




INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE

Director of Administrative Services

TO: Honorable Mayor and Commission of the City of Fort Pierce

FROM: Tony Barnes, Director of Administrative Services 

RE: Hiring Policies of the City of Fort Pierce

DATE: November 23, 2015

Section 6 (Certification and Appointment) explains the process of advertising a position. Section 6.01 (Procedure for filling vacancies) Subsection A explains the various ways positions can be filled.

Subsection B states that whenever a vacancy is to be filled the Department Head shall make a request to the Administrative Service Department to advertise the vacancy. Request may be in writing or by phone. For the Finance Director and MIS Manager positions, I received a phone call from the Deputy City Manager to advertise at the discussed ranges of 83 (Finance) and 74 (MIS). The HR Manager who reports directly to me was approved by Deputy City Manager to advertise at Range 67 (see **Exhibit B**).

It has been policy of the Human Resources Department to advertise in the Treasure Coast Newspapers, Treasure Coast Internet, Monster.com and Channel 27. We also advertise in the Hometown News. All of these sources reference the City of Fort Pierce website. All cost for these sites come out of the Administrative Services Budget. If a department head request to advertise in another newspaper, trade periodical or an on-line site, they must pay any additional cost incurred by the Human Resources Department (see **Exhibit B1**).

Subsection C states if the position is other than entry-level a promotional opportunity announcement shall be sent to all departments for posting on bulletin boards. This is accomplished by sending emails to the "City of Fort Pierce Group" and to FPUA to post for their employees. All open vacancies are posted in the Human Resources Department for all walk in citizens. In addition, we accept applications via fax, email, and regular mail. All applications received are verified by email, fax receipts, phone call and applicant's receipt postcard (see **Exhibit C**).

Subsection D states if the position is a regular position the Director of Administrative Services shall certify to the Department Head the proper number of names from the

appropriate list. When a vacancy is closed the Director of Administrative Services forwards a list of ALL applicants to the Department Head for review. It is reviewed and a list of candidates are chosen for interviews (see **Exhibit D**).

I was asked via email from Deputy City Manager to give an update on the search for the City Attorney. As of November 20, 2015, the City had advertised in ten (10) different sources (see **Exhibit E**). As of the date of this memorandum we have received eleven (11) applications.

As of October 1, 2015, the City will be upgrading from a manual process only to a new Applicants and Employee Self-Serve applications that will be located within the Human Resources Applications and Hiring Process tab on the City's website. Staff training is schedule for December 14 – 16, 2015. After discussions with the Interim City Manager, all job vacancies will be advertised both internally and externally moving forward from the date of this memorandum.

EXHIBIT “B”



CITY OF FORT PIERCE

PLANNING DEPARTMENT

REBECCA GROHALL, AICP, PLANNING MANAGER
COMPREHENSIVE PLANNING ◊ DEVELOPMENT REVIEW
HISTORIC PRESERVATION ◊ URBAN DESIGN ◊ URBAN FORESTRY ◊ ZONING

RECEIVED

TIME _____

FEB 27 2015

CITY OF FT. PIERCE
CITY MANAGER'S OFFICE

TO: Robert Bradshaw, City Manager
Nicholas Mimms, Deputy City Manager

CC: Tony Barnes, Director
Gena Spivey, Human Resources Manager

FROM: Rebecca Grohall, Planning Manager

RE: Request to Advertise/Fill Senior Planner Position

DATE: February 26, 2015

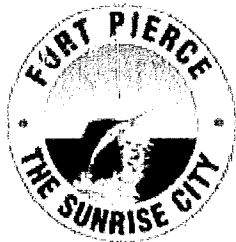
I am seeking approval to start the recruitment process to fill the Senior Planner position being vacated by Sandy Ramseth.

I have attached the most recent job description and would like to get started. Please let me know if you have any questions and forward an approval to the HR Department.

Thank you!

RECEIVED
MAR 02 2015
HUMAN RESOURCES
CITY OF FORT PIERCE

Attachments: Job Description
Sandy's Resignation



CITY OF FORT PIERCE


PLANNING DEPARTMENT

REBECCA GROHALL, AICP, PLANNING MANAGER
COMPREHENSIVE PLANNING ◊ DEVELOPMENT REVIEW
HISTORIC PRESERVATION ◊ URBAN DESIGN ◊ URBAN FORESTRY ◊ ZONING

RECEIVED
TIME _____
APR 28 2015
CITY OF FT. PIERCE
CITY MANAGERS OFFICE

TO: Robert Bradshaw, City Manager
Nicholas Mimms, Deputy City Manager

CC: Tony Barnes, Director

FROM: Rebecca Grohall, Planning Manager 

RE: Request to Advertise/Fill Historic Preservation Planner ✓

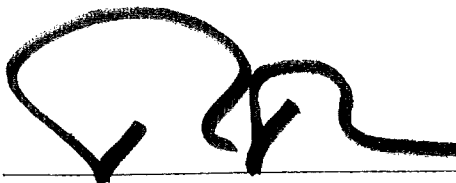
DATE: 4/28/15

APR 29 2015

I am seeking approval to start the recruitment process to fill the Historic Preservation Planner position recently vacated by an internal promotion.

I have attached an updated job description and would like to get started to advertise and fill the Historic Preservation Planner position. Please let me know if you have any questions and forward an approval to the HR Department.

Thank you!



Approved to advertise/fill
City Manager or Designee

RECEIVED

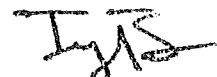
MAY 04 2015

APPROVED
ADMINISTRATIVE SERVICES
CITY OF FORT PIERCE

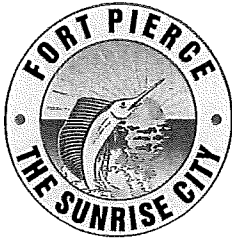
MAY 07 2015

Attachments: Job Description

RECEIVED
CITY OF FORT PIERCE



TONY BARNES, Director of Administrative Services



CITY OF FORT PIERCE

DEPARTMENT OF ENGINEERING

Roadway Design, Engineering Reviews, Stormwater Utility Management,
Project Management, Traffic Control and Maintenance

INTEROFFICE MEMORANDUM

TO: Tony Barnes, Director of Administrative Services

FROM: John R. Andrews, P.E., City Engineer *JRA*

SUBJECT: Stormwater Engineer / Manager Position

DATE: October 5, 2015

cc: City Manager

Attachment(s): Job Description

Attached please find the job description narrative for the Stormwater Engineer Manager position. We are requesting this position be placed as a classified ad with the local paper and posting of the position on the City's website. Also, since the city is a member of the Florida Stormwater Association, we are entitled to 30 days of posting to the FSA Career Center website. We are requesting this position to be filled as soon as possible.

If you have any questions, or require additional information, please feel free to contact this office.

JRA/jra

Make sure that no cost is involved with FSA.

TJB
10/6/15

OCT 06 2015

APPROVED
ADMINISTRATIVE SERVICES
CITY OF FORT PIERCE

TJB

TONY BARNES, Director of Administrative Services

EXHIBIT "B1"

Sales Rep: Lane Farmer (T9102)

Phone: (772) 692-8951

Email: lane.farmer@tcpalm.com

> Account Information

Date: 09/16/15

Account Number: 435246 (T11505711)

Name: CITY OF FT PIERCE/CLASS

Contact:

Email: NatashaKing@City-FtPierce.Com

Address: P O BOX 1480, FT PIERCE, FL, 34954

Phone: (772) 460-2200

Fax: (000) 000-0000

> Insertion Information

This is a proof of your ad scheduled to run on the dates indicated below.

Please confirm placement prior to deadline by contacting your account rep at (772) 692-8951 .

Ad Id: 685654

P.O. No.:

Total Cost: \$486.82

Tag Line: City of Fort Pierce Finance Director

Start Date: 09/16/15

Stop Date: 09/16/15

Number of Times: 4

Class: 3460 - Help Wanted

Publications: TC-TC News-Press-Tribune, TC-Internet tcpalm.com, TC-Monster

> Ad Proof

I agree this ad is accurate and as ordered.

**CITY OF FORT PIERCE
Finance Director**

Salary \$66,809.60 - \$124,092.60

Management & Information Systems Mgr -

Salary - \$53,497.60 - \$99,361.60

Human Resources Mgr

Salary - \$45,011.20 - \$83,595.20

Open September 4, 2015

Close September 24, 2015 at

5 pm; (View Job on Website)

EOE Apply: HR Dept. 100 N US

1 Ft Pierce, FL City's Website: Cityoffortpierce.com

Thank you for your business. Our commitment to a quality product includes the advertising in our publications. As such, Journal Media Group reserves the right to categorize, edit and refuse certain classified ads. Your satisfaction is important. If you notice errors in your ad, please notify the classified department immediately so that we can make corrections before the second print date. The number to call is 877-247-2407. Allowance may not be made for errors reported past the second print date. The Treasure Coast Newspapers may not issue refunds for classified advertising purchased in a package rate; ads purchased on the open rate may be pro-rated for the remaining full days for which the ad did not run.

