



Town of Pembroke Park

Agenda

SPECIAL COMMISSION MEETING
Wednesday, July 1, 2020 @ 12:30 PM
VIRTUAL MEETING

Page

1. VIRTUAL MEETING INSTRUCTIONS

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a "Virtual" Special Commission Meeting utilizing communications media technology ("CMT"), in accordance with Governor Ron DeSantis' Executive Order No. 20-69, dated March 20, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19)

Special Commission Meeting

Wednesday, July 1, 2020 12:30 PM - 3:30 PM (EDT)

You can dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(571\) 317-3129](tel:+15713173129)

Access Code: 148-290-213

During the meeting you can submit a text or voicemail at (954) 707-9820

Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments by email to the Deputy Town Clerk at townclerk@townofpembrokepark.com.

All comments submitted by email that, if read orally, are three minutes or less shall be read into the record. All comments submitted by email shall be made a part of the public record. If any member of the public requires additional information about this Town Commission meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Deputy Town Clerk

Town of Pembroke Park

3150 SW 52 Avenue

Pembroke Park, FL 33023

954-966-4600, ext: 235

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

6. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

7. NEW BUSINESS

7.a. Selection and Hiring of Public Services Director - Mayor Mohammed, Vice

3 - 33

Mayor Clark, HR Director Menegazzo

RESOLUTION NO. 2020-086

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING _____ AS **PUBLIC SERVICES DIRECTOR**; PROVIDING FOR PUBLIC SERVICES DIRECTOR'S COMPENSATION; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[Public Services Director RANKING](#)

[Public Services Director Resumes](#)

[Public Services Director candidates](#)

[2020-086 Public Services Director](#)

8. COMMENTS
9. ADJOURNMENT

IN ACCORDANCE WITH THE PROVISIONS OF F.S. SECTION 286.0105, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, AGENCY, OR COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSE, HE OR SHE 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.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERKS OFFICE AT 954-966-4600 AT LEAST TWO CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED PLEASE CONTACT THE FLORIDA RELAY SERVICES BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD)

DECORUM - ALL COMMENTS MUST BE ADDRESSED TO THE COMMISSION AS A BODY AND NOT TO INDIVIDUALS. ANY PERSON MAKING IMPERTINENT OR SLANDEROUS REMARKS, OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE COMMISSION, SHALL BE BARRED FROM FURTHER AUDIENCE BEFORE THE COMMISSION BY THE PRESIDING OFFICER, UNLESS PERMISSION TO CONTINUE OR AGAIN ADDRESS THE COMMISSION IS GRANTED BY THE MAJORITY VOTE OF THE COMMISSION MEMBERS PRESENT. NO CLAPPING, APPLAUDING, HECKLING OR VERBAL OUTBURSTS IN SUPPORT OR IN OPPOSITION TO A SPEAKER OR HIS/HER REMARKS SHALL BE PERMITTED. NO SIGNS OR PLACARDS SHALL BE ALLOWED IN THE COMMISSION CHAMBERS. PLEASE MUTE OR TURN OFF YOUR CELL PHONE OR PAGER AT THE START OF THE MEETING. FAILURE TO DO SO MAY RESULT IN BEING BARRED FROM THE MEETING. PERSONS EXITING THE CHAMBER SHALL DO SO QUIETLY.

Public Services Director

Mayor Mohammed	Vice Mayor Clark	Clerk Commissioner Jacobs	Commissioner Cohen	Commissioner	
Timothy Day	Timothy Day	Ozaydin Dincer	Ozaydin Dincer	Timothy Day	
Paul Carlisle	Louis Martinez	Miguel Nunez	Paul Carlisle	Louis Martinez	
Louis Martinez		Paul Carlisle	Timothy Day	Bob Dass	
Daniel Ortiz				Miguel Nunez	
				Paul Carlisle	

Timothy Day	Paul Carlisle	Louis Martinez	Daniel Ortiz	Bob Dass	Miguel Nunez	Ozaydin Dincer	
5	4	3	2	3	4	5	
5	3	4			2	5	
3	4	4					
5	1						
18	12	11	2	3	6	10	

Louis Martinez

PO Box 12932
Newport News, VA 23612
(505) 604-6104
bigdbigr@hotmail.com

Dear Town of Pembroke Park,

As a professional public administrator with 20+ years of experience in the municipal government sector. I am interested in contributing to your team at Town of Pembroke Park. After reading about the Public Services Director opening, I am confident that my Sr. Executive Department Head skills and experience will be a welcomed and considerable asset to your organization.

Please consider the following career highlights from my professional history:

*Director, Operations and Maintenance (**Public Works Department**), Lake Havasu City, AZ
Direction and Administration of the City's Water, Wastewater, and Maintenance Service
Divisions, overseeing streets, traffic, vehicle maintenance, and parks. Directed operations of
Aviation, Transit/Transportation, Solid Waste/Landfill, Technical Services, and Water
Conservation Division*

*As Director, led Newport News Waterworks Department, VA, (350 FTE's, \$93,000,000
Annual Budget, 410,000+ population) to earn Association of Metropolitan Water Agencies
(AMWA) **2019 Top Sustainable Water Utility Award** for effective and outstanding utility
management. Administration/ Management of 2 Water Treatment Plants (86 MGD), 5
Reservoirs/Dams, 6 major Divisions- Strategic Planning/Admin, Facilities, Distribution,
Enterprise (Customer Service/Finance), General Services and Natural Resources (Owned/
Managed 13,000 acres of Forested Land and Watershed). **Obtained FEMA Incident
Command Systems (ICS) Certificates; FEMA-ICS -100/IS-00100.b, 9/23/2017; FEMA IS-
00700.a (ICS700), 5/24/2017.***

*Bernalillo County Deputy Treasurer, Bernalillo County Treasurer's Office, Albuquerque, New
Mexico*

*Designed then initiated Water Authority's (ABCWUA) Comprehensive Asset Management
Plan for the Capital Improvement Program (CIP).*

Directed all CIP projects to be completed on-time and on or under budget.

*CEO/ President/Owner- Small Environmental Engineering Company / Prime Contractor to
USEPA*

Throughout my career, I have established a reputation as a dedicated government professional, adept at leading teams and training junior staff members. I am ready to put my substantial experience to use for the Town of Pembroke Park.

I look forward to arranging a meeting with you to discuss the Town of Pembroke Park goals for the Public Services Director position.

More detailed information about my skills and qualifications are included in my resume, which I have attached for your review. Until then, thank you for your time and consideration.

Sincerely,
Louis Martinez
Attachment: Resume

5/11/2020

Louis Martinez

Newport News, VA (505) 604-6104

bigdbigr@hotmail.com

Executive-Level Government Administrator

Public Administration | Financial Operations | Risk Management

Accomplished, dedicated public service professional with expertise in designing and implementing local and state government programs. Polished and analytical executive skilled in streamlining organizational processes to boost productivity and exceed organizational expectations. Inspiring, collaborative leader with demonstrated success in building advantageous alliances and partnerships that combine knowledge and experience to achieve best possible outcomes.

- Executive Leadership/Management
- Budgeting & Finance Management
- Strategic Planning & Analysis
- Utility Leadership / Management
- Emergency Management & FEMA
- Legislative/ Governmental Affairs
- Public Works / Infrastructure Assets
- Community Outreach
- Public & Media Relations
- Human Resources
- Labor Relations
- Environmental Compliance

EDUCATION & CREDENTIALS

Master of Science in Water Resources, University of New Mexico, Albuquerque, NM

- **Graduate Courses Completed-** *Public Financial Administration, Public Budgeting, Organizational Behavior and Institutional Development, Human Resource Management, Water Law 547 (UNM Law School), Water Resources (WR) 571, 572, 573 and Natural Resource Economics 542, WR 576- Hydrology, WR 551 and Civil Engineering (CE) 547- GIS/Water Resources and Civil Engineering (CE)- Water Reuse; WR 598 Professional Paper*

Bachelor of Arts in Geology, University of New Mexico, Albuquerque, NM

PROFESSIONAL EXPERIENCE

NEWPORT NEWS WATERWORKS, Newport News, VA

Director of Waterworks, 2017 – 2020

Oversaw department serving 410,000+ residents with 134,000 water meters, 11,000 fire hydrants, and 1,750 miles of transmission and distribution pipelines in five localities. Directed administration and management of the public water supply system. Managed \$93M departmental budget. Maintained departmental compliance, including both environmental responsibility and financial accountability. Supervised service delivery involving customer agreements, ROW's, and contracts. Assessed and improved infrastructure reliability. Led workforce development for 350 employees. Streamlined departmental operations. Devised working plans to ensure employee and community safety. Negotiate, prepare, and execute contracts.

