



Islamorada, Village of Islands

REGULAR VILLAGE COUNCIL MEETING

May 6, 2025 - 5:30 PM
Founders Park Community Center
87000 Overseas Highway
Islamorada, FL 33036

Virtual participation is available to the public. Please see the last page of the agenda for participation details.

AGENDA

- I. **CALL TO ORDER / ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **AGENDA: Requests for Deletion / Emergency Additions**
- IV. **REPORTS, PRESENTATIONS AND ANNOUNCEMENTS**
 - A. Village Staff Service Awards Presentation - Human Resources Assistant Lindsay Babino **TAB 1**
 - B. Founders Park Boat Ramp Expansion Presentation - Environmental Resources Manager Peter Frezza **TAB 2**
 - C. Update on the Fills - Public Works Director A.J. Engelmeyer
 - D. FCAA Update on the Water Main Project - Project Manager Aaron Cutler
- V. **PUBLIC COMMENT**

This is general public comment. It provides an opportunity for the public to speak about matters that are pertinent to the Village but not scheduled elsewhere on the agenda. The mayor opens public comment on agenda items throughout the meeting.)
- VI. **CITIZENS' ADVISORY COMMITTEE REPORTS & APPOINTMENTS**
 - A. Appointments to Village Committees **TAB 3**
 - B. Nearshore Water Regulations Citizens Advisory Committee Report - Chair Dianne Harbaugh
- VII. **MAYOR / COUNCIL COMMUNICATIONS**
- VIII. **VILLAGE ATTORNEY / VILLAGE MANAGER COMMUNICATIONS**
 - A. Discussion of Village-Owned Properties (Village Manager Ron Saunders) **TAB 4**
 - B. Baseball Field Update (Village Manager Ron Saunders)
 - C. Discussion of Agreement between Holiday Lightscapes, Inc. and Islamorada, Village of Islands to Provide Enhanced Holiday Decorations **TAB 5** Stefanie Peel, Assistant to the Village Manager

IX. CONSENT AGENDA

- A.** Approval of Minutes: **TAB 6**
Regular Village Council Meeting - April 8, 2025
Land Use Village Council Meeting - April 10, 2025
- B.** Resolution Approving First Budget Amendment for FY2024-2025 **TAB 7** Lisa Lynch, Finance Director

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AMENDING THE VILLAGE'S ADOPTED BUDGET FOR FISCAL YEAR 2024-2025; AND PROVIDING AN EFFECTIVE DATE

- C.** Resolution Approving A Fourth Amendment to the Agreement Between Island Pride Cleaning And Lawn Service, Inc. and Islamorada, Village of Islands for Janitorial Services **TAB 8** A.J. Engelmeyer, Public Works Director

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING A FOURTH AMENDMENT TO AGREEMENT BETWEEN ISLAND PRIDE CLEANING AND LAWN SERVICES, INC. AND ISLAMORADA, VILLAGE OF ISLANDS FOR JANITORIAL SERVICES; AUTHORIZING VILLAGE OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE AMENDMENTS; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE AMENDMENTS; AND PROVIDING FOR AN EFFECTIVE DATE

- D.** Resolution Declaring Assets as Surplus Property and Authorizing Disposal of the Property Listed **TAB 9** Lisa Lynch, Finance Director

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, DECLARING THE ASSETS SHOWN ON EXHIBIT "A" HERETO TO BE SURPLUS PROPERTY; AUTHORIZING DISPOSAL OF THE PROPERTY LISTED IN EXHIBIT "A" HERETO IN ACCORDANCE WITH THE VILLAGE SURPLUS PROPERTY POLICY; AND PROVIDING AN EFFECTIVE DATE

- E.** Resolution Approving the Authorization to Dispose of Surplus Vehicle, 2006 Sutphen Ladder Truck **TAB 10** Terry Abel, Fire Chief

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, DECLARING THE 2006 SUTPHEN LADDER TRUCK AS SURPLUS PROPERTY; AUTHORIZING DISPOSAL OF THE ASSET; AND PROVIDING AN EFFECTIVE DATE

- F. Resolution for Purchase and Installation of Emergency Lighting and Siren Package for Rescue Unit From South Florida Emergency Vehicles **TAB 11** Terry Abel, Fire Chief

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING THE PURCHASE AND INSTALLATION OF EMERGENCY LIGHTING PACKAGE FROM SOUTH FLORIDA EMERGENCY VEHICLES FOR THE VILLAGE FIRE RESCUE DEPARTMENT; AUTHORIZING THE VILLAGE MANAGER AND VILLAGE ATTORNEY TO EXECUTE NECESSARY DOCUMENTS; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING WAIVER OF COMPETITIVE BIDDING; AND PROVIDING FOR AN EFFECTIVE DATE

- G. Resolution Approving a First Amendment To The Agreement Between The Board of County Commissioners for Monroe County, on behalf of the Tourist Development Council (TDC) and Islamorada, Village of Islands for the Completion Date Extension **TAB 12**

Danays Hernandez, Procurement and Grants Administrator

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING A FIRST AMENDMENT TO GRANT AGREEMENT #3243 BETWEEN MONROE COUNTY, ON BEHALF OF THE TOURIST DEVELOPMENT COUNCIL ("TDC") AND ISLAMORADA, VILLAGE OF ISLANDS FOR FOUNDERS PARK BEACH INCLUSIVE PLAYGROUND. TO REVISE THE COMPLETION DATE OF THE PROJECT TO SEPTEMBER 30, 2026; AUTHORIZING THE VILLAGE MAYOR TO EXECUTE THE FIRST AMENDMENT; AUTHORIZING VILLAGE OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE AGREEMENT; AUTHORIZING EXPENDITURE OF BUDGETED FUNDS; AND PROVIDING OR EFFECTIVE DATE

- H. Resolution Approving the Final Rankings and Recommendations of the RFP 25-02 Evaluation Committee for Emergency Management Consulting Services **TAB 13** Terry Abel, Fire Chief

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING THE FINAL RANKINGS AND RECOMMENDATIONS OF THE RFP 25-02 EVALUATION COMMITTEE FOR EMERGENCY MANAGEMENT CONSULTING SERVICES; AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE AN AGREEMENT FOR THE REQUESTED SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE

X. ****END OF CONSENT AGENDA****

XI. **RESOLUTIONS**

- A. Adoption of an Initial Assessment Resolution for a Special Assessment for the Operation and Maintenance Costs for Canal 147 Restoration **TAB 14** Peter Frezza, Environmental Resources Manager

A RESOLUTION OF THE VILLAGE COUNCIL OF THE, ISLAMORADA VILLAGE OF ISLANDS, FLORIDA, RELATING TO THE CANAL RESTORATION PROGRAM; IMPOSING ANNUAL MAINTENANCE ASSESSMENTS FOR PROPERTIES LOCATED WITHIN THE CANAL 147 AREA IN LOWER MATECUMBE KEY WITHIN THE VILLAGE; ESTABLISHING LEGISLATIVE FINDINGS DETERMINING THAT SUCH REAL PROPERTY WILL DERIVE A SPECIAL BENEFIT FROM THE CANAL RESTORATION ACTIVITIES AND THE ONGOING OPERATIONS AND MAINTENANCE THEREOF AND THE REASONABLE APPORTIONMENT OF THE ASSESSMENT; ESTABLISHING THE TERMS AND CONDITIONS OF THE PROPOSED SPECIAL ASSESSMENT, INCLUDING ADMINISTRATIVE AND COLLECTION COSTS; ESTABLISHING THE AMOUNT OF THE ANNUAL CANAL OPERATIONS AND OPERATION ASSESSMENT FOR EACH PARCEL OF PROPERTY TO BE ASSESSED BASED ON THE METHODOLOGY SET FORTH HEREIN; DIRECTING PREPARATION OF THE ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE

- B. Resolution Approving the Renewal of Software and Support for the Nutanix Disaster Recovery Cloud Cluster, Including the Addition of Data-at-Rest Encryption **TAB 15** Vince Tarves, Systems Engineer

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING THE RENEWAL OF NUTANIX SOFTWARE LICENSING AND SUPPORT, INCLUDING THE NCI SECURITY ADD ON, FROM SHI INTERNATIONAL CORP. ("SHI") FOR DISASTER RECOVERY AND BUSINESS CONTINUITY; AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

- C. Approval of Updated Personnel Policy Manual **TAB 16** Jamie Terry, Human Resources Director

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA ADOPTING AN UPDATED VILLAGE PERSONNEL POLICY MANUAL; AUTHORIZING VILLAGE OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE PERSONNEL POLICY MANUAL; AND PROVIDING FOR AN EFFECTIVE DATE

- D. Resolution Approving the Purchase of a 2027/8 Sutphen F Series Program Pumper Truck to Replace Current 2013 Sutphen Custom Pumper Truck and Authorizing Disposal of Surplus Property **TAB 17**
Terry Abel, Fire Chief

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA PIGGYBACKING SOURCEWELL COOP CONTRACT #113021-SUT AND APPROVING THE PURCHASE OF A SUTPHEN F SERIES PUMPER TRUCK FROM SOUTH FLORIDA EMERGENCY VEHICLES, LLC; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE NECESSARY DOCUMENTS; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; PROVIDING FOR PIGGYBACKING OF COMPETITIVE BID; DECLARING THE 2013 SUTPHEN SHIELD CUSTOM PUMPER AS SURPLUS PROPERTY; AUTHORIZING DISPOSAL OF THE SURPLUS PROPERTY; AND PROVIDING FOR AN EFFECTIVE DATE

XII. ORDINANCES

- A. Ordinance Establishing a Uniform Date for Appointment of Committee Members - **First Reading TAB 18**

AN ORDINANCE OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AMENDING CHAPTER 2 “ADMINISTRATION”, SECTION 2-332; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE

XIII. MOTIONS

- A. Motion to Appoint Chief Building Official Sheila Denoncourt as Deputy Village Manager

XIV. STATUS UPDATE (FORMERLY AFTER ACTION REPORT)

- A. Status Update - Formerly Known as After Action Report

XV. ADJOURNMENT

Options for Viewing the Village Council Meeting:

The public is encouraged to watch the meeting on Monroe County’s MCTV Comcast Channel 77. Alternatively, the public may view the meeting streamed live on the Village website from their personal computer, tablet or phone via the following link:

https://www.islamorada.fl.us/departments/communications/live_village_broadcast_meeting.php

[PUBLIC_PARTICIPATION]

Option 1: Email your comments.

1. Public comment should be submitted via email to: public.comment@islamorada.fl.us

2. The email should contain "Public Comment" in the subject line.
3. The name and address of the submitter shall be included in the email.
4. Public comment should be submitted by 9 a.m. the day before the meeting. Public comment will be sent to the Village Councilmembers for consideration prior to the meeting. Public comments will not be read during the meeting.

Option 2: Call in During the Meeting.

1. If phoning in, dial 305-224-1968 and enter the webinar **ID: 911 0656 4166** followed by #. When the Mayor opens public comment pertaining to the agenda item you are interested in dial *9 to be recognized by the Zoom meeting monitor. The Monitor will call you by the last four digits of your phone number. **Please be sure to unmute your phone when you are called upon.**
2. If watching online via Zoom: Open the Zoom webinar link <https://zoom.us/j/91106564166> and follow the prompts to join the webinar. When the Mayor opens public comment use the "raise your hand" feature to be recognized by the meeting monitor. Public comments will be heard in the order in which they are received.

ADA Assistance:

These meetings are open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the ADA Coordinator at (305) 664-6448 or by email at ADA@islamorada.fl.us at least 48 hours before the scheduled meeting.

[VERBATIM_RECORD]



Council Communication

To: Mayor and Village Council
From: Jamie Terry, Human Resources Director
Date: May 6, 2025
SUBJECT: Village Staff Service Awards Presentation - Human Resources Assistant
Lindsay Babino TAB 1

Background:

The Village recognizes employee's years of service with a token of appreciation. The service awards have not been consistently presented in at least the last year. The Employee Experience team has recommended years of service awards moving forward and have selected the type of service award to be presented every 6 months at a regularly scheduled Village Council meeting.

Analysis:

Tonight's service awards are in recognition from 6/1/2024 to 5/1/2025.

Employee	Hire Date	Years of Service
Todorov, Filip	11/24/2019	8
Benavides Serpa, Kasandra	4/22/2019	5
Jenkins, Hatti	2/28/2015	10
Hernandez, Alexander M.	12/15/2014	10
McLaughlin, Susan	10/29/2014	10
Oliveira, Erica	10/01/2014	10
Valcarcel, Jose E.	11/01/2009	15
Muxo, Anita N.	06/01/2009	15
Pena, Jose E.	5/5/2009	15
Amaro, Eleuterio	01/01/2000	25
Abel, Terry Lee	09/24/1999	25
Naiser, Debra	10/12/1998	25

Budget Impact:

The budget impact is approximately \$600 each fiscal year.

Staff Impact:

Staff impact is limited to calculating years of service, purchasing the service awards and presenting at a Council Meeting.

Recommendation:

Attachments: None



Council Communication

To: Mayor and Village Council
From: Peter Frezza, Environmental Resources Manager
Date: May 6, 2025
SUBJECT: Founders Park Boat Ramp Expansion Presentation - Environmental Resources Manager Peter Frezza TAB 2

Background:

The Village Council has initiated discussions about the potential of establishing a second boat ramp at Founders Park. This may have been initiated at the request of local backcountry fishing guides who are looking for additional boat launching facilities. Historic aerial imagery does indicate the likely existence of a previous boat launch just to the east of the T dock within Founders Park. This is the area that is being proposed for the new ramp. The Council has tasked staff with investigating what the steps would be to implement a new boat ramp at this location. Staff will give a brief presentation with background information on the subject and things to consider if the Council does wish to move forward with designing a new boat ramp in this location. A second, alternative boat ramp location along Blackwood Drive will also be discussed.

Analysis:

na

Budget Impact:

na

Staff Impact:

na

Recommendation:

na

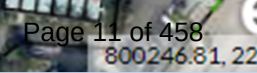
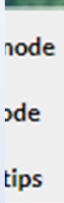
Attachments: 1. FP Boat Ramps presentation_050625 RVCM

Founders Park Boat Ramp Update and Report

May 6, 2025 Regular Village Council Meeting



Islamorada
Village of Islands



1962



1968



1972



1975



1981



1985













Normal mode
Over mode
Map tips





Mangrove impact roughly 1100 ft.² / Seagrass impact roughly 3000 ft.²

Construct a new boat ramp and dock at Founders Park in the location of a historic launching site

Pros: Benefits fishing guides, directs traffic away from the current boat ramp

Cons: Environmental impacts - necessary mangrove excavation and bay bottom dredging, would complicate and utilize current marina parking, takes away water access to residents, additional marina staffing may be needed, Village/marina liability, potential disruption to marina residents/reduces marina privacy, infrastructure likely not in place to effectively support this - e.g., bathrooms and lighting, expensive

Cost estimates associated with this option: \$65,000 for design and permitting fees; \$50,000 estimated mitigation fees; Likely total project construction costs greater than \$500,000.

EXHIBIT "C"

RULES AND REGULATIONS

Plantation Yacht Harbor Marina

Rules and Regulations

Fire Hazard

No fuel is allowed on docks. Vessels cannot be refueled while in their Space. No smoking around refueling area. No open flames; including charcoal, will be permitted on docks. The use of charcoal burners, gas welders, gas torches, or any flame producing equipment, except within the Vessel (e.g., cook stoves, lamps, and lanterns) is prohibited. Fuel shall be stored only in tanks integral to the Vessel. There shall be no storage of any flammable substance on or near the piers or bulkhead.. All Vessels shall have automatic fire extinguishing systems.

Fueling

Vessels will only be refueled at Marina fuel dock. No fueling is allowed at any other location on Marina premises. Owner's, crews, guests, shall obey any and all posted rules concerning fueling. Marina personnel must be notified immediately in case of spillage.

Environmental

Discharging of contaminated bilge water, fuel, oil, paint, sewage and any other substance is strictly prohibited. Violators will be subject to a \$500.00 fine and/or permanent expulsion from the Marina Site. The prevention of fuel spillage is of paramount importance. In the event of an accidental spill, Owner shall notify Marina personnel immediately. Owner may be required to assist the Marina in preparation of special reports to the EPA or others, if required. Owner is responsible for proper disposal of all used oil, grease, used filters, batteries and lubricants. In the event of an emergency, the Marina reserves the right to relocate any Vessel.

Trailers

Owner will not leave trailers on the Marina's premises, at any time, unless prior approval has been given by Marina. Owner must provide Marina with trailer registration and description. Trailers left on Marina premises for more than 24hrs without approval will be towed at Owners expense. No miscellaneous items are to be stored on trailers.

Signs

The Owner agrees not to display or allow to be displayed on or near Vessel any "FOR SALE" signs while the Vessel is in its assigned Space. Owner may place "FOR SALE" signs on Marina bulletin board only. Marina must be notified in advance of the intended sale of the Vessel. At no time can Vessel be shown unless Owner is present.

Parking

All Plantation Yacht Harbor Marina slip customers will be issued one (1) vehicle parking permit per Vessel. Any vehicle parked in the reserved section without a displayed permit will be towed at Owners expense. No overnight parking of recreational vehicles, campers, or storage/work trailers is allowed. Should an Owner have guests, Owner must notify Dock Master to get additional temporary permits as needed. All spaces are on a first come first served basis. There are no assigned spaces except those marked handicapped.

Repairs and Maintenance on Vessels

The Owner understands and agrees that no major repairs/maintenance, (including outfitting, sanding or painting) of Vessel, shall be performed in the Space without prior permission from the Dock Master or Marina office. Extent of repairs/maintenance shall be solely at the discretion of Dock Master or Marina management.

Outside Contractors

All outside contractors must comply with our "Policy for Outside Contractors". Copies may be obtained from the Dock Masters office.

Children

Please keep small children under appropriate and safe supervision at all times. Children may not run about the Marina Site.

Garbage

Garbage, bait and fish wastes must be sealed in leak proof plastic bags and deposited in the containers supplied for that purpose. No person shall place oil, spirits, flammable liquids, or any other hazardous materials into the containers. Owner will only place normal household garbage in Marina's containers. Refuse from maintenance or repairs must be removed from premises by Owner.

Pets

Pets must be leashed within the confines of the Marina Site. Pets are permitted only if they do not disturb other guests. Owner shall remove pet droppings left on Marina Site.

Disturbances

Noise shall be kept to a minimum. Boaters should use discretion in operating engines, generators, radio and television sets so as not to create a nuisance which disturbs the peace and tranquility of others. Rigging shall be secured in such a manner as to prevent noise.

Restrictions

Owner is responsible for keeping the area assigned to him/her orderly and free and clear of gear or debris. Laundry (towels, bathing suits, etc.) shall not be hung on lifelines or any part of any Vessel. Laundry of any type or any type of any item of a personal or unsightly nature shall not be hung or spread to dry out or air in public view, on any Vessel or on a pier.

Alterations

Owner shall not make any alterations to Space without first receiving written consent of Dock Master. No addition, alteration, or modification shall be made to the electrical and/or water supply system or any other utility service including docks and piers that may be furnished by Marina.

Vessel Insurance

All Vessels must be fully covered by insurance as described in the License Agreement. A copy of Owner's Vessel insurance with Marina named as additional insured will be kept on file in Dock Masters office.

Switching Spaces

Owner may not switch Spaces with other Owners without first receiving written authorization from Dock Master. Space is not transferable in the event Vessel is sold.

Trip Notification

Vessels leaving for more than one day will so notify Dock Master. Marina reserves the right to use or sell all unoccupied Spaces.

Conduct

There shall be no disorder or disorderly conduct by Owner, crew, or guests, that might injure a person, cause damage to property, or disrupt the order of the Marina. The Owner may use the public areas of the Marina, jointly and in common with other Owners, patrons, and invitees. It is understood and agreed that the Owner's use of the public areas shall not interfere with the Marina's operations.

Vessel Jurisdiction

All Vessels come under jurisdiction of Marina upon entering Marina. The Rules of the Road and navigation laws of the United States shall apply to Vessels in or approaching the Marina.

Denial to Launch Vessel

The Marina shall have the right to refuse to launch/retrieve any vessel or personal watercraft if in violation of any Marina policy, rules or regulations.

Chartered Vessels

There are NO CHARTER VESSELS ALLOWED TO OCCUPY DOCKAGE/STORAGE SPACE, OR CONDUCT BUSINESS IN MARINA.

Live Aboard

Live aboards are prohibited within the Marina without prior written consent from Dock Master.

Severe weather, emergencies and storm plan

Owner must have suitable arrangements for safe, sheltered anchorage during severe weather, including but not limited to tropical storms, hurricanes, and tornados. Owner warrants such arrangements have and will be made.

Dock Boxes

All dock boxes must be white, constructed of fiberglass and must be kept in good condition and appearance. Size of dock boxes can be no more than 54 inches in length, 36 inches in height, and no more than 30 inches wide. Each Owner is limited to one (1) dock box per space. Any box which is found in violation of this rule will be removed together with contents, at owner's expense, after ten (10) days written notice to owner.

Storage Space limit

All storage spaces are for one (1) Vessel only. If an Owner wishes to leave a dinghy/tender in the water overnight, prior arrangements **MUST** be made with Dock Master before this can be done. There will be **NO** rafting of Vessels to those moored in storage Spaces or otherwise.

Expansion/hardening of Blackwood Drive boat ramp



Blackwood Drive Boat Ramp Access



Expansion/hardening of Blackwood Drive boat ramp

Pros: good location, could meet a need for a functional public boat ramp on Upper Matecumbe

Cons: permitting challenges, no trailer parking available- a land purchase would need to be made if trailer parking were desired - this would require a willing seller, likely privacy concerns with neighbors

Costs: Those associated with construction of the ramp or land purchase for trailer parking; Likely total project construction costs of the ramp are greater than \$350,000.



East Ridge Road boat ramp



Marinas and Number of Backcountry Guides Operating out of:

Safe Harbor/Angler House - 35 backcountry guides working out of (boat ramp)

Lorelei – 30 backcountry guides working out of (boat ramp)

Bud n Mary's – 24 backcountry slips

Postcard Inn – 16 backcountry slips (boat ramp)

Worldwide Sportsman – 16 backcountry slips; 8 trailer guides (boat ramp)

Whale Harbor – 5 backcountry slips

Isla Marine – 2 backcountry slips; 2 pickups

Robbies – 2 backcountry slips

Caloosa Cove – 2 backcountry guides working out of

Tavernier Creek Marina – 1 backcountry slip

Total = 10 marinas and 143 backcountry guides



Islamorada
Village of Islands

Boat ramps within the Village - including neighborhoods, resorts, marinas (36)

Orchid Street

Kahiki Harbor

Lido 73

Plantation Key Colony

Plantation Shores

Indian Mound

Key Heights

Futura Yacht Club

Summer Seas

Coral Harbor

Pippin Dr.

Plantation Boulevard

Plantation Lake Estates

East Ridge Rd.

Treasure Harbor

SD Marine

Fisher Inn

Pelican Cove/old Abels

Three Waters

Chesapeake Resort

Flamingo Hammock

Hadley House

Lorelei

Blackwood Drive

Worldwide Sportsman

Kon Tiki

Safe Harbor/Angler House

Pines & Palms

Breezy Palms

Amara Cay

Papa Joes

Columbus Drive

Matecumbe Resort

Sandy Cove

Port Antigua

Boy Scouts/Sea Base



Islamorada
Village of Islands



Council Communication

To: Mayor and Village Council
From: Marne McGrath, Village Clerk
Date: May 6, 2025
SUBJECT: **Appointments to Village Committees TAB 3**

Background:

At the March 18, 2025, meeting, the Council directed staff to bring committee appointments back to the May meeting to coincide with the historical appointment process, which has remained a requirement for the LPA under Ordinance 23-05. An ordinance for first reading is included in this Council packet to standardize the appointment dates to all be done in May. The LPA has a two-term limit, starting with 2023 appointments - other committees are not subject to term limits.

Current committee members were contacted to gauge their interest in continuing to serve, with the caveat that interest does not guarantee reappointment. LPA members who are serving two-year terms do not expire until 2026. Committee description, roster, liaisons, and new applications are provided along with a chart of current members seeking reappointment and new applicants.

During the appointments, Council will need to determine how to stagger the terms. It could be that the applicants receiving the most votes be appointed to the two-year terms and those with fewer votes could receive one-year terms. Another option could be that if the appointments are a mix of new and current members, perhaps members being reappointed could serve one-year terms and new members serve two-year terms.

As it relates to the LPA, that board cannot have more than one member from a different specific committee also serving on the LPA. For example, if there is someone appointed to the LPA who also serves on Committee 1, no one else from Committee 1 would be able to serve on the LPA while that person remains on the LPA. Other than this stipulation, the number of committees someone sits on is not defined by ordinance.

Analysis:

REQUIREMENTS PER ORDINANCE 23-5

- Each member shall be appointed by a majority vote of Council.
- Term of office is two years and members are to be staggered.
- Any member of a committee may be removed by majority vote of Council.

Sec. 30-103 applies to LPA ONLY:

- Appointments, when available, shall be made at a May Council meeting.

- LPA consists of seven voting members.
- Council can remove a member with or without cause at any regular Council Meeting and the replacement serves the remainder of the original term.
- No member shall serve more than two consecutive terms except by super majority vote for additional consecutive terms.

As the LPA has strict term limit requirements, it should be noted that Cheryl Culberson, Lorie LaLonde, and James Rhyne are serving two-year terms, and their terms do not expire until May 2026. Of the remaining LPA members Patrick Foley is completing his first term, Susan Raffanello is completing her second term, and Tony Hammon is completing his sixth. As Sec. 30-103 (e) stipulates no member shall serve more than two consecutive terms unless the Council votes by super majority (four/fifths vote) to reappoint those members. Therefore, a super majority vote is required to reappoint Ms. Raffanello and Mr. Hammon.

Budget Impact:

Staff Impact:

Recommendation:

- Attachments:**
1. Section 2-329 et al (Village Boards)
 2. Section 30-101 et al (LPA)
 3. Section 30-1693 (Historic Preservation Commission)
 4. 2025 Committee Appointments for Agenda
 5. LPA - Committee Description, Roster, and New Applicants
 6. NSWR - Committee Description, Roster, and New Applicants
 7. P&R - Committee Description, Roster, and New Applicants
 8. WAH - Committee Description, Roster, and New Applicants
 9. HPC - Committee Description, Roster, and New Applicants
 10. LAAC - Committee Description, Roster, and New Applicants

ARTICLE 2-V VILLAGE BOARD, COMMITTEES, AND COMMISSIONS

Sec 2-329 General

Sec 2-330 Application And Selection Process

Sec 2-331 Letters Of Interest And Presentations

Sec 2-332 Appointment To Board, Committee Or Commission

Sec 2-333 Terms Of Office

Sec 2-334 Councilmember Liaison

Sec 2-335 Removal From Office

HISTORY

Adopted by Ord. [23-05](#) on 4/11/2023

Sec 2-329 General

The village council may create any board, committee or commission of the village as a governmental entity of the village, vested with the authority to make recommendations to the village council on matters of public interest that affect persons or property within the incorporated area of the village as prescribed in this section.

HISTORY

Adopted by Ord. [23-05](#) on 4/11/2023

Sec 2-330 Application And Selection Process

Each applicant to a board, committee or commission of the village shall be a resident of the village at the time of appointment and during the appointee's term(s) in office. Appointments shall be made on the basis of civic pride, integrity, experience and interest in the field of concern in which such board, committee or commission shall be advising the village council. The village council shall attempt to nominate neighborhood activists, lawyers or other individuals from the business, financial and other segments of the community who, by virtue of their profession, business or civic involvement, have demonstrated interest in the field of concern of such board, committee or commission to which they seek appointment. Membership on any board, committee or commission should be representative of the community at large and reflect a broad cross section of the community.

HISTORY

Adopted by Ord. [23-05](#) on 4/11/2023

Sec 2-331 Letters Of Interest And Presentations

- (a) Each interested applicant shall submit to the village council, at the time and place, as directed by the village council, a Letter of Interest for the particular board, committee or commission such applicant is interested in being appointed. Such Letter of Interest shall provide information about the applicant setting forth their qualifications, experience and expertise, including, demonstrating their civic pride, integrity, experience and interest in the field of concern in which such board, committee or commission shall be advising the village council.
- (b) Applicants will be provided an opportunity to present their qualifications, experience and expertise to the village council, who may ask questions and further inquire as to the applicant's interest.

HISTORY

Adopted by Ord. [23-05](#) on 4/11/2023

Sec 2-332 Appointment To Board, Committee Or Commission

Each member of a board, committee or commission shall be appointed by a majority vote of the village council.

HISTORY

Adopted by Ord. [23-05](#) on 4/11/2023

Sec 2-333 Terms Of Office

Each member shall serve for a term of two (2) years, with the terms of the members being staggered for each board, committee or commission.

HISTORY

Adopted by Ord. [23-05](#) on 4/11/2023

Sec 2-334 Councilmember Liaison

The mayor shall annually appoint to each board, committee or commission a councilmember liaison. The councilmember liaison shall provide periodic updates to the village council on their appointed boards, committees and commissions, as requested by the village council.

HISTORY

Adopted by Ord. [23-05](#) on 4/11/2023

Sec 2-335 Removal From Office

- (a) Any member of any board, committee or commission, may be removed by a majority vote of the village council and shall be automatically removed by the village clerk upon three (3) unexcused absences from regular meetings of such board, committee or commission during a calendar year.
- (b) A member of a village board, committee or commission shall be deemed absent from a meeting when he or she is not present at the meeting at least 75 percent of its duration.
- (c) The provisions of this section may only be waived once by a four-fifths vote of the members of the full village council.
- (d) The provisions of this section shall not apply to those individuals who are members of a village board, committee or commission and who are:
 - (1) Reservists in the United States Armed Forces or members of the Florida National Guard, and have been ordered to active military duty for national, state, or homeland defense and due to such duty cannot attend board meetings; or
 - (2) Employees of agencies whose services are considered essential for national, state, or homeland defense and due to such services cannot attend board meetings.

HISTORY

Adopted by Ord. [23-05](#) on 4/11/2023

DIVISION 30-III-3 LOCAL PLANNING AGENCY**Sec 30-101 Powers And Duties****Sec 30-102 Qualifications For Membership****Sec 30-103 Membership: Appointment, Removal, Terms, And Vacancies****Sec 30-104 Recording Secretary****Sec 30-105 Staff****Sec 30-106 Quorum And Necessary Vote****Sec 30-107 Meetings, Hearings And Procedures****Sec 30-108 Compensation****Sec 30-101 Powers And Duties**

The local planning agency shall have the powers and duties as provided in F.S. § 163.3174, including but not limited to:

- (a) To hear, review, and make recommendations to the village council regarding the adoption or amendment of the comprehensive plan;
- (b) To monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the village council such changes in the comprehensive plan as may from time to time be required, including preparation of the periodic reports required by F.S. § 163.3191;
- (c) To review and make recommendations to the village council in regard to proposed land development regulations and changes to the official zoning map and make recommendations to the village council as to the consistency of the regulation or change with the comprehensive plan;
- (d) To make its special knowledge and expertise available upon reasonably written request and authorization of the village council to any official, department, board, commission, or agency of the village, county, state or federal government; and
- (e) To adopt such rules of procedure necessary for the administration of their responsibilities not inconsistent with this article to govern the village council's proceedings.

(Ord. No. 01-16, § 3(3.2.1), 11-8-2001; Ord. No. 03-03, § 1(3.2.1), 1-23-2003; Ord. No. 04-14, § 1(3.2.1), 10-28-2004; Ord. No. 07-08, § 1, 5-10-2007)

HISTORY

Amended by Ord. [15-10](#) § 2 on 7/30/2015

Sec 30-102 Qualifications For Membership

Voting members of the local planning agency shall reside and be qualified electors in Islamorada, Village of Islands. In the event that any member is no longer a qualified elector or is convicted of a felony or an offense involving moral turpitude while in office, the village council shall terminate the appointment of such person as a member of the local planning agency.

(Ord. No. 03-03, § 1(3.2.2), 1-23-2003; Ord. No. 04-14, § 1(3.2.2), 10-28-2004)

HISTORY

Amended by Ord. [15-10](#) § 2 on 7/30/2015

Sec 30-103 Membership: Appointment, Removal, Terms, And Vacancies

- (a) The local planning agency shall be comprised of seven voting members. Each member shall serve for a term of two (2) years, with the terms of the members being staggered. Local

planning agency member appointment, when available, shall be made during a regular village council meeting in May of each year, and the term of the local planning agency members shall continue until appointments are made at a regular village council meeting in May of the following year. The appoint process shall be conducted in accordance with Chapter 2, Article V. In the event that the regular village council meeting in May is cancelled, the term of local planning agency members shall not expire until appointments are made at the next regular village council meeting.

- (b) Where required by state statute, by majority vote the village council may appoint individuals, organizations or their designee to serve in an advisory capacity as nonvoting members of the local planning agency. These nonvoting members may include, but are not limited to, representatives of area schools or the county school board.
- (c) One member of each village established citizens' advisory committee and the Historic Preservation Commission may serve as a voting member of the local planning agency . One or more members of the local planning agency may serve on a village established charter review committee.
- (d) The village council may replace a local planning agency member with or without cause at any regular village council meeting. Replacements shall serve the remainder of the original term. Nonvoting members may be removed by majority vote of the village council without cause.
- (e) No voting member shall serve more than two (2) consecutive terms unless the village council votes by super majority (four/fifths votes) to approve re-appointment for additional consecutive terms.
- (f) At an annual organizational meeting, the members of the local planning agency shall elect one of their members as chairman and one as vice-chairman. In the absence of the chairman, the vice-chairman shall act as the chairman and shall have all the powers of the chairman. The chairman shall serve a term of one year. No member shall serve as chairman for more than two consecutive terms unless the local planning agency votes by super majority (majority plus one of voting members present and voting) to approve re-appointment for additional consecutive terms.
- (g) The chairman (or vice-chairman acting in the capacity of chairman) shall serve as the presiding officer of any meeting of the local planning agency. The presiding officer or designee shall be in charge of all proceedings before the local planning agency, and shall take such action as shall be necessary to preserve order and the integrity of all proceedings before the local planning agency. In the event that the chairman or vice-chairman are unavailable, the voting members of the local planning agency who are present shall by majority vote select a voting member to act as presiding officer for the meeting in question.
- (h) Should any voting member of the local planning agency miss three consecutive meetings without being excused by the chairman, whether regular meetings or special meetings, that person shall be disqualified as a voting member of the local planning agency. Thereafter, village council shall fill the vacancy thereby created as soon as practicable.
- (i) All provisions of Chapter 2, Article V entitled "Village Boards, Committees and Commissions" of the Code not inconsistent with the provision of this section 30-103 shall apply.

(Ord. No. 03-03, § 1(3.2.3), 1-23-2003; Ord. No. 04-14, § 1(3.2.3), 10-28-2004; Ord. No. 07-08, § 1, 5-10-2007; Ord. No. 11-16, § 1, 7-28-2011)

HISTORY

Amended by Ord. [15-10](#) § 2 on 7/30/2015

Amended by Ord. [23-05](#) on 4/11/2023

Sec 30-104 Recording Secretary

The village manager or designee shall appoint a recording secretary to serve the local planning agency. The secretary shall keep minutes of all proceedings of the local planning agency, which minutes shall be a summary of all proceedings before the local planning agency, attested to by the secretary, and which shall include the vote of each member upon every question. The minutes shall be approved by a majority of the members of the local planning agency voting. In addition, the secretary shall maintain all records of local planning agency meetings, hearings and proceedings, the correspondence of the local planning agency, and a mailing list of persons wishing to receive notices of meetings, agendas or minutes and who have paid an annual fee set by the village council to cover copying and mailing costs.

(Ord. No. 03-03, § 1(3.2.4), 1-23-2003; Ord. No. 04-14, § 1(3.2.4), 10-28-2004)

HISTORY

Amended by Ord. [15-10](#) § 2 on 7/30/2015

Sec 30-105 Staff

The village manager or designee shall appoint or assign such staff as may be necessary for the local planning agency to conduct its business.

(Ord. No. 03-03, § 1(3.2.5), 1-23-2003; Ord. No. 04-14, § 1(3.2.5), 10-28-2004)

HISTORY

Amended by Ord. [15-10](#) § 2 on 7/30/2015

Sec 30-106 Quorum And Necessary Vote

No meeting of the local planning agency may be called to order, nor may any business be transacted by the local planning agency, without a quorum of the local planning agency being present. The chairman shall be considered and counted as a member. A majority of the currently appointed members of the local planning agency shall constitute a quorum. Provided there is a quorum present, a majority of those present and voting shall be required to adopt any motion or take any action. All actions shall require the concurring vote of a simple majority of the members of the local planning agency then present and voting. In the event of a tie, the vote shall be deemed a denial.

(Ord. No. 03-03, § 1(3.2.6), 1-23-2003; Ord. No. 04-14, § 1(3.2.6), 10-28-2004)

HISTORY

Amended by Ord. [15-10](#) § 2 on 7/30/2015

Sec 30-107 Meetings, Hearings And Procedures

- (a) Meetings and hearings shall be scheduled from time to time, as needed, as determined by the director of the planning and development services department. In cases where an item is postponed due to the lack of a quorum of the local planning agency, the item shall be continued to a special meeting if practicable, and in conformance with all applicable notice requirements. In cases where an item is postponed for any other reason, the item shall be continued to the next scheduled meeting.
- (b) All meetings and public hearings of the local planning agency shall be conducted in conformance with the requirements set forth in F.S. § 286.011.
- (c) Public hearings shall be set for a time certain.

Ord. No. 03-03, § 1(3.2.7), 1-23-2003; Ord. No. 04-14, § 1(3.2.8), 10-28-2004)

HISTORY

Amended by Ord. [15-10](#) § 2 on 7/30/2015

Sec 30-108 Compensation

Voting and nonvoting members of the local planning agency shall not be compensated.

(Ord. No. 03-03, § 1(3.2.8), 1-23-2003; Ord. No. 04-14, § 1(3.2.8), 10-28-2004)

HISTORY

Amended by Ord. [15-10](#) § 2 on 7/30/2015

Sec 30-1693 Historic Preservation Commission

- (a) *Historic preservation commission.* The historic preservation commission (HPC) is a governmental agency of the village. The HPC is vested with the authority to make recommendations to the village council on the designation and regulation of village historic structures within a designated historic district and landmarks within the incorporated area of the village as prescribed in this division.
- (b) *Appointment and membership qualifications.* The HPC consists of no more than seven members each appointed by a majority vote of the village council. Each member shall be a resident of the village at the time of appointment and during the member's term(s) in office. Appointments shall be made on the basis of civic pride, integrity, experience and interest in the field of historic preservation. The village council shall attempt to nominate architects, realtors, archaeologists, historians, neighborhood activists, lawyers or other individuals from the business, financial and other segments of the community who, by virtue of their profession, business or civic involvement, have demonstrated concern for historic preservation. Membership on the board should be representative of the community at large and reflect a broad cross section of the community.
- (c) *Membership removal, terms, and vacancies.* The HPC members shall serve staggered terms of two (2) years. HPC members serve without compensation, but are entitled to the reimbursement of expenses as provided in F.S. § 112.061.
- (d) *Organization and administration.* The members of the HPC shall elect a chairperson and vice chairperson, for a one-year term each. The chairperson or, in the absence of the chairperson, the vice-chairperson, shall preside at all meetings and may vote. The director of planning and development services shall designate staff to advise and provide clerical support to the HPC. The village attorney shall be the attorney to the HPC. The director of planning and development services shall be the custodian of all HPC records. The HPC shall meet at least once per month at a date and time established by the HPC, unless there is no business pending.
- (e) *Notice.* Notice of meetings required under this division shall be given in accordance with section 30-213 of the Village Code.
- (f) *Public hearings.* All hearings required under this division shall be conducted in accordance with section 30-213 of the Village Code.
- (g) *Powers and duties.* The HPC has the following powers and duties:
- (1) Adoption of its own procedural rules and regulations as necessary for the conduct of its business;
 - (2) Investigate and recommend to the village council the adoption of ordinances designating buildings, structures, sites having special historic, architectural and archaeological value as landmarks or historic districts, and if necessary, recommend rescission of such designations;
 - (3) Investigate and recommend to the village council the adoption of ordinances on whether a substantially damaged designated historic building, structure, object, or site may be reconstructed using the criteria set forth in this division;
 - (4) Conduct surveys of historically, architecturally and archaeologically significant structures and districts within the village;
 - (5) Advise the village council on all matters related to historic preservation policy, including the use, administration, and maintenance of publicly-owned historic landmarks;

- (6) Make recommendations on nominations of a historic property to the National Register of Historic Places;
 - (7) Increase public awareness of the value of historic and architectural preservation by developing and participating in public education programs;
 - (8) Make recommendations to the village council concerning utilization of state, federal and private funds to promote the preservation of significant structures and historic districts within the village;
 - (9) Make recommendations to the village council concerning acquisition of a significant structure where its preservation is essential to the purposes of this act and where private preservation is not feasible;
 - (10) Review applications for special certificates of appropriateness and make recommendations to the village council regarding such applications; and
 - (11) Undertake any other action or activity specifically delegated to it or requested by the village council.
- (h) The HPC shall meet no less than four times per year. At a minimum of one meeting each year, the HPC shall identify those structures within the village which are historically, architecturally or archaeologically significant. The findings of the HPC shall be transmitted to the village council after each meeting of the HPC, for the review and consideration of the village council. The HPC shall otherwise encourage the identification, preservation and protection of historically, architecturally or archaeologically significant structures and sites.
- (i) All provisions of Chapter 2, Article V entitled "Village Boards, Committees and Commissions" of the Code not inconsistent with the provisions of this section 30-1693 shall apply.

(Ord. No. 02-14, § 1(7.6.3), 2-7-2002; Ord. No. 07-21, § 1, 7-26-2007)

HISTORY

Amended by Ord. [23-05](#) on 4/11/2023

Amended by Ord. [23-12](#) on 11/14/2023

HPC – Up to 7 Members / 7 Openings				
Name	Years Served	New Applicant	Appoint?	1 or 2
Barbara Edgar – C	18			
Tammie Gurgilio – VC	4			
Roland Moore	2			
Jerald O'Cathey	2			
Megan Scallan	2			
Vacancy				
Vacancy				
Jason Richards		X		
Charles Daniels		X		
Roger Young		X		
Hank Pinder		X		

Land Acquisition –Up to 10 Members / 10 Openings				
Name	Years Served	New Applicant	Appoint?	1 or 2
Kevin Bates	2			
Kelly Cox	4			
Frank Derfler	2			
Greg Dully – C	4			
Tammie Gurgilio	4			
Vacancy				
Vacancy				
Vacancy				
Vacancy				
Michelle Robinson		X		
Matt Turk		X		
Alan Cockerham		X		

LPA – 7 Members / 4 Openings				
Name	Years Served	New Applicant	Appoint?	1 or 2 year
Cheryl Culberson – Not Expiring Until 5/2026				
James Rhyne – Not Expiring Until 5/2026				
Lorie LaLonde – VC – Not Expiring Until 5/2026				

Patrick Foley (not termed out)	2			
Tony Hammon (termed out – needs super majority)	11			
Susan Rafanello (termed out – needs super majority)	4			
Vacancy				
Matt Turk		X		
Corie McGraw- Abel		X		
Elizabeth Jolin		X		
Alina Davis		X		
Greg Dully		X		
Roger Young		X		
David Helwig		X		
Jerald O'Cathey		X		
Hank Pinder		X		

Near Shore – Up to 10 Members/ 9 Openings

Name	Years Served	New Applicant	Appoint?	1 or 2 year
Nick Kross – Not Expiring Until 5/2026				
Matt Bellinger	17			
Dianne Harbaugh – C	10			
Emmy Haydocy – VC	4			
Steve Leopold	19			
David Petkovich	2			
Adam Starr	2			
Larry Wren	13			
Vacancy – Ted Wilson not requesting reappointment				
Vacancy				
William Todd		X		
Jason Richards		X		
Roger Young		X		
Joe Babino		X		

Parks & Recreation – Up to 10 Members/ 10 Openings

Name	Years Served	New Applicant	Appoint?	1 or 2 year
Ted Benbow	2			
Shannon Cary	2			
Alina Davis	17			
Natasha Early	2			
David Epstein	2			
Christy Hughes	2			
Joe Jannach	2			
Rich Russell – VC	17			
John Weare	4			
Carolyn Wightman – C	20			
Eduardo Saurez is not requesting reappointment				
Joe Babino		X		
Edward Price		X		
Whitney Trentine		X		

Workforce/Affordable – Up to 10 Members/ 10 Openings

Name	Years Served	New Applicant	Appoint?	1 or 2 year
Greg Dully	3			
Paige Presnell – C	2			
Vacancy				
Vacancy				
Vacancy				
Vacancy				
Vacancy				
Vacancy – K. Douglass does not want to be reappointed				
Vacancy – L. Fast does not want to be reappointed				
Matt Turk		X		
Anna Reckwerdt		X		
Lee Christine Young		X		

Joe Babino		X		
Scott Goss		X		
Edward Price		X		
Jennifer Roth		X		
Dean Eakin		X		
Whitney Trentine		X		

Local Planning Agency (LPA)

Overview

On January 23, 2003, the Village Council adopted Ordinance 03-03, which established Division 3. "Local Planning Agency" of Article III, Chapter 30 of the Village Code. Recognizing the value of resident input on planning issues, the Local Planning Agency (LPA) was established and given the general responsibility for the conduct of the comprehensive planning program, and to hear, review, and make recommendations to the Village Council on proposed amendments to the Village's Land Development Regulations, Comprehensive Plan and changes to the Official Zoning Map pursuant to Section 30-101 of the Village Code.

The Local Planning Agency consists of **seven (7) members** appointed by Council and one staff liaison. The LPA meets monthly at 5:30 PM, or as often as needed, and is comprised of the following members:

Staff Liaison: Jennifer DeBoisbriand - Planning Director

Council Liaison: Council Member Anna Richards

NOTE: **Cheryl Culberson, Lorie LaLonde, and James Rhyne terms expire May 2026**

- Cheryl Culberson
- Patrick Foley (Completing first term - not termed out)
- Tony Hammon (Termed out - needs super majority vote)
- Lorie LaLonde
- Susan Raffanella (Termed out - needs super majority vote)
- James Rhyne
- Vacant
- NEW APPLICANTS
- Matt Turk / Corie McGraw-Abel / Elizabeth Jolin / Alina Davis / Greg Dully / Roger Young / David Helwig / Jerald O'Cathey / Hank Pinder

EMPLOYMENT APPLICATION



Islamorada, Village of Islands
86800 Overseas Highway

Islamorada, Florida - 33036
<http://www.islamorada.fl.us> (<http://www.islamorada.fl.us>)
Turk, Matt
Committee - Local Planning Agency

Received: 2/28/25,
12:45 PM

For Official Use
Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

Committee - Local Planning Agency

Job Number:

20241127

NAME: (Last, First, Middle)

Turk, Matt

PERSON ID:

61604669

Date And Month Of Birth:

06/19

ADDRESS: (Street, City, State, Zip Code)

300 key honey ln
Islamorada, FL 33070

HOME PHONE:

305-923-0292

EMAIL ADDRESS:

Matt@cbtconstruction.com

NOTIFICATION PREFERENCE:

Email

DRIVER'S LICENSE:

Yes

State: FL

LEGAL RIGHT TO WORK IN THE
UNITED STATES?:

☒ Yes ☐ No

HIGHEST LEVEL OF EDUCATION:

High School

PREFERENCES

ARE YOU WILLING TO RELOCATE?

☐ Yes ☐ No ☐ Maybe

SHIFTS YOU WILL ACCEPT:

On Call (as needed)

EDUCATION

MT Verified No Education History

WORK EXPERIENCE

DATES:

from September/2017 to September/2025

EMPLOYER:

CBT construction

POSITION TITLE:

General contractor

ADDRESS: (Street, City, State, Zip Code):

87889 overseas hwy
Tavernier, FL 33070

PHONE NUMBER:

(305) 923-0292

SUPERVISOR:

Chris Trentine

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

DUTIES:

I feel my work experience and dealing with the issues at hand being invaluable knowledge to this group

REASON FOR LEAVING:

Not leaving Still employed

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS**OFFICE SKILLS:**

Nothing Entered For This Section

OTHER SKILLS:

Nothing Entered For This Section

LANGUAGE(S):

Nothing Entered For This Section

SUPPLEMENTAL INFORMATION

Nothing Entered For This Section

REFERENCES**REFERENCE TYPE:**

Professional

NAME:

Sheila Denoncourt

POSITION:

Village building official

ADDRESS: (Street, City, State, Zip Code)**EMAIL ADDRESS:**

Sheila.denoncourt@islamorada.fl.us

PHONE NUMBER:

(305) 664-6437 ext.

REFERENCE TYPE:

Personal

NAME:

Tony Hammon

POSITION:**ADDRESS:** (Street, City, State, Zip Code)**EMAIL ADDRESS:**

Hammon@bellsouth.net

PHONE NUMBER:

(305) 393-6785

REFERENCE TYPE:

Professional

NAME:

Lee Young

POSITION:

ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: Leechristineyoung@gmail.com		PHONE NUMBER: (305) 522-1590
REFERENCE TYPE: Personal	NAME: Jason Richards	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: Jason.richards@fkec.com		PHONE NUMBER: (305) 586-6424
REFERENCE TYPE: Professional	NAME: Joe Roth	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: Jroth@reganroth.com		PHONE NUMBER: (305) 852-3234

Agency - Wide Questions

1. **What is your minimum compensation required?**
0
2. **What type of position are you looking for?**
Full Time

Job Specific Supplemental Questions

1. **Are you an Islamorada Resident?**
Yes
2. **List any experience you have had participating in activities related to advisory committees and government advisory committees.**
Committee
3. **List education and experience in the discipline of the committee for which you are applying.**
College
Certified floodplain manager
Certified building contractor
4. **Please state why you would like to be considered for an appointment to the committee.**
I believe my knowledge of the system and what's works and doesn't is valuable. Also the floodplain importance

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing. In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a “consumer report” about you from a consumer reporting agency for employment purposes. A “consumer” report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by Turk, Matt

Signature_____

Date_____

EMPLOYMENT APPLICATION



Islamorada, Village of Islands
86800 Overseas Highway

Islamorada, Florida - 33036
<http://www.islamorada.fl.us> (<http://www.islamorada.fl.us>)
McGraw-Abel, Corie
Committee - Local Planning Agency

Received: 1/13/25,
7:04 AM

For Official Use
Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

Committee - Local Planning Agency

Job Number:

20241127

NAME: (Last, First, Middle)

McGraw-Abel, Corie

PERSON ID:

48114975

Former Last Name:

McGraw

Date And Month Of Birth:

04/29

ADDRESS: (Street, City, State, Zip Code)

206 Navajo St
Tavernier, FL 33070

HOME PHONE:

305-393-6864

EMAIL ADDRESS:

frogster12000@yahoo.com

NOTIFICATION PREFERENCE:

Email

DRIVER'S LICENSE:

Yes
State: FL

LEGAL RIGHT TO WORK IN THE
UNITED STATES?:

☒ Yes ☐ No

HIGHEST LEVEL OF EDUCATION:

Bachelor's Degree

PREFERENCES

ARE YOU WILLING TO RELOCATE?

☐ Yes ☒ No ☐ Maybe

SHIFTS YOU WILL ACCEPT:

Day , Evening

OBJECTIVE:

To obtain employment in a positive atmosphere with the ability to be promoted within the company.

EDUCATION

DATES:

from August/1992 to April/1996

SCHOOL NAME:

Florida International University

LOCATION:(City , State)

Miami, FL

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR/MINOR: English Education	
--	--

WORK EXPERIENCE

DATES: from January/2021 to Present	EMPLOYER: Coastal Realty	POSITION TITLE: Real Estate Agent
ADDRESS: (Street, City, State, Zip Code): 82889 O/S Hwy Islamorada, FL 33036		
PHONE NUMBER: 305-664-0077	SUPERVISOR: John El-Khoury - Broker/Owner	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
DUTIES: List and sell property up and down the Florida Keys		
REASON FOR LEAVING: still employed there		
DATES: from November/2020 to Present	EMPLOYER: Monroe County Board of County Commissioners	POSITION TITLE: Assistant
ADDRESS: (Street, City, State, Zip Code): 102050 Overseas Hwy., Ste. 234 Key Largo, FL 33037		
PHONE NUMBER: (305) 453-8787	SUPERVISOR: Holly Merrill Raschein - Commissioner District 5	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,167.00	
DUTIES: It is my responsibility to open the office every day. I answer the phone and help direct callers to the right area for their comments. I receive and send emails at the request of the Commissioner as well as constituents. When constituents call or email about certain permits or code problems I research what I can in the system before emailing department heads. I prepare the agenda for my commissioner before meetings according to his preference. It is also my responsibility to use Minute Traq to add items to the agenda according to agenda deadlines. I schedule meetings for the commissioner, Zoom, and in person.		
REASON FOR LEAVING: I am not leaving presently.		
DATES: from July/2015 to November/2020	EMPLOYER: Monroe County Schools	POSITION TITLE: Culinary Teacher
ADDRESS: (Street, City, State, Zip Code): 89901 Old Hwy Tavernier, FL 33070		

PHONE NUMBER: 305-853-3233	SUPERVISOR: Blake Fry - Principal	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$4,333.00	
DUTIES: Prepare and teach lessons according to the state curriculum. I had over 150 kids in my program in grades 9-12 daily.		
REASON FOR LEAVING: Covid made it very difficult to teach during 2019-2020. Mike Forster offered me the Assistant position when he was elected. I was excited for the opportunity to serve my community in a new way.		
DATES: from October/2016 to April/2020	EMPLOYER: Blue 9 Realty/Engel Voelker's	POSITION TITLE: Real Estate Agent
ADDRESS: (Street, City, State, Zip Code): 90773 Old Hwy suite 5 Islamorada, FL 33036		
PHONE NUMBER: 305-587-3663	SUPERVISOR: John Gallant - Broker	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 20		
DUTIES: List and sell properties up and down the Florida Keys		
REASON FOR LEAVING: I didn't like the small boutique company going corporate.		
DATES: from November/2008 to April/2016	EMPLOYER: Moorings Realty	POSITION TITLE: Real Estate Agent
ADDRESS: (Street, City, State, Zip Code): 81610 Overseas Hwy Islamorada, FL 33036		
PHONE NUMBER: 305-664-9166	SUPERVISOR: Rhonda Brewer - Broker	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 20		
DUTIES: List and sell properties up and down the Florida Keys.		
REASON FOR LEAVING: The Broker I started with left the Moorings for American Caribbean. If you want to speak with Rhonda about me her cell number is: 305-393-0513		

DATES: from February/2015 to July/2015	EMPLOYER: Mangrove Mike's Café and Catering	POSITION TITLE: Restaurant Manager
ADDRESS: (Street, City, State, Zip Code): 82200 Overseas Hwy Islamorada, FL 33070		
PHONE NUMBER: 305-6648022	SUPERVISOR: Mike Forster - Owner/Operator	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$4,000.00	# OF EMPLOYEES SUPERVISED: 25
DUTIES: It was my responsibility to run the day-to-day operations of the cafe as well as keep up with catering scheduling and booking.		
REASON FOR LEAVING: I still had 2 kids in school and a restaurant schedule is hard when the rest of your family is off on weekends and holidays.		
DATES: from November/2010 to February/2015		
EMPLOYER: The Islander Resort		
POSITION TITLE: Catering Mgr./Wedding Coordinator		
ADDRESS: (Street, City, State, Zip Code): 82100 Overseas Hwy Islamorada, FL 33036		
PHONE NUMBER: 305-664-2031	SUPERVISOR: Karen Thurman - GM	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,000.00	# OF EMPLOYEES SUPERVISED: 12
DUTIES: I started as a Bartender, after about 6 mos I was made The Banquet Captain. I would staff and run all events on the property. In 2014 I was made the Convention Services Manager. While in this position it was my responsibility to still schedule and run all events as well as all billing of each event, stocking the convention center to make sure we had all items needed for all events, and communicate with the event coordinators, and show the convention center for the sale of events, ----- In 2015 I was promoted to Catering Manager at The Islander Resort and remained in that position until February of 2016. I left The Islander Resort because of constant changing management throughout the resort.		
REASON FOR LEAVING: Management was constantly changing.		
DATES: from May/2012 to June/2013	EMPLOYER: Florida Keys Board of Realtors	POSITION TITLE: Vice President

ADDRESS: (Street, City, State, Zip Code): 97670 Overseas Hwy Key Largo, FL 33037		
PHONE NUMBER: 305-852-9294	SUPERVISOR: Lynda Anthony - CEO FI Keys Board	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 20		
DUTIES: To help and supervise the day-to-day operations of the Florida Keys Board of Realtors.		
REASON FOR LEAVING: Term ended		
DATES: from May/2011 to June/2012		
EMPLOYER: Florida Keys Board of Realtors		
POSITION TITLE: President		
ADDRESS: (Street, City, State, Zip Code): 97670 Overseas Hwy Key Largo, FL 33037		
PHONE NUMBER: 305-852-9294	SUPERVISOR: Linda Anthony - CEO Florida Keys board	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 20	# OF EMPLOYEES SUPERVISED: 2	
DUTIES: Help with the day-to-day running of the organization.		
REASON FOR LEAVING: The end of my term		
DATES: from May/2010 to June/2011		
EMPLOYER: Florida Keys Board of Realtors		
POSITION TITLE: Secretary		
ADDRESS: (Street, City, State, Zip Code): 9767 Overseas Hwy Key Largo, FL 33037		
PHONE NUMBER: 305-852-9294	SUPERVISOR: Lynda Anthoney - CEO FI Keys Board	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 20		
DUTIES: Realtor Image Committee 2010 Elected to the Board of Realtors 2009		
REASON FOR LEAVING: I moved up to Vice President.		

DATES: from February/2008 to August/2010	EMPLOYER: The Islamorada Fishing Club	POSITION TITLE: Events Coordinator
ADDRESS: (Street, City, State, Zip Code): 104 Madeira Rd Islamorada, FL 33036		
PHONE NUMBER: 305-664-4735	SUPERVISOR: Vinnie Feola - Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$2,500.00	# OF EMPLOYEES SUPERVISED: 4
DUTIES: Not long after I was hired, The Fishing Club's manager at the time quit. I took over all event booking responsibilities as well as scheduling and hiring of employees. I took care of day-to-day activities like deposits, writing checks, answering the phone and filing.		
REASON FOR LEAVING: The new mgr at the time took over most events to help save the club money. My position was phased out.		
DATES: from June/2000 to February/2008	EMPLOYER: Mangrove Mike's Cafe and Catering	POSITION TITLE: server
ADDRESS: (Street, City, State, Zip Code): 82200 Overseas Hwy Islamorada, FL 33036		
PHONE NUMBER: 305-664-8022	SUPERVISOR: Mike Forster - Owner/Operator	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$2,000.00	# OF EMPLOYEES SUPERVISED: 25
DUTIES: Mangrove Mike's Caf/Catering I started at Mike's as a part-time server for breakfast. About a year later I was a manager and key holder for the restaurant. Mike then felt that he should get into catering but didn't have time to pursue it. He said if I wanted to take it on, he would split a percentage of the business with me 55/45. I developed a website, did all correspondence with potential customers. I was responsible to book all rentals for all events, set-up, and break down all events personally. We usually worked on large estates on the water. I had a 6X12 Trailer that I worked out of. All food was prepared at the kitchen then, transported to the event sites. I had a chef, my husband and myself to do all cooking for events. I scheduled and paid all staff for catering. When Mike and I parted ways we were doing around \$250,000 a year in catering. This included production crews gatherings, weddings and events for as many as 300 people. Events were as formal as black tie or informal as a pig roast. We did it all and I ran it all myself!		
REASON FOR LEAVING: Mike and I had a falling out over the catering business and unfortunately, he was the owner, so I had to go.		
DATES: from May/1999 to June/2000	EMPLOYER: Uncle's Restaurant	POSITION TITLE: Server

ADDRESS: (Street, City, State, Zip Code): 80939 Overseas Hwy Islamorada, FL 33036		
PHONE NUMBER: 000-0000	SUPERVISOR: Joe Lepree - Owner	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 40	SALARY: \$1,500.00	
DUTIES: Wait on customers, input orders on a POS system.		
REASON FOR LEAVING: My first daughter was a toddler and I could send her to pre-school while I worked day hours instead of night.		
DATES: from August/1996 to June/1999	EMPLOYER: Monroe County Schools	POSITION TITLE: Teacher
ADDRESS: (Street, City, State, Zip Code): 89901 Old Hwy Tavernier, FL 33070		
PHONE NUMBER: 305-852-3233	SUPERVISOR: Al Rother - Principal	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$1,800.00	
DUTIES: Teacher 10th Grade Supervisor Work to School program Grades 9-12		
REASON FOR LEAVING: I was pregnant with our first daughter, so I did not return to the 2000 school year.		

CERTIFICATES AND LICENSES			
TYPE: Real Estate Sales			
DATE ISSUED: November 2017	EXPIRATION DATE: September 2022	NUMBER: SL 3204481	ISSUING AGENCY: DBPR

SKILLS
OFFICE SKILLS: Nothing Entered For This Section
OTHER SKILLS: Nothing Entered For This Section

LANGUAGE(S):

English

☐ Speak
 ☐ Read
 ☐ Write
SUPPLEMENTAL INFORMATION

Nothing Entered For This Section

REFERENCES**REFERENCE TYPE:**

Professional

NAME:

Karen Thurman

POSITION:

GM-Grassy Flats Resort

ADDRESS: (Street, City, State, Zip Code)

58182 Overseas Hwy

Marathon, FL 33050

EMAIL ADDRESS:

karen@grassyflats.com

PHONE NUMBER:

305-304-4912

REFERENCE TYPE:

Professional

NAME:

James Mooney

POSITION:House Representative District
120**ADDRESS:** (Street, City, State, Zip Code)

102050 Overseas Hwy., Ste. 234

Key Largo, FL 33037

EMAIL ADDRESS:

JMooney@OceanSIR.com

PHONE NUMBER:

305-522-3383

REFERENCE TYPE:

Professional

NAME:

Susanne Bloy

POSITION:

Bookkeeper Mangrove Mike's

ADDRESS: (Street, City, State, Zip Code)

PO Box 1459

Islamorada, FL 33036

EMAIL ADDRESS:

suziq20@bellsouth.net

PHONE NUMBER:

305-304-1818

REFERENCE TYPE:

Professional

NAME:

Holly Merrill Raschein

POSITION:

County Commissioner District 5

ADDRESS: (Street, City, State, Zip Code)

102050 Overseas Hwy

Suite 234

Key Largo, FL 33037

EMAIL ADDRESS:

raschein-holly@monroecounty-fl.gov

PHONE NUMBER:

305-522-4721

REFERENCE TYPE: Professional	NAME: Katie Atkins-Doxie	POSITION: PR and Marketing Airports Monroe County
ADDRESS: (Street, City, State, Zip Code) 200 Harborview Dr Apt. 107 Tavernier, FL 33070		
EMAIL ADDRESS: atkins-katherine@monroecounty-fl.gov		PHONE NUMBER: 716-397-4263

Agency - Wide Questions

1. **What is your minimum compensation required?**
N/A
2. **What type of position are you looking for?**
Seasonal

Job Specific Supplemental Questions

1. **Are you an Islamorada Resident?**
Yes
2. **List any experience you have had participating in activities related to advisory committees and government advisory committees.**
I have been on the Historical Preservation Committee and the Community Character Committee.
3. **List education and experience in the discipline of the committee for which you are applying.**
I work daily helping people in the areas of easements, zoning, code compliance.
4. **Please state why you would like to be considered for an appointment to the committee.**
I am extremely interested in the future of planning and development in Islamorada.

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing. In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have

applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a “consumer report” about you from a consumer reporting agency for employment purposes. A “consumer” report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by McGraw-Abel, Corie

Signature_____

Date_____

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Wednesday, February 5, 2025 8:21:20 PM

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Boards & Committees Application

Select the Committee you are applying for

Local Planning Agency (LPA)

Personal Information

First Name Elizabeth

Last Name Jolin

Address1 81991 Old Hwy

Address2 *Field not completed.*

City Islamorada

State US-0-FL

Zip 33036

Phone Number 1305-393-0994

Email Address elizabethjolin@bellsouth.net

Occupation Real Estate Agent

Residency Information

Length of Residency in Islamorada 23 years

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	Near Shore Water / Achievable Housing / Village Council
Please list organization memberships and positions held	Islamorada Chamber of Commerce, member / Florida Keys Board of Realtors, member / Village Council Member 2022-2024/ Florida Bay Forever, founder / Islamorada Community Garden, member, National Marine Sanctuary Advisory Committee
Please List Areas of Special Interest	Local Government regulation, Near shore water quality, Conservation, Land Use and Zoning as it relates to residential and commercial property transfer
Please Upload Letter of Interest	LPA.docx

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Islamorada Village of Islands

Islamorada, FL 33036

February 5, 2025

To Whom it May Concern,

Please accept my application to participate on the LPA for the Village of Islands. I recently served two years on the Village Council and believe I demonstrated a sound understanding of our land use and planning concepts. I was instrumental in convincing the Council to implement an update to our LDRs and Comprehensive Plan and hope to remain active in this important conversation through participation in this committee.

I have actively participated in other committees in the Village including the Near Shore Water committee and the Achievable Housing Committee. I recognize the value of citizen involvement and hope my time in these efforts was a help to the greater good.

I have been a resident of Islamorada for over 20 years, have raised my family and have owned and operated a successful charter and real estate effort. I am committed to work to retain the beauty and magic of this special place that I call home and feel confident that my experience and expertise will be of value .

Thank you for considering my application.

Sincerely,

Elizabeth Jolin

305-393-0994

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Thursday, February 6, 2025 2:59:40 PM

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Boards & Committees Application

Select the Committee you are applying for Local Planning Agency (LPA)

Personal Information

First Name Alina

Last Name Davis

Address1 220 Plantation Blvd.

Address2 *Field not completed.*

City Islamorada

State FL

Zip 33036

Phone Number 305-393-0541

Email Address Alina@YourFLKeysAgent.com

Occupation Realtor

Residency Information

Length of Residency in Islamorada 32 years

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, which	Parks and Rec
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	Parks and Rec
Please list organization memberships and positions held	<i>Field not completed.</i>
Please List Areas of Special Interest	<i>Field not completed.</i>
Please Upload Letter of Interest	LPA application.docx

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February 6, 2005

I would like to be considered for the open seat on the LPA. I have been on the Parks and Recreation Committee for many years as I believe the Park is truly the crown jewel of Islamorada and feel that public participation is key to successful management of our assets.

The LPA has always interested me as I am a realtor and want to keep updated with changes and decisions that could impact current homeowners or buyers. Now that Able City East has been chosen to redo our Comprehensive Plan and the LDR's it is imperative that the LPA work hand in hand with the planners and Able City East. We, the residents of Islamorada, know what the issues are and many of us have good ideas and would like to participate in the future of our Village.