Sales Rep: Lane Farmer (T9102)

Phone: (772) 692-8951

Email: lane.farmer@tcpalm.com

> Account Information

Date: 09/09/15

Account Number: 435246 (T11505711)

Name: CITY OF FT PIERCE/CLASS

Contact:

Email: NatashaKing@City-FtPierce.Com

Address: P O BOX 1480, FT PIERCE, FL, 34954

Phone: (772) 460-2200

Fax: (000) 000-0000

> Insertion Information

This is a proof of your ad scheduled to run on the dates indicated below.

Please confirm placement prior to deadline by contacting your account

rep at (772) 692-8951 .

Ad Id: 685654

P.O. No.:

Total Cost: \$551.24

Tag Line: City of Fort Pierce Finance Director

Start Date: 09/12/15

Stop Date: 10/11/15

Number of Times: 33

Class: 3460 - Help Wanted

Publications: TC-TC News-Press-Tribune, TC-Internet tcpalm.com, TC-Monster

> Ad Proof

I agree this ad is accurate and as ordered.

**CITY OF FORT PIERCE
Finance Director**

Salary \$66,809.60 - \$124,092.60

Management & Information Systems Mgr -

Salary - \$53,497.60 - \$99,361.60

Human Resources Mgr

Salary - \$45,011.20 - \$83,595.20

Open September 4, 2015

Close September 24, 2015 at

5 pm; (View Job on Website)

EOE Apply: HR Dept. 100 N US

1 Ft Pierce, FL City's Web-

site: Cityoffortpierce.com

Thank you for your business. Our commitment to a quality product includes the advertising in our publications. As such, Journal Media Group reserves the right to categorize, edit and refuse certain classified ads. Your satisfaction is important. If you notice errors in your ad, please notify the classified department immediately so that we can make corrections before the second print date. The number to call is 877-247-2407. Allowance may not be made for errors reported past the second print date. The Treasure Coast Newspapers may not issue refunds for classified advertising purchased in a package rate; ads purchased on the open rate may be pro-rated for the remaining full days for which the ad did not run.

Toi
Mistaking
From
Carol

Your proof
for this
fri
Thanks
Carol



City of Fort Pierce

Positions Currently Vacant

FINANCE DEPARTMENT

Finance Director

\$66,809.60 - \$124,092.80 Annually

MIS DEPARTMENT

Management & Information
Systems Manager

\$53,497.60 - \$99,361.60 Annually

HR DEPARTMENT

Human Resources Manager

\$45,011.20 - \$83,595.20 Annually

Open - September 4, 2015

Close - September 24, 2015 at 5 PM

(View Job on Website)

E.O.E.

Apply: HR Dept

100 North US 1, Ft Pierce, FL

City's Website: Cityoffortpiercc.com

058978

Sales Rep: Lane Farmer (T9102)

Phone: (772) 692-8951

Email: lane.farmer@tcpalm.com

> Account Information

Date: 10/07/15

Account Number: 435246 / T11505711

Company Name: CITY OF FT PIERCE/CLASS

Contact Name:

Email: NatashaKing@City-FtPierce.Com

Address: P O BOX 1480, FT PIERCE, FL, 34954

Phone: (772) 460-2200 Fax: (000) 000-0000

> Ad Information

Ad Id: 733552 Ad Class: 3730

Publications: TC-TC News-Press-Tribune, TC-Internet tcpalm.com, TC-Monster

Start Date: 10/08/15 Stop Date: 10/08/15

No. of Inserts: 4 Total Cost: \$486.82

Columns Wide: 1 No. of Lines: 15

Total Cost: \$486.82

> Payments

METHOD	CARD TYPE	NAME ON CARD	LAST 4 DIGITS	EXPIRE DATE	CHECK NUMBER	AMOUNT PAID
TOTAL COST						\$486.82
PAID AMOUNT						\$0.00
AMOUNT DUE						\$486.82

> Copy of Ad

**CITY OF FT. PIERCE
ENGINEERING DEPT.**
 Stormwater Engineer Mngr
 Salary \$45,011.20 - \$83,595.20
 Annually - Open Oct 8, 2015 -
 Close Oct. 22, 2015 at 5 pm

POLICE DEPARTMENT
 Special Investigator Salary
 \$45,011.20 - \$83,595.20
 Annually - Open October 8,
 2015 - Close October 15, 2015
 at 5 pm 'View job on website
 EOE Appy: HR Dept., 100 N
 US 1, Ft Pierce, FL City's Site:
 Cityoffortpierce.com

Foreign Account Number : 11505711

Ad # : 2680697

Ad Net Cost : \$406.70

Name (Primary) :

Company (Primary) : CITY OF FT PIERCE/CLASS

Street 1 (Primary) : P O BOX 1480

City (Primary) : FT PIERCE

State (Primary) : FL

ZIP (Primary) : 34954

Phone (Primary) : (772) 460-2200

Class Code : 2140 - Professional

Start Date : 3/8/2015

Stop Date : 3/8/2015

Prepayment Amount : \$0.00

Ad Sales Rep. : 07 - Lane Farmer

Width : 2

Depth : 14

CITY OF FORT PIERCE
Planning Department
senior Planner - Salary
\$40,185.60 - \$60,278.40 Annually
(Full job description can be
reviewed on the website)
Position Open - March 6, 2015 Close -
March 31, 2015 at 5 pm
E.O.E. Apply: HR Dept.
100 North U.S. 1, Ft. Pierce, FL 34950
City's Website: Cityoffortpierce.com



Re: Planning Analyst Position <Watchdog: Virus checked>
Rebecca Grohall to: Natasha King

03/18/2015 09:09 AM

Thanks Natasha.

The Senior Planner is posted online, just wanted to confirm - on the Florida Planning Association website. You can view the ad here: <http://www.floridaplanning.org/jobmart/> (they will run it till it closes).

Here is the Word version - if you need it for the Planning Analyst



planning analyst 2015.docx

Natasha King

Good Morning Rebecca, I received the request t...

03/18/2015 09:00:03 AM

From: Natasha King/cfp
To: Rebecca Grohall/cfp@cfp,
Cc: barbara moore/cfp@cfp
Date: 03/18/2015 09:00 AM
Subject: Planning Analyst Position <Watchdog: Virus checked>

Good Morning Rebecca,

I received the request to advertise for the Planning Analyst position, I will advertise for one week

The cost for it to be advertised in the newspaper (Tribune) will be the same as it was for the Senior Planner position which is \$406.70

I will proceed today

Thank You,

*Natasha King
Human Resources/Administrative Services
Administrative Assistant
Phone: 772-467-3758
Fax: 772-489-0872
City of Fort Pierce
100 N .US Highway 1
Fort Pierce, FL 34950
Email: nking@city-ftpierce.com*



Classified Advertising Receipt

CITY OF FORT PIERCE/CLASSIFIED
P.O. Box 1480
FORT PIERCE, FL
34954

Hometown News
P.O. Box 850
Fort Pierce, FL 34954
Tel : (772) 465-5656

*For
Metzger's
From
Carol*

Cust# 803
Cust Tel# (772) 460-2200
Ad# 1662684
Date: 05/05/15
Classification: Trades
Salesperson: CD CAROL DEPREY-ZELENEK

Edition
61 - Port St. Lucie Classified
62 - Fort Pierce Classified

Insertion Date
05/08/15
05/08/15

Amount
98.80
98.80

Total: 197.60
6.5T 0.00
6TX 0.00


Grand Total 197.60

Ad Text

CityOfFortPierce057996

changed →

*Thanky
Carol*



City of Fort Pierce

Positions Currently Vacant

POLICE DEPARTMENT
Deputy Chief of Police
\$60,528 - \$112,424 Annually

PLANNING DEPARTMENT
Historic Preservation Planner
\$38,251.20 - \$57,366.40 Annually

**PUBLIC WORKS/
STREETS AND DRAINAGE**
Equipment Operator III
\$27,060.80 - \$40,601.60 Annually
(Full job description can be reviewed on the website)

Position Open - May 4, 2015
Close - May 14, 2015 at 5 PM

E.O.E.
Apply: HR Dept
100 North US 1, Ft Pierce, FL
City's Website: Cityoffortpierce.com

057996

Foreign Account Number : 11505711

Ad # : 2691377

Ad Net Cost : \$476.14

Name (Primary) :

