



CITY OF COOPER CITY
CITY COMMISSION REGULAR MEETING
Tuesday, January 23, 2024 at 6:30 PM
City Hall Auditorium | 9090 SW 50th Place

AGENDA

PLEDGE OF ALLEGIANCE

ROLL CALL

Decorum - Jacob Horowitz, City Attorney

CHANGES TO AGENDA/EMERGENCY MATTERS

PROCLAMATIONS / PRESENTATIONS

1. Pet Adoption - **Commissioner Mallozzi**

PUBLIC SPEAKING

Open Public Meeting/Agenda Concerns - *Any individual may speak for a time period of up to three (3) minutes' duration regarding any matters which are pertinent to the City, including any item listed on the meeting agenda. If a person desires to speak on an item that is designated for a public hearing, their comments should be held until the public hearing.*

BOARD / ADMINISTRATIVE REPORTS

2. Budget to actuals / City Financial Report - **Finance**

CONSENT AGENDA

Minutes

3. January 9, 2024 Regular Commission Meeting Minutes

REGULAR AGENDA

4. Motion to approve all City Job Descriptions – **Human Resources**
5. Motion to approve and authorize the job description for the position of Solid Waste & Recycling Administrative Coordinator, as part of the contract with Coastal Waste & Recycling, Inc. - **Administration**
6. Discussion and possible action regarding conceptual proposal for Utility Consultant Services - **Administration**
7. Discussion related to the draft Personnel Manual and Administrative Policy Manual - **Administration**
8. RFQ 2023-1-IT, IT MANAGED SERVICES - **Administration**
9. Motion to approve the Mental Health and Wellness Board's Proposal – **Human Resources**

ORDINANCES ON FIRST READING

10. Ordinance 24-02 (Administration)

AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA, AMENDING ORDINANCE NO. 2023-21, ADOPTED ON SEPTEMBER 26, 2023; PROVIDING FOR AN AMENDED BUDGET FOR FISCAL YEAR 2023-2024 FOR THE CITY, ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

ORDINANCES ON SECOND READING (Public Hearing)

11. Ordinance 24-01 (Commission)

AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA; AMENDING CHAPTER 23 OF THE CITY'S CODE OF ORDINANCES, ENTITLED, "ZONING DISTRICTS;" BY SPECIFICALLY DELETING ARTICLE V, SECTION 23-104.1, ENTITLED "PHARMACIES, MEDICAL OFFICES OR CLINICS, AND MEDICAL OR DENTAL LABORATORIES – LOCAL RESTRICTIONS;" PROVIDING FOR ADDITIONAL LOCATIONS FOR PHARMACIES IN THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE. – **Commissioner Shrouder**

CITY MANAGER REPORT

- 12.** Budget Transfer Notification - Utilities Director Search
- 13.** Budget Transfer Notification - Interim Utility Director

CITY ATTORNEY REPORT

POLICE CHIEF'S REPORT

- 14.** Police Chief's Report

FIRE CHIEF'S REPORT

- 15.** Fire Chief's Report

COMMISSIONERS' CONCERNS/REPORTS/ITEMS TO BE PLACED ON NEXT AGENDA

ADDITIONAL PUBLIC COMMENTS (3 MINUTES)

ADJOURNMENT

ADA NOTICE

This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Office of the City Clerk, 954-434-4300 ext. 220, not later than two days prior to such proceeding. One or more members of the City of Cooper City Advisory Boards may be in attendance and may participate at the meeting. Anyone wishing to appeal any decision made by the Cooper City Commission with respect to any matter considered at such meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Agenda items may be viewed online at www.coopercity.gov or at the Office of the City Clerk, City of Cooper City, 9090 SW 50 Place, Cooper City, Florida, 33328, 954-434-4300.

DECORUM

Members of the Commission, staff members, citizens, and others are required to use civil and appropriate language when addressing the Commission or anyone present at the meeting and must refrain from using profanity, cursing, or exhibiting aggressive or threatening behavior. All comments should generally be directed to the presiding officer and not to individual members of the Commission, staff, or the audience. No personal verbal attacks toward any individual by either the Commission, staff, citizens, or others shall be allowed during any meeting of the Commission.

Any persons making impertinent or slanderous remarks or personal attacks or who becomes boisterous while addressing the Commission or who otherwise violates the decorum rules set forth herein shall be barred from further audience before the Commission by the Mayor, or by request of any member of the Commission unless permission to continue or again address the Commission be granted by a majority vote of the Commission members present.



CITY COMMISSION STAFF REPORT

DEPARTMENT: Finance

DATE: January 23, 2024

SUBJECT: Budget to actuals / City Financial Report - **Finance**

Background:

City of Cooper City

Monthly Financial Reports - Unaudited

For the period from October 1, 2022 through September 30, 2023

(Before Final Year End Audit Adjustments)

City of Cooper City
Monthly Financial Reports - Unaudited
For the period from October 1, 2022 through September 30, 2023
(Before Final Year End Audit Adjustments)



CITY OF
Cooper City
Someplace Special



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City of Cooper City
Balance Sheet - Governmental Funds

Unaudited

As of September 30, 2023

	Building		Police		Capital		Total	
	General Fund	Services Fund	Road and Bridge Fund	Confiscation Fund	Tree Trust Fund	ARPA FUND		Improvement Fund
Assets								
Cash and cash equivalents	\$ 20,406,800	\$ 2,166,672	\$ 1,521,215	\$ 108,278	\$ 54,452	\$ 12,614,331	\$ 799,978	\$ 37,671,725
Accounts receivable, net	1,869,958	10,784	142,673	-	-	-	(0)	2,023,417
Leased Asset Recivable, Net	353,764							353,765
Interest Receivable	1,053							1,054
Prepays and inventory	47,031	-	-	-	-	-	-	47,031
Total Assets	22,678,606	2,177,457	1,663,888	108,278	54,452	12,614,331	799,978	40,096,992
Liabilities and Deferred Inflows of Resources								
Accounts Payable	1,766,791	43,678	38,340	-	350	20,173	47,360	1,916,692
Refundable deposits	57,500	-	-	-	-	-	-	57,500
Due to other funds	-	-	-	-	-	-	406,993	406,993
Unearned revenue	734,424	10,784	-	-	-	12,594,158	-	13,339,367
Compensated Absences	-	-	-	-	-	-	-	-
Notes Payable	-	-	-	-	-	-	-	-
Net Pension Liability	-	-	-	-	-	-	-	-
Net OPEB Liability	-	-	-	-	-	-	-	-
Deferred Inflow of resources	401,749	-	-	-	-	-	-	401,749
Total Liabilities and deferred inflows of resources	2,960,464	54,462	38,340	-	350	12,614,331	454,353	16,122,301
Fund Balance								
Non-Spendable	40,674							40,674
Restricted	-	2,122,994	1,625,548	81,011	54,103	-	-	3,883,656
Committed								-
Emergency Preparedness	3,000,000							3,000,000
Future Projects	330,756							330,756
Assigned	338,198				-	827,666	149,943	1,315,808
Future Employee Payouts	450,235							450,235
Subsequent Year Appropriations	416,195			27,267				443,462
Unassigned	19,379,944	-	-	-	-	-	195,682	18,775,227
Total Fund Balance	19,718,142	2,122,994	1,625,548	108,278	54,103	(0)	345,626	23,974,690
Total Liabilities, deferred inflows of resources, and Fund balance	\$ 22,678,606	\$ 2,177,457	\$ 1,663,888	\$ 108,278	\$ 54,452	\$ 12,614,331	\$ 799,978	\$ 40,096,991

City of Cooper City
 Statement of Revenue, Expenditures, and Changes in Fund Balance
Unaudited
 For the period from October 1, 2022 through September 30, 2023

	General Fund	Building Services Fund	Road and Bridge Fund	Police Confiscation Fund	Tree Trust Fund	ARPA Fund	Capital Improvement Fund	Total
Revenues								
Property Taxes	\$ 20,808,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,808,041
Franchise Fees and Utility Taxes	7,609,027	-	-	-	-	-	-	7,609,027
Licenses and Permits	376,010	1,783,366	-	-	-	-	-	2,159,375
Intergovernmental	4,645,059	-	924,537	-	-	1,789,757	-	7,359,353
Charges for services	7,070,093	-	-	-	-	-	-	7,070,093
Fines and forfeitures	137,770	-	-	437	-	-	-	138,207
Impact fees	-	-	-	-	-	-	203,314	203,314
Investment earnings	494,080	42,395	29,014	2,295	1,482	228,375	10,518	808,159
Debt Proceeds Line of Credit	50,001	-	-	-	-	-	-	50,001
Miscellaneous	222,942	3,152	-	-	100	-	-	226,194
Total Revenues	41,413,023	1,828,912	953,551	2,732	1,582	2,018,132	213,832	46,431,765
Expenditures								
Commission	251,576	-	-	-	-	-	-	251,576
Administration	726,661	-	-	-	-	-	-	726,661
City Clerk	510,263	-	-	-	-	-	-	510,263
Finance	1,171,641	-	-	-	-	-	-	1,171,641
Human Resources	555,566	-	-	-	-	-	-	555,566
Legal	462,278	-	-	-	-	-	-	462,278
ARPA Fund	-	-	-	-	-	2,018,132	-	2,018,132
Boards & Committees	9,009	-	-	-	-	-	-	9,009
Nondepartmental	475,645	-	-	-	-	-	-	475,645
Debt Service	40,672	-	-	-	-	-	-	40,672
Tree Trust Fund	-	-	-	-	3,501	-	-	3,501
Building	762	1,195,620	931,895	-	-	-	-	2,128,277
Growth Management	329,429	-	-	-	-	-	-	329,429
Code Enforcement	507,670	-	-	-	-	-	-	507,670
Public Works Administration	451,966	-	-	-	-	-	-	451,966
Public Works Property Maintenance	546,047	-	-	-	-	-	-	546,047
Public Works Parks	2,073,084	-	-	-	-	-	-	2,073,084
Public Works - Fleet Services	330,447	-	-	-	-	-	-	330,447
Public Works Street Maintenance	26,835	-	-	-	-	-	-	26,835
Police	14,897,088	-	-	15,000	-	-	-	14,912,088
Fire	12,599,468	-	-	-	-	-	-	12,599,468
Recreation	2,377,624	-	-	-	-	-	-	2,377,624
Road & Bridge	-	-	-	-	-	-	-	-
Capital Improvement	-	-	-	-	-	-	251,467	251,467
Total Expenditures	38,343,731	1,195,620	931,895	15,000	3,501	2,018,132	251,467	42,759,347
Other financing sources (uses)								
Transfers In	2,269,395	-	390,204	-	-	-	800,491	3,460,090
Transfers Out	(1,152,198)	(324,865)	-	-	(50,000)	-	(417,230)	(1,944,293)
Total other financing sources (uses)	1,117,197	(324,865)	390,204	-	(50,000)	-	383,261	1,515,797
Change in Fund Balance	4,186,489	308,427	411,860	(12,268)	(51,918)	(0)	345,626	5,188,215
Fund balance, beginning of year	15,531,653	1,814,567	1,213,688	120,546	106,021	-	-	18,786,475
Fund balance, end of year	\$ 19,718,142	\$ 2,122,994	\$ 1,625,548	\$ 108,278	\$ 54,103	\$ (0)	\$ 345,626	\$ 23,974,690

City of Cooper City
 Statement of Net Position - Proprietary Funds
Unaudited
 As of September 30, 2023

	Parking Lot Fund	Water and Sewer Fund	Stormwater Fund	Total
Assets				
Current Assets				
Cash and cash equivalents	\$ 133,738	\$ 17,645,968	\$ 294,285	\$ 18,073,990
Accounts receivable, net of allowance	9,695	1,255,849	61,113	1,326,657
Leased Asset Receivable	151,071			151,071
Advances to other funds	-	406,993	-	406,993
Interest Receivable	2,827			2,827
Total current assets	297,330	19,308,810	355,398	19,961,538
Noncurrent Assets				
Capital Assets, net of depreciation	722,706	40,662,429	4,287,798	45,672,933
Prepays and inventory	-	3,500,000	-	3,500,000
Leased Assets Receivable	838		-	838
Net Pension Asset		703,503	38,373	741,876
Total Noncurrent Assets	723,543	44,865,932	4,326,171	
Total Assets	1,020,874	64,174,743	4,681,569	69,877,185
Deferred outflows of resources				
Total Deferred Outflow of Resources	-	1,449,597	39,923	1,489,519
	-	1,449,597	39,923	1,489,519
Total Assets and Deferred Outflow of Resources	1,020,874	65,624,339	4,721,491	71,366,704
Liabilities				
Current Liabilities				
Accounts Payable	1,441	394,769	15,234	411,445
Refundable deposits	23,525	1,179,050	-	1,202,575
Unearned revenue	25,639	-	-	25,639
Compensated Absences	-	91,860	6,290	98,150
Notes Payable	-	-	196,927	196,927
Total Current Liabilities	50,605	1,665,679	218,451	1,934,735
Non Current Liabilities				
Compensated Absences	-	275,581	18,869	294,450
Notes Payable, Net of Currrent Portion	-	-	565,106	565,106
Net OPEB Liability	-	2,596,428	77,694	2,674,122
Net Pension Liability	-	1,338,397	0	1,338,397
	-	4,210,407	661,669	4,872,075
Total Liabilities	50,605	5,876,086	880,119	6,806,810
Deferred Inflow of Resources				
Deferred Inflow of resources	153,133	3,011,913	142,408	3,307,454
Total Deferred Inflow of Resources	153,133	3,011,913	142,408	3,307,454
Net Position				
Net investment in capital assets	722,706	40,662,429	3,525,765	44,910,900
Unrestricted	94,430	16,073,911	69,961	16,238,302
Total Net Position	817,136	56,736,340	3,595,727	61,149,202

City of Cooper City
Statement of Revenue, Expenses, and Changes in Fund Balance - Proprietary Funds

Unaudited

For the period from October 1, 2022 through September 30, 2023

	Parking Lot Fund	Water and Sewer Fund	Stormwater Fund	Total
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Charges for services	\$ 149,887	\$ 13,810,801	\$ 556,948	\$ 14,517,635
Fines and forfeitures	-	-	-	-
Impact fees	-	-	-	-
Miscellaneous	175	681	-	856
Total Revenues	150,062	13,811,481	556,948	14,518,491
Operating Expenses				
Personnel services and benefits	18,355	4,460,745	140,816	4,619,916
Professional Services	30,657	628,030	68,356	727,044
Materials and Supplies	-	1,074,132	5,333	1,079,465
Insurance	-	515,579	-	515,579
Utilities	7,642	945,377	-	953,018
Repairs and Maintenance	12,486	914,364	17,347	944,197
Miscellaneous	-	73,661	1,012	74,672
Depreciation Expense	36,930	269,407	233,844	540,181
Total Expenditures	106,069	8,881,296	466,708	9,454,072
Operating Income (Loss)	43,993	4,930,186	90,240	
Nonoperating Revenues (Expenses)				
Contributions		259,194		259,194
Interest Revenue	2,533	28,537	5,422	36,492
Investment Income		345,869		345,869
Interest Expense			(20,057)	(20,057)
Total Non operating Revenues (Expenses)	2,533	633,600	(14,634)	621,498
Income (Loss) Before Capital Contributions and Transfers	46,526	5,563,786	75,606	5,685,917
Capital Contributions and Transfers				
Capital Contributions	-	(700,785)	0	(700,785)
Transfers In	-	2,127,230	-	2,127,230
Interfund loan	-	-	-	-
Transfers Out	(31,560)	(3,544,139)	(67,328)	(3,643,027)
Total other financing sources (uses)	(31,560)	(2,117,694)	(67,328)	(2,216,581)
Change in Net Position	14,966	3,446,092	8,278	2,847,837
Net Position, beginning of year	802,170	53,290,248	3,587,449	57,679,867
Net Position, end of year	\$ 817,136	\$ 56,736,340	\$ 3,595,727	\$ 61,149,202

City of Cooper City
 General Fund - Budget to Actual
Unaudited

For the period from October 1, 2022 through September 30, 2023

	Original Budget	Amended Budget	Actuals	% Budget Used vs. Actuals	
Revenues					
Property Taxes	\$ 20,756,993	\$ 20,756,993	\$ 20,808,041	100.2%	
Franchise Fees and Utility Taxes	6,587,977	6,587,977	7,609,027	115.5%	
Licenses and Permits	490,000	490,000	376,010	76.7%	
Intergovernmental	4,375,931	4,375,931	4,645,059	106.2%	
Charges for services	6,736,060	6,736,060	7,070,093	105.0%	
Fines and forfeitures	170,000	170,000	137,770	81.0%	
Investment earnings	150,700	150,700	494,080	327.9%	
Debt Proceeds Line of Credit	-	-	50,001		
Miscellaneous revenue	255,000	255,000	222,942	87.4%	
Total Revenues	39,522,661	39,522,661	41,413,023	104.8%	
Expenditures					
Commission	311,308	311,308	251,576	80.8%	
Administration	668,687	726,838	726,661	100.0%	
City Clerk	529,870	549,653	510,263	94.6%	
Finance	1,432,713	1,485,585	1,171,641	82.3%	
Human Resources	597,761	631,328	555,566	90.3%	
Legal	484,000	484,000	462,278	95.5%	
Boards & Committees	13,700	14,090	9,009	63.9%	
Building	-	-	762	0.0%	
Debt Service	4,000	4,000	40,672	1016.8%	Legal Fees LOC \$37K Not Budgeted For
Nondepartmental	1,045,745	914,929	475,645	52.9%	
Growth Management	368,793	368,793	329,429	89.3%	
Code Enforcement	624,944	624,944	507,670	81.2%	
Public Works Administration	721,617	724,414	451,966	64.6%	
Public Works Property Maintenance	556,603	565,215	546,047	96.6%	
Public Works Parks	1,895,649	2,168,742	2,073,084	101.3%	Temp Director offset by lower Public Works Admin
Public Works - Fleet Services	472,922	472,922	330,447	70.2%	
Public Works Street Maintenance	392,677	392,677	26,835	6.8%	
Police	15,478,534	15,478,534	14,897,088	97.0%	
Fire	12,889,032	12,889,032	12,599,468	97.8%	
Recreation	2,568,533	2,580,838	2,377,624	92.2%	
Total Expenditures	41,057,088	41,387,844	38,343,731	93.5%	
Transfers					
Transfers In	2,269,395	2,269,395	2,269,395	100.0%	
Transfers Out	(1,152,198)	(1,152,198)	(1,152,198)	100.0%	
Total Transfers	1,117,197	1,117,197	1,117,197	100.0%	
Change in Fund Balance	(417,230)	(747,986)	4,186,489	559.7%	
Fund balance, beginning of year	15,531,653	15,531,653	15,531,653		
Fund balance, end of year	\$ 15,114,423	\$ 14,783,667	\$ 19,718,142	133.4%	

City of Cooper City
Building Services Fund - Budget to Actual
Unaudited
For the period from October 1, 2022 through September 30, 2023

	Original Budget	Amended Budget	Actuals	% Budget Used vs. Actuals	
Revenues					
Licenses and Permits	\$ 1,379,434	\$ 1,379,434	\$ 1,783,366	129.3%	
Investment earnings	8,475	8,475	42,395	500.2%	
Miscellaneous revenue	3,000	3,000	3,152	105.1%	
Total Revenues	1,390,909	1,390,909	1,828,912	131.5%	
Expenditures					
Personnel services and Benefits	1,155,569	1,155,569	1,016,867	88.0%	
Professional Services	10,000	10,000	-	0.0%	
Utilities	7,894	7,894	6,734	85.3%	
Repairs & Maintenance	15,875	15,875	24,184	152.3%	Unbudgeted Software that detects rental properties
Materials & Supplies	7,900	7,900	10,591	134.1%	Reclass from capitalized equipment to Supplies
Capital Improvements	54,800	54,800	120,212	219.4%	1 Vehicle for purchase budgeted, 3 purchased
Rentals and Leases	10,000	10,000	9,628	96.3%	
Miscellaneous	15,925	15,925	7,405	46.5%	
Contingency	15,000	15,000	-	0.0%	
Total Expenditures	1,292,963	1,292,963	1,195,620	92.5%	
Other financing (uses)					
Transfers In	-	-	-		
Transfers Out	(324,865)	(324,865)	(324,865)	100.0%	
Total other financing (uses)	(324,865)	(324,865)	(324,865)	100.0%	
Change in Fund Balance	422,811	422,811	308,427	72.9%	
Fund balance, beginning of year	1,814,567	1,814,567	1,814,567		
Fund balance, end of year	\$ 2,237,378	\$ 2,237,378	\$ 2,122,994	94.9%	

**City of Cooper City
Road & Bridge Fund - Budget to Actual**

Unaudited

For the period from October 1, 2022 through September 30, 2023

	Original Budget	Amended Budget	Actuals	% Budget Used vs. Actuals
Revenues				
Local Option Gas Taxes	\$ 601,982	\$ 601,982	598,689	99.5%
State Revenue Sharing	\$ 337,744	\$ 337,744	325,848	96.5%
Investment earnings	28,249	28,249	29,014	102.7%
Total Revenues	967,975	967,975	953,551	98.5%
Expenditures				
Professional Services	495,000	544,540	425,574	97.6%
Utilities	410,000	410,000	447,860	109.2% Underbudgeted Utilities
Repairs & Maintenance	397,179	529,763	58,460	25.4%
Materials & Supplies	30,000	30,000	-	0.0%
Capital Improvements	26,000	26,000	-	0.0%
Total Expenditures	1,358,179	1,540,303	931,895	60.5%
Other financing sources				
Transfers In	390,204	572,328	390,204	68.2%
Transfers Out	-	-	-	0.0%
Total other financing sources	390,204	572,328	390,204	68.2%
Change in Fund Balance	-	-	411,860	
Fund balance, beginning of year	1,213,688	1,213,688	1,213,688	
Fund balance, end of year	\$ 1,213,688	\$ 1,213,688	\$ 1,625,548	134%

Prepared by the City of Cooper City Finance Department
For Management Use Only

City of Cooper City
Police Confiscation Fund - Budget to Actual
Unaudited
For the period from October 1, 2022 through September 30, 2023

	Original Budget	Amended Budget	Actuals	% Budget Used vs. Actuals
Revenues				
Fines and forfeitures	\$ 20,000	\$ 20,000	\$ 437	2.2%
Investment earnings	-	-	2,295	0.0%
Miscellaneous revenue	-	-	-	0.0%
Total Revenues	20,000	20,000	2,732	13.7%
Expenditures				
Broward Sheriff's Office	5,000	5,000	-	0.0%
Explorer Program	15,000	15,000	15,000	100.0%
Total Expenditures	20,000	20,000	15,000	75.0%
Change in Fund Balance	-	-	(12,268)	
Fund balance, beginning of year	120,546	120,546	120,546	
Fund balance, end of year	\$ 120,546	\$ 120,546	\$ 108,278	89.8%

Prepared by the City of Cooper City Finance Department
For Management Use Only

City of Cooper City
Tree Trust Fund - Budget to Actual
Unaudited
For the period from October 1, 2022 through September 30, 2023

	Original Budget	Amended Budget	Actuals	% Budget Used vs. Actuals
Revenues				
Tree Trust	\$ 63,500	\$ 63,500	\$ 100	0.2%
Investment earnings	-	-	1,482	0.0%
Total Revenues	63,500	63,500	1,582	2.5%
Expenditures				
Materials & Supplies	6,000	6,000	1,896	31.6%
Annual Events	7,500	7,500	1,604	21.4%
Total Expenditures	13,500	13,500	3,501	25.9%
Other financing (uses)				
Transfers In	-	-	-	
Transfers Out	50,000	50,000	-	0.0%
Total other financing (uses)	50,000	50,000	-	
Change in Fund Balance	(63,500)	(63,500)	(1,918)	3.0%
Fund balance, beginning of year	-	-	-	
Fund balance, end of year	\$ (63,500)	\$ (63,500)	\$ (1,918)	3.0%

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**City of Cooper City
ARPA Fund - Budget to Actual**

Unaudited

For the period from October 1, 2022 through September 30, 2023

	Original Budget	Amended Budget	Actuals	% Budget Used vs. Actuals
Revenues				
ARPA Fund	\$ 8,965,280	\$ 8,965,280	\$ 1,789,757	20.0%
Investment earnings	84,746	84,746	228,375	269.5%
Appropriation From Fund Balance	-	256,606		
Total Revenues	9,050,026	9,306,632	2,018,132	21.7%
Expenditures				
ARPA Fund	14,116,389	14,372,995	2,018,132	19.8%
Total Expenditures	14,116,389	14,372,995	2,018,132	19.8%
Change in Fund Balance	(5,066,363)	(5,066,363)	(0)	
Fund balance, beginning of year	-	-	-	
Fund balance, end of year	\$ (5,066,363)	\$ (5,066,363)	\$ (0)	

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**City of Cooper City
Capital Improvement Fund - Budget to Actual**

Unaudited

For the period from October 1, 2022 through September 30, 2023

	Original Budget	Amended Budget	Actuals	% Budget Used vs. Actuals
Revenues				
Impact fees	\$ 18,000	\$ 18,000	\$ 203,314	1129.5%
Investment earnings	11,799	11,799	10,518	89.1%
Grant revenue	872,500	872,500	-	0.0%
Total Revenues	902,299	902,299	213,832	23.7%
Expenditures				
Capital Improvement	1,285,560	1,452,415	251,467	27.6%
Total Expenditures	1,285,560	1,452,415	251,467	27.6%
Other Financing Sources				
Transfers In	800,491	800,491	800,491	100.0%
Transfers Out	(417,230)	(417,230)	(417,230)	100.0%
Total Other Financing Sources	383,261	383,261	383,261	100.0%
Change in Fund Balance	-	(166,855)	345,626	207%
Fund balance, beginning of year	-	-	-	
Fund balance, end of year	\$ -	\$ (166,855)	\$ 345,626	207%

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City of Cooper City
 Parking Lot Fund - Budget to Actual

Unaudited

For the period from October 1, 2022 through September 30, 2023

	Original Budget	Amended Budget	Actuals	% Budget Used vs. Actuals
Revenues				
Charges for services	\$ 152,000	\$ 152,000	\$ 149,887	98.6%
Miscellaneous revenue	5,650	5,650	175	3.1%
Interest Income	5,650	5,650	2,533	44.8%
Total Revenues	157,650	157,650	152,595	96.8%
Expenditures				
Personel services and benefits	44,522	44,522	18,355	41.2%
Professional services	10,370	10,370	30,657	295.6%
Materials and Supplies	2,000	2,000	-	0.0%
Utilities	7,360	7,360	7,642	103.8%
Repairs and maintenance	17,250	17,250	12,486	72.4%
Depreciation	-	-	36,930	0.0%
Total Expenditures	81,502	81,502	106,069	131.1%
Other financing (uses)				
Transfers In	-	-	-	0.0%
Transfers Out	(31,560)	(31,560)	(31,560)	100.0%
Total other financing (uses)	(31,560)	(31,560)	(31,560)	100.0%
Change in Net Position	44,588	44,588	14,966	33.6%
Net Position, beginning of year	802,170	802,170	802,170	
Net Position, end of year	\$ 846,758	\$ 846,758	\$ 817,136	96.5%

Underbudgeted Lawn Maint. New vendor with increased scope of service \$9,157;
 underbudgeted video monitoring due to delay in startup of real time crime center \$11,130
 Underbudgeted Electric Service

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City of Cooper City
Water and Sewer Funds - Budget to Actual

Unaudited

For the period from October 1, 2022 through September 30, 2023

	Original Budget	Amended Budget	Actuals	% Budget Used vs. Actuals	
Revenues					
Charges for services	13,809,356	13,809,356	\$ 13,810,801	100.0%	
Impact fees	20,000		-	0.0%	
Investment earnings	84,746	197,740	374,406	189.3%	
Miscellaneous revenue	-	-	681	0.0%	
Contributions-Developer Fees	-		259,194		
Total Revenues	13,894,102	14,007,096	14,445,081	103.1%	
Expenses					
Personnel services and benefits	4,911,043	4,918,788	4,460,745	90.7%	
Professional Services	1,081,340	1,701,786	628,030	61.3%	
Materials and Supplies	1,339,629	1,339,629	1,074,132	84.4%	
Insurance	520,141	520,141	515,579	99.1%	
Utilities	818,000	926,000	945,377	102.1%	Underbudgeted Electricity
Repairs and Maintenance	4,008,172	1,225,042	914,364	78.7%	
Miscellaneous	3,746,300	86,300	73,661	85.4%	
Depreciation Expense	-	-	269,407		
Investment in Capital Assets	174,900	4,831,233	700,785	17.6%	
Total Expenditures	10,338,961	15,548,919	9,582,080	66.0%	
Other Financing Sources (Uses)					
Transfers In	6,614,930	8,997,006	2,127,230	23.6%	
Transfers Out	(3,544,139)	(3,544,139)	(3,544,139)	100.0%	
Total Transfers	3,070,791	5,452,867	(1,416,909)	-26.0%	
Change in Net Position	16,964,893	19,459,963	3,446,092	17.7%	
Net Position, beginning of year	53,290,248	53,290,248	53,290,248		
Net Position, end of year	\$ 70,255,141	\$ 72,750,211	\$ 56,736,340	78.0%	

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City of Cooper City
Stormwater Fund - Budget to Actual

Unaudited

For the period from October 1, 2022 through September 30, 2023

	Original Budget	Amended Budget	Actuals	% Budget Used vs. Actuals	
Revenues					
Charges for services	\$ 557,850	\$ 557,850	\$ 556,948	99.8%	
Appropriation from retained earnings	-	9,794	-	0.0%	
Investment earnings	22,599	22,599	5,422	24.0%	
Total Revenues	580,449	590,243	562,370	95.3%	
Expenditures					
Personnel services and benefits	136,675	136,675	140,816	103.0%	Longevity pay and vacation payout unbudgeted
Professional Services	89,000	97,903	68,356	69.8%	
Materials and Supplies	6,200	6,200	5,333	86.0%	
Repairs and Maintenance	25,800	25,800	17,347	67.2%	
Miscellaneous	1,700	1,700	1,012	59.5%	
Contingency	30,000	30,000	-	0.0%	
Debt Service-Principal	183,997	183,997	-	0.0%	
Debt Service-Interest	28,559	28,559	20,057	70.2%	
Depreciation	-	-	233,844		
Capital Outlays	5,000	5,891	-	0.0%	
Total Expenditures	506,931	516,725	486,765	92.5%	
Transfers					
Transfers In					
Transfers Out	67,328	67,328	67,328		
Total Transfers	67,328	67,328	67,328	-	
Change in Net Position	6,190	6,190	8,278	133.7%	
Net Position, beginning of year	3,690,687	3,690,687	3,690,687		
Net Position, end of year	3,696,877	3,696,877	3,698,965	100%	

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CHECK REGISTER FOR CITY OF COOPER CITY
 CHECK DATE FROM 09/01/2023 - 09/30/2023

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 00001 BANK OF AMERICA					
09/05/2023	00001	138(A)	17213	HUURR HOMES, LLC	38,939.03
09/05/2023	00001	139(A)	1441	INDUSTRIAL HOSE & HYDRAULICS INC	2,984.94
09/05/2023	00001	140(A)	220	RONALD L. BOOK, P.A.	4,000.00
09/05/2023	00001	141(A)	396	UNITED WAY OF BROWARD COUNTY, INC	8.00
09/05/2023	00001	142(A)	401	WEEKLEY ASPHALT PAVING, INC.	168.80
09/06/2023	00001	205596	10698	A&A DRAINAGE & VAC SERVICES, INC.	5,191.20
09/06/2023	00001	205597	194	AFLAC	31.11
09/06/2023	00001	205598	MISC	ALEXANDER ADAN	250.00
09/06/2023	00001	205599	15	ALL AMERICAN PEST CONTROL OF FLORID	265.00
09/06/2023	00001	205600	5340	BROWARD COUNTY SHERIFF'S OFFICE	2,278,520.06
09/06/2023	00001	205601	8092	BROWARD COUNTY, BOARD OF COUNTY COM	235.69
09/06/2023	00001	205602	158	CARLON, INC.	153.30
09/06/2023	00001	205603	15878	CITY FIRE, INC.	494.25
09/06/2023	00001	205604	15410	COMCAST	269.28
09/06/2023	00001	205605	15410	COMCAST	41.25
09/06/2023	00001	205606	378	COMMERCIAL ENERGY SPECIALISTS, INC	276.98
09/06/2023	00001	205607	16287	CONCRETE WORKS & PAVING INC	24,468.00
09/06/2023	00001	205608	15677	DATA FLOW SYSTEMS, INC.	2,631.00
09/06/2023	00001	205609	57	FCCMA	741.00
09/06/2023	00001	205610	16515	FINISH LINE MAINTENANCE SERVICES,LL	300.00
09/06/2023	00001	205611	203	FLORIDA MUNICIPAL INSURANCE TRUST	191,261.26
09/06/2023	00001	205612	16547	FLORIDA POOL FILLS, INC.	974.40
09/06/2023	00001	205613	212	FPL	5,092.02
09/06/2023	00001	205614	75	FPL	14,786.90
09/06/2023	00001	205615	75	FPL	15,818.50
09/06/2023	00001	205616	75	FPL	6,025.01

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
09/06/2023	00001	205617	75	FPL	47,833.44
09/06/2023	00001	205618	75	FPL	5,196.78
09/06/2023	00001	205619	MISC	HEN MIZRAHI	520.00
09/06/2023	00001	205620	MISC	HENRY CLAUDE MULLER POITEVIEN	200.00
09/08/2023	00001	205643	10698	A&A DRAINAGE & VAC SERVICES, INC.	7,508.70
09/08/2023	00001	205644	MISC	ABDO, JAMES	81.12
09/08/2023	00001	205645	MISC	ABRAHAM, JAIMON & LISSY	40.05
09/08/2023	00001	205646	MISC	ABRAHAM, SHOBA	63.95
09/08/2023	00001	205647	MISC	AL TIRAH LLC	68.63
09/08/2023	00001	205648	MISC	ALEG, INC	115.62
09/08/2023	00001	205649	7528	ALL POWER GENERATORS, CORP.	1,100.00
09/08/2023	00001	205650	MISC	ALVAREZ, SILVIA M SAMBOLA	11.68
09/08/2023	00001	205651	MISC	ANGELOTTI, WESLEY	0.41
09/08/2023	00001	205652	MISC	ARANA, ARMANDO & DEANNA	82.78
09/08/2023	00001	205653	MISC	ARANGO, ZUNILDA	104.22
09/08/2023	00001	205654	7819	ASPIRE AUDIO VISUAL, INC.	75.00
09/08/2023	00001	205655	14208	AT&T	590.85
09/08/2023	00001	205656	16083	AT&T	149.80
09/08/2023	00001	205657	MISC	BARKER, CAITLIN & JEFFERY	143.84
09/08/2023	00001	205658	MISC	BISCAYNE 135, LTD	53.96
09/08/2023	00001	205659	MISC	BRONSHEIN, ERIC & REGINA	25.76
09/08/2023	00001	205660	MISC	BROWN, HYACINTH	46.10 V
09/08/2023	00001	205661	MISC	CABRERA, LAJIRI	170.59
09/08/2023	00001	205662	MISC	CARDONA, FELIX	66.58
09/08/2023	00001	205663	MISC	CARTER HOLDINGS COOPER CITY, LLC	11.21
09/08/2023	00001	205664	MISC	CC HOMES AT KINGFISHER RESERVE, LLC	367.51
09/08/2023	00001	205665	MISC	CHARMAINE WEBB	250.00

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
09/08/2023	00001	205666	MISC	COINCON INTERNATIONAL INVEST., LLC	51.13
09/08/2023	00001	205667	3129	CONDO ELECTRIC MOTOR REPAIR	8,950.00
09/08/2023	00001	205668	MISC	CONTRERAS, EVERT	169.18
09/08/2023	00001	205669	MISC	DAYNER, DONNA	166.43
09/08/2023	00001	205670	MISC	DURAN, NILSA M	28.96
09/08/2023	00001	205671	MISC	EBAID, SAMER	7.67
09/08/2023	00001	205672	MISC	EDDY CPA ADVISORY & SOLUTIONS	95.80
09/08/2023	00001	205673	MISC	ESTRADA, RITA	124.26
09/08/2023	00001	205674	MISC	EVERAARD, GERBEN & COLLEEN	42.98
09/08/2023	00001	205675	MISC	FELICIANO RODRIGUEZ, FELIX OBED	83.24
09/08/2023	00001	205676	15991	FERGUSON ENTERPRISES INC.	4,556.15
09/08/2023	00001	205677	167	FERGUSON ENTERPRISES INC.	9,110.69
09/08/2023	00001	205678	MISC	FLOMENHOFT, TALI & CHARLES L	130.03
09/08/2023	00001	205679	15855	FORTILINE, INC	4,150.00
09/08/2023	00001	205680	MISC	FOSDICK, TIMOTHY & MELISSA	130.24
09/08/2023	00001	205681	MISC	GABER, ANNA	24.37
09/08/2023	00001	205682	MISC	GENIUK, JAMES	43.06
09/08/2023	00001	205683	MISC	GONZALEZ, LAZARO & ALINA	80.73
09/08/2023	00001	205684	17077	GOODI-LAND ENTERPRISES, INC	390.00
09/08/2023	00001	205685	MISC	GOVENDER, LAVINIA	91.45
09/08/2023	00001	205686	MISC	GRANDES INVERSIONES LLC	25.72
09/08/2023	00001	205687	MISC	GREEN, ELYAKUM & MERYL	9.39
09/08/2023	00001	205688	11344	HAWKINS, INC.	739.50
09/08/2023	00001	205689	MISC	HSU, DAVEIDE	134.13
09/08/2023	00001	205690	MISC	JOSE, ANNIE & THOMAS K	35.91
09/08/2023	00001	205691	MISC	KENNEDY DEVELOPMENT PARTNERS LLC	52.38
09/08/2023	00001	205692	MISC	KIS, KATIA & ZSOLT	80.90

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09/08/2023	00001	205693	541	KLAUSNER & KAUFMAN	1,507.50
09/08/2023	00001	205694	MISC	KOVALICK, RICHARD & LINDA	76.65
09/08/2023	00001	205695	888	LEHMAN PIPE AND PLUMBING SUPPLY INC	1,734.40
09/08/2023	00001	205696	MISC	LEWIN, ROBERT & LISA	226.56
09/08/2023	00001	205697	MISC	LEWIS, SUSAN SHEA	46.58
09/08/2023	00001	205698	MISC	LIBMAN, IGOR & MARIANNA	62.45
09/08/2023	00001	205699	MISC	MARIN, JACKELINE	42.66
09/08/2023	00001	205700	MISC	MARTIN, JOSEPH & LINDA	105.74
09/08/2023	00001	205701	MISC	MARTINEZ SANTANA, ELADIO ALEXANDER	18.87
09/08/2023	00001	205702	63	MASS MUTUAL	481.16
09/08/2023	00001	205703	MISC	MEDINA, MARIA A	45.51
09/08/2023	00001	205704	MISC	MEHTA, MANISH & BRINDA	225.00
09/08/2023	00001	205705	16318	MERCHANTS ASSOCIATION COLLECTION DI	170.83
09/08/2023	00001	205706	1056	MICHAEL ALDRICH	4,000.00
09/08/2023	00001	205707	MISC	MIRANDA, SHAWN & ADRIANA	155.48
09/08/2023	00001	205708	MISC	MO, JAI & LI	42.98
09/08/2023	00001	205709	MISC	MONTERRA MF, LLC	351,839.13
09/08/2023	00001	205710	MISC	MOSER, ANDREW T & ANN	68.03
09/08/2023	00001	205711	MISC	MULLEN, STEVE & THEA	27.64
09/08/2023	00001	205712	MISC	NEW HORIZON UNITED METHODIST CHURCH	12.72
09/08/2023	00001	205713	MISC	NIKOLOPOULOS, PETE & CINDY	42.98
09/08/2023	00001	205714	181	OFFICE DEPOT	27.39
09/08/2023	00001	205715	MISC	ORTIZ, LIBIA A	403.63
09/08/2023	00001	205716	16125	PACE ANALYTICAL SERVICES, LLC	1,430.00
09/08/2023	00001	205717	MISC	PAN, DENG	34.03
09/08/2023	00001	205718	MISC	PARADISE PRESSURE CLEANING, LLC	1,073.54
09/08/2023	00001	205719	MISC	PARROTTA, LINDA	100.52

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
09/08/2023	00001	205720	16477	RAY E. WILLIAMS, INC.	1,000.00
09/08/2023	00001	205721	MISC	REBAR, JOHN	172.95
09/08/2023	00001	205722	MISC	REGENCY CENTERS, LP	1,070.42
09/08/2023	00001	205723	MISC	ROBLES, ANNETTE	144.00
09/08/2023	00001	205724	MISC	ROSS, INES	256.30
09/08/2023	00001	205725	MISC	RXY HOLDINGS, INC	214.75
09/08/2023	00001	205726	MISC	SANTAMARIA, CHARLINE	170.60
09/08/2023	00001	205727	MISC	SARMIENTO, JHONNY	196.90
09/08/2023	00001	205728	MISC	SHAH, SUNAY & SWEETI	37.53
09/08/2023	00001	205729	17248	SLM EVENTS & RENTALS INC	1,500.00 V
09/08/2023	00001	205730	MISC	SMS MARKETINGV LLC	49.12
09/08/2023	00001	205731	MISC	SUSAN ADKINS REV TR	31.75
09/08/2023	00001	205732	MISC	TELLES, PATRICIA	132.08
09/08/2023	00001	205733	10661	TOSHIBA AMERICA BUSINESS SOLUTIONS	433.87
09/08/2023	00001	205734	MISC	TRANS GLOBAL FINANCIAL LLC	46.98
09/08/2023	00001	205735	MISC	VIVAS, PAOLA & J.L	158.68
09/08/2023	00001	205736	170	W. W. GRAINGER, INC	365.84
09/08/2023	00001	205737	MISC	WANG, XIAN	45.70
09/08/2023	00001	205738	MISC	WEINSTEIN, SCOTT	420.88
09/08/2023	00001	205739	MISC	WOOD, NICOLE	28.61
09/18/2023	00001	145(A)	16244	GOREN, CHEROF, DOODY & EZROL, P.A.	30,728.00
09/18/2023	00001	146(A)	220	RONALD L. BOOK, P.A.	4,000.00
09/18/2023	00001	147(A)	396	UNITED WAY OF BROWARD COUNTY, INC	8.00
09/22/2023	00001	205740	17129	24 HOURS, INC	3,053.00
09/22/2023	00001	205741	10698	A&A DRAINAGE & VAC SERVICES, INC.	9,501.70
09/22/2023	00001	205742	4	ACE PUMP AND SUPPLY	43.50
09/22/2023	00001	205743	16341	ADP, INC.	3,379.40

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
09/22/2023	00001	205744	16192	ADVANCED ENVIRONMENTAL LABORATORIES	5,821.00
09/22/2023	00001	205745	194	AFLAC	31.11
09/22/2023	00001	205746	7528	ALL POWER GENERATORS, CORP.	150.00
09/22/2023	00001	205747	20	ALLIED UNIVERSAL CORP.	3,548.10
09/22/2023	00001	205748	5319	ALLSTATE RESOURCE MANAGEMENT, INC	745.00
09/22/2023	00001	205749	16083	AT&T	556.40
09/22/2023	00001	205750	16722	AT&T	3,927.20
09/22/2023	00001	205751	2332	BROWARD COUNTY RECORDS	167.00
09/22/2023	00001	205752	5340	BROWARD COUNTY SHERIFF'S OFFICE	14,014.80
09/22/2023	00001	205753	235	BURKHARD'S TRACTOR & EQUIPMENT INC.	39.66
09/22/2023	00001	205754	158	CARLON, INC.	1,220.00
09/22/2023	00001	205755	3236	CITY ELECTRIC SUPPLY COMPANY	847.00
09/22/2023	00001	205756	15410	COMCAST	186.85
09/22/2023	00001	205757	15410	COMCAST	189.85
09/22/2023	00001	205758	16130	COMCAST	3,705.88
09/22/2023	00001	205759	16287	CONCRETE WORKS & PAVING INC	4,016.00
09/22/2023	00001	205760	16068	CORE & MAIN LP	1,254.28
09/22/2023	00001	205761	1937	ECONOMIC ELECTRIC MOTORS	367.29
09/22/2023	00001	205762	MISC	ELIZABETH RICARD	25.00
09/22/2023	00001	205763	MISC	ELSA GONZALEZ	250.00
09/22/2023	00001	205764	17162	EXPRESSIONS OF TALENT	1,200.00 V
09/22/2023	00001	205765	17265	FASTLANE HOUSING LLC	1,236.00
09/22/2023	00001	205766	15991	FERGUSON ENTERPRISES INC.	1,770.86
09/22/2023	00001	205767	167	FERGUSON ENTERPRISES INC.	5,407.30
09/22/2023	00001	205768	13874	FLORIDA DEPARTMENT OF TRANSPORTATIO	18.23
09/22/2023	00001	205769	8121	FLORIDA MUNICIPAL INSURANCE TRUST	3,297.93
09/22/2023	00001	205770	212	FPL	8,810.34

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01/17/2024

CHECK REGISTER FOR CITY OF COOPER CITY
 CHECK DATE FROM 09/01/2023 - 09/30/2023

Check Date	Bank	Check	Vendor	Vendor Name	Amount
09/22/2023	00001	205771	75	FPL	2,199.11
09/22/2023	00001	205772	7699	GREEN THUMB LAWN & GARDEN CENTER	110.48
09/22/2023	00001	205773	530	HACH COMPANY	513.07
09/22/2023	00001	205774	16225	HILL MANUFACTURING COMPANY, INC.	2,958.20
09/22/2023	00001	205775	1686	HOOVER PUMPING SYSTEMS	1,517.39
09/22/2023	00001	205776	16267	HOSES PLUS, INC.	5,259.96
09/22/2023	00001	205777	16183	IFINISH LLC	360.00
09/22/2023	00001	205778	17128	INFOSEND, INC.	5,457.20
09/22/2023	00001	205779	7804	JASON CHOCKLEY	633.75
09/22/2023	00001	205780	1889	JOBBERE EQUIPMENT WAREHOUSE, INC.	339.00
09/22/2023	00001	205781	16946	JOHN MICHAEL PEREZ	4,380.00
09/22/2023	00001	205782	MISC	KATHLEEN ALLEN	250.00
09/22/2023	00001	205783	MISC	KORAH THOMAS	250.00
09/22/2023	00001	205784	MISC	KRISTIAN SCHAFFER	329.34
09/22/2023	00001	205785	15899	LAAS 88 LLC	1,643.00
09/22/2023	00001	205786	16450	LIFE INSURANCE COMPANY OF NORTH AME	6,163.68
09/22/2023	00001	205787	16194	LISA EMREKOVIC	404.23
09/22/2023	00001	205788	669	MASSACHUSETTS MUTUAL LIFE	29.12
09/22/2023	00001	205789	10120	MIAMI TIRESOLES	1,634.16
09/22/2023	00001	205790	16597	MSL, PA	1,000.00
09/22/2023	00001	205791	16214	NATIONAL CENTER FOR SAFETY INITIATI	166.50
09/22/2023	00001	205792	15782	NDR MAINTENANCE SERVICES, INC	4,774.00
09/22/2023	00001	205793	MISC	NOELIA GRANGER	200.00
09/22/2023	00001	205794	16286	O'REILLY AUTOMOTIVE STORES, INC	1,715.32
09/22/2023	00001	205795	16206	OCCUPATIONAL HEALTH CTRS OF SW P.A.	171.00
09/22/2023	00001	205796	MISC	PABLO JAVIER MAIMONE	1,000.00
09/22/2023	00001	205797	16842	PETERSEN INDUSTRIES, INC	916.59

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
09/22/2023	00001	205798	13509	PINES FORD LINCOLN MERCURY	1,818.16
09/22/2023	00001	205799	326	POOL BUILDERS, INC.	1,000.00
09/22/2023	00001	205800	6722	PRO-GROUNDS PRODUCTS, INC.	1,410.00
09/22/2023	00001	205801	16364	QUADIENT FINANCE USA. INC.	2,000.00
09/22/2023	00001	205802	16534	RINGCENTRAL, INC.	1,737.74
09/22/2023	00001	205803	15585	RMPK FUNDING	4,000.00
09/22/2023	00001	205804	17254	SC SUPPLY COMPANY, LLC	5,662.00
09/22/2023	00001	205805	MISC	SHOWERING LOVE INC	75.00
09/22/2023	00001	205806	17248	SLM EVENTS & RENTALS INC	1,500.00
09/22/2023	00001	205807	7238	SOUTHLAND ELECTRICAL SUPPLY, INC	2,561.92
09/22/2023	00001	205808	275	SUN-SENTINEL	1,153.05
09/22/2023	00001	205809	15976	SUNSHINE ENTERPRISES, INC.	188.87
09/22/2023	00001	205810	249	SUNSHINE STATE ONE CALL OF FL INC.	348.17
09/22/2023	00001	205811	16205	SYNAGRO-WWT, INC	6,365.50
09/22/2023	00001	205812	MISC	TINA HUDSON	250.00
09/22/2023	00001	205813	10661	TOSHIBA AMERICA BUSINESS SOLUTIONS	958.48
09/22/2023	00001	205814	16652	TOSHIBA FINANCIAL SERVICES	692.78
09/22/2023	00001	205815	4858	UNITED HEALTHCARE	3,088.00
09/22/2023	00001	205816	5131	UNIVAR USA INC.	1,397.18
09/22/2023	00001	205817	17126	VETTED SECURITY SOLUTIONS	32,296.86
09/22/2023	00001	205818	MISC	VIKI AZULAY	520.00
09/22/2023	00001	205819	466	WALTER BERNAL	10,082.00
09/22/2023	00001	205820	1542	WASTE MANAGEMENT	313,045.12
09/22/2023	00001	205821	16498	WM RECYCLE AMERICA, LLC	22,417.56
09/22/2023	00001	205822	16841	WRK LAB, INC.	8,660.78
09/22/2023	00001	205823	16054	YASCAR ENTERPRISE, INC.	720.00
09/26/2023	00001	205824	11345	A QUALITY BUSHOG	275.00

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
09/26/2023	00001	205825	14451	AMERICAN FIDELITY ASSURANCE CO	1,992.26
09/26/2023	00001	205826	16083	AT&T	149.80
09/26/2023	00001	205827	158	CARLON, INC.	1,220.00
09/26/2023	00001	205828	15410	COMCAST	181.30
09/26/2023	00001	205829	378	COMMERCIAL ENERGY SPECIALISTS, INC	222.12
09/26/2023	00001	205830	13874	FLORIDA DEPARTMENT OF TRANSPORTATIO	36.79
09/26/2023	00001	205831	16547	FLORIDA POOL FILLS, INC.	487.20
09/26/2023	00001	205832	212	FPL	5,458.90
09/26/2023	00001	205833	75	FPL	341.51
09/26/2023	00001	205834	186	HD SUPPLY FACILITIES MAINTENANCE, L	2,904.42
09/26/2023	00001	205835	16183	IFINISH LLC	360.00
09/26/2023	00001	205836	10925	IMPERIAL ELECTRICAL INC	12,060.00
09/26/2023	00001	205837	16946	JOHN MICHAEL PEREZ	5,340.00
09/26/2023	00001	205838	17095	LANDSCAPE SERVICE PROFESSIONALS INC	40,209.00
09/26/2023	00001	205839	16361	ON THE SPOT SOLUTIONS LLC	250.00
09/26/2023	00001	205840	16432	PREFERRED IDENTITY PLAN, INC	104.00
09/26/2023	00001	205841	17264	RICHARD G. SMITH	2,000.00
09/26/2023	00001	205842	10898	SUPERIOR LANDSCAPING& LAWN SVC INC.	114,789.96
09/26/2023	00001	205843	17266	SUPREME BRIGHT DALLAS IV LLC	733.04
09/26/2023	00001	205844	16373	THE CORRADINO GROUP, INC.	28,455.00
09/26/2023	00001	205845	16431	THE LEGAL PLAN, INC	208.95
09/26/2023	00001	205846	16652	TOSHIBA FINANCIAL SERVICES	351.68
09/26/2023	00001	205847	15606	VERIZON WIRELESS	1,813.21
09/26/2023	00001	205848	15835	WILHELM ZIMERMAN	1,025.00
09/26/2023	00001	205849	10923	ZOHO CORP.	2,995.00
09/28/2023	00001	148(A)	5319	ALLSTATE RESOURCE MANAGEMENT, INC	1,295.00
09/28/2023	00001	149(A)	15992	FULL MOON CREATIVE LLC	475.00

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
09/28/2023	00001	150(A)	16951	NEXTAFF GROUP, LLC	8,115.32
09/29/2023	00001	205850	15410	COMCAST	293.35
09/29/2023	00001	205851	15410	COMCAST	32.66
09/29/2023	00001	205852	2145	DELL COMPUTER CORP.	4,833.22
09/29/2023	00001	205853	15898	EDJ SERVICE, LLC	1,475.00
09/29/2023	00001	205854	17265	FASTLANE HOUSING LLC	1,164.00
09/29/2023	00001	205855	16515	FINISH LINE MAINTENANCE SERVICES,LL	1,947.50
09/29/2023	00001	205856	16547	FLORIDA POOL FILLS, INC.	487.20
09/29/2023	00001	205857	75	FPL	43,497.98
09/29/2023	00001	205858	75	FPL	6,544.00
09/29/2023	00001	205859	75	FPL	193.36
09/29/2023	00001	205860	16183	IFINISH LLC	360.00
09/29/2023	00001	205861	10925	IMPERIAL ELECTRICAL INC	3,329.60
09/29/2023	00001	205862	MISC	JOSHUA RHODES	379.50
09/29/2023	00001	205863	10120	MIAMI TIRESOLES	4,034.18
09/29/2023	00001	205864	10957	PIONEER MANUFACTURING COMPANY	1,480.45
09/29/2023	00001	205865	12451	SITEONE LANDSCAPE SUPPLY HOLDING LL	5,142.80
09/29/2023	00001	205866	15934	STAR CLEANING USA, INC.	910.11
09/29/2023	00001	205867	15976	SUNSHINE ENTERPRISES, INC.	1,201.50
09/29/2023	00001	205868	8805	THOR GUARD, INC.	1,305.00
09/29/2023	00001	205869	16652	TOSHIBA FINANCIAL SERVICES	166.76
09/29/2023	00001	205870	861	WESCO TURF INC.	728.34

00001 TOTALS:

Total of 288 Checks:	4,042,177.57
Less 4 Void Checks:	2,996.10
Total of 284 Disbursements:	4,039,181.47

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CHECK REGISTER FOR CITY OF COOPER CITY
 CHECK DATE FROM 09/01/2023 - 09/30/2023

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 00002 TD BANK					
09/27/2023	00002	1090(E)	16385	TD BANK	8,612.50
09/27/2023	00002	1091(E)	16385	TD BANK	5,102.73
09/27/2023	00002	1092(E)	16385	TD BANK	3,966.03
09/27/2023	00002	1093(E)	16385	TD BANK	13,653.04
09/27/2023	00002	1094(E)	16385	TD BANK	8,271.30
09/27/2023	00002	1095(E)	16385	TD BANK	6,405.11
09/27/2023	00002	1096(E)	16385	TD BANK	<u>4,396.19</u>
00002 TOTALS:					
Total of 7 Checks:					50,406.90
Less 0 Void Checks:					<u>0.00</u>
Total of 7 Disbursements:					50,406.90
REPORT TOTALS:					
Total of 295 Checks:					4,092,584.47
Less 4 Void Checks:					2,996.10
Total of 291 Disbursements:					4,089,588.37

Interest Income 10/01/2022 - 09/30/2023

Investment Account	Account Class	Beginning Balance	% Return	10/01/2022-09/30/2023	
		10/01/2022		Interest Earned	Sept Ending Balance
FMIVT 0-2	Investment Bonds	\$ 245,406.13	3.63%	\$ 8,908.10	\$ 254,314.23
FMIVT 1-3	Investment Bonds	\$ 258,367.86	2.93%	\$ 7,571.71	\$ 265,939.57
FMIVT HQ	Investment Bonds	\$ 1,434,686.95	0.99%	\$ 14,196.67	\$ 1,448,883.62
FL Prime 121941	Local Government Surplus F	\$ 90,249.50	4.92%	\$ 4,436.96	\$ 94,686.46
FL Prime 121943	Local Government Surplus F	\$ 6,877.89	6.59%	\$ 453.11	\$ 7,331.00
FL Palm					Account opened 12/21/2022 * Please note this account had an additional 20m from 01/24/23 - 02/15/2023
	Short Term Funds	\$ 10,000,000.00	4.52%	\$ 451,690.78	\$ 10,451,690.78
US Century	Investment	\$ 10,000,000.00	2.26%	\$ 225,608.12	\$ 10,225,608.12
					Account opened 03/29/2023
Total		\$ 22,035,588.33		\$ 712,865.45	\$ 22,748,453.78

Bank Accounts		Beginning Balance	% Return	10/01/2022-09/30/2023	
		10/01/2022		Interest Earned	Sept Ending Balance
Centennial	Checking	\$ 5,727,444.41	3.23%	\$ 185,045.46	\$ 5,912,489.87
CNB	Public Funds Market Account	\$ 1,156,161.72	0.20%	\$ 2,308.11	\$ 1,158,469.83
Synovus	Money Market	\$ 7,153,289.63	2.46%	\$ 176,073.48	\$ 7,329,363.11
TD Bank	Municipal Interest Checking	\$ 2,454,382.19	3.49%	\$ 85,690.96	\$ 4,604,681.77
					* P-Card Account * Funded 2,673,855.69 03/13/23

Total		\$ 50,748,744.58		\$ 449,118.01	\$ 19,005,004.58
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		\$ 72,784,332.91	1.60%	\$ 1,161,983.46	\$ 41,753,458.36
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BOA	Business Checking	\$ 34,257,466.63		Non Interest Bearing	\$ 13,525,103.55
					* Bal as of 09.30.23



**CITY OF COOPER CITY
CITY COMMISSION REGULAR MEETING**
Tuesday, January 09, 2024 at 6:30 PM
City Hall Auditorium | 9090 SW 50th Place

MINUTES

PLEDGE OF ALLEGIANCE -

Mayor Ross opened the meeting at 6:30 PM and led the assembly in the Pledge of Allegiance.

ROLL CALL

Present were Commissioners Mallozzi, Katzman, Shrouder and Mayor Ross. Commissioner Mallozzi arrived at 7:12 PM.

DECORUM - Jacob Horowitz, City Attorney

City Attorney Horowitz read the decorum policy as follows: Members of the Commission, staff members, citizens, and others are required to use civil and appropriate language when addressing the Commission or anyone present at the meeting and must refrain from using profanity, cursing, or exhibiting aggressive or threatening behavior. All comments should generally be directed to the presiding officer and not to individual members of the Commission, staff, or the audience. No personal verbal attacks toward any individual by either the Commission, staff, citizens, or others shall be allowed during any meeting of the Commission. Any persons making impertinent or slanderous remarks or personal attacks or who becomes boisterous while addressing the Commission or who otherwise violates the decorum rules set forth herein shall be barred from further audience before the Commission by the Mayor, or by request of any member of the Commission unless permission to continue or again address the Commission be granted by a majority vote of the Commission members present.

CHANGES TO AGENDA/EMERGENCY MATTERS

No changes or emergency matters.

PROCLAMATIONS/PRESENTATIONS

- 1. Pet Adoption - **Commissioner Mallozzi**

PUBLIC SPEAKING

Open Public Meeting/Agenda Concerns –

Alexandra Fox, Principal at Franklin Academy thanked the Commission and Fire Chief Harrington for the fire hydrant project.

Fred Wilde, 5011 SW 92nd Ave, spoke on his support of Ordinance 23-28.

Mayor Ross asked to hear Ordinance 23-28.

Consensus was reached to hear item 24, Ordinance 23-28 next.

David Nall, thanked Tim Fleming for his help and spoke on his support of Ordinance 23-30 as the company offers the City a cost savings.

BOARD/ADMINISTRATIVE REPORTS**2. Appointments to City Boards**

City Clerk Tedra Allen advised Mayor Ross is appointing Lauren Dreilinger to the Education Advisory Board, Commissioner Shrouder is appointing Lawrence Goldman to the Recreation Advisory Board and Commissioner Mallozzi is appointing Sherrill Gross to the Senior Advisory Board.

CONSENT AGENDA**Minutes**

3. December 12, 2023 Commission Workshop Meeting Minutes
4. December 12, 2023 Commission Meeting Minutes

Resolutions

5. Resolution 24-01 (Utilities)

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA, APPROVING AND AUTHORIZING THE EXECUTION OF WATER AND SEWER DEVELOPER'S AGREEMENT WITH THOMAS SUMMERS FOR 5 WATER ERCs AT A TOTAL COST OF \$8,981.87, ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN; AUTHORIZING AND DIRECTING THE APPROPRIATE CITY OFFICIALS TO TAKE ANY AND ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Motion to Approve

6. Motion to approve and authorize Task Order 2023-03 to Hazen & Sawyer in the amount not to exceed \$73,719 for construction oversight services on an as-needed basis for the Effluent Pump and VFD Replacement Project subject to the approval and authorization by the Commission of the Agreement with the lowest responsive and responsible bidder. - **Utilities**
7. Motion to approve and authorize Task Order 2023-04 to Hazen & Sawyer in the amount not to exceed \$55,479.00 for construction oversight services on an as-needed basis for the Membrane Element Replacement Project subject to the approval and authorization by the Commission of the Agreement with the lowest responsive and responsible bidder. - **Utilities**
8. Motion to approve and authorize Task Order 2023-05 to Hazen & Sawyer in the amount not to exceed \$24,956.00 for consulting services to evaluate the feasibility of one-to-one replacement of centrifuge equipment in lieu of traditional design-bid-build or design-build delivery methods at the City's wastewater treatment plant. - **Utilities**
9. Motion to approve and authorize Task Order 2023-06 to Hazen & Sawyer in the amount not to exceed \$25,000 to provide engineering advisory services related to the operation of water and wastewater plants and related services until the Utilities Department is fully staffed. - **Utilities**

MOTION: Commissioner Katzman moved to approve the Consent Agenda. Commissioner Shrouder seconded the motion which prevailed by a unanimous roll call vote. (3-0) *Commissioner Mallozzi was absent*

REGULAR AGENDA

10. Status of Dog Park – Commissioner Shrouder

Interim Public Works Director Tim Fleming said the fence installation will start the week of January 20th and he hopes to have the project completed by mid-February.

Commissioner Shrouder asked when they can start advertising the opening. Interim Public Works Director Fleming said they hope for an opening mid-February. Commissioner Shrouder asked for a date. Interim Public Works Director Fleming said the dog park will be finished before March 1st.

11. Update from the City Manager on the City’s Communications Strategic Plan, including the progress of Garth Solutions and how the new Director of Communications role is elevating the City’s Strategic Communications. – Commissioner Katzman

City Manager Eggleston said Director of Communications Michael Cobelo has been working with Garth Solutions to develop and elevate the City’s communications strategy.

Director of Communications Michael Cobelo advised he met with Garth Solutions to understand the services they provide. He wants to develop strategies for the website and social media. He would like to use Garth Solutions for photography and video to help bring traffic to the website. He spoke on strategic messaging and the need for improving the City newsletter.

Commissioner Katzman said he had a great meeting with Director Cobelo and the City Manager discussing the strategic communication direction the City is going in. He wants to be proactive and do creative things to draw positive attention to the City.

Commissioner Shrouder said there was an instance in Monterra involving a burglary suspect and the gates were closed causing a line of traffic. It would have been beneficial to have an alert go out to residents alerting them of the closure. He would like to respond quickly to instances and have Director Cobello act on independent judgment.

Mayor Ross wants to be the first and most accurate source of information for the residents.

12. Status of the Pay Study Implementation – Commissioner Shrouder

HR Director Lourdes Mantecon said the compensation portion of the study was implemented on October 1st of 2023. They are currently working on the job descriptions and aim to have them on the January 23rd Commission meeting.

Commissioner Shrouder asked why it has taken four months to bring the job descriptions forward when the project was worked on for a lengthy amount of time. Director Mantecon said the first batch of job descriptions from Evergreen Solutions had some errors and was lacking information. They also

took long with the turn-a-round time. Commissioner Shrouder said it is strange that pay was changed with no job descriptions. He has also heard from employees that they are not aware of what is going on. A young man named Dylan from Public Works said he has reached out to HR and has not received a response regarding job description changes. He said if the study does not come out equitable and fair the employees will not understand the process. Director Mantecon said each department director met with their departments to explain the study. Commissioner Shrouder asked the directors if they have employees that are not sure of how this study has affected them or why they were impacted the way they were. Parks and Recreation Director Stacie Weiss said she met with her team and went over the compensation study. Commissioner Shrouder asked if her department understands why they have been increased or changed. Director Weiss said the employees understand the study but voiced concerns about the tenure parity. Commissioner Shrouder asked what is being done to address the concerns as when the item was passed staff said they would address issues as they occurred. He said employees have voiced concern that they're job title might have changed and it is not reflected on their pay stub and they were not given any information with regard to the affects. He also does not believe it is fair to blame the consultant. The consultant needs managed. There are issues with employees not knowing if they're job titles have changed.

Interim Public Works Director Fleming said he had one other employee voice concerns.

Community Development Director Carlos Vega said he has met with his team and gone over the compensation study and has no issue with discrepancies.

Utilities Director Raj Verma said he spoke to his staff and they are fully aware of the compensation study and any changes in titles.

City Clerk Tedra Allen has not had any concerns from the employees in the City Clerk's Office.

CFO Irwin Williams said no one has approached him with concerns.

Commissioner Shrouder said most concerns seem to be with the Parks and Recreation Department due to the reclassifying and pay issues. City Manager Eggleston said the job descriptions will be brought forth at the January 23rd Commission meeting and he will meet with the Parks and Recreation Director.

Mayor Ross asked that the new job titles be reflected on pay stubs.

Commissioner Shrouder asked when the job titles will be updated in ADP. Director Mantecon answered when the job descriptions are approved.

Commissioner Shrouder asked about the process with current open positions. Director Mantecon said they are reviewing applicants. Commissioner Shrouder asked if HR is reviewing candidates or if the corresponding director reviews the applications. Director Mantecon said the directors review the applicants. Commissioner Shrouder asked how HR protects against inconsistencies.

Commissioner Katzman asked if the department head reviews all applications or if HR reviews the applications and send the top 10 to the specific Director. Director Mantecon said the Directors have access to all applicants. Commissioner Katzman said what he believes Commissioner Shrouder is saying

and he agrees with is that HR should review the applications and send the top 10 applicants to the director heads.

Commissioner Shrouder said there is a job posted for Maintenance Technician 2 that requires a Class A or B license but the job description itself does not include that requirement. He asked who is checking these job descriptions to guarantee they are the job descriptions approved by the Commission. City Manager Eggleston will have HR review the job description for that posting.

13. Motion to direct the City Manager to implement an online registration system for all City Events that require advance registration within 90 days. – Commissioner Katzman

Commissioner Katzman would like the City to move to a complete online registration service for City events. Residents have expressed concerns having to go in person to register for the Father Daughter Dance and being charged extra for using a credit card.

Commissioner Mallozzi arrived to the meeting.

Commissioner Shrouder asked why it takes 90 days for implementation. Parks and Recreation Director Stacie Weiss said there is some work that needs completed with the software RecTrack on the back end to assure it has the same consistent look as the webpage. Commissioner Shrouder asked why it takes three months to update the appearance of a software we have already. City Manager Eggleston said there are many things that are going on in the City but they will work on the matter.

Commissioner Shrouder said there are City resources including staff available to help assist Parks and Recreation to launch the software. Director Weiss said they need to update the software to work with the live module. They do currently accept certain payments online but they want to assure the fees are listed accurately. Commissioner Shrouder said it should not take three months to roll out the process. City Manager Eggleston said they can work on implementation as fast as possible. Commissioner Shrouder asked why staff committed to 90 days as opposed to 30 days. Commissioner Shrouder said software updates do not take 90 days.

Consensus was reached at 60 days for implementation.

MOTION: Commissioner Katzman moved to direct the City Manager to implement an online registration system for all City Events that require advance registration within 60 days. Commissioner Shrouder seconded the motion which prevailed by a unanimous roll call vote. (4-0)

14. Update/Action Plan on the Resident Requirements for Organized Sports – Commissioner Shrouder

Commissioner Shrouder said we have resolutions that govern sports in the City and he was told by the Recreation Director some time ago that the resident requirements were not being met. He asked what has been done to resolve the issue. Parks and Recreation Director Weiss said the City Manager and herself met with the Optimist on December 5, 2023 to discuss outstanding issues. They were scheduled to meet again on December 13, 2023 but at the Commission meeting of December 12, 2024 the Commission approved a workshop with the Optimist to address issues. Commissioner Shrouder asked what actions were taken with regard to the noncompliance. Director Weiss answered she believed the

item was tabled until after the workshop. Commissioner Shrouder said the Commission did not agree to have no work completed in relation to the noncompliance issue. Commissioner Shrouder asked what steps were taken with regard to the tackle football program charging a fee to enter a City facility. City Manager Eggleston answered that is an open item. Commissioner Shrouder asked why the Commission would need to discuss individuals wrongfully charging guests to enter City facilities. Staff needs to move forward on these issues. There are numerous complaints concerning tackle football and they are not in compliance with the resident requirements.

Mayor Ross proposes the Optimist no longer use city fields for tackle football while in non-compliance.

Mayor Ross made a motion to no longer allow the Optimist to use City fields for tackle football while in non-compliance. Commissioner Shrouder seconded the motion.

Commissioner Mallozzi apologized for her tardiness. She said staff discussed this issue with the Optimist who was working on a plan to address the issue.

Commissioner Shrouder said he has heard complaints from residents and City staff should address these issues and relay the resolution to the Commission.

Commissioner Mallozzi said as she understands the Optimist wanted to develop a plan with Cooper City residents registering first to help achieve the residency requirements.

Commissioner Shrouder said City staff needs to discuss issues with the Optimist and relay the information to the Commission. The Parks and Recreation Director needs to manage the numbers needed in the Resolution. He wants staff to develop solutions and present them to the Commission.

Commissioner Shrouder recommends any team that does not meet the residency requirement has to book the fields like anyone else.

Commissioner Mallozzi does not agree with that recommendation as this is a volunteer organization for children.

City Manager Eggleston read the minutes from the previous Commission meeting with regard to scheduling the Special Meeting.

Commissioner Katzman wants staff to develop a plan and present that plan to the Commission. He would like that plan to be presented at a Special Meeting. He as a coach appreciates the value of the program but he wants to assure the residents who pay the taxes are getting the value. He would like the residency requirements to be met and he also believes they need to lower the number of teams in certain leagues to meet the requirement.

Commissioner Shrouder said the minutes of the previous meeting clearly show them delaying the approval of the \$15,000 due to outstanding issues that still have not been resolved. He suggested an action plan be developed and he does not want to authorize tackle football registration until issues are resolved. There are also police resources needed at the tackle football games due to instances of

physical altercations. The City is using resources for a program that has a 23% resident rate with some addresses that are not within the City.

Commissioner Mallozzi said the all-star game for football was supposed to be held at another park and the children that play in the game received rings and jerseys and that was what the money charged was for. She asked Director Weiss what it cost to rent a large field at Flamingo West Park. Director Weiss answered approximately between \$50 to \$65 dollars per hour.

Commissioner Shrouder would like a written plan from the Parks and Recreation Department on how to address issues within 30 days and supports the Mayor's motion revoking tackle football until the residency requirements are met. City Manager Eggleston asked what the action plan needs to address. Commissioner Shrouder answered the entire resolution. All the requirements that must be met as per the Resolution.

Commissioner Katzman said they may have time before Optimist schedules the next tackle football season.

Commissioner Mallozzi asked why they need to revoke the sport from field use.

Mayor Ross answered there are consequences to their actions.

Commissioner Shrouder said they have the ability to rent the fields like any other individual.

Mayor Ross asked who on the Commission is a member of the Optimist.

Commissioner Mallozzi, Shrouder and Katzman disclosed they are in the Optimist.

Commissioner Katzman said the Optimist president was berated by the commissioner of tackle football so he believes they do have a management issue. He would like a plan developed in the next two weeks addressing tackle football and then he will vote on the issue.

Commissioner Mallozzi spoke on the tackle football team helping one of her injured players.

Commissioner Shrouder said a Deputy is required to be on site at games due to issues. Captain De Giovanni said he is not aware of a requirement however, due to issues in the past they tend to encourage a Deputy to be as present as possible. He can look into if the Optimist hire a detail as he is unsure. Director Weiss said the football commissioner does request detail officers.

Commissioner Shrouder said the resolution was not changed but the football commissioner agreed to have a detail because of physical altercations. He would like to revoke the use of the fields. City Attorney Horowitz said the item on the agenda relates to the action plan however, he has concerns with the revoking the use as the Optimists have a right to be heard before the Commission takes final action under Chapter 286.

Commissioner Shrouder said the item on the agenda is an action plan on residency requirements for organized sports. He asked if tackle football an organized sport. City Attorney Horowitz answered he would assume by this discussion it is. Commissioner Shrouder said then his action plan is to enforce the

resolution on tackle football until they meet the residency requirement. City Attorney Horowitz has no issue with enforcing the resolution.

Commissioner Shrouder made a motion to enforce Section E of the Resolution as to tackle football until they meet the residency requirements.

City Attorney Horowitz read Subsection E (a) of Resolution 12-7-5 into the record as follows: The City's designee is hereby granted the authority to suspend, curtail, or revoke the privilege to utilize sports facilities of any organization who violates the provisions of this paragraph E; and to waive or regulate any special problems that may arise in the implementation of this policy. An aggrieved party may appeal the decision of the City's designee to the City Manager.

Commissioner Mallozzi said because of issues and residency requirements he wants to suspend tackle football. She understands this is a small pixel of the entire picture. While she understands it is available in the resolution she believes they should give notification. City Attorney Horowitz said the City has a resolution which governs our relationship with the Optimist and that resolution can be enforced. The resolution does not require any action or any notice, because the resolution speaks for itself.

Commissioner Mallozzi said she believes the vote requires notice. City Attorney Horowitz said direction to staff to enforce the resolution can be done by motion or could be done by consensus. You're simply providing direction to your staff to enforce action you have previously taken.

Director Weiss asked if there is still a desire to have a workshop or if this item is a standalone item or should be added to the workshop. Mayor Ross said he believes the Optimist will want to talk to the City and there is no need to have the Commission present. The action plan can later be presented to the Commission.

Commissioner Shrouder said staff needs to develop a professional action plan that can then be presented to the Commission.

Commissioner Katzman would like to direct staff to have a meeting with the Optimist and develop a plan. The City Manager can then decide if a special meeting is needed with the Commission based on the recommendations.

City Attorney Horowitz said a meeting between staff and the Optimist does not need to be public.

Commissioner Shrouder said they would like staff and the Optimist to meet and work items out. If there are policy decisions that need to be made they can be presented at a regular meeting or a special meeting with the Commission if necessary.

Commissioner Mallozzi said there will be Parks and Recreation staff member that will be out of work for approximately six weeks and this is a major item.

MOTION: Commissioner Shrouder moved to have an action plan developed by staff that addresses every requirement of the Resolution that is not currently being met within 30 days. Mayor Ross seconded the motion which prevailed by a unanimous roll call vote. (4-0)

MOTION: Commissioner Shrouder moved to enforce Resolution 12-7-5, Section E(a) with regard to tackle football, directing staff to suspend, curtail, or revoke the privilege to utilize sports facilities until residency requirements are met. Mayor Ross seconded the motion which prevailed by the following roll call vote. (3-1)

NO: Commissioner Mallozzi

YES: Commissioners Katzman, Shrouder and Mayor Ross.

15. Update/Action Plan on the Utilities Operations – Commissioner Shrouder

Commissioner Shrouder said while he hopes the update is that Utilities Director Raj Verma is staying with the City he asked the City's plan of action with regard to the upcoming vacancy. City Manager Eggleston said he has a few proposals for additional assistance which he will discuss with the Commission members individually. Commissioner Shrouder said if he is successful with having Director Verma stay on as a consultant does he need Commission approval and if so can they give that approval now. He asked the City Manager what help he needs to fill vacant positions in Utilities. City Manager Eggleston has a proposal in hand that he will discuss with the Commission. Commissioner Shrouder asked if the amount is in excess of his authority. City Manager Eggleston answered yes. City Manager Eggleston said if there is support for interim services and HR services he can use the emergency provisions of the code as it relates to water needs.

Commissioner Shrouder also clarified there is no plan to outsource our Utilities positions.

City Attorney Horowitz said there is a provision in the code where if a situation exists affecting the health, safety, and welfare of the City, the City Manager has the authority to exceed his spending authority and bring that item back to the Commission for subsequent ratification.

Commissioner Shrouder wants the City Manager to do anything he can to get in front of the vacancies.

Mayor Ross also asked that he speak to Director Verma to perhaps stay longer.

16. Update/Action Plan on the Public Works Operations – Commissioner Shrouder

City Manager Eggleston said under item 28 there is a budget notification to allocate money to fund a proposal to search for a Public Works Director.

Commissioner Shrouder said there is a massive amount of items falling on Interim Director Fleming. He asked if staff is available to assist Mr. Fleming. There needs to be a better interim plan that can help assist with needs in the Public Works department. City Manager Eggleston said he does have a few options available for additional resources but they come at a cost. Commissioner Shrouder asked if the City is on schedule for the MPO Stirling Road Project.

Commissioner Mallozzi said there are no delays and the funds are still available.

Community Development Director Carlos Vega said he is currently working on an agreement with Behar Construction to do the design and build portion of Stirling Road. It will take another year or two to do the actual construction work. He is assisting the City Manager to finish the project that was started by former Public Works Director Tom Good. He was a part of the RFP process and done some site visits with some landscape issues on Stirling Road and one right-of-way issue with a property in Davie. City Manager Eggleston said the design for the round-a-bout will come to the Commission for approval.

Commissioner Katzman wants to assure the HOA's affected by the round-a-bout are included in the design process.

Commissioner Mallozzi asked if she should include Director Vega in the MPO emails regarding the MPO project.

Commissioner Shrouder asked who is managing the consultant for the Stirling Road project and the Hiatus Road round-a-bout. City Manager Eggleston answered Director Vega is handling the Stirling Road project and he is handling the round-a-bout.

Commissioner Shrouder asked that HR assist with the hiring of the open positions in Public Works.

Mayor Ross asked to move to item 26, Ordinance 23-30.

17. Motion and possible action to consider the adoption of a City Fraternization Policy –

Commissioner Shrouder said nepotism and fraternization is currently addressed in the City's personnel manual but the newly revised manual has the section removed. He would like to adopt a Commission approved policy and the City Manager has voiced to him he has no issue with this policy.

City Manager Eggleston is in favor of a nepotism policy. It was not his intention to remove the nepotism policy from the personnel manual it was removed prior to his arrival with the City.

Commissioner Shrouder asked why that section was removed from the personnel manual. HR Director Mantecon said the previous City Manager removed the section and it was being placed into the administrative policies manual.

City Manager Eggleston advised he shared with the Commission a list of items that were to be placed in the administrative policies manual.

Commissioner Shrouder said a nepotism policy is typically adopted by the governing body. City Manager Eggleston said he has no issue placing it back in the personnel manual.

Commissioner Shrouder would like to have the policy's separated so if there is a change the Commission does not need to reapprove the entire personnel manual.

Commissioner Katzman said he does not see nepotism addressed in the policy.

Commissioner Shrouder would like to add a nepotism policy as well.

Commissioner Mallozzi said the second paragraph in the policy states the City of Cooper City requires that employees inform Human Resources if they become involved in a personal, non-platonic relationship. When does that need to occur?

Commissioner Shrouder said he did not dissect every paragraph of the policy as he pulled this policy from the Town of Davie and assumed HR would vet the policy for inconsistency's.

Commissioner Mallozzi said HR or the City Attorney's Office should draft the policy.

Commissioner Shrouder said HR should be addressing these issues but since they have not he had to.

Commissioner Katzman said the urban dictionary defines a non-platonic friend as a relationship which has either a romantic or sexual component or both.

Mayor Ross said the City has an anonymous tip line. But the last line reads: The City encourages open discussion of these issues and does not condone the taking of retaliatory action against employees who report actions that may violate this or any other City policy. Commissioner Shrouder will remove the last line of the policy.

City Manager Eggleston said before his arrival there was the arise of a personnel manual and a separate administrative manual. He asked if that is still the will of the Commission.

Commissioner Shrouder said there are policy's adopted at the Commission level and then the manager's level. He does not believe the Commission policies should be one document but rather separate policies.

Commissioner Shrouder said the Town of Davie has standalone policies that list every time they have been edited.

Commissioner Katzman asked if the employees need to sign off on every commission policy change. He believes it should be distributed by email but not signed by every employee.

City Manager Eggleston said he would send out a full revision of the personnel policy for signature but not every separate policy change.

Commissioner Shrouder asked how currently an employee is informed of a policy change. City Manager Eggleston said he does not believe we have a full notification system set up. HR Director Mantecon said the policy is in ADP but she is not sure if it sends an alert to the employee.

Commissioner Shrouder said he uses ADP and did not receive an alert. Staff needs to have a system in place to alert the employees of a new or revised policy.

Commissioner Mallozzi said if an employee fills out a form disclosing their relationship it then becomes public record and could cause potential issues if released.

Commissioner Katzman asked City Attorney Horowitz if that information would be exempt. City Attorney Horowitz said that form would not fall into one of the exemption categories.

Commissioner Mallozzi said Section F states if a potential conflict occurs subsequent to the appointment, a waiver must be approved by the Commission within 30 days of occurrence. There are several employees in the City that are married or are in relationships what if the Commission does not approve the waiver.

Commissioner Shrouder said the section refers to Commission appointed individuals only. A waiver must be approved for appointed positions.

Commissioner Mallozzi asked if current employees who are in a relationship are grandfathered in.

Commissioner Shrouder answered no, he is not aware of any directors approaching him with a conflict of interest form. He is not waiving a conflict of interest. His main concern is the resident's money.

Commissioner Mallozzi said there are currently individuals that have been appointed by the Commission that are in a relationship.

Commissioner Shrouder is not aware of any relationships and he has to assure there is no detrimental impact to the City before he approves the waiver. This policy is not unheard of. When Captain De Giovanni came before the Commission for approval they were advised Sergeant De Giovanni does not directly report to him but is within his chain of command. BSO informed the City of that and they waived the conflict of interest.

MOTION: Commissioner Shrouder moved to approve the adoption of a City Fraternalization Policy. Commissioner Katzman seconded the motion which prevailed by the following roll call vote. (3-1)

NO: Commissioners Mallozzi

YES: Commissioner Katzman, Shrouder and Mayor Ross

18. Motion to approve and authorize an agreement with the Broward College Contract with Shenandoah General Construction LLC in the amount not to exceed \$20,000.00 to provide Storm Drain Cleaning, Repairs, and Maintenance services on an as-needed basis through November 26, 2024 and run concurrently with Broward College Contract, provided the Contract is extended by Broward College with the terms and conditions acceptable to the City, including funding. – Utilities

MOTION: Commissioner Katzman moved to approve and authorize an agreement with the Broward College Contract with Shenandoah General Construction LLC in the amount not to exceed \$20,000.00 to provide Storm Drain Cleaning, Repairs, and Maintenance services on an as-needed basis through November 26, 2024 and run concurrently with Broward College Contract, provided the Contract is extended by Broward College with the terms and conditions acceptable to the City, including funding. Mayor Ross seconded the motion which prevailed by a unanimous roll call vote. (3-0) *Commissioner Shrouder was not present on the dais.*

19. Motion to approve and authorize Task Order 2023-02 issued to Hazen & Sawyer in the amount not to exceed \$170,000 for Vulnerability Assessment of City's critical assets as required in the Florida

**Department of Environmental Protection Grant, Agreement No. 23PLN78 subject to the final signoffs.
– Utilities**

MOTION: Commissioner Katzman moved to approve and authorize Task Order 2023-02 issued to Hazen & Sawyer in the amount not to exceed \$170,000 for Vulnerability Assessment of City’s critical assets as required in the Florida Department of Environmental Protection Grant, Agreement No. 23PLN78 subject to the final signoffs. Mayor Ross seconded the motion which prevailed by a unanimous roll call vote. (3-0) *Commissioner Shrouder was not present on the dais.*

20. Purchase and installation of heaters/chillers from Symbiont Services Corporation – Parks and Recreation

Commissioner Katzman asked for an overview of the procurement for the item. City Manager Eggleston said our procurement team has vetted the item and along with Mr. Buffington. City Attorney Horowitz has no issue with the City proceeding on the item. Commissioner Katzman asked if the pool hours will be adjusted. Parks and Recreation Director Stacie Weiss is working on a proposal.

MOTION: Commissioner Mallozzi moved to approve the purchase and installation of heaters/chillers from Symbiont Services Corporation. Commissioner Katzman seconded the motion which prevailed by a unanimous roll call vote. (3-0) *Commissioner Shrouder was not present on the dais.*

REGULAR RESOLUTIONS

21. Resolution 24-02 (Utilities)

City Attorney Horowitz read “A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA, AUTHORIZING AND DIRECTING THE APPROPRIATE CITY OFFICIALS TO ENTER INTO A GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR VULNERABILITY ASSESSMENT UNDER THEIR RESILIENT FLORIDA PROGRAM IN THE AMOUNT OF \$170,000 AND TAKE ANY AND ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE” by title.

MOTION: Commissioner Mallozzi moved to approve Resolution 24-02. Commissioner Katzman seconded the motion which prevailed by a unanimous roll call vote. (3-0) *Commissioner Shrouder was not present on the dais.*

ORDINANCES ON FIRST READING

22. Ordinance 24-01 (Commission)

City Attorney Horowitz read “AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA; AMENDING CHAPTER 23 OF THE CITY’S CODE OF ORDINANCES, ENTITLED, “ZONING DISTRICTS;” BY SPECIFICALLY DELETING ARTICLE V, SECTION 23-104.1, ENTITLED “PHARMACIES, MEDICAL OFFICES OR CLINICS, AND MEDICAL OR DENTAL LABORATORIES – LOCAL RESTRICTIONS;” PROVIDING FOR ADDITIONAL LOCATIONS FOR PHARMACIES IN THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE” by title. – **Commissioner Shrouder**

MOTION: Commissioner Katzman moved to approve Ordinance 23-01. Commissioner Mallozzi seconded the motion which prevailed by the following roll call vote. (2-1) *Commissioner Shrouder was not present on the dais.*

NO: Commissioners Mallozzi

YES: Commissioners Katzman and Mayor Ross

ORDINANCES ON SECOND READING (Public Hearing)

23. Ordinance No. 23 -27 (Finance)

City Attorney Horowitz read “AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA, AMENDING ORDINANCE NO. 2023-20, ADOPTED ON SEPTEMBER 26, 2023 ; PROVIDING FOR AN AMENDED BUDGET FOR FISCAL YEAR 2023-2024 FOR THE CITY, AND THAT THE BUDGET BE INCREASED IN THE AMOUNT OF \$537,837.00; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE” by title.

Mayor Ross opened the public hearing with no one wishing to speak. Mayor Ross closed the public hearing.

MOTION: Commissioner Katzman moved to approve Ordinance 23-27. Commissioner Mallozzi seconded the motion which prevailed by the following roll call vote. (2-1) *Commissioner Shrouder was not present on the dais.*

NO: Commissioners Mallozzi

YES: Commissioners Katzman and Mayor Ross

24. Ordinance 23-28 (Commission)

City Attorney Horowitz read “AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA, AMENDING CHAPTER 5 OF THE CITY’S CODE OF ORDINANCES, ENTITLED “ANIMALS AND FOWL;” BY SPECIFICALLY AMENDING ARTICLE I, ENTITLED “IN GENERAL,” BY CREATING SECTION 5-5, TO BE ENTITLED “KEEPING OF ROOSTERS;” PROHIBITING THE KEEPING OF ROOSTERS IN RESIDENTIAL ZONING DISTRICTS IN THE CITY; PROVIDING FOR PENALTIES; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE ” by title. – **Commissioner Mallozzi**

Mayor Ross opened the public hearing with no one wishing to speak. Mayor Ross closed the public hearing.

MOTION: Commissioner Katzman moved to approve Ordinance 23-28. Commissioner Shrouder seconded the motion which prevailed by a unanimous roll call vote. (3-0) *Commissioner Mallozzi was absent*

25. Ordinance 23-29 (Administration)

City Attorney Horowitz read "AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA, AMENDING THE CITY'S CODE OF ORDINANCES BY AMENDING CHAPTER 13, ENTITLED "PUBLIC SAFETY," AMENDING ARTICLE VI, ENTITLED "CODE ENFORCEMENT," BY SPECIFICALLY AMENDING SECTION 13-65, ENTITLED "SPECIAL MAGISTRATE SYSTEM CREATED; QUALIFICATIONS; TERMS; REMOVAL;" AMENDING THE CITY'S PROCEDURES FOR ENGAGING AND REMOVING THE CITY'S SPECIAL MAGISTRATES; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE" by title.

Mayor Ross opened the public hearing with no one wishing to speak. Mayor Ross closed the public hearing.

MOTION: Commissioner Mallozzi moved to approve Ordinance 23-29. Commissioner Katzman seconded the motion which prevailed by a unanimous roll call vote. (3-0) *Commissioner Shrouder was not present on the dais.*

26. Ordinance 23-30 (Administration)

City Attorney Horowitz read "AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA, APPROVING THE FRANCHISE AGREEMENT WITH COASTAL WASTE & RECYCLING OF FLORIDA, INC. ("COASTAL") FOR RESIDENTIAL SOLID WASTE AND RECYCLING HAULING SERVICES, ATTACHED HERETO AS EXHIBIT "A" (THE "AGREEMENT"); GRANTING AN EXCLUSIVE FRANCHISE TO COASTAL PURSUANT TO THE TERMS AND CONDITIONS SET FORTH IN THE AGREEMENT; AUTHORIZING AND DIRECTING THE CITY MANAGER TO FINALIZE AND EXECUTE THE FRANCHISE AGREEMENT BETWEEN THE CITY AND COASTAL; AND PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR EFFECTIVE DATE" by title.

Commissioner Shrouder thanked Mr. Buffington and asked that the City send a thank you letter to the City of Fort Lauderdale for their employee's assistance.

Commissioner Katzman stated he has never accepted campaign contributions from any solid waste company. At the end of the day he wants the best service at the best value for the residents. He has seen a lot of misinformation on social media and the City has developed a FAQ on the City website. The days of service for the residents will not change and there will be no change with carts or bulk pickup. He also clarified the Solid Waste Coordinator Position is paid for by the contractor.

Mayor Ross said you have to put aside friendship and look at what is best and the most economical for the City. He has accepted donations from Waste Management in the past but those will not affect his vote. The savings of 21% is what is right for the City and residents. In 2018 he voted against Waste Management as he wanted a procurement process to be adhered to.

Mayor Ross opened the public hearing.

Andres Cruz, from Waste Management thanked the City for the wonderful 21 year relationship and will continue to be there for the City.

John Casagrande, from Costal Waste and Recycling said they are here to serve the City and there will be no changes to service for the residents.

David Nall, spoke on his support of the item as it is will save the City four million dollars over three years.

Mayor Ross closed the public hearing.

Campaign Contribution Disclosures:

Mayor Ross: Has received campaign contributions from Waste Management.

Commissioner Shrouder: No contributions.

Commissioner Katzman: No contributions.

Commissioner Mallozzi: Has received campaign contributions from Waste Management.

MOTION: Commissioner Shrouder moved to approve Ordinance 23-30. Commissioner Katzman seconded the motion which prevailed by a unanimous roll call vote. (4-0)

27. Ordinance 23-31 (Administration)

City Attorney Horowitz read “AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA, APPROVING THE FRANCHISE AGREEMENT WITH EASTERN WASTE SYSTEMS, INC. (“EWS”) FOR BULK WASTE/TRASH AND BULK YARD WASTE COLLECTION SERVICES, ATTACHED HERETO AS EXHIBIT “A” (THE “AGREEMENT”); GRANTING AN EXCLUSIVE FRANCHISE TO EWS PURSUANT TO THE TERMS AND CONDITIONS SET FORTH IN THE AGREEMENT; AUTHORIZING AND DIRECTING THE CITY MANAGER TO FINALIZE AND EXECUTE THE FRANCHISE AGREEMENT BETWEEN THE CITY AND EWS; AND PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR EFFECTIVE DATE.

Commissioner Katzman has not received any contributions from Eastern Waste Systems and he supports the item.

Commissioner Shrouder has not received any contributions from Eastern Waste Systems.

Commissioner Mallozzi has not received any contributions from Eastern Waste Systems.

Mayor Ross has not received any contributions from Eastern Waste Systems.

Mayor Ross opened the public hearing with no one wishing to speak. Mayor Ross closed the public hearing.

MOTION: Commissioner Katzman moved to approve Ordinance 23-31. Commissioner Shrouder seconded the motion which prevailed by a unanimous roll call vote. (4-0)

CITY MANAGER REPORT

28. Budget Transfer Notification - Public Works Director Search

City Manager Eggleston said the budget notification is for the Public Work Director position. The report was received in relation to mold at the fire station. They are working on an implementation plan, as there were seven recommendations two of which have been completed. One recommendation will require a HVAC company and the others are related to a company that does cleanup related to mold and moisture. The company confirmed it is okay to have staff in the building as cleanup occurs. Lastly, he advised the RFQ for IT services has been released and the first evaluation committee meeting will be held tomorrow.

Commissioner Mallozzi thanked building maintenance for maintaining the City facilities.

City Manager Eggleston advised FDOT will hold a public meeting tomorrow in the City Hall Chambers at 4:00 PM and the Landscape Master Plan Meeting will be held on Thursday, January 11th at 6:30 PM in the City Hall Chambers.

CITY ATTORNEY REPORT

29. Potential Form 6 Litigation

City Attorney Horowitz stated as of January 1st there is a requirement that all elected municipal officials in the State of Florida file a Form 6, Financial Disclosure statement. The legislature expanded the form 6 requirement to elected municipal officials. It is a more invasive, more detailed financial disclosure requirement those filings are due by July 2nd. The Weiss Serota law firm sent an email to all of the city attorneys in Broward County indicating their intent to file a lawsuit challenging the Form 6 requirement. They're in the process of soliciting plaintiffs to join in that effort, as of last Friday were told that two cities, none in Broward had joined thus far. They'd anticipated a number of others joining before the end of the month. Their intent if they get at least 10 municipalities to join in the effort, they hope to file a lawsuit against the State of Florida in the beginning of February. My understanding is they intend to file in Federal court based on a First Amendment claim as well as certain equal protection and civil rights claims. They're currently researching the legal theories are going to process and proceed under. But they are currently soliciting plaintiffs who might be interested in joining in that litigation. There's a resolution in the backup that Weiss Serota has provided, he is simply providing this to you for your information to the extent that the City had any interest in joining in that effort.

Commissioner Shrouder would like to join the lawsuit.

City Attorney Horowitz advised Weiss Serota is asking for \$10,000 per participating municipality through trial that would not include any appeals, or other costs associated with litigation.

Commissioner Katzman would like to join the lawsuit.

Mayor Ross said the Florida League of Cities has not taken a position on the matter at all.

Commissioner Katzman asked for his colleagues support in writing a letter to the Florida League of Cities encouraging them to take action.

Commissioner Shrouder said Commissioners are resigning due to this. He wants to join the lawsuit and write the letter to the Florida League of Cities. Commissioner Shrouder said he would like to reach out to Government Law Group as well.

City Attorney Horowitz read the resolution into the record as follows: A RESOLUTION OF THE CITY COOPER CITY, FLORIDA, AUTHORIZING PARTICIPATION IN A LAWSUIT SEEKING A DECLARATION THAT THE

PROVISIONS OF SECTION 112.144(1)(d), FLORIDA STATUTES, THAT REQUIRE MUNICIPAL ELECTED OFFICIALS TO FILE FORM 6 FINANCIAL DISCLOSURE FORMS IS UNCONSTITUTIONAL AND INVALID, AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Shrouder moved to approve the resolution. Commissioner Katzman seconded the motion.

Mayor Ross said as President of the Florida League of Cities he suspects Weiss Serota may put him as the number one plaintiff. His concern is this is not a City issue it is an elected official issue.

Commissioner Shrouder said they are arguing the position is a public trust so therefore they can require us to do so. That's where as an individual, we lose the private property right and that would be his argument as to what how the City would have standing.

Commissioner Katzman said many Cities have been affected by resignations of elected officials.

City Attorney Horowitz said one of things Weiss Serota is looking for is named public officials who may be interested in being a party plaintiff in litigation. The reason being, there was a lawsuit filed last year challenging the lobbyist restrictions in the Florida Constitution that were recently implemented. As part of that litigation the judge entered an injunction staying the enforcement of those lobbyist provisions. That injunction applied specifically to the party plaintiffs in that lawsuit, it did not apply to all elected officials. It applied to the plaintiffs who were parties to that litigation. One of the counts Weiss Serota intends to pursue is an injunction. To the extent that they are successful, depending on what the judge and the court decides to do. That injunction may not apply to all public officials in all municipalities that are party to the lawsuit. It may only apply to those named public officials who are plaintiffs in the lawsuit.

Commissioner Katzman asked if they can name the City and themselves as Commissioners. City Attorney Horowitz answered yes, it would be a \$10,000 fee. It would be \$10,000 for the municipality or Cooper City, naming to the extent that it was each member's intent naming each member of the Commission as a plaintiff. Understanding this is a onetime \$10,000 fee excluding appeals.

Mayor Ross said there will most likely be an appeal. However, they do intend to recover fees if they do win.

Commissioners Shrouder, Katzman and Mallozzi do want to be named in the lawsuit.

City Attorney Horowitz will speak to Commissioner Green

MOTION: Commissioner Shrouder moved to approve joining the lawsuit and the resolution provided in the backup. Commissioner Katzman seconded the motion which prevailed by the following roll call vote. (3-1)

YES: Commissioners Mallozzi, Katzman and Shrouder

NO: Mayor Ross

POLICE CHIEF'S REPORT

30. Police Chief's Report

Captain De Giovanni advised Pioneer Middle School started back to school with a new traffic pattern. As of January 1st of this year the Move Over Law now applies to any passenger vehicle that has its hazards on, or has emergency flares or signs deployed. If you do see any vehicle with hazards on or emergency flares and signs deployed, you do need to move over safely into the next lane. If you cannot safely move over you need to slow to 20 miles per hour below the posted speed limit. He also advised the City concluded last year with a decrease in overall crime. The burglaries we do have are tied to residents forgetting to lock their doors. Please contact 954-435-2000 if you are interested in having a free home security survey conducted. The STARS grant application did launch on its target date of January 1st and District 16 also launched a fingerprinting program. Scheduling an appointment can be done by calling 954-435-2000. The Parking Enforcement Team also launches this year with volunteers addressing handicap fire lane and sidewalk concerns. The next Crafting with a Cop event will be held on February 7th.

Commissioner Mallozzi said she received a call from a resident who called our station and waited 30 minutes for a response. Captain De Giovanni will look into the matter.

31. Fire Chief's Report

Chief Harrington said the CERT Appreciation Dinner will be held on January 18th at 8:00 PM and invited the Commission. The CERT Team will visit all businesses in the City checking for AED's. There has been an increase in call volume of 20% the past four years.

Mayor Ross asked about a call to Ross clothing store with a response time of eight seconds and where the unit was to respond so quickly. He asked that be noted in future reports.

COMMISSIONERS' CONCERNS/REPORTS/ITEMS TO BE PLACED ON NEXT AGENDA

Commissioner Shrouder said he visited the fire station after reading the report that stated the water damage occurred from a roof leak and the personnel at the station told him they reported the roof leak to Public Works numerous times. He was told there was no roof issues at the station and the water damage was indeed from a roof leak. It seems the issue is with Public Works. He went into the Iworq system and seen many work orders that have not been completed related to building maintenance issues. He also spoke on the roof being fairly new to his knowledge and asked Interim Director Fleming about the purchase. He asked if the fire department roof is under warranty. Interim Director Fleming said he is unsure. Commissioner Shrouder asked why the police department roof has leaks. Interim Director Fleming said the roof had punctures. Commissioner Shrouder said he was told by staff the roof was high quality and now there are many issues with the roof and the company is saying they are not responsible for damages. Commissioner Shrouder asked if we have a warranty on the roof at the fire station. Interim Director Fleming answered he is unsure. Commissioner Shrouder asked how we have the manufacturer looking at these roofs if we are unsure if they are under warranty.

Commissioner Mallozzi said a puncture would not be seen visibly. It does not seem there is a proactive way of monitoring potential leaks.

Commissioner Shrouder said we are having issues with roofs leaking in the City and he would like the individual in charge of the leaks to come before the Commission with the contract and warranties and have the City Attorney review these contracts.

Interim Director Fleming said the roof leak was not the only cause of the water damage in the fire station. The AC unit was also at fault and the test was not preformed around the AC duct.

Commissioner Shrouder said warranties should be managed. He also said the firefighters asked him if they can install a garbage disposal as they were told they are not allowed to install one in the building as renters. Interim Director Fleming said his staff looked into the matter and they would need to cut the metal sink.

Commissioner Katzman said signups are available for the Daddy Daughter Dance that will be held on January 20th residents can sign up at the Pool and Tennis Center or the Community Center.

Commissioner Mallozzi thanked all employees for Light Up Cooper City and all the activities held throughout the holiday season. She also thanked Chief Harrington for the Santa visits.

ADDITIONAL PUBLIC COMMENTS (3 MINUTES)

No additional comments.

ADJOURNMENT

The meeting adjourned at 10:51 PM.

The minutes of the Commission Meeting of January 9, 2024 were approved during the Regular City Commission Meeting of January 23, 2024.

Greg Ross, Mayor

Tedra Allen, City Clerk

ADA NOTICE

This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Office of the City Clerk, 954-434-4300 ext. 220, not later than two days prior to such proceeding. One or more members of the City of Cooper City Advisory Boards may be in attendance and may participate at the meeting. Anyone wishing to appeal any decision made by the Cooper City Commission with respect to any matter considered at such meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence

upon which the appeal is to be based. Agenda items may be viewed online at www.coopercity.gov or at the Office of the City Clerk, City of Cooper City, 9090 SW 50 Place, Cooper City, Florida, 33328, 954-434-4300.

DECORUM

Members of the Commission, staff members, citizens, and others are required to use civil and appropriate language when addressing the Commission or anyone present at the meeting and must refrain from using profanity, cursing, or exhibiting aggressive or threatening behavior. All comments should generally be directed to the presiding officer and not to individual members of the Commission, staff, or the audience. No personal verbal attacks toward any individual by either the Commission, staff, citizens, or others shall be allowed during any meeting of the Commission.

Any persons making impertinent or slanderous remarks or personal attacks or who becomes boisterous while addressing the Commission or who otherwise violates the decorum rules set forth herein shall be barred from further audience before the Commission by the Mayor, or by request of any member of the Commission unless permission to continue or again address the Commission be granted by a majority vote of the Commission members present.

WEBVTT

1

00:00:04.660 --> 00:00:15.229

Cooper City Hall: Good evening, ladies and gentlemen, and welcome to the Cooper City. Regular meeting today is Tuesday, January the ninth, at 6 32, and, if you please, join me in the pledge of allegiance.

2

00:00:17.780 --> 00:00:28.669

Cooper City Hall: pledge allegiance to the flag of the United States of America and to the republic for which it stands one nation under God, indivisible with liberty and justice for all. Thank you.

3

00:00:28.780 --> 00:00:30.540

Cooper City Hall: May I have a roll call, please.

4

00:00:34.160 --> 00:00:35.509

Cooper City Hall: Commissioner Malos.

5

00:00:36.760 --> 00:00:41.539

Cooper City Hall: Commissioner Kaxman, here Commissioner Schroder. Commissioner Green.

6

00:00:42.070 --> 00:00:44.360

Cooper City Hall: Mayor Ross, and I am here.

7

00:00:45.420 --> 00:01:05.259

Cooper City Hall: Mr. Horowitz, to quorum policy. Please thank you, Mayor. Good evening, Mayor. Commission for the record. These cities decorum policy reads as follows, members of the Commission, staff, members, citizens, and others, are required to use civil and appropriate language when addressing the Commission, or anyone present at the meeting, and must refrain from using profanity, cursing or exhibiting aggressive or threatening behavior.

8

00:01:05.310 --> 00:01:11.880

Cooper City Hall: All comments should be generally directed to the presiding officer, and not to individual members of the Commission staff or to the audience.

9

00:01:11.910 --> 00:01:20.189

Cooper City Hall: No personal verbal attacks toward any individual by either the Commission, staff, citizens or others shall be allowed during any meeting of the city Commission

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00:01:20.280 --> 00:01:30.909

Cooper City Hall: any persons making impertinent or slanderous remarks or personal attacks, or who become boisterous while addressing the Commission, or who otherwise violate the record. Decorum rules set forth

11

00:01:30.940 --> 00:01:38.420

Cooper City Hall: shall be barred from further audience before the Commission by the mayor, or by request of any member of the Commission, unless permission to continue, or

12

00:01:39.370 --> 00:01:48.619

Cooper City Hall: by a majority vote. Thank you. Very commission. I thank you. And I will ask, Madam Clerk, are there any changes to the agenda or any emergency matters.

13

00:01:49.040 --> 00:01:51.080

Cooper City Hall: No, sir, thank you very much.

14

00:01:51.320 --> 00:01:58.079

Cooper City Hall: We will move on to public speaking. I have Alexandra Fox. who has no concerns.

15

00:02:06.700 --> 00:02:17.849

Cooper City Hall: Good evening. Thank you for having me. Alexandra Fox, principal at Franklin Academy, Cooper City campus just wanted to thank you. I don't know if you drew him by our campus. But where did he go?

16

00:02:18.160 --> 00:02:31.929

Cooper City Hall: There he is fire, Chief Harrington. Harrington. Let us know that you started the fire hydrant project, and we got the campus hydrants painted 5 different clubs. Groups at school

17

00:02:32.090 --> 00:02:48.289

Cooper City Hall: got them going. They were so excited to leave a piece of them behind, and we were just so thankful to be a part of it. So no concerns just wanted to thank you, and, you know, drive by Sierra hydrants and thank you for including us as always. It's always nice hearing a compliment. Thank you very much. What you do over at Franklin.

18

00:02:49.470 --> 00:02:50.660

Cooper City Hall: Fred Wilde.

19

00:03:01.770 --> 00:03:03.660

Cooper City Hall: Good evening, Mayor Commissioners.