Thank you for your attention, please feel free to call, text or email me with any questions or comments you might have.

Alina Davis
305-393-0541
Alina@YourFLKeysAgent.com

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Friday, March 14, 2025 2:59:35 PM

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Boards & Committees Application

Select the Committee
you are applying for

Local Planning Agency (LPA)

Personal Information

First Name Greg

Last Name Dully

Address1 116 Coral Ave

Address2 *Field not completed.*

City Tavernier

State Florida

Zip 33070

Phone Number 3059004232

Email Address GregDully@RemaxCommercialTeam.com

Occupation Small Busniess Owner, Commercial Realtor

Residency Information

Length of Residency in
Islamorada 10+ years

Are you a registered
voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, which	Chairman of the Land Aquisition Committee, Affordable Housing Committee for the Village & serve on the Board of Direcotrs for the First Baptist Church of Islamorada
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	Chairman of the Land Aquisition Committee, Affordable Housing Committee for the Village & serve on the Board of Direcotrs for the First Baptist Church of Islamorada
Please list organization memberships and positions held	I am chairman of the Land Acquisition Committee and a member of the Affordable Housing Committee for the Village of Islamorada. I have also served on the Board of Directors for the First Baptist Church of Islamorada for the past eight years. I am a member of the Islamorada Chamber of Commerce and the Islamorada Rotary.
Please List Areas of Special Interest	Land planning & acquisition, Affordable housing, Environmental preservation
Please Upload Letter of Interest	Greg Dully-Letter of Interest for LPA Committee.pdf

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From: [Marne McGrath](#)
To: [Stephanie Conde](#)
Subject: FW: Online Form Submittal: Boards & Committees Application
Date: Wednesday, March 26, 2025 8:14:00 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, March 25, 2025 9:39 PM
To: Marne McGrath <clerk@islamorada.fl.us>
Subject: Online Form Submittal: Boards & Committees Application

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Boards & Committees Application

Select the Committee Local Planning Agency (LPA)
you are applying for

Personal Information

First Name	Roger
------------	-------

Last Name	Young
-----------	-------

Address1	232 Tide Ave
----------	--------------

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	Tavernier
------	-----------

State	FL
-------	----

Zip	33070
-----	-------

Phone Number	3053958282
--------------	------------

Email Address	brickguy@bellsouth.net
---------------	--

Occupation	Contractor
------------	------------

Residency Information

Length of Residency in Islamorada	50 years
Are you a registered voter	Yes
Organization Membership Information	
Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No
If yes, which	<i>Field not completed.</i>
Please list organization memberships and positions held	<i>Field not completed.</i>
Please List Areas of Special Interest	<i>Field not completed.</i>
Please Upload Letter of Interest	<i>Field not completed.</i>

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From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Monday, April 21, 2025 2:42:44 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for: Local Planning Agency (LPA)

Personal Information

First Name David

Last Name Helwig

Address1 156 BOUGAINVILLEA ST

Address2 156 BOUGAINVILLEA ST

City TAVERNIER

State FL

Zip 33070

Phone Number 6102460150

Email Address dave@helwigcs.com

Occupation Retired; Board of Directors Habitat for Humanity of the Upper Keys

Residency Information

Length of Residency in Islamorada 18 years

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

No

If yes, which

Field not completed.

Please list organization memberships and positions held

Habitat for Humanity of the Upper Keys - 7 years as director, 4 years as board president, currently vice president

Please List Areas of Special Interest

Affordable Housing

Please Upload Letter of Interest

[David Helwig - LPA Letter of Interest 4.21.2025.docx](#)

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From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Monday, April 21, 2025 1:14:56 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for: Local Planning Agency (LPA)

Personal Information

First Name Jerry

Last Name O'Cathey

Address1 109 Gumbo Limbo Road

Address2 *Field not completed.*

City Islamorada

State FL

Zip 33036

Phone Number 3052402620

Email Address ocathey@comcast.net

Occupation Retired Emergency Management Senior Planner

Residency Information

Length of Residency in Islamorada 33 years

Are you a registered voter Yes

Organization Membership Information

Are you currently
serving on other
Boards, Commissions,
or Committees?

Yes

If yes, which

Historic Preservation Commission

Have you served on a
Board, Commission, or
Committee before?

Yes

If yes, which

Please see enclosed resume

Please list organization
memberships and
positions held

Please see enclosed resume

Please List Areas of
Special Interest

Please see enclosed resume

Please Upload Letter of
Interest

Field not completed.

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Jerald Lee O'Cathey, FPEM, CPM

109 Gumbo Limbo Rd.
Islamorada, FL 33036
Home (305) 240-2620

Experience: 1994 – Present: Division of Emergency Services, Department of Emergency Management

Emergency Management Administrator

Responsible for the comprehensive planning and coordination of technical and specialized work functions regarding numerous Emergency Management activities dealing with the public, private, state, and federal agencies under the direction of the Emergency Management Director.

Key responsibilities include;

- Research / prepare plans and procedures associated with the preparation, response, and recovery of disasters and emergencies.
- Establish, maintain, manage, in and Out-of-County *Shelter Program* and In-county *Refuge of Last Resort Programs*.
- EOC ESF 6 Chief, Mass Care: Liaison with *FEMA / FL National Guard / State Unified Logistics Section / American Red Cross / Salvation Army / others*, regarding all post-disaster scenario relief needs.
- Provide multi-media public education outreach efforts via seminars, workshops, newsletters, assessments and reports regarding emergency preparedness and response plans and efforts.
- Supervise / coordinate training for countywide *Community Emergency Response Team*.
- Function as Controller/Evaluator in yearly hurricane, tornado, nuclear, airport, immigration, and shipboard disaster drills.
- Oversee, analyze, and assess data necessary for development of *County Critical Facility GIS Inventory* database.
- Review municipalities / various agencies Hurricane Evacuation Plans.
- Chair the *Monroe County Local Mitigation Strategy Plan Working Group*.
- Board Member / County representative to *South Florida Conservation and Development Council*.
- Liaison with *National Weather Service Forecast Office, Key West*, and member of *FEMA, Department of Homeland Security, National Hurricane Liaison Team*.
- Past President of Bayridge Corporation, Board of Directors
- Vice President, Historical Preservation Society of the Upper Keys
- Advisory Board Member, Just Older Youth (JOY), Inc.

EDUCATION

Northern Arizona University, Flagstaff, AZ

- Masters of Science – Political Science and Economics, 1975
- Arizona Community College Regular A.1.a Teaching Certificate
- Bachelor of Arts – Political Science and History, 1974

PROFESSIONAL MEMBERSHIPS

- Federal Emergency Preparedness Association (FEPA)
- President, Florida Society of Certified Public Managers (FSCPM)

REFERENCES

Provided upon request

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Monday, April 21, 2025 9:09:07 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for: Local Planning Agency (LPA)

Personal Information

First Name Hank

Last Name Pinder

Address1 246 Pueblo st

Address2 *Field not completed.*

City Tavernier

State Florida

Zip 33070

Phone Number 3055223764

Email Address Hank.pinder@aol.com

Occupation Business owner

Residency Information

Length of Residency in Islamorada 31 years

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

No

If yes, which

Field not completed.

Please list organization memberships and positions held

Field not completed.

Please List Areas of Special Interest

Land acquisition
Property taxes
Parks and village property
Comprehensive plan
Building
Zoning
Water quality

Please Upload Letter of Interest

Field not completed.

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Near Shore Water Regulation Committee

Overview

The Near Shore Water Regulation Citizens' Advisory Committee was established by Resolution 01-02-04 and adopted by the Village Council on February 8, 2001. The creation of the committee was prompted when the Florida Legislature passed House Bill 1007. The passage of HB 1007 provided the Village with authorization to exercise its police powers and jurisdiction 1,200 feet into the tidal waters adjacent to its established corporate limits; extending to the abatement of nuisances, the enforcement of sanitary laws and regulations, the regulation of zoning and the suppression of crime. The Committee provides valuable citizen input to staff and Council regarding suggestions for nearshore water improvements in safety, quality of life, and environmental protection as well as methods to accomplish the suggested recommendations.

The Committee consists of **up to 10 members** who are appointed by the Village Council and one staff liaison. Committee members meet quarterly at 5:15 pm and may meet more frequently if needed. The current committee is comprised of the following members:

Staff Liaison: Alyssa Panzer

Council Liaison: Mayor Sharon Mahoney

- Dianne Harbaugh (Chair)
- Emma Haydocy (Vice Chair)
- Matt Bellinger
- Nick Kross - Expires May 2026
- Steve Leopold
- Adam Starr
- Dave Petkovich
- Larry Wren
- Ted Wilson - Did not request reappointment
- Vacant

- NEW APPLICANTS
- William Todd / Jason Richards / Roger Young / Joe Babino

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Friday, March 21, 2025 10:42:11 AM

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Boards & Committees Application

Select the Committee
you are applying for

Near Shore Water Regulation Committee

Personal Information

First Name Capt William

Last Name Todd

Address1 151 N Ocean Ln

Address2 *Field not completed.*

City Islamorada

State Florida

Zip 33036-3648

Phone Number 3056193571

Email Address bill@captbillsailing.com

Occupation Sailing / Eco Capt, Proprietor Casa Morada Tours

Residency Information

Length of Residency in
Islamorada 15+

Are you a registered
voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No
If yes, which	<i>Field not completed.</i>
Please list organization memberships and positions held	<i>Field not completed.</i>
Please List Areas of Special Interest	Nearshore area environmental protection (grass beds, water quality, etc) noise abatement, general navigational issues, resident property interests. The near shore "buffer zone" is critical for homeowners as well as the marine sanctuary environment we live inside of, and as a Capt with a long family history here in Islamorada, I would like to be a helpful part of the process. Thank you.
Please Upload Letter of Interest	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Sunday, March 23, 2025 9:23:46 AM

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Boards & Committees Application

Select the Committee you are applying for Near Shore Water Regulation Committee

Personal Information

First Name Jason

Last Name Richards

Address1 193 Hibiscus St

Address2 *Field not completed.*

City Tavernier

State FL

Zip 33070

Phone Number 3055866424

Email Address Richrootsarbor@gmail.com

Occupation Utility Forester

Residency Information

Length of Residency in Islamorada 43 years

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	Landscape Committee
Please list organization memberships and positions held	PKCCC civic club /president USCG Master Captain
Please List Areas of Special Interest	Near shore waters and protection of our natural resources
Please Upload Letter of Interest	<i>Field not completed.</i>

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From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Tuesday, March 25, 2025 9:42:36 PM

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Boards & Committees Application

Select the Committee you are applying for

Near Shore Water Regulation Committee

Personal Information

First Name Roger

Last Name Young

Address1 232 Tide Ave

Address2 *Field not completed.*

City Tavernier

State FL

Zip 33070

Phone Number 3053958282

Email Address brickguy@bellsouth.net

Occupation Contractor

Residency Information

Length of Residency in Islamorada 50 years

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No
If yes, which	<i>Field not completed.</i>
Please list organization memberships and positions held	<i>Field not completed.</i>
Please List Areas of Special Interest	<i>Field not completed.</i>
Please Upload Letter of Interest	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Thursday, April 10, 2025 6:14:29 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for:	Near Shore Water Regulation Committee, Parks & Recreation Committee, Workforce/Affordable Housing Citizens' Advisory Committee
----------------------------	--

Personal Information

First Name	Joe
------------	-----

Last Name	Babino
-----------	--------

Address1	211 Thompsonville Rd
----------	----------------------

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	Tavernier
------	-----------

State	FL
-------	----

Zip	33070
-----	-------

Phone Number	305 504 3861
--------------	--------------

Email Address	joeb@cbtconstruction.com
---------------	--------------------------

Occupation	Construction Project Manager
------------	------------------------------

Residency Information

Length of Residency in Islamorada	10 Years
-----------------------------------	----------

Are you a registered voter	Yes
----------------------------	-----

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

No

If yes, which

Field not completed.

Please list organization memberships and positions held

Field not completed.

Please List Areas of Special Interest

I have lived in the Village for 10 years, and plan to live here for a very long time. My background in construction is extensive.

Please Upload Letter of Interest

[To whom it concerns.docx](#)

Email not displaying correctly? [View it in your browser.](#)

Parks and Recreation Citizens' Advisory Committee

Committee Overview

The Parks and Recreation Citizens' Advisory Committee was established by Resolution 00-06-13 and adopted by the Village Council on June 8, 2000. In keeping with the Village's mission, which is: "to protect the residents right to quiet enjoyment of life; to plan for enhancing our "Village Character"; to preserve our community: its people, natural resources and pride; and to provide basic services to support our quality of life" the Village Council sought to establish a committee that would provide valuable citizen input and advisement regarding the short and long term goals of the Village's Parks and Recreation activities.

The Committee **currently consists of eleven (11) members** who are appointed by Council and one staff liaison. Committee members meet quarterly at 4:00 pm and may meet more frequently if needed. The current committee is comprised of the following members:

Staff Liaison: Maria Bagiotti

Council Liaison: Council Member Anna Richards

- Ted Benbow
- Shannon Cary
- Alina Davis
- Natasha Early
- David Epstein
- Christy Hughes
- Joseph Jannach
- Richard Russell (Vice Chair)
- Eduardo Suarez - Does not request reappointment
- John Weare
- Carolyn Wightman (Chair)
- NEW APPLICANTS
- Joe Babino / Edward Price / Whitney Trentine

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Thursday, April 10, 2025 6:14:29 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for:	Near Shore Water Regulation Committee, Parks & Recreation Committee, Workforce/Affordable Housing Citizens' Advisory Committee
----------------------------	--

Personal Information

First Name	Joe
------------	-----

Last Name	Babino
-----------	--------

Address1	211 Thompsonville Rd
----------	----------------------

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	Tavernier
------	-----------

State	FL
-------	----

Zip	33070
-----	-------

Phone Number	305 504 3861
--------------	--------------

Email Address	joeb@cbtconstruction.com
---------------	--------------------------

Occupation	Construction Project Manager
------------	------------------------------

Residency Information

Length of Residency in Islamorada	10 Years
-----------------------------------	----------

Are you a registered voter	Yes
----------------------------	-----

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

No

If yes, which

Field not completed.

Please list organization memberships and positions held

Field not completed.

Please List Areas of Special Interest

I have lived in the Village for 10 years, and plan to live here for a very long time. My background in construction is extensive.

Please Upload Letter of Interest

[To whom it concerns.docx](#)

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Monday, April 21, 2025 1:18:15 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for:	Parks & Recreation Committee, Workforce/Affordable Housing Citizens' Advisory Committee
----------------------------	--

Personal Information

First Name	Edward
------------	--------

Last Name	Price
-----------	-------

Address1	158 orlando dr
----------	----------------

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	Tavernier
------	-----------

State	Florida
-------	---------

Zip	33070
-----	-------

Phone Number	305-783-6989
--------------	--------------

Email Address	pricemobileautomotive@gmail.com
---------------	---------------------------------

Occupation	Business Owner
------------	----------------

Residency Information

Length of Residency in Islamorada	1 Year
-----------------------------------	--------

Are you a registered voter	Yes
----------------------------	-----

Organization Membership Information

Are you currently
serving on other
Boards, Commissions,
or Committees?

No

If yes, which

Field not completed.

Have you served on a
Board, Commission, or
Committee before?

No

If yes, which

Field not completed.

Please list organization
memberships and
positions held

Field not completed.

Please List Areas of
Special Interest

Field not completed.

Please Upload Letter of
Interest

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Wednesday, April 23, 2025 3:13:49 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for:	Parks & Recreation Committee, Workforce/Affordable Housing Citizens' Advisory Committee
----------------------------	--

Personal Information

First Name	whitney
------------	---------

Last Name	Trentine
-----------	----------

Address1	88950 Overseas Highway
----------	------------------------

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	Tavernier
------	-----------

State	FL
-------	----

Zip	33070
-----	-------

Phone Number	8502648875
--------------	------------

Email Address	whitneybturk@gmail.com
---------------	------------------------

Occupation	Self employed
------------	---------------

Residency Information

Length of Residency in Islamorada	12 years
-----------------------------------	----------

Are you a registered voter	Yes
----------------------------	-----

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

No

If yes, which

Field not completed.

Please list organization memberships and positions held

PTA president- pks
Board member of Florida keys history and discovery center
United way board member

Please List Areas of Special Interest

Field not completed.

Please Upload Letter of Interest

Field not completed.

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Workforce/Affordable Housing Citizens' Advisory Committee

Overview

The Workforce/Affordable Housing Citizens' Advisory Committee was established by Resolution 04-05-28 and adopted by the Village Council on May 27, 2004. The Village Council sought to identify and protect the existing workforce and affordable housing supply. With this in mind, the Committee was established to provide valuable citizen input to staff and Council. The Committee researches, analyzes, and discusses ideas and strategies regarding the inventory and identification of existing workforce and affordable housing; identifies incentive sources for encouraging the protection of the Village's workforce and affordable housing supply; makes recommendations regarding the preservation and enhancement of the Village's workforce affordable housing supply; and makes recommendations for expenditures associated with the preservation of this supply.

The Committee consists of **up to 10 members** who are appointed by the Village Council and one staff liaison. Committee members meet quarterly at 5:00 pm and may meet more frequently if needed. The current committee is comprised of the following members:

Staff Liaison: Jennifer DeBoisbriand - Planning Director

Council Liaison: Vice Mayor Don Horton

- Keith Douglass - Does not request reappointment
- Greg Dully
- Lindsay Fast - Does not request reappointment
- Paige Presnell (Chair)
- Vacant
- Vacant
- Vacant
- Vacant
- Vacant
- Vacant
- NEW APPLICANTS
- Matt Turk / Anna Reckwerdt / Lee Christine Young / Joe Babino /
Scott Goss / Edward Price / Jennifer Roth / Dean Eakin / Whitney Trentine

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Wednesday, April 2, 2025 9:02:49 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for: Workforce/Affordable Housing Citizens' Advisory Committee

Personal Information

First Name Matt

Last Name Turk

Address1 300 Key Honey Lane,

Address2 *Field not completed.*

City Tavernier

State FL

Zip 33070

Phone Number 3059230292

Email Address Matt@cbtconstruction.com

Occupation Contractor

Residency Information

Length of Residency in Islamorada 8 years

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

Yes

If yes, which

Rotary

Have you served on a Board, Commission, or Committee before?

Yes

If yes, which

Rotary

Please list organization memberships and positions held

Rotary secretary and President Elect

Please List Areas of Special Interest

Construction, Floodplain management,

Please Upload Letter of Interest

Field not completed.

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EMPLOYMENT APPLICATION



Islamorada, Village of Islands
86800 Overseas Highway

Islamorada, Florida - 33036

<http://www.islamorada.fl.us> (<http://www.islamorada.fl.us>)

Reckwerdt, Anna, A

Committee - Workforce/Affordable Housing Citizens' Advisory
Committee

Received: 12/11/24,
11:43 AM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

Committee - Workforce/Affordable Housing Citizens' Advisory
Committee

Job Number:

20241125

NAME: (Last, First, Middle)

Reckwerdt, Anna, A

PERSON ID:

60524795

Date And Month Of Birth:

07/10

ADDRESS: (Street, City, State, Zip Code)

7 Sukoshi Lane
Islamorada, FL 33036

HOME PHONE:

(305) 240-9363

EMAIL ADDRESS:

anna@robbies.com

NOTIFICATION PREFERENCE:

Email

DRIVER'S LICENSE:

Yes
State: FL

LEGAL RIGHT TO WORK IN
THE UNITED STATES?:

☒ Yes ☐ No

HIGHEST LEVEL OF EDUCATION:

Bachelor's Degree

PREFERENCES

ARE YOU WILLING TO RELOCATE?

☐ Yes ☐ No ☐ Maybe

SHIFTS YOU WILL ACCEPT:

OBJECTIVE:

I have lived in the Florida Keys my entire life and came back after college to pursue my lifelong career. I am interested to learn more about the community and help in any ways I can. I believe Workforce/Affordable housing is a very important factor in our community. We own a business in Lower Matecumbe, I have seen firsthand the importance of Workforce/Affordable housing to our businesses and community.

EDUCATION

DATES:

from August/2019 to May/2023

SCHOOL NAME:

Florida Gulf Coast University

LOCATION:(City , State) , FL	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR/MINOR: Resort/Hospitality		UNITS COMPLETED: 8
DATES: from August/2017 to May/2019	SCHOOL NAME: Coral Shores	
LOCATION:(City , State) Tavernier , FL	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: High School Diploma
DATES: from August/2015 to May/2017	SCHOOL NAME: Island Christian	
LOCATION:(City , State) , FL	DID YOU GRADUATE? ☐ Yes ☒ No	DEGREE RECEIVED: High School Diploma

WORK EXPERIENCE		
DATES: from July/2023 to Present	EMPLOYER: Robbie's Marina	POSITION TITLE: Administration
ADDRESS: (Street, City, State, Zip Code): 77522 Overseas Hwy Islamorada, FL 33036		COMPANY URL: www.robbies.com
PHONE NUMBER: 305-664-2676	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No	
HOURS PER WEEK: 48	SALARY: \$5,833.00	# OF EMPLOYEES SUPERVISED: 130
DUTIES: entering new employees, managing the office and property, creating payroll, AR/AP, health insurance, rental billing		
REASON FOR LEAVING: I have not left the company		
DATES: from May/2022 to March/2023	EMPLOYER: Hyatt Regency at Coconut Point	POSITION TITLE: Recreation
ADDRESS: (Street, City, State, Zip Code): 5001 Coconut Road Estero, FL 34134		COMPANY URL: https://www.hyatt.com/hyatt-regency/en-US/naprn-hyatt-regency-coconut-point-resort-and-spa
PHONE NUMBER: 239-444-1234	SUPERVISOR: Berry - Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 35	SALARY: \$600.00	

DUTIES:

organizing activities, working the register, watching the pools/slides

REASON FOR LEAVING:

Graduated college, finished internship

DATES:

from January/2017 to July/2017

EMPLOYER:

Robbie's Marina

POSITION TITLE:

Host/Food Runner/ Server

ADDRESS: (Street, City, State, Zip Code):77522 Overseas Hwy
Islamorada, FL 33036**COMPANY URL:**

www.robbies.com

PHONE NUMBER:

305-664-2676

MAY WE CONTACT THIS EMPLOYER?☒ Yes ☐ No**HOURS PER WEEK:**

20

SALARY:

\$900.00

DUTIES:

Greeting Guest, Sitting Guests, Serving Food, Taking Food Orders, Serving Customers

REASON FOR LEAVING:

Focus on graduating high school/preparing for college

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS**OFFICE SKILLS:**

Nothing Entered For This Section

OTHER SKILLS:

Nothing Entered For This Section

LANGUAGE(S):

Nothing Entered For This Section

SUPPLEMENTAL INFORMATION

Nothing Entered For This Section

REFERENCES**REFERENCE TYPE:**

Personal

NAME:

Carla Bahn

POSITION:**ADDRESS:** (Street, City, State, Zip Code)**EMAIL ADDRESS:**

carla@coralreeftitle.com

PHONE NUMBER:

305-394-1896

REFERENCE TYPE: Personal	NAME: Chris Sante	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: santechris@yahoo.com		PHONE NUMBER: 305-522-6598
REFERENCE TYPE: Professional	NAME: Judy Hull	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: director@islamoradachamber.com		PHONE NUMBER: 305-394-3539
REFERENCE TYPE: Personal	NAME: Brian Cone	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: 33contagious@gmail.com		PHONE NUMBER: 305-481-7689
REFERENCE TYPE: Professional	NAME: Holly Raschein	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: raschein-holly@monroecounty-fl.gov		PHONE NUMBER: 305-522-4721

Agency - Wide Questions

- What is your minimum compensation required?**
none
- What type of position are you looking for?**
Full Time

Job Specific Supplemental Questions

- Are you an Islamorada Resident?**
Yes
- List any experience you have had participating in activities related to advisory committees and government advisory committees.**
none

3. List education and experience in the discipline of the committee for which you are applying.

I am currently managing a family business in the keys that provides housing for our employees, and I see firsthand the importance of workforce/affordable housing for our community

4. Please state why you would like to be considered for an appointment to the committee.

I care, I live here, and one day I will raise children here

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing. In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by Reckwerdt, Anna, A

Signature _____

Date _____

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Tuesday, April 8, 2025 4:39:43 AM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for: Workforce/Affordable Housing Citizens' Advisory Committee

Personal Information

First Name Lee Christine

Last Name Young

Address1 232 Tide Ave

Address2 *Field not completed.*

City Tavernier

State FL

Zip 33070

Phone Number 3055221590

Email Address leechristineyoung@gmail.com

Occupation Legislative Aide District 120

Residency Information

Length of Residency in Islamorada 41 years

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, which	DAC IV
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	<i>Field not completed.</i>
Please list organization memberships and positions held	**Conch Scramble Charity Golf Tournament Treasurer 2010 - 2016 Prepare & successfully file all documents for IRS 501(c)(3). Coordinate & manage over 100 volunteers, Prepare all documents, secure TDC funds & Raised over \$600,000. **Habitat for Humanity of the Upper Keys Committee Member 2012- 2015 Organized and assisted with the silent auction and annual cocktail fundraiser & annual Golf Tournament **Baptist Health Bougainvillea Ball Committee Member 2000-2004, 2017-2020
Please List Areas of Special Interest	**Community Involvement **Fundraising and Philanthropy **Event Coordination **Construction and Development **Non-Profit Management **Legislation & Politics **Public Relations & Communication
Please Upload Letter of Interest	Lee Christine Young - Affordable Housing Committee .pdf

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Thursday, April 10, 2025 6:14:29 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for:	Near Shore Water Regulation Committee, Parks & Recreation Committee, Workforce/Affordable Housing Citizens' Advisory Committee
----------------------------	--

Personal Information

First Name	Joe
------------	-----

Last Name	Babino
-----------	--------

Address1	211 Thompsonville Rd
----------	----------------------

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	Tavernier
------	-----------

State	FL
-------	----

Zip	33070
-----	-------

Phone Number	305 504 3861
--------------	--------------

Email Address	joeb@cbtconstruction.com
---------------	--------------------------

Occupation	Construction Project Manager
------------	------------------------------

Residency Information

Length of Residency in Islamorada	10 Years
-----------------------------------	----------

Are you a registered voter	Yes
----------------------------	-----

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

No

If yes, which

Field not completed.

Please list organization memberships and positions held

Field not completed.

Please List Areas of Special Interest

I have lived in the Village for 10 years, and plan to live here for a very long time. My background in construction is extensive.

Please Upload Letter of Interest

[To whom it concerns.docx](#)

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Monday, April 14, 2025 8:53:51 AM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for: Workforce/Affordable Housing Citizens' Advisory Committee

Personal Information

First Name Scott

Last Name Goss

Address1 101 W Pippin Dr.

Address2 *Field not completed.*

City Islamorada

State FL

Zip 33036

Phone Number 9106127947

Email Address scott@habitatupperkeys.org

Occupation Executive Director - Habitat for Humanity of the Upper Keys

Residency Information

Length of Residency in Islamorada 3.5 years

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

Yes

If yes, which

Board and Council

Please list organization memberships and positions held

International Facilities Management Association (IFMA) - City & Country Clubs Council (Secretary), HOA (Vice President)

Please List Areas of Special Interest

Field not completed.

Please Upload Letter of Interest

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Monday, April 21, 2025 1:18:15 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for:	Parks & Recreation Committee, Workforce/Affordable Housing Citizens' Advisory Committee
----------------------------	--

Personal Information

First Name	Edward
------------	--------

Last Name	Price
-----------	-------

Address1	158 orlando dr
----------	----------------

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	Tavernier
------	-----------

State	Florida
-------	---------

Zip	33070
-----	-------

Phone Number	305-783-6989
--------------	--------------

Email Address	pricemobileautomotive@gmail.com
---------------	---------------------------------

Occupation	Business Owner
------------	----------------

Residency Information

Length of Residency in Islamorada	1 Year
-----------------------------------	--------

Are you a registered voter	Yes
----------------------------	-----

Organization Membership Information

Are you currently
serving on other
Boards, Commissions,
or Committees?

No

If yes, which

Field not completed.

Have you served on a
Board, Commission, or
Committee before?

No

If yes, which

Field not completed.

Please list organization
memberships and
positions held

Field not completed.

Please List Areas of
Special Interest

Field not completed.

Please Upload Letter of
Interest

Field not completed.

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From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Saturday, April 19, 2025 6:20:58 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for: Workforce/Affordable Housing Citizens' Advisory Committee

Personal Information

First Name Jennifer

Last Name Roth

Address1 127 Valencia Dr

Address2 *Field not completed.*

City Islamorada

State Florida

Zip 33036

Phone Number 3052400592

Email Address floridakeyshomes@yahoo.com

Occupation Realtor and Office Manager

Residency Information

Length of Residency in Islamorada 10+

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

No

If yes, which

Field not completed.

Please list organization memberships and positions held

Key Largo Rotary-2x Past President, Florida Keys Board of Realtors Past President, Key Largo Fire Commissioner, Monroe County Education Foundation Board Member, Former Dac V Member

Please List Areas of Special Interest

Housing, Insurance, Finance, Budgets, Communication, Social Media, Fundraising, Community involvement

Please Upload Letter of Interest

[Letter of interest workforce housing committee.pdf](#)

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From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Tuesday, April 22, 2025 1:44:53 PM

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Boards & Committees Application

X

Committee(s) Applying for:	Workforce/Affordable Housing Citizens' Advisory Committee
----------------------------	---

Personal Information

First Name	Dean
------------	------

Last Name	Eakin
-----------	-------

Address1	227 Navajo Street
----------	-------------------

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	Tavernier
------	-----------

State	FL
-------	----

Zip	33070
-----	-------

Phone Number	3055228044
--------------	------------

Email Address	deaneakin@me.com
---------------	------------------

Occupation	Contractor
------------	------------

Residency Information

Length of Residency in Islamorada	27 years
-----------------------------------	----------

Are you a registered voter	Yes
----------------------------	-----

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

Yes

If yes, which

Field not completed.

Please list organization memberships and positions held

Associated General Contractors of America
Florida Pool & Spa Association
Building Officials of Florida Association
Take Stock in Children

Please List Areas of Special Interest

Affordable / Workforce Housing
Preservation of Islamorada

Please Upload Letter of Interest

[Dean Eakin Workforce Housing Ltr.pdf](#)

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Wednesday, April 23, 2025 3:13:49 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for:	Parks & Recreation Committee, Workforce/Affordable Housing Citizens' Advisory Committee
----------------------------	---

Personal Information

First Name	whitney
------------	---------

Last Name	Trentine
-----------	----------

Address1	88950 Overseas Highway
----------	------------------------

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	Tavernier
------	-----------

State	FL
-------	----

Zip	33070
-----	-------

Phone Number	8502648875
--------------	------------

Email Address	whitneybturk@gmail.com
---------------	------------------------

Occupation	Self employed
------------	---------------

Residency Information

Length of Residency in Islamorada	12 years
-----------------------------------	----------

Are you a registered voter	Yes
----------------------------	-----

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

No

If yes, which

Field not completed.

Please list organization memberships and positions held

PTA president- pks
Board member of Florida keys history and discovery center
United way board member

Please List Areas of Special Interest

Field not completed.

Please Upload Letter of Interest

Field not completed.

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Historic Preservation Commission

Overview

On February 7, 2002, the Village Council adopted Ordinance 02-14, which established Division 7. - "Historic and Archaeological Sites" of Article VII of the Village Code. Through this ordinance, the Village Council declared a matter of public policy that the protection and enhancement of properties of historic, cultural, archaeological, and architectural merit were in the interests of the health, prosperity, and welfare of the people of the village. Subsequently, the Historic Preservation Commission (HPC) was established by Resolution 03-05-25 and adopted by the Village Council on May 22, 2003. The HPC is a governmental agency of the Village and is vested with the authority to make recommendations to the Village Council on the designation and regulation of village historic structures within a designated historic district and landmarks within the incorporated area of the Village pursuant to Section 30-1693 of the Village Code.

The Commission consists of **up to seven (7) members** who are appointed by the Village Council and one staff liaison. The HPC meets quarterly on Wednesdays at 4:00 PM and may meet more frequently if needed. The current commission is comprised of the following members:

Staff Liaison: Planner Emily Hernandez

Council Liaison: Council Member Deb Gillis

- Barbara Edgar (Chair)
- Tammie Gurgiolo
- Roland Moore
- Megan Scallan
- Jerald O'Cathey
- Vacant
- Vacant
- NEW APPLICANTS
- Jason Richards / Charles Daniels / Roger Young / Hank Pinder

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Saturday, March 22, 2025 7:08:08 PM

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Boards & Committees Application

Select the Committee you are applying for Historic Preservation Commission (HPC)

Personal Information

First Name Jason

Last Name Richards

Address1 193 Hibiscus St

Address2 *Field not completed.*

City Tavernier

State FL

Zip 33070

Phone Number 3055866424

Email Address *Field not completed.*

Occupation Utility Forester

Residency Information

Length of Residency in Islamorada 43 years

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	Landscape advisory
Please list organization memberships and positions held	Civic Club President (PKCCC) ISA member Florida chapter member Tree Care Industry Member Utility Arborist Member USCG Captain (Master)
Please List Areas of Special Interest	Preserving the history and sharing the history of Islamorada being a 4th generation Islamorada resident.
Please Upload Letter of Interest	<i>Field not completed.</i>

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From: [Marne McGrath](#)
To: [Stephanie Conde](#)
Subject: FW: Online Form Submittal: Boards & Committees Application
Date: Wednesday, March 26, 2025 8:14:29 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, March 25, 2025 9:41 PM
To: Marne McGrath <clerk@islamorada.fl.us>
Subject: Online Form Submittal: Boards & Committees Application

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Boards & Committees Application

Select the Committee Historic Preservation Commission (HPC)
you are applying for

Personal Information

First Name Roger

Last Name Young

Address1 232 Tide Ave

Address2 *Field not completed.*

City Tavernier

State FL

Zip 33070

Phone Number 3053958282

Email Address brickguy@bellsouth.net

Occupation Contractor

Residency Information

Length of Residency in Islamorada	50 years
Are you a registered voter	Yes
Organization Membership Information	
Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No
If yes, which	<i>Field not completed.</i>
Please list organization memberships and positions held	<i>Field not completed.</i>
Please List Areas of Special Interest	<i>Field not completed.</i>
Please Upload Letter of Interest	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Wednesday, April 9, 2025 10:59:18 AM

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Boards & Committees Application

X

Committee(s) Applying for: Historic Preservation Commission (HPC)

Personal Information

First Name Charles

Last Name Daniels

Address1 245 Jasmine St

Address2 *Field not completed.*

City Tavernier

State FL

Zip 33070

Phone Number 3053941002

Email Address Charles@cbtconstruction.com

Occupation Lead Estimator

Residency Information

Length of Residency in Islamorada 24 years

Are you a registered voter Yes

Organization Membership Information

Are you currently
serving on other
Boards, Commissions,
or Committees?

No

If yes, which

Field not completed.

Have you served on a
Board, Commission, or
Committee before?

No

If yes, which

Field not completed.

Please list organization
memberships and
positions held

Field not completed.

Please List Areas of
Special Interest

Field not completed.

Please Upload Letter of
Interest

[Letter of Interest.pdf](#)

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From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Monday, April 21, 2025 9:05:21 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for: Historic Preservation Commission (HPC)

Personal Information

First Name Hank

Last Name Pinder

Address1 246 Pueblo st

Address2 *Field not completed.*

City Tavernier

State Florida

Zip 33070

Phone Number 3055223764

Email Address Hank.pinder@aol.com

Occupation Business owner

Residency Information

Length of Residency in Islamorada 31 years

Are you a registered voter Yes

Organization Membership Information

Are you currently
serving on other
Boards, Commissions,
or Committees?

No

If yes, which

Field not completed.

Have you served on a
Board, Commission, or
Committee before?

No

If yes, which

Field not completed.

Please list organization
memberships and
positions held

Field not completed.

Please List Areas of
Special Interest

Historical preservation
Village owned properties

Please Upload Letter of
Interest

Field not completed.

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Land Acquisition Advisory Committee

Overview

Preserving natural areas and green spaces is critical for Islamorada to maintain the natural beauty and sense of small-town community that makes our islands a desirable place to live, work and visit. Land acquisition and preservation have been a priority of the Village since incorporation, becoming even more important now, in the face of buildout as established by the Florida Keys Area of Critical State Concern designation. In 1999, a Land Acquisition Advisory Committee was established to make reports and recommendations to the Village Council concerning the identification and prioritization of land acquisitions. The Committee assisted with the development of a Land Acquisition Selection System, an Action Plan to Retire Development Rights, and the creation of a prioritized list of properties recommended for acquisition. The committee provided service to the Village until 2008 when it was determined that it had completed its responsibilities. The Village Council recently discussed reinstitution of the Land Acquisition Advisory Committee to renew its commitment to this important priority and help to reduce the impact the Village will face at buildout. A resolution to reestablish the committee was passed at the November 18, 2021, Regular Village Council Meeting. The committee consists of **up to 10 members.**

Staff Liaison: Peter Frezza

Council Liaison: Council Member Deb Gillis

- Carolyn Ambler
- Kevin Bates
- Kelly Cox
- Frank Derfler
- Greg Dully
- Tammie Gurgilio
- Vacant
- Vacant
- Vacant
- Vacant
- NEW APPLICANTS
- Michelle Robinson / Matt Turk / Alan Cockerham

EMPLOYMENT APPLICATION



Islamorada, Village of Islands
86800 Overseas Highway

Islamorada, Florida - 33036

<http://www.islamorada.fl.us> (<http://www.islamorada.fl.us>)

Robinson, Michelle
Committee - Land Acquisition Advisory Committee

Received: 1/20/25, 2:21 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

Committee - Land Acquisition Advisory Committee

Job Number:

20241125

NAME: (Last, First, Middle)

Robinson, Michelle

PERSON ID:

9880676

Date And Month Of Birth:

09/11

ADDRESS: (Street, City, State, Zip Code)

245 Bougainvillea St.
Tavernier, FL 33070

HOME PHONE:

(330) 260-0234

EMAIL ADDRESS:

robinson.mrr2@gmail.com

NOTIFICATION PREFERENCE:

Email

DRIVER'S LICENSE:

Yes

State: FL

LEGAL RIGHT TO WORK IN THE UNITED STATES?:

☒ Yes ☐ No

HIGHEST LEVEL OF EDUCATION:

Bachelor's Degree

PREFERENCES

ARE YOU WILLING TO RELOCATE?

☒ Yes ☐ No ☐ Maybe

SHIFTS YOU WILL ACCEPT:

Day , Evening , Night , Rotating , Weekends , On Call (as needed)

OBJECTIVE:

Serve my community by being a representative on the Land Acquisition Committee.

EDUCATION

DATES:

from August/1998 to May/2002

SCHOOL NAME:

Wittenberg University

LOCATION:(City , State)

Springfield, OH

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR/MINOR: Biology/ Spanish		UNITS COMPLETED: 136
WORK EXPERIENCE		
DATES: from May/2022 to Present	EMPLOYER: Monroe County Board of County Commissioners	POSITION TITLE: Marine Planner/ Biologist
ADDRESS: (Street, City, State, Zip Code): 88800 Overseas Hwy. 2nd Floor Suite 6 Tavernier, FL 33070		
PHONE NUMBER: 305-699-9449	SUPERVISOR: Brittany Burtner - Sr. Administrator, Marine Resources Office	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$7,000.00	
DUTIES: •Oversee boating and waterway infrastructure, including maintenance of the County Aids to Navigation System and coordinate derelict vessel and marine debris removals. •Coordinate Scopes of Work for specific projects/jobs pertaining to boating and waterway infrastructure, including all procurement and hiring/ oversight of contractors to perform jobs. •Apply for, administer and manage grants to assist in funding marine projects including application preparation, contract management, reporting and compliance, procurement and budget tracking. •Manage databases for marine projects including utilization of ArcGIS data layers. •Perform on-water site visits and surveys to ensure all projects were compliant with marine regulations.		
REASON FOR LEAVING: N/A		
DATES: from February/2018 to May/2022	EMPLOYER: Monroe County Board of County Commissioners	POSITION TITLE: Senior Biologist
ADDRESS: (Street, City, State, Zip Code): 102050 Overseas Hwy. Key Largo, FL 33037		
PHONE NUMBER: 305-453-8800	SUPERVISOR: Michael Roberts - Assistant Director Environmental Resources	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$7,000.00	

DUTIES:

- Process building permits with a focus on the biological aspects of development including stormwater management, restoration and land clearing regulations, Permit Referral Process (PRP) for endangered species, Existing Conditions Reports (ECR) to evaluate habitats.
- Gained in depth knowledge of the Monroe County Land Development Code (LDC) as well as knowledge of Florida DEP and USACOE regulations.
- Document vegetation and generate ECRs.
- Develop restoration plans for hardwood hammock and wetland habitats.
- Compose reports documenting environmental code violations of the LDC.
- Write shoreline assessment reports for the Planning Director.
- Communicate with the public about Monroe County environmental regulations, code compliance, and development potential.
- Inspect development projects to ensure they meet environmental regulations.
- Properly identify native, exotic and invasive exotic plant species found in the Florida Keys.
- Process Grant of Conservation Easement applications.
- Organized all existing Grant of Conservation Easements and created a process for documenting and adding easements to GIS.
- Analyzed ECR data to help develop restoration policies for the LDC.
- Develop policy revisions to the LDC environmental regulations.
- Created Standard Operating Procedures/ Training Manual for new employees.

REASON FOR LEAVING:

Accepted a new County position in the Marine Resources Department

DATES:

from August/2003 to February/2018

EMPLOYER:

National Audubon Society

POSITION TITLE:

Senior Biologist

ADDRESS: (Street, City, State, Zip Code):

115 Indian Mound Trail
Tavernier, FL 33070

PHONE NUMBER:

305-852-5318

SUPERVISOR:

Dr. Jerome Lorenz - State
Director of Research

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

SALARY:

\$3,000.00

OF EMPLOYEES SUPERVISED:

6

DUTIES:

- Supervise a six person research crew
 - Assist with analysis of fish data including catch data, biomass and density statistics.
 - Write quarterly reports and SOP/ QA protocol documents.
 - Assist with writing annual reports for different agencies.
 - Conducted prey base fish sampling using a 3m2 drop trap system.
- Properly identified 100+ species of estuarine species of fish and 10 species of sub-aquatic plants and algae.
- Operated different vessels including a 20' Mako, 18' Catamaran, 16' flats skiff, and a 14' jon boat for 1000+ hours.
 - Assisted with nest monitoring of roseate spoonbills in Florida Bay and placing satellite transmitters on individual birds for further monitoring.
 - Performed reconnaissance for new sample areas.
 - Organized and constructed 14 new sample areas in Everglades National Park, Biscayne Bay, and Big Cypress National Preserve.
 - Performed throw trapping with a 1m2 throw trap.
 - Assisted with electroshocking studies conducted in the canal system of South Florida.
 - Assisted with American alligator (*Alligator mississippiensis*) nesting studies in Everglades National Park via helicopter.

REASON FOR LEAVING:

The low salary of working for the nonprofit required that i work 1-2 additional jobs in order to be able to afford to live in the Keys.

DATES:

from June/2003 to August/2003

EMPLOYER:

Idaho Department of Fish and Game

POSITION TITLE:

Field Technician

ADDRESS: (Street, City, State, Zip Code):

600 S. Walnut St.
Boise, ID 83712

PHONE NUMBER:

(208) 334-3700

SUPERVISOR:

Karen Newlon - Graduate
Student of Montana Univiersity

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

SALARY:

\$500.00

DUTIES:

- Assisted with Lewis's woodpecker (*Melanerpes lewis*) nest monitoring in Craters of the Moon National Monument and the surrounding area.
- Performed vegetation surveys including tree coring.

REASON FOR LEAVING:

This job was a seasonal position.

DATES:

from March/2003 to June/2003

EMPLOYER:

National Audubon Society

POSITION TITLE:

Field Intern

ADDRESS: (Street, City, State, Zip Code):

115 Indian Mound Trail
Taverneir, FL 33070

PHONE NUMBER:

(305) 852-5318

SUPERVISOR:

Caset Lott - Senior Research
Ornithologist

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

30

SALARY:

\$500.00

DUTIES:

- Banded migratory songbirds that were caught using mist nets.
- Properly identified individuals caught as well as age and sex 30 species of songbirds.
- Assisted in set-up and clearing of study areas.

REASON FOR LEAVING:

This was a seasonal position.

DATES:

from September/2002 to December/2002

EMPLOYER:

University of Maryland

POSITION TITLE:

Field Intern

ADDRESS: (Street, City, State, Zip Code):

Wallaby Creek
Urbanville, IT N/A

PHONE NUMBER: (571) 885-3603 ext. 8	SUPERVISOR: Jean-Francois Savard - Graduate Student at the University of Maryland	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No	
HOURS PER WEEK: 50			
DUTIES: •Trapped and banded satin bowerbirds (<i>Ptilonorhynchus violaceus</i>). •Properly took measurements and blood samples of individual birds. •Assisted in set-up of cameras and audio equipment at bower locations.			
REASON FOR LEAVING: This was a seasonal position.			
DATES: from May/2000 to August/2002	EMPLOYER: John Bryan State Park	POSITION TITLE: Natural Resource Specialist	
ADDRESS: (Street, City, State, Zip Code): 3790 State Route 370 Yellow Springs, OH 45502			
PHONE NUMBER: (937) 767-1274	SUPERVISOR: Mr. Scott Fletcher - Park Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No	
HOURS PER WEEK: 40			
DUTIES: -Check in campers and operated the camp store. -Served on the trails committee to improve the navigation system of the hiking trails. -Created brochures for rock climbing outlining the courses within the park. -Maintained the physical appearance on of the park by clearing trails, string trimming, mowing and participating in various other maintenance tasks.			
REASON FOR LEAVING: I graduated from college and moved from the area.			

CERTIFICATES AND LICENSES

TYPE: Eco-Mariner Boating Safety Course			
DATE ISSUED: April 2009	EXPIRATION DATE: No expiration	NUMBER:	ISSUING AGENCY: Robert Clift
TYPE: CPR Certification			

DATE ISSUED: September 2010	EXPIRATION DATE: No expiration	NUMBER:	ISSUING AGENCY: Steven Pollock Islamorada Fire Rescue Islamorada, FL 33036
TYPE: PADI SCUBA Open Water Certification			
DATE ISSUED: February 2004	EXPIRATION DATE: No expiration	NUMBER: 0403092347	ISSUING AGENCY: 348 John Pennekamp Coral Reef State Park Key Largo, FL

SKILLS	
OFFICE SKILLS: Nothing Entered For This Section	
OTHER SKILLS: Nothing Entered For This Section	
LANGUAGE(S): Spanish ☐ Speak ☒ Read ☒ Write	
SUPPLEMENTAL INFORMATION Nothing Entered For This Section	

REFERENCES		
REFERENCE TYPE: Professional	NAME: Cynthia Guerra	POSITION: Executive Director-Monroe County Land Authority
ADDRESS: (Street, City, State, Zip Code) 102050 Overseas Hwy. Key Largo, FL 33037		
EMAIL ADDRESS: guerra-cynthia@monroecounty-fl.gov		PHONE NUMBER: 305-295-5185
REFERENCE TYPE: Professional	NAME: Jerome Lorenz	POSITION: State Director of Research

ADDRESS: (Street, City, State, Zip Code) 115 Indian Mound Trail Tavernier, FL 33070		
EMAIL ADDRESS: jlorenz@audubon.org		PHONE NUMBER: (305) 852-5318
REFERENCE TYPE: Professional	NAME: Peter Frezza	POSITION: Senior Biologist
ADDRESS: (Street, City, State, Zip Code) 115 Indian Mound Trail Tavernier, FL 33070		
EMAIL ADDRESS: pfrezza@audubon.org		PHONE NUMBER: (305) 852-5318
REFERENCE TYPE: Professional	NAME: Robert "Mac" Stone	POSITION: Executive Director, Naturaland Trust
ADDRESS: (Street, City, State, Zip Code) PO Box 728 Greenville, SC 29602		
EMAIL ADDRESS: StoneMac@gmail.com		PHONE NUMBER: (864) 387 - 6079
REFERENCE TYPE: Professional	NAME: Brittany Burtner	POSITION: Senior Administrator-Monroe County Marine Resources Department
ADDRESS: (Street, City, State, Zip Code) 2798 Overseas Hwy. Marathon, FL 33050		
EMAIL ADDRESS: burtner-brittany@monroecounty-fl.gov		PHONE NUMBER: 305-289-2805

Agency - Wide Questions

1. **What is your minimum compensation required?**
None, This is a volunteer position
2. **What type of position are you looking for?**
Full Time

Job Specific Supplemental Questions

1. **Are you an Islamorada Resident?**
Yes

2. List any experience you have had participating in activities related to advisory committees and government advisory committees.

I was active on the Monroe County Climate Change Advisory Committee from 2014-2020. I participated in writing numerous white papers and regarding Monroe County climate policies and I was very active in writing and creating the Monroe County Climate Action Plan 2.0.

3. List education and experience in the discipline of the committee for which you are applying.

I have a Bachelor of Science degree in Biology and have dedicated my professional career to the ecology of the Everglades, Florida Bay, and the Florida Keys. My expertise encompasses the local flora and fauna and a deep understanding of land development policies within the county as well as project management for state and federal grants. This knowledge base will be invaluable to the committee as we research, analyze, and discuss strategies and find funding for projects related to land acquisition, conservation and development rights.

4. Please state why you would like to be considered for an appointment to the committee.

Through my educational, professional, and extensive volunteer experiences, I have had extraordinary opportunities to learn about other cultures as well as policies and procedures for conservation while creating sustainable communities in different regions around the world, including here in the Florida Keys. I have resided in the Upper Keys since 2003 and deeply care about our community and its conservation. I understand that landowner rights and responsible development are crucial for a sustainable community. My diverse background and commitment to the Upper Keys uniquely position me to contribute valuable insights and perspectives to the committee's important work.

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing. In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information

contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by Robinson, Michelle

Signature_____

Date_____

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Saturday, March 22, 2025 3:11:28 PM

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Boards & Committees Application

Select the Committee
you are applying for

Land Acquisition Advisory Committee

Personal Information

First Name

Matt

Last Name

Turk

Address1

300 Key Honey Lane, Tavernier, FL, USA

Address2

Field not completed.

City

Tavernier

State

Florida

Zip

33070

Phone Number

3059230292

Email Address

Matt@cbtconstruction.com

Occupation

Contractor

Residency Information

Length of Residency in
Islamorada

8 years

Are you a registered
voter

Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	Rotary Board
Please list organization memberships and positions held	Rotary President Elect
Please List Areas of Special Interest	Construction and Development
Please Upload Letter of Interest	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Marne McGrath](#)
Subject: Online Form Submittal: Boards & Committees Application
Date: Sunday, April 27, 2025 5:03:28 PM

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Boards & Committees Application

Field not completed.

Committee(s) Applying for: Land Acquisition Advisory Committee (LAAC)

Personal Information

First Name Alan

Last Name Cockerham

Address1 170 Coral Ave

Address2 *Field not completed.*

City Tavernier

State FL

Zip 33070

Phone Number 305-304-2861

Email Address *Field not completed.*

Occupation Small Business Owner/Self Employed

Residency Information

Length of Residency in Islamorada 37 years

Are you a registered voter Yes

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

No

If yes, which

Field not completed.

Please list organization memberships and positions held

Field not completed.

Please List Areas of Special Interest

Field not completed.

Please Upload Letter of Interest

[Letter of Interest for Land Acquisition Advisory Commission.docx](#)

Email not displaying correctly? [View it in your browser.](#)

Near Shore Water Regulation Citizens' Advisory Committee Meeting Report
April 22, 2025

- A. The committee received input from a resident on Woods Ave about vessels running in the shallow waters at San Pedro Lake, behind the elementary school. A local reported signage in the area is submerged, so the committee is going to verify if, what and where the sign is. The feasibility of a "No Motor Zone" was discussed.
- B. Captain Quintero updated us on the arrival of the new sheriff's boat. It needs a few items but will be ready for the busy season. She assured us that we will have more deputies on the water for the upcoming holiday.
- C. A robust discussion about holistic management for Islamorada's near shore waters is ongoing and open to ideas. Exploratory conversation took place including building on the Village's current "idle only/no wake 300 foot from shore" ordinance and the feasibility to include no anchoring. The committee will be exploring the use of aerial imagery and benthic composition resources to identify problem areas and strategies.
- D. Bird stakes have been placed on the flats near Papa Joe's. Lignumvitae State Park is also working on permitting for buoys and permanent signs in this area.
- E. The village is working with Lignumvitae State Park and other regulatory agencies to make Starks wheel ditch a slow speed/minimum wake zone.
- F. The committee would like to reiterate our position on a boat ramp at Founders park from August 15th 2023 as follows: After some discussion of possible alternatives to creating a new ramp at founders park the nearshore water committee unanimously passed a motion to reinstate the old program for guides, with access to the existing boat ramp from 6am to 9pm for no more than 10 guides at market rate. We believe that this would be the most cost effective and environmentally responsible option to protect working waterfront for the guide community in Islamorada.
This would be a great starting point and could be implemented quickly.

ALTERNATE KEY	PARCEL ID	PROPERTY ADDRESS	CITY	NAME	LAND USE TYPE
1314986	00246221-008500	VACANT LAND	BIG PINE KEY	Coupon Bight Rd	RES. DRY UNPERMITTED (01DM)
1314994	00246221-008600	VACANT LAND	BIG PINE KEY	Coupon Bight Rd	RES. DRY UNPERMITTED (01DM)
1348571	00276570-000000	VACANT LAND	BIG PINE KEY	off Chambers St	COMMERCIAL DRY (1M0D)
1349763	00277750-000000	VACANT LAND	BIG PINE KEY	Pine Way	RES. DRY UNPERMITTED (01DM)
1351181	00279190-000000	VACANT LAND	BIG PINE KEY	Oleander Blvd	RES. DRY UNPERMITTED (01DM)
1352616	00280630-000000	VACANT LAND	BIG PINE KEY	Palm Dr	RES. DRY UNPERMITTED (01DM)
1356522	00284570-000000	VACANT LAND	BIG PINE KEY	1000 A Ave	MUNICIPAL (8900)
1356531	00284580-000000	VACANT LAND	BIG PINE KEY	1000 A Ave	(8700)
1356662	00284710-000000	VACANT LAND	BIG PINE KEY	South St	RES. DRY UNPERMITTED (01DM)
1363758	00291590-000000	VACANT LAND	BIG PINE KEY	Key Deer Blvd	COMMERCIAL DRY (1M0D)
1363871	00291710-000000	VACANT LAND	BIG PINE KEY	Key Deer Blvd Lot 10	COMMERCIAL DRY (1M0D)
8569955	00111060-000500	VACANT LAND	BIG PINE KEY	Big Pine Key Environmentally Sensitive	ENV. SENSITIVE (000X)
1543012	00443320-000000	VACANT LAND	KEY LARGO	Harry Harris area (no access)	MUNICIPAL (8900)
1543586	00443890-000000	VACANT LAND	KEY LARGO	Harry Harris/Antigua lot #3 (no access)	MUNICIPAL (8900)
1543748	00444050-000000	VACANT LAND	KEY LARGO	Palmetto Ave #19	MUNICIPAL (8900)
1543764	00444070-000000	VACANT LAND	KEY LARGO	Harry Harris area #21	MUNICIPAL (8900)
1543772	00444080-000000	VACANT LAND	KEY LARGO	Harry Harris area #22	MUNICIPAL (8900)
1543781	00444090-000000	VACANT LAND	KEY LARGO	Harry Harris area #23	MUNICIPAL (8900)
1543802	00444110-000000	VACANT LAND	KEY LARGO	Palmetto Ave #25	MUNICIPAL (8900)
1544256	00444560-000000	VACANT LAND	KEY LARGO	Harry Harris Lot #6 - Second Ave	MUNICIPAL (8900)
1277118	00212110-000000	VACANT LAND	LITTLE TORCH KEY	rear 27994 Winson Ave	RES. DRY UNPERMITTED (01DM)
1277746	00212740-000000	VACANT LAND	LITTLE TORCH KEY	Winson Ave	RES. DRY UNPERMITTED (01DM)
1278076	00213070-000000	VACANT LAND	LITTLE TORCH KEY	Temple Ave	ENV. SENSITIVE (000X)
1114421	00097900-000000	VACANT LAND	LOWER MATECUMBE KEY	Sea Oats Beach	MUNICIPAL (8900)
1114430	00097910-000000	VACANT LAND	LOWER MATECUMBE KEY	Sea Oats Beach	MUNICIPAL (8900)
1480479	00392150-000000	74060 OVERSEAS HWY	LOWER MATECUMBE KEY	Lower Matecumbe Key Pump Station	UTILITY (9100)
1480487	00392160-000000	74060 OVERSEAS HWY	LOWER MATECUMBE KEY	Lower Matecumbe Key Pump Station	COMMERCIAL DRY (1M0D) COMMERCIAL CANAL (1M0C) EASEMENT (000E)
1480495	00392170-000000	74070 OVERSEAS HWY	LOWER MATECUMBE KEY	Fire Station 19	MUNICIPAL (8900) MUNICIPAL (8900) MUNICIPAL (8900) EASEMENT (000E)
1491161	00398780-000000	VACANT LAND	LOWER MATECUMBE KEY	Sea Oats Beach	MUNICIPAL (8900)
1491187	00398790-000000	VACANT LAND	LOWER MATECUMBE KEY	Sea Oats Beach	MUNICIPAL (8900)
9096402	00396950-000201	VACANT LAND	LOWER MATECUMBE KEY	Donated conservation propety behind Tennis Club	ENVIROMENTALLY SENS (000X)
9100377	00092210-000100	VACANT LAND	LOWER MATECUMBE KEY	PORTION OF OLD ROAD	(9400)
1476935	00388630-000000	VACANT LAND	LOWER MATECUMBE KEY	TRACT B TASSELL DONATION	RE HIGHWAY US 1 UNPERMITTED (01HM)
1106305	00092230-000000	VACANT LAND	PLANTATION KEY	Indigo Hammocks	HARDWOOD HAMMOCK (00HH) ENV. SENSITIVE (000X)
1107913	00093330-000000	87000 OVERSEAS HWY	PLANTATION KEY	Founders Park (portion of)	MUNICIPAL (8900) SUBMERGED(9500) SUBMERGED(9500)

ALTERNATE KEY	PARCEL ID	PROPERTY ADDRESS	CITY	NAME	LAND USE TYPE
8932243	00093330-000100	86800 OVERSEAS HWY	PLANTATION KEY	Founders Park (portion of) Admin. Center and Pub. Safety (FS 21)	MUNICIPAL (8900)
1108553	00093420-005401	VACANT LAND	PLANTATION KEY	Old Road/South Drive	MUNICIPAL (8900)
1505528	00411290-000000	VACANT LAND	PLANTATION KEY	Coral Rd	MUNICIPAL (8900)
1507687	00413470-000000	VACANT LAND	PLANTATION KEY	Royal/US 1	MUNICIPAL (8900)
1507695	00413480-000000	VACANT LAND	PLANTATION KEY	Royal/US 1	MUNICIPAL (8900)
1508080	00413870-000000	VACANT LAND	PLANTATION KEY	US 1 Coconut to Palm	MUNICIPAL (8900)
1508098	00413880-000000	VACANT LAND	PLANTATION KEY	US 1 Coconut to Palm	RES HWY US 1 UNPERMITTED (01HM)
1508101	00413890-000000	VACANT LAND	PLANTATION KEY	US 1 Coconut to Palm	RES HWY US 1 UNPERMITTED (01HM)
1508110	00413900-000000	VACANT LAND	PLANTATION KEY	US 1 Coconut to Palm	RES HWY US 1 UNPERMITTED (01HM)
1508632	00414410-000000	VACANT LAND	PLANTATION KEY	US 1 north of Orange Ln	RES HWY US 1 UNPERMITTED (01HM)
1511978	00415790-000000	VACANT LAND	PLANTATION KEY	Old Rd & US 1	HARDWOOD HAMMOCK (00HH)
1511986	00415800-000000	VACANT LAND	PLANTATION KEY	Old Rd & US 1	HARDWOOD HAMMOCK (00HH)
1511994	00415810-000000	VACANT LAND	PLANTATION KEY	Old Rd & US 1	HARDWOOD HAMMOCK (00HH)
1512001	00415820-000000	VACANT LAND	PLANTATION KEY	Old Rd & US 1	HARDWOOD HAMMOCK (00HH)
1512052	00415870-000000	VACANT LAND	PLANTATION KEY	lot s of billboard across from Droney	VACANT HIGHWAY (00MHW)
1512699	00416520-000000	VACANT LAND	PLANTATION KEY	Seabring Dr	MUNICIPAL (8900)
1513423	00417250-000000	VACANT LAND	PLANTATION KEY	Monroe/Orlando	MUNICIPAL (8900)
1513512	00417340-000000	103 KEY HEIGHTS DR	PLANTATION KEY	Middle Plantation Key Pump Station	MUNICIPAL (8900)
1514438	00418260-000000	286 GARDENIA ST	PLANTATION KEY	North Plantation Key Pump Station	MUNICIPAL (8900)
1516881	00419295-000100	VACANT LAND	PLANTATION KEY	Old Rd & US 1	VACANT HIGHWAY (00MHW)
1516899	00419295-000200	VACANT LAND	PLANTATION KEY	Old Rd & US 1	VACANT HIGHWAY (00MHW)
1517291	00419380-000000	VACANT LAND	PLANTATION KEY	Mabbs Hammock	MUNICIPAL (8900)
1517313	00419390-000000	VACANT LAND	PLANTATION KEY	Mabbs Hammock	MUNICIPAL (8900)
1517348	00419400-000000	VACANT LAND	PLANTATION KEY	Mabbs Hammock	MUNICIPAL (8900)
8670061	00418770-000500	VACANT LAND	PLANTATION KEY	Randall Adams lot (no access?)	MUNICIPAL (8900)
8681291	00419401-000000	VACANT LAND	PLANTATION KEY	Mabbs Hammock interior roads	MUNICIPAL (8900)
8689802	00091820-000200	VACANT LAND	PLANTATION KEY	Plantation Tropical Preserve (park)	MUNICIPAL (8900)
8757522	00091820-000101	142 SUNSHINE BLVD	PLANTATION KEY	Sunshine Blvd Pump Station	COMMERCIAL HWY (1M0H) SUBMERGED(9500)
8877781	00091820-000103	90600 OVERSEAS HWY	PLANTATION KEY	Plantation Tropical Preserve (park)	COMMERCIAL HIGHWAY SUBMERGED(9500)
8965573	00093330-000101	87100 OVERSEAS HWY	PLANTATION KEY	Chamber building	(1100)
9039141	00093301-000000	VACANT LAND	PLANTATION KEY	Plantation Hammocks Preserve Oceanside PHP Oceanside submerged lands 1.44 acres	MUNICIPAL (8900) SUBMERGED(9500)
9096506	00091836-000000	VACANT LAND	PLANTATION KEY	ROW access at Tavernier Creek Marina	(9400)
9100381	00092210-000400	VACANT LAND	PLANTATION KEY	PORTIONS OF OLD ROAD	SUBMERGED(9500)
1514195	00418030-000000	VACANT LAND	PLANTATION KEY	Machado Property	COMMERCIAL HWY (1M0H)
1514209	00418040-000000	VACANT LAND	PLANTATION KEY	Machado Property	COMMERCIAL HWY (1M0H)
1514225	00418060-000000	VACANT LAND	PLANTATION KEY	Machado Property	COMMERCIAL HWY (1M0H)
1514217	00418050-000000	VACANT LAND	PLANTATION KEY	Machado Property	COMM CANAL/HWY (1MCH)
1514241	00418090-000000	VACANT LAND	PLANTATION KEY		COMMERCIAL HIGHWAY (1M0H)
1514250	00418100-000000	VACANT LAND	PLANTATION KEY		COMMERCIAL HIGHWAY (1M0H)
1514446	00418270-000000	VACANT LAND	PLANTATION KEY		COMMERCIAL DRY (1M0D)
1514454	00418280-000000	VACANT LAND	PLANTATION KEY		COMMERCIAL DRY (1M0D)
1516074	00418770-000000	VACANT LAND	PLANTATION KEY		RES. DRY UNPERMITTED EASEMENT (000E)
1519693	00421670-000000	VACANT LAND	PLANTATION KEY		MUNICIPAL (8900)
1535621	00437491-002400	173 ORCHID ST	PLANTATION KEY		PERMITTED SFR DRY (01DP)
1535931	00437491-005501	146 SUNSHINE BLVD	PLANTATION KEY		PERMITTED SFR DRY (01DP)
1507300	00413090-000000	VACANT LAND	PLANTATION KEY		COMMERCIAL HWY (1M0H)

ALTERNATE KEY	PARCEL ID	PROPERTY ADDRESS	CITY	NAME	LAND USE TYPE
9104528	00420200-000100	157 PUEBLO ST	PLANTATION KEY		RES. DRY UNPERMITTED (01DM)
1524425	00426440-000000	261 HIBISCUS ST	PLANTATION KEY		RES. DRY UNPERMITTED (01DM)
1531341	00433500-000000	213 PEARL AVE	PLANTATION KEY		RES. DRY UNPERMITTED (01DM)
1526649	00428640-000000	172 BOUGAINVILLEA STREET	PLANTATION KEY	172 BOUGAINVILLEA STREET (pending land exchange)	RES. DRY UNPERMITTED (01DM)
1526665	00428660-000000	180 BOUGAINVILLEA STREET	PLANTATION KEY	180 BOUGAINVILLEA STREET	RES. DRY UNPERMITTED (01DM)
9104390	00093420-000701	312 NORTH DR	PLANTATION KEY		RES. DRY UNPERMITTED (01DM)
1530883	00433010-000000	186 FONTAINE DR	PLANTATION KEY		PERMITTED SFR DRY (01DP)
1507296	00413080-000000	VACANT LOT	PLANTATION KEY		COMMERCIAL HIGHWAY (1M0H)
1106020	00091920-000000	VACANT LAND	PLANTATION KEY	Glynn Tract	ENVIROMENTALLY SENS (000X)
1107883	00093300-000000	87001 OVERSEAS HWY	UPPER MATECUMBE KEY	Plantation Hammocks Preserve Bayside	MUNICIPAL (8900) SUBMERGED(9500)
1111368	00095940-000000	VACANT LAND	UPPER MATECUMBE KEY	Bay Bottom at GTHP	ENV. SENSITIVE (000X)
1111376	00095950-000000	MM 81 OVERSEAS HWY	UPPER MATECUMBE KEY	Green Turtle Hammock Park - front of park	8700
1111384	00095950-000100	81224 OVERSEAS HWY Unit: REAR	UPPER MATECUMBE KEY	Green Turtle Hammock Park - back	MUNICIPAL (8900) ENV. SENSITIVE (000X)
1111406	00095970-000000	VACANT LAND	UPPER MATECUMBE KEY	Green Turtle Hammock Park north side	MUNICIPAL (8900) ENV. SENSITIVE (000X)
1111431	00095990-000000	VACANT LAND	UPPER MATECUMBE KEY	Green Turtle Hammock Park north side	MUNICIPAL (8900)
1490211	00397800-000000	VACANT LAND	UPPER MATECUMBE KEY	Green Turtle Hammock Park - south hammock 4.16 AC	SUBMERGED(9500)
1111422	00095980-000100	81101 OVERSEAS HWY	UPPER MATECUMBE KEY	Wet Net	(301)
1111872	00096230-000000	80800 OVERSEAS HWY	UPPER MATECUMBE KEY	Key Tree Cactus Property north	HARDWOOD HAMMOCK (00hh) ENV. SENSITIVE (000X)
1111970	00096350-000000	VACANT LAND	UPPER MATECUMBE KEY	Key Tree Cactus Property south	RES WATERFRONT UNPERMITTED (01WM) ENV. SENSITIVE (000X)
1112071	00096440-000100	VACANT LAND	UPPER MATECUMBE KEY	Wollard Property	MUNICIPAL (8900) ENV. SENSITIVE (000X)
1113310	00096820-000000	VACANT LAND	UPPER MATECUMBE KEY	Wollard Property	MUNICIPAL (8900) ENV. SENSITIVE (000X)
1113328	00096830-000100	VACANT LAND	UPPER MATECUMBE KEY	Wollard Property	MUNICIPAL (8900) ENV. SENSITIVE (000X)
1492400	00400120-000000	81981 OVERSEAS HWY	UPPER MATECUMBE KEY	Island Silver & Spice	COMMERCIAL EXEMPT (100E)
1492612	00400330-000000	82213 OVERSEAS HWY Unit: 10	UPPER MATECUMBE KEY	Southwinds Park	MUNICIPAL (8900)
1495972	00403660-000000	VACANT LAND	UPPER MATECUMBE KEY	Between Krupa and Shell Shack	COMMERCIAL HWY (1M0H)
1495981	00403670-000000	VACANT LAND	UPPER MATECUMBE KEY	Between Krupa and Shell Shack	COMMERCIAL HWY (1M0H)
1495999	00403680-000000	VACANT LAND	UPPER MATECUMBE KEY	Between Krupa and Shell Shack	COMMERCIAL HWY (1M0H)
1496219	00403910-000000	VACANT LAND	UPPER MATECUMBE KEY	Between Krupa and Shell Shack	COMMERCIAL HWY (1M0H)
8651384	00095190-000100	VACANT LAND	UPPER MATECUMBE KEY	Johnston Ave - driveway into Library	(8600)
9100378	00092210-000200	VACANT LAND	UPPER MATECUMBE KEY	PORTIONS OF OLD ROAD	(9400)
9102524	00400810-000100	81953 OLD HWY	UPPER MATECUMBE KEY	Upper Matecumbe Key Pump Station	MUNICIPAL (8900)
1495221	00402900-000000	83250 OVERSEAS HWY	UPPER MATECUMBE KEY	ISLAND COMMUNITY CHURCH	CHURCH PROPERTY DRY
8643551	00403041-003100	31 FLAMINGO HAMMOCK RD	UPPER MATECUMBE KEY	VACANT LAND LMK - DONATION	RES. DRY UNPERMITTED (01DM) RES OPEN BAY LOTS (010B)
8643543	00403041-003000	VACANT LAND	UPPER MATECUMBE KEY		RES. DRY UNPERMITTED (01DM) RES OPEN BAY LOTS (010B)
1109011	00093880-000000	VACANT LAND	WINDLEY KEY	ROW	(9400)
9100379	00092210-000300	VACANT LAND	WINDLEY KEY	PORTIONS OF OLD ROAD	(9400)

ALTERNATE KEY	PARCEL ID	PROPERTY ADDRESS	CITY	NAME	LAND USE TYPE
1109100	00093980-000000	84771 OVERSEAS HWY	WINDLEY KEY	C/O Habitat for Humanity	COMMON ELEMENT (00CE)
9104715	00093980-000203	84771 OVERSEAS HWY 203	WINDLEY KEY	C/O Habitat for Humanity	CONDOMINIUM (0400)
9104716	00093980-000204	84771 OVERSEAS HWY 204	WINDLEY KEY	C/O Habitat for Humanity	CONDOMINIUM (0400)
9104717	00093980-000301	84771 OVERSEAS HWY 301	WINDLEY KEY	C/O Habitat for Humanity	CONDOMINIUM (0400)
9104719	00093980-000303	84771 OVERSEAS HWY 303	WINDLEY KEY	C/O Habitat for Humanity	CONDOMINIUM (0400)
9104720	00093980-000304	84771 OVERSEAS HWY 304	WINDLEY KEY	C/O Habitat for Humanity	CONDOMINIUM (0400)
9104721	00039380-000305	84771 OVERSEAS HWY 305	WINDLEY KEY	C/O Habitat for Humanity	CONDOMINIUM (0400)
9014722	00093980-000306	84771 OVERSEAS HWY 306	WINDLEY KEY	C/O Habitat for Humanity	CONDOMINIUM (0400)
9104723	00093980-000307	84771 OVERSEAS HWY 307	WINDLEY KEY	C/O Habitat for Humanity	CONDOMINIUM (0400)
9104724	00039380-000308	84771 OVERSEAS HWY 308	WINDLEY KEY	C/O Habitat for Humanity	CONDOMINIUM (0400)
9104725	00093980-000309	84771 OVERSEAS HWY 309	WINDLEY KEY	C/O Habitat for Humanity	CONDOMINIUM (0400)
9104727	00093980-000311	84771 OVERSEAS HWY 311	WINDLEY KEY	C/O Habitat for Humanity	CONDOMINIUM (0400)



Council Communication

To: Mayor and Village Council
From: Stefanie Peel, Assistant to the Village Manager
Date: May 6, 2025
SUBJECT: **Discussion of Agreement between Holiday Lightscares, Inc. and Islamorada, Village of Islands to Provide Enhanced Holiday Decorations TAB 5**

Background:

At the June 22, 2022, Village Council meeting, Council voted to enter into a three-year lease agreement with Holiday Lightscares, Inc. to provide enhanced holiday decorations throughout the Village. At the time, staff requested a waive for competitive bidding as Holiday Lightscares, Inc., was the only vendor that provided a quote and could do the work given the shortened timeline and need for the company to prepare the materials.