Company (Primary) : CITY OF FT PIERCE/CLASS

Street 1 (Primary) : P O BOX 1480

City (Primary) : FT PIERCE

State (Primary) : FL

ZIP (Primary) : 34954

Phone (Primary) : (772) 460-2200

Class Code : 2120 - General

Start Date : 5/10/2015

Stop Date : 5/10/2015

Prepayment Amount : \$0.00

Ad Sales Rep. : 07 - Lane Farmer

Width : 2

Depth : 21

CITY OF FT. PIERCE
Police Department
DEPUTY CHIEF OF POLICE
Salary \$80,534 - \$100,000 Annually
Planning Department
HISTORIC PRESERVATION PLANNER
Salary \$38,251.20 - \$57,355.40 Annually
Public Works/Streets and Drainage
EQUIPMENT OPERATOR III
Salary \$27,060.80 - \$40,601.60 Annually
*(Full job description can be
reviewed on the website)*
Position Open - May 4, 2015
Close - May 14, 2015 at 5 pm
E.O.E. Apply: HR Dept.
100 North U.S. 1, Ft. Pierce, FL 34950
City's Website: Cityoffortpierce.com

EXHIBIT "C"



Job Openings/Promotional Opportunities
Natasha King to: City of Fort Pierce Group
Cc: cjohnson, rsmith

09/04/2015 05:11 PM

Good Afternoon Everyone,

Please see below the current open positions , to be posted on the department's bulletin board.



- MIS Manager.pdf



- Human Resources Manager.pdf



- Finance Director.pdf

Thank You,

*Natasha King
Human Resources/Administrative Services
Administrative Assistant
Phone: 772-467-3758
Fax: 772-489-0872
City of Fort Pierce
100 N .US Highway 1
Fort Pierce, FL 34950
Email: nking@city-ftpierce.com*

EXHIBIT “D”



INTEROFFICE MEMORANDUM

TO: John Andrews, City Engineer
THRU: Tony Barnes, Administrative Services Director
FROM: Natasha King, HR Administrative Assistant
RE: **Stormwater Engineer Manager/Engineering Department-Applicants**
DATE: October 27, 2015

The attached applications are forwarded for your consideration for the Stormwater Engineer Manager position, in the Engineering Department. This position was opened on October 8, 2015 and closed on October 22, 2015.

Candidates	Notes
Byrd, Bobby	
Hermoso-Ramos, Dina	


A member of the Human Resources Department must be present during all employment interviews. Please send your available dates and list of candidates to be scheduled for an interview. Once the hiring process is complete, **return all of the applications to the Human Resources Department.**

TB/nk
Attachments-Job Description



INTEROFFICE MEMORANDUM

TO: Rebecca Grohall, Planning Manager

THRU: Tony Barnes, Administrative Services Director 

FROM: Natasha King, HR Administrative Assistant

RE: **Historic Preservation Planner/Planning Department - Applicants**

DATE: May 15, 2015

The attached applications are forwarded for your consideration for the Historic Preservation Planner position, in the Planning Department. The closing date for this position was May 14, 2015 at 5:00 P.M.

Candidates	Notes
Cummings, Mark	
Dorn, Kaitlin	
Huntress, Katherine	
Lewicka, Maria	
Loring, Robert	
	Notes

A member of the Human Resources Department must be present during all employment interviews. Please send your available dates and list of candidates to be scheduled for an interview. Once the hiring process is complete, **return all of the applications to the Human Resources Department.**

TB/nk
Attachments-Job Description



INTEROFFICE MEMORANDUM

TO: Diane, Hobley-Burney, Chief of Police

THRU: Tony Barnes, Administrative Services Director

FROM: Natasha King, HR Administrative Assistant

RE: **Police Records Specialist/Police Department- Applicants**

DATE: October 2, 2015

The attached applications are forwarded for your consideration for the Police Records Specialist position, in the Police Department. This position was opened on July 24, 2015 and is open "Until Filled."

"In House"	Notes
Martin, Allison	
Candidates	
Brooks-Young, Angela	
Brown, Jacquelyn	
Carter, Tomika	
Cirruto, Linda	
Deis, Melissa	
Flores, Celina	
Garcia, Patricia	
Gresham, Patricia	
Hare, Cinda	
Hoke, Randy	
Jean-Louis, Dyna	
Keith, Victoria	
Langfeldt, Monica	
Larkins, Sandra	
Luke, Sanquail	
Malone, Steven	
Marshall, Michelle	
Parker, Jeremy	
Patterson, Brenda	
Petit-Jean, Raven	
Ponders, Lavette	
Rolle, Shatara	
Rosado-Cuevas, Marilyn	
Schalk, Jennifer	
Scheible, Lori	
Smith, Patricia	
Smith, Shekiera	

Stevenson, Robert	
Thomas, Alexis	
Woerpell, Helen	

A member of the Human Resources Department must be present during all employment interviews. Please send your available dates and list of candidates to be scheduled for an interview. Once the hiring process is complete, ***return all of the applications to the Human Resources Department.***
TB/nk - Attachments-Job Description



INTEROFFICE MEMORANDUM

TO: Diane, Hobley-Burney, Chief of Police

THRU: Tony Barnes, Administrative Services Director

FROM: Natasha King, HR Administrative Assistant

RE: **Police Records Specialist/Police Department- Applicants**

DATE: October 19, 2015

The attached applications are forwarded for your consideration for the Police Records Specialist position, in the Police Department. This position was opened on July 24, 2015 and is open "Until Filled."

Candidates	Notes
Arnold, Amy	
Bareilles, Linda	
Brokaw, Kathleen	
Carey, Latasha	
Carrera, Amanda	
Castro, Patricia	
Gleason, Susanna	
Haddock, Eva	
Hawkins, May	
Henton, Kimberlee	
Hogan, Mary	
Howard, Frank	
Hoyos, Yaritza	
Kapsis, Joseph	
Lake, Rosa	
Lee Jr., Harvey	
Mefford, Robert	
Peterson, Melody	
Pressley, Gloria	
Scotfield, Michael	
Sheppard, Robert	
Taylor, Amy	

A member of the Human Resources Department must be present during all employment interviews. Please send your available dates and list of candidates to be scheduled for an interview. Once the hiring process is complete, **return all of the applications to the Human Resources Department.**

TB/nk - Attachments-Job Description



INTEROFFICE MEMORANDUM

TO: Rebecca Grohall, Planning Manager

THRU: Sheritta Johnson, Interim Administrative Services Director *SJ*

FROM: Natasha King, HR Administrative Assistant

RE: **Senior Planner/Planning Department - Applicants**

DATE: April 01, 2015

The attached applications are forwarded for your consideration for the Senior Planner position, in the Planning Department. The closing date for this position was March 31, 2015 at 5:00 P.M.

"In House"	Notes
Benton, Kori	
Davis, Clarissa	
Candidates	Notes
Borsos, James	
Dekle, Murriah	
Guzman Jr., Jose	
Lewicka, Maria	
Migliore, Vanessa	
Price, Holly	
Tabloff, Hunter	
Vasylyk, Lieiyo	

A member of the Human Resources Department must be present during all employment interviews. Please send your available dates and list of candidates to be scheduled for an interview. Once the hiring process is complete, **return all of the applications to the Human Resources Department.**

TB/nk
 Attachments-Job Description



INTEROFFICE MEMORANDUM

TO: Mike Reals, Public Works Manager
THRU: Tony Barnes, Administrative Services Director
FROM: Natasha King, HR Administrative Assistant
RE: **Facility Program Specialist- Applicants**
DATE: December 26, 2014

The attached applications are for the Facility Program Specialist at the Riverwalk Center in the Public Works Department. The position open date was November 26, 2014 until Filled.