20

00:03:03.850 --> 00:03:08.549

My name is Fred Wilde. I live at 50, 11 South West 90 s Avenue

21

00:03:08.600 --> 00:03:15.149

Cooper City Hall: in Cooper City. I am here speaking in support of ordinance 2328,

22

00:03:15.400 --> 00:03:22.840

Cooper City Hall: prohibiting the keeping of roosters and residential zoning areas in the city, providing for penalties, codification

23

00:03:24.790 --> 00:03:27.580

Cooper City Hall: providing an effective date, etc.,

24

00:03:31.450 --> 00:03:34.819

Cooper City Hall: this morning and over the past couple days

25

00:03:52.320 --> 00:04:02.769

Cooper City Hall: you made that point. And in fact, if it's okay, if if it's okay with the commission can we move up? Item number 24,

26

00:04:03.150 --> 00:04:04.460

Cooper City Hall: I think it's 24

27

00:04:06.320 --> 00:04:11.540

Cooper City Hall: point 3 24. It is 24. Can we move? Move up? Item 24.

28

00:04:12.940 --> 00:04:14.479

Cooper City Hall: Let's take that right now.

29

00:04:15.010 --> 00:04:23.940

Cooper City Hall: Thank you. I appreciate it. Mayor Commission, item 24, is Ordinance 2328. It is an ordinance of the City group

30

00:04:28.370 --> 00:04:30.429

Cooper City Hall: by specifically amending Article one.

31

00:04:30.970 --> 00:04:49.449

Cooper City Hall: creating section 5, 5, to be entitled Keeping of Roosters, prohibiting the keeping of roosters and residential zoning districts in the city, providing for penalties providing for codification, fighting for severability, providing for an effective date. Public Mayor. Thank you. Do I have motion motion by Commissioner Canton, second by Commissioner Charter.

32

00:04:49.760 --> 00:05:00.620

Cooper City Hall: and I will open it up for public hearing anyone else wishing to speak on this issue, seeing none, we'll close public, hearing no one on virtual and any further discussion, hearing none. Call the vote.

33

00:05:00.690 --> 00:05:07.659

Cooper City Hall: Commissioner Katzmann. Yes, Commissioner, Shrouder may agree. Sorry, Mayor Ross. Thank you.

34

00:05:07.790 --> 00:05:11.619

Cooper City Hall: Yes, my apologies. Okay.

35

00:05:11.730 --> 00:05:14.379

and we have a passage.

36

00:05:14.660 --> 00:05:23.570

Cooper City Hall: And thank you, Mr. Wilde, to bring that to our attention. Coming back to the public meeting, we will open it back up to David Knoll.

37

00:05:31.200 --> 00:05:35.930

Cooper City Hall: David. No address is on file. Happy New Year. Everyone

38

00:05:36.190 --> 00:05:44.679

Cooper City Hall: Tim Fleming, I wanna say thank you for returning. My call doesn't happen too often. But you did return my call.

39

00:05:45.150 --> 00:06:01.649

Cooper City Hall: and you're addressing my issues. and I appreciate it. I'm up here because, unfortunately, I'm you know, I start work, or I get up at 5, 5 30 in the morning. I start work very early, much earlier than most of you get out of bed.

40

00:06:01.780 --> 00:06:02.920

So

41

00:06:02.980 --> 00:06:10.660

Cooper City Hall: yeah, that includes you, Ryan. Yeah, trust me when I tell you so I can't stay totally open

42

00:06:10.680 --> 00:06:11.750

Cooper City Hall: comments

43

00:06:11.850 --> 00:06:21.710

Cooper City Hall: for the waste management. But if I remember correctly, Mayor Ross, I was your campaign treasurer, and you took

44

00:06:21.930 --> 00:06:33.569

Cooper City Hall: campaign contributions from waste management. Correct? I did. And you voted against them. I did twice. Commissioner Katzman. Did you take contributions? Okay.

45

00:06:33.820 --> 00:06:44.970

Cooper City Hall: Commissioner? Shrouder. I don't take money from lobbyists or vendors. Well, I already knew that, but I had to put it on record. Is Commissioner Melosa Green. Here?

46

00:06:45.020 --> 00:06:58.700

Cooper City Hall: They are not as yet well, I can confirm they did so. My my contention is. since the comments on video

47

00:06:59.290 --> 00:07:00.370

Cooper City Hall: is

48

00:07:00.450 --> 00:07:03.080

Cooper City Hall: they're friends. They're friends of mine

49

00:07:03.300 --> 00:07:20.160

Cooper City Hall: kind of innuendo. It's what it came across to the public. I'd like to be their friends. Could they give me 7 million dollars and tax dollars over 5 years. because I'm really working on my retirement. I'd really love to have 7 million dollars over 5 years.

50

00:07:21.350 --> 00:07:26.629

Cooper City Hall: What's up with that? Because I know they both take took contributions from waste management.

51

00:07:26.800 --> 00:07:28.939

Cooper City Hall: and I believe if

52

00:07:29.320 --> 00:07:35.060

Cooper City Hall: Ryan, you might remember, Commissioner, cast me. You won't. But, Mayor Ross, you will.

53

00:07:35.110 --> 00:07:36.400

The time that

54

00:07:36.630 --> 00:07:38.240

Cooper City Hall: Commissioner Sims

55

00:07:39.770 --> 00:07:40.950

Cooper City Hall: had his

56

00:07:41.090 --> 00:07:45.800

Cooper City Hall: innuendos with waste management. The last time the contract came up

57

00:07:45.810 --> 00:07:47.240

as a non-bid.

58

00:07:47.420 --> 00:07:48.809

Cooper City Hall: I was fuming

59

00:07:49.980 --> 00:07:51.789

Cooper City Hall: because the

60

00:07:53.120 --> 00:07:55.630

Cooper City Hall: our commission is up there

61

00:07:56.150 --> 00:07:58.550

Cooper City Hall: to get the best thing

62

00:07:58.880 --> 00:08:00.110

Cooper City Hall: for our buck.

63

00:08:00.730 --> 00:08:08.010

Cooper City Hall: and when I get an ad valorem tax bill and we could break it down, whatever. But when I look at my tax bill

64

00:08:08.060 --> 00:08:11.190

Cooper City Hall: and it's almost \$9,000 a year.

65

00:08:12.710 --> 00:08:25.260

Cooper City Hall: I want the best bang for my buck. and when I have 2 commissioners that are up there voting against coastal that would save us

66

00:08:25.810 --> 00:08:30.410

Cooper City Hall: 7 million or 5 million over 7 years. Correct.

67

00:08:30.560 --> 00:08:39.909

Cooper City Hall: I think it was a 4 million over. Oh, that's even better. Yeah. Oh, that's even better. 4 over 3. I'll take that any day.

68

00:08:41.350 --> 00:08:54.049

Cooper City Hall: But what I'm trying to say is. you're up there to give the Cooper City residence the best bang for the bucks. because we're a little gem and the tri-county area.

69

00:08:54.460 --> 00:08:56.030

Cooper City Hall: Take a look at our homes.

70

00:08:57.520 --> 00:09:08.840

Cooper City Hall: We have 2,000 square foot homes. 21 100 square foot homes going for \$600,000. You don't see that very

71

00:09:09.210 --> 00:09:16.099

Cooper City Hall: often, and you don't see that anywhere else, unless you get into very prestigious neighborhoods. We are a bubble.

72

00:09:16.500 --> 00:09:18.160

Cooper City Hall: People want to live here.

73

00:09:19.850 --> 00:09:22.969

Cooper City Hall: but living here shouldn't cost him an arm and a leg

74

00:09:24.060 --> 00:09:25.900

Cooper City Hall: you're up there to protect

75

00:09:26.270 --> 00:09:28.380

Cooper City Hall: are tax dollars.

76

00:09:28.940 --> 00:09:32.599

Cooper City Hall: and what I'm saying is right now is

77

00:09:32.820 --> 00:09:37.630

Cooper City Hall: you should vote for coastal. What's the difference between coastal and waste management?

78

00:09:38.150 --> 00:09:40.939

Cooper City Hall: Can any of you tell me a difference.

79

00:09:42.470 --> 00:09:55.530

Cooper City Hall: The bid was the same for everyone. No, I understand. But from your personal experience, what's the difference? I've dealt with them because I deal with commercial construction all the time. Can any of you give me a difference of coastal and waste management?

80

00:09:56.400 --> 00:10:00.780

Cooper City Hall: I can tell you right now. Waste management on the commercial side.

81

00:10:01.180 --> 00:10:02.300

Cooper City Hall: Horrendous!

82

00:10:03.380 --> 00:10:10.110

Cooper City Hall: I have to assume they're pretty much the same whether it's commercial or residential. I'll take coastal any day

83

00:10:10.370 --> 00:10:20.969

Cooper City Hall: because waste management will strong arm you. So all I ask is, you guys do the right thing for the Cooper City residents and their tax dollars? Thank you. Thank you.

84

00:10:21.820 --> 00:10:24.379

Cooper City Hall: And we have Andres Cruz.

85

00:10:29.980 --> 00:10:37.669

Cooper City Hall: Good evening. Commission. Could I speak in the item or at the end of the meeting? Yeah, no, whichever you prefer? Thank you. Yeah, no problem.

86

00:10:38.910 --> 00:10:42.689

Cooper City Hall: Anyone else wasn't to speak. seeing none. We'll close that up

87

00:10:43.080 --> 00:10:46.220

on to board administrative reports.

88

00:10:46.570 --> 00:10:49.410

Cooper City Hall: madam Clerk. thank you, Mayor.

89

00:10:50.220 --> 00:11:09.060

Cooper City Hall: We have 3 appointments this evening we have Lauren Drellinger. She is being appointed to the Education Advisory Board by you, near Ross. We have Laurence Goldman appointed to the Recreation Advisory board by Commissioner Schroder, and we have Cheryl Gross appointed to the Senior Advisory Board by Commissioner Malone.

90

00:11:09.190 --> 00:11:13.379

Cooper City Hall: and I congratulate all of them, and look forward to their anticipated

91

00:11:13.450 --> 00:11:15.280

Cooper City Hall: extra hard work.

92

00:11:16.920 --> 00:11:23.450

Cooper City Hall: We have consent, agenda. Do I have a motion motion to approve by Commissioner Katherine, second by

93

00:11:26.260 --> 00:11:32.699

Cooper City Hall: second by Commissioner Charter. You need time to give me what's yeah. I'm I'm sorry, guys. I was

94

00:11:33.000 --> 00:11:36.829

Cooper City Hall: we. We got it. You were. You were tied up right before the meeting. Okay.

95

00:11:36.980 --> 00:11:46.480

Cooper City Hall: yeah. that's 20 all through 20, right? No, through 9, through 29, through 90, yeah.

96

00:11:47.370 --> 00:11:50.719

Cooper City Hall: I missed this page.

97

00:11:51.530 --> 00:11:56.930

Cooper City Hall: Commissioner Cassman, Commissioner Schrouter. Yes, Mayor Ross. Yes.

98

00:11:57.360 --> 00:12:00.410

moving on time number 10. Do we have a status on the dog park?

99

00:12:01.200 --> 00:12:01.920

Cooper City Hall: Okay.

100

00:12:04.440 --> 00:12:10.920

Cooper City Hall: while Tim's walking, you know, before we used to have the mics at the table. So I don't know if we could put them there.

101

00:12:13.160 --> 00:12:16.579

Cooper City Hall: Yeah. So portable mics, aren't that? Is it possible?

102

00:12:17.750 --> 00:12:20.720

Cooper City Hall: Okay, yeah, not not right now, but know the time.

103

00:12:20.920 --> 00:12:21.710

Cooper City Hall: Thank you.

104

00:12:22.650 --> 00:12:43.759

Cooper City Hall: Ready ready status. Alright, it's coming soon, thank you. No, I was had a meeting with them. I will be meeting, meeting them on Site Friday, the fence company to start the installation of the fence. The fence will start January 20. The week of January 20. Second installation.

105

00:12:43.770 --> 00:12:56.029

Cooper City Hall: So we're hoping to have the whole project completed by the middle of February. That's what the slap the concrete slabs, board, and all the dog equipment installed the water fountains. All that, and the PVC fencing to block the

106

00:12:56.180 --> 00:13:01.149

Cooper City Hall: the homes on the east side of the park and the dog waste. Yeah.

107

00:13:01.170 --> 00:13:06.950

Cooper City Hall: all the the dog, the dog waste bag holders. Yes, those will be installed, too.

108

00:13:07.030 --> 00:13:10.920

Cooper City Hall: But so mid February. So

109

00:13:11.180 --> 00:13:21.409

Cooper City Hall: we're hoping by mid February it should be completed by then, because we still got to run the water and stuff, why, they're putting the fence. And we're gonna be doing that. Okay. So when can we?

110

00:13:21.510 --> 00:13:25.180

Cooper City Hall: When can we launch it? When we started advertising it?

111

00:13:26.480 --> 00:13:38.719

Cooper City Hall: Let me ask them. Let me ask you and the manager, what date are you guys comfortable for the advertising? It's like a trick. I put the date out, and then you have to rush to get it done. You know. We're not going to rush. I mean, it's going to be done within 4 weeks.

112

00:13:38.810 --> 00:13:51.049

Cooper City Hall: Okay, so Valentine's day I could see you guys out there with the dog knees. I'd love to see soon as it's soon as it's complete we're opening a gate. So I mean, we'll have a we're gonna schedule a grand opening too good.

113

00:13:51.280 --> 00:13:55.580

Cooper City Hall: We'll work to coordinate that date with the Commission. But I wanted to get a commitment on a date.

114

00:13:57.770 --> 00:14:04.010

Cooper City Hall: You guys, can you guys give me a date. You know. you know.

115

00:14:04.430 --> 00:14:07.080

Cooper City Hall: Yeah, for a grand opening.

116

00:14:08.870 --> 00:14:17.219

Cooper City Hall: but by March first it'd be open. Oh, definitely. I'll say we can plan for a grand opening, Tom. I'm gonna I'm gonna head out and

117

00:14:17.290 --> 00:14:22.119

Cooper City Hall: and start telling residents by March first the dog Parker be over. That's a Friday, 50'clock.

118

00:14:22.270 --> 00:14:28.199

Cooper City Hall: Okay, that's a Friday march first. All right. Alright. Well, hopefully, we'll beat that. Okay. Awesome.

119

00:14:28.230 --> 00:14:46.520

Cooper City Hall: Thank you very much. Once it's once it gets going, it's gonna it's gonna fly by defense company. No, no. I already have been on the phone with them and they're committed. Okay, they've already opened the crew force to get it completed. I don't know if it's Carlos. Go, don't try to hold your permit up. I don't know where he is, whatever

120

00:14:46.650 --> 00:14:50.110

Cooper City Hall: in the back. Everybody knows, appreciated that comment.

121

00:14:50.580 --> 00:15:04.890

Cooper City Hall: March first before March first before March first. Yeah. Grand opening on time number 11, do we have an update from city manager on city communication. Strategically

122

00:15:04.920 --> 00:15:13.530

Cooper City Hall: elevating. City strategic.

123

00:15:14.570 --> 00:15:44.539

Cooper City Hall: Certainly, Mayor. I'll be glad to speak to that. I know Mr. Cabel is here as well. And I had a chance to speak as well with Commissioner Catsman yesterday. Some. And just talk about certainly excited to have Mike on board. I think. Believe December fourth was his first day. He's is definitely hit. The ground running we're working. I know. He spent a fair amount of time in the month of December, with gar solutions, and also some additional outreach, as well.

124

00:15:44.540 --> 00:16:04.950

Cooper City Hall: I may call him up here for a moment or 2 just to share a little bit of what he's been up to, and also you know that I think we've heard loud and clear from Commissioner Katzmann and others just on. You know, the need to really develop and elevate a communication strategy that will really put us on the map

125

00:16:05.070 --> 00:16:18.099

Cooper City Hall: as Cooper City as as someone where folks really wanna emulate what we're doing. So, Mike, maybe if you'd like to just share a few words on what the first month is look like. And and some of the things we've been working on, and also where we're headed.

126

00:16:19.010 --> 00:16:47.840

Cooper City Hall: Thank you, Mr. Manager and mayor commission. So the first thing I took on in the first month was to make sure I got myself familiarized with the services that Garth will be providing, and that they had proposed during the the competitive bid bid process with that is, utilizing services, not only to help us create a formalized schedule through social media, consistent posting, also monitoring and and looking at

127

00:16:47.930 --> 00:17:10.510

Cooper City Hall: group pages that we're all aware of that provide information and finding strategies that will help bring focus more to our website and our social media pages. And that goes along with also looking at what our website is doing and where it's falling short. Looking long term at what needs to be done on the website to make it easier to find information

128

00:17:10.670 --> 00:17:29.429

Cooper City Hall: that also complements what's being posted to our social media platform so that they integrate they can work together right now if you go on our homepage. Really, there's only a link to go to a social media page. But there's no feed. And that's something that you see nowadays on any website. So it's making sure you can find information on different platforms. But you're looking at the same thing

129

00:17:29.520 --> 00:17:46.949

Cooper City Hall: at the same time strategizing how we're gonna use Garth for different marketing, promotional materials, utilizing drone services. Photography, video to be able to put together creative things that will then turn folks

130

00:17:46.950 --> 00:18:02.490

Cooper City Hall: onto our pages. Traditional media. Of course you can try and spoke with Commissioner Katzman on this about, you know the traditional TV stations, the newspaper, that's all great. But it's also about trying to make us different in a sense of what

131

00:18:02.570 --> 00:18:24.110

Cooper City Hall: is different and why we're someplace special. And that's coming up with creative ideas that create some attention on social media. You know, if we're gonna be aiming for an open date on the dog park of March first finding a use, a creative way to track residents to come out whether it's social media videos, a competition, something that their pets can take part in

132

00:18:24.160 --> 00:18:40.840

Cooper City Hall: while we do the ribbon cutting or the grand opening. So overall do. I have a a list of different things? Il do. In a sense. There. There were multiple things. Il sat down with Garth for 2 and a half hours one day, just really strategizing of how we're gonna get moving.

133

00:18:41.030 --> 00:18:53.550

Cooper City Hall: For example, the mayor has a state of the city that usually comes around here in the spring. So making sure that that's a spot where we kind of get those creative juices going into showing what

134

00:18:53.550 --> 00:19:19.980

is going on around the city accomplishments over the past year and then using those as we keep moving forward. So overall, it's really looking at in terms of how we I work together with Garth. It's me obviously being here in house is A is a huge thing, you know, just overall. If I can put you in the in the day of it. This morning. Come in. We find out that there's a a a section of the city that didn't have their garbage and recycling collected yesterday.

135

00:19:20.010 --> 00:19:47.540

Cooper City Hall: You know that immediately prompted a response from me. I spoke with the city manager, alerted him, got with Garth, let them know as well. They helped me schedule a posting that goes on social media, while I also start looking on our other pages. And what I mean by that is, group pages on social media to see if there was any talk or anything going on, actually shared the post onto the group pages, so that, in a sense, is a strategic method of trying to make sure that we provide information in as many ways as possible as quickly as possible.

136

00:19:47.540 --> 00:20:01.639

Cooper City Hall: So overall that that that's been what's really been the focus over the first month. Where's guards, strategies working and what they can help provide us on a daily basis. And then looking at the long term which is website, improving our emails, letter

137

00:20:01.640 --> 00:20:25.359

Cooper City Hall: looking at new design and as well as what goes in out into the public in terms of the Cooper Quarterly. How can we make that a better newsletter that actually goes to folks's mailboxes and also provide a digital type of II guess if you wanna call in a newsletter, but something digital that if you

don't wanna have something in your mailbox, but you can get it more frequently than on a in a quarterly basis.

138

00:20:26.190 --> 00:20:30.190

Cooper City Hall: Thank you. Any questions of Michael. I just want to

139

00:20:30.680 --> 00:20:39.640

Cooper City Hall: reiterate. You know, we had a very good productive meeting yesterday, the manager and Mr. Cabelo myself to talk about the strategic

140

00:20:39.660 --> 00:20:43.830

Cooper City Hall: communication direction that the city's going in, and I just

141

00:20:43.900 --> 00:21:07.110

Cooper City Hall: you. You recapped it pretty well. I just wanna make sure our residents at Garth. I guess they're not here. But maybe they're watching online. Understand the targeted approach that we are taking now, and the strategic vision that comes with it because we are not looking for the cookie cutter. Communications of.

142

00:21:07.290 --> 00:21:19.130

Cooper City Hall: you know, respond. We want to be proactive. We want to get the news out first and and like you said, we want to do creative things that bring attention, positive attention to Cooper City. and we wanna be there for the residents when

143

00:21:19.170 --> 00:21:29.499

Cooper City Hall: thing things happen like the garbage is misses a beat, or if there's a. you know, unfortunately, like a car accident or something we can tell people to avoid.

144

00:21:29.760 --> 00:21:38.569

Cooper City Hall: we get alerts as as commissioners. But we can tell the residents avoid palm right now, you know, as an example. So

145

00:21:39.230 --> 00:21:44.150

Cooper City Hall: I appreciate that I'm hoping for, you know, recurring updates and

146

00:21:45.470 --> 00:21:49.000

Cooper City Hall: not going to reiterate all of it. But you all know our vision.

147

00:21:49.030 --> 00:21:50.330

Cooper City Hall: Coincidence. Charter.

148

00:21:50.410 --> 00:21:57.030

Cooper City Hall: Yeah, to to that same thing like the other day when they had the incident, and and Montera, with

149

00:21:58.140 --> 00:22:02.140

Cooper City Hall: burglary suspects I meant the sheriff's office. Had

150

00:22:02.180 --> 00:22:32.189

Cooper City Hall: Montera shut down during 50'clock, when everyone's coming home, all those people were stuck outside waiting, and it would have been, you know, nice to be able to ge offense it and send them an alert, you know. Stay in your house. They're tracking somebody with a helicopter and dogs, or you know, I could tell you what happened. I drive by, and all these people are parked waiting to get in the gates, and they're out there. I'm sure the cops, blocking each entrance would have liked it, because, you know, the lines going all the way down shared in all the way down university. So it's just really

151

00:22:32.910 --> 00:22:40.359

Cooper City Hall: finding a way to harness these things. To communicate better, quick or faster is, you know, and and

152

00:22:40.480 --> 00:22:42.929

Cooper City Hall: doing that you're gonna make mistakes.

153

00:22:42.970 --> 00:22:48.779

Cooper City Hall: I would expect. But what I would like to see, and especially with the director position, was more

154

00:22:49.110 --> 00:23:01.289

Cooper City Hall: independent exercising of judgment like it's going to happen, you know. You're going to make mistakes, but to respond quickly. Everything can't be vetted as fast, and you have to exercise independent judgment.

155

00:23:01.390 --> 00:23:05.750

Cooper City Hall: and that's what you know. I mean. I'm sure there'll be something that's a gaff.

156

00:23:05.860 --> 00:23:07.699

Cooper City Hall: But if we want to

157

00:23:07.800 --> 00:23:12.550

Cooper City Hall: be the first spot for news, and take that that.

158

00:23:13.920 --> 00:23:32.109

Cooper City Hall: and and not only first, but accurate. And you know there are others out there vying for the attention of our residents. I would like, and I said it to Garth. I've said it to you. I would like to be the website I'd like to be Facebook. I'd like to be the social media that they go to first.

159

00:23:32.410 --> 00:23:46.819

Cooper City Hall: And that's what I anticipate working with you and with Garth to happen. And you'll have an opportunity to do that on January eleventh, 2 days from now, when Cecilian oven has a grand opening at 4 30 in the afternoon.

160

00:23:46.940 --> 00:24:02.550

Cooper City Hall: maybe you can have a drone fly into the wood burning stove and fly out kidding. But you can. You can think of something creative. But I appreciate that opportunity and that that really will be the first one. So, looking forward to working with both of you.

161

00:24:03.420 --> 00:24:08.139

Cooper City Hall: thank you. are moving on to the status of the pay study implementation.

162

00:24:09.560 --> 00:24:10.970

Cooper City Hall: Mr. City manager.

163

00:24:13.150 --> 00:24:16.880

Cooper City Hall: Yes, and I have a notice. Manic. Alright.

164

00:24:17.970 --> 00:24:20.800

Cooper City Hall: Good evening, Mayor Commissioners.

165

00:24:23.750 --> 00:24:39.440

Cooper City Hall: So the compensation component of the study was implemented 11. And we're currently working on the job descriptions. Hopefully, we have all the departments done and ready to present it to you guys in the next commission meeting. So that should be.

166

00:24:39.470 --> 00:24:43.550

Cooper City Hall: that's definitely our goal. Any questions of

167

00:24:43.730 --> 00:24:56.700

Cooper City Hall: yeah. Yes. I don't know why it's taken a quarter year to to bring job descriptions forward. I mean, it's the we've been working on this for a while. I really don't understand. So I guess that's the first question. Why is it taking

168

00:24:57.190 --> 00:25:20.220

Cooper City Hall: 3 months, 4 months to bring the job descriptions forward? Well, initially, the first batch that evergreen provided us was lacking a lot of information. Some of them were you know, were a mistake. So we decided since then the back they took a little bit to send them over back again, and then you know where we're trying to get every single department to review each and every one of their positions

169

00:25:20.220 --> 00:25:27.689

Cooper City Hall: and job descriptions, to be able to, you know, to make sure we get it right. Every duty and responsibility is addressed, but it just seems.

170

00:25:28.110 --> 00:25:47.099

Cooper City Hall: you know, backwards that we set pay when we don't have job descriptions, I mean, it's kind of asinine to me. So it should have been almost complete. with the exception. Some touching up, maybe, but to, you know to be this far behind is is kind of strange that we'd be setting job descriptions and paying people.

171

00:25:47.160 --> 00:25:52.909

and not to mention. I talked to the employees, and they tell me they don't know what's going on

172

00:25:53.430 --> 00:26:07.629

Cooper City Hall: palm out. But the young man was the name Dylan, or David, or something. Your department, he said. I've been reaching out to Hr. That I don't know. Did they change my job? Description? I don't know. Is it? Is it the title the same. Why did I get what I got? I can't get a response from Hr.

173

00:26:07.860 --> 00:26:21.170

Cooper City Hall: Hr. Came to meet with us one time. Then they they had brought the wrong documents. So the employees. And this is what my fear was in the beginning. If you don't, if it doesn't come off as equitable and fair it it's point

174

00:26:21.960 --> 00:26:27.770

Cooper City Hall: they don't understand what's happened. So how can it be equitable and fair? If you don't understand what's happened? So

175

00:26:28.000 --> 00:26:37.309

Cooper City Hall: basically, people go look at their check. They're not sure if they got an increase because their job duties are increased. Nothing's been explained to them. So why isn't it? Why the employee

176

00:26:39.290 --> 00:27:09.080

Cooper City Hall: what's happened with their own jobs? I'm not really sure who you're referring to, because I know I spoke to Dylan a few times myself. I know every department has met with each and every one of their employees, and had they had any questions, they've come to us, and we've explained it. So I'm not really sure who's confused. Okay, so let's go down the line of the of the directors, because maybe the employees are all wrong. We'll start with Ms. Weiss, since you're on this and have, do you have any employees in your department that are not sure

177

00:27:09.400 --> 00:27:14.920

Cooper City Hall: about how this study has impacted them, or the reasons why they were impacted a certain way. That's

178

00:27:18.000 --> 00:27:20.470

Cooper City Hall: you need a mic. Sorry.

179

00:27:21.190 --> 00:27:23.649

Cooper City Hall: But Jonathan's working on that.

180

00:27:26.510 --> 00:27:40.130

Cooper City Hall: Can you hear me? I have met with my team. I have gone over the process of the paying compensation study and how we got to where we got to. I also introduced organizational chart and the last component, of course, is the job descriptions.

181

00:27:40.770 --> 00:27:45.220

Cooper City Hall: So the employees in the Rec. Department understand

182

00:27:45.560 --> 00:27:49.060

Cooper City Hall: why they've been either increased

183

00:27:49.320 --> 00:27:51.649

Cooper City Hall: the amount they have or why they're titled it.

184

00:27:52.930 --> 00:27:58.490

Cooper City Hall: Do they understand it? Do they necessarily agree with it? No. Have they district? How do you?

185

00:27:58.950 --> 00:28:04.669

Cooper City Hall: Have they disagreeing with it? II didn't some employees have voice their concerns to each? And what are those concerns?

186

00:28:05.240 --> 00:28:09.039

Cooper City Hall: The tenure parity? And how are we addressing that?

187

00:28:09.330 --> 00:28:23.150

Cooper City Hall: We're not the tenure parity? Was the recommended option that was presented to commission, and that's the one we went with, based off a tenure in the position or tenure with the city tenure with the city, and that hasn't become an issue.

188

00:28:23.880 --> 00:28:41.040

Cooper City Hall: No, that has become an issue. And how are we gonna address that? Because, remember, we were gonna pass something in perfect. And when there's issues, we're gonna come individually adjusted. So so if if Ryan has been a part time lifeguard for 25 years with Cooper City, and then you hire me as a director for one year. I'm getting paid as a 26 year. Director. Right?

189

00:28:41.230 --> 00:28:48.230

Cooper City Hall: That's how you guys did it correct. Does that make any sense? And, Commissioner to your point? There there definitely is an opportunity to

190

00:28:48.390 --> 00:29:00.650

Cooper City Hall: revisit those specific instances. But obviously the the the next step is trying to get those job descriptions back to you all. But the staff is telling me that they've asked questions

191

00:29:01.500 --> 00:29:03.110

Cooper City Hall: 5, 8 plus.

192

00:29:03.190 --> 00:29:20.410

Cooper City Hall: or rather their titles changing, or anything they they told me there is. I look at my pay stub. I'm I don't see a different name on the title. So when you didn't when you change the job titles, did you change it all on their pay stubs? So you know, this is an issue when you're telling people your job title might have changed, but you know it doesn't reflect it on your pay, stub.

193

00:29:20.700 --> 00:29:43.380

Cooper City Hall: They don't have answers, and I don't want to call out Dylan, but he seems to have thick skin. He was very articulate to me, he said he's at. He's asked multiple times, he said. I ran into the Hr. Director at light up Cooper City and asked, and I haven't heard back from. So I mean, these aren't hard things for me to find out. I can simply do a public record request on emails where email sent, where responses sent back. And and I'm sure that the vast majority of these

194

00:29:43.550 --> 00:29:53.600

Cooper City Hall: these employees are not misunderstanding or miscommunicating to me, I mean because it's a common theme across different departments. I've I've spoken to, so

195

00:29:54.210 --> 00:30:05.079

Cooper City Hall: I don't think it's sufficient to blame a a vendor vendor, or a a consultant. Consultants are only as good as as who manages on. We pass the pay pla pay plan.

196

00:30:05.180 --> 00:30:10.559

Cooper City Hall: That was not fully. you know, figured out, because we don't have the job descriptions.

197

00:30:11.000 --> 00:30:15.989

Cooper City Hall: because but we wanted to do it in time. So the employees weren't, you know, not given the raises.

198

00:30:16.030 --> 00:30:32.299

Cooper City Hall: Now we're a quarter of the year into that. and they don't know if their titles changing, they don't know if why they're making what they're making. Eddie. That's what I'm being told. So like just saying, we're waiting on, you know. Some consultant to bring back job descriptions is not sufficient to me.

199

00:30:32.730 --> 00:30:35.070

Cooper City Hall: It really isn't. I mean, there needs to be.

200

00:30:36.310 --> 00:30:52.510

Cooper City Hall: I'm gonna go, Mr. Fleming. You have any people I know. Aside from Dylan, you have any people in your department that are concerned about the way this has been implemented or not sure about the different effects it's had on them. No, I've had one employee, another employee about the job title that

201

00:30:53.010 --> 00:30:57.680

Cooper City Hall: the the salary that it's gonna be be at.

202

00:30:58.640 --> 00:31:03.569

Cooper City Hall: And I guess I'll you know, Mr. Vega, have you? Have you had any people

203

00:31:08.380 --> 00:31:20.500

Cooper City Hall: make a mission? I've met with every member of my team and went over the compensation study and went over their pay with them, and I haven't had any issues within our department on on any discrepancies.

204

00:31:21.010 --> 00:31:29.610

Cooper City Hall: And then I guess the last one we while Raj is there, and and I don't know if, while Raj have you guys?

205

00:31:30.410 --> 00:31:33.450

Cooper City Hall: Good evening, Mayor and Commissioner.

206

00:31:34.340 --> 00:31:54.499

Cooper City Hall: I had had numerous meetings with them, so they are fully aware I don't have any issues, and it was, it was explained to them. Any change in title was explained to them, and I was very, very clear with them that along with the change in titles and the compensation, their

207

00:31:55.110 --> 00:32:07.800

Cooper City Hall: job responsibilities are going to be clarified exactly what they are doing, and if there is anything they are required to do as a part of their licensure and responsibilities that is going to be added.

208

00:32:07.810 --> 00:32:19.589

Cooper City Hall: So I don't have any any person coming to me a couple of folks. They came, and of course I was able to explain to them with a formula, and I never had anything beyond that.

209

00:32:19.700 --> 00:32:24.919

Cooper City Hall: Thank you, Ted. Ted. You can do nothing. Give Irwin

210

00:32:25.370 --> 00:32:41.100

Cooper City Hall: oh, well, you so new it might be. Oh, I need to see back there come. No problem. I really haven't had anyone come to me complaining about the pay rate scale for my staff. No one is. No one has approached me in the 4 weeks that I've been here.

211

00:32:42.460 --> 00:32:53.539

Cooper City Hall: So it it would seem like most of the most of the issues are with direct department, that probably because of the way the tenure parity works there, and the Rec. Department had several changes in job titles

212

00:32:54.190 --> 00:32:56.409

Cooper City Hall: or promotion, so to say, right

213

00:32:56.730 --> 00:33:13.099

Cooper City Hall: of all of them. Classification 3 classifications. Yeah, well, there's a combination of. And and so that to me, seems like that needs to be figured out with the Rec department. Because there's multiple people in the Rec department. I can understand why, when I look at it, I can. I literally can see what happened.

214

00:33:13.250 --> 00:33:14.140

Cooper City Hall: you know.

215

00:33:14.290 --> 00:33:36.489

Cooper City Hall: and that's why I objected to us, in addition to adopting a new plan, changing and reclassifying at the same time. And then you're adding your your tenure with the organization instead of your tenure in the position, and you had people leapfrogging their their supervisors and pay. So is there a way? We can have something figured out to fix the issues in the Rec Department.

216

00:33:48.760 --> 00:33:50.940

Cooper City Hall: How do we fix the issues in the Rec department

217

00:33:51.660 --> 00:34:00.119

Cooper City Hall: back the next meeting, or

218

00:34:00.200 --> 00:34:09.330

Cooper City Hall: that will. That will be a good

219

00:34:09.679 --> 00:34:15.399

Cooper City Hall: stays here as well and just sort into that symbol and and follow up with you all on it.

220

00:34:15.940 --> 00:34:21.289

Cooper City Hall: Yeah, that's something for them. And and to to them I think they deserve to know

221

00:34:21.830 --> 00:34:23.330

Cooper City Hall: first of all.

222

00:34:23.489 --> 00:34:27.739

Cooper City Hall: and I think the change on the checks. If they reclassified.

223

00:34:27.810 --> 00:34:44.279

Cooper City Hall: then it should be noted on the yeah, all the titles will be changed. Okay, when when do they so like? And that was one of the things I told them. Well, did your title title change? No, when will they see the title change on their as soon as you guys approve the job descriptions, the title scroll with it.

224

00:34:44.610 --> 00:34:49.319

Cooper City Hall: Yeah. But then they're so they're getting paid on the new with the new amount.

225

00:34:49.710 --> 00:35:04.439

Cooper City Hall: That's that seems bottom line. People want the money. Yeah, I would have rather paid them, and then put a little thing on there with the indicating the adjustment or the whatever you want to call it. I don't know. And then hr,

226

00:35:05.450 --> 00:35:08.720

Cooper City Hall: I also had a question on the

227

00:35:09.960 --> 00:35:16.890

Cooper City Hall: The jobs that we have posted online, or the ones we haven't been able to fill. What? What is the process on that?

228

00:35:17.510 --> 00:35:31.450

Cooper City Hall: Seems like we have several positions on there that haven't been filled. What what's the what do we gotta do to to get these positions filled? We're reviewing applicants. It's it's it's become increasingly hard to recruit

229

00:35:32.350 --> 00:35:37.939

Cooper City Hall: some of those positions, I guess my question is, are, do we contact all the applicants.

230

00:35:38.390 --> 00:35:49.180

Cooper City Hall: or, you know, like, remember with the the what do you call the fleet guy who applied, and the member I applied under fake name. You didn't know the fake name, but it was qualified. I never got a call back.

231

00:35:49.210 --> 00:36:10.499

Cooper City Hall: So are we calling back all the applicants? Or are we pushing into the department to figure out, yeah, the department kind of chooses exactly who they want to interview. So we'll go from there. I mean, it's it's some of those positions are hundreds of applications. What if we have like a department director. Hypothetical doesn't like to hire old people. How does Hr. Know to prevent that?

232

00:36:11.320 --> 00:36:26.130

Cooper City Hall: Il usually applications don't don't mention anything about age. We don't even require drivers, licenses. So there's no way of knowing, you know, if you put your graduate high school in 1920 that might indicate something. Right?

233

00:36:26.960 --> 00:36:39.260

Cooper City Hall: Yeah, so, but how does Hr. Protect against that? So if we're just pushing it over? No, we'll be viewing it at the same time, however, they're choosing whatever resume

234

00:36:39.420 --> 00:36:41.670

Cooper City Hall: resonates with that position.

235

00:36:41.760 --> 00:36:45.010

Cooper City Hall: Just so, adding to that question, do you

236

00:36:45.410 --> 00:36:57.069

Cooper City Hall: send them the entire batch? Or do you talking about the department head? So let's say I apply. I'm on the website right now, if I apply to

237

00:36:57.100 --> 00:36:59.390

Cooper City Hall: utilities coordinator.

238

00:37:00.290 --> 00:37:05.199

Cooper City Hall: you, let's say you get a hundred applications.

239

00:37:05.280 --> 00:37:12.940

Cooper City Hall: You know the qualifications that are posted. do you or someone on your team review those applications

240

00:37:12.980 --> 00:37:32.110

Cooper City Hall: and then send maybe the top 10 to the utility director? Or do you send all 100 to the utility. They all have access. All the department heads or supervisors for that department has access to that specific posting, so they're able to see all applications. I think what Commissioner Schroeder is saying and I kind of would agree is is

241

00:37:32.170 --> 00:37:38.290

Cooper City Hall: perhaps, and this is getting, I guess, getting into the weeds. But maybe if Hr. Could help help

242

00:37:38.360 --> 00:37:44.379

Cooper City Hall: vet the candidates, I know that's how it works in other organizations, and then send the top candidates to

243

00:37:44.540 --> 00:37:47.349

Cooper City Hall: the directors, and it'll be more

244

00:37:47.680 --> 00:37:54.879

Cooper City Hall: They've already been vetted to see if they have the minimum, you know. If I need a college degree, why are you sending me a high school diploma at resume

245

00:37:55.130 --> 00:37:59.239

Cooper City Hall: definitely some of those are already knocked out like we call it.

246

00:38:00.300 --> 00:38:07.089

Cooper City Hall: Let's just contain ourselves to the status of the pay study. Let me ask this one that, too, these is important.

247

00:38:07.190 --> 00:38:12.799

Cooper City Hall: So like I go on there to apply for a maintenance to worker that you have on there.

248

00:38:12.950 --> 00:38:25.409

Cooper City Hall: Maintenance technician 2. And it says I have to have a class A or B license. But when I look at the the approved job description. I don't see that in the approved job description the one approved by the Commission. So how does that translate? Do we just have the

249

00:38:27.210 --> 00:38:29.580

Cooper City Hall: let's see mission on that

250

00:38:29.780 --> 00:38:43.770

Cooper City Hall: the the job. Description is part of that application. But I'm looking at it. And it has required in this job description a requirement that this city commission does not require so.

251

00:38:45.100 --> 00:38:51.590

Cooper City Hall: But why is the job description here different than the one approved by the City Commission? I'm not really sure right now. But I'll check

252

00:38:51.730 --> 00:39:01.149

Cooper City Hall: which which position was a maintenance technician to. And this isn't like a you know curveball question. I asked about this. I don't know. 6 months ago, or something

253

00:39:01.260 --> 00:39:11.660

Cooper City Hall: like, Are we making sure what gets posted online? Is the department directors just putting on what they want? Or does Hr. Say this is what was approved by the City Commission. This

254

00:39:12.490 --> 00:39:25.980

Cooper City Hall: correct? That's exactly what it is. Wha whatever the City Commission approve, the judge description gets posted. So this one's just a mistake. It it could be. I'll double check or does. Could you go back and review that maintenance? Yes, sir.

255

00:39:26.100 --> 00:39:30.319

Cooper City Hall: see what's going on? Any other questions of Loris. That's for. Now, thank you.

256

00:39:31.210 --> 00:39:42.850

Cooper City Hall: Moving on to Item Number 13, do I have motion to direct city manager to implement an online registration system for all city events that require advance registration within 90 days. Commissioner catchment.

257

00:39:43.410 --> 00:39:45.920

Cooper City Hall: Yes. Yeah. I've spoken with

258

00:39:45.960 --> 00:39:47.790

Cooper City Hall: the manager and Ms. Weiss.

259

00:39:50.210 --> 00:40:02.940

Cooper City Hall: I'd like to see the city move to a completely online everything from water bills to events to programming. And I know

260

00:40:03.540 --> 00:40:07.460

Cooper City Hall: I there was a positive response from the team

261

00:40:07.520 --> 00:40:27.179

Cooper City Hall: on that. I in particular, I had. I personally have encountered residents expressing concerns about registering for the father daughter dance, for example, you know, having to go in person getting charged extra for paying with your credit card, I mean, it's 2024, and I'd like us to be

262

00:40:27.380 --> 00:40:30.109

Cooper City Hall: to catch up

263

00:40:30.220 --> 00:40:33.899

Cooper City Hall: and a lot of other cities are doing this. I don't think it's on.

264

00:40:34.630 --> 00:40:39.679

Cooper City Hall: and I'm just asking for the team support to make this happen.

265

00:40:40.780 --> 00:40:45.440

Cooper City Hall: So you've made a motion. Do I have a second? Yeah. Second for discussion. I have a question.

266

00:40:46.530 --> 00:40:49.110

Cooper City Hall: Why? Why

267

00:40:49.300 --> 00:40:55.009

Cooper City Hall: does it take 90 days? Why can't we just do it now? Like it's we have the software wreck track

268

00:40:55.210 --> 00:41:12.459

Cooper City Hall: ret track allows for online registrations. Why can't we just do online registration? I had. I'm one of the people I had to go over to the community center and stand in line to book something that other cities can just go online. And do we have the software? We have a website? Why can't we do it?

269

00:41:13.880 --> 00:41:44.570

Cooper City Hall: Yes. So that was this was identified as one of our goals for fiscal year 2024. Speaking with solely the recreation software that we have. There's a component called webtrack. That's an element of it. There's some back of the house work that has to be done with our vendor called Vermont systems, and the splash page has to be updated as well, because right now, that has the old look of the former website on it. So in order for us to roll it out correctly and with the same consistent look, we have to do some back of the house work with our vendor.

270

00:41:44.810 --> 00:41:49.999

Cooper City Hall: Okay? So what you're telling me is it could be launched right away. But it doesn't look

271

00:41:50.290 --> 00:41:59.830

Cooper City Hall: the same as the current website. It. It takes us and the vendor to work hand in hand together to make sure that everything matches up with our current live software that we have in our facility.

272

00:42:00.400 --> 00:42:08.079

Cooper City Hall: How long does that take? Staff is working on it now we just got a quote from our vendor. Well, I wanna know how long it takes.

273

00:42:08.750 --> 00:42:14.140

Cooper City Hall: I don't have that information with me tonight. Why does it take a quarter of a year. Why can't it be done within 30 days?

274

00:42:16.940 --> 00:42:28.100

Cooper City Hall: Why can't it not be with those? I mean? This is very easy stuff. And and manager you. You're decent with technology. So I'm not, you know. Within 30 days the link should be up.

275

00:42:33.360 --> 00:42:48.190

Cooper City Hall: you know. It will say, you know again. Obviously, we wanna be supportive of the Commission's wishes. I also, you know, share. If everything's important, nothing is. And so we have a lot of things going on. I think.

276

00:42:48.370 --> 00:42:50.660

Staff, you know I

277

00:42:51.600 --> 00:42:59.819

Cooper City Hall: is very reasonable. I mean I'll won't say we. We certainly shop right.

278

00:43:00.040 --> 00:43:03.510

Cooper City Hall: I could spend the rest of this week.

279

00:43:03.880 --> 00:43:17.800

Cooper City Hall: I guarantee. And you know I could, too. Okay, Carlos has an it. One of his positions. We just gave him a position, and he? And he changed one and 2. That's gonna be working on his software, which he doesn't have yet.

280

00:43:18.060 --> 00:43:22.230

Cooper City Hall: That gentleman. Who is it? I forgot what his name is.

281

00:43:22.410 --> 00:43:26.370

Cooper City Hall: Rolando. I'm sure Carlos would would lend

282

00:43:26.510 --> 00:43:27.800

Cooper City Hall: Rolando

283

00:43:27.840 --> 00:43:40.899

Cooper City Hall: for 2 h to get this worked out. It's really not that hard to do. I mean. you know I'll get it. If everything's important, nothing is. But that's for you. I don't want you to be doing this. I this this is very, very.

284

00:43:41.140 --> 00:43:46.259

Cooper City Hall: you know, this shouldn't have to be the city manager getting it done. Thank you now.

285

00:43:48.090 --> 00:43:56.329

Cooper City Hall: So I think 30 days absent, something that we're not. Why can't it be done within 30 days? I mean, a quarter of a year is a long time to just literally put the link up.

286

00:43:57.980 --> 00:44:06.629

Cooper City Hall: We're not building a software. Stacy, as far as you know, the background or the the back work. You know what type of stuff is staff working on.

287

00:44:09.100 --> 00:44:37.750

Cooper City Hall: So there's a component of it that we have to update. And there's a live or what we call live version and recreac. So if the web track portal hasn't been updated, which presumably it hasn't been updated. Then we need time to update the software to be in conjunction with our live module. It's something that we have been working on, and we are working towards. We have the ability to accept some payments. For example, if there's a field rental, we are currently accepting those payments

288

00:44:37.750 --> 00:45:00.479

Cooper City Hall: to be made on there, but in order for us to roll it out with a consistent clear. we want to make sure that we take the time to make sure that everything is updated. All the fees match our current fee schedule, and everything is appropriate. And for clarification. And speaking with Commissioner Katzmann. It's not just for events. It's all of our programs. It's our programs. It's our events. It's our facility fees, etc.

289

00:45:01.780 --> 00:45:05.089

Cooper City Hall: What can we pay for online right now, always, I'm online. I can't find it.

290

00:45:07.070 --> 00:45:29.739

Cooper City Hall: You said we could do some some rentals online right now, right? Which ones? So for no, the payment could be made online. So if if somebody wants to rent one of the fields, for example, and they complete the paperwork for it, it gets emailed to staff, and then Staff sends them the link to go in and make the payment online. Now, now, come on, you should be able to register for the class online. Like everybody else, I have web, the web track app downloaded here.

291

00:45:29.830 --> 00:45:52.219

Cooper City Hall: you know, if they want to. Okay, rolled out on one thing, I'm fine with that. Maybe they can't get them all rolled out, but you should be able to reserve an Ak, and then you should reserve a spot in an activity, even if you gotta go and pay, or whatever telling it. This is not that hard to do, I mean, here's here's the app. If you know I downloaded it. You play with it. You could show when when things aren't available.

292

00:45:52.220 --> 00:46:15.340

Cooper City Hall: when you hit maximum amount. I don't know how many your Mayor, your chest thing is but literally you go and you click on it. Okay is 9 spots, Bill, you know. Right now we're all having to go stand there. It's the same thing with the Santa thing. They should be able to put that as a program, said, everyone in Cooper City's out there standing at 7 in the morning, in line outside the fire department. What are you know like this is the 2024. So can we include this for the Santa program as well

293

00:46:16.430 --> 00:46:30.199

Cooper City Hall: I could do it. It take me. Well, I asked about that at my stop. It's the same thing. It's well, it's your motion Commissioner cats mean you've motioned for 90 days. You wish to reduce that to 60 30. I like 35.

294

00:46:30.490 --> 00:46:34.499

Cooper City Hall: Very good, you know, manager what are your thoughts on that.

295

00:46:34.890 --> 00:46:40.750

Yeah, I mean, I certainly. Here's some of the feedback this evening. You know, I think

296

00:46:40.910 --> 00:46:48.379

Cooper City Hall: not to put Stacy on the spot, I think in 90 is certainly doable. If there's a desire to try and

297

00:46:48.420 --> 00:47:08.129

Cooper City Hall: accelerate that and make it faster, you know I would need a little bit of time, perhaps, where I could go back with Stacey and her team would just in a reshuffle a few things and make that a priority to accelerate. How do we come up with 90 being sufficient? Sufficient? But 30 is not?

298

00:47:08.240 --> 00:47:25.109

Cooper City Hall: I didn't commit to 90, either. I didn't. I didn't commit to anything I didn't commit to any date, Mr. Manager. She she hasn't committed to 90. Why have you committed to 90? But 30 is not right. And I'll and I'll say, Commissioner, that's, you know, just from an item that has come up. And we talked yesterday with Commissioner.

299

00:47:25.820 --> 00:47:28.240

Cooper City Hall: We've we've not

300

00:47:28.580 --> 00:47:31.429

Cooper City Hall: you know. Spend a lot of time digging into

301

00:47:31.950 --> 00:47:45.000

Cooper City Hall: that side of it. I mean, Stacey did have some concerns related to the timeline to get to the 90 days. But we no, but we talked through that as well. Okay, you have a minor. And what what's your minor in.

302

00:47:46.260 --> 00:48:07.539

Cooper City Hall: you remember? Come on. Yeah, it, you know, no public companies take over subsidiaries and go in and change software's for multi 1 million dollar companies in 2 weeks. 90 to put a link on there to register for. And they gonna attempt to do it earlier.

303

00:48:08.550 --> 00:48:19.040

Cooper City Hall: Thank you. Google, yeah. And Carlos, remember to line up Rolando and Loris, we have some volunteer paperwork. I need to get the Commissioner shrouded.

304

00:48:19.220 --> 00:48:30.780

Cooper City Hall: Yeah, public anything on anything further on this issue. Hearing none both. Maybe I should have the clerk have the record. Reflect that Commissioner Maluci is arrive. Thank you. Call the vote

305

00:48:32.920 --> 00:48:35.519

Cooper City Hall: Commissioner, founder. You're second in this motion. Yeah.

306

00:48:36.140 --> 00:48:41.320

Cooper City Hall: Commissioner Murlose. Yes, Commissioner Katzmann, Commissioner Schrouter, Mayor Ross. Yes.

307

00:48:42.000 --> 00:48:47.529

Cooper City Hall: right on to item number 14, Update and Action plan on the resident requirements for Organized sports.

308

00:48:47.560 --> 00:48:53.649

Cooper City Hall: Commissioner Schroeder. Okay, this is once again the Rec. Department. We have resolutions that

309

00:48:54.200 --> 00:48:58.740

Cooper City Hall: that govern our exports. We.

310

00:48:59.260 --> 00:49:11.689

Cooper City Hall: the Rec. Director, told me that no sports were in compliance, so I asked her a while ago. Now I don't know how long it was what we've done to resolve that. No. What have we done to resolve that.

311

00:49:18.960 --> 00:49:27.150

Cooper City Hall: Yes, Commissioner, I do have your email here. That was on October 20, sixth, I respond to your email in reference to the compliance

312

00:49:27.230 --> 00:49:31.810

Cooper City Hall: myself and the city manager met with

313

00:49:31.990 --> 00:49:35.789

Cooper City Hall: representatives from the optimist program. On December fifth

314

00:49:35.810 --> 00:49:52.049

we went through a list of some outstanding. I issues that have been occurring. Unfortunately, we did not get through the full list. We were scheduled to meet again on December thirteenth, but at the December twelfth Commission Meeting Commission identified that they wanted a or directed that they wanted a workshop.

315

00:49:52.050 --> 00:50:07.190

So the December, the thirteenth meeting was canceled, and that this item was to be discussed at the workshop. I have gone through a list of dates with the President from the optimist on potential dates for the workshop that I have presented to the manager.

316

00:50:08.250 --> 00:50:09.260

Cooper City Hall: Okay, so

317

00:50:09.470 --> 00:50:18.359

Cooper City Hall: are they in compliance? No. What have we done to get them in compliance? Nothing besides a single meeting, right

318

00:50:18.990 --> 00:50:34.910

Cooper City Hall: as far as I was understood. When the direction came for the commission workshop all optimus items were tabled, and we're supposed to be discussing the commission workshop. Oh, II don't

recall that. So we suspended our resolutions pending, you know, a workshop. That's not what happened at all.

319

00:50:36.200 --> 00:50:49.439

Cooper City Hall: No, we didn't. We could pull up the video. We definitely didn't suspend resolution. So I just don't understand why there's no action. So what recommendations? What are the what's the possible recommendations that that that you have? What can you?

320

00:50:50.170 --> 00:50:59.519

Cooper City Hall: Are you just waiting for us? Essentially? No, I'm not waiting. I've met with the city manager, and I've asked her, you know, guidance on this and how we can go about it. I know there was mentioned

321

00:51:00.780 --> 00:51:02.270

Cooper City Hall: noncompliance.

322

00:51:02.280 --> 00:51:16.919

Cooper City Hall: But you know the the I when we also met with the optimist, we did have discussion with them, as well as staggering registration, giving options to the ability for the residents to register prior to, with maybe either a 3 to 4 gap

323

00:51:16.920 --> 00:51:35.020

Cooper City Hall: between the residents and non residents, but in in terms of any further work. There was movement on this, but after the December twelfth meeting I was, I was under the impression that it everything was waiting for the workshop. I didn't say that the resolution was suspended just that all items were going to be discussed during the workshop.

324

00:51:35.180 --> 00:51:37.280

Cooper City Hall: So what was resolved with

325

00:51:37.620 --> 00:51:40.210

Cooper City Hall: the tackle football program

326

00:51:40.990 --> 00:51:45.379

Cooper City Hall: charging to enter our facility? What was the resolution of it?

327

00:51:46.050 --> 00:51:57.250

Cooper City Hall: And, Commissioner. I think that's one of those I open items. I mean, there are host of items that need to be discussed between the Commission and between optimist.

328

00:51:57.590 --> 00:52:08.919

Cooper City Hall: Why would it be the commission? We we don't allow them to come in and charge people to to enter our park, so why would we need to what it would. There be the discussion, I mean, I can't imagine that we would vote to then allow that right?

329

00:52:09.030 --> 00:52:36.629

Cooper City Hall: No, I mean, we're we're not gonna allow them to start charging entry, and I don't think the optimist is in favor of that, because they said that this particular sport did it without their knowledge. So why, from a policy standpoint, would we have to be involved in that decision? That's an action standpoint. That's that's with the staff to to come up with a policy or a practice, and saying, Hey, this can't happen. Your people can't do this unless they verify through this person. That's for Staff to come up with that. So

330

00:52:36.800 --> 00:52:51.310

Cooper City Hall: how's there been? No, no resolution on that. You know what's going to happen? They're going to register another season. And then what's gonna happen. Oh, we can't do anything till the next season, because we already have a season. So if if we have a specific program, that was that 20 participation or city residents

331

00:52:51.670 --> 00:53:11.840

Cooper City Hall: that was causing a lot of problems. We got a lot of complaints in addition, right after the charging, we got an email from some cheerleading parent, saying that there was money being you know requested, and I forgot what was the other stuff. Remember, the whole laundry list is. So all these issues? We asked the city manager and staff to resolve. And then the optimist is, yeah, we're gonna go meet

332

00:53:12.440 --> 00:53:17.950

Cooper City Hall: all this stuff. And then, now I'm being told. You guys have nothing for us, and we're just hoping in the future.

333

00:53:19.640 --> 00:53:26.079

Cooper City Hall: What? What happened at the meeting, what? What were the the author story they had. They came up with a proposal, and they talked to the city about it. What was the proposal?

334

00:53:27.240 --> 00:53:45.909

Cooper City Hall: Proposal on reference to what you discuss 3 things type of football, that football. 20% participation. I'll make a proposal, and it's unpopular and no one will like it. But I have no problem in saying to the optimists for tackle football. You cannot have any more about fields. You're done no more tackle football period.

335

00:53:46.320 --> 00:53:56.809

Cooper City Hall: That's firing the first shot over the bow. Maybe they'll get the understanding that every other sport has to come into compliance, or the same thing's gonna happen.

336

00:53:57.280 --> 00:54:10.799

Cooper City Hall: So I'll make that motion. I'll second that anything further out. A lot. No problem. Well, first, I want to thank everyone for allowing me to be tardy. It was senior.

337

00:54:11.480 --> 00:54:14.449

Cooper City Hall: I only get that once, so I didn't want to miss it.

338

00:54:14.500 --> 00:54:27.510

Cooper City Hall: So thank you all. I can send you pictures if you're interested. So several things. So the staff has discussed this item with the optimist, and I am not

339

00:54:27.690 --> 00:54:40.910

Cooper City Hall: the the upper echelon or the, you know. I'm not a voting board member on the optimist. So I'm just going by what I've seen happen. Staff, discuss this. This was a

340

00:54:41.170 --> 00:54:52.870

Cooper City Hall: I want to say, not I don't. I don't even want to say communication issue. This is one issue, and yes, there have been more. But you mentioned the email. I know for a fact that the the Commissioner of the football cheater

341

00:54:52.910 --> 00:55:10.770

Cooper City Hall: got in touch with that parent. They had a wonderful conversation, and all miscommunication, etc., was cleared up immediately. I don't have that person's contact info handy. But if I need to, I'm sure I can ask, or anyone can ask, the Commissioner of

342

00:55:10.910 --> 00:55:39.780

Cooper City Hall: Football and cheer about that email. And the person that she spoke to, because that's what I had gotten after is because I did ask, because I asked a question, who'd you ask? I asked the Commissioner of that sport. So my my point is, why is that staff not coming back and giving us these reports? Well, does Staff know that you wanted to know the result. What the end result was of that email

343

00:55:41.420 --> 00:55:53.220

Cooper City Hall: and and find out and and direct director forwarded to the optimist and said that they're handling it, and I as well. We're getting complaints here from the city. One of the allegations and the complaint was like,

344

00:55:53.270 --> 00:56:01.920

Cooper City Hall: I don't know if it was in the complaint, or when I called the lady something about there was like a a child endangerment issue or something. I forgot. I forgot it was

345

00:56:01.970 --> 00:56:19.310

Cooper City Hall: I don't recall. I don't recall the emails per se. But I recall the email. So then I understand that I'm not going to disagree with that. I understand your angst. But then.

346

00:56:19.420 --> 00:56:28.159

Cooper City Hall: as we're talking about a workshop and setting policies. so you cannot necessarily fault

347

00:56:28.420 --> 00:56:51.370

Cooper City Hall: if Staff doesn't know per se, and I don't know I'm not. I don't mean to speak for you, Staff, in any way, shape or form, but if I don't know, did Staff know that you definitely wanted it? Did the optimist know that you wanted to hear the end result of that? I don't know. They told me that they were gonna meet with our staff. They first we're gonna have an emergency meeting. Then they said they're gonna meet with our staff and come up with a resolution.

348

00:56:52.520 --> 00:57:09.470

Cooper City Hall: and I keep waiting for this meeting and for us to come up with. I was, and then apply a banner plan to get more kids to participate. I want to know. I don't want to come up with all these reasons, can I respond to more? Okay. So the other thing which I had brought up at a previous meeting, and Stacy Weiss

349

00:57:09.560 --> 00:57:15.170

Cooper City Hall: just alluded to. It was they were going to have to increase. to lessen

350

00:57:15.640 --> 00:57:41.230

Cooper City Hall: the the entire like, let's just say currently easy number. There's, you know, 500 kids playing sport a. But there's not the right proportion that we need. So in order to lessen that in the future the optimist for have come up with a plan that Miss Weiss alluded to where Cooper City residents are going to again, just throwing out easy dates, the first of February register for

351

00:57:41.230 --> 00:57:47.150

Cooper City Hall: whatever sport a. And then on the fifteenth of February.

352

00:57:47.740 --> 00:57:58.050

Cooper City Hall: then outside of you know, Mrs. Smith from Pembroke pines can register for sport A. That way. They achieve the numbers that

353

00:57:58.410 --> 00:58:20.200

Cooper City Hall: that you are and the Commission and the resolution is looking for there, there they have been attempting to attain that, achieve that and rework their their registration programs to allow that they've got one person that does it. I know that he had a family member. That was ill, not a good thing or a bad thing, but that might be why, it's taken longer than usual, cause he is.

354

00:58:20.220 --> 00:58:29.550

Cooper City Hall: I we all know I am not, but he is computer, savvy and savvy in that? That's one that was, that's 2. The third thing that you alluded to

355

00:58:30.530 --> 00:58:39.469

Cooper City Hall: help I have got. I'm sitting out on a bench for the past 3 h. the point being, I'm not saying that he's

356

00:58:40.350 --> 00:58:41.140

Cooper City Hall: that

357

00:58:42.060 --> 00:58:53.060

Cooper City Hall: our city staff should be coming, having this conversation with them and coming back and saying, You know, they're gonna try this and this and this time period. Then we're gonna this and that. And like, this is an action plan that should

358

00:58:53.070 --> 00:59:06.879

Cooper City Hall: established direct director should be managing our policy, which is our resolution. And maybe the resolution isn't right. Maybe it's outdated, or whatever. But then the staff member or director should come back and say, Oh, when this you know, this isn't

359

00:59:06.880 --> 00:59:24.749

Cooper City Hall: okay, or for you know dodge ball, you know, Dodge, and it's my understanding. And again, I I'm just speaking for me, and and my comprehension is that all of the things that you had mentioned were going to be discussed in depth

360

00:59:24.840 --> 00:59:35.650

Cooper City Hall: at the workshop that way we could have a back and forth because the last meeting we had the president of the optimist was sitting in the audience trying to chime in, but because of our procedures he did not

361

00:59:35.860 --> 01:00:05.419

Cooper City Hall: so if we had a workshop, and we were discussing this where we in depth. Listen, we want Staff to do A, B and C that way. There's no gray area, it's black and white. And then we want the optimizer to do A, B and C, then we have. We have a when I say we, I mean just everyone has a clear line of understanding on what is expected of them moving forward. My opinion is, our staff should come back with options, and they give us those options. And from a policy standpoint we

362

01:00:05.660 --> 01:00:08.029

Cooper City Hall: we should not get a workified call.

363

01:00:08.970 --> 01:00:29.209

Cooper City Hall: Now, there's th. The implementation of the policy needs to be done by the staff, and the truth is, they're passing the buck. They're kicking it over to us. And so now we're policing a policy that we've had. We didn't make this policy. If you look these resolutions, these policies have been their

Cooper City Hall: Again, I don't have a problem with that. I'm gonna disagree with that because you have to. You're looking at a volunteer organization that has been in this city for a very long 50 years. They just they're this is their fiftieth anniversary.

370

01:01:31.520 --> 01:01:44.710

Cooper City Hall: They are they perfect? No. Is any other organization better or worse? Everybody. Every organization has good points and bad points, but you have people that have the best interest of the youth of the city

371

01:01:45.650 --> 01:02:01.909

Cooper City Hall: at hand, like any other program they could apply to use it if they're if they're not? Yeah. If they're not meeting the Residency requirement, why are we reserving? Why would we reserve our facilities for non residents?

372

01:02:02.290 --> 01:02:07.790

Cooper City Hall: Because it's not just non residents? There are residents in there. Okay, so there's 20 in full

373

01:02:09.150 --> 01:02:15.010

Cooper City Hall: back of football. That was a numbers they reported, okay, yeah. Cause I don't know, either. We're going to

374

01:02:15.300 --> 01:02:43.620

Cooper City Hall: really get it into the weeds. I'll I'll second your thing on on tackle football. Okay? And I asked them to explore the rest of them tackle football and on all the other sports. So while we're collecting those fees and we're depositing those fees into our budget, we should have said something needs to be done. But now you're looking at. Okay, you're enforcing something that hasn't been enforced in in 50 years at this point or in since 1980.

375

01:02:43.910 --> 01:02:46.339

Cooper City Hall: So why, then.

376

01:02:46.530 --> 01:02:53.989

Cooper City Hall: are you? First of all, it's not a tackle football season right now. Correct. I don't know I'm it's not, but when you register for it

377

01:02:54.330 --> 01:03:12.380

Cooper City Hall: very soon. So what happens? And then we're gonna start registering. And then we're saying, Let's let's let's go to dictate. Let's go to the tape. Let's read the minutes per minute. They have to snippet. Yeah, just our last meeting. These are the minutes that you all actually approved under consent you can find on the agenda. But there is plenty of discussion. And then Commissioner Shrouder said, this item

378

01:03:12.740 --> 01:03:24.570

Cooper City Hall: needs to be part of a bigger picture. The Commission was informed. Optimus is not meeting the residents requirements, and there have been other ongoing issues. He would like to have more influence on where teams play. He does not want to piecemeal these items

379

01:03:25.130 --> 01:03:36.530

Mayor Ross said. The Commission has questions and do not have the revenue numbers. He would prefer to table the item Commissioner shrouder would like to hold a special meeting to address these issues. Commissioner Malud

380

01:03:37.960 --> 01:03:43.769

Cooper City Hall: explained some about the referees and drainage.

381

01:03:43.830 --> 01:03:56.009

Cooper City Hall: Lastly, consensus was reached to schedule a special meeting regarding the sand purchase, reimbursing the past, purchases of sand and other issues. Regarding the optimist.

382

01:03:56.900 --> 01:04:00.089

Cooper City Hall: Just to add, on my understanding from that

383

01:04:00.220 --> 01:04:05.750

Cooper City Hall: meeting was. Yes, we we would like to have a special meeting where the staff

384

01:04:06.080 --> 01:04:21.879

Cooper City Hall: comes to us with a plan. I mean, I I don't think to reiterate what has been said. I don't think our job is to develop the steps in place to get to the point of the resolution adherence.

385

01:04:21.890 --> 01:04:26.180

Cooper City Hall: I think the the plan should be presented by Staff

386

01:04:26.570 --> 01:04:30.420

Cooper City Hall: in collaboration that's been created in collaboration, the octopus.

387

01:04:30.950 --> 01:04:39.339

Cooper City Hall: And I know I basically, I was one of the people who said, I don't want to be voting 15,000 expense related to the volleyball court.

388

01:04:39.960 --> 01:04:46.219

Cooper City Hall: hundreds of thousands, if not millions of dollars, being invested into our other fields that we are paying for as a city

389

01:04:46.400 --> 01:05:01.010

Cooper City Hall: and that some of the rates are offsetting. So what I'd like to see is a special meeting with a plan presented that has been vetted by Optimus that has been vetted by our team that adheres to the resolution.

390

01:05:01.210 --> 01:05:06.160

Cooper City Hall: You know, I think, and just a couple of other things I'd like to share.

391

01:05:06.610 --> 01:05:07.860

you know. I think

392

01:05:08.220 --> 01:05:31.239

Cooper City Hall: I've had great experiences, you know, as a coach for the optimist. My style plays in the League. I think we all see the value. I think at least 3 of us are coaches right now, so we we all see the value in recreational sports. It's just making sure our residents are getting that value because we are the ones paying the taxes. And I know there's a non resident rate, but that's not. That's that's a

393

01:05:31.270 --> 01:05:37.840

Cooper City Hall: a chip in the bucket compared to the amount that we pay as residents to maintain these fields.

394

01:05:38.070 --> 01:05:44.200

Cooper City Hall: So I would like the Residency to be met. I know other cities do this on the staff level.

395

01:05:44.210 --> 01:05:51.319

Cooper City Hall: And I also think we need to lower the number of teams in certain leagues to meet that requirement. So

396

01:05:51.520 --> 01:05:58.479

Cooper City Hall: to to Commissioner Melosi's point. If there were 500 players in baseball age 10,

397

01:05:58.660 --> 01:06:12.749

Cooper City Hall: maybe there would be 300 in baseball, and they reduce the number of teams which then reduces the number of fields needed, which then gives us that resident field usage ability that we've all asked for is so that residents can go

398

01:06:13.280 --> 01:06:20.869

Cooper City Hall: have free play for soccer, for baseball. for football, whatever they want to do with their friends.

399

01:06:21.480 --> 01:06:32.689

Cooper City Hall: so that's what I'd like to see is a plan presented by the staff that meets these these standards that's been worked on with optimist in collaboration. How much time do you want to give

400

01:06:32.820 --> 01:06:41.170

Cooper City Hall: Staff to do that? I mean, we've given them a lot of time. Obviously, there needs to be. I mean, I got a suggestion. So 2 things

401

01:06:41.320 --> 01:06:46.919

Cooper City Hall: and one let me comment to the manager. Those minutes clearly show that we were delaying.

402

01:06:47.060 --> 01:07:04.079

Cooper City Hall: If the payment of the 15,000 because of outstanding issues need to be resolved. And all that's happened is the outstanding issues haven't been resolved. But I would suggest 2 thing. Well, you have an action plan right? I don't care what it is. I'm not a professional in that, but they should come back with us and say.

403

01:07:04.230 --> 01:07:09.649

Cooper City Hall: and the other one is, I do not think we should authorize football to be registered

404

01:07:09.860 --> 01:07:31.179

Cooper City Hall: as as of this time, you know, unless you come to me with some plan. I tackle football. We're I'm I'm very upset over the fact. People are being charged to enter that that is undisputed which will have it on video, and in the optimist even told me they didn't know about it right? And then they were trying to say it was a division of like in some I fl. And I don't even want to think about the liability on there. Who's insurance?

405

01:07:31.240 --> 01:07:42.209

Cooper City Hall: So that's one thing, number 2. Why do we have? Why do we have to have police officers there at tackle football? Hi, that police officers! And we're getting reports of parents go out and hit other kids and and all kinds of like

406

01:07:42.370 --> 01:08:00.550

Cooper City Hall: this entire park is is monopolized. It's a very expensive park. You know, Fingal West, for a program that you saw me is 23% resonance. And when I check the addresses and I check them with Miss Weiss, how are some of the addresses, you know. Let's just say there were some addresses that that aren't in Cooper City, you know.

407

01:08:00.880 --> 01:08:26.069

Cooper City Hall: and a lot of people live in the same house. It's like, why, why are we? Why are we? You know Davey got rid of their program? Because they're it's just the sport right now, is not, you know people aren't playing it, maybe for the concussions. But we're gonna have our multi 1 million dollar park. We're gonna have fights out there, people charging to get in. We're getting complaints from parents. In the city. That's nothing. So can I ask a question? Yeah.

408

01:08:26.310 --> 01:08:38.379

Cooper City Hall: So well, there's several. So one in reference to the event that you're talking about to my understanding. And and I don't know if you also spoke to the Commissioner of that sport. But I spoke with her originally.

409

01:08:38.420 --> 01:08:41.629

Cooper City Hall: This they they I wanna call at the

410

01:08:41.640 --> 01:08:55.299

Cooper City Hall: what do you call like a like the super bowl? I guess it was like a super bowl of all star games. So I was close. So it was at the all-star game of the football was originally supposed to be held at another park

411

01:08:55.560 --> 01:09:00.000

Cooper City Hall: that facility was inadvertently done. Okay.

412

01:09:00.600 --> 01:09:04.190

Cooper City Hall: that was in charge of that park, in another in another city.

413

01:09:05.720 --> 01:09:24.470

Cooper City Hall: II and and she had offered proof. I did not ask to see it, but she said, the the money that we charge and I'm not. I'm not saying it was right or wrong. I'm just. I don't know if you spoke with her, and if you heard what she had to say about it. But she had spoke with Staff. She said, listen, I was like a couple of days before the event.

414

01:09:24.470 --> 01:09:42.770

Cooper City Hall: She had to jump through a bunch of hoops to make sure that the fields were not used. If the fields were used, that they were people were moved around and no one had an issue. The people that were originally on there and had no one had an issue with with moving to accommodate this all star game.

415

01:09:45.060 --> 01:09:46.849

Cooper City Hall: I don't remember.

416

01:09:47.710 --> 01:09:50.689

Cooper City Hall: Wait! I'm trying. I don't want to phrase it improperly.

417

01:09:51.240 --> 01:10:00.709

Cooper City Hall: The the the children that play in the game get pseudo like. what do you get when you win a the real football game? You get those big

418

01:10:00.960 --> 01:10:26.779

Cooper City Hall: rings that look that everybody likes those big, blingy things. So all the people that participate in these games they get the big, blingy rings they got game, nice Jerseys. They got T-shirts to say that they were part of the All Star team and something else. The money that they charge went, and it was. There was also a paid Dj. And something else, and I don't recall what

419

01:10:26.920 --> 01:10:41.650

Cooper City Hall: and all the money that they raised. I have no idea what the number was went to that that money was refunded. That money then came out of I have no idea of what, but they, the the program itself, laid that money out because these kids

420

01:10:41.870 --> 01:10:46.140

Cooper City Hall: were already played in in that event, and everything was already purchased, etc., etc.

421

01:10:46.570 --> 01:10:47.610

That's one.

422

01:10:47.770 --> 01:11:00.969

Cooper City Hall: I have a question for you, Miss Weiss. if I were to rent Field a the the big 11 v. 11 field at Flamingo West, and you may not know this, but I hope you do. What would it cost me to rent that?

423

01:11:02.290 --> 01:11:05.390

Cooper City Hall: I don't have the fee? Excuse me, I don't have the fees with me.

424

01:11:05.670 --> 01:11:15.650

Cooper City Hall: Okay, can you give me a guesstimate? And I won't hold you to the fire. is it? Is it? \$50, a hundred dollars, \$200, 500,

425

01:11:17.420 --> 01:11:26.789

Cooper City Hall: maybe anywhere between 50 to \$65 an hour. And there's a 4 h. Minimum. Okay? So \$50, 4 h, \$200 for 4 h.

426

01:11:26.960 --> 01:11:32.090

Cooper City Hall: Just. Yes, I have. No, no, I understand. So if

427

01:11:32.540 --> 01:11:38.980

Cooper City Hall: the the optimist now, with with what you're looking at, if they need to rent the fields

428

01:11:39.660 --> 01:11:48.460

Cooper City Hall: like Mr. Smith from Orlando can do. and they're paying the same amount like Mr. Smith from Orlando.

429

01:11:48.840 --> 01:11:51.459

Cooper City Hall: Does that mean that they keep the nonresident fees

430

01:11:51.470 --> 01:12:04.770

Cooper City Hall: because they're just like Mr. Smith. Yeah, if they want to. Rent to. Yeah, absolutely. Yeah, they can run it. Yeah, absolutely.

431

01:12:05.380 --> 01:12:31.810

Cooper City Hall: But they don't run a field. Lisa. They shut down the whole park, I mean, don't don't know they do. I was there. I have. I have pictures, commissioners. We're getting way past the update on the action. So my, my thing is 30 day written written plan from the Rec Department, how they're gonna address this, and I'd like to second your motion on revoking

432

01:12:31.810 --> 01:12:35.660

Cooper City Hall: tackle football until they come up with the Residency requirements.

433

01:12:36.060 --> 01:12:43.580

Cooper City Hall: Thank you. And Commissioner Mayor, if I might just to clarify, would you say 30. The action plan on this Commissioner Schrouter

434

01:12:44.350 --> 01:13:00.410

Cooper City Hall: is there particularly the Residency requirement? Yeah, we'll do the whole resolution. So if they're if you're required to have insurance in there, and they're not. I mean, I don't know the what's being monitored. But look at the related to the compliance of the resolution. Yeah, thank you. So

435

01:13:00.520 --> 01:13:10.540

Cooper City Hall: just looking at football. I don't know if this is accurate, because the website, the Optimus website, the latest schedule they have for is 2021 for football

436

01:13:11.030 --> 01:13:15.709

Cooper City Hall: starts in August. So I think we have a little bit of time for football.

437

01:13:15.990 --> 01:13:33.150

Cooper City Hall: Well, they come up with a plan before that right? So why would you revoke when it's at this? I mean, just tell them that they can't. That's why, yeah. And we have not done our job. Now we're going to do our job. But the pendulum is swinging instead of

438

01:13:33.210 --> 01:13:46.620

Cooper City Hall: starting a process you're going to to. You're guilty of this, and we're going to hang you. But you're you're talking about revoking a sport.

439

01:13:46.950 --> 01:14:12.589

Cooper City Hall: Yes, you are. I'm I'm saying they do not get to automatically reserve our multi 1 million dollar fee. That's what there is, because they only have 20. If they want to run that sport, they can get online and book it like any other sport, and I think we should also disclose at this point who up here are optimists and who are not. I think it's very important for the people to understand. I'm part of the organization.

440

01:14:12.720 --> 01:14:15.250

Cooper City Hall: I will say. You know.

441

01:14:15.290 --> 01:14:20.049

Cooper City Hall: the behavior of the football program has been

442

01:14:20.200 --> 01:14:25.500

Cooper City Hall: I did speak with the Commissioner that day that that you're talking about and was

443

01:14:26.190 --> 01:14:39.500

Cooper City Hall: with the witness of Mr. President of the optimist, was berated was who berated by the Commissioner of optimist football optimist who Fred and was very inappropriate. And

444

01:14:40.500 --> 01:14:44.559

Cooper City Hall: if he, if he's honest, he will tell you that that's exactly what happened.

445

01:14:44.570 --> 01:15:03.950

Cooper City Hall: Because a resident did call and complain to me that they were selling tickets to come onto Cooper City public Park property. So I think they have a management issue. I express that to him. I don't know if he's addressed that issue internally. But I know that you asked if if anybody's heard from them. I it was

446

01:15:04.660 --> 01:15:08.030

Cooper City Hall: I had it on Speakerphone. My wife heard it, and

447

01:15:09.200 --> 01:15:12.720

Cooper City Hall: I have witnesses. It was very inappropriate.

448

01:15:13.140 --> 01:15:15.939

Cooper City Hall: That said I would like to give

449

01:15:16.720 --> 01:15:26.940

Cooper City Hall: 2 weeks to the next Commission meeting for for them to come up with a plan for football if they'd like to. If they don't come up with a plan, then

450

01:15:27.280 --> 01:15:39.219

Cooper City Hall: we can. Then I would be willing to vote on that. I'll also tell you that when I'm on the fields, and it was football season. We had no ice machine. Ours was defunct, for whatever reason we were waiting.

451

01:15:39.810 --> 01:15:47.019

Cooper City Hall: and I had several times that I had players that were that had some pretty serious injuries actually 3 times, to be exact.

452

01:15:47.270 --> 01:15:48.150

Cooper City Hall: And

453

01:15:48.500 --> 01:16:05.170

Cooper City Hall: the football people yeah, they did. And you know what? It may sound trivial. No, you know what you can laugh all you want, but when a person sees that you have an injured player, and

they go out of their way to grab you ice because there is no ice machine. They go out of their way to grab you ice. I didn't have anything.

454

01:16:06.110 --> 01:16:16.529

Cooper City Hall: They went out of the way they grabbed ice, and they one of the, you know, one or 2 of the dads who, I'm sure, listen. Every sport I've seen. I've been at baseball games since I've been at baseball games where parents have

455

01:16:16.740 --> 01:16:23.939

Cooper City Hall: police recall. People were arrested. I mean, it's have we required a broward sheriff's deputy to sit at baseball games.

456

01:16:25.060 --> 01:16:32.500

Cooper City Hall: I have no idea. No, we not that I'm aware of. We. We've required it with football, because there are so many problems.

457

01:16:32.590 --> 01:16:36.610

Cooper City Hall: We require a a deputy to be on site

458

01:16:37.390 --> 01:16:38.960

Cooper City Hall: for football or football.

459

01:16:40.720 --> 01:16:45.470

Cooper City Hall: No, I think they did pay for it. But

460

01:16:50.850 --> 01:16:53.190

Cooper City Hall: didn't mayor, Commissioner, city managers?

461

01:16:53.490 --> 01:17:20.389

Cooper City Hall: I am not familiar with a requirement to have a deputy at poker, football games, tackle football. However, I do know that because of issues in the past that we tend to encourage his own deputy, be present as often as possible. They may hire off duty, detail deputies. I can look into that. I think they, Tim? Didn't they do it last year? Or maybe they didn't, because they claim they switched organizations or something. But the year before they were having detailed deputies.

462

01:17:20.970 --> 01:17:44.349

Cooper City Hall: I know that the Football Commissioner does request detail officers. I am not aware of that being a requirement by the city. That's just a practice that she's done since I came on board. I know that she has a difficulty filling the detail, but that's a common issue. It's not in the resolution. What happened was, we had incidents there and then she said, Oh, I will do this because we have incidents. So yeah, we didn't change the resolution.

463

01:17:44.350 --> 01:18:08.390

Cooper City Hall: but that was required because of that. I remember vividly that that we had one incident with the the city of Miami Powell which runs it. The police department was up here, and they had to have their officer run out there and and put someone in handcuffs. And then, after that, because a parent attacked a child after that. That's when she started having a detail. Right? But, Mr. Fleming, yeah, that's when we told them that they had to have a detail to finish out their season.

464

01:18:08.390 --> 01:18:14.779

Cooper City Hall: Yeah. And then and then maybe they didn't do it last season, because they claim they switch to a new organization or something. But this is not, you know.

465

01:18:14.820 --> 01:18:22.990

Cooper City Hall: Oh, I would like to revoke it, and we could put it back in 2 weeks if they come back with a plan. They can always come back with a plan.

466

01:18:23.170 --> 01:18:31.819

Cooper City Hall: so I appreciate where you're coming from. But, Bishop, it's time that they listen that they recognize, and that they

467

01:18:31.890 --> 01:18:34.849

Cooper City Hall: realize the error there was

468

01:18:35.630 --> 01:18:36.600

Cooper City Hall: cold vote.

469

01:18:40.520 --> 01:18:43.669

Cooper City Hall: And just to confirm the motion, this is for the

470

01:18:43.740 --> 01:18:51.680

Cooper City Hall: correct department to come back with an extra plan in 30 days, and to prohibit tackle football, then you need to separate those motions

471

01:18:52.150 --> 01:18:57.339

Cooper City Hall: that those are 2 separate entities. if if I may, and

472

01:18:57.390 --> 01:19:02.770

Cooper City Hall: just for the record. The item on the agenda relates specifically to the Action plan.

473

01:19:03.390 --> 01:19:06.070

Cooper City Hall: Think the motion to have

474

01:19:06.470 --> 01:19:15.769

Cooper City Hall: special staff come back with a plan within 30 days clearly falls within the purview of the item on the agenda. As it relates to tackle football

475

01:19:15.880 --> 01:19:28.719

Cooper City Hall: optimist in general, is on the agenda when it's references, organized sports, you know. My my only hesitation with regards to that motion is, the optimists have a right to be heard before the Commission takes final action under Chapter 2, 86.

476

01:19:28.890 --> 01:19:33.690

Cooper City Hall: So I don't have a problem with any action, as it relates to directing your staff.

477

01:19:33.780 --> 01:19:42.220

Cooper City Hall: I might suggest placing that item on the next agenda, giving the optimist an opportunity to be heard before this Commission takes final action. Let me ask this question.

478

01:19:42.280 --> 01:19:46.970

Cooper City Hall: Action plan on Residency requirements for organized sports is type of football and organized sport.

479

01:19:47.450 --> 01:20:01.130

Cooper City Hall: I assume, based on the conversation. It is structured as an organized board. So my action plan on that. If I want to bifurcate it, I can't. My action plan is to enforce the resolution, which is what E or D the permit one

480

01:20:01.180 --> 01:20:11.220

Cooper City Hall: on tackle football until they meet their residency requirements. I don't have any issue with requiring the enforcement of the resolution. The resolution speaks for itself alright. So if, Mr. Mayor, if I can remake yours.

481

01:20:11.280 --> 01:20:14.070

Cooper City Hall: I would like to make the first motion

482

01:20:14.200 --> 01:20:18.570

Cooper City Hall: to enforce what is it? E or d. It is E to enforce

483

01:20:18.670 --> 01:20:21.879

Cooper City Hall: Section E of the resolution

484

01:20:21.930 --> 01:20:25.790

Cooper City Hall: as to tackle football until

485

01:20:25.790 --> 01:20:54.119

Cooper City Hall: they meet the Residency requirement. If I may just read one portion of the resolution of the record. So the resolution, the subsection Ea states for the record the city's designee, which is the erect director, is hereby granted the authority to suspend, curtail, or revoke the privilege to utilize sports facilities of any organization who violates the provision of this paragraph E, and to waive or regulate any special problems that may arise in the implementation of this policy. Any aggrieved party has the right to appeal that decision to the city manager

486

01:20:54.290 --> 01:21:03.080

Cooper City Hall: so consistent with your motion, Commissioner, that action is in contained within the confines of the resolution of the resolution. Okay, so that's the first one.

487

01:21:03.160 --> 01:21:06.759

Cooper City Hall: and then they could appeal it and bring data or whatever

488

01:21:06.950 --> 01:21:14.389

Cooper City Hall: not opposed to that, and we can suspend action of that until their appeals heard. If that makes Mr. Katzman more comfortable.

489

01:21:15.340 --> 01:21:17.700

Cooper City Hall: it doesn't okay, the the. But

490

01:21:18.890 --> 01:21:28.940

Cooper City Hall: you're breaking out football. Yeah, because it's numbers are significantly lower. And and the issues that like, I'm sure softballs got low numbers. But I don't have to have police

491

01:21:29.990 --> 01:21:31.430

Cooper City Hall: sit outside softball.

492

01:21:31.620 --> 01:21:35.079

Cooper City Hall: you know. So you know, I'm so the

493

01:21:35.690 --> 01:21:38.019

Cooper City Hall: Tedra and I appreciate all that.

494

01:21:38.220 --> 01:21:44.660

Cooper City Hall: 2 motions would be in order. Okay, yeah, we did. That was the first one

495

01:21:45.740 --> 01:21:47.559

Cooper City Hall: to enforce

496

01:21:47.760 --> 01:21:50.650

Cooper City Hall: Section E of the Residency requirement.

497

01:21:52.750 --> 01:22:00.710

Cooper City Hall: Wait. The first motion originally was the action plan. So now you're changing it completely.

498

01:22:01.150 --> 01:22:04.190

Cooper City Hall: Yeah, doesn't matter. I think the action probably just get a consensus on.

499

01:22:05.810 --> 01:22:09.679

Cooper City Hall: So wait a second. I'm confused. Can I have a point of information, Jacob?

500

01:22:10.240 --> 01:22:15.550

Cooper City Hall: Well, II only because I meant because legally so, yes,

501

01:22:15.790 --> 01:22:22.270

Cooper City Hall: So I guess, Mr. Mayor, can I have a point of information? I said, yes, thank you. Okay, so

502

01:22:22.860 --> 01:22:24.540

you want to.

503

01:22:25.210 --> 01:22:27.960

Cooper City Hall: You know, you've bifurcated it. You want to

504

01:22:29.710 --> 01:22:33.940

Cooper City Hall: because of the nonresidency and because of the issues I'm quoting or

505

01:22:34.010 --> 01:22:39.519

Cooper City Hall: semicolon. You want to take tackle football and suspend it.

506

01:22:40.290 --> 01:22:44.980

Cooper City Hall: giving them time to get their ducks in a row for lack of

507

01:22:45.470 --> 01:22:54.919

Cooper City Hall: increase. Residency, show a plan, etc. Am I? Yeah. But like this, give them notice that we intend to do this.

508

01:22:55.280 --> 01:22:57.339

Cooper City Hall: I understand that

509

01:22:58.670 --> 01:23:00.870

Cooper City Hall: this is part of

510

01:23:01.950 --> 01:23:13.370

Cooper City Hall: on a very, very large photo. This would be one Pixel in reference to the subject of this item. in in my opinion.

511

01:23:14.040 --> 01:23:16.309

Cooper City Hall: But I really don't understand

512

01:23:16.970 --> 01:23:25.000

Cooper City Hall: how that can be. There's there's and while and while it, I understand that it's in

513

01:23:26.010 --> 01:23:30.169

Cooper City Hall: our resolution. And I understand that

514

01:23:32.390 --> 01:23:44.539

Cooper City Hall: coming up with an action plan when we we said, and even when the city manager reiterated everything about people wanting us wanting to workshop.

515

01:23:44.920 --> 01:23:48.050

Cooper City Hall: how, Jacob, I don't understand how this

516

01:23:48.610 --> 01:23:50.040

Cooper City Hall: one Pixel

517

01:23:50.220 --> 01:23:58.729

Cooper City Hall: is allowed to come out and become a separate entity without any notification. In my opinion I know it falls under resolution.

518

01:23:58.840 --> 01:24:13.190

Cooper City Hall: But that's again almost like saying you're guilty, and now I'm hanging you, and I'm going to worry about everything else.

519

01:24:13.550 --> 01:24:23.879

Cooper City Hall: Jacob, if I may just try to respond. So you're correct, Commissioner in that the city has a resolution which governs our relationship with the optimists, that resolution can be enforced, that.

520

01:24:23.930 --> 01:24:44.930

Cooper City Hall: respective of this discussion, the City Commission does not have to take any action for your staff to enforce the resolution as it currently reads. What the Commission, as I understand it tonight, is trying to do is to provide some direction to your staff, to, in fact, do just that to enforce the resolution that does not require any action or any notice, because the resolution again speaks for itself.

521

01:24:44.930 --> 01:25:01.560

Cooper City Hall: Then why are we voting if it doesn't require it to resolution that's been previously adopted. But normally, in cases like this, and I don't mean to be argumentative, so I apologize.

522

01:25:01.560 --> 01:25:03.280

Cooper City Hall: Normally, in cases like this.

523

01:25:04.330 --> 01:25:14.669

Cooper City Hall: the city manager or yourself will say I'm looking for direction. and then the mayor will say, Well, how do you feel? Yay, or nay, and this is the direction we don't vote.

524

01:25:15.230 --> 01:25:30.180

Cooper City Hall: especially because this has not been in. I'm not an attorney. I didn't go to law school. This has not been publicly noticed. Oh, it has been. But it's it has stop with the arguing. I'm not period. Okay.

525

01:25:30.290 --> 01:25:45.090

Cooper City Hall: you done. You've made the point. You have anything else. Yeah, no. I would just offer that. I think that the direction to enforce the resolution this commission is adopted can be done by motion or could be done by consensus. You're simply providing direction to your staff to enforce action you have previously taken.

526

01:25:46.260 --> 01:25:47.120

Cooper City Hall: Thank you.

527

01:25:49.080 --> 01:25:53.849

Cooper City Hall: So, Commissioner Schroder, you're making the motion, and who's seconding both motions, or

528

01:25:53.870 --> 01:25:56.640

Cooper City Hall: I will second it for both? Yes.

529

01:25:58.600 --> 01:26:10.070

Cooper City Hall: and for clarification. Is there still a desire to have the workshop. Is this item to be a part of the workshop? Or is the plan to be standalone and come present at a later Commission date within the 30 days.

530

01:26:10.460 --> 01:26:22.909

Cooper City Hall: Candidly, I believe that you can discuss it, and I think the optimists would want to discuss it at the workshop. I don't think we and I think I agree with you, Commissioner. We don't need to be at that workshop.

531

01:26:22.970 --> 01:26:32.559

Cooper City Hall: That's what we have, staff for deliberate reasonably with the optimists come up with a plan. Present the plan so that we can make the policy.

532

01:26:32.840 --> 01:26:51.639

Cooper City Hall: That's how it works. So there's no longer an option. There's no longer a workshop on the table between the Optimus and us, because you can't later. But we have to have options. So so if this is not that complex? Okay. The staff says they have not.

533

01:26:51.750 --> 01:27:20.449

Cooper City Hall: Okay. Why haven't they met as well? Have options brought forward by professional staff that are in the industry, not us anecdotally trying to look into things at a workshop, so we can have a workshop. But Staff needs to come back with some professional recommendations as to how to accomplish the will of this commission.

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01:27:21.180 --> 01:27:23.139

Cooper City Hall: so may I suggest

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01:27:23.470 --> 01:27:24.370

Cooper City Hall: we

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01:27:24.990 --> 01:27:30.399

Cooper City Hall: direct Staff to have this meeting, or it can be a workshop meeting. However, you call it.

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01:27:30.410 --> 01:27:34.230

Cooper City Hall: with optimists that come up with a plan and based on

538

01:27:36.160 --> 01:27:42.980

Cooper City Hall: the manager, can decide whether it's appropriate to have it as a standalone workshop with us.

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01:27:43.000 --> 01:27:45.979

Cooper City Hall: or special meeting, really, or

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01:27:46.020 --> 01:28:00.700

Cooper City Hall: part of a commission meeting, because it's gonna depend on the number of actions that they're gonna need to recommend. So bear with me one moment just a point of clarification for myself, and and maybe the manager would like some clarification as well when you're saying a workshop.

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01:28:00.880 --> 01:28:07.980

Cooper City Hall: but not a workshop with the Commission. You're essentially talking about a meeting between the staff and the optimists. That does not necessarily have to be a public meeting.

542

01:28:08.110 --> 01:28:14.750

Cooper City Hall: It can be, certainly, but if it is not a if it is not a workshop of this commission, it is not required to be a public meeting.

543

01:28:14.770 --> 01:28:26.570

Cooper City Hall: So you're talking about, I just wanna make sure change things. I'm back with an action plan. If there doesn't need to be. If the manager says, Hey, we worked everything out. They might.

544

01:28:26.590 --> 01:28:36.590

Cooper City Hall: We didn't have to. Kind of. If there are items that are policy decisions, then we can then have a meeting. If it's only one item we could probably do on a regular meeting, if it's several items, because.

545

01:28:36.610 --> 01:28:48.219

Cooper City Hall: you know, changes workshop or something. But Staff has to come back with an action plan on how they're going to address these. And they could decide, like Commissioner Caster said, depending on how many

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01:28:48.260 --> 01:28:51.509

Cooper City Hall: issues are to decide. Then they can do that.

547

01:28:51.840 --> 01:28:57.820

Cooper City Hall: But I think we have the action plan, and then we have the separate one of directing staff to enforce

548

01:28:58.070 --> 01:29:06.809

Cooper City Hall: Section E on the optimist. It's they're gonna have their appeal period, or whatever it else the ordinance says. So it's not like they're, you know. They'll have a process.

549

01:29:08.450 --> 01:29:20.490

Cooper City Hall: We're doing the first one on the action plan. And we also bring up 1 point that I think needs to be made. And I'm gonna phrase this as Jacob, stop me if I do it wrong, and I'm not gonna mention any names

550

01:29:20.800 --> 01:29:30.519

Cooper City Hall: or any specific. But there is a member of staff that will potentially that will definitely be out

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01:29:32.620 --> 01:29:48.550

Cooper City Hall: recuperating from something that will leave this person not at work for I would say 6 weeks at least, and I think that would be a conservative guess.

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01:29:49.660 --> 01:29:51.840

Cooper City Hall: and I think that that will

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01:29:51.950 --> 01:29:56.839

Cooper City Hall: potentially be very cumbersome to what we are discussing.

554

01:29:57.250 --> 01:30:06.760

Cooper City Hall: And I, and because of hipaa. I don't want to say anything, am I?

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01:30:07.540 --> 01:30:09.900

Cooper City Hall: I think we have

556

01:30:10.390 --> 01:30:15.089

Cooper City Hall: people in in the department who can? But you're asking a lot.

557

01:30:15.380 --> 01:30:18.670

Cooper City Hall: and when now you're short.

558

01:30:20.490 --> 01:30:33.300

Cooper City Hall: I don't wanna I don't. Wanna. I understand what you're saying, Commissioner. I think it's really a question for the manager as to whether or not he thinks he can turn around that action plan within the timeframe that's been referenced. Okay, there you go. That's your job, Mr. City manager.

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01:30:34.290 --> 01:30:35.270

Cooper City Hall: All the vote.

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01:30:37.080 --> 01:30:48.039

Cooper City Hall: Commissioner Melosie. I know we're voting on the action plan. just having a plan on what a does and what he does, and that is all

561

01:30:48.200 --> 01:30:54.569

Cooper City Hall: plan on how to implement our resolution, then I will compliance with the res lines. With our resolution.

562

01:30:54.940 --> 01:30:56.909

Cooper City Hall: I will vote. Yes, for that.

563

01:30:57.570 --> 01:31:01.370

Cooper City Hall: Commissioner Katzman. Yes, Commissioner Shrouder. Yes, Mayor Ross. Yes.

564

01:31:02.140 --> 01:31:03.579

Cooper City Hall: Now the second motion

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01:31:04.220 --> 01:31:19.070

Cooper City Hall: and this is for the action plan back in 30 days. Okay, Commissioner Gasman, I'm sorry. Commissioner Malos, Commissioner Shrouder Mayor Ross.

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01:31:19.660 --> 01:31:25.939

Cooper City Hall: Thank you very much. Moving on to Item Number 15, Update and Action plan on the utilities Operation

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01:31:27.220 --> 01:31:32.150

Cooper City Hall: Commissioner Charter. Well, I hope the update is that Mr.

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01:31:33.120 --> 01:31:36.909

Cooper City Hall: Rise. Come on up. No, no, I mean, I don't think it needs to come up. I okay.

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01:31:36.970 --> 01:31:46.600

Cooper City Hall: I hope you're gonna tell me that you don't need an action plan, but I suspect that that's not the case. So

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01:31:46.660 --> 01:31:51.120

Cooper City Hall: until you are successful and convinced Raj.

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01:31:51.200 --> 01:31:56.890

Cooper City Hall: against his better judgment to, you know. Hang on! What is the plan?

572

01:31:57.710 --> 01:32:00.790

Cooper City Hall: Yes, we added a top.

573

01:32:06.600 --> 01:32:17.030

Cooper City Hall: Yes, thank you, chief, absolutely. He's we've got a nice office setup for right there.

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01:32:20.140 --> 01:32:29.280

Cooper City Hall: though, I'll join aside. You know, we're definitely working through that process and sad to see Raj go. But

575

01:32:34.690 --> 01:32:35.500

okay.

576

01:32:36.250 --> 01:32:54.010

Cooper City Hall: in the coming week or so. I've got in addition to that, a couple of proposals for additional assistance, and I wanna sit down and go over the with the commission individually. That that I have 2 proposals. There's one that I'm leaning towards, that I'd like to just

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01:32:54.010 --> 01:33:09.040

Cooper City Hall: meet. Go over with each of you individually, and also sit down with a meet as well, and have some discussion with him on those proposals as well. So I would say, look to have some more information from me over the over the next few days, but I have

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01:33:09.050 --> 01:33:15.579

Cooper City Hall: I have a several proposals in hand, and I'll be reaching out to each of you individually over the next couple of days.

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01:33:15.880 --> 01:33:21.880

Cooper City Hall: Yours, you are literally like a politician. Alright. So first.

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01:33:22.580 --> 01:33:28.469

Cooper City Hall: if you are successful in convincing Raj to take some type of vaulting

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01:33:28.480 --> 01:33:36.520

Cooper City Hall: appointment or something. Do you need City Commission approval to do that? And if you do, can we give you that approval now?

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01:33:39.220 --> 01:33:47.139

Cooper City Hall: Well, it it depends the manager under.

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01:33:47.180 --> 01:34:06.619

Cooper City Hall: If if he is able to do something to stay within his, you're gonna be within your budgetary, you know. Amount. We budget it. Obviously, if Raj isn't there, you're gonna have a savings and salary. But if you could somehow con Raj into, you know, staying as a consult for a portion of the stuff, or whatever you could do.

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01:34:06.630 --> 01:34:11.250

Cooper City Hall: I'm okay with authorizing that, knowing that that would probably exceed

585

01:34:11.350 --> 01:34:20.050

Cooper City Hall: your your \$20,000 after, sure. But I don't. I don't. What I don't want to wait. And then we have to have a meeting to. I wanna solve this problem.

586

01:34:20.190 --> 01:34:22.949

Cooper City Hall: That's number one. If we could do that, I'd like to

587

01:34:23.210 --> 01:34:35.329

Cooper City Hall: give your blessing. Number 2. If you plan. On reaching out to some Hr. Something to help you look for Staff, because there's several positions. Let's talk now

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01:34:35.420 --> 01:34:42.159

Cooper City Hall: about II everything takes time right? So what do you need. I don't want. I want to give you every tool

589

01:34:42.370 --> 01:34:45.829

Cooper City Hall: because the water is important. I have my little one

590

01:34:46.240 --> 01:34:54.999

Cooper City Hall: big into baths, absolutely. So what do you need from us. So we don't have to go meeting to meeting, to meeting to, you know. Start buying bottled water.

591

01:34:55.390 --> 01:35:02.940

Cooper City Hall: Yeah. So you know again, first and foremost. I have a proposal in hand that I'd like to go, you know, have an opportunity to review

592

01:35:03.560 --> 01:35:06.569

you know, as far as the what we need

593

01:35:06.800 --> 01:35:08.990

Cooper City Hall: and what assistance we need.

594

01:35:09.990 --> 01:35:12.850

Cooper City Hall: Do you know the number, the monetary number that proposed?

595

01:35:14.060 --> 01:35:27.789

Cooper City Hall: Is it an access of your authority? It is okay. I don't know. Jacob, can we, approve, approve the amount? Or now we have to know the.

596

01:35:28.030 --> 01:35:35.889

Cooper City Hall: but certainly give the manager the authority to negotiate

597

01:35:36.380 --> 01:35:57.980

Cooper City Hall: no, no or no an Hr. Company to to. That's what I was talking about right an Hr. Company. So if he got quotes to go hire Hr. Company to help fill your all these X amount of positions. And then he's gonna say, I have to get authority because that amounts over the amount. Then they can't start until Commission meet. Authorize up to X amount for consulting purposes.

598

01:35:58.130 --> 01:36:23.930

Cooper City Hall: Yeah. And I'll also also just share as long as you do by by, that's related to public works. Adam. But as as far as it relates to the the U, the utility side Commissioner, you know, if there's consensus, II would also share that there's an opportunity under the code, obviously, as it relates to emergency provisions, and I think honestly that some of this could certainly invoke

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01:36:24.180 --> 01:36:28.210

Cooper City Hall: the need to to, as it relates to health license.

600

01:36:28.240 --> 01:36:44.379

Cooper City Hall: So you know, if there's support related to Hr. For recruitment for you know, for consulting with Raj as well as interim services, like we did with Barbara Hastings with the the Cfo. Side, and that's a good point.

601

01:36:44.820 --> 01:36:46.739

Cooper City Hall: Somebody asked me about

602

01:36:46.830 --> 01:36:55.739

Cooper City Hall: our plans of outsourcing our utilities, and I asked you, and you said, That's news to you, so I would like to make. I've heard it a second time. So

603

01:36:55.770 --> 01:36:59.850

Cooper City Hall: we we have no plans of outsourcing our utilities to

604

01:37:00.080 --> 01:37:13.410

Cooper City Hall: waterworks, or whatever the name of the thing was. So I think that's important. So I don't know where that came from. Yes, I think it was. American. Water was someone had referenced. Okay, so yeah, west water. So the staff can hear right now we're not outsourcing our water. Yes.

605

01:37:13.570 --> 01:37:17.460

Cooper City Hall: okay, that's you know. We'll just kill that before that takes

606

01:37:18.380 --> 01:37:39.860

Cooper City Hall: outsourcing our water. And honestly, we gotta get this stuff done fast, and just to follow up on the on the manager's point, do. There is a provision in the code where, if a situation exists affecting the health, safety, and welfare of the city. He has the authority to exceed his spending authority and bring an item back to the Commission for subsequent ratification.

607

01:37:39.860 --> 01:37:49.830

Again, I don't know what the condition of the utility plant might be, but should it rise to that level, he would have that authority to avoid any health, safety welfare issues within the city point of information on that.

608

01:37:50.200 --> 01:37:52.610

Cooper City Hall: So what would happen? Let's just say he

609

01:37:52.660 --> 01:37:57.540

Cooper City Hall: exceeded his authority, and then he brought us permission.

610

01:37:57.890 --> 01:38:00.820

Cooper City Hall: You already spent the money. Good!

611

01:38:01.430 --> 01:38:08.500

Cooper City Hall: That creates a very difficult situation, Commissioner. I mean you. You're absolutely you are right. It it again

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01:38:08.530 --> 01:38:19.770

Cooper City Hall: that the manager entered into an excess of authority. It might invalidate the contract. It wouldn't necessarily affect money already spent, cause the code gives him that authority, but it is subject to this commission. Subsequent ratification

613

01:38:20.360 --> 01:38:24.050

Cooper City Hall: can do everything you can to not

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01:38:26.830 --> 01:38:28.280

Cooper City Hall: but like, let's try to get

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01:38:28.930 --> 01:38:32.500

Cooper City Hall: out in front of this and do everything you can to speak to Raj

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01:38:33.620 --> 01:38:39.769

Cooper City Hall: to stay a little longer. Puff, em, Chief, it works for me.

617

01:38:40.770 --> 01:38:49.380

Cooper City Hall: Okay. I guess that's all I got. Really? Well, yeah. alright. Move on to item number 16, Update and action plan on public works. Operation

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01:38:49.480 --> 01:39:02.769

Cooper City Hall: again, Commissioner. Short man, I feel like we don't go. We're not moving anywhere, I'll mention under item 28 is a budget transfer notification to allocate the money. I have the proposal on hand. I'd like to move forward with the

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01:39:02.790 --> 01:39:17.690

Cooper City Hall: search for the public Works director, and that's attached to that information. So we we have the funding available. It's gonna cover under my manager's report, but it did require notification to proceed. Okay? And and so that covers just

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01:39:17.940 --> 01:39:21.409

Cooper City Hall: finding a search for a director. The other issue is

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01:39:22.280 --> 01:39:27.239

Cooper City Hall: the amount of stuff that's falling on Mr. Fleming is, in my opinion.

622

01:39:27.950 --> 01:39:42.100

Cooper City Hall: too much. It's like playing whack-a-mole. So do we have staff here that can help him from from managing this stuff. Is there a way that you know this could be the the functions like I? I'll give you an example.

623

01:39:42.150 --> 01:39:55.970

Cooper City Hall: This mold thing at the fire department. I'm like wondering why is like the facilities Operation supervisor. Not handling this, you know, like there was a question, and then Mr. Fleming stayed on Friday sent us an email.

624

01:39:56.150 --> 01:40:11.329

Cooper City Hall: And I'm like, Well, what about the person is in charge of this, you know. Like, why, you know what's going on, you know. Be Mister Fleming was over road and parks and streets, and then you have somebody over facilities, and you got somebody over. I don't know what else? But

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01:40:11.430 --> 01:40:25.710

Cooper City Hall: now he's got his whole thing he's handling, and now like, why wouldn't Rob? Nay, come and answer for the mold thing like what what I don't understand. So are we putting too much stuff, and and he's and and Tim's playing whack-a-mole.

626

01:40:26.790 --> 01:40:38.969

Cooper City Hall: and then and then we got people charging money at the optimist, and he goes out and has to. You know he goes out and has to figure it out. So I'm like there's got to be a better interim plan than just piling it all onto Tim

627

01:40:39.180 --> 01:40:55.600

Cooper City Hall: and say, we're hoping and praying, we're gonna find a new director. No, I understand. And I and I have, in addition to, in addition to the the the search that's under my manager's report. I am. I am working through a couple of options for additional

628

01:40:55.830 --> 01:40:59.169

resources that obviously come at a cost.