The 2024 holiday season marked the end of the three-year lease agreement with Holiday Lightscares, Inc. At the February 11, 2025, Regular Village Council meeting, Council discussed the potential of exploring opportunities for holiday decorations moving forward. Given the history with this vendor and the time constraints for the season, staff reached out to Holiday Lightscares to work on a quote in the range of \$50,000 to \$75,000.

Analysis:

The cost proposal attached as Exhibit "1" to the Resolution provides information on the light displays and where they would be installed. Areas include Founders Park (including the trees at the entrance, the lighthouse, the community center, and the welcome sign on US1), the Hurricane Monument, and the Islamorada welcome sign at the Tavernier Creek Bridge.

Budget Impact:

The term for the agreement could be for one season or three seasons. The total cost for one year would be \$59,967. Under the three-year agreement, the cost would be \$53,970.30 per year. Adjustments to the contract and display selections are requested at or before the May 8, 2025, meeting. By entering into an agreement for three years, the Village would save at least \$17,990.10 over the three years if the same displays and level of decorations were installed.

The holiday decorations would be expensed to the General Fund, Village Council, PR (Public Relations) & Advertising expenditure account. The Village's FY 2025-2026 budget has not yet been adopted. Funds for the contract would need to be included accordingly.

Staff Impact:

The Village Manager's office will work collaboratively with the vendor and other impacted departments to coordinate installation and removal of holiday decorations.

Recommendation:

Attachments: 1. Exhibit "1"



PROPOSAL

Holiday Lightscapes Inc.
145 Matthews Street
Satellite Beach, Florida 32937
Phone: 561.827.4357
www.holidaylightscapes.com
info@holidaylightscapes.com

To: Stephanie M. Peel - Stefanie.peel@islamorada.fl.us

Project Title: The City of Islamorada Holiday Lighting and Décor 2025 – Festival of Lights

Submitted: 4/25/2025

Job Description:

Holiday Lightscapes will install, maintain, and remove the following lights and decorations for the Christmas Season. Maintenance included through January 2nd, 2026. Holiday Lightscapes will light all areas specified below with commercial grade LED products and decor. The overall project objective is to provide The City of Islamorada with a beautiful display that will be enjoyed throughout the Holiday Season. The project is broken down by section and details are provided below.

Any additional services to be added require further bid and proposal

AREA 1 – FOUNDERS PARK



- 11 – Large Mahogany and Buttonwood trees spiral wrapped in LED lights on base and branches (Every other Oak tree)

TOTAL = \$9,900.00

ADD-ONS:

- 13 – Large Mahogany and Buttonwood trees spiral wrapped in LED lights on base and branches (Every other Oak tree)

TOTAL = \$11,700.00



- Approx. 200ft LED C9 stringer lighting along lower-level roof line – **UPPER LEVEL INCLUDED**
- 8 – 60" Pre-lit LED wreaths with large bows suspended between columns in front of building
- 3 – LED Reindeer Selfie decor with silhouettes from 5 to 7 feet tall

TOTAL = \$7,980.00

AREA 2 – HURRICANE MONUMENT





- 6 – Large Coconut palms trees spiral wrapped in LED mini lights on base and fronds
- 1 – Large Royal palm tree spiral wrapped in LED mini lights on base and fronds
- 1 – Large pre-lit, fully decorated wreath in traditional mounted on monument tower
- 1 – 12ft Majestic Mountain Pine Commercial Christmas Tree in all white lights
- 1 – 11ft Tall Wispy 2D LED Christmas Tree – Warm white twinkle lights
- 1 – 6ft Tall LED Regal Illuminated Gift Box – Warm white twinkle lights

TOTAL = \$19,690.00

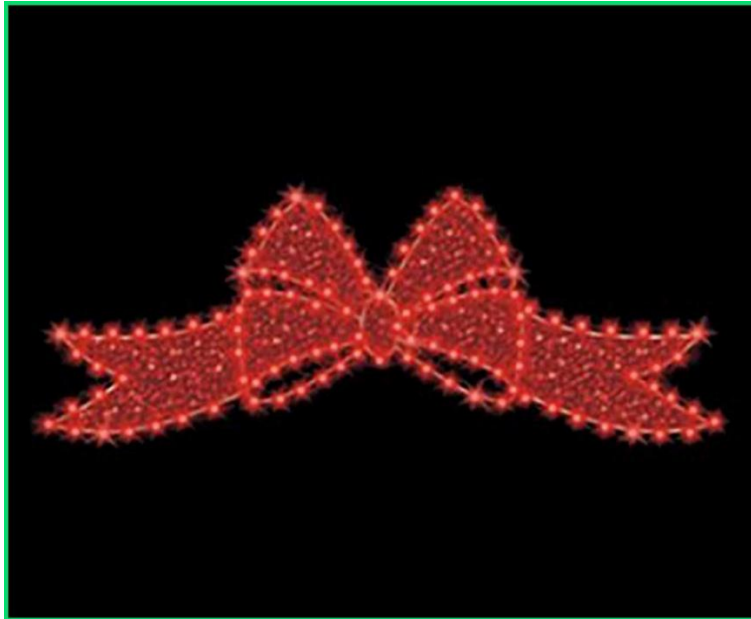
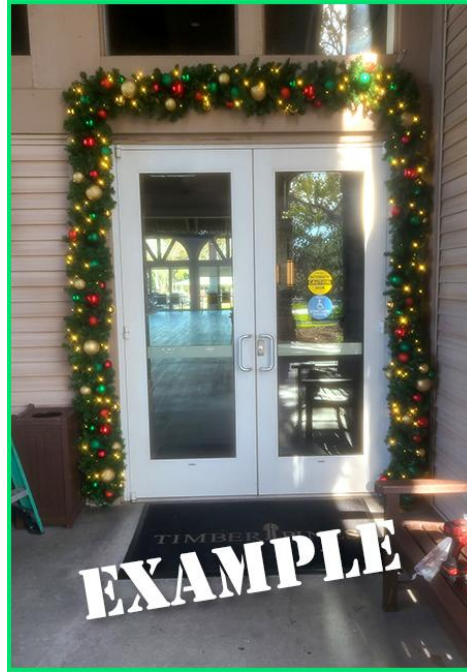
AREA 3 – LIGHTHOUSE



- Pre-lit LED garland wrapped around middle ledge of lighthouse
- 1 – Large LED Christmas Star topper placed on top of lighthouse
- 1 – 72" Pre-lit FULLY DECORATED wreath with large red bow placed on front of lighthouse
- **DÉCOR INCLUDED**
- RGB (color changing) up lighting to showcase trees and landscape in the area

TOTAL = \$2,672.00

AREA 4 - FOUNDERS PARK MAIN ENTRANCE SIGN



- 3 – 9ft Sections of LED warm white traditional decorated garland draped over top and sides of sign
- 1 – 6ft wide by 2.5ft tall LED bow mounted on top center of sign
(bow is double sided and has glitter to shine during daytime as well)

TOTAL = \$3,385.00



- TOTAL = \$4,640.00**

+++++

1 SEASON LEASE AGREEMENT (PER SEASON TOTAL): \$59,967.00

3 SEASON LEASE AGREEMENT (PER SEASON TOTAL): (10% DISCOUNT) \$53,970.30

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Terms of Agreement

Thank you for the opportunity to partner with The City of Islamorada. This agreement outlines the terms under which Holiday Lightscares agrees to serve as your holiday decorator for 2025 decorating season.

FEES

The City of Islamorada agrees to pay Holiday Lightscares the total cost outlined in the proposal that includes the cost of materials and labor. Payment must be made with a 50% deposit prior to beginning work and final balance at completion of installation. The 'completion date' is defined as the date when the décor has been installed and working properly.

Invoices shall be payable with fifteen (15) days of the invoice date. A penalty of 6% per month will be applied to original total of this proposal after 30 days pass with non-payment.

INSURANCE

During the term of this agreement, Holiday Lightscares agrees to maintain all necessary insurance coverages to complete the project. Certificates provided upon request.

LIABILITY

The City of Islamorada agrees to defend, hold harmless and indemnify Holiday Lightscares, its officers and employees from and against all claims, liabilities to any third parties for injury, death or damage to person, property, trespass, and all other damage or loss arriving out of the installation/takedown or location of materials, unless such damage or loss is a result of the gross negligence of Holiday Lightscares.

CONDITIONS

Every effort will be made to have the lights plugged in on the date provided to us at the bottom of this agreement. Note: Installation will not always occur on the same day as the plug-in date.

It is assumed that sufficient electrical power will be available for use in decorative illumination. The City of Islamorada will be responsible for supplying the adequate power including receptacles for completing the project. ***GFI outlets are notoriously sensitive to tripping. Customers are responsible for resetting all GFI's. There is no way to prevent GFI protected outlets from tripping when the lights get wet. They simply must be reset once they are dried out.

Holiday Lightscares will use the best commercial grade materials in installing the decorative lighting but makes no claim to installation code compliance. All the lights and decorations are supplied with a manufacturer's warranty.

Employee(s) of Holiday Lightscares will periodically visit the site and make service calls to the customer as necessary to repair any installation problems and replace any lighting and décor required. Maintenance does not cover vandalism, damage from lawn/landscape companies, or animals. We offer a 48-hour turn-around policy for maintenance.

Any permanent fastening or drilling will be approved in advance. Best efforts will be made to avoid permanent fasteners.

In any case The City of Islamorada decides to terminate the contract early and not retain our services, Holiday Lightscares retains the right to charge a 30% buyout of contract for remaining years. Holiday Lightscares also retains the right to terminate a multi-year contract if so inclined for any reason. If the contract is terminated and any products have been purchased by the client, Holiday Lightscares will return those items to the rightful owner.

AGREEMENT

This Agreement contains a complete statement of all terms of the Agreement between the parties, superseded all previous agreements, and cannot be changed or modified, except by written agreement signed by both parties. In the event of an express conflict between the terms of this Agreement and an Agreement Addendum, the terms of this Agreement shall govern. This agreement shall be governed by and in accordance with the laws of the State of Florida.

The Holiday Lightsapes team looks forward to working with you! Upon acceptance, sign and email to info@holidaylightsapes.com.

1 SEASON LEASE AGREEMENT (PER SEASON TOTAL): \$59,967.00
3 SEASON LEASE AGREEMENT (PER SEASON TOTAL): (10% DISCOUNT) \$53,970.30

Holiday Lightsapes Inc.
145 Matthews Street
Satellite Beach, FL 32937
561.827.4357

Stephanie Peel – Stefanie.peel@islamorada.fl.us
86800 Overseas Highway
Islamorada, FL 33036
305.664.6420

**** MUST SIGN CONTRACT AND SUBMIT 50% DEPOSIT FOR AUTHORIZATION ****

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

UPON ACCEPTANCE, PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION

I would like the lights plugged in on _____ (weather permitting)

I would like the lights unplugged on _____ (weather permitting)

I would like the lights to turn on at (circle one)

4PM 4:30PM 5PM 5:30PM 6PM 6:30PM 7PM 7:30PM 8PM 8:30PM

I would like the lights to turn off at (circle one)

10PM 10:30PM 11PM 11:30PM 12AM 12:30AM 1AM 1:30AM 2AM

Leave them on all night

Please provide us with any special instructions, neighborhood codes, etc. (if any)

THANK YOU FOR YOUR BUSINESS!



Islamorada, Village of Islands

REGULAR VILLAGE COUNCIL MEETING

April 8, 2025 - 5:30 PM
Founders Park Community Center
87000 Overseas Highway
Islamorada, FL 33036

MINUTES

I. CALL TO ORDER / ROLL CALL

Mayor Sharon Mahoney called the meeting to order at 5:30 pm

PRESENT: Mayor Sharon Mahoney, Vice Mayor Don Horton, Council Member Steve Friedman, Council Member Deb Gillis, Council Member Anna Richards

ABSENT:

II. PLEDGE OF ALLEGIANCE

MCSO Captain Lissette Quintero led the Pledge of Allegiance.

III. AGENDA: Requests for Deletion / Emergency Additions

Council Member Anna Richards added a discussion on Committees to Mayor/Council Communications.

Vice Mayor Don Horton moved Tab 5 to the Resolutions section to discuss and removed Tab 6 from the agenda.

IV. REPORTS, PRESENTATIONS AND ANNOUNCEMENTS

A. Village Manager Finalists **TAB 1**

Human Resources Director Jamie Terry introduced the Village Manager candidates, noting Mark Sohaney had withdrawn his candidacy.

The candidates briefly spoke about their qualifications:

Jennifer DeBoisbriand
Theodore Munchmeyer
Ron Saunders

B. Presentation on Monroe County's 'Less Than Fee Program' - Cynthia Guerra - Executive Director of the Monroe County Land Authority **TAB 2**

Cynthia Guerra, Executive Director of the Monroe County Land Authority, shared information on the Less Than Fee program, one of the tools the County has deployed to purchase properties to effect the retirement of development rights for

those properties. Ms. Guerra noted the County Attorney's office created the program, not the Land Authority.

C. Presentation on Proposed New Special Assessment for Canal 147 Residents, Lower Matecumbe Key **TAB 3**

Environmental Resources Manager Pete Frezza noted that the canal restoration has been going smoothly. He said that the Village needs to establish an assessment to pay for the air curtain and timelines to get it on the 2026 tax roll. If the Council wants to move forward, he will bring forth a resolution for the May 6, 2025, Council meeting. Grant funds will cover everything except the air curtain electrical costs and maintenance.

The final resolution establishing the assessment will be in June after sending and publishing a notice by May 20. Mr. Frezza noted that the estimated cost over 5 years would be approximately \$1,163 for each of the eighteen parcels.

Council directed Mr. Frezza to bring back a resolution for the assessment at the May 6 meeting.

D. Proclamation of April 2025 as Sexual Assault Awareness Month - MCSO

Capt. Lisette Quintero

Mayor Sharon Mahoney read the proclamation recognizing April 2025 as Sexual Assault Awareness Month. MCSO Capt. Quintero shared information and thanked the Council for approving the proclamation.

V. PUBLIC COMMENT

This is general public comment. It provides an opportunity for the public to speak about matters that are pertinent to the Village but not scheduled elsewhere on the agenda. The mayor opens public comment on agenda items throughout the meeting.)

Mayor Sharon Mahoney opened public comment.

Speakers included:

Van Cadenhead

Joe Wischmeier

Pam Martin

Fire Chief Terry Abel

There being no one else wishing to speak, Mayor Mahoney closed public comment.

VI. MAYOR / COUNCIL COMMUNICATIONS

A. Discussion of Committee Appointments (Council Member Anna Richards) - ADDED DURING THE MEETING

Council Member Anna Richards noted the requirement for staggered terms on all committees and asked what the process would be for the May 6 appointments.

It was noted that only the LPA had staggered terms thus far and the other committees need to fulfill that requirement as well.

Village Clerk Marne McGrath indicated that all current committed members had been contacted to gauge their interest in continuing to serve. She noted that she would forward all current committee member applications to Council for their

perusal.

Interim Village Attorney John Quick offered to craft an ordinance establishing a uniform appointment date for the May Council Meeting.

B. Lobby Firm RFP FY 25-26 (Vice Mayor Don Horton)

Vice Mayor Don Horton suggested creating an RFP for lobbyist services, noting the Village had an annual contract renewal and always used the same lobbying firms.

Discussion included the consideration of adding a local lobbyist.

C. Marina Enterprise Fund

Renovation of Boat Ramp for Fishing Guide Use (Mayor Sharon Mahoney)

Mayor Sharon Mahoney requested information on creating a second ramp at the Plantation Yacht Harbor for use by local fishing guides.

Acting Village Manager Denoncourt noted that Environmental Resources Director Pete Frezza had created a presentation on this topic the last time Council discussed it.

Council directed staff to explore the feasibility of installing the ramp with the Department of Environmental Protection and the Army Corps of Engineers.

Interim Village Attorney John Quick noted this was a good topic to have our lobbyists work on. He further noted that if guides are required to be licensed, that may be the best way to ascertain whether they qualify as a local guide.

D. Consideration to name the dog park for Mike Forester (Mayor Sharon Mahoney) - ADDED DURING THE MEETING

Mayor Sharon Mahoney noted that the previous Council discussed naming the dog park for former Mayor and County Commissioner Mike Forster. She asked this Council to reconsider naming it after Mr. Forester.

Discussion ensued regarding establishing a survey for the public to vote on a name.

Acting Village Manager/Chief Building Official Sheila Denoncourt noted staff could bring back a resolution for Council's consideration and public comment.

VII. VILLAGE MANAGER/VILLAGE ATTORNEY COMMUNICATIONS

A. Starcks Wheel Ditch Update (Village Attorney) **TAB 4**

Interim Village Attorney John Quick noted that Starcks Wheel Ditch was within the Village's jurisdiction. He noted the most likely thing we can do is establish a low-speed zone. He clarified that there were high standards for no wake or kayak only zones, and the first step should be a slow-speed minimum wake zone if Council was interested in moving forward.

Mr. Quick noted staff would prepare a draft ordinance for Council's consideration.

B. Discussion of Barley Appeal (Council Member Steve Friedman) - ADDED DURING THE MEETING

Council Member Steve Freidman inquired as to whether the Village was filing an appeal in this case.

Interim Village Attorney John Quick recommended appealing as the court ruling isn't clearly defined. It was noted the newspaper said the litigant was planning to appeal, and the judge didn't rule in favor of either party.

Mr. Quick indicated the standards are inconsistent, and therefore, it was difficult to meet the order. He noted that if Council wanted to proceed, it should do so today, as it must be filed within 30 days and there was legal work on the brief that must be done.

The consensus of Council was to move forward; Council Member Friedman dissented.

Mr Quick noted that a formal resolution was not necessary with a consensus. He noted that although the Village did not initiate this case, we were required to defend it. He indicated the Village was required to take a position and that, on appeal, we would argue that the Court didn't follow the proper standards of the law. Therefore, the Village was seeking to overturn the condition.

VIII. CONSENT AGENDA

Interim Village Attorney John Quick noted that the Consent Agenda consisted of Tabs 7, 8, and 9. He indicated that Tab 6 was removed from the agenda, and Tab 5 was previously moved to resolutions at the beginning of the meeting.

Mayor Sharon Mahoney opened public comment.

Speakers included:
Van Cadenhead on Tab 7

There being no one else wishing to speak, Mayor Mahoney closed public comment.

ACTION: Motion to Approve item VIII. by Don Horton second by Deb Gillis;
Motion Passed with a 5:0 vote

AYES: Sharon Mahoney, Don Horton, Steve Friedman, Deb Gillis, Anna Richards

NAYS: None

ABSTAIN: None

- A.** Resolution Approving a Change Order to the Construction Agreement with Native Construction for the Green Turtle Hammock Preserve Pavilion Project **TAB 6 - REMOVED FROM THE AGENDA AT THE MEETING** (Peter Frezza, Environmental Resources Manager)

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING CHANGE ORDER NO. 1 TO THE AGREEMENT BETWEEN ISLAMORADA, VILLAGE OF ISLANDS AND NATIVE CONSTRUCTION CONTRACTING, INC. RELATED TO THE GREEN TURTLE HAMMOCK PRESERVE PAVILION PROJECT; AUTHORIZING

THE VILLAGE OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF CHANGE ORDER NO. 1; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS AND PROVIDING FOR AN EFFECTIVE DATE

REMOVED FROM THE AGENDA

- B.** Resolution Approving a Refund to Cheeca Lodge for the Overcharge of Wastewater Flow from 2021-2024 **TAB 7** (A.J. Engelmeyer, Public Works Director, Lisa Lynch, Finance Director)

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA; APPROVING THE REFUND OF OVERCHARGED WASTEWATER FLOW CHARGES FOR CHEECA LODGE; AND PROVIDING FOR AN EFFECTIVE DATE

- C.** Approving & Ratifying FY 24-25 Purchases from Ferguson Waterworks for Wastewater Department **TAB 8** A.J. Engelmeyer, Public Works Director

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, RATIFYING PURCHASES FROM FERGUSON WATERWORKS FROM THE BEGINNING OF FY 2024-2025 THROUGH APRIL 2025; AUTHORIZING ADDITIONAL PURCHASES THROUGH THE END OF FY 2024-2025; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; APPROVING A WAIVER OF COMPETITIVE BIDDING; AND PROVIDING FOR AN EFFECTIVE DATE

- D.** Resolution Ratifying a Proposed Collective Bargaining Agreement between the Village and IAFF Local 4374 **TAB 9** Jamie Terry, Human Resources Director

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, RATIFYING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN ISLAMORADA, VILLAGE OF ISLANDS AND THE ISLAMORADA PROFESSIONAL FIREFIGHTERS, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 4374; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE VILLAGE; AND PROVIDING FOR AN EFFECTIVE DATE

IX. **END OF CONSENT AGENDA**

X. RESOLUTIONS

- A.** Approve Minutes of the March 18, 2025, Regular Village Council Meeting **TAB 5**

Vice Mayor Don Horton asked Council Member Steve Friedman to clarify possible inconsistencies in the March 18 minutes.

He asked if the term 'finalist' should be changed to 'applicant.' Council Member Friedman indicated he didn't see the need to change the minutes. Vice Mayor Horton referenced Page 4 of the minutes, where it was stated that Council agreed to in-person interviews with Florida applicants. Council Member Friedman did clarify that he disagreed with the process. Vice Mayor Horton asked the minutes be amended to reflect Council Member Friedman's position.

ACTION: Motion to Approve - amend last sentence on Page 4 to state the SF disagreed with the proces item X.A. by Don Horton second by Anna Richards;

Motion Passed with a 5:0 vote

AYES: Sharon Mahoney, Don Horton, Steve Friedman, Deb Gillis, Anna Richards

NAYS: None

ABSTAIN: None

- B.** Resolution Repealing Resolution No. 25-02-13 and Approving LPS Contracting to Complete the Lower Matecumbe Culverts Canal Restoration Project **TAB 10** (Peter Frezza, Environmental Resources Manager)

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, REPEALING RESOLUTION NO. 25-02-13 AND APPROVING THE SECOND RANKED FIRM OF THE RFP 24-19 EVALUATION COMMITTEE FOR SELECTION OF A CONTRACTOR FOR THE LOWER MATECUMBE CANALS CULVERT RESTORATION PROJECT; AUTHORIZING THE VILLAGE MANAGER AND VILLAGE ATTORNEY TO NEGOTIATE AN AGREEMENT(S) FOR THE PROJECT; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE AGREEMENT(S); AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING AN EFFECTIVE DATE

Environmental Resources Manager Pete Frezza introduced the request, noting that Resolution 25-02-13 approved Adventure Environmental's bid to complete the Lower Matecumbe Culverts Canal Project. He indicated that during the contract negotiations, it came to staff's attention that Adventure was unable to do the work for the amount they bid. He noted that the situation required the Village to reject their bid and move on to the second ranked firm.

Mr. Frezza noted the Village would move into contract negotiations after a resolution was considered at a future meeting. He indicated that LPS Contracting was highly qualified for this particular project.

ACTION: Motion to Approve item X.B. by Deb Gillis second by Don Horton; Motion Passed with a 5:0 vote

AYES: Sharon Mahoney, Don Horton, Steve Friedman, Deb Gillis, Anna Richards

NAYS: None

ABSTAIN: None

- C. Resolution Repealing Charitable Giving Policy **TAB 11** (John Quick, Interim Village Attorney)

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, REPEALING THE CHARITABLE CONTRIBUTION POLICY ADOPTED BY THE VILLAGE COUNCIL IN RESOLUTIONS 04-06-29, 05-04-15, 06-05-35, AND 23-02-13, ET AL.; PROVIDING FOR CONFLICTS AND FOR AN EFFECTIVE DATE

Mayor Sharon Mahoney opened public comment.

Speakers included:
Van Cadenhead

There being no one else wishing to speak, Mayor Mahoney closed public comment.

ACTION: Motion to Approve item X.C. by Don Horton second by Anna Richards;
Motion Passed with a 4:1 vote
AYES: Sharon Mahoney, Don Horton, Steve Friedman, Anna Richards
NAYS: Deb Gillis
ABSTAIN: None

XI. ORDINANCES

- A. Ordinance Relating to Animals and Animal Owners **Second Reading TAB 12** (John Quick, Interim Village Attorney)

AN ORDINANCE OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, CREATING CHAPTER 4, "ANIMALS," OF THE VILLAGE CODE TO ADOPT REGULATIONS RELATING TO ANIMALS AND ANIMAL OWNERS; PROVIDING FOR THE REPEAL OF ALL CODE PROVISIONS AND ORDINANCES INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE

Interim Village Attorney John Quick noted that Monroe County was amenable to the chicken carve out requested at the last meeting.

Mayor Sharon Mahoney opened public comment.

Speakers included:
Van Cadenhead

There being no one else wishing to speak, Mayor Mahoney closed public comment.

ACTION: Motion to Approve item XI.A. by Don Horton second by Anna Richards;
Motion Passed with a 5:0 vote

AYES: Sharon Mahoney, Don Horton, Steve Friedman, Deb Gillis, Anna Richards

NAYS: None

ABSTAIN: None

XII. AFTER ACTION REPORT

A. After Action Report

XIII. ADJOURNMENT

Vice Mayor Don Horton moved to adjourn the meeting at 7:42 p.m.



Islamorada, Village of Islands

REGULAR VILLAGE COUNCIL MEETING

April 10, 2025 - 5:30 PM
Founders Park Community Center
87000 Overseas Highway
Islamorada, FL 33036

MINUTES

I. CALL TO ORDER / ROLL CALL

Mayor Sharon Mahoney called the meeting to order at 5:30 p.m.

PRESENT: Mayor Sharon Mahoney, Vice Mayor Don Horton, Council Member Steve Friedman, Council Member Deb Gillis, Council Member Anna Richards,

ABSENT:

II. PLEDGE OF ALLEGIANCE

Ken Phillipson led the Pledge of Allegiance.

III. AGENDA: Requests for Deletion / Emergency Additions

There were no emergency additions or deletions to the agenda.

Council Member Steve Friedman summarized the recent Annual Florida Keys Kids Fishing Seminar, noting over 100 kids came to learn fishing basics. He gave kudos to the Monroe County Sheriff's Office and the Park staff.

IV. PUBLIC COMMENT

This is general public comment. It provides an opportunity for the public to speak about matters that are pertinent to the Village but not scheduled elsewhere on the agenda. The mayor opens public comment on agenda items throughout the meeting.)

Mayor Sharon Mahoney opened public comment.

Speakers included:

Joe Wischmeier

Van Cadenhead

Sue Miller representing the Islamorada Community Alliance

There being no one else wishing to speak, Mayor Mahoney closed public comment.

V. MAYOR / COUNCIL COMMUNICATIONS

Mayor Sharon Mahoney discussed the dog park. She indicated that she would like to form a committee of concerned members and that she had talked to Paul Minning.

Interim Village Attorney John Quick noted that he could prepare a resolution with the name left blank, to be determined during the May 6 Council Meeting.

Mayor Sharon Mahoney noted that anyone who was interested should call Paul Minning.

VI. VILLAGE ATTORNEY / VILLAGE MANAGER COMMUNICATIONS

There were none.

VII. RESOLUTIONS

- A. Administrative Appeal Relating to a Denial of a Vacation Rental License TAB A (Jennifer DeBoisbriand , Planning Director)**
A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, CONSIDERING ADMINISTRATIVE APPEAL NO. PLADA20240251 FILED BY BARTON W SMITH, AGENT FOR 81641 ISLAMORADA LLC (APPELLANT) RELATING TO AN ADMINISTRATIVE DECISION AND INTERPRETATION BY THE DIRECTOR OF PLANNING (DENIAL OF A VACATION RENTAL LICENSE) FOR PROPERTY LOCATED AT 81641 OLD HWY, HAVING REAL ESTATE NUMBER 00401660-000000, ON UPPER MATECUMBE KEY; AS LEGALLY DESCRIBED HEREIN; PROVIDING FOR THE TRANSMITTAL OF THIS RESOLUTION TO THE STATE DEPARTMENT OF COMMERCE AND PROVIDING FOR AN EFFECTIVE DATE UPON THE APPROVAL OF THIS RESOLUTION FROM THE STATE DEPARTMENT OF COMMERCE.

Planning Director Jennifer DeBoisbriand introduced the item, noting the section within the FLUM for vacation rentals. Ms. DeBoisbriand clarified that the Village was not arguing that there was no residence above the commercial facility, only that it was not eligible for a vacation rental.

Bart Smith, representing the applicant, argued that the upstairs was a single-family dwelling unit and, therefore, eligible to be licensed as a vacation rental. He noted that the pre-application letter identifies the property as a single-family dwelling unit, and there was no mention that the unit could not be used as a vacation rental during the pre-application conference.

Interim Village Attorney John Quick clarified that under Sec. 30-3 vacation rental use was not defined as being in a mixed-use property.

Mr. Smith contended that there were currently vacation rentals in commercial properties in the Village, and he believed the Code provided for this type of transient use.

Mayor Sharon Mahoney opened public comment.

Speakers included:

Sue Miller

Van Cadenhead

There being no one else wishing to speak, Mayor Mahoney closed public

comment.

Council deliberated and approved staff's recommendation to uphold the denial.

ACTION: Motion to Approve the denial item VII.A. by Don Horton second by Deb Gillis;

Motion Passed with a 5:0 vote

AYES: Sharon Mahoney, Don Horton, Steve Friedman, Deb Gillis, Anna Richards

NAYS: None

ABSTAIN: None

- B.** Approval of 1st Quarter 2025 Residential Market Rate Building Permit System Allocations (BPAS) **TAB B** (Jennifer DeBoisbriand , Planning Director)

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING RESIDENTIAL BUILDING PERMIT ALLOCATION SYSTEM ("BPAS") RANKINGS AND AWARDED RESIDENTIAL BUILDING PERMIT ALLOCATIONS FOR QUARTER 1 OF 2025; AND PROVIDING AN EFFECTIVE DATE

Mayor Sharon Mahoney opened public comment.

Speakers included:
Joe Wischmeier

There being no one else wishing to speak, Mayor Mahoney closed public comment.

ACTION: Motion to Approve item VII.B. by Anna Richards second by Deb Gillis;

Motion Passed with a 4:1 vote

AYES: Sharon Mahoney, Don Horton, Deb Gillis, Anna Richards

NAYS: Steve Friedman

ABSTAIN: None

- C.** Approval of 1st Quarter 2025 Nonresidential Building Permit Allocations **TAB C** (Jennifer DeBoisbriand , Planning Director)

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING NONRESIDENTIAL BUILDING PERMIT ALLOCATION SYSTEM ("BPAS") RANKINGS AND AWARDED NONRESIDENTIAL BUILDING PERMIT ALLOCATIONS FOR QUARTER 1 OF 2025; AND PROVIDING FOR AN EFFECTIVE DATE

Vice Mayor Don Horton announced that he would abstain from the vote.

Mayor Sharon Mahoney opened public comment.

There being no one wishing to speak, Mayor Mahoney closed public comment.

ACTION: Motion to Approve item VII.C. by Deb Gillis second by Anna Richards;
Motion Passed with a 4:0 vote
AYES: Sharon Mahoney, Steve Friedman, Deb Gillis, Anna Richards
NAYS: None
ABSTAIN: Don Horton

VIII. QUASI-JUDICIAL

- A. Ordinance Amendment Considering the Request of Windley Cove, LLC. to Amend the Future Land Use Map of Parcel 00405350-000000 - **Second Reading TAB D** Jennifer DeBoisbriand , Planning Director

AN ORDINANCE OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, CONSIDERING THE REQUEST OF WINDLEY COVE, LLC, TO AMEND THE VILLAGE'S FUTURE LAND USE MAP FROM RESIDENTIAL MEDIUM (RM) TO MIXED USE (MU) FOR THE SUBJECT PROPERTY, LOCATED ON WINDLEY KEY, WITH REAL ESTATE NUMBER 00405350-000000, AS LEGALLY DESCRIBED HEREIN AND TO ALLOW THE PARCEL TO BE INCLUDED IN POLICY 1-2.11.4:WINDLEY KEY MIXED USE AREA 2; PROVIDING FOR THE TRANSMITTAL OF THIS ORDINANCE TO THE STATE DEPARTMENT OF COMMERCE; AND PROVIDING FOR AN EFFECTIVE DATE UPON THE APPROVAL OF THIS ORDINANCE BY THE STATE DEPARTMENT OF COMMERCE.

Vice Mayor Don Horton announced his abstention from the votes.

Interim Village Attorney John Quick noted that companion items were traditionally discussed together and voted on separately.
Tabs D and E we considered first.

Council was asked to disclose any ex parte communications:

Council Member Steve Freidman - none

Council Member Deb Gillis - when she was on LPA it came through on first reading - spoke to Jocelyn Tiedman

Council Member Anna Richards - Jocelyn Tiedeman regarding property survey

Mayor Sharon Mahoney - Jocelyn Tiedeman regarding the property, unconnected to the request

Planning Director Jennifer DeBoisbriand noted that staff recommend approval.

Mayor Mahoney called for testimony first from speakers in favor of the requests and then from those opposed:

In favor: None

Opposed:

Van Cadenhead

Joe Wischmeier

There being no one else wishing to provide testimony, Mayor Mahoney closed public testimony.

Council deliberated and approved staff's recommendation.

ACTION: Motion to Approve item VIII.A. by Anna Richards second by Deb Gillis;
Motion Passed with a 4:0 vote
AYES: Sharon Mahoney, Steve Friedman, Deb Gillis, Anna Richards
NAYS: None
ABSTAIN: Don Horton

- B.** Ordinance Amendment Considering the Request of Windley Cove, LLC. to Amend the Zoning Map of Parcel 00405350-000000 - **Second Reading TAB E** Jennifer DeBoisbriand , Planning Director

AN ORDINANCE OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, CONSIDERING THE REQUEST OF WINDLEY COVE, LLC, TO AMEND THE OFFICIAL ZONING MAP FROM RESIDENTIAL SINGLE FAMILY (R-1) TO HIGHWAY COMMERCIAL (HC) FOR THE SUBJECT PROPERTY, LOCATED ON WINDLEY KEY, WITH REAL ESTATE NUMBER 00405350-000000, AS LEGALLY DESCRIBED HEREIN; PROVIDING FOR THE TRANSMITTAL OF THIS ORDINANCE TO THE STATE DEPARTMENT OF COMMERCE; AND PROVIDING FOR AN EFFECTIVE DATE UPON THE APPROVAL OF THIS ORDINANCE BY THE STATE DEPARTMENT OF COMMERCE.

ACTION: Motion to Approve item VIII.B. by Deb Gillis second by Anna Richards;
Motion Passed with a 4:0 vote
AYES: Sharon Mahoney, Steve Friedman, Deb Gillis, Anna Richards
NAYS: None
ABSTAIN: Don Horton

- C.** Ordinance Amendment Considering the Request of Windley Isles, LLC to Amend the Future Land Use Map of Parcel 00405360-000000 - **Second Reading TAB F** Jennifer DeBoisbriand , Planning Director

AN ORDINANCE OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, CONSIDERING THE REQUEST OF WINDLEY ISLES, LLC, TO AMEND THE VILLAGE'S FUTURE LAND USE MAP FROM RESIDENTIAL MEDIUM (RM) TO MIXED USE (MU) FOR THE SUBJECT PROPERTY, LOCATED ON WINDLEY KEY, WITH REAL ESTATE NUMBER 00405360-000000, AS LEGALLY DESCRIBED HEREIN AND TO ALLOW THE PARCEL TO BE INCLUDED IN POLICY 1-2.11.4:WINDLEY KEY MIXED USE AREA 2; PROVIDING FOR THE TRANSMITTAL OF THIS ORDINANCE TO THE STATE DEPARTMENT OF COMMERCE; AND PROVIDING FOR AN EFFECTIVE DATE UPON THE

**APPROVAL OF THIS ORDINANCE BY THE STATE
DEPARTMENT OF COMMERCE.**

Vice Mayor Don Horton announced his intent to abstain from the vote.

Council was asked to disclose any ex parte communications:

Council Member Steve Freidman - none

Council Member Deb Gillis indicated she spoke to Jocelyn Tiedeman

Council Member Anna Richards indicated she spoke to Jocelyn Tiedeman

Mayor Sharon Mahoney indicated she spoke to Jocelyn Tiedeman

Planning Director Jennifer DeBoisbriand indicated the first reading was 12/12/24 and there was no objection from DEO

Mayor Mahoney called for testimony first from speakers in favor of the requests and then from those opposed:

In favor: None

Opposed:

Van Cadenhead

Joe Wischmeier

There being no one else wishing to provide testimony, Mayor Mahoney closed public testimony.

Council deliberated and approved staff's recommendation.

ACTION: Motion to Approve item VIII.C. by Deb Gillis second by Anna Richards;

Motion Passed with a 4:0 vote

AYES: Sharon Mahoney, Steve Friedman, Deb Gillis, Anna Richards

NAYS: None

ABSTAIN: Don Horton

- D. Ordinance Amendment Considering the Request of Windley Isles, LLC to Amend the Zoning Map of Parcel 00405360-000000 -
Second Reading TAB G Jennifer DeBoisbriand , Planning Director
AN ORDINANCE OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, CONSIDERING THE REQUEST OF WINDLEY ISLES, LLC, TO AMEND THE OFFICIAL ZONING MAP FROM RESIDENTIAL SINGLE FAMILY (R-1) TO HIGHWAY COMMERCIAL (HC) FOR THE SUBJECT PROPERTY, LOCATED ON WINDLEY KEY, WITH REAL ESTATE NUMBER 00405360-000000, AS LEGALLY DESCRIBED HEREIN; PROVIDING FOR THE TRANSMITTAL OF THIS ORDINANCE TO THE STATE DEPARTMENT OF COMMERCE; AND PROVIDING FOR AN EFFECTIVE DATE UPON THE APPROVAL OF THIS ORDINANCE BY THE STATE DEPARTMENT OF COMMERCE.

ACTION: Motion to Approve item VIII.D. by Anna Richards second by Deb Gillis;

Motion Passed with a 4:0 vote
AYES: Sharon Mahoney, Steve Friedman, Deb Gillis, Anna Richards
NAYS: None
ABSTAIN: Don Horton

IX. MOTIONS

A. Motion Approving Final Selection of Village Manager

Mayor Mahoney called for a five minute break called at 6:48 p.m.

Reconvened the meeting at 6:54 p.m.

Mayor Sharon Mahoney spoke before the item began noting that she had an issue with not having a unanimous vote for the manager. She felt it best to start a new administration with the consensus and support of the full Council.

Council voted by paper ballot for their choice of the three candidates. It was noted to vote for one only and the ballot must include the member's name. Human Resources Director Jamie Tery tabulated the votes and results were as follows:

Three for Ron Saunders
Two for Jennifer DeBoisbriand

Mayor Sharon Mahoney opened public comment.

Speakers included:
Van Cadenhead
Joe Wischmeier
Dr. Harold Dalton

There being no one else wishing to speak, Mayor Mahoney closed public comment.

Council approved the appointment of Ron Sainders as Village Manager.

Mr. Saunders indicated he was willing to sign the same agreement that Rob Cole had to expedite the process.

Interim Village Attorney John Quick noted the name and start date were the only changes being made, and he was comfortable with Council approving this.

Mr. Saunders indicated his start date would be April 21, 2025.

Council thanked Acting Village Manager/Chief Building Official Sheila Denoncourt for her service during the past few months.

ACTION: Motion to Approve the Appointment of Ron Saunders as Village Manager item IX.A. by Steve Friedman second by Deb Gillis;
Motion Passed with a 5:0 vote

AYES: Sharon Mahoney, Don Horton, Steve Friedman, Deb Gillis, Anna Richards

NAYS: None

ABSTAIN: None

ACTION: Motion to Authorize Mayor to sign employment contract with Ron Saunders same as Rob Cole's previous contract item IX.A. by Don Horton second by Anna Richards;
Motion Passed with a 5:0 vote

AYES: Sharon Mahoney, Don Horton, Steve Friedman, Deb Gillis, Anna Richards

NAYS: None

ABSTAIN: None

X. ADJOURNMENT

The meeting was adjourned at 7:23 p.m.



Council Communication

To: Mayor and Village Council
From: Lisa Lynch, Finance Director
Date: May 6, 2025
SUBJECT: Resolution Approving First Budget Amendment for FY2024-2025 TAB 7

Background:

On September 17, 2024, the Village Council approved the FY 2024-2025 budget through adoption of Resolution No. 24-09-104. The adopting Resolution states that the budget establishes an initial limitation on expenditures by department or category total and that the total sum allocated to each department, category or line item for operating expenses may be increased or decreased by the Village Manager in accordance with the provisions of the Resolution and the Village Charter. Further, the Village Manager shall prepare for approval a resolution amending the budget to reflect such department, category or line item reallocation for presentation to the Village Council if overages occur

Analysis:

The column headed "FY 24-25 Budget Amendment – Requested" of Exhibit A to the attached Resolution provides the line item changes to the budget requested to cover budget overages that have been incurred through March 31, 2025.

During the budget preparation process, estimates of reserves are included for each fund. These estimates should be adjusted to actual amounts when those amounts are known. For the FY 2024-2025 budget, the actual reserve amounts (fund balance in governmental funds or cash available in enterprise funds) will not be known until the FY 2023-2024 audit is completed. The budget amendment includes figures based on the preliminary September 30, 2024, trial balance currently being audited. When final numbers are known, they will be reflected in a future budget amendment. The budgeted fund balance and reserve figures reflected provide an estimate of available amounts at year end as the Village starts the FY 2025-2026 budget process.

Budget Impact:

The budget impact by fund is presented in the "Requested Amendment" column of each funds' budget amendment schedule.

Staff Impact:

No direct staff impact would occur as a result of this budget amendment.

Recommendation:

Staff requests and recommends that the Village Council adopt the Resolution and the amended FY 2024-2025 budget as presented.

- Attachments:**
1. Resolution Amending the FY24-25 Budget
 2. First Budget Amendment FY2024-2025

RESOLUTION NO. 25-

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, AMENDING THE VILLAGE'S
ADOPTED BUDGET FOR FISCAL YEAR 2024-2025; AND
PROVIDING AN EFFECTIVE DATE**

WHEREAS, in accordance with Section 200.065, Florida Statutes and Section 6 of the Village Charter, the Village Council of Islamorada, Village of Islands (the "Village") adopted a Budget for Fiscal Year 2024-2025 by adoption of Resolution No. 24-09-104 on September 17, 2024; and

WHEREAS, pursuant to Section 6 of Resolution No. 24-09-104, the Village Manager is authorized to propose a resolution on a quarterly basis to amend the budget to reallocate department, category or line item budget allocations.

WHEREAS, the Village Council finds it necessary to amend the FY 2024-2025 budget to reflect such amendments as requested by the Village Manager,

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

Section 1. **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this Reference.

Section 2. **Budget Amendment.** In accordance with Section (6)(3) of the Village Charter and Section 6 of Resolution No. 24-09-104, the Village Council hereby approves the amendment to the Budget adopted as Exhibit 'A' of Resolution No. 24-09-104 for Fiscal Year 2024-2025 as shown on Exhibit 'A' attached hereto.

Section 3. **Effective Date.** This Resolution shall become effective immediately upon its adoption and shall be reflected in the FY 2024-2025 budget as of March 31, 2025.

PASSED AND ADOPTED this _____ day of _____ 2025.

Motion to adopt by _____ Seconded by _____.

FINAL VOTE AT ADOPTION
VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor J Sharon Mahoney _____

Vice Mayor Don Horton _____

Councilwoman Deb Gills _____

Councilwoman Anna Richards _____

Councilman Steve Friedman _____

SHARON MAHONEY, MAYOR

ATTEST:

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF
ISLAMORADA, VILLAGE OF ISLANDS:

JOHN J. QUICK, VILLAGE ATTORNEY

Islamorada, Village of Islands
FY 24-25 Budget Amendment
March 31, 2025

EXHIBIT A

Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
Revenues							
<u>Taxes</u>							
001-311-000	Ad Valorem Taxes	16,738,600.00	-	16,738,600.00	14,921,844.84	(1,816,755.16)	89.15%
001-316-000	Communication Services Tax	411,503.00	-	411,503.00	159,937.16	(251,565.84)	38.87%
001-315-001	Local Business Tax	-	-	-	31.00		
		17,150,103.00	-	17,150,103.00	15,081,813.00	(2,068,321.00)	87.94%
<u>Licenses & Permits</u>							
001-323-700	Franchise Fee - Solid Waste	876,518.00	-	876,518.00	476,403.32	(400,114.68)	54.35%
001-329-000	Other Permits, Fees & Special Assmts	2,500.00	500.00	3,000.00	3,000.00	-	100.00%
001-329-001	Vacation Rental Permit Fee	375,000.00	14,152.50	389,152.50	389,152.50	-	100.00%
001-329-005	BPAS Application Fee	-	600.00	600.00	600.00	-	
001-329-006	A-Frame Sign Registration Fee	2,500.00	-	2,500.00	1,300.00	(1,200.00)	52.00%
001-329-007	In Lieu of Landscape Mitigation Fee	100,000.00	-	100,000.00	32,226.22	(67,773.78)	32.23%
001-329-009	Foreclosure Registration Fee	800.00	100.00	900.00	900.00	-	100.00%
		1,357,318.00	15,352.50	1,372,670.50	903,582.04	(469,088.46)	65.83%
<u>Intergovernmental</u>							
001-334-200	FDEP Stewardship Act Grant Proceeds	3,350,000.00	-	3,350,000.00	-	(3,350,000.00)	0.00%
001-335-122	Monroe County Business Tax Distribution	25,000.00	-	25,000.00	17,111.17	(7,888.83)	68.44%
001-335-140	Mobile Home License Tax	1,500.00	-	1,500.00	1,086.62	(413.38)	72.44%
001-335-150	Alcoholic Beverage License Tax	20,000.00	-	20,000.00	2,139.55	(17,860.45)	10.70%
001-335-180	Local Government Half-Cent Sales Tax Program	1,844,270.00	-	1,844,270.00	505,335.53	(1,338,934.47)	27.40%
001-335-210	Firefighter Supplemental Compensation	10,000.00	-	10,000.00	2,811.67	(7,188.33)	28.12%
001-335-701	FDEP Surcharge Tax - Windley Key	8,500.00	-	8,500.00	3,970.47	(4,529.53)	46.71%
001-336-000	State Payments In Lieu Of Taxes	2,700.00	-	2,700.00	-	(2,700.00)	0.00%
001-337-701	TDC Beach Maintenance Agreement	99,000.00	-	99,000.00	-	(99,000.00)	0.00%
		5,360,970.00	-	5,360,970.00	532,455.01	(4,828,514.99)	9.93%

Islamorada, Village of Islands
FY 24-25 Budget Amendment
March 31, 2025

EXHIBIT A

Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
<u>Fines & Forfeitures</u>							
001-354-000	Code Compliance Lien Payments	150,000.00	-	150,000.00	4,675.00	(145,325.00)	3.12%
001-359-001	MCSO Citation Payments	45,000.00	-	45,000.00	19,453.78	(25,546.22)	43.23%
001-359-002	MCSO Citations - Training Surcharge	3,500.00	-	3,500.00	2,018.88	(1,481.12)	57.68%
		198,500.00	-	198,500.00	26,147.66	(172,352.34)	13.17%
<u>Charges for Services</u>							
001-329-003	Fire Inspection Fee	14,000.00	-	14,000.00	4,075.00	(9,925.00)	29.11%
001-329-004	Developmental Permit Application Fee	100,000.00	-	100,000.00	27,900.00	(72,100.00)	27.90%
001-329-008	Cost Recovery Revenue	30,000.00	-	30,000.00	-	(30,000.00)	0.00%
001-342-200	Special Event Fire Protection Fee	10,000.00	-	10,000.00	7,817.00	(2,183.00)	78.17%
001-342-401	Emergency Management Service Fee	230,000.00	-	230,000.00	95,963.23	(134,036.77)	41.72%
001-347-201	Park Entrance Fee	400,000.00	-	400,000.00	143,025.34	(256,974.66)	35.76%
001-347-501	Pool Entrance Fee	45,000.00	-	45,000.00	11,736.63	(33,263.37)	26.08%
001-347-502	Pool/Park Membership - Resident	20,000.00	-	20,000.00	8,220.32	(11,779.68)	41.10%
001-347-503	Pool/Park Membership - Non-Resident	20,000.00	-	20,000.00	9,347.42	(10,652.58)	46.74%
001-347-901	Recreation Camp Fee	55,000.00	-	55,000.00	-	(55,000.00)	0.00%
001-362-001	Park Facilities Rental Fee	30,000.00	5,367.53	35,367.53	35,367.53	-	100.00%
001-362-002	Pool Team Rental Fee	15,000.00	16,619.36	31,619.36	31,619.36	-	100.00%
001-362-003	Swim Instruction	55,000.00	-	55,000.00	31,790.00	(23,210.00)	57.80%
001-362-004	Dive Instruction	10,000.00	-	10,000.00	1,565.00	(8,435.00)	15.65%
001-362-005	Tennis Instruction	165,000.00	-	165,000.00	99,210.00	(65,790.00)	60.13%
001-362-006	Water Aerobics Instruction	20,000.00	-	20,000.00	11,333.00	(8,667.00)	56.67%
001-362-007	Synchronized Swim Instruction	15,000.00	-	15,000.00	8,345.00	(6,655.00)	55.63%
001-362-008	Freediving Instruction	2,000.00	-	2,000.00	1,200.00	(800.00)	60.00%
001-362-009	Fitness Instruction	25,000.00	1,380.00	26,380.00	26,380.00	-	100.00%
		1,261,000.00	23,366.89	1,284,366.89	554,894.83	(729,472.06)	43.20%
<u>Interest & Miscellaneous</u>							
001-361-000	Interest Revenue	150,000.00	192,058.57	342,058.57	342,058.57	-	100.00%
001-369-000	Miscellaneous Revenue	50,000.00	-	50,000.00	22,456.06	(27,543.94)	44.91%

Islamorada, Village of Islands
FY 24-25 Budget Amendment
March 31, 2025

EXHIBIT A

Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
001-369-001	Retail Sales	1,800.00	-	1,800.00	699.42	(1,100.58)	38.86%
001-369-003	Impact Admin Fees	10,000.00	-	10,000.00	3,752.23	(6,247.77)	37.52%
001-369-004	Opoid Settlement	-	6,588.86	6,588.86	6,588.86	-	100.00%
001-369-901	WEX Fuel Credit	3,500.00	-	3,500.00	2,053.68	(1,446.32)	58.68%
		215,300.00	198,647.43	413,947.43	377,608.82	(36,338.61)	91.22%
Transfers In							
001-381-000	Transfers In (Building Fund)	84,000.00	-	84,000.00	-	(84,000.00)	0.00%
Total Revenues		25,627,191.00	237,366.82	25,864,557.82	17,476,501.36	(8,388,087.46)	67.57%

Expenditures

Village Council

001-0100-511-11	Village Council Salaries	60,000.00	-	60,000.00	29,000.00	31,000.00	48.33%
001-0100-511-21	Payroll Taxes	4,600.00	-	4,600.00	2,516.56	2,083.44	54.71%
001-0100-511-31	Professional Services	186,570.00	-	186,570.00	87,180.00	99,390.00	46.73%
	Gray Robinson (State Lobbyists)	110,000.00	-	110,000.00	54,180.00		
	Thorn Run Partners (Federal Lobbyists)	70,000.00	-	70,000.00	33,000.00		
	Other / Misc	6,570.00	-	6,570.00			
001-0100-511-40	Travel & Per Diem	22,000.00	-	22,000.00	10,001.61	11,998.39	45.46%
001-0100-511-41	Communications	5,000.00	-	5,000.00	1,406.77	3,593.23	28.14%
001-0100-511-42	Freight & Postage	-	110.19	110.19	110.19	-	100.00%
001-0100-511-48	PR / Advertising	265,000.00	(110.19)	265,000.00	176,218.66	88,781.34	66.50%
	Holiday Decorations (Holiday Lightscapes)	105,200.00	-	105,200.00	105,134.00		

Islamorada, Village of Islands
FY 24-25 Budget Amendment
March 31, 2025

EXHIBIT A

Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
	Newspaper Advertisements	20,000.00	-	20,000.00	1,598.00		
	Rotary Fireworks	15,000.00	-	15,000.00	-		
	Charitable Contributions Program	110,000.00	-	110,000.00	67,000.00		
	Other / Misc	14,800.00	-	14,800.00	2,486.66		
001-0100-511-51	Office Supplies & Expenses	4,700.00	-	4,700.00	4,715.04	(15.04)	100.32%
001-0100-511-54	Dues & Subscriptions	2,811.00	-	2,811.00	1,842.77	968.23	65.56%
001-0100-511-55	Training	5,000.00	-	5,000.00	1,354.00	3,646.00	27.08%
		555,681.00	-	555,791.19	314,345.60	241,445.59	56.56%
Village Attorney							
001-0200-514-31	Professional Services	750,000.00	-	750,000.00	288,606.54	461,393.46	38.48%
	Weiss, Serota (Litigation; Legal)	750,000.00	-	750,000.00	288,606.54		
001-0200-514-41	Communications	2,500.00	-	2,500.00	1,053.60	1,446.40	42.14%
001-0200-514-51	Office Supplies & Expenses	2,500.00	-	2,500.00	0.04	2,499.96	0.00%
001-0200-514-54	Dues & Subscriptions	500.00	-	500.00	103.92	396.08	20.78%
		755,500.00	-	755,500.00	289,764.10	465,735.90	38.35%
Village Manager							
001-0300-512-12	Regular Salaries & Wages	551,500.00		551,500.00	361,581.32	189,918.68	65.56%
001-0300-512-14	Overtime	50,500.00	-	50,500.00	483.38	50,016.62	0.96%
001-0300-512-21	Payroll Taxes	40,000.00	-	40,000.00	25,816.05	14,183.95	64.54%
001-0300-512-22	Retirement Contributions	117,300.00	-	117,300.00	49,634.23	67,665.77	42.31%
001-0300-512-23	Employee Insurance Premiums	78,731.00	-	78,731.00	32,381.49	46,349.51	41.13%
001-0300-512-31	Professional Services	312,800.00	-	312,800.00	70,393.60	242,406.40	22.50%

Islamorada, Village of Islands
FY 24-25 Budget Amendment
March 31, 2025

EXHIBIT A

Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
	Property Appraisals	30,000.00		30,000.00			
	Lifescan	30,000.00		30,000.00			
	Canal Consulting & Monitoring (WSP)	90,000.00	-	90,000.00	27,438.81		
	MHN (EE Assist Program)	9,500.00	-	9,500.00	5,541.62		
	Government.com (Applicant Tracking App)	10,300.00		10,300.00	11,093.25		
	Canal #145 Design & Permitting	95,500.00		95,500.00			
	Other / Misc	32,500.00		32,500.00	8,819.92		
	Wage & Benefit Study	15,000.00		15,000.00	17,500.00		
001-0300-512-40	Travel & Per Diem	7,500.00	-	7,500.00	1,012.40	6,487.60	13.50%
001-0300-512-41	Communications	6,500.00	-	6,500.00	1,960.48	4,539.52	30.16%
001-0300-512-42	Freight & Postage	500.00		500.00	225.40	274.60	45.08%
001-0300-512-46	Repair & Maintenance	3,000.00		3,000.00	-	3,000.00	0.00%
001-0300-512-48	PR / Advertising	10,000.00		10,000.00	2,800.00	7,200.00	28.00%
001-0300-512-49	Other Expenses	8,000.00		8,000.00	5,488.89	2,511.11	68.61%
001-0300-512-51	Office Supplies & Expenses	5,000.00		5,000.00	1,282.99	3,717.01	25.66%
001-0300-512-52	Operating Supplies	2,000.00		2,000.00	323.72	1,676.28	16.19%
001-0300-512-54	Dues & Subscriptions	13,600.00		13,600.00	11,294.63	2,305.37	83.05%
001-0300-512-55	Training	4,950.00		4,950.00	150.00	4,800.00	3.03%
		1,211,881.00	-	1,211,881.00	564,828.58	647,052.42	46.61%
<u>Village Clerk</u>							
001-0400-512-12	Regular Salaries & Wages	174,800.00	-	174,800.00	84,196.53	90,603.47	48.17%
001-0400-512-14	Overtime	5,000.00	3,392.86	8,392.86	8,392.86	-	100.00%
001-0400-512-21	Payroll Taxes	13,800.00	-	13,800.00	6,961.10	6,838.90	50.44%
001-0400-512-22	Retirement Contributions	24,600.00	-	24,600.00	10,519.81	14,080.19	42.76%
001-0400-512-23	Employee Insurance Premiums	14,345.00	-	14,345.00	10,368.08	3,976.92	72.28%
001-0400-512-31	Professional Services	15,052.00	-	15,052.00	950.00	14,102.00	6.31%
	Municode (Code of Ord Svcs)	4,500.00	-	4,500.00	-		
	All Point (Doc shred) now Shred Monkeys	1,500.00	-	1,500.00	700.00		
	CivicPlus Agenda Mgmt software	8,582.00	-	8,582.00	-		
	DocuSign	200.00	-	200.00	-		

Islamorada, Village of Islands
FY 24-25 Budget Amendment
March 31, 2025

EXHIBIT A

Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
Public Records Requests		-		-	250.00		
001-0400-512-40	Travel & Per Diem	6,000.00	-	6,000.00	1,368.24	4,631.76	22.80%
001-0400-512-41	Communications	3,000.00		3,000.00	1,280.32	1,719.68	42.68%
001-0400-512-42	Freight & Postage	1,000.00		1,000.00	-	1,000.00	0.00%
001-0400-512-48	PR / Advertising	4,000.00		4,000.00	447.00	3,553.00	11.18%
001-0400-512-49	Other Expenses	500.00		500.00	283.70	216.30	56.74%
001-0400-512-51	Office Supplies & Expenses	4,000.00		4,000.00	1,479.51	2,520.49	36.99%
001-0400-512-54	Dues & Subscriptions	25,000.00	(3,392.86)	21,607.14	14,604.11	7,003.03	67.59%
001-0400-512-55	Training	3,200.00		3,200.00	(100.00)	3,300.00	-3.13%
		294,297.00	-	294,297.00	140,751.26	153,545.74	47.83%
Finance							
001-0500-513-12	Regular Salaries & Wages	452,700.00	-	452,700.00	216,622.24	236,077.76	47.85%
001-0500-513-14	Overtime	10,000.00	-	10,000.00	2,260.08	7,739.92	22.60%
001-0500-513-21	Payroll Taxes	34,800.00	-	34,800.00	16,124.57	18,675.43	46.33%
001-0500-513-22	Retirement Contributions	63,100.00	-	63,100.00	26,267.01	36,832.99	41.63%
001-0500-513-23	Employee Insurance Premiums	108,189.00	-	108,189.00	93,083.39	15,105.61	86.04%
001-0500-513-24	Workers' Compensation	137,088.00	-	137,088.00	67,610.41	69,477.59	49.32%
001-0500-513-31	Professional Services	50,000.00	-	50,000.00	19,990.00	30,010.00	39.98%
	Integrity (Arbitrage)	2,500.00	-	2,500.00			
	Foster & Foster (OPEB Valuation)	5,000.00	-	5,000.00	-		
	Ben Few (Risk Mgmt Svcs)	36,000.00	-	36,000.00	18,000.00		
	Tyler Technologies (configuration & training)	4,000.00		4,000.00			
	Other / Misc	2,500.00	-	2,500.00	1,990.00		
001-0500-513-32	Accounting & Auditing Services	65,000.00	-	65,000.00	12,250.00	52,750.00	18.85%
001-0500-513-40	Travel & Per Diem	10,000.00	-	10,000.00	2,343.91	7,656.09	23.44%
001-0500-513-41	Communications	3,500.00	-	3,500.00	1,280.32	2,219.68	36.58%
001-0500-513-42	Freight & Postage	1,700.00	-	1,700.00	765.92	934.08	45.05%
001-0500-513-43	Utilities	55,000.00	-	55,000.00	17,492.07	37,507.93	31.80%
001-0500-513-44	Rentals & Leases	6,000.00	-	6,000.00	2,200.00	3,800.00	36.67%