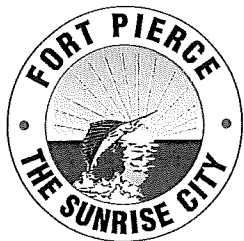
<u>"In House"</u>	Notes
Brunson, Delbert	
Bye, Julie	
Freudenthal, Sandy	
Kobbe, Joyce	
Pierre, Latravies	
Whitehurst, Michael	
<u>Candidates</u>	Notes
Albury, Chinelius	
Anderson, Rashonda	
Arocho, Victor	
Barnes, Samuel	
Belle, Tamika	
Bishop, Tami	
Brooks-Young, Angela	
Bye, Julie	
Cantave, Julie	
Carpenter, Vernicia	
Cox, Geraldine	
Crooks, Candise	
Davis, Stephen	
Desmarais, Janet	
Dirkes, Tina	
Gianna, Joseph	
Gianna, Joseph	
Gomez, Stevi	
Gonzales, Monica	
Haggard, Timothy	
Hawkins, May	
Howard, Sean	

Johnson, Sylvia	
Kosharek, Julie	
Lanigan, Susan	
Leatherwood, Gregory	
Leverity, Angel	
Little, Octavia	
Lorden, Coleen	
Lovelock, Britni	
Lundgren, Rhonda	
Matthew, Isha	
Merritt, Brian	
Mosley, Alishawn	
Nelson, Glen	
Newberry, Vernita	
Noble, Megan	
Noble-Perdue, Trulette	
Parnell, Delia	
Perry, Aundrea	
Prince, Sha-Shan	
Robinson, Gwendolyn	
Scott, Caleta	
Soesbe, Deborah	
Spivey, Tina	
Steele, Angelique	
Summerlin, Rachel	
Sutherland, Carla	
Virgin, Elliot	
Weatherington, Donna	
Williams, Fred	
Woods, Brittany	
Young, Alice	
Zwart, Raymond	

A member of the Human Resources Department must be present during all employment interviews. Please send your available dates and list of candidates to be scheduled for an interview. Once the hiring process is complete, **return all of the applications to the Human Resources Department.**

TB/nk

Attachments – Job Description



INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE
Director of Administrative Services

TO: Robert Bradshaw, City Manager
Nick Mimms, Deputy City Manager

FROM: Tony Barnes, Director of Administrative Services *TJB*

DATE: September 30, 2015

RE: Interview Schedules ~ Director of Finance and MIS Manager

I have forwarded the applications for the Director of Finance and MIS Manager positions. Please review and notify Human Resources, **Nastasha King**, on dates and times (tentative) to establish interviews with the chosen candidates.

If you have any questions, please contact me at extension 3747.

TB/gc

RECEIVED
TIME _____
SEP 30 2015
CITY OF FT. PIERCE
CITY MANAGER'S OFFICE

EXHIBIT "E"



INTEROFFICE MEMORANDUM

TO: Tony Barnes, Administrative Services Director
FROM: Natasha King, HR Administrative Assistant
RE: City Attorney Advertisement
DATE: November 4, 2015

I am providing you with an update on the advertisement for the City Attorney's position. Please see below the time line for the provided advertisers.

City Website/FPTV- Ad currently being advertised 11/1 -until filled.

News Tribune-Ad will run on 11/1/, 11/8, 11/15, and 11/22 as well as post on line for 30 days which includes Press Journal, TC Palm, and Monster.com.

Hometown News- Ad will run on 11/6, 11/13, and 11/20 in St. Lucie County, Martin County, Indian River County, Melbourne, and Palm Bay.

Florida Today (Melbourne local paper) – Ad will run 11/1, 11/8, 11/15, and 11/22 with 30 days online with CareerBuilder.com.

Florida Bar News- Ad will run on 11/15/15 with web posting (publication print every 1st and 15th of the month only).

Florida League of Cities- Ad will run on website until position is filled or a maximum of 60 days, posting will appear within five business days of submittal.

Florida Municipal Attorney Association- Ad will post with a link to our website for 30 days or until filled.

IMLA- Ad will run online for 30 days.

Florida City and County Manager's Association- Ad will run online for 30 days and post in their publication.

Palm Beach Post- Ad will run on 11/1, 11/08, 11/15, and 11/22 and online for 30 days on Monster.com and PalmBeachPost.com/jobs.

FPTV

Ticket: 7687 - Job Advertisiements

Ticket:	7687	Category:	FPTV
Created By:	Natasha King (CITYHALL\inking)	Subcategory:	Posting
Assigned To:	Devoshay Johnson (CITYHALL\djohnson)	Severity:	Low
Status:	Assigned	Extended Status:	Under Review
Date Opened:	10/28/2015 6:08:29 PM	Last Updated:	10/29/2015 4:23:33 PM
Description:	Police Records Supervisor- Open -October 29, 2015, Close- November 12, 2015 and City Attorney Open November 1, 2015, Close- Until Filled		
Asset:	Email Status Updates: Yes Call Me when there is an update: No		

Custom Fields:

Name	Value
------	-------

Notes:

Date	Written By	Notes
10/29/2015 3:25:02 PM	Devoshay Johnson (CITYHALL\djohnson)	- Both have ben posted
10/29/2015 4:23:33 PM	Devoshay Johnson (CITYHALL\djohnson)	- Updated status awaiting fullfillment.

Attachments:

Date	Filename	Size	Type	Attached By
10/28/2015 6:08:29 PM	Police Records Supervisor Tv Ad.ppt	701952	application/vnd.ms- powerpoint	Natasha King (inking)
10/28/2015 6:08:29 PM	City Attorney tv Ad.ppt	704000	application/vnd.ms- powerpoint	Natasha King (inking)

COPY

EMPLOYMENT OPPORTUNITIES

City Website

Current Openings

The following positions are currently available:

Job Opportunity	Date Open	Date Closed
<u>Community Service Aide</u>	07/24/2015	Until Filled
<u>Accreditation Manager</u>	08/25/2015	Until Filled
<u>Diesel Mechanic</u>	08/17/2015	Until Filled
<u>City Attorney</u>	11/01/2015	Until Filled
Police Officer	Until Filled	Until Filled
<u>Foreman I (Streets)</u>	11/18/2015	12/04/2015
<u>Foreman I (Parks)</u>	11/18/2015	12/04/2015
<u>Equipment Operator III (Parks)</u>	11/18/2015	12/04/2015
<u>Maintenance Worker</u>	11/18/2015	12/04/2015
<u>Irrigation Specialist</u>	11/18/2015	12/04/2015
<u>Golf Greenskeeper</u>	11/18/2015	12/04/2015

Benefits

The following benefits are available to employees of the city:

- Accrued sick leave - 3.70 hours per pay period
- Awards programs
- Basic life insurance
- Employee assistance program
- Holidays (11 per year)
- In-house training
- Jury duty
- Medical and dental insurance
- Military leave
- Pension plan
- Salary incentive
- Vacation

Sales Rep: Lane Farmer (T9102)

Phone: (772) 692-8951

Email: lane.farmer@tcpalm.com

> Account Information

Date: 10/30/15

Account Number: 435246 (T11505711)

Name: CITY OF FT PIERCE/CLASS

Contact:

Email: NatashaKing@City-FtPierce.Com

Address: P O BOX 1480, FT PIERCE, FL, 34954

Phone: (772) 467-3758

Fax: (000) 000-0000

> Insertion Information

This is a proof of your ad scheduled to run on the dates indicated below.

Please confirm placement prior to deadline by contacting your account

rep at (772) 692-8951 .

Ad Id: 771118

P.O. No.:

Total Cost: \$801.82

Tag Line: City of Fort Pierce City Attorney Sa

Start Date: 11/01/15

Stop Date: 11/22/15

Number of Times: 34

Class: 3730 - Professional

Publications: TC-TC News-Press-Tribune, TC-Internet tcpalm.com, TC-Monster

> Ad Proof

I agree this ad is accurate and as ordered.

CITY OF FORT PIERCE

CITY ATTORNEY

Salary \$99,192 - 184,214

Open Nov 1, 2015 -

Close Until Filled

(View job on website)

EOE Appy: HR Dept., 100 N US

1, Ft Pierce, FL City's

Website: Cityoffortpierce.com

COPY

Thank you for your business. Our commitment to a quality product includes the advertising in our publications. As such, Journal Media Group reserves the right to categorize, edit and refuse certain classified ads. Your satisfaction is important. If you notice errors in your ad, please notify the classified department immediately so that we can make corrections before the second print date. The number to call is 877-247-2407. Allowance may not be made for errors reported past the second print date. The Treasure Coast Newspapers may not issue refunds for classified advertising purchased in a package rate; ads purchased on the open rate may be pro-rated for the remaining full days for which the ad did not run.



Ad: 771118, City of Fort Pierce City Attorney Sa <Watchdog: Virus checked>
lane.farmer to: NatashaKing

10/29/2015 12:00 PM

1 attachment



CITYOFFTPI-61-771118-1.pdf

The cost is to run 4 Sundays in Stuart News, St. Lucie News Tribune, Press
Journal & 30 days online TCpalm.com/Monster.com
Let me know when approved or if you have changes.