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01:40:59.970 --> 01:41:10.250

Cooper City Hall: You know, there's performance is performance is one's, you know. One topic capacity is obviously another topic. And I think what we're talking about is capacity

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01:41:10.490 --> 01:41:15.870

at least, as it relates to some of those projects.

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01:41:16.190 --> 01:41:24.210

Cooper City Hall: the string of lights, street lights. I see it. Diagnosis transport to weather out right? Huh?

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01:41:24.790 --> 01:41:27.569

Cooper City Hall: So let's just add and layer our notes

633

01:41:27.610 --> 01:41:32.660

Cooper City Hall: like I have Mobat. Some says somewhere, and I'm like, have to send it in.

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01:41:33.120 --> 01:41:37.640

Cooper City Hall: and then he's dispatching to have it resolved. And I'm knowing this is not the way.

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01:41:37.670 --> 01:41:56.330

Cooper City Hall: You know, we're just adding stuff on Y, you know, it's it's not happening. I am afraid to ask Commissioner Malowski what the status of the Npo. Projects are, because I can't imagine that Mr. Fleming has time to also stay on. That is, the funding is the funding for Sterling Road.

636

01:41:56.940 --> 01:42:11.170

Cooper City Hall: Is that changed? There's no way we're we're we're on schedule unless that thing. because that's a lot of stuff in and of itself. So what's going on with that like, I'm afraid. And I don't want to ask about the roundabout.

637

01:42:12.460 --> 01:42:13.500

Cooper City Hall: Can you hear me?

638

01:42:13.790 --> 01:42:19.229

Cooper City Hall: Yes. Can you hear me out there? Cause I'm I'm getting people telling me that they're having hard time hearing us.

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01:42:20.520 --> 01:42:21.600

Cooper City Hall: Trustee, nurse.

640

01:42:24.660 --> 01:42:26.139

Cooper City Hall: I missed that. Sorry?

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01:42:26.550 --> 01:42:39.709

Cooper City Hall: thanks. I can request and have no issue. If you'd like for the next meeting the Npo. To come here and present it. I just need you to tell me what's going on with the morning. You're the delegates.

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01:42:39.940 --> 01:42:42.399

Cooper City Hall: No, I know, but it's a report

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01:42:42.630 --> 01:43:07.740

Cooper City Hall: in your Commissioner concerns my understanding that we are good to go, that there's nothing that's being that's being pushed back, that we're not. They have not reneged on the money or not reneged. They have not reallocated the funds for for that property, and we also have money coming from Tallahassee for that roundabout.

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01:43:08.270 --> 01:43:17.789

Cooper City Hall: and that's still on track right. And who's our point? Contact in the city to handle that, can, Carlos.

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01:43:18.050 --> 01:43:19.070

Cooper City Hall: I think.

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01:43:21.390 --> 01:43:37.939

Cooper City Hall: And good evening, Mary commissioned just a quick open I on the project for Sterling Road. I am working on finalizing an agreement with Behar Construction to to do the design, build portion of the Sterling Road, and then

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01:43:38.160 --> 01:43:44.309

Cooper City Hall: probably it'll take another year or 2 to do the actual construction work, but that is a project that

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01:43:44.350 --> 01:43:54.950

Cooper City Hall: assisting the manager to to to finish it was started through, Tom. Good we did. I was part of the Rfp. Process on that project. So we've had some

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01:43:55.020 --> 01:44:23.689

Cooper City Hall: site visits with some of the landscape issues on Sterling Road with some of the sidewalk whitenings that need to be done. There is a one right away issue that I'm working through to try to obtain there's a property in Davey. That we're trying to reach out to in order to do that full sidewalk widening. They have to turn over a piece of that right away to the city, and so we're working on on that.

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01:44:23.690 --> 01:44:35.380

Cooper City Hall: Yes, so I'll answer for you. The update on this is this sterling road project, and the highest roundabout has been turned over to Carlos to handle in the intro.

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01:44:35.390 --> 01:44:47.599

Cooper City Hall: So so the highest road is a little separate, but definitely on the sterling, the Cordino group on the staff member here handling it

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01:44:48.170 --> 01:44:57.869

Cooper City Hall: is Carlos, the point person on both. Now. as it relates to the roundabout, I've probably taken most of the lead on that project

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01:44:58.180 --> 01:45:05.059

Cooper City Hall: have a proposal which is the next step which outside of so Tim doesn't have to worry about. Correct. Yes, sir, so

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01:45:07.060 --> 01:45:34.499

Cooper City Hall: it's your fault. There you have it, obviously working with Tim and working with Carlos on it. But you know the next step for the roundabout is, we have a proposal from their group for the design and layout of that project. That's the next step. And I just ask you absolutely, since I don't know if you were here when we first to discuss it or not. But we had assured the 2 main hoas that would be impacted that we would include their

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01:45:34.720 --> 01:45:40.740

Cooper City Hall: designee in the discussion for the design. Absolutely. absolutely.

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01:45:41.000 --> 01:46:04.679

Cooper City Hall: Yeah. And just for the Commission's sake. That proposal for design services will come back to the Commission and need to be approved. Obviously there's a cost involved with that. We? We have the proposal on hand. It should be coming to you guys, probably frankly, at the 20 third meeting or at the latest. But no, definitely. That's right. Consider it done. So. Question.

657

01:46:04.730 --> 01:46:12.119

Cooper City Hall: I had emailed today, Tim, or yesterday, did I forward that email to you from the Npo for the call for projects.

658

01:46:15.350 --> 01:46:34.669

Cooper City Hall: probably in his 300 emails a year. Well, yeah, I didn't think that I didn't think about the amount of emails I think you sent in one this afternoon, but I haven't got it yet, so they are having a the Mps. Having a call for projects for 10 I had forwarded to Tim. So my question is, do you want me to forward it to Carlos as well? Because he's helping out with that.

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01:46:35.230 --> 01:46:40.989

Cooper City Hall: Thank you. Forwarded to the city manager, and he dictates who to forward it to. If anyone

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01:46:41.250 --> 01:46:45.830

Cooper City Hall: I want to say I did, I included, you may have. Yeah, I did most.

661

01:46:46.970 --> 01:46:57.119

Cooper City Hall: We we had talked to. I think I was trying to check my calendar. We had talked to Eric Schmidt. We're gonna set up just a kind of a planning meeting with him as well.

662

01:46:57.590 --> 01:46:59.040

Cooper City Hall: Traffic side stuff is.

663

01:46:59.320 --> 01:47:13.419

Cooper City Hall: realize the Cordino group more than what we have historically, but they but they're consultant, correct, and we know consultants have to be managed absolutely. So I just want to know who's managing the consult absolutely. You or Carlos. You tell me.

664

01:47:13.740 --> 01:47:20.779

Cooper City Hall: as it relates to Sterling Road, Carlos. Okay, as it relates to the roundabout currently. B, okay, so there's no. We don't have to worry about that.

665

01:47:21.200 --> 01:47:24.430

Cooper City Hall: So I'm losing sleep that Tim can't put off

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01:47:24.790 --> 01:47:34.700

Cooper City Hall: 24 h, because there's no way you could do all that. Now I have more sleep, knowing that has been delegated out. Sleep is good. Okay.

667

01:47:35.970 --> 01:47:37.770

Cooper City Hall: that's fine that works for me

668

01:47:37.790 --> 01:47:55.960

Cooper City Hall: and and and and when it with regard to maybe Hr. Can help them with some of the hiring, because there's absolutely no way. In addition to what he's doing. We could send him all the applications and have him start interviewing maintenance to workers. That's just literally no way this guy could do all this

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01:47:56.160 --> 01:48:04.920

Cooper City Hall: in a 24 h period, so maybe we can try to help while he's trying to make sure we open for Valentine's day at the Dog Park.

670

01:48:05.860 --> 01:48:08.859

Cooper City Hall: and again ends up to city manager and remove the mole

671

01:48:10.780 --> 01:48:18.450

Cooper City Hall: moving on. If anyone is no strong objection, I know, with people waiting on. Item number 26 6.

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01:48:18.470 --> 01:48:21.930

Cooper City Hall: We'll come back to your other items. Commission

673

01:48:22.290 --> 01:48:36.800

Cooper City Hall: ordinance 23, dash 30. I'll ask you. Thank you. Mayor Commission. Item 26 is an ordinance of the city. Cooper City, Florida, approving the franchise agreement with coastal waste and recycling of Florida, incorporated references, coast

674

01:48:36.990 --> 01:48:57.419

Cooper City Hall: or residential solid waste and recycling hauling services attached to his exhibit, a reference to the agreement granting an exclusive franchise to coastal pursuits, terms, and conditions set forth in the agreement authorizing and directing the city manager to finalize and execute the franchise agreement between the city and coastal fighting for severability pointed for conflicts providing for an effective date. It's a public hearing, Mayor. Thank you very much. Do I have a motion

675

01:48:57.930 --> 01:49:02.709

Cooper City Hall: question approved? Thank you. By Commissioner Sharda, second by Commissioner Kantman, Commissioner Charter.

676

01:49:02.920 --> 01:49:13.100

Cooper City Hall: No, I think this is a good example of procurement. I wanna thank Mister Buffington for helping us with this, and

677

01:49:13.130 --> 01:49:20.110

Cooper City Hall: I don't in the I forgot her name. I'm sorry the from Fort Lauderdale.

678

01:49:20.230 --> 01:49:27.329

Cooper City Hall: I imagine that they did that for us. They helped us with that. I'm sure we didn't pay for a lot of them, right?

679

01:49:27.740 --> 01:49:33.180

Cooper City Hall: This was a as a courtesy. So I would actually think maybe we could

680

01:49:34.570 --> 01:49:40.570

Cooper City Hall: send some type of nice letter or something to the for a lot of their, you know, and her, you know.

681

01:49:40.930 --> 01:49:42.089

Cooper City Hall: for their help.

682

01:49:43.570 --> 01:49:45.949

Cooper City Hall: That won't be a problem. I appreciate that.

683

01:49:46.020 --> 01:49:55.370

Cooper City Hall: Commissioner Catchman. Thank you. Yeah, I said the last time, and I'll say it again. First of all, I've never. I've not accepted any

684

01:49:55.380 --> 01:49:59.859

Cooper City Hall: contributions. From any solid based company.

685

01:50:00.240 --> 01:50:09.140

Cooper City Hall: I admire or I appreciate the procurement process that went through with this. I don't

686

01:50:09.250 --> 01:50:21.029

Cooper City Hall: have a horse in this race. At the end of the day. I want our residents to get the best service for the for the best value. And I will say I've seen a lot of misinformation

687

01:50:21.090 --> 01:50:27.239

Cooper City Hall: floating around on social media, and I've received calls about it. So I will say.

688

01:50:27.270 --> 01:50:43.159

Cooper City Hall: the city. Mr. Cabello developed an FAQ, that is on our website. I believe it'll be post. It's been posted on social media. It will all be posted again. But at the bottom line our days are not gonna change. Our carts are not gonna change.

689

01:50:43.390 --> 01:50:48.209

Cooper City Hall: you are still recycling. There's no change in bulk.

690

01:50:48.230 --> 01:50:56.639

Cooper City Hall: the price is going to go down. So I think this is a benefit to the residents, and that's that's regardless of of

691

01:50:56.810 --> 01:51:14.920

Cooper City Hall: which contract we vote on. That was part of our our agreement. And also we are. I wanna clarify one other thing that I've seen a lot of misinformation about, which is the position the solid waste coordinator position which is part of the contract requires. Whoever we

692

01:51:15.160 --> 01:51:21.869

Cooper City Hall: engaged to pursue this contract to pay the city a hundred \$20,000 on top of

693

01:51:21.990 --> 01:51:26.620

Cooper City Hall: anything else. to fund a position that will monitor the contract.

694

01:51:26.940 --> 01:51:36.889

Cooper City Hall: So they are paying for the person that will work for the city. They're not paying that person directly they're giving us a check that that person is not accountable to the solid waste company. They're accountable to us.

695

01:51:37.010 --> 01:51:59.669

Cooper City Hall: So this is a benefit we're receiving. This is not a position that is currently filled. It will be a new position that the manager will establish. So I just wanted to clarify all that misinformation I saw out there and tell our residents that we are being fiscally responsible in this. And I, if you have any more questions, please reach out to me or

696

01:51:59.800 --> 01:52:03.589

Cooper City Hall: our staff or my colleagues. Thank you. Thank you, Commissioner Melosie.

697

01:52:03.650 --> 01:52:07.659

Cooper City Hall: No, I'm good. I just want to say

698

01:52:10.460 --> 01:52:13.180

Cooper City Hall: it's tough as a decision as it was.

699

01:52:13.370 --> 01:52:16.559

Cooper City Hall: Look at it. You have to put aside friendship.

700

01:52:17.690 --> 01:52:22.680

Cooper City Hall: You have to look at it in an economical and fiscally responsible manner.

701

01:52:23.280 --> 01:52:27.560

Cooper City Hall: and while I consider waste management, my friends and I still consider it.

702

01:52:27.890 --> 01:52:31.349

Cooper City Hall: And after this vote I still hope we are friends.

703

01:52:31.580 --> 01:52:40.760

Cooper City Hall: But I think you know and understand that with the 21% savings of approximately 4 million dollars. It would be

704

01:52:42.090 --> 01:52:46.390

Cooper City Hall: abhorrent for anyone up here not to vote for that.

705

01:52:50.550 --> 01:52:52.620

Cooper City Hall: It is true that I accepted

706

01:52:53.870 --> 01:53:03.950

Cooper City Hall: donations on. I think, 2, if not all 3, of the elections, and I again thank you for that. But when I accepted it I told you then, and I tell you now.

707

01:53:04.600 --> 01:53:08.889

Cooper City Hall: that's not gonna make me vote a certain way, I'm gonna do what's right.

708

01:53:08.910 --> 01:53:10.130

Cooper City Hall: And you know that.

709

01:53:10.210 --> 01:53:16.249

Cooper City Hall: And in this case, what's right is looking at a savings of 21, for the residents.

710

01:53:16.850 --> 01:53:18.900

Cooper City Hall: To do anything else

711

01:53:19.040 --> 01:53:25.099

Cooper City Hall: would not be doing my fiduciary duties to the city and to the residents.

712

01:53:26.370 --> 01:53:44.480

Cooper City Hall: So I want to say, thank you, choice management for what you have provided. I know that on social media you, you even I was looking at it, saying, Oh, you know, since you're not getting the contract anymore, we're not getting pickups and terrible service. No, it happens. And you were told about it, and you got right on it.

713

01:53:44.530 --> 01:53:55.649

Cooper City Hall: So again, for that and for the service that we've gotten over 21 years. And and again I did vote twice against you. 2,018, II said. As

714

01:53:55.670 --> 01:54:00.479

Cooper City Hall: Commissioner Schroider said. This time we need a procurement process. That was the only vote who said that

715

01:54:00.860 --> 01:54:03.190

Cooper City Hall: I lost. But that's okay.

716

01:54:03.420 --> 01:54:09.760

Cooper City Hall: We got the service. We pay for it. We part as friends.

717

01:54:09.840 --> 01:54:13.879

Cooper City Hall: and as Luigi said the last time.

718

01:54:13.950 --> 01:54:27.820

Cooper City Hall: and we'll be back. and in one form or another I believe that to be true. So, having said that, I will go ahead and open it up for public hearing. anyone wasn't to speak at this time.

719

01:54:27.910 --> 01:54:28.970

Cooper City Hall: Andres.

720

01:54:34.710 --> 01:54:40.599

Cooper City Hall: Mayor, Commission, city manager, city attorney residents, or

721

01:54:41.040 --> 01:54:47.969

Cooper City Hall: Cooper City. I stand before you with a heart full of gratitude and a touch of nostalgia

722

01:54:48.340 --> 01:55:01.290

Cooper City Hall: for the past 21 years, and obviously I have not been here the 21 years. But Wm. Has been your service provider. We have the privilege of being in this wonderful city.

723

01:55:01.460 --> 01:55:11.810

Cooper City Hall: providing service for waste and recycling more than a contract. This has been a journey of partnership and commitment towards sustainability, and we thank Cooper City for that.

724

01:55:12.500 --> 01:55:24.400

Cooper City Hall: Our journey began with a simple mission to offer, not just a service, but to become a reliable and personable partner in every neighborhood we serve. Over the years our team has seen the faces of your community evolve.

725

01:55:24.550 --> 01:55:31.570

Cooper City Hall: welcoming new members, watching children grow and building bonds that extend beyond the scope of our services.

726

01:55:32.160 --> 01:55:33.520

or drivers

727

01:55:33.830 --> 01:55:35.760

Cooper City Hall: didn't just know your streets.

728

01:55:35.890 --> 01:55:39.550

Cooper City Hall: Then you, your names, your family, your stories.

729

01:55:39.980 --> 01:55:45.589

Cooper City Hall: you welcome us into your lives. and in doing so you became part of our extended family.

730

01:55:46.740 --> 01:55:58.579

Cooper City Hall: As we conclude this chapter, a reminder of a quote that resonates deeply with our current sentiment. Every ending is a new beginning. Today is not just a farewell. It's a promise that will pass.

731

01:55:58.590 --> 01:56:00.630

Cooper City Hall: We'll cross again, and I know that

732

01:56:02.360 --> 01:56:03.530

Cooper City Hall: as we step

733

01:56:04.130 --> 01:56:08.830

Cooper City Hall: aside for the new holler, and that's painful cause. We love to be here.

734

01:56:09.440 --> 01:56:15.549

Cooper City Hall: We do so in hope that they will continue the legacy of quality service and personal connection that we've stride to uphold.

735

01:56:16.570 --> 01:56:30.790

Cooper City Hall: will he, with the treasure, trouble, memories, and experiences that have shaped us both as a company, and as individuals to the city, to our customers, to everyone who has been part of this incredible journey we stand our deepest gratitude. Thank you.

736

01:56:31.740 --> 01:56:36.669

Cooper City Hall: Thank you for trusting us, for supporting us, for being our partners, and making Cooper City a better place

737

01:56:39.160 --> 01:56:45.150

Cooper City Hall: as we part ways. Remember that our commitment to you and to the city remains unwavering.

738

01:56:45.250 --> 01:56:49.420

Cooper City Hall: We're always here ready to lend a hand whenever is needed

739

01:56:50.720 --> 01:56:53.339

Cooper City Hall: to the new holler. We wish you all the best.

740

01:56:54.910 --> 01:57:09.159

Cooper City Hall: May you continue the legacy of service and connection that is so deeply rooted in this community. Thank you. Everyone for 2 remarkable decades until we meet again. Thank you very much. Anyone else was going to speak at this time.

741

01:57:15.370 --> 01:57:18.220

Cooper City Hall: John Casagrande, coastal waste and recycling

742

01:57:18.420 --> 01:57:47.079

Cooper City Hall: waste battery and sets the bar high. They're a great company and we don't anticipate that that bar will ever be at any lower than what they've said, and we're gonna reach it. And if not, achieve it even higher. We're here to serve you the city of Cooper City myself. I will make myself available to each one of you your staff at any time. I have some routes in Cooper City, and listen to some of the discussion of of the optimist.

743

01:57:47.090 --> 01:58:12.169

My daughter, who was now a 17 years old, to play Sta. Play soccer. She started her first 2 years here at Cooper City optimist, and we lived in Weston, but her coach coached at Coach Bob Rouse, and he was at country House Elementary School. My daughter went to school, and he and his daughter and my daughter became friends, and so I and so she played here at Cooper City optimist, and

744

01:58:12.170 --> 01:58:36.939

Cooper City Hall: she will be going to University of Massachusetts on the full ride to play a goalkeeper and soccer. So she's she started here. He saw something in her, and I didn't know anything about travel. Soccer. He saw something on her. And and Cooper City optimist is is a great organization for kids sports. I just wanna say that. But it's it's it. It's it's kinda like nostalgic to hear. I know you have some issues, obviously. But it's a it's a it was a

745

01:58:36.940 --> 01:58:58.450

saw it for us. And you know, my daughter, he said, did you wanna play goalkeeper? And she said, Yeah, that was it. So? But as far as picking up your garbage, we will be here. We'll get it done without a doubt. Nothing changes as as Commissioner Kasman said the the car stay the same. The only thing is you. You gonna go from green trucks to blue trucks, and we'll be ready on time.

746

01:58:58.960 --> 01:59:03.869

Cooper City Hall: Thank you. And I thank you. Do we need to do? Another

747

01:59:04.200 --> 01:59:08.350

Cooper City Hall: they we received prior to the vote. I was gonna ask right?

748

01:59:09.420 --> 01:59:15.850

Cooper City Hall: Anyone else on public meeting leave one online. hearing none. I have one virtual

749

01:59:18.280 --> 01:59:20.850

Cooper City Hall: have, David no David North.

750

01:59:24.760 --> 01:59:31.570

David Nall: As I spoke earlier coastal and waste management in the commercial

751

01:59:32.770 --> 01:59:44.240

David Nall: realm, and most likely in the residential realm they're pretty equal. It all comes down to fiscal responsibility

752

01:59:44.720 --> 01:59:45.680

David Nall: to

753

01:59:46.970 --> 01:59:49.140

David Nall: with a Cooper City taxpayer.

754

01:59:50.630 --> 01:59:56.490

David Nall: and you know we pay a lot of taxes in this city.

755

01:59:58.090 --> 02:00:02.030

David Nall: and we live in a a bubble like I mentioned before.

756

02:00:02.740 --> 02:00:05.810

David Nall: but at the same time that is

757

02:00:06.030 --> 02:00:09.200

David Nall: a very desirable place to live.

758

02:00:09.400 --> 02:00:22.270

David Nall: It is up to our commission to be fiscally responsible. If we get the same level of service. why wouldn't we save

759

02:00:22.550 --> 02:00:31.430

David Nall: the millions of dollars, or the few 1 million dollars over 4 years, 3 years, 4 million dollars over 3 years. I believe that's what you said, Mayor Ross.

760

02:00:32.330 --> 02:00:40.520

David Nall: Why wouldn't we do that. I think this is a no-brainer. Obviously a coastal

761

02:00:40.890 --> 02:00:45.249

David Nall: does not perform up to the standards or the contract.

762

02:00:45.270 --> 02:00:49.530

David Nall: There is a provision, if I'm not mistaken in the contract

763

02:00:50.610 --> 02:00:54.130

David Nall: to break the contract, is there not?

764

02:00:55.420 --> 02:00:56.770

Cooper City Hall: There is

765

02:00:57.270 --> 02:01:09.029

David Nall: okay. So if we have that stipulation that they do not perform according to their contract. Obviously, we're expecting the same level of service.

766

02:01:09.870 --> 02:01:11.989

David Nall: Why wouldn't this Commission

767

02:01:12.180 --> 02:01:17.970

David Nall: want to save the taxpayers 4 million dollars? That's what I'm asking.

768

02:01:18.090 --> 02:01:19.080

David Nall: So

769

02:01:20.100 --> 02:01:23.960

David Nall: as a constituent as a regular regular resident.

770

02:01:24.090 --> 02:01:32.889

David Nall: I'm asking my commission to watch out for our tax dollars and be fiscally responsible. Thank you.

771

02:01:33.440 --> 02:01:34.520

Cooper City Hall: Thank you.

772

02:01:34.830 --> 02:01:38.580

Cooper City Hall: Anyone else on virtual hearing. None. I'm hearing none.

773

02:01:38.640 --> 02:01:46.090

Cooper City Hall: No one else here in City Hall will close the public hearing. I'll ask for disclosures at this time. I've already disclosed Commissioner Charter.

774

02:01:46.310 --> 02:01:52.310

Cooper City Hall: No, I've not received any

775

02:01:55.770 --> 02:01:56.860

Cooper City Hall: call. Vote

776

02:01:58.490 --> 02:02:04.190

Cooper City Hall: Commissioner Malzing. Yes, Commissioner Katzmann, Commissioner Shrouder. Yes, Mayor Ross

777

02:02:04.910 --> 02:02:08.760

Cooper City Hall: moving on. Item number 27, Ordinance 2331.

778

02:02:08.830 --> 02:02:12.020

Cooper City Hall: That this is still part and parcel

779

02:02:12.590 --> 02:02:23.529

Cooper City Hall: for the record. Mayor. Commission 27 is an ordinance to the city. Cooper City, Florida, approving the franchise agreement with Eastern waste system. Zinc at TWS. For bulk, bulk, waste, trash, and bulk yard waste

780

02:02:24.480 --> 02:02:35.749

Cooper City Hall: that should do. Exhibit a. It's the agreement. Granting an exclusive franchise, Ews pursued the terms and conditions set forth in the agreement, authorizing and directing the city manager to finalize and execute the franchise screen

781

02:02:36.280 --> 02:02:38.650

Cooper City Hall: fighting for severability, planning for conflicts.

782

02:02:42.820 --> 02:02:54.349

Cooper City Hall: Thank you. Motion to approve by Commissioner Catherine. Second by me, Commissioner Schroeder. I have not received any contributions in this arena

783

02:02:54.360 --> 02:02:56.150

Cooper City Hall: and anything on the issue.

784

02:02:57.070 --> 02:02:59.780

Cooper City Hall: I support it. Thank you, Commissioner Sharda.

785

02:03:02.720 --> 02:03:10.040

Cooper City Hall: and anything more on this issue. Commissioner Lozy, I don't believe I received any contribution. And I.

786

02:03:10.860 --> 02:03:14.130

Cooper City Hall: I have not received any contributions from Ews.

787

02:03:14.230 --> 02:03:16.930

Cooper City Hall: and they were our

788

02:03:17.610 --> 02:03:25.880

Cooper City Hall: provider, if you will, with waste management now, they're onto their own, with no middleman, no change in service should be

789

02:03:26.000 --> 02:03:31.009

Cooper City Hall: noted. Having said that call about oh, public hearing! You had it!

790

02:03:31.040 --> 02:03:59.739

Cooper City Hall: I'll open it up for public hearing anyone wishing to speak at this time, and City Hall, seeing none. Anyone on Virtual 17. I don't have a problem with that number 18,

791

02:03:59.830 --> 02:04:27.739

Cooper City Hall: do I have a motion to approve and authorize an agreement with the Brower College contract with Shenandoah, general Construction, Llc. In the amount not to exceed \$20,000 to provide storm drain, cleaning, repairs and maintenance services on an as needed basis through November 2624, and run concurrently with Broward college contract, provided the contract is extended by Broward College with terms and conditions acceptable to the city, including funding.

792

02:04:27.960 --> 02:04:32.850

Cooper City Hall: Do I have a motion by Commissioner Catherine? Do I have a second. I'll second it.

793

02:04:34.170 --> 02:04:35.460

Cooper City Hall: Commissioner Gathman.

794

02:04:36.680 --> 02:04:39.600

Cooper City Hall: I have nothing on this commission. Malowski. I'm good.

795

02:04:39.930 --> 02:04:44.470

Cooper City Hall: Commissioner Malos. Yes, Commissioner Katzmann. Yes.

796

02:04:45.440 --> 02:04:47.000

Cooper City Hall: Mayor Ross. Yes.

797

02:04:48.650 --> 02:04:57.249

Cooper City Hall: moving on to Number 19, do I have motion to approve and authorize task 2023. Dash, O. 2, issued to Hazen and Sawyer in the

798

02:04:57.720 --> 02:05:12.819

Cooper City Hall: Vulnerability assessment of cities, critical assets as required in the Florida Department of Environmental Protection Grant Agreement, number 23 PLN. 7, 8. Subject to the final sign-offs

799

02:05:12.930 --> 02:05:27.939

Cooper City Hall: motion to approve by Commissioner Katzmann, second by Greg Ross. Commissioner Katzmann. I have nothing on this commission. Melodie all about Commissioner Malowski. Yes, Commissioner Katzmann. Yes, Mayor Ross. Yes.

800

02:05:28.100 --> 02:05:31.690

Cooper City Hall: moving on time number 20, 21

801

02:05:31.870 --> 02:05:56.849

Cooper City Hall: companion. Yeah. Good point. Thank you. Admin number 21. Resolution 24. So 2. Jacob, thank you. Mayor Commission. The item is a resolution, the City Commission, the city of Cooper City, Florida, authorizing and directing the appropriate city officials to enter into a grant agreement with

Florida Department of environmental protection for vulnerability assessment under their resiliency Florida program in the amount of \$170,000, and to take any all action necessary to effectuate resolution.

802

02:05:57.190 --> 02:06:01.139

Cooper City Hall: but for conflict, separability. Friday for an effective date. Thank you. Do I have a motion

803

02:06:01.480 --> 02:06:02.640

Cooper City Hall: motion

804

02:06:02.970 --> 02:06:10.069

Cooper City Hall: Commissioner Malos by Commissioner Malos, second by Second Commissioner, Catsman commission catchman.

805

02:06:12.030 --> 02:06:26.050

Cooper City Hall: I have nothing on this. This isn't a public here. No, okay, call the vote, Commissioner Malozie. Yes, Commissioner Cassman mayor us. Yes, going back to unknown Number 20, purchase and installation of Peters and Chilli's from Symbiont Services Corps.

806

02:06:26.290 --> 02:06:31.600

Cooper City Hall: Do I have a motion motion motion by Commissioner Melosie, second by second

807

02:06:32.560 --> 02:06:40.920

Cooper City Hall: Commissioner Catherine Commissioner. I'm okay with it should have been done last month. I'm glad it's going to be done now of the children popsicles yet.

808

02:06:41.450 --> 02:06:49.969

Cooper City Hall: Richmond, Catherine. I just wanted to ask that the either the manager or Miss Weiss give us an overview of the

809

02:06:50.300 --> 02:06:55.249

Cooper City Hall: to ensure that this has been. I mean it's in the backup, but I'd like you to get the

810

02:06:55.380 --> 02:07:06.239

Cooper City Hall: cliff notes of the procurement. Yes, absolutely. You know we we obviously have had a chance. Stacey and her team, and Brandon Dodge and Kirk Puffington have a chance.

811

02:07:07.200 --> 02:07:13.110

Cooper City Hall: You know our documents are all in order. We've had a chance also, we she didn't.

812

02:07:14.590 --> 02:07:15.290

Sorry.

813

02:07:16.290 --> 02:07:17.070

Cooper City Hall: 5

814

02:07:18.370 --> 02:07:22.129

Cooper City Hall: similar process, Stacy, to what plantation has used correct.

815

02:07:23.010 --> 02:07:28.800

Cooper City Hall: That is correct. So at this time. And we've had our procurement to consult

816

02:07:31.470 --> 02:07:38.120

Cooper City Hall: the public company. Yeah, I would just echo comments of of your manager professional staff. We've had the chance to go back and revisit different

817

02:07:40.750 --> 02:07:46.520

Cooper City Hall: by staff, as it relates to this item, and we support this fully, legally, and we have no issue with the Commission proceeding this evening.

818

02:07:46.730 --> 02:07:56.510

Cooper City Hall: and just for additional clarification as well. I know there were some concerns about the terms and conditions. The vendor has signed the city's terms of conditions as well. We will not be signing the companies. Thank you.

819

02:07:56.620 --> 02:08:04.229

Cooper City Hall: My second question are the pool hours on board to change in the near future?

820

02:08:07.310 --> 02:08:20.630

Cooper City Hall: I was directed by the city manager to come up with a proposal, and I'm working on it with Staff. Thank you. Thank you. Anything else. Call the vote. Commissioner Malzi. Yes. yes. yes.

821

02:08:21.670 --> 02:08:25.950

Cooper City Hall: Moving on to agents. Grant.

822

02:08:29.450 --> 02:08:33.630

Cooper City Hall: I'll do 22. Ordinance, 24, one. Jacob

823

02:08:34.670 --> 02:08:39.959

Cooper City Hall: Mayor Commission. The item is an ordinance of the city of Cooper City, Florida, amending chapter 23 of the city's code of

824

02:08:40.420 --> 02:09:00.460

Cooper City Hall: districts by specific.

825

02:09:01.000 --> 02:09:12.130

Cooper City Hall: by Commissioner Catherine, second by Commissioner Malos, Commission, catsman. Commissioner Nolosy. No. nothing by me. It's not public hearing all the vote.

826

02:09:12.140 --> 02:09:15.990

Cooper City Hall: Commissioner Malos, Commissioner Katzmann, Mayor Ross. Yes.

827

02:09:16.660 --> 02:09:38.579

Cooper City Hall: moving on to ordinance. 23, dash 27. Item number 23, Mayor. Commission, item 23 is an ordinance of the city of Cooper City, Florida, amending ordinance number 2023, 20, adopted on September 20 sixth, 2023, fighting for an amended budget for fiscal year 2023, 24 for the city, and that the budget be increased by the amount of 537

828

02:09:38.600 --> 02:09:46.990

Cooper City Hall: 1,800 \$837 fighting for conflicts, find it for severability and find it for an effective date. Do I have a motion

829

02:09:47.880 --> 02:09:54.360

Cooper City Hall: by commission, Catherine by Commission. Malos Commission, Catherine Commission.

830

02:09:54.390 --> 02:10:05.040

Cooper City Hall: I have nothing. I'll open it up. Public hearing anyone wishing to speak on this item here in City Hall, or on virtual hearing none. We'll close public hearing. Call the vote. Commissioner Malowski.

831

02:10:05.180 --> 02:10:08.910

Cooper City Hall: no, Commissioner, Kaxman, Mayor Ross

832

02:10:09.930 --> 02:10:11.580

Cooper City Hall: moving on to

833

02:10:14.940 --> 02:10:27.990

Cooper City Hall: item number 25, Ordinance 2329. Jacob. Thank you. Mayor Commission. The item is an ordinance of the city of Cooper City, Florida, amending the city's code of warances by amending. Chapter 13, entitled publicly.

834

02:10:28.400 --> 02:10:34.329

Cooper City Hall: Commissioner. We've we've handled the rooster item at the beginning of the meeting.

835

02:10:34.400 --> 02:10:41.479

Cooper City Hall: Okay? And for the record. Item 25 ordinance, 2329 is an Ordinance.

836

02:10:42.140 --> 02:10:52.140

Cooper City Hall: ending Article 6, entitled Code Enforcement, by specifically amending section 1365, and said.

837

02:10:52.840 --> 02:11:03.060

Cooper City Hall: ending the city's procedures for engaging and removing the city's special magistrates fight of codification find of a conflict severability appointed for an effective date. And this is the public hearing there

838

02:11:03.390 --> 02:11:08.880

Cooper City Hall: in public here. Yes, sir, okay. Do I have motion on ordinance. 23 days, 29.

839

02:11:11.410 --> 02:11:17.930

Cooper City Hall: Motion by Commissioner Melosi, second by Commissioner Katzmann. Commissioner.

840

02:11:20.530 --> 02:11:22.990

Cooper City Hall: I'm okay with this the way it is. I just wanted

841

02:11:25.180 --> 02:11:27.040

Cooper City Hall: magistrate permanent.

842

02:11:27.920 --> 02:11:34.740

Cooper City Hall: that that is correct, and for the record the current magistrates terms will expire in April on their own accord. Yes.

843

02:11:35.760 --> 02:11:41.640

Cooper City Hall: and I'm good. We'll open it up for a public hearing, and on wishing to speak either on virtual or in City Hall.

844

02:11:41.730 --> 02:11:48.559

Cooper City Hall: No, sir, seeing none. Close public hearing call for the vote, Commissioner Malos

845

02:11:49.000 --> 02:12:01.680

Cooper City Hall: moving on. I'll ask City manager to give the report. Item number 28. Thank you, Mayor. Just a couple of items I wanted to share the first, as I mentioned earlier, is budget transfer notification at

846

02:12:02.250 --> 02:12:13.439

Cooper City Hall: the code and charter just to notify the Commission that we're moving forward. The public works. Director search, utilizing the firm. Gov Hr. Which is now merged with another firm. But

847

02:12:13.510 --> 02:12:24.840

Cooper City Hall: thank you. I'm gt and so that will. We'll look to start that work pretty much immediately. It's a roughly a 12 to 14 week process of the search.

848

02:12:25.170 --> 02:12:47.729

Cooper City Hall: Secondly, I wanted to give just a brief update. We spoke December meeting about the fire department and mold. We did receive the report back just to follow up and and at least close that bookend. We did receive that report back from from a consultant we had a phone call conversation with Staff yesterday related to that with the consultant

849

02:12:47.830 --> 02:13:12.209

working on an implementation plan, there were 7 recommendations, 2 of which have been done. There are 5 remaining recommendations that need to be worked through one that involves a Hvac Company, and the other 4 or 3 will be 3 of the other ones will be related to a company that does cleanup remediation related to mold and moisture. And the last item is just a

850

02:13:13.430 --> 02:13:20.990

Cooper City Hall: to the public works are coordinating to go ahead and move forward already on that.

851

02:13:21.150 --> 02:13:29.099

Cooper City Hall: and it is we confirmed with the vendor that the vendor did say that it is safe for Staff to continue to be in there and work. And there, while they're

852

02:13:30.850 --> 02:13:42.519

Cooper City Hall: I wanted to give that brief update to the Commission and to the public. Lastly, just related to the it side of the house. We are going through as we speak a

853

02:13:42.520 --> 02:14:06.589

Cooper City Hall: ref request for qualifications for the city services. Something we've talked about in the past, obviously for quite some time. We've had only Jonathan Lopez thankfully. Jonathan's been doing a terrific job looking to as we talked about some of the budget process. Really look at a hybrid system with Jonathan, continue to do the great work he does, and then an it provider to

854

02:14:06.590 --> 02:14:22.099

kind of have that large scale oversight of the system and updates. And so our first meeting of that evaluation committee public meeting starts is tomorrow, and then we have a second one. But all that to say hopefully.

855

02:14:22.100 --> 02:14:32.510

Cooper City Hall: In the near future we'll have a recommendation from the Committee for the Commission to consider, as it relates to it services. It manage services if you will. So

856

02:14:32.960 --> 02:14:39.009

Cooper City Hall: those are the only items, Mayor, that I had this evening for my report, and Les Commissioner Melissa

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02:14:39.140 --> 02:14:50.950

Cooper City Hall: in reference to the fire station. Thank you for the update, but I also wanted to give a shout out to the people that maintain our buildings, because I did not realize that

858

02:14:51.250 --> 02:14:52.630

Cooper City Hall: so few

859

02:14:52.660 --> 02:14:58.780

Cooper City Hall: that do that. And even though we are a small city. There's a lot to do. So I wanted to.

860

02:14:58.880 --> 02:15:14.420

Cooper City Hall: thank them because I know that I had issues with the fire station. But I know that Tim, your staff, and also the building maintenance they've. I think they're doing a very, very good job, and especially because there's so few numbers. So I just wanted to thank you for that.

861

02:15:15.120 --> 02:15:45.520

Cooper City Hall: Absolutely any other questions from for the city manager. ma mayor, I forgot to mention. Well, if you'd let me just II did. Wanna mention as well. We've got a couple of meetings this week. I know the Commission's aware of. But public meetings the first is tomorrow evening fdot public meeting. Mayor. Thanks for your helping getting that arranged to come into our chambers. It'll be an Update related to work that's gonna be occurring on Griffin Road. We've got it out, thanks to Mike Cabello, on our social media and through our weekly newsletter.

862

02:15:45.520 --> 02:16:09.719

Cooper City Hall: In addition to that, we have a landscape master plan public input meeting, our first of 2. That will be held Thursday evening starting at 6 30. Folks can join either remotely or in person. And and Mike has plenty of information out there as well on our website and on our social media. And it's also been in our weekly newsletters as well. So I just wanted to take a moment.

863

02:16:10.930 --> 02:16:12.299

Cooper City Hall: Thank you very much.

864

02:16:13.430 --> 02:16:23.110

Cooper City Hall: Moving on to city attorneys. My apologies, my apologies. You're absolutely correct. Item number 17, and that would be.

865

02:16:24.480 --> 02:16:40.090

Cooper City Hall: do I have motion and possible action to consider the adoption of a city fraternization policy. Yes, so I apparently we used to have this address and set what we currently have addressed. And I think it's section 1.4 of our personnel manual, the proposed

866

02:16:40.500 --> 02:16:50.529

Cooper City Hall: draft, or whatever the new one hasn't removed, which I don't know. Why would we would remove a fratination and nepotism policy. I don't believe that we should.

867

02:16:50.760 --> 02:17:04.210

Cooper City Hall: you know, it's something we should be in favor of. So I'd like to and go ahead and adopt a commission. Approved policy. This. I plagiarized from a neighboring municipality with minor revisions, and

868

02:17:04.430 --> 02:17:09.990

Cooper City Hall: think that this should be a standalone policy, and I think all our policies really should start to be. There's

869

02:17:10.469 --> 02:17:13.219

Cooper City Hall: policies instead of having it in this manual or whatever.

870

02:17:13.420 --> 02:17:16.570

Cooper City Hall: But I guess you're gonna bring these other things to us.

871

02:17:17.129 --> 02:17:35.440

Cooper City Hall: And the manager told me he did not have any problem with this policy. Yeah. And Commissioner, just, you know, as and I'll just speak to you know, I'm certainly in favor definitely of having an nepotism policy. And I'm I'm coming in midstream there, as it relates to the Personnel Manual and the other manual

872

02:17:35.790 --> 02:17:44.290

Cooper City Hall: so I apologize, you know. Just you know, it was not my intention to to withdraw the nepotism policy.

873

02:17:44.680 --> 02:18:13.370

Cooper City Hall: When I arrived here, you know they were already kind of 2 separate documents. My understanding was there was discussion prior to my arrival that instead of having one manual document that we'd split it out into 2 separate documents. I guess I could ask the Hr. Director who's been working on that? Why would they remove that? And where was the draft to put that into another form. I meant it's a common thing in government not to allow nepotism and fratination when it would impact the why would that come out?

874

02:18:13.490 --> 02:18:20.809

Cooper City Hall: It's being put into the administrative policies. That's what I was instructed by our Prior City manager.

875

02:18:20.840 --> 02:18:22.350

Cooper City Hall: And why did he

876

02:18:22.570 --> 02:18:31.990

Cooper City Hall: come up with that. Do you know, I'm not sure if those were instructions from the Prior Commission before I got here. But that's that's what they I was told so. Where's the draft of that?

877

02:18:32.250 --> 02:18:35.449

Cooper City Hall: I believe the city manager has it.

878

02:18:38.459 --> 02:18:43.490

Cooper City Hall: I think I had shared with each of you, perhaps a list of those policies that were pulled aside

879

02:18:44.129 --> 02:18:52.060

and split out as a potential for the second document, the Administrative Administrative Manual, if you will.

880

02:18:52.090 --> 02:19:01.419

Cooper City Hall: I think there was a desire. And again, this predates my arrival, but to to basically bifurcate and split out those 2 into 2 separate

881

02:19:01.450 --> 02:19:06.709

Cooper City Hall: style documents. but that that the administrative ones are usually done at the manager level.

882

02:19:06.740 --> 02:19:17.440

Cooper City Hall: Right? So like, you know, hey, you gotta show up to work on time or something that effect this. And nepotism. Policy is usually adopted by the governing body. In my experience.

883

02:19:18.410 --> 02:19:32.210

Cooper City Hall: Lot of times it's by ordinance or something to that effect. So I can understand, like, not micromanaging which door an employee supposed to walk in from, or how they're supposed to clock in or out the up to allow

884

02:19:32.799 --> 02:19:55.810

Cooper City Hall: nepotism would be really determined. But yeah, commission my my opinion. Yeah. And I'm not opposed that like I said, sir, when I arrived here, that it had already been split out. I'm not opposed to having it in the manual. You know. My experience in the past and other communities has been just working from a personnel manual that has everything in it that comes before the Commission and is adopted. And then, if there are changes that need made it.

885

02:19:57.290 --> 02:20:03.890

Cooper City Hall: I'm definitely not opposed to incorporating that, you know. Are you okay doing it this way? The standalone policy?

886

02:20:04.660 --> 02:20:24.690

Cooper City Hall: 17, I mean, there's also an opportunity. If you guys would like that, we could take this and roll it into the draft personnel manual that that is calling for. But no, I thought we we discuss taking all those things out and individually doing it. So we don't have to re. If we want to make a single change, we don't have to re adopt.

887

02:20:24.970 --> 02:20:31.429

Cooper City Hall: And and I'm just gonna give you like a an I an idea to make your life easier. You can probably call

888

02:20:32.310 --> 02:20:37.830

Cooper City Hall: the town of Davey and asked them, Hey, can we get your stuff in word.

889

02:20:37.940 --> 02:20:46.130

Cooper City Hall: and then you can hit control. F, find the word town. replace it with city, and you have almost

890

02:20:46.490 --> 02:20:57.210

Cooper City Hall: great policies. so we should just do that. But when we're just having it all on a single manual, and we're done by ordinance, it's crazy that if you want to make a change to a single policy. You'd have to re adopt a whole.

891

02:20:57.320 --> 02:21:04.810

Cooper City Hall: you know, and that's probably why our latest one is from 2015. That was the last time we which is, that's crazy.

892

02:21:05.610 --> 02:21:08.380

Cooper City Hall: I'm I'm gotten off track here.

893

02:21:09.990 --> 02:21:12.659

Cooper City Hall: and I would like to motion to prove it.

894

02:21:13.170 --> 02:21:22.459

Cooper City Hall: I have a motion to approve to. I have a second second. I have a second. Anything further, Commissioner Charlotte. Anything further, Commissioner. Catchment? Yes.

895

02:21:23.380 --> 02:21:28.790

Cooper City Hall: ice in the document in our agenda, and in the document, as far as I can see

896

02:21:29.050 --> 02:21:37.440

Cooper City Hall: it, it addresses fraud organization, but I don't see nepotism, and I know nepotism was mentioned.

897

02:21:38.010 --> 02:21:47.260

Cooper City Hall: so I need, I want to also do a nepotism. One. Yeah, I'm talking as it because our our current one was a dual

898

02:21:48.610 --> 02:21:50.620

Cooper City Hall: was a nebatism slash

899

02:21:51.120 --> 02:21:57.700

Cooper City Hall: fratination this. Yeah, I was trying to get it on in time.

900

02:21:58.040 --> 02:22:00.810

Cooper City Hall: A few things on this. So

901

02:22:01.250 --> 02:22:03.269

Cooper City Hall: I understand that there's a need.

902

02:22:03.760 --> 02:22:08.540

Cooper City Hall: Have these policies in place. I'm not disagreeing with that

903

02:22:08.670 --> 02:22:10.619

Cooper City Hall: But in reference to

904

02:22:12.080 --> 02:22:14.829

Cooper City Hall: second paragraph with

905

02:22:16.710 --> 02:22:28.160

Cooper City Hall: when the employees need to inform Hr. When they become involved in a personal non platonic relationship. So is that the first date

906

02:22:28.360 --> 02:22:30.749

Cooper City Hall: is that the first kiss?

907

02:22:31.250 --> 02:22:40.010

Cooper City Hall: I mean, there's a whole area that can be. I mean I don't want it. I don't want anyone here to to, you know. Be kind.

908

02:22:42.600 --> 02:22:56.859

Cooper City Hall: turning into like a hostile work environment. I want everyone to be comfortable. I I'm which paragraph refers. Well, we have. Well, city Cooper City prohibits romantic or sexual involvement between employees in a direct or indirect supervisor.

909

02:22:57.670 --> 02:23:08.560

Cooper City Hall: We have no interest in interfering with employees, personal lives, or their conduct away from the workplace. Such behavior can have a negative impact on the work environment. So then the next paragraph is

910

02:23:08.790 --> 02:23:21.379

Cooper City Hall: the city requires employees to inform Hr. If they become involved in a personal, common non dash Platonic relationship. I would have to defer to Rick Lemak

911

02:23:21.980 --> 02:23:29.479

Cooper City Hall: because I went to the town of Davies website. And I took that because I and again.

912

02:23:29.620 --> 02:23:32.700

Cooper City Hall: you know. I don't wanna

913

02:23:33.380 --> 02:23:52.479

Cooper City Hall: play devil's advocate. But I kinda have to, because is, I understand, once you kiss someone you're no longer platonic. But is it a one off? Not really sure. I would think that my thing is, if our staff, if our Hr. Staff had a concern with that, maybe they should come over, you know. Give me another

914

02:23:52.480 --> 02:24:04.619

Cooper City Hall: example. All I could do is ask the manager. He said. He didn't have a a problem with it, and I'm gonna be honest with you. I did not dissect every single one I'm kind of was thinking that, Dave, you might have done that.

915

02:24:05.050 --> 02:24:12.349

Cooper City Hall: but I'm I'm just relying on them. I'm not sure. But then then the second part of that is, and again, I'll love your

916

02:24:12.840 --> 02:24:27.260

Cooper City Hall: go get him attitude. But wouldn't this have been better off if we agreed to do this, and then directed this towards the city attorney, because we pay him to write policies while I love that you're saving us money. It's all. It's a win-win for me. But

917

02:24:27.760 --> 02:24:32.299

Cooper City Hall: At what point?

918

02:24:32.680 --> 02:24:47.369

Cooper City Hall: You know we're not hiring you as a city attorney, but at what point? Oh, I didn't draft this. No, but it's it's coming up as policy. So how is it not the city manager? I could tell you why not? Hr, because Hr. Is not putting it forward.

919

02:24:47.450 --> 02:24:55.320

Cooper City Hall: So I'm having to do work that I really shouldn't have to do. These things should be handled by Hr. So

920

02:24:55.460 --> 02:25:01.000

Cooper City Hall: because I don't have a lot of time, I figured. Let me go to the neighboring municipality, and I find

921

02:25:01.190 --> 02:25:10.980

Cooper City Hall: and I said to control fine replace, you know. Take out town, Add City, and I have to be honest. I you know I did look at Chat gpt

922

02:25:11.080 --> 02:25:13.539

Cooper City Hall: a little bit, but Davies was better.

923

02:25:15.050 --> 02:25:18.459

Cooper City Hall: I was just, I mean, cause this is more of their

924

02:25:18.540 --> 02:25:32.460

Cooper City Hall: yeah. But they haven't done it. So I had to do it.

925

02:25:33.030 --> 02:25:43.070

Cooper City Hall: Yeah, but I might have a lot to ask him. People know I did it, and I asked the manager he didn't have a problem with it. so I mean if he would've said he had a problem. I would have said Manager come back with some

926

02:25:43.370 --> 02:25:49.089

Cooper City Hall: solutions, but he didn't have a problem with it. Kind of Davey doesn't have a problem with it, but it's still a gray area.

927

02:25:49.120 --> 02:26:03.230

Cooper City Hall: How do we? I don't think it's great, I understand, you know. Again. First click, kiss. You're no longer Platonic, but it was a we kiss, and oh, God, no, never happening. Do I need to inform Hr. That a kiss occurred. I guess relationships. I would probably be continuing thing.

928

02:26:03.440 --> 02:26:20.649

Cooper City Hall: a non Platonic relationship. But again, do urban dictionary, which is where I find all vocabulary, a relationship, a non Platonic friend is a relationship which has either a romantic or sexual component or both. So yeah, I think if it's a relationship.

929

02:26:21.700 --> 02:26:25.710

Cooper City Hall: so your Italian kisses on the cheek wouldn't count. Thank goodness.

930

02:26:26.780 --> 02:26:32.809

Cooper City Hall: my only difficulty I have is because this city has adopted

931

02:26:32.830 --> 02:26:34.020

Cooper City Hall: a

932

02:26:34.880 --> 02:26:40.690

Cooper City Hall: broad, hot tip line so that you can complain about things anonymously.

933

02:26:41.030 --> 02:27:03.960

Cooper City Hall: The last paragraph, if you will sentence on Pai, page 3, city encourages open discussion of these issues. I don't have problem with that, and does not condone the taking of retaliatory action against employees who report actions may violate this or any other city policy superfluous. Okay, I'd be happy to take

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02:27:04.200 --> 02:27:06.539

Cooper City Hall: fair enough with that taken out.

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02:27:06.730 --> 02:27:14.950

Cooper City Hall: We have a motion. We have a second.

936

02:27:15.250 --> 02:27:25.430

Cooper City Hall: you understand, before I arise in the beginning a Ppm. Or personnel manual, and then an administrative manual

937

02:27:25.760 --> 02:27:39.319

Cooper City Hall: is, are we? Is there discussion? Commissioner Schroeder related to shifting gears away from that? Or I'm I just want to. I think we did discuss that. The

938

02:27:39.970 --> 02:27:58.289

Cooper City Hall: you can use the word manual, but there's one that's adopted at commission level. And there's one that's adopted at the lower level, right? The bigger picture one I'm gonna get to that, I don't think should be in the form of

939

02:27:58.360 --> 02:28:01.669

Cooper City Hall: you could call it a manual, but I don't think it should be a single document.

940

02:28:01.960 --> 02:28:09.010

Cooper City Hall: because if we want to change one section there, we shouldn't have to read up the whole document. We should be able to, just.

941

02:28:09.750 --> 02:28:14.209

Cooper City Hall: you know. And so before you got here, they said they were, gonna take all that out and put them down.

942

02:28:14.630 --> 02:28:32.729

Cooper City Hall: I mean, typically, even with a full person, you can make an amendment to the which is just this. Let's say this topic, and amend the document without having to read off the whole the whole document. But I'm not opposed to that web. You could call it a manual. That's fine. You could call the manual

943

02:28:32.730 --> 02:28:51.260

Cooper City Hall: number one number 2, number 3, number 4 if we want to change policy number one, we could do that without having to talk about policy number 2. So and I'm just trying to understand. So so if we have one or 2, where does this style of thing right here fit it? Is this a third category? No, I would say, this is in one still.

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02:28:52.300 --> 02:29:13.530

Cooper City Hall: Number 2.

945

02:29:14.290 --> 02:29:15.220

Cooper City Hall: Yes.

946

02:29:16.480 --> 02:29:21.859

Cooper City Hall: it's the just so I understand it's the Ppm. But what you've emailed to us is the Ppm.

947

02:29:21.920 --> 02:29:23.150

Cooper City Hall: This will be

948

02:29:23.280 --> 02:29:26.839

Cooper City Hall: one item in the Ppm. They'll all be numbered

949

02:29:26.870 --> 02:29:36.889

Cooper City Hall: so that way. Once we approve the full Ppm. If we want to go back and change one, we can just say, I put on the agenda. Item 5 of the Ppm.

950

02:29:38.110 --> 02:29:46.990

Cooper City Hall: Related to. Yeah, if I could make a suggestion, I'm fine with that being a part of the Ppm. I'd I'd rather just take it if you all enact it.

951

02:29:47.110 --> 02:29:55.820

Cooper City Hall: This is what if you could see, unfortunately, people on online can't. So if you. I go to the town of Davey.

952

02:29:56.010 --> 02:29:58.970

Cooper City Hall: and it says, policies and procedures right? And they got

953

02:29:59.250 --> 02:30:26.420

Cooper City Hall: policy 20, 0. One code of code of employment, 20 0 2 management rights, all these different. So this one is dating disclosure right there. The next one is employment and relatives. So you go and you click on it right here. And so this individual policy they have here has every time it's been revised, everything. So these things should all be standalone, not re into this document. Because then how where do you put when the when it's been re, you know.

954

02:30:26.420 --> 02:30:48.119

Cooper City Hall: when you're gonna reissue this? Say, we're gonna issue a single policy. Right? You you gonna send it out to the staff. You gonna send the whole manual out again and tell me, acknowledge section. Wanna know it should. These things should be standard, typically would just send that revision and have them sign off on the revision. And then it's incorporated. I mean, I certainly don't mind. You know, format wise, how how we address it.

955

02:30:48.120 --> 02:30:58.669

Cooper City Hall: I'm just. I'm I'm just trying to understand. So it's it sounds like what what I've shared as the Ppm. This would be a part of oh, whatever we want. But this is a part of the Ppm.

956

02:30:58.810 --> 02:31:14.549

Cooper City Hall: But then there are all these other items that used to be in the Ppm. That are now going to be in a second document. That's not going to come. The Commission for modification or or revisions that's going to be done administratively.

957

02:31:14.600 --> 02:31:17.330

Cooper City Hall: So if we if we say

958

02:31:17.540 --> 02:31:29.830

Cooper City Hall: I mean, you might say that people have to come to work at at a certain time, and they have to might where the you know whatever so still to. I don't think that this the Commission needs to to

959

02:31:30.140 --> 02:31:35.750

Cooper City Hall: your utilities work are you gonna use? But certain things

960

02:31:36.340 --> 02:32:01.160

Cooper City Hall: are within our purview. You know that if you come to work you're gonna get, you know on holiday gonna get paid double pay. That's the manager can't authorize that, you know. And so there's certain commission policies like, if we adopt the policy saying, Hr. Will not ask about criminal backgrounds in to check the box thing you know in in. That's not for the manager to, you know, that would be a policy of the city Commission to say, Hey, or you're gonna you know. Now you're gonna

961

02:32:01.310 --> 02:32:08.039

Cooper City Hall: interview women own businesses. When you wanna you know those aren't. Those are things that are commission approved policies

962

02:32:08.110 --> 02:32:19.369

Cooper City Hall: my opinion. So if you want to call the section of the Commission approved policies that deal with employees. The Ppm. Like they have a section here, says General Employee. I don't care but they should be. Stand alone. Policies

963

02:32:20.710 --> 02:32:24.670

Cooper City Hall: you want when they send us down. So you look so I see I've got it pulled up.

964

02:32:25.170 --> 02:32:32.610

Cooper City Hall: So just to follow up, you have to. The employees would have to sign every single policy that we put up, or or is it? Isn't it just?

965

02:32:32.730 --> 02:32:39.770

Cooper City Hall: You know. It's like when we change an ordinance. Not every resident have to pass the sign that we change the ordinance. It's just the new ordinance.

966

02:32:40.800 --> 02:32:46.690

Cooper City Hall: A lot of organizations have through the Hr system make you acknowledge a change in a policy.

967

02:32:46.820 --> 02:32:50.890

Cooper City Hall: Really, yeah. Cause I would look at it like, obviously, it should be distributed

968

02:32:51.400 --> 02:32:52.990

Cooper City Hall: to every employee

969

02:32:53.060 --> 02:33:06.919

Cooper City Hall: via email, posted or whatever. But to get every single employee to to sign documents, and no, no, usually it's in your hr. And you're like Adp. You got like hit and an acknowledgment button, and they don't, may not do it on everything. I don't, I mean.

970

02:33:07.000 --> 02:33:29.239

Cooper City Hall: I don't think well, you don't have to do it, Commissioner. I was Commissioner Cast when I was really speaking to like that. That full document we've prepared, or I've prepared. And with Staff, with a full re revision of the personnel manual. Traditionally, you would send that out to everyone. Have them sign for you. But I'm saying, if we then go and edit section

971

02:33:29.290 --> 02:33:37.480

Cooper City Hall: 5 in 2 years, that's correct. You would typically just send that out might have some notification check. But yeah, right, this is the update.

972

02:33:38.570 --> 02:33:41.710

Cooper City Hall: I just wanna make sure we're not adding a huge bureaucracy. Yeah.

973

02:33:41.890 --> 02:33:42.890

Cooper City Hall: well.

974

02:33:43.090 --> 02:33:47.799

Cooper City Hall: right now, how does an employee know if a policy changes? Let me ask you that question

975

02:33:51.680 --> 02:33:58.150

Cooper City Hall: right now, yeah, like, today. Like, we passed the policy, saying, You can't leave your

976

02:33:59.800 --> 02:34:13.700

Cooper City Hall: yes. How does it employ now? If if I'm walking and I see the vehicle running, I and I want to tell you. And you want to discipline. How does how does that policy that we know they want to do that we do not have a full notification yet setup, but we do like

977

02:34:13.810 --> 02:34:21.760

Cooper City Hall: the and I could. I could ask Lord us, maybe, how we've handled those in the past if we have like a stand alone.

978

02:34:22.300 --> 02:34:47.399

Cooper City Hall: So did the employees receive our vehicle policy that we passed. It's an Adp. I'm just not sure right now, if it sends out an automatic notification to everybody. But I would definitely check on that, and I know, as it relates to the vehicle policy, specifically, at least, to that example, cause I was here when that was adopted. It sent it out to each of the department heads, obviously with instruction, and they have, like a sign in list where they had everyone sign, or

979

02:34:48.130 --> 02:34:56.009

Cooper City Hall: II I'm not sure of that. Pro, I probably not. So we probably should have a.

980

02:34:56.700 --> 02:34:57.649

Cooper City Hall: And that.

981

02:34:58.440 --> 02:35:02.059

Cooper City Hall: yeah, yeah, because I'm I'm an adp.

982

02:35:02.260 --> 02:35:04.760

Cooper City Hall: and I didn't get one to notify me of it.

983

02:35:05.210 --> 02:35:14.489

Cooper City Hall: you know. So if you're saying, Oh, we uploaded to Adp, how would they know to go look at the policies that they're one changed, right? We we have to do a little bit better.

984

02:35:14.610 --> 02:35:33.250

Cooper City Hall: Yeah, there, I mean, that system will allow us to do it, Loris. We can go back and check just how that's set up, if you don't mind, and make sure as we go forward with policies that that that, or if our rule is, we post them online and they gotta look whatever it is. We gotta have a rule, because what's gonna happen if you don't know, I can guarantee. If you try to write the employee up, they're gonna say, nobody told me

985

02:35:37.810 --> 02:35:39.830

Cooper City Hall: anything else. Yeah.

986

02:35:40.240 --> 02:35:43.499

Cooper City Hall: Mr. Malowski. 2 more things.

987

02:35:43.570 --> 02:35:46.260

Cooper City Hall: So when we fill out

988

02:35:46.710 --> 02:35:50.129

Cooper City Hall: a form that we're going to say, Hello.

989

02:35:50.240 --> 02:35:57.640

Cooper City Hall: Mr. Smith is in a relationship or in something that's non platonic with Mrs. Jones

990

02:35:57.890 --> 02:36:01.630

Cooper City Hall: or Miss Jones. That becomes public records.

991

02:36:01.840 --> 02:36:07.989

Cooper City Hall: So if we're in the middle of a divorce, or we're in the middle of a

992

02:36:08.010 --> 02:36:10.480

Cooper City Hall: heated love affair

993

02:36:10.550 --> 02:36:12.540

Cooper City Hall: that could be a little sticky.

994

02:36:14.420 --> 02:36:17.410

Cooper City Hall: That's got nothing to do with me. All I care about is the job.

995

02:36:17.490 --> 02:36:31.849

Cooper City Hall: No, I understand that, but you know and and I don't. I can't get into his. You know all that other stuff, you know, but if it affects work.

996

02:36:31.940 --> 02:36:52.919

Cooper City Hall: but but I would ask. On Commissioner Melissa's point, Mr. Horowitz, aren't certain items exempt from certain elements? The answer is, there are a number of exemptions. There are a number of exemptions that apply specifically to Hr. But what what I'm hearing this form that's being said would not fall within one of those exemptions that I'm aware of

997

02:36:55.790 --> 02:36:57.890

Cooper City Hall: absolutely something specific on the form

998

02:37:00.740 --> 02:37:06.009

Cooper City Hall: as it should be. And while that again, just could be something that could cause.

999

02:37:06.180 --> 02:37:09.589

Cooper City Hall: I understand that you want to know if a plus B

1000

02:37:09.810 --> 02:37:14.100

Cooper City Hall: are, there's a plus or a minus there. But it could also

1001

02:37:14.940 --> 02:37:27.869

Cooper City Hall: complicate matters for the people that are involved. The other thing that I'd like to discuss is your paragraph F, as in foxtrot. So okay, we have this policy. But

1002

02:37:28.380 --> 02:37:42.720

Cooper City Hall: it says in the last sentence. If a potential conflict occurs subsequent to the appointment, a waiver must be approved by the Commission within 30 days of occurrence. Yeah, absolutely. So. We have several employees in this

1003

02:37:44.310 --> 02:37:49.350

Cooper City Hall: city that are married or in different stages of relationships.

1004

02:37:49.550 --> 02:37:53.449

Cooper City Hall: What if we don't approve? Nope? This would only be commission approved people

1005

02:37:55.540 --> 02:37:58.240

Cooper City Hall: that this only applies to ones that we have to approve.

1006

02:37:59.480 --> 02:38:16.469

Cooper City Hall: It doesn't say that it says this actually does, absolutely does, must be approved by the Commission, not mission approved people. No, any waiver of a conflict of interest for a commission approved employee must be disclosed to the Commission at the time of appointment. I can set up a period I could put comma

1007

02:38:16.590 --> 02:38:31.580

Cooper City Hall: if the potential conflict occurs subsequent to the appointment. Because we it's talking about appointment. We only appoint the commission ones. A waiver must be approved by the Commission. What about all the people in this city that are currently in relationships? Should are they grandfathered in

1008

02:38:31.590 --> 02:38:45.949

Cooper City Hall: because they were in a relationship before this happened.

1009

02:38:46.570 --> 02:39:04.659

Cooper City Hall: I don't remember being aware of any directors coming to us who told us at a conflict of interest. So yeah, if we already approved it, yeah, they would continue to be approved. And there wouldn't have been an approval, because this was not in place of interest unless I think there's a waiver of the

1010

02:39:06.320 --> 02:39:15.639

Cooper City Hall: I have to worry about the the residents money. So if the manager decides he wants to start dating. Raj, okay, I want to approve that.

1011

02:39:17.110 --> 02:39:18.210

Cooper City Hall: Alright.

1012

02:39:18.580 --> 02:39:36.439

Cooper City Hall: I want to approve that because I think there could be a conflict. But that is a supervisor, and I'm talking about commission, approved people. Everyone else is to the manager in a direct line which in the beginning of your on

1013

02:39:36.750 --> 02:39:39.970

Cooper City Hall: paragraph

1014

02:39:40.880 --> 02:39:43.340

Cooper City Hall: 3, No. 2 hold on

1015

02:39:44.050 --> 02:39:51.389

Cooper City Hall: in a supervisory authority over another with whom he or she. Paragraph 2. On

1016

02:39:53.470 --> 02:40:12.810

Cooper City Hall: the second paragraph it says, additionally, the city of Cooper city prohibits policy, prohibits the employment of employees in positions whereby an employee has supervisory authority over another with whom he or she is engaged in a personal relationship works in the same department or on the same shift together.

1017

02:40:13.740 --> 02:40:28.119

Cooper City Hall: So if you're going to use city manager and Raj well, the city manager is in direct conflict of number of this policy of this paragraph right here because he is his supervisor. Correct? So he'd have to receive a waiver.

1018

02:40:28.520 --> 02:40:36.240

Cooper City Hall: But what I'm saying is is, there are people that we employ that are are appointed by us

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02:40:36.480 --> 02:40:40.899

Cooper City Hall: that are already in relationships. I'm not aware.

1020

02:40:43.170 --> 02:40:48.379

Cooper City Hall: and if it's a conflict of interest. I before I wave it, I wanna make sure it's not a detrimental impact on the city.

1021

02:40:51.980 --> 02:41:15.090

Cooper City Hall: This is not. This is not unheard of you. You can't work for your you know I'm gonna give you an example we were in. I could tell you we've actually one we approved when we when Captain di Giovanni came before us. Okay, we were informed that Sergeant di Giovanni, it doesn't directly report to him, but is within his chain of command. Okay, his supervisor, and we and the broward sheriff's office let us know about that, and we approve that waiver.

1022

02:41:15.460 --> 02:41:19.330

Cooper City Hall: We absolutely did right, and we said it would not be a problem.

1023

02:41:19.810 --> 02:41:20.740

Cooper City Hall: Okay.

1024

02:41:22.610 --> 02:41:24.729

Cooper City Hall: that's the only one I was made aware of.

1025

02:41:26.800 --> 02:41:37.210

Cooper City Hall: and you know what? And that's and and the sheriff's office in in in, Sergeant Giovanni said, if this, if the Commission doesn't approve it, I will transfer. Did you not say that.

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02:41:37.540 --> 02:41:45.760

Cooper City Hall: Umhm? And and so, if the sheriff's office brought it to us. And we said, Okay, that makes sense. He doesn't report directly to him. We waive that conflict of interest.

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02:41:46.660 --> 02:41:48.000

Cooper City Hall: And and that's what we did

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02:41:51.380 --> 02:42:01.510

Cooper City Hall: so. I mean, I can't tell you what you know. You're basically asking me. You're you're hinting at something being there without saying there's something there and asking if we should grandfather, then well, have another conflict of interest.

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02:42:02.440 --> 02:42:03.130

Cooper City Hall: Got it

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02:42:04.930 --> 02:42:06.180

Cooper City Hall: anything further?

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02:42:08.070 --> 02:42:10.429

Cooper City Hall: This is not public good, and not

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02:42:10.960 --> 02:42:12.170

Cooper City Hall: call the vote

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02:42:13.930 --> 02:42:19.559

Cooper City Hall: Commissioner Melosie, Commissioner Cassman, Commissioner Schroader. Yes, Mayor Ross. Yes.

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02:42:20.300 --> 02:42:26.709

Cooper City Hall: moving on to city attorneys. Report. Thank you, Mayor Commission. I do have one item this evening which is included in.

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02:42:27.740 --> 02:42:37.450

Cooper City Hall: as you all are well aware, effective. January first of this year there is a requirement that all elected municipal officials in the State of Florida, Florida file a form 6.

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02:42:37.450 --> 02:43:00.259

Financial disclosure statement that you all are quite familiar with the form one which is the traditional financial disclosure that elected municipal officials are required to file last legislative session. The legislature expanded the form. 6 requirement to elected municipal officials. It is a more invasive, more detailed financial disclosure requirement those filings are due by July

1037

02:43:00.260 --> 02:43:00.910

second.

1038

02:43:01.320 --> 02:43:17.449

Cooper City Hall: last week the Wisner wrote a law firm which I know the city is familiar with. They previously served as your city attorney's office sent an email to all of the city attorneys in Broward County. Indicating their intent to file a lawsuit challenging the form. 6 requirement.

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02:43:17.450 --> 02:43:33.689

They're in the process of soliciting plaintiffs to join in that effort, as of last Friday. Having consulted with one of their managing partners. We're told that 2 cities, Nunn and Broward had joined thus far. They'd anticipated a number of others joining before the end of the month

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02:43:34.110 --> 02:43:59.040

Cooper City Hall: their intent. If they get at least 10 municipalities to join in the effort, they hope to file a lawsuit against the State of Florida in the beginning of February. My understanding is they intend to file in Federal court based on a First Amendment claim as well as certain equal protection and civil rights claims. They're currently researching. The legal theories are going to process and proceed under. But they are currently soliciting plaintiffs who might be interested in joining in that litigation.

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02:43:59.330 --> 02:44:08.389

There's a resolution in the backup that the viceroial law firm has provided, simply providing this to you for your information to the extent that the city had any interest in joining in that effort.

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02:44:09.170 --> 02:44:23.369

Cooper City Hall: I'll open it up. Anyone have any comments, any interest? Do you want to jump? Yeah, I wanna join. I think that's absurd. And I think it's evasion, privacy, and some other stuff.

1043

02:44:24.220 --> 02:44:36.549

Cooper City Hall: So for for the record, the the Vice road is asking for \$10,000 per participating municipality through trial that would not include any appeals, or or other costs associated with litigation.

1044

02:44:37.350 --> 02:44:52.140

Cooper City Hall: I would mention Katya. I definitely think we should join. I also would assume that the Florida League of Cities has a lawsuit in the works. We we do not. This is a state of Ethics Commission issue.

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02:44:52.210 --> 02:44:55.270

Cooper City Hall: the Commission on Ethics

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02:44:55.510 --> 02:45:07.730

Cooper City Hall: is is the answer to this. Florida League of Cities has not taken a position on it at all. It's unbelievable. I would ask my commission, fellow Commissioners to

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02:45:07.970 --> 02:45:08.950

Cooper City Hall: a

1048

02:45:09.170 --> 02:45:19.769

Cooper City Hall: sign a letter to the Florida League of City's President, as well as the Broward League of cities, President, encouraging them to take action. Because I think it's

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02:45:20.450 --> 02:45:37.019

Cooper City Hall: with respect. I think it's something that should be driven by the League of Cities. Look at the impact it's had across the State. I heard that 4 out of the 5 Commissioners resigned for St. Pete Beach. I meant there's Palm Beaches had a bunch. I mean, this is this is crazy. So

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02:45:40.210 --> 02:45:49.310

Cooper City Hall: yeah. So I think we should jump on this vicar to one and then write that letter to the Florida League City's president. I think you can handle over that.

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02:45:50.270 --> 02:45:56.490

Cooper City Hall: and you have to sign it. I didn't think of that. It's very funny.

1052

02:45:57.350 --> 02:46:06.719

Cooper City Hall: I'll take that under advisement. I would even think we might want to get more aggressive and see if government law

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02:46:06.730 --> 02:46:19.390

Cooper City Hall: law, firm government law group would would want to consider handling this, you know, if you'd like. But can we reach out to Mr. Polykoff and see if this is something he would. He's usually pretty litigious. So

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02:46:21.210 --> 02:46:23.519

Cooper City Hall: call your direction, Commissioner. Okay.

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02:46:25.240 --> 02:46:30.460

Cooper City Hall: is it? I will. I will offer just 1 1 point, for from a legal perspective there is some question as

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02:46:35.460 --> 02:46:54.399

Cooper City Hall: that has incurred the obligation. The obligation is on the individual elected official. Notwithstanding. I know that's one of the issues that Weissa wrote, is looking at, and one thing I could do, Mayor Commission is put this resolution on your next agenda for consideration. If you'd like to consider at your next meeting. I'm happy to reformat it for the city of Cooper City. Bring it back at your second meeting of the month.

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02:46:56.100 --> 02:47:04.259

Cooper City Hall: I don't need to bring, but I'm in favor of it. There's a there is a form pro forma document in the backup. I can read the title on the record this evening if you'd like.

1058

02:47:04.560 --> 02:47:23.309

Cooper City Hall: Alright. So for for the record, the item is a resolution of the city of Cooper City, Florida, authorizing the participation in a lawsuit seeking a declaration that the provisions of section 1, 12, 1, 44, sub. One d. Florida statutes that require municipal elected officials to file a form 6. Financial disclosure is unconstitutional and invalid, finding for an effective date

1059

02:47:24.510 --> 02:47:25.670

Cooper City Hall: motion approve.

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02:47:25.730 --> 02:47:29.870

Cooper City Hall: I have a motion. I have a second. Now you have to consider

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02:47:32.360 --> 02:47:39.590

Cooper City Hall: as President of the Florida League of Cities. I suspect that way, she wrote, and may put me.

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02:47:39.830 --> 02:47:50.999

Cooper City Hall: There's no more on, plaintiff. Go ahead, man, I'll interrupt. And and again, I think it's city driven, or at least that's what they're saying. But I think the problem I'm having

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02:47:51.100 --> 02:47:53.029

Cooper City Hall: is that it's not a city issue.

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02:47:53.160 --> 02:48:07.659

Cooper City Hall: It's an elected official issue, but but they also arguing that it's a public trust, the position of public trust. So therefore they can require us to do so. That's where, as an individual, we lose the private property. Right? So I mean, that would be my argument as to what how the city would have standing.

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02:48:08.030 --> 02:48:18.270

Cooper City Hall: I would also argue that standing because cities have standing because they have been hamstrung. There have been, as Mr. Horowitz mentioned.

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02:48:18.600 --> 02:48:20.710

Cooper City Hall: cities have lost

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02:48:20.720 --> 02:48:29.760

Cooper City Hall: the majority, or I've seen examples of full yes, elected the entire elected body. So those cities can no longer function

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02:48:29.840 --> 02:48:41.229

Cooper City Hall: properly. Which to me makes it a city, a municipal issue. And here's the alternative. So say they decide from a legal standpoint. It's better to go forward in the name of an individual, and

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02:48:41.530 --> 02:48:44.350

Cooper City Hall: can can we justify

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02:48:45.360 --> 02:48:51.819

Cooper City Hall: under our charter because it says, paying the expenses of the the elected officials? Right?

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02:48:52.390 --> 02:48:55.520

Cooper City Hall: We don't. I mean the ones incurred in relation to it.

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02:48:55.550 --> 02:49:08.449

Cooper City Hall: Having him! The Mayor is the lead plaintiff! Well, I mean, what? What are the comments along those lines, Mayor Commission. What one of the things I believe the vicer wrote is looking for are named public officials who may be interested in being a party plaintiff in litigation.

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02:49:08.580 --> 02:49:38.279

Cooper City Hall: The reason being, and you you may be familiar, and I think I mentioned it previously. From the dais there was a lawsuit filed last year challenging the lobbyist restrictions in the Florida Constitution that were recently implemented as part of that litigation, the judge entered an injunction, and staying the enforcement of those lobbies, provisions. That injunction applied specifically to the party plaintiffs in that lawsuit did not apply to all elected officials. It applied to the plaintiffs who were parties to that litigation.

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02:49:38.460 --> 02:49:42.600

Cooper City Hall: One of the counts that I believe Westroad intends to pursue. Here is an injunction

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02:49:42.650 --> 02:50:00.810

Cooper City Hall: to the extent that they are successful, depending on what the judge and the court decides to do. That injunction may not apply to all public officials in all municipalities that are part of the lawsuit. It may only apply to those named public officials who are plaintiffs in the lawsuit, noting that question.

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02:50:01.560 --> 02:50:04.409

Cooper City Hall: and we, as a commission.

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02:50:05.040 --> 02:50:15.710

Cooper City Hall: designate our so the city and ourselves individually as not as Jeremy Katzman, private citizen, but as Jeremy Katsman, Commissioner of Cooper City.

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02:50:15.900 --> 02:50:35.249

Cooper City Hall: A plaintiff, short answer, short answer is yes, and it would be covered on different, and it would be a \$10,000 fee, and we would reconfirm this tomorrow with the special counsel, would be \$10,000 for the municipality or Cooper City, naming to the extent that it was each member's intent naming each member of the Commission as a plaintiff.

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02:50:35.410 --> 02:50:46.540

Cooper City Hall: understanding that'd be one Tedcast market for the city or the trial exclus, exclusive of appeals. It would just say that we should be able to opt in

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02:50:46.780 --> 02:51:00.400

Cooper City Hall: as individual commissioners, and that's not a problem we choose to opt in the city agrees to cover the cost of assuming in our capacity as individuals

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02:51:00.500 --> 02:51:02.179

Cooper City Hall: for the that

1082

02:51:02.230 --> 02:51:14.309

Cooper City Hall: the group suit, you know you can't just pick your own, and that's what it is. And that's what the agreement is with the the end issue. I think you need to be made aware, and he's Jacob said it twice. I'll say the third time.

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02:51:14.390 --> 02:51:15.989

You and I both know

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02:51:16.170 --> 02:51:20.199

Cooper City Hall: that, no matter what the decision is. it's going to be appeal.

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02:51:20.570 --> 02:51:23.869

Cooper City Hall: There is no law in the State of Florida on this.

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02:51:23.960 --> 02:51:29.440

Cooper City Hall: So it's going up for appeal. There's nothing in the Weiss seroter agreement

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02:51:29.480 --> 02:51:41.029

Cooper City Hall: for another 10,000. It could be another 25,000. You don't know. But to their credit I did ask whether they intend on recovering fees if we win.

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02:51:41.050 --> 02:52:03.190

Cooper City Hall: And the answer is, Yes, and if we do recover the fees, the monies will be returned to the city. Okay, so I just want to state, for the record in in their resolution, specifically, says the firm, being Weiss road, will charge the city a flat fee, inclusive attorneys, fees, and costs of \$10,000 to represent the city and the individual elected officials who choose to participate as plaintiffs.

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02:52:03.290 --> 02:52:06.439

Cooper City Hall: Perfect. I want to ask.

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02:52:27.320 --> 02:52:32.490

Cooper City Hall: that's true. So we, so can we authorize it on our own behalf, and then design

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02:52:32.720 --> 02:52:35.050

Cooper City Hall: delegate you to talk to

1092

02:52:35.320 --> 02:52:36.559

Cooper City Hall: Commissioner Green.

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02:52:36.660 --> 02:52:43.249

Cooper City Hall: We don't have to vote on our options. We could just vote on the thing, and then we could just tell

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02:52:43.340 --> 02:52:50.289

Cooper City Hall: correct. But I would like to know, and I would need to know which of the 5 of you are interested in being named as plaintiffs in lawsuit. I am.

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02:52:51.080 --> 02:52:52.400

Cooper City Hall: I don't care. Fine.

1096

02:52:54.100 --> 02:52:56.800

Cooper City Hall: Have to take it under advisement. Understood

1097

02:52:57.060 --> 02:53:08.540

Cooper City Hall: while you decided to separate one. I I'm just gonna say I have to take it under. I'm just not sure about the Council. No counsel counsel. I'm I'm sure.

1098

02:53:09.950 --> 02:53:16.979

Cooper City Hall: I am told that the mics are not working very well. Everyone is coming in and out, Jacob. You as well

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02:53:17.690 --> 02:53:21.940

Cooper City Hall: don't know why, but just got the email.

1100

02:53:22.120 --> 02:53:35.180

Cooper City Hall: Texas should say, let's take a vote on that. And and, Mayor, if I could just make sure, everyone please, if you can. We're trying to leave all, all of my! I haven't shut mine off after I was told to not do that.

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02:53:36.520 --> 02:53:42.660

Cooper City Hall: Commissioner Malos, Commissioner Katzmann. Yes, Commissioner Shrouder. Yes, Mayor Ross. No.

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02:53:43.270 --> 02:53:47.900

Cooper City Hall: and and for the record I will speak with Commissioner Green to see if he has an interest in being named individually, and I'll

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02:53:49.030 --> 02:54:03.979

Cooper City Hall: thank you very much. Thank you. Mayor commission drafted mayor, commissioners, city manager, staff residents that are with us.

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02:54:03.990 --> 02:54:20.480

Cooper City Hall: So the report was submitted in advance. There are a few items. I would like to highlight on this report. Particularly when it comes to the traffic and schools. We welcome all of our students back from a long winter break, and this was their first week back

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02:54:20.490 --> 02:54:38.889

Cooper City Hall: at school, but they also came back, particularly when it comes to Pioneer Middle School with a new traffic pattern. I want to publicly thank Mr. Fleming, public Works, City manager for their support on this new traffic pattern. But the traffic team will be out there all week this week.

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02:54:38.950 --> 02:55:07.699

Cooper City Hall: Monitoring that new traffic pattern that we think will positively impact the traffic flow and the safety. I want to remind the residents that, as of January first of this year, a new law went into effect. That's a updated enhanced move overall. And so the residents are probably familiar with the move overall pertaining to emergency vehicles. That you would need to slow down. Your speed

1107

02:55:07.700 --> 02:55:34.230

Cooper City Hall: or move over safely to the next lane. But what you may not be aware that, as of January first of this year, that new law now pertains to any passenger vehicle that has its hazards on, or has emergency flares or signs deployed. So I just want to let the residents know that if you do see any vehicle. Now, with hazards on or emergency flares and signs

1108

02:55:34.230 --> 02:55:45.609

Cooper City Hall: deployed, you do need to move over safely into the next lane, and if you cannot safely do that you need to slow 20 miles per hour. Below the posted speed limits

1109

02:55:46.430 --> 02:56:08.829

Cooper City Hall: moving on from the traffic report. I did want to share just a quick burglary reminder. We concluded last year with a decrease overall in our crime throughout the city. Cooper City which is a big plus for us. I even found one particular article online from Housely, that named Cooper City

1110

02:56:08.830 --> 02:56:33.599

Cooper City Hall: the city of Cooper City, the safest city in the State of Florida, under 50,000 miles. Safest small city in the State of Florida, under 50,000 miles. I'm sorry. 50,000 population. And so that's that's a significant achievement, but doesn't mean that we don't have more progress to make so particularly when it comes to burglaries. Those that we do see that are still happening in the community

1111

02:56:33.600 --> 02:56:39.959

community typically are going to be tied to residents for getting to lock their doors. It's as simple as that.

1112

02:56:39.960 --> 02:57:09.600

Cooper City Hall: and so please please make sure that you check all your doors before you set your alarms at night. You may not know, but with the new Crime Prevention deputy that works in the city, you also are able to request a free home security survey. So if you are not sure what you can do to harden your home to actually make it safer and less of a target. You can contact our office 9, 5, 4, 3, 5, 2, and request to speak with

1113

02:57:09.600 --> 02:57:33.900

the Crime Prevention deputy to have a home security survey which is free scheduled for you, and then, additionally, you may not be aware but some of the burglaries were targeted for residences that were actually traveling. And so, if you don't know, you can actually sign up for our vacation home watch, to which is another free service we provide to the public. We just wanted to give those friendly reminders to the public

1114

02:57:34.340 --> 02:58:04.319

Cooper City Hall: and also just to let the Commission know on the city managers aware. But we did launch the Stars Grant application on time. You were aware that that target date was January first of this year for that Grant program to start the 90 day period. And so that actually did launch. It's posted on the city's website and has been communicated to all of our Hoa partners and nonprofits, and I'll be attending particular meetings coming up to try to push that grant as best that I can.

1115

02:58:04.390 --> 02:58:15.959

Cooper City Hall: So thank you for that opportunity. A few new services that we're offering in 2024 to our residents. That I wanted to share with the Commission is first of all, fingerprinting.

1116

02:58:15.960 --> 02:58:36.969

Cooper City Hall: Believe it or not, fingerprinting is the number one phone call that we get at the station we constantly have residents that are calling us, asking us where they can be fingerprinted. Either in the city close by. And so we sent that as a team last year, and we came up with a plan that in 2024, why not just provide that as a free service for our residents.

1117

02:58:36.970 --> 02:58:52.049

Cooper City Hall: and not just our resident, but also our business owner. So if you are a Cooper City resident or a Cooper City business owner. You are able now to schedule free fingerprinting at the Pd. You can call again 954-35-2000,

1118

02:58:52.050 --> 02:59:13.699

Cooper City Hall: and you can schedule that fingerprinting session that's gonna be for hard prints just rolling it the old fashioned way. But I did want to share that. We are actually looking to purchase digital equipment, to provide digital fingerprinting to our residents in the future. And so I'm hopeful that later this year that we will be able to add the digital fingerprinting component as well.

1119

02:59:13.700 --> 02:59:38.880

Cooper City Hall: In addition to that, I want to remind the Commission that the parking enforcement team starts this year. That's again another free service that we added just by reimagining current equipment and finding finding volunteers and certifying them. So parking Enforcement volunteers will be out there and forcing handicap fire lane issues in the commercial plazas and also on the interior roadways with sidewalk concerns.

1120

02:59:38.980 --> 03:00:06.070

Cooper City Hall: And then I want to let the residents know that we have our next crafting with a cop scheduled and offer February seventh. And so that was a great event that we had last time. You can sign up on the event. Bright. Go to our Facebook, page, Bso. Cooper City. We still have a few spots available, but it's filling up quite fast. So if you again want to participate in crafting with a cop, we will

1121

03:00:06.070 --> 03:00:13.719

Cooper City Hall: just ask you to sign up on the event. Bright. That's posted promptly on our Facebook page, and that concludes my report. Unless there's any questions tonight.

1122

03:00:14.350 --> 03:00:15.790

Cooper City Hall: any questions for Cabinet

1123

03:00:17.090 --> 03:00:18.849

Cooper City Hall: Commission balancing? Aye.

1124

03:00:20.670 --> 03:00:22.990

Cooper City Hall: one of the burglaries that occurred

1125

03:00:23.090 --> 03:00:25.730

Cooper City Hall: over the break in Rock Creek.

1126

03:00:25.940 --> 03:00:34.069

Cooper City Hall: I was speaking with the Resident, whom I won't mention publicly. But he had said that he called our dispatch here

1127

03:00:35.260 --> 03:00:40.570

Cooper City Hall: the 432 and he had waited like half an hour till someone

1128

03:00:40.710 --> 03:00:46.180

Cooper City Hall: responded till someone got to his house. He had a call back. Then once you call back again.

1129

03:00:46.890 --> 03:00:53.049

Cooper City Hall: They were there in in 2 min, but the first call went to he had no idea, so I was wondering if you could.

1130

03:00:53.640 --> 03:01:21.700

Cooper City Hall: Absolutely. One thing I will share is that the and I'm only going based on what you told me. The 4, 3, 2, 9,000 number is not a live person. That is an automated. It's gonna take you through the phone tree. We would encourage them to call 4, 3, 5, 2,000, which is, gonna be that live person that's answering. But absolutely, I'll get with you up to the meeting and get the specifics and look into it. Okay, thank you.

1131

03:01:22.240 --> 03:01:23.210

Cooper City Hall: Anything else.

1132

03:01:23.410 --> 03:01:26.609

Cooper City Hall: Thank you. Kevin. Fire Chief support.

1133

03:01:29.660 --> 03:01:36.839

Cooper City Hall: Good evening, Mr. Mayor. Commissioners, city manager and staffs and residents. Happy New Year.

1134

03:01:37.240 --> 03:01:43.220

Cooper City Hall: Happy New year. Commissioner Melosa. You were absent when

1135

03:01:44.030 --> 03:01:54.240

Cooper City Hall: Alexandra Fox, principal for Franklin Academy. She was here thanking the Commission for promoting the hydrant design

1136

03:01:54.450 --> 03:01:58.450

Cooper City Hall: program. And so I just wanted to

1137

03:01:58.600 --> 03:02:01.930

Cooper City Hall: pass that on to you since you were absent during that timeframe.

1138

03:02:02.440 --> 03:02:07.529

Cooper City Hall: couple highlights from the report.

1139

03:02:07.760 --> 03:02:12.550

Cooper City Hall: We are going to have our cert appreciation dinner

1140

03:02:13.000 --> 03:02:20.599

Cooper City Hall: on January eighteenth, at 70'clock at Cooper City diner. You all are invited to attend

1141

03:02:22.220 --> 03:02:32.990

Cooper City Hall: another project that the city manager is aware of also is the The cert team is going to be going around to all the businesses in Cooper City.

1142

03:02:33.270 --> 03:02:40.680

Cooper City Hall: checking for Aeds and acquiring all the information, so I can place it in the app.

1143

03:02:40.980 --> 03:02:43.320

Cooper City Hall: We're going to. There's

1144

03:02:43.610 --> 03:02:51.989

Cooper City Hall: there's several 100 businesses within the city, so we're going to set up a grid pattern and send the cert members out

1145

03:02:52.180 --> 03:02:56.769

Cooper City Hall: in small groups so they can acquire the information for me.

1146

03:02:57.870 --> 03:03:12.040

Cooper City Hall: if you can. I would like to draw your attention to page 7 of the report. This is just for informational purposes. It's just showing

1147

03:03:12.060 --> 03:03:15.640

Cooper City Hall: a call volume over the last 4 years.

1148

03:03:15.770 --> 03:03:33.129

Cooper City Hall: and you can see the trend line is showing increasing call volume approximately 20% call volume increase over the last 4 years. And again. It's just informational purposes. There's no apparatus or staffing changes requested.

1149

03:03:33.590 --> 03:03:36.539

Cooper City Hall: It's just again, just for your knowledge

1150

03:03:37.620 --> 03:03:43.069

Cooper City Hall: that being said, any questions about the fire Trees report question required to

1151

03:03:44.330 --> 03:03:45.000

Cooper City Hall: the

1152

03:03:45.760 --> 03:03:47.109

Cooper City Hall: thanks to be asked.

1153

03:03:48.610 --> 03:04:02.070

Cooper City Hall: Your report indicates this incident occurred at 56, 20. Downing eroded the Ross clothing store, which was the fastest unit response of 8 s. Yes, respondent apparatus are 2, 2, 8 was in the vicinity.

1154

03:04:02.920 --> 03:04:03.890

Cooper City Hall: Where?

1155

03:04:04.000 --> 03:04:09.449

Cooper City Hall: Why? Why am I questioning the report again? Facts. It's all I want.

1156

03:04:09.720 --> 03:04:23.960

Cooper City Hall: Where were they in the vicinity? Were they publics? They were in the shopping center. I don't know if they were driving, or if they were in Ross or in Publix. they obviously with an 8 s response time they were in that shopping center

1157

03:04:24.880 --> 03:04:29.369

Cooper City Hall: instead of me questioning where? Look over the report.

1158

03:04:30.060 --> 03:04:38.750

Cooper City Hall: and when you see something that says in preparation of what did you do? Tell me what you did, or the responding apparatus was close by.

1159

03:04:39.030 --> 03:04:42.420

Cooper City Hall: tell me where they were understood. Thank you.

1160

03:04:44.620 --> 03:04:46.209

Cooper City Hall: Thank you for the report.

1161

03:04:49.530 --> 03:04:52.329

Cooper City Hall: Yeah. Commissioner concerns Commissioner Charlotte.

1162

03:04:52.490 --> 03:04:54.070

Cooper City Hall: We use.

1163

03:04:54.430 --> 03:04:56.460

Cooper City Hall: Thanks, Chief.

1164

03:04:57.000 --> 03:05:00.339

Cooper City Hall: the one thing you know I wanted to.

1165

03:05:00.390 --> 03:05:03.950

Cooper City Hall: I I don't have to talk about the roof leak when I was

1166

03:05:04.010 --> 03:05:08.289

Cooper City Hall: had to step out or not. But the fire station thing

1167

03:05:08.520 --> 03:05:29.130

Cooper City Hall: oh, okay, so not to bore you guys again. But you know we were like led to believe it was solely an A/C thing, and I get that report, and I had nothing about the A/C. It was all about the roof leak, you know, and so I went over there myself and the firefighters. I said to them, you know I'm kind of offended that you would, you know. Send this to one Commissioner we had

1168

03:05:31.380 --> 03:05:35.230

Cooper City Hall: well, when you reach out, and they said, no, we've been asking to have this fixed.

1169

03:05:35.250 --> 03:05:36.290

would they ask you?

1170

03:05:36.350 --> 03:05:48.429

Cooper City Hall: Oh, they, they tell me that public works comes out like all the time. And all this different stuff, and when we were told there wasn't a roof leak. But then, according that report, there's like a roof leak, and I saw video of a roof leak like there's a roof leak.

1171

03:05:48.510 --> 03:05:53.960

Cooper City Hall: you know, like the the wood is stained, and I have the video and everything, so

1172

03:05:54.980 --> 03:05:57.939

Cooper City Hall: that you know we beat up on the Chief for that.

1173

03:05:57.970 --> 03:06:08.989

Cooper City Hall: That's kind of a public works issue, because I was told there was no work roof leak, and it was, and I thought it was an A/C that they have the A/C. Too low, and that wasn't the report did not say, Tape up the A/C unit.

1174

03:06:09.490 --> 03:06:17.279

Cooper City Hall: you know, like that. So there's miscommunication there. If you look at the action plan, you guys told us none of the items there. We're fixing the A/C.

1175

03:06:17.470 --> 03:06:34.680

Cooper City Hall: It was clean out to have the Hvac system for the mold. but we beat them up over that, and and you know, so I don't know what's going on with the work orders. I think that the work order should be able to be put in by the departments because similar issue I went into. I work.

1176

03:06:34.750 --> 03:06:38.910

Cooper City Hall: and I find other work order issues that aren't that don't say they're complete.

1177

03:06:39.450 --> 03:06:48.640

Cooper City Hall: you know, so I don't know what that's going on. But that was like a big thing. The firefighters shouldn't have gone my opinion over the manager.

1178

03:06:48.740 --> 03:06:54.919

Cooper City Hall: but when I went and told them that they said, Well, we have said this, this, this and this, and nothing's happened.

1179

03:06:55.320 --> 03:07:13.699

Cooper City Hall: So I don't know and so my one chief said that he he asked public works to fix it too, and that that they chief doesn't talk to public works. Chief talks to the city manager. No, the secretary of it puts in work orders for the building.

1180

03:07:13.790 --> 03:07:19.639

Cooper City Hall: That's my understanding. So you know that they put in a work order, and

1181

03:07:20.060 --> 03:07:32.200

Cooper City Hall: that I guess I don't know the Secretary is. But they email to to Don and public works, and she puts in the work order, and then I go in there, and I went into the work orders, and there's but there's roof leak for a while, and they even have pictures uploaded.

1182

03:07:32.660 --> 03:07:47.789

Cooper City Hall: So like there is in the Rec department having a similar issue, because I went and saw. There's a work order for the the the sink at the full antenna center is coming off the wall, and that thing was in September. I went over, and it's still coming off the wall.

1183

03:07:48.970 --> 03:07:57.389

Cooper City Hall: So you know, I don't know where the miscommunications going on. And then, yeah, I don't know the the work order system needs to be tracked.

1184

03:07:57.890 --> 03:08:00.109

Cooper City Hall: It's an easy enough system.

1185

03:08:00.140 --> 03:08:10.070

Cooper City Hall: The people should be able to put it in, and then we could go and say to the 500. So did you put the word program? Okay, did the public works fix it? No. And then we know where what's going on? But

1186

03:08:10.190 --> 03:08:22.819

Cooper City Hall: it's like the stories, aren't you know, adding up, I shouldn't say adding up, It's a lot of miscommunication. Also, I'm wondering how's our roof leak? Because we put the most sophisticated roof there is in the world on that place.

1187

03:08:22.960 --> 03:08:41.110

Cooper City Hall: And Mr. Fleming, I remember when he was here, and he told us about the poly Mega. Remember that thing they sold us, you know the the and basically now here, it's like the flex commercial, you know, with the commercial, what they take the boat or stuff, you know. You know what I mean. They cut the boat in half, and they put the tape on it. Remember, when they sold us this roof.

1188

03:08:41.260 --> 03:08:45.549

Cooper City Hall: Mr. Fleming. I wasn't involved when they sold word 5.

1189

03:08:45.660 --> 03:08:56.969

Cooper City Hall: I you must have been filling in that, Dave, because I remember you still standing here. I was not involved in the purchase of that roof. Okay, that was back when Jim Bowman was here. Alright. So was it a police departments one?

1190

03:08:57.850 --> 03:09:25.849

Cooper City Hall: No, I haven't been involved in purchasing any of the roof, the redoing of the roof. I was not involved in any of those, so I will double check, but happen to be the railing on the roof where the water was going down the railing and getting into the roof. That's what we just found out. I will tell you. Let me give you the police barn free. So I am 99% sure, but not 100. Sure that I recall you standing here for \$107,000 approving it. I will double check.

1191

03:09:25.850 --> 03:09:32.690

Cooper City Hall: but you know I will double check. I was never involved in the purchasing of any. Not a problem. Is there a warranty on the roof for the fire department?

1192

03:09:32.900 --> 03:09:41.009

Cooper City Hall: I have to double check. Who in this building knows where there's a warranty out for the fire department or a warranty for the police farmers

1193

03:09:41.630 --> 03:09:43.480

Cooper City Hall: don't think anyone was here.

1194

03:09:43.580 --> 03:09:49.880

Cooper City Hall: No, not when they made it. We just re roofed it. We reoofed the police department. How long ago was like, and when did the police department get re-roofed

1195

03:09:49.890 --> 03:09:59.839

Cooper City Hall: that I don't know.

1196

03:10:00.510 --> 03:10:14.770

Cooper City Hall: Yes, okay? So we know that one's under warranty. All right, is the fire department one under warranty. I'm not certain. Okay, let's start with the police department. The police Department one that's under warranty. That had to be done relatively soon.

1197

03:10:15.390 --> 03:10:18.620

Cooper City Hall: because it's still under warranty. Right? Agreed

1198

03:10:19.760 --> 03:10:31.760

Cooper City Hall: Alright. What do we know about the I've you know what? I'm gonna pull this up. I'm gonna pull this up. I've remember this. Okay. I didn't mean to go down this thing, but I'm told that the warranty people are now saying functions.

1199

03:10:33.500 --> 03:10:36.989

Cooper City Hall: Okay, tell me about the warranty for the police department. Why is the police department leaking?

1200

03:10:40.610 --> 03:10:42.890

Cooper City Hall: Why is the roof of the police department leaking.

1201

03:10:44.020 --> 03:10:49.069

Cooper City Hall: they found punctures in the roof. Okay, what the company?

1202

03:10:49.270 --> 03:10:59.199

Cooper City Hall: How is there punctures in the roof of the police department? It could be anything just like on this roof. Here we had them come out and look at this roof. We found a bullet hole.

1203

03:10:59.490 --> 03:11:01.110

Cooper City Hall: a bullet hole. Yes.

1204

03:11:01.200 --> 03:11:18.710

Cooper City Hall: that's what? Yes, that's what the inspector said, because it's the way it's split. That's what he said. Did the company say that it? But anything that can hit that roof. It could be anything it could be a rock.

1205

03:11:19.430 --> 03:11:21.340

Cooper City Hall: Can I ask a question, Ryan? Yeah.

1206

03:11:21.370 --> 03:11:35.819

Cooper City Hall: In reference to punctures? I mean, what about like when there's a hurricane storm, whatever, and debris is flying everywhere. Branches, they said it can puncture. So that's what I'm trying to now get at. I remember this being the best roof ever when we.

1207

03:11:35.910 --> 03:11:42.420

Cooper City Hall: Now I'm hearing that when you guys get up there at the company, they said, oh, a tree branch could puncture it, and we just come out and we reseal it with

1208

03:11:42.440 --> 03:11:58.299

Cooper City Hall: the flex stuff. Is that not? What is that? What not was told? They come out with membrane that the roof is made with, and they they seal it with the new. So I'm wondering how we got a roof re roof that could oh, a tree branch could just puncture it like that doesn't sound normal to me.

1209

03:11:58.310 --> 03:12:00.749

Cooper City Hall: for South Florida doesn't sound good.

1210

03:12:01.960 --> 03:12:08.809

Cooper City Hall: Am I going crazy? You guys are all looking at me. Is this not the conversation that you guys? Somebody told me that was had correct?

1211

03:12:09.540 --> 03:12:10.970

Cooper City Hall: Alright. So

1212

03:12:12.910 --> 03:12:19.569

Cooper City Hall: I want to look at the contract with this company that did the roof, if it's under warranty, because that's not what I believe we were sold.

1213

03:12:20.030 --> 03:12:37.099

Cooper City Hall: So now it seems like every other day. Anything can puncture these roofs, and this company is trying to say that they're not responsible or something to that effect. Right? So I just don't want. I don't know why we spent money re roofing roofs and being given a warranty, and now every other day they're leaking.

1214

03:12:37.310 --> 03:12:38.920

Cooper City Hall: I want to get to the bottom of that.

1215

03:12:38.960 --> 03:12:55.409

Cooper City Hall: How do we get to the bottom of that? Who's in charge of on knowing about the roofs in this place? And and I've asked Tim to have the manufacturer. We've had the people who applied the roof come out, but then I've asked him to have the manufacturer of the roof come out. The manufacturer came out to this roof. So far.

1216

03:12:55.450 --> 03:13:03.959

Cooper City Hall: so far as the contracts, we can certainly pull the physical call. No, we're getting somewhere, so we already agree. There's a manufacturer of a roof for which building

1217

03:13:04.190 --> 03:13:15.120

Cooper City Hall: the police department it's the same manufacturer for all 3. So it the fire department was recently done within time to have been under warranty.

1218

03:13:15.190 --> 03:13:21.419

Cooper City Hall: I have to check. I have to find a paperwork. Well, how can we call them up and say that you got to fix it if we don't know if it's under warranty.

1219

03:13:22.550 --> 03:13:24.300

Cooper City Hall: Who's the roof manager

1220

03:13:24.670 --> 03:13:37.809

Cooper City Hall: public works has been handling the roofs under public works? Who who? Who's the one who knows in your department about the roof? I will check with Rob Mr. Name and and see if he has the paperwork, so can I ask a question again? So

1221

03:13:38.850 --> 03:13:48.989

Cooper City Hall: maybe it's you, Tim. So when it punctures. Now, you said that with the bullet it's split. Obviously it to me. It's sounding like that was very noticeable.

1222

03:13:49.230 --> 03:13:50.230

Cooper City Hall: But

1223

03:13:50.650 --> 03:13:56.579

Cooper City Hall: A a twig or branch. Is that something that you would be able to see?

1224

03:13:56.920 --> 03:14:12.990

Cooper City Hall: He was up there trying finding holes that way

1225

03:14:13.330 --> 03:14:25.149

Cooper City Hall: because he's no, he knows what he's looking at, what it's the material he's been working with for all these years. Right? But that's my question to. I'm not sure if it's you, or whomever. So

1226

03:14:25.460 --> 03:14:32.630

Cooper City Hall: if this roof that can easily, it's sounding like, be punctured.

1227

03:14:32.950 --> 03:14:47.380

Cooper City Hall: and we are in, I mean, just look at today. Classes up north were cancelled because of the high winds stuffs flying all over the place. So if a branch comes off of a tree and bounces about. We can't see

1228

03:14:47.860 --> 03:14:55.009

Cooper City Hall: unless we have a pick, apparently, and we constantly are putting someone up on a roof. We can't see a puncture, but yet

1229

03:14:55.320 --> 03:14:59.310

Cooper City Hall: a puncture from the railing

1230

03:15:00.170 --> 03:15:15.710

Cooper City Hall: caused all the issues, or a a vast majority of issues at the fire station. So how then, with this roof, it doesn't seem like there's a logical way for us to

1231

03:15:15.860 --> 03:15:23.870

Cooper City Hall: not maintain it, but to to be proactive. Are we going to send someone up on a roof every day with a pick to see if there's

1232

03:15:24.020 --> 03:15:28.470

Cooper City Hall: any kind of puncture. and to me, if we have to do that.

1233

03:15:29.070 --> 03:15:31.999

Cooper City Hall: then I don't understand how

1234

03:15:32.290 --> 03:15:34.840

Cooper City Hall: we can effectively

1235

03:15:35.220 --> 03:15:48.959

Cooper City Hall: safeguard our buildings, because this man apparently knew what he was doing, had the right instrumentation. We're not. Gonna we don't have the manpower to to have someone go on the we have fire, and here are wrapped in this.

1236

03:15:49.180 --> 03:15:53.170

Cooper City Hall: So that's 3 buildings. But yet we have high winds all the time

1237

03:15:53.820 --> 03:15:55.419

we have hurricanes.

1238

03:15:56.360 --> 03:15:57.480

Cooper City Hall: How

1239

03:15:57.900 --> 03:16:02.869

Cooper City Hall: or how do we safeguard ourselves from leaks with this? It doesn't seem

1240

03:16:03.360 --> 03:16:11.420

Cooper City Hall: there's no way for us to be proactive. This has been your Commissioner. Concern right? Let me try to bring this back down.

1241

03:16:11.890 --> 03:16:19.649

Cooper City Hall: and then, if we are having issues with our roofs leaking, I am under the impression that we paid a company to reroof them, and that

1242

03:16:19.750 --> 03:16:45.399

Cooper City Hall: these roofs should not be leaking. I would like the roof manager, whoever that be in this city, the person in charge of the roofs, I would think it'd probably be Rob, nay, in charge of facilities to come before us with the contracts and the warranties, and to explain to us the issues. And then I want the gentleman left to the mayor to read those contracts and see if we need to sue that roof company, because what they did wasn't

1243

03:16:45.400 --> 03:16:54.579

Cooper City Hall: what they sold us, you know, just like if we got one on our house, and it had a 30 year thing. Because what I'm hearing anecdotally is that every time there's a roof leak

1244

03:16:54.610 --> 03:17:06.319

Cooper City Hall: we're dodging the issue instead of having that company who put it up there, and then they come and say, Well, anything! Could anything could break it? What do you mean and take a break of those on. Yeah, we'll come put flex tape on it like, no, that's not acceptable to me.