- **Guided department in earning the Association of Metropolitan Water Agencies 2019 Top Sustainable Water Utility Award for strong record of effective utility management.**
- Successfully devised strategies to meet all federal, state, and local regulatory safe drinking water requirements.
- Developed, prepared, and submitted FY 2019 annual budget and CIP.
- Led department to earn 2018 AAA Standard and Poor's Bond Rating.
- Helped department win an Aa1 Moody's Bond Rating in 2018, up from an Aa2 in 2017.
- Implemented Laboratory Information Management System (LIMS).
- Initiated a new online portal for billing and water demand tracking, serving 40,000 customers.
- Reduced average consumer call wait times from over 11 minutes to under 90 seconds.
- Introduced customer service software with a call-back queue.
- Oversaw \$16,000,000 Dam Renewal project.
- Early adopter- selected and began implementation of Advanced Meter Infrastructure, scheduled completion in 2023.
- Launched Comprehensive Asset Management Plan/100-year Business Model CIP programs.
- Earned 2018 Operations Silver Award from the Virginia Department of Health, Office of Drinking Water, for Newport News Harwood's Mill Water Treatment Plant.
- Earned 2018 Operations Bronze Award from Virginia Department of Health, Office of Drinking Water, for Newport News Lee Hall Water Treatment Plant.

LAKE HAVASU CITY, ARIZONA

Director of Operations and Maintenance, 2015 – 2017

Louis Martinez

Led the direction and administration of the city's Water, Wastewater, and Maintenance Service Divisions, overseeing streets, traffic, vehicle maintenance, and parks. Directed operations of Aviation, Transit/Transportation, Solid Waste/Landfill, Technical Services, and Water Conservation divisions. Supervised staff of more than 140 full-time and 40 part-time employees. Oversaw and maintained \$44M budget. Prepared budgets for six divisions and proposed them to the City Manager and City Council. Monitored department expenditures. Managed and trained staff, then evaluated performance. Developed, initiated, and evaluated departmental requirements, programs, and activities. Assessed feasibility of programs and services. Devised and initiated departmental goals, policies, and procedures. Ensured compliance with laws and regulations. Oversaw preparation of departmental status, monthly, and annual reports. Acted as liaison between departments and the City Council, City Manager, and outside agencies. Prepared and negotiated contracts. Provided oversight of Solid Waste and City Landfill contracts.

- Achieved federal, state, and local regulatory Safe Drinking Water Act and Clean Water Act requirements.
- Met FAA Airport Regulations and grant filing reports.
- Attained all US and AZ Department of Transportation and Lake Havasu transit permit requests and conditions for grant funded programs.
- Formed and submitted FY 2019 Annual Budget and CIP.
- Led design and construction of new children's playground.
- Oversaw ongoing federal, state, and city road rehabilitation projects funded by cash, bonds, and grants.
- Directed all CIP projects for on-time and on-budget completion.

ALBUQUERQUE/BERNALILLO COUNTY WATER UTILITY AUTHORITY, Albuquerque, NM

Assistant Division Manager, 2000 – 2015

Oversaw operations of Wastewater Utility Division, an environmental and public health agency tasked to reduce the threat of waterborne bacteria/disease through advanced water reclamation processes. Supported Division Manager in directing more than 200 personnel. Led Capital Improvement Program for the department. Coordinated activities with other city divisions, departments, and outside agencies, including the US Environmental Protection Agency. Identified engineering service needs. Reviewed, directed, and monitored ongoing engineering projects and systems performance. Supported development of environmental management strategy. Implemented risk management and emergency response programs. Assisted in implementing new management practices. Assessed agency performance. Served as Co-Manager for Water and Wastewater in the development of the Vulnerability Assessment and Emergency Preparedness Plan for the city's utilities.

- Created then implemented the department's 2011 "Comprehensive Asset Management 100 Year Plan."
- Assisted with on-time and under-budget completion of \$65M Biological Nitrogen Removal Facility.
- Helped division manager prepare \$14.5M annual operating budget.
- Served as project manager for the department's Master Plan 2000-2020 that identified infrastructure needs and called for public involvement.

Additional Experience:

Committees' Committee Secretary/Committee Bill Analyst, NEW MEXICO STATE SENATE, Santa Fe, New Mexico

Bernalillo County Deputy Treasurer, BERNALILLO COUNTY TREASURER'S OFFICE, Albuquerque, New Mexico

Quality Assurance Specialist, GENERAL SERVICES DEPARTMENT/SOLID WASTE DEPARTMENT, CITY OF ALBUQUERQUE, Albuquerque, New Mexico

President/CEO, LRL SCIENCES, INC., Albuquerque, New Mexico

BOARDS & COMMISSIONS

2015-2017 State of New Mexico Public Employees Retirement Board (Trustee)
2002 Bernalillo County Environmental Gross Receipts Tax Board, Board Member
State of New Mexico, Board Member; NM Governor Bruce King's At Large Appointee
City of Albuquerque, Board Member, Vice Chairman; Transit Advisory Board
State of New Mexico, Commissioner; NM Coal Surface Mining Commission
State of New Mexico, Commissioner; NM Oil and Gas Commission (State Land Office-
Commissioner's Designee to the 3-member board)

Louis Martinez

US Department of the Interior/State of NM; Ex-Officio Member /Representing Governor of
State of NM- Regional Coal Team
Taylor Ranch Neighborhood Association, Board Member (elected at-large)
Villa De Paz Neighborhood Association, Board Member (elected at-large)

AFFILIATIONS & PROFESSIONAL ORGANIZATIONS

American Water Works Association (AWWA), Member/ Asset Management Committee
Association of Metropolitan Water Agencies (AMWA), Member/Legislative & Policy Committees
Arizona Public Works Association
Albuquerque Geological Society, Vice- President, (Past Member)
Association of Water Professionals (AWP)/ Past Student & Professional Member
Water Environment Federation (WEF)
NM Geological Society - - Past President, Past Vice-President, Past Secretary
NM Hazardous Waste Society- Past Member
American Association of Petroleum Geologists (AAPG) - Past Member
Geological Society of America (GSA) - Past Member
Government Financial Officers Association (GFOA)

PUBLICATIONS

Arnold, E.C. and others, 1977, New Mexico's Energy Resources, '76 Annual Report of the Office of the State Geologist: NM Bureau of Mines & Mineral Resources, Circ. 148.
Arnold, E.C. and others, 1978, New Mexico's Energy Resources, '77 Annual Report of the Office of the State Geologist: NM Bureau of Mines and Mineral Resources, Circular 167.
Fasset, J.E., editor, Oil and Gas Fields of the Four Corners Area, Vol. II,. "Stratigraphy & Oil and Gas Production New Mexico (Northwest)": Four Corners Geological Society, 1978.
Arnold, E.C. and others, 1979, New Mexico's Energy Resources, '79 Annual Report of the Bureau of Geology, Mining and Minerals Division (MMD), NM Energy and Minerals Dept. (NMEMD): NM Bureau of Mines & Mineral Resources, Circular 172.
Arnold, E.C. and Hill, J.M., compilers, NM Energy Resources, '80 Annual Report of the Bureau of Geology, MMD, NMED: NM Bureau of Mines & Mineral Resources, Circular 181.
Ewing, A. and Martinez, Louis, Compilers/Co-Authors, 'Sustainable Water Development for the Village of Nueva Vida, Honduras', UNM Water Resources Department, 6/2002
UNPUBLISHED- Short Titles and Presentations
Martinez, Louis, "Armored America"- - Enhancing Water and Wastewater Infrastructure Security, 1/2003, Draft
Martinez, Louis, "Conflicts between the Endangered Species Act and State Water Law: How can they be resolved?", Water Law Final Paper, 5/09/01
Martinez, Louis, "Stella Model Simulation: Predictive Economic and Physical Responses to Water Resources of the Middle Rio Grande", May, 2002
MASTER'S SUBMISSION & ACCEPTANCE
Martinez, Louis, "**Utility Response to Drought- Business of Water Management Practices and Function in View of Decreased Consumption**", Professional Paper submitted to UNM in partial requirement for Master's of Water Resources. June/2009

TIMOTHY JAMES DAY

2593 Sawgrass Lake Ct. | Cape Coral, FL 33909
239.233.4496 | timday1212@gmail.com

TOWN/CITY MANAGER

Financial Stewardship | Staff Administration | General Manager

Demonstrated leader with more than 27 years of experience directing programs and teams to achieve goals and objectives by ensuring organization standards of performance are developed and met. Expert at leading the day-to-day operations of facilities and programs include budgeting, human resources, and organizational planning. Results-driven professional with a history of driving decision-making and process improvements to boost the bottom line or solve issues. Excel at directing and coaching teams on responsibilities and policies to ensure procedural compliance. Seek a management role at an organization that values a professional with a proven track record of hard-work, results, and dedication.

