

**TOWN OF OCEAN BREEZE
REGULAR TOWN COUNCIL MEETING
AGENDA**

August 8, 2022, 10:30 am
Ocean Breeze Resort Clubhouse Pineapple Bay Room
700 NE Seabreeze Way, Ocean Breeze, FL

***PLEASE TURN OFF CELL PHONES –
SPEAK DIRECTLY INTO MICROPHONE***

1. Call to Order, President De Angeles

- Pledge of Allegiance
- Roll Call

2. Approval of Minutes – Regular Meeting, Monday, July 11, 2022

(Motion, second, public comments, all in favor)

3. Quasi-Judicial Hearing. Consideration of proposed Ordinance No. 322-2022 on second reading.

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF OCEAN BREEZE, FLORIDA AMENDING THE *SANITARY SEWER, SOLID WASTE, DRAINAGE, POTABLE WATER & NATURAL GROUNDWATER RECHARGE ELEMENT* OF THE TOWN'S COMPREHENSIVE PLAN THEREBY ALLOWING A SINGLE RESIDENTIAL LOT, KNOWN AS "PARCEL A", TO FOREGO CONNECTION TO THE MARTIN COUNTY WASTE WATER SYSTEM IN FAVOR OF USING A SEPTIC TANK SYSTEM; AND FURTHER AMENDING THE *TRANSPORTATION ELEMENT* OF THE TOWN'S COMPREHENSIVE PLAN TO ADOPT AN UP-TO-DATE TRAFFIC CIRCULATION MAP; PROVIDING FOR TRANSMITTAL OF THE PROPOSED AMENDMENTS TO THE STATE LAND PLANNING AGENCY, AKA THE DEPARTMENT OF ECONOMIC OPPORTUNITY BUREAU OF COMMUNITY PLANNING, AS WELL AS OTHER RELEVANT AGENCIES; PROVIDING FOR A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND FOR OTHER PURPOSES. Maria Camporeale, Forestar (USA) Real Estate Group, Inc., Applicant Representative

Note: As of this agenda's publication, the Florida Department of Economic Opportunity has not yet issued its final review of the proposed amendments. Therefore, it is requested that second reading of this ordinance be continued to September 12, 2022.

(Motion, second, public comments, all in favor)

4. Town Office Reorganization: Request Council approval to hire a Town Clerk and Office Assistant, as well as approval of a contract for permit processing services. Mayor Karen Ostrand.

(Motion to approve each action separately, second, public comment, roll call)

5. Comments from the public on topics not on the Agenda

6. Comments from the Council on topics not on the Agenda

7. Comments from Town Management Consultant Terry O'Neil

8. Comments from Mayor Ostrand

9. Announcements – Meetings to be held at Ocean Breeze Resort Clubhouse, Pineapple Bay Room, 700 NE Seabreeze Way, Ocean Breeze

- Regular Town Council Meeting – Monday, September 12, 2022 at 10:30 am
- Proposed Budget and Tentative Millage Hearing, Wednesday, September 14, 2022 at 5:01 pm
- Final Budget and Millage Rate Hearing, Wednesday, September 21, 2022 at 5:01 pm

10. Adjourn (Motion, second, all in favor)

TOWN OF OCEAN BREEZE
MINUTES REGULAR TOWN COUNCIL MEETING
Monday, July 11, 2022, 10:30 a.m.
Ocean Breeze Resort Clubhouse, Pineapple Bay Room
700 NE Seabreeze Way, Ocean Breeze, FL

Item 2

1. **Call to Order** – President De Angeles called the meeting to order at 10:30 a.m.
 - Pledge of Allegiance – Mayor Ostrand led the Pledge of Allegiance
 - Roll Call – Present: Mayor Karen M. Ostrand, President Kenneth De Angeles, Vice-President Richard Gerold, Council Members Kevin Docherty, Terry Locatis and David Wagner
Absent – Bill Arnold
 - Staff Present –Town Management Consultant, Terry O’Neil; Town Attorney, Rick Crary;
Town Clerk, Pam Orr
2. **Approval of Minutes** – Council Member Docherty, seconded by Council Member Wagner, made a motion to approve the minutes of the June 13, 2022 regular meeting with a correction per Council Member Wagner’s instruction to Page 6 (top of the page), which should be “President” De Angeles, not “Vice-President” De Angeles.

President De Angeles asked for further comments from the Council.

