed to abutting properties benefitting therefrom; and,

It is ascertained that this completed work has been performed in substantial conformity with the provisions of Ordinance Number 2017-8094, and that by reason thereof actual and substantial benefit has in good faith been directly bestowed upon the properties listed in Exhibit "A" and the owners thereof, and that public policy requires and is served by the adoption of this resolution, which specially assesses the properties listed in Exhibit "A" and owners thereof.

**SECTION 3.** The unit or basis for distributing the special assessment to be so approved, levied, and assessed for new public potable water service and sewer service systems and associated work, shall be divided in equal proportions by each property fronting or abutting upon, and benefiting from, said improvements. The estimated amount of cost per lot or real estate parcel as special assessment to be approved, levied, and assessed against and upon such lots, lands, and properties along the private access extension of Hopson Road as shown on **Exhibit "A"** fronting or abutting upon, and benefiting from, said improvements is the following, to wit: the sum of \$ 22,200.43.

**SECTION 4.** The complete schedule or breakdown of the specific amount of special assessment hereby levied and imposed against and upon each respective particular parcel of property, exclusive of public-owned property, fronting, abutting, and specially benefited by said improvements is listed in **Exhibit "B"**.

**SECTION 5.** That all of the aforesaid special assessments are due in accordance with Ordinance Number 2017-8094 dated September 18, 2017.

Introduced by: \_\_\_\_\_

Adopted: \_\_\_\_\_

As stated in Ordinance No. 2017-8094, any such special assessment paid within thirty (30) days after the publication or posting of this resolution fixing such assessment shall be accepted without interest. However, any such special assessment not paid within thirty (30) days after said publication or posting shall bear interest from the date of publication or posting at the rate of eight percent (8%) per year.

Such assessment, including interest, shall be payable at the City Hall in forty-eight (48) monthly installments beginning on the thirtieth (30th) day after the publication or posting of the resolution fixing such special assessment and continuing each thirty (30) days thereafter until the assessment and interest are fully paid.

If any such payment is not made within thirty (30) days after it is due, the entire unpaid assessment, together with interest, shall become due without notice at the option of the City. In event of default in payment, the City shall have a lien, superior to all claims except taxes, and shall collect such lien through foreclosure proceedings upon any property affected for the amounts of such special assessments, together with interest and all costs of collection including reasonable attorney's fees.

In addition, the entire unpaid assessment, together with interest, shall become due when a building permit application is submitted to develop or improve an assessed property or portion thereof.

**SECTION 6.** The City Clerk shall forthwith prepare and enter in the "IMPROVEMENT LIEN BOOK" the amount of such liens herein assessed against each of the parcels of property above described, together with the date of the completion of said improvements and the number and date of passage of this resolution and such other information as the City Clerk may deem advisable. The City Clerk shall keep said Improvement Lien Book open to the public for inspection during reasonable office hours.

**SECTION 7.** The Director of Finance is hereby commanded to collect out of the property and from each of the persons, firms or corporations named in this resolution, the special assessments set down opposite each name, lot or tract, or parcel of land herein described, and all of the revenue derived from the payment of such special assessments shall be deposited, as received, into a separate account under the Water and Sewer Fund.

**SECTION 8.** The Building Official shall confirm with the Director of Finance that the special assessment, together with interest, has been fully paid, prior to issuing a building permit for any property, or portion thereof, specially assessed by this resolution.

**SECTION 9.** The City Clerk shall cause true copies of this resolution to be published in a newspaper published in Duval County once each week for four (4) consecutive weeks, or posted at the City Hall and two (2) other public places in the City for a period of thirty (30) days, commencing on the day that bills are sent to the property owners.

Introduced by: \_\_\_\_\_

Adopted: \_\_\_\_\_

**SECTION 10.** Any person desiring to contest in any way the validity of any special assessment or lien herein above levied and imposed shall, within thirty (30) days after the aforesaid publication or posting of this resolution, institute suit to have the enforcement thereof enjoined or its validity legally declared and any and all such persons not instituting such suit shall not thereafter be heard to question the validity thereof, or to defend against the enforcement of the lien upon the grounds of its validity.

**SECTION 11.** This resolution shall take effect immediately upon its adoption.

**AUTHENTICATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
William C. Latham, MAYOR

\_\_\_\_\_  
Laurie Scott, CITY CLERK

Introduced by: \_\_\_\_\_

Adopted: \_\_\_\_\_

### EXHIBIT "A"

Properties along the private access extension of Hopson Road to be specially assessed for work related and associated for the City extending and providing new public potable water service and sewer service systems.



- Not to Scale
- Approximate locations of Properties

The existing larger parcel known as 0 Hopson Road, RE# 177279-0015, is to be subdivided and this portion is to be developed as one (1) residential lot.

Introduced by: \_\_\_\_\_

Adopted: \_\_\_\_\_

**EXHIBIT "B"**

<b>Property Real Estate Number</b>	<b>Property Jax Beach Address</b>	<b>Property &amp; Owner Assessment</b>	<b>Property Owner Name</b>	<b>Property Owner Mailing Address</b>
RE# 177282-0000	20 Hopson Road Jacksonville Beach, FL 32250	\$22,200.43	Loftin Family Survivors Trust et al.	C/O Dorothy A. Loftin 20 Hopson Road Jacksonville Beach, FL 32250-2612
RE# 177280-0000	22 Hopson Road Jacksonville Beach, FL 32250	\$22,200.43	Lynn L. Hileman and Valerie L. Hileman	22 Hopson Road Jacksonville Beach, FL 32250-2612
RE# 177301-0050	23 Hopson Road Jacksonville Beach, FL 32250	\$22,200.43	Hopson Land Company LLC	14 Hopson Road Jacksonville Beach, FL 32250-2612
RE# 177281-0000	24 Hopson Road Jacksonville Beach, FL 32250	\$22,200.43	Robert E. Poland and Jacqueline M. Poland	24 Hopson Road Jacksonville Beach, FL 32250-2612
RE# 177279-0015 *	25 Hopson Road * Jacksonville Beach, FL 32250	\$22,200.43	William H. Goodson et al. and Edward L Goodson	6 Juneberry Court Greer, SC 29651
RE# 177291-0100	26 Hopson Road Jacksonville Beach, FL 32250	\$22,200.43	James Harlan Cissel IV and Sara Wade Cissel	26 Hopson Road Jacksonville Beach, FL 32250
RE# 177291-0000	28 Hopson Road Jacksonville Beach, FL 32250	\$22,200.43	John W. Horton and Johauna L. Horton	28 Hopson Road Jacksonville Beach, FL 32250
RE# 177283-0000	30 Hopson Road Jacksonville Beach, FL 32250	\$22,200.43	Kathleen S. Cole	30 Hopson Road Jacksonville Beach, FL 32250

\* The existing larger parcel known as 0 Hopson Road, RE#177279-0015, is to be subdivided and this portion is to be developed as one (1) residential lot.