Thanks,
Lane Farmer
772-692-8951



Hometown News <Watchdog: Virus checked>
 Carol Deprey
 to:
 nking
 12/01/2015 11:58 AM
 Hide Details
 From: "Carol Deprey" <cdeprey@hometownnewsol.com>
 To: <nking@city-ftpierce.com>

0 Attachment



image001.png

EMPLOYMENT					Training & Education		
440 Professional	440 Professional	455 Trades	455 Trades	455 Trades	510 Schools	510 Schools	510 Schools
<p>City of Fort Pierce City Attorney Salary \$99,192 - \$184,214 Annually Open - November 1, 2015 Close - Until Filled (View full job description on website) E.O.E. Apply: HR Dept. 100 North US 1, Ft Pierce, FL City's Website: CityofFortPierce.com</p>		<p>"MASON, 318- 8841 HOUR" Golden Lebanon Ave. Keshel's Control Souded Construction 3545481-2772 Apply: 831 NW 53rd Ct. Ft. Lauderdale, FL 33309</p> <p>22 DRIVER TRAINEES NEEDED! Become a driver for 28weeks. Training. No Experience Needed! New drivers earn \$8200 per week! PWD, CDL, TRANSPORTATION, driving license. 5-826-734-4714 drivetrainees.com</p> <p>NEED TO HIRE? CALL CLASSIFIED 800-823-0466</p>	<p>Why not the best! HOMETOWN NEWS CLASSIFIEDS 5 Counties Martin through East Volusia Programs for Businesses! Special Rates Private Party! Give us a call! 800-823-0466</p>	<p>ATTN: DRIVERS Average \$10800 plus Free Trip! 13 hrs 100% APR! \$100 Holiday Bonus! - 100% For Christmas! CDL-A Req. 877-256-8742 www.drivetrainees.com</p> <p>NOW HIRING CARPENTERS Experienced, P/T, M-F, 40 hrs. week & exp. position 772-260-0122</p> <p>DRIVER TRAINEES NEEDED! Become a driver for 28weeks. Training. No Experience Needed! New drivers earn \$8200 per week! PWD, CDL, TRANSPORTATION, driving license. 5-826-734-4714 drivetrainees.com</p>	<p>510 Schools AVIATION CAREERS Get FAA approved maintenance training at our state-of-the-art job placement assistance. Financial Aid for qualified students. Military Friendly Call AIM 800-692-1706</p> <p>AVIATION CAREERS Ready on training for career opportunities in aviation, manufacturing and more. Financial aid for qualified students. Job placement assistance. Call AIM 800-314-6833</p> <p>AVIATION GRADS Work with JetBlue, Delta, and others. Start here with hands on training for FAA certification. Financial Aid if qualified. Call aviation graduate assistance 866-724-5400</p> <p>AVIATION GRADS work with JetBlue, Delta, and others. Start here with hands on training for FAA certification. Financial Aid if qualified. Aviation graduate assistance 866-724-5400</p> <p>CAR YOU Dig IT? Happy Equipment Company. Call for Offer Training and Certification. Running Businesses, Businesses, and Equipment. Lifetime Job Placement. VA Benefits. English 1-822-322-6497</p> <p>Photos say it all! Photos with your ad. High Definition Slide Shows and more! VISIT OUR ONLINE SITE www.hometownnewsol.com 800-823-0466</p>	<p>510 Schools COL DRIVERS In Demand! Jobs Available! Road School Program! www.thetruckerschool.com 1-800-833-3322 (Toll-Free) FREE (PWD) Bonus at 100% & More! 1-800-332-3322 www.thetruckerschool.com</p> <p>FLIGHT ATTENDANT 3 weeks training in Daytona Beach. Then one week starting at Jet Blue University in Chicago. 651-445-5620</p> <p>510 Schools MEDICAL Billing Training Needed! Become a Medical Office Assistant! No Experience Needed! Online training can get you job ready! 800-823-0466 & 800-374-7299</p> <p>MEDICAL BILLING Training Needed! Train at home in your home! Medical Billing & Reception! No Experience Needed! Online training at Boston University. The Distance GEO - A Computer internet needed! 1-888-734-6711</p>	
427 Miscellaneous Employment	427 Miscellaneous Employment	427 Miscellaneous Employment	450 Sales	450 Sales	<p style="text-align: center;">Unemployed Looking For An Exciting New Career?</p> <p style="text-align: center;">Be Unique... Be Versatile Train in Cosmetology, Massage or Barbering</p> <p style="text-align: center;">Classes Start December 2nd</p> <ul style="list-style-type: none"> • Veterans Training • Financial Aid to those who qualify <p style="text-align: center;">Ft. Pierce & Port St. Lucie Beauty Academy 772-579-9729 www.fpbeauty.com</p>		
<p>ARC of Martin County NOW HIRING:</p> <ul style="list-style-type: none"> • Direct Care Professional • ADT Specialist • Companion Care Staff • After School Care Staff • Respite Care <p>ARC of Martin County is seeking qualified Caregivers to provide assistance & support to individuals w/developmental and intellectual disabilities in a community-based setting. These positions are responsible for medication administration, personal care, meal preparation, home activities, and social skills trainings and participating with individuals on outings. Other job duties are implementing and evaluating programs for individuals, preparing meals, bathing, providing transportation and ensuring their quality of life.</p> <p>Submit resume on line www.arcoco.org or complete application at: 2001 S. Kanner Hwy. Stuart, FL M-F 9am-4pm</p>			<p>INSIDE SALES ADVERTISING</p> <p>Hometown News is looking for a qualified top producer for our Inside Sales team located in Lakewood Park.</p> <p>We seek advertising from Martin County through Central Beach in our 16 Community Newspapers.</p> <p>You should have some telephone sales experience. Be able to type minimum 45wpm. You experienced with excel, word and be able to work under deadline pressure.</p> <p>This is a well paid, and a great place to work!</p> <p>We offer health, dental, vision and 401K for full time employees.</p> <p>Hourly* & very good commission plan.</p> <p>Please email your resume to Pat@HometownNewsOL.com</p> <p>www.hn.org 1047</p>	<p style="text-align: center;">230 BARGAINS UNDER \$200</p>			
FREE ADS! HOUSEHOLD MERCHANDISE UNDER \$200			<p style="text-align: center;">230 BARGAINS UNDER \$200</p>	<p style="text-align: center;">230 BARGAINS UNDER \$200</p>	<p style="text-align: center;">230 BARGAINS UNDER \$200</p>	<p style="text-align: center;">230 BARGAINS UNDER \$200</p>	<p style="text-align: center;">230 BARGAINS UNDER \$200</p>

Carol A. Deprey-Zelenak
 Senior Advertising Consulting – Inside Sales

Specializing in Legal Notices, Inside Display, Classified and Florida Statewide ads

Please support our advertisers - they make this all possible!

772-465-5551 Ext 316
 800-823-0466 Ext 316

Email: cdeprey@hometownnewsol.com



Hometown News space reservation confirmation <Watchdog: Virus checked>

Carol Deprey

to:

'Natasha King'

10/29/2015 11:48 AM

Hide Details

From: "Carol Deprey" <cdeprey@hometownnewsol.com>

To: "'Natasha King'" <NatashaKing@City-FtPierce.Com>

Hi Natasha:

I am confirming that you employment ad will publish on 11/6, 11/13 and 11/20. I will reserve the space accordingly as below;

2 x 2 display ad in full color (web included)

Martin County, St. Lucie County, Indian River County, Melbourne, Palm Bay would be: \$262.08/wk total for 3 weeks = \$786.24

I will be waiting for the copy and send you a proof tomorrow afternoon. thank you and have a nice day. Carol

Carol A. Deprey-Zelenak

Senior Advertising Consulting – Inside Sales

Specializing in Legal Notices, Inside Display, Classified and Florida Statewide ads

Please support our advertisers - they make this all possible!

772-465-5551 Ext 316

800-823-0466 Ext 316

Hometown News

Email: cdeprey@hometownnewsol.com



RE: City Attorney Ad <Watchdog: Virus checked>
 Fallis, Abigail
 to:
 Natasha King
 10/30/2015 10:39 AM
 Hide Details
 From: "Fallis, Abigail" <afallis@gannett.com>
 To: Natasha King <NatashaKing@City-FtPierce.Com>

Florida Today
 (Melbourne Newspaper)

Hi Natasha!

Thank you so much for your ad request today! Take a look at your ad proof below and let me know if you would like to make any changes. Once you approve one of the options, I'll be happy to set it live for you!

CITY OF FT PIERCE
City Attorney Needed

Salary: \$99,192- \$184,214
Open: Nov 1, 2015 – Until Filled
(View full description on website)
 Apply: HR Dept.
 100 North U.S. 1,
 Ft. Pierce, FL
 Cityoffortpierce.com
 (E.O.E)

OPTIONS:

1. 4 Sundays in Florida Today ONLY: \$296.20
2. 4 Sundays in Florida Today and 30 days on CareerBuilder.com: \$608.52

Feel free to call or email with questions! Thanks again!

Abby Fallis

Recruitment Sales Consultant, Florida Media

GANNETT

(888) 263-4927

afallis@gannett.com

COPY

From: Natasha King [<mailto:NatashaKing@City-FtPierce.Com>]

Sent: Friday, October 30, 2015 10:26 AM

To: Fallis, Abigail <afallis@gannett.com>

Subject: City Attorney Ad <Watchdog: Virus checked>

Please see the attached for the City Attorney Ad to run 11/1, 11/8, 11/15, and 11/22.