There were none.

President De Angeles asked for public comments.

There were none.

All in Favor: Yes: De Angeles, Gerold, Docherty, Locatis, Wagner; No: None; Absent: Arnold; Motion Passed - 5 - 0

3. **Martin County Fire Rescue Hurricane Preparedness – Sonji Hawkins, Deputy Emergency Management Director, Martin County** – Ms. Hawkins provided materials and gave a brief presentation regarding hurricane preparedness, special needs shelters, pets, and evacuations of transient recreational vehicles. She took questions from staff and stated that she would double-check and get back with staff regarding the county’s posture toward evacuation of transient recreational vehicles.

Mr. O’Neil stated that staff would investigate the posture of the Resort and the County regarding evacuation of recreational vehicles.

Council Member Wagner spoke about the problem of loose items left behind during a hurricane.

4. **November, 2022 Town Council Election Proclamation** – Council Member Wagner, seconded by Council Member Docherty, made a motion to approve the Election Proclamation.
Roll Call Vote – Yes: Locatis, Wagner, Docherty, De Angeles, Gerold; No: None; Absent: Arnold; Motion Passed - 5 - 0

5. **Authorization to Negotiate a Lease Extension for the Town Office – Continued from June 13, 2022 Town Council Meeting** – Mayor Ostrand provided an update on the lease of the Town’s office facility on Jensen Beach Boulevard.

Council Member Wagner, seconded by Council Member Docherty, made a Motion authorizing the Mayor to execute the 5-year lease extension agreement following review of the documentation and approval by the Town's attorney.

Roll Call Vote – Yes: Gerold, Docherty, Wagner, De Angeles, Locatis; No: None; Absent: Arnold; Motion Passed - 5 - 0

Vice-President Gerold advised the audience that this agenda item had been a topic of discussion during the last two meetings.

6. Comments from the public on topics not on the agenda – Deidra Henry, resident of Ocean Breeze, thanked the Mayor for assisting her with obtaining a building permit for her home.

President De Angeles asked for further comments from the public.

There were none.

7. Comments from the Council on topics not on the Agenda – Council Member Docherty introduced a scholarship fund associated with The National Bowling League for the benefit of local students. He asked for a donation from the Town for this scholarship fund for the benefit of Martin County students only. He spoke about the students, their bowling skills and excellent scholastics. He stated that the funds were restricted to tuition, books and housing.

Discussion ensued regarding a contribution, the amount of a potential contribution, other contributions the Town had pledged, the students' excellent scholastic abilities, bowling tournaments, scholarship rules, budget items, timing of the potential contribution, etc.

Council Member Locatis, seconded by Council Member Wagner, made a motion to donate \$500 for this cause for this year.

Mr. O'Neil asked if this donation was to be contributed during the current fiscal budget year.

Council Member Locatis answered "yes."

President De Angeles asked for further comments from the Council.

There were none.

President De Angeles asked for comments from the public.

There were none.

Roll Call Vote – Yes: Docherty, Locatis, Wagner, Gerold, De Angeles; No: None; Absent: Arnold; Motion Passed - 5 - 0

8. Comments from Town Management Consultant, Terry O'Neil – There were none.

9. Comments from Mayor Ostrand – Mayor Ostrand reminded the Council about the Treasure Coast Regional League of Cities luncheon. She spoke about her meetings with the Town's State Representative John Snyder and Senator Gayle Harrell regarding the high costs of homeowners' insurance. She stated that she would gather more information at the upcoming conference of the Florida League of Cities, and added that she would report back to the Council after the conference.

10. Announcements – Meetings to be held at Ocean Breeze Clubhouse, Pineapple Bay Room, 700 NE Seabreeze Way, Ocean Breeze:

- Budget Workshop and Setting of the Tentative Millage Rate, Wednesday, July 20, 2022 at 5:01 pm
- Regular Town Council Meeting, Monday, August 8, 2022 at 10:30 am
- Regular Town Council Meeting, Monday, September 12, 2022 at 10:30 am
- Proposed Budget and Tentative Millage Hearing, Wednesday, September 14, 2022 at 5:01 pm
- Final Budget and Millage Rate Hearing, Wednesday, September 21, 2022 at 5:01 pm

Attorney Crary spoke about his conversation with the Resort's attorney regarding the tolling extension executive order. He remarked that the law had not been challenged and that other communities were accepting the order. He stated that he advised the Resort's attorney that he did not believe the law was constitutional and that at some point, a major municipality or government would challenge the order. He commented that the Town was not required take any action. He added that if too many of these toll extensions started stacking up, the matter might have to be challenged in court.