1245

03:17:06.340 --> 03:17:14.380

Cooper City Hall: you know, and then we're talking people to to lower the A/C. Or up the A/C. When it's we got a roof leak, and we need to fix the cause of it. Instead of

1246

03:17:14.690 --> 03:17:21.130

Cooper City Hall: that wasn't the total cause the roof. Nothing in your report, said the A/C. Temperature

1247

03:17:21.920 --> 03:17:27.400

Cooper City Hall: right? Because when they came out and did the test, the A/C. Was already up to the proper temperature.

1248

03:17:28.000 --> 03:17:33.960

Cooper City Hall: They didn't test the the installation around the ductwork. They did not. No.

1249

03:17:34.620 --> 03:17:41.290

Cooper City Hall: because the duck work needs to be all need to be replaced. All the insulation around the duck work gets saturated.

1250

03:17:41.610 --> 03:17:56.309

Cooper City Hall: I mean, we're the dehumidifiers in the attic, working right now. I mean, it's a steady stream coming out of it. Alright. So we're trying to. But we definitely got a roof leak which we didn't, and we fixed it.

1251

03:17:57.080 --> 03:17:59.089

Cooper City Hall: Your report said, to fix it.

1252

03:17:59.420 --> 03:18:01.920

Cooper City Hall: We fixed it before. Okay.

1253

03:18:02.030 --> 03:18:12.170

Cooper City Hall: I want to look into the warranty. Alright. I'll I'll have. I'll have them. I'll have. Don. Look up to see if we have the warranty paperwork in our files, and I'll forward it to

1254

03:18:12.530 --> 03:18:19.799

Cooper City Hall: W. Well, we gotta have the warranty paper. We're gonna file you. No, it's gonna be. It'll be in the backup material from you.

1255

03:18:20.190 --> 03:18:35.900

Cooper City Hall: right, and I'll have, and then I'll forward it to the same manager. There should be somebody who manages warranties, though, right? Like, when we we get sent a warranty. How's that working government is there like is there? They put it in the software? Is there like a software on the bill like, how's that work?

1256

03:18:35.970 --> 03:18:45.360

Cooper City Hall: There's there's different options related to that Commissioner and how they they get. Okay. Alright, let's we'll go down. Another thing. The other thing is, the firefighters

1257

03:18:45.550 --> 03:18:48.630

Cooper City Hall: told me they would like a garbage disposal.

1258

03:18:49.420 --> 03:18:57.930

Cooper City Hall: Is it possible for them to get a garbage disposal improvements on. When you rent a place. you make it as a renter.

1259

03:18:57.940 --> 03:19:17.619

Cooper City Hall: If they want a garbage disposal, I think they can pony up \$5 a man on each ship, and they'll get a hell of a garbage disposal. What they told me was that they would happy to do that, but they were informed they're not allowed to install it, because it's not. They're building their renters, so can we approve. It doesn't fit under the sink. We've already looked at one.

1260

03:19:18.070 --> 03:19:19.299

Cooper City Hall: But what's the option?

1261

03:19:19.540 --> 03:19:28.510

Cooper City Hall: You can't put one in the take it out and put it in the garbage can. No, no. What's the option to install garbage? We have to cut the sync underneath the sink

1262

03:19:28.560 --> 03:19:35.320

Cooper City Hall: to get it to work. It's a metal thing, so can we just cut a hole in it and put the garbage. I don't know. I'll have to check what the

1263

03:19:35.470 --> 03:19:47.780

Cooper City Hall: facility maintenance, because they're the ones that were out there, and said it couldn't be done before. I don't know what. Why, we need a garbage disposal and take out the trash right there as a dumpster.

1264

03:19:48.600 --> 03:20:04.589

Cooper City Hall: These are small things that might make them happy, you know. I'm just saying. you know. I mean, I think the cooks over there. You know the chefs, the you know. Maybe the little things sign up son endearment, since the mayor's making him suffer an 80 degree weather.

1265

03:20:04.980 --> 03:20:09.930

Cooper City Hall: I mean 80 degrees in the bunk room. I'm told that's not being held true, either.

1266

03:20:11.820 --> 03:20:13.820

Cooper City Hall: Give up nothing further.

1267

03:20:14.320 --> 03:20:17.770

Cooper City Hall: Commissioner. Catchment a

1268

03:20:18.640 --> 03:20:22.359

Cooper City Hall: do we still, still have reservoir Miss Weiss.

1269

03:20:22.370 --> 03:20:25.260

do we still have openings for the father? Daughter? Dance.

1270

03:20:26.750 --> 03:20:37.309

Cooper City Hall: Okay? So I just wanna make sure the residents know that they can sign up for the father. Daughter dance. It's not sold up. And it is when to January twentieth, twentieth.

1271

03:20:37.500 --> 03:20:47.569

Cooper City Hall: When is the dance? Yes, the twentieth of January. Thank you. So go to the pool antenna center or the community center, and sign up.

1272

03:20:49.460 --> 03:20:53.869

Cooper City Hall: Don't forget great Gatsby theme. Yes, great Gatsby! I don't know what that means. But yeah.

1273

03:20:54.400 --> 03:20:56.519

Cooper City Hall: the movie. You can rent it.

1274

03:20:56.610 --> 03:21:05.949

Cooper City Hall: It's also a book, but he's not going to be able to get a visual from the book. He will be able to get a visual

1275

03:21:06.370 --> 03:21:12.570

Cooper City Hall: when he sees the movie and sees any Commissioner concerns Commission Miller. That was a Commissioner.

1276

03:21:12.730 --> 03:21:16.499

Cooper City Hall: We'll mark that one down for you. I'm I'm so happy that you can do that.

1277

03:21:16.600 --> 03:21:21.679

Cooper City Hall: I want to thank the

1278

03:21:21.760 --> 03:21:34.199

Cooper City Hall: members of our employees that were responsible for light up and all of the activities for December. There were a lot

1279

03:21:34.260 --> 03:21:47.849

Cooper City Hall: I know a lot of that fell on Rec. I appreciate all the effort that they do. I spoke to several residents, and they said to me that they enjoyed all of the different things that were going on. Also the

1280

03:21:47.940 --> 03:21:57.950

Cooper City Hall: Santa Fire truck chief that was a big hit with a lot of people. So thank you for continuing with that happy New Year. Thank you very much.

1281

03:21:58.610 --> 03:22:05.179

Cooper City Hall: You anyone on Virtual for comments anyone in City Hall wishing to comment.

1282

03:22:05.470 --> 03:22:08.219

Cooper City Hall: carried on. Do I have motion to prepare motion?

1283

03:22:08.970 --> 03:22:10.059

Cooper City Hall: Good evening.

1284

03:22:11.670 --> 03:22:14.330

Cooper City Hall: You can turn off your mic now, and yes.

1285

03:22:16.290 --> 03:22:17.040

it's probably.



CITY COMMISSION STAFF REPORT

DEPARTMENT: Human Resources

DATE: January 24, 2024

SUBJECT: Motion to approve all City Job Descriptions – **Human Resources**

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of the Job Descriptions presented.

BACKGROUND OF ITEM:

At the July 25, 2023 City Commission meeting, the City Commission gave direction for Evergreen Solutions, LLC, to draft the Compensation and Classification Study report in advance of implementation. This approach was aimed to provide the Commission with comprehensive insights in the study's outcomes.

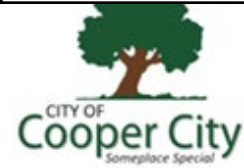
At the August 22, 2023 City Commission meeting, the Commission approved and accepted the findings and implementation recommendations of the Classification and Compensation Study Report conducted by Evergreen Solutions LLC with specific approval and authorization for the City Manager to reclassify or re-title specific job titles and positions, and present the updated Job Descriptions to Commission at a later date.

ANALYSIS:

Updating the City's job descriptions will optimize the existing compensation framework while simultaneously enhancing the City's capacity to attract and retain talent in the most competitive classifications.

ATTACHMENTS:

1. Job Descriptions



Accountant

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

JOB SUMMARY

This position performs professional responsible work in accounting and records maintenance functions in the Finance Department. The work is performed under the general supervision of the Assistant Finance Director. Areas of responsibility include, but are not necessarily limited to, processing payroll, expenditure and revenue reporting, and accounts receivable.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains the general ledger, all account attributes in a manner conducive to proper reporting, reviews and interprets general ledger and accounting reports.
- Reconciles various ledgers and accounts, e.g., money market, operating accounts, investment accounts, general ledger- to include bank reconciliations.
- Prepares various reports, financial statements and records related to City payroll, finance, and accounting functions.
- Prepares and reviews accounting transactions related to grant funds, review of expenditure and revenue reports for grants and prepare the annual Schedule of Expenditure of Federal Awards and State Financial Assistance (SEFA).
- Prepare analytical reports of various projects and program tracking to ensure proper allocation of project disbursement to various grants/programs.
- Ensure accuracy of grant, investment, cash management, revenue monitoring and forecasting.
- Processes biweekly payroll according to policies and procedures and in compliance with state and federal regulatory requirements, e.g., FICA, Social Security, Medicare withholdings.
- Processes deposits, transfers, and various other transactions.
- Monitors accounts receivable. Inputs and maintains financial, payroll and accounts related information into computer-based accounting system.
- Performs complex accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks, and financial institutions, regulatory agencies, and various other entities.
- Assists in the management of City cash and investment program in accordance with Generally Accepted Accounting Principles and City policies.
- Prepares adjusting entries to reports and accounts as required.
- Assists co-workers with complex or unusual accounting related issues.

- Assists external auditors in year-end closing functions in preparing fringe benefits portion of the Comprehensive Annual Financial Report in accordance with GASB 68 and 75.
- Prepares the statistical tables to be included in the Comprehensive Annual Financial Report.
- Stays abreast of new practices, trends, and advances in accounting and financial reporting. Reads professional literature and attends seminars and training sessions as appropriate.
- Manages collection, retention, transfer, and distribution of records.
- Schedules disposal of records in accordance with both City policy and legal requirements.
- Responsible for account reconciliation and analyses - reconciles various ledgers and accounts.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Two (2) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

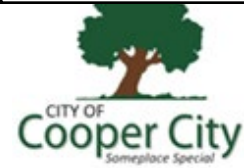
- Knowledge of accounting and auditing principles and practices in their application to a wide variety of accounting transactions and problems.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to make decisions within established accounting policies and procedures.
- Ability to prepare and explain financial statements, accounting reports and records.
- Ability to establish and maintain effective relationships with other employees and the public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Accounting Supervisor

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

JOB SUMMARY

Responsible for work in the Finance Department and Utility Billing Department. Areas of responsibility includes overseeing the utility billing functions, accounts receivable, and audits. Work is performed under general supervision of the Assistant Finance Director and the Finance Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs and assists staff in the processing customer invoices and payments for utilities, Waste Management, and EMS Services.
- Researches and resolves complex customer concerns.
- Oversees utilities account related activities, including but not limited to turn off list, process lien inquires, and preparing work orders.
- Supervises and audits the balancing of daily revenue intake; ensures accurate recording of deposits; transfers balances between accounts; does daily bank run.
- Directs and assists with payroll system set up of deductions, etc. Monitors, records, corrects, and remits payroll deductions including but not limited to taxes, HSA, retirement and pension funds, etc.
- Creates financial reports for the Finance Director as needed.
- Schedules disposal of records in accordance with both City policy and legal requirements.
- Trains and evaluates assigned staff.
- Processes and reports to the State annually unclaimed property.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Accounting or Finance or a related field. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

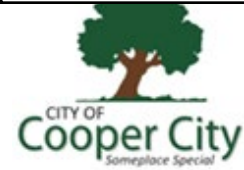
- Knowledge of governmental accounting and budgeting principles and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of data processing applications related to accounting and proficiency in Word and Excel.
- Knowledge of accounting terms and principles.
- Knowledge of governmental accounting and budgeting principles and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of data processing applications as it related to accounting and proficiency in Word and Excel.
- Knowledge of governmental accounting and budgeting principles and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of data processing application as it related to accounting and proficiency in Microsoft Office, especially in Excel and Word and Power Point.
- Ability to review, analyze, and interpret fiscal and financial records.
- Ability to maintain records and to prepare and submit neat and clear reports.
- Ability to prepare complex journal entries.
- Ability to prepare various state reports and forms.
- Ability to analyze and perform research on computerized and manual records.
- Ability to express ideas effectively orally and in writing.
- Ability to operate standard office machines.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Accounting Technician

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

JOB SUMMARY

Responsible for routine accounts related record keeping work involving a wide variety of City functions. Areas of responsibility include, but are not necessarily limited to, accounts payable, payment processing, accounts receivable,, annual unclaimed property disbursements, purchase orders, and auditing of the parking lot accounts. Responsible for working as an RV Lot Manager. Position supports department functions in various administrative tasks, e.g., answering telephones, distributing mail, responding to customer questions and concerns.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Enters invoices and Processes payments and applies them to proper accounts, balances payments to the general ledger.
- Perform weekly check run and ACH run.
- Prepare various reports documenting events and activities in area of responsibility.
- Provide assistance with bank reconciliation and interests.
- Processes payments and applies them to proper accounts; balances payments to the general ledger. Provide assistance to department staff.
- Researches and resolves customer complaints and any inaccuracies; analyzes and reconciles outstanding account balances.
- Process and remit 1099's annually.
- Supports efficient department operations through administrative tasks, e.g., answering telephones, greeting the public, distributing mail, and processing correspondence.
- Annually identify, process and remit the City's escheated unclaimed checks/property to the State.
- Manages collection, retention, and transfer and distribution of records.
- Performs all general and customary functions necessary to manage the City's RV storage lot in accordance with the City's written policy # 10-001.
- Receives and resolve all RV Lot customer service calls and emails.
- Aids year end audit as it pertains to documentation for accounts payable and RV Storage lots

- Service as the first line of contact for new and prospective RV Lot tenants; processes new and closes out all RV Lot lease agreements.
- Opens new RV Lot accounts, reviews invoices, and processes payments.
- Run RV Lot reports for past due balances, violations, and vacancies, and forwards them to upper management/the City Attorney's Office for disposition.
- File RV Lot violations, notices, and due balance letters in their respective account file.
- Maintain and call Residents on the RV Lot waiting list.
- Meet with residents who must come in person to sign their lease, receive the rules and regulations, provide proof of residency, and submit current and valid registration for the exact property to be stored and payment in full for the billing cycle.
- Performs monthly audits of the east and west lots.
- Performs related duties as directed.
- Supports efficient department operations through administrative tasks, e.g., answering telephones, greeting the public, distributing mail, processing correspondence.
- Accesses, inputs, and retrieves information from a computer.
- Assist Supervisor in preparing billing and notices and division functions.
- Identifies and remits unclaimed property to the State.
- Performs the administrative duties of the City's RV storage lot:
 - Meets with prospective RV lot tenants.
 - Processes lease agreements, invoices and payments.
 - Assists in resolving tenant issues.
 - Performs monthly audits and runs monthly reports.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. One to two (1-2) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of bookkeeping and accounts maintenance related procedures and practices.
- Knowledge of basic accounting concepts and generally accepted accounting principles.
- Knowledge of administrative support procedures and practices.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to communicate in writing and orally.
- Skill in basic mathematical functions, e.g., addition, subtraction, multiplication, division.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Administrative Coordinator (Community Development)



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

JOB SUMMARY

Under the direction of the Community Development Director performs highly responsible coordination and technical administrative support functions for an assigned department of the City. Employees in this classification are responsible for administrative and office management duties that support efficient operations, quality customer service, and continued workflow for the department. Work includes the ability to multi-task in a fast-paced environment. Includes considerable exercise of independent judgment and initiative in responding to and resolving customer service issues. Provides for oversight and supervision of more than one employee, including employee training, schedules, payroll processes and the approval thereof. This position reports directly to the department director, acts as a liaison for the business community, and is the point of contact regarding office (building or space) management and public communications.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises clerical and administrative staff in the operational and administrative support functions of assigned divisions and operational roles.
- Is the point of contact between general and administrative office personnel and management.
- Creates and establishes procedures, and oversees the creation of forms and filing systems to improve efficiency in administrative operations.
- Maintains and monitors complex departmental documentation for adherence and processing according to prescribed regulatory and statutory standards.
- Oversees the maintenance of accurate and complex record-keeping in filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Functions as the point of contact for coordination and training on department-specific computer software and peripheral equipment; coordinates maintenance, upgrades, and service with system vendor.
- At the direction of the Community Development Director, creates, coordinates and facilitates on and off-site workshops, expos and events for and on behalf of the local business community.
- Prepares Agenda Item Reports at the direction of the department director.

- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, month, quarterly, annual.
- Generates complex correspondence and related communications documentation, ensuring adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains, and coordinates scheduling and work processes applicable to department operations; ensures efficient coordination of inter-departmental activities and projects.
- Oversees the maintenance of accounting activities specific to area of assignment, e.g., processing fees and payments, calculating fees and charges, and the reconciliation of cashier drawers at the end of each day.
- Assists the department director with budgetary maintenance.
- Performs procurement duties on behalf of the department independently, at the instruction of the department director and with the assistance of city procurement staff where necessary.
- Develops, recommends and implements (upon approval) new policies and procedures when applicable to work process to improve operations.
- Performs research involving independent judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Responsible for customer service oversight, supervision, conflict resolution and customer satisfaction.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. A minimum of five (5) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of effective office management principles and practices.
- Knowledge of use and application of standard computer software packages, e.g., Microsoft Word, Excel, PowerPoint, etc.
- Ability to effectively coordinate and guide the activities of staff engaged in clerical/administrative support functions in assigned functional areas.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

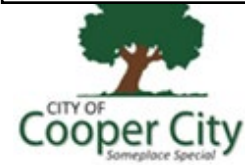
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks

may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet. Off-site event coordination and facilitation.



Administrative Coordinator (Parks & Rec)

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

JOB SUMMARY

Under administrative supervision, provides moderately complex to advanced administrative support for the Department. Responsible for administrative duties that support efficient daily operations. Creating and assisting in communication documents such as publications of flyers, brochures, City Website, etc. Assist with the daily facility programming, Department and City Special Events. Includes considerable amount of exercise of independent judgment and initiative.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs moderately complex administrative support duties for the Department including creating and maintaining departmental file systems
- Maintains and monitors complex departmental documentation for adherence and processing of applicable documents
- Works collaboratively with Department staff and additional City staff for Department marketing, promotional material, brochures, flyers or other means to promote the Department through marketing means
- Provides office administrative support to the Department Director and additional Department staff
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the Department
- Processes Department records, to include, but not limited to supplies, accounts payable, purchase orders, invoices, financial software and any applicable programs needed for Department operations
- Point of contact for coordination on department software programs or publications programs
- Use of general office equipment and supplies
- Responds to inquiries regarding departmental activities
- Greets patrons, interacts and communicates with a variety of groups and individuals
- Assists in planning, organization and implementation of City-Wide programs and Special Events
- Assists in monitoring and ordering materials and supplies as needed
- Collects fees for programs and events
- Maintains accurate records of work performed
- Submit orders and makes purchases for Department

- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by three - four (3 -4) or more years' clerical or administrative work experience; an equivalent combination of education, certification, training or experience may be considered. Parks and Recreation experience preferred. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge in Recreation Computer Software
- Knowledge of budget development
- Skill in providing excellent customer service
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to organize work timely completion
- Ability to work in a fast-paced environment
- Ability to work with minimal supervision
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work designated work schedule, including evenings, weekends and holidays

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort for various tasks. Tasks may involve extended time periods at a workstation.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

General office setting with frequent interruptions and deadlines. Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor

ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.



Administrative Specialist (Administration)

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

JOB SUMMARY

Under general supervision, provides moderately complex to advanced administrative support for an assigned department or division of the City. Responsible for moderately complex to advanced administrative duties that support efficient operations, quality customer service, and continued workflow for area of assignment. Work includes the ability to multi-task in a fast-paced environment. Includes considerable exercise of independent judgment and initiative in responding to and resolving customer service issues.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs customer service functions, e.g., greets customers, answers telephone, directs persons to proper entity/department.
- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Performs moderately complex administrative support duties, e.g., scheduling meetings, maintaining multiple electronic logs, lists, and records, reports, and operations files.
- Creates and establishes new files/accounts applicable to area of assignment, e.g., customer/vendor accounts, case files.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, month, quarterly, annual.
- Drafts, transcribes and proofs moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains, and coordinates scheduling and work orders applicable to department operations; ensures efficient coordination of inter-departmental projects.
- Monitors use of materials and supplies inventories; reorders to maintain appropriate stock levels.
- Responds to requests for general information regarding department/division operations; directs sensitive or complex matters to appropriate staff.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, tracking budgetary activities, preparing payroll time records.
- Maintains confidential information with appropriate discretion.

- Takes the lead on City Staff events, luncheons, and special events.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Graduation from high school or possession of an acceptable equivalent diploma. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills, and Abilities:

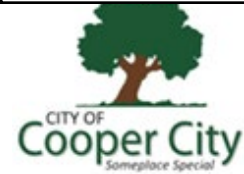
- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., photocopiers, computers, calculators, etc.
- Knowledge of use and application of standard computer software packages, e.g., Microsoft Word, Excel, PowerPoint, etc. Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Administrative Specialist (Utilities)

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

JOB SUMMARY

Under general supervision, provides wide range of administrative duties that support efficient operations, quality customer service, and continued workflow for area of assignment. Work includes the ability to multi-task in a fast-paced environment with considerable exercise of independent judgment and initiative in responding to and resolving customer service issues.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. Each department may have responsibilities unique to their operations that may be added at director's discretion of equivalent complexity. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs customer service functions, e.g., greets customers, answers telephone, directs persons to proper entity/department.
- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Performs moderately complex administrative support duties, e.g., maintaining multiple electronic logs, lists, and records, reports, and operations files.
- Creates and establishes new files/accounts applicable to area of assignment, e.g., customer/vendor accounts, case files, etc.
- Generates and prepares moderately complex departmental reports with accuracy, including agenda items, if required, according to prescribed schedules and regulatory reporting requirements.
- Drafts, transcribes and proofs moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains and coordinates scheduling and work orders applicable to department operations; ensures efficient coordination of inter-departmental projects.
- Monitors use of materials and supplies inventories; reorders to maintain appropriate stock levels.
- Identifies and resolves problems with vendor accounts and maintains accurate and complete vendor files, including payment.

- Responds to requests for general information regarding department/division operations; directs sensitive or complex matters to appropriate staff.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, assisting and tracking budgetary activities, preparing and proofreading payroll time records.
- Assists in processing agreements related to engineering /development projects, if required.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

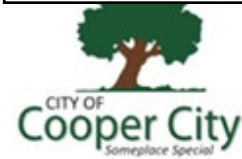
- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g. Emails, word processors, spreadsheet applications, Power Point, etc.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with some exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting with frequent interruptions and many deadlines to meet.



Administrative Specialist (Community Dev.)

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

JOB SUMMARY

Under general direction of the Administrative Coordinator, provides qualified, responsible administrative support or performs a technical specialty for an assigned division of the department. Employees in this classification are responsible for administrative duties that support efficient operations, quality customer service, and continued workflow for their area of assignment. Qualifications include the ability to multi-task in a fast-paced environment. This position reports directly to the Administrative Coordinator with regard to training, schedules, assignments, processes, procedures and customer focus. The employee is expected to maintain their assigned work schedule and to be available in their assigned work area during regular working hours with the exception of scheduled lunch and breaks. This position includes considerable exercise of independent judgment and initiative in when performing technical processes exclusive to the work unit.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position or classification.

- Performs customer service functions, e.g., greets customers, answers telephone, and emails, and directs persons to proper entity/department within the city or affiliated agencies.
- Adheres to established procedures utilizing existing forms and filing systems for optimal efficiency in administrative operations.
- Responds to inquiries from the general public regarding general department and city-related information.
- Maintains documentation for adherence and processing according to prescribed regulatory and statutory standards.
- Communicates with all applicable inspection professionals on behalf of the customer with regard to permitting revisions, changes, comments, scheduling, etc. throughout the process of submittal, review, issuance and inspection of residential building permits.
- Assists and educates customers on use and process of applicable forms and procedures with regard to permits, Local Business Tax Receipts, Zoning Certificates of Use, Vacation/Short-term rental registrations, Certificates of Occupancy and other applicable departmental areas of operation.
- Interfaces and coordinates with all Building Division disciplines.
- Performs administrative support duties in creating and maintaining records and documentation and adheres to record retention processes that support efficient retrieval and comprehensive audit trail for the functional areas of responsibility.

- Processes tasks associated with sensitive or confidential issues, exercising appropriate discretion in all communication matters.
- Transcribes minutes from recorded departmental-associated board meetings, where necessary.
- Generates and prepares standard departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, monthly, quarterly, annually.
- Performs standard accounting functions specific to the area of assignment, including calculating fees/charges, processing fees and payments, and reconciling payments received at the end of each day.
- Performs independent research and exercises judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

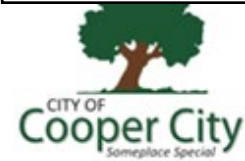
- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, personal computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g., word processors, spreadsheet applications.
- Ability to accurately apply mathematical operations in budgetary/accounting related functions.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions while completing complex tasks with deadlines.



Administrative Specialist (City Clerk)

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

JOB SUMMARY

Employees in this classification are responsible for moderately complex to advanced administrative duties that support efficient operations, quality customer service, and continued workflow for area of assignment. This position is responsible for providing excellent customer service to all residents and non-residents. Responsibilities include processing passport applications, answering phone calls and addressing them accordingly and transferring when necessary. Provides weekly and monthly reports and processes fees. Responsible for complex and advanced administrative duties.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs customer service functions, e.g., greets customers, answers telephone, directs persons to proper entity/department.
- Process Passport applications and audit them daily before mailing to the US Department of State. Ensure applications are to the US department of State Standards.
- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Performs moderately complex administrative support duties, e.g., maintaining multiple electronic logs, lists, and records, reports, and operations files.
- Creates and establishes new files/accounts applicable to area of assignment, e.g., customer/vendor accounts, case files.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, month, quarterly, annual.
- Drafts, transcribes and proofs moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains, and coordinates scheduling and work orders applicable to department operations; ensures efficient coordination of inter-departmental projects.
- Monitors use of materials and supplies inventories; reorders to maintain appropriate stock levels.

- Responds to requests for general information regarding department/division operations; directs sensitive or complex matters to appropriate staff.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, tracking budgetary activities, preparing payroll time records.
- Assists with Special Magistrate meetings including setting up auditorium for monthly hearings, creating final orders and certification of Fine Orders, notice of hearings for code violations, create.
- Provides weekly and monthly reports for the City Clerk's Office.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Graduation from high school or possession of an acceptable equivalent diploma. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

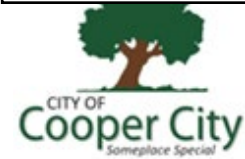
- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of use and application of standard computer software packages, e.g., Microsoft Word, Excel, PowerPoint, etc.
- Knowledge of the use and operation of modern office technologies, e.g., photocopiers, computers, calculators, etc.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Administrative Specialist (Public Works)

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

JOB SUMMARY

Under general supervision, provides moderately complex to advanced administrative support for an assigned department or division of the City. Employees in this classification are responsible for moderately complex to advanced administrative duties that support efficient operations, quality customer service, and continued workflow for area of assignment. Work includes the ability to multi-task in a fast-paced environment. Includes considerable exercise of independent judgment and initiative in responding to and resolving customer service issues.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs customer service functions, e.g., greets customers, answers telephone, directs persons to proper entity/department.
- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Processes tree permit applications and forwards them for review and approval.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Performs moderately complex administrative support duties, e.g., maintaining multiple electronic logs, lists, and records, reports, and operations files.
- Creates and establishes new files/accounts applicable to area of assignment, e.g., customer/vendor accounts, case files.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, month, quarterly, annual.
- Drafts, transcribes and proofs moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains, and coordinates scheduling and work orders applicable to department operations; ensures efficient coordination of inter-departmental projects.
- Monitors use of materials and supplies inventories; reorders to maintain appropriate stock levels.
- Responds to requests for general information regarding department/division operations; directs sensitive or complex matters to appropriate staff.

- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, processing and issuing approved permit applications, tracking budgetary activities
- Prepares agenda items for commission meetings.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills, and Abilities:

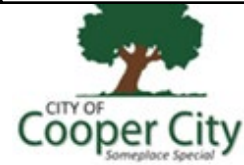
- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, personal computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g., word processors, spreadsheet applications.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Adult Program Recreation Aide

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

JOB SUMMARY

Under general supervision. This position is responsible for assisting program participants in various capacities. Responsibility includes transporting program participants, planning and coordinating diverse recreation programs, events and activities for program users.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Drives and assists with Department transportation program/recreation needs to include all required reporting
- Assists with programs, classes and Special Events for Department programming
- Assists with the day-to-day operation of assigned programs and activities
- Attends to users' needs and ensures class/program needs are met
- Assists with preparation and records or files associated with adult activities and programs
- Responds to inquiries regarding transportation programs and activities
- Work with Department staff and volunteers for program facilitation
- Takes clients to and from various appointments and social activities
- Performs clerical work and duties, as assigned
- Interacts and communicates with a variety of groups and individuals
- Greets patrons, interacts and communicates with a variety of groups and individuals
- Assists in unskilled maintenance and general upkeep of Department vehicles and facilities
- Expand knowledge with additional trainings, seminars and workshops
- Assists other divisions within the Parks and Recreation Department, when directed
- Collects fees for programs and events
- Maintains records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; or equivalent combination of education, training and experience. Experience working with Active Adults and Senior Individuals preferred.

Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire. Must be able to obtain Commercial Driver License (CDL) with passenger endorsement.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of city operations and department functions
- Knowledge of safety rules and procedures
- Knowledge of city policies and procedures
- Ability to safely operate a variety of transportation to includes, buses, vans, trucks and cars
- Ability to practice defensive safe driving and adhere to applicable safety laws and precautions
- Ability to effectively communicate both orally and in writing
- Ability to establish and maintain cooperative working relationship with city staff and the public
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to communicate effectively with supervisors, co-workers and the public
- Ability to provide excellent customer service
- Ability to work with minimal supervision
- Ability to establish and maintain effective and cooperative working relationships
- Ability to adjust schedule and make changes
- Ability to work designated work schedule, including evenings, weekends and holidays

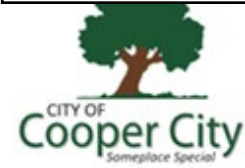
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Tasks may include time periods at a keyboard or workstation.

Involves various other intermittent physical activities that include, but may not necessarily limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10-50 pounds).

WORKING CONDITIONS

Work setting varies based on the necessity of the program demands. Maintain flexibility, adapt to schedule changes and adjustments. Working conditions include ability to work in a mobile setting. Work is performed in various locations. Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife and other cutting substances.



Assistant Building Official

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

JOB SUMMARY

The Assistant Building Official assists in the enforcement and application of the Florida Building Code, City Ordinances and Broward County Administrative code. This includes managing and supervising the permitting process, plan review and code enforcement for structural, electrical, mechanical and plumbing trades. Work involves providing staff, and external stakeholders, contractors and professionals with direction regarding compliance with local, state, and federal codes. This role interprets Florida Building Codes and assists the Building Official in rendering final determinations on complex code issues along with administering policy and procedures brought forth by the Broward County Board Rule and appeals. This position reports to the Community Development Director under general direction of the Building Official.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the enforcement of policies and procedures for overall operations and activities of the Building Division, e.g. application processing, inspection procedures and review, plans examination.
- Manages the operations of the assigned functional areas; oversees, schedules and assigns duties and tasks for functions under charge, e.g. licensing, permitting, inspections, plan review.
- Consults architects, engineers, general, specialty contractors and homeowners on building permit applications; renders technical advice and assistance to the general public, contractors, engineers and architects.
- Manages plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general and specialty contractors and homeowners on building permit applications; renders technical advice and assistance to the general public, contractors, engineers, and architects. Investigates escalated complaints regarding alleged code violations by assigning follow-up review and taking action.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge.
- Coordinates work schedules with departmental staff and with other City departments.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.

- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed
- Assist with structure fire and structure damage analysis during and after hours.
- Serves as principal enforcing officer of the State of Florida and Broward County Building Codes as mandated under statute(s).
- Enforces local, state, and federal regulations and laws related to an established domain of commercial and residential construction and natural resources.
- Represents the City in legal proceedings related to code violations, standards, and compliance; collaborates with government agencies as necessary.
- Provides direction and interpretation to inspection staff in more complex aspects of work.
- Responds to code interpretation inquiries and concerns from external stakeholders, other entities, and regulatory agencies (associated with structural compliance).
- Interacts, on behalf of the City, with various contractors, developers, planning agencies, and the public; represents the City in intergovernmental activities related to the department's interests.
- Under a Cooper City State of an Emergency, becomes an essential employee for the City of Cooper City and attends preparation meetings and drills.
- Supervises staff, assist in the hiring processes for building division staff, completes performance reviews and coordinates training of staff.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- High School Diploma and eight (8) years of experience directly related to building construction, plan review and inspection services OR Associates Degree in Building Construction, Engineering, Architecture or related field and seven (7) years of experience directly related to building construction, plan review and inspection services OR Bachelor's Degree in Building Construction, Engineering, Architecture or related field and six (6) years of experience directly related to building construction, plan review and inspection services.
- Must be certified or have the ability to be certified by the State of Florida Building Code Administrators and Inspectors Board (BCAIB) as a Building Code Administrator within ninety (90) days of hire.
- Must possess or be able to obtain certification as a Building Official by the Broward County Board of Rules and Appeals ninety (90) days of hire.
- At least one (1) certification in an inspection trade area in accordance with Florida Statute.
- A minimum of five (5) years of experience in the High Velocity Hurricane Zone (HVHZ) OR Professional Architect or Engineer having practiced within the HVHZ for at least three (3) years.
- Must have at least two (2) year of previous supervisory experience.
- Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for the required experience or education.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Advanced knowledge of commercial and residential building construction methods and materials.

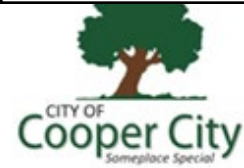
- Advanced knowledge of the Florida Building Code and Broward County Administrative Code.
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce.
- Knowledge of the available body of literature, resources, and agencies applicable to the effective administration of municipal commercial and residential building and construction functions.
- Ability to read, interpret, and render compliance decisions in construction plans, schematics, blueprints, and related documentation.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required.
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events.
- Skill in developing and managing project budgets.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports.
- Ability to effectively present information and technical advice to top management and all relevant constituents/parties/individuals.
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures.
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.
- Ability to identify potential issues, modify processes, and resolve conflict as the need arises.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals.
- Ability to lead and motivate others to achieve goals.
- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Assistant City Clerk

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

JOB SUMMARY

Advanced administrative support work as primary backup to the City Clerk function for the City. Work involves custodial responsibility for the municipal public records recording and maintenance. Responsible for preparing and posting Commission agendas and minutes, advertising public notices in the newspaper and posting public notices. Assists in special magistrate hearings, obtains signatures for agreements, resolutions and ordinances.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Interacts and communicates with the public, department heads, government officials and agencies, employees, developers, attorneys, the media and related entities and representatives.
- Receives and investigates inquiries relative to City operations and services, providing response in both oral and written contexts; directs unrelated inquiries to appropriate departments.
- Prepares agenda packets and related materials for City Commission meetings; transcribes minutes for public record.
- Records and posts commission minutes and agendas.
- Answers phone calls and directs them to the proper place.
- Coordinates publication of all statute required advertisements and legal notices in newspaper for ordinances, resolutions, budget, bids, and elections according to established statute designated time frames and parameters.
- Interprets statutes and directs City departments on records management requirements; maintains and disposes of City documents in accordance with statutory requirements.
- Participates in administration of City elections; acts as interface between the City and Supervisor of Elections Office in establishing precincts, polling locations, voting equipment, workers, and contact information.
- Publishes public notices in the newspaper.
- Provides coverage support for the City Clerk in the event of absence or as directed; assumes the duties of City Clerk as directed.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

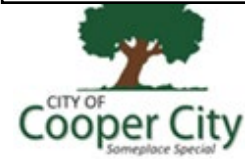
- Knowledge of public administration with reference to the public records management function.
- Knowledge of statutory requirements governing the processing, management, storage, and disposal of public records.
- Knowledge of agenda preparation and development.
- Knowledge of the English language, include command of grammar, spelling, and syntax.
- Ability to establish and maintain a complex filing and records management system.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to make decisions in accordance with laws and regulations.
- Ability to establish and maintain effective working relationships with co-workers, administrative officials, and the general public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Assistant Community Development Director

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

JOB SUMMARY

Assisting in directing the Community Development Department for Cooper City, encompassing all activities related to the City's planning, zoning, building permitting/inspections, economic development, and the issuance of local business tax receipts. Plans and implements department goals and objectives; formulates policies and coordinates all administrative aspects of the department. Work involves creating a balanced and sustainable community that will enhance the overall quality of life for our residents, business owners and visitors. Responsible for the directing, training, developing, and evaluating of others. Serves as acting Director during absence of the Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, and implements division goals and coordinates all activities toward achievement of established goals and objectives of the City planning and development process; reviews, evaluates, and revises ongoing programs and processes to ensure the department's effectiveness, accuracy, and efficiency.
- Directs and evaluates staff responsible for performing professional planning work and extensive research studies relative to the preparation and updating of land use ordinances, land use studies, economic base studies, housing, park, and recreation studies.
- Assists with research for ongoing and future planning and development for presentations to the City Manager, Planning and Zoning Board and City Commission; analyzes, revises, and implements regulations and ordinances for subdivisions, zoning development, code enforcement,
- Manages the processes of site plan approval, annexation review, change of land use, and development requests; participates in the application processes for federal, state, and local grant funding.
- Participates in executive level meetings for the dissemination of information and presentation of annual and special projects goals and objectives.
- Assists in the preparation of the annual department and division budget; administers and monitors the operation of the division budget; reviews and approves expenditures up to an established dollar amount.
- Interacts, on behalf of the City, with various contractors, developers, planning agencies, and the public; represents the City in intergovernmental activities related to the department's interests.
- Serves as the liaison between the City and the School Board of Broward County.

- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in planning or a directly related field; in combination with by seven (7) years of progressively responsible experience in a planning or development office, including three (3) years of comprehensive planning, growth management regulations, and grants administration; or an equivalent combination of education, certification, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

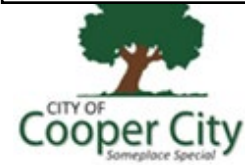
- Working knowledge of the principles, practices, and techniques in the field of municipal land use planning, comprehensive planning, and / or urban planning
- Knowledge of the State of Florida Comprehensive Planning Act, city charters, city ordinances, state statutes, and pertinent rules and regulations
- Working knowledge of GIS applications
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce.
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required.
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events.
- Skill in developing and managing project budgets.
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports.
- Ability to analyze and interpret technical data and understand and synthesize legal and technical language to develop logical recommendations.
- Ability to effectively present information and technical advice to top management and all relevant constituents/parties/individuals.
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures.
- Ability to effectively provide liaison and coordination between the city and other agencies.
- Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives.
- Ability to identify potential issues, modify processes, and resolve conflict as the need arises.
- Ability to lead and motivate others to achieve goals.
- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Assistant Finance Director

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

JOB SUMMARY

Assists in planning, organizing, managing, and providing administrative direction and oversight for major finance, budget and accounting functions and activities of the Finance Department; fosters cooperative working relationships among City departments, divisions and with intergovernmental agencies; provides highly responsible and complex assistance to the Finance Director in areas of expertise; and performs related work as required. Receives administrative direction from the Director. Exercises general direction and supervision over management, supervisory, professional, technical, and clerical staff through subordinate levels of supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assumes management responsibility, in the absence of the Finance Director, for finance programs and activities, including Accounting, Utility Billing, Information Systems and Purchasing.
- Selects, trains, motivates and evaluates assigned staff; provides or coordinates staff training; works with staff to correct deficiencies; responds to staff questions and concerns.
- Participates in the development and implementation of goals, objectives, policies, projects, and priorities for the Department; recommends, within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the department's annual budget; assists in forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments.
- Continuously assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews it with the Director; directs implementation of improvements.
- Assists in planning, directing and coordinating the department's work plan; meets with staff to identify and resolve problems; reviews and evaluates work methods and procedures.
- Serves as liaison for the Finance Department with other City departments and outside agencies; attends meetings and provides staff support, as necessary.
- Oversees management of all Federal, State and Local grants including recording expenses and submitting required documents.
- Recommends modifications to policies and procedures as appropriate.
- Attends and participates in professional group meetings both on a local and statewide basis.

- Creates and reviews various reports in the Enterprise Resource Planning (ERP) System.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Five (5) years of experience in municipal government accounting; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of finance, investment and cash management, budget and public accounting including business administration, program development, implementation, and management in a municipal setting.
- Knowledge of administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Knowledge of public agency budgetary, contract administration, administrative practices and general principles of risk management related to the functions of the assigned area.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs, principles, and practices of municipal government administration.
- Knowledge of principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, various business, professional and educational organizations.
- Ability to assist in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department as well as assigned program areas.
- Ability to interpret, apply and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Ability to select, train, motivate and evaluate the work of staff and train staff in work procedures.
- Ability to prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Ability to operate modern office equipment including computer equipment and specialized software application programs.
- Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Assistant Public Works Director

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

JOB SUMMARY

The Assistant Public Works Director performs a variety of professional administrative and managerial duties assisting the Public Works Director. Performs both assigned and independent duties. Requires coordination and implementation of a variety of Public Works projects. Responsible for the supervision of employees, materials, and equipment used in preventative maintenance of streets, vehicles, public canals, City property, buildings, and facilities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs analytic review of policies and procedures, recommending appropriate goals and objectives; implements approved policies and procedures.
- Attends staff, committee, and council meetings as required, and makes recommendations of subjects under discussion.
- Participates in intergovernmental issues and programs by attending official meetings, as required, to answer questions, provide information, and request resources.
- Completes routine administrative functions and special assignments by preparing detailed reports and analysis, identifying and recommending process improvements, and recommending alternatives.
- Serves as Acting Director in the absence of the Public Works Director.
- Reviews, revises, and prepares documentation for procurement of annual purchases of commodities, and contractual services and manages expenditure control, purchasing approval, and related contracts.
- Coordinates projects related to all aspects of Public Works that may include research, data analysis, report writing and presentations.
- Reviews employee applications and conducts employee interviews.
- Monitors and updates the Geographic Information System (GIS) for tracking of Public Works activities.
- Complies with all City policies and procedures.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in public administration or related field. Six (6) years of experience in administrative and managerial work, or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of principles, methods and practices of Public Works engineering construction and maintenance programs.
- Knowledge of vehicle maintenance, pest control, streets maintenance, building/ground maintenance and canal maintenance.
- Knowledge of effective supervisory methods and techniques.
- Ability to plan, design, assign and coordinate complex and varied maintenance projects.
- Ability to supervise in a manner conducive to full performance and high morale.
- Ability to communicate ideas clearly to all, from professional to unskilled workers.
- Ability to interpret and follow instructions, plans, sketches and drawings.
- Ability to plan and execute preventative maintenance programs.
- Ability to analyze time, labor and material requirements and to estimate the costs of proposed projects.
- Ability to prepare reports, as required and as directed.
- Ability to establish and maintain effective working relationships with City officials, other City departments, and the public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors but may involve outdoor exposure to disagreeable environmental factors such as heat, rain, wind and humidity.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet. Outdoor setting: possible environmental factors including but not limited to heat, rain, wind and humidity.



Assistant Utilities Director

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

JOB SUMMARY

Performs highly responsible managerial, administrative and professional work in planning, organizing and coordinating various functions of the City's engineering and utilities departments, including capital projects. The employee in this position works with considerable independent judgment in planning, directing, interpreting rules, and making recommendations for compliance with various standards and codes. Reviews work of subordinates and consultants for completeness and accuracy and assists in preparation of operating and capital budgets. Reports to the Department Director or City Manager's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Participates in developing, implementing and ensuring compliance with departmental policies, state-mandated utilities regulatory standards and engineering requirements regarding municipal utilities operations and construction, including permitting.
- Participates in the development and implementation of work plans and projects for water, wastewater and stormwater systems.
- Provides managerial and technical assistance in the construction of ongoing various types of engineering projects throughout the City.
- Performs engineering inspections to ensure conformance to approved specifications and applicable regulatory requirements.
- Develops or assists in developing project scope and specifications; prepares cost estimates and engineering feasibility studies for various types of projects.
- Participates in the effective coordination of department projects and work activities with other City programs and projects.
- Evaluates work activities through review of work plans, reports, conferences and inspections; provides recommendations for adjusting project schedules, work orders and priorities accordingly.
- Meets with consultants, contractors, and developers for purposes of capital projects, plans reviews and conformance with established contractual project requirements.
- Directs and participates in studies, projects, and analyses related to technical and administrative aspects of the Department, pursuing grant funding where possible.
- Participates in the planning, developing, administration and control of Department Budget; ensures Director is apprised of periodic budget(s) status; tracks expenses.

- Participates in developing departmental policies in conformance with City's Personnel Manual and bargaining agreements, if any.
- Manages employees; performs performance evaluations and takes or recommends appropriate disciplinary actions in consultation with the Director and Human Resources Department.
- Performs relational database mapping and related computer aided design work for those needs of the City within scope of responsibility.
- Must be willing to respond to emergencies after hours, weekends and including declared disasters.
- Maintains current knowledge of trends and regulatory developments in the field for application to functions under charge.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Mechanical or Civil Engineering or related field. Seven (7) years progressively responsible experience in a comprehensive public utilities or public works agency, with demonstrated experience in various functions of the utilities or public works, including capital planning and project management; or an equivalent combination of education, training, and experience with a non-engineering degree. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

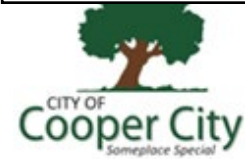
- Knowledge of water, wastewater, and stormwater operations and the engineering principles associated with construction and operation of regulatory compliant systems.
- Knowledge of budget development and administration principles, and cost-effective principles for allocation of resources, e.g., human, capital, fiscal.
- Knowledge of applicable codes, permitting requirements and Civil Engineering principles, practices, techniques and methods, and the application of such to responsibilities under charge.
- Knowledge of equipment, tools, materials and supplies necessary to implement and maintain a comprehensive utilities function at the municipal level.
- Knowledge of principles and practices of public utilities administration.
- Skills in written and oral communication.
- Ability to plan and direct water/wastewater/stormwater and related construction projects.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and walking.

WORKING CONDITIONS

Tasks are generally performed inside in the office setting with occasional visits to the job sites, treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids or pathogenic substances. Frequent interruptions and many deadlines to meet.



Building and Grounds Technician I

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

JOB SUMMARY

Manual unskilled to semi-skilled work in general maintenance functions for grounds and facilities of the City. May assist in the various trade's disciplines when such is within scope of knowledge, skills, and abilities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs custodial duties such as cleaning windows, bathrooms, vacuuming and cleaning carpets, dusting, emptying trash, etc.
- Loads and unloads equipment, supplies tools and materials.
- Removes and replaces sod; digs trenches, removes concrete, trims and prunes trees and shrubbery, mows, trims grass, and plant plants.
- Cleans culverts, gutters, ditches, swales, storm drains,, and many other similar jobs.
- Changes light bulbs, replaces tiles, and other light maintenance work.
- Assists in other general maintenance and repair tasks in the trade disciplines, e.g., carpentry, painting, plumbing, irrigation, equipment operation.
- Adheres to practices of safe use and handling of equipment and tools utilized in the performance of duties.
- Assist in park renovations
- Drag and line baseball/softball fields.
- Assists other staff as needed within scope of knowledge, skills, and abilities.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Zero to one (1-2) year of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

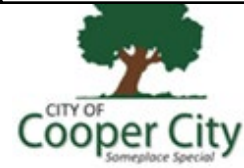
- Knowledge of standard practices and techniques for the safe handling and effective operation of tools and equipment.
- Ability to fulfill the physical requirements and demands of work.
- Ability to understand, interpret and follow written and verbal instructions.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Work is performed outdoors in all types of weather, including but not limited to exposure to extreme heat and cold, wetness, humidity, traffic hazards, machinery hazards, toxic agents, noise, smoke, dust, pollen, dirt, etc.



Building and Grounds Technician II

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

JOB SUMMARY

Experienced manual semi-skilled work in general maintenance functions for grounds and facilities of the City. May work independently, exercising judgment in practices and techniques to apply to the tasks assigned. Assists in the various trades disciplines when such is within scope of knowledge, skills, and abilities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs custodial duties such as cleaning windows, bathrooms, vacuuming and cleaning carpets, dusting, emptying trash, etc.
- Loads and unloads equipment, supplies, tools, and materials.
- Removes and replaces sod; digs trenches, removes concrete, trims and prunes trees and shrubbery, sprays weeds, mows trims grass, plant plants.
- Prepares and maintains athletic fields and adjacent areas for use in recreational programming functions.
- Assists in other general maintenance and repair tasks in the trade disciplines, e.g., painting, carpentry, plumbing, irrigation, equipment operation.
- Adheres to practices of safe use and handling of equipment and tools utilized in the performance of duties.
- Assists in park reovations
- Drag and line baseball/softball fields
- Operates, repairs, and maintains non-traditional equipment, tools, and vehicles and city property maintenance.
- Perform sidewalk repairs and grind sidewalks
- Ability to fix pothole and small asphalt projects
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Ability to fulfill the physical demands of the work; three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Preferred: a valid Florida CDL Class A or B, and a Class B trimmers license.

Knowledge, Skills and Abilities:

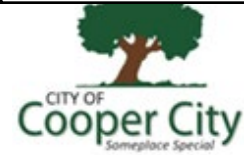
- Knowledge of stringing out and painting athletic fields and logos.
- Knowledge of standard practices and techniques for the safe handling and effective operation of tools and equipment.
- Ability to independently perform work orders and tasks with minimal supervision.
- Ability to fulfill the physical requirements and demands of work.
- Ability to understand, interpret and follow written and verbal instructions.
- Ability to perform small maintenance work.
- Ability to operate tractor/attachment and flatbed or truck/trailers.
- Ability to drag, line, and maintain clay fields
- Ability to spray weed killer on warning tracks, around trees, and fence lines.
- Ability to weed-eat, edging and mowing required.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Work is performed outdoors in all types of weather, including but not limited to exposure to extreme heat and cold, wetness, humidity, traffic hazards, machinery hazards, toxic agents, noise, smoke, dust, pollen, dirt, etc.



Building and Grounds Technician III

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

JOB SUMMARY

Responsible to perform skilled work in connection with the maintenance of parks, buildings and structures, athletic areas or other special facilities or locations. Tasks include facility repair, ground maintenance, landscaping, and irrigation systems. Applies fertilizer, herbicides, and pesticides, operates and calibrates application equipment.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Carries out assigned duties as they relate to general and specific maintenance, construction and development of city facilities and property.
- Loads and unloads equipment, supplies, tools, and materials.
- Removes and replaces sod; digs trenches, removes concrete, trims and prunes trees and shrubbery.
- Mows turf, operates riding mowers, , hand and machine broadcast application of herbicides, pesticides and fertilizers, layout of athletic fields, care and maintenance of tools, equipment, and supplies.
- Makes recommendations for improvements and maintenance to parks and athletic fields.
- Performs and directs the repair, operation, testing and installation of automatic and manual irrigation systems.
- Drives light to heavy trucks with trailers, tractors, loaders, trenchers, chippers, and dump trucks in connections with assigned responsibility.
- Makes minor repairs and adjustments to equipment as needed.
- Makes requests for maintenance supplies and equipment.
- Completes the necessary records relating to work performed.
- Attends related training when required.
- Prepares and maintains athletic fields and adjacent areas for use in recreational programming functions.
- Cleans culverts, gutters, ditches, swales, storm drains, and many other similar jobs.
- Assists in other general maintenance and repair tasks in the trade disciplines, e.g., carpentry, painting, plumbing, irrigation, equipment operation.
- Adheres to practices of safe use and handling of equipment and tools utilized in the performance of duties.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in a related field; or an equivalent combination of education, training, and experience. Possession of a valid Florida CDL Class A or B is required.

Knowledge, Skills and Abilities:

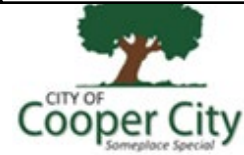
- Knowledge of standard practices and techniques for the safe handling and effective operation of tools and equipment.
- Knowledge of modern grounds and building maintenance and other related operations with respect to methods, equipment, tools, and materials.
- Knowledge in the care and preparation of athletic fields, layouts and dimensions as required for youth and adult baseball, football, and soccer fields.
- Knowledge of fertilizers, diseases, and insects in landscape and ground maintenance.
- Knowledge of the installation and repair of automatic and manual irrigation systems.
- Knowledge of the use of transits, tape measures and math formulas as they relate to the layout of athletic fields.
- Ability to operate dump trucks, loaders, mowers, trenchers, tractor, and other equipment.
- Ability to direct the work of assigned crew members.
- Ability to independently perform work orders and tasks with minimal supervision.
- Ability to fulfill the physical requirements and demands of work.
- Ability to understand, interpret and follow written and verbal instructions.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Work is performed outdoors in all types of weather, including but not limited to exposure to extreme heat and cold, wetness, humidity, traffic hazards, machinery hazards, toxic agents, noise, smoke, dust, pollen, dirt, etc.



Building Inspector

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

JOB SUMMARY

This is highly responsible technical work in the enforcement of structural codes governing the State of Florida and Broward County. Performs professional, technical, and administrative work in relation to regulatory standards, inspection activities, and permitting and licensing functions for residential and commercial building construction throughout the City. Position is responsible for performing professional plans review work associated with the daily operations of the Building Division. Work is performed under the general direction of the Building Official and Chief Structural Inspector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews submitted plans and performs field inspections for conformance with established code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends court hearings as expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Assist with structure fire and structure damage analysis during and after hours.
- Retains certification through mandatory continuing education programs.
- Provides highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Have graduated from a standard high school or vocational school or possess a G.E.D. certificate from a recognized issuing agency. Qualifying work experience may be substituted for the High School or equivalent education requirement on a year-for-year basis
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.
- Certified as required by the State of Florida, Building Code Administrators and Inspectors Board (BCAIB) as a Standard (Building/Structural) Inspector OR be a Florida Registered Architect or Florida Licensed Professional Engineer (PE). (Required certifications and license must be kept current to continue employment in this class)
- Engineers are exempt from BCAIB certification.
- Certification by the Broward County's Board of Rules and Appeals (BORA) by meeting one of the following (An applicant for Certification as a Structural Inspector under the provisions of this section who is a graduate from an accredited school holding a Bachelor or Associate of Science Degree in Engineering, Architecture or Building Construction may be credited for two (2) years for Bachelor Degree or one (1) year for an Associate Degree towards the combined experience requirements (An applicant for certification as Structural Inspector under the provisions of this section may only substitute the required two-year HVHZ experience with two years of statewide experience by passing the BORA HVHZ exam):
 - Florida Registered Architect or a Florida Licensed Professional Engineer in the discipline requested PLUS two (2) years of HVHZ experience OR
- BCAIB certified Standard Inspector in the Building/Structural discipline with five (5) years of experience within the State of Florida, of which, two (2) years shall have been within HVHZ. (An individual qualifying through this path shall be required to acquire a General Contractors (GC) license by exam, within one (1) year of initial certification as an Inspector) OR
- Licensed GC with at least five (5) years of experience within the State of Florida in the Structural/Building discipline where two (2) years of which were within the HVHZ OR
- Five (5) years construction experience in the Structural/Building discipline in a supervisory capacity of which at least two (2) years shall have been within the jurisdiction of HVHZ. An individual qualifying through this path must acquire an Unlimited GC license by exam, from the Construction Industry Licensing Board (CILB) OR Broward County Examining Board OR the Miami-Dade Construction Trades Qualifying Board within one (1) year of initial certification as an Inspector OR
- Ten (10) years construction experience in the Structural/Building discipline of which at least two (2) years shall have been within the jurisdiction of the HVHZ. An individual qualifying through this path must acquire an Unlimited GC license by exam, from either the CILB OR Broward County Examining Board OR the Miami-Dade Construction Trades Qualifying Board within one (1) year of initial certification as an Inspector
- Inspectors holding a Certificate of Competency in any area of construction shall not use their Certification to engage in free enterprise competing against persons or firms that may do business within Broward County whose work they may also inspect, nor may they allow their Certificate of Competency to be used by another person or firm.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.

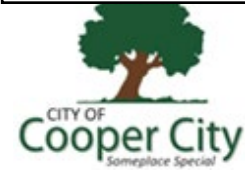
- Knowledge of the Florida Building Code, Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.



Building Official

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

JOB SUMMARY

The Building Official is responsible for certifying the Building Division of the Community Development Department and ensuring the enforcement of the Florida Building Code, City Ordinances and Broward County Administrative code. This includes managing and supervising the permitting process, plan review and code enforcement for structural, electrical, mechanical and plumbing trades. Work involves providing staff, and external stakeholders, contractors and professionals with direction regarding compliance with local, state, and federal codes. This role interprets Florida Building Codes and renders final determinations on complex code issues along with administering policy and procedures brought forth by the Broward County Board Rule and appeals. This position reports to the Community Development Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manage the enforcement of policies and procedures for overall operations and activities of the Building Division, e.g. application processing, inspection procedures and review, plans examination.
- Manages the operations of the assigned functional areas; oversees, schedules and assigns duties and tasks for functions under charge, e.g. licensing, permitting, inspections, plan review.
- Consults architects, engineers, general, specialty contractors and homeowners on building permit applications; renders technical advice and assistance to the general public, contractors, engineers and architects.
- Manages plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general and specialty contractors and homeowners on building permit applications; renders technical advice and assistance to the general public, contractors, engineers, and architects. Investigates escalated complaints regarding alleged code violations by assigning follow-up review and taking action.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge.
- Coordinates work schedules with departmental staff and with other City departments.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.

- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed
- Assist with structure fire and structure damage analysis during and after hours.
- Serves as principal enforcing officer of the State of Florida and Broward County Building Codes as mandated under statute(s).
- Enforces local, state, and federal regulations and laws related to an established domain of commercial and residential construction and natural resources.
- Represents the City in legal proceedings related to code violations, standards, and compliance; collaborates with government agencies as necessary.
- Provides direction and interpretation to inspection staff in more complex aspects of work.
- Responds to code interpretation inquiries and concerns from external stakeholders, other entities, and regulatory agencies (associated with structural compliance).
- Interacts, on behalf of the City, with various contractors, developers, planning agencies, and the public; represents the City in intergovernmental activities related to the department's interests.
- Review and manage Flood Plain program.
- Prepare, review and issue all certificate of occupancies and certificate of completion.
- Manage the Building Safety Inspection Program for buildings and structures that have been in existence for a period of 25 years or longer.
- Under a Cooper City State of an Emergency, becomes an essential employee for the City of Cooper City and attends preparation meetings and drills.
- Supervises staff, assist in the hiring processes for building division staff, completes performance reviews and coordinates training of staff.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- High School Diploma and Ten (10) years of experience directly related to building construction, plan review and inspection services OR Associates Degree in Building Construction, Engineering, Architecture or related field and nine (9) years of experience directly related to building construction, plan review and inspection services OR Bachelor's Degree in Building Construction, Engineering, Architecture or related field and seven (7) years of experience directly related to building construction, plan review and inspection services.
- Must be certified or have the ability to be certified by the State of Florida Building Code Administrators and Inspectors Board (BCAIB) as a Building Code Administrator within ninety (90) days of hire.
- Must possess or be able to obtain certification as a Building Official by the Broward County Board of Rules and Appeals ninety (90) days of hire.
- At least one (1) certification in an inspection trade area in accordance with Florida Statute.
- A minimum of five (5) years of experience in the High Velocity Hurricane Zone (HVHZ) OR Professional Architect or Engineer having practiced within the HVHZ for at least three (3) years.
- Must have at least two (2) year of previous supervisory experience.
- Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for the required experience or education.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

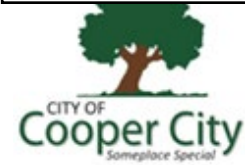
- Advanced knowledge of commercial and residential building construction methods and materials.
- Advanced knowledge of the Florida Building Code and Broward County Administrative Code.
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce.
- Knowledge of the available body of literature, resources, and agencies applicable to the effective administration of municipal commercial and residential building and construction functions.
- Ability to read, interpret, and render compliance decisions in construction plans, schematics, blueprints, and related documentation.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required.
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events.
- Skill in developing and managing project budgets.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports.
- Ability to effectively present information and technical advice to top management and all relevant constituents/parties/individuals.
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures.
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.
- Ability to identify potential issues, modify processes, and resolve conflict as the need arises.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals.
- Ability to lead and motivate others to achieve goals.
- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Buyer

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

JOB SUMMARY

This position is responsible for technical work in procurement, contracts and bid solicitation for City departments. Work includes responsibility for the procurement of items, supplies and services used throughout the City. Work includes reconciliation and upload of P-card transactions into ERP system, vendor maintenance and contract maintenance within the ERP system. Work is performed under general supervision of the Purchasing Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops, drafts, and administers City contracts, contract change orders and amendments; recommends changes and administers contract content including materials, equipment, and service costs; develops contract language, ensures compliance with insurance requirements.
- Maintains active contracts log and insurance contract compliance; logs all active contracts, follows up with City Departments and vendors on expiring/expired contracts and expiring/expired insurance; forwards documents for legal review and to records for recordkeeping.
- Purchases supplies, equipment, and facilitates contract services; reviews and approves requisitions and issues purchase orders; prepares and obtains quotes from vendors; confers with customers and City staff to resolve questions and discrepancies regarding purchase requirements.
- Performs research on products and services based on the needs of the departments and makes recommendations as needed.
- Reviews, evaluates, and monitors department purchase requisitions for proper authorization, specifications, and legal compliance.
- Prepares Invitations to Bid, Requests for Proposals, and other solicitation types, in accordance with City policy and procedure, and as required by City ordinance and state statutes.
- Evaluates suppliers, goods, services, bids, and proposals as needed.
- Coordinates the advertisement of statutorily required public notices of committee meetings, and other public purchasing related meetings.
- Coordinates formal pre-bid meetings, bid openings, site visits.
- Approves purchase contracts up to determined limits. Assists departments in drafting specifications and solicits bids on all purchases over determined limits.
- Issues purchase orders, addenda, and vendor notifications.

- Makes recommendations regarding the selection of suppliers based on supplier performance, creditworthiness, overall responsiveness, and cost.
- Resolves problems of shortages and improper orders with vendors.
- Serves as a liaison between the City and vendors. Ensures vendor performance in areas of customer service and support.
- Properly disposes of surplus inventories, scrap material, and surplus or obsolete equipment via City auction/solicitation.
- Enforces City purchasing policies and procedures and ensures expenditures are within budgeted parameters.
- Performs A/P functions in the absence of the Senior Accounting Technician.
- Monitors accounts receivable for EMS Services. Serves as a liaison between residents and billing company when necessary.
- Follows and monitors purchasing laws and regulations.
- Provides backup support to Purchasing Agent, as required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of current software programs such as Microsoft Word, Excel, and Outlook.
- Knowledge of office technologies such as copiers and facsimile machines.
- Knowledge of the practices involved in governmental purchasing property and control principles and procedures.
- Ability to prepare correspondences, reports, forms, budgets, studies, assessments, financial and payroll documentation, using prescribed formats, and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to apply principles of logical or systematic thinking to define problems, collect data, establish facts, and to draw valid conclusions.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including procurement, financial concepts, and personnel terminology.
- Ability to utilize mathematical formulas such as those used to add and subtract, multiply and divide, and the use of decimals and percentages.

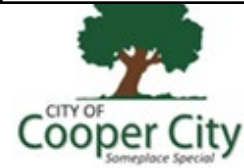
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks

may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Camp Counselor

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

JOB SUMMARY

Provides leadership and coordination of programs and activities designed for children participating in the City's Parks and Recreation Department programs. Employees work collaboratively with Department staff. Responsible for developing program activities and ensuring adherence to departmental policies and procedures. Position supervises the activities, safety and security of registered participants. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for program operation of assigned program
- Lead recreational and age-appropriate activities with youth including assistance with school work
- Manage minor disciplinary issues
- Assist with supervision of assigned student volunteers
- Greets patrons and responds to general inquiries applicable to assigned program and the Parks and Recreation Department
- Moves frequently with program participants and ensures the safety, care and supervision
- Instructs or assists with implementing activities and supervising of children
- Administers basic first aid in the event of injury
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program needs
- Reports safety concerns and hazards to supervisor
- Ensures and enforces program policies, regulations and safety rules of the Parks and Recreation Department
- Work a varied schedule
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by zero - two (0 -2) or more years' experience in working with children; an equivalent combination of education, certification, training or experience may be considered.

Ability to obtain First Aid and CPR Certification within initial employment preferred.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of department policies and procedures regarding effective childcare and safety protocols
- Knowledge of all safety and risk management protocols when managing children
- Skill in providing excellent customer service
- Skill in communications and effective expression and clarity
- Ability to manage groups of participants
- Ability to follow instructions
- Ability to work indoors and outdoors
- Ability to complete light custodial duties
- Ability to react efficiently and effectively in emergency situations
- Ability to follow instructions and learn program operations and incident response protocols
- Ability to work with limited supervision
- Ability to work designated schedule
- Ability to work independently and cooperatively

PHYSICAL/MENTAL DEMANDS

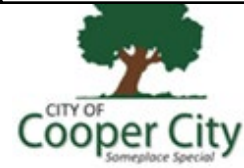
Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (5 - 30 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise

extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.



Chief Electrical Inspector

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

JOB SUMMARY

The Chief Electrical Inspector provides supervision to the electrical inspectors in the enforcement and interpretation of building codes and regulations related to the electrical discipline, and directly supervises Electrical Inspectors and Plans Examiners. Work involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently but in accordance with the Building Division regulations and established technical standards. Position analyzes current and proposed plans and specifications for ensuring compliance. Supervision is received from the Building Official.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervise and train Electrical Inspectors and Plans examiners involved in inspection and plans review with compliance of the Florida Building Code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends special magistrate hearings as an expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provide highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Schedule and perform electrical field inspections and electrical plan review to ensure code compliance.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.

- Data entry of inspection results.
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in the construction industry, to include experience within a supervisory/managerial capacity; State of Florida Contractors License; Standard Electrical Inspector Certification; Standard Electrical Plans Examiner License; Broward County Board of Rules and Appeals Inspector and Plans Reviewer; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

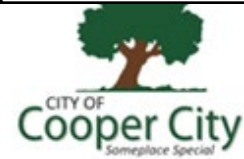
- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code and Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Chief Mechanical Inspector

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

JOB SUMMARY

The Chief Mechanical Inspector provides supervision to the Mechanical inspectors in the enforcement and interpretation of building codes and regulations related to the mechanical discipline, and directly supervises Mechanical Inspectors and Plans Examiners. Work involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently but in accordance with the Building Division regulations and established technical standards. Position analyzes current and proposed plans and specifications for ensuring compliance. Supervision is received from the Building Official.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervise and train Mechanical Inspectors and Plans examiners involved in inspection and plans review with compliance of the Florida Building Code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends special magistrate hearings as an expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provide highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Schedule and perform mechanical field inspections and mechanical plan review to ensure code compliance.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.

- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in the construction industry, to include experience within a supervisory/managerial capacity; State of Florida Contractors License; Standard Mechanical Inspector Certification; Standard Mechanical Plans Examiner License; Broward County Board of Rules and Appeals Inspector and Plans Reviewer; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code and Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to; climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.



Chief Plant Operator

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

JOB SUMMARY

Highly responsible technical and supervisory position involving the administration of daily operations of City's water or wastewater municipal treatment plants independently or in close coordination with the Treatment Plant Superintendent. Reports to the Treatment Plant Superintendent or Utility Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This is a generic job description that covers operations in both water and wastewater facilities and is not necessarily descriptive of any one position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs all activities associated with the water and wastewater treatment plants; provides technical support and guidance for staff under charge.
- Ensures safe, effective operation of plan facilities.
- Conducts frequent and periodic inspections of plants to detect malfunctions, initiates corrective actions in compliance with established regulatory, environmental and department standards.
- Ensures maintenance of accurate and complete records on plant operation and laboratory data.
- Assists in the development and delivery of new worker orientation; ensures proper training and instructions to trainee staff.
- Executes work and maintenance schedules, and ensures that building, grounds and equipment are maintained in proper condition.
- Performs routine laboratory tests and samples according to set test schedules. Reports correct results to the regulatory agencies.
- Assists in formulating and implementing operations rules, methods, techniques and procedures.
- Ensures safe use of all chemical and mechanical treatment related supplies.
- Reads and records daily plant parameters and equipment readings. Adjusts the equipment based on guidelines set by the department.
- Performs or coordinates preventive, actual and emergency maintenance on all electrical and mechanical plant systems.
- Supervises subordinate personnel and recommends disciplinary actions in compliance with City's policies and union contract.
- Collects and verifies all types of data, signs various reports and transmits to appropriate regulatory agencies.
- Assists in developing project specifications related to treatment plants and all appurtenances, including pumps, motors, SCADA, etc.

- Evaluates the needs of materials and services and coordinates all aspects of procurement.
- Assists in developing operating and capital budgets in coordination with Treatment Plant Superintendent and Assistant Director; tracks expenses.
- Manages consultant and contractors in coordination with Treatment Plant Superintendent and Assistant Director.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs related duties as directed.

QUALIFICATIONS

Education and Experience:

High school graduation or possession of an acceptable equivalency diploma. Six (6) years' experience in the operation and maintenance of treatment plants; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Requires minimum 'A' Certification for Chief Water Treatment Plant Operator position and 'B' certification for Chief Wastewater Treatment Plant Operator position. Preference would be given for possessing both certifications. Must have a valid State of Florida driver's license with good driving record. The Director may relax any qualifications requirement based on the operational necessity.

Knowledge, Skills and Abilities:

- Knowledge of water / wastewater treatment plant operations policies, procedures and methods.
- Knowledge of general math principles and basic chemistry as such applies to treatment plant operations and functions.
- Knowledge of environmental and related regulatory standards governing the operations of a public water / wastewater treatment plant facilities.
- Knowledge of City's procurement procedures, personnel policies, union contract and budget.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications including but not limited to SCADA, databases, PLC instrumentation and associated peripheral equipment.
- Ability to develop and maintain records and reports in compliance with regulatory standards.

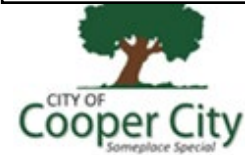
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of moderate weight (up to 50 pounds).

WORKING CONDITIONS

Tasks are mostly performed inside the plant facility with regular visits to the outside environment with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation,

wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, toxic/poisonous agents, gases or chemicals, oils and other fluids, or pathogenic substances.



Chief Plumbing Inspector

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

JOB SUMMARY

The Chief Plumbing Inspector provides supervision to the Plumbing inspectors in the enforcement and interpretation of building codes and regulations related to the plumbing discipline, and directly supervises Plumbing Inspectors and Plans Examiners. Work involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently but in accordance with the Building Division regulations and established technical standards. Position analyzes current and proposed plans and specifications for ensuring compliance. Supervision is received from the Building Official.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervise and train Plumbing Inspectors and Plans examiners involved in inspection and plans review with compliance of the Florida Building Code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends special magistrate hearings as an expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provide highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Schedule and perform plumbing field inspections and plumbing plan review to ensure code compliance.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.

- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in the construction industry, to include experience within a supervisory/managerial capacity; State of Florida Contractors License; Standard Plumbing Inspector Certification; Standard Plumbing Plans Examiner License; Broward County Board of Rules and Appeals Inspector and Plans Reviewer; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

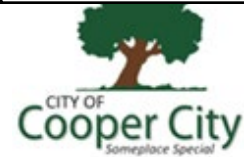
- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code and Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to; climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.



Chief Structural Inspector

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

JOB SUMMARY

The Chief Structural Inspector provides supervision to the Structural Inspectors and Plans Examiners in the enforcement and interpretation of the Florida Building Codes as it relates to the structural trade. Work involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently but in accordance with Building Department regulations and established technical standards. Position analyzes current and proposed plans and specifications for ensuring compliance. Supervision is received from the Building Official.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervise and train Structural Inspectors and Plans examiners involved in inspection and plans review with compliance of the Florida Building Code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends special magistrate hearings as an expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Assist with structure fire and structure damage analysis during and after hours.
- Retains certification through mandatory continuing education programs.
- Provide highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Schedule and perform structural field inspections and structural plan review to ensure code compliance.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.

- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in the construction industry, to include experience within a supervisory/managerial capacity; State of Florida Contractors License; Standard Structural Inspector Certification; Standard Structural Plans Examiner License; Broward County Board of Rules and Appeals Inspector and Plans Reviewer; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.
- Knowledge of the building, electrical, plumbing and land use codes in force and of the state of Florida and Broward County building codes.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.

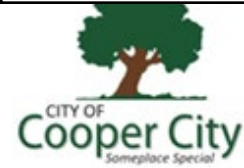
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to; climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITION

Work is performed indoors and outdoors in all types of weather.

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



City Clerk

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

JOB SUMMARY

Serves as the designated Officer of the City Clerk's Office as established by City Charter. Responsible for directing the City's Administrative Services including but not limited to passport services, Special Magistrate Services, and Records Management. Develops, recommends, and implements a number of administrative services. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages the Clerk's staff by assessing and distributing tasks and workload; delegates and adjusts workload as may be necessary according to demands and priorities.
- Supervises and manages the City's biennial and special elections in accordance with Florida Statutes and the City Charter as such relates to municipal elections; maintains the elections process under penalty of law.
- Directs the activities of the City's passport acceptance facility, including management of passport acceptance agents
- Coordinates the processing and publishing of the City Commission's bi-weekly and special meeting agendas.
- Coordinates and manages the City's public and permanent records; orders disposition of records having met retention and allocates resources for maintenance and control of records.
- Manages the processing for various formats for maintaining public records such as electronic, imaging, microfilming, and hard copy documents.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Provides technical support for programs and systems that are required to perform departmental functions.
- Attends all Commission meetings for the purpose of recording meeting minutes; ensures the effective conduct of meetings through staff assigned to audio and visual setup.
- Publishes legal notices for all public hearings before the Commission and various boards; posts notices of meetings and special meetings.
- Performs certification and recording on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions and contracts, easements, deeds, bonds or other documents requiring City certification.

- Ensures areas of responsibility are performed within budget; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Public or Business Administration or field related to the functional areas under charge. Seven (7) years of progressively responsible experience in governmental administration, with broad exposure and practical experience in the area of public records management, the majority of in supervisor or managerial capacity; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

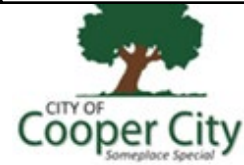
- Knowledge of the laws and policies governing functions of public relations, and contract management.
- Knowledge of budget development and associated accounting practices and administrative policies associated with budget administration.
- Knowledge of the principal duties, responsibilities, and public records management functions of the City Clerk.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to formulate and install methods, procedure forms, and record systems.
- Ability to supervise professional and clerical staff.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



City Manager

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

JOB SUMMARY

The city manager shall be the chief administrative officer of the city. The manager shall be responsible to the commission for the administration of all city affairs placed in his or her charge by or under the city charter. Under the general direction of the City Commission, executive level administrative, technical, and professional work is performed. Position has latitude in interpreting municipal policy and procedure. Responsibilities include exercising supervision over all municipal employees either directly or through subordinate supervisors, and providing administrative direction to the City department directors.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- See that all laws, provisions of this charter and acts of the commission subject to enforcement by the manager or by officers subject to the manager's direction and supervision, are faithfully executed. Plans and organizes workloads and staff assignments, trains, motivates, and evaluates assigned staff, reviews progress, and directs changes as needed.
- Exercise the administrative powers of the city through such departments, divisions, and agencies as the commission may, by ordinance or resolution, from time to time, establish. The head of each department, division or agency, except as otherwise provided by law or by this charter, shall be responsible to the Manager for the operation thereof, and shall perform such duties and have such powers as may be prescribed. Two or more departments and divisions and agencies may be headed by the same individual. Provides professional advice to the City Commission and department heads; communicates official plans, policies, and procedures to councils, boards, and the public.
- Recommend all department heads and designated assistant department heads, subject to confirmation by the city commission and to recommend removal at will, subject to confirmation by the city commission; except as otherwise herein provided, to employ and remove all other employees of the city, basing such recommendation and removals upon merit and fitness to perform the duties of the position. The terms "department heads" and "designated assistant department heads", as used in this paragraph (C), also applies to those persons who are not employees of the city but perform the functions or duties of a department head or designated assistant department head of the city. The term "confirmation", as used in this paragraph (C), requires examination and approval by majority vote of the city commission. Issues written and oral instructions; assigns duties and examines work for conformance with established policies and procedures.

- Attend all meetings of the city commission with right to take part in the discussion but without having a vote and shall be responsible to see that minutes are kept of the proceedings. Prepares and submits a preliminary annual City's budget and administers the adopted budget.
- Prepare and submit the annual budget and capital improvement program to the commission after inviting and considering individual commissioner input and public input. Ensures all laws and ordinances are faithfully performed.
- Submit to the commission and make available to the public within thirty (30) days after the close of each fiscal year, a complete report on the finances and administrative activities of the city for the preceding fiscal year.
- Make such other reports as the commission may require concerning the operations of city departments, offices and agencies subject to the manager's direction and supervision.
- Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget and advise the commission on the advantages or disadvantages of contract and bid proposals. No purchase shall be made, contract let or obligation incurred for any item or service which exceeds the current budget appropriation without a supplemental appropriation by the commission. The city manager shall issue such rules governing purchasing procedures within the administrative organization as the commission shall approve.
- Develop job descriptions, pay and benefit plans, personnel policies, and any other matters necessary to exercise control and direction over the city's organization and operations, with such job descriptions, pay and benefit plans, and personnel policies being subject to approval by majority vote of the city commission.
- Perform such other duties as are specified in the city charter or may be required by the commission.

QUALIFICATIONS

Education and Experience:

The city manager shall have a combination of a Bachelor's degree in Public Administration, Business Administration, or other related fields from an accredited college or university and three (3) years' public administration experience; or ten (10) years' experience in public administration, with at least three (3) years' experience in a city manager or assistant city manager position, which is credentialed by the International City Management Association. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

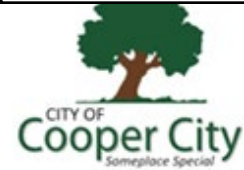
- Knowledge of City laws, regulations, policies, and practices.
- Knowledge of budget development principles and methods.
- Working knowledge of municipal finance, human resources, public works, public safety, and community development in relation to municipal administration.
- Ability to prepare, administer and implement municipal budgets and programs.
- Knowledge of methods used in developing surveys and preparing reports.
- Ability to analyze and resolve a broad range of administrative and citizens' issues, or direct such to appropriate entities.
- Ability to maintain positive public relations through tact and courtesy.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary work, but which may involve some lifting, carrying, pushing or pulling objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is generally performed indoors in an office setting with occasional exposure to environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Community Development Director

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

JOB SUMMARY

Directs the Community Development Division for Cooper City, encompassing all activities related to the City's planning, zoning, building permitting/inspections, economic development, and the issuance of local business tax receipts. Plans and implements department goals and objectives; formulates policies and coordinates all administrative aspects of the department. Work involves creating a balanced and sustainable community that will enhance the overall quality of life for our residents, business owners and visitors. Responsible for the directing, training, developing, and evaluating of others. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, and implements department goals and coordinates and integrates all activities toward achievement of established goals and objectives related to the City's planning, zoning, building permitting/inspections, economic development, and the issuance of local business tax receipts.
- Directs and evaluates departmental management responsible for the inspection, occupational licensing and permitting processes of the City; ensures compliance with all pertinent codes, standards, and ordinances related to building, plumbing, structural, mechanical, and electrical.
- Directs and evaluates departmental management responsible for performing professional planning work and extensive research studies relative to the preparation and updating of land use ordinances, land use studies, economic base studies, housing, park, and recreation studies.
- Establishes and maintains an economic development plan and provides initiatives for small businesses in Cooper City.
- Directs and evaluates research that promotes ongoing and future planning and development for presentations to the City Manager and Planning and Zoning Advisory Board; analyzes, revises, and implements regulations and ordinances for, zoning development, code enforcement.
- Directs the processes of site plan approval, annexation review, change of land use, and development requests; directs the application processes for federal, state, and local grant funding.
- Ensures that local, state, and federal regulations and laws related to an established domain of commercial and residential construction and natural resources are enforced.
- Reviews, evaluates, and revises ongoing programs and processes to ensure the department's effectiveness, accuracy, and efficiency.

- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Participates in executive level meetings for the dissemination of information and presentation of annual and special projects goals and objectives.
- Prepares the annual department budget; directs the operation of the department budget, and reviews and approves expenditures.
- Serves as the primary liaison between the City and various contractors, developers, planning agencies, and the public; represents the City in intergovernmental activities related to the department's interests.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Seven (7) years of experience in a related field; or an equivalent combination of education, training, and experience. AICP preferred. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Advanced knowledge of principles, practices, regulations, and techniques in the field of municipal land use planning, comprehensive planning, urban planning and transportation planning.
- Advanced knowledge of the State of Florida Comprehensive Planning Act, city charter, city ordinances, state statutes, and pertinent rules and regulations.
- Knowledge of commercial and residential building construction methods and materials
- Knowledge of the building, construction, electrical, plumbing, structural and land use codes for the State of Florida and Broward County.
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce.
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required.
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events.
- Skill in developing and managing project budgets.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports.
- Ability to analyze and interpret technical data and understand and synthesize legal and technical language to develop logical recommendations.
- Ability to effectively present information and technical advice to City Manager and all relevant constituents/parties/individuals
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures.
- Ability to effectively provide liaison and coordination between the City and other agencies.
- Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.

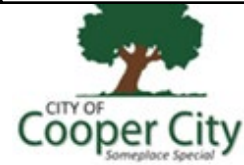
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals.
- Ability to lead and motivate others to achieve goals.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Crew Leader

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

JOB SUMMARY

The Crew Leader is responsible for manual labor and supervisory work over a crew of skilled and unskilled workers performing a variety of manual tasks. Responsible for the crew and that their assigned tasks are performed properly and efficiently, and that work schedules are maintained. The work involves the operation of heavy equipment and tools which are needed for tree trimming, landscaping, sidewalk repairs, asphalt work, maintenance of athletic fields, and park renovations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises and participates in landscaping, planting, mowing, watering, spraying, cleaning and trimming of municipal parks and grounds; planning trees, plants, and shrubbery; operating equipment necessary in completing assigned tasks.
- Inspects work in progress, modifies or adjusts work schedule and related factors to ensure that projects are completed.
- Supervises and trains crews in field; resolves complaints; operates various types of equipment; performs maintenance tasks.
- Supervises and participates in repairing breaks and holes in street surfaces; mixing mortar; erecting signs and barricades, clearing debris.
- Supervises and participates in the lining of playing fields, drag, water, weed, and maintain sport facilities.
- Supervises and participates in the repairs and maintenance of playground equipment to maintain in a proper operating condition.
- Help oversee mowing, landscaping, and tree trimming contracts.
- Exercises care and safety in the use of equipment and tools required to complete assigned tasks.
- Executes purchase orders authorized by the department director.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Four to Five (4-5) years of previous experience in the safe and effective operation of a wide variety of trucks, medium to heavy maintenance and construction equipment, or an equivalent combination of education, training, and experience. Possession of a valid Florida CDL Class A or B is preferred. Class B trimers license required.

Knowledge, Skills and Abilities:

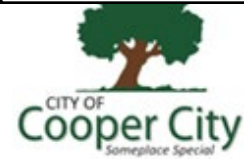
- Knowledge of the occupational hazards of the trade and of proper use of safety procedures.
- Ability to operate equipment used for tree trimming, landscaping, sidewalk repairs, asphalt work, maintenance of athletic fields, and park renovations.
- Ability to understand and carry out instructions and to complete work assignments correctly.
- Ability to perform heavy manual labor for extended periods, often under hot and humid conditions.
- Ability to install, maintain landscaping.
- Ability to communicate effectively.
- Ability to read and understand blueprints and as-built drawings.
- Ability to operate a City vehicle and equipment.
- Ability to work a flexible work schedule, including call outs.
- Ability to establish and maintain effective working relationships with other City employees, department officials and the public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks require sound and visual perception and discrimination. Tasks may involve extended periods of working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Tasks are regularly performed inside and outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and disease, or pathogenic substances.



Customer Service Representative I

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

JOB SUMMARY

This is responsible customer service oriented clerical work, which involves greeting and receiving customers, processing payments, and aiding customers in resolving accounts related discrepancies. Work also includes accounting for cash and negotiable instruments received from the public. Employees in this classification function in an entry level capacity in maintaining customer utility accounts. Employees in this classification assume responsibility for more complex aspects of the work through experience in the position. Work is performed under direct supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Greets and receives walk-in customers and the public at City Hall, answers phone calls, responds to emails and processes mail.
- Processes payments, accepts cash, checks and other negotiable instruments, issues receipts.
- Researches and resolves customer concerns and accounts related discrepancies, e.g., high consumption complaints, meter re-reads.
- Provides explanation regarding utility billing functions; responds to general information requests
- Balances daily revenue intake from cash drawer and prepares daily deposits for City bank account.
- Maintains, create and updates customer accounts, e.g., payments, closing or opening accounts.
- Participates in other utilities accounts related activities, e.g., turn off lists, process lien inquiries, preparing work orders.
- Provides assistance and guidance to newer staff in department processes and procedures.
- Scans and attaches all backup for customer accounts.
- Answer the phone and aids in resolving customer inquiries.
- Checks reports on a regular basis to locate high balances due to possible tampering or broken meters; create work orders to have the meters checked.
- Processes release of liens on accounts due to high balances.
- Cross trains and provides back up for Customer Service II.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. One to two (1-2) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

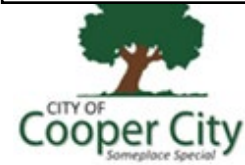
- Knowledge of principles of cashiering.
- Knowledge of business arithmetic.
- Knowledge of office procedures, methods, and equipment.
- Ability to promote and maintain effective departmental and public relations.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Customer Service Representative II

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

JOB SUMMARY

This is highly responsible customer service oriented clerical work, which involves greeting and receiving customers, processing payments, and aiding customers in resolving accounts related discrepancies. Work also includes accounting for cash and negotiable instruments received from the public. Employees in this classification function in a journey level capacity in maintaining customer utility accounts. Position also provides aid and guidance to newer staff in department processes and procedures. Work is performed under direct supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Greets and receives walk-in customers and the public at City Hall, answers phone calls and aids in solving customer inquiries.
- Review "Value Adjustment Board" letter from Broward County Property Appraiser monthly for changes with accounts.
- Processes payments, accept cash, checks and other negotiable instruments; issues receipts.
- Prepares liens to be sent to county to be recorded and then released when paid in full.
- Researches and resolves customer concerns and accounts related discrepancies, e.g., high consumption complaints, meter re-reads.
- Provides explanation regarding utility billing functions; responds to general information requests.
- Balances daily revenue intake from cash drawer and prepares daily deposits for City bank account.
- Maintains, create and updates customer accounts, e.g., payments, closing or opening accounts.
- Participates in other utilities accounts related activities, e.g., turn off lists, process lien inquiries, preparing work orders.
- Provides assistance and guidance to newer staff in department processes and procedures.
- Processes return payments.
- Verifies deposit receipt from back and research deposit discrepancies.
- Sorts all incoming mail daily.
- Enters Meter reads manually, if necessary.
- Enters payment arrangements/promise to pay from residents. Go through accounts with payment arrangements and adjust late fees.
- Sends notification to owners regarding tenants' water turns off.
- Creates work orders to turn on or turn off water services.

- Assembles welcome brochures for new residents.
- Verifies supplies are stocked and readily available to perform daily duties.
- Processes EMS delinquent charges.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

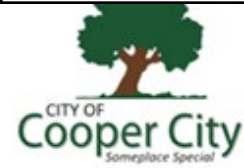
- Knowledge of basic accounting concepts and regulatory standards.
- Knowledge of administrative support procedures and practices. Ability to communicate in writing and orally.
- Ability to promote and maintain effective public relations.
- Skilled in basic mathematical functions, e.g., addition, subtraction, multiplication, division.
- Skilled in using modern office technologies, e.g., calculator, computer, printer, photocopier, cash register and a computerized handheld device.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Customer Service Representative III

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

JOB SUMMARY

Responsible for assisting in the daily activities of the Utility Customer Service Division: including helping customers and processing payments for new services as well as finalizing old utility accounts. Employees in this classification are responsible for serving as second in command in the Customer Service Division and support development and implementation of Utility Billing policies and procedures as instructed by the Customer Service Supervisor. Also acts as backup for Customer Service Rep II for performing daily deposits.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Processes payments and applies to proper accounts, balances payments to the general ledger.
- Prepares and posts department deposits for the City; prepares and sends out deposit letters.
- Creates and maintains accounts, processes work orders for new accounts.
- Performs posting and balancing functions for accounts receivable.
- Provides assistance to departments, department staff and customers.
- Researches and resolves customer complaints and any inaccuracies; analyzes and reconciles outstanding account balances.
- Supports efficient department operations through administrative tasks, e.g., answering telephones, greeting the public, distributing mail, processing correspondence.
- Accesses, inputs, and retrieves information from a computer.
- Import and Export handheld as well as Radio meter reads and routes.
- Reviews and creates route books as accounts are created.
- Processes lien searches including information from the Building and Code Enforcement Depts.
- Reviewing and preparing billing and notices.
- Tracks and posts bad debt.
- Billing customers of all fees including, turn off, turn on, tampering, etc.
- Posts web payments daily.
- Verify deposits and prepare daily deposit bag.
- Maintains all final work orders.
- Registers abandoned properties in the City.
- Archives paperwork monthly.

- Assist Customer Service supervisor with division functions.
- Finalizes and opens new utility accounts.
- Provides backup assistance as a US Passport Agent.
- Provides training, guidance, and instruction to customer service staff.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of basic accounting concepts and regulatory standards.
- Knowledge of administrative support procedures and practices.
- Ability to communicate in writing and orally.
- Ability to promote and maintain effective public relations.
- Skilled in basic mathematical functions, e.g., addition, subtraction, multiplication, division.
- Skilled in using modern office technologies, e.g., calculator, computer, printer, photocopier, cash register and a computerized handheld device.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Director of Communications / Public Information Officer



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

JOB SUMMARY

The Director of Communications/Public Information Officer (PIO) leads the strategic vision and implementation of Cooper City's external and internal communications. The Director works closely with senior leadership within the organization as the communications partner on a variety of strategic initiatives. This position is responsible for developing, maintaining, and updating the City's Communications Strategic Plan and reporting measurable results to the City Manager on a frequent basis. The overall goal is to ensure residents and community stakeholders receive accurate, timely and informative communications from the city via owned, shared, and paid media and to make the City a primary source of information. The Director also serves as the brand manager for the organization.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Act as the primary media liaison for the City, including proactive and reactive media relations. PIO may serve as an official spokesperson when designated by the City Manager.
- Devise and implement the communications and marketing strategies, messaging and tools needed to build and preserve the image of the City.
- Manage the City's brand to ensure a cohesive look and consistent message on all materials carrying Cooper City's name and logo.
- Coordinate the distribution of timely, accurate and essential information to residents and other stakeholders via the city's website, social media accounts, newsletters and other forms of communication deemed appropriate.
- Serve as editor and manager of the City's periodical publications, including our quarterly magazine and the State of the City address.
- Actively participate in the planning, promotion and implementation of major Cooper City community events and activities and attend as appropriate.
- Build positive relationships with local businesses, homeowner associations, and local community partners, etc.
- Act as City's coordinator for special initiatives led by Broward County and other municipalities and regional groups, as appropriate.
- Develop communications plans and budgets for the long-term communications strategy of the City.

- Respond and reach out to citizens' groups, individuals and organizations through conferences, correspondences and telephone to provide information to the public.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in communications, public relations, marketing, telecommunications, English or related field. At least 5 years of Public Relations/Communications experience with a proven track record in a fast-paced environment, or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

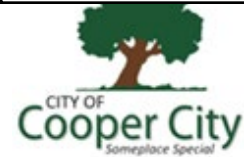
- Excellent written and verbal communication skills, specifically including expertise in AP Style.
- Strategic thinker who excels at devising and executing original, creative and innovative ideas.
- Strong organizational skills and ability to handle multiple tasks and meet deadlines.
- Able to excel in a fast-paced environment with changing priorities.
- Able to take a positive team approach to working with government, community and business partners.
- Knowledge of Microsoft Office software, including Word, Excel and PowerPoint
- Knowledge of design software such as Adobe product package or Canva, etc. If not yet acquired skill, ability to learn use of programs on the job.
- Knowledge of various social media platforms and ability to learn the use of back-end website platforms, content management systems, and video editing, etc.
- Ability to respond to common inquiries or complaints from residents or members of the business community.
- Ability to write speeches and articles that conform to a professional style and format.
- Ability to effectively present information to employees, public groups and elected officials.
- Ability to represent the City in a professional, progressive and positive manner.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and walking.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Electrical Inspector

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

JOB SUMMARY

This is highly responsible technical work in the enforcement of Electrical codes governing the State of Florida and Broward County. Performs professional, technical, and administrative work in relation to regulatory standards, inspection activities, and permitting and licensing functions for residential and commercial building construction throughout the City. Position is responsible for performing professional plans review work associated with the daily operations of the Building Division. Work is performed under the general direction of the Building Official and Chief Electrical Inspector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews submitted plans and performs field inspections for conformance with established code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends court hearings as expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provides highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Have graduated from a standard high school or vocational school or possess a G.E.D. certificate from a recognized issuing agency. Qualifying work experience may be substituted for the High School or equivalent education requirement on a year-for-year basis
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.
- Certified by the Building Code Administrators and Inspectors Board (BCAIB) as an Electrical Inspector (Required certifications must be kept current to continue employment in this class).
- Engineers are exempt from BCAIB certification
- Certification by the Broward County Board of Rules and Appeals (BORA) and meet at least one of the following (Applicants holding a Bachelor or an Associate of Science Degree in Electrical Engineering may be credited for two (2) years for a Bachelor Degree or one (1) year for an Associate Degree towards the BORA combined experience certification requirements):
 - An Engineer in the discipline requested OR
 - Five (5) years construction experience in the electrical discipline in a supervisory capacity and possess a Certificate of Competency as a Master Electrician or Electrical Contractor OR
 - Five (5) years construction experience in the electrical discipline and five (5) years of experience as an Electrical Inspector certified by BCAIB and possess a Certificate of Competency as a Master Electrician or Electrical Contractor OR
 - Seven (7) years construction experience in the electrical discipline and possess a Certificate of Competency as a Journeyman Electrician OR
 - Ten (10) years of experience as an Electrical Inspector certified by BCAIB.
- Possess a current Certificate of Competency or Professional License in the electrical discipline as a Master Electrician or Electrical Contractor or Journeyman Electrician issued by at least one of the following entities:
 - Florida Electrical Contractors Licensing Board
 - Broward County Central Examining Board of Electricians
 - Miami-Dade County Construction Trades Qualifying Board, Block proctored
 - Florida Board of Professional Engineers
 - Per Chapter 7-575, paragraph 4 (b) of the laws of Florida, Inspectors holding a Certificate of Competency in any area of construction shall not use their Certification to engage in free enterprise competing against persons or firms that may do business within Broward County whose work they may also inspect, nor may they allow their Certificate of Competency to be used by another person or firm.

Knowledge, Skills and Abilities:

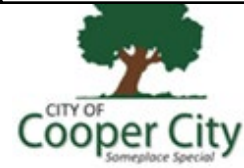
- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code, Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.



Electrician Assistant

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

JOB SUMMARY

Entry-level position assisting in installing, maintaining, repairing, and replacing electric parts, equipment, and pumps, generators, motors and other components at treatment plants, lift stations and accessory buildings. Reports to the Electrician Supervisor or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Uses electrical and electronic test equipment to check the condition of electrical and electronic systems and equipment and to detect causes of electrical failures and malfunctions.
- Troubleshoots, monitors, and maintains wastewater pumping station alarm units, generators throughout the city, including electrical and electronic systems at the plants, pumping stations and lift stations.
- Maintains and repairs electrical equipment for the City.
- Maintains and repairs street lights, park field lights, and parking lot lights, if required.
- Disposes of electrical parts according to EPA standards.
- Maintains inventory or materials required for job; may orders materials as needed.
- Assists electrician supervisor and supervisors in other divisions, when directed.
- Maintains records of work performed.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D. equivalency supplemented preferably by a vocational/ technical certification in electric work.

One (1) year or more of experience servicing, maintaining and repairing electrical systems; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

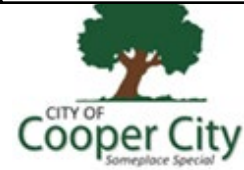
- Basic knowledge of water/wastewater utilities electrical equipment, controls and components.
- Ability to read, interpret drawings and schematics.
- Skill in the application of basic electrical standards and codes

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10-50 pounds).

WORKING CONDITIONS

Tasks are performed both inside the plants and outside with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.



Electrician Supervisor

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

JOB SUMMARY

Responsible for skilled and specialized work at journey man and supervisory levels primarily in the electrical system maintenance of water and wastewater plants, water and wastewater transmission and collection equipment, facilities, emergency generators, monitoring of telemetry system, diagnosing problems and making appropriate repairs. Work is normally performed independently and requires considerable level of initiative and judgment in determining necessary methods, procedures, and equipment to efficiently complete the tasks. Reports to the Plant Operations or Field Operations Superintendent or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Monitors, maintains, repairs or supervises electrical and electronic equipment used in water and wastewater operations including but not limited to water and wastewater plants, water storage tank, wastewater pump/lift stations, telemetry system, motorized electrical units, pump and process control systems, generators, transformers, switches, sensors, valves and related appurtenances.
- Performs skilled labor at journeyman level with general electrical duties.
- Diagnoses problems, makes appropriate repairs or adjustments to electrical and control system equipment including computer hardware and software.
- Maintains electrical emergency equipment, including generators.
- Operates equipment such as generators, control equipment, telemetry equipment, personal computer, motors, diagnostic tools, power tools, hand tools, meters, etc.
- Receives, generates and maintains work orders.
- Trains and supervises subordinates staff, where necessary.
- Prepares reports or memos.
- Interacts and communicates with various groups and individuals such as City employees, sales representatives, engineers and contractors.
- Performs related supervisory functions including, but not limited to, assisting in preparing budget, disciplining subordinate employees, writing specifications, ordering parts, monitoring purchases and attending meetings.
- Attends and completes coursework and training for applicable hardware and software.
- Punctuality and regular attendance are essential functions of this position.

- Participates in mandatory emergency call-out rotation. Must respond to emergency as required and stay at the workplace for extended periods of time.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Graduation from high school or possession of an acceptable equivalency diploma. Must possess at least seven (7) years' experience in the respective field with five (5) years of supervisory experience, including five (5) years' experience as a licensed Journeyman Electrician with specific experience in the water and wastewater utilities function; or an equivalent combination of education, training, and experience. Director may relax any qualifications requirement based on operational necessity. Must have a valid State of Florida driver's license with good driving record.

May require to obtain a Class "B" driver's license within the first 12 months of employment

Knowledge, Skills and Abilities:

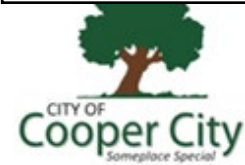
- Knowledge, proficiency and skill in the use of standard tools, light power-driven equipment, heavy equipment, generators, transfer switches and other equipment.
- Knowledge of occupational hazards and safety precautions.
- Basic knowledge of budget, procurement and personnel manual/policies.
- Ability to plan, organize, and direct the work, including that of contractors.
- Ability to establish and maintain effective working relationships with other employees, sales representatives, engineers, contractors and the general public.
- Ability to read and interpret data from a variety of formats such as blueprints or drawings.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but not limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10-50 pounds).

WORKING CONDITIONS

Tasks are performed both inside the plants and outside with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.



Engineering Inspector/Plans Examiner

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

JOB SUMMARY

Responsible for work of above-average complexity in reviewing and inspecting mostly civil engineering projects. Performs plan review tasks, permit approvals, inspections and closeout for development and redevelopment projects to include, but not limited to, utility infrastructure covering water, sewer, paving, sidewalks, and drainage. Work is generally performed independently, making sound technical judgement in close coordination with the City Engineer and Community Development Department. Reports to the City Engineer or Utilities Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews plats for rights-of-way and easements and plans, issues permits in compliance with applicable codes and standards and inspects construction for utilities infrastructure such as water, sewer, drainage, roadway, sidewalks, etc. for land development and redevelopment projects; ensures compliance.
- Coordinates and assists with development project closeout including, but not limited to, assembling necessary documents for Commission approval and recordation.
- Reviews and inspects utility installations to determine compliance with approved permits and plans including telephone, electric, cable, gas, etc.
- Investigates complaints and makes field checks on requests received in the engineering office, through telephone, email, letter or in person; investigates encroachments to the public right-of-way; investigates water or flooding conditions; investigates poor road conditions such as rough pavement or holes and similar violations of City ordinances; speaks with concerned people and explains the City's viewpoint and policy on the request or complaint; makes progress reports to the superiors.
- Reads and interprets construction plans and specifications; reviews various construction related documents, such as quality control plans, construction schedules, pollution plans, and activity hazard analysis; prepares and compiles inspection reports; conducts visual on-site inspection of the project during all stages of construction, including the examination of construction material; conducts field tests or makes arrangements for tests by approved laboratories; reviews test reports to determine whether or not materials and installation are in accordance with regulatory requirements; performs initial and final inspection of projects to be owned or maintained by the City.
- Reviews plans, detailed specifications, and shop drawings and makes advance preparation for pre-construction conferences.

- Provides explanation of City's engineering standards and other regulatory requirements to the developers and their engineers.
- Serves as the first line of communication and interaction with the construction team and the public. Addresses project issues, develops and proposes solutions, and presents to management for approval.
- Reviews and supervises City projects, when required, to ensure adherence to approved project plans, specifications, City codes, regulations and other standards for design and construction; prepares quality assurance plans and inspection schedules in coordination with project managers; reviews contractor's proposed work schedule and tracks work progress for compliance with project schedule; coordinates approved project work with contractor, city departments, county or state agencies in order to facilitate job progress while ensuring the safety of the general public as well as keeping inconvenience of the public during construction to a minimum. Reviews change orders and make appropriate recommendations.
- Coordinates and assists with reporting of National Pollutant Discharge Elimination System (NPDES) permit.
- Prepares and completes various types of correspondence, documents, forms and reports.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent, preferably supplemented by college-level courses in civil engineering or closely related field. Five (5) years of experience in development projects or public works construction with emphasis in water, sewer, drainage and roadway construction; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license with good driving record. Preference would be given for specialty certifications.

Knowledge, Skills and Abilities:

- Knowledge of modern methods and techniques of construction of potable water systems, sewers, drains, streets, and other public works construction.
- Knowledge of the standard engineering and architectural terminology, techniques, and practices, pertinent specifications, or codes for the area of assignment.
- Knowledge of the types of tests performed on construction materials and their application.
- Knowledge of codes, legal and administrative regulations, specifications, standards, etc. related to development and public construction projects.
- Knowledge of basic math principles and practices involved in civil engineering and construction.
- Ability to detect and locate defective materials and workmanship during the progress of a construction project and ability to evaluate the course of action proposed to be taken to remedy the defect to bring the construction into compliance with the plans and specifications.
- Ability to read and interpret engineering and architectural plans and specifications and to recognize deviations from such plans in the construction process.
- Ability to read and interpret various construction related documents, such as quality control plans, health, and safety hazard analysis, and recognize deviations from standard industry practice, and deviations from such plans.

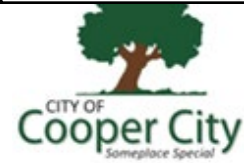
- Ability to inspect public works projects under construction and to detect deviations from approved designs, specifications, and construction practices.
- Ability to maintain records and prepare reports on various phases of construction.
- Ability to read and interpret engineering plans, specifications, sketches and field notes, and other related documents with a high degree of accuracy.
- Ability to make detailed technical inspections and to enforce regulations with firmness, tact, and impartiality.
- Ability to perform manual tasks involving physical strength and continuous outdoor activity.
- Ability to make decisions requiring the use of technical judgment.
- Ability to effectively supervise and inspect the work of both contract and City employees assigned to engineering and architectural projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with contractors, the public, city officials, and others involved in public works construction.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light moderate weight not exceeding 40 pounds.

WORKING CONDITIONS

Tasks are performed both in the office setting and outside environment with regular visits to the project or construction sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.



Equipment Operator

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

JOB SUMMARY

Semi-skilled work operating motor vehicles or construction equipment in the performance of maintaining and repairing city streets, grounds, lots, and property. An employee assigned to this classification is responsible for the safe operation of the vehicle or equipment. Responsibilities include performing routine safety checks and maintenance of the equipment as necessary.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs skilled operation of various trucks and medium to heavy equipment.
- Operates equipment for excavation, construction and maintenance purposes, backhoe, front-end loader, excavator, trencher, aerial lift trucks, mowers, sidewalk grinders, tractors, root pruner, and stump grinders.
- Operates various truck and trailer combinations in the loading and hauling of equipment and supplies.
- Performs routine cleaning, inspection, and preventative maintenance on assigned equipment and reports defects, maintenance and repair needs to appropriate staff for resolution.
- Receives and complies with instruction and training for performing all duties in conformance to appropriate safety and security standards.
- Assists with the duties of field crews, trades staff, and other maintenance personnel to support accomplishing work objectives as required or assigned.
- Maintains records and documentation according to work orders that are assigned and completed.
- Perform pavement stripping throughout the city.
- Sidewalk repairs, asphalt repairs, fence repairs, and net repairs on athletic fields
- Installs speed limit signs and street signs throughout the city.
- Trims and cuts down trees after storm or during Storms, and preventative maintenance on trees in the right of way, in parks, and at our facilities
- Replaces tennis nets and repairs windscreens on fences.
- Assist in overseeing city-wide capital projects.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma/GED; possession of a valid Florida CDL Class A or B is required. Three (3) years of previous experience in the safe and effective operation of a wide variety of trucks, medium to heavy maintenance and construction equipment, or an equivalent combination of education, training, and experience.