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EXHIBIT A

Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
001-0500-513-45	Insurance	625,000.00	-	625,000.00	271,656.57	353,343.43	43.47%
001-0500-513-48	PR / Advertising	1,000.00		1,000.00	447.00	553.00	44.70%
001-0500-513-49	Other Expenses	12,000.00		12,000.00	2,757.71	9,242.29	22.98%
001-0500-513-51	Office Supplies & Expenses	7,500.00		7,500.00	2,963.18	4,536.82	39.51%
001-0500-513-54	Dues & Subscriptions	42,000.00		42,000.00	22,999.94	19,000.06	54.76%
001-0500-513-55	Training	4,500.00		4,500.00	865.00	3,635.00	19.22%
		1,689,077.00	-	1,689,077.00	779,979.32	909,097.68	46.18%
Planning							
001-0600-515-12	Regular Salaries & Wages	849,400.00	-	849,400.00	280,518.80	568,881.20	33.03%
001-0600-515-14	Overtime	10,000.00	-	10,000.00	958.48	9,041.52	9.58%
001-0600-515-21	Payroll Taxes	65,800.00	-	65,800.00	21,169.02	44,630.98	32.17%
001-0600-515-22	Retirement Contributions	117,200.00	-	117,200.00	32,712.43	84,487.57	27.91%
001-0600-515-23	Employee Insurance Premiums	208,902.00	-	208,902.00	80,701.52	128,200.48	38.63%
001-0600-515-31	Professional Services	275,000.00	-	275,000.00	42,679.51	232,320.49	15.52%
	<i>Comprehensive Plan update</i>	<i>225,000.00</i>		<i>225,000.00</i>	<i>18,500.00</i>		
	<i>RES Florida (Eng/Stormwater Rvws)</i>	<i>16,000.00</i>	<i>-</i>	<i>16,000.00</i>	<i>19,345.00</i>		
	<i>McFarland Johnson (Site Plan Rvw)</i>	<i>6,500.00</i>	<i>-</i>	<i>6,500.00</i>	<i>-</i>		
	<i>Liquid Web (CV Portal Host)</i>	<i>2,500.00</i>	<i>-</i>	<i>2,500.00</i>	<i>1,397.64</i>		
	<i>Rebecca Jetton (Planning Support Svcs)</i>	<i>22,500.00</i>	<i>-</i>	<i>22,500.00</i>	<i>3,234.00</i>		
	<i>Other / Misc (Recoding Fees)</i>	<i>2,500.00</i>	<i>-</i>	<i>2,500.00</i>	<i>202.87</i>		
001-0600-515-40	Travel & Per Diem	7,000.00	-	7,000.00	2,723.54	4,276.46	38.91%
001-0600-515-41	Communications	5,000.00	-	5,000.00	2,309.08	2,690.92	46.18%
001-0600-515-42	Freight & Postage	5,000.00	-	5,000.00	689.70	4,310.30	13.79%
001-0600-515-46	Repair & Maintenance	5,000.00	-	5,000.00	1,459.48	3,540.52	29.19%
001-0600-515-48	PR / Advertising	15,000.00	-	15,000.00	6,333.30	8,666.70	42.22%
001-0600-515-51	Office Supplies & Expenses	8,000.00	-	8,000.00	989.06	7,010.94	12.36%
001-0600-515-52	Operating Supplies	4,000.00	-	4,000.00	1,034.14	2,965.86	25.85%
001-0600-515-54	Dues & Subscriptions	43,000.00	-	43,000.00	42,198.83	801.17	98.14%

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EXHIBIT A

Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
001-0600-515-55	Training	10,000.00	-	10,000.00	-	10,000.00	0.00%
		1,628,302.00	-	1,628,302.00	516,476.89	1,111,825.11	31.72%
IT & Communications							
001-0700-519-12	Regular Salaries & Wages	350,200.00	-	350,200.00	164,342.26	185,857.74	46.93%
001-0700-519-14	Overtime	2,500.00	-	2,500.00	(151.19)	2,651.19	-6.05%
001-0700-519-21	Payroll Taxes	27,000.00	-	27,000.00	12,401.60	14,598.40	45.93%
001-0700-519-22	Retirement Contributions	48,100.00	-	48,100.00	20,007.99	28,092.01	41.60%
001-0700-519-23	Employee Insurance Premiums	41,510.00	-	41,510.00	16,896.98	24,613.02	40.71%
001-0700-519-31	Professional Services	120,000.00	-	120,000.00	90,491.54	29,508.46	75.41%
	UDT (Managed Svcs)	25,800.00	-	25,800.00	15,050.00		
	AWS	1,200.00	-	1,200.00	-		
	Liquid Web (Web Site Host)	2,200.00	-	2,200.00	873.88		
	Global Relay (Email Archive)	20,000.00	-	20,000.00	18,127.44		
	Nutanix Xi-Leap (3 years in advance)	18,200.00	-	18,200.00	18,190.22		
	Disaster Recovery	8,600.00	-	8,600.00	1,350.00		
	Go Daddy-Office 365 Migration	40,000.00	-	40,000.00	36,900.00		
	Other / Misc	4,000.00	-	4,000.00	-		
001-0700-519-40	Travel & Per Diem	10,000.00	-	10,000.00	58.53	9,941.47	0.59%
001-0700-519-41	Communications	52,000.00	-	52,000.00	22,151.24	29,848.76	42.60%
001-0700-519-44	Rentals & Leases	4,500.00	-	4,500.00	2,698.50	1,801.50	59.97%
001-0700-519-46	Repair & Maintenance	10,000.00	-	10,000.00	9,742.78	257.22	97.43%
001-0700-519-51	Office Supplies	3,500.00	-	3,500.00	889.12	2,610.88	25.40%
001-0700-519-52	Operating Supplies	40,000.00	-	40,000.00	21,653.68	18,346.32	54.13%
001-0700-519-54	Dues & Subscriptions	113,200.00	-	113,200.00	49,856.85	63,343.15	44.04%
001-0700-519-55	Training	15,000.00	-	15,000.00	1,000.00	14,000.00	6.67%

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EXHIBIT A

Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
		837,510.00	-	837,510.00	412,039.88	425,470.12	49.20%
<u>Local Law Enforcement (MCSO)</u>							
001-0800-521-12	Regular Salaries & Wages	60,800.00	-	60,800.00	27,791.08	33,008.92	45.71%
001-0800-521-14	Overtime	500.00	-	500.00	747.80	(247.80)	149.56%
001-0800-521-21	Payroll Taxes	4,700.00	-	4,700.00	2,050.09	2,649.91	43.62%
001-0800-521-22	Retirement Contributions	8,400.00	-	8,400.00	3,238.29	5,161.71	38.55%
001-0800-521-23	Employee Insurance Premiums	6,458.00	-	6,458.00	1,747.81	4,710.19	27.06%
001-0800-521-31	Professional Services (MCSO Contract)	3,079,678.00	-	3,079,678.00	1,467,754.50	1,611,923.50	47.66%
001-0800-521-40	Travel & Per Diem	2,500.00	-	2,500.00	50.00	2,450.00	2.00%
001-0800-521-41	Communications	8,000.00	-	8,000.00	3,680.78	4,319.22	46.01%
001-0800-521-42	Freight & Postage	100.00	-	100.00	8.97	91.03	8.97%
001-0800-521-46	Repair & Maintenance	6,000.00	-	6,000.00	-	6,000.00	0.00%
001-0800-521-51	Office Supplies & Expenses	1,500.00	-	1,500.00	131.92	1,368.08	8.79%
001-0800-521-52	Operating Supplies	90,000.00	-	90,000.00	34,168.81	55,831.19	37.97%
001-0800-521-54	Dues & Subscriptions	4,500.00	-	4,500.00	2,833.29	1,666.71	62.96%
		3,273,136.00	-	3,273,136.00	1,544,203.34	1,728,932.66	47.18%
<u>Fire Rescue</u>							
001-0900-522-12	Regular Salaries & Wages	3,341,098.00	-	3,341,098.00	1,698,473.70	1,642,624.30	50.84%
001-0900-522-13	Other Salaries & Wages	552,194.00	-	552,194.00	28,568.62	523,625.38	5.17%
001-0900-522-14	Overtime	755,864.00	-	755,864.00	240,486.64	515,377.36	31.82%
001-0900-522-21	Payroll Taxes	355,700.00	-	355,700.00	148,495.60	207,204.40	41.75%
001-0900-522-22	Retirement Contributions	1,485,200.00	-	1,485,200.00	515,594.38	969,605.62	34.72%
001-0900-522-23	Employee Insurance Premiums	667,681.00	-	667,681.00	236,449.76	431,231.24	35.41%
001-0900-522-31	Professional Services	202,000.00	-	202,000.00	87,104.15	114,895.85	43.12%
	Professional ER Svcs (Medical Dir)	80,000.00	-	80,000.00	33,267.20		
	Prof Practice Spt (EMS Billing)	2,500.00	-	2,500.00	-		
	Standard Operating Procedures Manual	24,000.00	-	24,000.00	-		

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Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
	LifeScan Wellness	25,000.00	-	25,000.00	23,766.00		
	CEMP update	67,000.00		67,000.00	24,761.80		
	Other / Misc	3,500.00	-	3,500.00	5,309.15		
001-0900-522-40	Travel & Per Diem	25,000.00	(101.60)	24,898.40	8,278.50	16,619.90	33.25%
001-0900-522-41	Communications	60,000.00		60,000.00	27,519.53	32,480.47	45.87%
001-0900-522-42	Freight & Postage	2,500.00		2,500.00	1,409.03	1,090.97	56.36%
001-0900-522-43	Utilities	38,000.00		38,000.00	15,662.03	22,337.97	41.22%
001-0900-522-44	Rentals & Leases	190,000.00	101.60	190,101.60	190,101.60	-	100.00%
001-0900-522-45	Insurance	35,000.00		35,000.00	25,228.68	9,771.32	72.08%
001-0900-522-46	Repair & Maintenance	240,000.00		240,000.00	114,619.18	125,380.82	47.76%
001-0900-522-48	PR / Advertising	2,500.00		2,500.00	566.30	1,933.70	22.65%
001-0900-522-49	Other Expenses	3,000.00		3,000.00	1,893.58	1,106.42	63.12%
001-0900-522-51	Office Supplies & Expenses	9,000.00		9,000.00	945.15	8,054.85	10.50%
001-0900-522-52	Operating Supplies	388,500.00		388,500.00	105,592.09	282,907.91	27.18%
001-0900-522-54	Dues & Subscriptions	50,000.00	-	50,000.00	46,469.72	3,530.28	92.94%
001-0900-522-55	Training	30,000.00	-	30,000.00	7,879.92	22,120.08	26.27%
		8,433,237.00	-	8,433,237.00	3,501,338.16	4,931,898.84	41.52%
<u>Code Compliance</u>							
001-1100-524-12	Regular Salaries & Wages	133,400.00	-	133,400.00	62,371.09	71,028.91	46.75%
001-1100-524-14	Overtime	7,500.00	-	7,500.00	1,456.07	6,043.93	19.41%
001-1100-524-21	Payroll Taxes	10,800.00	-	10,800.00	4,805.49	5,994.51	44.50%
001-1100-524-22	Retirement Contributions	19,200.00	-	19,200.00	7,708.48	11,491.52	40.15%
001-1100-524-23	Employee Insurance Premiums	8,603.00	6,361.18	14,964.18	14,964.18	-	100.00%
001-1100-524-31	Professional Services	20,000.00	-	8,100.00	3,272.00	4,828.00	40.40%
	Billing, Cochran, Lyles, et. al. (Code Magistrate)	15,000.00	-	3,100.00	3,100.00		
	Monroe Cty Clerk of Courts (recordings)	5,000.00		5,000.00	172.00		
001-1100-524-40	Travel & Per Diem	6,000.00		6,000.00	1,364.14	4,635.86	22.74%
001-1100-524-41	Communications	5,000.00		5,000.00	2,027.13	2,972.87	40.54%
001-1100-524-42	Freight & Postage	2,500.00		2,500.00	1,241.83	1,258.17	49.67%

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Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
001-1100-524-46	Repair & Maintenance	7,500.00		7,500.00	3,117.42	4,382.58	41.57%
001-1100-524-51	Office Supplies & Other Expenses	2,500.00		2,500.00	565.02	1,934.98	22.60%
001-1100-524-52	Operating Supplies	5,000.00		5,000.00	3,475.85	1,524.15	69.52%
001-1100-524-54	Dues & Subscriptions	32,000.00	(6,361.18)	25,638.82	28,993.12	(3,354.30)	113.08%
001-1100-524-55	Training	6,000.00	-	6,000.00	650.00	5,350.00	10.83%
		266,003.00	-	254,103.00	136,011.82	118,091.18	53.53%
<u>Public Works - Roadway Maintenance</u>							
001-1200-541-12	Regular Salaries & Wages	873,800.00	-	873,800.00	365,226.82 *	508,573.18	41.80%
001-1200-541-14	Overtime	21,000.00	-	21,000.00	15,153.66 *	5,846.34	72.16%
001-1200-541-21	Payroll Taxes	71,400.00	-	71,400.00	28,523.17 *	42,876.83	39.95%
001-1200-541-22	Retirement Contributions	117,300.00	-	117,300.00	48,450.59 *	68,849.41	41.30%
001-1200-541-23	Life & Health Insurance	165,206.00	-	165,206.00	120,950.42 *	44,255.58	73.21%
001-1200-541-31	Professional Services	1,000.00		1,000.00	-		
001-1200-541-40	Travel & Per Diem	5,000.00	-	5,000.00	65.45 *	4,934.55	1.31%
001-1200-541-41	Communications	18,000.00	-	18,000.00	7,652.91 *	10,347.09	42.52%
001-1200-541-42	Freight & Postage	500.00		500.00	- *	500.00	0.00%
001-1200-541-43	Utilities	100,000.00	-	100,000.00	37,945.18 *	62,054.82	37.95%
001-1200-541-44	Rentals & Leases	10,000.00	-	10,000.00	3,439.95 *	6,560.05	34.40%
001-1200-541-46	Repair & Maintenance	444,000.00	-	444,000.00	96,895.97 *	347,104.03	21.82%
	<i>Elevator Inspections</i>	<i>3,500.00</i>	<i>-</i>	<i>3,500.00</i>	<i>1,350.00</i>		
	<i>Vehicle R&M</i>	<i>60,000.00</i>	<i>-</i>	<i>60,000.00</i>	<i>15,551.49</i>		
	<i>Equipment R&M</i>	<i>20,000.00</i>	<i>-</i>	<i>20,000.00</i>	<i>23,650.70</i>		
	<i>Building & Facility R&M</i>	<i>50,000.00</i>	<i>-</i>	<i>50,000.00</i>	<i>575.00</i>		
	<i>Lower Mat Culvert Project</i>	<i>20,000.00</i>	<i>-</i>	<i>20,000.00</i>	<i>-</i>		
	<i>Fla Keys Aeration Canal Project R&M</i>	<i>15,000.00</i>	<i>-</i>	<i>15,000.00</i>	<i>-</i>		
	<i>Invasive Plant Removal (Stantec)</i>	<i>30,000.00</i>	<i>-</i>	<i>30,000.00</i>	<i>12,500.00</i>		
	<i>Island Pride Cleaning Service</i>	<i>15,500.00</i>	<i>-</i>	<i>15,500.00</i>	<i>7,956.78</i>		
	<i>Mangrove Trimming</i>	<i>20,000.00</i>	<i>-</i>	<i>20,000.00</i>	<i>35,312.00</i>		
	<i>Village Hall - seal joints & repaint</i>	<i>200,000.00</i>	<i>-</i>	<i>200,000.00</i>	<i>-</i> x		
	<i>Other Misc</i>	<i>10,000.00</i>		<i>10,000.00</i>			

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Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
001-1200-541-48	PR/Advertising	500.00		500.00	-		
001-1200-541-51	Office Supplies	3,000.00	-	3,000.00	755.31 *	2,244.69	25.18%
001-1200-541-52	Operating Supplies	160,000.00		160,000.00	87,693.47 *	72,306.53	54.81%
001-1200-541-54	Dues & Subscriptions	1,700.00	-	1,700.00	1,317.43 *	382.57	77.50%
001-1200-541-55	Training	3,500.00	-	3,500.00	648.00 *	2,852.00	18.51%
001-1200-541-99	Allocation to Transportation Fund	(1,297,339.00)	-	(1,297,339.00)	- *	(1,297,339.00)	0.00%
		698,567.00	-	698,567.00	814,718.33	(117,651.33)	116.63%
<u>Public Works - Fills</u>							
001-1201-541-12	Regular Salaries & Wages	43,100.00	-	43,100.00	21,264.11	21,835.89	49.34%
001-1201-541-14	Overtime	119,000.00	-	119,000.00	58,322.66	60,677.34	49.01%
001-1201-541-21	Payroll Taxes	3,300.00	2,736.96	6,036.96	6,036.96	-	100.00%
001-1201-541-22	Retirement Contributions	5,900.00		5,900.00	1,952.00	3,948.00	33.08%
001-1201-541-23	Employee Insurance Premiums	4,413.00		4,413.00	1,822.45	2,590.55	41.30%
001-1200-541-44	Rentals & Leases	4,000.00	(2,736.96)	1,263.04	-	1,263.04	0.00%
001-1200-541-52	Operating Supplies	2,500.00	-	2,500.00	-	2,500.00	0.00%
		182,213.00	-	182,213.00	89,398.18	92,814.82	49.06%
<u>Parks & Recreation</u>							
001-1300-572-12	Regular Salaries & Wages	930,519.00	-	930,519.00	392,666.24	537,852.76	42.20%
001-1300-572-13	Other Salaries & Wages	184,165.00	-	184,165.00	61,751.82	122,413.18	33.53%
001-1300-572-14	Overtime	40,000.00	-	40,000.00	19,964.23	20,035.77	49.91%
001-1300-572-21	Payroll Taxes	88,333.00	-	88,333.00	35,630.52	52,702.48	40.34%
001-1300-572-22	Retirement Contributions	140,056.00	-	140,056.00	42,956.34	97,099.66	30.67%
001-1300-572-23	Employee Insurance Premiums	362,463.00	-	362,463.00	167,490.61	194,972.39	46.21%
001-1300-572-31	Professional Services	751,000.00	-	751,000.00	242,124.48	508,875.52	32.24%
	Swimming	63,000.00	-	63,000.00	28,948.50	34,051.50	45.95%
	Synchronized Swimming	15,000.00	-	15,000.00	7,465.50	7,534.50	49.77%
	Tennis	160,000.00	-	160,000.00	87,183.00		
	Fitness	25,000.00	-	25,000.00	23,130.00		
	Diving	11,000.00	-	11,000.00	1,408.50		
	Freediving	5,000.00	-	5,000.00	1,080.00		

Islamorada, Village of Islands
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EXHIBIT A

Fund: 001 - General Fund		BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
	Water Aerobics	20,000.00	-	20,000.00	10,149.30		
	Pool Rehab Consultant	189,000.00	-	189,000.00	30,959.00		
	Miller Legg Master Plan	176,000.00	-	176,000.00	50,612.50		
	Leak Detection-Pool	25,000.00	-	25,000.00			
	Police Detail	10,000.00		10,000.00			
	Site Plan Consultant-Master Plan Results	50,000.00		50,000.00			
	Other/Misc	2,000.00		2,000.00	1,188.18		
001-1300-572-40	Travel & Per Diem	2,500.00	(109.98)	2,390.02	492.56	1,897.46	20.61%
001-1300-572-41	Communications	35,700.00	-	35,700.00	10,606.95	25,093.05	29.71%
001-1300-572-42	Freight & Postage	200.00	-	200.00	289.90	(89.90)	144.95%
001-1300-572-43	Utilities	400,000.00	-	400,000.00	158,291.62	241,708.38	39.57%
001-1300-572-44	Rentals & Leases	1,000.00	-	1,000.00	382.25	617.75	38.23%
001-1300-572-46	Repair & Maintenance	95,000.00	-	95,000.00	39,336.96	55,663.04	41.41%
001-1300-572-48	PR / Advertising	6,500.00	-	6,500.00	3,303.06	3,196.94	50.82%
001-1300-572-49	Other Expenses	-	109.98	109.98	109.98	-	100.00%
001-1300-572-51	Office Supplies & Expenses	7,000.00	-	7,000.00	2,232.93	4,767.07	31.90%
001-1300-572-52	Operating Supplies	200,000.00	-	200,000.00	91,635.35	108,364.65	45.82%
001-1300-572-54	Dues & Subscriptions	3,500.00	-	3,500.00	1,952.07	1,547.93	55.77%
001-1300-572-55	Training	3,000.00	-	3,000.00	1,370.91	1,629.09	45.70%
001-1300-574-49	Special Events	75,000.00	-	75,000.00	34,439.38	40,560.62	45.92%
		3,325,936.00	-	3,325,936.00	1,307,028.16	2,018,907.84	39.30%
<u>Transfers Out</u>							
001-9000-581-01	Transfer to Transportation Fund (103)	831,200.00	-	831,200.00	164,266.49	666,933.51	19.76%
001-9000-581-06	Transfer to Debt Service Fund (200)	305,000.00	-	305,000.00	260,418.99	44,581.01	85.38%
001-9000-581-08	Transfer to Capital Projects Fund (300)	300,000.00	-	300,000.00	-	300,000.00	0.00%
	General Purchases	150,000.00	-	150,000.00	-		
	Landscape Mitigation	150,000.00	-	150,000.00	-		
001-9000-581-43	Transfer to Solid Waste Fund (102)	127,000.00	-	127,000.00	-	127,000.00	0.00%
		1,563,200.00	-	1,563,200.00	424,685.48	1,138,514.52	27.17%

Fund: 001 - General Fund	BUDGET			FY 24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
	FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
Total Expenditures	24,714,540.00	-	24,702,750.19	10,835,569.10	13,865,681.09	43.86%
REVENUES OVER/(UNDER) EXPENDITURES	912,651.00	237,366.82	1,161,807.63	6,640,932.26		
Addition to / (Use of) Fund Balance				417,805.62		

Islamorada, Village of Islands
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EXHIBIT A

Fund: 101 - Impact Fee Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
Fund Balance - Beginning, 10/1/2024							
101-282-000	Fund Bal - Committed - Transportation Imp Fees	810,300.00	-	810,300.00	706,500.00		
101-282-001	Fund Bal - Committed - Fire Rescue Imp Fees	457,100.00		457,100.00	526,597.96		
101-282-002	Fund Bal - Committed - Parks & Rec Imp Fees	549,500.00	-	549,500.00	1,409,533.16		
101-284-000	Fund Bal - Unassigned	-		-	-		
		1,816,900.00	-	1,816,900.00	2,642,631.12		
Revenues							
101-324-110	Impact Fees - Fire Rescue - Residential	40,000.00		40,000.00	17,363.52	(22,636.48)	43.41%
101-324-120	Impact Fees - Fire Rescue - Commercial	-		-	-	-	#DIV/0!
101-324-310	Impact Fees - Transportation - Residential	40,000.00		40,000.00	22,814.62	(17,185.38)	57.04%
101-324-320	Impact Fees - Transportation - Commercial	-		-	-	-	#DIV/0!
101-324-610	Impact Fees - Parks & Recreation - Residential	150,000.00		150,000.00	84,104.55	(65,895.45)	56.07%
101-324-620	Impact Fees - Parks & Recreation - Commercial	-		-	-	-	#DIV/0!
101-361-000	Interest Revenue	20,000.00	-	20,000.00	28,285.76	8,285.76	141.43%
	Total Revenues	250,000.00	-	250,000.00	152,568.45	(97,431.55)	61.03%
Expenditures							
101-9000-581-91	Transfer to Cap Proj Fund	779,699.00		779,699.00	124,812.50	654,886.50	16.01%
	<i>Parks & Rec (GTH Improvements)</i>	<i>669,699.00</i>	<i>-</i>	<i>669,699.00</i>			
	<i>Parks & Rec (Plantation Tropical Preserve)</i>	<i>110,000.00</i>	<i>-</i>	<i>110,000.00</i>			
	<i>Fire Rescue-Generator Storage Building</i>				<i>124,812.50</i>		
	Total Expenditures	779,699.00	-	779,699.00	124,812.50	654,886.50	16.01%
REVENUES OVER/(UNDER) EXPENDITURES		(529,699.00)	-	(529,699.00)	27,755.95		
	<i>Addition to / (Use of) Fund Balance</i>				<i>(579,140.76)</i>		

Islamorada, Village of Islands
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EXHIBIT A

Fund: 102 - Solid Waste Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
Fund Balance - Beginning, 10/1/2024							
102-282-000	Fund Bal - Committed	39,600.00	-	39,600.00	(44,478.85)		
		39,600.00	-	39,600.00	(44,478.85)		
Revenues							
102-325-101	Assessment Revenue	2,099,900.00	-	2,099,900.00	1,885,183.26	(214,716.74)	89.77%
102-361-000	Interest Revenue	5,000.00	2,349.37	7,349.37	7,349.37	-	100.00%
102-381-001	Transfer from General Fund	255,927.00	-	255,927.00	-	(255,927.00)	0.00%
	Total Revenues	2,360,827.00	2,349.37	2,363,176.37	1,892,532.63	(470,643.74)	80.08%
Expenditures							
102-1200-534-12	Regular Salaries & Wages	15,100.00	-	15,100.00	7,167.76	7,932.24	47.47%
102-1200-534-21	Payroll Taxes	1,200.00	-	1,200.00	574.67	625.33	47.89%
102-1200-534-22	Retirement Contributions	2,100.00	-	2,100.00	765.30	1,334.70	36.44%
102-1200-534-23	Employee Insurance Premiums	1,146.00	-	1,146.00	609.03	536.97	53.14%
102-1200-534-24	Workers' Comp Insurance	245.00	-	245.00	116.31	128.69	47.47%
102-1200-534-31	Professional Services	6,000.00	-	6,000.00	-	6,000.00	0.00%
102-1200-534-42	Freight and Postage	110.00	-	110.00			
102-1200-534-43	Solid Waste (Utility) Services	2,373,526.00	-	2,373,526.00	1,246,966.64	1,126,559.36	52.54%
	Residential Services				1,188,371.64		
	Quarterly Hazardous Waste Events				20,700.00		
	Special Pick-ups				37,895.00		
1021200-534-45	Insurance	500.00	-	500.00	120.04	379.96	24.01%
102-1200-534-48	Legal Advertisements	500.00	-	500.00	-	500.00	0.00%
	Total Expenditures	2,400,427.00	-	2,400,427.00	1,256,319.75	1,143,997.25	52.34%
REVENUES OVER/(UNDER) EXPENDITURES		(39,600.00)	2,349.37	(37,250.63)	636,212.88		
Addition to / (Use of) Fund Balance					658,787.22		

Islamorada, Village of Islands
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EXHIBIT A

Fund: 103 - Transportation Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget Benchmark = 33%
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
					as of 3/31/2025	Favorable / (Unfavorable)	
Fund Balance - Beginning, 10/1/2024							
103-281-001	Fund Bal - Restricted	-	-	-	191,999.55		
		-	-	-	191,999.55		
Revenues							
103-312-410	1st Local Option Fuel Tax	286,103.00		286,103.00	101,687.24	(184,415.76)	35.54%
103-312-420	2nd Local Option Fuel Tax	198,094.00		198,094.00	69,799.97	(128,294.03)	35.24%
103-334-430	FDOT Transit Development Grant	276,700.00		276,700.00	69,165.00	(207,535.00)	25.00%
103-334-420	FDOT Maintenance Contract	65,000.00	-	65,000.00	-	(65,000.00)	0.00%
103-335-120	State Revenue Sharing - Municipal Fuel	501,634.00	-	501,634.00	184,855.12	(316,778.88)	36.85%
103-338-000	MoCo ILA-Supplemental Gas Tax	22,000.00	-	22,000.00	5,559.00	(16,441.00)	25.27%
103-381-001	Transfer from General Fund (Half Cent Sales Tax)	1,685,208.00	-	1,685,208.00	164,266.49	(1,520,941.51)	9.75%
	Total Revenues	3,034,739.00	-	3,034,739.00	595,332.82	(918,464.67)	19.62%
Expenditures							
103-1200-541-01	Freebee Ridesharing Services	553,400.00	-	553,400.00	276,660.00	276,740.00	49.99%
103-1200-541-02	Road Micro-sealing	250,000.00	-	250,000.00	-	250,000.00	0.00%
103-1200-541-04	Road Elevation Planning Study	420,000.00	-	420,000.00	58,253.83	361,746.17	13.87%
103-1200-541-99	Public Works Roadways Allocation	1,297,339.00	-	1,297,339.00	-	1,297,339.00	0.00%
		2,520,739.00	-	2,520,739.00	334,913.83	2,185,825.17	13.29%
103-1200-581-01	Transfer to Govtl DS Fund	514,000.00	-	514,000.00	260,418.99	253,581.01	50.67%
	Total Expenditures	3,034,739.00	-	3,034,739.00	595,332.82	2,439,406.18	19.62%
REVENUES OVER/(UNDER) EXPENDITURES		-	-	-	-		
Addition to / (Use of) Fund Balance					109,231.75		

Islamorada, Village of Islands
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EXHIBIT A

Fund: 104 - Affordable Housing Fund		BUDGET			FY24-25 ACTUALS (Unaudited) as of 3/31/2025	FINAL BUDGET v ACTUALS VARIANCE Favorable / (Unfavorable)	Actual as % of Budget Benchmark = 33%
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
Fund Balance - Beginning, 10/1/2024							
104-282-000	Fund Bal - Committed	1,141,700.00	-	1,141,700.00	1,095,056.79		
		1,141,700.00	-	1,141,700.00	1,095,056.79		
Revenues							
104-324-410	Impact Fees - Affordable Housing - Residential	100,000.00	-	100,000.00	59,959.97	(40,040.03)	59.96%
104-324-420	Impact Fees - Affordable Housing - Commercial	80,000.00	-	80,000.00	-	(80,000.00)	0.00%
104-361-100	Interest Revenue	40,000.00	-	40,000.00	17,822.08	(22,177.92)	44.56%
104-383-001	Aff Hsng Lease Proceeds	-	-	-	-	-	#DIV/0!
	Total Revenues	220,000.00	-	220,000.00	77,782.05	(142,217.95)	35.36%
Expenditures							
104-0000-554-31	Professional Services	10,000.00	-	10,000.00	-	10,000.00	0.00%
104-0000-554-83	Grants & Aid to Private Citizens	30,000.00	-	30,000.00	20,000.00	10,000.00	66.67%
	Total Expenditures	40,000.00	-	40,000.00	20,000.00	20,000.00	50.00%
	REVENUES OVER/(UNDER) EXPENDITURES	180,000.00	-	180,000.00	57,782.05		
	Addition to / (Use of) Fund Balance				175,164.19		

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EXHIBIT A

Fund 107 - Building Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
Fund Balance - Beginning, 10/1/2024							
107-281-000	Fund Bal - Restricted - Other Bldg Activities	420,100.00	-	420,100.00	775,672.56		
107-282-000	Fund Bal - Committed - Fla Bldg Code Enf	254,000.00	-	254,000.00	263,372.36		
		674,100.00	-	674,100.00	1,039,044.92		
Revenues							
107-316-000	Contractor Registration Fees	25,000.00	110,185.77	135,185.77	135,185.77	-	100.00%
107-322-000	Building Permit Fees	1,800,000.00	-	1,800,000.00	663,689.00	(1,136,311.00)	36.87%
107-361-001	Interest Revenue	10,000.00	551.83	10,551.83	15,328.47	4,776.64	145.27%
107-369-000	Miscellaneous Revenue	-	250.00	250.00	250.00	-	100.00%
	Total Revenues	1,835,000.00	110,987.60	1,945,987.60	814,453.24	(1,131,534.36)	41.85%
Expenditures							
107-1000-524-12	Regular Salaries & Wages	792,094.00	-	792,094.00	313,479.07	478,614.93	39.58%
107-1000-524-14	Overtime	25,000.00	-	25,000.00	5,852.27	19,147.73	23.41%
107-1000-524-21	Payroll Taxes	62,508.00	-	62,508.00	24,207.02	38,300.98	38.73%
107-1000-524-22	Retirement Plan Contributions	111,711.00	-	111,711.00	35,355.85	76,355.15	31.65%
107-1000-524-23	Employee Insurance Benefits	118,665.00	-	118,665.00	75,169.29	43,495.71	63.35%
107-1000-524-24	Workers' Compensation	13,321.00	-	13,321.00	6,302.88	7,018.12	47.32%
107-1000-524-31	Professional Services	685,000.00	-	685,000.00	223,516.99	461,483.01	32.63%
	<i>Harris Computers</i>	<i>3,000.00</i>	<i>-</i>	<i>3,000.00</i>	<i>4,100.00</i>		
	<i>M T Causley (Inspections & Plans Rvw)</i>	<i>400,000.00</i>	<i>-</i>	<i>400,000.00</i>	<i>132,128.48</i>		
	<i>All Aspects (Inspections & Plans Rvw)</i>	<i>250,000.00</i>	<i>-</i>	<i>250,000.00</i>	<i>86,570.00</i>		
	<i>Lori Lehr (Watershed Mgmt Plan)</i>		<i>-</i>	<i>-</i>			
	<i>Weiss, Serota (legal services)</i>	<i>1,500.00</i>	<i>-</i>	<i>1,500.00</i>	<i>700.00</i>		
	<i>DBPR (Fees to State)</i>	<i>30,000.00</i>	<i>-</i>	<i>30,000.00</i>			
	<i>Building Fee Analysis Consultant</i>		<i>-</i>	<i>-</i>	<i>-</i>		
	<i>Misc/Other</i>	<i>500.00</i>		<i>500.00</i>	<i>18.51</i>		
107-1000-524-40	Travel & Per Diem	10,000.00	-	10,000.00	5,179.58	4,820.42	51.80%
107-1000-524-41	Communications	7,000.00	-	7,000.00	2,841.76	4,158.24	40.60%
107-1000-524-42	Freight & Postage	2,500.00	-	2,500.00	119.95	2,380.05	4.80%
107-1000-524-45	Insurance	15,000.00	-	15,000.00	7,100.81	7,899.19	47.34%
107-1000-524-46	Repair & Maintenance	5,000.00	-	5,000.00	128.48	4,871.52	2.57%
107-1000-524-48	PR / Advertising	5,000.00	-	5,000.00	125.00	4,875.00	2.50%

Islamorada, Village of Islands
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EXHIBIT A

Fund 107 - Building Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
107-1000-524-51	Office Supplies & Other Expenses	5,000.00	-	5,000.00	739.57	4,260.43	14.79%
107-1000-524-52	Operating Supplies	10,000.00	-	10,000.00	1,833.11	8,166.89	18.33%
107-1000-524-54	Dues & Subscriptions	77,000.00	-	77,000.00	46,922.92	30,077.08	60.94%
107-1000-524-55	Training	10,000.00	-	10,000.00	404.75	9,595.25	4.05%
107-1000-524-63	Capital Outlay - Furniture & Equip	27,593.00	-	27,593.00	21,352.50	6,240.50	77.38%
107-1000-524-64	Capital Outlay - Vehicles	60,000.00	-	60,000.00	-	60,000.00	0.00%
107-9000-581-01	Transfer to General Fund	84,000.00	-	84,000.00	-	84,000.00	0.00%
Total Expenditures		2,126,392.00	-	2,126,392.00	770,631.80	1,355,760.20	36.24%
REVENUES OVER/(UNDER) EXPENDITURES		(291,392.00)	110,987.60	(180,404.40)	43,821.44		
Addition to / (Use of) Fund Balance					(253,072.89)		

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EXHIBIT A

Fund: 200 - Debt Service Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget Benchmark = 33%
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
					as of 3/31/2025	Favorable / (Unfavorable)	
Revenues							
200-381-002	Transfer from Transportation Fund	514,000.00	-	514,000.00	260,418.99	(253,581.01)	50.67%
200-381-003	Transfer from General Fund	305,000.00	-	305,000.00	298,205.99	(6,794.01)	97.77%
Total Revenues		819,000.00	-	819,000.00	558,624.98	(260,375.02)	68.21%
Expenditures							
200-0500-517-71	Principal	740,000.00	-	740,000.00	508,983.22	231,016.78	68.78%
	2013 Paving Loan	450,000.00	-	450,000.00	220,000.00		
	2012 Refunding of Series 2007	290,000.00	-	290,000.00	288,983.22		
200-0500-517-72	Interest	79,000.00	-	79,000.00	49,641.76	29,358.24	62.84%
	2013 Paving Loan	64,000.00	-	64,000.00	40,418.99		
	2012 Refunding of Series 2007	15,000.00	-	15,000.00	9,222.77		
Total Expenditures		819,000.00	-	819,000.00	558,624.98	260,375.02	68.21%
REVENUES OVER/(UNDER) EXPENDITURES		-	-	-	-		
Addition to / (Use of) Fund Balance							

Islamorada, Village of Islands
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EXHIBIT A

Fund: 300 - Capital Project Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
Fund Balance - Beginning, 10/1/2024							
300-282-001	Fund Bal - Restricted - Disc Sales Surtax	2,894,900.00	-	2,894,900.00	2,780,760.08		
300-283-000	Fund Bal - Assigned	3,880,500.00	-	3,880,500.00	3,880,500.00		
		6,775,400.00	-	6,775,400.00	6,661,260.08		
Revenues							
300-312-600	Local Govt Discretionary Sales Surtax	\$ 3,442,800.00	\$ -	\$ 3,442,800.00	\$ 1,320,631.09	(2,122,168.91)	38.36%
	90% for Capital / Infrastructure Purposes	3,098,520.00	-	3,098,520.00	1,188,567.98		
	10% Limit for General Purposes	344,280.00	-	344,280.00	132,063.11		
300-334-701	FDEP - Rec Trails Pgm Grant (KTCP)	200,000.00	-	200,000.00	-	(200,000.00)	0.00%
300-334-704	Stewardship Act Grant Proceeds	4,611,667.00	-	4,611,667.00	-	(4,611,667.00)	0.00%
	LPA#### - Canal #147	2,100,000.00	-	2,100,000.00	-		
	LPA#### - Canal #132	615,000.00	-	615,000.00	-		
	Lower Malecumbe Canal Restoration	1,896,667.00	-	1,896,667.00	-		
300-334-706	Legislative Funding	150,000.00	-	150,000.00	-	(150,000.00)	0.00%
300-337-701	TDC Bricks & Mortar Grant	558,500.00	-	558,500.00	-	(558,500.00)	0.00%
	Splash Pad Renovation	61,500.00	-	61,500.00	-		
	Library Beach Playground	497,000.00	-	497,000.00	-		
300-337-TBD	FEMA HMGP Grant	375,000.00		375,000.00			
	Critical Power (FS #19, 20 & 21)						
300-361-100	Interest	50,000.00	13,965.50	63,965.50	63,965.50	-	100.00%
300-369-000	Miscellaneous Revenue	-	8,699.00	8,699.00	8,699.00	-	100.00%
300-381-000	Transfer from General Fund (001)	1,796,002.00	-	1,796,002.00	206,000.00	(1,590,002.00)	11.47%
	General Fund for General Capital Purchases	1,796,002.00	-	1,796,002.00	206,000.00		
300-381-101	Transfer from Impact Fee Fund	779,699.00	124,812.50	904,511.50	124,812.50	(779,699.00)	13.80%
	Fire (Storage Building)	-	124,812.50	124,812.50	124,812.50		
	Parks & Rec (GTH Improvements)	669,699.00	-	669,699.00			
	Parks & Rec (Plantation Tropical Preserve)	110,000.00	-	110,000.00			
300-388-100	Sale of General Capital Assets	-	25,188.00	25,188.00	25,188.00		
		-		-	-		
	Total Revenues	11,963,668.00	172,665.00	12,127,634.00	1,749,296.09	(10,012,036.91)	14.42%

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EXHIBIT A

Fund: 300 - Capital Project Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
Expenditures							
<u>Village Manager</u>							
300-0300-512-69	Canal Restoration Project - #132	615,000.00		615,000.00	14,284.00	600,716.00	2.32%
300-0300-512-68	Canal Restoration Project - #147 (back filling)	2,100,000.00	-	2,100,000.00	1,508,681.00	591,319.00	71.84%
300-0300-512-70	Lower Maticumbe Canal Restoration	1,896,667.00		1,896,667.00	-	1,896,667.00	0.00%
300-0300-512-71	Land Acquisition	1,000,000.00		1,000,000.00	-	1,000,000.00	0.00%
<u>Planning</u>							
300-0600-515-64	CityView Upgrade	22,074.00	3,707.00	25,781.00	25,781.00	-	100.00%
<u>Code</u>							
300-1100-524-64	CityView Upgrade	5,119.00		5,119.00	4,270.50	848.50	83.42%
<u>IT & Communications</u>							
300-0700-519-64	Capital Outlay - IT & Communications	336,760.00		336,760.00	211,143.73	125,616.27	62.70%
	Storage Array	137,544		137,544		137,544.00	0.00%
	SHI (Nutanix Hardware)	169,447		169,447	149,550.12		
	SHI (cisco Switch for Nutanix Cluster)	23,769		23,769	23,769.18		
	Server Backup	6,000		6,000			
	Microphones for Council Chambers	-		-	30,769.46		
	ID Printer				7,054.97		
<u>Local Law Enforcement (MCSO)</u>							
300-0800-521-31	Prof Svcs - Local Law Enf (Vehicle Amortization)	145,000.00	-	145,000.00	72,084.48	72,915.52	49.71%
<u>Fire Rescue</u>							
300-0900-522-61	Saferoom & Floodproofing HMGP	-	509.82	509.82	509.82	-	100.00%
300-0900-522-62	Storage Building for Portable Generators	320,000.00	124,812.50	444,812.50	444,812.50	-	100.00%
	FUNDING: Legislative Appropriation	150,000.00		150,000.00			
	FUNDING: Fire Impact Fees	170,000.00	124,812.50	294,812.50			
300-0900-522-63	Critical Power (HMGP Grant)	235,256.00	-	235,256.00	60,449.16	174,806.84	25.70%
300-0900-522-64	Capital Outlay - Fire Rescue	1,034,675.00	-	1,034,675.00	292,436.78	742,238.22	28.26%
	New Fire Hoses for Vehicles	23,000.00	-	23,000.00	-		
	Engine 19	300,000.00	-	300,000.00	-		

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EXHIBIT A

Fund: 300 - Capital Project Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
	Remount to out-of-service rescue	250,000.00	-	250,000.00	241,768.00		
	Kitchen Remodel Station 20	112,000.00	-	112,000.00			
	Double Wall Fuel Tank	28,000.00	-	28,000.00			
	New Ice Machine (FS #20)	5,655.00	-	5,655.00			
	Apex Struts	28,000.00	-	28,000.00			
	Station 20 Stormwater Project	75,000.00		75,000.00			
	Bunker Gear	45,000.00		45,000.00			
	Exterior Painting - Station 20	50,000.00		50,000.00			
	Replacement Fire Hose and Equipment	22,420.00	-	22,420.00	-		
	800 MHZ Radios (6)	57,000.00		57,000.00	50,668.78		
	800 MHZ Pagers (15)	13,500.00		13,500.00			
	Station 19 Remodel	19,500.00		19,500.00			
	Station 20 Asphalt Resurfacing	5,600.00		5,600.00			
		-		-			
<u>Public Works</u>							
300-1200-538-64	Capital Outlay Lower Matecumbe	-	-	-	14,974.00		
300-1200-541-64	Capital Outlay - Public Works	729,882.00	-	729,882.00	107,994.27	621,887.73	14.80%
	Stump Grinder	20,000.00	-	20,000.00			
	Scag 61" Mower	15,000.00	-	15,000.00	13,258.94		
	Scag 48" Mower	13,000.00	-	13,000.00	9,793.22		
	Milling Attachment for Skid Steer	50,000.00	-	50,000.00	13,950.00		
	Paint and Seal Village Hall	200,000.00	-	200,000.00			
	Landscaping along US1	150,000.00	-	150,000.00			
	Asphalt Milling Attachment	50,000.00		50,000.00			
	Southwinds Gazebo Project	100,000.00		100,000.00	8,540.00		
	LIDAR Data Project with WSP	36,882.00		36,882.00	4,478.00		
	Library Beach Bathroom	95,000.00		95,000.00	47,500.00		
	Toro Debris Blower	-		-	10,474.11		
300-1200-541-66	Landscaping Projects	150,000.00	-	150,000.00	43,055.00	106,945.00	28.70%
300-1200-541-67	Green Turtle Hammock Improvements	869,699.00	-	869,699.00	674,553.07	195,145.93	77.56%
300-1300-572-68	146 Sunshine (PTP Entrance)	110,000.00	-	110,000.00	81,750.00	28,250.00	74.32%
<u>Parks & Recreation</u>							
300-1300-572-64	Capital Outlay - Parks & Recreation	184,225.00	-	184,225.00	36,203.38	148,021.62	19.65%
	Pool Heat Pumps	15,000.00	-	15,000.00			
	Resurface Basketball Courts	20,000.00	-	20,000.00			
	Club Car Caryall 700	16,225.00	-	16,225.00	15,667.20		
	P & R Management Software	40,000.00	-	40,000.00	5,365.50		

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EXHIBIT A

Fund: 300 - Capital Project Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
	Manual Max-Sweep Pool Vacuum	5,000.00	-	5,000.00			
	Splash Pad UV Sanitizer Filtration	50,000.00	-	50,000.00			
	Resurface Pickleball Courts	38,000.00	-	38,000.00	15,170.68		
300-1300-572-65	Founders Park ADA Inclusive Playground	600,000.00	-	600,000.00		600,000.00	0.00%
300-1300-572-67	Solar Lighting Replacement Project	176,140.00	17,370.50	193,510.50	193,510.50	-	100.00%
300-1300-572-73	Pool Renovation	1,000,000.00		1,000,000.00			
<u>Transfers Out</u>							
300-9000-581-93	Transfer to Wastewater Ent (402) Fund	1,000,000.00	-	1,000,000.00	-	1,000,000.00	0.00%
Total Expenditures		12,530,497.00	146,399.82	12,676,387.00	3,786,493.19	8,042,921.63	29.87%
REVENUES OVER/(UNDER) EXPENDITURES		(566,829.00)	26,265.18	(548,753.00)	(2,037,197.10)		
Addition to / (Use of) Fund Balance					2,533,472.20		

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EXHIBIT A

Fund: 401 - Marina Enterprise Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
CASH & CASH EQUIVALENTS, Beginning 10/1/2024							
	Pooled Cash - Operating Account	1,643,700.00	-	1,643,700.00	1,604,511.95		
		1,643,700.00	-	1,643,700.00	1,604,511.95		
Revenues							
401-337-701	Resilient Florida Grant	1,000,000.00	-	1,000,000.00	-	(1,000,000.00)	0.00%
401-337-702	Monroe County Boating Improvement Grant	14,000.00	-	14,000.00	-	(14,000.00)	0.00%
401-347-501	Dock Usage Fee	1,000,000.00	-	1,000,000.00	524,990.75	(475,009.25)	52.50%
401-347-502	Diesel Fuel Sales	140,000.00	-	140,000.00	37,920.73	(102,079.27)	27.09%
401-347-503	Dock Utilities Charge	90,000.00	-	90,000.00	33,033.09	(56,966.91)	36.70%
401-347-504	Ramp Usage Fee	50,000.00	-	50,000.00	17,772.30	(32,227.70)	35.54%
401-347-505	Unleaded Fuel Sales	400,000.00	-	400,000.00	149,843.76	(250,156.24)	37.46%
401-347-506	Miscellaneous Revenue	11,000.00	-	11,000.00	4,232.79	(6,767.21)	38.48%
401-361-100	Interest	12,000.00	-	12,000.00	10,338.68	(1,661.32)	86.16%
	Total Revenues	2,717,000.00	-	2,717,000.00	778,132.10	(1,938,867.90)	28.64%
Expenses							
<u>Debt Service</u>							
401-1400-517-71	Debt Service Principal	13,500.00		13,500.00	12,929.27	570.73	95.77%
401-1400-517-72	Debt Service Interest	2,000.00	-	2,000.00	404.64	1,595.36	20.23%
<u>Personnel</u>							
401-1400-575-12	Regular Salaries & Wages	318,600.00	-	318,600.00	153,749.23	164,850.77	48.26%
401-1400-575-14	Overtime	10,000.00	-	10,000.00	4,780.20	5,219.80	47.80%
401-1400-575-21	Payroll Taxes	25,200.00	-	25,200.00	11,861.36	13,338.64	47.07%
401-1400-575-22	Retirement Contributions	42,600.00	-	42,600.00	16,487.50	26,112.50	38.70%
401-1400-575-23	Life & Health Insurance	38,286.00	-	38,286.00	30,876.86	7,409.14	80.65%
401-1400-575-24	Workers' Compensation	4,495.00	-	4,495.00	2,497.92	1,997.08	55.57%

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EXHIBIT A

Fund: 401 - Marina Enterprise Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
<u>Operating</u>							
401-1400-575-31	Professional Services	5,500.00	-	5,500.00	-	5,500.00	0.00%
401-1400-575-41	Communications	16,000.00	-	16,000.00	7,228.17	8,771.83	45.18%
401-1400-575-42	Freight & Postage	10.00	-	10.00	6.90	3.10	69.00%
401-1400-575-43	Utilities	144,000.00	-	144,000.00	63,301.98	80,698.02	43.96%
401-1400-575-44	Rentals & Leases	1,000.00	-	1,000.00	-	1,000.00	0.00%
401-1400-575-45	Insurance	142,000.00	-	142,000.00	81,952.54	60,047.46	57.71%
401-1400-575-46	Repairs & Maintenance	88,500.00	-	88,500.00	33,668.57	54,831.43	38.04%
401-1400-575-48	PR / Advertising	30,000.00	-	30,000.00	12,946.00	17,054.00	43.15%
401-1400-575-49	Other Expenses	75,000.00	-	75,000.00	34,379.24	40,620.76	45.84%
401-1400-575-51	Office Supplies	3,500.00	-	3,500.00	1,277.49	2,222.51	36.50%
401-1400-575-52	Operating Supplies	400,000.00	-	400,000.00	144,683.97	255,316.03	36.17%
401-1400-575-54	Dues & Subscriptions	3,000.00	-	3,000.00	434.79	2,565.21	14.49%
<u>Capital Outlay</u>							
401-1400-575-63	Breakwater Restoration	1,903,754.00	-	1,903,754.00	52,314.70	1,851,439.30	2.75%
401-1400-575-64	Machinery & Equipment	50,000.00	-	50,000.00	-	50,000.00	0.00%
	<i>Fire Suppression System Replacement</i>	-	-	-	-	-	-
	<i>Fuel Tank Shade Structure</i>	-	-	-	-	-	-
401-1400-575-67	Shade Structure-Tiki Rehab	20,000.00	-	20,000.00	-	20,000.00	-
		3,336,945.00	-	3,336,945.00	665,781.33	2,671,163.67	19.95%
REVENUES OVER/(UNDER) EXPENSES		(619,945.00)	-	(619,945.00)	112,350.77		
<i>Addition to / (Use of) Net Position</i>					473,839.01		

Fund: 402 - Wastewater Enterprise Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
CASH & CASH EQUIVALENTS, Beginning 10/1/2024							
	Pooled Cash - Operating Account	4,417,864.00	-	4,417,864.00	8,420,199.88		
		4,417,864.00	-	4,417,864.00	8,420,199.88		
Revenues							
402-325-101	NPK Assessment Principal/Payoff	200,000.00	-	200,000.00	6,259.74	(193,740.26)	3.13%
402-325-104	RSA Assessment Principal/Payoff	650,000.00	-	650,000.00	33,708.60	(616,291.40)	5.19%
402-325-106	Wastewater System Development Charges	275,000.00	-	275,000.00	43,105.86	(231,894.14)	15.67%
402-331-200	HMGP Grant	495,000.00	-	495,000.00	-	(495,000.00)	0.00%
402-331-350	ACOE FKWQIP Grant	2,000,000.00	-	2,000,000.00	-	(2,000,000.00)	0.00%
402-334-352	LPA0087 Stewardship Act Grant	150,000.00	-	150,000.00	-	(150,000.00)	0.00%
402-343-501	Wastewater Service Charge	6,645,336.00	-	6,645,336.00	3,345,587.22	(3,299,748.78)	50.34%
402-361-100	Interest	375,000.00	-	375,000.00	111,406.58	(263,593.42)	29.71%
402-369-000	Miscellaneous Revenue	-	9,000.00	9,000.00	9,000.00	-	100.00%
402-381-000	Transfer from Capital Projects Fund	1,000,000.00	-	1,000,000.00	-	(1,000,000.00)	0.00%
	Total Revenues	11,790,336.00	9,000.00	11,799,336.00	3,549,068.00	(8,250,268.00)	30.08%
Expenses							
<u>Debt Service</u>							
402-1500-517-71	Debt Service Principal	4,002,500.00	-	4,002,500.00	1,870,443.39	2,132,056.61	46.73%
402-1500-517-72	Debt Service Interest	1,335,500.00	-	1,335,500.00	654,830.55	680,669.45	49.03%
<u>Personnel</u>							
402-1500-535-12	Regular Salaries & Wages	556,911.00	-	556,911.00	265,303.70	291,607.30	47.64%
402-1500-535-14	Overtime	35,000.00	4,389.67	39,389.67	39,389.67	-	100.00%
402-1500-535-21	Payroll Taxes	45,208.00	-	45,208.00	22,803.66	22,404.34	50.44%
402-1500-535-22	Retirement Contributions	80,678.00	-	80,678.00	33,627.70	47,050.30	41.68%
402-1500-535-23	Life & Health Insurance	242,137.00	-	242,137.00	110,615.00	131,522.00	45.68%
402-1500-535-24	Workers' Compensation	9,803.00	-	9,803.00	4,572.31	5,230.69	46.64%
<u>Operating</u>							
402-1500-535-31	Professional Services	1,927,000.00	(4,389.67)	1,927,000.00	668,221.67	1,258,778.33	34.68%
	<i>FKA - Billing Services</i>	<i>165,000.00</i>	<i>-</i>	<i>165,000.00</i>	<i>41,149.15</i>		
	<i>GSG - Assessment Consultant</i>	<i>27,000.00</i>	<i>-</i>	<i>27,000.00</i>	<i>-</i>		
	<i>KLWTD - Treatment Costs</i>	<i>1,400,000.00</i>	<i>-</i>	<i>1,400,000.00</i>	<i>540,422.62</i>		
	<i>Wade Trim - Engineering</i>	<i>230,000.00</i>	<i>-</i>	<i>230,000.00</i>	<i>43,679.90</i>		
	<i>RES (Water Quality Monitoring)</i>	<i>75,000.00</i>	<i>-</i>	<i>75,000.00</i>	<i>37,500.00</i>		
	<i>Raffelis (AIMS Support)</i>	<i>5,000.00</i>	<i>-</i>	<i>5,000.00</i>	<i>270.00</i>		
	<i>Other / Misc</i>	<i>25,000.00</i>	<i>-</i>	<i>25,000.00</i>	<i>5,200.00</i>		
402-1500-535-40	Travel & Per Diem	7,000.00	-	7,000.00	224.57	6,775.43	3.21%
402-1500-535-41	Communications	11,000.00	-	11,000.00	5,330.71	5,669.29	48.46%

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EXHIBIT A

Fund: 402 - Wastewater Enterprise Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
402-1500-535-42	Postage	-	383.84	383.84	383.84	-	100.00%
402-1500-535-43	Utilities	180,000.00	-	180,000.00	93,559.92	86,440.08	51.98%
402-1500-535-44	Rentals & Leases	85,000.00	-	85,000.00	31,917.35	53,082.65	37.55%
402-1500-535-45	Insurance	285,000.00	-	285,000.00	194,465.58	90,534.42	68.23%
402-1500-535-46	Repairs & Maintenance	645,000.00	-	645,000.00	245,039.81	399,960.19	37.99%
	<i>F J Nugent (repair parts)</i>	<i>60,000.00</i>	<i>-</i>	<i>60,000.00</i>	<i>-</i>		
	<i>K B Vacuum (pump repairs)</i>	<i>65,000.00</i>	<i>-</i>	<i>65,000.00</i>	<i>62,374.50</i>		
	<i>Page Excavating</i>	<i>150,000.00</i>	<i>-</i>	<i>150,000.00</i>	<i>107,540.00</i>		
	<i>DoneRite Pumps</i>	<i>50,000.00</i>	<i>-</i>	<i>50,000.00</i>	<i>27,631.50</i>		
	<i>Airvac (Vac System repairs & parts)</i>	<i>60,000.00</i>	<i>-</i>	<i>60,000.00</i>			
	<i>Vehicle R&M</i>	<i>15,000.00</i>	<i>-</i>	<i>15,000.00</i>	<i>12,826.40</i>		
	<i>Generator Maintenance (A1 Powerworks)</i>	<i>20,000.00</i>	<i>-</i>	<i>20,000.00</i>	<i>15,460.00</i>		
	<i>Overflow Tank Epoxy Coating</i>	<i>125,000.00</i>	<i>-</i>	<i>125,000.00</i>	<i>-</i>		
	<i>Various - Other / Misc</i>	<i>100,000.00</i>	<i>-</i>	<i>100,000.00</i>	<i>19,207.41</i>		
402-1500-535-48	PR / Advertising	2,000.00	(948.33)	1,051.67	-	1,051.67	0.00%
402-1500-535-49	Other Expenses	-	564.49	564.49	564.49	-	100.00%
402-1500-535-51	Office Supplies	4,000.00		4,000.00	149.38	3,850.62	3.73%
402-1500-535-52	Operating Supplies	500,000.00		500,000.00	192,912.85	307,087.15	38.58%
402-1500-535-54	Dues & Subscriptions	20,000.00		20,000.00	5,560.52	14,439.48	27.80%
402-1500-535-55	Training	10,000.00		10,000.00	7,651.75	2,348.25	76.52%
<u>Capital Outlay</u>							
402-1500-535-62	SCADA (Star Controls)	150,000.00	-	150,000.00		150,000.00	0.00%
402-1500-535-63	Capital Outlay - Infrastructure	915,000.00	-	915,000.00	404,176.00	510,824.00	44.17%
	<i>Laterals & Infra Adds/Vacuum Pits (Page)</i>	<i>795,000.00</i>		<i>795,000.00</i>		795,000.00	0.00%
	<i>Overflow Tank Coating</i>	<i>120,000.00</i>		<i>120,000.00</i>			
402-1500-535-64	Capital Outlay - Machinery & Equipment	65,000.00	-	65,000.00	58,023.50	6,976.50	89.27%
	<i>Security Cameras</i>	<i>50,000.00</i>					
	<i>Badge Entrance</i>	<i>15,000.00</i>					
402-1500-535-65	NPK Pump Station Projects	2,000,000.00	-	2,000,000.00	2,070.45	1,997,929.55	0.10%
402-1500-535-66	Capital Outlay - Generator Storage Bldg.	300,000.00	147,062.50	447,062.50	447,062.50	-	
402-1500-535-67	Portable Gens & Floodproofing (HMGP)	800,000.00	-	800,000.00	391,220.37	408,779.63	48.90%
402-1500-535-69	Canal Restoration Monitoring	75,000.00		75,000.00		75,000.00	0.00%
402-1500-535-70	Low Pressure Force Main Extension-Lorelei	200,000.00		200,000.00		200,000.00	0.00%

Fund: 402 - Wastewater Enterprise Fund	BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
	FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
	14,488,737.00	147,062.50	14,440,189.17	5,750,121.24	8,615,067.93	39.82%
REVENUES OVER/(UNDER) EXPENSES	(2,698,401.00)	(138,062.50)	(2,640,853.17)	(2,201,053.24)		
Addition to / (Use of) Net Position				1,369,709.12		

Islamorada, Village of Islands
FY 24-25 Budget Amendment
March 31, 2025

EXHIBIT A

Fund: 403 - Stormwater Fund		BUDGET			FY24-25 ACTUALS (Unaudited)	FINAL BUDGET v ACTUALS VARIANCE	Actual as % of Budget
		FY 24-25 Adopted Budget	FY 24-25 Budget Amendment - Requested	Proposed FY 24-25 Amended Budget			
CASH & CASH EQUIVALENTS, Beginning 10/1/2024							
	Pooled Cash - Operating Account	606,100.00	-	606,100.00	767,959.34		
		606,100.00	-	606,100.00	767,959.34		
Revenues							
403-325-200	Stormwater Assessment	203,300.00	-	203,300.00	174,239.22	(29,060.78)	85.71%
403-361-000	Interest Revenue	3,000.00	6,825.66	9,825.66	9,825.66	-	100.00%
	Total Revenues	206,300.00	6,825.66	213,125.66	184,064.88	(29,060.78)	86.36%
Expenses							
<u>Personnel</u>							
403-1600-538-12	Regular Salaries & Wages	15,081.00	-	15,081.00	7,167.75	7,913.25	47.53%
403-1600-538-21	Payroll Taxes	1,154.00	-	1,154.00	574.39	579.61	49.77%
403-1600-538-22	Retirement Contributions	2,055.00	-	2,055.00	765.30	1,289.70	37.24%
403-1600-538-23	Life & Health Insurance	1,146.00	-	1,146.00	609.03	536.97	53.14%
403-1600-538-24	Workers' Compensation	245.00	-	245.00	116.31	128.69	47.47%
<u>Operating</u>							
403-1600-538-31	Professional Services	257,000.00	-	257,000.00	23,327.40	233,672.60	9.08%
403-1600-538-43	Utilities	1,000.00	-	1,000.00	345.13	654.87	34.51%
403-1600-538-45	Insurance	500.00	-	500.00	120.02	379.98	24.00%
403-1600-538-46	Repair & Maintenance	25,000.00	-	25,000.00	-	25,000.00	0.00%
403-1600-538-48	PR / Advertising	1,000.00	-	1,000.00	-	1,000.00	0.00%
403-1600-538-52	Operating Supplies	5,000.00	-	5,000.00	88.96	4,911.04	1.78%
		309,181.00	-	309,181.00	33,114.29	276,066.71	10.71%
REVENUES OVER/(UNDER) EXPENSES		(102,881.00)	6,825.66	(96,055.34)	150,950.59		
Addition to / (Use of) Net Position					124,733.62		



Council Communication

To: Mayor and Village Council
From: A.J. Engelmeyer, Public Works Director
Date: May 6, 2025
SUBJECT: **Resolution Approving A Fourth Amendment to the Agreement Between Island Pride Cleaning And Lawn Service, Inc. and Islamorada, Village of Islands for Janitorial Services TAB 8**

Background:

On June 8, 2022, Islamorada, Village of Islands ("Village") published a Request for Proposals for Professional Contractor Services for Janitorial Service for Village Administrative Offices (RFP 22-04). On July 6, 2022, the RFP 22-04 Selection Committee approved the final ranking and recommendations of whereby Island Pride Cleaning and Lawn Service Inc. ("Island Pride") were selected for professional contractor services.

On July 12, 2022, the Village entered into an Agreement with Island Pride for Janitorial Services for Village Administrative Offices effective August 1, 2022, for a one-year period with the option to renew for five additional one-year periods on the same terms.

On July 17, 2023, the Village entered into the first amendment to the agreement effective August 1, 2023, to July 31, 2024. Subsequently, on July 1, 2024, the Village entered into the second amendment to the agreement effective August 1, 2024, to July 31, 2025.

In February 2025, it was determined that the Founder's Park Pool Facilities required additional janitorial services. As a result, a third amendment was executed on February 28, 2025, expanding the scope of services. This did not alter the effective dates of service established in the current agreement.

Analysis:

Exhibit A to the Resolution at Attachment 1 is Amendment No. 4 to the Agreement between Island Pride Cleaning and Lawn Service Inc. and the Village to provide janitorial services for the Village Administrative Offices and Founder's Park Pool Facilities effective August 1, 2025, to July 31, 2026.

Budget Impact:

The cost of services will be split between the Public Works and Founder's Park Budgets respectively at a total cost not to exceed \$32,781.84.

Staff Impact:

No staff impact.

Recommendation:

Staff recommends that the Village Council pass and adopt the attached resolution, thereby approving Amendment No. 4 to the Agreement with Island Pride Cleaning and Lawn Service, Inc.

- Attachments:**
1. Resolution
 2. Exhibit A
 3. Exhibit 1
 4. Exhibit 2
 5. Exhibit 3

RESOLUTION NO. 25-

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING A FOURTH AMENDMENT TO AGREEMENT BETWEEN ISLAND PRIDE CLEANING AND LAWN SERVICES, INC. AND ISLAMORADA, VILLAGE OF ISLANDS FOR JANITORIAL SERVICES; AUTHORIZING VILLAGE OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE AMENDMENTS; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE AMENDMENTS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on June 8, 2022, Islamorada, Village of Islands, (the "Village") published a Request for Proposals for Professional Contractor Services for Janitorial Services for Village Administrative Offices (RFP 22-04); and

WHEREAS, on July 6, 2022, the RFP 22-04 Selection Committee approved the final rankings and recommendations of whereby Island Pride Cleaning and Lawn Service, Inc. ("Island Pride") were selected for professional contractor services; and

WHEREAS, on July 12, 2022, the Village entered into an Agreement (the "Agreement") with Island Pride for Janitorial Services for Village Administrative Offices effective August 1, 2022, for a one (1) year period with the option to renew for five (5) additional one (1) year periods on same terms; and

WHEREAS, on July 17, 2023, the Village entered into the First Amendment to the Agreement with Island Pride effective August 1, 2023, to July 31, 2024; and

WHEREAS, on July 1, 2024, the Village entered into the Second Amendment to the Agreement with Island Pride effective August 1, 2024, to July 31, 2025; and

WHEREAS, on February 28, 2025, the Village entered into the Third Amendment to the Agreement with Island Pride to expand the scope of work to include Founders Park Pool Facilities

area; and

WHEREAS, the Village Council of Islamorada, Village of Islands (the "Village Council") finds that approval of a Fourth Amendment to the Agreement (Exhibit "A") at a not-to-exceed amount of Thirty Two Thousand Seven Hundred and Eighty One 84/100 Dollars (\$32,781.84) is in the best interest of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval of Amendments. The Village Council hereby approves the Fourth Amendment to the Agreement, a copy of which is attached hereto as Exhibit "A", together with such non-material changes as may be acceptable to the Village Manager and approved as to form and legality by the Village Attorney.

Section 3. Authorization of Village Officials. The Village Manager and/or his designee and the Village Attorney are authorized to take all actions necessary to implement the terms and conditions of the Amendments.

Section 4. Authorization of Fund Expenditure. Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds to implement the terms and conditions of the Authorization.

Section 5. Execution of Amendments. The Village Manager is authorized to execute the Amendments on behalf of the Village, to execute any required agreements and/or documents to implement the terms and conditions of the Amendments and to execute any additional

extensions and/or amendments, subject to the approval as to form and legality by the Village Attorney.

Section 6. **Effective Date.** This Resolution shall take effect immediately upon adoption.

FINAL VOTE AT ADOPTION
VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Sharon Mahoney	_____
Vice Mayor Don Horton	_____
Councilman Steve Friedman	_____
Councilwoman Deb Gillis	_____
Councilwoman Anna Richards	_____

PASSED AND ADOPTED ON THIS ____ DAY OF _____, 2025.