11. Adjourn – Council Member Wagner, seconded by Vice-President Gerold, made a motion to adjourn the meeting at 11:04 am.

All in Favor: Yes: De Angeles, Gerold, Wagner, Locatis, Docherty; No: None; Absent: Arnold; Motion Passed – 5 - 0

Respectfully Submitted,

Pam Orr
Town Clerk

Minutes approved: _____

Memorandum

To: Town Council
From: Mayor Ostrand
Cc: Pam Orr, Town Clerk
Date: August 5, 2022
Re: Town Office reorganization

Following up on my May 2022 report to the Town Council (please see attached), staff has since been actively recruiting for both the Town Clerk and Office Assistant positions. Approximately 51 applications were received for the **Town Clerk job**. Three candidates were deemed the most qualified and participated in interviews conducted by the current Town Clerk, Pam Orr and me. Of these applicants, Ms. Kim Stanton, a former bookkeeper for the Town with over 10-years of service, was chosen as the top candidate. (A copy of her resume is attached). Accordingly, subject to a successful background check, which is currently underway, I am seeking the Council's approval to hire Ms. Stanton under the following terms:

Starting date: August 22, 2022

Rate of pay: \$32.50/hr.

Work Hours: 9:00 am – 4:00 pm, Monday thru Thursday (subject to change)

Probationary period: 90 days

Paid time off: one work-day per month

Starting Vacation: 15 days per year after one year

Holidays: Same as those observed by Martin County Clerk of Court

Health insurance and retirement: None

With regard to the **Office Assistant position**, approximately 46 applications were received. Of these four were deemed the most qualified and invited for interviews. They met with Ms. Orr and me. The top candidate is Ms. Shannon Roger. (A copy of her resume is attached). Subject to a successful background check, which is currently underway, I am seeking approval to hire Ms. Roger under the following terms:

Starting date: August 13, 2022

Rate of pay: \$18.00/hr.

Work Hours: 9:00 am – 3:00 pm, Monday thru Friday (subject to change)

Probationary period: 90 days

Paid time off: one work-day per month

Starting vacation: 5 days per year after one year.

Holidays: Same as those observed by Martin County Clerk of Court

Health insurance and retirement: None

Finally, I am seeking Council approval of the attached **“Permit Processor Service Contract”** with Ms. Orr, under which she will handle the building permit process as an independent contractor. A copy of Ms. Orr’s proposed contract, which has been reviewed the Town Attorney’s office as to form, is attached.

Attached documents:

- May 2022 Report to Town Council
- Town Clerk Job Description
- Stanton Resume
- Administrative Assistant Job Description
- Roger Resume
- Proposed **“Permit Processor Service Contract”**

Memorandum

To: Town Council

From: Mayor Ostrand

Date: May 5, 2022

Re: Town Office reorganization

As the Council is aware, due to pressing family medical issues our veteran Town Clerk, Pam Orr, has for the past several months been fielding calls and discharging her duties mainly from home. Further, the Council is aware that our two-person, part-time office staff is currently shy a bookkeeper. Kim Stanton, who formerly held the position, has been assisting as needed under a small continuing services contract. Thanks to Pam and Kim, the current makeshift (temporary) office arrangement has been working effectively. I am unaware of any customer service complaints or glitches in the Town's basic operations. That said, it is clear that the present office dynamics are not sustainable in the long term. Accordingly, I am proposing to reorganize the Town Office as follows:

1. With Pam seeking to semi-retire no later than year's end, she is proposing to transition from Town Clerk, which atypically has included building permit processing as a significant part of her workload, to a new arrangement under which she will exclusively handle the building permit process as an independent contractor.
2. If approved, Pam's transition to an independent contractor will occur only after the Town has successfully recruited a new Town Clerk, whose duties will be restructured to again include day-to-day bookkeeping. All bookkeeping activities will continue to be conducted under the general guidance of the Town's Financial Consultant, Holly Vath.
3. In tandem with seeking a new Town Clerk, the now-vacant bookkeeper job will be eliminated in favor of a less costly "Office Assistant" position.