Knowledge, Skills and Abilities:

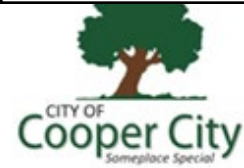
- Knowledge of the operating characteristics of assigned equipment.
- Knowledge of work hazards and safety precautions to be taken when operating various types of equipment
- Knowledge of and the ability to operate or drive equipment in conformity with state and local driving laws and ordinances.
- Knowledge of routine maintenance procedures of assigned equipment and vehicles.
- Ability to make minor operating adjustments and recognize operating deficiencies.
- Ability to perform semi-skilled and strenuous manual labor.
- Ability to understand and follow oral and written instructions.
- Ability to use a variety of power and hand tools used in ground keeping and streets maintenance activities.
- Ability to establish effective working relationships with other employees.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort, which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required such as bending, kneeling, climbing, crawling, and stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions including solar radiation, heat, and humidity.

WORKING CONDITIONS

Work is performed outdoors in all types of weather, including but not limited to exposure to extreme heat and cold, wetness, humidity, traffic hazards, machinery hazards, toxic agents, noise, smoke, dust, pollen, dirt, etc.



Executive Assistant to Elected Officials

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

JOB SUMMARY

This is an advanced, confidential and highly responsible administrative assistant position where work is performed for the City Commissioners and Mayor, as the elected officials of the City of Cooper City.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs complex, specialized and confidential administrative support work on behalf of the Elected Officials.
- Accountable for acting as confidential liaison for the Elected Officials with City Management, Neighboring City Officials, Local, State, and Federal Agencies, Committees and Advocacy Groups, School Officials and coordinators, city staff, city advisory boards, residents, vendors and the local business community, in compliance with applicable laws.
- Coordinates complex travel arrangements and scheduling (this may require coordination with affiliated groups, agencies and committees), budget management including receipt retrieval, Per Diem Requests, Budget Requests for Reimbursement when travel is reserved by means other than the City's preferred method of procurement.
- Secures attendance and participation in conferences, trainings and state and federal advocacy events on behalf of the Elected Officials.
- Performs a variety of specialized, complex and highly visible executive administrative functions including the generation of material for Elected Officials public speaking engagements, including, but not limited to speech writing, letter writing and article preparation.
- Researches and prepares materials for official correspondence of the Elected Officials.
- Researches and develops material for publication for the Elected Officials.
- Attends meetings, conferences and briefings for the purpose of providing representation for or by the Elected Officials. Reports to the Elected Officials, and provides a briefing and information on perspective gained concerning such meetings, conferences and briefings or the material or information disseminated on their behalf.
- Classifies sensitive, complex information and provides analytical perspective to Elected Officials when requested.
- Updates Advisory Boards regarding statutory requirements and ensures that all members are aware of Sunshine requirements, city ordinances and procedural policies in coordination with City Clerk and City Attorney.

- Provides administrative support to advisory boards including budget procurement, management and maintenance; coordinates meeting times, dates venues and public postings.
- Creates and prepares awards, certificates, letters of commendation and goodwill memorabilia for public presentation and issuance to residents, organizations, city employees, public officials, and other community leaders as requested by Elected Officials.
- Reads and screens incoming correspondence, making preliminary assessment of the sensitivity, priority, importance, propriety and resolution. Makes resolution referrals to appropriate executive staff or provides resolution by means of procedural protocol and practiced knowledge of city functions.
- Coordinates with the City Clerk regarding Public Official requirements such as annual ethics training hours, office account reporting (when applicable), lobbyist meeting requests, public appearances involving more than one member of the Commission, Form 1 collection, Broward County Code of Ethics Disclosure Form completion and other city, county and state required submissions or transmittals.
- Researches and compiles data and materials for use in Elected Official meetings.
- Attends community meetings and events with the Elected Official and contributes to meeting dialogue, as requested. Attends events and meetings on behalf of elected official, if requested, when Elected Official unable to attend.
- Receives incoming calls and applies applicable discretion regarding the response which may involve the transmittal of information to executive level city staff, coordination with various city departments, or direct resolution. Arranges for City Manager's assistant to receive calls when out of the office and covers calls for City Manager's assistant when requested.
- Keeps the Elected Officials apprised of use of city leave time and absences from office, in accordance with Elected Official requirements and responses.
- Performs all departmental procurement activities for the management of the commission office as well as on behalf of the Elected Officials.
- Maintains positive working relationships with members of city staff, management, residents, the business community, vendors, representatives and staff.
- Coordinates and hosts events for and by the Elected Officials.
- Attends city functions as a representative of the Elected Officials.
- Receives Advisory Board direction from the City Clerk based on Commission Meeting action and coordinates with Advisory Boards regarding the execution of that direction.
- Makes inquiries for information from City staff on behalf of the Elected Officials.
- Completes special projects as requested by the Elected Officials.
- Performs scheduling and communicating on behalf of the Elected Officials.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Four to five (4-5) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills, and Abilities:

- Knowledge of local government practices and procedures deadlines.
- Skilled in verbal and written communication.
- Skilled in organization and the ability to multitask.

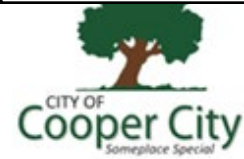
- Skilled in interpersonal and customer service.
- Skilled in the use of standard office equipment and Microsoft Office Suite.
- Skilled in problem solving and decision making.
- Ability to function as gatekeeper and escalate relevant information to Elected Officials as needed.
- Ability to work effectively with minimal supervision.
- Ability to treat confidential information with appropriate discretion.
- Ability to pay attention to details.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5- 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Facilities Maintenance Supervisor

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

JOB SUMMARY

The Facilities Maintenance Supervisor is responsible for supervising the maintenance of city parks and facilities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises the maintenance and preparation of athletic fields.
- Oversees all chemical applications to ensure compliance with regulations.
- Maintains irrigation clocks, valves, and heads, repairs leaks.
- Oversees ground maintenance at city sport complex.
- Manages and supervises the maintenance of all equipment in parks.
- Supervises the maintenance of all athletic equipment, including goals, corner flags, pitching mounds, and temporary fences.
- Coordinates monthly division safety meetings; ensures employee compliance with all safety guidelines.
- Reviews employee time sheets and signs timesheets at end of pay periods.
- Reviews operation/maintenance work schedules and job progress to ensure maximum utilization of assigned staff, equipment, and facilities.
- Maintains and orders equipment, tools, and supplies.
- Assists with the development and implementation of operations and maintenance programs.
- Inspects and evaluates services provided by external agencies and private contractors to ensure compliance with contract provisions.
- Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Operates tools and equipment as necessary.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Possession of Certified Pesticide Applicator License. Must possess a commercial driver's license (CDL) class A or B.

Knowledge, Skills and Abilities:

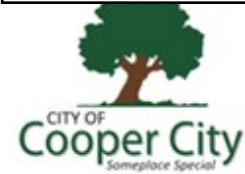
- Knowledge of ground maintenance methods and materials.
- Knowledge of landscaping principles and practices.
- Knowledge of supervisory principles and practices.
- Knowledge of irrigation system maintenance principles.
- Knowledge of department and city policies and procedures, and relevant federal, state, and local laws and regulations.
- Knowledge of Florida chemical application regulations.
- Knowledge of work safety principles.
- Skill in the operation of job-related vehicles, tools, and equipment.
- Skill in the repair and maintenance of tools and equipment.
- Skill in the development and provision of safety training.
- Skill in the supervision of personnel
- Skill in oral and written communication.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.



Field Operations Superintendent-UTIL

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

JOB SUMMARY

Highly responsible managerial and technical work in supervising field operations, maintenance, improvement, repair, and environmental compliance activities associated with the City's water, wastewater and stormwater infrastructure. Work is mostly performed independently. Reports to the Assistant Utilities Director or Utilities Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Ensures that all activities of City's water, wastewater and stormwater infrastructure is operated and maintained in order to provide constant and reliable services to the City's residents and maintain compliance with all pertinent regulations.
- Plans, organizes, assigns and supervises the work of supervisors and subordinate work crews engaged in construction, installation, repair and maintenance of water, wastewater and stormwater infrastructure, lift stations, service connections, water meters, valves, appurtenances, wells, etc.
- Inspects work for progress and for conformance to established standards; provides technical support and guidance for staff under charge.
- Reviews plans, diagrams, and related documentation for conformance to adapted standards and established environmental compliance principles.
- Applies improved work procedures to assure safety and efficiency of operations; reports unusual problems and suggests remedial solutions.
- Assists in developing plans and specifications for maintenance and repair work. Generates and manages work orders.
- Ensures maintenance of accurate records including, completion of GIS maps and critical data base.
- Participates in applicant reviews, interviews, and makes hiring recommendations.
- Develops and implements effective delivery of new worker orientation; ensures proper training and instructions to trainee staff.
- Conducts and supervises annual performance reviews and recommends disciplinary actions in compliance with the City's policies and labor union contract.
- Compiles required information and data for procurement; manages procurement and assists in preparing agenda items.
- Supervises contractors, where required.

- Develops operating and capital budgets in coordination with the Assistant Utilities Director or Utilities Director's designee; tracks expenses.
- Responds to customers and assists with facilities tours.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school graduation or possession of an acceptable equivalency diploma. Ten (10) years of progressively responsible experience in utilities or public works operations, including at least five (5) years of experience in a supervisory capacity; or an equivalent combination of education, training, and experience. An Associate's Degree is highly desirable. Must have a valid State of Florida driver's license with good driving record.

Licenses or Certifications:

Must possess, at a minimum, a State of Florida Class III Water Distribution Operator's license. Wastewater collection certification from FWPCOA or equivalent is highly desirable.

Special Requirements:

Performs or supervises line locates and related functions, including but not limited to fieldwork, documenting and reporting.

Knowledge, Skills and Abilities:

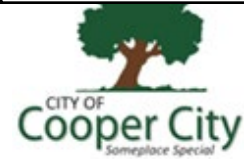
- Knowledge of the materials, methods, practices and equipment used in the operations, maintenance and repair of utilities infrastructure.
- Knowledge of regulatory standards and compliance principles applicable to municipal water, wastewater and stormwater.
- Knowledge of general math principles applicable in field operations.
- Knowledge of City's procurement procedures.
- Knowledge of City's personnel policies and labor union contract.
- Ability to plan, assign, coordinate and supervise the work of subordinate crew.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to deal effectively and courteously with City officials and the general public.
- Ability to communicate effectively in both oral and written formats.
- Ability to estimate amounts of materials and equipment required for future operations.
- Ability to supervise the maintenance of records and to prepare activity reports.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light moderate to heavy weight 50 pounds or more.

WORKING CONDITIONS

Tasks are mostly performed in the outside environment with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.



Field Operations Supervisor

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

JOB SUMMARY

Under the direction of the Public Works Director, highly responsible managerial, and technical work in supervising the daily operations and activities of a wide range of construction, maintenance, and renovation projects in the landscape, grounds and or building maintenance divisions.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, assigns, and supervises the work of skilled work crews engaged in the maintenance of buildings, grounds, roads, sidewalks, and landscaping.
- Inspects work for progress and for conformance to established standards; provides technical advice to work crews in techniques and practices.
- Reviews and requisitions materials and supplies required by their division. Makes cost estimates for project needs and maintains records.
- Supervises work procedures to assure safety and efficiency of operations. Manages unusual problems and implements remedial solutions.
- Develops and schedules the plans for the completion of assigned Capital Projects.
- Reviews plans, bids, correspondence, and other documents related to the operation of their division and submits responses to same.
- Develops plans, specifications, and related documentation for bids and requisitions.
- Supervises, trains, and evaluates subordinates and makes recommendations for hiring, disciplinary action, dismissals, and training.
- Directs and reviews the work of outside contractors to ensure compliance with the desired results and specifications.
- Assists in the preparation of the annual budget for their division.
- Attends public meetings on behalf of the City as required.
- Assists with the lead for emergency management operations.
- Approves division bills and purchase orders.
- Works with other departments on needs as they arise, including Police and Fire.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Six (6) years of experience in a related field with previous experience in a supervisory position; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

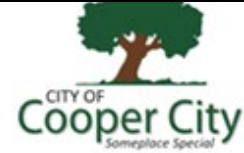
- Knowledge of the principles and practices of supervision and management.
- Knowledge of the materials, tools, equipment, methods, practices, and equipment used as related to their division.
- Knowledge of occupational safety rules and practices.
- Skill in the use of Microsoft Office Suite of software including Word, Excel, and Office.
- Ability to plan, schedule and supervise the work of subordinate employees and outside contractors to accomplish the goals of the Department efficiently and effectively. Ability to instruct subordinates in the safety rules and practices of the work and in the use of the tools and equipment of the job.
- Ability to effectively utilize technology such as computers and software required to conform to the expected procedures and operational methods of the Department and the City.
- Ability to interact and communicate verbally with the public, other employees, and City officials.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memo, letter, or other means of written correspondence.
- Ability to develop technical specifications and scope of work documents required for the preparation for formal bids or other required purchasing functions. Ability to make cost estimates.
- Ability to be able to safely operate a motor vehicle.

PHYSICAL/MENTAL DEMANDS

Tasks will include both indoor and outdoor work. Indoor work may be relatively sedentary with extended periods of time at a work station and may involve moving heavy weights (e.g., up to 100 or more pounds). Outdoor work will include the inspection and direction of work crews and projects. Must be physically able to operate a variety of machines and equipment including computer, radio, tools, vehicle, etc. Tasks may involve exposure to harsh environmental conditions such as heat, humidity, and rain for extended periods of time.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet. Work is performed both indoors and outdoors with exposure to all types of weather.



Finance Director/CFO

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

JOB SUMMARY

Position is responsible for all administrative and fiscal functions associated with directing the Finance Department operations, including General Ledger Accounting, Grant Accounting, Treasury, Accounts Payable and Receivable, Debt Administration, Budgeting, Payroll, Pensions, Financial Systems, Purchasing and Contracting, Customer Service, and Information Technology. Position develops, recommends, and implements City financial policies and procedures. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, evaluates, and directs departmental policies, programs and operations; develops recommendations for the City Manager; implements approved policies, programs and procedures accordingly.
- Directs the financial operations of the City by an established central accounting system through subordinate staff, engaged in various areas of accounting and fiscal management, e.g., treasury, budget adherence, customer service, payroll, purchasing, capital improvements, pension, debt administration.
- Directs the preparation of financial statements and cost reports at regular intervals, including operating and capital outlay expenditures, revenue projects, the annual budget, annual financial report, and grant reports.
- Directs approval of disbursements for goods and services within budget appropriations.
- Directs annual year-end closing functions in conjunction with auditors.
- Reviews and approves vendor invoices for payment and directs the activities of the IT functions associated with all accounting, fiscal, payables, and receipts activities.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Directs the treasury collection activity and custody of public funds; oversees the investment of City funds and the payment of bond obligations.
- Serves as financial advisor to City.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent in accounting or business administration. Seven (7) years of experience in a related field; or an equivalent combination of education, training, and experience. CPA preferred. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

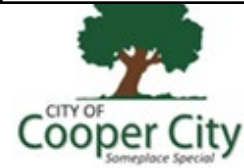
- Knowledge of the laws and policies governing municipal finance and accounting practices and procedures.
- Knowledge of accounting practices and administrative policies.
- Knowledge of fiscal matters associated with governmental accounting, e.g., municipal bonds, contracts management, grant administration, investment.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to formulate and install methods, procedures, forms, and record systems.
- Ability to supervise professional and clerical staff.
- Ability to prepare complex financial reports.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Fleet Services Supervisor

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

JOB SUMMARY

Technical work supervising, planning, and participating in the maintenance, repair, and purchase of City owned vehicles and equipment. Position manages and oversees the work performed by skilled technical staff engaged in the general and major repair of automobiles, trucks, mowers, backhoes, dump trucks and other small and large city equipment and vehicles.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises, plans, and participates with the daily maintenance and repair of many City-owned vehicles, heavy equipment, and small engines.
- Establishes scheduling priorities and assigns work orders to staff in a manner to ensure minimum down time for service and repair.
- Provides technical assistance to staff under charge in complex and technical situations.
- Establishes and maintains vehicle operation and maintenance cost records and evaluates information for the purpose of vehicles and equipment.
- Determines necessary inventory levels for parts and supplies, monitors fuel supply for proper ordering levels.
- Assists in preparation and control of the division budget; participates in development of specifications for the purchase of vehicles and equipment.
- Assists with repair and maintenance tasks.
- Evaluates the work performance and attendance of subordinates and approves payroll.
- Maintains Fuel Site Inspection & County Compliance for City.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Six (6) years of experience in the repair of automotives, heavy equipment, small engines and similar duties, preferably in a governmental agency environment. Experience in the maintenance of both gasoline and diesel engines. Demonstrated experience with

computer operations and software. Master ASE Certification and experience in a supervisory capacity preferred. Must possess a valid State of Florida CDL Class B license or obtain within six months of hire.

Knowledge, Skills and Abilities:

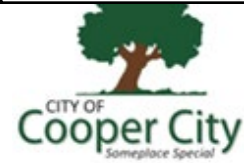
- Knowledge of the ASE certification methods of maintaining and repairing automotives and construction or other specialized equipment.
- Knowledge of the operating principles and maintenance of gasoline and diesel-powered engines.
- Knowledge of mechanics, uses, limitations and maintenance of municipal vehicles, heavy trucks, and construction equipment.
- Knowledge and skill using computers associated software for necessary communications, record keeping and maintenance tasks.
- Ability to plan, assign, inspect, evaluate, and supervise the work of skilled employees engaging in servicing, repairing, and maintaining automotive equipment.
- Ability to establish and maintain vehicle operating records and costs, and to analyze this information for the purpose of recommending service, replacement, and disposal.
- Ability to develop procedures for the most economical operation of repair work and for the most efficient and economical operation and use of equipment.
- Ability to establish and maintain effective working relationships with other employees and the public.

PHYSICAL/MENTAL DEMANDS

When assisting mechanic staff, tasks involve the ability to exert moderate physical effort which may involve lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight (40-80 pounds). Tasks require physical agility in which some combination of the following is typically required such as bending, kneeling, climbing, and crawling. Some tasks involve exposure to shop hazards or disagreeable conditions such as chemicals, petroleum products, grease, noise and fumes. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions such as solar radiation, heat, rain, and humidity.

WORKING CONDITIONS

Work is performed indoors and outdoors with exposure to all types of conditions, including but not limited to chemicals, petroleum products, grease, noise, fumes, heat, rain and humidity.



Fleet Technician

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

JOB SUMMARY

Skilled technical work in the general and major repair of automobiles, trucks, and other City equipment. Includes Public Works, Park and Recreation, Community Development, and utilities vehicles, and generators.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs mechanical and service work on all City vehicles, trucks, heavy equipment, and other equipment.
- Performs service in areas including, but not limited to, front ends; brakes; tire replacement/repair; electrical repair; tune ups; carburetors/FI repairs; diesel repair/minor/service, transmissions, and a/c repairs/replacements.
- Operates standard as well as various specialized tools and equipment, e.g., arc welders, diagnostic equipment, hydraulic tools.
- Assesses repair and maintenance requirements and determines appropriate course of action.
- Orders parts and materials; performs repairs on parts to extend service life where applicable.
- Performs maintenance and repair of small engines and other small equipment.
- Responds to road service calls. Services and repairs disabled vehicles for mechanical malfunctions.
- Inputs and retrieves work orders from a computerized Fleet Maintenance work order program.
- Directs preventative maintenance and simple repair activities of semi-skilled automotive workers.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) years progressively knowledgeable and skilled automotive mechanic experience and Master ASE Certifications preferred or an equivalent combination of education, training, and experience. Must possess a valid State of Florida CDL Class B license or obtain within six months of hire.

Knowledge, Skills and Abilities:

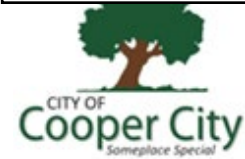
- Knowledge of construction, assembly, adjustment, and maintenance of a wide variety of automotive vehicles, trucks and equipment.
- Knowledge of standard handheld tools, as well as specialized diagnostic, hydraulic and gas-powered tools.
- Ability to follow directions and have a mechanical aptitude.
- Ability to repair diesel motors and pumps.
- Ability to diagnose the defects of worn or broken parts on engines.
- Ability to perform tune-ups; electrical, brake, air conditioning, cooling system, exhaust system repairs; front end and clutch repairs; pumps and related equipment maintenance.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort which may involve lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required such as bending, kneeling, climbing, and crawling. Some tasks involve exposure to shop hazards or disagreeable conditions such as chemicals, petroleum products, grease, noise and fumes. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions such as solar radiation, heat, rain, and humidity.

WORKING CONDITIONS

Work is performed indoors and outdoors with exposure to all types of conditions, including but not limited to chemicals, petroleum products, grease, noise, fumes, heat, rain and humidity.



General Service Worker

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

JOB SUMMARY

Under the general supervision of Department staff. Performs routine manual work and custodial duties of city assigned facilities in the Parks and Recreation Department. Includes considerable initiative and the ability to accomplish tasks independently.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs and maintain routine custodial duties of assigned facilities
- Assists with the day-to-day operation of assigned City facility
- Performs set up and break down in various City facilities according to daily schedule, planned events, meetings facility rentals, etc.
- Opens and closes facilities as needed
- Performs a variety of physical labor tasks, depending on area of assignment
- Performs minor unskilled maintenance work
- Assists with preparations and clean-up of citywide events and programs
- Purchases and maintain cleaning supplies and equipment needed to complete assigned work
- Assists in unskilled maintenance and general upkeep of Department vehicles and facilities
- Reports maintenance concerns or hazards to a supervisor
- Adheres to safe handling of equipment and tools utilized to perform duties
- Assist in emergency management preparations and operations
- Assist in driving department vehicles for programming and events
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by one (1) or more years' of experience in a related field; or an equivalent combination, training and experience.

Must have a valid state of Florida driver license. Must be able to obtain Commercial Driver License (CDL) with passenger endorsement.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of city operations and department functions
- Knowledge safety rules and safe handling of custodial tools and equipment
- Knowledge of city policies and procedures
- Skill in using simple hand tools
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to communicate effectively with supervisors, co-workers and the public
- Ability to provide excellent customer service
- Ability to work with minimal supervision
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work designated work schedule, including evenings, weekends and holidays

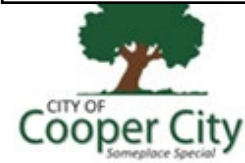
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.



Head Lifeguard

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

JOB SUMMARY

Responsible for overseeing the overall health, safety and welfare of community citizens who patronize the city's public pool. Responsible for daily operations of the pool and part-time/seasonal staff. Assists in maintaining the facility. Performs lifeguard and related duties. Responsible for ensuring pool and facility areas remain safe and guarded at all times. Performs water rescues as necessary. Responsible for opening and closing the pool each day, provide aquatic programs and enforcement of all facility rules. Work is performed under close supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for safety of pool users
- Assists with planning and organizing the workloads and staff assignments
- Manage and enforce disciplinary issues of subordinate staff
- Assists with training, motivation and evaluation of assigned staff
- Collects fees for programs and events
- Work with Microsoft Office programs, Department software for applicable use
- Lifeguard from appropriate lifeguard stand or walks/stands alongside approved areas
- Supervises the activities of the public utilizing the pool facilities
- Adheres to all state, health and safety standards and policies
- Assess program participants for appropriate skill categorization
- Maintains a positive and professional image for fellow workers and patrons
- Assists with chemical adjustments as necessary for controlling balance and sanitation
- Ensures all equipment and pool areas are in a safe serviceable condition
- Teach various aquatic programs/classes
- Open and close the pool daily
- Monitors conditions conducive for facility use (i.e. Lightning Detection protocols)
- Remove equipment from the pool as necessary (heating blankets, etc.)
- Maintains current certifications by attending seminars, classes, workshops, etc.
- Performs First Aid and CPR as necessary

- Greets patrons and responds to general inquiries applicable to the Parks and Recreation Department
- Instructs or assists with implementing activities and supervising of program participants
- Processes program registrations or applicable paperwork relative to the Departments needs
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program/facility needs
- Reports safety concerns and hazards to supervisor
- Assists with Department Special Events
- Assist in emergency management preparations and operations
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Maintain an appropriate uniform appearance clear and free from obstruction to clearly display Lifeguard insignia
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; completion of approved lifeguard course; First Aid and CPR certification; an equivalent combination of education, certification, training or experience may be considered. Water Safety Instructor (WSI) Certification preferred. Previous Lifeguard/Swim Instruction experience preferred. Two (2) years' experience in a related field/supervising strongly preferred.

Valid state of Florida driver license or reliable transportation preferred

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of municipal rules and regulations related to the use of pool areas
- Knowledge of pool maintenance and proper chemical make-up of pool water
- Skill in providing excellent customer service
- Ability to make sound, quick independent judgments and to handle persons in emergency situations
- Ability to instruct and supervise pool users in the prevention of various accidents
- Ability to instruct and supervise part-time/seasonal lifeguards
- Ability to perform rigorous exercises and keep in top physical condition
- Ability to enforce rules and regulations firmly, tactfully and professionally
- Ability to manage groups of participants
- Ability to follow instructions

- Ability to work outdoors
- Ability to sit or stand for long time periods
- Ability to teach and perform assigned duties of swim classes with proficiency
- Ability to complete light custodial duties
- Ability to follow instructions and report incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

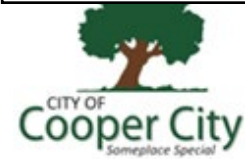
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (20 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.



Horticultural Technician

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

JOB SUMMARY

Skilled work in monitoring, maintenance, planting, grounds keeping and spraying of City landscape areas.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains and monitors plant materials in landscaped areas of the City.
- Performs minor pruning and trimming of trees and plant material.
- Applies fertilizer to landscaped areas.
- Applies chemicals by spraying City areas.
- Operates motor vehicle and gas power tools and equipment.
- Installs plant materials throughout the City.
- Maintains City fountain.
- Assists residents with tree issues.
- Assist with overseeing the landscaping & tree trimming contracts
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years experience in tree care, landscaping and pest control; or an equivalent combination of education, training, and experience. Possession of a valid Florida CDL Class A or B is required.

Knowledge, Skills and Abilities:

- Knowledge of tree trimming techniques and equipment used in tree care.
- Knowledge of mixing and calibrating pesticides for application.
- Knowledge of plant material relating to landscaped areas.

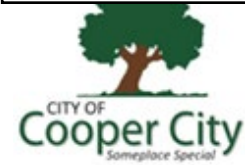
- Knowledge of a variety of trees by name.
- Knowledge of proper installation of plant material.
- Skill in the use and preventative maintenance of equipment and tools.
- Ability to perform hard manual labor, work in elevated areas.
- Ability to follow written and verbal instructions.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to a variety of disagreeable environmental factors, e.g., solar radiation, adverse weather, heat, humidity, soil/dirt, toxic/chemical agents.

WORKING CONDITIONS

Work is performed outdoors in all types of weather, including but not limited to exposure to extreme heat and cold, wetness, humidity, traffic hazards, machinery hazards, toxic agents, noise, smoke, dust, pollen, dirt, etc.



Human Resources Director/Risk Manager

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

JOB SUMMARY

Highly responsible administrative work managing the human resource and risk management function of the City. Responsible for managing all functions relating to personnel such as safety, disciplinary procedures, collective bargaining, training, benefits, equal employment opportunity. Additional areas of responsibility include, but are not necessarily limited to, formulating policies and procedures, job classification, training and development, contract negotiations, risk management, and legal compliance of City, State and Federal laws. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Prepares and implements all personnel policies and procedures. Makes recommendations for improvement of policies, processes, and practices.
- Provides consulting services to the City Manager and City departments with interpreting policies and procedures.
- Recommends and directs the implementation of the employee Classification and Compensation Plan. Research and compiles data for wage and benefit surveys.
- Creates and revises job descriptions subject to appropriate approvals.
- Advises and counsels City management staff on handling grievances and recommends responses.
- Represents the City in Collective Bargaining and union negotiations.
- Works with the City Attorney and City Manager on discrimination claims, grievances, unemployment claims, and union matters.
- Establishes and supervises an effective safety and loss prevention program.
- Reviews and audits total insurance program including general liability, automobile liability, property liability, workers compensation, fiduciary and casualty and makes recommendations.
- Responsible for administering employee training and development on various topics such as sexual harassment, workplace violence, and safety training, etc.
- Oversees the recruitment, testing, interviewing, and selection process, working closely with department heads to ensure legal compliance and responds to complaints related to the City's hiring process.
- Submits data applicable to various Federal and State regulatory standards for reporting purposes, e.g., ACA, EEOC, FMLA, Veteran's Preference, HIPAA compliance and others.

- Writes requests for bids and proposals to solicit brokers, benefit vendors, temporary services, and executive level employment searches.
- Oversees the employee evaluation process and approves all changes in personnel status such as merit increases and promotions subject to appropriate approvals. Provides coaching to managers and supervisors in providing complete and objective performance appraisals.
- Prepares departmental budget and develops goals and objectives and performance indicators.
- Coordinate succession planning for key contributors and management positions.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Human Resources Management, Public Administration, Business Management or closely related field. Five - Seven (5-7) years of experience in Human Resources and Risk Management in a public sector environment, a minimum of two (2) years at the supervisor level; or an equivalent combination of education, training, and experience. SHRM Certification highly desired. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of Federal, State and local regulatory standards and guidelines applicable to human resources administration, e.g., COBRA administration, FMLA, labor law compliance, FLSA, ADA, worker's compensation and reporting standards.
- Knowledge of safety requirements and regulations and the techniques of loss prevention.
- Knowledge of computer programs such as Microsoft Office and ADP.
- Knowledge and ability to establish and implement policies and procedures and communicate them with City personnel.
- Knowledge of insurance as it applies to general liability, property liability, worker's compensation, group medical coverage and other municipal coverage.
- Ability to research, interpret, compile, and present data relevant to human resources administration, e.g., worker's compensation law, benefits regulations, policy, and procedures.
- Ability to effectively operate and utilize modern office technologies, such as computers, Human Resources Information System, standard software applications, and associated peripheral equipment.
- Ability to research, analyze and organize statistical data and prepare comprehensive reports.
- Ability to develop training and recommend effective programs to achieve human resources goals.
- Ability to communicate effectively in both oral and written formats.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

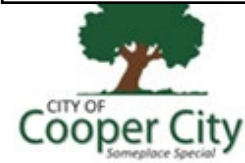
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks

may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Human Resources Generalist

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

JOB SUMMARY

Specialized administrative work coordinating various phases of the City-wide human resource function. Responsible for staffing, payroll, benefits, worker's compensation, risk management, COBRA, legal compliance, employee wellness and employee relations. This position is instrumental in ensuring the City's regulatory compliance with State and Federal laws and employment guidelines.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Enrolls employees in benefit plans for health, dental, vision, disability, life, flex spending and other offered benefits; processes employee changes as required.
- Processes payroll e.g., pay increases, salary adjustments, direct deposit, benefit premiums, voluntary deductions.
- Reconciles insurance billing, e.g., health, dental, vision, disability, life, employee physicals and other offered benefits; approves invoices for payment.
- Schedules and conducts open enrollments, employee training and meetings.
- Coordinates risk management functions as a liaison between interested parties such as attorneys, insurance carriers; researches and prepares information and reports to assist with litigious actions.
- Creates, maintains, and updates employee files in compliance with applicable regulatory standards; provides records requests, maintains employee statistical data for reporting and analysis purposes; monitors leave time and processes vacation/sick time conversions.
- Functions as central point for employee communications e.g., benefit changes, memoranda, open enrollments, holiday schedules.
- Maintains data applicable to various Federal and State regulatory standards for reporting purposes, e.g., OSHA, EEOC, new hires.
- Responsible for new employee onboarding and orientation.
- Issues employee identification cards/tracks city property.
- Provides employee data to management/records requests.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

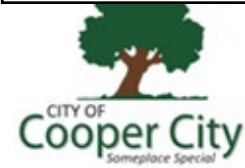
- Knowledge of Federal and State regulatory standards and guidelines applicable to human resources Administration, e.g., COBRA administration, FMLA, labor law compliance, reporting standards.
- Knowledge and ability to interpret and communicate City human resources policies, practices, and procedures.
- Knowledge of worker's compensation laws, claims procedures, reporting requirements, and case management principles.
- Ability to research, interpret, compile, and present data relevant to human resources administration, e.g., worker's compensation law, benefits regulations, policy, and procedures.
- Ability to effectively operate and utilize modern office technologies, such as computers, Human Resources Information System, standard software applications, and associated peripheral equipment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Information Systems Manager

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

JOB SUMMARY

Advanced technical work in implementation, operations and maintenance functions associated with the City-wide information systems functions. Includes managing daily operations, maintenance of hardware and software, and management of related communications equipment. Position is responsible for developing efficient and cost-effective solutions to internal application needs. Oversees and monitors adherence to special contracts for technology related services. The work is performed under the general supervision of the Finance Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides end user support to City staff regarding information systems issues, e.g., hardware maintenance, software upgrades, diagnostics, and troubleshooting.
- Coordinates activities of service providers and ensures adherence to contractual and operational specifications.
- Ensures optimal system performance through periodic information management maintenance functions, e.g., backups, file rebuilds, file restoration and re-indexing, storage capacity management, system upgrades.
- Monitors all aspects of system performance, e.g., firewalls, servers, local area networks, communication lines, routers, anti-virus systems, peripheral equipment.
- Manages Avaya VoIP telephone system.
- Plans and develops new systems requirements and upgrades, as well as improvements to existing programs and internal information management processes.
- Manages all IT related components of City projects.
- Analyzes existing operational weakness and deficiencies; develops, recommends and implements cost effective and efficient solutions.
- Monitors efficiency of proper data flow; maintains records regarding process and operations.
- Acts as liaison and communications facilitator on behalf of the City with consultants, hardware manufactures, software suppliers and other current and potential vendors.
- Manages continuing education programs for the department.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Five (5) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

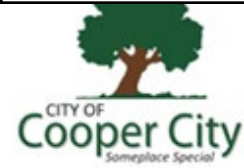
- Knowledge of principles, practices, and procedures of information systems management.
- Knowledge of capabilities, limitations and maintenance requirements associated with hardware, peripheral components, and software applications.
- Knowledge of principles and techniques applied to software design, applications programming, and data management.
- Knowledge of practices and procedures for protection of data integrity, e.g., backup, archival, storage, emergency recovery.
- Extensive knowledge of Local Area Network (LAN) and Wide Area Network (WAN) systems, Windows Server, Exchange.
- Extensive knowledge of network design, TCP/IP protocols, VPN's security, devices, implementation, and related networking concepts including principles, practices, and technical aspects of networking.
- Extensive knowledge of analysis, design, development, and maintenance of network hardware, including servers, routers, firewalls, bridges, data switches, print sharing devices, modems, multi-plexers, hubs, frame relay, fiber optic cabling and related devices.
- Extensive knowledge of principles and techniques of systems analysis, design, and implementation.
- Ability to schedule and organize workload in a manner to ensure minimal downtime.
- Ability to understand and follow complex oral and written instructions, e.g., technical manuals, systems specifications, programming language(s).
- Ability to diagnose, analyze and develop cost effective solutions for a variety of information management related hardware and software applications issues.
- Ability to provide end user training in the use of various software applications.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



IT Technician

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

JOB SUMMARY

The IT Technician is responsible for analyzing, designing, installing, configuring, maintaining, and repairing network servers, systems, and subsystems. Oversees the computer/server operation and environment. Provides directions, information, and recommendations regarding network configurations and installations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Designs computer networks (intranet, Internet, FTP servers, web mail, etc.) to ensure effective and efficient running of the network.
- Installs client and server network software for upgrading and maintaining network and telecommunication systems.
- Maintains network operations and software applications, operating systems, and regular maintenance.
- Manages assigned projects and program components to deliver services in accordance with established objectives.
- Responds to inquiries from staff, administrators, service providers, site personnel, outside vendors, etc. to provide technical assistance and support.
- Supervises the administration of system and server related networks to ensure availability of services to authorized users.
- Troubleshoots malfunctions of network hardware and software applications, telephones, and security systems to resolve operational issues and restore services.
- Analyzes and recommends solutions, upgrades, and services for streamlining and process improvements.
- Trains and informs end users on Cyber Security best practices.
- Configures, implements, and maintains DRAAS solution.
- Provides backup support for firewalls and internal security applications.
- Provides support for Microsoft Windows applications.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent. Associates degree in computer technology, computer science, information technology or related field is preferred; One or more years' experience in network and application support; or an equivalent combination of education, certification, training and experience. Must possess a Florida driver's license.

Knowledge, Skills and Abilities:

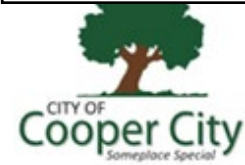
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of data processing systems, concepts, and methodologies.
- Skill in Microsoft Office products (Outlook, Word, and Excel).
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.
- Ability to implement effective and innovative software development methodologies.

PHYSICAL/MENTAL DEMANDS

Depending on the functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking, or standing. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and walking. Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes). Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Lifeguard II/WSI

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

JOB SUMMARY

Responsible for overseeing the overall health, safety and welfare of community citizens who patronize the city's public pool. Responsible for ensuring pool and facility areas remain safe and guarded at all times. Performs water rescues as necessary. Responsible for opening and closing the pool each day, provide aquatic programs and enforcement of all facility rules. Work is performed under close supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for safety of pool users
- Lifeguard from appropriate lifeguard stand or walks/stands alongside approved areas
- Supervises the activities of the public utilizing the pool facilities
- Adheres to all state, health and safety standards and policies
- Assess program participants for appropriate skill categorization
- Maintains a positive and professional image for fellow workers and patrons
- Assists with chemical adjustments as necessary for controlling balance and sanitation
- Ensures all equipment and pool areas are in a safe serviceable condition
- Teach various aquatic programs/classes
- Open and close the pool daily
- Monitors conditions conducive for facility use (i.e. Lightning Detection protocols)
- Remove equipment from the pool as necessary (heating blankets, etc.)
- Maintains current certifications by attending seminars, classes, workshops, etc.
- Performs First Aid and CPR as necessary
- Greets patrons and responds to general inquiries applicable to the Parks and Recreation Department
- Instructs or assists with implementing activities and supervising of program participants
- Processes program registrations or applicable paperwork relative to the Departments needs
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program/facility needs
- Reports safety concerns and hazards to supervisor

- Assists with Department Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Maintain an appropriate uniform appearance clear and free from obstruction to clearly display Lifeguard insignia
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; completion of approved lifeguard course; First Aid and CPR certification; an equivalent combination of education, certification, training or experience may be considered. Water Safety Instructor (WSI) Certification preferred. Previous Lifeguard/Swim Instruction experience preferred.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of municipal rules and regulations related to the use of pool areas
- Knowledge of pool maintenance and proper chemical make-up of pool water
- Skill in providing excellent customer service
- Ability to make sound, quick independent judgments and to handle persons in emergency situations
- Ability to instruct and supervise pool users in the prevention of various accidents
- Ability to perform rigorous exercises and keep in top physical condition
- Ability to enforce rules and regulations firmly, tactfully and professionally
- Ability to manage groups of participants
- Ability to follow instructions
- Ability to work outdoors
- Ability to sit or stand for long time periods
- Ability to teach and perform assigned duties of swim classes with proficiency
- Ability to complete light custodial duties
- Ability to follow instructions and report incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

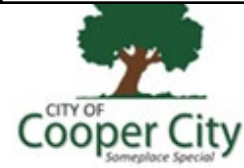
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (20 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.



Mechanical Inspector

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

JOB SUMMARY

This is highly responsible technical work in the enforcement of mechanical codes governing the State of Florida and Broward County. Performs professional, technical, and administrative work in relation to regulatory standards, inspection activities, and permitting and licensing functions for residential and commercial building construction throughout the City. Position is responsible for performing professional plans review work associated with the daily operations of the Building Division. Work is performed under the general direction of the Building Official and Chief Mechanical Inspector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews submitted plans and performs field inspections for conformance with established code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends court hearings as expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provides highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Have graduated from a standard high school or vocational school or possess a G.E.D. certificate from a recognized issuing agency. Or qualifying work experience may be substituted for the High School or equivalent education requirement on a year-for-year basis
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.
- Certified as required by the State of Florida, Building Code Administrators and Inspectors Board (BCAIB) as a Mechanical Inspector. (Required certifications and license must be kept current to continue employment in this class)
- Engineers are exempt from BCAIB certification
- Certified by Broward County Board of Rules and Appeals (BORA) and shall meet at least one of the following qualifications (An applicant for Certification as a Mechanical Inspector under the provisions of this Section who is a graduate from an accredited school holding a Bachelor or an Associate of Science Degree in Mechanical Engineering may be credited for two (2) years for a Bachelor Degree or one (1) year for an Associate Degree towards the combined experience requirements):
 - An Engineer in the discipline requested or
 - Five (5) years construction experience in the mechanical discipline in a supervisory capacity and possess a Certificate of Competency as a Master Mechanical or Mechanical Contractor or Class "A" Air Conditioning Contractor or
 - Five (5) years construction experience in the mechanical discipline and five (5) years of experience as a Mechanical Inspector certified by BCAIB and possess a Certificate of Competency as a Master Mechanical or Mechanical Contractor or Class "A" Air Conditioning Contractor or
 - Seven (7) years construction experience in the mechanical discipline and possess a Certificate of Competency as a Mechanical Journeyman or
 - (10) years of experience as a Mechanical Inspector certified by BCAIB
- Possess a current Certificate of Competency or a Professional License in the discipline requested as a Master Mechanical or Mechanical Contractor or Class "A" Air Conditioning Contractor or Journeyman Mechanical or Engineer issued by at least one of the following entities:
 - Florida Construction Industry Licensing Board
 - Broward County Central Examining Board of Mechanical Contractors and Specialty Mechanical Contractors
 - Miami-Dade County Construction Trades Qualifying Board
 - Florida Board of Professional Engineers

Knowledge, Skills and Abilities:

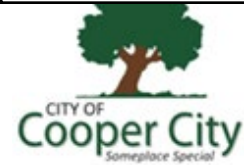
- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code, Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.



Meter Reader

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

JOB SUMMARY

Under general supervision, performs technical work in the reading of water meters and recording of water consumption. Work includes the manual or electronic recording of meter readings, disconnection and connection of water services report problems, and the usage of computers to enter all readings and codes Work is reviewed through observation and written reports for adherence to established policies and procedures.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reads water consumption meters and enters data in route books or handheld computers.
- Walks or drives vehicle along established routes to take readings of meter dials.
- Verifies readings in cases where consumption appears to be abnormal. (Upon request/ work-order)
- Inspects meters for unauthorized connections, defects, or damage such as broken seals.
- Connects and disconnects utility services at specific locations.
- Reports to Customer Service Department any problems such as meter irregularities, damaged equipment, or impediments to meter access, including dogs.
- Adheres to practices of safe use and handling of equipment and tools utilized in the performance of duties.
- Assists other staff as needed within scope of knowledge, skills, and abilities.
- Completes assigned work orders.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Zero to one (0-1) year of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

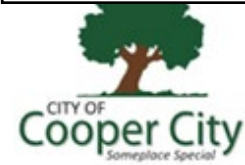
- Knowledge of the geography of Cooper City.
- Ability to fulfill the physical requirements and demands of the work, e.g., frequent walking, bending, lifting, standing, talking, and hearing.
- Ability to utilize hands and fingers to handle or feel objects, tools, or controls.
- Ability to lift or move up to 25 pounds.
- Ability to have specific close vision and ability to adjust focus to read meters accurately.
- Ability to understand, interpret, and follow written and verbal instructions.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing or pulling of objects and materials of heavy weight (e.g., up to 25 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Field work: work outdoors under a wide range of conditions such as weather and environment.



Parks and Recreation Attendant

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

JOB SUMMARY

Performs entry level work in the Parks and Recreation Department. Responsible for general oversight and daily operations of City facilities. Ensure safety of patrons utilizing facilities and enforces rules, policies and procedures in a respectful manner. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for daily operation of assigned facility
- Greets patrons and responds to general inquiries applicable to assigned facility and the Parks and Recreation Department
- Processes program registrations or applicable paperwork relative to the Departments needs
- Performs general unskilled maintenance and light upkeep of facilities
- Collects fees for programs and events
- Assists in preparation, setup and oversight of facility programs, rentals and community Special Events
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to facility/program needs
- Assists with Department Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Monitors conditions conducive for facility use (i.e. Lightning Detection protocols)
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by zero - one (0 -1) or more years' Parks and Recreation experience; an equivalent combination of education, certification, training or experience may be considered.

Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Skill in providing excellent customer service
- Ability to learn how to use Recreation Computer Software
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to complete light custodial duties
- Ability to react efficiently and effectively in emergency situations
- Ability to follow instructions and learn facility operations and incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

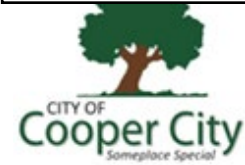
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 40 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.



Parks and Recreation Coordinator

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

JOB SUMMARY

Provides professional work in coordinating the daily operations of the Parks and Recreation Department. Work involves planning, developing and implementing diversified recreational programs, events and activities suited to the needs of the participants. Responsible for the program development and management of specified program and operations. Develops programs, events and instructional trainings for the Department users' and staff. Ensures safety of related facilities, staff and patrons. Work is performed under administrative supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans and coordinates the planning, organizing, implementing and supervising of the department's programs, facilities, events and activities for all ages
- Assists in the development, recommendation and implementation of goals, objectives, policies procedures and work standards of the Department
- Performs duties and functions of subordinate staff, in the event they are not able to do so
- Adheres to all state, health and safety standards and policies
- Coordinates with staff in carrying out department related activities, programs and events
- Works with volunteer groups and individuals
- Prepares periodic reports and makes recommendations applicable to Department operations
- Assigns, directs and supervises duties and workloads of assigned staff including selecting/hiring, monitoring, training, scheduling, disciplining and performance evaluations
- Assists in the preparation and monitoring of Department budget and related expenditures, as assigned
- Reviews and recommends fees and charges for facilities, programs and services
- Prepares and maintains records and files associated with Department operations and activity programs including program registrations, instructor contracts, facility rental leases, activity fee collection, deposit logs, employee timecards, etc.
- Ensures program flyers, brochures, newsletters, and program/event website are updated regularly
- Responds to inquiries and concerns regarding departmental activities
- Greets and responds to the patrons and visitors of the Parks and Recreation Department
- Interacts and communicates with a variety of groups and individuals

- Assists with the planning, organization, and implementation of City-wide programs and special events
- Maintains and oversees sensitive documents and programs for the Department
- Inspects and replenishes safety or program equipment as needed
- Performs public relations functions between the City, agencies and advisory groups
- Serves as a member or liaison to various committees and advisory boards. Attends meetings and conferences; represents the City to the public on department-related matters
- Works a variable schedule outside of standard business hours, including morning, evening, weekends and holidays
- Attends and continues professional trainings and conferences to further education and up-to-date with industry trends
- Collects fees for programs, facilities and events
- Assists in soliciting and collecting donations/sponsorship for the Department
- Assist in emergency management preparations and operations
- Maintains records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Three to five (3 – 5) years of experience in a related field; or an equivalent combination of education, training and experience. Minimum of one - two (1 -2) years supervisory experience required. Preferably in Parks and Recreation or related field.

Must have a valid state of Florida driver license.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Parks and Recreation Coordinator – Active Adults

Must be able to obtain Commercial Driver License (CDL) with passenger endorsement
Food Handler Certification within initial six (6) months of employment

Parks and Recreation Coordinator – Aquatics

Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO)

Pool Operations and Maintenance experience

Lifeguard Certified

Water Safety Instructor (WSI)

Water Safety Instructor Trainer Certification (Preferred)

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge in Recreation Computer Software
- Knowledge of budget operations

- Knowledge of Safety Regulations
- Knowledge of Parks and Recreation fundamentals for diverse participants
- Skill in providing excellent customer service
- Ability to direct and supervise subordinates in the Parks and Recreation Department
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to communicate effectively in written and oral form with various groups
- Ability to maintain records and prepare reports on a timely basis
- Ability to organize work for timely completion
- Ability to work with minimal supervision and with a team
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work a flexible work schedule, including evenings, weekends and holidays

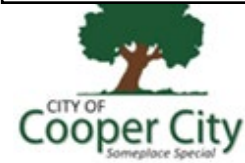
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, chemicals, oils and other substances.



Parks and Recreation Director

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

JOB SUMMARY

This position is responsible for the operations of the Parks and Recreation Department. Directs, manages, and reviews operations associated with the City's Recreation programs and Park functions. Work involves the development and delivery of athletic programs, community special events, leisure services activities, and related special programs that enrich the community. Ensures that parks and recreation facilities are well-maintained, safe, and secure. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs and administers the development, delivery and operations of the City-wide recreation and leisure services functions, recreation programs, sports complexes, and community centers.
- Oversees and ensures the proper maintenance and repair of the community center facilities and grounds. Oversees the operations of the City's parks.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Develops and implements recreation and leisure services programs, program enhancements and City-wide special events and programs.
- Ensures current programs and offerings are meeting the needs/desires of the citizens and community, and that programs are structured to enhance quality of life for residents.
- Develops, implements, and maintains annual operating budget ensures adherence to established and approved budgetary parameters.
- Recommends program changes, new initiatives, strategy.
- Visits other programs, researches trends, and analyzes survey data / program feedback from participants/citizens.
- On call 24/7 and Emergency requirements.
- Involved with Emergency Planning and Risk Management oversight at facilities.
- Attends Commission Meetings and Workshops.
- Oversees department grants and compliance. Works cohesively with other Departments for operations and events.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Public Administration, Leisure Services or a related field. Seven to ten (7-10) years supervisory and managerial experience that provides broad practical and technical exposure in all facets of municipal parks and recreation; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

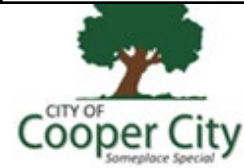
- Knowledge of community-based parks and recreation and leisure services programs.
- Knowledge of effective principles for program planning, development, and delivery.
- Knowledge of recreational and leisure services management principles and practices.
- Knowledge of operating and capital budgeting methods and principles.
- Skill in communicating with community groups and individuals.
- Skill in developing subordinate staff to plan and carry out recreation programs.
- Ability to plan, direct and deliver programs to meet the needs of a culturally diverse community.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to motivate and lead subordinate staff.
- Ability to plan the most cost-effective use of staff and equipment.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Parks and Recreation Manager

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

JOB SUMMARY

Work is performed under administrative supervision. Highly administrative, supervisory and professional work in the development and operations of parks and recreation programming for the community. This responsible and specialized work includes planning, coordinating and directing the operations of various divisions in the Parks and Recreation Department. Administrative work requires compliance with all policies, procedures and regulations, overseeing day to day operations for the assigned staff in the Parks and Recreation Department. Supervisorial work in ensuring quality programs, exercising initiative and independent judgement.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and oversees the planning, organizing, implementing and supervising of the department's programs, facilities, special events and activities for all ages
- Trains and supervises staff in carrying out department related activities, programs and events
- Prepares periodic reports and makes recommendations applicable to Department operations
- Plans, organizes, schedules, administers and manages daily operations of the Parks and Recreation Department
- Assigns, directs and supervises duties and workloads of assigned staff including selecting/hiring, monitoring, training, scheduling, disciplining and performance evaluations
- Assists in the preparation, administration and monitoring of Department budget and related expenditures, as assigned
- Reviews and recommends fees and charges for facilities and services
- Prepares and maintains records and files associated with Department operations and activity programs including program registrations, instructor contracts, facility rental leases, activity fee collection, deposit logs, employee timecards, etc.
- Ensures program flyers, brochures, newsletters, and program/event website are updated regularly
- Responds to inquiries and concerns regarding departmental activities
- Greets and responds to the patrons and visitors of the Parks and Recreation Department
- Interacts and communicates with a variety of groups and individuals
- Oversees the general maintenance and safety of the Parks and Recreation Department and responds to and reports deficiencies and issues per protocols and guidelines

- Assists with the planning, organization, and implementation of City-wide programs and special events
- Performs public relations functions between the City, community and various civic agencies and groups
- Serves as a member or liaison to various committees and advisory boards. Attends meetings and conferences; represents the City to the public on department-related matters
- Works a variable schedule outside of standard business hours, including morning, evening, weekends and holidays
- Attends and continues professional trainings and conferences to further education and up-to-date with industry trends
- Collects fees for programs, facilities and events
- Assists in soliciting and collecting donations/sponsorship for the Department
- Work with and provide support for local sports leagues
- Assist in emergency management preparations and operations
- Acts on behalf of the Department Director, when directed
- Maintains records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Five to seven (5 – 7) years of experience in a related field; or an equivalent combination of education, training and experience. Minimum of three (3) years supervisory experience required. Preferably in Parks and Recreation or related field.

Certified Parks and Recreation Professional (CPRP) preferred
Aquatic Facility Operator (AFO) preferred

Must have a valid state of Florida driver license.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge in Recreation Computer Software
- Knowledge of budget development and policies associated with budget administration
- Skill in providing excellent customer service
- Ability to direct and supervise subordinates in the Parks and Recreation Department
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to communicate effectively in written and oral form with various groups

- Ability to maintain records and prepare reports on a timely basis
- Ability to organize work for timely completion
- Ability to work with minimal supervision and with a team
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work a flexible work schedule, including evenings, weekends and holidays

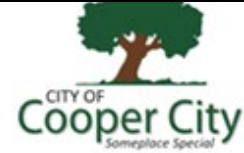
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, chemicals, oils and other substances.



Planner

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

JOB SUMMARY

Under general supervision, performs administrative and technical work involving land development, planning, and zoning regulations to support the activities of the City's Community Development Department. Responsible for assisting the Community Development Director in the completion of projects relating to land development, planning, and zoning, economic development and redevelopment programs to promote and market the City as a place to do business, implement strategies to attract and recruit business and industry to Cooper City. Reports to the Assistant Community Development Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews, interprets and ensures conformity of land development petitions with the City's comprehensive land development planning and zoning codes.
- Reviews and provides authorization regarding building construction permits and local business tax receipts in conformance with planning and zoning requirements.
- Assists department head and other departments/divisions/staff with administrative processing of land development petitions and related planning and zoning functions.
- Answers questions from the public, contractors and developers regarding zoning, land use designations, permit requirements, development applications, property locations, or other code related topic such as setbacks, density, or sign applications.
- Research planning and zoning regulations for application to department functions; includes reviewing surveys, site plans, local business tax receipts, and building permits.
- Assists department head in managing records and reports related to planning and zoning; includes updating existing land uses, completing inventory of current land use and preparing graphic illustrations.
- Coordinates the exchange of land use data with other agencies, planning consultants, the county and adjacent cities.
- Represents City planning and zoning concerns at various meetings as directed; responds to issues within scope of knowledge and authority; directs complex matters to department head.
- May perform field inspections as necessary to ensure compliance with building permits, and any related codes, and plans.
- Evaluates economic, statistical, and demographic data to analyze best means to attract, retain, or expand business and industries within the City of Cooper City.

- Identifies and recruits likely business prospects, responds to new business inquiries, maintains an inventory of available sites/buildings, and aggressively markets suitable sites to such business prospects.
- Promotes retention and expansion of business and industry within the City, develops and maintains a cooperative working relationship with existing businesses, identifies existing business retention and expansion needs, conducts research, and identifies and utilizes available resources to address those needs.
- Maintains and develops contracts with landowners, developers, site consultants, realtors, entrepreneurs, government officials, private industry representatives, chambers of commerce and economic development related organizations and agencies.
- Prepares updates to community demographic information and maintains current data regarding the community on the economic development website.
- Assists in the research of and preparation of grant applications for submittal.
- Coordinates with the local resource partners on matters such as workforce development, small business initiatives, financing, business expansion, and more.
- Creates and updates various building and land development forms and checklists.
- Assists with various city and regional economic development meetings.
- Performs functions of the FEMA Emergency Operations Center (EOC) municipal liaison during severe hurricanes or storms.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Zero to two (0-2) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

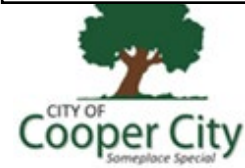
- Knowledge of planning principles and concepts as related to the government function of comprehensive land development planning and compliance.
- Knowledge of principles and practices of economic development, redevelopment and reuse, business retention and recruitment programs, marketing and advertising, real estate, development/redevelopment financing alternatives, and annexation procedures.
- Skills in analyzing and systematically compiling technical and statistical information and preparing grants, technical reports, proposals, and correspondence.
- Ability to read, interpret, and apply and explain City codes, policies, and zoning ordinances.
- Ability to review, analyze and provide meaningful comments regarding plans and development applications related to the City's comprehensive land development plan.
- Ability to communicate effectively in both oral and written formats.
- Ability to work effectively and courteously with the public, other employees, and entities associated with the land development process, e.g., engineers, architects.
- Ability to prepare and provide comments on various documents relevant to planning functions, e.g., maps, permits, site plans variances, rezoning, dedications and grants of easement.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Plant Operations Superintendent-UTIL

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

JOB SUMMARY

Highly responsible managerial and technical work in supervising the treatment plant operation, maintenance, improvement, repair, and environmental compliance activities associated with the City's water and wastewater treatment plants. Work is performed mostly independently. Reports to the Assistant Utilities Director or Utilities Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Ensures that all activities of treatment facilities are operated and maintained in order to provide constant and reliable water and wastewater service to the City's utility customers, and maintain compliance with all pertinent regulations.
- Formulates and implements operations rules, methods, techniques and procedures including recommending new technology and equipment.
- Plans, organizes, assigns and supervises the work of operators engaged in the treatment of water and wastewater for the City.
- Inspects work for progress and for conformance to established standards; provides technical support and guidance for staff under charge.
- Ensures safe, effective operation and maintenance of plant facilities and deep injection well; may perform preventive, actual and emergency maintenance on all electrical and mechanical plant systems.
- Ensures preparation and maintenance of accurate and complete records on plant operation and laboratory data, including signing and transmittal to the regulatory agencies.
- Supervises and conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective actions in compliance with established regulatory, environmental and department standards.
- Supervises the installation, repair and maintenance of facility equipment and replacement components.
- Participates in applicant reviews, interviews, and makes hiring recommendations.
- Develops and implements effective delivery of new worker orientation; ensures proper training and instructions to trainee staff.
- Conducts and supervises annual performance reviews and recommends disciplinary actions in compliance with the City's policies and labor union contract.

- Tracks various types of permits for compliance and renewals, including signing off, where needed.
- Prepares reports for regulatory agencies and Utilities Department.
- Functions as purchasing agent for supplies, chemicals and equipment for plant operations; assists in preparing agenda items
- Applies improved work procedures to assure safety and efficiency of operations; reports unusual problems and suggests remedial solutions.
- Assists in developing plans and project specifications related to maintenance and repairs of treatment plants and all appurtenances, including motors, pumps, SCADA, etc.
- Develops operating and capital budgets in coordination with the Assistant Utilities Director or Utilities Director's designee; tracks expenses.
- Reviews plans, diagrams, and related documentation for water and wastewater and related work for conformance to adapted standards and established environmental compliance principles.
- Responds to customers and assists with facilities tours.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs related duties as directed.

QUALIFICATIONS

Education and Experience:

High school graduation or possession of an acceptable equivalency diploma. Ten (10) years progressively responsible experience in water and wastewater treatment plant operations, including at least five (5) years' experience in a supervisory capacity; or an equivalent combination of education, training, and experience. An Associate's Degree is highly desirable. Must have a valid State of Florida driver's license with good driving record.

Requires 'A' Certification as Water Treatment Plant Operator and 'B' Certification as Wastewater Treatment Plant Operator. Prefer 'A' Certification in both disciplines. The Director may relax any qualifications requirements, including certification, based on the operational necessity.

Knowledge, Skills and Abilities:

- Knowledge of the materials, methods, practices and equipment used in the operations, maintenance and repair of water and wastewater treatment plants.
- Knowledge of the environmental regulatory standards and compliance principles applicable to a municipal water and wastewater treatment plant operations.
- Knowledge of general math principles and basic chemistry as such applies to treatment plant operations and functions.
- Knowledge of City's procurement procedures.
- Knowledge of City's personnel policies and labor union contract.
- Ability to plan, assign, coordinate and supervise the work of operators in the efficient delivery and safe processing of water and wastewater.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to deal effectively and courteously with City officials and the general public.
- Ability to communicate effectively in both oral and written formats.

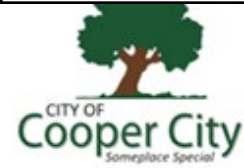
- Ability to estimate amounts of materials and equipment required for future operations.
- Ability to supervise the maintenance of records and to prepare activity reports.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10-40 pounds).

WORKING CONDITIONS

Tasks are mostly performed inside the plant facility with regular visits to the outside environment with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, toxic/poisonous agents, gases or chemicals, oils and other fluids, or pathogenic substances.



Plumbing Inspector

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

JOB SUMMARY

This is highly responsible technical work in the enforcement of Plumbing codes governing the State of Florida and Broward County. Performs professional, technical, and administrative work in relation to regulatory standards, inspection activities, and permitting and licensing functions for residential and commercial building construction throughout the City. Position is responsible for performing professional plans review work associated with the daily operations of the Building Division. Work is performed under the general direction of the Building Official and Chief Plumbing Inspector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews submitted plans and performs field inspections for conformance with established code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends court hearings as expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provides highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Have graduated from a standard high school or vocational school or possess a G.E.D. certificate from a recognized issuing agency. Or qualifying work experience may be substituted for the High School or equivalent education requirement on a year-for-year basis
- Possess or be able to obtain a valid State of Florida driver's license within 30 days after hire.
- Certification by the Broward County Board of Rules and Appeals (BORA) and meet at least one of the following (Applicants holding a Bachelor or an Associate of Science Degree in Mechanical Engineering may be credited for two (2) years for a Bachelor Degree or one (1) year for an Associate Degree towards the BORA combined experience certification requirements):
 - An Engineer in the discipline requested OR
 - Five (5) years construction experience in the plumbing discipline in a supervisory capacity and possess a Certificate of Competency as a Master Plumber or Plumbing Contractor OR
 - Five (5) years construction experience in the plumbing discipline and five (5) years of experience as a Plumbing Inspector certified by the Building Code Administrators and Inspectors Board (BCAIB) and possess a Certificate of Competency as a Master Plumber or Plumbing Contractor OR
 - Seven (7) years construction experience in the plumbing discipline and possess a Certificate of Competency as a Journeyman Plumber OR
 - Ten (10) years of experience as a Plumbing Inspector certified by BCAIB.
- Possess a current Certificate of Competency or Professional License in the plumbing discipline as a Master Plumber or Plumbing Contractor or Journeyman Plumber issued by at least one of the following entities:
 - Florida Construction Industry Licensing Board
 - Broward County Central Examining Board of Plumbers
 - Miami-Dade County Construction Trades Qualifying Board
 - Florida Board of Professional Engineers
- Per Chapter 71-575, paragraph 4(b), laws of Florida, Inspectors holding a Certificate of Competency in any area of construction shall not use their Certification to engage in free enterprise competing against persons or firms that may do business within Broward County whose work they may also inspect, nor may they allow their Certificate of Competency to be used by another person or firm
- Required certifications must be kept current to continue employment in this class.

Knowledge, Skills and Abilities:

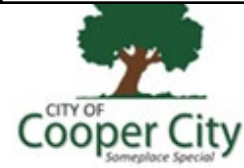
- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code, Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.



Program Instructor

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

JOB SUMMARY

Provides leadership and coordination of programs and activities designed for participants in the City's Parks and Recreation Department programs. Responsible for developing program activities and ensuring adherence to departmental policies and procedures. Position supervises the activities, safety and security of registered participants. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for program operation of assigned program
- Lead recreational and age-appropriate activities
- Greets patrons and responds to general inquiries applicable to assigned program and the Parks and Recreation Department
- Instructs or assists with implementing activities and supervising of program participants
- Administers basic first aid in the event of injury
- Processes program registrations or applicable paperwork relative to the Departments needs
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program needs
- Reports safety concerns and hazards to supervisor
- Assists with Department Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by one - three (1 -3) or more years' experience in working with program discipline; an equivalent combination of education, certification, training or experience may be considered.

Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of report and recording keeping principles and methods
- Skill in providing excellent customer service
- Ability to manage groups of participants
- Ability to follow instructions
- Ability to work indoors and outdoors
- Ability to complete light custodial duties
- Ability to react efficiently and effectively in emergency situations
- Ability to follow instructions and learn program operations and incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

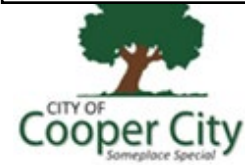
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 40 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.



Public Works Coordinator

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

JOB SUMMARY

Under the direction of the Public Works Director, the Public Works Coordinator performs highly responsible managerial and technical work in planning and programming a wide range of activities in the Public Works Department. This position is responsible for planning and administering the work of professional and operational staff; and other assigned responsibilities including departmental budget, program tracking and costing, procurement and contract administration, emergency management planning, development and implementation of policy, procedures, goals and objectives; record keeping, and customer service support; coordinates assigned activities with public works divisions, other departments; and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director and executive team.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and participates in the preparation of bid documents and contracts for consulting, construction, supplies and services; coordinates bid advertising strategies and distribution of plans and specifications; performs contract administration services on assigned contracts; inspects work for progress and for conformance to contractual and established standards.
- Manages and participates in other activities such as solid waste service contract compliance, telecommunication audits and agreements, emergency management planning and response, intergovernmental coordination, procurement, permits, fees, and studies; sets priorities and policies for assigned areas of responsibility.
- Coordinates and participates in the overall administrative operations of all assigned divisions; oversees and conducts research and analysis of complex and time sensitive projects related to Public Works; recommends and implements successful strategies.
- Oversees a computerized maintenance management system (CMMS); administers, generates, monitors, and closes work orders; prepares reports on work order system metrics; coordinates GIS implementation into CMMS system software; recommends process improvements for the CMMS.
- Assists in the preparation of the Public Works annual budget; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service, and staffing levels.

- Participates in the development of short- and long-range plans to meet Department needs; reviews, analyzes, and recommends changes to organizational policies, procedures, practices, services, finances, and other activities as appropriate.
- Prepares, writes, and monitors grant applications; participates in and coordinates grant administration and monitoring activities.
- Prepares and presents a variety of complex correspondence, memoranda, studies, financial analysis, and administrative staff reports, including agenda items.
- Investigates public complaints to determine proper action and responsibility required to correct the issue; Coordinates with Code Enforcement on violations and Field Operations to schedule mitigation work as required.
- Attends and participates in professional trade and group meetings; stays abreast of new trends and innovations in the field of public administration; attends public meetings on behalf of the City, as required.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Coordinates work with related governmental agencies and jurisdictions, as required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Three (3) years of managerial experience in any of the public works, utilities, building or construction trades; or an equivalent combination of education, training, and experience. Must possess a currently valid State of Florida driver's license with acceptable driving record.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of Public Work administration and operations.
- Knowledge of the materials, tools, methods, practices, and equipment used as related to the department.
- Knowledge of occupational safety and rules.
- Knowledge of computer systems and software applications.
- Ability to read and interpret documents and specifications.
- Ability to make accurate assessments and calculations in the preparation of program/project costs.
- Ability to develop technical specifications and scope of work documents required for the preparation for formal bids or other required purchasing functions.
- Ability to plan, schedule and direct multiple programs/projects on an ongoing basis, often concurrently.
- Ability to plan, schedule and monitor the work of department employees and outside contractors to efficiently and effectively accomplish the goals of the City.
- Ability to effectively employ technology such as computers and software required to conform to the expected procedures and operational methods of the Department of the City.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memo, letter, or other means of written correspondence.
- Ability to establish and maintain effective and cooperative working relationships with the public, other employee, and City officials.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.

- Ability to operate a motor vehicle safely and legally.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and walking.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Public Works Director

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

JOB SUMMARY

Highly responsible administrative work directing and overseeing the operations of the Public Works Department. Work areas include, but are not necessarily limited to, fleet management, parks and landscape maintenance, roads and grounds maintenance, tree maintenance and removal, contracted solid waste, facilities construction and maintenance, capital improvements and emergency management. Perform duties with considerable independence and latitude in supervising and being responsible for technical and administrative operations of the department. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, evaluates, and directs departmental policies, programs, and operations through division supervisors.
- Prepares department budget, controls expenditures, and recommends staffing levels, purchases of major items and equipment; advises the City Manager on overall needs and department operations; reviews and administers personnel actions. Plans and directs the activities involved in fleet management, parks and landscape maintenance, roads and grounds maintenance, tree maintenance and removal, contracted solid waste, facilities construction and maintenance, capital improvements and emergency management.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Coordinates work activities and programs of the department with other City programs and projects.
- Evaluates division activities through review of work plans, conferences, and inspections; adjusts procedures and operations accordingly.
- Serves as advisor to the City Manager regarding all public works programs.
- Acts as technical advisor and works in close cooperation with other department directors and advisory boards.
- Prepares and oversees contracts for consultants and subcontractors for public works programs and projects.
- Attends meetings with residents, stakeholders, City departments, outside agencies, and community organizations to coordinate resources to meet the community's public works and infrastructure needs.

- Responds to citizen inquiries and complaints regarding City services performed under the jurisdiction of Public Works.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Public Administration, Engineering, Parks Management or related field. Seven to ten (7-10) years supervisory and managerial experience that provides broad practical and technical exposure in all facets of municipal public works; or an equivalent combination of education, training and experience. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

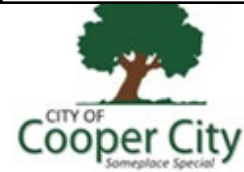
- Knowledge of all phases of the Public Works function, e.g., park and grounds maintenance, roadways improvement, facilities construction and maintenance, sustainability, environmental protection, fleet management.
- Knowledge of effective budgetary management principles as related to the allocation of resources, e.g., personnel, financial, equipment.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to plan, direct, and coordinate a wide range of public works systems and activities.
- Ability to direct the activities of a large and diverse workforce through divisional supervisors.
- Ability to create a positive image to the public relative to public works programs.
- Ability to effectively communicate in both oral and written formats.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors but may involve outdoor exposure to disagreeable environmental factors such as heat, rain, wind and humidity.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet. Outdoor setting: possible environmental factors including but not limited to heat, rain, wind and humidity.



Purchasing Manager

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

JOB SUMMARY

This position is responsible for technical work in procurement, contracts and bid solicitation for City departments. Responsible for directing and supervising operations of the Purchasing division in the Finance Department. Emphasis is on planning, assigning, and reviewing the work of buyers and clerical employees engaged in the purchase of various commodities and services for use by the City. Responsibilities include providing management support for the Finance Director and administering complex procurement for the City. Work includes responsibility for the procurement of items, supplies and services used throughout the City. The work is performed under the general supervision of the Finance Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates purchasing functions. Procures materials, supplies and capital equipment and contract services, according to established procedures.
- Prepares Invitations to Bid, Requests for Proposals, and other solicitation types, in accordance with City policy and procedure, and as required by City ordinance and state statutes.
- Coordinates the advertisement of statutorily required public notices of committee meetings, and other public purchasing related meetings.
- Coordinates formal pre-bid meetings, bid openings, site visits and negotiation meetings.
- Facilitates evaluation committee meetings for all formal solicitations.
- Coordinates selection of vendors, recommendations of award, issuance of purchase orders, addenda, and vendor notifications.
- Negotiates, renegotiates, and administers contracts with suppliers, vendors, and other representatives.
- Approves purchase contracts up to determined limits. Assists departments in drafting specifications and solicits bids on all purchases over determined limits.
- Makes recommendations regarding the selection of suppliers based on supplier performance, credit worthiness, overall responsiveness, and cost.
- Creates and maintains City's vendor database, including verification of State registrations, business licenses and addresses. Determines need to add vendors.
- Resolves problems of shortages and improper orders with vendors.

- Promotes good relations between departments and vendors. Ensures vendor performance in areas of customer service and support.
- Approves select vendor invoices and reconciles purchase orders. Prepares purchase order and encumbrance reports and coordinates open balances with departments and City auditors.
- Reconciles and recommends for approval all construction related Applications for Payment and open retainage at year end.
- Maintains records of purchases and contracts so that analysis can be made to optimize opportunities for improved sources, distribution of business, process, and terms relative to the changing economic conditions.
- Maintains records and controls on all City fixed assets and property. Coordinates annual inventories and prepares necessary schedules of depreciation and value for City auditors and annual financial report.
- Properly disposes of surplus inventories, scrap material, and surplus or obsolete equipment via City auction/solicitation.
- Coordinates submittal and internal/external distribution of various financial documents throughout the year, e.g., annual proposed and adopted budgets, Comprehensive Annual Financial Reports (CAFR), FDOT reports to required recipients.
- Enforces City purchasing policies and procedures and ensures expenditures are within budgeted parameters.
- Follows and monitors purchasing laws and regulations.
- Provides backup support to Accounts Payable and IT personnel, as required.
- Supervises Buyer position.
- Plans, assigns, and reviews the work of a staff of buyers and clerical employees engaged in purchasing various commodities and services for the City.
- Directs and supervises a staff of professionals, paraprofessionals and clerical employees engaged in a variety of Purchasing and warehousing functions, in accordance with applicable City and Federal laws, regulations, ordinances, and professional ethical practices.
- Develops and recommends new systems and procedures relating to Purchasing activities.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Three to five (3-5) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of the practices involved in governmental purchasing property and control principles and practices.
- Knowledge of the formal bid process, e.g., developing requests for proposal/quote, tabulating bids, monitoring contract compliance.
- Knowledge of materials and supplies involved in City services.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.

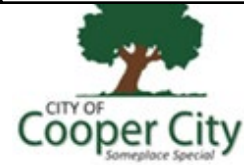
- Ability to develop methods procedures for the control of goods and services.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Recreation Specialist

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

JOB SUMMARY

Performs associate level work in the Parks and Recreation Department. Responsible for oversight and daily operations of City facilities. Assists in maintaining and coordinating facility schedules. Work is performed under limited supervision. Position relies on experience and exercising independent judgement to determine best approach by using policies and procedures.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the daily operations of activities and programs at Department facilities
- Assists in the preparation of facilities for general, program and rental use
- Performs general unskilled maintenance and light upkeep of facilities
- Collects fees for programs and events
- Conducts registration for recreation programs and enters participant data for applicable Department use
- Performs customer service functions and provides information and assistance related to recreation programs and facilities
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to facility/program needs
- Assists with Department Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Assists the divisions within the Parks and Recreation Department for programming of operations
- Assist in emergency management preparations and operations
- Work a varied schedule to include, nights, weekends and holidays
- Represent the Department or City at related events
- Works in conjunction with Department Managers, when directed
- Maintains accurate records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by two (2) or more years' Parks and Recreation experience; an equivalent combination of education, certification, training or experience may be considered.

Must have a valid state of Florida driver license.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge in Recreation Computer Software
- Skill in providing excellent customer service
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to organize work for timely completion
- Ability to react efficiently and effectively in emergency situations
- Ability to work with limited supervision
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work designated work schedule, including evenings, weekends and holidays

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Senior Administrative Specialist

Category: Non-Exempt

Department: Community Development

Pay Grade: 110



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

JOB SUMMARY

Under general direction of the Administrative Coordinator, provides highly responsible, advanced administrative support or a technical specialty for an assigned division of the department. Employees in this classification are responsible for administrative duties that support efficient operations, quality customer service, and continued workflow for their area of assignment. Qualifications include the ability to multi-task in a fast-paced environment. This position reports directly to the Administrative Coordinator with regard to training, schedules, assignments, processes, procedures and customer focus. The employee is expected to maintain their assigned work schedule and to be available in their assigned work area during regular working hours with the exception of scheduled lunch and breaks. This position includes considerable exercise of independent judgment and initiative in when performing technical processes exclusive to the work unit.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position or classification.

- Performs customer service functions, e.g., greets customers, answers telephone, and emails, and directs persons to proper entity/department within the city or affiliated agencies.
- Maintains established procedures, forms, and filing systems for efficiency in administrative operations. Creates same under the direction of the Administrative Coordinator where necessary.
- Responds to inquiries from the general public regarding Business Tax requirements, permit application submittals, inspections, public records requests, lien searches, and all other areas of departmental operation.
- Maintains complex departmental documentation for adherence and processing according to prescribed regulatory and statutory standards.
- Creates forms and reports as necessary to maintain, improve or streamline divisional processes upon the request of the Administrative Coordinator, Assistant Director or Director.
- Interfaces directly with the Fire Marshall, Building Official, Chief Structural Inspector and structural inspector with regard to occupational uses of commercial businesses.

- Communicates with all applicable inspection professionals on behalf of the customer with regard to permitting revisions, changes, comments, scheduling, etc. throughout the process of submittal, review, issuance and inspection of residential building permits.
- Assists and educates customers on use and process of applicable forms and procedures with regard to permits, Local Business Tax Receipts, Zoning Certificates of Use, Vacation/Short-term rental registrations, Certificates of Occupancy and other applicable departmental areas of operation.
- Interfaces and coordinates with all Building Division disciplines.
- Performs advanced administrative support duties in maintaining complex records and documentation and maintains record retention processes that support efficient retrieval and comprehensive audit trail for the functional areas of responsibility.
- Processes tasks associated with sensitive or confidential issues, exercising appropriate discretion in all communication matters.
- Transcribes minutes from recorded departmental-associated board meetings, where necessary.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, monthly, quarterly, annually.
- Generates moderately complex correspondence and related communications, ensuring adherence to prescribed standards of business English, grammar, and diction.
- Performs moderately complex accounts maintenance activities specific to the area of assignment, including calculating fees/charges, processing fees and payments, and reconciling payments received at the end of each day.
- Performs independent research and exercises judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Performs other duties as directed by the Administrative Coordinator, Assistant Director or Director.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

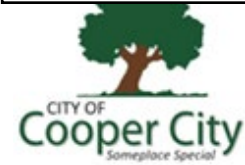
- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, personal computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g., word processors, spreadsheet applications.
- Ability to accurately apply mathematical operations in budgetary/accounting related functions.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions while completing complex tasks with deadlines



Senior Administrative Specialist (Clerks)

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

JOB SUMMARY

Under the general direction, provides highly responsible advanced administrative support for an assigned department or division of the City. Performs routine clerical duties in supporting daily operations & continued workflow, which include photocopying, data entry, sending/receiving emails, filing, opening/closing of the facility, & record retention.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Maintains and monitors complex departmental documentation for adherence and processing according to prescribed standards, e.g., contracts, operating policies and procedures, regulatory standards, descriptive statistics.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Processes tasks associated with sensitive or confidential issues, exercising appropriate discretion in all communication matters.
- Performs advanced administrative support duties in maintaining complex records and documentation for the functional areas of responsibility.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, monthly, quarterly, annually.
- Generates moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains, and coordinates scheduling and work processes applicable to department operations; ensures efficient coordination of inter-departmental activities and projects.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, tracking budgetary activities, preparing payroll time records.
- Develops, recommends and implements (upon approval) new policies and procedures when applicable to work process to improve operations.

- Performs research involving independent judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Responsible for overseeing the passport facility manager.
- Processes garage sale permits and permit fees.
- Conducts notary services.
- Answers mainline phones and directs calls to the appropriate party and addresses residents' concerns and questions.
- Orders supplies needed for the office.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

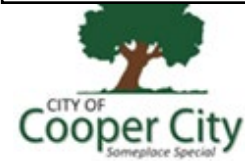
- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of use and application of standard computer software packages, e.g., Microsoft Word, Excel, PowerPoint, etc.
- Ability to accurately apply mathematical operations in budgetary/accounting related functions.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Senior Administrative Specialist (Public Works)

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

JOB SUMMARY

Under the general direction, provides highly responsible advanced administrative support for an assigned department or division of the City. Employees in this classification are responsible for administrative duties that support efficient operations, quality customer service, and continued workflow for area of assignment. Work includes the ability to multi-task in a fast-paced environment. Includes considerable exercise of independent judgment and initiative in responding to and resolving internal and external customer service issues.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Maintains and monitors complex departmental documentation for adherence and processing according to prescribed standards, e.g., contracts, operating policies and procedures, regulatory standards, descriptive statistics.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Processes tasks associated with sensitive or confidential issues, exercising appropriate discretion in all communication matters.
- Performs advanced administrative support duties in maintaining complex records and documentation for the functional areas of responsibility.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, monthly, quarterly, annually.
- Generates moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- ensures efficient coordination of inter-departmental
- Scans documents into system.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, tracking budgetary activities, preparing payroll time records.
- Develops, recommends and implements (upon approval) new policies and procedures when applicable to work process to improve operations.

- Performs research involving independent judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) years of experience of progressively responsible administrative support experience in a customer service environment that provides broad working knowledge of management/operations support principles and practices, with demonstrated advanced skills in the use and application of standard computer technologies; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, personal computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g., word processors, spreadsheet applications.
- Ability to accurately apply mathematical operations in budgetary/accounting related functions.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Senior Administrative Specialist

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

JOB SUMMARY

Under general direction, provides highly responsible and advanced administrative support for the Utilities Department and City Engineer's office. Employees in this classification are responsible for complex administrative and clerical duties that support efficient operations, quality customer service, and continued workflow for area of assignment. Work includes the ability to multi-task in a fast-paced environment, exercising considerable independent judgment and initiative in responding to and resolving internal and external issues.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Prepares, maintains or monitors complex departmental documentation with accuracy, for adherence and processing according to prescribed standards, e.g., City Commission agenda items, contracts, agreements, operating policies and procedures, regulatory standards, descriptive statistics, etc.
- Drafts letters/memorandums and follow-up of routine matters, prepares and processes personnel-related documents and forms and prepares supervisors' monthly minutes.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Processes tasks associated with sensitive or confidential issues, exercising appropriate discretion in all communication matters.
- Performs advanced administrative support duties in maintaining complex records and documentation for the functional areas of responsibility.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, monthly, quarterly, annually.
- Generates moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains and coordinates scheduling and work processes applicable to department operations; ensures efficient coordination of inter-departmental activities and projects.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, preparing budget, tracking budgetary activities, preparing payroll time records.

- Develops, recommends and implements (upon approval) new policies and procedures when applicable to work process to improve operations, etc.
- Performs research involving independent judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Manages and files a variety of correspondence, documents, requests and other forms/materials from various regulatory agencies.
- Coordinates and assists City Engineer's office in preparing, where applicable, and managing various documents including, but not limited to plans, developer's agreements, regulatory forms, project closeout documents for City Commission approval.
- Schedules and maintains Utility Director's calendar. Reviews and sorts incoming/outgoing mail.
- Schedules, coordinates and prepares meeting materials, reserves venues, invites participants, etc.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) to five (5) years of experience with at least two (2) years as administrative specialist or equivalent position in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

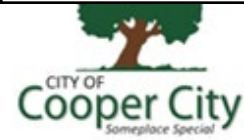
- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, personal computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g. Emails, word processors, spreadsheet applications, Power Point, etc.
- Ability to accurately apply mathematical calculations in budgetary/accounting related functions or preparation.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Senior Budget Analyst

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

JOB SUMMARY

The Senior Budget Analyst directs the development and oversight of the City's annual budget. Responsible for researching, analyzing, and presenting numerous options for financial management and planning. Work involves the daily operations of budget management, analyses of fiscal conditions, year-end projections, review and monitoring of department budgets, and evaluations of financial alternatives consistent with City goals and objectives. This position reports directly to the Assistant Finance Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Administers the City's operating budget.
- Develops goals and associated policies, procedures, and priorities for the city budget process.
- Develops, coordinates, and maintains strategic, fiscal and management policies for the city budget and the capital program.
- Prepares, monitors, and coordinates the budgets of city government and prepares special reports as required.
- Attends and establishes conferences and public and professional meetings.
- Formulates and monitors revenue and expenditure projections.
- Conducts management's review of proposed expenditures.
- Assures that the operation budget is balanced.
- Assesses the impact of the Capital Improvement Plan on the operating budget.
- Responsible for the monthly interim financial management reports and analysis.
- Conducts and creates trend analysis for revenue and expenditures.
- Conducts and creates feasibility studies.
- Conducts training when necessary.
- Provides general assistance to the Chief Financial Officer.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Accounting, Finance, or Public Finance. Three (3) years of experience in a related field, or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of modern budgeting principles and practices.
- Knowledge of data processing applications as they relate to accounting, including Word, Excel, Access and PowerPoint.
- Knowledge of the principles and practices of government policies, finances, management and budgeting methods and concepts.
- Knowledge of all federal, state, and local regulatory requirements applicable to the City's financial and budgetary activities.
- Knowledge of the funding process in a municipal environment as related to budgeting, cost accounting, financial planning and management.
- Knowledge of the principles, practices and procedures of supervision and city wide organization and administration.
- Knowledge and ability to plan, implement, and coordinate complex technical and administration programs.
- Knowledge of the principles, practices, and methods of accounting.
- Knowledge of budgetary procedures and practices, and ability to apply such to the City's budgeting system.
- Knowledge of the principles of information technology and automated procedures.
- Knowledge of governmental accounting principles and practices.
- Ability to express ideas effectively, both orally and in writing.
- Ability to perform financial analysis and evaluation of budget requests to make appropriate recommendations for budget preparation and monitoring.
- Ability to use objective and analytical processes to project revenues and expenditures.
- Ability to assist departments in the preparation of their budgets, including but not limited to, training on the budget program and analyzing expenditures.
- Ability to review departments' budget and to make recommendations to comply with approved operating and capital fund budgets.
- Ability to direct efforts to prepare the proposed and final budget documents.
- Ability to establish and maintain effective working relationships with the general public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Senior IT Technician

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

JOB SUMMARY

The Senior IT Technician is responsible for analyzing, designing, installing, configuring, maintaining, and repairing network servers, systems, and subsystems. Oversees the computer/server operation and environment. Provides directions, information, and recommendations regarding network configurations and installations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Creates, Implements computer networks, and maintains (intranet, Internet, Physical and Virtual Servers, VLAN creation, etc.) to ensure effective and efficient running of the network.
- Utilizes client and server network software for monitoring and maintaining network and telecommunication systems.
- Maintains network operations and software applications, operating systems, and regular maintenance.
- Manages assigned projects and program components to deliver services in accordance with established objectives.
- Acts as point of escalation and Subject Matter Expert for service incidents and issues.
- Responds to inquiries from staff, administrators, service providers, site personnel, outside vendors, etc. to provide technical assistance and support.
- Supervises the administration of system and server related networks to ensure availability of services to authorized users.
- Troubleshoots malfunctions of network hardware and software applications, telephones, and security systems to resolve operational issues and restore services.
- Provides primary support for firewalls and internal security applications.
- Provides support for all internally used applications (Windows-based).
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in computer technology is preferred (Two years of relevant experience may be substituted for each year of required education); supplemented by three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of data processing systems, concepts, and methodologies.
- Skill in Microsoft Office product environment (O365, Hybrid Exchange Server).
- Network Troubleshooting and configuration.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.
- Ability to implement effective and innovative software development methodologies.

Preferred:

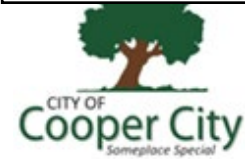
- Knowledge of Nutanix Clusters and Hyper-V
- Knowledge in Palo Alto Firewalls, Dell computer hardware and networking equipment, BS&A ERP solution, Unifi wireless environment, Unitrends DRaaS solution, and Endpoint Central Management Software
- Knowledge with A/V Broadcast Equipment.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Senior Park Ranger

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

JOB SUMMARY

Responsible for the enforcement of park rules and municipal code, provides general Park and City information to the public and ensures the safety of the public using the City's Parks and Recreation facilities. The position provides positive public relations and services concerning the parks. Responds to or mitigates situations where improper behavior is being displayed. Provides additional information or enforcement to the users of the facilities. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for enforcement of daily operation of various Parks and Recreation facilities
- Enforces all park rules and regulations in a tactful manner
- Issues civil citations for City ordinance violations or parking violations
- Provides information such as available facilities and activities, park usage rules, etc.
- Oversees staff at various park facilities
- Schedules work schedules, evaluations, time off requests and additional personnel responsibilities for park staff
- Makes scheduled rounds of City parks to provide surveillance of all patron activity
- Attends to emergency situations at assigned facilities and performs minor first aid
- Operates vehicles, two-way radios and other equipment
- Notifies the proper authorities when necessary of violations
- Issues courtesy warnings and solutions to individuals in violation of park rules
- Assists/advises park staff for handling complaints and enforcing park code, rules and regulations
- Enforces and monitors facility/field usage for park permit holders
- Greets patrons and responds to general inquiries applicable to assigned facility and the Parks and Recreation Department
- Processes applicable paperwork relative to the Departments needs
- Assists and directs general unskilled maintenance and light upkeep duties to subordinate staff
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to facility/staff needs

- Assists with Department Special Events, when directed
- Assist in emergency management preparations and operations
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Inputs work orders in city-wide work order system
- Monitors conditions conducive for facility use (i.e. Lightning Detection protocols)
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by two (2) or more years' Parks and Recreation experience or security/law enforcement experience; an equivalent combination of education, certification, training or experience may be considered. Minimum of one (1) year supervisory experience preferred.

Must have a valid state of Florida driver license.

Must be able to obtain Florida Parking Enforcement Specialist for Civilians certification within six (6) months of employment.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge of city ordinances and rules pertaining to Parks and Recreation
- Knowledge of safety hazards in the use of the playground or other facilities and the necessary precautionary measures to take
- Knowledge of the principles and procedures used in the security work and patrolling of facilities
- Knowledge of park operations
- Skill in providing excellent customer service
- Ability to prepare reports
- Ability to maintain effective working relationship with staff and public served
- Must demonstrate sound work ethic
- Ability to be fair and compassionate in a consistent manner
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events

- Ability to assist with light custodial duties
- Ability to react efficiently and effectively in emergency situations
- Ability to follow/enforce instructions and incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.



Solid Waste & Recycling

Administrative Coordinator

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

JOB SUMMARY

Under the direction of the City Manager or designee, the position performs highly responsible managerial and technical work in coordinating and approving all work under the Solid Waste Removal Services Contract, resolve disputes, assure consistency and quality of Contractor's performance, schedule and conduct Contractor performance evaluations and document findings, and review and approve all invoices for work performed.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Investigate and respond to citizen inquiries and complaints promptly, completely, and courteously
- Reviews all incoming mail and City/department correspondence and takes appropriate action
- Coordinates timely submission of all Commission Agenda Items for assigned department
- Coordinates meetings with program employees, City employees and outside agencies
- Monitors various budgets and reports any issues or shortfalls
- Purchases equipment, office supplies and keeps log of all purchases, memberships and renewals
- Compiles data, analyzes information and generates various administrative reports
- Ensures accuracy of program reporting
- Provides day-to-day supervision and training of designated staff members; monitors and conducts assigned performance evaluations
- Administers and maintains the department specific software systems and modules
- Serves as program liaison and project lead for system implementations, updates and program issues
- Performs payroll system duties and researches and corrects payroll errors as they relate to employee pay and positions
- Provides technical and specialized administrative assistance in the support operations and functions
- Researches problems, notifies stakeholders of discrepancies and makes changes as needed
- Tracks requisitions and referrals for reporting purposes; updates requisition status in department tracking system and sends status notifications
- Trains, assists and advises staff regarding processing requisitions. Performs related work as required
- Handles special projects as assigned by the program manager relating to program functions and operations
- Assists management staff with implementation of new or modified systems, methods or procedures; prepares detailed written procedures and new or revised forms

- Prepares and maintains records for offsite storage
- Communicates with staff regarding inquiries related to department procedures, Personnel Rules, and Union contracts as they relate department operations
- May develop and provide education programs on solid waste and recycling issues
- Promotes waste minimization, environmental protection and environmental health
- Stays abreast of current developments in legislation and trends, which may affect the City and division
- Evaluate and make appropriate recommendations on solid waste collection and disposal costs.
- Manages and performs contract administration and service contract compliance, agreements, intergovernmental coordination, fees management, and rate development. Inspects work for progress and for conformance to contractual and established standards
- Participates in the planning, developing, administration and control of contractual budget; ensures City Manager is apprised of periodic budget(s) status; tracks expenses.
- As an essential employee, may be required to work during a declared emergency.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in a related field and three (3) to five (5) years of work experience in one or more of the following: the analysis, planning and development of programs, policies, operations, methods and procedures; the evaluation of program and operation effectiveness; the development of revised administrative practices in order to meet program, policy, organizational or legislative change, to expedite work, to effect economies of time, money, personnel and equipment, or to otherwise assist in the solution of administrative and management problems. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

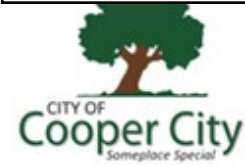
- Knowledge of the principles and practices of contract administration and management.
- Knowledge of the materials, tools, methods, practices, and equipment used as related to the contract.
- Knowledge of occupational safety and rules.
- Knowledge of computer systems and software applications to proficiently operate a computer and pertinent software applications, including Word, Excel, Outlook, Power Point, etc.
- Ability to read and interpret contracts, maps, documents and specifications.
- Ability to make accurate assessments and calculations in the preparation of program/project costs.
- Ability to plan, schedule and direct multiple programs/projects on an ongoing basis, often concurrently.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memos, letters, or other means of written correspondence.
- Ability to establish and maintain effective and cooperative working relationships with the public, other employees, and City officials.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Must be able to safely and legally operate a motor vehicle

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and walking.

WORKING CONDITIONS

Tasks are generally performed inside in the office setting with occasional visits to the job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids or pathogenic substances.



Special Events Assistant – New Position

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

JOB SUMMARY

Performs associate level work in the Parks and Recreation Department. Assists in the coordination and execution of Department Special Events. Work is performed under limited supervision. Position relies on experience and exercising independent judgement to determine best approach by using policies and procedures.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides administrative support for Special Events including, budget reporting, monitoring expenditures, collecting invoices, preparing information packages and maintaining electronic and paper files
- Provides logistical Special Event support and delegation of responsibilities to Special Event staff
- Organizes and maintains equipment and supplies for Special Events
- Collects fees for programs and events
- Assists in the coordination and implementation of City-Wide Special Events and community programs
- Assists participants, oversees vendors and staff, troubleshoots arising issues, sets up and break down equipment for events
- Assists in planning Department Special Events
- Assists in soliciting and collecting donations/sponsorship for Department Special Events
- Assists in the marketing, advertising and marketing for Department Special Events
- Work a varied schedule to include, nights, weekends and holidays
- Submit orders and makes purchases for Department Special Events
- Assists other divisions within the Parks and Recreation Department, when directed
- Represent the Department or City at related events
- Works on behalf of the Manager assigned to Special Events, when directed
- Maintains accurate records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by two (2) or more years' clerical or administrative work experience; an equivalent combination of education, certification, training or experience may be considered. Special Events experience preferred.

Must have a valid state of Florida driver license.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge in Recreation Computer Software
- Skill in providing excellent customer service
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work designated work schedule, including evenings, weekends and holidays

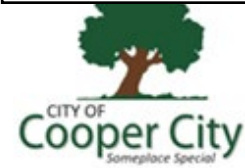
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.



Structural Inspector/Plans Examiner

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

JOB SUMMARY

This is highly responsible technical work in the enforcement of structural codes governing the State of Florida and Broward County. Performs professional, technical, and administrative work in relation to regulatory standards, inspection activities, and permitting and licensing functions for residential and commercial building construction throughout the City. Position is responsible for performing professional plans review work associated with the daily operations of the Building Division. Work is performed under the general direction of the Building Official and Chief Structural Inspector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews submitted plans and performs field inspections for conformance with established code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends court hearings as expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Assist with structure fire and structure damage analysis during and after hours.
- Retains certification through mandatory continuing education programs.
- Provides highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Have graduated from a standard high school or vocational school or possess a G.E.D. certificate from a recognized issuing agency. Qualifying work experience may be substituted for the High School or equivalent education requirement on a year-for-year basis
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire
- Certified as required by the State of Florida, Building Code Administrators and Inspectors Board (BCAIB) as a Standard (Building/Structural) Inspector OR be a Florida Registered Architect or Florida Licensed Professional Engineer (PE). (Required certifications and license must be kept current to continue employment in this class)
- Engineers are exempt from BCAIB certification.
- Certification by the Broward County's Board of Rules and Appeals (BORA) by meeting one of the following (An applicant for Certification as a Structural Inspector under the provisions of this section who is a graduate from an accredited school holding a Bachelor or Associate of Science Degree in Engineering, Architecture or Building Construction may be credited for two (2) years for Bachelor Degree or one (1) year for an Associate Degree towards the combined experience requirements (An applicant for certification as Structural Inspector under the provisions of this section may only substitute the required two-year HVHZ experience with two years of statewide experience by passing the BORA HVHZ exam):
 - Florida Registered Architect or a Florida Licensed Professional Engineer in the discipline requested PLUS two (2) years of HVHZ experience OR
- BCAIB certified Standard Inspector in the Building/Structural discipline with five (5) years of experience within the State of Florida, of which, two (2) years shall have been within HVHZ. (An individual qualifying through this path shall be required to acquire a General Contractors (GC) license by exam, within one (1) year of initial certification as an Inspector) OR
- Licensed GC with at least five (5) years of experience within the State of Florida in the Structural/Building discipline where two (2) years of which were within the HVHZ OR
- Five (5) years construction experience in the Structural/Building discipline in a supervisory capacity of which at least two (2) years shall have been within the jurisdiction of HVHZ. An individual qualifying through this path must acquire an Unlimited GC license by exam, from the Construction Industry Licensing Board (CILB) OR Broward County Examining Board OR the Miami-Dade Construction Trades Qualifying Board within one (1) year of initial certification as an Inspector OR
- Ten (10) years construction experience in the Structural/Building discipline of which at least two (2) years shall have been within the jurisdiction of the HVHZ. An individual qualifying through this path must acquire an Unlimited GC license by exam, from either the CILB OR Broward County Examining Board OR the Miami-Dade Construction Trades Qualifying Board within one (1) year of initial certification as an Inspector
- Inspectors holding a Certificate of Competency in any area of construction shall not use their Certification to engage in free enterprise competing against persons or firms that may do business within Broward County whose work they may also inspect, nor may they allow their Certificate of Competency to be used by another person or firm.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.

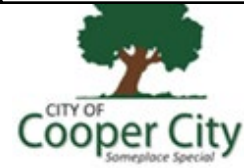
- Knowledge of the Florida Building Code, Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.



Swim Coach

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

JOB SUMMARY

Responsible for providing the direct leadership, instruction and motivation for swim team participants. Attends swim meets and team functions throughout the year. Responsible for upholding a safe and clean environment for swim team participants. Assists with overseeing the overall health, safety and welfare of community citizens who patronize the city's public pool. Performs water rescues as necessary. Helps enforce all facility rules. Work is performed under close supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for safety of Swim Team Participants
- Adheres to all state, health and safety standards and policies
- Assess program participants for appropriate skill categorization
- Maintains a positive and professional image for fellow workers and patrons
- Coach various aquatic programs/classes
- Assists with monitoring conditions conducive for facility use (i.e. Lightning Detection protocols)
- Assist with removal equipment from the pool as necessary (heating blankets, etc.)
- Maintains current certifications by attending seminars, classes, workshops, etc.
- Performs First Aid and CPR as necessary
- Greets patrons and responds to general inquiries applicable to the Parks and Recreation Department
- Instructs or assists with implementing activities and supervising of program participants
- Processes applicable paperwork relative to the Departments/Swim Team needs
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program/facility needs
- Reports safety concerns and hazards to supervisor
- Assists with Swim Team Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department

- Maintain an appropriate uniform appearance clear and free from obstruction to clearly display Lifeguard insignia
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; completion of approved lifeguard course; First Aid and CPR certification; an equivalent combination of education, certification, training or experience may be considered. Water Safety Instructor (WSI) Certification preferred. Two (2) years Previous Lifeguard/Swim Instruction/Coaching experience or in a related field preferred.

Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Additional Certifications recognized nationally or approved by the City required, or obtained within three (3) months of hiring; Continuation of Employment is contingent upon acquiring and maintain certifications.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of municipal rules and regulations related to the use of pool areas
- Skill in providing excellent customer service
- Ability to make sound, quick independent judgments and to handle persons in emergency situations
- Ability to instruct and supervise pool users in the prevention of various accidents
- Ability to perform rigorous exercises and keep in top physical condition
- Ability to enforce rules and regulations firmly, tactfully and professionally
- Ability to manage groups of participants
- Ability to follow instructions
- Ability to work outdoors
- Ability to sit or stand for long time periods
- Ability to teach and perform assigned duties of swim team with proficiency
- Ability to complete light custodial duties
- Ability to follow instructions and report incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays

- Ability to work independently and cooperatively

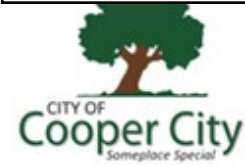
PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (20 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.



Tradesworker I - PW

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

JOB SUMMARY

Performs semi-skilled to skilled work in one or more of the various trades' disciplines in the maintenance, construction, repair and general upkeep of City facilities, equipment, and grounds. Workers in this job also participate in the construction of large City and capital projects. Trades disciplines include, but are not necessarily limited to, carpentry, electrical, painting, plumbing, irrigation, and equipment operation.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs general maintenance and repair tasks in the trade discipline of responsibility, e.g., carpentry, painting, plumbing, irrigation, equipment operation.
- Reads and interprets a wide variety of documentation applicable to assigned trades areas, e.g., plans, sketches, drawings, diagrams, technical instructions.
- Performs basic tasks and learns how to perform more complex tasks associated with carpentry, e.g., installing doors, making alterations, framing, installing windows, installing doors, fence repairs, locks, repairing ceilings, building furniture, finishing, and forming concrete, making basic roof repairs, etc.
- Performs painting tasks associated with both interior and exterior surfaces, e.g., priming surfaces, mixing paints, applying paint according to discipline methods and techniques.
- Performs basic tasks and learns how to perform minor electrical repairs, e.g., replacing switches and circuits, testing amperage, and changing out fixtures, and change out parking lot lights
- Performs basic tasks and learns how to perform more complex tasks associated with plumbing, e.g., replacing sinks, water fountains, toilets, outdoor showers, valves, leaking components, and troubleshooting and repairing/replacing pumps.
- Performs basic tasks and learns how to perform basic repairs with irrigation in parks, at facilities, and roadways. Learn how to replace heads, repair/replace lines, troubleshoot pump-mechanical problems, and replace automated controllers/pumps/motors.
- Adheres to practices of safe use and handling of equipment and tools used in the assignments.
- Performs basic tasks and learns how to perform basic tasks associated with public property maintenance and construction, e.g., excavations, grading, transport of refuse and debris.
- Maintains records and documentation according to work orders that are assigned and completed.

- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two (2) years of experience in the trade discipline of primary assignment; vocational technical training may substitute for a part or all of the required experience; or an equivalent combination of education, training, and experience. Must possess a commercial driver's license (CDL) class A or B.

Knowledge, Skills and Abilities:

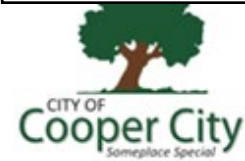
- Knowledge of tools, materials and equipment utilized in the primary trade discipline of assignment.
- Knowledge of standards practices and techniques for the safe handling and effective operation of trade tools and equipment.
- Skill in the application of tools, techniques, principles, practices, and methods applicable to the primary trade of assignment.
- Ability to fulfill physical requirements and demands of work.
- Ability to read and write and learn to interpret a wide variety of technical documentation applicable to assigned area, e.g., schematics, diagrams, sketches, blueprints.
- Ability to communicate orally.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks require sound and visual perception and discrimination. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Tasks are regularly performed inside and outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and disease, or pathogenic substances.



Tradesworker II

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

JOB SUMMARY

Performs semi-skilled to skilled work in one or more of the various trades' disciplines in the maintenance, construction, repair and general upkeep of City facilities, equipment, and grounds. Workers in this job also participate in the construction of large City and capital projects. Trades disciplines include, but are not necessarily limited to, carpentry, electrical, painting, plumbing, irrigation, and equipment operation.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs general maintenance and repair tasks in the trade discipline of responsibility, e.g., carpentry, painting, plumbing, irrigation, equipment operation.
- Reads and interprets a wide variety of documentation applicable to assigned trades areas, e.g., plans, blueprints, schematics, sketches, drawings, diagrams, technical instructions.
- Performs basic to complex carpentry tasks, e.g., installing doors, alterations, framing, installing windows, installing outdoor showers, fence repairs, replacement devices, locks, ceilings tiles and ceiling tiles grids, repairing/replacing floor tiles, furniture building, concrete finishing and forming, roof repairs, building lay out, and program door locks.
- Performs painting tasks associated with both interior and exterior surfaces, e.g., priming surfaces, mixing paints, applying paint according to discipline methods and techniques.
- Performs basic to complex electrical repair and installation tasks, e.g., replacing switches and circuits, testing amperage, changing out fixtures, , work on parking lot fixtures,
- Performs basic to complex plumbing tasks, e.g., replacing sinks, water fountains, toilets, valves, leaking components, troubleshooting and repairing/replacing pumps.
- Performs basic to complex irrigation tasks associated with the continued flow of irrigation to parks, at facilities and roadways , e.g., replacing heads, repairing/replacing lines, troubleshooting pump-mechanical problems, replacing automated controllers/pumps/motors.
- Performs basic to complex tasks associated with public property maintenance and construction, e.g., excavations, grading, transport of refuse and debris.
- Performs road work tasks such small asphalt repairs; blocking roads off for accidents and trimming and cutting trees as needed.
- Adheres to practices of safe use and handling of equipment and tools used in the assignments.
- Maintains records and documentation according to work orders that are assigned and completed.

- Assists other trades staff as needed within scope of knowledge, skills, and abilities.
- Responsible for purchasing materials.
- Operates a variety of light equipment.
- Performs locksmith duties.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two to three (2-3) years of experience in the trade discipline of primary assignment; vocational technical training may substitute for a part or all of the required experience; or an equivalent combination of education, training, and experience. Must possess a commercial driver's license (CDL) class A or B.

Knowledge, Skills and Abilities:

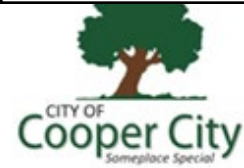
- Knowledge of tools, materials and equipment utilized in the primary trade discipline of assignment.
- Knowledge of standards practices and techniques for the safe handling and effective operation of trade tools and equipment.
- Skill in the basic to complex application of tools, techniques, principles, practices, and methods applicable to the primary trade of assignment.
- Ability to read, write and interpret a wide variety of technical documentation applicable to assigned area, e.g., schematics, diagrams, sketches, blueprints.
- Ability to fulfill physical requirements and demands of work.
- Ability to operate a variety of light equipment.
- Ability to communicate orally.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks require sound and visual perception and discrimination. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Tasks are regularly performed inside and outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and disease, or pathogenic substances.