- Financial Transactions
- Operations Streamlining
- Process Improvements
- Administrative Procedures
- Capital Improvement Projects
- Business Development
- Problem Solving
- Conflict Management
- Attention to Detail

Licensed Community Association Manager CAM39746
Real Estate Sales SL3433381

PROFESSIONAL EXPERIENCE

Community Association Manager

8/2017 - Present

I have been managing commercial and residential property for more than 8 years full/part-time. I am licensed as a Community Association Manager in the State of Florida and I have managed Home Owners Associations, large Condominium Associations and Co-Op's. Currently I manage 638 units in the Fort Myers area. I manage all safety/security, maintenance/public works and work for an elected Board of Directors. **(Florida License CAM39746)**

TOWN OF MELBOURNE BEACH, FL Town Manager

2015 - 2017

I served as the Town Manager of Melbourne Beach, Florida. I am responsible for all aspects of government; Police, Fire, Public Works, Parks, Human Resource, and Budget. During the past several months I have re-written the towns Policy and Procedure Manual, Updated the Land Development Code, re-designed the Computer System (moving away from operating in the Cloud), re-organized the Fire Department and made many upgrades to the physical environment. I also developed a comprehensive Capital Improvement Plan which was never been done prior to my appointment. I have also implemented an employee evaluation process which highlights employee strengths and weaknesses. My duties also include setting up all City Commission, Planning and Zoning, Board of Adjustment, Environmental Advisory, Police Retirement, and Parks Boards Meetings. During my immediate tenure the Public Works Director left his position and I assumed the role of Public Works Director along with being the Town Manager. I worked with FEMA, St. Johns Water District, Army Corp of Engineers, Department of Environmental Protection, and Florida Department of Transportation.

TOWN OF GREENVILLE, FL Town Manager

2015

I served as the Town Manager for the Town of Greenville, Florida. I am responsible for the following areas of government; Budget, Personnel, Water, Sewer, Human Resources, Fire Department, Parks, Garbage Removal, Economic Development and Cemetery. I am also responsible for grant writing and proposals. During my tenure I have also made important recommendations in the CDBG application was recently approved. I was also approved for an FDOT grant application on 9/24/2015. My goal for this position was to develop upgrades which I accomplished and it was not to be there long term. **The Town Council wanted this position to be Part-time and I wanted a Full Time Position.**

SOUTH WEST FLORIDA PUBLIC SERVICE ACADEMY, Fort Myers, FL

2002 – 2012

Director

Accountable for managerial, operational, and administrative duties for the program as well as establishing standards of performance for all staff members across counties such as Lee, Collier, Charlotte, Hendry, and Glades.

- Developed and managed an adopted budget of \$4 million-plus, directing all financial transactions accordingly
- Supervised 190-210 full and part-time staff including law enforcement, firefighter, and corrections officers
- Achieved numerous perfect financial audits and performance audits through detailed reporting and processes
- Led all human resources functions for staff including coaching, evaluating, hiring, and firing

CITY OF CAPE CORAL, Cape Coral, FL

2000 – 2009

City Councilman/Mayor Pro-Term

Lawfully governed the city of more than 163,000 residents and 1,600 full-time employees as an official elected to serve two consecutive terms. Reviewed and approved total annual budget of more than \$500 million as well as set the tax levy.

- Established and modified goals and objectives for the municipality
- Responds to constituent requests for information or assistance with problem resolution
- Formulated policies, developed programs, and sponsored laws to solve current and future issues
- Instrumental in leading large-scale land use changes to attract businesses to the area

FLORIDA DEPARTMENT OF LAW ENFORCEMENT, Fort Myers, FL

1997 – 2002

Regional Field Representative

Served as a liaison for law enforcement agencies with a focus on implementing administrative and leadership processes to improve operations.

- Created the Marco Island Police Department, drafting policies, procedures, and execution schedule
- Developed and implemented new programs for collecting, using, and verifying criminal justice data
- Led management studies and surveys of criminal justice programs to identify improvement areas
- Supervised new hire training and certification of more than 5,000 officers and reviewed all records to ensure compliance with federal and state laws

CITY OF PROVIDENCE RHODE ISLAND, Providence, RI

1985 – 1996

Police Officer

Ensured effective operations while serving in numerous roles, including Patrol Officer, Organized Crime Division Office, and Administrator - during which I worked directly with the Police Chief to establish policies and procedures.

- Received numerous awards and commendations including Lion's Club Police Officer of the Year for saving 16 people in a burning house fire, and the American Legion Metal of Valor

STATE OF RHODE ISLAND PARK POLICE, RI

1983 – 1985

Police Officer

Law enforcement officer charged with performing uniform patrol duties across state parks, beaches, and campgrounds.

EDUCATION & CREDENTIALS

Bachelor of Arts , Rhode Island College, Providence, RI
Associate of Science in Administration, Roger Williams University, Bristol, RI
Florida Licensed Community Association Manager, #CAM39746
Florida Certified C.J.S.T.C. Instructor
Florida Certified Guardian
Certified Police Officer in Rhode Island & Florida

AWARDS & DISTINCTIONS

Florida Department of Law Enforcement Flawless Audit: 2002, 2004, 2006, & 2008

Florida Department of Law Enforcement Award for Outstanding Performance
Lions Club Police Officer of the Year
American Legion Metal of Valor
Providence City Council Certificate
Department Commendations (Four)

PROFESSIONAL AFFILIATIONS

Florida Domestic Security Task Force-appointed by Governor
Boys Head Soccer Coach Oasis Middle School
Cape Coral Soccer Association Coach/Board of Director
Member of Southwest Florida Police Chiefs Association
Certified Criminal Justice Standards and Training Instructor
Florida Training Center Directors Association
Metropolitan Planning Organization
Southwest Florida League of Cities
Cape Coral Transportation Advisory Committee
Little League Baseball Coach
Edison College Criminal Justice Advisory Board
Space Coast League of Cities-Director
Brevard County School District Capital Improvement Committee
Space Coast Public Managers Association
Space Coast League of Cities

Miguel A. Núñez

3960 NW 103rd Drive, Coral Springs, FL 33065

Cell 954-448-3761 / mnunez2264@gmailcom

*Architect • General & Roofing Contractor • Building Inspector • Plans Examiner • Code Administrator •
Floodplain Administrator • Public Administrator*

May 4, 2020

Dear Hiring Manager/Screening Committee,

Thank you for taking the time to consider me for the position of Public Services Director at the Town of Pembroke Park. I am very excited about the possibility of being part of your organization in a different role. Utilizing my skills and abilities to benefit your organization is a humble and exciting possibility for me.

I have over twelve years of experience in the local, public assistance role, and during my tenure at various cities as outlined in my resume, I was responsible for the support, administration, and organization of a wide variety of tasks for the building department Team. I have taken charge of the management of customer service, daily administrative functions, and other vital organizational project tasks with other departments and staff; also, I have been responsible to the code enforcement units and interactions with the public and other departments within the organization.

My expansive skill set includes rules/ordinances planning, scheduling, document creation and management, project support, and other general administrative duties. During my time at the Local Government and in my own business, I have played a crucial role in the successful completion of many vital projects, which have helped drive an increase in revenue, new levels in efficiency and production for our customers, economic and other governmental partners.

During my private sector experience, I have worked in the residential, commercial institutional and infrastructures, which gives me a unique set of analytical skills to rapid solving any potential constraints within all aspects of construction and management.

I truly appreciate your time and consideration regarding this vital role at your organization. I believe that I possess the necessary skills, abilities and experience which are critical to this position and would be thrilled to become the next member of your team. Please feel free to contact me at any time with any questions you may have or to further discuss this opportunity.

Sincerely,

**Miguel A.
Núñez**

Miguel A. Nunez, MPA, CBO, CFM.

 Digitally signed by Miguel
A. Núñez
Date: 2020.05.04 17:49:17
-04'00'

Miguel A. Núñez

3960 NW 103rd Drive, Coral Springs, FL 33065
Cell 954-448-3761 / mnunez2264@gmailcom

Architect • General & Roofing Contractor • Building Inspector • Plans Examiner • Code Administrator • Floodplain Administrator • Public Administrator

Professional construction designer, project manager, estimator, public administrator and code analyst, with excellent organizational skills, project programming, analytical, problem solving and bilingual (English & Spanish) communication skills, critical thinker. Whose background, knowledge of industry and government departments operations, building codes and floodplain regulations, to rapid problem solving and expertly directs resources to efficiently save time and resources, by means of ideas and recommendations to daily challenges.

Professional Experience

City of Hallandale Beach

August 05, 2019 to Present

Local Government.

Building Official / Floodplain Administrator /: Management of all aspects of the Enforcement of State of Florida Building Codes (FBC) and local ordinances in the structural discipline, while overseeing compliance with the approved plans for residential and commercial projects. Coordinating and enforcement of the floodplain requirements as part of the City's membership in the NFIP program as mandated by FEMA.