So, in summary, unless the Council thinks otherwise, I intend to immediately advertise for the Office Assistant and Town Clerk/Bookkeeper positions and to negotiate a draft permitting services contract with Ms. Orr. Filling the two direct hire positions and executing a contract with Pam will require Council approval at a future meeting. Draft job descriptions and a draft permitting services contract are attached for the Council's information. Finally, in securing the employees and permitting services described above, it is my intention to work within existing budget parameters as much as possible, however, given today's unpredictable job market, both in terms of qualified applicants and pay expectations, this may present some challenges.



Town of Ocean Breeze

Job Title:	Town Clerk	Job Category:	
Location:	1508 NE Jensen Beach Blvd. Jensen Beach, FL 34957	Travel Required:	yes
		Position Type:	30 hours per week, subject to change, Hourly, On-Call, Non-Exempt
HR Contact:		Date Hired:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	N/A

Applications Accepted By:

FAX OR E-MAIL:

(772) 334-6823 or townclerk@townofoceanbreeze.org

MAIL:

Town of Ocean Breeze
Post Office Box 1025
Jensen Beach, FL 34958

Job Description

CHARACTERISTICS OF THE JOB

Under the general supervision of the Mayor, the day-to-day activities of the Town Clerk include extensive knowledge of the functions of the Town Office and exercising latitude in decision making regarding related policy questions. Administrative duties include serving as the public records custodian of the Town; preparing Town Council Minutes; processing Resolutions and Ordinances; supervising Town elections in conjunction with Martin County Supervisor of Elections; filing and recording of documents; maintaining all legislative records of the Town and coordinating legal and other advertisements; financial recordkeeping; annual audit, annual Truth in Millage filings; and, supervisor duties

ROLE AND RESPONSIBILITIES

Town Clerk Duties:

- Ensures Town office is open during designated hours.
- Answers all incoming telephone calls.
- Opens, upkeeps and files all Town emails.
- Informs Mayor, Town Council Members and Staff about Town business.
- Acts as the official custodian of and is responsible for safekeeping and retention of all Town records.
- Develops Agenda and accompanying documents, attends, records Town Council meetings.
- Prepare meeting place for Town Council meetings (set-up light weight sound equipment)
- Attends and transcribes Minutes for all meetings and distributes in a timely manner.
- Coordinates all legal advertisements and public notices including hearings, ordinances, meetings, workshops, bids and TRIM notices.
- Processes and authenticates signatures on all Resolutions, Ordinances and other official documents.



Town of Ocean Breeze

- Recording of official documents with the Clerk of the Circuit Court.
- Picks up mail at Post Office and sorts, distributes and directs accordingly.
- Records receivables and disbursements into Town's accounting system.
- Tracking Accounts Receivable and Accounts Payable.
- Quarterly transfer of Motor Fuel Tax funds from General Fund to Special Revenue Fund (FLCLASS).
- Reconciles all monthly bank / investment accounts.
- Prepares semi-monthly payroll, monthly submission of payroll tax withholdings, quarterly payroll tax filings (941, RT6), annual filings of W3/W2 and 1099's.
- Prepares various reports of Town financial records for Town Financial Consultant.
- Coordinates and performs quarterly oversight of Town financial records with Town's Financial Consultant.
- Prepares quarterly budget reports for Mayor, Town Council and Staff.
- Coordinates and performs Truth in Millage oversight and filings with Town's Financial Consultant.
- Invoicing or otherwise allocations of PUD pass-through costs.
- Quarterly tracking of building program revenue and expenditures.
- Quarterly tracking of Motor Fuel Tax revenue and expenditures.
- Monthly Petty Cash reconciliation.
- Tracking of all employee vacation, PTO, unpaid or other leave of absence.
- Prepares deposits of revenue.
- Performs banking and other errands.
- Acts as liaison and assists officials, staff, agencies and the general public with all public records requests.
- Supervises and conducts annual Town election and coordinates with Martin County Supervisor of Elections.
- Maintains and develops Town filing system; retains the security and accuracy of all official documents including contracts, ordinances, agreements, resolutions and grant files.
- Financial Disclosure coordinator with Florida Commission on Ethics; verifies annual completion of Financial Disclosure information by all public officials and staff.
- Assists outgoing public officials and staff with Financial Disclosure requirements.
- Assists auditor with yearly audit as required by the State of Florida and submits all reports to appropriate State Departments.
- Completes annual renewal and self-audit forms for Workers' Compensation Insurance.
- Completes Public Depositor Annual Report to Florida's Chief Financial Officer.
- Maintains Town official web-site and responds to email inquiries generated therefrom.
- First point of contact at Town Office handling all requests, complaints and other inquiries.
- Assists with officials' training / ethics class registrations.
- Maintains individual timesheet and verifies time records of additional employees.
- Must be confident in decision making and working independently with minimal supervision.
- Maintains an inventory of supplies and orders when needed.
- Performs various errands.