Tradesworker III

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

JOB SUMMARY

Performs semi-skilled to skilled work in several of the trades - construction, electrical, plumbing, mechanical, HVAC - whereby incumbent holds primary responsibility for all around maintenance of assigned facility(s) or area. Position performs general to moderately complex trades maintenance work independently as assigned.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs moderately complex to advanced construction, maintenance and repairs on structures, facilities, equipment, and other college property in the construction, electrical, plumbing, mechanical, or HVAC trade.
- Performs moderately complex maintenance and repairs on mechanical systems and components in the pump mechanical, HVAC, or electronics trade.
- Reads blueprints, diagrams, and sketches in the preparation and performance of tasks.
- Performs preventive maintenance according to assigned schedules or when directed.
- Operates various hand-held manual, electrical and gas powered tools and equipment, i.e., shovels, mixers, sprayers, drills, hammers, etc..
- Maintains and ensures the safe operating condition of assigned equipment, tools, and vehicles according to established policy and sound trade practices.
- Performs various record maintenance duties where applicable, i.e., work orders, materials and supplies utilized, cost estimates, labor required, maintenance logs, fuel logs.
- Recognizes and reports any detected deterioration, repair needs, and maintenance needs to supervisor.
- Acquires greater skill and experience through participating in more complex tasks, and assists with the planning, estimating, and coordination of such.
- Functions in a lead capacity over I and II level Tradesworkers for complex projects requiring greater skill and manpower, as directed.
- Performs basic to complex electrical repair and installation tasks, e.g., replacing switches and circuits, testing amperage, changing out fixtures, , work on parking lot fixtures,
- Performs basic to complex plumbing tasks, e.g., replacing sinks, water fountains, toilets, valves, leaking components, troubleshooting and repairing/replacing pumps.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three to four (3-4) years of experience in a related field; or an equivalent combination of education, training, and experience. A commercial driver's license (CDL) class A or B preferred. Must possess Freon/Refrigerant Recovery and Handling certification.

Knowledge, Skills and Abilities:

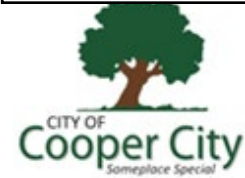
- Knowledge of tools, materials and equipment utilized in the primary trade discipline of assignment.
- Knowledge of standards practices and techniques for the safe handling and effective operation of trade tools and equipment.
- Skill in the basic to complex application of tools, techniques, principles, practices, and methods applicable to the primary trade of assignment.
- Ability to read, write and interpret a wide variety of technical documentation applicable to assigned area, e.g., schematics, diagrams, sketches, blueprints.
- Ability to fulfill physical requirements and demands of work.
- Ability to operate a variety of light equipment.
- Ability to communicate orally.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks require sound and visual perception and discrimination. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Tasks are regularly performed inside and outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and disease, or pathogenic substances.



Treatment Plant Operator I

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

JOB SUMMARY

Skilled and responsible technical position in the operation, maintenance and repair of City's water and wastewater treatment plant facilities and systems. Works under general supervision of Chief Plant Operator or Plant Superintendent or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This is a generic job description that covers operations in both water and wastewater facilities and is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs the full range of duties related to plant operations, including safety; operates a variety of facilities, systems, equipment, pumps, and valves; learns to operate and maintain new systems and equipment as necessary.
- Performs a variety of equipment maintenance duties; inspects, removes, cleans, lubricates, backwashes, repairs, maintains, and reinstalls equipment related to a variety of treatment plant facilities, systems, grinders, drip traps, scales, centrifuges, hydrovanes, tanks, pumps, valves, and piping systems; cleans and calibrates meters and probes; performs general housekeeping of all areas associated with assigned facilities.
- Manages lab and performs a variety of process control related duties; collects samples from various plant processes and field for chemical/biological analysis; operates and calibrates samplers; collects storm channel water samples outside the plant as necessary.
- Performs a variety of tests and analysis; measures primary and secondary settling basins sludge depths; performs mathematical calculations including those related to flows, areas, volume, weight, force, pressure, chemical dosage, and those related to various tests and analysis; evaluates laboratory testing results and calculations and implements results in operational control.
- Investigates and acknowledges alarms throughout the treatment facilities.
- Monitors, polls, and responds to lift station alarms; locates and notifies stand-by personnel to respond to lift station alarms; provides support, security, and communication to maintenance personnel at lift stations when responding to alarms.
- Performs a variety of recordkeeping duties; creates records, logs, etc. and properly stores them; ensures permits are properly maintained and available; completes, maintains, and files a variety of forms, lists, records, schedules, and informational logs.
- Performs a variety of duties in response to power outage emergencies; operates, monitors, adjusts, and maintains backup generators; responds to power outages by properly resetting, restarting, and

bringing systems essential to proper plant operations back on-line; maintains proper fuel levels in generators and storage tanks.

- Performs a variety of duties in response to wet weather emergencies; operates, monitors, and adjusts plant drainage system; places protections around plants, buildings and ponds; stages, operates, monitors, and lubricates emergency trash pumps.
- Receives inquiries from the public; answers questions and directs inquiries to appropriate personnel as necessary.
- Participates in a variety of training activities; studies equipment manuals for all facility equipment; receives training on new equipment and processes as well as initial and periodic refresher training on processes, procedures, systems, and equipment related to assignment; maintains familiarity with all standard operating procedures pertaining to equipment and plant processes; provides training to new operators-in-training on equipment and plant processes.
- Performs and participates in a variety of safety related duties and activities; follows all safety standard operating procedures when performing work; maintains awareness of and reports/corrects any trip hazards, spills, and unsafe equipment; properly handles, stores, and labels various chemicals.
- Maintains and inspects all personal protective equipment and restocks as necessary.
- Operates tractor, forklift or other vehicles/carts inside the plant grounds as required.
- Monitors and maintains leak detection system.
- Performs housekeeping duties, maintains clean lab, control room and warehouse area.
- Monitors SCADA system and start/stop water production as required to supply demand.
- Responsible for physical walk-throughs of water/wastewater plants and wells. Checks for problems and advises superiors.
- Responsible for the community water sampling within the City's service area.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two (2) years of experience in a related field; or an equivalent combination of education, training, and experience. Requires minimum "C" Certification/License for Water Treatment Plant or Wastewater Treatment Plant Operator. Preference given for possessing a valid Commercial Driver's License Class B (CDL B). Must have a valid State of Florida driver's license with good driving record. The Director may relax any qualifications requirement based on operational necessity.

Knowledge, Skills and Abilities:

- Knowledge of the operations, services, activities, and terminology of water and wastewater treatment programs including processes and controls.
- Knowledge of the principles, practices, chemicals, and operating procedures related to the operation and maintenance of water and wastewater treatment plants.
- Knowledge of the materials, tools, equipment, and methods used in the general construction, operation, maintenance, and repair of water and wastewater treatment plant facilities, systems, and equipment.

- Knowledge of applicable operational and safety regulations pertaining to water and wastewater treatment plant operations and federal, state, and local laws, codes, and regulations.
- Skill in Microsoft Office products (Outlook and Word).
- Ability to operate, monitor, and maintain a variety of water and wastewater treatment plant equipment, facilities and systems.
- Ability to read and interpret gauges, meters, and other instrument readings and take effective actions.
- Ability to diagnose operational problems and perform effective maintenance on equipment.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Ability to work rotating shifts and weekends, as needed.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Tasks may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight (up to 50 pounds). Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Must be physically able to operate air brake truck, forklift and other equipment and tools, where needed.

WORKING CONDITIONS

Tasks are mostly performed inside the plant facility with regular visits to the outside environment with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, toxic/poisonous agents, gases or chemicals, oils and other fluids, or pathogenic substances.



Treatment Plant Operator II

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

JOB SUMMARY

Highly skilled and responsible technical position in the operation, maintenance and repair of City's water and wastewater treatment plant facilities and systems. Works under general supervision of Chief Plant Operator or Plant Superintendent or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This is a generic job description that covers operations in both water and wastewater facilities and is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs the full range of duties related to plant operations, including safety; operates a variety of facilities, systems, equipment, pumps, and valves; learns to operate and maintain new systems and equipment as necessary.
- Performs a variety of equipment maintenance duties; inspects, removes, cleans, lubricates, backwashes, repairs, maintains, and reinstalls equipment related to a variety of treatment plant facilities, systems, grinders, drip traps, scales, centrifuges, hydrovanes, tanks, pumps, valves, and piping systems; cleans and calibrates meters and probes; performs general housekeeping of all areas associated with assigned facilities.
- Manages lab and performs a variety of process control related duties; collects samples from various plant processes and field for chemical/biological analysis; operates and calibrates samplers; collects storm channel water samples outside the plant as necessary.
- Performs a variety of tests and analysis; measures primary and secondary settling basins sludge depths; performs mathematical calculations including those related to flows, areas, volume, weight, force, pressure, chemical dosage, and those related to various tests and analysis; evaluates laboratory testing results and calculations and implements results in operational control.
- Investigates and acknowledges alarms throughout the treatment facilities.
- Monitors, polls, and responds to lift station alarms; locates and notifies stand-by personnel to respond to lift station alarms; provides support, security, and communication to maintenance personnel at lift stations when responding to alarms.
- Performs a variety of recordkeeping duties; creates records, logs, etc. and properly stores them; ensures permits are properly maintained and available; completes, maintains, and files a variety of forms, lists, records, schedules, and informational logs.
- Performs a variety of duties in response to power outage emergencies; operates, monitors, adjusts, and maintains backup generators; responds to power outages by properly resetting, restarting, and

bringing systems essential to proper plant operations back on-line; maintains proper fuel levels in generators and storage tanks.

- Performs a variety of duties in response to wet weather emergencies; operates, monitors, and adjusts plant drainage system; places protections around plants, buildings and ponds; stages, operates, monitors, and lubricates emergency trash pumps.
- Receives inquiries from the public; answers questions and directs inquiries to appropriate personnel as necessary.
- Participates in a variety of training activities; studies equipment manuals for all facility equipment; receives training on new equipment and processes as well as initial and periodic refresher training on processes, procedures, systems, and equipment related to assignment; maintains familiarity with all standard operating procedures pertaining to equipment and plant processes; provides training to new operators-in-training on equipment and plant processes.
- Performs and participates in a variety of safety related duties and activities; follows all safety standard operating procedures when performing work; maintains awareness of and reports/corrects any trip hazards, spills, and unsafe equipment; properly handles, stores, and labels various chemicals.
- Maintains and inspects all personal protective equipment and restocks as necessary.
- Operates tractor, forklift or other vehicles/carts inside the plant grounds as required.
- Monitors and maintains leak detection system.
- Performs housekeeping duties, maintains clean lab, control room and warehouse area.
- Monitors SCADA system and start/stop water production as required to supply demand.
- Responsible for physical walk-throughs of water/wastewater plants and wells. Checks for problems and advises superiors.
- Responsible for the community water sampling within the City's service area.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in a related field; or an equivalent combination of education, training, and experience. Requires minimum "B" Certification/License for Water Treatment Plant or Wastewater Treatment Plant Operator. Preference given for possessing a valid Commercial Driver's License Class B (CDL B). Must have a valid State of Florida driver's license with good driving record. The Director may relax any qualifications requirement based on operational necessity.

Knowledge, Skills and Abilities:

- Knowledge of the operations, services, activities, and terminology of water and wastewater treatment programs including processes and controls.
- Knowledge of the principles, practices, chemicals, and operating procedures related to the operation and maintenance of water and wastewater treatment plants.
- Knowledge of the materials, tools, equipment, and methods used in the general construction, operation, maintenance, and repair of water and wastewater treatment plant facilities, systems, and equipment.

- Knowledge of applicable operational and safety regulations pertaining to water and wastewater treatment plant operations and federal, state, and local laws, codes, and regulations.
- Skill in Microsoft Office products (Outlook and Word).
- Ability to operate, monitor and maintain a variety of water and wastewater treatment plant equipment, facilities, and systems.
- Ability to read and interpret gauges, meters, and other instrument readings and take effective actions.
- Ability to diagnose operational problems and perform effective maintenance on equipment.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Ability to work rotating shifts and weekends, as needed.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Tasks may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight (up to 50 pounds). Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Must be physically able to operate air brake truck, forklift and other equipment and tools, where needed.

WORKING CONDITIONS

Tasks are mostly performed inside the plant facility with regular visits to the outside environment with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, toxic/poisonous agents, gases or chemicals, oils and other fluids, or pathogenic substances.



Treatment Plant Operator Trainee

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

JOB SUMMARY

Entry-level trainee position in the operation, maintenance and repair of City's water and wastewater treatment plant facilities and systems leading to certification by the State of Florida as a Certified Operator "C" level in water or wastewater treatment plant operations. Works under general supervision of Chief Plant Operator or Plant Superintendent or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This is a generic job description that covers operations in both water and wastewater facilities and is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Participates in training under the direction of appropriate senior operators.
- Conducts frequent and periodic inspections of plants to detect malfunctions and initiates corrective actions under supervision.
- Ensures maintenance of accurate and complete records on plant operation and laboratory data.
- Executes work and maintenance schedules, and ensures that building, grounds and equipment are maintained in proper condition.
- Performs routine laboratory tests; performs sampling according to established test schedules.
- Ensures safe use of all chemicals and mechanical treatment related supplies.
- Reads and records daily plant parameters and equipment.
- Adjusts equipment based on guidelines set by the Chief Treatment Plant Operator.
- Performs interior and exterior plant maintenance and housekeeping chores including, grounds maintenance tasks.
- Assists, when directed, performs intensive cleaning of membrane vessel and filters cans.
- Assists with monitoring flow, pressure, water level chemical feed pump, dosage and security system on a continuous basis for water or wastewater plants throughout the shift.
- Assists with the removal of rags and debris from the wastewater plant.
- Performs and participates in a variety of safety related duties and activities; follows all safety standard operating procedures when performing work; maintains awareness of and reports/corrects any trip hazards, spills, any unsafe equipment; handles, stores and labels various chemical.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Zero to One (0-1) year of experience in a related field; or an equivalent combination of education, training, and experience. Must complete the University of California, Sacramento Correspondence Course, Volumes I and II for Water or Wastewater Treatment or equivalent college level courses within the first year of employment. Must obtain a Class "C" Water or Wastewater Treatment Licenses with the State of Florida within three (3) years to maintain employment. Must have a valid State of Florida driver's license with good driving record. The Director may relax any qualifications requirement based on operational necessity.

Knowledge, Skills and Abilities:

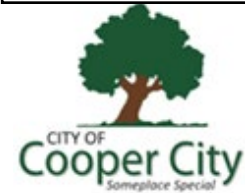
- Knowledge of proper use and application of standard tools that apply to operations and
- Knowledge of basic chemistry as applies to treatment plant operations and functions.
- Ability to follow operational and safety regulations pertaining to plant operations.
- Ability to read, write and perform basic mathematical computations.
- Ability and aptitude to learn complicated laboratory procedures.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to work, learn and progress in a career-development job classification program.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily limited to, climbing, crawling, stooping, kneeling and bending. Tasks may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight (up to 50 pounds). Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Must be physically able to operate equipment and tools, where needed.

WORKING CONDITIONS

Tasks are mostly performed inside the plant facility with regular visits to the outside environment with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, toxic/poisonous agents, gases or chemicals, oils and other fluids, or pathogenic substances.



Utilities Coordinator

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

JOB SUMMARY

Under the direction of the Utilities Director or designee, the position performs highly responsible managerial and technical work in planning and programming a wide range of activities in the Utilities Department. Responsible for providing professional support to the Utilities Director or designee and executive team.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and participates in the preparation of bid documents and contracts for consulting, construction, supplies, and services; coordinates bid advertising strategies and distribution of plans and specifications; performs contract administration services on assigned contracts; inspects work for progress and for conformance to contractual and established standards.
- Manages and participates in other activities such as service contract compliance, agreements, emergency management planning and response, intergovernmental coordination, procurement, permits, fees, and studies; sets priorities and policies for assigned areas of responsibility.
- Coordinates and participates in the overall administrative operations of all assigned divisions; oversees and conducts research and analysis of complex and time-sensitive projects; recommends and implements successful strategies.
- Oversees a computerized maintenance management system (CMMS); administers, generates, monitors, and closes work orders; prepares reports on work order system metrics; coordinates GIS implementation into CMMS system software; recommends process improvements for the CMMS.
- Assists in the preparation of the annual operating and capital budgets; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; expenditures, recommend, within departmental policy, appropriate service and staffing levels.
- Assists in processing and coding invoices and assigning General Ledger account numbers for payables.
- Participates in the development of short- and long-range plans to meet Department needs; reviews analyzes and recommends changes to organizational policies, procedures, practices, services, finances, and other activities as appropriate.
- Prepares, writes, and monitors grant applications; participates in and coordinates grant administration and monitoring activities.
- Prepares and presents a variety of complex correspondence, memoranda, studies, financial analyses, and administrative staff reports, including agenda items.

- Investigates public complaints to determine proper action and responsibility required to correct the issue; Coordinates with Field Operations to schedule mitigation work as required.
- Attends and participates in professional trade and group meetings; stays abreast of new trends and innovations in the field of public administration; attends public meetings on behalf of the City, as required
- Responds to and resolve difficult and sensitive citizen inquiries and complaints.
- Coordinates work with related governmental agencies and jurisdictions, as required.
- Working with involved parties, researching, and assisting in drafting new policies and procedures.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs related duties as directed.

QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with minimally an Associate's degree but preferably a bachelor's degree and a minimum of three (3) years of supervisory or managerial experience in any of the utilities, environmental services, public works, building or construction trades, or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

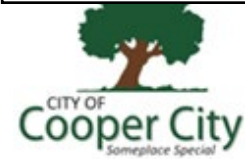
- Knowledge of the principles and practices of Public Work administration and operations.
- Knowledge of the materials, tools, methods, practices, and equipment used as related to the department.
- Knowledge of occupational safety and rules.
- Knowledge of computer systems and software applications to proficiently operate a computer and pertinent software applications, including Word, Excel, Outlook, Power Point, etc.
- Ability to read and interpret blue prints, maps, documents and specifications.
- Ability to make accurate assessments and calculations in the preparation of program/project costs.
- Ability to research basic specifications for the preparation of formal bids or other required purchasing functions.
- Ability to plan, schedule and direct multiple programs/projects on an ongoing basis, often concurrently.
- Ability to plan, schedule and monitor the work of department employees and outside contractors to accomplish the goals of the City.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memos, letters, or other means of written correspondence.
- Ability to establish and maintain effective and cooperative working relationships with the public, other employees, and City officials.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Must be able to safely and legally operate a motor vehicle

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and walking.

WORKING CONDITIONS

Tasks are generally performed inside in the office setting with occasional visits to the treatment plants, storage tanks, lift stations and job sites_with-potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids or pathogenic substances.



Utilities Director/ City Engineer

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

JOB SUMMARY

Responsible administrative and professional engineering work directing the operations of the City's engineering and public utilities functions. Employees in this classification are responsible for ensuring construction and operations of the City's municipal engineering and utilities operations conform to and comply with all established regulatory standards governing the fields. Requires application of professional engineering (PE) principles to all phases of construction. Work is performed under the administrative direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, implements, and ensures conformance with departmental policies, state-mandated utilities regulatory standards and engineering requirements regarding municipal utilities operations.
- Directs the development and implementation of work plans and projects for both water and wastewater systems, as well as storm water.
- Directs the activities involved in the operation and maintenance of the water/wastewater treatment and distribution system, as well as storm water.
- Oversees the implementation and compliance of all laboratory analysis quality control/quality assurance systems.
- Ensures the effective coordination of department projects and work activities with other City programs and projects.
- Evaluates work activities through review of work plans, reports, conferences, and inspections; adjusts project schedules, work orders and priorities accordingly.
- Meets with contractors and developers for purposes of plans review and conformance with established contractual project requirements.
- Directs the City's professional engineering and inspection requirements.
- Serves as advisor to the City Manager concerning all aspects of the engineering and water/wastewater utilities system.
- Acts as technical advisor and works in close cooperation with other department directors.
- Directs the overall management of the department including budget, finance, and personnel.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Reviews and answers citizen inquiries.

- Manages public engagement and coordination with external and regulatory agencies.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Engineering. Professional Engineer (PE) through the State of Florida. Seven (7) years responsible supervisory and managerial experience in public utilities, water/wastewater treatment collection, distribution, construction and maintenance demonstrating ability to perform job duties, or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of water and wastewater operations and the engineering principles associated with construction and operation of regulatory compliant systems.
- Knowledge of budget development and administration principles, and cost effective principles for allocation of resources, e.g., human, capital, fiscal.
- Knowledge of Civil Engineering principles, practices, techniques, and methods.
- Knowledge of equipment, tools, materials and supplies necessary to implement and maintain a comprehensive utilities function at the municipal level.
- Ability to direct and administer comprehensive water and wastewater operation.
- Ability to direct operations of many employees through subordinate supervisory staff.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Utilities Mechanic I

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

JOB SUMMARY

Skilled technical and mechanical work in operations, preventive maintenance, repair and installation of parts, components, systems and equipment associated with all utilities infrastructure including, but not limited to, stormwater systems, water and wastewater treatment plants and facilities. Work is performed under general supervision of assigned supervisor or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Adheres to established schedules for preventive maintenance on water/wastewater systems.
- Installs and changes out water meters. Installs, relocates and repairs fire hydrants.
- Installs, repairs, locates and exercises valves, blowouts, etc. Installs water service, taps, meter sets and replaces meter boxes.
- Repairs water, wastewater and stormwater service leaks and main breaks.
- Checks low water pressure in the utilities system.
- Provides water main and service locations.
- Tests and may repair backflow devices.
- Performs SCADA troubleshooting and repairs. Performs routine preventative maintenance on pumps and lift stations, which may include checking temperature, greasing, checking oil levels, cleaning and painting.
- Assists in checking wells and pumps; assists in removing, repairing or replacing defective pumps and motors.
- Maintains records associated with completed work orders.
- Updates records for all work performed on Slate Page program at the lift stations.
- Maintains lift station properties with lawn maintenance equipment.
- Cleans sewage spills and applies chemicals as required per federal, state and local laws.
- Follows daily schedules for routine maintenance tasks and completes work in an efficient and timely manner.
- Operates light and heavy-duty trucks, cleaning and heavy lifting equipment, boom trucks, utility tv truck, sewer jetter, vactor trucks, backhoe, frontend loader, portable welding machine, portable pumping equipment, power generation equipment, lawn maintenance equipment and various tools as required.

- Maintains and is responsible for assigned truck, and equipment and ensures tools are always kept in proper working order. Independently performs maintenance and repair work of a routine nature.
- Maintains parts and supplies on assigned truck to ensure all parts needed for any given assignment are available and restocked as used.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Minimum one (1) to two (2) years of experience in water, wastewater and stormwater fields; or an equivalent combination of education, training, and experience. Must possess a State of Florida Class III Water Distribution Operator's license, or obtain within 18 months of appointment. Wastewater collection certification from FWPCOA or equivalent is highly desirable. Must have a valid Florida Class "B" CDL or obtain one within 18 months. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

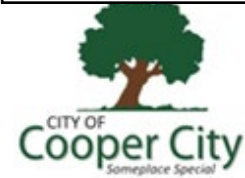
- Knowledge of the materials, methods, practices and equipment used in the water and wastewater field.
- Knowledge of troubleshooting and diagnostic techniques associated with utilities equipment.
- Skill in reading and interpreting construction drawings, equipment specifications & instructions.
- Ability to work with sketches, maps, blueprints and schematics.
- Ability to work during off hours when called for emergencies.
- Ability to be on-call and available on a rotating schedule.
- Ability to establish effective working relationships with other employees and the general public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight 50 pounds or more.

WORKING CONDITIONS

Tasks are mostly performed in the outside environment with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.



Utilities Mechanic II

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

JOB SUMMARY

Highly skilled technical and mechanical work in operations, preventive maintenance, repair and installation of parts, components, systems and equipment associated with all utilities infrastructure including, but not limited to, stormwater systems, water and wastewater treatment plants and facilities. Work is performed under general supervision of assigned supervisor or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Adheres to established schedules for preventive maintenance on water, wastewater and stormwater systems.
- Installs and changes out water meters. Installs, relocates and repairs fire hydrants.
- Installs, repairs, locates and exercises valves, blowouts, etc. Installs water service, taps, meter sets and replaces meter boxes.
- Repairs water, wastewater and stormwater service leaks and main breaks.
- Checks low water pressure in the utilities system.
- Provides water main and service locations.
- Tests and repairs backflow devices.
- Performs SCADA troubleshooting and repairs.
- Performs skilled diagnostics and maintenance on appurtenances such as pumps, motors, generators, lift stations, etc.
- Assists in checking wells and pumps; assists in removing, repairing or replacing defective pumps and motors.
- Maintains records associated with completed work orders.
- Updates records for all work performed on Slate Page program at the lift stations.
- Cleans sewage spills and applies chemicals as required per federal, state and local laws.
- Follows daily schedules for routine maintenance tasks and completes work in an efficient and timely manner.
- Operates light and heavy-duty trucks, cleaning and heavy lifting equipment, boom trucks, utility tv truck, sewer jetter, vactor trucks, backhoe, frontend loader, portable welding machine, portable pumping equipment, power generation equipment, lawn maintenance equipment and various tools as required.

- Maintains and is responsible for assigned truck, and equipment and ensures tools are always kept in proper working order. Independently performs maintenance and repair work of a routine nature.
- Maintains parts and supplies on assigned truck to ensure all parts needed for any given assignment are available and restocked as used.
- Makes minor repairs of automotive and other maintenance equipment.
- Assists supervisor with complex repairs and maintenance or construction projects.
- Assists with customer complaints.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Minimum three (3) to five (5) years of experience in water, wastewater and stormwater fields; or an equivalent combination of education, training, and experience. Must possess a State of Florida Class III Water Distribution Operator's license. Wastewater collection certification from FWPCOA or equivalent is highly desirable. Must have a valid Florida Class "B" CDL or obtain one within 18 months. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

- Knowledge of the materials, methods, practices and equipment used in the water and wastewater field.
- Knowledge of troubleshooting and diagnostic techniques associated with utilities equipment.
- Skill in reading and interpreting construction drawings, equipment specifications & instructions.
- Ability to work with sketches, maps, blueprints and schematics.
- Ability to work during off hours when called for emergencies.
- Ability to be on-call and available on a rotating schedule.
- Ability to establish effective working relationships with other employees and the general public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight 50 pounds or more.

WORKING CONDITIONS

Tasks are mostly performed in the outside environment with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.



Utilities Mechanic Trainee

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

JOB SUMMARY

Entry level trainee position responsible for inspections, cleaning, and maintenance of lift stations and their accessory equipment, including pulling and replacing pumps, motors, repairing and replacing piping, valves, fittings, etc. Semi-skilled work in preventive maintenance, repair and installation of parts, components and equipment associated with water, wastewater and stormwater infrastructure. Work is performed under general supervision of Supervisor or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Adheres to established schedules for preventive maintenance on water, wastewater and stormwater systems.
- Installs and changes out water meters. Installs, relocates, and repairs fire hydrants.
- Installs, repairs, locates, and exercises valves. Install water service, taps, meter sets.
- Repairs water and wastewater service leaks and main breaks.
- Replaces meter boxes.
- Checks water pressure.
- Assist in providing line locates, if needed.
- Assists in performing preventative maintenance on pumps and lift stations, which may include greasing, checking oil levels, cleaning, and painting.
- Assists in checking wells and pumps; assists in removing, repairing or replacing defective pumps and motors.
- Operates light and heavy-duty trucks, boom trucks, heavy lifting equipment, vector trucks, backhoe, frontend loader, portable welding machine, portable pumping equipment, power generation equipment and various tools as and if required.
- Cleans sewage spills and applies chemicals as required per federal, state and local laws.
- Follows daily schedules for routine maintenance tasks and completes work / work orders in an efficient and timely manner.
- Maintains and is responsible for any assigned truck and equipment and ensures tools are always kept in proper working order.
- Required to workdays, evenings, nights, weekends and weather events as scheduled or needed.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.

- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D. equivalency supplemented preferably by a vocational/ technical certification. Or an equivalent combination of education, training, and experience.

Preferably one (1) year or more of experience in maintenance of utilities infrastructure. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

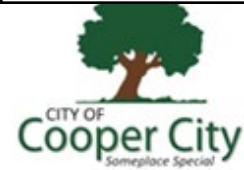
- Basic knowledge of materials, methods, practices, and equipment used in the water, wastewater and stormwater fields.
- Ability to work with sketches, maps, blueprints, and schematics.
- Ability to work during off hours when called for emergencies.
- Ability to be on-call and available on a rotating schedule.
- Ability to establish effective working relationships with other employees and the public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight 50 pounds or more.

WORKING CONDITIONS

Tasks are mostly performed in the outside environment with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.



Utilities Supervisor

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

JOB SUMMARY

Highly responsible supervisory work in directing the operations, maintenance, repair and construction of municipal water, wastewater, stormwater, treatment plants, facilities, appurtenances and equipment. Work is generally performed independently and under the general direction of Operations Superintendent or Utilities Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This is a generic job description that covers various operations in the Utilities Department and is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position to be performed either individually or through subordinate employees or contractors.

- Supervises crews/resources engaged in maintenance, repair, operation or improvement of the water distribution system including pipes, manholes, force mains, appurtenances, and related equipment.
- Supervises crews/resources engaged in maintenance, repair, operation, or improvement of the sewer collection system including gravity sewers, manholes, force mains, appurtenances, and related equipment.
- Supervises crews/resources engaged in maintenance, repair, or improvement of the stormwater management system including pipes, manholes, inlets, outfalls, swales, waterways, appurtenances, and related equipment.
- Supervises crews/resources engaged in maintenance, repair, or improvement of the sewer transmission/force main system including pump stations and lift stations.
- Supervises crews/resources engaged in maintenance, repair, or improvement of treatment plant facilities including pumps, motors, appurtenances, machinery, and electrical equipment.
- Supervises contractors within the areas of responsibility. Performs inspections, where required.
- Ensures proper functioning of City's Utilities infrastructure.
- Lays out work, maintenance, and repair schedules, and assigns employees to specific duties.
- Establishes schedules for preventative maintenance programs in conformance with regulatory requirements.
- Ensures work conforms to standard methods and regulatory requirements, including safety and efficiency.
- Keeps records of labor, equipment and materials used in the work and requisitions necessary equipment and materials. Manages work orders.
- Collects information on procurement items and coordinates purchases.
- Participates in applicant reviews and interviews.

- Conducts and supervises annual performance reviews and recommends disciplinary actions in compliance with City's policies and labor union contract.
- Trains and instructs staff.
- Assists in preparation of budget and keeps track of expenses.
- Responds to various types of communications.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Graduation from High School or possession of an acceptable equivalency diploma. Must possess, at a minimum, a State of Florida Class III Water Distribution Operator's license. Wastewater collection certification from FWPCOA or equivalent is highly desirable. May be required to obtain a higher license/certification, depending on assigned duties/responsibilities. Five (5) to Seven (7) years of experience in respective area of responsibilities in water, wastewater, stormwater or plant maintenance; two (2) years of which shall be in a lead worker or supervisory capacity; or an equivalent combination of education, training and experience. Must have a valid State of Florida driver's license with good driving record. The Director may relax the license/certification requirement for no more than 12 months from the date of hire based on operational necessity.

Knowledge, Skills and Abilities:

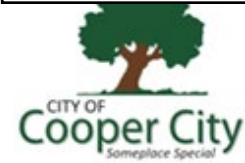
- Knowledge of methods, techniques, and regulations related to the duties and responsibilities assigned to the specific position within this classification.
- Basic knowledge of budget, procurement and personnel manual/policies.
- Ability to plan, organize, and direct the work of subordinates.
- Ability to read and interpret data from a variety of formats such as blueprints or drawings.
- Ability to prepare comprehensive, accurate work reports and maintain accurate records.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate to heavy weight 50 pounds or more.

WORKING CONDITIONS

Tasks are mostly performed in the outside environment with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.



Youth Program Instructor

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

JOB SUMMARY

Provides leadership and coordination of programs and activities designed for children participating in the City's Parks and Recreation Department programs. Responsible for developing program activities and ensuring adherence to departmental policies and procedures. Position supervises the activities, safety and security of registered participants. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for program operation of assigned program
- Lead recreational and age-appropriate activities with youth including assistance with school work
- Manage minor disciplinary issues
- Assist with supervision of assigned student volunteers
- Greets patrons and responds to general inquiries applicable to assigned program and the Parks and Recreation Department
- Instructs or assists with implementing activities and supervising of children
- Administers basic first aid in the event of injury
- Processes program registrations or applicable paperwork relative to the Departments needs
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program needs
- Reports safety concerns and hazards to supervisor
- Assists with Department Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by zero - two (0 -2) or more years' experience in working with children; an equivalent combination of education, certification, training or experience may be considered.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of report and recording keeping principles and methods
- Skill in providing excellent customer service
- Ability to manage groups of participants
- Ability to follow instructions
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to complete light custodial duties
- Ability to react efficiently and effectively in emergency situations
- Ability to follow instructions and learn program operations and incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (5 - 30 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.



**CITY COMMISSION
STAFF REPORT**

DEPARTMENT: Administration

DATE: January 23, 2024

SUBJECT: Motion to approve and authorize the job description for the position of Solid Waste & Recycling Administrative Coordinator, as part of the contract with Coastal Waste & Recycling, Inc. - **Administration**

CITY MANAGER RECOMMENDATION:

The City Manager recommends the approval and authorization of the job description for the position of Solid Waste & Recycling Administrative Coordinator as part of the contract with Coastal Waste & Recycling for solid waste removal services.

BACKGROUND OF ITEM:

On January 9th, 2024, the City Commission entered into a contract with Coastal Waste & Recycling for solid waste removal services for the City. The agreement calls for an administrator to manage all contract related matters and serve as liaison with the Contractor. The person in that position shall, among other things, coordinate and approve all work under the contract, resolve disputes, assure consistency and quality of Contractor’s performance, schedule and conduct Contractor performance evaluations and document findings, and review and approve all invoices for work performed.

FISCAL IMPACT:

Funding of the aforementioned position is included as an annual contract administration fee paid by the Contractor to provide municipal oversight and contract management.

<u>Position</u>	<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
Solid Waste & Recycling Administrative Coordinator		\$120,000.00		

ALTERNATIVES:

N/A

ATTACHMENTS:

1. Exhibit A: Job Descriptions, Solid Waste & Recycling Administrative Coordinator.



Solid Waste & Recycling Administrative Coordinator

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

JOB SUMMARY

Under the direction of the City Manager or designee, the position performs highly responsible managerial and technical work in coordinating and managing all work under the Solid Waste Removal Services Contract, resolve disputes, assure consistency and quality of Contractor's performance, schedule and conduct Contractor performance evaluations and document findings, and review and approve all invoices for work performed.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Investigate and respond to citizen inquiries and complaints promptly, completely, and courteously
- Reviews all incoming mail and City/department correspondence and takes appropriate action
- Coordinates timely submission of all Commission Agenda Items for assigned department
- Coordinates meetings with program employees, City employees and outside agencies
- Monitors various budgets and reports any issues or shortfalls
- Purchases equipment, office supplies and keeps log of all purchases, memberships and renewals
- Compiles data, analyzes information and generates various administrative reports
- Ensures accuracy of program reporting
- Provides day-to-day supervision and training of designated staff members; monitors and conducts assigned performance evaluations
- Administers and maintains the department specific software systems and modules
- Serves as program liaison and project lead for system implementations, updates and program issues
- Provides technical and specialized administrative assistance in the support operations and functions
- Researches problems, notifies stakeholders of discrepancies and makes changes as needed
- Tracks requisitions and referrals for reporting purposes; updates requisition status in department tracking system and sends status notifications
- Trains, assists and advises staff regarding processing requisitions. Performs related work as required
- Handles special projects as assigned by the program manager relating to program functions and operations
- Assists management staff with implementation of new or modified systems, methods or procedures; prepares detailed written procedures and new or revised forms
- Prepares and maintains records for storage
- May develop and provide education programs on solid waste and recycling issues

- Promotes waste minimization, environmental protection and environmental health
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division
- Evaluate and make appropriate recommendations on solid waste collection and disposal costs.
- Manages and performs contract administration and service contract compliance, agreements, intergovernmental coordination, fees management, and rate development. Inspects work for progress and for conformance to contractual and established standards
- Participates in the planning, developing, administration and control of contractual budget; ensures City Manager is apprised of periodic budget(s) status; tracks expenses.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in a related field and three (3) to five (5) years of work experience in one or more of the following: the analysis, planning and development of programs, policies, operations, methods and/or procedures; the evaluation of program and operation effectiveness; the development of revised administrative practices in order to meet program, policy, organizational or legislative change, to expedite work, to effect economies of time, money, personnel and equipment, or to otherwise assist in the solution of administrative and management problems. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for one year of the required experience or education.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of contract administration and management.
- Knowledge of the materials, tools, methods, practices, and equipment used as related to the contract.
- Knowledge of occupational safety and rules.
- Knowledge of computer systems and software applications to proficiently operate a computer and pertinent software applications, including Word, Excel, Outlook, Power Point, etc.
- Ability to read and interpret contracts, maps, documents and specifications.
- Ability to make accurate assessments and calculations in the preparation of program/project costs.
- Ability to plan, schedule and direct multiple programs/projects on an ongoing basis, often concurrently.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memos, letters, or other means of written correspondence.
- Ability to establish and maintain effective and cooperative working relationships with the public, other employees, and City officials.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Must be able to safely and legally operate a motor vehicle

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may

involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

WORKING CONDITIONS

Tasks are generally performed inside in the office setting with occasional visits to the job sites_with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids or pathogenic substances.



**CITY COMMISSION
STAFF REPORT**

DEPARTMENT: Administration

SUBJECT: Discussion and possible action regarding conceptual proposal for Utility Consultant Services

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of a 3-month agreement for interim utility services and delegation to the City Manager and City Attorney to negotiate a final professional services agreement predicated on the business terms contained and approved in the conceptual proposal.

BACKGROUND OF ITEM:

Mr. Raj Verma has given his notice of resignation as Utility Director and his last day working for the city is January 19, 2023. With Raj now leaving we have 15 vacancies in the Utilities Department out of 43 budgeted positions. There is a need for additional assistance during this period of transition as we seek out a new Utilities Director. This resource will work closely with the City Manager and our Assistant Director Hamid Nikvan as we move forward within the department. The city received two proposals for services. Unfortunately, the first proposal was for someone who could only commit to 20 hours of assistance per week, which was not a viable option given the number of vacancies we currently have within the department. The proposal attached for your review is for a full time professional in the industry via the Jacobs firm to serve as an interim utilities director while we work through our search for a new director.

PROCUREMENT:

This engagement is a professional service pursuant to Sec. 2-258(g) of the Code. This provision gives the manager the discretion to recommend the engagement of someone with particular expertise when it is deemed to be in the city’s best interests.

FISCAL IMPACT:

<u>Position</u>	<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
	450-950-531100536	\$70,000	\$140,000	***

ALTERNATIVES:

Name Assistant Director or someone else Acting Director at this time.

ATTACHMENTS:

1. Jacobs Conceptual Proposal for Utility Consultant Services

*** Budget Transfer Notification Pending under City Manager's Report from salaries to professional services.

January 12, 2024

Ryan T. Eggleston
City Manager
City of Cooper City
9090 SW 50th Place
Cooper City, Florida 33328

Subject: Conceptual Proposal for Interim Utilities Consulting Services

Dear Mr. Eggleston,

Jacobs is pleased to provide a conceptual proposal for performing interim utilities consulting services for the City of Cooper City.

Understanding

The City (OWNER) Utilities Department is responsible for operation of water and wastewater treatment plants, plus water distribution and wastewater collection, plus stormwater systems. The City has experienced staff turnover in recent months, leading to a need for interim support of their Utilities Department with full-time subject matter experts to provide expertise, training, and advisory consulting to the City staff at these facilities.

As an expert in water and wastewater O&M with over 40 years and hundreds of facilities' worth of experience, Jacobs can provide top notch support during a defined period with subject matter experts that have managed, operated and maintained a wide range of municipal treatment systems nationally. For this proposal, we have a local individual in mind with significant expertise managing multiple very large and complex treatment plants and staff, plus direct experience working with oversight boards and across multiple departments as the Interim Utilities Director. The availability of our experts is dependent on the schedule of this work moving ahead, and the final scope, but Jacobs has a deep bench and can identify other highly qualified candidates to meet your needs and schedule.

Conceptual Scope of Services

This draft scope of work describes the services to be rendered by Jacobs (CONSULTANT) for Utilities Department Consulting focused on the OWNER's treatment plants. CONSULTANT will assist OWNER for a period of three (3) months with plant operations and management advising as defined below.

1. Project Management

Jacobs will provide project management for CONSULTANT's work on the project, which will consist of the following:

1. Work planning – brief project instructions will be developed to define the project, staff, assignments, safety requirements, responsibilities, and quality control/assurance. A project workplan is a CONSULTANT requirement for all projects.
2. A local CONSULTANT project manager will be identified to be the single point of contact for all business needs of this task order. Local engineering support can also be provided by CONSULTANT as appropriate, as an additional scope item, if requested.
3. Monthly Invoicing - Invoices and progress reports will be developed and submitted in accordance with the methodology used for other OWNER task orders, unless stated otherwise herein.

2. Interim Utilities Consultant

CONSULTANT will provide an Interim Utilities Consultant as a special advisor to OWNER management and staff, and support the development of their technical and managerial capabilities. CONSULTANT will provide support and guidance as needed/requested by OWNER, as specified below:

1. Utilities Department guidance and advisory support with team building, communication, roles and responsibilities, regulatory compliance advising, best practices, staff development and training plans, capital and O&M expense planning, and coordination support with other OWNER departments as directed;
2. Operations team guidance and advisory support with team building, communication, roles and responsibilities, regulatory compliance advising, best practices, staff development and training plans, maintenance team coordination, and coordination support with other OWNER teams and departments as directed;
3. An assessment of needs of the water and wastewater team and utilities at a high level, such as capital improvements or studies, condition assessments, staff training, organizational adjustments, or other potential gaps as identified by the CONSULTANT during this term;
4. Provide follow up and support as needed to support OWNER progress in implementing changes and improvements.

Additional assumptions made for delivery of the scoped work, are attached in Appendix A.

3. Miscellaneous Support

Funding will be provided for additional miscellaneous services that may arise during the course of the project. Prior to CONSULTANT providing any additional miscellaneous services, mutual written authorization between the parties will be required prior to utilizing any budget included in this task.

Schedule

Operations consulting services from CONSULTANT will be provided for a period of three (3) months from Notice to Proceed. If services are desired beyond that period, notice is required at least four (4) weeks in advance to secure continuity of staff.

It is assumed that the CONSULTANT staff will be onsite full time at up to 40 hours/week for the duration of the assignment.

Approximate Commercial Offer

As consideration for providing those services described in this Task Order, OWNER shall pay the CONSULTANT on the basis of the CONSULTANT's employee direct salary cost multiplied by a factor of 2.65, plus per diem expenses, as defined in the AGREEMENT. A service charge of 10 percent will be included for Subcontractor Services and Outside Services expenses. Also, all applicable City, County and State sales, use, value added, business transfer, gross receipts or similar taxes will be passed through directly to OWNER for payment.

The total estimated cost for the CONSULTANT to perform the services described in this Task Order is between **\$130,000 – \$140,000** depending on timing and staff availability. This is for budgetary planning purposes for the 3-month period and will be billed on a time and materials basis. Additional miscellaneous services will be billed at an additional cost only after mutual written authorization. Employee expenses are to be paid on a per diem.

Jacobs appreciates the opportunity to submit our proposal for consulting services. If you have any questions or require additional information, please feel free to contact me by phone (and/or email andy.rouse@jacobs.com).

Sincerely,



Andy Rouse
Vice President
Jacobs

Cc John Rickermann – Jacobs

Appendix A: Assumptions

1. CONSULTANT will provide on-site CONSULTANT on a 40-hour work week basis. CONSULTANT can be flexible with OWNER to periodically support different shifts and weekends, if necessary, when written notice is provided at least 7 calendar days in advance.
2. CONSULTANT positions may be filled by more than one qualified subject matter expert in an alternating onsite schedule, given the duration of the assignment, but every reasonable effort will be made to keep the assigned staff consistent throughout the term of the agreement.
3. Meals and related living expenses will be reimbursable. Meals will be reimbursed on a per diem basis (no receipts), using the U.S. General Services Administration 2024 rates for the region.
4. CONSULTANT shall perform services as an independent consultant and not as an employee or direct agent of OWNER.
5. CONSULTANT will provide training as time allows, and hands-on guidance in the industry standard practices for plant operations and management but will not be responsible for operating the plants.
6. CONSULTANT will assist with preparation of regulatory and compliance reports but will not assume signatory responsibility for those reports.
7. CONSULTANT shall have no authority or take direct action regarding regulatory compliance or communications with the regulators, such as reporting or providing licensed operators.
8. All OWNER employees furnished by OWNER shall be employees of OWNER and shall not be employees of CONSULTANT. The parties agree that OWNER shall remain solely responsible for all Employer Obligations, as defined in section 8.b., below, with respect to all OWNER employees even if a court, administrative agency, or other body deems the OWNER employees to be CONSULTANT's employees.
 - a. Each OWNER employee shall perform such services as an employee of OWNER and not as an employee or agent of CONSULTANT. As such, OWNER employees shall not be entitled to nor shall they claim any benefits or rights accorded to employees of CONSULTANT. OWNER shall be solely responsible for all Employer Obligations as defined in Section 6.b, below, including, but not limited to, provision of employee benefits and compliance with state and federal laws including the Fair Labor Standards Act for their employees.
 - b. OWNER shall be solely responsible for all Employer Obligations with respect to OWNER personnel and OWNER employees. "Employer Obligations" as used in this Task Order means all obligations of any kind imposed customarily or by law or agreement on persons acting in the capacity of an employer in relation to persons acting in the capacity of an employee. These include, without limitation: (a) responsibility for hiring, assigning, compensating and terminating OWNER personnel and OWNER employees; (b) withholding and paying taxes; (c) verification of employment, eligibility, including compliance with IRCA, FCRA, DOT drug and alcohol regulations, and all DOD and DOC export licensing and control requirements; (d) providing workers' compensation insurance and complying with all applicable workers compensation laws; (e) compliance with all federal, state and local laws (both common and statutory) and regulations relating to employment and the rights

of OWNER personnel and OWNER employee(s), including but not limited to FICA and FUTA withholding; the Fair Labor Standards Act; wage and hour laws, including overtime, unemployment compensation; COBRA; immigration; compliance with laws relating to employment, illegal employment discrimination and retaliation; leaves, benefits; the Immigration Reform Act of 1986; and all record keeping requirements.

9. If OWNER should choose to include additional services, the parties shall mutually agree in writing upon the additional scope and costs. These revisions may be added in the form of an executed amendment to this agreement.
10. Treatment plant staff will share current methods for monitoring, work management, documentation, and reporting while CONSULTANT are on the premise.
11. Workspace such as a small conference room will be made available to CONSULTANT staff as a space for interactive discussion and secured space for computers and personal items.
12. CONSULTANT shall have no authority to exercise control over, nor shall they bear any responsibility for, the health and safety of OWNER staff.
13. CONSULTANT shall perform services as an independent consultant and not as an employee or direct agent of OWNER.
14. No heavy cleaning or asset maintenance by consultant are included in this scope of work.
15. The scope of work for the CONSULTANT experts will be limited to the water and wastewater treatment plants, collection system, water distribution system, and stormwater system.



**CITY COMMISSION
STAFF REPORT**

DEPARTMENT: Administration

DATE: January 24, 2024

SUBJECT: Discussion related to the draft Personnel Manual and Administrative Policy Manual - **Administration**

CITY MANAGER RECOMMENDATION:

The City Manager requests a discussion for clarification.

BACKGROUND OF ITEM:

The current personnel policy manual was approved in 2015. On October 21, 2023 Commissioners were provided a draft copy of the document as a part of collective bargaining and each Commissioner was asked to provide individual feedback to the City Manager so that feedback could be incorporated into the document. All such feedback has been included in the document at this time. A final draft of the document was sent out on December 22, 2023 for one final call of feedback ahead of the document being placed on the January 23, 2024 City Commission Meeting agenda. Attached please find a second document (two pages – APM list) which the City Clerk has prepared and been provided previously to the City Commission on October 21, 2023, which shows on page one our currently approved policies (some administrative, some by City Commission) and page two shows a list of policies that will be placed into the yet to be finalized Administrative Policy Manual (APM), the large majority of which (on page two) have been removed from our 2015 personnel manual and will be incorporated into the new APM. Items in this APM fall under the purview of the City Manager in day to day administration matters. The APM, unlike the PPM, will not require City Commission approval at adoption, or in the future as policies are added, revised, or deleted. At our January 9, 2023 Commission Meeting, a policy was introduced and approved, and discussion ensued related to the future adoption of policies and procedures and what that format could or should look like. Staff is requesting a discussion, but no action, to gain clarity on next steps as it relates to the PPM and APM.

FISCAL IMPACT:

Varies related to policies in the document.

ALTERNATIVES:

N/A

ATTACHMENTS:

1. List of Policies to be removed from PPM and placed in an Administrative Policy Manual



Policy Number	Policy Title	Issued Date
General Employment Information		
02-001	Employee Travel and Reimbursement Policy	10/18/2019
02-002	Electronic Device	3/24/2022
02-003	Temporary Telecommuting Policy	4/28/2022
02-004	Employee Conduct and Discipline	9/14/2022
02-005	Disciplinary Appeals	9/14/2022
02-006	Exit Interview Policy	10/27/2022
Payroll & Compensation		
Employee Benefits		
04-001	City Employee of the Quarter	2/23/2022
04-003	Boot Allowance	10/22/2021
04-004	COVID-19 Leave Work Procedures	2/23/2022
04-005	Lactation Policy	9/14/2022
04-006	Meal Periods & Breaks Policy	9/14/2022
Employee Accountability & Conduct		
05-001	Discretionary Spending Policy	11/18/2019
05-002	Contracting Authority Policy	1/24/2020
Risk Management, Workers Compensation, & Safety		
06-001	Contractor's Insurance Requirements Policy	7/26/2022
06-002	Vehicle and Drivable Equipment Policy	Comm. Adopted 6/7/2023
06-003	Notification of Public Safety Significant Incidents	Comm. Adopted 11/29/2022
Revenue Billing & Collection		
07-002	Utility Billing – Meter Read Estimating and Manual Adjustments Policy	9/2/2021
Expense/Expenditures		
08-001	Fixed Asset Policy	1/22/2020
08-002	Fund Balance Policy	Comm. Adopted 12/18/2020
08-003	Investment Policy	Comm. Adopted 12/18/2018
08-005	Surplus Property Policy	9/2/2020
08-006	Allowance & Write-Off Policy	7/1/2021
08-007	Purchasing Card Policies and Procedures	Comm. Adopted 4/15/2020
08-008	Accounting Petty Cash Policy	4/21/2022
08-009	EMS Receivable and Allowance Policy	Comm. Adopted 8/20/19
General City Policies		
09-001	Use of City Seal and City Logo	6/31/2020
09-002	Citywide Internship Program	2/25/2021
09-003	Social Media Policy	3/2/2021
09-004	Community Partner Policy (Administration/Recreation)	4/23/2021
09-005	Agenda Process Policy	8/31/2002
09-006	Public Records Request Policy	9/8/2002
Facilities Policies (Public Works)		
10-001	RV Storage Lots	

	Draft Policies (removed from PPM and some others)	
	Travel for Meetings & Conferences Policy	
	Promotion, Demotion, Reclassification & Transfer Policy	
	Employment of Relatives (Nepotism) Policy	
	Employment Process Policy	
	Probation Policy	
	Personnel Records	
	Dress Code, Uniforms, & Appearance Policy	
	Subpoenas & Threats of Litigation	
	Payroll Policy	
	Employee Service Awards Policy	
	Workplace Violence Policy	
	Criminal Charges Policy	
	Policy against Harassment, Discrimination, Retaliation & Bullying	
	City Property & Tool Allowance Policy	
	Weapons at Work	
	Advisory Boards	
	Time Records	
	Length of Service	
	Anniversary Date/Reclassification Date	
	Compensation Policy	
	Performance Review	
	Appeals	
	Staff Search and Security Policy	
	Outside Employment	
	Smoking	
	Email/Internet Policy	
	Safeguarding Social Security Numbers	
	Accidents	
	Driver License Policy	
	Driving Safety Policy	
	Subpoenas	
	Threats of Litigation	
	Discretionary Leave Issues	
	Employee Service Awards	
	Jury / Witness Duty	
	Military Service	
	Employee Suggestions	



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

DATE: January 23rd, 2024

SUBJECT: RFQ 2023-1-IT, IT MANAGED SERVICES - **Administration**

CITY MANAGER RECOMMENDATION: Recommendation for City Commission to authorize City Manager to enter contract negotiations with top-ranked vendor VC3, Inc.

BACKGROUND OF ITEM:

Request for Qualifications (RFQ) 2023-1-IT, IT Managed Services was issued October 31, 2023 to competitively bid services where a contractor will work cooperatively in a hybrid capacity with Cooper City IT staff in managing, implementing, troubleshooting, monitoring, and developing all IT related projects and infrastructure. The contractor will assume responsibility for all aspects of the City's IT Infrastructure alongside the City's on-site staff and be an additional point of contact for all staff and external vendors regarding IT related issues. The contractor would provide remote support to all users and devices while being able to send on-site support in the event of an emergency or IT coverage. The respondent would also be an additional layer of support for Cooper City's IT staff for all IT related concerns. The respondent shall be responsible for maintaining, upgrading, and monitoring of the City's network infrastructure i.e. bandwidth, switches, servers, firewalls, and all endpoint devices.

ANALYSIS:

The procurement process to competitively bid these services began October 31, 2023, with the issuance of RFQ 2023-1-IT. The RFQ closed December 5, 2023 receiving a total of (10) ten proposals from the following qualified vendors:

1. Advizex Technologies, LLC,
2. Networked Solutions INC dba EssentialNet Solutions, Inc.,
3. Konica Minolta Business Solutions USA Inc,
4. Rolle IT LLC
5. Sentinel Technologies, Inc
6. Telefonica Tech, Inc
7. TSACACH LLC dba Tech Friendly
8. United Data Technologies, Inc
9. VC3, Inc.
10. World Wide Technology, LLC

In accordance with the City’s Procurement Code, an Evaluation Committee (EC) was established, comprised of (3) three members with a mix of internal and external subject matter experts and stakeholders as follows:

1. Jonathan Lopez – Sr. IT Technician
2. Christopher Neves – BSO Sergeant
3. Ryan Eggleston – City Manager

The committee convened for a total of (2) two meetings to thoroughly assess the proposals.

After initial evaluations on January 10, 2024, the EC short-listed the following three proposers:

1. Konica Minolta Business Solutions USA, Inc.
2. United Data Technologies, Inc.
3. VC3, Inc.

These three vendors were invited to provide formal presentations and question-and-answer sessions on January 17, 2024. During this meeting, the EC conducted final evaluation and rankings, and voted to recommend to the City Commission to authorize the City Manager to enter contract negotiations with the top-ranked vendor VC3, Inc. If the City Manager is unable to negotiate a satisfactory contract with the top-ranked vendor, then the City Manager may commence sequential negotiations with the successive ranked vendors until an agreement is attained.

Final Rankings:

1. VC3, Inc.
2. United Data Technologies, Inc.
3. Konica Minolta Business Solutions USA, Inc.

STRATEGIC PLAN: Strategic Goal #2 (Digital Security) and Strategic Plan #4 (Digital Revitalization)

PROCUREMENT: Sec. 2-256 – Methods of Source Selection

FISCAL IMPACT:

To be determined as part of the negotiations.

ALTERNATIVES: None at this time

ATTACHMENTS:

1. Solicitation – RFQ 2023-1-IT, IT Managed Services
2. Submittal and Presentation – VC3, Inc.
3. Tabulations/Rankings



CITY OF COOPER CITY, FLORIDA

Request for Qualifications

IT MANAGED SERVICES RFQ 2023-1-IT

For information, contact the Purchasing Division:

Tel: 954-434-4300 ext. #268

Purchasing@CooperCity.gov

Release Date: Tuesday, October 31, 2023

Due Date: Tuesday, November 21, 2023

**CITY OF COOPER CITY
NOTICE TO PROPOSERS**

NOTICE IS HEREBY GIVEN that the City of Cooper City, Florida (“City”) is accepting statements of qualifications from qualified IT Management Service providers “vendors”, “proposers” or “respondents” for the purposes of developing guaranteed performance contracting projects to reduce operating costs, increase revenues and upgrade City facilities and infrastructure.

**IT MANAGED SERVICES
RFQ 2023-1-IT**

The detailed Request for Qualifications (RFQ) shall be obtained online at www.DemandStar.com.

Proposals must be received in the City Clerk’s Office located in City Hall, 9090 Southwest 50th Place, Cooper City, Florida 33328 no later than 3:00PM (EST), Tuesday, November 21, 2023. The outside of the envelope or box containing one (1) identified, unbound original, seven (7) copies and seven (7) electronic copy (USB 2.0 flash drive) of your proposal must be clearly marked “**RFQ 2023-1-IT, IT MANAGED SERVICES**”.

A non-mandatory pre-proposal meeting will be held at **10:00 AM EST, Wednesday, November 8, 2023** at 9090 SW 50th Place, Cooper City, Florida 33328. [Link below to attend virtually:](#)

You are invited to a Zoom webinar.

When: Nov 8, 2023 10:00 AM Eastern Time (US and Canada)

Topic: Non-Mandatory Pre-Proposal Meeting | City of Cooper City RFQ 2023-1-IT | IT MANAGED SERVICES

Please click the link below to join virtually:

<https://coopercityfl-org.zoom.us/j/84950851707>

Or One tap mobile :

+13052241968,,84950851707# US

+16469313860,,84950851707# US

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 305 224 1968 US

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

Webinar ID: 849 5085 1707

International numbers available: <https://coopercityfl-org.zoom.us/j/84950851707>

Questions and requests for information relative to this RFQ shall be directed to the Purchasing Division. Please email questions to Purchasing@CooperCity.gov.

The City Commission of the City of Cooper City reserves the right, for any reason, to reject any and all submittals and to make awards in the best interest of the City.

A Cone of Silence is hereby imposed prohibiting communication regarding this Request for Qualifications between a potential vendor, service provider, proposer, lobbyist, or; consultant and the City Commissioners, City's professional staff including, but not limited to, the City Manager and staff, any member of the City's selection or evaluation committee. For further information about the Cone of Silence, please contact the City's Attorney.

CITY OF COOPER CITY
Tedra Allen, City Clerk

Please publish one (1) time on:

Monday, November 6, 2023

Please send invoice and proof of publication to:

Tedra Allen, City Clerk
City of Cooper City
9090 SW 50 Place
Cooper City, FL 33328
TAllen@CooperCity.gov

SECTION I – INTRODUCTION AND INFORMATION

This solicitation may include the words "proposal", "proposals", "offer" or "submittal". These words are used interchangeably in reference to all offers submitted in response to Requests for Quotes, Requests for Qualifications, Requests for Proposals and Invitations to Proposal.

1.1 PURPOSE

The City of Cooper City (the "City") will receive sealed proposals on the date and time specified below for IT MANAGED SERVICES SOLUTION as listed and specified herein and on the Proposal Form which is and does become a part of this Proposal.

1.2 DUE DATE & SUBMITTALS

1.2.1 All submittals are due no later than **3:00PM (EST), Tuesday, November 21, 2023**, to the Office of the City Clerk located at 9090 SW 50th Place, Cooper City, FL 33328. Submittals shall be opened and publicly read in the Commission Chambers, on the date and at the time specified. All submittals received after that time will not be accepted and shall be returned to the Proposer.

1.2.2 All pertinent documents must be returned in order for your submittal to be considered. All submittals are subject to the conditions specified herein and on the attached General Conditions, Technical Specifications and Proposal Form.

1.2.3 The completed, signed submittal must be delivered in a **SEALED ENVELOPE** clearly marked with the solicitation name and number. Submittals mistakenly opened by City staff, due to failure of the respondent to correctly identify the package, will be rejected. Telegraphic, facsimile and email submittals will not be accepted.

1.2.4 Submittals received after the closing time and date, for any reason whatsoever, shall not be considered. Any disputes regarding timely receipt of submittals shall be decided in the favor of the City.

1.2.5 The City encourages the issuance of early submittals. Late submittals shall be rejected.

1.3 PRE-PROPOSAL MEETING – A non-mandatory pre-proposal meeting will be held at 10:00 AM, at 9090 SW 50th Place, Cooper City, Florida 33328.

Please click the link below to join virtually:
<https://coopercityfl-org.zoom.us/j/84950851707>

1.4 ELIGIBILITY AND COMPETENCY OF PROPOSERS

To be eligible for award of a contract in response to this solicitation, the Proposer must demonstrate that they, or the principals assigned to the project, have successfully completed services, as specified in the Scope of Services/Technical Specifications section of this solicitation, are normally and routinely engaged in performing such services and are properly and legally licensed to perform such work.

1.5 CONTRACT TERM

The contract shall be for an initial period of three (3) years commencing the date awarded by City Commission or City Manager, in accordance with the Procurement Code. The contract may be extended for one (1) additional two (2) year term under the same terms and conditions, if mutually agreed in writing by both parties.

1.6 SUPPLY/DELIVERY LOCATION

All work will be performed within the City of Cooper City.

1.7 PRICE – N/A

1.8 PRICE ADJUSTMENTS – N/A

1.9 METHOD OF AWARD

1.9.1 See Section VI - Consideration for Award/Award Procedures.

1.9.2 The City reserves the right to reject all submittals or any portion of any submittal the City deems necessary for the best interest of the City, to accept any item or group of items unless qualified by the Proposer. All awards made as a result of this submittal shall conform to applicable Florida Statutes and the City Code.

1.9.3 The City shall award a contract to a Proposer through action taken by the City Commission of the City of Cooper City (the "City Commission") at a duly authorized meeting.

1.9.4 The General Terms and Conditions, the Special Conditions, the Technical Specifications, the Proposer's Proposal, the Contract referenced and the task orders are collectively an integral part of the contract between the City and the successful Proposer.

1.9.5 While the City Commission may determine to award a contract to a Proposer(s) under this Solicitation, said award may be conditional on the subsequent submission of other requested documents. The Proposer shall be in default of the contractual obligations if any of these documents are not submitted in a timely manner and in the form(s) required by the City. If the Proposer is in default, the City, through the Purchasing Division, will void its acceptance of the Proposer's offer and may determine to accept offers from other responsive, responsible Proposers, or re-solicit for the service. The City may, at its sole option, seek monetary restitution from the Proposer as a result of damages or excess costs sustained and/or may prohibit the Proposer from submitting future responses for a period of one year.

1.9.6 In order to provide City departments with continual service while a new contract is being solicited, evaluated and/or awarded, the City reserves the right to automatically extend the contract for a maximum period not to exceed one hundred and eighty (180) calendar days, If this right is exercised, the City shall notify the Proposer, in writing, of its intent to extend the contract for a definitive period of time prior to the effective date of the extension. By affixing its authorized signature to a Proposal, the Proposer hereby acknowledges and agrees to this right of the City.

1.10 INVOICES/PAYMENT

Invoices documenting completed work shall be submitted at the completion of each request for work and must contain detailed information including the location and amount of work performed. Contractor shall submit an exact listing of completed work with submission of invoice for payment.

Every effort will be made by the City to remit payment within 30 days of the invoice date, after satisfactory inspection by the using department. PROPOSER WILL NOT BE PERMITTED TO PICK UP CHECKS FROM THE CITY. ALL CHECKS WILL BE MAILED TO THE VENDOR'S REMIT TO ADDRESS ON FILE.

Invoices shall be emailed MONTHLY to AccountsPayable@CooperCity.gov, or sent via US Mail to City of Cooper City, 9090 SW 50 Place, Cooper City, FL 33328. All invoices must reference the applicable Work Authorization and/or Proposal number.

1.11 INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this solicitation, contact the Purchasing Division via email Purchasing@coopercity.gov. Such contact shall be for clarification purposes only. Material changes, if any, to the Scope of Services or proposal procedures will only be transmitted by written addendum.

All questions must be submitted in writing. Questions of a material nature must be received prior to the cut-off date specified in the Proposal Schedule. No part of your proposal can be submitted via fax or e-mail.

1.12 WRITTEN CONTRACT

The awarded Respondent shall be required to enter into a written Contract with the City. The Contract form shall be prepared by the City, and shall incorporate the terms of this solicitation, the accepted submittal, and include a termination for convenience clause, liquidated damages clause and other terms which may be required by the City and acceptable by the City Commissioners. The Contract shall be substantially in the form attached to this solicitation. No work shall be performed or payment due unless a written Contract is fully executed and has been approved by the City Commissioners.

[END OF SECTION]

SECTION II – SOLICITATION SCHEDULE

Item	Date
Release RFQ	Tuesday, October 31, 2023
Pre-proposal (non-mandatory/Virtual) Please click the link below to join the webinar: https://coopercityfl-org.zoom.us/j/84950851707	Wednesday, November 8, 2023, 10:00 AM (EST)
Last Date for Receipt of Questions of a Material Nature	Tuesday, November 14, 2023
SUBMITTALS DUE (Prior to 3:00PM EST)	Tuesday, November 21, 2023
Evaluation Committee Review and Short-listing of Proposals	TBA
Negotiations with first ranked proposer	TBA
Recommendation of Award issued to City Commission	TBA
Anticipated Award of Contract by City Commission	TBA

[END OF SECTION]

SECTION III - GENERAL CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Cooper City Finance Department - Purchasing Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisements.

3.0 SPECIAL CONDITIONS

Any and all Special Conditions that may vary from these General Conditions shall have precedence.

3.1 PROPOSAL TABULATIONS

Proposers desiring a copy of the proposal tabulation may obtain one online at www.DemandStar.com.

3.2 NO PROPOSAL

If not submitting a proposal, please respond by returning a statement indicating your reason. Repeated failure to respond without sufficient justification shall be cause for removal of a supplier's name from the proposal mailing list. NOTE: In order to qualify as a respondent, a Proposer shall submit a "no proposal" and same shall be received no later than the stated proposal opening date and hour.

3.3 BILLING INSTRUCTIONS

Invoices, unless otherwise indicated, shall show any applicable purchase order number, Work Authorization, and respective Proposal number and shall be submitted to the Accounts Payable division of Finance located at 9090 SW 50 Place, Cooper City, FL 33328, with the requesting Department labeled on the mailing envelope. Invoices may be emailed to AccountingsPayable@CooperCityFL.org.

3.4 TAXES

The City is exempt from Federal Excise and State taxes. The applicable tax exemption number shall be printed on the Work Authorization, Purchase Order, or other authorizing City Document.

3.5 EQUIVALENTS

If Proposer offers makes of equipment or brands of supplies other than those specified in the Request for Qualifications, they shall so indicate on their proposal. Specific article(s) of equipment/supplies shall conform in quality, design and construction with all published claims of the manufacturer.

Brand Names: Catalog numbers, manufacturers' and brand names, when listed, are informational guides as to a standard of acceptable product quality level only and should not be construed as an endorsement or a product limitation of recognized and legitimate manufacturers. Proposers shall formally substantiate and verify that product(s) offered conform with or exceed the minimum quality standards listed in the specifications.

Proposer shall indicate on the Proposal Form the manufacturer's name and number if proposal other than the specified brands, and shall indicate ANY deviation from the specifications as listed. OTHER THAN SPECIFIED ITEMS OFFERED REQUIRES COMPLETE DESCRIPTIVE TECHNICAL LITERATURE MARKED TO INDICATE DETAIL(S) CONFORMANCE WITH SPECIFICATIONS AND SHALL BE INCLUDED WITH THE PROPOSAL. NO PROPOSALS WILL BE CONSIDERED WITHOUT THIS DATA.

Lacking any written indication of intent to quote an alternate brand or model number, the proposal shall be considered as a proposal in complete compliance with the specifications as listed on the attached form.

3.6 MISTAKES

Proposers are expected to examine the specifications, delivery schedules, proposal prices and extensions and all instructions pertaining to supplies and services. Failure to do so shall be at the Proposer's risk. In the case of a discrepancy in computing the total amount of the proposal, the UNIT PRICE quoted shall govern.

3.7 CONDITIONS AND PACKAGING

It is understood and agreed that any item offered or shipped as a result of this proposal shall be latest and most current production model at the time of this proposal. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

3.8 QUALITY

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this proposal shall be new. The items proposal shall be new, the latest model, of the best quality, and highest grade workmanship.

3.9 CANCELLATION

In the event that any of the provisions of this proposal are violated by the contractor, the Purchasing Division shall give written notice to the contractor stating the deficiencies and unless deficiencies are corrected within ten (10) days, recommendation will be made to the City Commission for immediate cancellation. The City Commission reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving thirty (30) days prior written notice to the other party and may provide for additional rights and remedies pursuant to Section 3.38/3.39. The City Commission may delegate this authority to the City Manager.

3.10 PROTESTS, APPEALS AND DISPUTES

Protests shall be submitted in writing to the Purchasing Division no later than five (5) working days prior to scheduled award by the City. Should the matter not be resolved to the satisfaction of the Proposer, the appeal shall be heard by the City Commission. The Purchasing Division shall act as the City's representative, in the issuance and administration of all contracts, and shall issue and receive all documents, notices, and all correspondence relating to the proposal process. All costs accruing from a Proposal or award challenge shall be assumed by the challenger. The decision of the City Commission shall be final and conclusive. The City Commission's decision shall be binding on all parties concerned, subject to review only on the grounds that it constitutes arbitrary action, in a court of competent jurisdiction in Broward County in accordance with laws of the State of Florida.

3.11 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT

If the Proposer is awarded a contract under this proposal solicitation, the prices quoted by the Proposer on the Proposal Form shall remain fixed and firm during the term of the contract; provided however, that the Proposer may offer incentive discounts from the fixed price to the City at any time during the contractual term. Price adjustments may be allowed on multi-year term contracts (See Section 1.7 for details).

3.12 COMPLETE PROJECT REQUIRED

Contractor shall complete the work outlined in the Scope of Work as well as any future Work Authorizations. Completed work shall meet all specifications identified therein. Failure to list any item or classes under the Scope of Work shall not relieve the contractor from furnishing, installing or performing such work where required by any part of these specifications, or necessary for the satisfactory completion of the project

3.13 PRICES QUOTED

Proposer shall deduct trade discounts and quote firm net prices. Give both unit price and extended total, when requested. Prices shall be stated in units of quantity specified in the proposal specifications. In case of discrepancy in computing the amount of the proposal, the UNIT PRICE quoted will govern. All prices shall be F.O.B. / C.I.F. destination, freight prepaid (unless otherwise stated in special conditions). Award, if made, shall be in accordance with terms and conditions stated herein. Each item shall be proposal separately and no attempt is to be made to tie any item or items in with any other item or items. Cash or quantity discounts offered shall not be a consideration in determination of award of proposal(s).

3.14 UNDERWRITERS' LABORATORIES (the "UL")

Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall be UL listed or re-examination listing where such has been established by UL for the item(s) offered and furnished.

3.15 NON-CONFORMANCE TO CONTRACT CONDITIONS

Items may be tested for compliance with specifications. Items delivered, not conforming to specifications, may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in proposal and/or Purchase order or Work Authorization may be purchased on the open market with any increase in cost charged to the Proposer. Any violation of these stipulations may also result in:

- a. Vendor's name being removed from the vendor list;

- b. All City Departments being advised not to do business with vendor.

3.16 DISPUTES

In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the City shall be final and binding on both parties.

3.17 LEGAL REQUIREMENTS

Federal, state, county and city laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Proposer shall in no way be a cause for relief from responsibility.

3.18 PATENTS AND ROYALTIES

The Proposer, without exception, shall indemnify and hold harmless the City of Cooper City, Florida and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Cooper City, Florida. If the Proposer uses any design, device or materials covered by letters, patent, or copyright, it is mutually understood and agreed, without exception, that the proposal prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

3.19 OSHA

The Proposer warrants that the product supplied to the City shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition shall be considered as a breach of contract. Any fines levied because of inadequacies to comply with these requirements shall be borne solely by the Proposer responsible for same.

3.20 ANTI-DISCRIMINATION

The Proposer certifies that he/she is in compliance with the non-discrimination clause contained in Florida State Statute Section 202, Executive Order 11246, as amended by Executive Order 11375 and applicable laws relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.

3.21 DEFAULT

In the event of default on a contract, the contractor shall pay all attorneys' fees and court costs incurred by City in collecting any liquidated damages. The City further reserves the right to retain any bonds issued with the Proposal.

3.22 SUBSTITUTIONS

The City SHALL NOT accept substitute shipments of any kind. Proposer(s) is expected to furnish the brand quoted in their proposal once awarded. Any substitute shipments shall be returned at the Proposer's expense.

3.23 PROPOSALDER'S FACILITIES

The City reserves the right to conduct site visits to contractor's business location(s) at any time with prior notice and/or may request that contractor participate in live presentations. The selection of a contractor may be based wholly or in part upon the results of site visits or live presentations.

3.24 DISCLAIMER

The City may, in its sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all Submittals; re-advertise this Proposal; postpone or cancel at any time this Proposal process; or, waive any formalities of or irregularities in the proposal process. Submittals that are not received on time and/or do not conform to the City's requirements shall not be considered. After all submittals are analyzed, organizations submitting responses that appear, solely in the opinion of the City, to be the most competitive, shall be submitted to the City Commission, and the final selection will be made shortly thereafter with a timetable set solely by the City. The selection by the City shall be based on the proposal, which is, in the sole opinion of the City Commission, in the best interest of the City. The issuance of this proposal constitutes only an invitation to make presentations to the City. The City reserves the right to determine, at its sole discretion, whether any aspect of the proposal satisfies the criteria established in this Proposal. In all cases the City shall have no liability to any contractor for any costs or expense, incurred in connection with this proposal or otherwise.

3.25 EVIDENCE

The submission of a Proposal shall be prima facie evidence that the contractor is familiar with and agrees to comply with the contents of this Proposal.

3.26 DEMONSTRATION OF COMPETENCY

3.26.1 Pre-award inspection of the Proposer's facility may be made prior to the award of contract. Submittals shall only be considered from firms, which are regularly engaged in the business of providing the goods and/or services as described in this Proposal. Proposers shall be able to demonstrate a good record of performance for a reasonable period of time, and have sufficient financial support, equipment and organization to insure that they can satisfactorily execute the services if awarded a contract under the terms and conditions herein stated. The terms "equipment and organization" as used herein shall be construed to mean a fully equipped and well-established company in line with the best business practices in the industry and as determined by the City.

3.26.2 The City shall consider any available evidence regarding the financial and technical qualifications and abilities of a Proposer as well as past performance (experience) with the City and any and all other evidence the City deems pertinent in making the award in the best interest of the City.

3.26.3 The City may require Proposers to show proof that they have been designated as authorized representatives of a manufacturer or supplier, which is the actual source of supply. In these instances, the City may also require material information from the source of supply regarding the quality, packaging, and characteristics of the products to be supplied to the City through the designated representative. Any conflicts between this material information provided by the source of supply and the information contained in the Proposer's Proposal may render the Proposal non-responsive.

3.26.4 The City may, during the term of the Contract between the City and the contractor is in force, review the contractor's record of performance to insure that the Proposer is continuing to provide sufficient financial support, equipment and organization as prescribed in this Solicitation. Irrespective of the contractor's performance on contracts awarded to it by the City, the City may place said contracts on probationary status and implement termination procedures if the City determines that the contractor no longer possesses the financial support, equipment and organization which would have been necessary during the term of the Contract in order to comply with this demonstration of competency section.

3.27 ASSIGNMENT

The contractor shall not assign, transfer, convey, sublet or otherwise dispose of the contract, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company or corporation without prior written consent of the City.

3.28 INDEMNIFICATION

The successful Proposer shall indemnify and hold harmless the City, its officers, agents, and employees, from and against any and all liabilities, damages, losses and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Proposer and persons employed or utilized by the Proposer in the performance of the Contract.

3.29 NON-EXCLUSIVE

The City retains the right to procure services from other providers.

3.30 SUNSHINE LAW

As a political subdivision, the City is subject to the Florida Sunshine Act and Public Records Law. By submitting a Proposal, Proposer acknowledges that the materials submitted with the Proposal and the results of the City evaluation are open to public inspection upon proper request. Contractor should take special note of this as it relates to proprietary information that might be included in its Proposal.

3.31 FORCE MAJEURE

The performance of any act by the City or contractor hereunder may be delayed or suspended at any time where either party is hindered in or prevented from performance by acts of God, the elements, war, rebellion, strikes, lockouts or any cause beyond the reasonable control of such party. However, the City shall have the right to provide substitute service from third parties or City forces and in such event the City shall withhold payment due contractor for such period of time. If the condition of force majeure exceeds a period of 14 days the City may, at its option and discretion, cancel or renegotiate the Agreement resulting from the Proposal.

3.32 COLLUSION

By offering a submission pursuant to this Request for Qualifications, the Proposer certifies the Proposer has not divulged, discussed, or compared their Proposal with other Proposers and has not colluded with any other Proposer or parties to this Proposal whatsoever. The Proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization, that in connection with this Proposal:

3.32.1 Any prices and/or cost data submitted have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor.

3.32.2 Any prices and/or cost data quoted for this Proposal have not knowingly been disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to the scheduled opening, directly or indirectly to any other Proposer or to any competitor.

3.32.3 No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition.

3.32.4 The only person or persons interested in this Proposal, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into.

3.32.5 No person or agency has been employed or retained to solicit or secure the award of the proposal upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except for bona fide employees maintained by the Proposer.

3.33 CONE OF SILENCE

- A. Definitions: "Cone of Silence," as used herein, means a prohibition on any communication regarding this Request for Qualifications between:
 - i. a potential vendor, service provider, Proposer, lobbyist, or consultant, and;
 - ii. the City Commissioners, City's professional staff including, but not limited to, the City Manager and staff, any member of the City's selection or evaluation committee.

- B. Restriction; Notice: A Cone of Silence shall be imposed upon each solicitation after its advertisement. At the time of imposition of the Cone of Silence, the City Manager or designee shall provide for public notice of the Cone of Silence by posting a notice at City Hall. Additional notice thereof shall be provided to the affected departments, and to each City Commissioner. The City may include a statement disclosing the requirements of this section in any public solicitation for goods or services.

- C. Termination of Cone of Silence: The Cone of Silence shall terminate at the beginning of the City Commission meeting (whether regular or special meeting) at which the City Manager makes a written recommendation to the City Commission for the award of the Contract. However, if the City Commission refers back to the City Manager or staff for further information, the Cone of Silence shall be re-imposed until such time as the Manager makes a subsequent written recommendation.

Exceptions to Applicability: The provisions of this section shall not apply to:

- i. Oral communications at pre-solicitation meetings;
- ii. Oral presentations before selection or evaluation committees;
- iii. Public presentations made to the City Commissioners during any duly noticed public meeting; Communications in writing at any time with any City employee, unless specifically prohibited by the applicable solicitation documents; in which case the Proposer shall file a copy of any written communication with the City Clerk. The City Clerk shall make copies available to any person upon request;
- iv. Communications regarding a particular solicitation between potential vendor, service provider, Proposer, lobbyist or consultant and the City's Purchasing Division or City employee designated responsible for administering the procurement process for such solicitation, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document.

- D. Penalties: Violation of this section by a particular Proposer shall render any award to said Proposer potentially void by the City Commission or City Manager. Any person who violates a provision of this section may be prohibited from serving on a City selection or evaluation committee. In addition to any other penalty provided herein, violation of any provision of this section by a City employee may subject said employee to disciplinary action.

- E. Clarification: Please contact the City Attorney for any questions concerning “Cone of Silence” compliance.

3.34 ELIGIBILITY

All agents, employees and subcontractors of the Proposer retained to perform services pursuant to this proposal shall comply with all laws of the United States concerning work eligibility.

3.35 TIE PROPOSALS/PREFERENCE

Whenever two or more Submittals which are equal with respect to price, quality and service are received by the City 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 Submittals 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:

3.35.1 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 action that will be taken against employees for violations of such prohibition.

3.35.2 Inform employees about the dangers of drug abuse in the workplace, the business' 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.

3.35.3 Give each employee engaged in providing the commodities or contractual services that are under Proposal a copy of the statement specified in subsection (1).

3.35.4 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-contender 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.

3.35.5 Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such program is available in the employee's community, by any employee who is so convicted.

3.35.6 Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

3.36 SPOT MARKET PRICING: N/A

3.37 PROPERTY

Property owned by the City is the responsibility of the City. Such property furnished to a contractor for repair, modification, study, etc., shall remain the property of the City. Damages to such property occurring while in the possession of the contractor shall be the responsibility of the contractor. Damages occurring to such property while in route to the City shall be the responsibility of the contractor. In the event that such property is destroyed or declared a total loss, the contractor shall be responsible for replacement value of the property at the current market value, less depreciation of the property if any.

3.38 TERMINATION FOR DEFAULT

If contractor defaults in its performance under the Contract and does not cure the default within 30 days after written notice of default, the City Manager may terminate the Contract, in whole or in part, upon written notice without penalty to the City. In such event the contractor shall be liable for damages including the excess cost of procuring similar supplies or services: provided that if, (1) it is determined for any reason that the contractor was not in default or (2) the contractor's failure to perform is without their subcontractor's control, fault or negligence, the termination will be deemed to be a termination for convenience of the City under Section 3.39.

3.39 TERMINATION FOR CONVENIENCE

The City Manager may terminate the Contract, in whole or in part, upon 30-days prior written notice, when it is in the best interest of the City. If the Contract is for supplies, products, equipment or software, and is terminated for convenience by the City, the contractor will be compensated in accordance with an agreed upon adjustment of cost. To the extent that the Contract is for services and so terminated, the City shall be liable only for payment in accordance with the payment provisions of the Contract for those services rendered prior to termination.

3.40 CONFIDENTIALITY

As a political subdivision, the City is subject to the Florida Sunshine Act and Public Records Law. If this Contract contains a confidentiality provision, it shall have no application when disclosure is required by Florida law or upon court order.

3.41 GOVERNING LAW AND VENUE

The validity and effect of this Contract shall be governed by the laws of the State of Florida. The parties agree that any action, mediation or arbitration arising out of this Contract shall take place in Broward County, Florida.

3.42 NO PARTNERSHIP OR JOINT VENTURE

Nothing contained in this Proposal or the resulting Contract will be deemed or construed to create a partnership or joint venture between the City and contractor, or to create any other similar relationship between the parties.

3.43 AUDITS

The City shall have access to all books, records, and documents of the contractor which directly relate to the work to be performed for the purpose of inspection and auditing upon reasonable written notice during normal business hours at the office of the contractor or at some location mutually agreed upon by the City and the contractor.

3.44 PUBLIC RECORDS:

- A. Contractor agrees to keep and maintain public records in contractor's possession or control in connection with contractor's performance under this Agreement. Contractor additionally agrees to comply specifically with the provisions of Section 119.0701, Florida Statutes. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the Agreement, and following completion of the Agreement until the records are transferred to the City.
- B. Upon request from the City custodian of public records, contractor shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Unless otherwise provided by law, any and all records, including but not limited to reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of the City.
- D. Upon completion of this Agreement or in the event of termination by either party, any and all public records relating to the Agreement in the possession of the contractor shall be delivered by the contractor to the City Manager, at no cost to the City, within seven (7) days. All such records stored electronically by contractor shall be delivered to the City in a format that is compatible with the City's information technology systems. Once the public records have been delivered upon completion or termination of this Agreement, the contractor shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.
- E. Any compensation due to contractor shall be withheld until all records are received as provided herein.
- F. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the City.

In accordance with Section 119.0701(1)(a), Florida Statutes, IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT CUSTODIAN OF PUBLIC RECORDS:

Tedra Allen, City Clerk
CITY OF COOPER CITY
9090 SW 50 PLACE
COOPER CITY, FL 33328
PRR@COOPERCITY.GOV

3.45 SCRUTINIZED COMPANIES -- 287.135 AND 215.473

SCRUTINIZED COMPANIES. CONTRACTOR certifies that it and any of its affiliates are not scrutinized companies as identified in Section 287.135, F.S. In addition, CONTRACTOR agrees to observe the requirements of Section 287.135, F.S., for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, F.S., the CITY may immediately terminate this Agreement for cause if the CONTRACTOR, its affiliates, or its subcontractors are found to have submitted a false certification; or if the CONTRACTOR, its affiliates, or its subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during the term of the Agreement. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

3.46 E-VERIFY

A. Registration Requirement; Termination. Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- (i) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- (ii) All persons (including sub vendors/sub consultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Cooper City. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Cooper City; and
- (iii) The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

3.47 PROPOSERS ARE HEREBY NOTIFIED OF THE INCLUSION OF FLORIDA STATUTE §287.05701, AS MAY BE AMENDED, REGARDING CONSIDERATION OF VENDOR RESPONSIBILITY:

§287.05701 Prohibition against considering social, political, or ideological interests in government contracting. —
(1) As used in this section, the term "awarding body" means:
(a) For state contracts, an agency, or the department.

- (b) For local government contracts, the governing body of a county, a municipality, a special district, or any other political subdivision of the state.
- (2)(a) An awarding body may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.
- (b) An awarding body may not give preference to a vendor based on the vendor's social, political, or ideological interests.
- (3) Beginning July 1, 2023, any solicitation for the procurement of commodities or contractual services by an awarding body must include a provision notifying vendors of the provisions of this section.

[END OF SECTION]

SECTION IV – SPECIAL CONDITIONS

4.1 GENERAL CONDITIONS

The General Conditions shown above (Section III) are modified as follows.

4.2 TIME OF COMPLETION

Upon issuance of each work authorization by the City, the work performed under this Contract shall be commenced upon and completed within the time allotted in the work authorization.

4.3 INSURANCE

Where Contractors are required to enter or go onto the City of Cooper City property (including any property which is owned or leased by the City or upon which the City has a license, easement or right-of-way) to deliver materials or perform work or services as a result of an award, the successful Contractor shall assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance and assure all work complies with all applicable Broward County and City of Cooper City building requirements and the Florida Building Code. The Contractor shall be liable for any damages or loss to the City occasioned by negligence of the Contractor or any person the Contractor has designated in the completion of the contract as a result of his or her proposal.

The Contractor shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or its employees, agents, servants, partners principals or subcontractor. The Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

Contractor shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

Policies shall be endorsed to provide the CITY with notice of cancellation or the Contractor shall obtain written agreement from its Agent to provide the CITY with 30-days notice of cancellation.

Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the Contractor shall furnish, at least forty-five (45) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The Contractor shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. Contractor shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

Prior to the execution of this agreement, Contractor shall provide the City with a certificate of insurance and a copy of the policy endorsement naming the City of Cooper City its employees, directors, officers, agents, independent contractors, successors and assigns, and other authorized representatives as additional insured to the extent of the contractual obligation assumed by the Proposer.

4.3.1 REQUIRED INSURANCE

4.3.1.1 Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$100,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$3,000,000

Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract.

The City of Cooper City must be shown as an additional insured with respect to this coverage.

4.3.1.2 Worker's Compensation and Employers Liability Insurance covering all employees, and/or volunteers of the Contractor engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Contractor. Coverage for the Contractor and his subcontractor shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

- | | | |
|---------------------------|--------------|--|
| 1. Workers' Compensation: | Coverage A – | Statutory |
| 2. Employers Liability: | Coverage B | \$500,000 Each Accident
\$500,000 Disease – Policy Limit
\$500,000 Disease – Each Employee |

Proof of Workers Compensation Insurance or Exemption shall be provided, as described in Attachment H.

4.3.1.3 Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)
Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)
Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)
Combined Single Limit (Each Accident) - \$1,000,000

4.3.1.4 Professional Liability/Errors & Omissions Insurance, when applicable, with a limit of liability no less than \$1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than two (2) years after final payment of the contract.

4.3.1.5 Sexual Abuse may not be excluded from any policy.

4.3.7 REQUIRED INSURANCE ENDORSEMENTS

1. The City of Cooper City shall be named as an Additional Insured on each of the General Liability policies required herein
2. Waiver of all Rights of Subrogation against the CITY
3. 30-Day Notice of Cancellation or Non-Renewal to the CITY
4. Contractors' policies shall be Primary & Non-Contributory
5. All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the CITY
6. The City of Cooper City shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

CONTRACTOR shall name the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder. Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

The CITY reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.

4.4 PERMITS, FEES AND NOTICES

4.4.1 The City shall pay ONLY CITY OF COOPER CITY'S PERMIT FEES required to complete the project; however, the Successful Proposer shall secure and be responsible for obtaining any and all permits and licenses necessary for the proper execution and completion of the work. The Successful Proposer shall use their best efforts to obtain all necessary permits as soon as possible after the date of Contract award. Any delays in obtaining permits must be brought to the attention of the purchasing division and using department without delay.

4.4.2 The Successful proposer shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. The CITY shall not be responsible for monitoring the Successful Proposer's compliance with any laws or regulations.

4.4.3 The Successful proposer shall secure, complete and file with the Clerk of Courts of Broward County, a Certified Notice of Commencement required per chapter 96-838, Laws of Florida. This notice must be on file with the City of Cooper City Building Department, and be displayed on the job site prior to the first inspection.

4.5 BONDS NOT REQUIRED FOR THIS RFQ

Bonds are NOT required to respond to this request for qualifications, however, after award of this solicitation, successful Proposers may be required by the scope of a specific Project/Task Authorization to submit performance and/or payment bonds. Offeror shall provide certificates of insurance in the manner, form and amount(s) specified herein.

4.5.1 PUBLIC/PERFORMANCE BOND – NOT REQUIRED

All Work Authorizations that exceed \$100,000 will require, upon award, a 100% Performance Bond. Three methods of bonds are acceptable:

- 1) A Surety Bond written by a surety company authorized to do business in the State of Florida. Surety bonds shall comply with Section 287.0935; Florida Statutes;
- 2) An Irrevocable Letter of Credit (ILC) issued by a bank located in Broward County. The ILC shall be in the total amount of the contract and shall clearly state that it cannot be revoked until express written approval has been given by the City. The City, to draw on same, must give written notice to the bank, with a copy to the successful Proposer.
- 3) A Cashier's Check made payable to the City of Cooper City. Cashier's Check will be deposited into an escrow account for the term of the project and refunded to contractor only upon satisfactory completion of each task order.

4.5.2 PROPOSAL BOND - NOT REQUIRED TO RESPOND TO THIS RFQ.

Submittals **MUST** be accompanied by a Proposal security made payable to the City in an amount equal to five percent (5%) of the Proposer's maximum Proposal price and in the form of a certified check, bank money order, or a Proposal Bond issued by an authorized surety.

The Proposal security of the Successful Proposer will be retained until such Proposer has executed the Contract Documents, furnished the required contract security (Public Construction Bond) and met the other conditions of the Notice of Award, whereupon the Proposal Security will be returned. If the Successful Proposer fails to execute and deliver the Contract Documents and furnish the

required security within 15 days of the issuance of the Notice of Award, the City may consider Proposer to be in default, annul the Notice of Award, and the Proposal security of that Proposer shall be forfeited. Such forfeiture shall be City's exclusive remedy if Proposer defaults. The Proposal security of Proposers whom the Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the earlier of seven days after the Effective date of the Agreement or 61 days after the Proposal opening, whereupon the Proposal security furnished by such Proposers will be returned.

The Proposal security of Proposers whom the City believes do not have a reasonable chance of receiving the award will be returned within 21 days after the Proposal opening.

4.6 VARIANCES

While the City allows contractors to take variances to the solicitation terms, conditions, and specifications, the number and extent of variances taken shall be considered in determining proposal responsiveness and in allocating proposal evaluation points.

4.7 INDEPENDENT CONTRACTOR

The contractor is an independent contractor under this Agreement. Personal services provided by the contractor shall be by employees of the contractor and subject to supervision by the contractor, and not as officers, employees, or agents of the City. Personal policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Contract shall be those of the contractor.

4.8 SELLING, TRANSFERRING OR ASSIGNING CONTRACT

No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the City Attorney, or City Attorney's designee.

4.9 SUBSTITUTION OF PERSONNEL

It is the intention of the City that the contractor's personnel proposed for the contract shall be available for the entire contract term. In the event the contractor wishes to substitute personnel, they shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause.

See Section 5.1 for special requirements related to sub-consultants.

4.10 DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the contractor and shall be repaired and/or replaced at no additional cost to the City.

4.11 CONTRACTORS' COSTS

The City shall not be liable for any costs incurred by proposers in responding to this solicitation.

4.12 INVOICES/PAYMENT

Invoices documenting completed work shall be submitted at the completion of each request for work and must contain detailed information including the location and amount of work performed. Contractor shall submit an exact listing of completed work with submission of invoice for payment.

Every effort will be made by the City to remit payment within 30 days of the invoice date, after satisfactory inspection by the using department. PROPOSERS WILL NOT BE PERMITTED TO PICK UP CHECKS FROM THE CITY. ALL CHECKS WILL BE MAILED TO THE VENDOR'S REMIT TO ADDRESS ON FILE.

Invoices shall be emailed to accountspayable@coopercity.gov, or sent via US Mail to City of Cooper City, 9090 SW 50 Place, Cooper City, FL 33328. All invoices must reference the applicable Work Authorization and/or Proposal number.

The City shall accept original invoices no more frequently than once per month. Each invoice shall fully detail the hourly costs and all related costs and shall specify the status of the particular task or project as of the date of the invoice as regards the accepted schedule for that task or project. The City will endeavor to make payment on a correct invoice within thirty (30) days after receipt of an invoice acceptable to the City. If, at any time during the contract, the City shall not approve or accept the contractor's work product, and

agreement cannot be reached between the City and the contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the contractor on a payment for the work completed and usable to the City. This negotiated payment shall be based on the overall task or project breakdown, relative to the projected number of hours for each task element, and the percentage of work completed.

4.13 DELETION OR MODIFICATION OF SERVICES

The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion. If the contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the contractor shall submit a revised budget to the City for approval prior to proceeding with the work.

4.14 REQUESTS FOR MODIFICATION

The City reserves the right to request that the Proposer modify their proposal to more fully meet the needs of the City.

4.15 PROPOSAL ACKNOWLEDGMENT

By submitting a response proposal, the proposer certifies that they have fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed.

4.16 REQUESTS FOR ADDITIONAL INFORMATION BY CITY

The proposer shall furnish such additional information as the City may reasonably require. This includes information, which indicates financial resources as well as ability to provide the product(s) and/or services. The City reserves the right to make investigations of the qualifications of the proposer as it deems appropriate, including but not limited to, a background investigation conducted by the Broward Sheriff's Office.

4.17 ACCEPTANCE/REJECTION/MODIFICATION TO PROPOSALS

The City reserves the right to negotiate modifications to submittals that it deems acceptable, reject any and all submittals, and to waive minor irregularities in the submittals.

4.18 ALTERNATE PROPOSALS

An alternate proposal is viewed by the City as a proposal describing an approach to accomplishing the requirements of the Request for Qualifications which differs from the approach set forth in the solicitation.

An alternate proposal may also be a second proposal submitted by the same proposer which differs in some degree from its basic or prime proposal.

Alternate submittals may be in the area of technical approach, or other provisions or requirements of the solicitation.

The City shall, during the initial evaluation process, consider all alternate submittals.

4.19 ADDENDUM OR AMENDMENT TO REQUEST FOR QUALIFICATIONS

If it becomes necessary to revise or amend any part of this Request for Qualifications, the City's Purchasing Division shall furnish the revision by written Addendum and will post a public notice of the change online.

4.20 PROPRIETARY INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposer should be aware that Request for Qualifications and the responses are in the public domain. However, the proposer are required to *identify specifically* any information contained in their submittals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

All submittals received from proposer in response to this Request for Qualifications will become the property of the City and will not be returned to the proposer. In the event of contract award, all documentation produced as part of the contract shall become the exclusive property of the City.

4.21 RECORDS RETENTION

The contractor awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the contract resulting from this solicitation. All records, documents and information collected and/or maintained by others in the course of the administration of the agreement shall be transferred to electronic data storage media and copies given to the City to retain for its use. This information shall be made accessible at the awardees place of business to the City, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction.

4.22 CONTRACT DOCUMENT

The entire contents of this Request for Qualifications, along with the Proposer's submittal and any subsequent work authorizations or change orders, are collectively an integral part of the contract between the City and the contractor.

4.23 PERFORMANCE STANDARDS

Failure on the part of the Proposer to comply with the conditions, terms, specifications and requirements of the Scope of Work shall be just cause for cancellation of the proposal award. The City may, by written notice to the Proposer, terminate the contract for failure to perform. The date of termination shall be stated in the notice. The City shall be the sole judge of non-performance.

4.24 LIQUIDATED DAMAGES

As a breach of the service provided by this Agreement would cause serious and substantial damage to CITY Property, and the nature of this Agreement would render it impracticable or extremely difficult to fix the actual damage sustained by CITY by such breach, it is agreed that, in case of breach of service wherein CONSULTANT fails to maintain the Property, leaving the said property in disrepair, CITY may elect to collect liquidated damages for each such breach, and CONSULTANT will pay CITY as liquidated damages, and not as penalty ten dollars (\$10.00) for every day of such malfunction. This sum is the agreed upon amount by which CITY will be damaged by the breach of such service. An election to seek such remedies shall not be construed as a waiver of any legal remedies CITY may have as to any subsequent breach of service under this Agreement.

4.25 FEMA REQUIREMENTS - NOT APPLICABLE TO THIS RFQ.

Any reference made to CONTRACTOR in this section shall also apply to any Subcontractor under the terms of this Contract. CONTRACTOR shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses:

4.25.1 CONTRACTOR shall assist CITY in completing any and all forms necessary for reimbursements from state or federal agencies, including but not limited to FEMA, relating to costs arising out of the services provided pursuant to this Agreement. This may include, but is not limited to, the timely completion and submittal of reimbursement requests, preparation and submittal of any and all necessary cost substantiation and preparing replies to any and all agency denial or inquiries.

4.25.2 If reimbursement is denied to CITY due to CONTRACTOR's negligence, including failure to comply with this Article, CONTRACTOR upon notification from FEMA or the Florida Division of Emergency Management of such denial and upon written demand by the CITY, shall reimburse CITY for amounts denied due to CONTRACTOR's negligence. This obligation shall survive the term or termination of this Agreement.

4.25.3 Notwithstanding anything to the contrary set forth herein, CONTRACTOR shall comply with the following federally required standard provisions, as set forth in 2 C.F.R. Sec.200.326 and 2 C.F.R. Part 200. In the event of any conflicts, the provisions of this section shall prevail.

4.25.3.1 Equal Employment Opportunity: During the performance of this contract, CONTRACTOR agrees as follows:

(1) CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for

employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) CONTRACTOR will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with CONTRACTOR's legal duty to furnish information.

(4) CONTRACTOR will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of CONTRACTOR's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to their books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of CONTRACTOR's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and CONTRACTOR may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) CONTRACTOR will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. CONTRACTOR will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

4.25.3.2 Davis-Bacon Act: Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor Regulations (29 CFR Part 5). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.

4.25.3.3 Copeland "Anti-Kickback" Act: CONTRACTOR shall comply with the Copeland "Anti-Kickback" Act, (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). CONTRACTOR must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which they are otherwise entitled. CITY must report all suspected or reported violations to the Federal awarding agency.

4.25.3.4 Contract Work Hours and Safety Standards Act. (40 U.S.C. 3701- 3708). Where applicable, pursuant to 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5) CONTRACTOR must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is

permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which they are employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. CITY shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.”

4.25.3.5 Clean Air Act: Pursuant to 42 U.S.C. 7401- 7671q. and the Federal Water Pollution Control Act (33 U.S.C. 1251- 1387), as amended CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). CITY will report violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
Clean Air Act.

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(2) The contractor agrees to report each violation to CITY and understands and agrees that the CITY will, in turn, report each violation as required to assure notification to the State, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) The contractor agrees to report each violation to the CITY and understands and agrees that the CITY will, in turn, report each violation as required to assure notification to the State, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.”

4.25.3.6. Suspension and Debarment. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(1) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by CITY. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to State and CITY, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(2) The proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.”

4.25.3.7. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended).Contractors who apply or proposal for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.”

4.25.3.8 Compliance with State Energy Policy and Conservation Act. Contractor shall comply with all mandatory standards and policies relating to energy efficiency contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163, 89 Stat. 871).

4.25.3.9 Recovered Materials.

(1) In the performance of this Contract, the contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired

(i) Competitively within a timeframe providing for compliance with the contract performance schedule

(ii) Meeting Contract performance requirements; or

(iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designated items, is available at EPA’s Comprehensive Procurement Guidelines web site, <http://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

4.25.3.10 Pursuant to 44 CFR 13.36(i)(7), contractor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41

4.25.3.11 Pursuant to 44 CFR 13.36(i)(8), contractor agrees that if this Agreement results in any copyrightable materials or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use the copyright of said materials or inventions for Federal Government purposes

4.25.3.12 Access to Records. In accordance with 44 CFR 13.36(i)(11) and Chapters 119 and 257, Florida Statutes,

(1) The contractor agrees to provide the City, State, FEMA, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the contractor which are directly pertinent to the contract for the purposes of making audits, examinations, excerpts and transcriptions.

(2) The contractor agrees to maintain all books, records, accounts and reports required under the contract for a period of not less than five (5) years after the date of termination or expiration of the contract, except in the event of litigation or settlement of claims arising from the performance of the contract, in which case contractor agrees to maintain same until the City, the State, FEMA, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

4.25.3.13 No Obligation by the Federal Government

(1) Absent the express written consent by the Federal Government, the Federal Government or FEMA is not a party to the contract and shall not be subject to any obligations or liabilities to the City, contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

4.25.3.14 DHS Seal, Logo, and Flags. The contractor shall not use DHS(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

4.25.3.15 Compliance with Federal Law, Regulations, and Executive Orders. This is an acknowledgement that FEMA financial assistance will be used to fund the Contract only. The contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

4.25.3.16 Fraudulent Statements. The contractor acknowledges that 31 U.S.C. Chap. 38 applies to the contractor's actions pertaining to this Contract.

[END OF SECTION]

SECTION V – OBJECTIVES AND SCOPE OF WORK

5.1 PURPOSE

The City of Cooper City is requesting an outsourced Information Technology (IT) Managed Services Solution where a contractor will work cooperatively in a hybrid capacity with Cooper City IT staff in managing, implementing, troubleshooting, monitoring, and developing all IT related projects and infrastructure. The contractor will assume responsibility for all aspects of the City's IT Infrastructure alongside the City's on-site staff and be an additional point of contact for all staff and external vendors regarding IT related issues. The contractor would provide remote support to all users and devices while being able to send on-site support in the event of an emergency or IT coverage. The respondent would also be an additional layer of support for Cooper City's IT staff for all IT related concerns. The respondent shall be responsible for maintaining, upgrading, and monitoring of the City's network infrastructure i.e. bandwidth, switches, servers, firewalls, and all endpoint devices.

SECTION VI – CONSIDERATION FOR AWARD / AWARD PROCEDURES

6.1 EVALUATION COMMITTEE

- A. The City Manager (CM) shall appoint an Evaluation Committee (EC) composed of three to five members who will review and evaluate all statement of qualifications received on time. The EC, at its discretion, may also invite firms to make presentations to further evaluate the qualifications of the firms.
- B. The EC will recommend to the City Commission in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The CM or designee will negotiate with the most qualified firm (top ranked firm) for the proposed services at compensation which the CM determines is fair, competitive, and reasonable for said services.
- D. Should the CM be unable to negotiate a satisfactory contract with the top ranked firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The City shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the CM shall terminate negotiations. The CM representative shall then undertake negotiations with the third most qualified firm.
- E. Should the City be unable to negotiate a satisfactory contract with any of the selected firms, the EC team representatives shall select additional firms to continue negotiations.

6.2 REVIEW OF PROPOSALS

The EC will use points formula during the review process to score submittals. Each member of the EC will first score each technical proposal by each of the criteria described in Section 6.3. The full EC will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

The City of Cooper City reserves the right to retain all proposals submitted and use any idea in the proposal regardless of whether that proposal is selected.

6.3 EVALUATION CRITERIA

- 1. Statement of qualifications will be reviewed by the City of Cooper City EC team to determine which meet all of the Firm Qualifications. This determination will be made on a Pass/Fail basis. Statement of qualifications that receive a “Pass” score, will be further evaluated using the criteria in item #2 below. Statement of qualifications that receive a “Fail” score will be deemed non-responsive and will not be further evaluated.
- 2. Statement of qualifications will be evaluated and ranked on the basis of the following considerations:

Evaluation Criteria	Maximum Points
FIRM QUALIFICATIONS	25
PROJECT EXPERIENCE	25
PROJECT APPROACH [Including methodology, schedule, and systems security, Qualifications, staffing, reputation, Understanding of the scope of services/work, Demonstrated ability to meet requirements, Quality Assurance Control Program/Policy]	25

PAST PERFORMANCE [Including client references and years in business. (City reserves the right to contact any customer of a proposer regardless of whether or not the customer is included by proposer as a reference)]	25
Total Possible Points	100

6.4 COMPETITIVE NEGOTIATION

In accordance with Florida Statute 287.055(5) “Competitive Negotiation”:

6.4.1 The City’s Administrative Staff shall negotiate a contract with the most qualified firm for professional services at compensation which the CITY determines is fair, competitive and reasonable. In making such determination, the City’s Administrative Staff shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee professional service contract **over \$195,000** (*the threshold amount provided in s. 287.017 for CATEGORY FOUR*), the CITY shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required must contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which the City determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract.

6.4.2 Should the City’s Administrative Staff be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the City’s Administrative Staff determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The City’s Administrative Staff shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the City’s Administrative Staff must terminate negotiations. The City’s Administrative Staff shall then undertake negotiations with the third most qualified firm.

6.4.3 Should the City’s Administrative Staff be unable to negotiate a satisfactory contract with any of the selected firms, the City’s Administrative Staff shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached.

6.4.4 After the City’s Administrative Staff have come to an agreement with the selected firm, and the compensation exceeds \$20,000 (or the threshold stated in the City’s Procurement Code for Commission Approval), the City’s Administrative Staff shall draft an agenda item for approval by the City Commission.

6.5 PROHIBITION AGAINST CONTINGENT FEES

In accordance with Florida Statute 287.055(6) “Prohibition against Contingent Fees”:

6.5.1 Each contract entered into by the City for professional services must contain a prohibition against contingent fees as follows:

“The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure this agreement and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.”

For the breach or violation of this provision, the City shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

6.6 RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFQ unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Cooper City and the firm selected. The City of Cooper City reserves the right without prejudice to reject any or all submittals.

[END OF SECTION]

SECTION VII - PROPOSAL REQUIREMENTS

7.1 Inquiries concerning this Request for Qualifications and the subject of the Request for Qualifications shall be directed to the Purchasing Division only. **PLEASE REFER TO SECTION 3.33, CONE OF SILENCE FOR MORE INFORMATION.**

Purchasing Division
9090 SW 50th Place
Cooper City, Florida 33328
(954) 434-4300 x268
purchasing@coopercity.gov

7.2 SUBMISSION OF PROPOSALS

The following material is required to be submitted by **Tuesday, November 21, 2023 at 3:00 PM EST** to:

Office of the City Clerk
City of Cooper City
9090 SW 50th Place
Cooper City, Florida 33328

FAILURE TO PROPERLY IDENTIFY THE OUTSIDE OF YOUR PACKAGE MAY RESULT IN ACCIDENTAL, PREMATURE OPENING OF YOUR PACKAGE AND RENDER YOUR SUBMITTAL VOID.