Town of Pembroke Park

May 15, 2019 to Present

Local Government.

Building Official / Chief Building (Structural) Inspector / Structural Plans Examiner / Structural Inspector / Floodplain Administrator / CRS Coordinator: Management of all aspects of the Enforcement of State of Florida Building Codes (FBC) and local ordinances in the structural discipline, performing structural plans review and structural inspections, while overseeing compliance with the approved plans for residential and commercial projects. Coordinating and enforcement of the floodplain requirements as part of the Town membership in the NFIP/CRS programs as mandated by FEMA.

City of Pompano Beach

January 2011 to March 2019

Local Government.

Building Official (2013 to 2019) / Building Code Compliance Supervisor (2012-2013) / Building (Structural) Inspector (2011-2012): Management of all aspects of the Building Department and Enforcement of State of Florida Building Codes (FBC) and local ordinances, while overseeing compliance with the approved plans for residential and commercial projects. Supervise the performance of the building department and enforcement of building code violations, investigations, presentation to the Unsafe Structures and Housing Appeals Board, Special Magistrate and follow up to legal actions.

NU-CON, Inc.

February 2002 to January 2011

General, Roofing and Structural Shell Contracting Company.

- President / CEO.: Led company, Including sales, production, estimating, personnel, pricing, P&L due diligence and budget. Managed subcontractors field operations quality control contracts, costs schedule and materials management.

City of Boca Raton	January 1999 to February 2002
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Local Government.

- Building (Structural) Inspector: Enforcement of State of Florida Building Codes (FBC) and local ordinances, while overseeing compliance with the approved plans for residential and commercial projects. Provided expert support for the code enforcement officers, the Builders Board of Adjustment and Appeals and the Zoning Board. Plans review assistance to the public and the Building Code Administrator.

Professional Engineering and Inspection Company (PEICO)	March 1996 to January 1999
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Engineering Firm Provider of Design, Threshold, Special and Geotechnical Inspections and Plans Review.

- Field Structural Inspector: Performed special threshold and UBCI inspections for residential, commercial, institutional and educational facilities.
- Design Assistant: Structural and architectural designer, CAD operator for structural and architectural designs. Developer; Contractor, Project Design coordinator.

Garmon Construction Corporation	August 1995 to March 1996
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Structural Contracting Company

- Field Superintendent: Performed scheduling, takeoffs, quality control, delivery control and material management Plans coordinator for fast paced construction projects. Managed over 15 subcontractors and several suppliers.

Michael A, Mosher, PA – Architects / Planners	January 1993 to August 1995
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Architects, Engineers & Planners firm.

- Senior Architectural Designer and Draftsperson: Architectural designs for residential, commercial projects, while coordinating the associated trades with the main design for the final construction drawings. Coordinated meetings with specialty engineers, local Inspectors, special Inspectors, and code research for projects in progress to assure implementation and or compliance.
- Principal Assistant: Facilitated owner's communication with contracted professional for scheduling and budget control, while managing a staff of 5 Draftspersons.

S. Charles Brugnetti & Associates	August 1992 to January 1993
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General Contracting Company.

- Architectural Draftsperson and G.C. Assistant: Performed structural/architectural design/drafting, as-built, and interior design for the Bankers Savings Bank complex in Coral Gables, Florida. Coordinated the Initial construction schedule for the main building renovation and the adjacent retail areas.

Construcciones & Servicios Generales. S.A.	July 1989 to June 1992
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Architects, Engineers, Planners & Contracting Firm.

- Director of Design & Project Supervision Department: Senior Architect in charge of the design and supervision contract of the Bank of Reservas of the Dominican Republic and its 32 offices throughout the country. Managed a staff of 5 project managers. 2 engineers and 3 draftspersons and contract management of 7 contractors.

Education & Credentials

Master in Public Administration (MPA) (Honor: Summa Cum Laude)	July 2014 to July 2016
<i>Strayer University</i>	
Crime Prevention Through Environmental Design (CPTED)	2019
Lean Six Sigma Green Belt (LSSGB)	2015
Code Enforcement Professional (Levels I, II, III & IV) – FACE	2013
Executive Certificate in Project Management	2009
<i>Florida Atlantic University (FAU)</i>	
Master in Construction Administration (Honor: Cum Laude)	1990
Bachelor in Architecture (BA)	1989
<i>Universidad Nacional Pedro Henriquez Ureña (UNPHU)</i>	
High School (Math & Science).	1982
<i>Colegio Claret</i>	

Licenses, Skills and Professional Associations

Licenses and Certifications:

Dominican Republic	Architect	Codia 9197
State of Florida	Building Code Administrator (S, I)	BU 1748
	Certified Building Inspector (S, I)	BN 2991
UBCI Inspector ■ 1 & 2 Family Dwelling Inspector ■ Coastal Construction Inspector ■ Structural Masonry Inspector		
	Certified Modular Inspector (S, I)	SMI 93
	Certified Roofing Inspector (S, I)	SRI 129
	Certified Plans Examiner (S, I)	PX 1595
	Certified 1 & 2 Plans Examiner (S, I)	SFP 234
	Certified General Contractor (S, I)	CGC 061765
	Certified Roofing Contractor (S, I)	CCC 1328341
	Certified Floodplain Manager (F)	US-13-07157
	Real Estate Salesperson (S)	SL 3111065
Emergency Management (F)	IS-100, 200,700, 701.a and 800.b	
	G-300 and 400	

State of Florida (S) – International Code Council (ICC) (I) – FEMA (F)

Technical Skills:

Microsoft Office: Word, Excel, PowerPoint, Outlook, Publisher & Project, QuickBooks, AutoCAD, HTP, NaviLine & EPlan Software (ProjectDox); Bluebeam, Energov, among others.

Professional Associations:

- International Code Council (ICC)
- Association of State Floodplain Managers (ASFPM) (US)

- Florida Floodplain Managers Association (FFMA) (FL)
- Building Officials Association of Florida (BOAF).
- Broward County Building Officials Association (BOIEA)
- Florida Association of Code Enforcement, Inc. (FACE).
- Colegio Dominicano de Arquitectos, Ingenieros y Agrimensores (CODIA)

Community Service and Personal

Broward County:

Board of Rules and Appeals:

Certification Review Committee (September 2017)

Structural Committee (February 2019)

Central Examining Board for General and Specialty Contractors (March 2016) Secretary.

City of Coral Springs:

Community Assisted Patrol (CAP); Emergency Response Team (CERT) <Inactive>

~ References Upon Request ~

Daniel M. Ortiz, PE

Davie FL 33331

dmortiz@aol.com

732-619-8772

Year's Experience 35+

Education:

BS, Civil Engineering, The City College of New York, 1984

Professional Licenses:

PE: Florida - No. 68042

New York - No. 066178

Texas - No. 95134

Mississippi - No. 18293

Maryland - No. 42745

Virginia - No. 0402051380

District of Columbia - No. PE907059

Qualifications/Certs:

FDOT- CTQP Quality Control Manager

FDOT-CTQP Asphalt Paving Level 1 & 2

FDOT-Advanced Maintenance of Traffic Training

FDOT auger cast piles self-study

FDOT Final Estimates Levels 1 & 2

FDEP - Erosion and Sedimentation Control Inspector Certification

30-Hour OSHA Construction Safety and Health Training, 2009

Civil Engineer and Construction Manager possessing a wide variety of construction experience with different types of project delivery methods in large design-build practices and operations in roadways, bridges, tunnels, railroad and mass transit systems/facilities and vertical construction; parking structures, and marine construction; precast concrete, post-tensioning, and grouting practices; wastewater treatment plants and lift station facilities; storm and sanitary sewers and other municipal and department of public works projects; Proven track record of directing complex, multisite construction projects and initiatives for major corporations, delivering substantial revenue, productivity, and quality improvements through well-managed projects that meet or exceed completion requirements.

Work Experience:

Surveying And Mapping, LLC (dba SAM)

(2019-2020)

Senior Project Engineer

Transportation Construction Services, Business Development and Client Relations, Project Management and Constructability Reviews; Contract negotiations.

Work Experience:

WOOD Environmental & Infrastructure Solutions

(2018-2019)

South Florida Construction Engineering & Inspection Services Practice Leader

Transportation Project Management and Constructability Reviews; Business Development and Client Relations; market analyses and budgets with P&L responsibility; Contract negotiations.

GANNETT FLEMING, INC.