Town of Ocean Breeze

- Perform any other duties delegated or assigned by the Mayor, Town Council or Staff.

(These essential job functions are not to be construed as a complete statement of all duties performed. All employees will be required to perform other job-related marginal duties as required.)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum High School graduate with supplemental college level or professionally sponsored courses in work related areas along with any other standard established and approved by the Mayor, Town Council and/or Town Management Consultant. A comparable amount of training, education or experience may be substituted for the minimum qualifications.

Possess strong computer skills.

Skilled at accessing, inputting and retrieving information from a computer.

Skilled at verbal and written communications.

Skilled in public relations.

Possession of a valid Florida driver's license is required for the position.

REQUIRED KNOWLEDGE

- Rules, regulations, ordinances, policies, municipal rules, and procedures of the Town.
- Relevant computer applications.
- Ability to understand and follow complex oral and written instructions.
- Good management practices and ability to establish and maintain effective working relationships with fellow employees, superiors, Town officials, staff and general public.
- Ability to make complex decisions and interpretations in accordance with established rules, policies and procedures.
- Ability to communicate information tactfully and impartially.
- Ability to take and transcribe minutes timely.
- Ability to archive records and possess knowledge of management laws, systems and technology.

PREFERRED SKILLS AND ABILITIES

- Strong typing skills.
- Strong verbal and written communications; express ideas clearly and concisely.
- Communicate and produce written documentations in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Strong Microsoft Word & Outlook knowledge.
- Strong organizational skills.
- Input and retrieve data via computer.
- Access needs and prioritize them.
- Deal with a variety of individuals and groups.
- Maintain moral standards and integrity.
- Exercise sound expert independent judgment within general policy guidelines.



Town of Ocean Breeze

- Establish and maintain cooperative and effective working relationships with Town officials, employees, and the general public.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
- Walking, standing, bending, stooping, sitting as required.
- Be able to sit for long periods of time.
- Be able to use a keyboard for long periods of time.
- Be able to lift file boxes (20 pounds).
- The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.
- Any other physical skills required to perform the essential functions of the job.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

ENVIRONMENTAL CONDITIONS

- Work is regularly performed inside with no exposure to adverse environmental conditions.

EQUIPMENT AND TOOLS

- Ability to operate a variety of office machines and equipment including but not limited to telephones, typewriters, computers, calculators, etc., and any tools or equipment necessary to carry out assigned tasks or duties.

Last Updated By:

ks

Date/Time:

August 1, 2022

Kim R. Stanton
8303 Salerno Road, Fort Pierce, FL 34951
Cellular: (772) 215-2700, Email: krbs4962@gmail.com

Objective Long-term, part-time, stable employment with advancement opportunities based on initiative, expertise and performance

Profile

- Dedicated, motivated individual with ability to develop skills in new scenarios. Known for being hard-working, reliable and ethical.
- Experience: Assistant to Town Clerk, Administrative Assisting, Personal Assisting, Recordkeeping, Management of Trust Accounts (Private Foundation, Municipality, Certified Public Accounting Firm, Law Firm).

Education Coursework toward B.A. in Psychology, Indian River State College
A.S. Legal Secretarial Science, Indian River Community College

Strengths

- Successfully meet or exceed target goals and objectives.
- Committed to excellence by improving and gaining new skills.
- Ability to work in unison with others.
- Detail oriented, helpful, honest and willing to master the required and/or unfamiliar.

Employment Assistant to Town Clerk / Recordkeeping, *Town of Ocean Breeze (2012 – present)*, Jensen Beach, Florida

- Full Charge bookkeeping, including but not limited to all aspects of accounts payable, accounts receivable, payroll, payroll tax filings, 1099's, budgets for Town Council's periodic review, monthly Town Council Meetings, Minutes of the Meetings, Truth in Millage (TRIM) Management, assist with yearly Audit, track Council Members reporting to governmental agencies, assist & organize yearly Town election, etc.