ONE UNBOUND ORIGINAL copy (so marked) of a Statement of Qualifications, SEVEN (7) COPIES and SEVEN (7) ELECTRONIC COPY (USB 2.0Flash drive). Proposal shall be submitted in the following format:

Limitations on Size/Presentation:

1. The response shall be limited to fifty (50) pages with a minimum font size of eleven (11). This 50-page maximum excludes the cover page, request for qualifications letter (4 pages) and license, insurance and certification information.
2. The response shall be submitted on 8½" x 11" paper. Documents on 11"x17" paper may be included but shall count as two pages in the page count.
3. Statement of qualifications are to be submitted bound by binder clips only. No manner of plastic, comb or wire bindings, three ring binders, or staples are acceptable.
4. Attaching company brochures, or other documents not specifically requested in this RFQ may be construed as non-responsive to the RFQ and may disqualify the Vendor for evaluation and participation.
5. Do not include pricing information for this project. Including pricing information in the response may be construed as non-responsive to the RFQ and may disqualify the firm for evaluation and participation.
6. Each Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below.

All submittals shall address and be tabbed/indexed as outlined below:

Title Page:

List the following:

Subject: RFQ 2023-1-IT, IT MANAGED SERVICES

1. Date
2. Name of the Firm
3. Address of the local office
4. Telephone Number

5. Email Address

Tab 1 – Statement of Qualification Letter

1. Qualification Letter: Provide a letter of no more than four (4) pages stating your qualifications for this project. Provide the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses, telephone numbers and email addresses. Also include the following information:
- a. Firm name business address, office location, and telephone number.
 - b. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.
 - c. Address of the office that is to perform the work.
 - d. Federal Identification Tax Number or Social Security Number.
 - e. The age of the firm, brief history, and average number of employees over the past three years.
 - f. A list of three (3) municipal projects of similar size for which the firm is presently under contract.
 - g. List outside consultants anticipated to be used on this project. When listing consultants, give the respective specialty of the firm.

Tab 2 - Firm Qualifications

Profile of Contractor

- a. State whether your organization is national, regional or local.
- b. State the location of the office from which your work is to be performed.
- c. Describe the firm, including the size, range of activities, etc. Particular emphasis should be given as to how the firm-wide experience and expertise in the area addressed by this Request for Proposal, will be brought to bear on the proposed work.
- d. Provide a list and description of similar municipal engagements satisfactorily performed within the past three (3) years. For each engagement listed, include the name, email, fax and telephone number of a representative for whom the engagement was undertaken who can verify satisfactory performance.
- e. Have you been involved in litigation within the last five (5) years or is there any pending litigation arising out of your performance?
- f. Please include resume/qualifications, a reference list of agencies for which you have provided similar services, and your general availability for completing the services.

Summary of Consultant's Qualifications.

- a. Identify the project manager and each individual who will work as part of the engagement. Include resumes for each person to be assigned. The resumes may be included as an appendix.
- b. Describe the experience in conducting similar projects for each of the consultants assigned to the engagement. Describe the relevant educational background of each individual.
- c. Describe the organization of the proposed project team, detailing the level of involvement, field of expertise and estimated hours for each member of the team.
- d. Describe what municipal staff support you anticipate for the project.

Tab 3 - Project Experience

Contractor is required to have extensive experience in IT MANAGED SERVICES Solutions. The City requires that the contractor or principals have at least five (5) years of IT MANAGED SERVICES Solutions with specific experience in public sector environment and that the proposed project manager assigned to the work have a minimum of three (3) years of experience in IT MANAGED SERVICES Solutions in a public sector environment, and have served as project manager on similar projects in complexity and size on a minimum of three previous occasions.

The city has an expectation that contractor will interact with City personnel in a professional, courteous, and service-oriented manner. The ability to comply with professionalism requirements, characterized below, is required for the contractor:

- Service Provider will coordinate, communicate and follow industry best practices relative to the scheduling of maintenance, updates and patches, and conduct of technical support services;
- Propose and implement a transition plan for the transition of technical support services from the current technical support services provider to service provider(s) awarded contract(s) as a result of this RFQ, if required;
- Service Provider will meet weekly with the City Point of Contact (POC) to review progress, outstanding issues, and prioritized requests for all areas of contractual support;
- Service provider shall escalate urgent issues to the City POC;
- Service Provider will participate in planning exercises such as periodic emergency operations drills including system shut down and server rack relocation. The City estimates this task to require no more than 20 hours per year of technical support;
- Service Provider will support emergency operations on an as-needed basis, at the Service Provider's specified rate for off-hours support;
- Service Provider will recommend and perform approved improvements to the IT component of the emergency operations plan;
- Service Provider will partner with the City to plan for infrastructure and technical operational improvements; and
- Service Provider will proactively monitor the technical environment and user needs to plan and recommend changes in advance of critical thresholds or points of failure.

Tab 4 - Technical Proposal Format and Content

Respondents must address each section, topic, and numbered item individually. Any marketing literature or general boilerplate content will be considered non-responsive.

Title	Contents
Executive Summary	Limit this section to a brief narrative not to exceed four (4) pages describing the proposed solution and why the CITY should select your firm. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The Executive Summary should not include any pricing details.
Respondent Profile	Provide information about your company so that the CITY can evaluate the Respondent's stability and ability to support the commitments set forth in response to the RFQ. The CITY, at its option, may require the Respondent to provide additional documentation to support and/or clarify requested information. Information that Respondents should provide in this section are as follows: <ol style="list-style-type: none"> 1. The company's background briefly describing history, company size, and long-term stability. 2. If your firm is including subcontractors to perform any aspect of this project, please provide Subcontractor Profile data on <u>each</u> firm.

Functional Narrative Questions	<ol style="list-style-type: none"> Multi-lingual Capabilities: List and describe the available foreign languages in your solution’s help desk portal.
Project Approach	
Project Management Approach	Provide an overall description of the project management approach your firm will pursue for this project.
Implementation Methodology	<ol style="list-style-type: none"> Describe the key factors for success in this type of project. Describe your implementation methodology.
Risk Management Approach	Describe the approach to risk management, including: <ol style="list-style-type: none"> Specifically address how the proposer secures their systems to prevent hacking and intrusion into the city’s network Specific activities the Respondent will regularly perform to identify, qualify, quantity, prioritize, and manage risks; Frequency of risk management activities and status reporting; Actions to be taken to avoid, mitigate, or accept each risk impact.
Staffing Plan	Detail the type and amount of implementation support to be provided (e.g., number of personnel, level of personnel, time commitment, etc.). Include resumes for all personnel that will be assigned to the project to include the following information: <ol style="list-style-type: none"> Role on the project Educational background Number of years employed at your company Number of years employed in their proposed role on the project Relevant previous project experience Two CITY references for each proposed project team member

Interface Approach	Provide detailed information on your interface approach. (HelpDesk)
Issue Management and Escalation Approach	Describe your process for monitoring, escalating, and resolving issues that will arise during the project.
Quality Assurance	Describe your standard approach to achieving quality assurance throughout the entire implementation.
Support and Maintenance	Specify support options including: <ol style="list-style-type: none"> 1. Telephone support - Include the minimum response times. 2. Delivery method of future upgrades and product enhancements. 3. Frequency of upgrades. 4. Availability of user groups. 5. Additional methods of support.
CUSTOMER REFERENCES	Include complete contact information for at least (3) municipal governments with whom the Respondent has implemented in the last three (3) years that are similar in size and complexity to the CITY. (The CITY reserves the right to contact any customer of a proposer regardless of whether or not the customer is included by contractors as reference)
ADDITIONAL INFORMATION	Include any additional information the Respondent believes the CITY should be aware of as part of the evaluation.

[END OF SECTION]

ATTACHMENT A
(Page 1 of 4)

City of Cooper City, Florida

Bid Form
(4-pages)

IT MANAGED SERVICES

RFQ 2023-1-IT

Proposals Due: Tuesday, November 21, 2023

For information, contact the Purchasing Division:

Tel: 954-434-4300 ext. #268
Purchasing@CooperCity.gov

Release Date: Tuesday, October 31, 2023

Submitted by: _____
(Company name)

ATTACHMENT A
(Page 2 of 4)

Solicitation Number and Name: RFQ 2023-1-IT, IT MANAGED SERVICES

Responses submitted to: Office of the City Clerk
City of Cooper City
9090 SW 50th Place
Cooper City, Florida, 33328

1. The undersigned PROPOSER agrees, if this submittal is accepted, to enter into an agreement with the City in the form included in the contract documents. Proposer further agrees to perform and furnish all work as specified or indicated in the contract documents, for the contract price, and within the contract time indicated in this bid, and in accordance with the other terms and conditions of the contract documents.
2. Proposer accepts all of the terms and conditions of the advertisement of Request for Qualifications and Instruction to Proposers including, without limitation, those dealing with the RFQ requirements. The Proposal will remain in full force for 120-days from the date of the RFQ opening. Proposer will sign and submit an agreement with any bonds and other documents required by the Bidding Requirements within fifteen days after the City's notice of award.
3. In submitting this response, Proposer represents, as more fully set forth in the Agreement that:
 - a. Proposer has examined copies of all plans, and bidding documents, contract specifications and instruction to Proposers.
 - b. Proposer has familiarized itself with the nature and extent of the Contract Documents, work site, locality, local conditions and the laws and regulations that in any manner may affect the cost, progress, performance or furnishing of the work.
 - c. Proposer has studied carefully all reports and drawings of the project and the physical conditions of the project site areas and accepts the extent of the technical data contained in such reports and drawings upon which Proposer is entitled to rely.
 - d. Proposer has correlated the results of their studies and reviews, observations, investigations, explorations, tests, and studies with the terms and conditions of the contract documents.
 - e. Proposer has given City written notice of all conflicts, errors or discrepancies that is has discovered in these documents and the written resolution thereof by City is acceptable to Proposer.
 - f. This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporate and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false Proposal, and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or the City.
4. **Submittal Copies**
ONE (1) ORIGINAL, SEVEN (7) COPIES and SEVEN (7) ELECTRONIC COPIES (USB 2.0 Flash Drive) of the Bid should be submitted to the City of Cooper City, City Hall, 9090 SW 50th Place, Cooper City, Florida 33328, to the attention of the Office of the City Clerk.
5. **Addenda, Additional Information-Contact with City Staff**
Any addenda or answers to written questions supplied by the City to participating Proposers become part of this Request for Qualifications and the resulting contract. The Bid Form shall be signed by an authorized company representative dated and returned with the proposal Bid.

No negotiations, decisions or actions shall be initiated or executed by the Proposer as result of any discussions with any City employee. Only those communications which are in writing from the City may be considered as a duly authorized expression. Also, only communications from Proposer that are signed and in writing will be recognized by the City as duly authorized expressions on behalf of the Proposer.

ATTACHMENT A
(Page 3 of 4)

Specific questions related to the Scope of Services requested shall be directed in writing to the City of Cooper City Purchasing Division. Questions must be emailed to Purchasing@CooperCity.gov, who may respond in kind with copies to all Proposers. **The deadline for submission of questions is 5:00 PM EST, Tuesday, November 14, 2023.**

The successful Proposer shall be required to execute a City contract covering the scope of services to be provided and setting forth the duties, rights and responsibilities of the parties. This contract must be executed by the successful Proposer prior to recommendation of award and presentation to the City Commission.

6. Summary of Documents to be submitted with Bid

- _____ Bid Form
- _____ References
- _____ Public Entity Crimes (PEC) Form
- _____ ADA Affidavit
- _____ Business Entity Affidavit
- _____ Proposer's Foreign (Non-Florida) Corporate Statement (if applicable)
- _____ W-9, Request for Taxpayer Identification Number
- _____ Proof of Workers' compensation Insurance or Exemption
- _____ Proof of Liability Insurance
- _____ Ownership Disclosure Affidavit
- _____ Drug-Free Workplace Certificate
- _____ Employee Background Verification Affidavit
- _____ Scrutinized Companies Affidavit
- _____ Non-Conflict of Interest Statement
- _____ E-Verify Form

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.

ATTACHMENT A
(Page 4 of 4)

Bidder's Contact Information

Name of Company: _____

Address: _____

Type of Business _____

Company's Website: _____

Authorized Signatory Contact: _____

Title: _____

Tel: _____ Mobile: _____

Email Address (Required): _____

Primary Contact: _____

Title: _____

Tel: _____ Mobile: _____

Email Address (Required): _____

Additional Contact & Title: _____

Tel: _____ Mobile: _____

Email Address (Required): _____

Remit to Address: _____

Remit to Contact: Name: _____ Tel: _____

ATTACHMENT B

REFERENCES

All references shall be from entities/companies regularly engaged in the business of providing the goods and/or services as described in this solicitation. CITY OF COOPER CITY STAFF SHALL NOT BE USED AS A CLIENT REFERENCE.

1. ENTITY/COMPANY NAME: _____
ADDRESS: _____
CONTACT NAME: _____
CONTACT'S TITTLE: _____
TELEPHONE: _____
E-MAIL (REQUIRED): _____
CONTRACT PERIOD: FROM: _____ TO: _____

2. ENTITY/COMPANY NAME: _____
ADDRESS: _____
CONTACT NAME: _____
CONTACT'S TITTLE: _____
TELEPHONE: _____
E-MAIL (REQUIRED): _____
CONTRACT PERIOD: FROM: _____ TO: _____

3. ENTITY/COMPANY NAME: _____
ADDRESS: _____
CONTACT NAME: _____
CONTACT'S TITTLE: _____
TELEPHONE: _____
E-MAIL (REQUIRED): _____
CONTRACT PERIOD: FROM: _____ TO: _____

This page shall be completed IN FULL and submitted with your bid.

ATTACHMENT C
(Page 1 of 2)

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the CITY OF COOPER CITY, FLORIDA

by: _____
(print individual's name and title)

for: _____
(print name of entity submitting sworn statement)

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____.

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a) A predecessor or successor of a person convicted of a public entity crime; or
- b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which submittals or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

ATTACHMENT C
(Page 2 of 2)

6. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, not any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ This entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

ATTACHMENT D

**AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the CITY OF COOPER CITY, FLORIDA

by: _____
(print individual's name and title)

for: _____
(print name of entity submitting sworn statement)

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____ - _____.)

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:

The Rehabilitation Act of 1973, 229 USC Section 794;
The Federal Transit Act, as amended 49 USC Section 1612;
The Fair Housing Act as amended 42 USC Section 3601-3631.

Signature

ATTACHMENT F

FOREIGN (NON-FLORIDA) CORPORATION MUST COMPLETE THIS FORM
DEPARTMENT OF STATE CORPORATE CHARTER NO. _____

If your corporation is exempt from the requirements of Section 607.1501, Florida Statutes, YOU MUST CHECK BELOW the reason(s) for the exemption. Please contact the Department of State, Division of Corporations at (850) 245-6051 for assistance with corporate registration or exemptions. 607.1501 Authority of foreign corporation to transact business required.

- (1) A foreign corporation may not transact business in this state until it obtains a certificate of authority form the Department of State.
- (2) The following activities, among others, do not constitute transacting business within the meaning of subsection one (1):
 - _____ (a) Maintaining, defending, or settling any proceedings.
 - _____ (b) Holding meetings of the board of directors or shareholders or carrying on other activities concerning internal corporate affairs.
 - _____ (c) Maintaining bank accounts.
 - _____ (d) Maintaining officers of agencies for the transfer, exchange, and registration of the corporation's own securities or maintaining trustees or depositories with respect to those securities.
 - _____ (e) Selling through independent contractors.
 - _____ (f) Soliciting or obtaining orders, whether by mail or through employees, agents or otherwise, if the orders
 - _____ (g) Creating or acquiring indebtedness, mortgages, and security interests in real or personal property.
 - _____ (h) Securing or collecting debts or enforcing mortgages and security interests in property securing the debts.
 - _____ (i) Transacting business in interstate commerce.
 - _____ (j) Conducting an isolated transaction that is completed within 30 days and that is not one in the course of repeated transactions of a like nature.
 - _____ (k) Owning and controlling a subsidiary corporation incorporated in or transacting business within this state or voting the stock of any corporation which it has lawfully acquired.
 - _____ (l) Owning a limited partnership interest in a limited partnership that is doing business within this state, unless such limited partner manages or controls the partnership or exercises the powers and duties of a general partner.
 - _____ (m) Owning, without more, real or personal property.

The list of activities of subsection (2) is not exhaustive.

- (3) This section has no application to the question of whether any foreign corporation is subject to service of process and suit in this state under any law of this state.

Please check one of the following if your firm in NOT a corporation:

- (I) _____ Partnership, Joint Venture, Estate or Trust
- (II) _____ Sole Proprieties of Self Employed

NOTE: This sheet **MUST** be enclosed with your bid if you claim an exemption or have checked I or II above, your firm will be considered a corporation and subject to all requirements listed herein.

SIGNATURE OF AUTHORIZED AGENT OF PROPOSER

BIDDER'S LEGAL NAME

ATTACHMENT G

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2> <p style="margin:0;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.
--	--	--

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see Instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

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

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

Social security number	
[] [] [] - [] [] [] - [] [] [] []	
OR	
Employer identification number	
[] [] [] [] - [] [] [] [] [] [] [] []	

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

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

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

Purpose of Form

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

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

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

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

ATTACHMENT H
**REQUEST FOR PROOF OF
WORKERS' COMPENSATION INSURANCE OR EXEMPTION**

Dear Provider of Services or Goods:

In order to provide services or goods to City of Cooper City, we require that you provide us either proof of workers' compensation coverage or proof of exemption.

Workers' compensation insurance is required of all employers in Florida that employ 4 or more part or full time employees. In the event that you are an employer in the construction industry, you are required to have workers' compensation insurance if you employ one or more workers. Corporate officers and sole proprietors are included when calculating the number of employees. Note: Corporate officers may claim exemption from workers' compensation coverage on themselves only, by filing *Form DWC 250, Notice of Election to Be Exempt*. This form can be found at <https://www.floridawc.com/workers-comp-insurance/flwc/2011/04/exemptionform.pdf>

If you meet the above criteria to be exempt, you MUST provide us with one of the following:

- If your business is a sole proprietorship or unincorporated business: provide us a Verification of Automatic Exempt Certificate. This verification is a letter that is issued by the State of Florida Department of Financial Services. To receive a letter from the State, complete the following directions: 1) Call the National Council of Compensation Insurance 1-800-622-4123, Option 5, and ask them for the class code for your type of business. 2) Once you have received this code, call the Department of Financial Services at 1-850-413-1601 and provide them your business name, class code, mailing address, and contact phone number. They will send you the Verification of Automatic Exempt Certificate. 3) Provide us a copy of the Verification of Automatic Exempt Certificate.
- If your business is a corporation (including a professional association or limited liability company), and you are not required to have workers' compensation insurance as per the requirements as outlined above, you must complete the attached Workers' compensation Exemption Affidavit, have it notarized, and return the original to us.

If you are an employer that meets the requirements of workers' compensation and need to obtain coverage, contact your current business insurance agent, or you may use the following resources to locate an agent: www.fuia.com, www.piafl.org, or call (850) 893-8245.

Please be reminded that the furnishing of this information to City of Cooper City is a non-negotiable requirement to perform services for us. Failure to provide this information in a timely manner may result in either termination of your services or delay of payment for services. Your workers' compensation Certificate of Coverage, Workers' Compensation Exemption Affidavit, or Verification of Automatic Exempt Certificate must be delivered or mailed to the Purchasing Division located at City Hall, 9090 SW 50 Place, Cooper City, Florida 33328, or emailed to Purchasing@CooperCityFL.org.

ATTACHMENT I

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership</u>
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with the City are (Post Office addresses are not acceptable), as follows:

Signature of Affiant

Print Name

Date

ATTACHMENT J

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, **(print or type name of firm)**

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”.

Signature of Affiant

Print Name

Date

ATTACHMENT K

EMPLOYEE BACKGROUND VERIFICATION AFFIDAVIT

I, _____ of _____, attest that all personnel used in
(Print Name) (Company Name)

the performance of this work have had a criminal background check with a passing grade and have been drug tested with a passing grade and are legally documented to work in the United States.

Signature of Affiant

Print Name

Date

ATTACHMENT L

SCRUTINIZED COMPANIES AFFIDAVIT
Certification pursuant to Florida Statute § 287.135

I, _____, on behalf of _____,
Print Name and Title **Company Name**

certify that _____ does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the contractor of the City's determination concerning the false certification. The contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and

2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

COMPANY NAME

PRINT NAME

TITLE

SIGNATURE

ATTACHMENT N
(Page 1 of 2)

E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES
TO BE RETURNED WITH PROPOSAL

Project Name:

Project No.:

1. Definitions:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

“E-Verify system” means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

2. Effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub vendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Cooper City. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Cooper City; and
- c) Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

3. Contract Termination

- a) If the City has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09 (1) Fla. Stat., the contract shall be terminated.
- b) If the City has a good faith belief that a subcontractor knowingly violated s. 448.095 (2), but the Contractor otherwise complied with s. 448.095 (2) Fla. Stat., shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
- c) A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.

ATTACHMENT N
(Page 2 of 2)

d) Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination.

e) If the contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name:
Authorized Signature:
Print Name:
Title
Date:
Phone:

**AGREEMENT BETWEEN THE CITY OF COOPER CITY
AND COMPANY NAME**

THIS IS AN AGREEMENT, dated the _____ day of _____, 20____, by and between:

THE CITY OF COOPER CITY, a municipal corporation of the State of Florida with a business address of **9090 SW 50th Place, Cooper City, Florida 33328** (hereinafter referred to as the "CITY")

and

COMPANY NAME, an **IT Management Service provider**, authorized to do business in the State of Florida, with a business address of **ADDRESS, CITY, ST ZIP CODE** (hereinafter referred to as the "CONTRACTOR"). CITY and CONTRACTOR may hereinafter be referred to collectively as the "Parties."

WITNESSETH:

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CONTRACTOR agree as follows:

**ARTICLE 1
PREMABLE**

In order to establish the background, context and form of reference for this Agreement and to generally express the objectives, and intentions of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

1.1 On **Tuesday, October 31, 2023**, the CITY advertised its notice to bidders of the CITY's desire to hire a firm to provide **IT Managed Services** as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, for the said bid entitled:

**RFQ 2023-1-IT
"IT MANAGED SERVICES"**

1.2 On **Tuesday, November 21, 2023**, the bids were opened at the offices of the City Clerk.

1.3 On _____ day of _____, 20____, the CITY awarded the bid to CONTRACTOR and approved an agreement with CONTRACTOR consistent with the terms and conditions set forth herein.

**ARTICLE 2
SERVICES AND RESPONSIBILITIES**

2.1 CONTRACTOR hereby agrees to perform the services for **IT Managed Services**, as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, ("Property") in

accordance with the Scope of Services outlined in the specifications, "RFQ 2023-1-IT", attached hereto and made a part hereof as **Exhibit "A"** and CONTRACTOR's response thereto, attached hereto and made a part hereof as **Composite Exhibit "B"**. CONTRACTOR agrees to do everything required by this Agreement, the Sealed Bid Package, Addenda to this Agreement, and Commission award complete with proposal form. In the event of any conflicts between this Agreement, Exhibit A and Exhibit B, this Agreement shall prevail, followed by Exhibit A.

2.2 CONTRACTOR shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement, except as otherwise specifically provided for herein, and all work performed under this Agreement shall be done in a professional manner.

2.3 CONTRACTOR hereby represents to CITY, with full knowledge that CITY is relying upon these representations when entering into this Agreement with CONTRACTOR, that CONTRACTOR has the professional expertise, experience and manpower to perform the services to be provided by CONTRACTOR pursuant to the terms of this Agreement.

2.4 CONTRACTOR assumes professional and technical responsibility for performance of its services to be provided hereunder in accordance with recognized professional standards of good engineering practice. If within one year following completion of its services, such services fail to meet the aforesaid standards, and the CITY promptly advises CONTRACTOR thereof in writing, CONTRACTOR agrees to re-perform such deficient services without charge to the CITY.

2.5 CONTRACTOR shall not utilize the services of any sub-Contractor without the prior written approval of CITY.

ARTICLE 3
TERM AND TERMINATION

3.1 The term of this Agreement shall be for three (3) years, commencing on _____ and terminating on _____. This Agreement may be renewed for up to one (1) additional two (2) year terms, subject to the written consent and agreement by both parties.

3.2 This Agreement may be terminated by either party for cause, or by the CITY for convenience, upon thirty (30) days written notice by the CITY to CONTRACTOR in which event the CONTRACTOR shall be paid its compensation for services performed to termination date. In the event that the CONTRACTOR abandons this Agreement or causes it to be terminated, CONTRACTOR shall indemnify the CITY against any loss pertaining to this termination up to a maximum of the full contracted fee amount. All finished or unfinished documents, data, studies, plans, surveys, and reports prepared by CONTRACTOR shall become the property of CITY and shall be delivered by CONTRACTOR to CITY immediately.

ARTICLE 4
COMPENSATION AND METHOD OF PAYMENT

4.1 CONTRACTOR shall be entitled to invoice CITY on a monthly basis for services performed. The invoice shall include, but not be limited to, date of service, the amount of time spent, a description of the service, and any other information reasonably required by CITY. The compensation shall not exceed the unit prices stated in **Exhibit "B"**.

4.2 CITY will make its best efforts to pay CONTRACTOR within thirty (30) days of receipt of proper invoice the total shown to be due on such invoice.

4.3 All payments shall be governed by the Florida Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

4.4 Payment will be made to CONTRACTOR at:

COMPANY NAME
Attn: INSERT CONTACT PERSON
ADDRESS
CITY, ST ZIP CODE

ARTICLE 5
CHANGES TO SCOPE OF WORK AND ADDITIONAL WORK

5.1 CITY or CONTRACTOR may request changes that would increase, decrease, or otherwise modify the Scope of Services, as described in **Exhibit "A,"** to be provided under this Agreement as described in Article 2 of this Agreement. These changes will affect the monthly compensation accordingly. Such changes or additional services must be in accordance with the provisions of the Code of Ordinances of the CITY, and must be contained in a written amendment, executed by the parties hereto, with the same formality, equality and dignity herewith prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work.

5.2 In no event will the CONTRACTOR be compensated for any work which has not been described in a separate written agreement executed by the parties hereto.

ARTICLE 6
INDEMNIFICATION

6.1 CONTRACTOR shall indemnify and save harmless and defend the CITY, its trustees, elected and appointed officials, agents, servants and employees from and against any and all claims, demands, or causes of action of whatsoever kind or nature sustained by the CITY or any third party arising out of, or by reason of, or resulting from acts, error, omission, or negligent act of CONTRACTOR, its agents, servants or employees in the performance under this Agreement, for all costs, losses and expenses, including but not limited to, damages to persons or third party property, judgments and attorneys' fees arising out of or in connection with the performance by CONTRACTOR pursuant to this Agreement.

6.2 CONTRACTOR shall indemnify CITY for all loss, damage, expense or liability including, without limitation, court costs and attorneys' fees that may result by reason of any infringement or claim of infringement of any patent, trademark, copyright, trade secret or other proprietary right due to services furnished pursuant to this Agreement. CONTRACTOR will defend and/or settle at its own expense any action brought against the CITY to the extent that it is based on a claim that products or services furnished to CITY by CONTRACTOR pursuant to this Agreement, or if any portion of the services or goods furnished in the performance of the service becomes unusable as a result of any such infringement or claim.

6.3 CONTRACTOR'S aggregate liability shall not exceed the proceeds of insurance required to be placed pursuant to this Agreement plus the compensation received by CONTRACTOR, or extend to any claims brought subsequent to the expiration of warranty period outlined above. The CITY's rights and remedies and CONTRACTOR's liabilities as set forth in this Agreement, are exclusive, and the CITY hereby releases CONTRACTOR from all further or subsequent liability, whether based in contract or tort and irrespective of fault, negligence, or strict liability.

6.4 The parties recognize that various provisions of this Agreement, including but not necessarily limited to this Section, provide for indemnification by the CONTRACTOR and that Florida Statutes §725.06 requires a specific consideration be given therefor. The parties therefore agree that the sum of **Ten Dollars and 00/100 (\$10.00)**, receipt of which is hereby acknowledged, is the specific consideration for such indemnities, and the providing of such indemnities is deemed to be part of the specifications with respect to the services to be provided by CONTRACTOR. Furthermore, the parties understand and agree that the covenants and representations relating to this indemnification provision shall serve the term of this Agreement and continue in full force and effect as to the party's responsibility to indemnify.

ARTICLE 7 **INSURANCE**

Where Contractors are required to enter or go onto the City of Cooper City property (including any property which is owned or leased by the City or upon which the City has a license, easement or right-of-way) to deliver materials or perform work or services as a result of an award, the successful Contractor shall assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance and assure all work complies with all applicable Broward County and City of Cooper City building requirements and the Florida Building Code. The Contractor shall be liable for any damages or loss to the City occasioned by negligence of the Contractor or any person the Contractor has designated in the completion of the contract as a result of his or her bid.

The Contractor shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or its employees, agents, servants, partners principals or subcontractor. The Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

Contractor shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

Policies shall be endorsed to provide the CITY with notice of cancellation or the Contractor shall obtain written agreement from its Agent to provide the CITY with 30-day notice of cancellation.

Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONSULTANT shall furnish, as soon as reasonably practicable, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONSULTANT shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONSULTANT shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

Prior to the commencement of the project, Contractor shall provide the City with a certificate of liability insurance and a copy of the additional insured endorsement naming the City of Cooper City its employees, directors, officers, agents, independent contractors, successors and assigns, and other authorized representatives as additional insured on a primary and non-contributory basis to the extent of the contractual obligation assumed by the Proposer. Additionally, the Contractor shall provide the City with a copy of the certificates of insurance and a copy of the additional insured endorsement reflecting the same insurance coverage for all subcontractors utilized by Contractor.

The City shall be granted a Waiver of Subrogation on the Contractor's Workers' Compensation and General Liability insurance policy, and affirmed on the Certificate of Liability Insurance and a Waiver of Subrogation Endorsement. The Contractor waives, and the Contractor shall ensure that the Contractor's insurance carrier waives, all subrogation rights against the City, its officials, employees, agents and volunteers for all losses or damages.

7.1 REQUIRED INSURANCE

7.1.1 Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$100,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$3,000,000

Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract.

The City of Cooper City must be shown as an additional insured with respect to this coverage.

7.1.2 Worker’s Compensation and Employers Liability Insurance covering all employees, and/or volunteers of the Contractor engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all the latter’s employees unless such employees are covered by the protection afforded by the Contractor. Coverage for the Contractor and his subcontractor shall be in accordance with applicable state and/or federal laws that may apply to Workers’ Compensation Insurance with limits of liability no less than:

- | | | |
|---------------------------|------------|--|
| 1. Workers’ Compensation: | Coverage A | Statutory |
| 2. Employers Liability: | Coverage B | \$500,000 Each Accident
\$500,000 Disease – Policy Limit
\$500,000 Disease – Each Employee |

7.1.3 Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)
Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)
Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)
Combined Single Limit (Each Accident) - \$1,000,000

7.1.4 Professional Liability/Errors & Omissions Insurance, when applicable, with a limit of liability no less than \$1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than two (2) years after final payment of the contract.

7.1.5 Sexual Abuse may not be excluded from any policy.

7.2 REQUIRED INSURANCE ENDORSEMENTS

1. The City of Cooper City shall be named as an Additional Insured on each of the General Liability policies required herein
2. Waiver of all Rights of Subrogation against the CITY
3. 30-Day Notice of Cancellation or Non-Renewal to the CITY
4. Contractors’ policies shall be Primary & Non-Contributory
5. All policies shall contain a “severability of interest” or “cross liability” liability clause without obligation for premium payment of the CITY
6. The City of Cooper City shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

CONTRACTOR shall name the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder. Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement. Contractor shall agree to waive all rights of subrogation against the City, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of Contractor in the performance of its obligations under this agreement.

The CITY reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.

ARTICLE 8
INDEPENDENT CONTRACTOR

8.1 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONTRACTOR is an independent Contractor under this Agreement and not the CITY's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers' Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONTRACTOR's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONTRACTOR, which policies of CONTRACTOR shall not conflict with CITY, State, H.U.D., or United States policies, rules or regulations relating to the use of CONTRACTOR's Funds provided for herein. The CONTRACTOR agrees that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the CITY and the CITY will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.

ARTICLE 9
VENUE

9.1 This Agreement shall be governed by the laws of the State of Florida as now and hereafter in force. The venue for actions arising out of this agreement shall be in Broward County, Florida.

ARTICLE 10
PUBLIC RECORDS

10.1 The City of Cooper City is public agency subject to Chapter 119, Florida Statutes. The CONTRACTOR shall comply with Florida's Public Records Law. Specifically, the CONTRACTOR shall:

10.1.1 Keep and maintain public records required by the CITY to perform the service;

10.1.2 Upon request from the CITY’s custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Fla. Stat., or as otherwise provided by law;

10.1.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after the CONTRACTOR transfers the records in its possession to the CITY; and

10.1.4 Upon completion of the contract, CONTRACTOR shall transfer to the CITY, at no cost to the CITY, all public records in CONTRACTOR’s possession. All records stored electronically by the CONTRACTOR must be provided to the CITY, upon request from the CITY’s custodian of public records, in a format that is compatible with the information technology systems of the CITY.

10.2 The failure of CONTRACTOR to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement, for which, the City may terminate the Agreement.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

**CITY CLERK
9090 SW 50th PLACE
COOPER CITY, FL 33328
(954) 434-4300
PRR@CooperCity.gov**

**ARTICLE 11
FEMA REQUIREMENTS - NOT APPLICABLE FOR THIS AGREEMENT**

**ARTICLE 12
SCRUTINIZED COMPANIES -- 287.135 AND 215.473**

12.1 CONTRACTOR certifies that it and any of its affiliates are not scrutinized companies as identified in Section 287.135, F.S. In addition, CONTRACTOR agrees to observe the requirements of Section 287.135, F.S., for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, F.S., the CITY may immediately terminate this Agreement for cause if the CONTRACTOR, its affiliates, or its subcontractors are found to have submitted a false certification; or if the CONTRACTOR, its affiliates, or its subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during the term of the Agreement. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

ARTICLE 13
E-VERIFY

13.1 Registration Requirement; Termination. Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- A. All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- B. All persons (including sub vendors/sub consultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Cooper City. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Cooper City; and
- C. The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

ARTICLE 14
MISCELLANEOUS

14.1 **Ownership of Documents.** Reports, surveys, plans, studies and other data provided in connection with this Agreement are and shall remain the property of CITY whether or not the project for which they are made is completed. City hereby agrees to use CONTRACTOR's work product for its intended purposes.

14.2 **Records.** CONTRACTOR shall keep such records and accounts and require any and all subcontractor to keep records and accounts as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONTRACTOR expects to be reimbursed. Such books and records will be available at all reasonable times for examination and audit by CITY and shall be kept for a period of ten (10) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by CITY of any fees or expenses based upon such entries. All records shall be maintained and available for disclosure, as appropriate, in accordance with Chapter 119, F.S.

14.3 **Assignments; Amendments.** This Agreement, and any interests herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of CITY. For purposes of this Agreement, any change of ownership of CONTRACTOR shall constitute an assignment which requires CITY approval. However, this Agreement shall run to the benefit of CITY and its successors and assigns.

It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

14.4 **No Contingent Fees.** CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, CITY shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

14.5 **Notice.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, CONTRACTOR and CITY designate the following as the respective places for giving of notice:

CITY: Ryan Eggleston
City Manager
City of Cooper City
9090 S.W. 50th Place
Cooper City, Florida 33328
Telephone No. (954) 434-4300

Copy To: Jacob G. Horowitz, City Attorney
Goren, Cherof, Doody & Ezrol, P.A.
3099 East Commercial Boulevard, Suite 200
Fort Lauderdale, Florida 33308
Telephone No. (954) 771-4500
Facsimile No. (954) 771-4923

Contractor: **Insert_Contact_Position**
INSERT CONTACT PERSON
COMPANY NAME
ADDRESS
CITY, ST ZIP CODE
E-mail: insert_contact_email
Telephone No: insert_contact_phone

14.6 **Binding Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

14.7 **Headings.** Headings herein are for convenience of reference only and shall not be considered on any interpretation of this Agreement.

14.8 **Exhibits.** Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and are incorporated herein by reference.

14.9 **Severability.** If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

14.10 **Extent of Agreement.** This Agreement represents the entire and integrated agreement between the CITY and the CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral.

14.11 **Legal Representation.** It is acknowledged that each party was represented by counsel in the preparation of and contributed equally to the terms and conditions of this Agreement and, accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply herein due to the joint contributions of both parties.

14.12 **Counterparts and Execution.** This Agreement may be executed in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this Agreement by the Parties shall be legally binding, valid and effective upon delivery of the executed documents to the other party through facsimile transmission, email, or other electronic delivery.

END OF SECTION

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS OF THE FOREGOING, the parties have hereunto set their hands and seals on the dates written below.

CITY OF COOPER CITY, a Florida municipal corporation

ATTEST:
BY: _____
CITY CLERK

BY: _____
CITY MANAGER

BY: _____
CITY MAYOR

APPROVED AS TO LEGAL FORM:
BY: _____
CITY ATTORNEY

WITNESSED BY:

Signature

Print Name

CONTRACTOR:
COMPANY NAME, a Florida corporation

BY: _____

Name: _____

Title: _____

STATE OF _____
COUNTY OF _____

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared _____, as _____ of **COMPANY NAME**, a company authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **COMPANY NAME** for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and seal in the State and County aforesaid this ____ day of 20 ____.

NOTARY PUBLIC

Print or Type Name

My Commission Expires: _____



RFQ 2023-1-IT, IT MANAGED SERVICES

November 21, 2023
VC3
315 W Ponce de Leon Ave #150
Decatur, GA 30030
813.738.6210
Kevin.Maloney@vc3.com



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Tab 1: Statement of Qualification Letter

Dear City of Cooper City:

VC3, Inc. respectfully submits the enclosed response for the RFQ 2023-1-IT, IT MANAGED SERVICES. We certify that VC3 is authorized to operate contractually and sell within the State of Florida, and this response fully addresses all areas of the RFQ.

As a company with over 28 years of IT experience and over 1,100 municipal government clients, VC3 is well positioned to ensure the solutions and services we provide will exceed your expectations. Our goal in every client relationship is to be a valuable partner, helping you get the greatest value from your IT dollars.

Our key contact for this RFQ is:

Kevin Maloney, Senior Account Executive
(813) 738-6210
Kevin.Maloney@vc3.com

VC3 is headquartered at 1301 Gervais St, Suite 1800 Columbia, SC 29201 and will be operating out of our Decatur, GA office.

VC3 appreciates the opportunity to submit this proposal. Should there be any questions, or you need additional information, please contact VC3 at your convenience.

VC3 Qualifications

VC3 can support the full scope of services outlined in the RFQ for the Cooper City and has provided similar solutions and projects to other municipal clients without the need for a joint venture or outside consultants.

Additional Business Information

- Incorporated in 1994
- State of Incorporation: Delaware
- Federal Tax ID: 57-0993240
- Average number of employees the past 3 years- 575
- NAICS Code: 541512 - Computer Systems Design Services



Brief History of VC3

VC3 has been on the leading edge of Information Technology since 1994, providing client-oriented solutions with a predominant focus on small and medium municipalities. We design and implement IT solutions that can provide above average returns on investment, significantly enhance productivity, increase reliability and availability, and lower technology ownership costs. VC3's active customer base of over 1,100 municipalities and local governments has some of the most stringent and demanding expectations of their technology partners; VC3 has answered their call.

VC3 has been consistently recognized as a leader in developing cloud and premise-based technology solutions for local government and remains committed to incorporating the latest technological advances that profoundly impact our customers.

Solution Focus:

- IT Managed Services
- Cybersecurity Solutions & Services
- CJIS Related Solutions & Services (Police)
- Cloud Based IT Services
- Cloud Based Backup and Disaster Recover Solutions
- Website Design & Hosting
- VoIP Phone Solutions
- SharePoint Consulting
- Business Intelligence Solutions
- Application Development

VC3's breadth of solutions and depth of technical expertise coupled with our commitment to the local government sector enable us to build solid, long-term relationships with our clients. We look forward to the possible opportunity of providing Cooper City with the highest quality solutions.

VC3 Solution Methodology

Our experience delivering local government services spans all aspects of the IT environment, as represented by the ITIL (Information Technology Infrastructure Library) 4-Boxes diagram below. If Cooper City expects to achieve a high value, cost effective, and predictable IT



experience for their staff and citizens, then they must be sure each of the 4 Boxes is appropriately covered.



CJIS Compliance:

VC3 is committed to providing the necessary trained resources to properly support the local government sector. As a condition of employment, ALL VC3 municipal support staff i.e., Engineers, Account Managers, Project Managers, and VCIOs have completed the Criminal Justice Information System’s (CJIS) Security and Awareness Training and are certified as completing the Level 4 CJIS Security Training. This training was completed under the VENDOR section on-line at <https://www.cjisonline.com/> and can be accessed by all agencies to review the list of certified employees and download their certificates. VC3 also maintains signed Federal Bureau of Investigation Criminal Justice Information Services Security Addendums for each approved employee. These individuals are approved to access networks that connect to the Federal Bureau of Investigation’s (FBI) National Crime Information Center (NCIC) Systems.



Support Services:

VC3 holds itself to a high standard of client satisfaction, incident response time, incidents resolution, and more. VC3 consistently exceeds the national industry averages as reported by Zen Desk.

- **Client Satisfaction:** VC3 averages 96% satisfaction compared to the industry average of 84%.
- **Incidents per Client Employee:** VC3 averages 0.5 per month per employee compared to the industry average of 3.9 per month per employee.

One of the most fundamental components of VC3’s support process is centered on identifying issues in a timely manner, properly triaging, and prioritizing these issues, and then engaging the appropriate technical resource to quickly work the issue to resolution.

The Help Desk engineers are appropriately skilled to directly **handle >75% of the trouble calls within 20 minutes**, or the call is escalated to an advanced engineer. VC3’s robust suite of always-on remote monitoring tools allow many issues that may arise to be resolved remotely. When appropriate, VC3 will provide 7x24x365 on-site support by VC3 engineers. Scheduling of on-site engineering support is based on the problem severity and level of business disruption to the city’s operations.

VC3’s Help Desk support is provided 7x24x365 and is staffed with actual VC3 engineers on all three shifts.

Here are 3 municipal projects of similar size for which the firm is presently under contract:

- City of Laurinburg, NC
- City of Lancaster, SC
- City of Arcadia, FL



Tab 2: Firm Qualifications

- a. State whether your organization is national, regional, or local.

VC3 is a National Organization with local resources in each State that we operate.

- b. State the location of the office from which your work is to be performed.

VC3
315 W Ponce de Leon Ave #150
Decatur, GA 30030

VC3 maintains multiple technical and executive staff in Florida. Staff performing work for City of Cooper City would report to VC3's office in Decatur, GA.

- c. Describe the firm, including the size, range of activities, etc. Particular emphasis should be given as to how the firm-wide experience and expertise in the area addressed by this Request for Proposal, will be brought to bear on the proposed work.

About VC3

Since VC3's beginning in 1994, we have intentionally focused on municipal government. The public sector is underserved and often overlooked by IT providers. We remedy this problem by developing long-term partnerships with municipalities seeking to unlock the full potential of outstanding IT.

With over 1,100 municipal customers in North America, no other vendor has close to our knowledge of local government business processes. Our interaction with the industry and knowledge of emerging technologies is unparalleled. We are unique in our ability to evaluate new technologies and implement them in a municipality. VC3 provides timely attention and a strong commitment to providing the best IT and Cybersecurity services to fit the needs of our clients. We know that IT done right benefits everyone.



Municipal League/Association Endorsements and Partnerships

VC3 is proud to be endorsed by nine (9) state Municipal leagues and leagues of cities. More information on these partnerships is available upon request.

VC3 Great Place to Work

With over 600 people working from a mix of onsite and remote locations, VC3 employees have strong ties to their regional teams while having access to all of the capabilities of their coworkers across North America. At the same time, clients appreciate having a local IT team and recognize the benefits that come from being part of a larger entity.

Dedicated Project Management Function

A dedication to excellent client service is the key ingredient in our partnerships. Your local VC3 team will be led by a highly skilled Virtual Chief Information Officer (VCIO) who understands your goals, advocates for your organization, and provides IT guidance.

- **Strategic Planning:** The vCIO/Strategic Advisor will recommend technology solutions as well as provide roadmaps that support key business processes to help the client leverage technology appropriately. The vCIO will collaborate with the client as part of the annual planning process to understand the current business drivers and goals and make recommendations targeted toward maximizing the effectiveness of the client's technology investment.
- **Analyze IT Health Data:** The vCIO will perform a periodic analysis of the data collected by VC3's monitoring systems to proactively resolve issues and assess potential risks within the environment. The vCIO will make this analysis available to key stakeholders and provide direction on business decisions regarding the level of investment.
- **Hardware and Software Recommendations:** The vCIO will provide support in developing specifications for new equipment, hardware, software, and assist in identifying appropriate hardware or software solutions, including preparing quotes for purchase.
- **Budgeting:** The vCIO will collaborate with the client to develop an annual technology budget for recurring expense items and new capital requirements in alignment with organizational goals.

Additionally, an Account Manager, Service Manager, and engineers will provide you with comprehensive IT service.



VC3's Director of the Project Services team oversees all projects for every VC3 client. Not only is the Director behind the scenes planning and structuring every detail of a project, but also participates in onsite deployments, providing excellent customer service and ensuring that projects are completed smoothly and efficiently. The Director brings over 20 years of experience in customer relationship and project management, sales support, marketing, and sales management. The Director is proficient in time management and is highly knowledgeable about the time and resources necessary to ensure all projects are completed at an above satisfactory level.

The VC3 Project Services team utilizes the guidelines set forth by the Project Management Body of Knowledge (PMBOK®) (PMBOK®) best practices, which is an internationally recognized standard. PMBOK® provides the fundamentals of project management as they apply to a wide range of projects. By following these guidelines (Initiating, Planning, Executing, Monitoring & Controlling, and Closing), the Project Services Team can successfully accomplish project objectives and ensure client satisfaction by delivering a quality solution.

Hours of Operation for Help Desk Support

VC3's Help Desk support is provided 7x24x365 and is staffed with actual VC3 engineers on all three shifts. Help Desk Operations provides support for all covered items which includes troubleshooting, remediation, and escalation. VC3 provides a team of advanced engineers that will manage any escalations from the Help Desk.

Monitoring, Alerting, and Management Tools

For network, server, and workstation monitoring, VC3 uses industry leading professional services tools for 7x24x365 Remote Monitoring and Management (RMM).

These RMM tools allow VC3 to monitor the health and performance of the entire network, as well as allowing VC3 to proactively stay on top of whitelisted updates and patches, perform maintenance tasks, and address performance issues before they become larger problems.

VC3 also leverages monitoring services to provide an inventory of the equipment on the network, monitor and troubleshoot hundreds of services that run on the client's infrastructure, perform scheduled system updates, install security patches, and remotely support the monitored IT systems and infrastructure.

For internet and network monitoring, VC3 utilizes separate tools that have been vetted by industry experts and align with best practices. These are monitoring tools that periodically query your network equipment to alert us of any service fluctuations, internet outages, or hardware failures.



VC3 approach to RFQ project

With VC3, Cooper City’s internal IT can excel at their strengths. We work as a team on complex technical, planning, and design issues while taking routine but critically important tasks of your IT’s plate so they can handle end-user support. IT and Cooper City can rest easy when Cooper City’s IT Staff takes a vacation or sick day knowing VC3 has your back.

- 24x7x365 Server + Network Support
- Proactive patching and overall IT Health Management
- Strategic IT Planning- vCIO
- Microsoft 365 License Management
- Dedicated Procurement Team
- Endpoint Detection & Response 24x7x365 backed by an in-house Security Operations Center (SOC)

Since all tickets are tracked centrally, Cooper City will have transparency into work being done and a seamless way to share tickets and information.

d. Provide a list and description of similar municipal engagements satisfactorily performed within the past three (3) years. For each engagement listed, include the name, email, fax and telephone number of a representative for whom the engagement was undertaken who can verify satisfactory performance.

- City of Laurinburg, NC
Charles Nichols III, MBA- City Manager
cnichols@laurinburg.org
Office 910.291.1727
Fax 910.276.0354
- City of Arcadia, FL
Terry Stewart, City Manager
tstewart@arcadia-fl.gov
Office 863.494.4114
Fax 863.494.4712
- City of Lancaster, SC
Melissa Izzard IT Director
Mizzard@lancastercitysc.com
Office 803.289.1660
Fax 803.286.9690



- e. Have you been involved in litigation within the last five (5) years or is there any pending litigation arising out of your performance?

VC3, Inc. has not had any litigation in which the company was involved during the past five (5) years, nor any pending litigation arising out of performance.

- f. Please include resume/qualifications, a reference list of agencies for which you have provided similar services, and your general availability for completing the services.

VC3 has provided similar services for over 1,100 municipalities throughout the country. Below is a sample list of clients with similar deployments. VC3 maintains continuous availability on a 24x7x365 basis to provide services, as well as availability each month to onboard additional municipal clients.

- | | |
|-----------------------------------|----------------------------------|
| <i>City of Arcadia, FL</i> | <i>City of Waycross, GA</i> |
| <i>City of Laurinburg, NC</i> | <i>Town of Pineville, NC</i> |
| <i>City of Lancaster, SC</i> | <i>Newberry County, SC</i> |
| <i>City of Warner Robins, GA</i> | <i>Town of Morehead City, NC</i> |
| <i>City of Sunter, SC</i> | <i>City of Boulder City, NV</i> |
| <i>City of Hendersonville, NC</i> | |

Summary of Consultant's Qualifications.

- a. Identify the project manager and each individual who will work as part of the engagement. Include resumes for each person to be assigned. The resumes may be included as an appendix.

Erica Almendarez and Ryan Cadenhead are local VC3 staff in Florida and will be providing support for the City of Cooper City, they will be main points of contact and highly visible throughout the process. An exhaustive list of numerous other VC3 staff will be involved throughout the process.

Erica Almendarez (Onboarding Project Manager) – Resume in appendix

Erica Almendarez is a seasoned professional with a 15-year track record in Account Management and Onboarding Success, currently excelling as an Onboarding Project Manager at VC3. Her career showcases a proactive approach to achieving team goals and ensuring timely project completion. Erica's strengths lie in relationship management, project communication, and team collaboration, evident from her role as the primary contact for onboarding projects and her responsibilities in maintaining executive-level relationships and KPI tracking. Erica has certifications in Customer Success Management and a skill set encompassing onboarding, client experience, and communication.



Ryan Cadenhead (Onboarding Analyst II) – Resume in appendix

Ryan Cadenhead is a talented Onboarding Analyst with over a decade of expertise in technology systems development and troubleshooting. With a knack for translating intricate technical jargon into understandable terms for non-technical individuals, Ryan excels in maintaining, updating, and deploying software, managing inventory, and overseeing seamless operations across diverse systems. His experience spans successfully onboarding new clients at VC3, ensuring smooth transitions to new technologies while documenting networks and managing project progress. Ryan's proficiency extends to roles as a System Administrator and PC Network Technician, where he upheld optimal performance within educational institutions, diagnosing and resolving technical issues for students and staff. With a strong educational background in IT and Communication, along with certifications including CompTIA A+, Ryan combines hands-on expertise with a proactive and detail-oriented approach, consistently delivering high-quality service to end-users.

- b. Describe the experience in conducting similar projects for each of the consultants assigned to the engagement. Describe the relevant educational background of each individual.

The Onboarding team is dedicated to and specialized in bringing new clients into VC3's services. We take pride in knowing we are setting up both your team and our own for success by learning all we can about you and your IT infrastructure, and making sure our teams are up to speed at the time we start taking your staff's calls. Our Onboarding team consists of 20 team members who collaborate closely with each other to ensure each individual Onboarding project includes the top expertise.

See summaries in subject A above. Resumes attached in Appendix.

- c. Describe the organization of the proposed project team, detailing the level of involvement, field of expertise and estimated hours for each member of the team.

Erica Almendez (Onboarding Project Manager) and Ryan Cadenhead (Onboarding Analyst II) will be the primary team members involved in running your Onboarding project. The total estimated hours for both their involvement is 250-275 hours.

Onboarding Project Manager - The Onboarding Project Manager will be responsible for preparing Cooper City for IT support with VC3. The Onboarding Project Manager is responsible for the project scheduling, time management, ensuring Cooper City understands the project objectives, communications, identifying Critical Risks, assisting the Client Strategy team, and will provide a top tier customer experience.

Onboarding Analyst II – The Onboarding Analyst will be responsible for completing the IT discovery and documentation that VC3 requires to successfully provide Co-Managed Support for



Cooper City. The Onboarding Analyst will also be responsible for completing the Protect Shield deployment for Cooper City.

Client Strategy – you will be assigned Client Strategy team members that will work with you both during the Onboarding process and throughout your journey with VC3. We expect Client Strategy to devote 7-10 hours to your Onboarding project.

Interim Onboarding PMO Lead – Chris Tymko. Chris will be involved in the background to support Erica in her Project Management role. He has been with VC3 for 3 years as an Onboarding Project Manager and is currently filling in as Interim Onboarding PMO Lead. We expect Chris to devote 2-4 hours to your Onboarding project.

Onboarding Analyst Manager – Jordan McMillan. Jordan will be involved in the background to support Ryan in his Onboarding Analyst role. Jordan oversees all our Onboarding Analysts who complete the technical tool deployment, discovery and documentation during your Onboarding project. We expect Jordan to devote 2-4 hours to your Onboarding project.

Senior Manager of Onboarding and Alignment – Andrea Henry. Andrea will also be involved in the background to support the Onboarding team as a whole. We expect Andrea to devote 1-2 hours to your Onboarding project.

d. Describe what municipal staff support you anticipate for the project.

Primary Contact(s)/Internal IT can expect to join us for:

- 15 minute intro call upon signing.
- 60 minute Kickoff presentation
- 30-60 minutes with our Onboarding Analyst remotely before we come onsite.
- Onsite time can vary – there is for sure a quick intro when we arrive onsite, we will need a tour of the office/facility, and a 30 minute sit down meeting towards the end of the day.
- Depending on the information we gather, more time will be needed to help us discover your network.
- 30 minute End User Training on how to contact our Service Desk.

General Staff:

- Depending on the current setup, we should be able to deploy some of our tools via script, which will decrease the amount of time needed from your general staff. However, there could be 30 minutes needed to connect to each machine.
- 30 minute End User Training on how to contact our Service Desk.

Co-Managed Support consists of:

- 24x7x365 Server and Network Maintenance, Monitoring, and Remote Support
- Endpoint Detection and Response (EDR), Includes 24x7x365 SOC
- Onsite Support (as required), Strategic Planning



- Vulnerability and Patch Management
- Hardware, Software, Domain, and License Procurement / Renewals

From a day-to-day perspective not much changes from an end user process perspective to get IT assistance. All tickets are centrally tracked, and the internal IT of Cooper City can escalate specific ones to VC3 as needed. Any proactive work VC3 is doing is also tracked in the ticketing system for full transparency into the work being done.

Tab 3 - Project Experience

Contractor is required to have extensive experience in IT MANAGED SERVICES Solutions. The City requires that the contractor or principals have at least five (5) years of IT MANAGED SERVICES Solutions with specific experience in public sector environment and that the proposed project manager assigned to the work have a minimum of three (3) years of experience in IT MANAGED SERVICES Solutions in a public sector environment, and have served as project manager on similar projects in complexity and size on a minimum of three previous occasions.

With over 28 years of experience, VC3 has been dedicated to serving municipal governments since its establishment in 1994, recognizing the underserved nature of the public sector in the realm of IT services. Focused on forging enduring partnerships, we aim to unleash the full potential of exceptional IT solutions for municipalities. With a substantial base of over 1,100 municipal clients across North America, our unparalleled understanding of local government processes and emerging technologies sets us apart.

Erica Almendarez and Ryan Cadenhead are local VC3 staff in Florida and will be providing support for the City of Cooper City, they will be main points of contact and highly visible throughout the process. An exhaustive list of numerous other VC3 staff will be involved throughout the process.

Erica Almendarez (Onboarding Project Manager) – Resume in appendix

Erica Almendarez is a seasoned professional with a 15-year track record in Account Management and Onboarding Success, currently excelling as an Onboarding Project Manager at VC3. Her career showcases a proactive approach to achieving team goals and ensuring timely project completion. Erica's strengths lie in relationship management, project communication, and team collaboration, evident from her role as the primary contact for onboarding projects and her responsibilities in maintaining executive-level relationships and KPI tracking. Erica has certifications in Customer Success Management and a skill set encompassing onboarding, client experience, and communication.

Ryan Cadenhead (Onboarding Analyst II) – Resume in appendix

Ryan Cadenhead is a talented Onboarding Analyst with over a decade of expertise in technology systems development and troubleshooting. With a knack for translating intricate technical jargon into understandable terms for non-technical individuals, Ryan excels in maintaining, updating, and deploying



software, managing inventory, and overseeing seamless operations across diverse systems. His experience spans successfully onboarding new clients at VC3, ensuring smooth transitions to new technologies while documenting networks and managing project progress. Ryan's proficiency extends to roles as a System Administrator and PC Network Technician, where he upheld optimal performance within educational institutions, diagnosing and resolving technical issues for students and staff. With a strong educational background in IT and Communication, along with certifications including CompTIA A+, Ryan combines hands-on expertise with a proactive and detail-oriented approach, consistently delivering high-quality service to end-users.

- Service Provider will coordinate, communicate and follow industry best practices relative to the scheduling of maintenance, updates and patches, and conduct of technical support services;

One of the most fundamental components of VC3's support process is centered on identifying issues in a timely manner, properly triaging, and prioritizing these issues, and then engaging the appropriate technical resource to quickly work the issue to resolution. The Help Desk engineers are appropriately skilled to directly handle >75% of the trouble calls within 20 minutes, or the call is escalated to an advanced engineer. VC3's robust suite of always-on remote monitoring tools allow many issues that may arise to be resolved remotely.

- Propose and implement a transition plan for the transition of technical support services from the current technical support services provider to service provider(s) awarded contract(s) as a result of this RFQ, if required;

VC3 complies with this requirement and will propose and implement a transition plan for the transition of technical support services from the current technical support services provider to service provider(s) awarded contract(s) as a result of this RFQ, if required

- Service Provider will meet weekly with the City Point of Contact (POC) to review progress, outstanding issues, and prioritized requests for all areas of contractual support;

VC3 will meet weekly with the City Point of Contact (POC) throughout the onboarding process. As onboarding continues and support services go live, communication rhythms will be adjusted based on the city's needs over time.

- Service provider shall escalate urgent issues to the City POC;

VC3 complies and will escalate urgent issues to the City POC

- Service Provider will participate in planning exercises such as periodic emergency operations drills including system shut down and server rack relocation. The City estimates this task to require no more than 20 hours per year of technical support;



Support will be available to the City for emergency operations drills. The City's main Point of Contact with VC3 will coordinate with City staff to prepare and plan for these drills. Upon further understanding on the City's needs for these drills, if any support necessary falls outside of the scope of VC3's service agreement with the City, VC3 will inform the City and arrange support on an agreed-upon fixed-fee basis or on an hourly basis per the rates agreed upon in a Master Services Agreement.

- Service Provider will support emergency operations on an as-needed basis, at the Service Provider's specified rate for off-hours support;

VC3 complies and will support emergency operations on an as-needed basis at specified VC3 rate for off-hours support. Most service agreements with VC3 have no additional charges for off-hours support.

- Service Provider will recommend and perform approved improvements to the IT component of the emergency operations plan;

VC3 will review the emergency operations plan as part of the virtual CIO or Strategic Advisor portion of its agreement. VC3 maintains the expertise and skill to provide the consulting and execution of the described work. Emergency operations plans include many facets. Some facets of that type of work fall outside of a typical IT services support agreement. Any improvements performed that fall within the scope of an existing service agreement will be included at no charge. Any agreed-upon improvements that might fall out of the scope of the service agreement can be performed at a rate or fee agreed to between the City and VC3.

- Service Provider will partner with the City to plan for infrastructure and technical operational improvements; and

VC3 complies. VC3 uses industry leading professional services automation tools for 7x24x365 Remote Monitoring and Management (RMM). VC3 will make proactive hardware, software and other technology recommendations based on the City's needs and budget.

- Service Provider will proactively monitor the technical environment and user needs to plan and recommend changes in advance of critical thresholds or points of failure.

VC3 complies. VC3's RMM tools allow VC3 to monitor the health and performance of the entire network, as well as allowing VC3 to proactively stay on top of whitelisted updates and patches, perform maintenance tasks, and address performance issues before they become larger problems.

VC3 also utilized proprietary automations to minimize downtime. For instance, if certain types of IT hardware begin showing behavior that alerts imminent failure, VC3 installs automations that will reboot that piece of hardware before it incurs any downtime. By proactively rebooting hardware, end-users experience only a very brief disruption in connection that is likely imperceptible as downtime, but it prevents true downtime or disruptive outages.



Tab 4 - Technical Proposal Format and Content

Executive Summary

Limit this section to a brief narrative not to exceed four (4) pages describing the proposed solution and why the CITY should select your firm. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The Executive Summary should not include any pricing details.

VC3's offices serve over 1,100 satisfied local government clients in more than 29 states. We have the breadth of experience and depth of talent to form a rewarding partnership with City of Cooper City, FL and provide the information technology (IT) managed services outlined in this RFQ.

VC3 has extensive experience working with municipalities, like City of Cooper City, who have internal IT. We have a long track record of promoting the success of those IT departments while providing meaningful advisory to non-technical city leaders.

Our strategic partnerships with and endorsements by nine state leagues of municipalities, our relationships with multiple state municipal risks pools, and our involvement with organizations like FLC Legislative Policy Committee give us unique insights and valuable insights to pass down to our clients that no other MSP can provide.

Our service offerings and financial models are built around meeting the needs of municipal fiscal years and supporting the many diverse departments that the City operates to provide services to its residents.

Since VC3's beginning in 1994, we have intentionally focused on municipal government. The public sector is underserved and often overlooked by IT providers. We remedy this problem by developing long-term partnerships with municipalities seeking to unlock the full potential of outstanding IT. Our team creates dependable, secure, and powerful technology solutions with a client experience that feels like we are right down the hall.

VC3 is a North American based company and does not utilize any employees, call centers, etc, outside of North America which is a requirement to maintain CJIS compliance.

Our unique strength lies in evaluating and implementing cutting-edge technologies within municipal frameworks, ensuring a seamless and progressive IT infrastructure. We excel at delivering timely, top-tier IT and Cybersecurity services, recognizing the transformative impact of effective IT deployment.



At VC3, over 600 employees operate across North America, fostering strong regional ties while leveraging collective capabilities. Our clients benefit from both local IT support and the advantages of being part of a larger, interconnected entity. Our client-centric approach is underpinned by a dedicated team led by a highly skilled Virtual Chief Information Officer (VCIO), overseeing strategic planning, IT health analysis, hardware/software recommendations, and budgeting aligned with organizational goals. An Account Manager, Service Manager, and engineers collaborate to provide comprehensive IT services.

The Project Services team, led by an experienced Director, ensures meticulous planning, customer service excellence, and adherence to international project management standards (PMBOK®). Help Desk support, operational 24/7, is staffed by VC3 engineers, managing troubleshooting, remediation, and escalation. Leveraging industry-leading tools, VC3 ensures proactive network monitoring, system updates, security patches, and remote support, guaranteeing uninterrupted operations for our clients.

1. The company's background briefly describing history, company size, and long-term stability.

VC3, founded in 1994, is a leading Municipal IT & Cybersecurity Company. With over 600 employees and 1,100 municipal clients, our average client tenure is 11 years.

VC3 is a national company with local resources.

2. If your firm is including subcontractors to perform any aspect of this project, please provide Subcontractor Profile data on each firm.

VC3 will not be utilizing any subcontractors.

1. Multi-lingual Capabilities: List and describe the available foreign languages in your solution's help desk portal.

VC3 provides English speaking support and has resources available for Spanish-only speakers if the need arises.

Project Approach

Project Management Approach Provide an overall description of the project management approach your firm will pursue for this project.

Implementation Methodology

1. Describe the key factors for success in this type of project.
2. Describe your implementation methodology.



Implementation

To have a great relationship the implementation phase of the project needs to be smooth. The VC3 philosophy is to start off with a methodical onboarding process. When there is a complete and thorough onboarding process, implementation goes smoothly, our clients are grateful, and it leads to our industry best average client tenure of 11 years.

Onboarding Process

Upon execution of an agreement, VC3 will follow this process to begin onboarding.

- Introduction call with the City of Cooper City's POC & applicable staff; upon signing.
- Kickoff meeting- *Discuss scope of project, technical needs, outcomes*
- Onboarding Analyst Meeting to work remotely with POC
- VC3's onboarding team will spend time onsite before implementation *to meet, tour, and more documentation*
- VC3 will review and schedule implementation

VC3's Director of the Project Services team oversees all projects for every VC3 client. Not only is the Director behind the scenes planning and structuring every detail of a project, but also participates in onsite deployments, providing excellent customer service and ensuring that projects are completed smoothly and efficiently. The Director brings over 20 years of experience in customer relationship and project management, sales support, marketing, and sales management. The Director is proficient in time management and is highly knowledgeable about the time and resources necessary to ensure all projects are completed at an above satisfactory level.

The VC3 Project Services team utilizes the guidelines set forth by the Project Management Body of Knowledge (PMBOK®) (PMBOK®) best practices, which is an internationally recognized standard. PMBOK® provides the fundamentals of project management as they apply to a wide range of projects. By following these guidelines (Initiating, Planning, Executing, Monitoring & Controlling, and Closing), the Project Services Team can successfully accomplish project objectives and ensure client satisfaction by delivering a quality solution

Implementation

VC3 will provide the City of Cooper City with the following services and support items as requested in this RFQ Section.

- 7x24x365 Monitoring & Alerts



- 7x24x365 Incident Response Services
- Performance Data Collection and Reporting
- Managed Anti-Virus/Anti-Spam
- Endpoint Detection and Response solution
- Virus incident reporting
- Backup Monitoring and Management
- Malware Filtering
- Managed and Monitored Security Patches applied as needed from Microsoft. Patch both PC's and Servers.

Managed Services

VC3 can provide the City of Cooper City with the following services and support items as requested in this RFQ Section.

- IT Director Services
- Single Point of Contact for all IT Issues
- Managed Server Support
- Managed Network Support
- 7x24x365 Remote Support
- Onsite Support availability
- 3rd Party Vendor Management
- Managed PC Support
- Remote/Mobile Access for all staff
- Manage Cloud Backups
- Managed Cloud Disaster Recovery Services
- Office365

Risk Management Approach Describe the approach to risk management, including:

1. Specifically address how the proposer secures their systems to prevent hacking and intrusion into the city's network

Upon onboarding, VC3 will provide a complete assessment of the City's environment to create documentation and provide advisory to align the City with best practices, including security. VC3 will also work with the City's existing security tools to maximize your return on existing investments.

Rather than installing something at one point in time and trusting it to perform its task, VC3 has an in-house security team that evaluates the performance of our current security stack against the evolving threat landscape.



VC3 will not disclose specifics in this response that could compromise the effectiveness of VC3's security offering. That said, VC3 follows the NIST framework to ensure that the City will have adequate measures of protection, detection, and response in place.

Any elements that the City is lacking adequate security in will be addressed via roadmap developed by VC3 by which we provide a long-term plan for upgrades.

2. Specific activities the Respondent will regularly perform to identify, qualify, quantify, prioritize, and manage risks;

VC3 Provides Endpoint Detection and Response (EDR) software for all workstations and servers in the environment as part of the standard support package.

VC3 Provides Security Information and Event Management for Microsoft 365 with each user seat as part of the standard support offering.

VC3 has optional enhanced security offerings including:

- Dark Web Monitoring*
- Web Filtering*
- Email Phishing Protection*
- Cyber Security Awareness Training*

This multi-tiered defense is all monitored by VC3's 24x7 Security Operations Center (SOC)

VC3's Onboarding assessment will review the current edge security and make recommendations for any "perimeter" security adjustments and work with the city for further adjustments to their security posture.

3. Frequency of risk management activities and status reporting;

VC3 to provide 24x7 Incident response services for all security events and incidents generated by the EDR tool for applicable devices. All events and incidents will be prioritized and processed per the 'Priority' guidelines outlined below

4. Actions to be taken to avoid, mitigate, or accept each risk impact. Staffing Plan Detail the type and amount of implementation support to be provided (e.g., number of personnel, level of personnel, time commitment, etc.). Include resumes for all personnel that will be assigned to the project to include the following information:



Erica Almendarez (Onboarding Project Manager) and Ryan Cadenhead (Onboarding Analyst II) will be the primary team members involved in running your Onboarding project. The total estimated hours for both their involvement is 250-275 hours.

Onboarding Project Manager - The Onboarding Project Manager will be responsible for preparing Cooper City for IT support with VC3. The Onboarding Project Manager is responsible for the project scheduling, time management, ensuring Cooper City understands the project objectives, communications, identifying Critical Risks, assisting the Client Strategy team, and will provide a top tier customer experience.

Onboarding Analyst II – The Onboarding Analyst will be responsible for completing the IT discovery and documentation that VC3 requires to successfully provide Co-Managed Support for Cooper City. The Onboarding Analyst will also be responsible for completing the Protect Shield deployment for Cooper City.

Client Strategy – you will be assigned Client Strategy team members that will work with you both during the Onboarding process and throughout your journey with VC3. We expect Client Strategy to devote 7-10 hours to your Onboarding project.

Interim Onboarding PMO Lead – Chris Tymko. Chris will be involved in the background to support Erica in her Project Management role. He has been with VC3 for 3 years as an Onboarding Project Manager and is currently filling in as Interim Onboarding PMO Lead. We expect Chris to devote 2-4 hours to your Onboarding project.

Onboarding Analyst Manager – Jordan McMillan. Jordan will be involved in the background to support Ryan in his Onboarding Analyst role. Jordan oversees all our Onboarding Analysts who complete the technical tool deployment, discovery and documentation during your Onboarding project. We expect Jordan to devote 2-4 hours to your Onboarding project.

Senior Manager of Onboarding and Alignment – Andrea Henry. Andrea will also be involved in the background to support the Onboarding team as a whole. We expect Andrea to devote 1-2 hours to your Onboarding project.

Erica Almendarez and Ryan Cadenhead are local VC3 staff in Florida and will be providing support for the City of Cooper City, they will be main points of contact and highly visible throughout the process. An exhaustive list of numerous other VC3 staff will be involved throughout the process.

1. Role on the project

- Erica Almendarez (Onboarding Project Manager)
- Ryan Cadenhead (Onboarding Analyst II)
- Andrea Henry (Senior Manager, Onboarding and Alignment)



2. Educational background

Erica Almendarez- Riverside Community College
Ryan Cadenhead: Bachelor of Science- IT Macon State College; Bachelor of Arts- Communications- Columbus State University
Andrea Henry- Gustavus Adolphus College- Mathematics; The College of St. Scholastica Bachelor of Arts Mathematics and Computer Science

3. Number of years employed at your company

Erica Almendarez 6 years
Ryan Cadenhead <1 years
Andrea Henry 12 years

4. Number of years employed in their proposed role on the project

Erica Almendarez 6 years
Ryan Cadenhead <1 year
Andrea Henry 12 years

5. Relevant previous project experience

Erica Almendarez 6 years
Ryan Cadenhead 3 years
Andrea Henry 12 years

6. Two CITY references for each proposed project team member

Erica has experience with 34 Municipalities but due to strict NDA we cannot disclose that information at this time.
Ryan Cadenhead- City of Royston, GA, City of Douglas, GA
Andrea Henry – City of Decatur, TX and Pilot Point, TX

Interface Approach Provide detailed information on your interface approach. (HelpDesk) Issue Management and Escalation Approach Describe your process for monitoring, escalating, and resolving issues that will arise during the project. Quality Assurance Describe your standard approach to achieving quality assurance throughout the entire implementation.

Hours of Operation for Help Desk Support

VC3’s Help Desk support is provided 7x24x365 and is staffed with actual VC3 engineers on all three shifts. Help Desk Operations provides support for all covered items which includes



troubleshooting, remediation, and escalation. VC3 provides a team of advanced engineers that will manage any escalations from the Help Desk.

Monitoring, Alerting, and Management Tools

For network, server, and workstation monitoring, VC3 uses industry leading professional services automation tools called for 7x24x365 Remote Monitoring and Management (RMM) tool.

VC3 will monitor the health and performance of the entire network, as well as allowing VC3 to proactively stay on top of whitelisted updates and patches and perform maintenance tasks.

VC3 uses monitoring services to provide an inventory of the equipment on the network, monitor and troubleshoot hundreds of services that run on the client's infrastructure, perform scheduled system updates, install security patches, and remotely support the monitored IT systems and infrastructure.

For internet and network monitoring our monitoring tools periodically query your network equipment to alert us of any service fluctuations, internet outages, or hardware failures.

Support and Maintenance Specify support options including:

1. Telephone support - Include the minimum response times.

24x7 Support: Priority 1 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.

Priority 1: System/device/service down causing work to cease and critical impact to the organization or a whole department; no workaround available; Client is in danger of or is experiencing a financial loss or the ability to make strategic business decisions is impaired; begin resolution activities immediately.

24x7 Support: Priority 2 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.

Priority 2: System/device/service down causing work to cease and potential business impact for an individual user; no workaround available.

- *Level of service degraded causing impact to the organization or a whole department; no workaround available.*

Business Hours Support: Priority 3 incidents will be addressed during normal



business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

Priority 3: Level of service degraded causing impact to an individual user; no work around available.

- Operational impact to the organization or a whole department though work continues as a result of implementing a workaround or use of other system/device/service.*
- A request to enable or configure a system/device/service within 2 business days.*
- Incidents related to Backup system failures.*

Business Hours Support: Priority 4 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

Priority 4: Operational impact to the organization, department or user exists though work continues as a result of implementing a workaround or use of another system/device/service.

- A request to enable or configure a system/device/service within 5 business days.*

Business Hours Support: Priority 5 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

Priority 5: Operational impact to the organization, department or user is minimal or is mitigated by a reliable workaround.

- A request to enable or configure a system/device/service beyond 5 business days from the date of the request.*
- Requests that have longer lead times to implement than possible within 5 business days.*

Call Priority	Initial Client Contact Guidelines	Initial Client Contact %
1	60 Min	95%
2	2 business hours	95%
3	4 business hours	95%
4	8 business hours	95%
5	n/a	n/a

2. Delivery method of future upgrades and product enhancements.

Delivery method of future upgrades and product enhancements is discussed on an individual basis based on the nature of said upgrades and/or enhancements. VC3 will coordinate with City POC to determine the least disruptive and most efficient manner available to the City for deployment.



3. Frequency of upgrades.

Upgrades are deployed as needed.

4. Availability of user groups.

VC3 commonly creates internal steering committees for their municipal clients. These steering committees provide stakeholders an opportunity to collaborate with peers and subject

5. Additional methods of support.

VC3 provides 4 methods of support: phone, email, live chat, and helpdesk tray icon.

CUSTOMER REFERENCES Include complete contact information for at least (3) municipal governments with whom the Respondent has implemented in the last three (3) years that are similar in size and complexity to the CITY. (The CITY reserves the right to contact any customer of a proposer regardless of whether or not the customer is included by contractors as reference)

- City of Laurinburg, NC
Charles Nichols III, MBA- City Manager
cnichols@laurinburg.org
Office 910.291.1727
Fax 910.276.0354

126 Seats, 11 Servers, G3/EOP1 Licenses, Advanced E-Mail Security w/ Archiving, Cloud Protect/
Cloud Data Recovery

June 2020- July 2023- Original Contract- July 2023- Renewal-36 mo

- City of Arcadia, FL
Terry Stewart, City Manager
tstewart@arcadia-fl.gov
Office 863.494.4114
Fax 863.494.4712

33 Seats, Advanced Email Security, EDR, Data Loss Prevention, Cyber Awareness/Phish Testing

August 2019-Present

- City of Lancaster, SC
Melissa Izzard IT Director
mizzard@lancastercitysc.com
Office 803.289.1660



Fax 803.286.9690

140 seats, G3/EOP1 licenses, Advanced E-Mail Security
August 2020-Present

ADDITIONAL INFORMATION Include any additional information the Respondent believes the CITY should be aware of as part of the evaluation.

Drug Free Workplace

VC3's Drug-Free Workplace policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and alcohol on its property or as a part of any activities by employees regardless of permanent or temporary status, pursuant to state and federal law. This policy is implemented in compliance with the South Carolina Drug-Free Workplace Act of 1990. All VC3 employees sign this agreement as a part of their new employee orientation.

VC3 Employee Background Checks

VC3 provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, pregnancy, national origin, age disability, status as a veteran, or any other protected status. VC3 complies with applicable federal, state, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. E-Verify (Federal Program for Employment Verification) VC3 has participated in E-Verify since June 2010. VC3's E-Verify Company ID Number is 336262.

All VC3 employment offer letters are contingent upon completion of credit, criminal, and Department of Motor Vehicle (DMV) background checks.



CJIS

VC3 has over 140 Engineers, Account Managers, Project Managers, and VCIOs that have completed the Criminal Justice Information System's (CJIS) Security and Awareness Training and are certified as completing the Level 4 CJIS Security Training. This training was completed under the 'Vendor' section on-line at <https://www.cjisonline.com/> and can be accessed by all agencies to review the list of certified employees and download their certificates. VC3 also maintains signed Federal Bureau of Investigation Criminal Justice Information Services Security Addendums for each approved employee. These individuals are approved to access networks that connect to the Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) Systems, therefore meeting the requirements needed for local law enforcement audits.

ATTACHMENT A
(Page 3 of 4)

Specific questions related to the Scope of Services requested shall be directed in writing to the City of Cooper City Purchasing Division. Questions must be emailed to Purchasing@CooperCity.gov, who may respond in kind with copies to all Proposers. **The deadline for submission of questions is 5:00 PM EST, Tuesday, November 14, 2023.**

The successful Proposer shall be required to execute a City contract covering the scope of services to be provided and setting forth the duties, rights and responsibilities of the parties. This contract must be executed by the successful Proposer prior to recommendation of award and presentation to the City Commission.

6. Summary of Documents to be submitted with Bid

- Bid Form
- References
- Public Entity Crimes (PEC) Form
- ADA Affidavit
- Business Entity Affidavit
- Proposer's Foreign (Non-Florida) Corporate Statement (if applicable)
- W-9, Request for Taxpayer Identification Number
- Proof of Workers' compensation Insurance or Exemption
- Proof of Liability Insurance
- Ownership Disclosure Affidavit
- Drug-Free Workplace Certificate
- Employee Background Verification Affidavit
- Scrutinized Companies Affidavit
- Non-Conflict of Interest Statement
- E-Verify Form

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.

ATTACHMENT A
(Page 4 of 4)

Bidder's Contact Information

Name of Company: VC3, Inc

Address: 1301 Gervais St Suite 1800 Columbia SC 29201

Type of Business: Information Technologies & Managed Services


Company's Website: www.vc3.com

Authorized Signatory Contact: Jill Menhart

Title: Chief Administrative Officer

Tel: 803-733-7333 Mobile: _____

Email Address (Required): Jill.Menhart@vc3.com

Primary Contact: Kevin Maloney 

Title: Sr. Account Executive

Tel: 813.738.6210 Mobile: 603.851.2354

Email Address (Required): Kevin.Maloney@VC3.com

Additional Contact & Title: Erica Almendarez On-boarding Project Manager

Tel: 909-755-6273 Mobile: _____

Email Address (Required): Erica.Almendarez@VC3.com

Remit to Address: 19815 Wellington Manor Blvd
Lutz, FL 32549

Remit to Contact: Name: Kevin Maloney Tel: 813-738-6210

ATTACHMENT B

REFERENCES

All references shall be from entities/companies regularly engaged in the business of providing the goods and/or services as described in this solicitation. CITY OF COOPER CITY STAFF SHALL NOT BE USED AS A CLIENT REFERENCE.

1. ENTITY/COMPANY NAME: City of Arcadia, FL
 ADDRESS: 121 W Hickory St Arcadia, FL 34266
 CONTACT NAME: Terry Stewart
 CONTACT'S TITLE: City Manager
 TELEPHONE: 863-494-4114
 E-MAIL (REQUIRED): tstewart@arcadia-fl.gov
 CONTRACT PERIOD: FROM: August 2019 TO: Present

2. ENTITY/COMPANY NAME: City of Laurinburg, NC
 ADDRESS: 303 West Church St Laurinburg, NC 28352
 CONTACT NAME: Charles Nichols III
 CONTACT'S TITLE: City Manager
 TELEPHONE: 910-291-1727
 E-MAIL (REQUIRED): cnichols@laurinburg.org
 CONTRACT PERIOD: FROM: June 2020 TO: Present

3. ENTITY/COMPANY NAME: City of Lancaster, SC
 ADDRESS: 216 S Catawba St, Lancaster, SC 29720
 CONTACT NAME: Melissa Izzard
 CONTACT'S TITLE: IT Director
 TELEPHONE: 803-289-1660
 E-MAIL (REQUIRED): mizzard@lancastercitysc.com
 CONTRACT PERIOD: FROM: August 2020 TO: Present

This page shall be completed IN FULL and submitted with your bid.

ATTACHMENT C
(Page 1 of 2)

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the CITY OF COOPER CITY, FLORIDA

by: Jill Menhart
(print individual's name and title)

for: VC3, Inc.
(print name of entity submitting sworn statement)

whose business address is: 1301 Gervais St., Suite 1800, Columbia, SC 29201

and (if applicable) its Federal Employer Identification Number (FEIN) is: 57-0993240.

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a) A predecessor or successor of a person convicted of a public entity crime; or
- b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which submittals or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

ATTACHMENT C
(Page 2 of 2)

6. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, not any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

This entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



Signature

ATTACHMENT F

FOREIGN (NON-FLORIDA) CORPORATION MUST COMPLETE THIS FORM
DEPARTMENT OF STATE CORPORATE CHARTER NO. _____

If your corporation is exempt from the requirements of Section 607.1501, Florida Statutes, YOU MUST CHECK BELOW the reason(s) for the exemption. Please contact the Department of State, Division of Corporations at (850) 245-6051 for assistance with corporate registration or exemptions. 607.1501 Authority of foreign corporation to transact business required.

(1) A foreign corporation may not transact business in this state until it obtains a certificate of authority form the Department of State.

(2) The following activities, among others, do not constitute transacting business within the meaning of subsection one (1):

- _____ (a) Maintaining, defending, or settling any proceedings.
- _____ (b) Holding meetings of the board of directors or shareholders or carrying on other activities concerning internal corporate affairs.
- _____ (c) Maintaining bank accounts.
- _____ (d) Maintaining officers of agencies for the transfer, exchange, and registration of the corporation's own securities or maintaining trustees or depositories with respect to those securities.
- _____ (e) Selling through independent contractors.
- _____ (f) Soliciting or obtaining orders, whether by mail or through employees, agents or otherwise, if the orders
- _____ (g) Creating or acquiring indebtedness, mortgages, and security interests in real or personal property.
- _____ (h) Securing or collecting debts or enforcing mortgages and security interests in property securing the debts.
- _____ (i) Transacting business in interstate commerce.
- _____ (j) Conducting an isolated transaction that is completed within 30 days and that is not one in the course of repeated transactions of a like nature.
- _____ (k) Owning and controlling a subsidiary corporation incorporated in or transacting business within this state or voting the stock of any corporation which it has lawfully acquired.
- _____ (l) Owning a limited partnership interest in a limited partnership that is doing business within this state, unless such limited partner manages or controls the partnership or exercises the powers and duties of a general partner.
- _____ (m) Owning, without more, real or personal property.

The list of activities of subsection (2) is not exhaustive.

(3) This section has no application to the question of whether any foreign corporation is subject to service of process and suit in this state under any law of this state.

Please check one of the following if your firm in NOT a corporation:

- (I) _____ Partnership, Joint Venture, Estate or Trust
- (II) _____ Sole Proprieties of Self Employed

NOTE: This sheet **MUST** be enclosed with your bid if you claim an exemption or have checked I or II above, your firm will be considered a corporation and subject to all requirements listed herein.

SIGNATURE OF AUTHORIZED AGENT OF PROPOSER

BIDDER'S LEGAL NAME

ATTACHMENT H

**REQUEST FOR PROOF OF
WORKERS' COMPENSATION INSURANCE OR EXEMPTION**

Dear Provider of Services or Goods:

In order to provide services or goods to City of Cooper City, we require that you provide us either proof of workers' compensation coverage or proof of exemption.

Workers' compensation insurance is required of all employers in Florida that employ 4 or more part or full time employees. In the event that you are an employer in the construction industry, you are required to have workers' compensation insurance if you employ one or more workers. Corporate officers and sole proprietors are included when calculating the number of employees. Note: Corporate officers may claim exemption from workers' compensation coverage on themselves only, by filing *Form DWC 250, Notice of Election to Be Exempt*. This form can be found at <https://www.floridawc.com/workers-comp-insurance/flwc/2011/04/exemptionform.pdf>

If you meet the above criteria to be exempt, you MUST provide us with one of the following:

- If your business is a sole proprietorship or unincorporated business: provide us a Verification of Automatic Exempt Certificate. This verification is a letter that is issued by the State of Florida Department of Financial Services. To receive a letter from the State, complete the following directions: 1) Call the National Council of Compensation Insurance 1-800-622-4123, Option 5, and ask them for the class code for your type of business. 2) Once you have received this code, call the Department of Financial Services at 1-850-413-1601 and provide them your business name, class code, mailing address, and contact phone number. They will send you the Verification of Automatic Exempt Certificate. 3) Provide us a copy of the Verification of Automatic Exempt Certificate.
- If your business is a corporation (including a professional association or limited liability company), and you are not required to have workers' compensation insurance as per the requirements as outlined above, you must complete the attached Workers' compensation Exemption Affidavit, have it notarized, and return the original to us.

If you are an employer that meets the requirements of workers' compensation and need to obtain coverage, contact your current business insurance agent, or you may use the following resources to locate an agent: www.fuia.com, www.piafl.org, or call (850) 893-8245.

Please be reminded that the furnishing of this information to City of Cooper City is a non-negotiable requirement to perform services for us. Failure to provide this information in a timely manner may result in either termination of your services or delay of payment for services. Your workers' compensation Certificate of Coverage, Workers' Compensation Exemption Affidavit, or Verification of Automatic Exempt Certificate must be delivered or mailed to the Purchasing Division located at City Hall, 9090 SW 50 Place, Cooper City, Florida 33328, or emailed to Purchasing@CooperCityFL.org.

ATTACHMENT I

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership</u>
Please see attachment.		%
		%
		%

2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with the City are (Post Office addresses are not acceptable), as follows:

Please see attachment.



Signature of Affiant

Jill Menhart

Print Name

11/07/2023

Date

ATTACHMENT J

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, **(print or type name of firm)**

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”.



Signature of Affiant

Jill Menhart

Print Name

11/07/2023


Date

ATTACHMENT K

EMPLOYEE BACKGROUND VERIFICATION AFFIDAVIT

I, Jill Menhart of VC3, Inc., attest that all personnel used in
(Print Name) (Company Name)

the performance of this work have had a criminal background check with a passing grade ~~and have~~
~~been drug tested with a passing grade~~ and are legally documented to work in the United States.



Signature of Affiant

Jill Menhart

Print Name

11/07/2023

Date

ATTACHMENT L

SCRUTINIZED COMPANIES AFFIDAVIT
Certification pursuant to Florida Statute § 287.135

I, Jill Menhart, Chief Administrative Officer, on behalf of VC3, Inc.,
Print Name and Title **Company Name**

certify that VC3, Inc. does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the contractor of the City's determination concerning the false certification. The contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and


2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

VC3, Inc.
COMPANY NAME

Jill Menhart
PRINT NAME
Chief Administrative Officer

TITLE


SIGNATURE

ATTACHMENT N
(Page 1 of 2)

E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES
TO BE RETURNED WITH PROPOSAL

Project Name: City of Cooper City, Florida - IT Managed Services
Project No.: RFQ 2023-1-IT, IT Managed Services

1. Definitions:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

“E-Verify system” means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

2. Effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub vendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Cooper City. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Cooper City; and
- c) Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

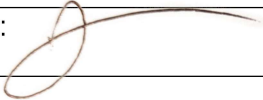
3. Contract Termination

- a) If the City has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09 (1) Fla. Stat., the contract shall be terminated.
- b) If the City has a good faith belief that a subcontractor knowingly violated s. 448.095 (2), but the Contractor otherwise complied with s. 448.095 (2) Fla. Stat., shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
- c) A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.

ATTACHMENT N
(Page 2 of 2)

d) Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination.

e) If the contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name:	VC3, Inc.	E-verify Company ID Number - 336262, June 2010
Authorized Signature:		
Print Name:	Jill Menhart	
Title	Chief Administrative Officer	
Date:	11/07/2023	
Phone:	803-733-7333	

City of Cooper City, Florida
RFQ 2023-1-IT, IT Manage Services

Attachment I: OWNERSHIP DISCLOSURE AFFIDAVIT

Page 47 of 53

Response to Question 1.:

VC3 Holdings Company, LLC - Shareholders

- 1) Nautic Partners, LLC
50 Kennedy Plaza
Providence, RI 02903
(401) 278-6770
Total Nautic ownership: 77.26% (65.74% fully diluted)

All other ownership percentages are less than 5% fully diluted for an individual shareholder.

Response to Question 2.:

VC3 Holdings Company, LLC – Officers

- 1) Ryan Vestby, CEO
VC3, Inc.
1301 Gervais Street, Suite 1800
Columbia, SC 29201
(803) 733-7333
- 2) Jill Menhart, Secretary
VC3, Inc.
1301 Gervais Street, Suite 1800
Columbia, SC 29201
(803) 733-7333
- 3) Russ Klein, CFO
VC3, Inc.
1301 Gervais Street, Suite 1800
Columbia, SC 29201
(803) 733-7333

VC3 Holdings Company, LLC – Directors

- 1) Gary Pica, Nautic Advisor
751 Mill Street
Moorestown, NJ 08057
(215) 429-7291
- 2) James Lippie, Nautic Advisor

20 Oak Grove Ave, #216
Melrose, MA 02176
(617) 905-8635

- 3) Chris Esemplare, Nautic Advisor
40 Old Wagon Road
Ridgefield, CT 06877
(914) 954-4401
- 4) Michael Chaput, Nautic Advisor
1105 Danville Blvd
Alamo, CA 94507
(510) 684-8662
- 5) Mark Perlberg, Managing Director
Nautic Partners
4400 PGA Boulevard, Suite #306
Palm Beach Gardens, FL 33410
(561) 537-3746
- 6) Shahan Zafar, Managing Director
Nautic Partners
50 Kennedy Plaza, 17th Floor
Providence, RI 02903
(401) 278-6770
- 7) Johannes Essl, Senior Associate
Nautic Partners
50 Kennedy Plaza, 17th Floor
Providence, RI 02903
(401) 278-6770
- 8) Sandy Reeser, Chairman of the Board
VC3, Inc.
1301 Gervais St, Suite 1800
Columbia, SC 29201
(803) 467-9100



ADDITIONAL REMARKS SCHEDULE

AGENCY Cross Insurance - Portland, ME		NAMED INSURED VC3, Inc, DBA: MasterIT, Mimsware dba Sophicity; Accent Computer Solutions, Inc 1301 Gervais Street, Suite 1800 Columbia SC 29201	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability (03/16)

HOLDER: Proof of Coverage

ADDRESS:

Berkley Assurance Company \$5,000,000 x \$5,000,000 Professional Liability
 Steadfast Insurance Company \$5,000,000 x \$10,000,000 Professional Liability

ERICA ALMENDAREZ

◆ (909) 755-6273 ◆ erica.almendarez@vc3.com

PROFESSIONAL SUMMARY

Talented Team Contributor offering a 15-year background with progressive advancement in Account Management and Onboarding Success. Focused on achieving team goals, and delivering consistent, on-time project completion. Strong builder of team vision to meet benchmarks in Customer Support and Project Management. Eager to contribute to team success through hard work, attention to detail and excellent organizational and communication skills. Experience geared towards professionally improving department’s overall success rates and performance standards.

ACCOMPLISHMENTS

- Collaborated with Client Success Department to successfully implement “Voice of the Customer Campaign” and improved overall customer engagement by 50%.
- Collaborated with Project Management Team to develop automation for new client introduction delivery and milestone tracking.
- Developed US West Client Health Score tracking which enabled the Strategy Department to have visibility on Client Health Scores and Meeting Outcomes.
- Successful track record for building and maintaining partnership relationships that comprise of trust, integrity and a commitment in retained business valued around \$400K in MRR.

CERTIFICATIONS

- Certified Customer Success Manager L1 & L2, Success Hackers, 2020 - 2024

SKILLS

- | | |
|--|---------------------|
| • Relationship Management | • Onboarding |
| • Project Milestones and Communication | • Communication |
| • Team Collaboration and Support | • Client Experience |

WORK HISTORY

Onboarding Project Manager

VC3 – Onboarding & Alignment, 10/2023 to Current

- Serving as the primary point of contact for onboarding project planning and ongoing communication
- Work with Stakeholders to establish and prioritize problem areas
- Coordinating and executing kickoff and project charter presentations
- Organizing end-to-end Onboarding Deployment and Handoff Phases
- Mitigating risks, managing change control, and providing regular status report updates

Sr. Client Relationship Manager, 02/2017 to 10/2023**VC3 – US West Strategy**

- Responsible for building Executive level relationships and communicating internally and directly to our customers on reporting, tools implementation, next steps, support overviews and ITR/SBR meetings.
- KPI tracking and client action item follow through as it pertains to success metrics and client satisfaction.
- Continuously illustrating the vision of VC3's mission and goals while training/mentoring employees in reaching objectives aligned with company core values.
- Served as the central point of contact for new clients throughout the onboarding process and provided regular updates from multiple teams to the client Point of Contact. Provided client feedback to internal teams to improve onboarding processes and eliminate friction.
- Ongoing Account Management of 45+ accounts daily including leading huddles, client touch base cadence calls and onboarding introductory calls and ongoing onboarding sync ups.
- Created and responsible for processing Client Escalations Procedure which led to better documentation of risk tracking for US West.
- Conduct Support Services meeting to new clients, KnowBe4 trainings and implementations as well as developed CMMC Risk Awareness training program for US West.
- Ongoing training and coaching client accounts on specific platforms implemented through signed and completed projects.

Account Executive /Consultant, 06/2014 to 02/2017**Act 1 Group – Riverside, CA**

- Provided outstanding service to clients in maintaining and extending relationships for future business opportunities.
- Liaised with customers, management, and sales team to better understand customer needs and recommend appropriate solutions.
- Created detailed roadmaps of action items and project goals and provided reporting and analysis to inform budgeting and planning.
- Conducted multiple recruiting events to grow passive talent pipeline to prepare for future hiring needs.


Senior Admissions Representative, 10/2010 to 06/2014**Corinthian Colleges – San Bernardino, CA**


- Set appointments for individuals to visit campus and conducted facility tours.
- Maintained current knowledge of institutional policies and program offerings.
- Spoke to groups of prospective students about enrollment, institution benefits and features during information sessions.
- Collaborated with various departmental staff to organize activities, presentations, and meetings for potential enrollees.
- Led numerous campus tours to potential students to showcase features including program details, school amenities, and financial aid support.

RYAN CADENHEAD

ONBOARDING ANALYST

CONTACT

 478-235-7000

 Cadenheadr04@gmail.com



linkedin.com/in/ryan-cadenhead-98463733/

PROFILE

With 10+ years of experience in building and troubleshooting technology systems, this professional excels in communicating complex technical concepts to non-technical employees. He possesses expertise in maintaining and updating computer systems, deploying software, and managing inventory, and has successfully managed teams and executed technology projects. An effective problem solver, he ensures seamless operations of all systems with a proactive and detail-oriented approach to delivering high-quality service to end-users.

SKILLS

- MICROSOFT IOS & APPLICATIONS EXPERTISE
- HARDWARE/SOFTWARE CONFIGURATIONS
- VIDEO EDITING AND ADOBE PRODUCT LINES
- NETWORKING
- HTML, XHTML, CSS

EXPERIENCE

Onboarding Analyst II

VC3, September 2023 - Present

As an Onboarding Analyst, he has successfully brought new clients into the VC3 family through documenting client's networks, installing VC3's software and communicating with the clients and VC3 project managers the current state of each project as they have progressed, ensuring a smooth transition from previous technology methods to VC3's way.

System Administrator II & PC Network Technician II

Bibb County Schools, September 2020 - September 2023

In roles as both System Administrator II and PC Network Technician II, he has built and deployed computer images, maintained databases, and resolved helpdesk tickets with a focus on ensuring optimal performance and smooth functioning of technology systems. With strong diagnostic skills, he has identified device issues for students and staff and maintained school technology at an optimal level, ensuring seamless operations within the school district.

Store Technician – Quickstop Computers

November 2018 – September 2020

Diagnosed and repaired customer computers and phones, managed store inventory and customer tickets using RepairShopr software.

EDUCATION

Bachelor of Science - IT

2011
Macon State College
Summa Cum Laude, President's List Scholar

Bachelor of Arts - Communication

2008
Columbus State University

Certificates: Comptia A+ (2022)

Equipment Manager & Computer

Meeting Date: 01/23/2024 Item #8.

Houston County Schools, February 2013—November 2018

Managed equipment inventory and service, troubleshooted technology issues for staff and maintain systems through regular maintenance schedules. Developed and implemented technology projects to improve efficiency and assist with school events and meetings as needed.

PC/LAN Technician

Georgia Military College – June 2011 – February 2013

Troubleshooted and resolved helpdesk tickets for end-users, updated and maintained university web pages, created digital versions of paper forms for student and faculty use, and traveled to other campuses for regular maintenance and troubleshooting.



DRUG-FREE WORKPLACE POLICY

I UNDERSTAND THAT THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE COMPANY AND ME AND THAT MY EMPLOYMENT IS AT WILL MEANING I CAN RESIGN AT ANY TIME FOR ANY OR NO REASON AND VC3 CAN TERMINATE MY EMPLOYMENT AT ANY TIME FOR ANY OR NO REASON.

1. VC3 is committed to protecting the safety, health and well-being of all employees and other individuals who work for us. VC3 also strives to maintain a workforce free from the influences of illegal drugs and substance abuse, recognizing that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. This policy is implemented in compliance with the South Carolina Drug-Free Workplace Act of 1990 and applies to all employees and contracted-employees
2. This policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs while on VC3 property, while performing any services for VC3, or while representing VC3 to clients or the public. This policy also prohibits the intentional misuse and/or abuse of prescription medications.
3. The use of alcohol is not permitted at the workplace or while performing services for VC3 or its clients unless it is at a company or client-sponsored event or marketing opportunity. Employees are expected to always act responsibly and to not drink alcohol in excess or drive while impaired.
4. Violation of this policy by employees, regardless of status, will lead to disciplinary action, up to and including termination and may have legal consequences. Violation of this policy by contractors could lead to cancellation of their contract.
5. A copy of the policy will be made available to each employee at the time of their orientation and is accessible anytime on the VC3 HR SharePoint Site.
6. Employees and contract employees are required to notify Human Resources of any criminal drug statute arrest or conviction for a violation occurring in the workplace or while performing services for the Company no later than five days after such event.
7. By entering VC3 property, employees are consenting to searches and inspections. If an individual is suspected of violating this policy, the individual may be asked to submit to a search or inspection at any time.
8. VC3 recognizes drug and/or alcohol dependence as treatable illnesses. Employees are encouraged to seek assistance for drug and/or alcohol problems before there is an incident that would cause VC3 to impose sanctions. Assistance may be sought through VC3's Employee Assistance Program and through

other programs and/or treatment facilities licensed by the state in which the program and/or treatment facility is located.

- a. Referrals to such programs may be self-referrals or supervisory referrals. If a supervisory referral is made which includes satisfactory participation in a rehabilitation program as a condition of continued employment, the referral must be made through Human Resources.
 - b. Referrals and records of referrals will be handled with the same degree of confidentiality as for medical records.
9. VC3 has established this drug-free awareness policy to inform employees about the dangers of alcohol and/or drug abuse in the workplace, available drug counseling, rehabilitation, and employee assistance information. Employees can access information related to penalties that may be imposed for alcohol and/or drug abuse violations through their appropriate state agencies.

Alcohol and Drug Resources

Employee Assistance Program Information –Employees needing Employee Assistance Program (EAP) services may contact First Sun's EAP at 1-800-968-8143 or on the web at <https://firstsuneap.com/>. For more information contact Human Resources.

SAMHSA (Substance Abuse and Mental Health Services Administration) – is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities. SAMHSA's National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders. Contact their Helpline at 1-800-662-HELP (4357) or on the web at <https://www.samhsa.gov/>.

AA (Alcoholics Anonymous) – A 12-step program for those who have a desire to stop drinking. Please visit their web page at <https://aa.org/> to find local resources.

NA (Narcotics Anonymous) – A 12-step program for recovery from drug addiction. Please visit their web page at <https://www.na.org/> to find local resources.

I have read, understand, and will adhere to the above policy.



Addendum #2 - CLARIFICATIONS

(Issued Wednesday, November 21, 2023)

RFQ 2023-1-IT, IT Managed Services

This addendum is issued to make the following change(s)/correction(s)/clarification(s) to:

Prospective respondents should read and familiarize themselves with Section VI, CONSIDERATION OF AWARD/AWARD PROCEDURES, of the Request for Qualification (RFQu) document. Of particular importance is the following pertaining to process and procedures of award.

- A. The City Manager (CM) shall appoint an Evaluation Committee (EC) composed of three to five members who will review and evaluate all statement of qualifications received on time. The EC, at its discretion, may also invite firms to make presentations to further evaluate the qualifications of the firms.**
- B. The EC will recommend to the City Commission in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.**
- C. The CM or designee will negotiate with the most qualified firm (top ranked firm) for the proposed services at compensation which the CM determines is fair, competitive, and reasonable for said services.**

Many of the questions asked by respondents request information and documentation which the city has determined to be confidential and not subject to disclosure at this point in the process, in accordance with Florida statute 282.318(5)

-
- 1. Question 1: How many users are on Office 365? What license do they have? Provide a license count.**
 Answer 1: 110 G1 GCC and 15 G3 GCC
 - 2. Are the licenses being purchased directly with Microsoft or through a Microsoft Partner?**
 Answer 2: Previously purchased through a Microsoft Partner
 - 3. Do you currently use Microsoft Teams and/or Microsoft SharePoint?**
 Answer 3: Yes
 - 4. Is there a software in place currently to manage endpoints remotely? If so, what product(s) are being used?**
 Answer 4: Yes, Endpoint Central
 - 5. How often are the devices and endpoints being updated? Monthly/quarterly/etc. basis?**
 Answer 5: Quarterly
 - 6. Do you have employees working remotely that use a company device?**
 Answer 6: No, but they can if needed

City of Cooper City, Florida
RFQ 2023-1-IT, IT Managed Services
Addendum #2 - Clarifications

7. *Do you offer Bring Your Own Device (BYOD) to employees?*
Answer 7: No
8. *Is there a Mobile Device Management (MDM) solution deployed?*
Answer 8: Yes
9. *How many desktops/laptops/mobile devices are you supporting?*
Answer 9: About 250
10. *Which version of Windows are the desktops/laptops running on?*
Answer 10: Windows 10
11. *Are user devices being backed up? If so, how often, and do you have retention policies in place?*
Answer 11: Not at this time
12. *Are the servers on-site or on the cloud? Hybrid?*
Answer 12: On-site
13. *If you have a cloud environment, is it Azure/AWS/other?*
Answer 13: N/A
14. *How many servers do you have? What operating system are they on?*
Answer 14: 25, Windows Server 2012 R2, Linux,
15. *Do you have any Windows Server 2012/2012R2? Any Linux Servers?*
Answer 15: Yes, Yes
16. *Is there a Disaster Recovery plan in place? What is the infrastructure at the failover location?*
Answer 16: Yes, Cloud
17. *How many databases are you using? Please specify which ones.*
Answer 17: 3 SQL Databases
18. *What are some of the critical applications being used today? Any ERP applications?*
Answer 18: RecTrac, BSA, Docuware
19. *Microsoft is sunsetting Windows 2012 servers in October. Is there a plan to upgrade/replace your current 2012 servers. Please provide details.*
Answer 19: Plan is to work with the vendor who is awarded this RFQ
20. *What is the network topology currently used, and how are these locations communicating to each other?*
Answer 20: EPL from two sites to main site, All communications going through Firewall
21. *Is there a VPN in place for remote access? Is there a firewall?*
Answer 21: Yes, Yes
22. *What is the speed of the network connection to the internet?*
Answer 22: Main Site 500mb
23. *Do you have a backup connection?*
Answer 23: Yes

City of Cooper City, Florida
RFQ 2023-1-IT, IT Managed Services
Addendum #2 - Clarifications

24. *How many Routers, Switches, and Firewalls are in your network?*
Answer 24: *About 6 Routers, 15 Switches, 8 Firewalls*
25. *How many buildings/locations?*
Answer 24: *8*
26. *Is there a current vendor now supporting the County? If so, what is the monthly spend with them? How many hours are being utilized per month or year?*
Answer 26: *No*
27. *Do you have any major projects in progress?*
Answer 27: *The City has many IT related projects*
28. *How big is your current IT department, if any?*
Answer 28: *Currently 1 Senior IT Technician*
29. *Please provide the brand for the switches, network devices, laptops, desktops, and printers. Dell Hardware for Laptops,*
Answer 29: *Desktops, Switches, Unifi APs, Multiple brand of printers*
30. *Do you have any cameras to support?*
Answer 30: *Yes*
31. *Do you currently have a VOIP solution? Who is your VOIP provider? What is the brand of your desktop phones? How many extensions/DID numbers?*
Answer 31: *Yes, Ringcentral, VVX250 and VVX450, 100*
32. *Do you have ticketing system in place? Estimate of tickets per month/quarter?*
Answer 32: *No*
33. *Do you require someone to be on-site all the time?*
Answer 33: *No*
34. *Is this a multi-vendor or single vendor award?*
Answer 34: *The City Commission of the City of Cooper City reserves the right, for any reason, to reject any and all submittals and to make awards in the best interest of the City.*
35. *Is there Change Management system in place?*
Answer 35: *No*
36. *Is there an Information Technology Asset Management (ITAM) solution in place?*
Answer 36: *Yes*
37. *What applications are currently in use?*
Answer 37: *20 non IT Related applications and 23 IT Related Applications*
38. *For us to quote this accurately are you able to provide a device list with quantity? We can sign an NDA if you have one available.*
Answer 38: *Please be reminded that this initial RFQ is not to provide pricing. Once the City ranks the qualified firms, the city enters negotiations with the first ranked qualified firm. Proposers to the RFQ need to have a general idea of what the city needs, which is detailed in the RFQ documents. The details of the network, structure and City IT operations is not necessary at this point in the process.*

39. *Can you please give a list of expected or known Services that would be covered under this award and relevant number of users to support in each area.*
 Answer 39: Please see Section 5.1
40. *What is their budget annually for this service?*
 Answer 40: The City feels we have sufficient funding for these services and to that end has budgeted funds towards a solution.
41. *Is E-Verify with a third party is acceptable since we conduct e-verify through such third party for all employees instead of direct registration with E-verify.*
 Answer 41: See ATTACHMENT N – E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES
42. *I hope you are doing well. We are very interested in placing a bid for this project and would like to know whether qualified vendors must use the NASPO or other type of State contract. Please advise. Your prompt request is greatly appreciated.*
 Answer 42: No.
43. *Will you please extend the due date to 12/8/2023? Q&A submittals due on 11/14, publishing the responses will leave little time for respondents to prepare/modify responses by 11/21. In addition, many resources will be out-of-office for the holidays.*
 Answer 43: Please refer to the Addendum #1.
44. *Are all Statements in Section III and IV to be considered the Terms and Conditions for the final RFP or do they apply to this RFQ?*
 Answer 44: This solicitation is a RFQ, not a RFP. Please review all Sections contained in the solicitation docs as they make reference to the terms and conditions of this solicitation.
45. *Some of the statements appear to be written for a single contractor, with others being written for a Service Provider Team. Please define the preferred approach.*
 Answer 45: SEE Q&A – 35
46. *Tab 2 – Firm Qualifications, Summary of Consultant’s Qualifications (a-c)
 Please provide an overview of the Network, Operating Systems, and software. Without this information, and the request for resumes for each team member; without specifics about the systems used by the City, it would be impossible to provide resumes detailing their specific skill sets.*
 Answer 46: The previously answered questions may aide with this one.
47. *Please describe the current Help Desk and tools being used today.*
 Answer 47: Helpdesk not established
48. *Please provide a current IT staffing position chart, no names, just position names and duties. This would help possible vendors understand the chain-of-command.*
 Answer 48: Senior IT Technician, IT is under the Finance Department, Finance has a CFO and Assistant Finance Director
49. *In numerous sections, the RFQ refers to the vendor providing a Project Manager. Is the City looking for a PMP certified Project Manager or a Lead Engineering Manager?*
 Answer 49: No, anything that the awarded vendor can offer will always be considered
50. *Are Attachments A through N included in the 50page limit count?*
 Answer 50: No
51. *What does the City of Cooper City define as endpoints in the RFQ? How many endpoints are there and how many of each type?*

Answer 51: *Endpoint is any City issued Device, About 250, Laptops/Computers, IPads, iPhones*

52. *In the Staffing Plan section, can you please further define the statement "Two CITY references for each proposed project team member"?*

Answer 52: *Two references in the public sector environment for each proposed project team member.*

53. *Due to the Thanksgiving holiday a few of our team members are out of the office. If possible, we would like to request a two week extension.*

Answer 53: *Please refer to Addendum #1*

54. *Are any other security platforms or applications involved other than firewalls?*

Answer 54: *EDR*

55. *Quality Assurance Section - Can you please define this section further? If our solution or services proposed does not apply to our response can we answer as "Not Applicable to our solution".*

Answer 55: *The city will not advise a potential respondent how to respond to any portion of this RFQ. How does the proposer assure that services being provided by employees and sub-contractors meet the quality standards of the proposer? Before the proposer advises a client as to how to move forward on a certain project, is there a protocol in place to assure the advise meets best practices in the industry.*

- *Ensure that the service meets established quality standards and customer requirements.*
- *Ensure the service is a best fit for its intended purpose and the client*
- *Ensure the service meets or exceeds customer expectations.*

56. *Is the Resume Appendix included in the 50page limit count?*

Answer 56: *No*

Acknowledgment of Addendum #2

City of Cooper City, Florida
RFQ 2023-1-IT, IT Managed Services
Addendum #2 - Clarifications

Meeting Date: 01/23/2024 Item #8.