Please advise and send confirmation.

Thank You,

*Natasha King
Human Resources/Administrative Services
Administrative Assistant
Phone: 772-467-3758
Fax: 772-489-0872
City of Fort Pierce
100 N .US Highway 1
Fort Pierce, FL 34950
Email: nking@city-ftpierce.com*

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******* LEGAL DISCLAIMER (autocreated by iQ.Suite Trailer) *******

GANNETT

Abby Fallis sent you a document to review.

[REVIEW DOCUMENT](#)

Abby Fallis

afallis@gannett.com

Please review the documents using the link above. Thank you.

Do Not Share This Email

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

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Visit DocuSign.com, click 'Access Documents', and enter the security code:

AF29510C916046F9B17E60609427C01D2

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This message was sent to you by Abby Fallis who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.



Re: Advertisement for City Attorney <Watchdog: Virus checked>

Lisa G Shuman

to:

Natasha King

10/30/2015 10:16 AM

Hide Details

From: Lisa G Shuman <LShuman@flabar.org>

To: Natasha King <NatashaKing@City-FtPierce.Com>

History: This message has been replied to.

Hi Natasha,

This is how the ad will look. Please let me know if you need anything changed.

City Attorney Salary: \$99,192 – \$184,214 The functions of the City Attorney, as established by Section 45 of the City Charter, are: To serve as legal advisor to, and counsel for, the City and all of its officers in matters relating to their official duties; To attend all meetings of the City Commission, unless otherwise excused; To provide all contracts, bonds and other instruments in writing in which the City is concerned, endorsing on each approval of the form and correctness thereof; To prosecute and defend for and on behalf of the City, all complaints, suits, and controversies in which the City is a party, when requested by the City Manager or the City Commission. To furnish the City Commission, City Manager, department head or an officer or board included in any department, an opinion on any question of law relating to their respective offices and duties. Juris Doctorate degree (J.D.) from an Accredited law school and five to seven (5-7) years of experience as a practicing attorney in legal research and trial work preferably in a governmental agency. Valid Florida Driver's License and maintenance of clean driving record. Member in good standing of the Florida Bar Association. Please review full job description and apply on website cityoffortpierce.com under employment opportunities.

Lisa Shuman - Advertising Specialist

The Florida Bar (Journal and News)

651 East Jefferson Street

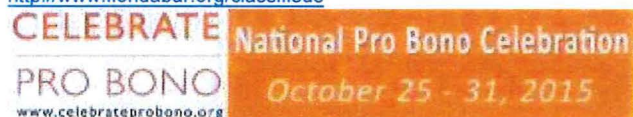
Tallahassee, Florida 32399-2300

Office: (850) 561-5687

Fax: (850) 681-3859

Email: lshuman@flabar.org

<http://www.floridabar.org/classifieds>



COPY

Please note: Florida has very broad public records laws. Many written communications to or from The Florida Bar regarding Bar business may be considered public records, which must be made available to anyone upon request. Your e-mail communications may therefore be subject to public disclosure.

From: Natasha King <NatashaKing@City-FtPierce.Com>

To: Lisa G Shuman <LShuman@flabar.org>

Date: 10/30/2015 10:06 AM

Subject: Re: Advertisement for City Attorney <Watchdog: Virus checked>

It will not allow me to type in the document that I sent to you so I am sending you the ad in a word document hope that is okay.



FLORIDA LEAGUE OF CITIES, INC.

Search: Go

- HOME
- ABOUT THE LEAGUE
- EVENTS AND TRAINING
- PUBLICATIONS/ RESOURCES
- LEGISLATIVE/ ADVOCACY
- FINANCIAL SERVICES
- FMT INSURANCE
- RISK MANAGEMENT SERVICES
- CENTER FOR MUNICIPAL RESEARCH

Data and Statistics

CityStats

Find a Peer City

Resources

CMRI Reports

QC Research Articles

CMRI eNews

Events & Symposiums

Symposium Presentations & Handouts

Research Partners

Partners in Municipal Research Program

Data Use & Requests

Select a category...

Category

Find documents that have...

any of these words:

this exact wording or phrase:

But don't show documents that have...

any of these unwanted words: OR OR

- DOCUMENTS
- WEBSITES
- VIDEOS
- CONTENT

City Attorney - City of Fort Pierce
(pop. approximately 40,000) Salary: \$99,192 - \$184,214. Closing: Until Filled. [Click here](#) to view complete ad.

FLC University Continuing Education in Ethics Workshops – Dates in May-June
The FLC University and local/regional leagues are co-sponsoring Continuing Education in Ethics workshops for municipal officials at locations around the state. [Click here](#) to view the dates and locations currently scheduled. These workshops will be standardized in presentation and taught by city attorneys. The four-hour course is designed to comply with the requirement for elected officials to receive four hours of ethics-specific training annually under Section 112.3142, Florida Statutes, effective January 1, 2015. In addition, the League will offer this training at the annual conference and other statewide meetings. For information on the time and location of a course near you, contact the local league representative listed on the event date, or Carol Westmoreland at cwestmoreland@flcities.com or (850) 701-3608.

FLC University Continuing Education in Ethics Workshops – Dates in May-June
The FLC University and local/regional leagues are co-sponsoring Continuing Education in Ethics workshops for municipal officials at locations around the state. [Click here](#) to view the dates and locations currently scheduled. These workshops will be standardized in presentation and taught by city attorneys. The four-hour course is designed to comply with the requirement for elected officials to receive four hours of ethics-specific training annually under Section 112.3142, Florida Statutes, effective January 1, 2015. In addition, the League will offer this training at the annual conference and other statewide meetings. For information on the time and location of a course near you, contact the local league representative listed on the event date, or Carol Westmoreland at cwestmoreland@flcities.com or (850) 701-3608.

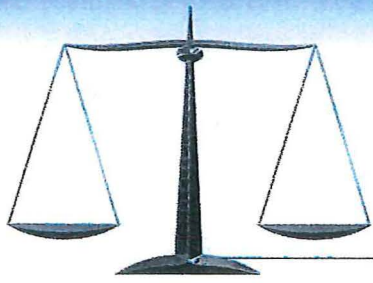
FLC Continuing Education in Ethics Workshops – Dates in April-June
The FLC University and local/regional leagues are co-sponsoring Continuing Education in Ethics workshops for municipal officials at locations around the state. [Click here](#) to view the dates and locations currently scheduled. These workshops will be standardized in presentation and taught by city attorneys. The four-hour course is designed to comply with the requirement for elected officials to receive four hours of ethics-specific training annually under Section 112.3142, Florida Statutes, effective January 1, 2015. In addition, the League will offer this training at the annual conference and other statewide meetings. For information on the time and location of a course near you, contact the local league representative listed on the event date, or Carol Westmoreland at cwestmoreland@flcities.com or (850) 701-3608.

FLC Continuing Education in Ethics Workshops – Dates in April-June
The FLC University and local/regional leagues are co-sponsoring Continuing Education in Ethics workshops for municipal officers at locations around the state. [Click here](#) to view the dates and locations currently scheduled. These workshops will be standardized in presentation and taught by city attorneys. The four-hour course is designed to comply with the requirement for elected officials to receive four hours of ethics-specific training annually under Section 112.3142, Florida Statutes, effective January 1, 2015. In addition, the League will offer this training at the annual conference and other statewide meetings. For information on the time and location of a course near you, contact the local league representative listed on the event date, or Carol Westmoreland at cwestmoreland@flcities.com or (850) 701-3608.

FLC Continuing Education in Ethics Workshops – Dates in March-June
The FLC University and local/regional leagues are co-sponsoring Continuing Education in Ethics workshops for municipal officers at locations around the state. [Click here](#) to view the dates and locations currently scheduled. These workshops will be standardized in presentation and taught by city attorneys. The four-hour course is designed to comply with the requirement for elected officials to receive four hours of ethics-specific training annually under Section 112.3142, Florida Statutes, effective January 1, 2015. In addition, the League will offer this training at the annual conference and other statewide meetings. For information on the time and location of a course near you, contact the local league representative listed on the event date, or Carol Westmoreland at cwestmoreland@flcities.com or (850) 701-3608.

FLC Continuing Education in Ethics Workshops – Dates in March-June
The FLC University and local/regional leagues are co-sponsoring Continuing Education in Ethics workshops for

COPY



FMAA NEWS

Florida Municipal Attorney Association

November 20, 2015

COPY

News Clips

Federal suit filed over Spring Break

By John Henderson
News Herald, 10/29/15

PANAMA CITY — Several Panama City Beach businesses have sued the city in federal court, alleging the city violated numerous constitutional rights and exhibited racial bias when it passed Spring Break laws that took a financial toll on their establishments.