Administrative Assistant / Personal Assistant, *Frances Langford Foundation (1998 – 2015)*, *Harold C. and Frances Langford Stuart (1998 – 2007)*, Stuart, Florida.

- Management and tracking of Proposals for Funding; reporting directly to Board of Trustees.
- Assist Trustees with all areas of fiduciary duties including scheduling meetings and interactions at all levels with prospective donee organizations and investment bankers, development and implementation of agenda items, research, prepare Minutes of the Meetings, long-term tracking of gifts, grants, challenge grants and matrix gift detail for presentation to Trustees. Annual reporting to Foundation Certified Public Accountant.
- Personally assist retired, celebrity and family in all areas of fund-raising, entertaining, travel, research, household and yacht management (employment of staff, recordkeeping, back ground checks, supervision of staff duties).

References

- ~ Evans Crary, Jr., Esquire, Stuart, Florida 34996, Telephone: (772) 225-0832
- ~ John B. Turner, Esquire, Stuart, Florida 34996, Telephone: (918) 744-5222
- ~ Pam Orr, Town Clerk, Stuart, Florida 34996, Telephone: (772) 807-2557

**Town of Ocean Breeze
Office Assistant Job Description**

Title: Office Assistant

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the direction of the Town Clerk, performs diverse administrative work in assisting with carrying out all functions of the Town Clerk's office, including the preparation of agendas and minutes, and maintenance of official Town records. High attention to detail, meeting of stringent legal and procedural deadlines, and excellent typing and office machine skill are crucial to this position. Acts as a back-up to the Town Clerk during times of absence. Incumbent uses judgment in interpreting and adapting guidelines such as organizational policies, regulations, precedents, and work directions for application to specific cases or problems. Work is reviewed verbally and through written reports for results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Composes, edits, and prepares correspondence, invoices, statements, reports, and other documents.
2. Assists with maintenance of Town's records management program, which includes knowledge of document retention schedules.
3. Organizes and prepares Council agendas, minutes, resolutions and ordinances and all agenda documents for imaging.
4. Assists with tracking and producing public records requests; conducts research on more complex inquiries, retrieves and makes copies of public documents upon request.
5. In the absence of the Town Clerk, prepares for and attends Council Committee meetings, which may include preparing the agenda, packets, posting advertisements, recording the meeting, taking and/or transcribing minutes of such meetings.
6. Provides a support role working in conjunction with Town Clerk and Supervisor of Elections for municipal elections.
7. Maintains public notice bulletin board.
8. Responds to telephone or in-person inquiries; greets the public, business invitees, and governmental officials; answers various inquiries personally and without direction; provides information of services and functions.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

These essential job functions are not to be construed as a complete statement of all duties performed. All employees will be required to perform other job-related marginal duties as required.

REQUIREMENTS

A. Training and Experience:

High School Diploma or equivalent; supplemented by four (4) years of progressively responsible work experience as described in this job description; Associate Degree from an accredited college or university with major course work in related field preferred; or an equivalent combination of training and experience. Experience must include the use of computers and standard software applications. Must maintain a valid Florida driver's license.

B. Knowledge, Abilities and Skills:

Knowledge of modern office terminology, methods, practices and procedures. Knowledge of modern information systems, and software. Skilled in the operation of modern office equipment.

Knowledge of municipal rules, regulations, policies and procedures.

Knowledge of or, ability to research, Florida State Statutes.

Familiarity with Roberts Rules of Order, Sunshine Laws, Florida Code of Ethics, and Financial Disclosure.

Ability to understand and follow complex oral and written instructions.

Ability to understand Town policies, procedures, and municipal ordinances and appropriately interpret as required.

Ability to establish and maintain effective working relationships with fellow employees, Town officials and the general public.

Ability to communicate information tactfully and impartially.

Ability to accurately type and transcribe correspondence.

C. Physical Requirements:

Task involves frequent walking; standing; occasional bending, stretching, stooping and some lifting and carrying objects of moderate weight (30+ pounds); and/or standard dexterity in the use of fingers, limbs or body in the operation of office or shop equipment or operation of a vehicle. Task may involve extended periods of time at the keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires color and texture perception and discrimination.

Job description illustrative only, subject to change.