(2012-2017)

Turnpike Service Plaza Projects Construction Engineering and Inspection Services, St. Lucie County, FL, Florida Turnpike Services, LLC. (2014-2017) Project Manager overseeing construction engineering and inspection (CEI) services for Fort Pierce service plaza. CEI scope included typical construction inspections, soils and concrete materials testing, and soils and concrete quality control as it relates to the site civil construction; inspection of drainage, new roadway construction, traffic signs, asphalt milling and resurfacing. Also included in the scope are the threshold inspection coordination, MEP and architectural items for the new LEED Silver 40,000 SF restaurant building; materials testing for soils and concrete related to the construction elements of the project, per Florida Building code/specs.

Doverplum Avenue and Cypress Parkway Intersection Improvements, Osceola County, FL. Board of Commissioners of Osceola County. (2014) QA/QC Support for road improvements; road widening, milling and resurfacing; Signing and pavement markings; drill shafts and signal light structures; drainage box culverts and maintenance of traffic.

On-Call Constructability reviews for General Architectural and Engineering Consulting Services, Various Locations, MD, DC, and VA, (2012 - 2014)

Performed constructability reviews of pre-bid design documents; site assessment of existing conditions and feasibility studies; logistics for construction equipment access, materials laydown areas and coordination with other existing railroads and facilities. *Maryland Transit Authority (MDTA), (2013) Purple Line (P/L) light rail system.* Constructability review for the steel superstructure alternative of the proposed Aerial Guideway crossing over the existing WMATA and CSXT railroad tracks at the Silver Spring Transit Center (SSTC).

Hampton Roads Sanitation District (HRSD), (2013) Constructability review for the Norchester Pump Station improvements; Interim pump station bypass during construction; demolition of existing structures and construction of new pump station.

Washington Metropolitan Area Transit Authority (WMATA), (2013) Constructability review for Chiller Plant rehabilitation projects at Forest Glen, Wheaton and Crystal City transit stations.

- HVAC reconstruction of the Greenbelt Yard Operations Building.
- Arch. /Mech. /Elec. reconstruction for Carmen Turner Facility new UPS room.

Metropolitan Police Department District II substation and King Street bus loop, VA, (2012-2013)

Washington Metropolitan Area Transit Authority (WMATA), (2012-2013) Construction Manager/Resident Engineer responsible for coordinating inspection activities and constructability reviews for two WMATA projects, the design-build of the Metropolitan Police Department District II substation and the design-bid-build of the King Street bus loop; managing daily inspection activities with senior inspectors; conducting progress meetings; writing requests for information; evaluating change orders for entitlement; and reviewing cost-loaded schedules and payment requisitions.

Pistorino & Alam Consulting Engineers, Miami, FL

(2009 – 2012)

Metrorail Link to Miami International Airport, Miami, FL, *Miami-Dade Transit*. (2009 – 2012) Project Manager challenged with engineering and inspecting a \$360 million construction project for Miami-Dade Transit, which entailed constructing a new 2.4-mile elevated guideway Metrorail extension and train station. Oversaw and maintained activities related to the guideway structures, fixation railroad track installation, and ancillary work. In addition, work consisted of site streets drainage, roadway asphalt milling and resurfacing, landscaping, roadway signs, lighting and signalization structures. Evaluated and monitored maintenance of traffic per *Manual on Uniform Traffic Control Devices* and Florida Department of Transportation standards.

HNTB Corporation

(2004-2009)

Miami Intermodal Center/Miami International Airport, Miami, FL, *Florida Department of Transportation*. Fin # 406800-0-52-01 (2008-2009) Senior Project Engineer performing engineering inspection and contract management services for a \$43 million project involving a train station for the automated people mover, providing a light rail connection between the Miami International Airport and the Miami Intermodal Center. Scope of work included Steel bridge/concrete deck and Roadway approaches connecting to the new train station, augercast pile foundations, cast-in place and precast concrete structures, structural steel, concrete posttensioning and grouting, architectural finish items. Coordination of daily field inspections and onsite/offsite materials testing/acceptance, in accordance with FDOT Standard Specs and Miami-Dade Building Threshold inspection program

US 90 St. Louis Bay Bridge, Hancock County, MS. (2006-2008) Quality Control Manager challenged with directing the construction of design-build for the \$284 million post-Hurricane Katrina reconstruction project. This fast 2-year project consisted of the construction of a new four-lane 2.1-mile-long concrete bridge with a new alignment parallel to the existing collapsed bridge, spanning across the Bay of Saint Louis. Superintended day-to-day activities for construction engineering and inspection personnel. Organized and executed quality assurance/quality control meetings. Composed and submitted monthly inspection reports to the client, certifying all construction activities completed and making certain the client remained advised on activities.

General Engineering Consulting (GEC), Austin, TX, *Central Texas Regional Mobility Authority (CTRMA)*. (2004-2006) Field Engineer for the GEC firm representing the owner, CTRMA, developing performance specifications, right-of-way land acquisitions, utility coordination studies, and evaluation of developer's proposals for the new 183-A Turnpike \$168 million design-build project. During construction, accountable for the owner verification oversight of the new 11.6-mile highway, bridges, and toll facilities and over-the-shoulder design review of bridge structures, culverts, roadway, toll facilities, and utility coordination. All this was performed in conformance with the Texas Department of Transportation, Federal Highway Administration, and building code requirements.

R.M. Shoemaker, Ramsey, NJ

(2004)

Parking Garage Facility, Ramsey NJ, *New Jersey Transit*. (2004) Project Engineer/General Superintendent for the new, \$30 million, design-build rail station, precast-concrete parking garage facility and roadway improvements. Coordinated and scheduled construction activities with subcontractors to make certain of adherence to schedule guidelines. Spearheaded implementation of construction means and methods and problem solving to promote expeditious discovery and resolution of problems. Wrote reports and requests for information to the engineer/architect of record.

Frederic R. Harris/Don Todd Associates, Inc.

(2000-2004)

Joint Venture in Project and Construction Management Services, Secaucus, NJ. (2000-2004) Quality Assurance Manager/Resident Engineer appointed to direct a \$450 million rail transfer program in Secaucus, New Jersey, which involved performing internal and external audits in conformance to ISO 9000 guidelines, interacting with the construction manager in the decision-making process, preparing drawings and estimates, and reviewing payment requisitions. Composed and distributed requests for information, finding of facts, and nonconformance reports. Assessed site-specific work plans and examined "as-built" drawings submitted by contractors. Monitored Amtrak Force Account work. Reviewed daily inspector's reports. Organized and conducted progress meetings and wrote minutes. Performed extensive inspections of fieldwork and checked contract drawings and specifications.

Don Todd Associates, Inc.

(1998-1999)

Hudson-Bergen Light Rail Transit Project and Newark City Subway Vehicle Base Facility Project, New Jersey. (1998-1999) Quality Assurance Engineer responsible for managing quality-related field activities for the \$500 million Hudson-Bergen Light Rail Transit Project and the Newark City Subway Vehicle Base Facility Project. Monitored activities of the design-build-operate-maintain (DBOM) contractor to promote adequate quality and inspection coverage of the design and construction facilities; maintained and submitted field quality documents and records; monitored and reported corrective actions in accordance with procedure; obtained daily work schedules from contractors; made certain that testing agencies and

Daniel Ortiz, P.E.
Page 3 of 3

contractors/subcontractors were in compliance with procedures; interfaced with DBOM contractors regarding project quality; and assisted New Jersey Transit construction management personnel with field technical advice.

NYC Department of Environmental Protection

1993 – 1998

Project: Construction of Wastewater Pumping Stations and rehabilitation of Wastewater Treatment Plant Facilities in Brooklyn, Queens, Staten Island.

Resident Engineer Supervisor: Scheduling/conducting job progress meetings, preparing/negotiating change orders and time extensions, preparing payments, coordinating with various government agencies and facilities, identifying and resolving complaints from businesses homeowners, and Community groups; supervising resident engineers at various construction projects, including monitoring hazardous material abatement contracts, troubleshooting operation of pumping stations and liaison between in house design Architects/Engineers.

Mersereau Avenue, Mason Avenue and Cannon Avenue Wastewater Pump Stations, Staten Island, NY. Resident Engineer charged with the construction supervision for the rehabilitation of existing pump stations. For each location, the scope work consisted of the replacement of existing pumps and level control system, with new variable frequency submersible pumps discharging into a new manifold and force main, together with new MCC and level control system. For each pump station, there was a need to construct an interim pump station, with level controls monitoring system. Other work included asbestos remediation, lead-based paint removal, architectural reconstruction, and landscaping.

NYC Department of Environmental Protection Plant Construction

1990 – 1992

Project: \$100M Wastewater Sludge Dewatering Facilities, Staten Island

Lead Civil Engineer: Supervision and coordination with contractors in the construction of new Wastewater Sludge Dewatering Facility and concrete sludge storage tanks. Other responsibilities were: quality assurance and analysis of building's structural integrity during construction (in reinforced concrete & structural steel); monitoring laterally supported excavations, pile driving and load tests; supervising Land Surveying crew in geometric layout; monitoring construction of roadways/pavements/sidewalks, storm and sanitary sewer systems; recommendations/documentation of changed conditions related to construction activities in the field; witnessed and performed specific tests as required by specifications; prepared nonconformance reports.