“This action is for inverse condemnation for the taking of private property rights...,” states the lawsuit, which was filed in the U.S. District Court for the Northern District of Florida. “Plaintiffs seek compensation for deprivation of their constitutionally protected rights.”

Clearwater attorney Luke Lirot, a First Amendment attorney who has represented adult business owners and dancers in other cases, filed the case. Lirot’s website identifies his firm as “A Law Firm For Freedom.”

“The lawsuit seeks to vindicate the plaintiff businesses’ civil rights with respect to the permanent requirements for ‘special events,’ the vagueness of the ordinances; the diminution of free speech caused by the requirement for shorter hours of operation during Spring Break; the arbitrary and capricious nature of the ordinances; and the ‘taking of the plaintiff businesses’ rights and ‘property’ through the enforcement of these ordinances,” a news release from Lirot states.

The listed plaintiffs are Funtana Village Inc., Spinnaker III of Panama City Beach Inc., Sea Watch of Panama City Inc., Harpoon Harry’s PC Properties LLC, “John Doe 1-4” and “Jane Doe 1-4,” who are not identified but described in the suit as African-Americans, and Northstar Panama City Beach Inc.

Sparky Sparkman, the owner of Spinnaker, said he would rather the lawsuit do the talking. Harpoon Harry’s owner Jack Bishop had the same comment. Club La Vela owner Patrick Pfeffer could not be reached for comment.

The lawsuit stems from the Beach Council and county passing a wide range of laws this year to try and “tone down” the Spring Break celebration, which received a barrage of negative national publicity, particularly in regular Fox News reports. The negative publicity, among other things, focused on illegal drug use, an alleged sexual assault on the Beach and a shooting at a house party involving spring breakers.

County and city officials expressed concerns the negative publicity could hurt visitation throughout the year, but so far that hasn't happened, with tourism revenues increasing each month this year.

The laws that have been passed by the city and county were wide-ranging, addressing everything from banning parking in commercial lots after the businesses close to prohibiting drinking altogether during the month of March and requiring bars to close down two hours early.

Alleged bias

The lawsuit alleges "racial bias" promoted the adoption of the ordinances. It states African-Americans are the predominant focus of the Fox News 2014 and 2015 reported on Spring Break.

"Fox News' coverage of Spring Break, which focused on African-American attendees to Spring Break, is described as showing 'depravity,' " the lawsuit states.

The suit states that on one occasion, Bay County Sheriff Frank McKeithen and Panama City Beach Police Chief Drew Whitman visited Patrick Pfeffer, a principal of Club La Vela, at Club La Vela on the eve of a heavily promoted, all-ages event featuring the mainstream hip-hop group Ying Yang Twins. The suit states the officers accused the club of bringing the "urban" entertainment to the area, with which they took issue "because of their belief that the audience for 'urban entertainment' is largely African-American."

The lawsuit further states that Pfeffer was threatened with arrest, forcing him to deny access to teens under 18 even though the show was promoted as an all-ages event and hundreds of tickets had been sold to younger patrons.

"Another denizen of Panama City Beach called the Spring Break visitors 'animals,' " the lawsuit states. "Since the writer twice referred to Fox News coverage of the 2015 Spring Break, and since that coverage focused disproportionately on African-Americans, there is little doubt that the 'animals' to which the writer was referring were African-Americans. The Bay County sheriff also used the word 'animals' to describe the Spring Break visitors."

McKeithen said Thursday that, for now, he has only one comment about the lawsuit.

"Just when you think you've seen it all, it's pretty obvious that money trumps morals and public safety," McKeithen told The News Herald late Thursday. "It's disturbing these businesses would attempt to extort Panama City Beach by using inflammatory racial bias claims in an effort to distort the truth and mislead the court merely for personal greed."

The suit states the legislation at issue in the complaint was supported "by the stereotype of race and the specter of racial attacks, by the 'ghetto dwellers,' 'interlopers,' 'predators' and 'animals' identified by officials and residents in Bay County and Panama City Beach."

The lawsuit states that "it was clearly with malice and the intent to inflict great reputational harm that the Bay County Sheriff's Office press release contained the specific terminology 'gang rape' without further elaboration and/or explanation of what had actually occurred. ..."

The lawsuit also states the city changed the list of permitted uses in zoning districts, and "Panama City Beach can no longer approve without any caveats the issuance of alcoholic beverage licenses to plaintiff's properties including their extended premises."

Marsh takes over as county attorney

Daily Commercial, 11/02/15

TAVARES — Although her first official work day was Monday, Melanie Marsh has already made a smooth transition into her county attorney role.

“It is my job to help the commission accomplish their goals and objectives within the confines of the law as I interpret it,” Marsh said in a press release from Elisha Pappacoda, the county’s public information officer.

In April, commissioners decided to stay in-house to fill longtime County Attorney Sandy Minkoff’s position upon her retirement and unanimously tapped Marsh, who had served as deputy county attorney since 2004.

“Melanie is a great attorney, and, on top of that, she has the experience, and she’s got the institutional knowledge,” said Commissioner Leslie Campione, who is also a practicing attorney. “I think this is a win-win for the county commission.”

Marsh said her current office is managed much like any other law office.

“We work well together,” Marsh said. “We come to work and do what is required to help get the job done. We have a great office and working environment.”

In addition to the Board of County Commissioners and its departments, the county attorney’s office also provides legal counsel to the Clerk of Courts, Supervisor of Elections, Property Appraiser, Lake EMS, the Lake-Sumter Metropolitan Planning Organization and various advisory committees established by the commission.

Marsh is a native of the Florida public schools system, having graduated from Oviedo High School. She earned her bachelor’s degree from the University of Central Florida, majoring in social work, and her Doctor of Jurisprudence from Stetson University, where she ranked 21st in her class. She was admitted to the Florida Bar in November 1998 and started her career in Lake County as an assistant county attorney.

She has long been an active member of the community in Lake County, including volunteering for Lake County Schools, Take Stock in Children, the Kiwanis Club and more, Pappacoda said.

Commissioners vexed with county attorney

By Gary Pinnell

Highlands Today, 11/04/15

SEBRING — Highlands County commissioners wondered again when they would see the recycling contract with Progressive Waste Systems, denied yet another request by Commissioner Don Elwell to have night meetings, adopted flood plain maps, and approved funding that will allow CitraPac to construct a manufacturing center at Sebring Regional Airport.

“They’re going to pour the foundation next week,” commission chair Ron Handley said at the Tuesday morning meeting.

The commissioners advanced \$11,907 for the Sebring company, which flash freezes citrus and other ingredients into Fruit Pearls.

Highlands County, the City of Sebring and the airport have promised about \$1.2 million to build the plant, which will house five production lines. One is projected to start up next year, employing five dozen workers.

Commissioners were vexed again by County Attorney Ross Macbeth, who has said for the past month that he would produce the recycling contract at the next meeting.

Commissioner Jim Brooks noted that Macbeth has attributed over 60 hours to the contract, which would have Progressive pick up curbside recycling once a week.

“And that’s still not enough time,” said Macbeth, who has just moved from his private office to the County Government Center and hired an assistant attorney. “I’m working on a contract. With all the other things going on, that hasn’t work out, but I am very close. I think I’m done with it this week. I have worked on it virtually every day.”

Recycling is the number one on his priority list, but he also must attend to daily items. “Somebody has a problem, I have to go fix it.”

Commissioner Don Elwell asked if Macbeth could produce a monthly pending-items list like County Administrator June Fisher.

“I would agree with Commissioner Elwell,” Handley said.

“I do believe he’s a very busy guy,” Commissioner Greg Harris said. “I believe he’s working long and hard hours. Let’s not give him anything else to do.”

“I’ve doing that for years,” Macbeth said. “That’s how I keep track of what’s going through my office. There are loads of those things that are coming in every day. We keep up with (the list) daily. Do you want it monthly or bi-weekly?”

Twenty-four items appeared on Tuesday’s agenda, and Macbeth appeared to have been involved in a third. “Those are the little things you see at every meeting. As the junior attorney comes in, there are more things he will handle, and I won’t have to.”

Commissioners adopted the Highlands County Floodplain Management Ordinance, which could change the insurance premium paid by homeowners who live near water.

As he has asked in the past, Elwell wanted at least one of the two monthly meetings to be held at night, when he contended more citizens can attend the meeting. He got no support.

“If we have something on the agenda, perhaps,” Commissioner Jack Richie said.

“If we have something any commissioner feels should be pulled from the agenda,” Handley said. However, he objected because night meetings would require staffers to attend, costing more money.