Shannon Roger

Phone: 561-352-3537

Email: Shannonkroger@icloud.com

Experience **Palm Beach County Department Planning, Zoning & Building 2017 to 2019**

Inspections Scheduler

Scheduling and auditing of residential and commercial construction field inspections

Process and examination of building permit inspection histories

Advising customers and answering questions regarding County inspection and permitting procedures

MacQueen Air Conditioning & Refrigeration 2014 to 2017

Office Manager/Dispatcher

Oversee daily operations with of HVAC repair and installation company

Managed all aspects of dispatching for 5 service vehicles

Contacted customers and vendors to ensure accuracy of product/part delivery and installation

Prepare and file necessary paperwork, including permits, invoices, proposals, and maintenance contracts

Jordyn Taylor Properties 2010 to 2014

Office Manager / Assistant to Owner

Oversee daily operations of Real Estate and Property Management Company. Responsibilities included administrative, billing, and personnel issues, as well as assisting owner/broker with real estate transactions and property management.

Rent collection for over 100 properties monthly

Disbursement of rent payments to owners

Addressing and coordinating all maintenance requests from tenants and or owners

Marketing properties through various websites including, Zillow, Realtor.com

American Music

Office Manager 2003 - 2007

Oversee daily operations of Musical Instrument rental store

Monthly billing and rent collections for instruments

Inventory management

Responsible for hiring and training

The Disney Store

Store Manager 2001 - 2003

Implement Disney management procedures to ensure all aspects of store operations fully contribute to a safe and pleasant shopping experience for guests

Managed a minimum of 15+ employees, carrying primary P & L responsibility

Responsible for hiring and training

Palm Beach State College

Skills

Office Administration, Operational Oversight, Training and Development, Data Management, Accounts Payable and Receivable

Software: MAC and PC proficient, MS Office, Quickbooks, Buildium, Lone Wolf Broker Software, MLS, Housecall Pro

References Available Upon Request

Permit Processing Services Agreement

This Permit Processing Services Agreement ("Agreement") is made this August __, 2022 (the "Effective Date"), between Town of Ocean Breeze, Florida ("Town") and Pamela Orr ("Contractor") for the provision of permit processing services by Contractor for the Town.

1. **Specific Services.** Contractor, acting independently and not as an employee of Town, agrees to perform the services specified in Schedule 1, the "Scope of Work" attached to this Agreement and incorporated into this Agreement by reference and report to the Mayor, (or the Mayor's designee) and the Town's Building Official. Contractor warrants that she is qualified to perform the services and that the services will be performed in a professional, timely and workmanlike manner with the advice, input, and direction of Town.
2. **Method of Performing Services.** Contractor will determine the method, details, and means of performing the above-described services. Contractor may perform the services under this Agreement at any suitable time and location it chooses. Contractor will use their own resources such as supplies, equipment, tools, and materials to complete services, unless necessity requires the use of Town's resources and premises. Contractor shall devote such working time and attention to the performance of the services as required to satisfy all duties and responsibilities of Contractor in finishing the assignment. Contractor shall perform its obligations hereunder in compliance with the terms of this Agreement and any and all applicable laws and regulations. If necessity requires Contractor to perform any services on Town's property or requires Contractor to interact with any of Town's employees, residents, vendors, affiliates or members of the general public, Contractor shall comply with all of Town's policies and regulations.
3. **Term.** This Agreement shall have an initial term of one year from the Effective Date (the "Initial Term"), unless earlier terminated. Thereafter, the Agreement shall be automatically renewed for additional one-year terms (each a "Renewal Term"), unless either Party notifies the other of its intent not to renew the Agreement. The Initial Term and Renewal Terms, if any, are collectively referred to herein as the "Term". Either Party may terminate this Agreement at any time with or without cause by giving 24 hours prior written notice to the other party.
4. **Fees.** In full consideration for the services described in this agreement to be performed by Contractor, Town agrees to pay Contractor forty-five dollars per hour (\$45.00) and reimburse Contractor for reasonable expenses on a monthly basis within 10 days of receipt of the Contractor's monthly invoice. Contractor will invoice Town for expenses on a monthly basis and cap individual expenses at \$50 per month unless Town approves expenses that exceed \$50.
5. **Contractor is Independent Contractor.** Contractor enters into this Agreement, and will remain throughout the term of this Agreement, as an independent contractor. Contractor agrees that neither Contractor nor any Contractor personnel is or will become an employee, partner, agent, or principal of Town while this Agreement is in effect. This agreement does not in any way create any type of partnership, association, joint venture, or other business relationship. Contractor agrees neither Contractor nor any Contractor personnel shall be entitled to the rights or benefits afforded to Town's employees, including but not limited to, disability or unemployment insurance, workers' compensation, medical or life insurance, sick leave, compensation time, overtime, retirement or holiday benefits, vacation time, profit sharing, bonuses, or any other employment benefit. Contractor is responsible for providing, at his own expense, disability, unemployment, and other insurance, workers' compensation, training, permits, licenses, and any other requirement for Contractor and for Contractor's employees and subcontractors of Contractors. Nothing in this Agreement shall be construed to give Contractor or any Contractor personnel any authority (i) to represent that such person is an employee of Town, (ii) to bind Town with respect to contracts or representations or any other matters, or (iii) to represent Town before any court or government or regulatory authority without the express written authorization of Town.