SHARON MAHONEY, MAYOR

ATTEST:

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND
LEGALITY FOR THE USE AND BENEFIT
OF ISLAMORADA, VILLAGE OF ISLANDS:

JOHN J. QUICK, INTERIM VILLAGE ATTORNEY

FOURTH AMENDMENT TO AGREEMENT

This Fourth Amendment to Agreement between ISLAMORADA, VILLAGE OF ISLANDS, a Florida municipal corporation, hereinafter "VILLAGE,"

AND

Island Pride Cleaning and Lawn Services, LLC, a Limited Liability Company, authorized to do business in the State of Florida, hereinafter "CONTRACTOR"

is made and entered into this __ day of April, 2025.

WITNESSETH:

In consideration of the mutual terms and condition, promises, covenants, and payments set forth in the Agreement and hereinafter, VILLAGE and CONTRACTOR agree as follows:

ARTICLE 1 PREAMBLE

In order to establish the background, context and form of reference for this Renewal and to generally express the objectives, and intentions, of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Second Amendment is based.

- 1.1 The VILLAGE utilizes an experienced independent CONTRACTOR to provide janitorial services for the Islamorada Administrative Offices located on the second and third floors of the Administrative Center and Public Safety Headquarters (the "Services")
- 1.2 Following the Village's procurement procedures, the VILLAGE and CONTRACTOR entered into an Agreement on the 12th day of July, 2022, for the provision of the Services and entered into a First, Second and Third Amendments to the Agreement, attached hereto as Exhibit "1" on July 17, 2022, to renew the Agreement for an additional year, as Exhibit "2", on July 1, 2024, to renew the Agreement for an additional year and as Exhibit "3", on February 28, 2025 to include the Services to the Park & Recreational pool area for male and female lockers servicing twice a week.
- 1.1 The Village desires to renew the Agreement for one (1) additional year as provided in Article 4 of the Agreement.

Section 1. Amendment to Agreement. Article 4 of the Agreement is amended to read as follows:

4.1 This ~~First Amendment Second Amendment Third Amendment~~ Fourth Amendment shall become effective on ~~August 1, 2024 February 28, 2025~~ August 1, 2025 and shall remain in effect for the remaining term of twelve (12) months. At its sole discretion, the VILLAGE shall have an option to renew the Agreement in accordance with the same terms and conditions as the original Agreement for ~~four (4) three (3)~~ two (2) additional one (1) year periods. Such Extension of Janitorial Services to the pool lockers shall be effective upon receipt of a written notice from the Village Manager to the CONTRACTOR. Such renewal shall be effective upon receipt of a written notice from the Village Manager to the CONTRACTOR, received no later than thirty (30) days prior to the date of termination.

4.2 The VILLAGE hereby agrees to pay CONTRACTOR for the faithful performance of the Services completed in accordance with Article 2 and Article 3 of the Agreement. Prices for work completed by the CONTRACTOR shall be ~~Twelve Hundred Eighty Seven and 50/100 Dollars (\$1,287.50) Thirteen Hundred Twenty Six and 13/100 (\$1,326.13) Two Thousand, Six Hundred Fifty Two and 26/100 (\$2,652.26)~~ Two Thousand Seven Hundred Thirty-one and 82/100 (\$2,731.82) per month. The VILLAGE will make payments to CONTRACTOR for completed and proper Services in accordance with the Local Government Prompt Payment Act in Chapter 218, Florida Statutes.

Section 2. No Further Modifications. All other terms and conditions of the existing Agreement not in conflict or superseded by this Fourth Amendment, as previously amended shall remain in full force and effect as if set forth herein.

Section 3. Effective Date. This Fourth Amendment shall be effective on the date first written above.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates under each signature: The VILLAGE, signing by and through its Village Manager, attested to by its Village Clerk, duly authorized to execute same, and by CONTRACTOR, by and through its Owner, duly authorized officer to execute same.

VILLAGE

ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

By: _____
Sheila Denoncourt, Acting Village Manager

AUTHENTICATION:

Marne McGrath, Village Clerk

APPROVED AS TO FORM AND LEGALITY FOR
THE USE AND BENEFIT OF ISLAMORADA, VILLAGE
OF ISLANDS, ONLY

Village Attorney

CONTRACTOR

By:_____

Print Name:_____

Title:_____

Date:_____

WITNESS:

By: _____

Print Name: _____

Attach Exhibits “1,” “2,” and “3”

FIRST AMENDMENT TO AGREEMENT

This First Amendment to Agreement between ISLAMORADA, VILLAGE OF ISLANDS, a Florida municipal corporation, hereinafter "VILLAGE,"

AND

Island Pride Cleaning and Lawn Services, Inc. a Limited Liability Company, authorized to do business in the State of Florida, hereinafter "CONTRACTOR"

is made and entered into this 17th day of July, 2023,

WITNESSETH:

In consideration of the mutual terms and condition, promises, covenants, and payments set forth in the Agreement and hereinafter, VILLAGE and CONTRACTOR agree as follows:

ARTICLE 1

PREAMBLE

In order to establish the background, context and form of reference for this Renewal and to generally express the objectives, and intentions, of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this First Amendment is based.

- 1.1 The VILLAGE utilizes an experienced independent CONTRACTOR to provide janitorial services for the Islamorada Administrative Offices located on the second and third floors of the Administrative Center and Public Safety Headquarters (the "Services")
- 1.2 Following the Village's procurement procedures, the VILLAGE and CONTRACTOR entered into an Agreement on the 12th day of July, 2022, attached hereto as Exhibit "1" for the provision of the Services.
- 1.3 The Village desires to renew the Agreement for one (1) additional year as provided in Article 4 of the Agreement.

Section 1. Amendment to Agreement. Article 4 of the Agreement is amended to read as follows:

4.1 This ~~Agreement~~ First Amendment shall become effective on August 1, ~~2022~~ 2023 and shall remain in effect for a term of twelve (12) months. At its sole discretion, the VILLAGE shall have an option to renew ~~this the Agreement~~ in accordance with the same terms and conditions as the original Agreement for ~~five (5)~~ four (4) additional one (1) year periods. Such renewal shall be effective upon receipt of a written notice from the

Village Manager to the CONTRACTOR, received no later than thirty (30) days prior to the date of termination.

4.2 The VILLAGE hereby agrees to pay CONTRACTOR for the faithful performance of the Services completed in accordance with Article 2 and Article 3 of this the Agreement. Prices for work completed by the CONTRACTOR shall be ~~Twelve Hundred Fifty Dollars and no cents~~ Twelve Hundred Eighty Seven and 50/100 Dollars (\$1,250.00 \$1,287.50) per month ~~as reflected in CONTRACTOR'S Proposal attached hereto and made a part hereof as Exhibit "A".~~ The VILLAGE will make payments to CONTRACTOR for completed and proper Services in accordance with the Local Government Prompt Payment Act in Chapter 218, Florida Statutes.

Section 2. No Further Modifications. All other terms and conditions of the existing Agreement not in conflict or superseded by this First Amendment shall remain in full force and effect as if set forth herein.

Section 3. Effective Date. This First Amendment shall be effective on the date first written above.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates under each signature: The VILLAGE, signing by and through its Village Manager, attested to by its Village Clerk, duly authorized to execute same, and by CONTRACTOR, by and through its Owner, duly authorized officer to execute same.

VILLAGE
ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

By: 
Ted Yates, Village Manager

AUTHENTICATION:


Marne McGrath, Village Clerk

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, ONLY


Village Attorney

CONTRACTOR

WITNESSES:

[Signature]
[Signature]

By: [Signature]

Print Name: ELKE M Pastor

Title: OWNER

Date: 7/10/2023

ATTEST:

SECRETARY

STATE OF FLORIDA)
COUNTY OF Moore)

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 10 day of July, 2023 (year) by Elke M Pastor (name of person making the statement) as Owner (title) of Island pride cleaning & lawn service LLC (company name), who ☒ is personally known to me or ☐ has provided Florida Driver's License as identification.



Danya Herzberg
NOTARY PUBLIC

My Commission Expires:

See attached document for Exhibit "1"

AGREEMENT

THIS IS AN AGREEMENT, dated the 12th day of July, 2022, between:

ISLAMORADA, VILLAGE OF ISLANDS
a Florida municipal corporation, hereinafter "VILLAGE,"

AND

Island Pride Cleaning and Lawn Services, Inc.
a Limited Liability Company, authorized to do business in the State of Florida, hereinafter
"CONTRACTOR."

WITNESSETH:

In consideration of the mutual terms and condition, promises, covenants, and payments hereinafter set forth, VILLAGE and CONTRACTOR agree as follows:

ARTICLE 1

PREAMBLE

In order to establish the background, context and form of reference for this Agreement and to generally express the objectives, and intentions, of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

- 1.1 The VILLAGE is in need of an experienced independent CONTRACTOR to provide janitorial services for the Islamorada Administrative Offices located on the second and third floors of the Administrative Center and Public Safety Headquarters (the "services")
- 1.2 On June 8, 2022, the VILLAGE issued Request for Proposals 22-04 for the Services (the "RFP").
- 1.3 On July 6, 2022, the VILLAGE received a proposal from CONTRACTOR for the services to complete services as expressed in RFP 22-04.
- 1.4 The evaluation committee ranked the responsive proposals in accordance with the RFP and determined that CONTRACTOR was the highest ranked, responsive and responsible proposer for the Services
- 1.5 VILLAGE and CONTRACTOR desire to enter into an Agreement for the provision of the Services in accordance with RFP 22-04 as made part in Article 2 as set forth herein and on the schedule set forth in Article 3.

ARTICLE 2
SCOPE OF WORK

2.1 The CONTRACTOR shall furnish all necessary expertise, personnel, tools, materials, equipment and supervision, to perform all of the work described in the Proposal, referred to in this Agreement as the Services, as follows:

The janitorial services to be offered shall consist of labor, materials (excluding plastic bags, toilet paper, paper towels, dish soap and hand soap).

The services to be performed **every visit** shall include: (1) vacuuming all carpets; (2) sweeping all tile and/or linoleum floors including interior stairwell; (3) cleaning all restrooms, including scrubbing and sanitizing fixtures and toilets, mopping floors and cleaning mirrors; (4) dusting furniture (desk surfaces must be free of papers to be dusted); (5) cleaning kitchen area including counter, sinks, tables, chairs, exterior of appliances and floor; (6) sweeping stairs and wiping handrail in interior stairwell; (7) wiping reception counters and furniture in lobbies; (8) wiping conference room tables; (9) polishing stainless steel elevator doors and cased openings on 1st, 2nd and 3rd floors and sanitize interior control panel; (10) check/replace toilet paper and paper towel in all restrooms, kitchens and hallways; (11) emptying trash receptacles into dumpster outside of building; and, (12) emptying recycling bins into large bins outside of building.

The **weekly** janitorial services shall include: (1) cleaning all interior glass in interior doors and reception windows; (2) dusting baseboards and windowsills in all areas; (3) mopping all lobby areas and interior stairwell; (4) cleaning interior of elevator panels.

The **monthly** janitorial services shall include: (1) cleaning interiors of the refrigerator(s) and microwave(s); (2) dusting air conditioning vent covers; and, (3) cleaning interior of windows in lobby areas.

The **quarterly** janitorial services shall include: dusting blinds in windows and doors.

2.2 CONTRACTOR hereby represents to VILLAGE, with full knowledge that VILLAGE is relying upon these representations when entering into this Agreement with CONTRACTOR, that CONTRACTOR has the professional expertise, experience, and manpower to perform the Services to be provided by CONTRACTOR pursuant to the terms of this Agreement.

2.3 CONTRACTOR assumes professional and technical responsibility for performance of its services to be provided hereunder in accordance with applicable recognized professional standards.

2.4 None of the work or services under this Agreement shall be subcontracted by CONTRACTOR, unless CONTRACTOR obtains prior written consent from the VILLAGE. Approved subcontractors shall be subject to each provision of this Agreement and CONTRACTOR shall be responsible and indemnify the VILLAGE for all subcontractors' acts, errors, or omissions.

ARTICLE 3
SCHEDULING AND NOTICE

3.1 The VILLAGE specifies that the Services herein shall be performed two (2) times per week. The days the Services shall be performed are Wednesday and either Friday, Saturday, or Sunday (at the discretion of the CONTRACTOR). The Services shall be performed any time after 7:00 p.m. and before 6:00 a.m. on weekdays and at any hour on Saturday or Sunday. From time to time, the VILLAGE may need to adjust the day of the week or hours the work is to be performed. At such times, the VILLAGE shall provide at least 24-hour notice to the CONTRACTOR.

3.2 It shall be the responsibility of the CONTRACTOR to notify the VILLAGE at least 24 hours in advance when there are circumstances that may prevent the CONTRACTOR from completing the Services on the regular schedule.

ARTICLE 4
TERM, COMPENSATION AND PAYMENT

4.1 This Agreement shall become effective on August 1, 2022 and shall remain in effect for a term of twelve (12) months. At its sole discretion, the VILLAGE shall have an option to renew this Agreement in accordance with the same terms and conditions for five (5) additional one (1) year periods. Such renewal shall be effective upon receipt of a written notice from the Village Manager to the CONTRACTOR, received no later than thirty (30) days prior to the date of termination.

4.2 The VILLAGE hereby agrees to pay CONTRACTOR for the faithful performance of the Services completed in accordance with the Article 2 and Article 3 of this Agreement. Prices for work completed by the CONTRACTOR shall be Twelve Hundred Fifty Dollars and no cents (\$1,250.00) per month as reflected in CONTRACTOR'S Proposal attached hereto and made a part hereof as Exhibit "A". The VILLAGE will make payments to CONTRACTOR for completed and proper Services in accordance with the Local Government Prompt Payment Act in Chapter 218, Florida Statutes.

4.3 Prices for the Services for renewal terms shall be automatically adjusted to reflect any increase of the cost of doing business, measured by the fluctuation in the Consumer Price Index (CPI) (All Urban Consumers, Miami-Fort Lauderdale, Florida) for all items as published by the U.S. Department of Labor, Bureau of Labor Statistics or its successor agency, using the percentage change in CPI from the previous June to June of the year in which the adjustment is effected, or the closest annual period. Notwithstanding the foregoing, the annual CPI adjustment shall not exceed an increase of more than three (3) percent and there shall be no decrease at such times as the CPI referenced above decreases.

4.4 The CONTRACTOR shall guarantee the quality of the Services. Should performance of the Services be found substandard, the Public Works Director or their designee shall notify the CONTRACTOR of the deficiencies. The CONTRACTOR shall be responsible to return to properly complete the Services at a time agreed upon between the VILLAGE and the CONTRACTOR.

4.5 CONTRACTOR is prohibited from placing a lien on the Village's property. This prohibition applies to; inter alia, all sub-CONTRACTORS and subcontractors, suppliers and labors.

ARTICLE 5
CONTRACTOR'S LIABILITY INSURANCE

5.1 The CONTRACTOR shall not commence work under this Agreement until CONTRACTOR has obtained all insurance required under this Article and such insurance has been approved by the VILLAGE nor shall the CONTRACTOR allow any Subcontractor to commence work on his sub-contract until all similar such insurance required of the subcontractor has been obtained and approved.

5.2 Certificates of insurance, reflecting evidence of the required insurance, shall be filed with the VILLAGE prior to the commencement of the Services. These Certificates shall contain a provision that coverage afforded under these policies will not be canceled until at least thirty (30) days prior written notice has been given to the VILLAGE. Policies shall be issued by companies authorized to do business under the laws of the State of Florida.

5.3 Financial Ratings must be no less than "A" in the latest edition of "Bests Key Rating Guide", published by A.M. Best Guide.

5.4 Insurance shall be in force during the term of this Agreement. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the contract and extension thereunder is in effect. The CONTRACTOR shall not continue to work pursuant to this Agreement unless all required insurance remains in full force and effect.

5.5 Comprehensive General Liability insurance to cover liability bodily injury and property damage. Exposures to be covered are: premises, operations, products/completed operations, and certain contracts. Coverage must be written on an occurrence basis, with the following limits of liability:

- a) Workers' Compensation Insurance – as required by law;
- b) Comprehensive General Liability Insurance, including Premises Operation, Products and Completed Operations, Blanket Contractual Liability, Personal Injury Liability, Expanded Definition of Property Damage - \$1,000,000 combined single limit.

5.6 The CONTRACTOR shall hold the VILLAGE, its agents, and employees, harmless on account of claims for damages to persons, property or premises arising out of CONTRACTOR's negligent operations in completing this Agreement and name the VILLAGE as an additional insured under their policy.

5.7 The VILLAGE reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

ARTICLE 6
PROTECTION OF PROPERTY

6.1 At all times during the performance of this Agreement, the CONTRACTOR shall protect the VILLAGE's property and properties adjoining the Project site from all damage whatsoever on account of the services being carried on pursuant to this Agreement.

ARTICLE 7
CONTRACTOR'S INDEMNIFICATION

7.1 The CONTRACTOR agrees to release the VILLAGE from and against any and all liability and responsibility in connection with the above-mentioned matters. The CONTRACTOR further agrees not to sue or seek any money or damages from VILLAGE in connection with the above-mentioned matters.

7.2 The CONTRACTOR agrees to indemnify, defend, and hold harmless the VILLAGE, its trustees, elected and appointed officers, agents, servants and employees, from and against any and all claims, demands, or causes of action of whatsoever kind or nature, and the resulting losses, costs, expenses, reasonable attorneys' fees, liabilities, damages, orders, judgments, or decrees, sustained by the VILLAGE or any third party arising out of, or by reason of, or resulting from the CONTRACTOR's negligent acts, errors, or omissions.

7.3 If a court of competent jurisdiction holds the Village liable for certain tortuous acts of its agents, officers, or employees, such liability shall be limited to the extent and limit provided in 768.28, Florida Statutes. This provision shall not be construed as a waiver of any right or defense that the Village may possess. The Village specifically reserves all rights as against any and all claims that may be brought.

7.4 Nothing in this Agreement shall be deemed or treated as a waiver by the VILLAGE of any immunity to which it is entitled by law, including but not limited to the VILLAGE's sovereign immunity as set forth in Section 768.28, Florida Statutes.

ARTICLE 8
INDEPENDENT CONTRACTOR

8.1 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONTRACTOR is an independent contractor under this Agreement and not the VILLAGE's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the

judgment of the manner and means of carrying out the CONTRACTOR's activities and responsibilities hereunder provided. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the VILLAGE and the VILLAGE will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.

ARTICLE 9 NONDISCRIMINATION

During the term of this Agreement, the CONTRACTOR shall not discriminate against any of its employees or applicants for employment because of their race, color, sex, religion, disability, national origin, ancestry, sexual orientation, familial status, age, genetics or any other protected characteristic as established by local, state or federal law.

ARTICLE 10 CHANGES TO SCOPE OF WORK AND ADDITIONAL WORK

10.1 The VILLAGE may request changes that would increase, decrease or otherwise modify the Scope of Services/Basic Services to be provided under this Agreement as described in Article 2 of this Agreement. Such changes or additional services must be contained in a written amendment, executed by the parties hereto, with the same formality and with equality and dignity prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work. Each amendment shall at a minimum include the following information on each project:

PROJECT NAME
PROJECT DESCRIPTION
ESTIMATED PROJECT COST
ESTIMATED COST FOR ADDITION OR CHANGE TO PROJECT CONTRACT
ESTIMATED PROJECT COMPLETION DATE

10.2 In no event will the CONTRACTOR be compensated for any work which has not been described in a separate written agreement or amendment executed by the parties hereto.

ARTICLE 11 TERM AND TERMINATION

11.1 This Agreement may be terminated by either party for cause, or the VILLAGE for convenience, upon ten (10) days written notice by the VILLAGE to CONTRACTOR in which event the CONTRACTOR shall be paid its compensation for services performed to termination date. In the event that the CONTRACTOR abandons this Agreement or causes it to be terminated, CONTRACTOR shall indemnify the VILLAGE against any loss pertaining to this termination up to a maximum of the full contracted fee amount.

ARTICLE 12
CONTRACT DOCUMENTS

12.1 CONTRACTOR and VILLAGE hereby agree that the following Contract Documents, which are attached hereto and made a part thereof, are fully incorporated herein and made a part of this Agreement, as if written herein word for word: this Agreement; including CONTRACTOR's Proposal in response to RFP 22-04 as set forth and incorporated into this Agreement as Exhibit "A" and all other exhibits thereto. In the event there is a conflict between the terms of the RFP, CONTRACTOR'S Proposal, and this Agreement, the terms of this Agreement shall prevail.

ARTICLE 13
MISCELLANEOUS

13.1 Legal Representation. It is acknowledged that each party to this Agreement had the opportunity to be represented by counsel in the preparation of this Agreement and, accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply due to the joint contribution of both parties.

13.2 Assignments. This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of VILLAGE. For purposes of this Agreement, any change of ownership of CONTRACTOR shall constitute an assignment which requires VILLAGE approval. However, this Agreement shall run to the VILLAGE and its successors and assigns.

13.3 Records. CONTRACTOR shall keep books and records and require any and all subcontractors to keep books and records as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONTRACTOR expects to be reimbursed, if applicable. Such books and records will be available at all reasonable times for examination and audit by VILLAGE and shall be kept for a period of three (3) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by VILLAGE of any fees or expenses based upon such entries.

13.4 Public Records. VILLAGE is a public agency subject to Chapter 119, Florida Statutes. To the extent that CONTRACTOR is acting on behalf of VILLAGE pursuant to Section 119.0701, Florida Statutes, CONTRACTOR shall:

- a. Keep and maintain public records that ordinarily and necessarily would be required to be kept and maintained by VILLAGE were VILLAGE performing the services under this agreement;
- b. Provide the public with access to such public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

- c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
- d. Meet all requirements for retaining public records and transfer to VILLAGE, at no cost, all public records in possession of the CONTRACTOR upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the VILLAGE.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 305-664-6412, Clerk@islamorada.fl.us, or by mail: Village Clerk, 868800 Overseas Highway, Islamorada, FL 33036.

13.4 No Contingent Fees. CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONTRACTOR, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the VILLAGE shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

13.5 E-Verify. CONTRACTOR shall comply with Section 448.095, Fla. Stat., "Employment Eligibility," including the registration and use of the E-Verify system to verify the work authorization status of employees. Failure to comply with Section 448.095, Fla. Stat. shall result in termination of this Contract. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of the statute by CONTRACTOR, CONTRACTOR may not be awarded a public contract for a period of 1 year after the date of termination.

13.6 Scrutinized Companies.

- a. CONTRACTOR certifies that it and its subconsultants are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the CONTRACTOR or its subconsultants are found to have submitted a false certification; or if CONTRACTOR, or its subconsultants are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.

13.7 Notice. Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed

to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, the CONTRACTOR and the VILLAGE designate the following as the respective places for giving of notice:

VILLAGE: Village Manager
Islamorada, Village of Islands
86800 Overseas Highway
Islamorada, Florida 33036

Copy To: Village Attorney
Islamorada, Village of Islands
86800 Overseas Highway
Islamorada, Florida 33036

CONTRACTOR: Elke M. Pastor/ Owner
Island Pride Cleaning and Lawn Service LLC
106003 Overseas Hwy., Apt. 2303
Key Largo, FL 33037

13.8 Binding Authority. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

13.9 Exhibits. Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and are incorporated herein by reference.

13.10 Headings. Headings herein are for convenience of reference only and shall not be considered on any interpretation of this Agreement.

13.11 Severability. If any provision of this Agreement or application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

13.12 Governing Law. This Agreement shall be governed by the laws of the State of Florida with venue lying in Monroe County, Florida.

13.13 Disputes. Any claim, objection, or dispute arising out of the terms of this Agreement shall be litigated in the Sixteenth Judicial Circuit Court in and for Monroe County.

13.14 Extent of Agreement. This Agreement together with Contract Documents, attached as an Exhibit hereto, as amended herein above represents the entire and integrated agreement

between the VILLAGE and the CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral.

13.15 Waiver. Failure of the VILLAGE to insist upon strict performance of any provision or condition of this Agreement, or to execute any right therein contained, shall not be construed as a waiver or relinquishment for the future of any such provision, condition, or right, but the same shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates under each signature: The VILLAGE, signing by and through its Village Manager, attested to by its Village Clerk, duly authorized to execute same, and by CONTRACTOR, by and through its Owner, duly authorized officer to execute same.

VILLAGE

ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

By: Maria T. Bassett 7/7/22
Maria T. Bassett, Acting Village Manager

AUTHENTICATION:

Marne McGrath
Marne McGrath, Village Clerk

(SEAL)

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, ONLY

[Signature]
Village Attorney

CONTRACTOR

WITNESSES:

Sean Pastor

By: 

Print Name: Elke M Pastor

Title: OWNER

Date: 7/12/22

ATTEST:

SECRETARY

STATE OF FLORIDA)
COUNTY OF Monroe)

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 12th day of July, 2022 (year) by Elke Pastor (name of person making the statement) as owner (title) of _____ (company name), who X is personally known to me or _____ has provided Florida Driver's License as identification.


NOTARY PUBLIC

My Commission Expires:



DEBRA L. GUENTHER
Commission # HH 164625
Expires December 10, 2025
Bonded Thru Budget Notary Services

See attached document for Exhibit "A"

Exhibit "B"

SECOND AMENDMENT TO AGREEMENT

This Second Amendment to Agreement between ISLAMORADA, VILLAGE OF ISLANDS, a Florida municipal corporation, hereinafter "VILLAGE,"

AND

Island Pride Cleaning and Lawn Services, Inc. a Limited Liability Company, authorized to do business in the State of Florida, hereinafter "CONTRACTOR" is made and entered into this 1st day of July, 2024.

WITNESSETH:

In consideration of the mutual terms and condition, promises, covenants, and payments set forth in the Agreement and hereinafter, VILLAGE and CONTRACTOR agree as follows:

ARTICLE 1
PREAMBLE

In order to establish the background, context and form of reference for this Renewal and to generally express the objectives, and intentions, of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Second Amendment is based.

- 1 .1 The VILLAGE utilizes an experienced independent CONTRACTOR to provide janitorial services for the Islamorada Administrative Offices located on the second and third floors of the Administrative Center and Public Safety Headquarters (the "Services")
- 1 .2 Following the Village's procurement procedures, the VILLAGE and CONTRACTOR entered into an Agreement on the 12th day of July, 2022, for the provision of the Services and entered into a First Amendment to the Agreement, attached hereto as Exhibit 'I I I', on July 1 7, 2023, to renew the Agreement for an additional year.
- 1 .3 The Village desires to renew the Agreement for one (1) additional year as provided in Article 4 of the Agreement.

Section 1. Amendment to Agreement. Article 4 of the Agreement is amended to read as follows:

4.1 This ~~First Amendment~~ Second Amendment shall become effective on August 1, 2023 2024 and shall remain in effect for a term of twelve (12) months. At its sole discretion, the VILLAGE shall have an option to renew the Agreement in accordance with the same terms and conditions as the original Agreement for ~~See-F-{4} three (3)~~ additional one (1) year periods. Such renewal shall be effective upon receipt of a

written notice from the Village Manager to the CONTRACTOR, received no later than thirty (30) days prior to the date of termination.

4.2 The VILLAGE hereby agrees to pay CONTRACTOR for the faithful performance of the Services completed in accordance with Article 2 and Article 3 of the Agreement.

Prices for work completed by the CONTRACTOR shall be ~~Twelve Hundred Eighty Seven and 50/100 Dollars (\$1,287.50)~~ Thirteen Hundred Twenty Six and 13/100 (\$1*323.13) per sq month. The VILLAGE will make payments to CONTRACTOR for completed and proper --img- Services in accordance with the Local Government Prompt Payment Act in Chapter 218, Florida Statutes.

ARTICLE 14

NONCOERCIVE CONDUCT FOR LABOR OR SERVICES

Section 14.1 Noncoercive Conduct for Labor or Services. In accordance with Section 787.06, Florida Statutes. the CONTRACTOR has attested to the affidavit incorporated herein as Exhibit "2" that CONTRACTOR does not use coercion for labor or services.

Section 2. No Further Modifications. All other terms and conditions of the existing Agreement not in conflict or superseded by this Second Amendment shall remain in full force and effect as if set forth herein.

Section 3. Effective Date. This Second Amendment shall be effective on the date first written above.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates under each signature: The VILLAGE, signing by and through its Village Manager, attested to by its Village Clerk, duly authorized to execute same, and by CONTRACTOR, by and

ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

By: 

through its Owner, duly authorized officer to execute same.

VILLAGE

Robert Cole, Village Manager

AUTHENTICATION:



Marne McGrath, Village Clerk

APPROVED AS TO FORM AND LEGALITY FOR
THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, ONLY

Exhibit "B"



Village Attorney

CONTRACTOR

By: 

Print Name: ELKE M Pastor

Title: OWNER

Date: 6/14/24

WITNESS:
WITNESS:

By: 

Print Name: Danya Herzberg

FIRST AMENDMENT TO
AGREEMENT

This First Amendment to Agreement between ISLAMORADA, VILLAGE OF ISLANDS, a
Florida municipal corporation, hereinafter "VILLAGE,"

AND

Island Pride Cleaning and Lawn Services, Inc. a Limited Liability Company, authorized
to do business in the State of Florida, hereinafter "CONTRACTOR" is made and
entered into this J'+day of , 2023,

WITNESSETH:

In consideration of the mutual terms and condition, promises, covenants, and payments set forth in the Agreement and hereinafter, VILLAGE and CONTRACTOR agree as follows:

ARTICLE 1
PREAMBLE

In order to establish the background, context and form of reference for this Renewal and to generally express the objectives, and intentions, of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be retied upon by the parties as essential elements of the mutual considerations upon which this First Amendment is based.

- 1 . 1 The VILLAGE utilizes an experienced independent CONTRACTOR to provide janitorial services for the Islamorada Administrative Offices located on the second and third floors of the Administrative Center and Public Safety Headquarters (the "Services")
- 1 .2 Following the Village's procurement procedures, the VILLAGE and CONTRACTOR entered into an Agreement on the 12th day of July, 2022, attached hereto as Exhibit "1 " for the provision of the Services.
- 1 .3 The Village desires to renew the Agreement for one (1) additional year as provided in Article 4 of the Agreement.

Section 1. Amendment to Agreement. Article 4 of the Agreement is amended to read as follows:

4.1 This ~~Agreement~~ First Amendment shall become effective on August 1 , 2022 2023 and shall remain in effect for a term of twelve (12) months. At its sole discretion, the VILLAGE shall have an option to renew ~~this~~ the Agreement in accordance with the same terms and conditions as the original Agreement for {We-

{5) four (4) additional one (1) year periods. Such renewal shall be effective upon receipt of a written notice from the Village Manager to the CONTRACTOR, received no later than thirty (30) days prior to the date of termination.

4.2 The VILLAGE hereby agrees to pay CONTRACTOR for the faithful performance of the Services completed in accordance with Article 2 and Article 3 of the Agreement. Prices for work completed by the CONTRACTOR shall be Twelve Hundred Fifty Dollars a-Ad--ae-eea*s Twelve Hundred Eighty Seven and 50/100 Dollars (\$47250:00 \$1287.50) per month ~~as reflected in CONTRACTOR'S Proposal attached hereto and made a part hereof~~ as-E%Åibi-t-2-A². The VILLAGE will make payments to CONTRACTOR for completed and proper Services in accordance with the Local Government Prompt Payment Act in Chapter 218, Florida Statutes.

Section 2. No Further Modifications. All other terms and conditions of the existing Agreement not in conflict or superseded by this First Amendment shall remain in full force and effect as if set forth herein.

~~Secc~~—3. Effective Date. This First Amendment shall be effective on the date first written above.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates under each signature: The VILLAGE, signing by and through its Village Manager, attested to by its Village Clerk, duly authorized to execute same, and by CONTRACTOR, by and through its Owner, duly authorized officer to execute same.

VILLAGE
ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

By:


Ted Yates, Village Manager

AUTHENTICATION:



Marne McGrath, Village Clerk

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, ONLY

Exhibit "B"



Village Attorney

or

CONTRACTOR

WITNESSES:




By: 

Print Name: Elke M Pastor

Title: OWNER

Date: 7/10/2023

ATTEST:

SECRETARY

STATE OF FLORIDA/

COUNTY OF —Uaaa-c--)

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this D day of 202 (year) by (name of person making statement) as (title) (company name), who _ personally known to me or _ has provided Florida Driver's License as identification.



NOTARY PUBLIC



My Commission Expires:

of

Exhibit "B"

See attached document for Exhibit "2"

Affidavit Attesting to Noncoercive Conduct for Labor or Services

Nongovernment Entity name: Island Pride cleaning & lawn Service LLC
for FEIN: 26-3641912
Address: 106003 Overseas Hwy Apt 2303
Key Largo, FL State: FL Zip: 33037
Phone number: 305-360-0836 Email Address: empirp09@yahoo.com

endor")

Vendor FEIN:

Address:

City:

(.22971

As a nongovernmental entity executing, renewing, or extending a contract with a government entity, Vendor is required to provide an affidavit under penalty of perjury attesting that Vendor does not use coercion for labor or services in accordance with Section 787.06, Florida Statutes.

As defined in Section 787.06(2)(a), coercion means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when Labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or service are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03 to any person for the purpose of exploitation of that person.

As a person authorized to sign on behalf of Vendor, I certify that Vendor does not use coercion for labor or services in accordance with Section 787.06.

Written Declaration

Exhibit "B"

Under penalties of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

By:  _____

Authorized Signature

Print Name and Title: ELKE M Pastor (OWNER)

Date: 6/14/24

**THIRD AMENDMENT TO
AGREEMENT**

This Third Amendment to Agreement between ISLAMORADA, VILLAGE OF ISLANDS, a Florida
municipal corporation, hereinafter "VILLAGE,"

AND

Island Pride Cleaning and Lawn Services, Inc., a Limited Liability Company, authorized to do
business in the State of Florida, hereinafter "CONTRACTOR"

is made and entered into this 28th day of February 2025.

WITNESSETH:

In consideration of the mutual terms and condition, promises, covenants, and payments set forth in the Agreement and hereinafter, VILLAGE and CONTRACTOR agree as follows:

ARTICLE 1
PREAMBLE

In order to establish the background, context and form of reference for Extending Janitorial Services to the Parks and Recreational offices including the Life Guard room of Islamorada Village of Service and to generally express the objectives, and intentions, of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Third Amendment is based.

- 1.1 The VILLAGE utilizes an experienced independent CONTRACTOR to provide janitorial services for the Islamorada Administrative Offices located on the second and third floors of the Administrative Center and Public Safety Headquarters (the "Services")
- 1.2 Following the Village's procurement procedures, the VILLAGE and CONTRACTOR entered into an Agreement on the 12th day of July 2022, for the provision of the Services and entered into a First and Second Amendment to the Agreement, attached hereto as Exhibit "A" on July 17, 2022, and Exhibit "B", on July 1, 2024, to renew the Agreement for an additional year.
- 1.3 The Village desires to Extended the Janitorial Services to the Park & Recreational pool area Female and Male lockers servicing twice a week as attached hereto as Exhibit "C"

To Amend the Agreement to include Janitorial Services for the remaining one hundred and fifty-one (151) days, continuing service for 4 months, 4 weeks, 1 day. Including not to exceed the \$25k procurement regulation. additional year as provided in Article 4 of the Agreement.

Section 1. Amendment to Agreement. Article 4 of the Agreement is amended to read as follows:

4.1 This ~~First Amendment~~ ~~Second Amendment~~ Third Amendment shall become effective on February 28, 2025 and shall remain in effect for the remaining term of twelve (12) months. At its sole discretion, the VILLAGE shall have an option to renew the Agreement in accordance with the same terms and conditions as the original Agreement for ~~four (4)~~ three (3) additional one (1) year periods. Such Extension of Janitorial Services shall be effective upon receipt of a written notice from the Village Manager to the CONTRACTOR.

4.2 The VILLAGE hereby agrees to pay CONTRACTOR for the faithful performance of the Services completed in accordance with Article 2 and Article 3 of the Agreement. Prices for work completed by the CONTRACTOR shall be ~~Twelve Hundred Eighty Seven and 50/100 Dollars (\$1,287.50)~~ Thirteen Hundred Twenty Six and 13/100 (\$1,326.13) Two Thousand, Six Hundred Fifty Two and 26/100 (\$2,652.26) per month. The VILLAGE will make payments to CONTRACTOR for completed and proper Services in accordance with the Local Government Prompt Payment Act in Chapter 218, Florida Statutes.

ARTICLE 14 **NONCOERCIVE CONDUCT FOR LABOR OR SERVICES**

Section 14.1 Noncoercive Conduct for Labor or Services. In accordance with Section 787.06, Florida Statutes, the CONTRACTOR has attested to the affidavit incorporated herein as Exhibit "2" that CONTRACTOR does not use coercion for labor or services.

Section 2. No Further Modifications. All other terms and conditions of the existing Agreement not in conflict or superseded by this Third Amendment shall remain in full force and effect as if set forth herein.

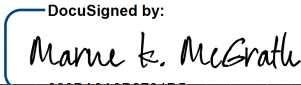
Section 3. Effective Date. This Third Amendment shall be effective on the first date written above.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates under each signature: The VILLAGE, signing by and through its Village Manager, attested to by its Village Clerk, duly authorized to execute same, and by CONTRACTOR, by and through its Owner, duly authorized officer to execute same.

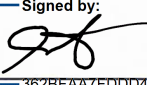
VILLAGE
ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

By:  DocuSigned by:
AF15284767254EB
Sheila Denoncourt, Acting Village Manager

AUTHENTICATION:

 DocuSigned by:
008BA9A9B2704D5...
Marne McGrath, Village Clerk

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, ONLY

Signed by: 
362BFAA7FDD417...
Village Attorney

CONTRACTOR

By: 

Print Name: ELKE PASTOR

Title: OWNER

Date: 3/4/25

WITNESS:

By: 

Print Name: Danya Canto

EXHIBIT "A"

AGREEMENT

THIS IS AN AGREEMENT, dated the 12th day of July, 2022, between:

ISLAMORADA, VILLAGE OF ISLANDS
a Florida municipal corporation, hereinafter "VILLAGE,"

AND

Island Pride Cleaning and Lawn Services, Inc.
a Limited Liability Company, authorized to do business in the State of Florida, hereinafter
"CONTRACTOR."

WITNESSETH:

In consideration of the mutual terms and condition, promises, covenants, and payments hereinafter set forth, VILLAGE and CONTRACTOR agree as follows:

ARTICLE 1
PREAMBLE

In order to establish the background, context and form of reference for this Agreement and to generally express the objectives, and intentions, of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

- 1.1 The VILLAGE is in need of an experienced independent CONTRACTOR to provide janitorial services for the Islamorada Administrative Offices located on the second and third floors of the Administrative Center and Public Safety Headquarters (the "services")
- 1.2 On June 8, 2022, the VILLAGE issued Request for Proposals 22-04 for the Services (the "RFP").
- 1.3 On July 6, 2022, the VILLAGE received a proposal from CONTRACTOR for the services to complete services as expressed in RFP 22-04.
- 1.4 The evaluation committee ranked the responsive proposals in accordance with the RFP and determined that CONTRACTOR was the highest ranked, responsive and responsible proposer for the Services
- 1.5 VILLAGE and CONTRACTOR desire to enter into an Agreement for the provision of the Services in accordance with RFP 22-04 as made part in Article 2 as set forth herein and on the schedule set forth in Article 3.

ARTICLE 2
SCOPE OF WORK

2.1 The CONTRACTOR shall furnish all necessary expertise, personnel, tools, materials, equipment and supervision, to perform all of the work described in the Proposal, referred to in this Agreement as the Services, as follows:

The janitorial services to be offered shall consist of labor, materials (excluding plastic bags, toilet paper, paper towels, dish soap and hand soap).

The services to be performed **every visit** shall include: (1) vacuuming all carpets; (2) sweeping all tile and/or linoleum floors including interior stairwell; (3) cleaning all restrooms, including scrubbing and sanitizing fixtures and toilets, mopping floors and cleaning mirrors; (4) dusting furniture (desk surfaces must be free of papers to be dusted); (5) cleaning kitchen area including counter, sinks, tables, chairs, exterior of appliances and floor; (6) sweeping stairs and wiping handrail in interior stairwell; (7) wiping reception counters and furniture in lobbies; (8) wiping conference room tables; (9) polishing stainless steel elevator doors and cased openings on 1st, 2nd and 3rd floors and sanitize interior control panel; (10) check/replace toilet paper and paper towel in all restrooms, kitchens and hallways; (11) emptying trash receptacles into dumpster outside of building; and, (12) emptying recycling bins into large bins outside of building.

The **weekly** janitorial services shall include: (1) cleaning all interior glass in interior doors and reception windows; (2) dusting baseboards and windowsills in all areas; (3) mopping all lobby areas and interior stairwell; (4) cleaning interior of elevator panels.

The **monthly** janitorial services shall include: (1) cleaning interiors of the refrigerator(s) and microwave(s); (2) dusting air conditioning vent covers; and, (3) cleaning interior of windows in lobby areas.

The **quarterly** janitorial services shall include: dusting blinds in windows and doors.

2.2 CONTRACTOR hereby represents to VILLAGE, with full knowledge that VILLAGE is relying upon these representations when entering into this Agreement with CONTRACTOR, that CONTRACTOR has the professional expertise, experience, and manpower to perform the Services to be provided by CONTRACTOR pursuant to the terms of this Agreement.

2.3 CONTRACTOR assumes professional and technical responsibility for performance of its services to be provided hereunder in accordance with applicable recognized professional standards.

2.4 None of the work or services under this Agreement shall be subcontracted by CONTRACTOR, unless CONTRACTOR obtains prior written consent from the VILLAGE. Approved subcontractors shall be subject to each provision of this Agreement and CONTRACTOR shall be responsible and indemnify the VILLAGE for all subcontractors' acts, errors, or omissions.

ARTICLE 3 SCHEDULING AND NOTICE

3.1 The VILLAGE specifies that the Services herein shall be performed two (2) times per week. The days the Services shall be performed are Wednesday and either Friday, Saturday, or Sunday (at the discretion of the CONTRACTOR). The Services shall be performed any time after 7:00 p.m. and before 6:00 a.m. on weekdays and at any hour on Saturday or Sunday. From time to time, the VILLAGE may need to adjust the day of the week or hours the work is to be performed. At such times, the VILLAGE shall provide at least 24-hour notice to the CONTRACTOR.

3.2 It shall be the responsibility of the CONTRACTOR to notify the VILLAGE at least 24 hours in advance when there are circumstances that may prevent the CONTRACTOR from completing the Services on the regular schedule.

ARTICLE 4 TERM, COMPENSATION AND PAYMENT

4.1 This Agreement shall become effective on August 1, 2022 and shall remain in effect for a term of twelve (12) months. At its sole discretion, the VILLAGE shall have an option to renew this Agreement in accordance with the same terms and conditions for five (5) additional one (1) year periods. Such renewal shall be effective upon receipt of a written notice from the Village Manager to the CONTRACTOR, received no later than thirty (30) days prior to the date of termination.

4.2 The VILLAGE hereby agrees to pay CONTRACTOR for the faithful performance of the Services completed in accordance with the Article 2 and Article 3 of this Agreement. Prices for work completed by the CONTRACTOR shall be Twelve Hundred Fifty Dollars and no cents (\$1,250.00) per month as reflected in CONTRACTOR'S Proposal attached hereto and made a part hereof as Exhibit "A". The VILLAGE will make payments to CONTRACTOR for completed and proper Services in accordance with the Local Government Prompt Payment Act in Chapter 218, Florida Statutes.

4.3 Prices for the Services for renewal terms shall be automatically adjusted to reflect any increase of the cost of doing business, measured by the fluctuation in the Consumer Price Index (CPI) (All Urban Consumers, Miami-Fort Lauderdale, Florida) for all items as published by the U.S. Department of Labor, Bureau of Labor Statistics or its successor agency, using the percentage change in CPI from the previous June to June of the year in which the adjustment is effected, or the closest annual period. Notwithstanding the foregoing, the annual CPI adjustment shall not exceed an increase of more than three (3) percent and there shall be no decrease at such times as the CPI referenced above decreases.

4.4 The CONTRACTOR shall guarantee the quality of the Services. Should performance of the Services be found substandard, the Public Works Director or their designee shall notify the CONTRACTOR of the deficiencies. The CONTRACTOR shall be responsible to return to properly complete the Services at a time agreed upon between the VILLAGE and the CONTRACTOR.

4.5 CONTRACTOR is prohibited from placing a lien on the Village's property. This prohibition applies to; inter alia, all sub-CONTRACTORS and subcontractors, suppliers and labors.

ARTICLE 5
CONTRACTOR'S LIABILITY INSURANCE

5.1 The CONTRACTOR shall not commence work under this Agreement until CONTRACTOR has obtained all insurance required under this Article and such insurance has been approved by the VILLAGE nor shall the CONTRACTOR allow any Subcontractor to commence work on his sub-contract until all similar such insurance required of the subcontractor has been obtained and approved.

5.2 Certificates of insurance, reflecting evidence of the required insurance, shall be filed with the VILLAGE prior to the commencement of the Services. These Certificates shall contain a provision that coverage afforded under these policies will not be canceled until at least thirty (30) days prior written notice has been given to the VILLAGE. Policies shall be issued by companies authorized to do business under the laws of the State of Florida.

5.3 Financial Ratings must be no less than "A" in the latest edition of "Bests Key Rating Guide", published by A.M. Best Guide.

5.4 Insurance shall be in force during the term of this Agreement. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the contract and extension thereunder is in effect. The CONTRACTOR shall not continue to work pursuant to this Agreement unless all required insurance remains in full force and effect.

5.5 Comprehensive General Liability insurance to cover liability bodily injury and property damage. Exposures to be covered are: premises, operations, products/completed operations, and certain contracts. Coverage must be written on an occurrence basis, with the following limits of liability:

- a) Workers' Compensation Insurance – as required by law;
- b) Comprehensive General Liability Insurance, including Premises Operation, Products and Completed Operations, Blanket Contractual Liability, Personal Injury Liability, Expanded Definition of Property Damage - \$1,000,000 combined single limit.

5.6 The CONTRACTOR shall hold the VILLAGE, its agents, and employees, harmless on account of claims for damages to persons, property or premises arising out of CONTRACTOR's negligent operations in completing this Agreement and name the VILLAGE as an additional insured under their policy.

5.7 The VILLAGE reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

ARTICLE 6
PROTECTION OF PROPERTY

6.1 At all times during the performance of this Agreement, the CONTRACTOR shall protect the VILLAGE's property and properties adjoining the Project site from all damage whatsoever on account of the services being carried on pursuant to this Agreement.

ARTICLE 7
CONTRACTOR'S INDEMNIFICATION

7.1 The CONTRACTOR agrees to release the VILLAGE from and against any and all liability and responsibility in connection with the above-mentioned matters. The CONTRACTOR further agrees not to sue or seek any money or damages from VILLAGE in connection with the above-mentioned matters.

7.2 The CONTRACTOR agrees to indemnify, defend, and hold harmless the VILLAGE, its trustees, elected and appointed officers, agents, servants and employees, from and against any and all claims, demands, or causes of action of whatsoever kind or nature, and the resulting losses, costs, expenses, reasonable attorneys' fees, liabilities, damages, orders, judgments, or decrees, sustained by the VILLAGE or any third party arising out of, or by reason of, or resulting from the CONTRACTOR's negligent acts, errors, or omissions.

7.3 If a court of competent jurisdiction holds the Village liable for certain tortuous acts of its agents, officers, or employees, such liability shall be limited to the extent and limit provided in 768.28, Florida Statutes. This provision shall not be construed as a waiver of any right or defense that the Village may possess. The Village specifically reserves all rights as against any and all claims that may be brought.

7.4 Nothing in this Agreement shall be deemed or treated as a waiver by the VILLAGE of any immunity to which it is entitled by law, including but not limited to the VILLAGE's sovereign immunity as set forth in Section 768.28, Florida Statutes.

ARTICLE 8
INDEPENDENT CONTRACTOR

8.1 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONTRACTOR is an independent contractor under this Agreement and not the VILLAGE's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the

judgment of the manner and means of carrying out the CONTRACTOR's activities and responsibilities hereunder provided. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the VILLAGE and the VILLAGE will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.

ARTICLE 9 NONDISCRIMINATION

During the term of this Agreement, the CONTRACTOR shall not discriminate against any of its employees or applicants for employment because of their race, color, sex, religion, disability, national origin, ancestry, sexual orientation, familial status, age, genetics or any other protected characteristic as established by local, state or federal law.

ARTICLE 10 CHANGES TO SCOPE OF WORK AND ADDITIONAL WORK

10.1 The VILLAGE may request changes that would increase, decrease or otherwise modify the Scope of Services/Basic Services to be provided under this Agreement as described in Article 2 of this Agreement. Such changes or additional services must be contained in a written amendment, executed by the parties hereto, with the same formality and with equality and dignity prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work. Each amendment shall at a minimum include the following information on each project:

PROJECT NAME
 PROJECT DESCRIPTION
 ESTIMATED PROJECT COST
 ESTIMATED COST FOR ADDITION OR CHANGE TO PROJECT CONTRACT
 ESTIMATED PROJECT COMPLETION DATE

10.2 In no event will the CONTRACTOR be compensated for any work which has not been described in a separate written agreement or amendment executed by the parties hereto.

ARTICLE 11 TERM AND TERMINATION

11.1 This Agreement may be terminated by either party for cause, or the VILLAGE for convenience, upon ten (10) days written notice by the VILLAGE to CONTRACTOR in which event the CONTRACTOR shall be paid its compensation for services performed to termination date. In the event that the CONTRACTOR abandons this Agreement or causes it to be terminated, CONTRACTOR shall indemnify the VILLAGE against any loss pertaining to this termination up to a maximum of the full contracted fee amount.

ARTICLE 12
CONTRACT DOCUMENTS

12.1 CONTRACTOR and VILLAGE hereby agree that the following Contract Documents, which are attached hereto and made a part thereof, are fully incorporated herein and made a part of this Agreement, as if written herein word for word: this Agreement; including CONTRACTOR's Proposal in response to RFP 22-04 as set forth and incorporated into this Agreement as Exhibit "A" and all other exhibits thereto. In the event there is a conflict between the terms of the RFP, CONTRACTOR'S Proposal, and this Agreement, the terms of this Agreement shall prevail.

ARTICLE 13
MISCELLANEOUS

13.1 Legal Representation. It is acknowledged that each party to this Agreement had the opportunity to be represented by counsel in the preparation of this Agreement and, accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply due to the joint contribution of both parties.

13.2 Assignments. This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of VILLAGE. For purposes of this Agreement, any change of ownership of CONTRACTOR shall constitute an assignment which requires VILLAGE approval. However, this Agreement shall run to the VILLAGE and its successors and assigns.

13.3 Records. CONTRACTOR shall keep books and records and require any and all subcontractors to keep books and records as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONTRACTOR expects to be reimbursed, if applicable. Such books and records will be available at all reasonable times for examination and audit by VILLAGE and shall be kept for a period of three (3) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by VILLAGE of any fees or expenses based upon such entries.

13.4 Public Records. VILLAGE is a public agency subject to Chapter 119, Florida Statutes. To the extent that CONTRACTOR is acting on behalf of VILLAGE pursuant to Section 119.0701, Florida Statutes, CONTRACTOR shall:

- a. Keep and maintain public records that ordinarily and necessarily would be required to be kept and maintained by VILLAGE were VILLAGE performing the services under this agreement;
- b. Provide the public with access to such public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

- c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
- d. Meet all requirements for retaining public records and transfer to VILLAGE, at no cost, all public records in possession of the CONTRACTOR upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the VILLAGE.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 305-664-6412, Clerk@islamorada.fl.us, or by mail: Village Clerk, 868800 Overseas Highway, Islamorada, FL 33036.

13.4 No Contingent Fees. CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONTRACTOR, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the VILLAGE shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

13.5 E-Verify. CONTRACTOR shall comply with Section 448.095, Fla. Stat., "Employment Eligibility," including the registration and use of the E-Verify system to verify the work authorization status of employees. Failure to comply with Section 448.095, Fla. Stat. shall result in termination of this Contract. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of the statute by CONTRACTOR, CONTRACTOR may not be awarded a public contract for a period of 1 year after the date of termination.

13.6 Scrutinized Companies.

- a. CONTRACTOR certifies that it and its subconsultants are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the CONTRACTOR or its subconsultants are found to have submitted a false certification; or if CONTRACTOR, or its subconsultants are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.

13.7 Notice. Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed

to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, the CONTRACTOR and the VILLAGE designate the following as the respective places for giving of notice:

VILLAGE: Village Manager
Islamorada, Village of Islands
86800 Overseas Highway
Islamorada, Florida 33036

Copy To: Village Attorney
Islamorada, Village of Islands
86800 Overseas Highway
Islamorada, Florida 33036

CONTRACTOR: Elke M. Pastor/ Owner
Island Pride Cleaning and Lawn Service LLC
106003 Overseas Hwy., Apt. 2303
Key Largo, FL 33037

13.8 Binding Authority. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

13.9 Exhibits. Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and are incorporated herein by reference.

13.10 Headings. Headings herein are for convenience of reference only and shall not be considered on any interpretation of this Agreement.

13.11 Severability. If any provision of this Agreement or application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

13.12 Governing Law. This Agreement shall be governed by the laws of the State of Florida with venue lying in Monroe County, Florida.

13.13 Disputes. Any claim, objection, or dispute arising out of the terms of this Agreement shall be litigated in the Sixteenth Judicial Circuit Court in and for Monroe County.

13.14 Extent of Agreement. This Agreement together with Contract Documents, attached as an Exhibit hereto, as amended herein above represents the entire and integrated agreement

between the VILLAGE and the CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral.

13.15 Waiver. Failure of the VILLAGE to insist upon strict performance of any provision or condition of this Agreement, or to execute any right therein contained, shall not be construed as a waiver or relinquishment for the future of any such provision, condition, or right, but the same shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates under each signature: The VILLAGE, signing by and through its Village Manager, attested to by its Village Clerk, duly authorized to execute same, and by CONTRACTOR, by and through its Owner, duly authorized officer to execute same.

VILLAGE

ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

By: Maria T. Bassett 7/7/22
Maria T. Bassett, Acting Village Manager

AUTHENTICATION:

Marne McGrath
Marne McGrath, Village Clerk

(SEAL)

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, ONLY

[Signature]
Village Attorney

CONTRACTOR

WITNESSES:

Seen Pastor

By: 

Print Name: Elke M Pastor

Title: OWNER

Date: 7/12/22

ATTEST:

SECRETARY

STATE OF FLORIDA)
COUNTY OF Monroe)

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 12th day of July, 2022 (year) by Elke Pastor (name of person making the statement) as owner (title) of _____ (company name), who X is personally known to me or ___ has provided Florida Driver's License as identification.


NOTARY PUBLIC

My Commission Expires:



DEBRA L. GUENTHER
Commission # HH 164525
Expires December 10, 2025
Bonded Thru Budget Notary Services

Exhibit "B"

**FIRST AMENDMENT TO
AGREEMENT**

This First Amendment to Agreement between ISLAMORADA, VILLAGE OF ISLANDS, a Florida municipal corporation, hereinafter "VILLAGE,"

AND

Island Pride Cleaning and Lawn Services, Inc. a Limited Liability Company, authorized to do business in the State of Florida, hereinafter "CONTRACTOR"

is made and entered into this 17th day of July, 2023,

WITNESSETH:

In consideration of the mutual terms and condition, promises, covenants, and payments set forth in the Agreement and hereinafter, VILLAGE and CONTRACTOR agree as follows:

ARTICLE 1
PREAMBLE

In order to establish the background, context and form of reference for this Renewal and to generally express the objectives, and intentions, of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this First Amendment is based.

- 1.1 The VILLAGE utilizes an experienced independent CONTRACTOR to provide janitorial services for the Islamorada Administrative Offices located on the second and third floors of the Administrative Center and Public Safety Headquarters (the "Services")
- 1.2 Following the Village's procurement procedures, the VILLAGE and CONTRACTOR entered into an Agreement on the 12th day of July, 2022, attached hereto as Exhibit "1" for the provision of the Services.
- 1.3 The Village desires to renew the Agreement for one (1) additional year as provided in Article 4 of the Agreement.

Section 1. Amendment to Agreement. Article 4 of the Agreement is amended to read as follows:

4.1 This ~~Agreement~~ First Amendment shall become effective on August 1, 2022 2023 and shall remain in effect for a term of twelve (12) months. At its sole discretion, the VILLAGE shall have an option to renew ~~this~~ the Agreement in accordance with the same terms and conditions as the original Agreement for ~~five (5)~~ four (4) additional one (1) year periods. Such renewal shall be effective upon receipt of a written notice from the

Village Manager to the CONTRACTOR, received no later than thirty (30) days prior to the date of termination.

4.2 The VILLAGE hereby agrees to pay CONTRACTOR for the faithful performance of the Services completed in accordance with Article 2 and Article 3 of this the Agreement. Prices for work completed by the CONTRACTOR shall be ~~Twelve Hundred Fifty Dollars and no cents~~ Twelve Hundred Eighty Seven and 50/100 Dollars (\$1,250.00 \$1,287.50) per month ~~as reflected in CONTRACTOR'S Proposal attached hereto and made a part hereof as Exhibit "A".~~ The VILLAGE will make payments to CONTRACTOR for completed and proper Services in accordance with the Local Government Prompt Payment Act in Chapter 218, Florida Statutes.

Section 2. No Further Modifications. All other terms and conditions of the existing Agreement not in conflict or superseded by this First Amendment shall remain in full force and effect as if set forth herein.

Section 3. Effective Date. This First Amendment shall be effective on the date first written above.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates under each signature: The VILLAGE, signing by and through its Village Manager, attested to by its Village Clerk, duly authorized to execute same, and by CONTRACTOR, by and through its Owner, duly authorized officer to execute same.

VILLAGE
ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

By: 
Ted Yates, Village Manager

AUTHENTICATION:

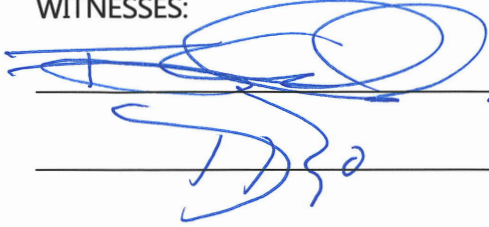

Marne McGrath, Village Clerk

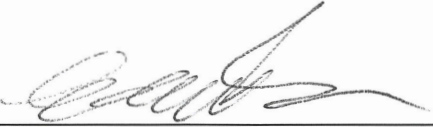
APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, ONLY


Village Attorney

CONTRACTOR

WITNESSES:



By: 

Print Name: Elke M Pastor

Title: OWNER

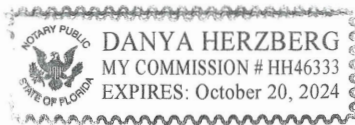
Date: 7/10/2023

ATTEST:

SECRETARY

STATE OF FLORIDA)
COUNTY OF Monroe)

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 10 day of July, 2023 (year) by Elke M Pastor (name of person making the statement) as Owner (title) of Island pride cleaning & lawn service LLC (company name), who ☒ is personally known to me or ☐ has provided Florida Driver's License as identification.





NOTARY PUBLIC

My Commission Expires:

Exhibit "C"

ISLAND PRIDE CLEANING AND LAWN SERVICES LLC

February 28, 2025

Mary, as per our last conversation, attached is the estimate for the pool area Female and Male lockers.

Servicing twice a week is as follows:

Two people

1 hour per unit, totaling 4 hours

-Showers

-Toilets

-Floors

-Walls

-Sinks

Monthly fee \$1326.13 same rate as I have for the village offices

Thank you.

Looking forward to doing business with you.

Sincerely,

Elke Pastor





Council Communication

To: Mayor and Village Council
From: Lisa Lynch, Finance Director
Date: May 6, 2025
SUBJECT: **Resolution Declaring Assets as Surplus Property and Authorizing Disposal of the Property Listed TAB 9**

Background:

Pursuant to the Village's Fixed Asset Policy and Procedures, adopted and approved by the Village Council through adoption of Resolution No. 10-01-12, the Village has the discretion to dispose of any of its property if it is considered surplus, fully depreciated, damaged beyond reasonable repair, or if the continued use of the asset is considered to be uneconomical or inefficient. Disposal options include selling to other government agencies, public auction, sealed bid auction, or by donation to private non-profit-making agencies. If obsolete or totally useless, the asset may be disposed of as scrap.

The Village's Fixed Asset Policy and Procedures also states that unless otherwise lost or destroyed, fixed asset disposal methods shall be approved by the Village Manager for assets with an initial acquisition value of less than \$25,000.00. The Village Council must approve disposal of fixed assets for which the initial acquisition value was \$25,000.00 or greater.

Analysis:

At this time, the Village has capital assets originally purchased for more than \$25,000.00 which staff has determined are no longer reliable or useful. Staff has determined that the assets illustrated on Exhibit "A" have exceeded their useful life.

The attached resolution authorizes Village staff to declare the asset surplus, remove from the Village's asset inventory, and dispose per Village policy.

Budget Impact:

The assets are fully depreciated. Assets will be auctioned utilizing Govdeals, an online public auction entity. Proceeds from the auction would be recorded in the Capital Projects Fund as a miscellaneous revenue source. Upon sale or disposal, the assets would be removed from the Village's Capital Asset Inventory as well as any insurance policies.

Staff Impact:

Department Heads will coordinate with Finance staff to assist with the auctioning of the assets listed on Exhibit "A".

Recommendation:

Staff recommends that the Village Council approve the attached resolution, thereby approving the declaration of the assets originally valued over \$25,000.00 as surplus and allowing for proper disposal.

Attachments: 1. Resolution
 2. Exhibit A

RESOLUTION NO. 25-05-

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, DECLARING THE ASSETS SHOWN ON EXHIBIT "A" HERETO TO BE SURPLUS PROPERTY; AUTHORIZING DISPOSAL OF THE PROPERTY LISTED IN EXHIBIT "A" HERETO IN ACCORDANCE WITH THE VILLAGE SURPLUS PROPERTY POLICY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, from time to time, Islamorada, Village of Islands ("Village") possesses tangible personal property which is obsolete or the continued use of which is uneconomical and/or inefficient, or serves no useful function

WHEREAS, prevailing Florida law permits municipalities to dispose of certain surplus property; and

WHEREAS, pursuant to Resolution No. 10-01-12, the Village has established a policy and enacted procedures for the disposition of surplus property owned by the Village (the "Village Surplus Property Policy"); and

WHEREAS, the property described in Exhibit "A" attached hereto have exceeded their useful life as a Village asset (the "Property"); and

WHEREAS, the Village Manager recommends that the Property be declared surplus items and be disposed of in accordance with the Village Surplus Property Policy and applicable law; and

WHEREAS, the Village Council finds that disposal of the Property in accordance with the Village Surplus Property Policy and applicable law is in the best interests of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** The above recitals are true and correct and incorporated into

this herein by this reference.

Section 2. **Declaration and Disposal of Surplus Property.** The Village Council hereby declares the Property described on Exhibit "A" as surplus assets and authorizes the Village Manager and/or his designee to take all necessary and expedient action to effectuate the disposal of the surplus property in accordance with the intent of this Resolution.

Section 3. **Effective Date.** This Resolution shall take effect immediately upon its adoption.

Remainder of this page intentionally left blank.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Sharon Mahoney _____

Vice Mayor Don Horton _____

Councilman Steve Friedman _____

Councilwoman Deb Gillis _____

Councilwoman Anna Richards _____

PASSED AND ADOPTED ON THIS ____ DAY OF MAY, 2025.

SHARON MAHONEY, MAYOR

ATTEST:

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND
LEGALITY FOR THE EXCLUSIVE USE AND BENEFIT
OF ISLAMORADA, VILLAGE OF ISLANDS:

JOHN J. QUICK, VILLAGE ATTORNEY



EXHIBIT A

ISLAMORADA, VILLAGE OF ISLANDS
May 2025 Vehicle Disposal List

Asset Tag #	Item	Acquisition Date	Acquisition Cost/Value	Approximate Mileage
0000000249	1998 New Holland TS100	7/16/2004	\$ 29,809.70	n/a
2009-0017	2006 25' Angler 2600CC Boat	2/6/2006	\$ 55,914.00	n/a



Council Communication

To: Mayor and Village Council
From: Terry Abel, Fire Chief
Date: May 6, 2025
SUBJECT: **Resolution Approving the Authorization to Dispose of Surplus Vehicle, 2006 Sutphen Ladder Truck TAB 10**

Background:

Pursuant to the Village's Fixed Asset Policy and Procedures, adopted and approved by the Village Council through adoption of Resolution No. 10-01-12, the Village has the discretion to dispose of any of its property if it is considered surplus, fully depreciated, damaged beyond reasonable repair or if the continued use of the asset is considered to be uneconomical or inefficient. Disposal options include selling to other government agencies, public auction, sealed bid auction, or by donation to private non-profit making agencies. If obsolete or totally useless, the asset may be disposed of as scrap.

The Village's Fixed Asset Policy and Procedures also states that unless otherwise lost or destroyed, fixed asset disposal methods shall be approved by the Village Manager for assets with an initial acquisition value of less than \$25,000.00. The Village Council must approve disposal of fixed assets whose initial acquisition value is \$25,000.00 or greater.

Analysis:

Village has one (1) capital asset originally purchased for more than \$25,000.00 which staff has determined is no longer reliable. Staff has determined that the subject asset, a 2006 Sutphen Ladder Truck assigned to the Fire Rescue Department, has exceeded its useful life. The asset was replaced fall of 2022 with a new Sutphen Ladder Truck.

The 2006 Sutphen Ladder Truck was used for emergency response for 19 years. Since receiving the new ladder truck the 2006 has been used as a reserve truck when frontline truck needed maintenance or were out of service, also providing additional points in our ISO rating last year. In fall of 2024 it suffered a catastrophic hydraulic failure making repairs costing more than the value of the vehicle.

Standard guidance for truck replacement is to plan for replacement of the vehicle every 15 years; however, the Village's Fire Rescue Department was able to extend the life of the truck well beyond that standard guidance. The 2006 Sutphen Ladder Truck was originally purchased for the Islamorada Fire Rescue in spring of 2005 with delivery in winter of 2006. The original purchase price was \$544,762.84

The attached resolution authorizes Village staff to declare the asset surplus, remove it from the Village's asset inventory and dispose of per Village policy.

Budget Impact:

The asset is to be auctioned off and disposed of per Village policy. Transition paperwork will be processed, it would be removed from the Village's inventory and insurance policies with funds collected returning to Village's General Fund.

Staff Impact:

Fire Department staff would coordinate with Finance staff to assist with transfer of the vehicle with all supporting documentation.

Recommendation:

Staff recommends that the Village Council approve the attached resolution, thereby approving the declaration of the asset as surplus and allowing for proper disposal.