Bidders hereby acknowledges that he/she has received and understands the information contained in this Addendum. Bidders further acknowledges that this page **MUST** be signed and returned with its Bid, along with any revised Bid Forms, if applicable.

Acknowledged by:	<u>Hunter Lindsay</u>	Company:	<u>VC3, Inc</u>
Print Name:	<u>Hunter Lindsay</u>	Date:	<u>Dec 04 2023</u>



IT Evaluation for Cooper City, FL

▶ JANUARY 17TH, 2024

CO-MANAGED IT FOR COOPER CITY, FL



Serve as a force multiplier for Cooper City, FL by:

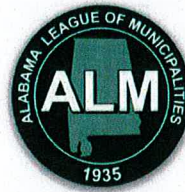
- Maximizing internal staff's strengths**
- Harnessing VC3's resources, leadership, and municipal expertise.**

VC3 IS THE #1 PROVIDER OF MUNICIPAL IT IN THE UNITED STATES

Firm Qualifications

- ▶ 1,100+ Local Government Clients across the United States
- ▶ Deep bench:
 - ▶ CCIE
 - ▶ Certified Government CIO
 - ▶ Project Management Professional
- ▶ 9 Municipal League Partners
- ▶ Strategic Partnership with National League of Cities
- ▶ National authority and thought leader on cybersecurity, municipal IT budgeting, and helping municipalities achieve cyber liability insurance requirements





VC3 IS THE #1 PROVIDER OF MUNICIPAL IT IN THE UNITED STATES

Project Experience

- ▶ Municipal Clients Ranging from 100 Population to 260,000 population
- ▶ 25 years of tailoring offerings to the Municipal space
- ▶ Operationally geared to help Clients comply with Federal compliance and State regulations
 - ▶ For Example:
 - ▶ Records Retention
 - ▶ Policy Creation
 - ▶ Etc.



Managed Services



Managed Services



Managed IT Services



Managed IT Services



Data Backup + Disaster Recovery



Voiceover IP (VoIP)

Cybersecurity



Cybersecurity



Managed Security



Cybersecurity Assessments



Security Awareness Training

Technology Enablement



Technology Enablement



Business Intelligence + Reporting



SharePoint Consulting + Records Mgmt



Website Design + Hosting



Application Development



VC3 IS THE #1 PROVIDER OF MUNICIPAL IT IN THE UNITED STATES

Project Approach

- ▶ 324 Service Support Staff
- ▶ 100 Staff in Client Strategy
- ▶ Dedicated Onboarding Team
- ▶ Dedicated Strategic Advisor
- ▶ Proprietary Automations to Reduce Downtime and Support Requests

- ▶ *VC3's Average Client Initiated Support Request: 0.5 per month*
- ▶ *Industry Average Client Initiated Support Request: 2.0 per month*



NIST
National Institute of
Standards and Technology

ITIL®

PMI®
Project Management Institute

AICPA
SOC
aicpa.org/soc4so
SOC for Service Organizations | Service Organizations



VC3 IS THE #1 PROVIDER OF MUNICIPAL IT IN THE UNITED STATES

Past Performance

- ▶ 30 years in business – Founded in 1994
- ▶ First Municipal Account in 1998
- ▶ Developed Cloud Desktop Offering for Coastal Municipal Clients in 2009
- ▶ Average Client Tenure: 11 years



WORKING WITH VC3

Co-Managed IT: Onboarding

- ▶ **Step One:** Assign Dedicated Project Manager, Document Everything
- ▶ **Step Two:** Implement Best Practices, Perform a Comprehensive IT Assessment
- ▶ **Step Three:** Train IT Staff on Working with VC3, Equip the City to Hold VC3 Accountable
- ▶ **Step Four:** Build an IT Roadmap



VC3 Co-Managed IT

WORKING ALONGSIDE YOUR INTERNAL IT TEAM TO FUEL ORGANIZATIONAL GOALS



Internal IT Team continues to support your end users.



Proactive patching and overall IT health management



Microsoft 365 License Management



24x7x365 Server + Network Support



Strategic IT Planning



Dedicated Procurement Team



Vendor Co-ordination



Endpoint Detection & Response + 24x7x365 SOC



VC3 Co-Managed IT

WORKING ALONGSIDE YOUR INTERNAL IT TEAM TO FUEL ORGANIZATIONAL GOALS

Other Items Included in Co-Managed IT:

- ▶ Warranty Management
- ▶ Third-Party Vendor Management
- ▶ Hardware Lifecycle Refresh Management
- ▶ Budget Creation each Fiscal Year



CO-MANAGED IT FOR COOPER CITY, FL



Serve as a force multiplier for Cooper City, FL by:

- Maximizing internal staff's strengths**
- Harnessing VC3's resources, leadership, and municipal expertise.**



Thank you!

City of Cooper City
Evaluation Committee Ranking
IT Managed Services
RFQ 2023-1-IT

Evaluation Criteria	Max Points	Konica Minolta Business Solutions, U.S.A., Inc				United Data Technologies, Inc				VC3, Inc.			
		JL	RE	CN	AVG	JL	RE	CN	AVG	JL	RE	CN	AVG
Firm Qualifications	25	25.00	20.00	24.00	23.00	25.00	21.00	23.00	23.00	25.00	25.00	25.00	25.00
Project Experience	25	25.00	20.00	23.00	22.67	25.00	22.00	23.00	23.33	25.00	24.00	25.00	24.67
Project Approach <i>Including methodology, schedule, and systems security, Qualifications, staffing, reputation, Understanding of the scope of services/work, Demonstrated ability to meet requirements, Quality Assurance Control Program/Policy</i>	25	24.00	20.00	24.00	22.67	25.00	22.00	22.00	23.00	25.00	23.00	24.00	24.00
Past Performance <i>Including client references and years in business. (City reserves the right to contact any customer of a proposer regardless of whether or not the customer is included by proposer as a reference)</i>	25	24.00	22.00	24.00	23.33	24.00	23.00	23.00	23.33	25.00	24.00	25.00	24.67
Total Points	100	98	82	95	92	99	88	91	93	100	96	99	98

Short-listed firms Presentation + Q&A:
 Konica Minolta Business Solutions, USA Inc
 United Data Technologies, Inc.
 VC3, Inc.

Evaluation Committee Members:	Initials
Jonathan Lopez - Senior IT Technician	JL
Ryan Eggleston - City Manager	RE
Christopher Neves - BSO Sergeant	CN

Prepared by: Purchasing Division
 Date: 1/17/2024

City of Cooper City
Evaluation Committee Ranking
IT Managed Services
RFQ 2023-1-IT

Meeting Date: 01/23/2024 Item #8.

Evaluation Criteria	Max Points	Advizex Technologies, LLC				EssentialNet Solutions				Konica Minolta Business Solutions, U.S.A., Inc			
		JL	RE	CN	AVG	JL	RE	CN	AVG	JL	RE	CN	AVG
Firm Qualifications	25	20.00	18.00	25.00	21.00	25.00	18.00	23.00	22.00	25.00	18.00	25.00	22.67
Project Experience	25	20.00	19.00	23.00	20.67	25.00	20.00	22.00	22.33	25.00	18.00	25.00	22.67
Project Approach <i>Including methodology, schedule, and systems security, Qualifications, staffing, reputation, Understanding of the scope of services/work, Demonstrated ability to meet requirements, Quality Assurance Control Program/Policy</i>	25	25.00	20.00	24.00	23.00	25.00	19.00	25.00	23.00	25.00	21.00	24.00	23.33
Past Performance <i>Including client references and years in business. (City reserves the right to contact any customer of a proposer regardless of whether or not the customer is included by proposer as a reference)</i>	25	25.00	17.00	24.00	22.00	25.00	18.00	23.00	22.00	25.00	19.00	24.00	22.67
Total Points	100	90	74	96	87	100	75	93	89	100	76	98	91

Short-listed firms:

Konica Minolta Business Solutions, USA Inc
United Data Technologies, Inc.
VC3, Inc.

Evaluation Committee Members:	Initials
Jonathan Lopez - Senior IT Technician	JL
Ryan Eggleston - City Manager	RE
Christopher Neves - BSO Sergeant	CN

Prepared by: Purchasing Division
Date: 1/10/2024

City of Cooper City
Evaluation Committee Ranking
IT Managed Services
RFQ 2023-1-IT

Meeting Date: 01/23/2024 Item #8.

Evaluation Criteria	Max Points	Rolle IT				Sentinel Technologies, Inc.				Telefonica Tech, Inc			
		JL	RE	CN	AVG	JL	RE	CN	AVG	JL	RE	CN	AVG
Firm Qualifications	25	15.00	13.00	22.00	16.67	25.00	20.00	21.00	22.00	15.00	18.00	25.00	19.33
Project Experience	25	25.00	12.00	21.00	19.33	20.00	21.00	23.00	21.33	25.00	17.00	25.00	22.33
Project Approach <i>Including methodology, schedule, and systems security, Qualifications, staffing, reputation, Understanding of the scope of services/work, Demonstrated ability to meet requirements, Quality Assurance Control Program/Policy</i>	25	20.00	16.00	23.00	19.67	20.00	19.00	23.00	20.67	20.00	16.00	18.00	18.00
Past Performance <i>Including client references and years in business. (City reserves the right to contact any customer of a proposer regardless of whether or not the customer is included by proposer as a reference)</i>	25	10.00	15.00	22.00	15.67	25.00	20.00	21.00	22.00	10.00	17.00	18.00	15.00
Total Points	100	70	56	88	71	90	80	88	86	70	68	86	75

Short-listed firms:

Konica Minolta Business Solutions, USA Inc
United Data Technologies, Inc.
VC3, Inc.

Evaluation Committee Members:	Initials
Jonathan Lopez - Senior IT Technician	JL
Ryan Eggleston - City Manager	RE
Christopher Neves - BSO Sergeant	CN

Prepared by: Purchasing Division
Date: 1/10/2024

City of Cooper City
Evaluation Committee Ranking
IT Managed Services
RFQ 2023-1-IT

Meeting Date: 01/23/2024 Item #8.

Evaluation Criteria	Max Points	TSACACH LLC dba Tech Friendly				United Data Technologies, Inc				VC3, Inc.			
		JL	RE	CN	AVG	JL	RE	CN	AVG	JL	RE	CN	AVG
Firm Qualifications	25	10.00	12.00	19.00	13.67	25.00	20.00	24.00	23.00	25.00	24.00	25.00	24.67
Project Experience	25	10.00	12.00	19.00	13.67	25.00	21.00	24.00	23.33	25.00	22.00	25.00	24.00
Project Approach <i>Including methodology, schedule, and systems security, Qualifications, staffing, reputation, Understanding of the scope of services/work, Demonstrated ability to meet requirements, Quality Assurance Control Program/Policy</i>	25	10.00	10.00	23.00	14.33	25.00	21.00	25.00	23.67	25.00	22.00	24.00	23.67
Past Performance <i>Including client references and years in business. (City reserves the right to contact any customer of a proposer regardless of whether or not the customer is included by proposer as a reference)</i>	25	10.00	10.00	20.00	13.33	25.00	19.00	24.00	22.67	25.00	24.00	25.00	24.67
Total Points	100	40	44	81	55	100	81	97	93	100	92	99	97

Short-listed firms:

Konica Minolta Business Solutions, USA Inc
United Data Technologies, Inc.
VC3, Inc.

Evaluation Committee Members:	Initials
Jonathan Lopez - Senior IT Technician	JL
Ryan Eggleston - City Manager	RE
Christopher Neves - BSO Sergeant	CN

Prepared by: Purchasing Division
Date: 1/10/2024

City of Cooper City
Evaluation Committee Ranking
IT Managed Services
RFQ 2023-1-IT

Meeting Date: 01/23/2024 Item #8.

Evaluation Criteria	Max Points	World Wide Technology, LLC			
		JL	RE	CN	AVG
Firm Qualifications	25	20.00	20.00	24.00	21.33
Project Experience	25	20.00	18.00	23.00	20.33
Project Approach <i>Including methodology, schedule, and systems security, Qualifications, staffing, reputation, Understanding of the scope of services/work, Demonstrated ability to meet requirements, Quality Assurance Control Program/Policy</i>	25	25.00	17.00	22.00	21.33
Past Performance <i>Including client references and years in business. (City reserves the right to contact any customer of a proposer regardless of whether or not the customer is included by proposer as a reference)</i>	25	15.00	18.00	24.00	19.00
Total Points	100	80	73	93	82

Short-listed firms:
Konica Minolta Business Solutions, USA Inc
United Data Technologies, Inc.
VC3, Inc.

Evaluation Committee Members:	Initials
Jonathan Lopez - Senior IT Technician	JL
Ryan Eggleston - City Manager	RE
Christopher Neves - BSO Sergeant	CN

Prepared by: Purchasing Division
Date: 1/10/2024



**CITY COMMISSION
STAFF REPORT**

DEPARTMENT: Human Resources

SUBJECT: Motion to approve the Mental Health and Wellness Board’s Proposal –
Human Resources

CITY MANAGER RECOMMENDATION: The City Manager recommends approving the Mental Health and Wellness Board’s proposal.

BACKGROUND OF ITEM:

The Mental Health and Wellness Board commenced in November 2022. The board members have met monthly to discuss the appropriation of the funds and how they can help the Cooper City community. The funds may be used for the prevention, education, and mitigation of the opioid crisis. The city has received \$15,779.54 in opioid lawsuit funds.

The advisory board is recommending the following:

- 5% or \$788.98 to support programming by Broward Behavioral Health Coalition
- 95% or \$14,990.56 to purchase and distribute Narcan and Fentanyl test strips

FISCAL IMPACT:

<u>General Ledger Acct. Number</u>	<u>Original Budget Amount</u>	<u>Prior Transfers to-date</u>	<u>Current Requested Amount</u>	<u>Total FY Budget With Current Request</u>
001-000-229019-000 (Liability Account)	\$15,779.54	\$0	\$15,779.54	\$15,779.54



CITY COMMISSION ORDINANCE/RESOLUTION

TITLE: Ordinance 24-02 (Administration)

DATE: January 23, 2024

DESCRIPTION: AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA, AMENDING ORDINANCE NO. 2023-21, ADOPTED ON SEPTEMBER 26, 2023; PROVIDING FOR AN AMENDED BUDGET FOR FISCAL YEAR 2023-2024 FOR THE CITY, ATTACHED HERETO AS EXHIBIT “A” AND INCORPORATED HEREIN; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

CITY MANAGER RECOMMENDATION:

The City Manager recommends the review of the proposed Exhibit “A” and approval of Ordinance 24-02, approving a budget amendment to appropriate funds from the American Rescue Plan Act (ARPA) of 2021 to implement the projects being considered under the City’s Plan and recommends authorizing the City Manager to re-appropriate funds within each eligible expenditure category for project implementation.

BACKGROUND OF ITEM:

At the October 26th, 2021, November 30th, 2021, and January 25th, 2022, Commission meetings, the Commission approved a final list of projects and initiatives using ARPA funds. These projects were memorialized in the budget adopted by the City in September of 2022. This past summer, a new budget for ARPA was not adopted; instead, that budget was delayed for an opportunity to completely review and rework the budget with the assistance of the consulting firm Witt O’Brien’s. The result is a prepared multi-year ARPA budget for the Commission’s consideration. To expend the funds for these projects/initiatives, it is recommended that a budget amendment be approved. This amendment considers the funding amounts needed to complete the expenditures of the awarded funds and also recognizes funding that is yet to be allocated, for which staff seeks input from the City Commission to advance additional ARPA eligible projects.

ANALYSIS:

The attached list (Exhibit “A”) summarizes the requested appropriations for ARPA projects/initiatives to complete the plan expenditures. The recommended Budget is being brought to the Commission for discussion and approval, to allow staff to move forward with an appropriate spending plan. Based on the ARPA guidelines, these funds are required to be obligated by December 2024 and spent by December 2026.

FISCAL IMPACT:

The budget amendment requests an appropriation of funds to eligible categories and allowable expenditures to fund the activities for the ARPA projects (Exhibit "A"). These appropriations will support future general fund capital projects and, equally important, grant match funding for future additional city projects.

ALTERNATIVES:

None

ATTACHMENTS:

1. Ordinance 24-02
2. Exhibit "A" – List ARPA Projects & Appropriations
3. ARPA Budget Summary
4. Power Point Presentation

ORDINANCE NO. 2024-02

AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA, AMENDING ORDINANCE NO. 2023-21, ADOPTED ON SEPTEMBER 26, 2023; PROVIDING FOR AN AMENDED BUDGET FOR FISCAL YEAR 2023-2024 FOR THE CITY, ATTACHED HERETO AS EXHIBIT “A” AND INCORPORATED HEREIN; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on September 26, 2023, the City Commission of the City of Cooper City adopted Ordinance No. 2023-20, thereby adopting a budget for the Fiscal Year 2023-2024; and

WHEREAS, certain revisions to the Fiscal Year 2023-2024 budget are now necessary, in accordance with Section 166.241, F.S.; and

WHEREAS, City Staff has reviewed the proposed amendments to the Fiscal Year 2023-2024 budget, and recommends the adoption of the same by the City Commission;

WHEREAS, the City Commission has reviewed the proposed budget amendments set forth in Exhibit “A” and finds the adoption thereof to be in the best interests of the citizens and residents of the City of Cooper City, Florida; and

WHEREAS, the City of Cooper City, Florida adopts the definition of obligation, as stated in the ARPA Final Rule, to mean “an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment.” In the case of unique circumstances, such as payroll costs, the City of Cooper City, Florida will follow state or local law and its own established practices and policies regarding when it considers having incurred an obligation and how those obligations are documented.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA, THAT:

Section 1. The foregoing “WHEREAS” clauses are hereby ratified and confirmed as being true and correct and are hereby incorporated herein and made a part hereof.

Section 2. The City Commission of the City of Cooper City hereby amends Ordinance No. 2023-20 as provided in the Amended Budget for the Fiscal Year 2023-2024, a copy of which is attached hereto as **Exhibit “A”** and incorporated herein by reference.

Section 3. The provisions of this ordinance shall not be deemed to be a limitation on the powers granted to the City Commission by the City Charter, which relates to the fiscal management of the City’s funds.

Section 4. All ordinances or parts of ordinances and resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. If any clause, section, or other part or application of this ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force or effect.

Section 6. This Ordinance shall become effective immediately upon its passage and adoption.

THE REST OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

PASSED AND ADOPTED on First Reading this _____ day of _____, 2024.

PASSED AND FINAL ADOPTION on Second Reading this _____ day of _____, 2024.

GREG ROSS
Mayor

ATTEST:

TEDRA ALLEN, MMC
City Clerk

ROLL CALL
Mayor Ross _____
Commissioner Green _____
Commissioner Shrouder _____
Commissioner Katzman _____
Commissioner Mallozzi _____

APPROVED AS TO LEGAL FORM:

JACOB G. HOROWITZ
City Attorney

Exhibit A

Cooper City, FL Total ARPA Allocation: \$17,930,560.00
Cooper City, FL Revenue Replacement Standard Election Allowance: \$10,000,000.00
Cooper City, FL Non- Replacement: \$7,930,560.00

Total Revenue Replacement				
Total Proposed Appropriation	Actual GL Expenditures	Total Proposed '23/'24	Total Proposed '24/'25	Total Proposed '25/'26
\$10,000,000.00	\$2,873,484.88	\$7,126,515.12	\$0.00	\$0.00

Total Non-Revenue Replacement Categories - All				
Total Proposed Appropriation	Actual GL Expenditures	Total Proposed '23/'24	Total Proposed '24/'25	Total Proposed '25/'26
\$6,815,591.20	\$2,699,730.33	\$2,300,357.49	\$1,365,545.00	\$447,958.38

Total Unappropriated Non-Revenue Replacement				
Total Unappropriated	Actual GL Expenditures	Total Proposed '23/'24	Total Proposed '24/'25	Total Proposed '25/'26
\$1,114,968.80	\$0.00	\$558,484.80	\$558,484.00	\$0.00

7.1 Administrative Expenses					
Eligible Uses:					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20 to '23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
\$669,906.18	110-160-531100-519	\$257,827.80	\$175,000.00	\$175,000.00	\$62,078.38
Comments:					

Overview of Projects by Expenditure Category

6.1 Revenue Replacement					
Eligible Uses:					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20 to '23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
Police (and possibly Fire) Personnel Costs \$6,531,145.17	TBD	\$0.00	\$6,531,145.17	\$0.00	\$0.00
Transparency Portal for Budget & Financials \$48,500.00	110-160-531100-519-tpbf1	\$48,500.00	\$0.00	\$0.00	\$0.00
JustFOIA(or similar)Public Records Request solution \$9,891.00	110-160-531100-519-PRRR	\$9,891.00	\$0.00	\$0.00	\$0.00
QLESS System-Building department queuing system \$5,500.80	110-160-534410-519	\$5,500.80	\$0.00	\$0.00	\$0.00
Fire Apparatus & City Vehicle \$2,671,746.00	110-160-564520-VEHFI	\$2,190,126.05	\$481,619.95	\$0.00	\$0.00
Pool & Tennis Center Re-Marciting \$127,128.56	110-160-563160-519-POOL1	\$109,378.56	\$17,750.00	\$0.00	\$0.00
Capital Projects Supervisor - contracted \$96,000.00	110-160-531100-519-CPROS	\$0.00	\$48,000.00	\$48,000.00	\$0.00
Desktop Central Cloud \$12,682.00	110-160-531100-519-dcc01	\$12,682.00	\$0.00	\$0.00	\$0.00
Short Term Rental Software \$8,131.35	110-160-531100-519-STRSS	\$8,131.35	\$0.00	\$0.00	\$0.00
GIS – PW \$7,795.00	110-160-531100-519-gispw	\$7,795.00	\$0.00	\$0.00	\$0.00
NUTANIX Cluster \$110,480.00	110-160-564320-519-NUTAN	\$110,480.00*	\$0.00	\$0.00	\$0.00
Business Expo and Taste of the City \$12,208.27	110-160-532471-519	\$12,208.27*	\$0.00	\$0.00	\$0.00
Potential Non-profit assistance \$10,000.00	110-160-536601-519-NONPR	\$10,000.00*	\$0.00	\$0.00	\$0.00
Small Business Grants	110-160-536601-519-SMBU1	\$148,218.42*	\$0.00	\$0.00	\$0.00

\$148,218.42					
Utility Assistance – residential \$8,732.88	110-160-536601-519- UAR01	\$8,732.88*	\$0.00	\$0.00	\$0.00
Mortgage Assistance – residential \$139,340.55	110-160-536601-519- MAR01	\$139,340.55*	\$0.00	\$0.00	\$0.00
Rental Assistance – residential \$52,500.00	110-160-536601-519- RAR01	\$52,500.00*	\$0.00	\$0.00	\$0.00
Comments:					
*Expenditures may be move to other categories if programmatic substantiation exists and reassignment is determined to be allowable.					

5.6 Infrastructure Water and Sewer/Clean Water: Stormwater					
Eligible Uses: Culvert repair, resizing, removal, and replacement of storm sewers and additional types of stormwater infrastructure					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
SW 49 St Culvert Replacement \$960,000.00	110-160-563436-536- CULVE	\$57,955.00	\$350,000.00	\$552,045.00	\$0.00 Complete
Drainage for Bill Lips Sports Complex – STW \$158,754.44	110-160-563370-538- STW01	\$134,013.43*	\$24,741.01	\$0.00 Complete	\$0.00 Complete
Comments:					
*Previously under 6.1					

5.2 Infrastructure Water and Sewer/Clean Water: Centralized Wastewater Collection and Conveyance					
Eligible Uses: Reuse or recycling of wastewater, stormwater, or subsurface drainage water					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
WWTP Effluent Pump & VFD Replacement \$1,000,000.00	110-160-563435-536- WWTPE	\$123,767.95	\$750,232.05	\$126,000.00	\$0.00 Complete
Comments:					
N/A					

4.1 Premium Pay					
Eligible Uses: Compensation for eligible workers performing essential work during the pandemic					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
Potential premium pay for essential staff \$46,500.00	110-160-512100-519-premi	\$46,500.00	\$0.00	\$0.00	\$0.00
					Comments: N/A

3.4 Public Health Negative Economic Impact: Public Sector Capacity: Effective Service Delivery					
Project Eligible Use - Multiple					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
STARS Grant Program \$200,000.00	TBD	\$0.00	\$100,000.00	\$100,000.00	\$0.00
Real-time Crime Center \$287,518.82	110-160-564320-519-RTCC1	\$287,518.82	\$0.00	\$0.00	\$0.00
Renovations for City Hall, pool & tennis center, etc. \$42,840.78	110-160-566200-519-HSDCC	\$42,840.78	\$0.00***	\$0.00	\$0.00
Automated License Plate Reader Program \$725,000.00	110-160-564320-519-APLPR	\$418,240.07	\$306,759.93	\$0.00	\$0.00
Smart Camera Program \$260,750.44	110-160-564320-519-SCP01	\$260,750.44	\$0.00**	\$0.00	\$0.00
Contract Service for Digitizing \$90,000.00	110-160-531100-519-csdd	\$0.00*	\$45,000.00	\$45,000.00	\$0.00
Audio/visual Improvements for Chambers \$32,725.43	110-160-564320-519-avcha	\$32,725.43*	\$0.00	\$0.00	\$0.00
Advisory Board Senior Expo 3 Yrs. \$3,076.55	110-160-537100-519	\$3,076.55*	\$0.00	\$0.00	\$0.00
Partial funding-Quest Corp-Social Media/Marketing \$8,320.00	110-160-531100-519	\$8,320.00*	\$0.00	\$0.00	\$0.00
HVAC Improvements (Police)	110-160-566000-519-HVAC1	\$170,497.38*	\$198,624.50	\$0.00	\$0.00

\$369,121.88					
HYCU Office 365 SAAS Backup \$7,412.14	110-160-531100-519-HYCUO	\$7,412.14*	\$0.00	\$0.00	\$0.00
Network Switch Replacement \$37,967.04	110-160-564320-519-NETWS	\$37,967.04*	\$0.00	\$0.00	\$0.00
On The Spot Cleaning - Fitness Center \$2,995.00	110-160-534410-519	\$2,995.00*	\$0.00	\$0.00	\$0.00
Cyber Security Infrastructure Monitoring \$135,677.50	110-160-564320-519-CYBER	\$135,677.50*	\$0.00	\$0.00	\$0.00
Comments:					
*Previously under 6.1					
**\$37,750.44 in FY 23 was an unbudgeted expense, which will be reconciled in FY 24 and balance the budget. Total funding of \$260,750.44 unchanged.					
***\$16,950.00 previously budgeted, to be zeroed out pending Council vote to close out project.					

3.2 Public Health Negative Economic Impact: Rehiring Public Sector Staff					
Project Eligible Use - Multiple					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
BSO - Restoration of Detective (technology) \$901,690.00	110-160-531281-521	\$350,000.00*	\$175,000.00	\$183,750.00**	\$192,940.00**
BSO - Restoration of Deputy (traffic) \$814,190.00	110-160-531281-521	\$262,500.00*	\$175,000.00	\$183,750.00**	\$192,940.00**
Comments:					
*Previously under 6.1					
**Previously unobligated funding redirected for two additional years.					

3.1 Public Health Negative Economic Impact: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers					
Project Eligible Use - Multiple					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
COVID leave - costs reimbursement \$41,484.00	110-160-512100-519	\$41,484.00*	\$0.00	\$0.00	\$0.00
Reimbursement for unemployment insurance \$4,200.00	110-160-512100-519	\$4,200.00*	\$0.00	\$0.00	\$0.00
Partial funding for	110-160-512100-519	\$13,461.00*	\$0.00	\$0.00	\$0.00

Communications Coordinator \$13,461.00					
					Comments: *Previously under 6.1



Cooper City Coronavirus State and Local Fiscal Recovery Funds (SLFRF)

Cooper City, FL Total ARPA Allocation: \$17,930,560.00
Cooper City, FL Revenue Replacement Standard Election Allowance: \$10,000,000.00
Cooper City, FL Non- Replacement: \$7,930,560.00

Total Revenue Replacement				
Total Proposed Appropriation	Actual GL Expenditures	Total Proposed '23/'24	Total Proposed '24/'25	Total Proposed '25/'26
\$10,000,000.00	\$2,873,484.88	\$7,126,515.12	\$0.00	\$0.00

Total Non-Revenue Replacement Categories - All				
Total Proposed Appropriation	Actual GL Expenditures	Total Proposed '23/'24	Total Proposed '24/'25	Total Proposed '25/'26
\$6,813,591.20	\$2,699,730.33	\$2,300,357.49	\$1,365,545.00	\$447,958.38

Total Unappropriated Non-Revenue Replacement				
Total Unappropriated	Actual GL Expenditures	Total Proposed '23/'24	Total Proposed '24/'25	Total Proposed '25/'26
\$1,116,968.80	\$0.00	\$558,484.80	\$558,484.00	\$0.00

Overview of Projects by Expenditure Category

7.1 Administrative Expenses					
Eligible Uses:					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20 to '23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
\$669,906.18	110-160-531100-519	\$257,827.80	\$175,000.00	\$175,000.00	\$62,078.38
Comments:					

6.1 Revenue Replacement					
Eligible Uses: Provision of Government Services					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20 to '23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
Police (and possibly Fire) Personnel Costs \$6,531,145.17	TBD	\$0.00	\$6,531,145.17	\$0.00	\$0.00
Transparency Portal for Budget & Financials \$48,500.00	110-160-531100-519-tpbf1	\$48,500.00	\$0.00	\$0.00	\$0.00
JustFOIA(or similar)Public Records Request solution \$9,891.00	110-160-531100-519-PRRR	\$9,891.00	\$0.00	\$0.00	\$0.00
QLESS System-Building department queueing system \$5,500.80	110-160-534410-519	\$5,500.80	\$0.00	\$0.00	\$0.00
Fire Apparatus & City Vehicle \$2,671,746.00	110-160-564520-VEHFI	\$2,190,126.05	\$481,619.95	\$0.00	\$0.00
Pool & Tennis Center Re-Marciting \$127,128.56	110-160-563160-519-POOL1	\$109,378.56	\$17,750.00	\$0.00	\$0.00

Capital Projects Supervisor - contracted \$96,000.00	110-160-531100-519- CPROS	\$0.00	\$48,000.00	\$48,000.00	\$0.00
Desktop Central Cloud \$12,682.00	110-160-531100-519- dcc01	\$12,682.00	\$0.00	\$0.00	\$0.00
Short Term Rental Software \$8,131.35	110-160-531100-519- STRSS	\$8,131.35	\$0.00	\$0.00	\$0.00
GIS – PW \$7,795.00	110-160-531100-519- gispw	\$7,795.00	\$0.00	\$0.00	\$0.00
NUTANIX Cluster \$110,480.00	110-160-564320-519- NUTAN	\$110,480.00*	\$0.00	\$0.00	\$0.00
Business Expo and Taste of the City \$12,208.27	110-160-532471-519	\$12,208.27*	\$0.00	\$0.00	\$0.00
Potential Non-profit assistance \$10,000.00	110-160-536601-519- NONPR	\$10,000.00*	\$0.00	\$0.00	\$0.00
Small Business Grants \$148,218.42	110-160-536601-519- SMBU1	\$148,218.42*	\$0.00	\$0.00	\$0.00
Utility Assistance – residential \$8,732.88	110-160-536601-519- UAR01	\$8,732.88*	\$0.00	\$0.00	\$0.00
Mortgage Assistance – residential \$139,340.55	110-160-536601-519- MAR01	\$139,340.55*	\$0.00	\$0.00	\$0.00
Rental Assistance – residential \$52,500.00	110-160-536601-519- RAR01	\$52,500.00*	\$0.00	\$0.00	\$0.00
Comments:					
*Expenditures may be moved to other categories if programmatic substantiation exists and reassignment is determined to be allowable.					
6.1 Previously Proposed* and/or Expended and Moved to Other Expenditure Categories					
Contract Service for Digitizing*	110-160-531100-519- csdd	\$60,000.00	\$0.00	\$0.00	\$0.00
ARPA Administration Costs	110-160-531100-519	\$257,827.80	\$0.00	\$0.00	\$0.00
Drainage for Bill Lips Sports Complex - STW	110-160-563370-538- STW01	\$134,013.43	\$0.00	\$0.00	\$0.00

Potential premium pay for essential staff	110-160-512100-519-premi	\$46,500.00	\$0.00	\$0.00	\$0.00
Audio/visual Improvements for Chambers	110-160-564320-519-avcha	\$32,725.43	\$0.00	\$0.00	\$0.00
Advisory Board Senior Expo 3 Yrs.	110-160-537100-519	\$3,076.55	\$0.00	\$0.00	\$0.00
Partial funding-Quest Corp-Social media/Marketing	110-160-531100-519	\$8,320.00	\$0.00	\$0.00	\$0.00
HVAC Improvements (Police)	110-160-566000-519-HVAC1	\$170,497.38	\$0.00	\$0.00	\$0.00
HYCU Office 365 SAAS Backup	110-160-531100-519-HYCUO	\$7,412.14	\$0.00	\$0.00	\$0.00
Network Switch Replacement	110-160-564320-519-NETWS	\$37,967.04	\$0.00	\$0.00	\$0.00
On The Spot Cleaning - Fitness Center	110-160-534410-519	\$2,995.00	\$0.00	\$0.00	\$0.00
NUTANIX Cluster	110-160-564320-519-NUTAN	\$110,480.00	\$0.00	\$0.00	\$0.00
Cyber Security Infrastructure Monitoring	110-160-564320-519-CYBER	\$135,677.50	\$0.00	\$0.00	\$0.00
BSO - Restoration of Detective (technology)	110-160-531281-521	\$350,000.00	\$0.00	\$0.00	\$0.00
BSO - Restoration of Deputy (traffic)	110-160-531281-521	\$262,500.00	\$0.00	\$0.00	\$0.00
COVID leave - costs reimbursement	110-160-512100-519	\$41,484.00	\$0.00	\$0.00	\$0.00
Reimbursement for unemployment insurance	110-160-512100-519	\$4,200.00	\$0.00	\$0.00	\$0.00
Partial funding for Communications Coordinator	110-160-512100-519	\$13,461.00	\$0.00	\$0.00	\$0.00
6.1 Expenditures No Longer Planned to Be Funded					
Electronic Permitting	110-160-564320-519-ELPCD	\$884,052.00	N/A	N/A	N/A

Police Start-up	110-160-531190-521-POLIC	\$689,733.98	N/A	N/A	N/A
Reinstate furloughed & part-time employees	110-160-512100-519-	\$113,000.00	N/A	N/A	N/A
Wi-Fi at 3 Sports Complex, Memorial Park, dog Park	110-160-564320-519-WIFI3	\$68,000.00	N/A	N/A	N/A
Records Management System - Laserfich	110-160-531190-519	\$60,000.00	N/A	N/A	N/A
Contracts Management Software Implementation	110-160-531100-519-cmsi1	\$60,000.00	N/A	N/A	N/A
Admin Costs - Non- ARPA	110-160-531100-519-NARPA	\$50,000.00	N/A	N/A	N/A
Certified Information Security Officer - remote	110-160-531100-519-cisco	\$50,000.00	N/A	N/A	N/A
Street Sweeper	110-160-564700-564	\$40,000.00	N/A	N/A	N/A
SharePoint	110-160-531100-519-shpoi	\$20,000.00	N/A	N/A	N/A
GIS - community development	110-160-531100-519-giscd	\$10,000.00	N/A	N/A	N/A
Cybersecurity Pen Test	110-160-531100-519-pents	\$10,000.00	N/A	N/A	N/A
Senior Transportation	110-160-536610-540-SRTRA	\$2,000.00	N/A	N/A	N/A
Economic Development Printing for Mkt	110-160-531100-519-edpmm	\$1,200.00	N/A	N/A	N/A
					Comments: N/A

5.6 Infrastructure Water and Sewer/Clean Water: Stormwater					
Eligible Uses: Culvert repair, resizing, removal, and replacement of storm sewers and additional types of stormwater infrastructure					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
SW 49 St Culvert Replacement \$960,000.00	110-160-563436-536-CULVE	\$57,955.00	\$350,000.00	\$552,045.00	\$0.00 Complete
Drainage for Bill Lips Sports Complex – STW \$158,754.44	110-160-563370-538-STW01	\$134,013.43**	\$24,741.01	\$0.00 Complete	\$0.00 Complete
					Comments: **Previously under 6.1

5.2 Infrastructure Water and Sewer/Clean Water: Centralized Wastewater Collection and Conveyance					
Eligible Uses: Reuse or recycling of wastewater, stormwater, or subsurface drainage water					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
WWTP Effluent Pump & VFD Replacement \$1,000,000.00	110-160-563435-536-WWTPE	\$123,767.95	\$750,232.05	\$126,000.00	\$0.00 Complete
Stirling Road/WWTP Headworks Facility	110-160-563436-536-STRRD	\$0.00**	\$0.00	\$0.00	\$0.00
					Comments: **Previously budgeted for \$5M but not being funded under SLFRF

4.1 Premium Pay					
Eligible Uses: Compensation for eligible workers performing essential work during the pandemic					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
Potential premium pay for essential staff \$46,500.00	110-160-512100-519-premi	\$46,500.00	\$0.00	\$0.00	\$0.00
					Comments: N/A

3.4 Public Health Negative Economic Impact: Public Sector Capacity: Effective Service Delivery					
Project Eligible Use - Multiple					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
STARS Grant Program \$200,000.00	TBD	\$0.00	\$100,000.00	\$100,000.00	\$0.00
Real-time Crime Center \$287,518.82	110-160-564320-519-RTCC1	\$287,518.82	\$0.00	\$0.00	\$0.00
Renovations for City Hall, pool & tennis center, etc. \$42,840.78	110-160-566200-519-HSDCC	\$42,840.78	\$0.00***	\$0.00	\$0.00
Automated License Plate Reader Program \$725,000.00	110-160-564320-519-APLPR	\$418,240.07	\$306,759.93	\$0.00	\$0.00
Smart Camera Program \$260,750.44	110-160-564320-519-SCP01	\$260,750.44	\$0.00**	\$0.00	\$0.00
Contract Service for Digitizing \$90,000.00	110-160-531100-519-csdd	\$0.00*	\$45,000.00	\$45,000.00	\$0.00

Audio/visual Improvements for Chambers \$32,725.43	110-160-564320-519-avcha	\$32,725.43*	\$0.00	\$0.00	\$0.00
Advisory Board Senior Expo 3 Yrs. \$3,076.55	110-160-537100-519	\$3,076.55*	\$0.00	\$0.00	\$0.00
Partial funding-Quest Corp-Social Media/Marketing \$8,320.00	110-160-531100-519	\$8,320.00*	\$0.00	\$0.00	\$0.00
HVAC Improvements (Police) \$369,121.88	110-160-566000-519-HVAC1	\$170,497.38*	\$198,624.50	\$0.00	\$0.00
HYCU Office 365 SAAS Backup \$7,412.14	110-160-531100-519-HYCUO	\$7,412.14*	\$0.00	\$0.00	\$0.00
Network Switch Replacement \$37,967.04	110-160-564320-519-NETWS	\$37,967.04*	\$0.00	\$0.00	\$0.00
On The Spot Cleaning - Fitness Center \$2,995.00	110-160-534410-519	\$2,995.00*	\$0.00	\$0.00	\$0.00
Cyber Security Infrastructure Monitoring \$135,677.50	110-160-564320-519-CYBER	\$135,677.50*	\$0.00	\$0.00	\$0.00

Comments:

*Previously under 6.1

**\$37,750.44 in FY 23 was an unbudgeted expense, which will be reconciled in FY 24 and balance the budget. Total funding of \$260,750.44 unchanged.

***\$16,950.00 previously budgeted, to be zeroed out pending Council vote to close out project.

3.2 Public Health Negative Economic Impact: Rehiring Public Sector Staff					
Project Eligible Use - Multiple					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
BSO - Restoration of Detective (technology) \$901,690.00	110-160-531281-521	\$350,000.00*	\$175,000.00	\$183,750.00**	\$192,940.00**
BSO - Restoration of Deputy (traffic) \$814,190.00	110-160-531281-521	\$262,500.00*	\$175,000.00	\$183,750.00**	\$192,940.00**
					Comments: *Previously under 6.1 **Previously unobligated funding redirected for two additional years.

3.1 Public Health Negative Economic Impact: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers					
Project Eligible Use - Multiple					
Total Proposed Appropriation	GL Number/Project Code	Actual GL Expenditures '20/'23	Proposed '23/'24	Proposed '24/'25	Proposed '25/'26
COVID leave - costs reimbursement \$41,484.00	110-160-512100-519	\$41,484.00*	\$0.00	\$0.00	\$0.00
Reimbursement for unemployment insurance \$4,200.00	110-160-512100-519	\$4,200.00*	\$0.00	\$0.00	\$0.00
Partial funding for Communications Coordinator \$13,461.00	110-160-512100-519	\$13,461.00*	\$0.00	\$0.00	\$0.00
					Comments: *Previously under 6.1

Cooper City ARPA Budget Overview

Coronavirus State and Local Fiscal Recovery Funds (SLFRF)



Consultancy Services

Witt O'Briens provides full-lifecycle government strategic consulting and implementation services. Grants and public sector expertise includes:

- Navigation of over 30,000 grant opportunities across 1,700 programs from over 40 Federal agencies.
- Extensive nationwide engagement and support for the administration of ARPA funding for state, local, and tribal government agencies.

Florida-based consultant team dedicated to support the Cooper City ARPA project.





Sandra Urban, MPA
Senior Grants Policy Manager

Over 15 years in local government managing multi-million-dollar grants programs, including HUD, FEMA, and HHS.

- Joined Witt O'Brien's in 2022 providing policy guidance and subject matter expert support for federal grant programs.
- Specializes in federal grants regulation and compliance, cradle to grave grants management, and subrecipient compliance and monitoring.

Britta Kellner, MPA
Senior Consultant

Over 25 years of experience providing program and project management, grants administration, legislative and regulatory analysis within local government, non-profit, and private sectors.

- Joined Witt O'Brien's in 2022 and provides grants policy analysis and management including extensive COVID-19-related funding programs at the Federal, state, and local level.
- Professional engagement across a wide range of organizations throughout the State of Florida.



City of Cooper City Strategic Priorities Supported

- Financially Sustaining Someplace Special
 - Proactive Public Safety
 - A Strong Sense of Place
 - Citywide Revitalization



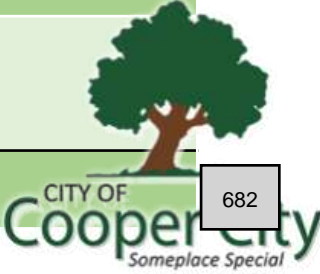
Strategic and Compliant Budget Focus

- Provide Transparency and Accountability
 - Firmly Establish Expenditure Eligibility
 - Align Expenditures with Treasury Allowability
- Leverage use of ARPA funding to maximize General Fund balance, expand match capacity to increase pursuit of grant opportunities, and prioritize capital projects



Proposed Multi-Year Budget by Treasury Expenditure Category

Treasury Expenditure Category	Proposed Amount
7.1 Administrative Expenses	\$669,906.18
6.1 Revenue Replacement	\$10,000,000.00
5.6 Infrastructure Water and Sewer/Clean Water: Stormwater	\$1,118,754.44
5.2 Infrastructure Water and Sewer/Clean Water: Centralized Wastewater Collection and Conveyance	\$1,000,000.00
4.1 Premium Pay	\$46,500.00
3.4 Public Health Negative Economic Impact: Public Sector Capacity: Effective Service Delivery	\$2,203,405.58
3.2 Public Health Negative Economic Impact: Rehiring Public Sector Staff	\$1,715,880.00
3.1 Public Health Negative Economic Impact: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers	\$59,145.00
Unobligated/Unappropriated ARPA Funding (Non-Revenue Replacement)	\$1,116,968.80
Total ARPA Funding	\$17,930,560.00



American Rescue Plan Act (ARPA)
Coronavirus Local Fiscal Recovery Fund (CLFRF)
The City of Cooper City Unallocated Fund Expenditures
Estimated Unobligated/Unallocated \$1,116,968.80

Requirements and Considerations



Considerations for Potential Feasibility and Allowability

- 12/31/2024 Obligation and 12/31/26 End Date
- Allowable Expenditure Category
- “Time to Market” Development, Implementation, Execution
- Identify ongoing, shovel-ready, design/planning project augmentation/expansion
- Robust case for eligibility and least burdensome reporting requirements
- Procurement/Bidding/Cooperative Purchasing Opportunities, “Piggybacking”
- Data Collection Needs, Monitoring, and Closeout
- Staff Time

Total Unobligated/Unappropriated ARPA Funding \$1,116,968.80
Potential Opportunities - Negative Economic Impacts
Expenditure Category 2.22 - Strong Healthy Communities:
Neighborhood Features that Promote Health and Safety

- Project designs for parks, public facilities, pedestrian/park walkways, trailheads, bike paths, park equipment/enhancements
- Park/Public Space Enhancements
- Permanent Beautification Projects - Streetscapes
- Sporting Facilities
- Crime Prevention Through Environmental Design (CPTED) Projects including design studies, implementation/installment of lighting, walkways, beautification, public art, outdoor seating, green spaces, fencing and landscaping

Total Unobligated/Unappropriated ARPA Funding \$1,116,968.80
Potential Opportunities - Negative Economic Impacts
Expenditure Category 2.23 - Strong Healthy Communities:
Demolition and Rehabilitation of Properties

- Community and Senior Centers
- ADA Compliance
- Nuisance Abatement (See CPTED above) graffiti removal, trash, blighted areas, vacant lot cleanups, demolition of unsafe structures (timeline sensitive)

Total Unobligated/Unappropriated ARPA Funding \$1,116,968.80 Additional Opportunities

Assistance to Small Business

2.29 Loans or Grants to Mitigate Financial Hardship

2.31 Rehabilitation of Commercial Properties or Other Improvements

Façade Grants for Local Business/Business Corridors
Parking Enhancements

Aid to Impacted Industries

2.35 Aid to Tourism, Travel, or Hospitality

Hotel Feasibility Study

Other

2.37 Economic Impact Assistance: Other

Summer Youth Programs, Backpack/Nutrition
ADA Compliance

Next Steps

- Adopt New Multi-Year Budget
- Identify Expenditures from Estimated/Unobligated Funds
 - Obligate by December 31, 2024
- Monitor, closeout, and fully expend by December 31, 2026



**CITY COMMISSION
ORDINANCE/RESOLUTION**

TITLE: Ordinance 24-01 (Commission)

DATE: January 23, 2024

DESCRIPTION: AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA; AMENDING CHAPTER 23 OF THE CITY’S CODE OF ORDINANCES, ENTITLED, “ZONING DISTRICTS;” BY SPECIFICALLY DELETING ARTICLE V, SECTION 23-104.1, ENTITLED “PHARMACIES, MEDICAL OFFICES OR CLINICS, AND MEDICAL OR DENTAL LABORATORIES – LOCAL RESTRICTIONS;” PROVIDING FOR ADDITIONAL LOCATIONS FOR PHARMACIES IN THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE. – **Commissioner Shrouder**

CITY MANAGER RECOMMENDATION:

Commissioner Shrouder request approval of Ordinance 24-01 on 2nd reading amending Chapter 23 by specifically deleting Article V, Section 23-104.1 providing for additional locations for pharmacies in the City.

BACKGROUND OF ITEM:

At the December 12, 2023 City Commission meeting, Commission consensus was reached for the City Attorney’s Office to draft an ordinance repealing location restrictions in section 23-104.1. At the January 9, 2024 City Commission meeting, the Commission passed Ordinance 24-01 on 1st reading.

Section 23-104.1 of the City’s Code of Ordinances currently states:

(a)Pharmacies.

(1)Unless approved as a conditional use pursuant to section 23-152 of the Code of Ordinances, no pharmacy shall be permitted to locate within the same establishment, within the same shopping center, or within the same parcel of land or tract of any medical office or clinic, or any medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time.

(2)Outparcels. The location restriction of subsection (1) above shall not apply to a pharmacy which is located within an outparcel as defined in section 21-8 of the Code,

within the same shopping center, or within the same parcel of land or tract, as a medical office or clinic, or medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time. However, no pharmacy shall be permitted to locate within the same outparcel as any medical office or clinic, or medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time, unless approved as a conditional use.

(b)Medical offices or clinics, or medical or dental laboratories.

(1)Unless approved as a conditional use pursuant to section 23-152 of the Code of Ordinances, no medical office or clinic, or any medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time, shall be permitted to locate within the same establishment, within the same shopping center, or within the same parcel of land or tract of any pharmacy.

(2)Outparcels. The location restriction of subsection (1) above shall not apply to a medical office or clinic, or medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time, which is located within an outparcel as defined in section 21-8 of the Code, within the same shopping center, or within the same parcel of land or tract, as a pharmacy. However, no medical office or clinic, or medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time, shall be permitted to locate within the same outparcel as a pharmacy, unless approved as a conditional use.

(c)The foregoing location restrictions shall not apply to pharmacies or medical offices or clinics, or medical or dental laboratories, for which an application for a business tax receipt has been submitted prior to the date of adoption of this Ordinance.

(d)These supplemental regulations are not to be interpreted to limit the lawful operation of a hospital or institution or asylum separately defined and permitted in zoning districts according to separate regulations.

ATTACHMENTS:

1. Ordinance 24-01

ORDINANCE NO. 24-01

AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA; AMENDING CHAPTER 23 OF THE CITY’S CODE OF ORDINANCES, ENTITLED, “ZONING DISTRICTS;” BY SPECIFICALLY DELETING ARTICLE V, SECTION 23-104.1, ENTITLED “PHARMACIES, MEDICAL OFFICES OR CLINICS, AND MEDICAL OR DENTAL LABORATORIES – LOCAL RESTRICTIONS;” PROVIDING FOR ADDITIONAL LOCATIONS FOR PHARMACIES IN THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on May 25, 2010, the City Commission of the City of Cooper City adopted Ordinance No. 10-5-1, thereby establishing certain restrictions on the location of pharmacies; and

WHEREAS, Ordinance No. 10-5-1 was adopted in response to the opioid crisis and, in part, restricted the operation of pharmacies in certain locations where healthcare practitioners were licensed to prescribe controlled substances or vice versa; and

WHEREAS, the opioid crisis which prompted the need for certain provisions of Ordinance No. 10-5-1 has been abated through state and federal legislation, healthcare advances, litigation and other efforts; and

WHEREAS, the City participated in the statewide opioid litigation and has received settlement funds that are being used to address many of concerns which resulted in the adoption of Ordinance No. 10-5-1; and

WHEREAS, the City is no longer faced with the healthcare crisis which resulted in the regulation of separating proximity between medication prescribers and pharmacy locations pursuant to Ordinance No. 10-5-1; and

WHEREAS, the City Commission has held a public hearing and considered public input, as required by law; and

WHEREAS, the City Commission has determined that amending the pharmacy and medication prescriber’s location restrictions is in the best interest of the health, safety, and welfare of its citizens and residents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA:

SECTION 1. The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

SECTION 2. City Code Amended. That Chapter 23, entitled “Zoning Districts,” of the City of Cooper City Code of Ordinances is hereby amended by specifically deleting Article V, Section 23-104.1, entitled “Pharmacies, medical office, or clinics, and medical or dental laboratories – Location restrictions” as follows:

~~**Sec. 23-104.1. — Pharmacies, medical offices or clinics, and medical or dental laboratories — Location restrictions.**~~

~~**(a) Pharmacies.**~~

~~(1) Unless approved as a conditional use pursuant to section 23-152 of the Code of Ordinances, no pharmacy shall be permitted to locate within the same establishment, within the same shopping center, or within the same parcel of land or tract of any medical office or clinic, or any medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time.~~

~~(2) *Outparcels.* The location restriction of subsection (1) above shall not apply to a pharmacy which is located within an outparcel as defined in section 21-8 of the Code, within the same shopping center, or within the same parcel of land or tract, as a medical office or clinic, or medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time. However, no pharmacy shall be permitted to locate~~

~~within the same outparcel as any medical office or clinic, or medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time, unless approved as a conditional use.~~

~~(b) Medical offices or clinics, or medical or dental laboratories.~~

~~(1) Unless approved as a conditional use pursuant to section 23-152 of the Code of Ordinances, no medical office or clinic, or any medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time, shall be permitted to locate within the same establishment, within the same shopping center, or within the same parcel of land or tract of any pharmacy.~~

~~(2) Outparcels. The location restriction of subsection (1) above shall not apply to a medical office or clinic, or medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time, which is located within an outparcel as defined in section 21-8 of the Code, within the same shopping center, or within the same parcel of land or tract, as a pharmacy. However, no medical office or clinic, or medical or dental laboratory, which is staffed by health care practitioners licensed to prescribe controlled substances identified in Schedule II, III, or IV in F.S. §§ 893.03, 893.035, or 893.0355, as may be amended from time to time, shall be permitted to locate within the same outparcel as a pharmacy, unless approved as a conditional use.~~

~~(c) The foregoing location restrictions shall not apply to pharmacies or medical offices or clinics, or medical or dental laboratories, for which an application for a business tax receipt has been submitted prior to the date of adoption of this Ordinance.~~

~~(d) These supplemental regulations are not to be interpreted to limit the lawful operation of a hospital or institution or asylum separately defined and permitted in zoning districts according to separate regulations.~~

SECTION 3. Conflict. All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be, and the same are hereby repealed to the extent of such conflict.

SECTION 4. Severability. If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid,

such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

SECTION 5. Codification. It is the intention of the City Commission of the City of Cooper City that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Cooper City, Florida, that the Sections of this ordinance may be renumbered, re-lettered, and the word "Ordinance" may be changed to "Section", "Article" or such other word or phrase in order to accomplish such intention. All other Code references to Sec. 23-104.1 may be deleted.

SECTION 6. Effective Date. This Ordinance shall become effective upon passage and adoption.

PASSED AND ADOPTED on First Reading this _____ day of _____, 2024.

PASSED AND FINAL ADOPTION on Second Reading this _____ day of _____, 2024.

MAYOR GREG ROSS

ATTEST:

TEDRA ALLEN, MMC

Approved as to Legal Form:

JACOB G. HOROWITZ
City Attorney

ROLL CALL
Mayor Ross _____
Commissioner Green _____
Commissioner Shrouder _____
Commissioner Katzman _____
Commissioner Mallozzi _____



BUSINESS IMPACT ESTIMATE

1/23/2024 Meeting Date

Ordinance Title: Ordinance 24-01

AN ORDINANCE OF THE CITY OF COOPER CITY, FLORIDA; AMENDING CHAPTER 23 OF THE CITY’S CODE OF ORDINANCES, ENTITLED, “ZONING DISTRICTS;” BY SPECIFICALLY DELETING ARTICLE V, SECTION 23-104.1, ENTITLED “PHARMACIES, MEDICAL OFFICES OR CLINICS, AND MEDICAL OR DENTAL LABORATORIES – LOCAL RESTRICTIONS;” PROVIDING FOR ADDITIONAL LOCATIONS FOR PHARMACIES IN THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

If any of the following exceptions to the Business Impact Estimate requirements apply, check the applicable box and leave the remainder of the form blank.

- The ordinance is required for compliance with federal or state law or regulation;
 - The ordinance relates to the issuance or refinancing of debt;
 - The ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
 - The ordinance is required to implement a contract or an agreement, including, but not limited to, any federal, state, local, or private grant, or other financial assistance accepted by the City;
 - The ordinance is an emergency ordinance;
 - The ordinance relates to procurement; or
 - The ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements, and development permits;
 - b. Sections 190.005 and 190.046, regarding community development districts;
 - c. Section 553.73, relating to the Florida Building Code; or
 - d. Section 633.202, relating to the Florida Fire Prevention Code.
1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals, and welfare):

2. Estimate the direct economic impact of the proposed ordinance on private, for-profit businesses in the City:

3. Estimate of direct compliance costs:

4. Any new charge or fee imposed by the proposed ordinance:

5. Estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs

6. Estimate of the number of businesses impacted by the proposed ordinance:

7. Additional Information: _____

Utilities
Director
COOPER CITY, FLORIDA

Recruitment
Proposal

DECEMBER 20, 2023



Submitted by:

LAURIE PEDERSON
SENIOR VICE PRESIDENT
630 DUNDEE ROAD, SUITE 225
NORTHBROOK, IL 60062
847.380.3198
lpederson@govhrusa.com



COOPER CITY, FL
UTILITIES DIRECTOR
DECEMBER 20, 2023

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Cover Letter



December 20, 2023

Ryan Eggleston, City Manager
Cooper City
9090 SW 50th Place
Cooper City, FL 33328

RE: PROPOSAL FOR UTILITIES DIRECTOR

Dear Mr. Eggleston:

Thank you for the opportunity to provide you with a proposal for the Utilities Director recruitment and selection process for Cooper City (City). Our proposal provides the City with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

We have some very exciting news to share. GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. GovHR and MGT are joining forces to take the next step in offering integrated solutions that can accelerate our most important shared goal: dramatically improving lives by *advancing and lifting up the communities we serve*.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	Laurie Pederson, Senior Vice President 630 Dundee Road, Suite 225 Northbrook, Illinois 60062 847.380.3198 lpederson@govhrusa.com

Thank you for the opportunity to submit a proposal to Cooper City. Should you have questions on any aspect of this proposal, please contact **Laurie Pederson** at **847.380.3198** or lpederson@govhrusa.com.

Regards,

Patrick J. Dyer, Vice President
Authorized to bind the firm





Firm Profile

We impact the communities we serve – for good.

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in **assisting clients to operate more efficiently and effectively.**

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.



Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida; branch offices nationwide

Staff: 500+ consultants across the country

Structure: Privately held and client-driven

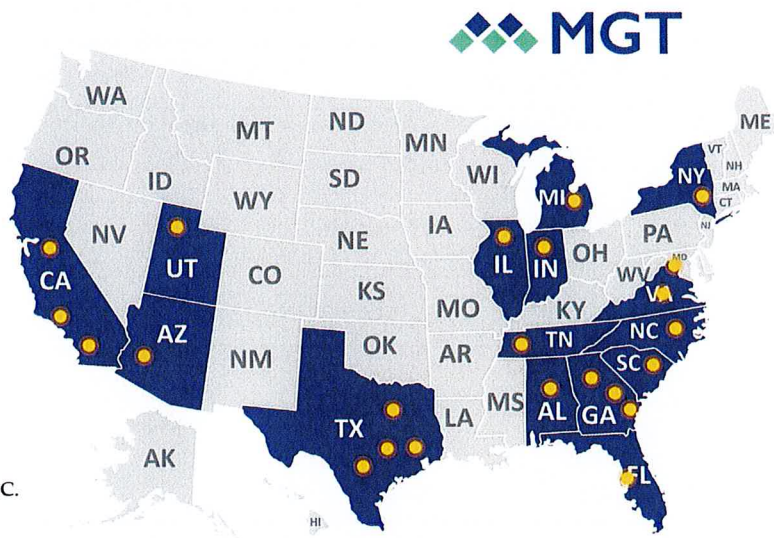
Lines of Business: Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

Find out more at www.mgtconsulting.com.

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction towards their short- and long-term goals . With the recent combination of GovHR, our firm includes **more than 500 professionals and administrative staff** to support our clients' success. MGT's corporate office is in Tampa, Florida, with additional offices around the country as shown below.

NATIONAL FIRM LOCAL FOCUS

- Alabama**
Birmingham
- Arizona**
Phoenix
- California**
Sacramento
Riverside
Carlsbad
- Florida**
Tampa HQ
- Georgia**
Savannah
Atlanta
Alpharetta
- Illinois**
Chicago Metro
- Indiana**
Gary
- Michigan**
Bay City
- New York**
NYC
- North Carolina**
Raleigh
- South Carolina**
Columbia
- Tennessee**
Nashville
- Texas**
Dallas
Austin
San Antonio
Houston
- Utah**
Salt Lake City
- Virginia**
Richmond
- Washington, D.C.**



FIRM PROFILE

Social Impact Solutions

The MGT Social Impact Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Social Impact Solutions Team.

GovHR USA

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized executive recruitment services, management studies, and consulting projects for local government and organizations who work with local government. Additionally, GovHR's GovTempsUSA division provides interim staffing solutions to keep operations moving during the recruitment process.

GovHR's consultants are experienced executive recruiters who have conducted **over 1,250 recruitments**, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

GOVHR'S LEADERSHIP



Heidi Voorhees
(847) 380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori
(847) 380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

FIRM PROFILE

Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

We improve lives by advancing and lifting up your community.

This purpose reflects the company’s strong social conscience and service ethic that forms the core of the MGT “Why.” MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

*Impacting
Communities.
For Good.*



Defined by Our Impact



We understand the goals of Cooper City and how this search process will ensure a diverse pool of highly qualified candidates for the City.

The MGT team empowers organizations to enhance their teams through innovations in people, processes, and technology to **lift and strengthen their human resources solutions.**

Part of our success is based upon our **promise to be flexible and responsive.** We are acutely aware of the political, economic, social, and technological factors that impact today’s public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Social Impact Solutions Group responsible for leading the completion of this project.**



Social Impact Solutions

Our Social Impact Solutions team combines Financial Solutions, Education Solutions, Human Capital, Government Consulting, and Diversity, Equity, and Inclusion (DEI) to provide an integrated team with subject matter expertise and the financial acumen to help municipalities, government agencies, schools, districts, state agencies, and colleges and universities perform at their best and thrive.



Technology Solutions

Our Technology Solutions business supports state, local, education, and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security, and strategic IT professional staffing.

FIRM PROFILE

Why Choose MGT/GovHR?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the City. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.



“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again. . .”

- Joseph Onzick
Executive Director of Finance
Kane County, IL



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the City’s staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced Senior Vice President Lee Szymborski. He will act as your project manager and primary point of contact for this project. His biography is attached as **Appendix A**.

Project Manager & Main Point of Contact



LEE SZYMBORSKI
Senior Vice President
414-750-7799
LSzymborski@GovHRusa.com

Proposal Inquiries



LAURIE PEDERSON
Senior Vice President
Operations & Client Services
847.380.3198
LPederson@GovHRusa.com



Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



MGT: EXPERTS IN RECRUITING

“The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City’s needs.”

MGT Client Satisfaction Components



Proposed Work Plan

PHASE 1 POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups),

PROJECT APPROACH & METHODOLOGY

surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- ◆ One-on-one or group interviews with stakeholders identified by the City.
- ◆ Surveys can be used for department personnel and/or the community to gather feedback.
- ◆ Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for City review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2
ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- ◆ MGT consultants will personally identify and contact potential candidates.
- ◆ Develop a database of potential candidates from across the country unique to the position and to the City, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- ◆ Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the City with a list of advertising options for approval.

PROJECT APPROACH & METHODOLOGY

PHASE 3 CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- ◆ Review and evaluation of candidates’ credentials with consideration to the criteria outlined in the Recruitment Brochure.
- ◆ Candidates will be narrowed down to those that meet the qualification criteria.
- ◆ Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each finalist candidate.

All résumés will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the City’s process is professional and well regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- ◆ MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- ◆ MGT will provide an electronic recruitment portfolio which contains the candidates’ materials along with a “mini” résumé for each candidate so that credentials are presented in a uniform way.
- ◆ The City will receive a log of all applicants and may review résumés if requested.
- ◆ Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the City to review the recruitment report and provide additional information on the candidates.

PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- ◆ Develop the first and second round interview questions for City review and comment.
- ◆ Coordinate candidate travel and accommodations.
- ◆ Provide City with an electronic file that includes:
 - Candidates’ credentials.

PROJECT APPROACH & METHODOLOGY

- Set of questions with room for interviewers to make notes.
- Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING

- | | |
|---|--|
| ✓ Social Security Trace & Verification | ✓ County/Statewide Criminal |
| ✓ US Federal Criminal Search | ✓ Civil Search |
| ✓ Enhanced Verified National Criminal | ✓ Bankruptcy, Leans, and Judgements |
| - National Sex Offender Registry | ✓ Motor Vehicle Record |
| - Most Wanted Lists FBI, DEA, ATF, Interpol | ✓ Education Verification – All Degrees Earned |
| - OFAC Terrorist Database Search | Optional: Credit Report – Transunion with score
(based on position and state laws) |
| - OIG, GSA, SAM, FDA | Optional: |
| - All felonies and misdemeanors reported to the National Database | - Professional License Verification |
| | - Drug Screen |
| | - Employment Verification |

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- ◆ Tour of City facilities.
- ◆ Interviews with senior staff.

**PHASE 6
APPOINTMENT OF CANDIDATE**

Activities

- ◆ MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- ◆ MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in Error! Reference source not found..

PROJECT APPROACH & METHODOLOGY

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Interviews & Brochure Development	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Background Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interview Process & Additional Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

Commitment to Comprehensive Outreach in Recruitments

MGT is a leader in diversity, equity and inclusion consulting services, strategic planning, and organization transformation. MGT’s experience working in diverse communities across the United States and working with organizations seeking to change organization culture is critical to the success of all our projects. We have a track record of building awareness, solutions, and direction for systemic change by generating transformative ideas and solutions, information, and practices into operational strategies, which help us stand out in all our projects.

MGT is also one of the original and premier disparity research firms in the country. Disparity studies were the first instance of bringing principles of diversity, equity, and inclusion into the public sector, through the procurement process, and since 1990, **MGT has conducted more than 230 public sector disparity studies.** These studies are designed to improve procurement departments, promote and advance equity, and improve economic outcomes for diverse communities that have been historically marginalized by analyzing policies, practices, and programs to increase the utilization of minority- and women-owned businesses. Clients that have conducted a disparity study are in the unique position to increase and improve systematic equity through procurement and contracting, which can ultimately promote economic empowerment by creating strong business and employment pipelines in communities of color.

MGT’s GovHR also has a long-standing commitment to diversity, equity and inclusion. Since the firm’s inception they have supported, with their time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride. Our Team Members have moderated and spoken on inclusion topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training, and we are frequent speakers on incorporating inclusivity into recruitment and selection processes.

MGT’s GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH; Fort Collins, CO; Ann Arbor, MI; Oakland, MI; and Arlington, TX. Our partnership reflects our mutual commitment to increasing inclusion and advancing values of local government leaders at the highest levels of local government organizations.

PROJECT APPROACH & METHODOLOGY

MGT/GovHR’s Recommendations to RECRUIT and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position as well as being concerned about the “fit” with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today’s market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider “up and coming” candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today’s candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years’ experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates’ experience. Carefully assess requirements such as CPA, Professional Engineer, and others that will limit your talent pool – consider using the word “ideally” or “preferably.”

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



Cost Proposal

*Defined by Impact. Driven by People.
Dedicated to the Community.*

We take pride in customizing our client’s needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

Full Scope Recruitment

Recruitment Fee (price includes \$1,000 repeat client discount)	\$19,500
--	-----------------

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to Cooper City for reimbursement.*

Possible in-person meetings could include:

- ◆ Recruitment brochure interview process
- ◆ Presentation of recommended candidates
- ◆ Interview Process

Any additional consultant visits requested by the City (beyond the three visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Advertising costs for the position announcement are estimated to be between **\$1,500 to \$2,500** and will only be billed at actual cost.

Optional Fees & Expenses:

Background screenings cost per candidate: **\$400**

Can be determined prior to candidate interviews or final interview stage.

Payment for Fees & Services

- ◆ **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- ◆ **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- ◆ **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within thirty (30) days of receipt.

COST PROPOSAL

Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, the City will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the City.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee’s own determination, leave the employ of the City within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee’s departure.



Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the City is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

360° EVALUATION

As a service to the City, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the City feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



Appendix A. Consultant Biography

The biography of our proposed consultant is provided on the following page.



LEE SZYMBORSKI



Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski’s experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full service city with \$30 million in combined budgets, and more than 170 employees serving 23,000 residents. He also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski’s track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a \$14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10-community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and re-purposing TIF funds to provide incentives that secured a \$16 M mixed-use development in Mequon’s Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Lee’s experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled all aspects of recruiting the management team. During his time in Mequon, Mr. Szymborski recruited all members of the City’s management team.

His recent searches include City Manager, City Administrator and department head positions for communities throughout the Midwest and East Coast. He has done management studies and strategic plans for several Wisconsin, Illinois and Missouri communities, professional associations and councils of government. He has also been part of GovHR USA’s classification and compensation studies in several Wisconsin, Illinois, Minnesota and Massachusetts communities.

PROFESSIONAL EDUCATION

- Master of Science degree in Urban Affairs, University of Wisconsin - Milwaukee
- Bachelor of Arts in Political Science, University of Wisconsin – Milwaukee

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Speaker at state City Management Association meetings in Wisconsin, Illinois and Missouri
- Former Adjunct Instructor at Upper Iowa University - Milwaukee Center and Concordia University Wisconsin
- Published articles in Public Management Magazine, Milwaukee Journal Sentinel

AWARDS

- Mequon – Thiensville Chamber of Commerce’s Distinguished Service Award

MEMBERSHIPS AND AFFILIATIONS

- Mequon Police and Fire Commission
- Mequon-Thiensville Sunrise Rotary Club
- Board of Directors for the Mequon Nature Preserve
- International City/County Management Association
- Wisconsin City/County Management Association
- Former President Illinois Association of Municipal Management Assistants
- Former President Mequon-Thiensville Sunrise Rotary Club

PROFESSIONAL BACKGROUND

Over 33 Years of Experience in Local Government Administration

- City Administrator, Mequon, WI 1999-2014
- Assistant Village Manager, Buffalo Grove, IL 1987-1999
- Milwaukee County and City of Wauwatosa, WI 1980-1986



January 12, 2024

Ryan T. Eggleston
City Manager
City of Cooper City
9090 SW 50th Place
Cooper City, Florida 33328

Subject: Conceptual Proposal for Interim Utilities Consulting Services

Dear Mr. Eggleston,

Jacobs is pleased to provide a conceptual proposal for performing interim utilities consulting services for the City of Cooper City.

Understanding

The City (OWNER) Utilities Department is responsible for operation of water and wastewater treatment plants, plus water distribution and wastewater collection, plus stormwater systems. The City has experienced staff turnover in recent months, leading to a need for interim support of their Utilities Department with full-time subject matter experts to provide expertise, training, and advisory consulting to the City staff at these facilities.

As an expert in water and wastewater O&M with over 40 years and hundreds of facilities' worth of experience, Jacobs can provide top notch support during a defined period with subject matter experts that have managed, operated and maintained a wide range of municipal treatment systems nationally. For this proposal, we have a local individual in mind with significant expertise managing multiple very large and complex treatment plants and staff, plus direct experience working with oversight boards and across multiple departments as the Interim Utilities Director. The availability of our experts is dependent on the schedule of this work moving ahead, and the final scope, but Jacobs has a deep bench and can identify other highly qualified candidates to meet your needs and schedule.

Conceptual Scope of Services

This draft scope of work describes the services to be rendered by Jacobs (CONSULTANT) for Utilities Department Consulting focused on the OWNER's treatment plants. CONSULTANT will assist OWNER for a period of three (3) months with plant operations and management advising as defined below.

1. Project Management

Jacobs will provide project management for CONSULTANT’s work on the project, which will consist of the following:

- 1. Work planning – brief project instructions will be developed to define the project, staff, assignments, safety requirements, responsibilities, and quality control/assurance. A project workplan is a CONSULTANT requirement for all projects.
- 2. A local CONSULTANT project manager will be identified to be the single point of contact for all business needs of this task order. Local engineering support can also be provided by CONSULTANT as appropriate, as an additional scope item, if requested.
- 3. Monthly Invoicing - Invoices and progress reports will be developed and submitted in accordance with the methodology used for other OWNER task orders, unless stated otherwise herein.

2. Interim Utilities Consultant

CONSULTANT will provide an Interim Utilities Consultant as a special advisor to OWNER management and staff, and support the development of their technical and managerial capabilities. CONSULTANT will provide support and guidance as needed/requested by OWNER, as specified below:

- 1. Utilities Department guidance and advisory support with team building, communication, roles and responsibilities, regulatory compliance advising, best practices, staff development and training plans, capital and O&M expense planning, and coordination support with other OWNER departments as directed;
- 2. Operations team guidance and advisory support with team building, communication, roles and responsibilities, regulatory compliance advising, best practices, staff development and training plans, maintenance team coordination, and coordination support with other OWNER teams and departments as directed;
- 3. An assessment of needs of the water and wastewater team and utilities at a high level, such as capital improvements or studies, condition assessments, staff training, organizational adjustments, or other potential gaps as identified by the CONSULTANT during this term;
- 4. Provide follow up and support as needed to support OWNER progress in implementing changes and improvements.

Additional assumptions made for delivery of the scoped work, are attached in Appendix A.

3. Miscellaneous Support

Funding will be provided for additional miscellaneous services that may arise during the course of the project. Prior to CONSULTANT providing any additional miscellaneous services, mutual written authorization between the parties will be required prior to utilizing any budget included in this task.

Conceptual Proposal for Interim Utilities Dept Consulting Services
Jacobs
January 5, 2023

Schedule

Operations consulting services from CONSULTANT will be provided for a period of three (3) months from Notice to Proceed. If services are desired beyond that period, notice is required at least four (4) weeks in advance to secure continuity of staff.

It is assumed that the CONSULTANT staff will be onsite full time at up to 40 hours/week for the duration of the assignment.

Approximate Commercial Offer

As consideration for providing those services described in this Task Order, OWNER shall pay the CONSULTANT on the basis of the CONSULTANT’s employee direct salary cost multiplied by a factor of 2.65, plus per diem expenses, as defined in the AGREEMENT. A service charge of 10 percent will be included for Subcontractor Services and Outside Services expenses. Also, all applicable City, County and State sales, use, value added, business transfer, gross receipts or similar taxes will be passed through directly to OWNER for payment.

The total estimated cost for the CONSULTANT to perform the services described in this Task Order is between **\$130,000 – \$140,000** depending on timing and staff availability. This is for budgetary planning purposes for the 3-month period and will be billed on a time and materials basis. Additional miscellaneous services will be billed at an additional cost only after mutual written authorization. Employee expenses are to be paid on a per diem.

Jacobs appreciates the opportunity to submit our proposal for consulting services. If you have any questions or require additional information, please feel free to contact me by phone (and/or email andy.rouse@jacobs.com).

Sincerely,



Andy Rouse
Vice President
Jacobs

Cc John Rickermann – Jacobs

Appendix A: Assumptions

1. CONSULTANT will provide on-site CONSULTANT on a 40-hour work week basis. CONSULTANT can be flexible with OWNER to periodically support different shifts and weekends, if necessary, when written notice is provided at least 7 calendar days in advance.
2. CONSULTANT positions may be filled by more than one qualified subject matter expert in an alternating onsite schedule, given the duration of the assignment, but every reasonable effort will be made to keep the assigned staff consistent throughout the term of the agreement.
3. Meals and related living expenses will be reimbursable. Meals will be reimbursed on a per diem basis (no receipts), using the U.S. General Services Administration 2024 rates for the region.
4. CONSULTANT shall perform services as an independent consultant and not as an employee or direct agent of OWNER.
5. CONSULTANT will provide training as time allows, and hands-on guidance in the industry standard practices for plant operations and management but will not be responsible for operating the plants.
6. CONSULTANT will assist with preparation of regulatory and compliance reports but will not assume signatory responsibility for those reports.
7. CONSULTANT shall have no authority or take direct action regarding regulatory compliance or communications with the regulators, such as reporting or providing licensed operators.
8. All OWNER employees furnished by OWNER shall be employees of OWNER and shall not be employees of CONSULTANT. The parties agree that OWNER shall remain solely responsible for all Employer Obligations, as defined in section 8.b., below, with respect to all OWNER employees even if a court, administrative agency, or other body deems the OWNER employees to be CONSULTANT's employees.
 - a. Each OWNER employee shall perform such services as an employee of OWNER and not as an employee or agent of CONSULTANT. As such, OWNER employees shall not be entitled to nor shall they claim any benefits or rights accorded to employees of CONSULTANT. OWNER shall be solely responsible for all Employer Obligations as defined in Section 6.b, below, including, but not limited to, provision of employee benefits and compliance with state and federal laws including the Fair Labor Standards Act for their employees.
 - b. OWNER shall be solely responsible for all Employer Obligations with respect to OWNER personnel and OWNER employees. "Employer Obligations" as used in this Task Order means all obligations of any kind imposed customarily or by law or agreement on persons acting in the capacity of an employer in relation to persons acting in the capacity of an employee. These include, without limitation: (a) responsibility for hiring, assigning, compensating and terminating OWNER personnel and OWNER employees; (b) withholding and paying taxes; (c) verification of employment, eligibility, including compliance with IRCA, FCRA, DOT drug and alcohol regulations, and all DOD and DOC export licensing and control requirements; (d) providing workers' compensation insurance and complying with all applicable workers compensation laws; (e) compliance with all federal, state and local laws (both common and statutory) and regulations relating to employment and the rights

- of OWNER personnel and OWNER employee(s), including but not limited to FICA and FUTA withholding; the Fair Labor Standards Act; wage and hour laws, including overtime, unemployment compensation; COBRA; immigration; compliance with laws relating to employment, illegal employment discrimination and retaliation; leaves, benefits; the Immigration Reform Act of 1986; and all record keeping requirements.
9. If OWNER should choose to include additional services, the parties shall mutually agree in writing upon the additional scope and costs. These revisions may be added in the form of an executed amendment to this agreement.
 10. Treatment plant staff will share current methods for monitoring, work management, documentation, and reporting while CONSULTANT are on the premise.
 11. Workspace such as a small conference room will be made available to CONSULTANT staff as a space for interactive discussion and secured space for computers and personal items.
 12. CONSULTANT shall have no authority to exercise control over, nor shall they bear any responsibility for, the health and safety of OWNER staff.
 13. CONSULTANT shall perform services as an independent consultant and not as an employee or direct agent of OWNER.
 14. No heavy cleaning or asset maintenance by consultant are included in this scope of work.
 15. The scope of work for the CONSULTANT experts will be limited to the water and wastewater treatment plants, collection system, water distribution system, and stormwater system.




**Broward Sheriff's Office
Cooper City District
10580 Stirling Rd.
Cooper City, FL 33026**

EXTERNAL MEMO

Date: 01-18-24

CD24-002

To: Mr. Ryan Eggleston
City Manager
City of Cooper City

From: Captain Christopher De Giovanni 
Cooper City District Chief
Department of Law Enforcement

Subject: Police Chief's Report – Commission Meeting January 18, 2024

As requested at the June 14, 2022, commission meeting, please accept this memorandum as advanced notice of my police chief's report for the upcoming commission meeting. This report will follow the same flow of my prior reports, which is aimed at highlighting information pertinent to the city's main public safety concerns: traffic / schools, code, and crime. In addition, a community involvement and vacancy update will be included.

I. Traffic / School Report

- a. **Safety Town Initiative** – we are excited to rollout a new initiative geared towards our elementary-aged students this year: Safety Town! We will be working with our schools and community partners to teach our Cooper City children important life safety lessons in partnership with Memorial hospital at Tree Tops Park. We've reached out to each of our elementary schools to coordinate the schedule for this new initiative.
- b. **Aggressive Driving Enforcement Campaign** – our traffic team will be continuing to staff evening and weekend enforcement campaigns in 2024 to proactively target aggressive driving and speeding throughout our city. These operations will focus on our main thoroughfares to help combat the identified pattern(s) of traffic accidents, while including some of our interior roadways to address specific resident concerns.

II. Code Report

- a. The **commercial plaza initiative** continues with weekly maintenance compliance sweeps. No major concerns or developments.
- b. The monthly **gate compliance checks** continue with no major concern.
- c. **Parking Enforcement Team** – this team officially launched with their first enforcement patrol on Wednesday, January 17th, 2024. They will be focusing on enforcement of handicap and fire lane violations in the commercial plazas, as well as sidewalk concerns in the residential areas.

III. Crime Report

- a. **Burglary Arrest** – on January 16, 2024, we were alerted to subjects committing vehicle burglaries in the Rock Creek and Flamingo Gardens neighborhoods. Our deputies quickly located a vehicle matching the description for the suspects, and they successfully took them into custody at NE Lake Blvd & Hiatus Rd. One of the subject’s was found to be on probation for burglary with an out-of-state warrant for the same. We are able to recover and return stolen property as a result of the apprehension.
- b. **STARS Program:** the STARS grant program officially opened for applicants January 1, 2024. It is listed on the city’s website and has been actively shared with our community partners. To date, we have received over a half dozen grant applications, along with additional applications of interest. Further, on January 17, 2024, the Rock Creek HOA voted unanimously to participate in the STARS program.

IV. Community Involvement / Misc. Report

- a. **Fingerprinting, New Service Offered** – friendly reminder, as of January 15, 2024, we now offer fingerprinting as a new, free service for our residents! If you live in Cooper City and have a verifiable address, you may contact our station to book your free appointment (954-435-2000). Currently, we will be offering traditional fingerprinting services, but we are researching to add a digital option later this year.
- b. **Crafting with a Cop Initiative** – on February 7, 2024, we will be hosting our next “Crafting with a Cop” event at the district station from 6P-7:30P. Check our Facebook page for the Eventbrite information, as seating is limited (follow us @ Cooper City BSO).
- c. **Shred-A-Thon / Operation Medicine Cabinet** – on March 23, 2024, 10A-1P, we will be hosting the next Shred-A-Thon / OMC at the Cooper City BSO District station.

V. Vacancy Report

- a. I have two sworn vacancies, and two non-sworn vacancies.



**Broward Sheriff's Office
Cooper City District
10550 Stirling Rd.
Cooper City, FL 33026**

EXTERNAL MEMO

Date: 01-18-24

To: Mr. Ryan Eggleston
City Manager
City of Cooper City

From: Mr. Gary Harrington
Cooper City District Chief
Department of Fire Rescue and Emergency Services

Subject: Fire Chief's Report – Commission Meeting January 23, 2024

The following is the Fire Chief's report for the upcoming commission meeting. This report will follow the same flow of my prior reports, which is aimed at highlighting information pertinent to the city's main public safety concerns: Fire Rescue Incidents, Fire Apparatus/Station concerns, Fire Prevention, Community Outreach, and CERT.

I. Fire/Rescue Incident Report

- a. Total Fire Related Incidents 042
- b. Total Medical Related Incidents 100
- c. Total Incidents for January 1-15 142

Fastest Unit Response/Mutual Aid calls for January 1-15. Cooper City has responded outside its jurisdiction 11 times and has received outside emergency assistance 08 times. The breakdown for each city is as follows:

	Pembroke Pines	Hollywood	Davie
BSO/Cooper City Responded outside its jurisdiction	04	00	07
Outside agencies responded to Cooper City	06	00	02

II. Incident Response Summary for January 1-15

Total responses	Incident responses < 6 min.	Incident responses 6 – 9 min.	Outliers > 9 min.	Incident responses canceled enroute
142	97	32	02	11

Fastest Response Time: 00:59 sec.
 Longest Response Time: 10:05 min.
 Average Response Time: 05:22 min.

OUTLIERS:

The outliers above represent a small percentage of the total responses. Outliers occur for a number of reasons, and those reasons vary with each call.

Besides Station 28 units responding from another call, they can also be responding from the hospital or another jurisdiction (as part of the fastest unit response agreement), all of which can result in an outlier. This month reflects the fastest unit response of 59 seconds. This incident occurred at 106 Avenue and Stirling Road. The responding apparatus, E28 and R28 responded Code 3 from Station 28. The longest response time was 10 minutes, 05 seconds. This incident was a Code 3 response by Quint 28 for a fire alarm located at 5135 Regency Isles Way in Country Glen. The homeowner advised it was an accidental trip. Crews responded from station 28 and continued their response to verify no hazards existed.

Outliers are not isolated to Cooper City; they occur in all fire departments regardless of jurisdiction. Outliers are also not new to Cooper City as they have always existed. This is not a new issue or a BSO issue. This is an issue that exists in every city no matter who is providing fire/rescue services.

As I have previously discussed with the former City Manager, current City Manager, and the City Commission, I believe that the main reason for outliers is distance. Station 28 covers 8.5 square miles which is one of the largest areas covered by any one fire station in Broward County. The average square mile coverage area per fire station is between 4 or 5 square miles. Some of the coverage areas per fire station in Broward County are as follows: 5.6 square miles for Pembroke Pines, 5.8 square miles for Davie, 5.4 square miles for Weston, 3.8 square miles for Lauderdale Lakes, 3.7 square miles for West Park/Pembroke Park, 2.0 square miles for Hallandale, and 4.0 square miles for Dania Beach. There are similar coverage areas for the remaining fire stations in Broward County; however, no fire station covers as large an area as Cooper City Fire Station 28.

The placement of fire stations and equipment dramatically impacts the effectiveness and efficiency of services provided by the fire department. I am proud of the current services provided by the men and women of Broward Sheriff’s Office, but I am open to improving the services wherever and whenever possible. I will gladly assist the City Manager and the City Commission in discussing potential projects towards improving the fire rescue services for the residents and businesses within Cooper City.

III. Fire Apparatus/Station Report

Fire Hydrant flushing project has been completed for 2023.

Total Hydrants:	1231
Flushed Hydrants:	1231
Out-of-Service Hydrants:	0
Pending:	0

IV. Apparatus Service Days for January 1-15

Unit	In-service days	Out-of-service days	Comments
Q28	00	15	Accelerator Issue – control module replaced
E28	15	0	
R28	15	0	
R228	10	5	Chassis repair
DC28	15	0	

V. Fire Prevention Report

- Fire Inspections: (FY to Date)
 - i. Total Properties 867
 - ii. Completed Inspections 231
 - iii. Jan 1 – Jan 15, Percentage 26.6%

- Monthly Report for January 1-15
 - i. Annual Fire Inspections: 27
 - ii. New Construction Insp: 03
 - iii. Plan Reviews: 07
 - iv. Re-inspections: 12
 - v. Special Events: 00

VI. Community Outreach Report

- The CERT program manager, Donna Waskiewicz, has acquired a list of existing businesses within Cooper City. CERT members will be visiting each of these buildings to determine which building has an Automatic External Defibrillator (AED). I anticipate that this project will take several months for the CERT members to provide the necessary documentation to have the AED information placed into the PulsePoint AED app.

- January 13, 2024, Chief Harrington participated in the City of West Park parade honoring Martin Luther King Jr.

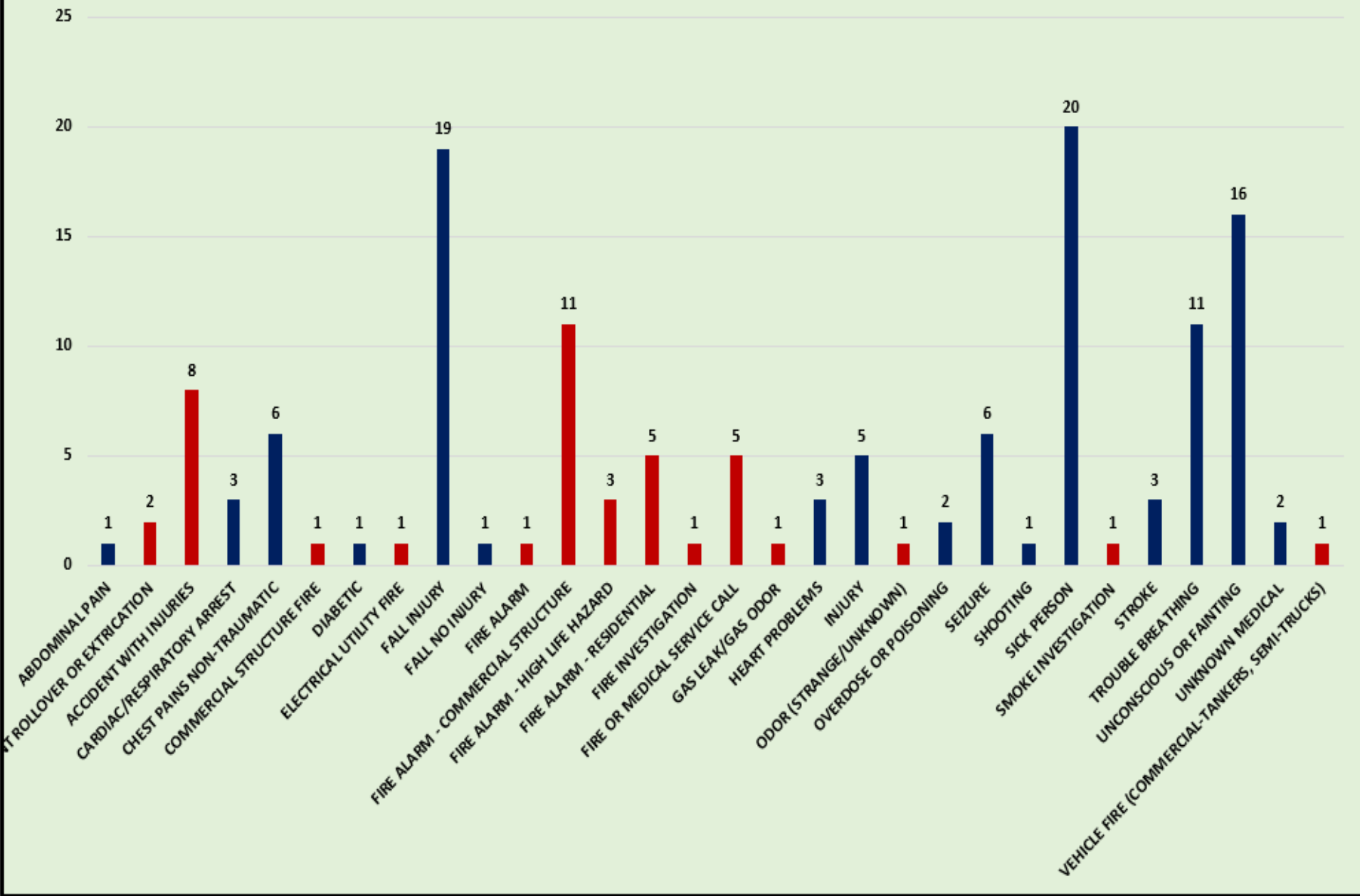
- January 18, 2024, CERT members enjoyed their CERT appreciation dinner at Cooper City Diner.
- Chief Harrington has nominated our CERT Program Manager, Donna Waskiewicz, for the Broward Sheriff's Office Citizen of the Year award for her tireless dedication to the Community Emergency Response Team.

FIRE HYDRANT DESIGN UPDATE:

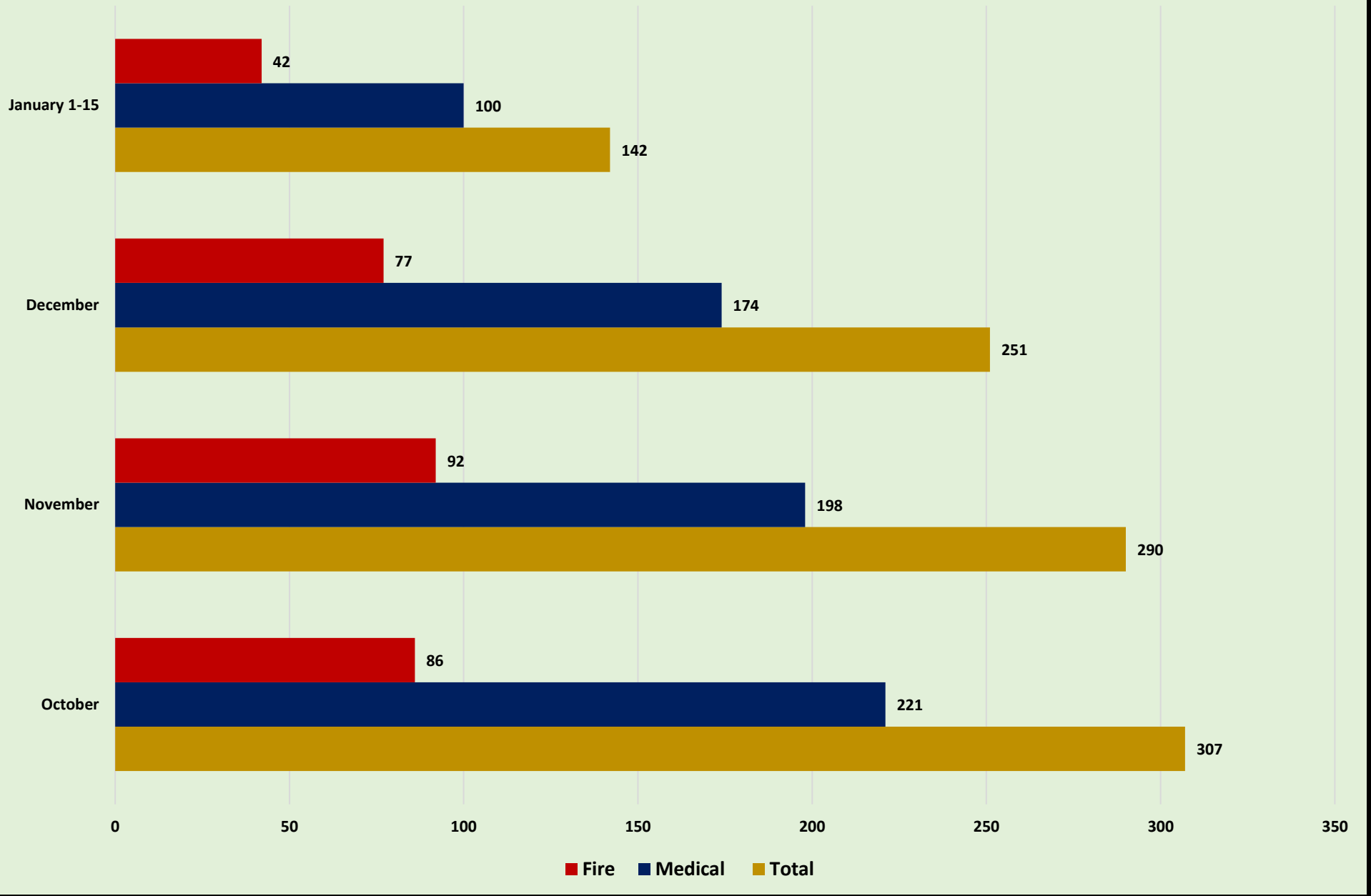
I have met with representatives from 5 schools and the utilities department is in the process of cleaning and painting the chosen hydrants white as a base coat. I have also met with the management of Sherwin Williams to secure the proper paint and supplies for the art students at a discounted rate.

- To date, Franklin Academy fire hydrant designs have been completed. Pictures have been forwarded to Mike Cobelo for posting in the newsletter/website.
- Currently, the students at Embassy Creek Elementary and Pioneer Middle School are in the process of painting designs on the fire hydrants surrounding the school.
- The Cooper City teen council has expressed interest in painting designs on the fire hydrants surrounding Memorial Park. Brandon Zickar will be coordinating this project and I will provide the teens with the paint and supplies.
- I will be working with the remaining schools to establish a schedule for their students to participate in the program. The staff and students at all the schools I met with are very enthusiastic about this program. I am looking forward to this initial program being a success and then we will consider a possible expansion of this program.

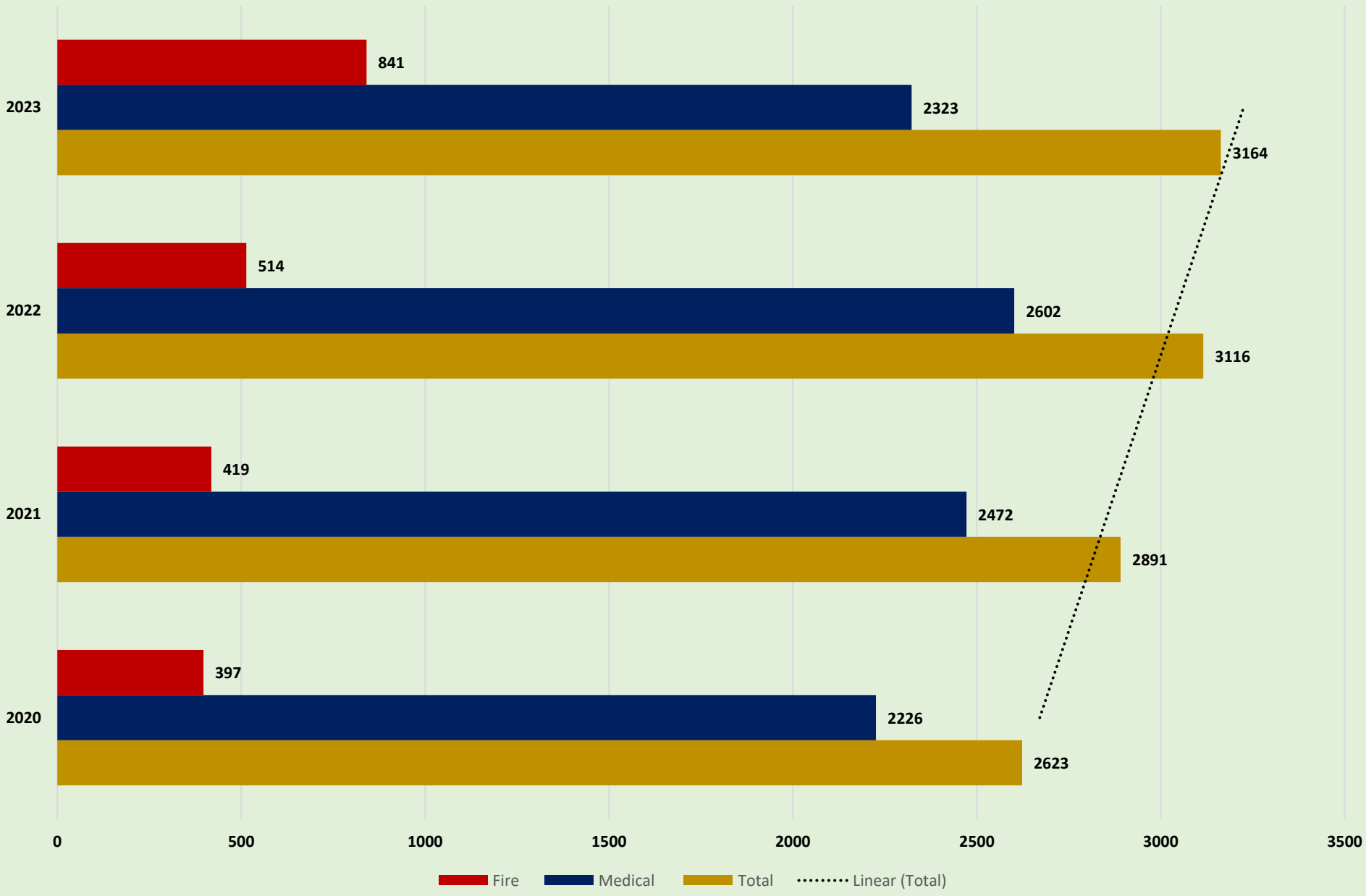
Fire and Medical Incidents



Monthly Fire and Medical Call Volumes

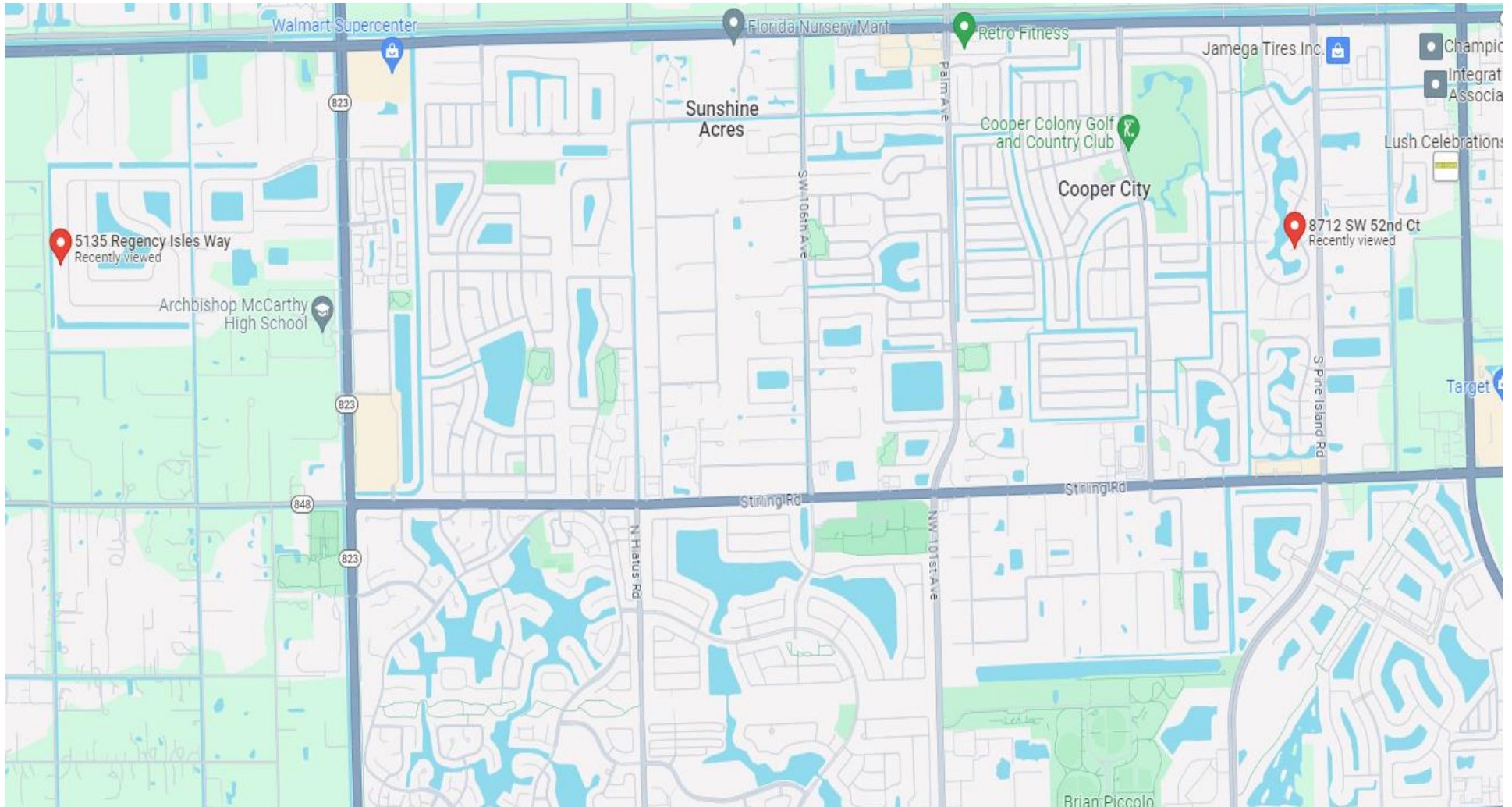


Annual Fire and Medical Call Volumes



OUTLIERS

Meeting Date: 01/23/2024 Item #15.



Address	Response time
5135 Regency Isles Way	10:05
8712 SW 52 Court	09:14