6. **Payment of Taxes and Fees.** Contractor is solely responsible for paying when due any taxes, including estimated taxes, incurred as a result of the compensation paid by Town to Contractor for services under this Agreement. This includes but is not limited to any federal, Florida or local income taxes, social security or unemployment tax, or any other taxes.

The parties hereto have executed this Agreement on the date set forth below.

Town of Ocean Breeze, Florida

Pamela Orr

By: _____

By: _____

Date: _____

Date: _____

Schedule 1 – Scope of Work

GENERAL SCOPE OF SERVICES:

- Serve as liaison between Building Official, contractors, residents and businesses.
- Respond to inquiries regarding the permitting process and answers questions.
- Advise contractors, residents, and business owners of the permitting process and requirements.
- Maintain a supply of permit applications available for the public and update as needed.
- Make arrangements for picking up and dropping off permits.
- Obtain and maintain proper licensing, and insurance forms from contractors and subcontractors.
- Assist Building Official with applicant questions.
- Coordinate with Martin County to assess impact fees, if applicable.
- Accept and record building permit fees and deposit them into the bank.
- Enter and maintain master record of permit applications received, record open and closed permits.
- Review permit applications for completeness and submit to Building Official for his review.
- Issue approved permits to contractors.
- Instruct contractors on procedures for inspections and posting permit documents.
- Coordinate and schedule inspections for contractors and owner-builder applicants.
- Process and close permits and retain them for permanent records.
- Submit quarterly report to Martin County Property Appraiser of opened and/or closed permits.
- Prepare quarterly Surcharge reports and submit payments to DBPR.
- Complete Census Survey regarding building permit activity.
- Review inspection packages, coordinate and issue Certificate of Occupancy.
- Assist the public in reviewing permanent building records and obtain copies as needed.
- Assists with other services as requested.

GENERAL INFORMATION ITEMS

The attached items (i.e.: correspondence, e-mails, reports, etc.) are provided as general information and are not necessarily subject to discussion during this meeting unless Council Members or the Mayor wish to do so.

From: Terry O'Neil
Sent: Friday, July 29, 2022 2:19 PM
To: Sonji Hawkins
Cc: townclerk@townofoceanbreeze.org
Subject: Evacuation of RV's

Hi Sonji,

The Council meets again on August 8, 2022. If there's been any word back on whether a county evacuation notice applies to recreational vehicles, please drop us a line. Thanks very much.

Regards,

Terry

Sent from Mail for Windows

From: Rick Crary II <RCII@crarybuchanan.com>
Sent: Tuesday, August 2, 2022 9:46 AM
To: Terry O'Neil
Cc: townclerk@townofoceanbreeze.org; Heidi G. Barr
Subject: Pickleball Court

Terry:

It's my understanding that a third Pickleball Court has been proposed to be added to the Recreational Area depicted on the site plan for the Ocean Breeze East PUD, a copy of said site plan being attached to Resolution #291-2019. In my opinion, the request would involve a reconfiguration of the Recreation Area as previously approved to an extent that should require the Town Council's review and approval. However, since it would not involve a material alteration to the Master Site Plan's general configuration, it should only require a Minor PUD Amendment. Such an amendment would be consistent with similar amendments obtained in the past, like the instance when a canoe/kayak launch was approved.

As you know, I will be out-of-state next week and will not be able to attend the upcoming Town Meeting.

Kind regards,
Rick