NYC Department of Environmental Protection Heavy Construction/Water Supply

1984 – 1990

Civil Engineer: Design and Construction of the Water Tunnel #3, Distribution Chambers and access shafts, from Upstate New York to New York City. Design and analyzes of pressurized water vessels, shallow foundations, aluminum/steel platforms and staircases, storm and wastewater collection systems; Construction cost estimates as well as engineering investigations and feasibility studies; Construction progress schedules and contract specifications.

Pits International Corporation, New York, NY

1984 – 1984

Apprenticeship program in bridge and highway design/rehabilitation responsible for working on the design of steel and reinforced concrete structures for highways and bridges; substructure design of abutments, retaining walls, piers, spread-footings, and pile foundations; and bridge layout, inspection, and rating.

**Bob Dass, P.E.
10 Beth Ann Way
Ewing, NJ 08638**

Ms. Agatha Muse-Salters, Town Manager
Town of Pembroke Park, Town Hall
3150 SW 52nd Avenue
Pembroke Park, FL 33023

May 4, 2020

RE: Public Services Director/Town Engineer Position

I'm pleased to submit my application for the referenced position. My resume is attached for your consideration for this purpose. Considering my extensive experience in public works engineering and management specializing in operations, transportation, utilities, capital improvements and land development projects, I believe I'm well qualified for the position. However, my interest in this position is primarily for professional satisfaction and not so much for monetary gain. I would be happy if I can make a difference and leave a legacy of my expertise for Pembroke Park.

I am a certified Public Works Manager and a Professional Engineer (Civil/Environmental /Structural) licensed in Florida and seven other States. I have over 30 years of progressively responsible experience, including 10 years as Public Works Director/City Engineer, in planning, organizing, directing and overseeing multi-million dollar public works & engineering programs, operations and capital improvement projects including streets, highways, buildings, bridges, GIS, traffic engineering, water/wastewater/storm-water utilities, floodplain/storm-water management, NPDES/MS4 permits, coastal engineering and land development projects, emphasizing:

- Customer service, professionalism and ethics
- Excellence in engineering design, construction & maintenance.
- Fiscal responsibility, quality assurance and cost effectiveness
- Contract compliance within given budget, scope and time schedule.
- Effective working relationships with consultants, contractors & using agencies..

I have extensive management and supervisory experience in interacting, communicating and negotiating with consultants, contractors, higher management, various government agencies, boards & commissions, different interest groups, inter & intra-departmental personnel, elected officials and the general public. I am adept at obtaining and administering state & federal grants.

I can present my views and ideas comfortably, confidently and persuasively both orally and in writing. Through years of training and experience, I have acquired strong management, interpersonal, communication and public relations skills. I am adept at problem solving, resolving conflicts/disputes and maintaining esprit de corps through consensus building and team approach. I believe in and practice collaborative, participatory and service-oriented management.

I trust you will find me well qualified for the position. Should my qualifications meet your requirements, I would be glad to discuss the details with you. Please feel free to call me at 609-771-0955 for any questions or additional information. Thank you for your kind consideration. I look forward to hearing from you.

Sincerely,

Bob Dass, P.E.

BOB DASS, P.E.
10 Beth Ann Way
Ewing, New Jersey 08638

Tel: 609-771-0955

bobdass@yahoo.com

RESULTS-DRIVEN PUBLIC WORKS DIRECTOR

A seasoned public works manager and professional engineer with extensive knowledge and experience in planning, organizing, directing and managing multimillion dollar public works programs, operations, facilities and infrastructure including engineering design, construction management, budgeting, contract administration and cost & quality control:

- An innovative leader and a dedicated team player with strong management, interpersonal, communication and public relations skills.
- Superb balance of technical know-how with workforce management and collaborative abilities.
- Achievement oriented with organizational vision and proactive foresight emphasizing professionalism, ethics and integrity.
- Adept at problem solving, improving productivity and maintaining esprit de corps through consensus building and team approach.

NOTABLE ACHIEVEMENTS

- Received several letters of commendation and newspaper write-ups for exemplary performance and innovations in public works engineering & management.
- **Pioneered** the concept of **regional** wastewater treatment in NJ. Managed the planning, design, construction and contract administration of the **first** regional wastewater treatment plant in Princeton, NJ under the US EPA Construction Grants Program. This plant was designed with excess treatment capacity that was sold to adjacent municipalities thus turning it into a big “money maker” for Princeton for many years.
- For the **first** time, averted major environmental health hazard due to malfunctioning & leaching septic systems in rural areas of Princeton by extending the sanitary sewerage system funded by US EPA grant. Also, used that grant money for infiltration/inflow abatement in the existing sewerage system thus reducing surcharges & treatment costs.
- **Pioneered** the concept of storm drainage detention/retention in NJ for flood controls. For the **first** time in NJ, developed and administered new requirements for proposed new residential & commercial land developments to provide storm drainage detention basins for the post development run off.
- For the **first** time in Princeton, planned, designed & constructed large detention basins in strategic locations that alleviated long standing major flooding problems in the city.
- For the **first** time, developed & implemented user impact fees to be paid by residential & commercial developers for required off tract improvements of infrastructure.
- For the **first** time in Princeton, set up a preventive maintenance and pavement management system for public streets & parking lots that resulted in objective and cost effective decision making for capital programming and significant cost savings.
- Managed the planning, design, construction and contract administration of the **entire infrastructure** for a new correctional facility in a remote location for NJ State including streets, parking lots, water supply/treatment & distribution systems, wastewater collection & treatment systems, storm-water/drainage systems and utilities.
- Designed and implemented a cost accounting system for public works programs and set it up as an enterprise.
- Developed and implemented comprehensive emergency management plans.

PROFESSIONAL EXPERIENCE

Dass Engineering & Public Works Management, Trenton, NJ

2010 - Present

Consulting Engineer/Manager:

As responsible in-charge

- Provide consulting engineering and project management services to municipal, county and state government agencies for planning, engineering design, construction management and contract administration of public infrastructure projects including streets, highways, buildings, bridges, water/wastewater/storm-water systems.
- Provide consulting engineering services to private developers & contractors for the planning, design and construction of land subdivision/site plan developments in compliance with local zoning & land use regulations and design standards.
- Manage, supervise and coordinate various environmental, traffic engineering and transportation planning studies and obtain required regulatory permits and approvals.
- Supervise construction of public works projects and oversee, coordinate and monitor contractors' compliance with the engineering plans and specifications. Also, review contractors' payment claims & change orders and resolve conflicts & disputes.
- Develop long range master plans, programs, cost estimates, budgets & construction schedules for capital improvements of public infrastructure.
- Make engineering reports, recommendations and presentations to various government agencies, advisory boards & commissions and answer inquiries from government officials and the media about proposed projects.
- Manage and supervise staff and work operations and maintain an effective working relationship with developers, contractors and various government agencies.

State of New Jersey GSA, Trenton, New Jersey

1987-2010

Manager of Engineering & Construction Operations/Projects Manager:

As responsible in-charge,

- Managed engineering design, construction and contract administration of multi-million dollar capital improvement projects for state facilities, buildings and infrastructure including water/wastewater/storm-water systems, streets & parking lots.
- Developed scopes of work, professional services contracts, plans & schedules and managed & coordinated multiple design and construction projects.
- Developed and administered long-range construction plans, programs and budgets for capital improvements of state facilities and infrastructure.
- Reviewed & approved engineering/environmental studies, plans, designs, specifications & cost estimates prepared by consultants and set up construction services contracts.
- Reviewed & approved construction claims & change orders and amendments to professional services contracts.
- Prepared reports, recommendations & correspondence on various design & construction projects and departmental operations.

(Continued on Page 3)

BOB DASS, P.E.

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- Planned, organized and directed maintenance operations and implemented preventive maintenance programs for facilities & infrastructure. Developed and administered budgets.
 - Interacted with various public & private agencies as well as with consultants, contractors and the staff and maintained an effective working relationship.
 - Managed & supervised staff and evaluated consultants', contractors' and staff work performance

Townships of Princeton & Piscataway, New Jersey

1976-1987

Director of Public Works/City Engineer:

As Department Head,

- Planned, organized and directed engineering design, construction & maintenance management and contract administration of public facilities & infrastructure including streets, highways, bridges, water/wastewater systems, storm drainage & flood controls.
- Developed and administered long range plans, programs and budgets for capital improvements of facilities and infrastructure.
- Supervised subdivision/site development & building plan reviews and construction.
- Managed and supervised public works & engineering staff in various disciplines.
- Developed and administered operating budgets and procurement of materials & equipment.
- Established and monitored departmental goals & objectives, priorities, work rules, policies and procedures.
- Prepared reports & recommendations and made presentations to the governing body and advisory Boards on public works and engineering projects.
- Interacted with consultants, contractors, developers, various agencies, boards & commissions and the public and maintained an effective working relationship.
- Implemented participative team management and an effective complaint handling system that improved productivity, employee morale and public relations.