Attachments: 1. Reso Ladder Disposal May 25

RESOLUTION NO. 25-

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, DECLARING THE 2006 SUTPHEN
LADDER TRUCK AS SURPLUS PROPERTY; AUTHORIZING
DISPOSAL OF THE ASSET; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, Islamorada, Village of Islands (the "Village") has established a policy and enacted procedures for the disposition of surplus property owned by the Village; and

WHEREAS, the Village's 2006 Sutphen Ladder Truck has exceeded its useful life as a Village asset and has been replaced with a new vehicle; and

WHEREAS, the Village staff has recommended that the Sutphen Ladder Truck , which was originally purchased December 15, 2006 for \$544,762.84, be declared surplus property; and

WHEREAS, the Village Council finds that disposal of the 2006 Sutphen Ladder Truck is in the best interests of the Village.

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

Section 1. **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this Reference.

Section 2. **Disposal of Surplus Property.** The Village Council hereby declares the 2006 Sutphen Ladder Truck a surplus asset and authorizes the Village Manager to dispose of the surplus vehicle. The Village Manager is authorized to take all necessary and expedient action to effectuate the disposal of the surplus vehicle.

Section 3. **Effective Date.** This resolution shall be effective immediately upon its adoption.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Sharon Mahoney _____

Vice Mayor Don Horton _____

Councilman Steve Friedman _____

Councilwoman Deb Gillis _____

Councilwoman Anna Richards _____

PASSED AND ADOPTED THIS 6TH DAY OF MAY, 2025.

SHARON MAHONEY, MAYOR

ATTEST:

MARNIE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF
ISLAMORADA, VILLAGE OF ISLANDS:

JOHN QUICK, VILLAGE ATTORNEY



Council Communication

To: Mayor and Village Council
From: Terry Abel, Fire Chief
Date: May 6, 2025
SUBJECT: **Resolution for Purchase and Installation of Emergency Lighting and Siren Package for Rescue Unit From South Florida Emergency Vehicles TAB 11**

Background:

Islamorada Fire Rescue (IFR) is in the process of completing a remount of an older rescue to a new chassis in order to save significant money and time compared to requesting a new unit. We took the existing rear box off of the old rescue that was no longer running and placed it onto a new chassis. This is the final step, replacing old lights in the rear box and placing new lights and sirens on the chassis with new controllers and all new wiring. IFR has been transitioning all of their emergency vehicles to a new lighting system that all work in unison, creating a safer environment for the first responders on emergency scenes. This transition has been done when the vehicles have either been replaced with new or, in this case, a remount has occurred. This installation would not require any additional fabrication work or body work to existing rescue with all new wiring throughout.

Analysis:

The Fire Rescue Department would like to engage South Florida Emergency Vehicles (SFLEV) to purchase the emergency lighting and siren package via GSA pricing and conduct the associated installation for a total cost not to exceed \$46,000.00.

Section 2-327(b) of the Village's Code of Ordinances related to purchasing guidelines states that purchases of or contracts for materials, supplies, equipment, improvements, or services where the total amount expended is \$25,000.00 or more to a single vendor in a single year shall be awarded by the Village Council. The Village's Code of Ordinances also states that purchases greater than \$25,000.00 must be competitively bid. Section 2-328(a) of the Code states that competitive bidding may be waived by upon a finding that doing so would be in the best interests of the Village. The Village Fire Rescue Department currently uses substantially similar lighting and siren packages from SFLEV. Accordingly, to ensure consistency in the Village's life safety equipment through the use of the same vendor, the Fire Rescue Department recommends the waiver of competitive bidding for this purchase.

The attached Resolution presented for Village Council consideration and approval would authorize the purchase of the above-described emergency lighting package from SFLEV.

Sound Off Signal Lighting is currently what our department has in use on a majority of their apparatus, which helps with responder safety and SFLEV has been conducting work for IFR for years and is one of three shops capable of conducting the installation. Because of our

long-term relationship, competitive pricing and their ability to get work completed in a timely manner is why SFLEV was chosen.

Budget Impact:

The emergency lighting and siren package purchase would be expensed to the Operating Supplies expenditure account for the Fire Rescue Department in the General Fund.

Staff Impact:

No changes would result from approval of the Resolution to authorize the purchase from SFLEV. Staff is already familiar with the equipment because we currently utilize already. Staff will drop off and pickup rescue to their shop in Fort Myers.

Recommendation:

It is recommended that the Village Council adopt the Resolution thereby approving the expenditure with SFLEV.

- Attachments:**
1. 4B13244-Reso Emergency Lighting SFLEV
 2. Exhibit A SOUND OFF LIGHTING PACKAGE FOR ISLAMORADA SFLEV

RESOLUTION NO. 25-

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING THE PURCHASE AND INSTALLATION OF EMERGENCY LIGHTING PACKAGE FROM SOUTH FLORIDA EMERGENCY VEHICLES FOR THE VILLAGE FIRE RESCUE DEPARTMENT; AUTHORIZING THE VILLAGE MANAGER AND VILLAGE ATTORNEY TO EXECUTE NECESSARY DOCUMENTS; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING WAIVER OF COMPETITIVE BIDDING; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Islamorada, Village of Islands (the "Village") is in need of new emergency lighting and siren package for the Village Fire Rescue Department; and

WHEREAS, the Village desires to waive the Village's competitive bidding requirements to purchase emergency lighting and siren package with installation for a cost not to exceed \$46,000.00 (Exhibit "A") to help ensure consistency with the other lighting and siren packages already in use by the Village Fire Rescue Department; and

WHEREAS, the Village Council finds that the purchase and installation of emergency lighting and siren package for the Fire Rescue Department from South Florida Emergency Vehicles (SFLEV) is in the best interest of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval of Purchase. The Village Council hereby approves the purchase from SFLEV for a total amount of \$46,000.00.

Section 3. Authorization of Village Officials. The Village Manager or his designee and the Village Attorney are authorized to take all actions necessary to implement the terms and conditions of the purchase.

Section 4. Execution of Documents. The Village Manager and the Village Attorney are hereby authorized to execute any required documents on behalf of the Village and to effectuate the purchase.

Section 5. Authorization of Fund Expenditure. Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds to purchase the fire equipment.

Section 6. Waiver of Purchasing Provisions. In accordance with Section 2-328(a) of the Village Code, the Village Council waives the purchasing provisions of the Village Code to utilize the services of SFLEV without conducting a competitive bid process.

Commented [JQ1]: Unless the Village is piggybacking off another competitively awarded contract, the second section should not be included.

Section 7. Effective Date. This Resolution shall take effect immediately upon adoption.

Remainder of this page intentionally left blank.

Motion to adopt by _____, seconded by _____.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Sharon Mahoney	_____
Vice Mayor Don Horton	_____
Councilman Deb Gillis	_____
Councilwoman Steve Friedman	_____
Councilman	_____

PASSED AND ADOPTED this ____ day of _____, 2025.

SHARON MAHONEY, MAYOR

ATTEST:

MARNIE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF
ISLAMORADA, VILLAGE OF ISLANDS ONLY

JOHN QUICK, VILLAGE ATTORNEY

Estimate: 20250423

4/22/2025



ISLAMORADA VILLAGE OF THE ISLANDS South Florida Emergency Vehicles - New Sales

ISLAMORADA DEPARTMENT OF FIRE RESCUE
86800 Overseas Highway
Islamorada, FL 33036
tavchief@aol.com

4655 Cummins Ct
Fort Myers, FL 33905
sales@sflev.com
239-267-5300

Purchase Order

Service Writer

Unit

Onan, Thomas

Description	Quantity	Rate	Amount
REMOVE AND INSTALL NEW SOUND OFF LIGHTING IN RESCUE			\$18,500.00
SOUND OFF LIGHTING PACKAGE - SFEV-MISC	1	\$15,766.80	\$15,766.80
82" HALF BAR - SOUND OFF 7X3 MPOWER-RED/BLUE/WHITE STUD MOUNT PLUS SHIPPING - SFEV-MISC	2	\$5,214.29	\$10,428.58
		Subtotal	\$44,695.38
		Shop Supplies	\$370.00
		Labor	\$18,500.00
		Parts	\$26,195.38
		Subtotal	\$45,065.38
		Total	\$45,065.38

*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.



Council Communication

To: Mayor and Village Council
From: Danays Hernandez, Procurement and Grants Administrator
Date: May 6, 2025
SUBJECT: Resolution Approving a First Amendment To The Agreement Between The Board of County Commissioners for Monroe County, on behalf of the Tourist Development Council (TDC) and Islamorada, Village of Islands for the Completion Date Extension TAB 12

Background:

Islamorada Founders Park, located at 87000 Overseas Highway, is the center of the Village's Park system, offering sports programs, recreational programs, and facilities for aquatics, golf, soccer, baseball, pickleball, tennis, pickleball and basketball. Also in Founders Park is the beautiful beach with tiki huts, barbecue grills, a swim zone, showers, restroom facility and playground area. The current playground features were installed in 2015. The equipment has deteriorated over time due to the weather conditions, salt air and extreme sun.

The Village is aware of the need to provide more inclusive amenities and improve the experience of visitors and residents that have physical limitations or restrictions and is highly motivated to provide an inclusive playground at Founders Park beach. The need for replacement of the playground equipment provides the opportunity for the Village to provide the new inclusive amenity (the "Project"). Five Hundred and Fifty Thousand Dollars (\$550,000.00) was included in the approved FY 23-24 Capital Projects Fund Budget for the Project.

Through the Village's competitive bidding process, RFP 24-06, the Village received proposals for the Project. The RFP 24-06 evaluation committee made a recommendation for approval of Playmore Recreational Products ("Playmore") to complete the Project. The Village Council adopted Resolution No. 24-05-35 on May 7, 2024 approving the selection of Playmore and authorizing negotiation of an agreement to complete the Project. The negotiation will occur following recommendations made through the Founders Park Master Planning process that began in July 2024.

Analysis:

The Village applied to the Monroe County Tourist Development Council (the "TDC") in April, 2024, for 2025 Capital Project funding in the amount of \$597,000.00, the full estimated cost of the playground. In June 2024, the TDC approved the Village's application for funding in the amount of Four Hundred Ninety Seven Thousand Seven Hundred Seventy One Dollars (\$497,771.00).

The attached Resolution would approve a Time Extension completion date of the project to September 30, 2026 to allow for completion of the project. The remaining provisions of the Agreement date September 1, 2024 shall remain in full force and effect.

Budget Impact:

The Project costs are estimated at \$597,000.00 based on the proposal received. The cost may be a little higher or lower when the final location, design and features are determined. The proposed FY 2024-2025 Capital Project Fund budget will include a line item for the Project funding. The revenue source for the Capital Project Fund budget is Discretionary Sales Surtax. The TDC grant would reimburse the Village for \$497,771.00 of the total Project costs.

Staff Impact:

The Founders Park Director would oversee the Project. The Village's Procurement and Grants Administrator would ensure the Village complies with procurement and reporting requirements of the grant and would submit the Village's cost reimbursement request to Monroe County.

Recommendation:

It is recommended that the Village Council pass and adopt the attached resolution, thereby approving Amendment No. 1 to the Agreement with The Board of County Commissioners for Monroe County, on behalf of the Tourist Development Council (TDC).

Attachments: 1. Resolution approving time extension Inclusive Playground.

RESOLUTION NO. 25-

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING A FIRST AMENDMENT TO GRANT AGREEMENT #3243 BETWEEN MONROE COUNTY, ON BEHALF OF THE TOURIST DEVELOPMENT COUNCIL ("TDC") AND ISLAMORADA, VILLAGE OF ISLANDS FOR FOUNDERS PARK BEACH INCLUSIVE PLAYGROUND. TO REVISE THE COMPLETION DATE OF THE PROJECT TO SEPTEMBER 30,2026; AUTHORIZING THE VILLAGE MAYOR TO EXECUTE THE FIRST AMENDMENT; AUTHORIZING VILLAGE OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE AGREEMENT; AUTHORIZING EXPENDITURE OF BUDGETED FUNDS; AND PROVIDING OR EFFECTIVE DATE.

WHEREAS, Islamorada, Village of Islands (the "Village"), offers its residents and tourists a playground at Founders Park that was created for use primarily by young children and families; and

WHEREAS, the current playground features, installed in 2015, has deteriorated over time due to the weather conditions, salt air and extreme sun; and

WHEREAS, the Village is aware of the need to provide more inclusive amenities and improve the experience of visitors and residents that have physical limitations or restrictions and is highly motivated to provide an inclusive playground at Founders Park beach; and

WHEREAS, in April 2024, the Village applied to the Monroe County Tourist Development Council (the "TDC") requesting \$597,000.00 FY 2025 Capital Project funding for the Founders Park Splash Pad Safety Resurface Project (the "Project"); and

WHEREAS, in June 2024, the TDC approved the Village's application for funding in the amount of \$497,771.00; and

WHEREAS, on August 7,2024, pursuant to Resolution No. 23-08-72¹, the Village approved

¹ / Although the resolution was approved in 2024, the number assigned to it was nonetheless 23-08-72.

execution of the grant Award Agreement, Contract ID#3243 (the "Agreement"), which was subsequently executed by all parties; and

WHEREAS, on February 4, 2025 the Village requested an extension of time to September 30, 2026 for completion of the Project; and

WHEREAS, as a result, an amendment to the Agreement is required to extend the timeframes set forth therein (the "First Amendment"); and

WHEREAS, the Village Council wishes to approve the First Amendment attached hereto as Exhibit "1"; and

WHEREAS, The First Amendment requires execution by the Village Mayor and transmittal to the TDC prior to execution by the Monroe County Board of County Commissioners after its June 2025 meeting; and

WHEREAS, the Village Council of Islamorada, Village of Islands (the "Village Council") the Village finds that acceptance of the grant funding and approval of a First Amendment is in the best interest of the Village and its residents.

^{1/} Although the resolution was approved in 2024, the number assigned to it was nonetheless 23-08-72.

NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this Reference.

Section 2. **Approval of Amendments.** The Village Council hereby approves the First Amendment to the Agreement, a copy of which is attached hereto as Exhibit "1", together with such non-material changes as may be acceptable to the Village Manager and approved as to form

a legality by the village Attorney.

Section 3. **Execution of Agreement.** The Village Mayor is authorized to execute the First Amendment on behalf of the Village, to execute any other required agreements and/or documents to implement the terms and conditions of the Agreement and to execute any extensions and/or amendments to the Agreement, subject to the approval as to form and legality by the Village Attorney.

Section 4. **Authorization of Village Officials.** The Village Manager and/or his designee and the Village Attorney are authorized to take all actions necessary to implement the terms and conditions of the Amendment.

Section 5. **Authorization of Funds Expenditure.** Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds to implement the terms and conditions of the Agreement.

Section 6. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

Remainder of this age intentionally left blank.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Sharon Mahoney _____

Vice Mayor Don Horton _____

Councilman Steve Friedman _____

Councilwoman Deb Gillis _____

Councilwoman Anna Richards _____

PASSED AND ADOPTED ON THIS ____ DAY OF _____, 2025.

SHARON MAHONEY, MAYOR

ATTEST:

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF
ISLAMORADA, VILLAGE OF ISLANDS:

JOHN J. QUICK, INTERIM VILLAGE ATTORNEY

AMENDMENT (1st AMENDMENT) TO AGREEMENT

THIS AMENDMENT to Agreement dated this ____ day of _____ 2025, is entered into by and between the Board of County Commissioners for Monroe County, on behalf of the Tourist Development Council, and **Islamorada, Village of Islands** a Government agency organized and operating under the laws of the state of Florida (Grantee).

WHEREAS, there was an Agreement entered into on September 11, 2024 between the parties, awarding \$497,771 to Grantee for the **Founders Park Inclusive Playground Project ("Agreement")**; and

WHEREAS, it has become necessary to revise the completion date of the project to September 30, 2026 to allow for completion of the project; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein the parties agree to the amend Agreement as follows:

1. Paragraph 1 of the agreement shall be revised to read as follows: This Agreement is for the period of **October 1, 2024 to September 30, 2026**. This Agreement shall remain in effect for the stated period unless one party gives to the other written notification of termination pursuant to and in compliance with paragraphs 7, 12 or 13 of the original Agreement dated September 11, 2024.

2. Any references to termination date and submission of invoices shall be revised to read September 30, 2026.

3. Reimbursement for this project may not be submitted until after October 1, 2025.

4. The remaining provisions of the Agreement dated September 1, 2024 shall remain in full force and effect.

REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have set their hands and seal on the day and year first above written.

(SEAL)
Attest: Kevin Madok, Clerk

Board of County Commissioners
of Monroe County

As Deputy Clerk

Mayor/Chairman

Islamorada, Village of Islands

Attest:

By. _____
City Clerk

By _____
Mayor

Print Name

Print Name

Date: _____

Date: _____



Council Communication

To: Mayor and Village Council
From: Terry Abel, Fire Chief
Date: May 6, 2025
SUBJECT: **Resolution Approving the Final Rankings and Recommendations of the RFP 25-02 Evaluation Committee for Emergency Management Consulting Services TAB 13**

Background:

Since the Village incorporated in 1997 we have been responsible for our own Emergency Management responsibilities within the Village boundaries. The process of dealing with the multiple Federal and State agencies post any significant event is not an easy process and constantly changing the last few years as far which agency to submit which documentation to, forms to utilize and timelines to complete documentation and submittals, reimbursement rates and timelines depending upon the category the line item may fall under. Because of all the complexities of the process it was decided last year to budget for a third party to update our Comprehensive Emergency Management Plan with supporting annexes for an all hazards approach to any hazards the Village could face in the future.

While conducting these services we also requested pricing to include further development of our Continuity of Operations Plan (COOP), our Debris Management Plan(DMP). These "plans" become our playbook during emergencies to ensure proper processes are followed ensuring nothing is missed and we maintain our best chance at recovering as much money post event as possible. Part of the money recovery process is the Florida Recovery Obligation Calculation (FROC) which is Florida specific, the Village is already part of FROC, however it's only a year old and is experiencing growing pains regularly as they work out many of the problems found with new programs. The last update to the CEMP was conducted seven years ago and we are due to update the document in order to stay current with any changes.

Analysis:

February 28, 2025 the Village released RFP 25-12 to solicit proposals for Emergency Management Consulting Services with a deadline for submittal being March 31st, 2025. There were three respondents Early Alert, Iparametrics and Chloeta Holdings. A review committee was established and all members were given copies of the responses for review. The committee of Chief Abel, Division Chief Mathers and IT Systems Engineer Tarves, met on April 9th however the committee had additional questions from all three respondents requiring additional information before scoring could take place. With all the information presented the committee met again on April 25th and scored the respondents. All parties were extremely capable of helping the Village in our needs but with the scoring matrix provided along with some having specialization with Hurricanes responses in the Keys, these are the scores. With the ability to score a maximum score of 330 points the following is the breakdown.

Early Alert 269 points
Iparametric 248 points
Chloeta Holdings 198 points

Adoption of the attached Resolution would approve the recommendation of the RFP 25-02. Evaluation Committee and the recommended selection of Early Alert for the project. The proposed Resolution would also authorize the Village Manager and Village Attorney to negotiate an agreement with Early Alert for the requested services in substantially the form of Agreement provided as an exhibit to RFP 25-02 with final approval to be brought back to Council at a future date for adoption. The proposal from Early Alert is provided as Exhibit "A".

Budget Impact:

The total budget of the Project approved for this fiscal year is \$67,000.00. However, this is approving the rankings and has no fiscal impact. Once an agreement is reached the resolution adopted at that meeting would have some fiscal budgetary implications.

Staff Impact:

Staff would meet with Contractor and come to a working agreement to be brought back at a future meeting for approval via resolution.

Recommendation:

It is recommended that the Village Council adopt the attached resolution, thereby approving the selection of Early Alert to provide Emergency Management Consulting Services and authorizing the Village Manager and Village Attorney to negotiate an agreement to be brought back to Council for approval..

Attachments:

1. Resolution RFP 25-02 CEMP (clean)
2. Exhibit A EARLY ALERT RFP 25-02 EMERGENCY MANAGEMENT CONSULTING SERVICES - WILLIAM WAGNER

RESOLUTION NO. 25-

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING THE FINAL RANKINGS AND RECOMMENDATIONS OF THE RFP 25-02 EVALUATION COMMITTEE FOR EMERGENCY MANAGEMENT CONSULTING SERVICES; AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE AN AGREEMENT FOR THE REQUESTED SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on February 28, 2025, Islamorada, Village of Islands (the "Village") issued Request for Proposals ("RFP") 25-02 to solicit proposals from qualified parties to provide Emergency Management Consulting Services for the Village; and

WHEREAS, the Village established an RFP 25-02 Evaluation Committee (the "Committee") to review responsive proposals and make a recommendation to the Village Council for the selection of a service provider; and

WHEREAS, the Committee reviewed the three (3) proposals received using the selection criteria detailed in RFP 25-02 and recommends Early Alert for the requested services; and

WHEREAS, the Village Council finds that the selection of Early Alert for Emergency Management Consulting Services in connection with RFP 25-02 is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. **Approval of Selection.** The Village Council hereby approves the selection of Early Alert for Emergency Management Consulting Services.

Section 3. **Authorization of Village Officials.** The Village Manager and/or his designee and the Village Attorney are authorized to negotiate an agreement with Early Alert.

Section 4. **Effective Date.** This Resolution shall take effect immediately upon its adoption.

Motion to adopt by _____, second by _____.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Sharon Mahoney	_____
Vice Mayor Don Horton	_____
Councilman Steve Friedman	_____
Councilwoman Deb Gillis	_____
Councilwoman Anna Richards	_____

PASSED AND ADOPTED ON THIS 6th DAY OF MAY, 2025.

SHARON MAHONEY, MAYOR

ATTEST:

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND
LEGALITY FOR THE SOLE USE AND BENEFIT
OF ISLAMORADA, VILLAGE OF ISLANDS:

JOHN J. QUICK, VILLAGE ATTORNEY

PROPOSAL

Notice of Solicitation

RFP 25-02

EMERGENCY MANAGEMENT CONSULTING SERVICES

PREPARED FOR :

Islamorada, Village of Islands, Florida

March 20, 2025

Islamorada, Village of Islands
Village Clerk
86800 Overseas Highway
Islamorada, Florida 33036

Subject: RFP 25-02 - Emergency Management Consulting Services

Attn: Village Clerk:

Early Alert, Inc. is pleased to submit our All-Hazards Emergency Management Consulting proposal in response to your Request for Proposal (RFP). If selected, we will collaborate with key stakeholders to establish clear objectives, timelines, and deliverables that align with the Village's emergency management goals.

Our proposed team is fully equipped to provide comprehensive support, including:

- Training & Exercises – Enhancing preparedness through tailored programs.
- After-Action Reporting – Evaluating response effectiveness and identifying improvements.
- Project Management – Overseeing emergency management initiatives with precision.
- On-Site Emergency Management Staffing – Strengthening preparedness, response, and recovery capabilities.

Early Alert, Inc. agrees to execute all necessary agreements in compliance with the Village's requirements. Pricing remains valid for 120 days from the submission date.

We appreciate the opportunity to support the Village of Islamorada in enhancing emergency preparedness and resilience. Please feel free to contact me with any questions or to discuss next steps.

Sincerely,



William A. Wagner, III, CEM
Co-owner & President

william3@earlyalert.com
305-481-0114 (mobile)

+1 (887) 932 5378
www.earlyalert.com
info@earlyalert.com
194 Rowland Hollow Rd., Liberty, TN 37095



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Tab 1. Executive Summary

Early Alert, Inc. is pleased to present our qualifications to support the Village of Islamorada in meeting the requirements of this project. With over 40 years of emergency management experience within the State of Florida and Monroe County, our team brings extensive expertise in Emergency Management Consulting Services, ensuring compliance with FEMA regulations, industry best practices, and the Village and Monroe County Comprehensive Emergency Management Plan (CEMP).

Our approach is designed to build, sustain, and enhance the Village's ability to prepare for, protect against, respond to, recover from, and mitigate all hazards. We specialize in emergency preparedness, response, and disaster recovery services, ensuring full compliance with federal, state, and local requirements while enhancing the Village's overall resilience and operational effectiveness.

All applicable support will be provided in concert and in compliance with:

- State of Florida, Division of Emergency Management (FDEM) and Florida Recovery Obligation Calculation (F-ROC)
- Monroe County Emergency Management
- National Prevention, Protection, Mitigation, Response, and Disaster Recovery Frameworks
- National Incident Management System (NIMS) & Incident Command System (ICS)
- FEMA Public Assistance (PA) Grant & Individual Assistance (IA) Programs

Additionally, our team will review and apply best practices and industry standards, including:

- FEMA Comprehensive Preparedness Guide (CPG) 101 – Developing and Maintaining Emergency Operations Plans
- NFPA 1660, Standard for Emergency, Continuity, and Crisis Management: Preparedness, Response, and Recovery; combining and replacing NFPA 1600; NFPA 1616, Standard on Mass Evacuation, Sheltering, and Re-entry Programs; and NFPA 1620, Standard for Pre-Incident Planning.

Through strategic planning, expert guidance, and tailored solutions, we will work closely with the Village to strengthen resilience, maximize funding opportunities, and streamline emergency management operations for an effective and coordinated response.

Tab 2. Past Performance on Similar Projects

Early Alert, Inc. has a proven track record of planning for, responding to, and recovering from a wide range of disasters and emergencies, including:

- Tropical cyclones, severe weather events, and tornadoes
- Floods, oil spills, and hazardous material incidents (biological & chemical)
- Mass immigration crises, urban search and rescue operations
- Aviation and transportation accidents
- Pandemics, civil disturbances, riots, and public unrest

Many of these incidents have occurred within Monroe County, FL, where our principals and team has played a pivotal role in response and recovery efforts.

Since our incorporation, Early Alert, Inc. has partnered with numerous government agencies and private organizations to enhance emergency preparedness, planning, and response capabilities. We have been at the forefront of emergency management, contributing to its evolution as a science, profession, and industry.

Our strong relationships with industry leaders and key stakeholders reinforce our commitment to excellence, ensuring that our clients benefit from our expertise, professionalism, and innovative solutions.

A Trusted Partner in Preparedness & Crisis Management

Early Alert serves a diverse range of clients across both the public and private sectors, many with global operations. Our clients share a common goal: maximizing their ability to enhance preparedness, crisis management, and risk reduction strategies.

By working collaboratively with our clients, we help them build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards, ensuring operational resilience and continuity.

Early Alert has worked on projects of various sizes and scope for both Public and Private sectors in the past 25 years, and we understand the importance of effective

	Palm Beach County, FL Continuity of Operations Plan (CoOP) Tabletop Exercise
Dates:	April 2024
Contact/Reference:	POC: Frederick DeTar Title: Former Director Agency: Division of Emergency Management Mobile: 561-712-6325 Email: FDeTar@pbc.gov
Project Overview:	This HSEEP compliant exercise continued the Palm Beach County 2023 Hurricane Exercise. The scenario was based around a terrorist act causing the activated Emergency Operations Center (EOC) to relocate to its secondary location during hurricane activation response operations. The expectations were to exercise the participant's ability to transfer and execute their responsibilities designated in the CoOP. The exercise was conducted over four (4) hours at the secondary location. The exercise used components of DEM plans. Findings were used to develop a future functional exercise.

	Monroe County Emergency Management, FL HSEEP Hurricane Functional Exercise
Dates:	June 2023
Contact/Reference:	POC: Shannon Weiner Title: Emergency Management Director Agency: Emergency Management, 490 E 63rd Street Ocean, Marathon, FL 33050 Direct: 305-289-6065 Email: weiner-shannon@monroecounty-fl.gov
Project Overview:	Develop, facilitate, and evaluate through a Hot Wash a hurricane tabletop exercise with a focus on communications and resource ordering. Functional Exercise: • Concept & Objectives Meeting • Scenario Development • Situation Manual • MSEL Development • Exercise Coordination • After Action Review • Monitor and Evaluate WebEOC Integration • On-site evaluators

	Monroe County Emergency Management, FL L-958: NIMS All-Hazards Operations Section Chief (OSC) Course
Dates:	April 2023
Contact/Reference:	POC: Shannon Weiner Title: Emergency Management Director Agency: Emergency Management, 490 E 63rd Street Ocean, Marathon, FL 33050 Direct: 305-289-6065 Email: weiner-shannon@monroecounty-fl.gov
Project Overview:	Provide FEMA L-958: NIMS All-Hazards Operations Section Chief (OSC) Course. This course provided local- and state- level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief (OSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: Responding to the incident and the command needs of the incident and effectively fulfilling the position responsibilities of an OSC on an AHIMT.

	Fort Bend County, TX USFA All Hazards Incident Management Team (IMT) O-305
Dates:	April 2023
Contact/Reference:	POC: Greg Babst Emergency Management Coordinator Agency: Fort Bend County, TX, Office of Emergency Management Direct: 281-342-6185 Email: gregory.babst@fortbendcountytexas.gov
Project Overview:	Fort Bend County is a county located in the U.S. state of Texas. Fort Bend County is included in the Houston–The Woodlands–Sugar Land metropolitan statistical area. All Hazard Training, a Division of Early Alert, provided USFA All Hazards Incident Management Team (IMT) O305 Training and Emergency Management planning services for the City Office of Emergency Management.

 National Nuclear Security Administration	National Nuclear Security Agency (NNSA) US Department of Energy NIMS All-Hazards Position Specific Course Training Liaison Officer Course (L956)
Dates:	August 2022
Contact/Reference:	POC: Sheila A.M. Longus Title: Office of Emergency Management Programs (NA-42) Agency: National Nuclear Security Agency (NNSA), US Department of Energy Direct: 202-586-0154 Email: sheila.longus@nnsa.doe.gov
Project Overview:	Provided two (2) NIMS All-Hazards Position Specific Course two day each trainings for the Liaison Officer Course (L956) to Office of Emergency Management Programs (NA-42), Office of Emergency Operations (EO), National Nuclear Security Administration. This course is designed to provide local, state and federal-level emergency responders/managers with a robust understanding of the duties, responsibilities, and capabilities of an effective LOFR on an All-Hazards Incident Management Team.

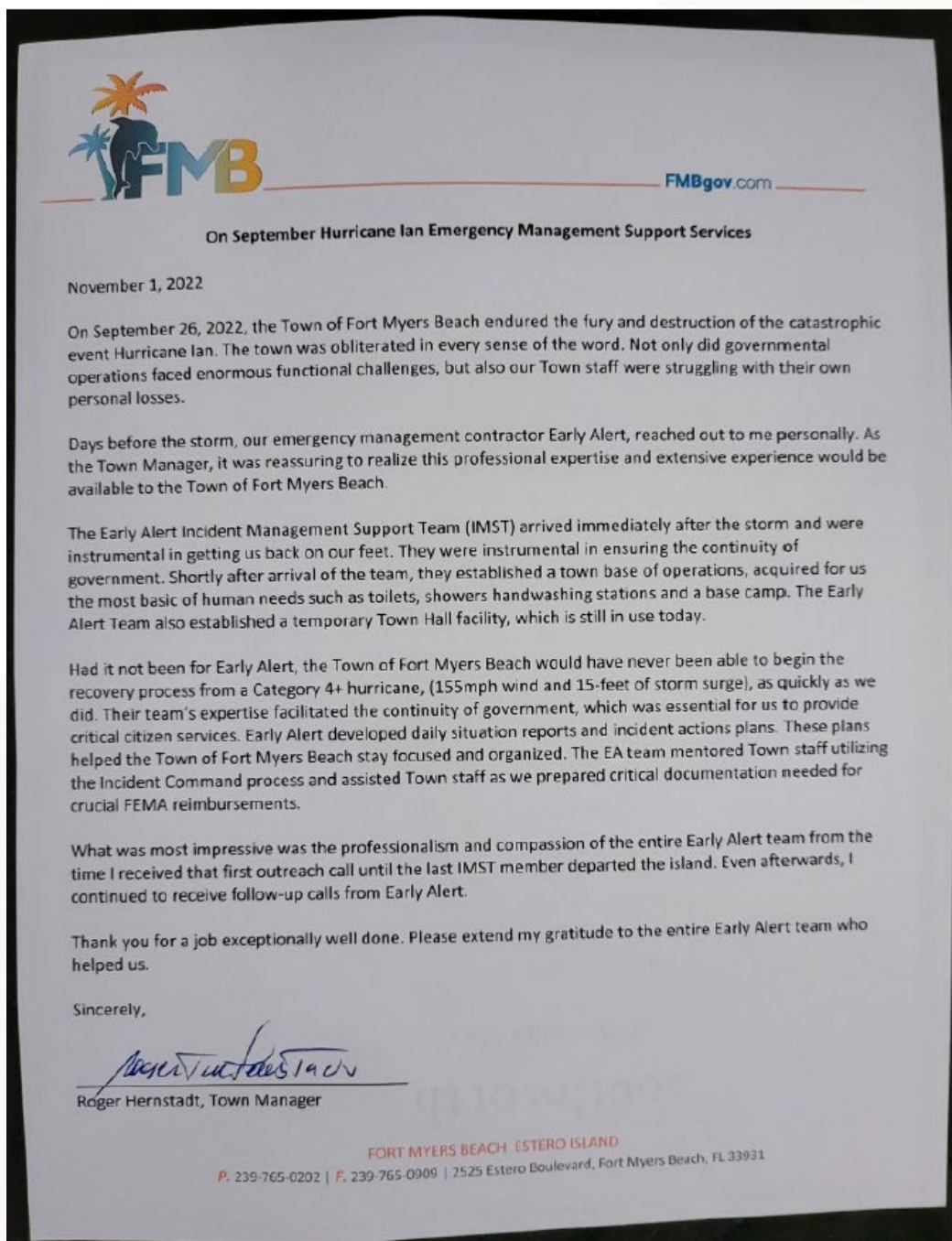
	Kenai Peninsula Borough, AK 2022 Tsunami Tabletop Exercise
Dates:	July 2022
Contact/Reference:	POC: Paul McBride Title: Program Manager- Preparedness Agency: Kenai Peninsula Borough, Office of Emergency Management Direct: 907-262-2097 Email: pmcbride@kpb.us
Project Overview:	Provided a tabletop exercise (TTX) designed around a Tsunami impact and subsequent supply chain disruption in the Resurrection Bay area of the Kenai Peninsula. Exercise started at the issuance of the first tsunami advisory, and is limited tsunami alert and warning, supply chain disruption, infrastructure assessment, critical decision making, operational coordination, and to identify the elements needed to develop a plan provide support for response and recovery following a tsunami. TTX was planned and executed using Homeland Security Exercise and Evaluation Program (HSEEP) guidance and products to include Situation Manuals (sitman), Exercise Evaluation Guides (EEGs), and will include a final After Action Review and Improvement Plan (AAR/IP).

	Glynn County, GA Emergency Management and Incident Management Support Team Support
Dates:	December 2018 to Present
Contact/Reference:	POC: Andy Leanza Title: Director Agency: Emergency Management & Homeland Security, 1725 Reynolds Street Brunswick, Georgia 31520 Direct: 912-554-7735 Email: aleanza@glynncounty-ga.gov
Project Overview:	Early Alert provides the County with Emergency Management Support Services by way of Incident Management Support Team (IMST) for the County EOC pre and post disasters, including FEMA Public Assistance (PA) Grant Program support.

	The Town of Fort Myers Beach, FL Emergency Management and Incident Management Support Team Support
Dates:	Sept 2017 to December 2022
Contact/Reference:	POC: Roger Hernstadt Title: Town Manager Agency: Town of Fort Myers Beach 2525 Estero Boulevard, Fort Myers Beach, FL. 33931 Direct: 239-284-0014 Email: roger@fmbgov.com
Project Overview:	Early Alert provided the Town with Emergency Management Support Services by way Incident Management Support Team (IMST) for the Town EOC pre and post disasters, including FEMA Public Assistance (PA) Grant Program support, facilitated and produced the After-Action Report. Most recent activation engagement was for Hurricane Ian. Specifically provided our IMST established COOP and GOG for the City by way of a C & G IMST to support the City EOC with producing a daily IAP and daily Sit-Rep. 7 weeks/35 days

	State of Michigan THIRA/SPR
Dates:	August 2019
Contact/Reference:	POC: Kim Richmond Title: Michigan State Police Agency: Michigan Emergency Management and Homeland Security Division, Michigan State Police Direct: 517-284-3745 Email: EMHSTC@michigan.gov
Project Overview:	Early Alert, in partnership with Tidal Basin, was pleased to provide the Statewide Homeland Security and Emergency Management Integrated Strategic Planning Process. Development of Emergency Management and Homeland Security Strategic Plan, Stakeholder Preparedness Report, and THIRA Toolkit. On-site support with assessing impacts from threats/hazards, establishing targets, assessing capabilities and integrating results into strategic planning process. On-site support for developing strategic goals and objectives. Capability assessment toolkit for state and local governments (THIRA/SPR-based; includes tools, templates, resources, etc.). Established and documented process for completing and integrating the THIRA/SPR. Established and documented process for the strategic planning and evaluation process. Strategic planning toolkit (templates, guidance, resources for state and local governments).

Letters of Reference:



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CITY OF MARATHON, FLORIDA

9805 Overseas Highway, Marathon, Florida 33050
Phone: (305) 289-4130 Fax: (305) 743-3667
garrettg@ci.marathon.fl.us

September 15, 2022

Mr. William Wagner, Co-Owner & President
Early Alert, Inc
2740 SW Martin Downs Blvd., No. 414
Palm City, Florida 34990

Dear William,

At your request, I am writing this letter of recommendation to be used in a response to a Request For Proposals (or Qualifications) to Monroe County, Florida to provide Emergency Response Services.

Early Alert has been a consultant with the City of Marathon since September of 2014. The company has always provided excellent service to the City. Early Alert continues to provide health and disaster related alerts throughout the course of the year. Early Alert has also worked with the City to provide updates to the City's Comprehensive Emergency Management Plan (CEMP). Finally, Early Alert has been an integral part of the City's Emergency Management capabilities through several storm events, including Hurricane Irma. In that case the company provided administrative staffing services and expertise ensuring that necessary FEMA documentation was created and maintained throughout the event.

From my perspective, Early Alert has provided outstanding service to the City of Marathon. I can not recommend you more highly to perspective clients than to indicate that the City recently extended its contractual services contract for future years.

If I can provide more detail of if I have missed anything, please do not hesitate to contact me.

Sincerely,

George Garrett, City Manager
City of Marathon, Florida

Tab 3. Project Approach

Islamorada, Village of Islands (Village) – Emergency Management Considerations

Islamorada is an incorporated village in Monroe County, Florida, United States. It is located directly between Miami and Key West on five islands—Tea Table Key, Lower Matecumbe Key, Upper Matecumbe Key, Windley Key and Plantation Key—in the Florida Keys. As of the 2020 census, the Village had a population of 7,107, up from 6,119 in 2010.

Vulnerability to Natural & Manmade Hazards

Monroe County is among the most hurricane-prone regions in the United States, as identified by the National Hurricane Center (NHC). Islamorada has experienced significant storm impacts, including the 1935 Labor Day Hurricane, which caused 423 fatalities. The Overseas Highway (U.S. Route 1) serves as the only evacuation route for the Village, spanning 74 miles north to Miami and 80 miles southwest to Key West, making the region highly vulnerable to tropical cyclones and other natural hazards.

The Comprehensive Emergency Management Plan (CEMP) identifies key risks, including:

- Tropical cyclones with high winds and storm surges
- Coastal and inland flooding
- Severe weather events
- Wildfires
- Infrastructure failures, including the potential loss of U.S. 1 or critical bridges and utilities.

Damage to U.S. 1 or its bridges could severely disrupt evacuation, emergency response, resource deployment, and disaster recovery operations, potentially delaying aid for days, weeks, or even months. The Village's geographic and infrastructural challenges require proactive planning and resilient response strategies to mitigate risks and ensure community safety.

Florida Statutes Chapter 252 EMERGENCY MANAGEMENT 252.38 Emergency management powers of political subdivisions. Stipulates, "Safeguarding the life and property of its citizens is an innate responsibility of the governing body of each political subdivision of the state." The Village Comprehensive Emergency Management Plan (CEMP) is a core component to that end.

Our Approach:

Early Alert Early Alert, Inc. provides comprehensive emergency management and disaster recovery solutions designed to support the Village of Islamorada in mitigating risks, enhancing preparedness, and ensuring efficient disaster response and recovery. Our approach integrates technical, administrative, and training support, ensuring a proactive, structured, and effective response to all hazards.

Our team is fully prepared to comply and deliver all tasks identified within the RFP scope of work, to add value to the County's emergency management preparedness, response, recovery and mitigation needs.

Established in 1999 in Florida and incorporated in 2000, Early Alert, Inc. has been delivering unparalleled, hands-on experience in emergency management, disaster operations and incident management, public safety, all-hazards training, contingency development, business continuity, and loss mitigation for nearly three decades.

Our team has extensive experience in planning for, responding to, and recovering from real-world disasters, managing complex multi-agency coordination and emergency response efforts. We have been directly involved in countless tropical cyclones, severe weather events, tornadoes, floods, and oil spill responses, as well as biological and chemical hazardous material incidents, pandemics, mass migration events, and urban search and rescue operations. Additionally, we have supported aviation crashes, major transportation incidents, civil unrest, terrorist threats, and large-scale riot control efforts.

Early Alert, Inc. offers specialized expertise in key areas essential to emergency management, disaster preparedness, response, and recovery operations, ensuring full compliance with federal, state, and local requirements. Our team's extensive knowledge and experience include proficiency in:

- National Incident Management System (NIMS) & Incident Command System (ICS)
- Homeland Security Exercise and Evaluation Program (HSEEP)
- FEMA Public Assistance Program & Hazard Mitigation Assistance
- Florida Division of Emergency Management (FDEM) Programs, including the Florida Recovery Obligation Calculation (F-ROC)
- Monroe County Emergency Management Requirements

Additionally, Early Alert, Inc. understands the unique challenges and vulnerabilities of the Florida Keys, enabling us to provide region-specific emergency planning, response coordination, and recovery strategies tailored to the Village's needs.

With our proven track record in disaster response and recovery, Early Alert, Inc. ensures strategic coordination, resource management, and operational continuity, helping communities and organizations strengthen resilience, enhance emergency preparedness, and effectively navigate disaster recovery operations.

Service and Product Delivery Include:

- Continuity of Operations (COOP) & Continuity of Government (COG) Planning – Ensuring essential government functions remain operational during emergencies.

We are prepared to deliver comprehensive consulting services, reducing transition risks and eliminating the learning curve that other bidders would have to overcome.

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- All-Hazards Training, Planning, & Preparedness – Strengthening readiness through tailored training, exercises, and emergency planning strategies.
- Incident Management Support Teams (IMST) – Deploying expert personnel for real-time incident coordination and response.
- Damage Assessment & Disaster Recovery Project Estimation – Conducting comprehensive impact assessments and cost estimations for recovery efforts.
- Project Worksheet (PW) Development & Grant Management – Ensuring accurate documentation and compliance for FEMA Public Assistance funding.
- Appeals & FEMA Force Account Documentation – Supporting compliance with FEMA small and large project requirements to maximize funding.
- Federal Procurement Compliance Review – Ensuring adherence to federal procurement guidelines for disaster-related expenditures.

All-Hazard Planning, Training & Incident Management/EOC Support

In addition, Early Alert will provide all-hazard planning, training, and incident management/EOC support team services, ensuring the village maintains government continuity and operations while effectively managing incidents and disasters. When requested, our team will provide staff support for critical emergency management roles, including:

- Emergency Support Function (ESF) positions
- Operations, Planning, Logistics, and Finance – Section Chiefs, Branch Directors, Division/Group Supervisors, and Unit Leaders
- Recovery Operations – Short- and long-term recovery operational support
- Other on-site deployment support for incident management and logistical assignments.

This scalable, expert-driven approach is designed to enhance and support the Village's emergency management program, optimizing preparedness, response, and recovery efforts while ensuring Continuity of Operations (COOP) and Continuity of Government (COG), as well as compliance with federal, state, and local regulations.

Emergency Management Support Services

Early Alert, Inc. provides expert emergency management consulting, equipping the Village with the tools and strategies to prepare for, protect against, respond to, recover from, and mitigate all hazards. Our services are designed to bridge emergency management planning, disaster response, and recovery operations while ensuring compliance with federal, state, and local regulations.

Core Emergency Management Services

Our team offers comprehensive emergency management solutions, including:

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- Incident Management & EOC Support – Deploying personnel for real-time incident coordination and emergency response.
- Continuity of Operations (COOP) & Continuity of Government (COG) Planning – Ensuring uninterrupted essential government functions.
- Comprehensive Emergency Management Consulting – Supporting local decision-making, response, and recovery for all hazards.
- All-Hazards Planning & Training – Enhancing preparedness through tailored exercises and operational planning.
- Threat and Hazard Identification and Risk Assessment (THIRA) – Conducting structured risk assessments to estimate capability needs.
- Damage Assessment & Recovery Project Estimation – Evaluating post-disaster impacts and guiding recovery strategies.
- Comprehensive Emergency Management Plan (CEMP) Development & Maintenance – Ensuring an all-hazards approach that integrates local, state, and federal disaster plans.

Comprehensive Emergency Management Planning (CEMP)

The CEMP serves as the Village's master emergency management framework, aligning emergency response efforts across government, private, and non-governmental organizations (NGOs). It establishes:

- A structured approach to preparedness, response, recovery, and mitigation.
- Defined responsibilities for all emergency response partners.
- Emergency Support Function (ESF) annexes for coordinating assistance at the Village level.
- Hazard-specific annexes covering threats such as hurricanes, wildfires, and technological hazards.
- Integration with county and state disaster response plans, ensuring a unified emergency organization.

Early Alert will assist the Village in maintaining and updating the CEMP, ensuring it remains a scalable, adaptable framework that reflects evolving threats and best practices.

Regulatory Compliance & Industry Standards

All emergency management planning and response activities will adhere to:

- Florida Statutes Chapter 252 – Emergency management mandates for political subdivisions.
- National Incident Management System (NIMS), Incident Command System (ICS), FEMA's National Planning Frameworks and Public Assistance Program.
- FEMA Comprehensive Preparedness Guide (CPG) 101 – Best practices for developing emergency operations plans.

- NFPA 1660, Standard for Emergency, Continuity, and Crisis Management: Preparedness, Response, and Recovery; combining and replacing NFPA 1600; NFPA 1616, Standard on Mass Evacuation, Sheltering, and Re-entry Programs; and NFPA 1620, Standard for Pre-Incident Planning.

Under this approach, the Village's COOP could be incorporated as an annex to the CEMP, ensuring a fully integrated emergency management structure capable of handling incidents ranging from minor weather disruptions to large-scale disasters.

Our team is fully prepared to meet the RFP scope of work, bringing expertise, resources, and proven strategies to enhance the County's preparedness, response, and recovery capabilities.

a) Emergency Planning Services

A successful recovery begins long before a disaster occurs. Effective emergency management depends on:

- A well-structured preparedness plan
- Early and timely warnings
- A sound response strategy
- A coordinated, progressive recovery plan to maintain continuity of operations

To support the Village, Early Alert, Inc. will provide experienced, all-hazards planners to assist in the evaluation, development, and revision of planning documents. Our team ensures compliance with all applicable regulations while enhancing disaster response and recovery operations.

Planning Capabilities

Early Alert, Inc. specializes in all-hazards planning, offering expertise in the development, evaluation, and revision of disaster response and recovery plans to ensure compliance with regulatory requirements and industry best practices.

As a leader in emergency management planning, our team has designed, implemented, and refined strategies that enhance resilience, incident management effectiveness, and continuity of operations and governance. We have successfully applied these methodologies in real-world disaster scenarios, ensuring organizations remain prepared for any crisis.

Early Alert will work closely with the Village to identify planning gaps, assess vulnerabilities, and enhance existing emergency management plans. Through collaborative planning and structured assessments, we will evaluate current capabilities, response frameworks, and operational procedures to ensure they align with county and state requirements, best practices and evolving threats. Our team will provide strategic recommendations, plan upgrades, and training initiatives to strengthen the Village's preparedness, response, and recovery efforts.

Through our expertise in emergency management, business resiliency, training, and program maintenance, we develop comprehensive and adaptable plans that support efficient disaster response, recovery, and long-term operational stability.

Our planning expertise includes, but is not limited to:

- Comprehensive Emergency Management Planning (CEMP)
- Continuity of Operations & Continuity of Government (COOP/COG) Development
- Emergency Operations Plan (EOP)
- Business Continuity & Risk Management Planning
- Long-Term Recovery & Hazard Mitigation Planning
- Local Mitigation Strategy (LMS) Plan
- Evacuation & Resource Management Planning
- Logistics & Debris Management Planning
- Risk Assessments & Gap Analysis
- Hazard Identification, Analysis & Vulnerability Assessments
- Incident Action Plan (IAP) Preparation for Pre-Planned Events
- NIMS-Compliant Planning & Maintenance
- Provide other mission-specific plans, checklists, standard operating procedures, etc., that will align with the Village mission and existing policies.

Our proactive, structured approach ensures that organizations are well-prepared, compliant, and resilient in the face of any disaster.

b) All Hazard Training and Exercises:

All Hazard Training, a division of Early Alert, Inc., offers a comprehensive, state, and DHS/FEMA-approved training and exercise program designed to enhance incident management, emergency response, and disaster preparedness across all levels of government, first responders, and private sector organizations.



Expert Instruction & Compliance

Our team includes ICS and NIMS-trained instructors, ICS Master Instructors, and DHS/EMI-approved All-Hazards ICS Position-Specific Instructors. We have trained and certified thousands of first responders, government officials, and civilian personnel in:

- NIMS compliance and application
- The National Response Framework (NRF)
- All levels of ICS, including All-Hazard Section Chiefs and Type 1, 2, and 3 Incident Management Teams

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Our instructors meet or exceed DHS, FEMA, and National Integration Center (NIC) Incident Management Systems Division (IMSID) requirements, as outlined in the National Incident Management System Training Program (September 2011).

We also ensure that all exercises include an evaluation of NIMS and ICS integration, following DHS guidelines to enhance operational effectiveness.

Collaborative Training & Exercise Enhancement for the Village

Early Alert will work closely with the Village of Islamorada to assess current training and exercise programs, identify gaps, and upgrade existing emergency management training and education. Through a structured needs assessment, we will:

- Review existing training programs to ensure alignment with current best practices, evolving threats, and compliance requirements.
- Identify gaps in personnel capabilities, operational readiness, and multi-agency coordination.
- Develop customized training plans tailored to the Village's emergency response framework.
- Upgrade exercise programs, incorporating tabletop exercises, functional drills, and full-scale simulations to test and improve response effectiveness.
- Integrate after-action reviews (AARs) to continuously refine training methodologies and enhance preparedness across all Village departments and stakeholders.

By aligning training and exercises with real-world threats and operational needs, Early Alert will strengthen the Village's emergency management capabilities, ensuring a well-trained, highly prepared response force ready to handle any disaster scenario effectively.

Training & Exercise Offerings

We provide comprehensive, performance-based training and exercise programs, including:

- All-Hazard ICS Position-Specific Training (Section Chiefs, Unit Leaders, etc.)
- Type 3 Incident Management Team (AHIMT O-305)
- Type 4 Command & General Staff Functions (O-337)
- Incident Management Team (IMT) Sustainment Exercise Programs
- Emergency Operations Center (EOC)/ICS Interface Training
- Disaster & Crisis Management
- Business & Government Continuity of Operations (COOP/COG)
- Mass Casualty Incident Management
- CBRNE & Hazardous Materials Awareness and Response
- Urban Search & Rescue (US&R) and Special Operations
- National Response Framework (NRF) & National Incident Management System (NIMS)
- Law Enforcement (LEICS), Public Works (PWICS), Hospital (HICS), and School ICS (SCICS)

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- Tabletop, Functional, and Full-Scale Exercises

Homeland Security Exercise & Evaluation Program (HSEEP) Compliance

Our training and exercises follow the HSEEP methodology, ensuring adherence to the national standard for exercise design, evaluation, and improvement planning. Our Master Exercise Practitioners (MEPP-certified by DHS/FEMA) lead performance-based exercise programs, conducting assessments to identify strengths, address gaps, and enhance readiness before real-world incidents occur.

Real-World Experience & Practical Application

Our instructors and exercise practitioners bring extensive hands-on experience in preparedness, response, recovery, and mitigation across a wide range of incidents, including:

- Tropical cyclones, severe weather, wildfires, and floods
- Mass migration and civil unrest events
- Hazardous materials and radiological emergencies
- Oil spills and major transportation incidents
- Pandemics and public health emergencies



With operational expertise and real-world response experience, Early Alert's All-Hazards Training and Exercise Program ensures organizations are well-prepared, compliant, and fully capable of managing and mitigating any emergency or disaster scenario.

c) Incident Management/EOC Support Team Services

The Village recognizes that activating the Village Comprehensive Emergency Management Plan (CEMP) and/or Emergency Operations Center (EOC) requires additional incident management staffing beyond existing personnel capabilities. To ensure immediate life-saving actions, property protection, environmental preservation, and essential service delivery, the Village seeks to establish a stand-by Incident Management Support Team (IMST) for rapid deployment.

One of the challenges to effective response and recovery is the high turnover and short tenure of officials responsible for disaster management. Well-trained leaders and responders who have invested in preparedness, built strong partnerships, and can achieve shared objectives are critical to success.

Early Alert's IMST Capabilities

Early Alert's IMST is composed of subject matter experts (SMEs) with extensive experience in:

- Comprehensive Emergency Management
- National Response Framework (NRF)
- National Incident Management System (NIMS)
- Incident Command System (ICS)
- National Disaster Recovery Framework (NDRF)

When activated, IMST personnel seamlessly integrate with Village staff to enhance response and recovery efforts, while decision-making authority remains with Village (agency administrators) and management staff.

Our incident support personnel have extensive experience managing all-hazard environments, responding to a wide range of complex disaster scenarios. This includes tropical cyclones, severe weather events, tornadoes, floods, and oil spills. Our expertise extends to biological and chemical hazardous material incidents, pandemics, and mass migration events. We have also supported urban search and rescue operations, aviation accidents, major transportation incidents, and civil unrest. With a proven track record in disaster response and recovery, our team ensures efficient coordination, resource management, and operational continuity across diverse emergency situations.

Scalable EOC & Command Post Staffing

When disaster-related incident management and EOC support personnel are needed, IMST personnel augment Village staffing at the Village EOC and/or Command Post, including, but not limited to:

- Incident Managers, Emergency Support Function (ESFs) positions, based on need and the level of response
- Command Staff (PIO, Safety, Liaison Officers)
- Operations Section (Chiefs, Branch Directors, Division/Group Supervisors)
- Planning Section (Chiefs, Situation, Resources, Documentation, & Demobilization Unit Leaders)
- Logistics Section (Chiefs, Communications, Supply, & Facilities Unit Leaders)
- Finance/Admin Section (Chiefs, Time, Procurement, Compensation, Claims, & Cost Unit Leaders)

This service ensures continuity of government operations while effectively managing disaster response and recovery efforts.

Support for FEMA Public Assistance (PA) Grant Program

Our IMST also provides short-term and long-term staffing support to assist the Village in navigating FEMA's Public Assistance (PA) Grant Program, ensuring rapid financial recovery and compliance following Presidentially declared disasters or emergencies.

Comprehensive Staffing Support

Our IMST support structure allows for scalable deployment based on the Village's needs, ensuring effective incident coordination, operational support, and long-term recovery planning. All services conform to the Village and County CEMP, Florida Division of Emergency Management (FDEM), including the Florida Recovery Obligation Calculation (F-ROC), the National Response Framework (NRF), National Incident Management System (NIMS), and the National Disaster Recovery Framework (NDRF).



Tab 4. Staffing and Qualifications of Firm and Key Personnel

Company Qualifications, Background, and Experience

Early Alert, Inc. combines decades of hands-on emergency management experience with a strong commitment to protecting vulnerable communities. Our most senior executive and emergency manager bring multi-generational expertise, shaped by direct involvement in major historical events such as Hurricane Andrew (1992) and the Northridge Earthquake (1994). Their extensive experience also includes nearly every tropical cyclone impacting U.S. coastal regions since, including Hurricanes Katrina, Rita, Harvey, Irma, Maria, Florence, Michael, Ida, Ian, Idalia, and Beryl.

Moreover, our team has extensive practical experience in planning for, responding to, and recovering from disasters of all types and scales. Historical incidents include numerous tropical cyclones, severe weather events, tornadoes, floods, oil spill responses, pandemics, and other biological and chemical hazardous incidents, mass immigration emergencies, urban search and rescue operations, commercial aviation disasters, other mass casualty transportation incidents, and large-scale terrorist acts, civil unrest, and disturbances.

This experience stems from active participation in response and recovery efforts at the local, state, and federal levels, ensuring Early Alert's ability to operate effectively in any environment.

As a Florida-based company, Early Alert maintains a team of nearly 60 support staff strategically positioned across the country, ready for immediate deployment to meet client needs. Our scalable structure allows us to expand operations as required to address dynamic circumstances and ensure comprehensive support.

Our multidisciplinary expertise allows us to deliver flexible, client-focused solutions. Through our "Best Practices" deployment model, we ensure the right resources are mobilized quickly and effectively to address each task's unique challenges.

Cover letter introducing the company and proposal summarizing:

Subject: RFP 25-02 - Emergency Management Consulting Services

Early Alert, Inc., is pleased to submit our All-Hazards Emergency Management Consulting proposal in response to your Request for Proposal (RFP). If selected, we will collaborate with key stakeholders to establish clear objectives, timelines, and deliverables that align with the Village's emergency management goals.

Our proposed team is fully equipped to provide comprehensive support, including:

- Training & Exercises – Enhancing preparedness through tailored programs.
- After-Action Reporting – Evaluating response effectiveness and identifying improvements.
- Project Management – Overseeing emergency management initiatives with precision.
- On-Site Emergency Management Staffing – Strengthening preparedness, response, and recovery capabilities.

Early Alert, Inc. agrees to execute all necessary agreements in compliance with the Village's requirements. Pricing remains valid for 120 days from the submission date.

We appreciate the opportunity to support the Village of Islamorada in enhancing emergency preparedness and resilience. Please feel free to contact me with any questions or to discuss next steps.

Early Alert, Inc., headquartered in Palm City, Florida, is a nationally recognized leader in emergency management, meteorology, and disaster response. With over 100 years of combined expertise, our team delivers comprehensive emergency management solutions, ensuring proactive planning, rapid response, and effective recovery for governmental agencies and private sector clients.

Established in 1999 and incorporated in 2000, Early Alert has been a trusted provider of emergency management, disaster operations, incident management, public safety, all-hazards training, business continuity, and loss mitigation. We specialize in planning, response, recovery, mitigation, and prevention to help organizations prepare for and manage crises before they escalate.

Operational Expertise & Nationwide Support

Our multi-disciplinary team consists of Certified Emergency Managers (CEMs), meteorologists, all-hazards instructors, master exercise practitioners, planners, analysts, program managers, and subject matter experts (SMEs) with decades of federal, state, and local experience. Early Alert maintains a nationwide network of nearly 60 personnel ready to deploy rapidly to support incident management and disaster recovery operations.

We have extensive experience managing real-world disasters, including tropical cyclones, severe weather events, tornadoes, floods, oil spills, hazardous materials incidents, mass migration crises, urban search and rescue, aviation crashes, major transportation incidents, pandemics, civil unrest, and terrorist threats.

Comprehensive Emergency Management Services

Early Alert provides tailored solutions to enhance preparedness and ensure operational resilience through:

- Incident Management Support Teams (IMST) – Deployable personnel supporting emergency response and recovery objectives.

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- All-Hazards Planning & Training – Customized training programs and exercises for federal, state, local, tribal, and private sector organizations.
- COOP & COG – Strategies to safeguard critical operations and minimize disruption.
- Meteorological & Hazard Monitoring – Real-time weather intelligence and risk analysis for informed decision-making.

Our proven "Best Practices" model ensures the right expertise is available when and where it is needed most, providing strategic coordination, resource management, and operational continuity to support our clients in any crisis.

With a deep understanding of Florida's emergency management landscape and a nationwide reach, Early Alert stands ready to deliver industry-leading solutions to enhance disaster resilience and emergency preparedness.

Key Emergency Management & Disaster Recovery Experts

Our team includes widely respected professionals with decades of hands-on experience in disaster planning, response, recovery, and mitigation:

- William Wagner III, CEM – Emergency management and project specialist
- Lisa Watson – Emergency management and operational specialist
- William "Billy" Wagner, Jr. – Nationally renowned emergency manager
- John Agostino – FEMA Public Assistance, Hazard Mitigation, and Individual Assistance program specialist
- Bob & Victoria Koenig – Incident Management Team and all-hazard training and exercise specialists
- Additional Nationally Recognized Emergency Managers, Instructors, and Recovery Specialists

Meteorology & Hazard Prediction Team

Early Alert's meteorology division includes some of the most experienced professionals in weather forecasting, oceanography, and hazard prediction:

- Brian Urbancic, Chief Meteorologist – Over 30 years of expertise in meteorology, oceanography, and emergency weather management; retired U.S. Naval Meteorology & Oceanography Command officer
- Jerry Jarrell – Former Director of the National Hurricane Center (NHC)
- Miles Lawrence & Dr. Joe Pelissier – Former NHC Hurricane Specialists
- Kermit Keeter – Former National Weather Service (NWS) Science & Operations Officer and winter storm/severe weather specialist
- Marcus Buker – Modeling meteorologist and tropical and severe weather specialist

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With deep expertise across multiple disciplines, Early Alert, Inc. ensures that the Village of Islamorada has access to the best minds in emergency management and meteorology, providing real-time support, strategic planning, and operational excellence in disaster preparedness and response.

Senior Advisor and Program Manager - William A. Wagner, III, CEM

William A. Wagner, III, is the President and a principal owner of Early Alert, Inc., bringing over 40 years of leadership in public administration, emergency management, business continuity, and incident command. A nationally recognized senior executive, Mr. Wagner has extensive experience in emergency response strategies, tactical operations, mass casualty management, fire rescue, and business resilience planning. His expertise spans project management, business continuity, critical event management, and disaster planning for preparedness, response, recovery, and mitigation.

Mr. Wagner's subject matter expertise includes disaster preparedness, crisis management, advanced incident management, unified command, firefighter safety, risk management, and hazardous materials emergency response. He has managed complex emergency and disaster operations at the local, state, and national levels, working across both public and private sectors.

His leadership roles have included serving as the Florida Fire Chiefs' Association: State Emergency Response Team – Florida Emergency Preparedness Association Liaison, Incident Commander and Operations Chief for the South Florida State Incident Management Team, and a member of the All-Hazard Incident Management Team Association Interstate Incident Management Team Qualifications System (IIMTQS) Committee. He has also contributed to emergency interoperability initiatives as a member of the Emergency Interoperability Consortium.

As a Certified Instructor, Mr. Wagner has developed and delivered training programs in emergency management, business continuity, incident command, disaster response, and fire rescue for over 35 years across the United States and internationally. His training programs reflect his hands-on experience responding to national disasters and critical incidents. Additionally, he specializes in developing and administering full-scale emergency response exercises, leveraging his expertise in comprehensive planning, real-world scenario execution, and strategic training.

With a career dedicated to enhancing emergency preparedness and operational resilience, Mr. Wagner continues to be a driving force in disaster response, incident management, and business continuity planning.

Education:

- U.S. National Fire Academy & Emergency Management Institute - Executive Analysis of Fire Service Operations in Emergency Management & Command and Control of Fire Department Operations at Natural and Man-made Disasters
- University of Cincinnati - Fire Protection Engineering
- National Certified Emergency Manager, CEM

Years of Experience: 40+

Areas of Experience:

- Project Management
- Disaster Preparedness, Response, Recovery & Mitigation
- Emergency Management Specialist
- Sr. Incident Management Specialist
- EOC Operations Specialist
- Emergency Program Manager
- Certified Disaster Response Instructor

Baseline Certifications:

- NIMS ICS: 100, 200, 300, 400, 700, 701, 702, 703, 800, O-305

Awards:

- FEMA's Outstanding Achievement
- National Hurricane Conference Distinguished Service Award

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Professional Experience

William A. Wagner, III has extensive experience in disaster management, emergency response, and recovery operations, with a career spanning hurricanes, typhoons, severe weather events, floods, tornadoes, tropical storms, fuel tanker rollovers, major structure fires, wildfires, mass migration crises, major oil spills, transportation incidents, urban search and rescue, public health emergencies, civil unrest, and terrorist incidents.

Throughout his career, William has served as Project Manager for numerous ventures in both the public and private sectors, overseeing complex emergency management and disaster response initiatives. His leadership experience includes serving as Incident Commander and Emergency Manager in multiple disasters, holding key positions such as Planning Section Chief, Operations Section Chief, Logistics Section Chief, and Liaison Officer.

During Hurricane Andrew, he established the Florida City Command Post, managing a Unified Command System consisting of over 250 emergency responders, 200 law enforcement personnel, multiple relief agencies, and the Florida National Guard. He also served as Incident Commander for Hurricanes Georges, Katrina, and Wilma in the Florida Keys, as well as Incident Management Support Team (IMST) Supervisor for five teams and Liaison for Hurricanes Irma and Ian.

His disaster recovery experience includes working as a recovery technician at the ValueJet disaster in the Florida Everglades. He has also served as an Emergency Management Coordinator for the Florida State Disaster Response Plan and was appointed to the elite FEMA Hurricane Liaison Team.

More recently, William has commanded and coordinated Incident Management Support Team deployments for major disaster events, including:

- 2017 – Hurricanes Harvey and Irma (South Florida)
- 2018 – Hurricanes Florence and Michael
- 2019-2020 – COVID-19 Pandemic Response
- 2020 – National Civil Unrest Operations
- 2022 – Hurricane Ian
- 2023 – Hurricane Idalia
- 2024 – Hurricanes Helene and Milton

His extensive real-world experience, combined with his leadership in incident management, disaster coordination, and emergency preparedness, continues to support national and regional disaster resilience efforts.

Technical Assistants

Project Manager – Bob Koenig - Director of Response and Recovery, All Hazard Training & Incident Management Specialist

Robert 'Bob' Koenig has been an integral part of Early Alert, Inc. since 2010, serving as a Subject Matter Expert (SME), Lead Instructor, and Project Manager before becoming Director of All-Hazards Training in 2013. With a distinguished career in emergency management and incident response, Bob brings extensive expertise in training, logistics, and incident command operations.

Bob is currently a member of the Southern Area Red Type 1 Incident Management Team and serves as Planning Team Manager and Logistics Section Chief with Texas Task Force 1, Urban Search and Rescue. He is also an Adjunct Instructor with the Texas Engineering Extension Service (TEEX), Texas A&M University, where he teaches in the Enhanced Incident Management – Unified Command Program.

In 2005, Bob retired from the Texas Forest Service, where he served as State Incident Management Team Coordinator and Chief of Incident Response Training. In this role, he oversaw 17 All-Hazard Type 3 Incident Management Teams strategically positioned across Texas for state and national response.

He was also a member of the Texas Forest Service Lone Star State Type 2 Incident Management Team and co-authored the revision to the USFA Type 3 Incident Management Team – Instructor Guide. Bob also served as Chair of the National Incident Management Support Team (IMST), National Integration Center (NIC), FEMA, providing national leadership in incident management training and response coordination.