Citizens with day jobs can’t run to be county commissioners, Bill Youngman rose from the audience to say.

Not true, Handley said. He owns a home construction company, Harris is the YMCA director, Brooks and Richie are retired.

As a commissioner, Brooks said, “I put in about 30 hours a week, on the average. If the only time you can show up is two nights a week, you don’t need to run for county commissioner.”

Brooks suggested a workshop on fifth Tuesdays, which occur four times a year. "You could have it at night, if the board wants to do that. But I don't see the need to have (a night meeting) every month."

Commissioners adopted new flood plain maps.

"If they want to talk about flood maps," planner Joedene Thayer invited local residents to call her office.

"Out of the three counties I work in, Highlands, Hardee and Polk, Highlands has the most outreach," said Southwest Florida Water Management District Government Affairs Program Manager Danny Kushmer. "We live in a flood zone in the state of Florida. At one time, everything but the ridge was under water."

gpinnell@highlandstoday.com

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City Attorney

City of Fort Pierce

The functions of the City Attorney, as established by Section 45 of the City Charter, are: -To serve as legal advisor to, and counsel for, the City and all of its officers in matters relating to their official duties; -To attend all meetings of the City Commission, unless otherwise excused; -To provide all contracts, bonds and other instruments in writing in which the City is concerned, endorsing on each approval of the form and correctness thereof; -To prosecute and defend for and on behalf of the City, all complaints, suits, and controversies in which the City is a party, when requested by the City Manager or the City Commission. -To furnish the City Commission, City Manager, department head or an officer or board included in any department, an opinion on any question of law relating to their respective offices and duties.

-Juris Doctorate degree (J.D.) from an Accredited law school and five to seven (5-7) years of experience as a practicing attorney in legal research and trial work preferably in a governmental agency. -Valid Florida Driver's License and maintenance of clean driving record. Member in good standing of the Florida Bar Association. -A comparable amount of training, education or experience may be substituted for the minimum qualifications

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The City of Fort Pierce is an organization made up of approximately 327 employees, including the police department, city hall and fort pierce utilities authority, which is located in the historic sunrise city.

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Posted:

October 29, 2015

Location:

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Salary:

99,192.00 - 184,214.00

Type:

Full Time - Experienced

Category:

Lawyer

Required Education:

Doctorate

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Media Coordinator

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From: Natasha King [<mailto:NatashaKing@City-FtPierce.Com>]

Sent: Wednesday, October 28, 2015 12:39 PM

To: postajob

Cc: Grace, Daniel (CMG-WestPalm)

Subject: Job Advertisement <Watchdog: Virus checked>

Good Afternoon,

I am inquiring about putting an ad in newspaper for the City Attorney for City of Fort Pierce, we would like the ad to run 30 days (online) and run in the newspaper as well.

Please see advertisement below of the advertisement and also please give quote as soon as possible because would like the ad effective by November 1st.

Thank you,

Natasha King



RE: Job Advertisement <Watchdog: Virus checked>
 Chugh, Bettyann (CMG-WestPalm)
 to:
 Natasha King
 10/30/2015 01:59 PM
 Hide Details
 From: "Chugh, Bettyann (CMG-WestPalm)" <BChugh@pbpost.com>
 To: Natasha King <NatashaKing@City-FtPierce.Com>

Hello Natasha,

I have set your ad up to run the next four Sundays in print and 30 days on Monster.com and PalmBeachPost.com/jobs. Your total cost is \$919.

Betty Ann Chugh

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From: Natasha King [<mailto:NatashaKing@City-FtPierce.Com>]

Sent: Thursday, October 29, 2015 9:51 AM

To: Chugh, Bettyann (CMG-WestPalm)

Subject: Fw: Job Advertisement <Watchdog: Virus checked>

Natasha King

Human Resources/Administrative Services

Administrative Assistant

Phone: 772-467-3758

Fax: 772-489-0872

City of Fort Pierce

100 N .US Highway 1

Fort Pierce, FL 34950

Email: nking@city-ftpierce.com

----- Forwarded by Natasha King/cfp on 10/29/2015 09:51 AM -----

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 To: "Grace, Daniel (CMG-WestPalm)" <DGrace@pbpost.com>
 Date: 10/29/2015 08:55 AM
 Subject: RE: Job Advertisement <Watchdog: Virus checked>



CITY OF FT. PIERCE
JOB DESCRIPTION

Job Title: City Attorney
Department: City Attorney
Reports To: City Commission

Pay Range: 99
Salary: \$99,192 – \$184,214
Position(s): 1

GENERAL DESCRIPTION:

The functions of the City Attorney, as established by Section 45 of the City Charter, are:

- To serve as legal advisor to, and counsel for, the City and all of its officers in matters relating to their official duties;
- To attend all meetings of the City Commission, unless otherwise excused;
- To provide all contracts, bonds and other instruments in writing in which the City is concerned, endorsing on each approval of the form and correctness thereof;
- To prosecute and defend for and on behalf of the City, all complaints, suits, and controversies in which the City is a party, when requested by the City Manager or the City Commission.
- To furnish the City Commission, City Manager, department head or an officer or board included in any department, an opinion on any question of law relating to their respective offices and duties.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Include the following duties. Other duties may be assigned:

- Performs duties or oversees legal staff in research of legal questions, preparation of resolutions, issuance of briefs and legal documents, representation of City in various civil lawsuits and rendering of legal opinions.
- Directs and reviews work of staff counsel through conferences, inspection of documents, and evaluation of results obtained.
- Gathers evidence in civil, criminal, and other cases to formulate defense or to initiate legal action.
- Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case.
- Works with Police Department and other City departments to enforce Florida laws and statutes within the City.
- Reviews pertinent decisions, policies, regulations, and other legal matters pertaining to case.
- Advises City Commission and City officials concerning transactions of business involving internal affairs and public relations.
- Interprets laws, rulings, and regulations for City Commission and City officials. Prepares settles labor disputes and administers other legal matters.
- Confers with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings.
- Conducts research, interviews clients, and witnesses and handles other details in preparation for trial or adjudication.
- Represents City in court and before quasi-judicial or administrative agencies of government.
- Attends meetings and renders legal assistance, opinions and advice as requested.
- Provides written and oral legal opinions, advice and guidance.

- Participates in and supervises the conduct of the legal affairs including contract negotiations, administrative review, legislation, and litigation, drafts special legislative acts or legal documents.
- May be required to make field inspections of matters requiring legal opinions advice or guidance.
- Performs related work as requested or assigned.

Supervisory Responsibilities:

Manages subordinate supervisors who supervise employees in the department. Responsible for the overall direction, coordination, and evaluation of unit. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Knowledge, Skills and Abilities:

- Extensive knowledge of the statutory and constitutional law of the State of Florida, especially as these apply to Municipal Government.
- Through knowledge of judicial procedure and the method and practices of pleading and of effective techniques in presentation of cases.
- Considerable knowledge of operations and administration with particular emphasis relating to their legal significance and inter-related functions.
- Considerable knowledge of the principles, methods, and practices of legal research.
- Ability to draft legal instruments, propose legislation and related ordinances, resolutions, and policies.
- Ability to analyze, appraise and organize legal facts, evidence and precedents concerned in cases.
- Ability to present such material orally and in writing in clear logical form.
- Ability to establish and maintain effective working relationships with officials, employees and the general public.
- Skill in the operation of a computer and conducting computer-based legal research.
- Ability to learn the geography of the City and its physical and social characteristics.
- Ability to respond to training programs designed to develop proficiencies in work areas.
- Ability to supervise staff.
- Ability to communicate effectively in writing and orally.
- Ability to establish and maintain effective working relationships with City Commission, city officials and the public.

Education and/or Experience:

Juris Doctorate degree (J.D.) from an Accredited law school and five to seven (5-7) years of experience as a practicing attorney in legal research and trial work preferably in a governmental agency.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word word processing software.

Certificates, Licenses, Registrations

Valid Florida Driver's License and maintenance of clean driving record.

Member in good standing of the Florida Bar Association.

A comparable amount of training, education or experience may be substituted for the minimum qualifications.

Physical Demands

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

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

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

The noise level in the work environment is usually moderate.

IF INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY AT THE HUMAN RESOURCES DEPARTMENT, 100 NORTH U.S. HWY #1, FORT PIERCE, FLORIDA, OR YOU MAY DOWNLOAD AN APPLICATION FROM THE CITY'S WEBSITE cityoffortpierce.com AND SUBMIT TO THE HR DEPARTMENT VIA EMAIL, FAX, MAIL, OR IN PERSON ON OR BEFORE THE CLOSING DATE.

OPEN: NOVEMBER 1, 2015

CLOSE: UNTIL FILLED

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