EDUCATION

- Bachelor of Civil Engineering and several graduate courses
- Masters in Business Administration (Management)
- A few Doctorate Courses in Engineering Management
- Won several University Merit Awards and Scholarships
- Several specialized courses in public works engineering & management, construction & project management, contract administration and environmental engineering.
- Computer courses in MS Word, Project, Excel, PowerPoint, Internet & Email.

PROFESSIONAL AFFILIATIONS

- Licensed Professional Engineer and Planner
- Member American Public Works Association
- Member American Society of Civil Engineers
- Member NJ Society of Municipal Engineers

Paul E. Carlisle
17369 40th Run North
Loxahatchee, FL. 33470
561-718-8333 Email carlislep39@gmail.com

April 20, 2020

Human Resources
City of Pembroke Park

RE: Public Services Director/Town Engineer

This letter is in response to your advertisement on the Florida League of Cities website regarding the position of Public Services Director/Town Engineer. Please review the enclosed résumé, as I would like to schedule an interview with you to discuss this exciting opportunity.

I have been in Municipal and County government for most of my professional career, working as a County Administrator, Town Manager, Public Works Director and currently the City Manager for the City of Sebastian. I am a member in good standing with the ICMA. I work with the Florida Association of Counties, Small County Coalition and the State Legislators in developing legislative priorities. As a County Administrator and City Manager I have successfully demonstrated my ability to maintain fiscally responsible budgets and employee morale. My tenure as a County Administrator of a rural County, I was front and center in all of the economic development and redevelopment opportunities and this has continued to be the case in my current position of City Manager. I have brought economic development projects to every City and County that I have been employed with to create sustainable jobs. I have worked for the private sector performing site development, provided consulting services for cities and counties throughout the State of Florida to maximize their budgets and improve their overall infrastructure. I have also successfully negotiated several collective bargaining agreements with amicable results.

I completely understand your requirement for an engineering degree and certification in your job posting, but before you choose to eliminate me from your consideration on this regard look at my experience where in both Public Works and City/County manager jobs that I have held with great success, I was always chosen over those with engineering and college degrees. My reputation for providing solid leadership and innovative planning has always been recognized and rewarded. I appreciate your positive consideration regarding this issue.

The experience that I would bring to the City of Pembroke Park is unique for the Public Services Director/Town Engineer position, as having worked in and managed most every department in various Cities and Counties in Florida and South Carolina. I have first-hand knowledge of the operations and the needs of the departments and divisions. This insight is crucial to developing great team work and identifying budget needs. As having served for extensive time in the City Manager positions provides me the ability to not only address things from the department level but also with the unique understating of knowing how to address issues from the City Managers perspective and avoid the political pitfalls. Please look at my continued career successes and achievements and that is what I can bring to the City of Pembroke Park should you consider me for your next Public Services Director/Town Engineer.

I look forward to hearing from you.

Sincerely,
Paul E. Carlisle
Paul E. Carlisle

PROFESSIONAL EXPERIENCE

May--2018 – Present City of Sebastian
City Manager
1225 Main Street
Sebastian, FL. 32958

Sebastian is an attractive waterfront community that boasts a quiet, laidback charm. The area is a paradise surrounded by natural beauty. Just across the Intracoastal Waterway lie some of Florida's most attractive barrier islands, Sebastian Inlet State Park and Pelican Island National Wildlife Refuge.

I manage all departments with in the city as most do that includes, Police, Finance Administration, Public Work/Engineering, Airport, Facilities Maintenance, Community Development/CRA, Leisure Services, Municipal Golf Course,

As the City Manager there are several challenges that I acquired and have been addressing and have made considerable progress on. The many capital projects that are underway and the others that are needed, among them are the construction of the new Public Facilities/Public Works Department is underway under a design build process, the construction of new airplane hangars and airport renovations, the development of a roadway management plan, the reassessing and implantation of the storm water master plan. The majority of the airport construction was done through Grant from the FAA and FDOT funds most were 90/10 matching funds.

I was able to negotiate and annex into the City 1,100 acres of undeveloped land and with that we provided a future land use that will be a great extension of the City, providing for sustainable industry and employment centers, affordable housing, conservation land reserves and institutional lands that will be donated to the City at no cost.

I established the Cities first Strategic Plan. This plan was developed with the philosophy that the goals and measures had to demonstrate the further advancement and quality of life for the City. All agenda items for City Council will then be tied to this plan and noted on the agenda item what goal this item provides to meet that goal. All budget items will have to address in the justification how it ties to the plan.

The City budget was very through when I came to the City, but I reconstructed the budget to provide clear transparency and accountability. This was received with great accolades from City Council, the Budget Advisory Board and the residents of the City.

January -2014 – May 2018 Glades County Board of County Commissioners
County Administrator
500 Ave J
Moore Haven Fl. 33471

Glades County is located in the Heartland Region of Florida; it has been fiscally constrained because of the population and employment opportunities. As the County Administrator I have taken steps to help the County prosper and develop. I serve on the Board of Directors for the Florida Heartland Regional Economic Development Initiative (FHREDI). I have worked with the legislature on economic appropriations to develop a needed training center to train not only high school students but the unemployed and under employed workforce. This is key to attracting business to the area. Working with the colleges and the regional economic development counsels we are starting to see the value this will bring to the area.

Paul E. Carlisle

As Amendment One was seen to be gaining approval at that time in the legislation, it was apparent that we needed to look at how this would affect our region and the State. I met with legislatures, the Small County Coalition and Florida Association of Counties and large landowners to develop a plan that would not only support conservation but also would not remove large tracts of land from the tax rolls and take future development opportunities away. This plan became the legislative priority for both the Small County Coalition and the Florida Association of Counties.

I worked with manufactures that were looking to develop in Glades County along with several interested parties as well. This will bring needed jobs and tax base to the County. I have successfully finalized the addition of a travel center that will be located in the County that will bring new jobs and additional ad valorem, infrastructure and gas tax to the County. I was able to negotiate with FDOT to have them fund, design and construct infrastructure improvements and signalization for the entrance to Americas Gateway at no cost to the County or the developer.

During the budget process I was able to reduce the budget deficit and we provided pay raises for the first time in seven years to our employees.

2011 – Dec. 2014 City of Rock Hill
Director of Public Works
757 S. Anderson Rd
Rock Hill SC. 29731

The City of Rock Hill is the fourth largest City in the State of South Carolina and York County is one of the fastest growing Counties in the State. The current City Manager hired me because of my Town Manager experience and consistently expressed his pleasure with my work, professionalism, my ability to work with the City and County Councils and the State Legislators.

It was my responsibility to manage and develop all aspects of the Public Works Department that includes roadways, bridge maintenance, Stormwater Utility, sanitation, civil projects, project management, and construction. I serve on the Stormwater advisory board as Vice Chair. Our Council of neighborhoods and various homeowners associations request that I give presentations at their monthly meetings to bring information that is helpful to their respective areas regarding infrastructure and future development. I also served on the Traffic Commission and Traffic Coordination boards. I oversee design and implementation for Pennies for Progress projects with over 60 million dollars in this year's program for roadway improvements within the City of Rock Hill. I have brought the emergency management skills that I acquired in working in Florida to Rock Hill to develop the first storm recovery plan for the City.

Implemented the Storm Water Master Plan that provided a complete review of the storm water systems. Developed a 15 year capital improvement plan based on that data. Our Storm Water Master Plan information is being used to update the FEMA Flood Maps for the entire County. This information also will enhance development as it provides critical data to ensure that construction that may occur does not have a negative impact on other properties either upstream or downstream.

I developed and managed the budgets for maintenance and capital projects for the City of 74,000 residents which includes the roadway overlay programs both C-Fund and G-Fund that totals 3.6 million dollars annually. This includes plan review and cost analysis always making sure we have the best project for the available funds and an operating budget over 10 million dollars.

Served on the City's Economic Development team to plan and implement project to enhance development efforts. Work with developers and the State to coordinate infrastructure improvements to development sites. This effort closed over two million square feet of distribution terminals to the City. I negotiated a contract to bring a new

Paul E. Carlisle

regional recycling facility to the City that reduced our operational costs and increased revenues. The City received the “International Voice of The People Award” for most improved sanitation service that year.

2006 – 2011

Roadway Management, Inc.