During Hurricane Ian in 2022, Bob played a critical leadership role in the West Coast of Florida, serving as the de facto Emergency Manager for the Town of Fort Myers Beach, FL, during the initial response and recovery operations. His leadership helped coordinate emergency response and recovery efforts, stabilize operations, and ensure life-saving response actions in one of the most severely impacted areas.

Before joining the Texas Forest Service, Bob spent three years as Program Manager for TEEX's Urban Search and Rescue Division, overseeing specialized training programs. Prior to that, he spent 19 years with the Texas Department of Criminal Justice as an Internal Affairs Officer, Management Auditor, and Agency Risk Manager, where he also served as the agency's representative to the Texas State Emergency Management Council.

With decades of experience in emergency management, urban search and rescue, incident command, and all-hazards training, Bob continues to be a nationally recognized leader in disaster preparedness, response, and training program development.

Years of Experience: 38

Areas of Experience:

- Disaster Preparedness, Response, Recovery & Mitigation
- Emergency Management Specialist
- All Hazard Planning
- Emergency Program Manager
- All Hazard Instructor and Exercise Practitioner
- Command & Control of Major Operations
- Disaster Control/Emergency Readiness
- Emergency Search & Rescue

Baseline Certifications:

- NIMS ICS: 100, 200, 300, 400, 700, 701, 702, 703, 800, O-305

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PROFESSIONAL EXPERIENCE

Bob has met all instructor qualification regarding the National Incident Management System (NIMS) Training Program and U.S. Coast Guard All-Hazard National Incident Management System (NIMS) Incident Command System (ICS) Performance Qualification Standards, and in his 35+ year career has instructed over 30 All Hazard Incident Management Team O-305 courses, more than six Command and General Staff for Local Incident Management Team courses, and over 40 command and general staff position specific courses. He also has been an Exercise Designer, Leader and Exercise staff member. Bob's emergency response deployments include numerous natural and man-made incidents including:

- as Incident Commander, Liaison Officer and Planning Section Chief for Hurricanes Katrina, Rita, Ivan, Dolly and Ike;
- as Planning Section Chief to the Space Shuttle Columbia explosion and the World Trade Center incident with Texas Task Force 1;
- in a variety of command and general staff positions including Incident Commander, Operations Section Chief, Planning Section Chief and Logistics Section Chief to numerous tornadoes, floods, and law enforcement related incidents, including the Yearning for Zion Ranch incident in 2008 involving Warren Jeffs and the Fundamentalist Church of Latter-Day Saints;
- in incident management positions to NFL Super Bowls and Major League Baseball World Series events, as well as political conventions; and
- most recently commanded and coordinated incident management support team deployments to include:
 - 2024 Hurricanes Helene and Milton
 - 2023 Hurricane Idalia
 - 2022 Hurricane Ian in the West Coast of Florida as the de facto Emergency Manager for the Town of Fort Myers Beach, FL during the initial response and recovery operations.
 - 2020 Hurricane Laura
 - 2019 Alden Leeds major fire and chlorine leak with weeks-long recovery efforts
 - 2018 Hurricanes Florence and Michael
 - 2017 Hurricane Harvey and Irma thought out South Florida
- qualified nationally as a Liaison Officer and Training Specialist
- all-hazards instructor for FEMA Emergency Management Institute and the United States Fire Administration

Bob's was the state's incident commander on the Bastrop County Complex Fire Unified Command in September 2011, the most costly fire in Texas history. Bob has facilitated and written After Action Reviews (AAR) and developed Improvement Plans (IPs) following incidents and exercises.

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Victoria Koenig, CPM – Incident & Emergency Management Specialist

Victoria Koenig is the All-Hazard Training Manager for All Hazard Training, a Division of Early Alert, Inc., specializing in training needs assessments, curriculum development, and delivery of all-hazards incident management training. She provides customized training programs for local, state, tribal, and federal agencies and facilitates Homeland Security Exercise and Evaluation Program (HSEEP)-approved exercises for public-sector agencies nationwide.

With over 27 years of incident and emergency management experience, Victoria is a member of a Texas Type 3 All-Hazard Incident Management Team (AHIMT) and holds Type 1 Liaison Officer, Type 2 Public Information Officer, and Type 3 Plans Section Chief qualifications. She currently serves as an adjunct instructor for Texas A&M University's Texas Engineering Extension Service (TEEX) and the Texas A&M Forest Service Mitigation and Prevention Department. In these roles, she delivers all-hazards position-specific courses, command and general staff training, and the Enhanced Incident Management Unified Command course. She is also an all-hazards instructor for the FEMA Emergency Management Institute (EMI) and the U.S. Fire Administration (USFA).

In December 2010, Victoria was selected to serve on the inaugural Board of Directors of the All-Hazards Incident Management Teams Association (AHIMTA), a national organization representing over 500 incident management professionals from various emergency response disciplines.

Her career includes significant leadership roles in municipal government. She served for over eight years as Deputy City Manager for the City of Nacogdoches, Texas, and most notably, as Interim City Manager during the Space Shuttle Columbia disaster, where she led the city's emergency response to this international incident. As Nacogdoches' Emergency Management Coordinator, she directed major response efforts for Hurricanes Katrina and Rita. She also worked for over 10 years with the City of Longview as Public Information Officer and Community Relations Manager and is a nationally credentialed Certified Public Manager (CPM).

Victoria's background also includes a career in journalism, where she worked as a professional journalist and news director for a CBS-affiliate television station in Texas.

She has deployed numerous times with Texas Type 3 AHIMTs, responding to Hurricanes Ike, Gustav, and Alex, as well as with the Texas Type 2 Lone Star Incident Management Team during the 2011 Texas Initial Attack Wildfire. During the Bastrop Complex Urban Interface Firestorm, one of the worst wildfire disasters in Texas history, she served as Lead Public Information Officer for the Texas Forest Service. In addition, she has served on the State of Texas AHIMT Type 3 Incident Management Steering Committee as a subject matter expert in Government and Administration.

Education:

- Certified Public Manager (CPM)
- Journalism, B.S.

Years of Experience: 35

Areas of Experience:

- Disaster Preparedness, Response, Recovery & Mitigation
- Emergency Management Specialist
- All Hazard Instructor and Exercise Practitioner
- All Hazard Planner
- Emergency Management Program Manager
- Instructor
- Public Information / Communications

Baseline Certifications:

- NIMS ICS: 100, 200, 300, 400, 700, 701, 702, 703, 800, 230, O-305

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With decades of experience in emergency management, incident command, and public communication, Victoria Koenig is a recognized leader in all-hazards training, crisis response, and disaster preparedness.

Lisa Watson - B. A, P-EMT – Emergency Management Specialist

Lisa Watson has been in the emergency management profession for over 35 years. She is the former Emergency Management Director for a Florida municipality, responsible for disaster, planning, response, recovery and mitigation management, all plan development, and inter-agency coordination. Watson's experience in planning and response and disaster management is broad, consisting of hurricanes, severe weather events, fire/rescue operations, prevention, investigation, mass casualty incidents, oil spills, mass migration and other disasters. Her experience has ranged from private sector emergency management response consulting to coordination of federal recovery efforts for state and local governments.

Watson began her career Broward County, Florida, as a paramedic and coordinator of evacuations for a local hospital. Upon relocation to Monroe County, Florida, she became a member of a volunteer fire department and worked her way up through the ranks from a volunteer firefighter to Deputy Fire Chief for a local municipality in charge of emergency management and emergency medical services for the community.

She has also served as the County Deputy Emergency Manager. Watson is currently serving as Director of Emergency Management services for Early Alert.

PROFESSIONAL EXPERIENCE

Actual disaster response experience includes hurricanes/typhoons, severe weather events, floods, tornados, tropical storms, fuel tanker rollovers, major structure fires, mass causality, wildfires, and urban search and rescue.

- As an Emergency Manager she has worked in local, state and federal government ranging from local municipalities to the Governor's Authorized Representative for the State of Florida to impacted counties and FEMA's Disaster Field Office.
- Primary functions have included the following: Incident Commander during many disasters (hurricanes/typhoons, wildfires, floods), Planning Section Chief and Operations Section Chief for the State of Florida's Emergency Operations Center in Tallahassee as well as Forward Command Posts throughout the state.
- She has also given many preparedness presentations and workshops and taught multiple emergency management courses for local municipalities on a small scale, to hundreds of participants at the Florida Governor's Hurricane Conference.

Education:

- AS, Emergency Services
- BA, Business Administration

Years of Experience: 35+

Areas of Experience:

- Disaster Preparedness, Response, Recovery & Mitigation
- Emergency & Disaster Planning
- Emergency Program Manager
- Fire Service Instructor
- Command & Control of Major Operations
- Disaster Control/Emergency Readiness
- Emergency Response/Haz-Mat

Baseline Certifications:

- NIMS ICS: 100, 200, 300, 400, 700, 701, 702, 703, 800

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- Watson also assisted in writing, delivering and/or evaluating multiple training tabletop and functional exercises for government facilities and schools. The two most noted were the terrorism exercise for the State of Florida and the "Columbine" type exercise for Suwannee County, Florida.
- She has successfully written multiple comprehensive emergency management plans all of which have been ruled into State compliance.
- She has been successful in writing and managing over \$2 million in grant awards/money for a local municipality. She currently is responsible for the recovery of over \$8 million from FEMA for Hurricane's Dennis, Katrina, Rita and Wilma.
- Most recently coordinated incident management support team deployments for 2017 Hurricane Harvey and Irma throughout South Florida and 2018 Hurricanes Florence and Michael, 2019/20, COVID-19 Pandemic and 2020 national civil unrest, Hurricane Ian October 2022, Hurricane Idalia 2023 and 2024 Hurricanes Helene and Milton.
- Her understanding of the state and federal disaster system has won her praise from FEMA's Public Assistance Officer in Orlando and the Director of Emergency Management from the State of Florida.

Watson has a comprehensive and detailed understanding of state and federal emergency management programs and response/recovery operations. Watson has multiple certifications as an instructor for courses ranging from medical rescue to Emergency Management, as well as table-top and full-scale exercises.

Senior Advisor for Disaster Recovery - John Agostino

A seasoned emergency management leader, John Agostino brings over 30 years of federal and state disaster relief program experience to Tidal Basin and Adjusters International. Most recently he served as Deputy Director for Administration for the New York State Office of Emergency Management (NYSOEM). As Deputy Director, he was responsible for overseeing public assistance, hazard mitigation and individual assistance programs for the state and its applicants, as well as its finance and budgeting operations. He served as the Governor's Authorized Representative for 57 declared disasters and emergencies, including the 9-11 World Trade Center disaster.

Throughout his years of service, he functioned in administrative, financial, response, and recovery positions. This broad background in Emergency Management proved critical during several high-profile catastrophic events that required decisive decision making and strong leadership. As part of an innovative Emergency Management organization, he implemented programs that significantly improved the level and quality of service to the citizens of New York.

For example, while at NYSOEM Agostino worked to tailor a program to the needs of New York State and its applicants, creating a model for delivering well-trained advocates to assist local applicants through the FEMA grant application process.

His foresight in creating this powerful public-private partnership benefited the State of New York through 16 federally declared disaster events and significantly increased outreach, applicant participation in the public assistance program, and hazard mitigation funding to harden facilities throughout the state against future disasters.

As a FEMA specialist, he currently works with states to improve their operations and administrative and planning functions. He also heads up the AI hazard mitigation team. John is the author of the Disaster Recovery Today article titled, "Supplemental Funding Sources in Community Recovery."

In 1987 Agostino received the Federal Emergency Management Agency Director's Highest Award for Outstanding Public Service to Emergency Management. He also received the New York State Division of Military and Naval Affairs Award as the Outstanding Management Employee of the year.

Note: List of additional team members and Bios are available upon request.



Supplementary Information

Early Alert, Inc. was founded by Monroe County citizens with a mission to support and protect the residents and visitors of Monroe County. Our deep-rooted connection to the Florida Keys stems from over 60 years of living, working, and raising families in the region. This long-standing presence has provided our team with an intimate understanding of Monroe County's unique challenges, vulnerabilities, and community dynamics.

Our most senior executive and senior emergency manager share this deep familiarity with Monroe County. Both have held senior positions in Monroe County Emergency Management and the Village, with direct experience before, during, and after Hurricane Andrew in 1992, as well as every tropical cyclone impacting the Keys since.

While this RFP may not include a dedicated section for "intangibles," an applicant's ability to respond effectively in critical moments is essential. Early Alert's deep understanding of Monroe County's operations, resources, vulnerabilities, and the unique needs of its residents and visitors — along with the distinct challenges faced by the Village — is integral to our ability to perform when it matters most.

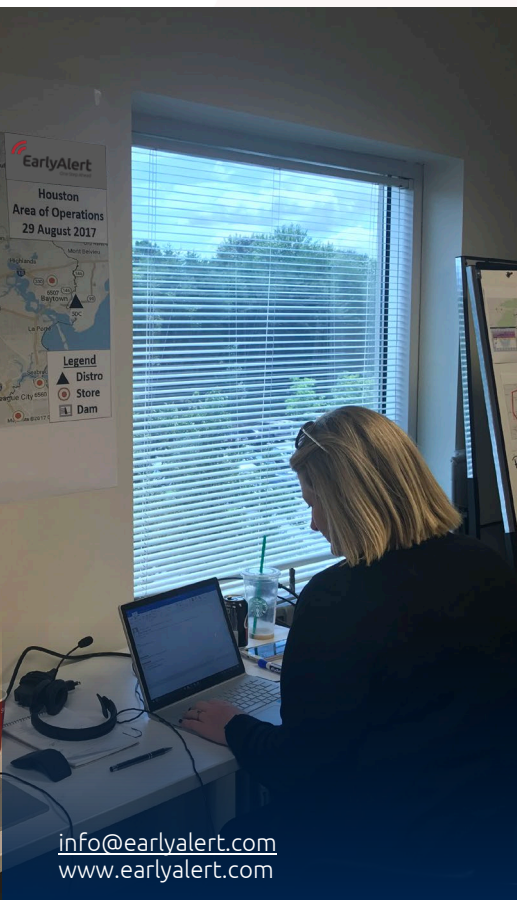
We have consistently demonstrated this capability through decades of dedicated service to Monroe County and its citizens. We are proud of this legacy and remain committed to continuing our support with the same level of dedication and expertise.

OUR PROMISE

Welcome to the era of Resilient Tomorrow

At the heart of our mission is a relentless focus on your satisfaction, recognizing that your needs are paramount. We pledge to be a constant presence, always available to address your concerns with clear and prompt communication. Our dedication extends to consistently providing innovative services that enhance your experience and exceed expectations. Through ongoing investments in professional education, experience, and skills, we strive to serve you at the highest level.

As your partner in emergency management, we aspire to transform our relationship from client to lifelong business support. Your feedback is not just sought but valued as an essential guide for continuous improvement. We are committed to earning your respect as the industry leader, ensuring that you always receive the lowest competitive pricing for the highest value in our professional services. Your complete satisfaction is our unwavering promise, reinforcing our commitment to your preparedness and security.



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Cost/Fee Proposal

As directed by the Village, Emergency management services will be provided on an as-needed basis. For each specific project, the Early Alert will submit a detailed quote, which must be reviewed and approved by the Village prior to engagement.

Project-Based Quoting:

- Project based quotes requested with NTE For the following known projects.
- Update to the existing village CEMP
- Update the Tropical Cyclone Annex
- Update the Debris Management Plan
- Update/ develop COOP (Continuity of Operations Plan)

Project timelines will be provided after the Village request a specific project tasking and a gap analysis performed by Early Alert in order to proposed number of days to begin the work and the best estimate of the number of calendar days to complete the project.

COST: Stand-by Status until “Notice to Proceed” or “Task Order” is issued by Client

Fee Schedule and Approval Process

All services rendered will adhere to the approved Fee Schedule unless otherwise specified and mutually agreed upon. Services will commence upon the issuance of a “Notice to Proceed” or “Task Order” by the Village.

AS NEEDED FEE SCHEDULE	RATE
Senior Emergency Management Consultant	\$275/hr
Project Manager	\$225/hr
GIS Specialist	\$195/hr
Emergency Management Consultant	\$185/hr
FEMA Public Assist Specialist	\$225/hr
FEMA Public Technical Assistant	\$185/hr
Senior Planner	\$175/hr
Planner	\$155/hr
Operation Manager	\$175/hr
Operation Specialist	\$125/hr

AS NEEDED FEE SCHEDULE	RATE
Administrative Assistant	\$75/hr
Lead Instructor	\$155/hr
Unit Instructor	\$125/hr
Mentor	\$100/hr

DHS/FEMA All-Hazards ICS Position Specific Courses – Command, General staff, Division/Group, Units, Strike Team and Taskforce position specific courses:	Up to 40 students
5-day course with 2 required instructors	\$18,250*
4-day course with 2 required instructors	\$15,750*
3-day course with 2 required instructors	\$13,500*
2-day course with 2 required instructors	\$10,500*

NIMS ICS Baseline Training	
ICS 300 (18 hrs) with 1 required instructor <i>Up to 25 students</i>	\$9,200*
ICS 300 (18 hrs) with 2 required instructor <i>Up to 40 students</i>	\$13,000*
ICS 400 (12 hrs) with 1 required instructor <i>Up to 25 students</i>	\$7,500*
ICS 400 (12 hrs) with 2 required instructor <i>Up to 40 students</i>	\$10,500*
* For specific training course set pricing includes necessary instructional materials for the instructors and students (per the class sizes noted). It also includes travel expenses such as per diem, airfare, lodging, meals, car rental and other related costs for our instructor team.	

U.S. Fire Administration (USFA) Type 3 All-Hazards Incident Management Team (AHIMT O-305)

Pricing for the AHIMT O-305 Course, is dependent on student participation count and recommended cadre Size and Positions. All training will be in concert with the USFA Course Host Guide, Planning and Setup Instructions: USFA O-305, Type 3 All-Hazards Incident Management Team (AHIMT) Introduction Course.

Recommended Cadre Size and Positions			
Number of Students (and Team Size)	Lead Instructor	Second Instructor	Mentor
16 to 20 Students (2 teams of 8 to 10)	1	1	1
24 to 30 Students (3 teams of 8 to 10)	1	1	2
32 to 40 Students (4 teams of 8 to 10)	1	1	3
40 to 50 Students (5 teams of 8 to 10) *	1	1	4
Minimum Cadre Size and Positions			
Number of Students (and Team Size)	Lead Instructor	Second Instructor	Mentor
16 to 20 Students (2 teams of 8 to 10)	1	1	0
24 to 30 Students (3 teams of 8 to 10)	1	1	1
32 to 40 Students (4 teams of 8 to 10)	1	1	2
40 to 50 Students (5 teams of 8 to 10) *	1	1	4

Emergency Management/Disaster Management Workshop, Tabletop/Function/Fill Scale Exercise

Note: All Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercises to be quoted separately based on scope and tasking.

Incident Management/EOC Support Team Services	
Phase 1, Activation: - When "Notice to Proceed" is given. - Activation fee is in effect until Phase 2 deployment is initiated.	\$4,800 plus expenses, per 24 hr. day.
Phase 2, Deployment: IMST Deployment Fee's will apply as follows: - When IMST personnel are deployed, hourly rate per position/person. - Portal-to-Portal. * (See Note below)	
Emergency Management Coordinator <i>(IMST Overhead Teams; Team Leader)</i>	\$195/hr
Operations Manager <i>(Any IMST Command or General Staff position)</i>	\$175/hr
Operations Specialist <i>(Any non- general/command IMST position: Branch Directors, Div/Grp Supervisors, Unit Leaders or ESF Position)</i>	\$125/hr
Note 1: Deployment Phase 1 On-Site Incident Management Support Team (IMST) Activation Fee The activation fee applies when the CLIENT or designee requests IMST deployment to the Emergency Operations Center, Command Post, or another designated location. - On-Site Activation: The fee schedule takes effect upon CLIENT request, followed by a written "Notice to Proceed" or "Task Order." Billing is calculated in 12-hour increments for partial days. - Initial IMST Response: Team size varies based on event scope. Typically, a two-person team is deployed for Phase 1 to assess the situation and determine resource needs. In Phase 2, staffing scales up as necessary. If the event escalates significantly, Early Alert maintains pre-staged personnel for immediate deployment. - Payment Terms: All fees and financial obligations are due in full as services are rendered.	

- **Phase 2 Response Fees:** Professional services will be invoiced bi-monthly. Expenses, including transportation, lodging, meals, and incidentals, will be billed at cost. Early Alert (EA) will strive to minimize expenses and encourage CLIENT assistance where possible.
- **Portal-to-Portal Billing:** This billing applies during the initial response in Phase 1 and/or Phase 2 and remains in effect until EARLY ALERT (EA) determines that the CLIENT is ready to transition from the Initial Response Phase to the Recovery Phase. Billing continues until the Emergency Operations Center (EOC) or other designated location transitions to standard business operations.

Portal-to-Portal billing includes all compensable time beginning with the start of authorized travel, hours worked, and any period during which an EA Incident Management Support Team (IMST) member is required to be on-site or at a designated job location. EA will issue formal notification and recommendations to the CLIENT when a transition to Recovery Phase is appropriate.

- **FEMA Reimbursement Eligibility:** IMST activation fees may qualify for FEMA reimbursement if the Governing Agency is included in a declared disaster under a Presidential Declaration. The reimbursable amount depends on Federal, State, and local cost-share eligibility. CLIENT should monitor FEMA updates, as eligibility is not guaranteed.
- **Payment Terms:** All fees and financial obligations are due in full upon service delivery, regardless of any pending FEMA Public Assistance (PA) reimbursement applications.

Note 2: Travel Expenses

Travel expenses are not included in service fees and will be invoiced as actual costs plus per diem, in accordance with the "Fee Schedule Reimbursable Expenses" schedule. All travel must be pre-approved in writing by the CLIENT.

Note 3: Payment Terms

All fee payments and financial obligations arising from service requests and contract fulfillment are due in full as services are rendered. Payment is not contingent upon, nor subject to, any application for FEMA and/or State reimbursement.

Reimbursable Expenses for Optional “As-Needed Projects”

All scheduled travel for official on-site deployments or meetings with the CLIENT will be reimbursed at actual cost, as outlined below. Invoices for reimbursable expenses will include an itemized list supported by original bills, invoices, passenger receipts, and any other applicable documentation.

FEE SCHEDULE - REIMBURSABLE EXPENSES	
A. Air Travel:	Airfare will be reimbursed based on the most direct route at coach class rates, including costs incurred due to CLIENT postponement or cancellation. If a trip is canceled, all reservations must be canceled promptly to avoid additional charges. Travel arrangements should be made as early as possible, when practical, to secure the best available rates.
B. Lodging:	CLIENT will reimburse lodging costs at preferred corporate or contract rates. If such rates are not available, reimbursement will be based on the standard rate for single-room occupancy.
C. Meals:	EARLY ALERT may claim up to \$65 per diem for meals during the business trip, in alignment with the Federal Meals and Incidental Expenses (M&IE) minimum rate.
D. Car Rental:	CLIENT will reimburse reasonable car rental charges, including the cost of fuel purchased, for authorized travel only. EARLY ALERT will refuel rental vehicles prior to return to avoid additional surcharges typically applied by rental companies for refueling services.
E. Parking:	CLIENT will reimburse reasonable parking expenses at actual cost when incurred during the performance of services while on official company business for the trip.
F. Tolls and Fees:	CLIENT will reimburse reasonable transportation-related tolls and fees at actual cost when incurred during the performance of services while on official company business for the trip.
G. Non-Allowable Expenses:	CLIENT will not reimburse expenses related to family members, personal items, charitable contributions, or any other costs not specifically identified in this schedule as reimbursable.

Required Forms & Agreements

State of Florida Department of State

I certify from the records of this office that EARLY ALERT, INC. is a corporation organized under the laws of the State of Florida, filed on June 20, 2000.

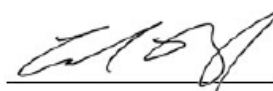
The document number of this corporation is P00000059826.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on February 7, 2024, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-first day of January,
2025*




Secretary of State

Tracking Number: 4514483645CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

12. SUSPENSION AND DEBARMENT

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by Islamorada, Village of Islands. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to Islamorada, Village of Islands, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.



Signature of Authorized Certifying Official

William A Wagfner, III - President

Name and Title of Authorized Certifying Official

03-20-2025

Date

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APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.



Signature of Authorized Certifying Official

William A Wagner III - President
Name and Title of Authorized Certifying Official

03-20-2025
Date

ADDITIONAL CONTRACT TERMS FOR FEDERAL AND FEMA FUNDED PROJECTS

The following clauses will form part of the agreement between Islamorada, Village of Islands and the Contractor resulting from this RFP.

A. Access to Records:

The following access to records requirements shall apply to the contract.

1. The Contractor agrees to provide Islamorada, Village of Islands, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
2. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
3. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
4. In compliance with the Disaster Recovery Act of 2018, Islamorada, Village of Islands and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

B. Changes to the Contract:

Any changes to the contract between Islamorada, Village of Islands and the Contractor modification, change order, or constructive change must be allowable, allocable, within the scope of the grant or cooperative agreement, and reasonable for the completion of project scope.

C. **Non-use of DHS Seal, Logo, and Flags:** The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of HSS agency officials without specific FEMA pre-approval.

D. **Compliance with Federal Law, Regulations, and Executive Orders:** This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures and directives.

E. **No Obligation by Federal Government:** The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal

Request for Proposals
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entity, contractor, or any other party pertaining to any matter resulting from the contract.

- F. **Program Fraud and False or Fraudulent Statement or Related Facts:** The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.


Signature of Contractor's Authorized Official

William A Wagner III - President
Name and Title of Contractor's Authorized Official

Request for Proposals
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Affidavit Attesting to Noncoercive Conduct for Labor or Services

Nongovernment Entity name: Early Alert, Inc. ("Vendor")

Vendor FEIN: 651025191

Address: 2740 SW Martin Downs Blvd. #414

City: Palm City State: FL Zip: 34990

Phone number: 305-481-0114 Email Address: info@earlyalert.com

As a nongovernmental entity executing, renewing, or extending a contract with a government entity, **Vendor** is required to provide an affidavit under penalty of perjury attesting that **Vendor** does not use coercion for labor or services in accordance with Section 787.06, Florida Statutes.

As defined in Section 787.06(2)(a), coercion means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or service are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03 to any person for the purpose of exploitation of that person.

As a person authorized to sign on behalf of **Vendor**, I certify that **Vendor** does not use coercion for labor or services in accordance with Section 787.06.

Written Declaration

Under penalties of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

By: 
Authorized Signature

Print Name and Title: William A Wagner III - President

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Emergency Management Consulting Services
RFP 25-02
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Date: 03-20-2025

APPENDIX A

ACKNOWLEDGMENT OF ADDENDA AND DOCUMENTS

The Proposer hereby acknowledges the receipt of the following addenda issued by the Village and incorporated into and made part of this RFP. In the event the Proposer fails to include any addenda in the table below, submission of this form shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her.

ADDENDUM NUMBER	DATE RECEIVED
<u>None</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
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<u></u>	<u></u>

In addition to the addenda listed above, I acknowledge receipt of the Affidavit Attesting to Noncoercive Conduct for Labor or Services or Services and if awarded an Agreement with the Village will execute the affidavit attesting that my business does not use coercion for labor or services.



Signature

President

Title

William A Wagner III

Print name

03-20-2025

Date

Request for Proposals
Emergency Management Consulting Services
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*** END OF DOCUMENT ***

+1 (887) 932 5378
www.earlyalert.com
info@earlyalert.com
194 Rowland Hollow Rd., Liberty, TN 37095





Council Communication

To: Mayor and Village Council
From: Peter Frezza, Environmental Resources Manager
Date: May 6, 2025
SUBJECT: **Adoption of an Initial Assessment Resolution for a Special Assessment for the Operation and Maintenance Costs for Canal 147 Restoration TAB 14**

Background:

Islamorada, Village of Islands (the "Village"), is completing a canal restoration project within Canal 147, Lower Matecumbe Key as part of its Canal Restoration Work Program. The project entails organic removal and backfilling, which was completed in January 2025, and the installation of an air curtain at the mouth of the canal. 100% of the project, from design through construction and monitoring, is being funded through a grant from the FDEP through the Stewardship Act program. However, the operation and maintenance of the air curtain would incur ongoing routine costs that are not covered under the grant. The Village is considering the development of an assessment program to fund these operating and maintenance costs starting with the tax bill issued in November 2025. Residents affected would be those canal front properties of Canal 147 on Atlantic and Leserra Lanes. Village staff have been discussing the idea of this assessment with the residents over the past year and a half. The assessment would be divided among the affected parcel owners and collected through an established uniform method. Village staff presented this idea to the Village Council at its regularly scheduled meeting on May 7, 2024. At this meeting, the Council gave direction to staff to move forward by taking the steps to implement this new assessment. At its November 19, 2024 meeting, the Village Council adopted Resolution No. 24-11-130, electing to use the uniform method of collecting non-ad valorem special assessments levied within the Village toward Canal 147 restoration costs.

Analysis:

This item is to hold a public hearing to adopt an Initial Assessment Resolution (IAR) for the Village to collect a special assessment to collect funds to pay for ongoing operation and maintenance (O&M) costs for canal water quality restoration projects on Canals 147 on Lower Matecumbe Key. The IAR based assessments on a cost per parcel. The attached IAR, if approved, would collect an annual special non-ad valorem assessment the first year of \$11,930, which translates to \$663 per parcel per year or \$55 per month per parcel to pay for ongoing operations and maintenance costs. There would be an annual increase in operation and maintenance costs of 3.5%. The average assessed rate over the next five years would be \$799 per parcel per year. Exhibit 1 provides a breakdown of the first five years of rates.

The assessment includes funds for replacing the equipment over its capital life expectancy, projected to be 7-10 years. The IAR also sets a public hearing for adoption of a Final Assessment Resolution (FAR); provides for mailed and published notice of the public hearing

on the FAR; and provides for an effective date. If approved, a Final Assessment Resolution will be presented to the Village Council for approval in a public hearing at the Council's regularly scheduled meeting on June 10, 2025.

Budget Impact:

There is no budget impact associated with this Resolution.

Staff Impact:

If adopted, staff will draft a Final Assessment Resolution to bring before the Village Council at its June 10, 2025 meeting. Estimated staff time on this project is three hours per week.

Recommendation:

Staff recommends that the Village Council pass and adopt the proposed resolution, thereby announcing the Village's intent to collect non-ad valorem special assessments from various properties on the tax bill beginning in November 2025.

- Attachments:**
1. 2_Resolution_4B06059-Initial Special Assessment Resolution Canal 147
 2. Exhibit 1_Rates

ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

**ISLAMORADA, VILLAGE OF ISLANDS CANAL
RESTORATION, OPERATIONS AND
MAINTENANCE SERVICES ASSESSMENT
PROGRAM**

INITIAL ASSESSMENT RESOLUTION

CANAL 147
(Lower Matecumbe Key)

ADOPTED MAY 6, 2025

RESOLUTION NO. 25-

A RESOLUTION OF THE VILLAGE COUNCIL OF THE, ISLAMORADA VILLAGE OF ISLANDS, FLORIDA, RELATING TO THE CANAL RESTORATION PROGRAM; IMPOSING ANNUAL MAINTENANCE ASSESSMENTS FOR PROPERTIES LOCATED WITHIN THE CANAL 147 AREA IN LOWER MATECUMBE KEY WITHIN THE VILLAGE; ESTABLISHING LEGISLATIVE FINDINGS DETERMINING THAT SUCH REAL PROPERTY WILL DERIVE A SPECIAL BENEFIT FROM THE CANAL RESTORATION ACTIVITIES AND THE ONGOING OPERATIONS AND MAINTENANCE THEREOF AND THE REASONABLE APPORTIONMENT OF THE ASSESSMENT; ESTABLISHING THE TERMS AND CONDITIONS OF THE PROPOSED SPECIAL ASSESSMENT, INCLUDING ADMINISTRATIVE AND COLLECTION COSTS; ESTABLISHING THE AMOUNT OF THE ANNUAL CANAL OPERATIONS AND OPERATION ASSESSMENT FOR EACH PARCEL OF PROPERTY TO BE ASSESSED BASED ON THE METHODOLOGY SET FORTH HEREIN; DIRECTING PREPARATION OF THE ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE

BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

ARTICLE I AUTHORITY, DEFINITIONS, LEGISLATIVE FINDINGS

SECTION 1.01. AUTHORITY. This resolution is adopted pursuant to the provisions of Article VIII, Section 2(b) of the Florida Constitution; Section 166.021 of Florida Statutes, which grants municipalities all the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; Islamorada Village of Islands Ordinance No. 05-16 enacted on August 23, 2005 ("Ordinance") which authorizes the imposition of capital projects and related service assessments; and other applicable provisions of law.

Section 1.02. DEFINITIONS. This resolution constitutes the Initial Assessment Resolution as defined in the Ordinance. Any capitalized words and terms not defined herein shall have the meaning ascribed to such terms in the Ordinance. Unless the context indicates otherwise, words imparting the singular number including the plural number, and vice versa. As used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires.

"Annual Maintenance Assessment" means the amount computed for each Parcel pursuant to Section 4.03 hereof.

"Assessment Area" means a geographic area created by this Resolution containing properties that specially benefit from a Local Improvement or Related Service.

"Assessment Coordinator" means the person designated by the Village to be responsible for coordinating the Assessments, or such person's designee.

"Canal 147" means the Canal located in Lower Matecumbe Key between Atlantic and Leserra Lanes.

"Canal Improvements" means canal restoration activities performed within Canal 147 as part of a Local Improvement as defined in the Ordinance, including but not limited to organic removal, backfilling, installation of air curtains, and installation of culverts, or any combination thereof.

"Council" means the Council of Islamorada Village of Islands, Florida.

"County" means Monroe County Florida, a political subdivision of the State of Florida.

"Final Assessment Resolution" means the resolution described in the Ordinance that imposes the Assessments within the Assessment Area.

"Fiscal Year" means the period commencing on October 1 of each year and continuing through the next succeeding September 30, or such other period as may be prescribed by law as the fiscal year for the County.

"Government Property" means property owned by the United States of America or any agency thereof, the State of Florida or any agency thereof, a county, a special district or a municipal corporation.

"Local Improvement" means capital improvements constructed or installed by the Village for the special benefit of a neighborhood or other local area, for which special assessments are imposed pursuant to the Ordinance.

"Maintenance" or "Maintenance Activities" means the ongoing operations and maintenance of the canal improvements, including but not limited to electrical service to operate air curtains and other electrical equipment, annual air curtain maintenance, and an amount set aside for future replacement of the air curtain.

"Maintenance Assessment" means an annual special assessment imposed against real property located within the Assessment Area to fund the Maintenance Activities, and related expenses, computed in the manner described in Section 4.03 hereof.

"Maintenance Assessment Collection Cost" means the estimated cost to be incurred by the Village during any Fiscal Year in connection with the administration of the Maintenance Assessment program and collection of the Maintenance Assessment; external consultant administrative fee; and a commission paid to the Tax Collector, authorized per F.S. 192.091(2)(b), all distributed on a per Parcel basis.

"Maintenance Assessment Roll" means a non-ad valorem assessment roll relating to

the Maintenance Cost of the Maintenance Activities and related expenses.

"Maintenance Assessment Statutory Discount Amount" means the amount computed for each Parcel pursuant to Section 4.03 hereof.

"Maintenance Cost" means all or any portion of the expenses that are properly attributable to Maintenance as that term is defined herein and under generally accepted accounting principles, including, without limiting the generality of the foregoing, the cost of ongoing operations and maintenance of the canal improvements, including but not limited to electrical service to operate air curtains and other electrical equipment; repair and maintenance of the air curtain equipment; replacement of the air curtain equipment; and similar services. "Maintenance Cost" is synonymous with "Service Cost" as defined in the Ordinance.

"Ordinance" means Ordinance No. 05-16, enacted by the Village Council on August 23, 2005, the Capital Project and Related Service Assessments.

"Property Appraiser" means the Monroe County Property Appraiser.

"Tax Parcel" or "Parcel" means a parcel of real property to which the Property Appraiser has assigned a distinct ad valorem property tax identification number.

"Tax Roll" means the real property ad valorem tax assessment roll maintained by the Property Appraiser for the purpose of the levy and collection of ad valorem taxes.

"Uniform Assessment Collection Act" means Sections 197.3632 and 197.3635, Florida Statutes, or any successor statutes authorizing the collection of non-ad valorem Assessments on the same bill as ad valorem taxes, and any applicable regulations promulgated thereunder.

SECTION 1.02. INTERPRETATION. Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa. The terms "hereof,"

"hereby," "herein," "hereto," "hereunder" and similar terms refer to this Resolution; the term "hereafter" means after; and the term "heretofore" means before, the effective date of this Resolution. Words of any gender include the correlative words of the other gender, unless the sense indicates otherwise.

SECTION 1.03. FINDINGS. It is hereby ascertained, determined and declared that:

(A) Canal Improvements constitute a Local Improvement, as defined in the Ordinance, and Maintenance constitutes a related service.

(B) All properties within the Assessment Area that have received Canal Improvements will require continued operations and maintenance in order to maintain the benefits achieved by the Canal Improvements. All Tax Parcels within the Assessment Area that have received the Local Improvements will benefit from Maintenance of the Local Improvements. Without Maintenance of the Local Improvements, the gains achieved through improvement in water quality within the benefitted Tax Parcels by the Canal Improvements will be lost.

(C) The Council desires to create the Assessment Area and to collect Maintenance Assessments in order to fund Maintenance Costs.

(D) The Canal Improvements, and the related Maintenance Activities, provide a special benefit to the properties located within the Assessment Area, by protecting and enhancing their value, use and enjoyment; promoting health, welfare, convenience and safety for all assessed property owners in the Assessment Area; stabilization of or increase in property values; established and preserving water access to all properties within the Assessment Area; and improved appearance of the Assessment Area.

(E) The Council hereby finds and determines that the Assessments to be imposed in accordance with this Resolution provide an equitable method of funding the Maintenance of the Canal Improvements by fairly and reasonably allocating the cost to specially benefitted property.

(F) The Council hereby finds that each property within the proposed Assessment Area will be benefitted by the Maintenance of the Canal Improvements in an amount not less than the Assessment imposed against such property, computed in the manner set forth in this Resolution.

(G) The Maintenance Assessment will be implemented to provide for mandatory payment of the annual Maintenance Costs by all Tax Parcels within the Assessment Area, which includes any annual increases in the Maintenance Costs.

ARTICLE II NOTICE AND PUBLIC HEARING

SECTION 2.01. PUBLIC HEARING. A public hearing will be conducted by the Council beginning at 5:30 p.m, or as soon thereafter as the matter can be heard, on June 10, 2025, at Founders Park Community Center 87000 Overseas Highway Islamorada, Florida 33036, to consider adoption of a Final Assessment Resolution that will (A) create Assessment Area, (B) impose Assessments, and (C) authorize collection of the Assessments pursuant to the Florida Uniform Assessment Collection Act.

SECTION 2.02. NOTICE BY PUBLICATION. Upon completion of the initial Assessment Roll, the Assessment Coordinator shall publish a notice of the public hearing on adoption of a Final Assessment Resolution as authorized by Section 2.01 hereof in the manner and the time provided in Section 2.05 the Ordinance and Section 197.3632, Florida Statute. Such notice shall be in substantially the form attached hereto as Appendix A.

SECTION 2.03. NOTICE BY MAIL. Upon completion of the initial Assessment Roll, the Assessment Coordinator shall, at the time and in the manner specified in Section 2.6 of the Ordinance, provide first class mailed notice of the public hearing authorized by Section 2.01 hereof to each real property owner proposed to be assessed at the address indicated on the Tax Roll. Such notice shall be mailed at least twenty (20) days prior to the public hearing, in accordance with Section 197.3632, Florida Statutes, and shall be in substantially the form attached hereto as Appendix B.

ARTICLE III PROPOSED ASSESSMENT AREA

SECTION 3.01. DESCRIPTION OF PROPOSED ASSESSMENT AREA.

(A) The Council proposes to create an assessment area for the Tax Parcels more particularly described in Appendix C attached hereto. The Assessment Area (the "Canal 147 Assessment Area") shall consist of Parcels shown in Appendix C, on Canal 147 map. The description of each Parcel that receives Canal Improvements is listed in Appendix D attached hereto.

(B) The Canal 147 Assessment Area is proposed for the purpose of funding Maintenance Activities within the Assessment Area and for the purpose of improving the use and enjoyment of property by funding the ongoing operations and maintenance of the Canal Improvements.

ARTICLE IV MAINTENANCE ASSESSMENTS

SECTION 4.01. ESTIMATED MAINTENANCE COST. The estimated annual Maintenance Cost for the Parcels within the Canal 147 Assessment Area is \$11,051.00 per Fiscal

Year. This Maintenance Cost will be funded through the imposition of Maintenance Assessments against real property located in the Canal 147 Assessment Area in the manner set forth in this article.

SECTION 4.02. IMPOSITION OF MAINTENANCE ASSESSMENTS. The Maintenance Assessments shall be imposed against all real property located within the Canal 147 Assessment Area for each Fiscal Year and shall be computed in accordance with this Article. The estimated annual Maintenance Assessment rate to generate the estimated Maintenance Costs for the Fiscal Year beginning October 1, 2025 is \$799.00 per parcel. When imposed, the Maintenance Assessment for each Fiscal Year shall constitute a lien upon the Parcels located in the Canal 147 Assessment Area, pursuant to the Ordinance.

SECTION 4.03. COMPUTATION OF MAINTENANCE ASSESSMENTS.

(A) The annual Maintenance Assessments shall be computed for each Parcel located in the Assessment Area by adding the annual Maintenance Cost together with the Collection Cost, plus a five per cent (5%) reserve for the under-collection of assessments due to the discount on annual property tax bills allowed for property owners who pay prior to March 1 ("Maintenance Assessment Statutory Discount Amount"). This sum is then divided by the sum by the total number of Parcels within the Assessment Area. The result is the portion of the Maintenance Costs attributable to each Tax Parcel.

(B) The above calculations shall be computed on an annual basis for purposes of the Maintenance Assessments.

SECTION 4.04. MAINTENANCE ASSESSMENT ROLL. The Assessment Coordinator is hereby directed to prepare a final estimate of the Maintenance Assessments and to prepare the initial Maintenance Assessment Roll in the manner provided in the Ordinance.

The Assessment Coordinator shall apportion the Maintenance Cost among the Parcels of real property within the Canal 147 Assessment Area as reflected on the Tax Roll in conformity with this Article. The estimate of Maintenance Cost and the Maintenance Assessment Roll shall be maintained on file at the office of the Assessment Coordinator and open to public inspection. The foregoing shall not be construed to require that the Maintenance Assessment Roll be in printed form if the amount of the Maintenance Assessment for each Parcel can be determined by use of a computer terminal available to the public.

ARTICLE V GENERAL PROVISIONS

SECTION 5.01. METHOD OF COLLECTION. The Assessments shall be levied and collected pursuant to the Florida Uniform Assessment Collection Act, F.S. 197.3632 and 197.3635.

SECTION 5.02. SEVERABILITY. If any clause, section or provision of this Resolution shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said Resolution shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 5.03. CONFLICTS. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5.04. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

Motion to adopt by _____, seconded by _____.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA:

Mayor Sharon Mahoney _____

Vice Mayor Don Horton _____

Councilman Steve Friedman _____

Councilwoman Deb Gillis _____

Councilwoman Anna Richards _____

PASSED AND ADOPTED this ____ day of _____, 2025.

SHARON MAHONEY, MAYOR

ATTEST:

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS ONLY

JOHN QUICK, VILLAGE ATTORNEY

APPENDIX A

FORM OF NOTICE TO BE PUBLISHED

To Be Published on or before May 20, 2025

NOTICE OF PUBLIC HEARING TO CONSIDER ADOPTION OF ISLAMORADA VILLAGE OF ISLANDS

FINAL ASSESSMENT RESOLUTION

NOTICE IS HEREBY GIVEN TO WHOM IT MAY CONCERN that on **June 10, 2025, at 5:30 P.M., or as soon thereafter as the matter may be heard, at Founders Park Community Center 87000 Overseas Highway Islamorada, Florida 33036**, the Village Council of Islamorada Village of Islands (the “Village”), intends to consider approval of a Final Assessment Resolution after a public hearing. The public hearing is being held for the purpose of receiving public comments on the proposed assessments and collection of the assessments on the ad valorem tax bills. All affected property owners have the right to appear and provide input at the hearing and may file written objections with the Village Clerk’s Office at any time within twenty (20) days following publication of this notice.

The Assessments have been proposed to fund ongoing annual maintenance costs for the Canal 147, including but not limited to cost of maintenance for air curtains and related services. The assessment for each parcel of property will be based upon the number of Parcels in the Canal 147 Assessment Area. A map of the Assessment Area is depicted below. The estimated assessment rate for the Fiscal Year beginning October 1, 2025 is \$799 per parcel per year. A more specific description is set forth in the Initial Assessment Resolution adopted by the Village Council on May 6, 2025.

The assessments will be collected by the Tax Collector on the ad valorem tax bill, commencing with the tax bill to be mailed in November 2025, as authorized by Section 197.3632, Florida Statutes. Failure to pay the assessments will cause a tax certificate to be issued against the real property, which may result in a loss of title. If you have any questions, please contact Peter Frezza at (305) 664-6427 Monday through Friday between 8:00 a.m. and 5:00 p.m.

The proposed Final Assessment Resolution may be inspected by the public at the Village’s Website by viewing the agenda packet for the June 10, 2025, meeting, which will be posted beginning June 6, 2025 at <https://islamoradafl.portal.civicclerk.com/>. The resolution may also be viewed at the Village Clerk’s office at Village Hall 86800 Overseas Highway Islamorada, Florida 33036.

ADA ASSISTANCE: If you are a person with a disability who needs special accommodations in order to participate in this proceeding, please contact the Village Clerk’s Office, by phoning (305)664-6412, between the hours of 8:30 a.m.-5:30 p.m., prior to the scheduled meeting.

Dated, this ____ day of May 2025.

(SEAL)

Islamorada, Village of Islands, Florida

Marne McGrath, Village Clerk

Publication Dates:

Keys Weekly:

News Barometer:

Keys Citizen:

APPENDIX B

FORM OF FIRST CLASS NOTICE TO BE MAILED

***** NOTICE TO PROPERTY OWNER *****

May xx 2025

«OwnerName1 »
«OwnerName2»
«OwnerAdd1 »
«OwnerAdd2»
«City» «State» «Zip» «COUNTRY»

AK#:
Sequence Number: SI2-«SeqNum»
Notice Date: May 20, 2025

Re: Notice of Proposed Maintenance Special Assessment for Canal 147

Dear Property Owner:

An Assessment Area is being created to fund assessments for operation and maintenance costs related to certain canal restoration activities for Canal 147. The operation and maintenance work is necessary in order to maintain the water quality improvement that has already been achieved on the canal. The type of operation and maintenance work that is necessary depends on the type of canal restoration technology that was used in Canal 147. The assessment for each parcel is based on the cost of the operations and maintenance and the number of parcels on Canal 147. A more specific description of the assessment program is set forth in the Initial Assessment Resolution adopted by the Islamorada, Village of Islands, Florida (the "Village") on May 6, 2025. Information regarding the assessment for your specific property is shown below.

The Village created an Assessment Area pursuant to Ordinance No. 05-16 enacted by the Village on August 23, 2005, to impose special assessments to fund ongoing operations and maintenance costs for those canals in the canal restoration program. The maintenance assessments will be collected on the ad valorem tax bill commencing with the tax bill to be mailed in November 2025, as authorized by Section 197.3632, Florida Statutes. Failure to pay the assessments will cause a tax certificate to be issued against the real property, which may result in a loss of title.

A more specific description of the Canal improvements and the method of computing the assessment for each parcel of real property are set forth in the Initial Assessment Resolution adopted by the Village Council on May 6, 2025. Copies of the Assessment Ordinance, the Initial Assessment Resolution (including an explanation of the assessment methodology) and the initial Assessment Roll are available for inspection at the Village Clerk's Office at Village Hall 86800 Overseas Highway Islamorada, Florida 33036, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Information regarding the assessment for your specific real property is attached to this letter.

The proposed assessments are based on the total overall future maintenance cost, divided by the number of Parcels on the canal. The annual assessment for each Parcel will include its share of annual collection costs.

An amount is also added to cover the statutory discount applicable to early payment of ad valorem taxes and special assessments.

The total number of tax parcels attributable to the above parcel is: 1

The maximum Annual Maintenance Assessment that can be imposed without further notice for Fiscal Year beginning October 1, 2025 and for future fiscal years for the above parcel is \$799 which translates to \$66.58 per Parcel per month.

The estimated revenue to be collected for Fiscal Year 2025-26 is \$14,376.

You are invited to attend a public hearing to adopt the Final Assessment Resolution scheduled for **June 10, 2025 beginning at 5:30 p.m.** at the **Founders Park Community Center 87000 Overseas Highway Islamorada, Florida 33036**. The Final Assessment Resolution will be available in the agenda packet for the hearing beginning at 5:30 p.m. on June 10, 2025 at <https://islamoradafl.portal.civicclerk.com/>. All affected property owners have a right to appear at the hearing and to file written objections with the Village Clerk's Office within 20 days following publication of this notice. If you decide to appeal any decision made by the Village Council with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

In accordance with the Americans with Disabilities Act, if you are a person with a disability who needs special accommodations to participate in this proceeding, please contact the Village Clerk at (305) 664-6412, between the hours of 8:30 a.m. - 5:00 p.m., no later than five (5) calendar days prior to the date of the hearing. If you are hearing or voice impaired, call "711".

Questions regarding your assessment and the process for collection may be directed to Peter Frezza at (305) 664-6427, Monday through Friday between 8:00 a.m. and 5:00 p.m.

ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

*****THIS IS NOT A BILL*****

APPENDIX C

LEGAL DESCRIPTION OF ASSESSMENT AREA

Lower Matecumbe Key

The portion of the incorporated area of Islamorada, Village of Islands, bounded on the west by Florida Bay, on the north by Lignumvitae Channel, on the east by the Atlantic Ocean, and on the south by Channel 2.

Canal 147

Located between Atlantic Lane and Leserra Lane and between the Overseas Highway and open Atlantic Ocean water.



APPENDIX D

DESCRIPTION OF INDIVIDUAL PARCELSS

The Assessment Area shall consist of the following properties located in Lower Matecumbe Key, on Canal 147, as identified by the property identification number provided by the Monroe County Properly Appraiser.

Property ID	Owner Name	Situs Address
00395670-000000	BAREFEET LLC	140 ATLANTIC LN, LOWER MATECUMBE KEY
00395690-000000	LEWIS MARK A	132 ATLANTIC LN, LOWER MATECUMBE KEY
00395700-000000	CHRISTNER WALLACE E	128 ATLANTIC LN, LOWER MATECUMBE KEY
00395710-000000	MULHERN MATTHEW D	124 ATLANTIC LN, LOWER MATECUMBE KEY
00395720-000000	RUBEO ROSEMARIE REV LV TR	120 ATLANTIC LN, LOWER MATECUMBE KEY
00395730-000000	SHAW CAROLINE H	116 ATLANTIC LN, LOWER MATECUMBE KEY
00395770-000000	BOOSIN MICHAEL	100 ATLANTIC LN, LOWER MATECUMBE KEY
00395780-000000	VIKTORINEX LLC	101 LESERRA LN, LOWER MATECUMBE KEY
00395790-000000	RUPP JACK D	105 LESERRA LN, LOWER MATECUMBE KEY
00395800-000000	IRVINE CHRISTOPHER S	109 LESERRA LN, LOWER MATECUMBE KEY
00395840-000000	POOLE MARK T	129 LESERRA LN, LOWER MATECUMBE KEY
00395850-000000	76321 OVERSEAS HIGHWAY LLC	133 LESERRA LN, LOWER MATECUMBE KEY
00395870-000000	CHESA MARE LLC	137 LESERRA LN, LOWER MATECUMBE KEY
00395880-000000	PARADISEPOINTE1 LLC	141 LESERRA LN, LOWER MATECUMBE KEY
00395750-000000	FLANCHER APARTMENTS LLC	106 ATLANTIC LN, LOWER MATECUMBE KEY
00395760-000000	FLANCHER APARTMENTS LLC	102 ATLANTIC LN, LOWER MATECUMBE KEY
00395810-000000	TARPON BAY CASTAWAY LLC	113 LESERRA LN, LOWER MATECUMBE KEY
00395820-000000	KRIPS JACK E III	117 LESERRA LN, LOWER MATECUMBE KEY

Exhibit 1

Islamorada Canal 147 - Assessed Rates over the next five years

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	5-Year Average Rates
Operation & Maintenance	\$10,304	\$10,665	\$11,038	\$11,424	\$11,824	\$11,051
Contingency Costs	\$0	\$0	\$0	\$0	\$0	\$0
Total O&M	\$10,304	\$10,665	\$11,038	\$11,424	\$11,824	\$11,051
Misc. Assessable Costs						
Study/Annual Maintenance Costs	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$1,600
First Class Notice Costs @ \$1.63 each	\$29	\$0	\$0	\$0	\$0	\$6
Village Admin Fee @ 5%	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Discount Fee @ 5%	\$596	\$719	\$739	\$759	\$780	\$719
Tax Collector Fee	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Total Misc. Assessable Costs	\$1,626	\$3,719	\$3,739	\$3,759	\$3,780	\$3,325
Total Assessable Costs	\$11,930	\$14,384	\$14,777	\$15,183	\$15,604	\$14,376
Total Parcels	18	18	18	18	18	18
Annual Rate Per Parcel	\$663	\$800	\$821	\$844	\$867	\$799
Monthly Rate Per Parcel	\$55	\$67	\$68	\$70	\$72	\$67

Breakdown for the annual O&M costs for the Air Curtain:

Electric Cost (assume running 70% of the time throughout the year) - \$207 / month x 12 months = \$2,484

Maintenance Cost – \$730 per visit x 4 visits per year = \$2,920

Replacement Cost – \$33,800 (compressors, diffusers, accessories, labor) assume 7-year replacement = \$4,900

Total O&M Cost per year (year1) = \$10,304

Annual Increase for O&M @ 3.5%

No Contingency Costs



Council Communication

To: Mayor and Village Council
From: Vince Tarves, Systems Engineer
Date: May 6, 2025
SUBJECT: **Resolution Approving the Renewal of Software and Support for the Nutanix Disaster Recovery Cloud Cluster, Including the Addition of Data-at-Rest Encryption TAB 15**

Background:

On June 18, 2020, the Village Council of Islamorada approved Resolution No. 20-06-49, initiating a critical upgrade to the Village's aging server infrastructure by implementing a Nutanix on-premises cloud cluster. This upgrade ensured business continuity by enabling server operations to continue during hardware failures and enhancing disaster recovery capabilities.

Subsequently, on May 12, 2022, the Council approved Resolution No. 22-05-33, authorizing a 3-year subscription to Nutanix Xi-Leap Disaster Recovery as a Service (DRaaS). This service provided offsite replication of the Village's on-premises cloud infrastructure, serving as an additional backup and enabling the relocation of server operations in emergencies.

In December 2023, the IT & Communications (IT) Department was informed that Nutanix would sunset the Xi-Leap service on April 16, 2025, before the end of the Village's contract on May 27, 2025. Nutanix has committed to refunding the Village for the unused portion of the pre-paid service.

Upon evaluating alternative disaster recovery solutions, the IT Department discovered that comparable services from public cloud providers like Amazon Web Services or Microsoft Azure would cost nearly five times more than the current Xi-Leap subscription. In light of this, and considering that existing server hardware will reach end-of-life (EOL) in less than three years, the IT Department recommended an alternative solution. Upgrading server hardware now and repurposing the existing equipment at a co-location facility was identified as the most cost-effective and efficient approach to maintain disaster recovery services.

In January 2025, the Village Council adopted Resolution 25 01 03, authorizing a production cluster server upgrade on the Nutanix platform so that the superseded equipment could be repurposed at an off-site co-location facility for Disaster Recovery (DR) and Business Continuity (BC).

The manufacturer's software and support services for the relocated equipment expire July 2025. Continued coverage is required through the hardware's planned end-of-life in 2028 to ensure that patches, firmware, and vendor support are available.

The IT Department requests that competitive bidding for this project be waived due to SHI's exclusive agreement with Nutanix, which guarantees the Village the lowest reseller pricing. As the vendor that originally introduced Nutanix to the Village, SHI is the only reseller able to offer competitive pricing. The IT Department confirmed this by contacting other resellers, all of

whom indicated they could not match SHI's pricing and would therefore decline to submit a quote.

Analysis:

The IT Department's mission is to keep Village servers running under all circumstances, safeguarding critical data so staff and residents can continue normal operations. After installing new server hardware in March 2025, the department repurposed the previous equipment as a dedicated disaster-recovery (DR) cluster. The software and support contract for this legacy hardware will lapse on July 26 2025. In addition, the Village's cyber-insurance policy requires Data-at-Rest encryption across the server infrastructure to protect Village data should any equipment be stolen.

Budget Impact:

The FY 2024-2025 budget earmarked \$40,000 for this three-year renewal, priced at \$39,994.12, which carries the equipment through its end of life. The IT Department also requests an additional \$13,404.80 from its Capital Projects funds to purchase the Data-at-Rest Encryption security add-on.

Staff Impact:

The IT Department staff will renew the DR cluster's software licenses and enable Data-at-Rest encryption.

Recommendation:

This action upholds the Village's commitment to reliable servers and uninterrupted operations during disasters, avoiding the steep financial and operational risks of prolonged downtime. Accordingly, the Village Council is urged to adopt the attached resolution approving renewal of the software and service agreement, including the security add-on.

- Attachments:**
1. 4B08578-2025-xxx-NutanixRenewal-Reso-V3
 2. SHI Quote-26101743
 3. SHI Quote-26049961

RESOLUTION NO. 25-05-xxx

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING THE RENEWAL OF NUTANIX SOFTWARE LICENSING AND SUPPORT, INCLUDING THE NCI SECURITY ADD-ON, FROM SHI INTERNATIONAL CORP. ("SHI") FOR DISASTER RECOVERY AND BUSINESS CONTINUITY; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on January 7, 2025, the Village Council adopted Resolution 25-01-03 authorizing an upgrade to the production Nutanix cluster and relocation of prior generation equipment to an off-site co location facility for disaster recovery and business continuity purposes; and

WHEREAS, the software licensing and support services for the repurposed disaster recovery ("DR") hardware will expire on July 26, 2025; and

WHEREAS, renewal of Nutanix software licensing and support, including a NCI Security add on for Data at Rest Encryption, which is necessary to maintain the Village's DR posture and the add-on is to satisfy cyber insurance requirements and FL state recommendations per § 501.171, Fla. Stat. – Florida Information Protection Act (FIPA) for data storage; and

WHEREAS, funds in the amount of \$38,408.22 for the three-year renewal are available in the FY 2024 2025 Information Technology operating budget, and additional funds in the amount of \$13,404.80 for the NCI Security add on are available in the Information Technology Capital Projects fund; and

WHEREAS, SHI's exclusive agreement with Nutanix, which guarantees the Village the lowest reseller pricing. As the vendor that originally introduced Nutanix to the Village, SHI is the only reseller able to offer competitive pricing, The IT Department asks that competitive bidding

for this project to be waived.

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the Village and its residents; and

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval of Renewal. The Village Council hereby approves the renewal of Nutanix software licensing and support services, including the NCI Security add on, from SHI International Corp. for a term of three (3) years, in a total amount not to exceed \$51,893.18.

Section 3. Authorization of Village Officials. The Village Manager and/or his/ designee and the Village Attorney are authorized to take all actions necessary to implement the terms and conditions of the purchase.

Section 4. Execution of Documents. The Village Manager and the Village Attorney are hereby authorized to execute any required documents on behalf of the Village and authorized to implement the terms and conditions of any documents necessary to effectuate the renewal and add-on.

Section 5. Authorization of Fund Expenditure. Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds to renew the Nutanix software license and service agreement with the addition of NCI Security add-on.

Section 6. Waiver of Purchasing Provisions. Pursuant to Sections 2-328(a) and (c) of the Village Code, the Village Council waives the standard purchasing requirements to allow renewal of the Nutanix subscription service for a three-year term without competitive selection.

Section 7. Effective Date. This Resolution shall take effect immediately upon adoption.
Motion to adopt by _____, second by _____.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA:

Mayor Sharon Mahoney
Vice Mayor Don Horton
Councilwoman Deb Gillis
Councilwoman Anna Richards
Councilman Steve Friedman

PASSED AND ADOPTED THIS 5th DAY OF MAY 2025

SHARON MAHONEY, MAYOR

ATTEST:

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF
ISLAMORADA, VILLAGE OF ISLANDS ONLY

JOHN QUICK, VILLAGE ATTORNEY



Pricing Proposal
Quotation #: 26101743
Created On: 4/21/2025
Valid Until: 5/21/2025

FL-City of Islamorada

Vince Tarves

86800 Overseas Highway
Islamorada, FL 33036
United States
Phone: (305) 664-6400
Fax:
Email: vince.tarves@islamorada.fl.us

Inside Account Executive

Thomas Morrow

290 Davidson Ave Somerset, NJ 08873
Phone: 732-564-8522
Fax: 732-564-8224
Email: Thomas_Morrow@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Subscription Renewal, Nutanix Cloud Infrastructure NCI Pro Software License Production Software Support Service for 1 CPU Core Nutanix - Part#: RSW-NCI-PRO-PR Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02 Coverage Term: 7/27/2025 – 7/26/2028	48	\$751.67	\$36,080.16
2 24/7 Production Level Multi Year HW Support Renewal for Nutanix HCI appliance Nutanix - Part#: RS-HW-PRD-MY Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02 Serial #: "20FM6L280099" Coverage Term: 7/27/2025 – 3/31/2027	1	\$2,408.22	\$2,408.22
Total			\$38,488.38

Additional Comments

Nutanix has a no returns policy.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The following EULA applies to all Nutanix items on this quote:

- Your use of the software is subject to the Nutanix customer agreement at <https://www.nutanix.com/legal/eula>

- By issuing a purchase order or acknowledging this quote, when applicable, Customer certifies that employees at each of their locations adhere to all applicable export and re-export control laws and regulations covering the distributed products purchased and/or received by the Customer.
- By issuing a purchase order or acknowledging this quote, and when applicable, Customer understands that the commodities,

software and/or technology ("Items") it purchases or receives under this quote may be subject to export, re-export, or other restrictions. Customer agrees to comply with all applicable laws and regulations relating to the export and re-export of such Items obtained by Customer.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



Pricing Proposal
Quotation #: 26049961
Created On: 4/8/2025
Valid Until: 5/8/2025

FL-City of Islamorada

Vince Tarves

FL
United States
Phone: (305) 664-6400
Fax:
Email: vince.tarves@islamorada.fl.us

Inside Account Executive

Thomas Morrow

290 Davidson Ave Somerset, NJ 08873
Phone: 732-564-8522
Fax: 732-564-8224
Email: Thomas_Morrow@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Subscription, Nutanix Cloud Infrastructure (NCI) Security add-on Software License & Production Software Support Service for 1 CPU Core Nutanix - Part#: SWA-NCI-SEC-PR Contract Name: OMNIA Partners - IT Solutions Contract #: 2018011-02	64	\$209.45	\$13,404.80
2 Term in months Nutanix - Part#: TERM-MONTHS Contract Name: OMNIA Partners - IT Solutions Contract #: 2018011-02	36	\$0.00	\$0.00
Total			\$13,404.80

Additional Comments

Nutanix has a no returns policy.

The following EULA applies to all Nutanix items on this quote:

- Your use of the software is subject to the Nutanix customer agreement at <https://www.nutanix.com/legal/eula>

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

- By issuing a purchase order or acknowledging this quote, when applicable, Customer certifies that employees at each of their locations adhere to all applicable export and re-export control laws and regulations covering the distributed products purchased and/or received by the Customer.
- By issuing a purchase order or acknowledging this quote, and when applicable, Customer understands that the commodities, software and/or technology ("Items") it purchases or receives under this quote may be subject to export, re-export, or other restrictions. Customer agrees to comply with all applicable laws and regulations relating to the export and re-export of such Items obtained by Customer.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



Council Communication

To: Mayor and Village Council
From: Jamie Terry, Human Resources Director
Date: May 6, 2025
SUBJECT: **Approval of Updated Personnel Policy Manual TAB 16**

Background:

Islamorada, Village of Islands (the "Village"), has not formally updated its Personnel Policy Manual (the "Manual") since the adoption of the 2018 updates to the Manual. The proposed updates reflect changes in federal, state, and local law as well as Village policies and requirements not formally implemented in previous revisions.

Analysis:

Notable changes include:

A complete reformatting of the Manual to streamline sections, including links to applicable federal, state and local laws which may change periodically to ensure compliance without the need for an update to the entire Manual and to codify Village personnel practices or administrative procedures which have not previously been incorporated.

Related Section	Revision or Addition	Comments / Page #
Preamble	Addition	Administration Code of Ethics added (page 5-6)
Introduction	Addition	Under "Administration", added: "The Human Resources Director shall be responsible for the administration of this Policy under the direction of the Village Manager." (page 7)
Reporting Discrimination and/or Harassment	Addition	Added language to incorporate Administrative Procedure HR001 to address the handling of complaints filed against Village Charter Officers. (page 13)
Safety In Private Spaces Act	Addition	Added language: "Employees shall at all times comply with the provisions of Section 553.865, Florida Statutes, enacted by Chapter Law 2023-106, the Safety in Private Spaces Act. Any employee who willfully enters a restroom or changing facility designated for the opposite sex will be subject to discipline, except under one

		of the following conditions: (1) to accompany minor, elderly person, or person with disability; (2) for law enforcement or government regulatory purposes; (3) to render emergency medical assistance; (4) to clean or maintain, but only if the room is not in use; or (5) to use the room if the room designated for the opposite gender is out of service and the room is not in use. (page 17)
Smoking and Use of Tobacco	Revision & Addition	Smoking prohibited – Village-owned, rented, or leased properties, beaches, parks and vehicles. (page 20)
Use of Village Vehicles	Addition	See complete section page 22.
Travel Authorization & Expense Reimbursement	Addition	See complete section page 22.
Working Remotely/Telecommuting	Addition	See complete section on page 27.
Special Pay	Addition	Added language: "Part-time employees who are required to work on the specified days in accordance with Founders Park operations will be compensated at a Special Pay Rate. Hours worked on the specified days will be paid at double the employee's regular rate. Special Pay will apply only to days when Village offices are closed." (page 29)
Professional License and Certification Incentives	Addition	See complete section page 29.
Holidays	Revision	Added alternate schedules reverting to 5/8's. Added language for New Year's Eve. Page 31
Vacation Leave Rollover and Cashout	Addition	Added language for both rollovers in excess of 192 hours and a "cashout" option. Page 32
Sick Leave Transfer	Revision	Inclusion of the adopted resolution for the Sick Leave Transfer program. Page 33
Health Insurance Opt-Out	Addition	Addition providing a Health Insurance Opt-Out option Page 39
Education Reimbursement	Addition	Added Education Reimbursement page 40
Employee Complaint Procedure	Addition	"Exception" section page 45

NOTE: Administrative Procedures referenced in the Manual are used to supplement the policy and provide a process and/or procedure for the implementation of the policy. These procedures are approved and implemented at the Village Manager level and do not require Village Council approval.