Regional Manager

1170 Celebration Blvd.

Celebration, Fl. 34747

My responsibilities include providing roadway infrastructure management to Municipalities, Counties and local districts. I developed programs to improve their overall infrastructure maintenance to ensure that their budgets are being spent in the most efficient and cost effective manner. I developed a progressive pavement management program that provides for better pavement maintenance and overall reduction in budget costs and an increase in Pavement Condition Index ratings. I was responsible for drafting the various requests for proposal, requests for qualifications and bid documents for the various entities to secure the needed programs and ensure their success. My customers relied heavily on my governmental experience to assist them with their budgets and capital improvement programs. This allows them to do more with less as we have all seen a significant decline in the revenues that are available.

2004 – 2006

Town of Lake Park

Town Manager

535 Park Avenue

Lake Park Florida 33403

(561) 881-3300

Prior to my becoming Town Manager, the Town of Lake Park had experienced a decline in reserves and the millage rates were increasing and projects were not completed. I was able to bring fiscal responsibility to the Town, was able to lower the millage rates and increase services and complete major projects. Additionally we saw an increase in our reserves which lowered our bond rates, saving the residents on the debt service tax rates as well. During my time as Town Manager we had experienced several hurricanes. I was able to obtain full reimbursement for the losses that the Town had incurred as a result of the storms. I negotiated several development and re-development projects for the Town, including Target, Lowes, Wal-Mart, and One Park Place, to name a few. I served as Vice Chair for the Seacoast Utility Board and on the North County Overlay District Committee, in which we successfully negotiated several new business opportunities and oversight of multi-jurisdictional developments. One of which was the successful negotiations with Governor Bush to relocate the Scripps Research Institute to the North County this provided 350 million dollars in grant money for the development of the institute. I also served on the affordable housing coalition to establish and maintain affordable housing projects and developments.

Other notable accomplishments;

- Complete overhaul of the code of ordinances and published them on Muni-Code
- Completed the Comprehensive Plan that was never brought up to date and had kept the Town from moving forward with future development.
- Revitalized the Park Avenue Downtown District with the addition of new businesses and special events.
- Negotiated several transportation Grants from the County for roadway infrastructure improvements.
- Successfully negotiated Collective Bargaining contracts with employees.
- Managed all of the Town Departments which include; Public Works, Parks and Recreation, Marina, Town Library, Planning and Zoning, City Clerks office, Human Resources, Sanitation, Police and Fire contracts.

Paul E. Carlisle

5/2002 – 2004

Town of Lake Park
Director of Public Works
535 Park Avenue
Lake Park Florida 33403
(561) 881-3300

The following is a sample of the various duties and responsibilities of my position.

- Prepare and manage the annual capital and operational budget.
- Develop annual and long term maintenance programs for the Town which include roadway, parks infrastructure.
- Review all development plans that are submitted to the Town for both new developments and re-development projects.
- Manage the Town's Solid Waste Collection and Recycling Collection.
- Oversee the construction and design of our 9 million dollar Marina Re-construction project, and obtained over 1.5 million in Grants.
- Attend civic and neighborhood meetings to address questions and concerns.
- Prepare various resolutions and ordinances for approval by the Town Commission.
- Prepare and administer the Community Development Block Grant Program.
- Research and apply for various grants and other funding sources that will provide the needed funds for the Town.
- Work with consultants and other governmental organizations.
- Prepare and evaluate RFP's and RFQ's for various services needed by the Town

2/91 – 5/2002 The Village of Wellington/Acme Improvement District

Division Manager
14000 Greenbriar Boulevard
West Palm Beach, FL 33414
(561) 791-4000

- Responsible for developing, monitoring and analyzing \$16 million annual expense and capital budgets for the Village of Wellington – Road Division
- Develop and administer maintenance and improvement schedules for 425 lane miles of paved and unpaved roadways within the Village. This includes a roadway maintenance program, which includes new drainage construction and re-construction of paved and shellrock roadways, and the roadway / pedestrian path evaluation for resurfacing and maintenance.
- Manage major road construction projects and review plat and construction plans within the Village boundaries. Working closely with developers, project engineers and Palm Beach County to insure the Village's interests are protected and the integrity of our infrastructure is not compromised.
- Monitor the Village of Wellington Solid Waste Collection Contract.
- State Certified N.P.D.E.S. Inspector.
- Meet with contractors and inspect development and road projects within the municipality to insure they meet our construction standards.
- Serve on the Village of Wellington Emergency Management Team which designs and implements our emergency management plan.

Paul E. Carlisle

- Purchasing responsibilities include, developing bid specifications, Grant acquisition, equipment, tools and supplies, managing multiple contracted services.
- Design, construct and maintain over 30 miles of equestrian trails.
- Constructed neighborhood parks and portions of the regional parks.
- Oversaw and coordinated community events and programs.
- Developed and administered the Adopt-A-Street program.

Professional References.

- Rim Bishop, Director, Seacoast utility Authority (561) 627-2900
- Karen Marcus, former County Commissioner (561) 308-4001
- Jason Nunemaker, Administrator Plantation, Fl. (772) 571-1616
- Rick Keeney, Public Works Director, Punta Gorda (941) 575-5050
- Gene Schriner, President, Craig A. Smith (561) 644-3232
- Jimmy Bagley, Assistant City Manager Rock Hill SC.(803)448-9823

Paul E. Carlisle

Public Services Director Position							
No#	Applicant Name	Source	Application Submission Date	Meets Minimum Qualifications	Prescreened by Yolanda Menegazzo, HR	Short-Listed and Recommended for 2nd Round of Interviews	Notes
1	Daniel, Randy	hr@townofpembrokepark.com	2/24/2020	Yes	05/12/2020 at 3:30 pm	Yes	Recommended for Final Interview - Interested in Town Engineer position as well as Public Services Director/Town Engineer position. Rescinded application.
2	Ortiz, Daniel	Indeed.com	2/27/2020	Yes	06/03/2020 at 12:30 pm	No	Recommended for Final Interview - Interested in Town Engineer position as well as Public Services Director/Town Engineer position. Not recommended to proceed as a top candidate.

3	Carlisle, Paul	hr@townofpembrokepark.com	4/22/2020	Yes	06/03/2020 at 1:00 pm	Yes	Interested in Public Services Director/Town Engineer position. Does not have Professional Engineer license, but will be considered for Public Services Director.
4	Dass, Bob	hr@townofpembrokepark.com	5/4/2020	Yes	06/03/2020 at 12:00 pm	Yes	Recommended for Final Interview - Interested in Public Services Director/Town Engineer position. Not a licensed Engineer in the State of Florida. Licensed in New Jersey. He would need to apply to the State of Florida.
5	Nunez, Miguel	hr@townofpembrokepark.com	5/4/2020	Yes	06/03/2020 at 11:30 am	Yes	Recommended for Final Interview. Interested in both Public Services Director/Chief Building Official or Full-Time Chief Building Official.
6	Martinez, Louis	hr@townofpembrokepark.com	5/11/2020	Yes	06/03/2020 at 10:00 am	Yes	Recommended for Final Interview

7	Day, Timothy	hr@townofpembrokepark.com	5/19/2020	Yes	06/03/2020 at 11:00 am	Yes	Recommended for Final Interview, however, it is important for the Commission to know that this candidate was interviewed for the position of Town Manager last year. Not recommended as a top candidate.
8	Ozaydin, Dincer Akin	hr@townofpembrokepark.com	2/25/2020	Yes	05/12/2020 at 1:30 pm	Yes	Selected as Top Candidate for Town Engineer. Interested in being the Public Services Director/Town Engineer, but if not chosen will stay as Town Engineer.

RESOLUTION NO. 2020-086

A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING
_____ AS PUBLIC SERVICES DIRECTOR;
PROVIDING FOR PUBLIC SERVICES DIRECTOR'S
COMPENSATION; SUPERSEDING CONFLICTING
RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 2, Article III, Division 4, Pembroke Park Code of Ordinances, created the office of Public Services Director and provides for the Public Services Director's appointment, compensation, duties, responsibilities, and related matters for the office of Public Services Director; and

WHEREAS, Town Commission has solicited applications from qualified candidates to serve as Public Services Director; and

WHEREAS, the Town Commission has reviewed the applications received in response to the solicitation, and interviewed the candidates for Public Services Director; and

WHEREAS, the Town Commission desires to select and hire _____ to serve as the Public Services Director.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: That the Town Commission hereby selects and hires _____ to serve as Public Services Director for the Town of Pembroke Park.

Section 2: That _____ shall serve as Public Services Director at the pleasure of the Town Commission, and he shall receive annual compensation in an amount of _____ (\$_____) Dollars for the performance of the duties of Public Services Director.

Section 3: That all Resolutions or parts of Resolutions in conflict herewith be and the same are superseded to the extent of such conflict.

Section 4: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 1st day of July, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

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