Budget Impact:

Impacts on the budget will be addressed during the budget workshops and hearings. Items to be addressed during the budget include the amount paid for the Health Insurance Opt-Out, merit pools and increases, and benefit premiums.

Staff Impact:

Village staff will be educated on the changes to the Personnel Policy Manual through an education campaign implemented by the Human Resources Department.

Recommendation:

Staff recommends that the Village Council adopt the proposed resolution, thereby authorizing the Village Manager to implement the updated Personnel Policy Manual.

- Attachments:**
1. Employee Policy Revision Resolution
 2. Islamorada Employee Policies Procedures 05062025
 3. Administrative Procedure - Complaints against Charter Officers
 4. Administrative Procedure - Education Reimbursement
 5. Administrative Procedure - Travel

RESOLUTION NO. 25-05-

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA ADOPTING AN UPDATED VILLAGE PERSONNEL POLICY MANUAL; AUTHORIZING VILLAGE OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE PERSONNEL POLICY MANUAL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Islamorada, Village of Islands (the "Village"), is a "Public Employer" as defined by Subsection 447.203(2), Florida Statutes, and currently employs approximately one hundred and nineteen (119) full-time employees; and

WHEREAS, approximately thirty-seven (37) of the full-time employees are covered by a collective bargaining agreement pursuant to Chapter 447, Florida Statutes; and

WHEREAS, the Village Human Resources Director along with the Village Manager have recommended updates and overall reformation of the 2018 Personnel Policy Manual adopted by resolution 18-09-97; and

WHEREAS, the policies are intended to apply to Village employees that are not covered by employment agreements and/or collective bargaining agreements that are in conflict with the Personnel Policy Manual; and

WHEREAS, the policies contained in the updated Personnel Policy Manual (the "Manual", attached hereto as Exhibit "A" and incorporated herein by this reference, are general guidelines for the Village's current employment practices and workplace procedures; and

WHEREAS, the updated Manual and the policies and procedures set forth therein shall be and become effective on June 1, 2025; and

WHEREAS, the Village Council finds that adoption of the updated Manual is in the best interest of the Village.

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

Section 1. **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this Reference.

Section 2. **Approving Updated Personnel Policy Manual.** The Village Council hereby approves the updated Personnel Policy Manual, a copy of which is attached hereto as Exhibit "A, together with such non-material changes as may be acceptable to the Village Manager and approved as to form and legality by the Village Attorney.

Section 3. **Authorization of Village Officials.** The Village Manager or designee and the Village Attorney are hereby authorized to take all actions necessary to implement the terms and conditions of the Personnel Policy Manual.

Section 4. **Effective Date.** This Resolution shall become effective on June 1, 2025.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Motion to adopt by _____, seconded by _____.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Sharon Mahoney _____

Vice Mayor Don Horton _____

Councilman Steve Friedman _____

Councilwoman Deb Gillis _____

Councilwoman Anna Richards _____

PASSED AND ADOPTED THIS 6TH DAY OF MAY, 2025.

SHARON MAHONEY, MAYOR

ATTEST:

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF
ISLAMORADA, VILLAGE OF ISLANDS:

JOHN J. QUICK, VILLAGE ATTORNEY



Islamorada, Village of Islands

Personnel Policy Manual

2025

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Preamble

ADMINISTRATION CODE OF ETHICS

An employee in the public service must always demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all public activities to inspire public confidence and trust in public institutions.

Perceptions of others are critical to the reputation of an individual or a public agency. Nothing is more important to public administrators than the public's opinion about their honesty, truthfulness, and personal integrity. It overshadows competence as the premier value sought by citizens in their public officials and employees.

Any individual or collective compromise with respect to these character traits can damage the ability of an agency to perform its tasks or accomplish its mission. The reputation of the administrator may be tarnished. Effectiveness may be impaired. A career or careers may be destroyed.

The best insurance against loss of public confidence is adherence to the highest standards of integrity, honesty, truthfulness, and fortitude.

Public administrators are obliged to develop civic virtues because of the public responsibilities they have sought and obtained. Respect for the truth, for fairly dealing with others, for sensitivity to rights and responsibilities of citizens and for the public good must be generated and carefully nurtured and matured.

If one is responsible for the performance of others, the reasons for the importance of integrity must be shared with them. They must be held to high ethical standards and taught the moral as well as the financial responsibility for the public funds under their care.

If one is responsible only for his or her performance, then he or she must not compromise honesty and integrity for advancement, honors, or personal gain.

We must strive to be discreet, respectful of proper authority and our appointed or elected superiors, and sensitive to the expectations and the values of the public we serve.

We must follow the Golden Rule: to and for others what we would have done to and for us in similar circumstances.

One should be modest about his or her talents, letting the work speak for itself and be generous in their praises for the good work of our peers and associates. We must be ever mindful to guard the Public Purse as if it were our own.

No matter whether an official or an employee, by our own example, we should give testimony to our regard for the rights of others, acknowledging their legitimate responsibilities and not trespassing upon them. We must concede gracefully, quickly, and publicly when we have erred and be fair and sensitive to those who have not fared well in their dealings with our agencies and their applications of the law, regulations, or administrative procedures.

The only gains one should seek from public employment are salaries, fringe benefits, respect, and recognition for work. One's personal gains may also include the infinite pleasure of doing a good job, helping the public, and achieving career goals.

No elected or appointed public servant should borrow or accept gifts from the staff or any corporation which buys services from, or sells to, or is regulated by his or her governmental agency. If one's work brings him or her into frequent contact with firms supplying the government, he or she must be sure to pay his or her own expenses.

Public property, funds and power should never be directed toward personal or political gain. We must make it clear by our own actions that we will not tolerate any use of public funds to benefit oneself, family or friends, and finally, we must serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is beyond service to oneself.

VILLAGE MISSION

- To Protect the Residents' Right to Quiet Enjoyment of Life
 - To Plan for Enhancing Our Village Character
- To Preserve Our Community; Its People, Natural Resources, and Pride
 - To Provide Basic Services to Support our Quality of Life

Introduction

Authority

Consistent with the Village Charter, the Village Council has directed the Village Manager to implement a specific personnel system to ensure uniform, fair, and effective personnel administration in compliance with federal, state and local laws. None of the provisions should be interpreted as creating a contractual relationship or giving any employee the right to be retained as an employee or to receive any benefits.

Purpose

The purpose of the Personnel Policy (the Policy) is to establish guidelines covering most personnel actions which may arise. The final interpretation and application of any of the policies and procedures shall be made by the Village Manager or his/her designee. The Policy is not applicable to elected officials, with the exception of "Reporting Discrimination and/or Harassment" and the "Employee Complaint Procedure" herein. This Policy is not applicable to independent contractors. None of the provisions should be interpreted as creating a contractual relationship or giving any employee the right to be retained as an employee or to receive any benefits.

Scope

For expediency, these policies may refer to either the male or female gender, or both with no intent to discriminate. All policies apply to all genders.

The personnel policies, regulations and procedures adopted shall apply to all personnel employed by the Village, except where exclusively covered by a Collective Bargaining Agreement. All Village officials and employees, including but not limited to elected officials, contracted employees, and advisory board members, shall comply with the standards of conduct set forth herein.

Collective Bargaining Agreement (CBA) and Local Law

Where the Policy, or Departmental operating procedures conflict with an active CBA, the CBA takes precedence.

Where any conflict arises between the Policy and any provisions established by the Charter and the respective ordinances, the Charter and the respective ordinances take precedence.

Nature of Employment

It is the policy of the Village that all employees who do not have a written employment contract with the Village for a specific, fixed term of employment or are covered by a CBA are employed at the will of the Village for an indefinite period except as otherwise stated in the Village Charter.

Employees who do not have an individual written employment contract are employed at the will of the Village and are subject to termination at any time, for any reason, with or without cause or notice.

No Village representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. Management and supervisory personnel shall not make any representations to employees or applicants concerning the terms and conditions of employment with the Village that are not consistent with Village policies. No statements made in pre-hire interviews or discussions or in recruiting materials alter the at-will nature of employment or imply that discharge will occur only "for cause".

Completion of a probationary period or conferral of permanent status does not change an employee's status as an at-will employee or change the terms and conditions of employment.

Administration

Department Directors are responsible for the efficient and effective performance of the employees assigned to their department. Directors may assign supervisory responsibility to members of their department but are responsible for the administration and enforcement of the Policy.

The Human Resources Director shall be responsible for the administration of this Policy under the direction of the Village Manager.

Amendments

This policy shall be reviewed periodically by the Village Attorney, the Human Resources Director, and the Village Manager and, when required, updated by resolution of the Village Council. The Village has the sole discretion to modify, amend or rescind any part of these rules and regulations or any other Village-issued policy at any time, with or without notice.

Administrative Procedures

Administrative Procedures are intended as practical guidelines used to implement policies contained herein and may be created and modified at the direction and approval of the Village Manager.

Departmental Policies/Procedures

Department Directors may have internal rules, regulations, policies and procedures that expand on these rules and regulations if they do not conflict with the Charter, the Village Code, this Policy and the standard operating procedures otherwise adopted to administer this document. These internal departmental policies, once approved, shall become an extension of this Policy and shall be as binding as this document for the purposes of the administration of personnel rules and disciplinary procedures.

**** All previously adopted Islamorada, Village of Islands Personnel Policies and/or employee handbooks are null and repealed upon adoption of this update by the Village Council.**

Code of Conduct

Village elected officials and employees are expected to demonstrate prompt, courteous, fair, and honest treatment to all citizens, customers, and fellow employees.

Political Activity

No employee, official or other person shall solicit, verbally or in writing, or be in any other manner coerced in obtaining contributions of support in obtaining contributions, services or support for any political party or candidate from any employee during his/her work hours with the Village. Nothing in this policy is to be construed to restrict the right of an employee to hold membership in and support a political party, to vote his/her choice, to express opinions on all political subjects and candidates, to maintain political neutrality, to attend political meetings outside working hours or to campaign actively during off-duty hours, in all areas of political activity.

Employees participating in a political campaign may not wear a Village uniform or apparel with a Village logo. Use of Village vehicles, equipment or other property while campaigning is prohibited.

Any Village employee who wishes to accept appointment to a political office or seek election to a Village office, except those employees who are exempt pursuant to 99.012 Florida Statutes, must resign from Village employment upon indicating such intention by formal declaration or other evidence of candidacy.

Pecuniary Interest

As stewards of public trust, all Village employees must use the authority and resources of the Village, entrusted to them by the public, to further the public interest and not for any personal gain or financial benefit. Village employees shall not accept benefits of any sort, under any circumstances, which are intended to influence a pending or future decision.

Conflicting Employment/Contractual Relationships

Secondary employment or contractual relationships are permitted to the extent that they do not constitute a conflict of interest and do not interfere with the employee's job performance with the Village. Any employee wishing to accept outside employment must understand that Village employment is primary, and the employee must make arrangements with the outside employer to be relieved from duty if called for service by the Village.

Notice of Outside Employment shall be given and approved by the Department Director and Village Manager, and a copy filed with the Human Resources Director. Directors, managerial staff and equivalent personnel shall request permission for outside employment from the Village Manager.

Employees sustaining injuries while engaged in outside employment are ineligible to receive benefits from the Village's Workers' Compensation plan.

Village employees are prohibited from using Village facilities, vehicles, equipment, or any other property for outside employment.

Village employees who participate in deciding, approving, recommending, or preparing purchase or procurement requests, or influence the content of any specifications or standards, may not work for any person or entity attempting to engage in or engaging in contractual services with the Village.

Village employees shall not directly or indirectly procure or participate in the procurement of contractual services for the Village from any business entity when a relative (as defined in Section 112.312(21), Florida Statutes) is an officer, partner, director, or owner in said business.

Compliance with Public Records Act

The Public Records Act, codified in Chapter 119, Florida Statutes, entitles any individual access to Village public records. Public records are defined as [1] materials made or received by the Village [2] in connection with official Village business and used to [3] perpetuate, communicate or formalize knowledge of some type.

Examples of materials include papers, electronic files, photographs, videos, text messages, and audio. If these materials are made or received by Village employees, have a connection to Village business, and are intended to communicate or formalize knowledge, any person may inspect or receive a copy of these materials.

Village employees are required to store public records in their control in a manner that they can be accessed. This may include the creation of a filing system (physical and digital). As such, Village employees must not destroy public records unless it is done so in accordance with law.

The Village will not provide public records to requestors if they are exempt and/or confidential, as defined by law. Examples of exempt records include the Social Security numbers of all current and former Village personnel, direct deposit records identifying banking institutions and account numbers, discrimination complaints and investigations (this exemption is temporary), and contact information of public safety employees, their spouses and/or children. Because the number of exemptions is voluminous, employees must contact a supervisor if they are unsure whether a record falls under an exemption.

Florida law provides that a “knowing” violation of the Public Records Act is a criminal offense. All other violations are non-criminal, but punishable by fines. A violation of this policy may subject employees to discipline up to and including termination.

Use of Village Property or Facilities

Equipment, facilities, vehicles, property, or any resource or procedure of the Village shall not be used by any employee, or use of same authorized for anyone by an employee for any reason or purpose beyond that deemed de minimis use by the Internal Revenue Service Code for anything other than Village business.

Employees are prohibited from using the Internet or email system to send or receive any improper communication, including but not limited to personal messages, inappropriate comments or jokes, cartoons or any other communications which are derogatory, obscene, or offensive. Persons not employed by the Village are prohibited from using any Village office equipment for any purpose.

Occasional use of Village equipment and/or bandwidth for browsing the internet are permissible only for short periods of time to view news sites or other sites of personal interest. Such activity shall not interfere with the employees’ duties. All internet activity and use of Village equipment is monitored. Connection to chat rooms, instant messaging, personal online shopping, personal social media, and sites that show sexually explicit images, gore, profanity, discrimination, and other sites that could reasonably be deemed to be offensive are prohibited on Village equipment and networks.

The use of the same for personal gain or use may be cause for termination.

Ethical Guidelines

All employees must be aware of, and comply with, Section 112.311 (6) Florida Statutes which currently provides in part: "It is declared to be the policy of the state that public officers and employees, state and local, are agents of the people and hold their positions for the benefit of the public. They are bound to uphold the Constitution of the United States and the State Constitution and to perform efficiently and faithfully their duties under the laws of the federal, state, and local governments. Such officers and employees are bound to observe, in their official acts, the highest standards of ethics consistent with this

code and the advisory opinions rendered with respect hereto regardless of personal considerations, recognizing that promoting the public interest and maintaining the respect of the people in their government must be of foremost concern."

All employees must avoid any conflict between their personal interests and those of the Village. No employee should have, or appear to have, personal interests or relationships that conflict with or potentially conflict with the best interests of the Village.

Employees may not, either directly or indirectly, use their official position with the Village or information obtained in connection with their employment for private gain, for themselves or others.

Soliciting or accepting anything of value, including a gift, loan, reward, promise of future employment, favor, or service from organizations, business concerns, or individuals with whom the employee has official Village business relationships is prohibited. These limitations are not intended to prohibit the acceptance of items of negligible value which are distributed, nor to prohibit employees from accepting social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from regular lending institutions. It is particularly important that employees that engage in enforcement guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

No employee shall make any false statement, certification, or recommendation of any employment under any provision of these policies, or in any manner, commit or attempt to commit any fraud preventing the impartial execution of the provisions of these policies, regarding employment, promotion or transfer.

No employee shall transact any business in his or her official capacity with any business entity of which that employee is an officer, agent, or member, or in which he or she holds a material interest.

If an employee is uncertain as to whether he or she may be in violation of this policy, clarification may be obtained from the Human Resources office.

Any violation of the provisions of this Policy shall be subject to review and appropriate disciplinary action. If the employee has any doubt as to the application of the policy as it relates to his or her position, the possible violations should be discussed with the Department Director or his or her designee, who shall either approve or forbid the activity, or refer the question to the Human Resources Office. The Village Manager, Department Directors, and other employees holding positions of high public trust and/or authority will be held to higher disciplinary and ethical standards than other employees.

Compliance with Laws and Regulations

It is the policy of the Village to operate in compliance with all applicable federal, state and local laws and regulations.

Equal Employment Opportunity

The Village does not discriminate based on race, color, sex, religion, disability, national origin, ancestry, sexual orientation, familial status, age, genetics or any other protected characteristic as established by local, state or federal law. This policy of Equal Employment Opportunity ("EEO") applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

It is the policy of the Village to ensure that all employees are able to work in an environment which is free of all forms of harassment. As such, the Village expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Village's employees to perform their job duties and/or follow the code of conduct, may result in discipline, up to and including discharge. The Village also prohibits retaliation against any individual who has exercised any right protected by any federal, state or local law regarding equal employment opportunity.

The Human Resources Director is the Equal Employment Opportunity Officer (EEO Officer) for the Village and has responsibility for administering and promoting a program of equal opportunity within the Village. The Human Resources Director will coordinate the EEO efforts of all supervisory personnel and will make recommendations, where appropriate, to correct any deficiencies found in the Village's program. The EEO Officer will also: (1) ensure that designated employees are adequately trained in EEO laws; (2) supervise the EEO-related activities of investigators; and (3) ensure that EEO policies are prominently posted or otherwise provided to employees in accordance with the law.

All employees with questions or concerns about any type of discrimination in the workplace shall bring these issues to the attention of the Human Resources Director. Employees are encouraged to raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

Non-Discrimination and Workplace Harassment

The Village has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, sex (including pregnancy), race, national origin, disability, creed, religion, genetic information, military or veteran status, or any other status protected by federal, state or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is offensive both objectively and subjectively, that fails to respect the rights of others, which lowers morale, and that interferes with work effectiveness.

All employees are expected to act in ways, which establish a professional work atmosphere free of sexual harassment and sexual discrimination. Each Department Head will ensure that the workplace is free of sexual harassment.

All employees have a duty to report any suspected sexual harassment by a Village employee, or a non-employee while on Village property or when Village business is being conducted, to the appropriate Department Head even if they are not the victim. An employee's rights and status with the Village shall not in any way be harmed due to any good faith report of suspected sexual harassment, nor shall any retaliation against such employee be tolerated.

Any sexually harassing behavior directed towards a non-employee by an employee during working hours or while on Village property will be treated as if the harassment was directed towards an employee.

Bullying

Some acts or remarks may violate Village rules even if they are not so severe that they violate federal or state discrimination laws. Because the Village is committed to providing an emotionally stable and safe workplace, it discourages verbal confrontations between employees due to an employee's reasonable belief that he or she was subjected to bullying behavior.

Bullying or Harassing conduct includes repeated behavior occurring in the course of work that impairs the ability of an employee to perform work duties or is reasonably perceived as being so severe and/or objectively offensive so as to have that effect. This includes but is not necessarily limited to acts that are reasonably perceived as being humiliating, dehumanizing, hostile, intimidating, or physically aggressive.

Bullying may be verbal, non-verbal (for instance, through gestures or facial expressions), or physical. Physical bullying is in violation of the Village's workplace violence policy and may also have criminal implications.

Holding persons uniformly accountable for poor work performance using specific and articulable examples does not constitute workplace bullying, neither is being direct or assertive when speaking to an employee. While the Village does not encourage rude or discourteous behavior, and such behavior contravenes other Village policies which require professionalism and courtesy to be demonstrated by Village employees, the occasional act of being impolite or discourteous also does not constitute workplace bullying.

Reporting Discrimination and/or Harassment

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify their supervisor, the Human Resources Director, or the Village Manager. If the complaint is about the Village Manager or any other person whose official or political position leads an employee to believe that the complaint may be ignored or handled improperly, the individual who experiences or sees any prohibited form of harassment which he/she is required to report may report the conduct to the Village Attorney, who shall see that it is properly processed in accordance with Administrative Procedure #HR001. The complaint will be immediately investigated and kept confidential to the extent possible. Individuals who make complaints have an obligation to assist and cooperate with the Village's investigation.

If the issue is not remedied, employees may use the complaint procedure detailed in [Employee Complaint Procedure](#) herein. Those employees covered by CBAs have the option to use the grievance procedure provided for in the bargaining agreement. However, only one forum may be utilized for any particular matter. Any complainant has a legal right to file a complaint with the United States Equal Employment Opportunity Commission. It is felt, however, that the best interests of both the complainant and the Village will be served if such a complaint can be settled at the lowest level possible within the Village government itself.

Islamorada, Village of Islands prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

The Village will promptly and thoroughly investigate any claim and take appropriate action where we find a claim is found to have merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and discharge. If the Village determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Village may monitor any incident of harassment or discrimination to ensure the inappropriate behavior has stopped. In all cases, the Village will follow up as necessary to ensure no retaliation occurs for making a complaint or cooperating with an investigation.

Workplace Violence

Workplace violence will not be tolerated. With respect to the seriousness of this problem, the Village has adopted a “zero tolerance” for incidents of workplace violence. Workplace violence includes, but is not limited to physical attacks, threatening violent behavior, and property damage.

Specific examples of conduct which may be considered threats or acts of violence, include but are not limited to, the following: (1) hitting or shoving an individual; (2) threatening an individual or his/her family, friends, associates, or property with harm; (3) the intentional destruction or threat of destruction of Village property; (4) harassing or threatening phone calls, e-mail or mail to an employee’s home or work place; (5) harassing surveillance or stalking; (6) the suggestion or intimation that violence is appropriate; and/or (7) unauthorized possession or inappropriate use of firearms or weapons.

Employees who are aware of a workplace violence incident, threat of violence, or an incident that is about to take place, have an obligation to report that information to a supervisor, manager, or Department Director. Any employee who acts in good faith in reporting threats or acts of violence under this policy will not be subjected to harassment or retaliation because of such a report. Any retaliation or harassment must be reported immediately to the Department Director or to the Human Resources Director. An investigation will be conducted and completed in a prompt manner. Immediate action will be taken.

Ban on Deadly Weapons

To ensure that the Village maintains a workplace safe and free of violence for all employees, the use of deadly weapons on Village property is prohibited. Further, employees are prohibited from possessing such weapons on Village property, except as authorized under Florida law. This policy applies to all Village employees as well as visitors and customers on Village property.

Deadly weapons include, but are not limited to, firearms, explosives and knives. The term “possession” is defined to mean in lockers or toolboxes, in an employee’s personal possession, or anywhere else on Village property, unless such possession is authorized under Florida law. Village employees who carry a concealed firearm, or other weapon, for a lawful purpose within the interior of their private vehicle, must have the weapon securely encased or otherwise not readily accessible for immediate use. Employees have a responsibility to notify their immediate supervisor about their weapon. Employees who violate this policy will be subject to disciplinary action up to and including immediate dismissal.

The Village can request the cooperation of an employee to conduct a search of personal property such as packages, briefcases, purses and similar containers as well as private vehicles parked on Village property if there are reasonable grounds and a credible witness(es) who believe that an employee may be in violation of this policy. Employees who are unwilling to have personal property searched must immediately remove said property from Village premises if ordered to do so. Refusal to comply with an order to remove personal property from Village premises may result in disciplinary action.

Village supervisory and managerial staff have a right to enter or search Village property with or without prior notice. Village property includes desks, lockers (even with privately owned locks), office equipment such as

copiers, fax machines, computers, telephones, and Email. Consequently, any area is subject to monitoring and/or search. Any misuse of Village property in connection with an act or threat of violence may be used in support of disciplinary action or criminal prosecution even following a first offense.

Restraining Orders and Injunctions

Cases of Village employees involved in personal disputes with internal or external individuals at times can escalate to the point where the issuance of injunctions, restraining orders, and other Court Orders are sought. To maintain the safest possible work environment, employees should include their work locations upon the issuance of any restricting Court Order. Employees are encouraged to inform the Human Resources Director as well as their supervisors immediately in these cases and provide a copy of the Order to Human Resources. Even in the case where an employee has not yet secured a Court Order but has reason to fear for his/her personal safety, reporting these concerns to the supervisor, manager, Department Director, or the Human Resources Director is of great importance.

Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA offers protections for employees that improves portability and continuity of health insurance coverage. This legislation provides protections for the privacy of employees' protected health information. Protected health information does not pertain to all health information; it only includes information that the employer receives directly from a medical facility, doctor's office and/or the health insurance carrier.

We are committed to maintaining the highest level of confidentiality with all of the information we receive from our employees and subscribers to the various health benefit plans of the Village. The Village requires that contracted third- party administrators of the Village's health plans meet HIPAA security standards for all information, including that which is transmitted or maintained electronically.

The Village respects the privacy of personal information and understands the importance of keeping this information confidential and secure. The Village protects the confidentiality of the personal information we receive following Federal and State laws. Our practices apply to current and former employees and complies with the "Protected Health Information" (PHI) HIPAA disclosure requirements.

The Village is committed to maintaining compliance with HIPAA regulations and all related provisions of federal and state law, as it may be amended from time to time, shall apply.

Americans with Disabilities Act

The Village is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the Village's policy not to discriminate against any qualified employee or applicant because of the individual's disability and/or record of disability. All applicants will be considered for employment, and current employees considered for continued employment, if they can perform the essential functions of the job with or without reasonable accommodation. The Village will provide reasonable accommodation as defined by the ADA provided such accommodation does not constitute an undue hardship on the Village.

Employees who believe they need reasonable accommodation to perform the essential functions of their job must contact the Human Resources Director to submit a request. Any employee who feels that he/she has not been treated in accordance with this policy should contact the Department Director, Human Resources Director, Assistant Village Manager or Village Manager. The Village prohibits and will not tolerate retaliation against any employee who requests reasonable accommodation or makes a good faith complaint under this policy.

Title VII of the Civil Rights Act

Title VII of the Civil Rights Act of 1964, as amended, for all current and prospective employees without regard to race, color, religion, sex (including pregnancy), national origin, or any characteristic protected by law. Religious discrimination includes failing to reasonably accommodate an employee's religious practices

where the accommodation does not impose undue hardship to the Village. To provide equal employment and advancement opportunities to all individuals, employment decisions at the Village will be based on merit, qualifications, and abilities.

Religious Accommodation

The Village will take action to provide reasonable accommodations for religious observances, beliefs and practices, unless it creates an undue hardship. Reasonable accommodation may include, but not limited to, modification of schedules, relaxation of dress code policies or religious expression.

Where an employee or applicant has requested a religious accommodation consistent with this Policy or law and is denied, a complaint may be made whereupon the Village Manager (or the Village Manager's designee) shall meet with the employee or applicant and any pertinent employees to evaluate the eligibility or reasonableness of the request. A decision will be issued in writing within seven (7) business days, to an extent practical.

Pregnant Workers Fairness Act

The Village is committed to providing accommodation for qualified employees and job applicants with temporary physical or mental limitations due to pregnancy, childbirth or related conditions unless the accommodation will cause an undue hardship.

Employees and applicants are qualified if they, with or without reasonable accommodation, can perform the essential functions of the employment position. An individual is still qualified if the inability to perform an essential function is for a temporary period, the essential function could be performed in the near future, and the inability to perform the essential function can be reasonably accommodated.

Accommodations based on an employee's pregnancy, childbirth or related medical conditions may include light duty, a request for a temporary leave of absence, modified work schedule, special equipment or uniform modifications, etc.), which will be assessed pursuant to the Village's ADA procedures and/or any other applicable Village policies or local, state or federal laws.

Break Time for Nursing Mothers and PUMP for Nursing Mothers Act

The Village accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Village will provide a designated room, other than a bathroom, which is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

Immigration Law Compliance

The Village is committed to employing only United States Citizens and aliens who are authorized to work in the United States. The Village does not unlawfully discriminate based on citizenship or national origin. The Human Resources Director is responsible for verifying the eligibility status of every employee once hired. To that end, each new employee must provide documentation to verify both identity and authorization to work in the United States and to complete the I-9 form. If an employee cannot provide these required documents, they may be either dismissed or suspended until the required documents are produced.

The Village participates in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, the Village provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Safety in Private Spaces Act

Employees shall always comply with the provisions of Section 553.865, Florida Statutes, enacted by Chapter Law 2023-106, the Safety in Private Spaces Act. Any employee who willfully enters a restroom or changing facility designated for the opposite sex will be subject to discipline, except under one of the following conditions: (1) to accompany minor, elderly person, or person with disability; (2) for law enforcement or government regulatory purposes; (3) to render emergency medical assistance; (4) to clean or maintain, but only if the room is not in use; or (5) to use the room if the room designated for the opposite gender is out of service and the room is not in use.

Whistleblower Protection

Employees should report any violation, or suspected violation, of law committed by a Village employee, volunteer, official, or organization with which the Village is doing business if such violation creates a serious and specific danger to the public's health, safety, or welfare.

Employees should also report any improper use of public office, waste of funds, or any other abuse or neglect of duty on the part of the Village, any Village employee or official or board member. (e.g., employees soliciting bribes in order to resolve code violations; falsifying Village records to approve items in exchange for payment; continually failing to competitively procure a service, even though the service was available from multiple sources; spending Village funds to rent space even though sufficient space owned by the agency already exists; and failing to maintain adequate internal controls such that unauthorized and/or inappropriate financial transactions cannot be detected).

An employee with knowledge of such actions or activities must report such information to a supervisor, the Village Manager, or the Village Attorney. Any of the aforementioned employees receiving such information shall forward it to the Village Manager or any applicable authority within 24 hours. The Village will provide the appropriate mechanisms to permit employees to report such actions or activities confidentially and/or anonymously.

A confidential investigation will thereafter be initiated with the authority of the Village Manager. Retaliation against an employee who reports any violation, suspected violation, improper use of office, waste of funds or any abuse is prohibited. Nevertheless, disciplinary action may be taken against an employee who knowingly makes a false or malicious report.

The Village will maintain accurate records of reported or suspected fraud and report evidence obtained by an investigation to the appropriate authorities.

To the extent allowable by law, in its ongoing efforts to protect the reputation of persons suspected but not determined to have committed fraud, the Village's records shall conspicuously detail "unfounded" or "non-sustained" investigative findings and conclusions.

General Policies

Management Rights

The Village reserves all rights, powers and authority customarily exercised by management, except as otherwise specifically delegated or modified by express provisions of applicable laws, regulations, CBAs, and provisions of this Policy. The Village has the authority to determine and direct policies and methods of providing its services and unilaterally set the standards for same, without any interference in the management and conduct of the Village's business on the part of any employee or labor organization.

Fitness for Duty

All employees are required to report to work fit for duty and to be able to perform their job duties in a safe, appropriate, and effective manner.

The Village reserves the right to require proof of illness or disability and to have employees submit to physical or psychological examinations to ensure they are fit for duty.

Employees who cannot perform their job duties for physical or mental reasons shall have their job duties modified, be transferred to another position, be placed on a leave-of-absence, or separated from service, at the discretion of the Department Director.

Medical Examinations

During their period of employment, employees may be required to undergo periodic medical examinations to determine their physical and mental capacity to perform the work required of their position. Such exams shall be at the expense of the Village and performed by a doctor designated by the Village. Employees who fail to pass periodic physical examinations due to deficiencies which interfere with their ability to perform their assigned duties shall be subject to review by the Village. Refusal to be examined by a Village authorized physician when so directed by a Department Director or their designee shall be cause for disciplinary action up to and including termination.

Driver's License

Any employee who is required as a condition of employment to possess and maintain a valid Florida Driver's License must immediately notify their supervisor if the license is suspended, expires, becomes restricted or is revoked at any time during their employment. Failure to report the change in license status may result in disciplinary action up to and including termination.

If the Village requires an employee to obtain a Florida Commercial Driver's License (CDL), the Village will pay for the cost of training and any examinations required for the issuance of the license.

Personal Hygiene and Dress

As public employees and representatives of the Village, we have a responsibility to present ourselves in a professional manner during working hours. The personal appearance of Village employees is important for assuring good public relations, proper identification, and recognition. Employees are expected to exercise common sense and good judgment when choosing their work attire.

Dress and good personal grooming and hygiene standards are a key principle of the business image of the Village. Department Directors for employees requiring uniforms shall establish standards in accord with this principle. All others, primarily office employees, shall report to work well-groomed in clean and appropriate attire.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises and will not be compensated for any work time missed because of failure to comply with this policy. Any violations of this policy will result in appropriate disciplinary action.

Workplace Decorum

Employees' offices should be neat and clean with no objects situated in a manner that may obstruct or create a hazard on walkways and may cause injury. Open flames such as burning candles are prohibited in Village offices.

Displays showing sexually explicit images, gore, profanity, discrimination, and other displays that could reasonably be deemed to be offensive shall not be displayed.

The Village provides offices and other work space for business purposes only. Village work space is not private and may be inspected at any time. Management may at any time inspect or review any and all files (hard copy or computer), desks, drawers, filing cabinets, lockers, other storage areas, and/or all other work space and its contents, with or without your knowledge.

Social Media

This section applies to all communication on social networks including, but not limited to posts, pictures, video, audio, podcasts, blogs, nonnative applications on social networks, e-mail, files, RSS feeds, and personal websites that transact Village business, news services, chat rooms, etc.

The Village does not prohibit employees from creating, obtaining, or using personal social network accounts.

Employees are prohibited from doing the following using personal social network accounts:

- Posting discriminatory remarks, harassment, threats of violence, etc.
- Disparage fellow employees that might constitute harassment or bullying or are discriminatory in nature. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law
- Engaging in political activity or private business interests during working hours.
- Suggesting either directly or indirectly that the Village endorses a commercial product or service, unless approved by the Department Director.
- Posting, transmitting, discussing, or otherwise disseminating information to which they have unique access by virtue of their employment.
- Speaking on behalf of the Village unless they have prior written authorization from the Department Director.
- Posting, transmitting, discussing, or disseminating confidential or proprietary information.

Any employee who is aware of an online posting on a social media page by a Village employee that violates any provisions of this policy should notify their supervisor immediately.

Employees should not have a reasonable expectation of privacy when using social networks on Village devices because the information may not be secure and is viewed and shared by third parties.

Nevertheless, the Village will comply with all applicable State and Federal laws pertaining to electronic monitoring of employee communications.

Employees who identify themselves as Village employees or discuss matters related to the Village on a social media site while off-duty must include a disclaimer on the front page stating that it does not express the views of the Village and that the employees are expressing only personal views—for example: "The views expressed are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each post expressing an opinion related to the Village.

Smoking and Use of Tobacco

The Village is a smoke-free workplace in an effort to promote a healthful lifestyle and thus reduce the liability exposure and lost productivity time to the Village.

The objective of this rule is to reduce the liability exposure to the Village recognizing that: (1) The Surgeon General of the United States has declared that the use of tobacco or tobacco products is a hazard to an individual's health; and (2) an employee's poor health, due to the continued use of tobacco or tobacco products, increases the loss experience of the group health insurance plans and group life insurance plans' and (3) increases in loss experience result in increases in premium costs for insurance plans; and (4) increases in premium costs from employees are borne by the General Fund and subsequently, by the taxpayers of the Village .

Village owned, rented, or leased facilities, parks and beaches are smoke and tobacco free environments. Smoking is therefore prohibited. Smoking is also prohibited in Village owned, leased, or rented vehicles.

Smoking, as referenced herein, is defined as the act of inhaling, exhaling, burning, carrying, or possessing any lighted cigarette, electronic cigarette, cigar, pipe, smokeless pouch, any other form of loose-leaf smokeless tobacco, pipe tobacco, chewing tobacco, snuff or other smoke producing products or products intended to simulate smoking.

Employee Safety

The safety of every Village employee is a matter of prime importance and we constantly strive to keep the Village a safe place to work. It is the responsibility of the Village to promote and pursue a safe and healthy environment for all employees. The Village has a safety policy and program aimed at the prevention of accidental injury and damage to Village property.

Each department shall communicate that department's safety rules and procedures to each employee. Employees shall observe all safety rules and procedures established by the State of Florida and the Village. Department Directors and supervisors are responsible for the observance of those rules and procedures within their authority. Failure to comply with safety rules and procedures may result in disciplinary action up to and including termination.

Accident and Injury Prevention

Emphasis on safe working conditions, practices and habits is the objective of the Village's safety program. Minimizing the number of accidents and damage involving Village employees or Village equipment and property will result in benefits to employees and the organization alike. Every member of the Village staff must recognize and accept responsibility for successful safety initiatives and participate in the development and implementation of the Village's safety program. Employees are expected to work in a manner consistent with the safety program and to report all accidents and unsafe conditions to their immediate supervisor. Safety is the responsibility of every employee, and it requires constant vigilance.

Department Directors, Managers, and Supervisors are expected to provide continuing efforts to ensure adequate safety training and proper equipment handling, as well as to reduce carelessness and neglect in Village operations.

Safety Equipment and Devices

The Village will provide proper and necessary safety equipment and devices for employees engaged in work where they are required. Such equipment and devices must be used properly. Failure by an employee to use provided equipment or devices will be subject to disciplinary action.

Accident and Injury Reporting

All employees are responsible for immediately reporting all injuries or accidents that occur on the job to their immediate supervisor or Department Director. An accident report shall be completed by the immediate supervisor and submitted to the Human Resources Director within twenty-four (24) hours of the incident.

Any property or equipment involved in an accident must also be reported to the employee's immediate supervisor or Department Director. In addition, every accident involving a Village- owned vehicle must be immediately reported to the law enforcement agency having authority at the accident location. Failure to report any accident may result in discipline and up to and including termination.

Any accident that results in property damage or severe injury to the employee will require a post- accident drug screening.

Drug-Free Workplace

The Village is committed to providing a safe work environment for employees, guests, community and the public. The abuse of alcohol and drugs is a national problem, which impairs the safety and health of employees, promotes crime and harms our community. To maintain the highest standards of morale, productivity and safety in our operations, the Village instituting a drug and alcohol-free workplace policy. With the cooperation and assistance of employees, the Village will implement a program designed to provide a safe workplace environment free from drugs and alcohol use and/or abuse.

The Village recognizes that alcohol and drug dependency require medical supervision and treatment if there is to be successful rehabilitation. The Village's desire and intent are to encourage any employee with drug and alcohol or drug dependency to voluntarily enter a drug or alcohol rehabilitation program. It is the responsibility of each employee to initiate and obtain assistance before any difficulties with drug or alcohol affect his or her work.

Any violation of the Policy will result in discipline, up to and including termination of employment. The full policy is contained on the Human Resources webpage, Employee Resources - [Drug-Free Workplace Policy](#).

Use of Village Vehicles

Employees designated as the primary operator of a Village fleet vehicle are responsible for the appearance of the vehicle, keeping it clean, both inside and outside.

Employees who operate a Village vehicle must always have in their possession, a valid driver's license while operating the vehicle.

Village vehicles may not be used for personal purposes or to transport non-Village employees, unless a non-Village employee is accompanying a Village employee for a business purpose such as travel to a meeting or site visit.

Village vehicles may not be used for personal purposes to transport family members.

If an employee's job duties require operation of a Village vehicle, the employee is responsible for immediately notifying their supervisor of any circumstances that results in the suspension or loss of driver's license, or any special class of license required for the operation of the vehicle.

Unless the vehicle has been specifically designated as a "take-home" vehicle by the Village Manager, the vehicle may not be used for commuting to and from an employee's home. Instead, the vehicle must be parked at the appropriate Village facility each night and picked up each morning for use during the workday.

For those vehicles designated as "take-home" vehicles by the Village Manager, the following limitations apply:

- The use of clearly marked fire vehicles for commuting by Fire/EMS department personnel who, when not on a regular shift, are always on call, is not a table fringe benefit. However, outside the limit of the fire fighter's obligation to respond to an emergency, employees should not use these vehicles for personal purposes other than for commuting or de minimis personal use (such as a stop for a personal errand on the way between the workplace and the employee's home).
- Employees who are provided with take home vehicles other than marked fire vehicles may not use such take home vehicles for personal purposes other than for commuting or de minimis personal use (such as a stop for a personal errand on the way between the workplace and the employee's home).

Any Village employee operating any Village owned vehicle must immediately report all vehicle accidents regardless of the damage to the vehicle or others property following the [Accident & Injury Reporting Flowchart](#). Failure to report may result in disciplinary action up to and including termination.

Travel Authorization and Expense Reimbursement

The attendance of Islamorada employees and elected officials at professional meetings, conferences, training courses, or Village-sponsored events to conduct official Village business benefits employees and the Village through increased awareness of technical and administrative developments and through the exchange of ideas with peers. Additionally, travel may be part of an employee's official duties.

Administrative Procedure #FIN001 provides for procedures for pre-approved travel authorization and reimbursement of costs after travel completion for Village employees, elected officials, and other authorized persons.

Employment Classifications and Position Control

Types of Employment

It is the policy of the Village to classify employees as regular or temporary, as full-time or part-time, and as exempt or non-exempt.

The Human Resources Director is responsible for classifying employees as follows:

- A regular employee is an individual that has been hired to a full-time, exempt or non-exempt position with the Village that is not temporary.
- A temporary employee is an individual hired to either a part-time or full-time position with a specified, limited duration. Temporary positions last less than six months. Temporary employees are not eligible for Village benefits.
- A full-time employee is an individual hired to a position that requires at least forty (40) hours per week. A full-time employee is either exempt or non-exempt and receives Village benefits, except for employees covered by a CBA.
- A part-time employee is an individual who works less than thirty (30) hours per week. Part-time employees may be seasonal and/or work fluctuating schedules. Part-time employees do not receive Village medical benefits.
- A non-exempt employee is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and is typically paid on an hourly basis.
- An exempt employee is exempt from the FLSA and is not entitled to overtime payments. Exempt employees are typically paid on a salary basis and include those in administrative, executive, and professional positions. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work the exempt employee performs.

Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any work week in which they perform no work.

Exceptions: unless state law requires otherwise, an exempt employee's salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability.
- Full-day disciplinary suspension for infractions of the Policy.
- FMLA absences.
- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event the employee works less than a full week.
- Any full work week in which the employee does not perform any work.

However, an exempt employee's leave bank may be deducted when such employee is absent for reasons justifying the use of accrued vacation or sick leave in accordance with this Policy.

Position Control

All positions in the Village are established and maintained through a budget each fiscal year, approved by the Village Council. The Village Manager may add or delete positions provided that any additions shall not increase the Village's total budgeted funds.

Classification Plan

The Classification Plan provides for a systematic and equitable arrangement of job classes and provides for a complete inventory of all Village positions. The purpose of the plan is to group various positions into related classes based upon the range of duties, responsibilities and level of work performed. The Classification Plan comprises written job descriptions for each class of work included in the Village.

Job Classification and Descriptions

Every regular position will have a job description that includes job title, a description of the duties and responsibilities, and a statement of qualifications needed to fill the position. Each position will be assigned a grade on the classification plan by the Human Resources Director and Village Manager.

Job descriptions are intended to be a general outline of job duties performed by employees in a particular job. They are used as a guide in recruiting and examining candidates for employment, in determining the lines of promotion and developing training programs, as guidelines in determining salary relationships and in providing uniform job terminology to convey the same meaning to all concerned. Job descriptions may be changed from time to time by the Village. This change may expand or reduce the job duties of any job classification. Employees will be given as much advance notice of a change in their jobs as is practicable. The job descriptions are maintained by the Human Resources Director and should be reviewed and updated annually, or whenever a change occurs in the duties of any position. The Department Director and the Human Resources Director will approve each job description. Each employee will receive a copy of his or her respective job description at the time of his or her employment, and any time there is a change in his or her job description.

Change in Position

A change of position requires a Personnel Action Form (PAF) signed by the Department Director, the Human Resources Director and the Village Manager.

A full-time employee whose position becomes part-time or who transfers into a part-time position will be paid out any unused vacation hours accrued or may use the hours prior to beginning employment in the part-time position.

Reclassification

A reclassification occurs when it is determined that the duties of a position have significantly changed, or the prevailing wage needs adjustment. Reclassifications also may occur when the duties of a position have significantly increased or decreased.

An employee whose position is reclassified may receive a minimum of 3% over the salary received prior to the reclassification provided that such a salary increase is in the best interests of the Village as determined by the Village Manager. A reclassification upward does not change an employee's employment anniversary date.

Recruitment and Appointment

Advertising

Except when the Village Manager determines it is in the best interest for the Village to fill a position without being advertised, all vacant positions will be advertised internally for one week and then listed publicly in publications and online sites determined by the Human Resources Director to attract the best candidates. Position advertisements can be published simultaneously depending on position circumstances.

Applications

Applicants shall complete a standard Village employment application form. The completed application must be submitted to the Human Resources Director by the due date indicated in the employment ad or posting.

After a conditional offer is made and prior to the start of employment, the applicant will be required to be subject to a background check, driver license check and if the position is considered life safety (lifeguards, firefighters, etc.) then the candidate will be required to submit a sample for pre-employment drug screening. Certain positions may also require a post-offer physical. Applications for certain positions may require a resume and other documentation of professional and/or educational attainment. All employees shall subscribe to a public employee oath of office.

Offers

Offers are based on an analysis of the applicant's work experience, education, and training. Other candidate characteristics, such as work ethic, emotional intelligence and attitude may be considered as well. The Village Manager has final approval of offers of employment. Applicants that submit false information, or omit information on the Village application form, resume or any other statement of qualification for a position will not be considered for employment.

If false information is found after employment has begun, the Village Manager may terminate the employee.

Newly hired employees will be required to sign a wage withholding authorization form, which indicates that, in the event their employment is terminated, either voluntarily or involuntarily, prior to the full repayment of any outstanding monies owed (e.g., tuition fees, wage overpayment), the Village may withhold the remaining amount owed from the final pay, except to the extent prohibited by federal or state minimum wage law.

Employment of Relatives and Fraternization

For the purpose of this section, "relative" refers to father, mother, son, daughter, brother, sister, spouse, cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

No relative of the Village Manager or Village Council shall be selected to hold a position with the Village during the tenure of that manager or Councilperson. This section does not apply to appointed committees, volunteers, or temporary employees. No person may be appointed, employed, promoted, or advanced to a position in the Village over which a relative exercises direct supervision. Exceptions to this policy may be approved only by the express prior approval of the Village Manager. Such approval will be given only upon submission of a satisfactory analysis as to the unique qualifications of a relative for the position in question.

While the Village respects the rights of its employees to conduct their personal lives as they wish, workplace romantic relationships can create a conflict of interest (actual or perceived) or adversely affect work performance and employee morale, create concerns of favoritism, and potentially result in claims of harassment. The Village therefore prohibits employees who have a romantic relationship from supervising (directly or indirectly) the other or to work in a position that has an audit or investigation function over the

other. For purposes of this section, a “romantic relationship” includes dating, sexual relationships, domestic partnerships, and employees who share the same household as a couple.

If a prohibited relationship among relatives is established after employment (e.g., two employees marry), the Village may require one of the employees to resign. If neither employee resigns, the Village may terminate the employment of one of the relative employees. In that circumstance, it shall be within the sole discretion of the Village to determine which employee to terminate.

Veteran’s Preference

Veteran’s Preference in hiring, promotional opportunities and layoff retention will be granted in accordance with federal and state law. Job applicants who are claiming Veteran’s Preference will be given job preference in the hiring process, but not to the preclusion of more qualified non- veterans. Individuals must submit current documentation substantiating Veteran’s Preference status to receive a preference. A DD-214 or comparable document which serves as a certificate of release or discharge claim must be furnished.

If an employee wishes to appeal any decision, they may file a complaint with the Florida Department of Veterans’ Affairs within 60 days after receiving notice of the decision. The latest contact information can be found by calling (727) 518-3202 or email at VeteransPreference@FDVA.FL.GOV.

Medical Examinations

Applicants for positions in the Village may be required to undergo a medical examination to determine mental and physical fitness to perform the duties of the classification for which appointment has been offered. All applicants who fail to pass their initial physical examination shall be declared ineligible for hire.

Probationary Periods

All new, regular employees must complete a six-month probationary period, during which they are evaluated by their supervisor. The Village Manager may approve an extension of the probationary period.

Employees completing probation will be evaluated by their supervisor and shall either enjoy continued at-will employment or be terminated. Those who continue employment may qualify for an increase based on performance.

During this period, employees shall be subject to demotion, dismissal or suspension, or other disciplinary action without prior notice or the filing of specific charges.

Work Hours and Pay

Attendance

Regular attendance and punctuality are particularly important responsibilities of Village employees. Except for scheduled and/or authorized time off or unavoidable absences, every employee is expected to be present and on time for work. Any employee who is going to be absent or more than 30 minutes late for work (other than unavoidable circumstances such as a family emergency) shall notify their immediate supervisor. An employee who is absent three (3) consecutive days without authorized leave is considered to resign.

The workweek for full-time employees is 40 hours. Department Directors are authorized to establish flexible work schedules that do not interfere with the efficient business operations of the Village and/or improve the efficient business operations of the Village. Alternate work schedules do not alter Village benefits (e.g., holiday or leave pay).

Non-Exempt - Hourly, non-exempt employees are not to work more than 40 hours per week except when directed by their Department Director or his/her designee. A minimum 30-minute unpaid meal break is recommended for all non-exempt employees **but not required**. Non-exempt employees that choose to work a full day without taking a meal break on a regular basis shall gain approval of their schedule from their Department Director.

Exempt – Exempt employees are expected to work Monday through Friday from 8 a.m. to 5 p.m. unless an alternative schedule is approved by their Department Director or the Village Manager. Exempt employees will have to work additional hours to meet the requirements of their position.

Employees who report for work without proper equipment or attire or who are otherwise unfit for duty as determined by their supervisor may not be permitted to work.

Brief rest periods are authorized for employees as needed. If an accommodation related to attendance is needed, it must be requested through the proper department

Working Remotely/Telecommuting

The Village understands the importance of employees being present in order to foster a conducive and productive working environment. Employees are not allowed to work from home without prior approval of the Village Manager. The granting of work from home will be limited and considered on a case-by-case basis. Not all positions are appropriate or feasible for remote work. Non-exempt employees are prohibited from working remotely off-the-clock (e.g., checking emails, responding to phone calls, etc.).

The ability to work remotely is not a formal, universal employee benefit. Remote work is not an entitlement, it is not a Village wide benefit and is not designed to replace appropriate childcare or to accommodate other personal needs. All remote relationships are at the discretion of the Village Manager, may be terminated by the Village Manager at any time for any or no reason, and in no way change the terms and conditions of employment with Village. The Village Manager has the right to refuse to make remote work status available to an employee and to terminate a remote work arrangement at any time.

Each position has different job-specific requirements, customer or stakeholder needs, collaboration and team-based activities. These differences are key considerations when making decisions about whether a given employee is eligible for remote work.

In evaluating whether a particular position is suitable for remote work, the Village Manager will consider many factors including, but not limited to:

- Whether the nature of the work to be performed remotely is operationally feasible

- Whether the position has tasks that are portable and can be performed from a remote location
- Whether the overall quantity and quality of work performed can be sustained at the remote location
- If the position is a managerial one, whether an employee in the position has the tools and resources to effectively manage direct reports remotely.
- Whether collaboration required by the position is easily accomplished through teleconference or other remote technologies

Remote work arrangements can be occasional, temporary, or regular. Whether the arrangement is for a short period of time, or long term, the following basic requirements must be met:

- Employees must be able to perform the same duties, assignments, and other work obligations at their home office as they do when working on Village's premises.
- Employees are expected to be available to their supervisors, managers, and co-workers during agreed-upon work hours and make their availability clear from their instant messaging work status. Employees will need to ensure that they can be reached through telephone (office, home, mobile), instant messaging (examples: Teams, Slack, Google), or other communication tools that are being used within the employee's department. The Village expects the same level of professionalism and responsiveness from its remote employees as it would from employees working at the office.
- Employees must be available to attend scheduled meetings and participate in other required office activities at the local office as needed. Except for extraordinary circumstances, the Village usually provides at least 24 hours' notice for such events.
- Employees must arrange for childcare or dependent care during their work hours except in cases of extraordinarily extenuating circumstances.
- The employee must be in good standing. The employee has received positive performance evaluations, and they have no documented performance issues on file, and no performance issues have been brought to Human Resource's attention.
- The employee possesses good time management and organizational skills and is self-motivated, self-reliant, and disciplined.

All approved remote/telecommuting arrangements must be documented and approved by Human Resources and the Village Manager.

Pay Periods

Village employees are paid bi-weekly. The work week begins on Sunday at 12:00 a.m. and ends Saturday at 11:59 p.m. All time worked by Village employees shall be recorded using approved time clocking processes. Recorded time must reflect hours worked and time off taken under any circumstances. Intentional falsification of time records will result in termination.

Starting Rates

The advertised hiring range for vacant positions will be the minimum and the midpoint of the position classification. Newly hired employees may earn a salary above the minimum in the position grade; however, they may not exceed the midpoint without approval of the Village Manager.

Overtime Pay

It shall be the policy of the Village to keep overtime work to a minimum. However, when employees are directed by their authorized supervisor to work extra hours in addition to the regular hours or normal work of

the department in which they are assigned, they shall be compensated in accordance with the provisions of the Fair Labor Standards Act. This means that employees who are not exempt from the overtime provision of the FLSA will be paid overtime at the rate of time and one-half for all hours actually worked in excess of forty (40) hours in the established typical work week.

Overtime hours worked by non-exempt employees are compensated for in compliance with the FLSA. For purposes of calculating overtime, time worked includes jury duty, call back hours, court time on behalf of the Village, mandatory training, meetings or education for which the Village requires attendance. All other hours are not considered time worked. No paid absences shall be counted in the computation of overtime. Overtime is based on "actual hours worked", therefore, vacation, sick, holiday, personal day, compensatory time and other such leaves will not be used in the computation of overtime worked.

Working overtime without the prior authorization of the Department Director, or his/her designee, is strictly prohibited. Directors or his/her designee must approve time for all employees within their department prior to payroll processing. Directors may temporarily assign the review of time to a designee when necessitated by leave. Overtime shall, whenever practicable, be distributed in a fair and equitable manner among all employees qualified to perform the work.

Emergency Pay

The Village understands that emergency situations may occur. In the event an emergency is declared by the Mayor, Village Manager, or his/her designee, within the Village, and Village Hall is closed, regular, non-emergency personnel may not be required to report to work until after the Village Manager, or his/her designee, has declared the emergency over. Village employees shall be paid during emergencies in accordance with Comprehensive Emergency Management Plans (as may be amended by resolution annually).

Special Pay

Part-time employees who are required to work on the specified days in accordance with Founders Park operations will be compensated at a Special Pay Rate. Hours worked on the specified days will be paid double the employee's regular rate. Special Pay will apply only to days when Village offices are closed.

Professional License and Certification Incentives

Full-time Administrative & Professional employees may be granted a Certification Achievement Incentive (CAI) to recognize the attainment of a professional license, designation or certification. These licenses/designations/certifications must be recognized as industry leading designations and relevant to the departmental needs as determined by the Department Director and in a discipline that is relevant and related to the employee's current position which would enhance the employee's ability to perform the duties of that position.

Eligible employees shall receive additional compensation, as specified herein, for maintaining a qualifying professional certification or license which has been reviewed and approved by the Department Director, Village Manager and Human Resources Director. The professional certification or license represents extraordinary and exceptional professional competency.

The intent of CAI does not include the completion of an academic degree. If the completion of certification, registration or licensure is a condition of employment, employees are ineligible for the professional development incentive.

Qualifying License/Certifications

The professional certificate or license must be of the highest measure and meet the following criteria:

- The professional license or certification must be issued by either the State of Florida or a nationally recognized professional organization that administers a nationwide competency examination

recognized by the Village as a standard of excellence and professional competency; and

- The license or professional certification shall be directly applicable to the employee's classification, and shall be over and above the basic job qualifications required for the position held; and
- The license or certification must be renewed through additional testing or some form of recertification, i.e., taking additional approved classes each year.
- The professional certificate or license has been pre-approved by the Department Director, Village Manager and Human Resources Director.

License/Certification Levels and Payment

Payment levels are established by the Village Manager and Human Resources Director using the following criteria:

Level 1: Certification achieved through online courses, conferences, classes requiring a skills and competency exam or test, resulting in professional certification recognition by the governing authority. Level 1 certifications are paid \$800 each annually.

Level 2: Licensing is achieved through a series of skills and competency examinations resulting in issuance of a professional license by the governing authority. Level 2 licenses are paid \$1500 each annually.

Payment of annual CAI is divided into twenty-six pay period payments commencing on the pay period immediately following approval.

Employees are limited to receiving a maximum of two (2) CAI's in either level or a combination of levels.

Renewals

Proof of license or certification must be submitted one month prior to the expiration of the license or certificate.

Temporary Higher Classification Pay

The Village Manager may authorize an employee to take on the additional duties of a position in a higher classification than the position currently held by the employee. In cases where the interim or temporary assignment lasts beyond 160 hours (one month) worked, the employee will be eligible for a temporary five (5%) increase in pay for the duration of the assignment.

Cost of Living Increases

The decision whether to or when to grant a cost-of-living increase, as well as the decision about the amount of such increase (if any) will be made in the sole and exclusive discretion of the Village Council during the annual budget process.

Merit Increases

A merit increase is a salary increase within the same job classification, awarded for performance. Merit increases are not automatic. The amount of the merit increases an employee is eligible to receive, if any, shall be determined by the availability of funds, and the system/procedures adopted by Village Council each fiscal year. The Village Manager must approve all salary adjustments.

Unless otherwise approved by the Village Council, merit increases will be processed at the start of the fiscal year.

Holidays

Full-time employees are compensated for twelve (12) holidays as indicated below. Some departments will be required to work on Holidays to keep services open. The employees that work on the actual Holiday and not the observed Holiday will qualify for Holiday pay. Holiday pay cannot be converted into compensatory time. Village employees covered by a CBA shall be paid in accordance with the CBA.

Village offices are closed on the following Holidays:

1. *New Year's Day – January 1
2. Martin Luther King's Birthday – Third Monday in January
3. President's Day – Third Monday in February
4. Memorial Day – Last Monday in May
5. Juneteenth – June 19th
6. Independence Day – July 4
7. Labor Day – First Monday in September
8. Veteran's Day – November 11
9. Thanksgiving – Fourth Thursday in November
10. Day after Thanksgiving
11. Christmas Eve – December 24
12. Christmas Day – December 25

Holidays occurring on a Saturday are observed on the preceding Friday. Holidays falling on a Sunday shall be observed on the following Monday.

Holiday pay is calculated as an eight (8) hour benefit. Those working alternate schedules (e.g., 4/10 work schedule) will revert to a five-eight work schedule or make up the two (2) hour difference in the work schedule by working an additional two (2) hours or using available vacation or personal leave time.

*In years when January 1st (New Year's Day holiday) falls on a Tuesday, Wednesday, Thursday, or Friday, the Village shall also observe ½ day (1:00 PM to 5:00 PM) on December 31st (New Year's Eve) as a holiday.

Paid and Unpaid Leaves

Vacation Leave

Full-time employees shall be entitled to earn and accrue annual vacation leave with pay. Under no circumstances shall temporary, seasonal, provisional or part-time employees be entitled to the provisions of this section. In the event that an employee's status changes from part time to full time, none of the time that an employee served in a part time status will count towards the employee's years of service, for the purpose of calculating the employee's rate of vacation accrual. Employees who separate from the Village and are later rehired will not be allowed to count their prior years of service for purposes of calculating their rate of vacation accrual and will commence employment with zero years of service for purposes of vacation accrual.

Each full-time regular employee will accrue vacation leave from the first day of employment at the following rate:

0 - 3 years – Twelve (12) days per year.

3 - 5 years – Thirteen (13) days per year.

5 - 10 years – Fourteen (14) days per year.

10 - 15 years – Fifteen (15) days per year.

Vacation leave time shall be scheduled and charged to the employee for the actual time away from work. When a Holiday falls on the day before, the day after or during an employee's requested annual leave, it will not be charged against the employee's annual leave balance.

Department Directors are required to discuss employee leave requests with their employees in advance to ensure that the efficient business operations of the Village are not disrupted. Leave may be taken following approval by the Department Director and may only be used as earned.

Annual leave may be accumulated up to a maximum of 192 hours. Any hours accumulated more than 192 hours must be used, rolled over, or cashed out (following the provisions below) by December 31st or the hours accumulated in excess of 192 hours will be forfeited.

Vacation Leave Rollover and Cashout

Employees may elect to request a rollover of up to forty (40) hours of accrued vacation (in excess of the 192-hour maximum) during the second pay period in the month of December each year. Employees electing to rollover accrued vacation time must do so in writing on a form provided by Human Resources.

Employees may elect to request a cashout of up to forty (40) hours of accrued vacation during the second pay period in the month of December each year. Employees electing to cash out accrued vacation time must do so in writing on a form provided by Human Resources.

Sick Leave

Sick leave is a privilege granted to full-time employees as a short-term income protection plan when employees meet the eligibility requirements. Full-time employees shall be entitled to earn and accrue annual sick leave with pay. Under no circumstances shall temporary, seasonal, provisional or part-time employees be entitled to the provisions of this section.

Each regular full-time employee shall accrue eight (8) hours of sick leave for each full month worked. Sick leave is accrued from the beginning of employment and shall not be used in advance of being earned unless the Village Manager has approved an exception.

Employees shall notify their supervisor of the need to take sick leave as far in advance of their appointed time to begin work as possible. Employees who are absent for three (3) consecutive workdays or one (1) tour of duty for Fire Department personnel may be required by their immediate supervisor and/or Department Director to produce a medical certificate signed by a physician indicating the reason the employee was unable to perform their duties. Evidence of abuse of sick leave constitutes grounds for disciplinary action up to and including dismissal.

Sick Leave Transfer Program

The Program enables eligible Village employees to voluntarily donate a portion of their earned sick leave time to other Village employees who have exhausted their own earned leave and who are suffering from a catastrophic health condition or injury that is expected to require a prolonged absence from work.

1. General Provisions:

- a. All full-time employees who are included in the Village's sick leave are eligible to participate as a recipient or donor in the Program, if the affected employee meets the eligibility conditions specified in Sections 2(e) and 3(e), respectively.
- b. The Program Administrator (the "Administrator") shall be the Human Resources Director or his/her designee.
- c. The donating employee and the receiving employee each shall file with the Administrator an application for donating and receiving sick leave.
- d. An employee may request to receive donated sick leave if the Administrator, in his/her sole discretion, finds that the requesting employee meets the qualifying conditions established in Section 2(e) below.
- e. An employee may volunteer to donate sick leave to an employee who has been authorized to receive sick leave donations if the donating employee meets the eligibility conditions established in Section 3(e) below.
- f. All sick leave donations transferred to the receiving employee shall be hour for hour. The receiving employee shall be paid at his/her regular straight-time rate of pay for all donated sick leave used.
- g. The receiving employee may use donated sick leave only for the condition that qualified him/her for such donations.
- h. The receiving employee cannot use donated sick leave for any purpose once the condition that qualified him/her for such donations ceases to meet the qualifying criteria described in Section 2(e) below. Donated sick leave may be used to cover all subsequent absence(s) attributable to the qualifying condition until the qualifying condition ceases to be a cause for further absence, even if the receiving employee returns to work in the interim.

2. Qualifying Conditions for The Receiving Employee:

- a. An employee may receive sick leave donated by another employee or other employees if he or she, at the sole discretion of the Administrator, meets all the following conditions:
 - i. The receiving employee has been employed full-time by the Village for at least one year and has exhausted or will exhaust, in the current pay period, his/her paid leave balances (both sick and vacation) due to his/her

personal illness, injury, impairment, or physical or mental condition which is likely to cause the employee to go on leave without pay; and

- ii. The receiving employee has filed with the Administrator an application for receiving sick leave donations and a medical certification from his/her health care provider verifying the nature and expected duration of his/her condition and the employee's need to be off work; and
 - iii. The receiving employee has used his/her sick leave judiciously prior to the qualifying absence; and
 - iv. The qualifying absence is not covered by Workers' Compensation, short-term disability and/or long-term disability.
- b. The receiving employee shall not receive more than four hundred eighty (480) hours of donated sick leave for any single qualifying incident.

3. Conditions for Donating Sick Leave to an Eligible Recipient:

- a. The donating employee has been employed full-time by the Village for at least one (1) year; and
- b. An employee requesting to donate sick leave hours must complete an application and submit it to the Administrator; and
- c. A donating employee shall donate no more than eight (8) hours and no less than four (4) hours of sick leave to an approved recipient employee per qualifying absence up to a maximum of twenty-four (24) hours of donated sick leave per year, so long as the donating employee's sick leave balance will not fall below ninety-six (96) hours.

4. Remaining Sick Leave:

- a. Any transferred sick leave remaining to the credit of the recipient employee when that employee's personal emergency terminates shall be forfeited by the recipient employee and will not be returned to any donating employee.

Personal Leave

All full-time employees are granted eight (8) hours of personal leave for the calendar year. New full-time employees with employment effective date after July 1st of any year receive fifty percent (50%) of the hours stated above. Personal leave must be used by December 31st, or it is forfeited.

Bereavement Leave

Employees wishing to take time off to attend a funeral or memorial service of an immediate family member shall notify his/her immediate supervisor at the earliest opportunity. The employee's immediate family shall be defined as the employee's spouse, father, mother, step-parents, natural, step and adopted children, brother, sister, father-in-law, mother-in-law, grandparents, brother-in-law, sister-in-law, nieces and nephews. The Village Manager may expand the definition of immediate family upon request of the employee. A maximum of three (3) workdays of paid bereavement leave will be provided to regular full-time employees per incident.

The Village reserves the right to request all pertinent information including deceased relative's name, employee's relationship to the deceased, the name and address of the funeral home, and the date of the funeral.

Military Leave

Any employee who presents official orders requiring attendance for a period of training as a member of the United States Armed Forces Reserve, the Florida National Guard or the State of Florida Reserve may be entitled to Military Leave with pay for a period not to exceed 240 working hours annually in accordance with Chapter 115, Florida Statutes. An employee called to military active duty other than for training will be granted a leave of absence and receive full pay for the first thirty (30) days of active military service.

An employee receiving 240 working hours training period pay or receiving thirty (30) days' pay for active duty shall receive their regular pay irrespective of the amount received from Federal or State Government. After 240 working hours of Military Leave have been used in a calendar year or thirty (30) days for active service, any additional Military Leave will be on a Leave without pay basis.

It is the responsibility of every employee that is a member of the United States Armed Forces Reserve or the Florida National Guard to discuss their Reserve or National Guard status and, to the best of their knowledge, scheduled training dates with their supervisor and/or Department Director.

If an employee is called to active duty, the employee is protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA). The USERRA was enacted to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. They should be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention based on present and future membership in the armed services.

A five (5)-year limit (with some exceptions) is imposed on the cumulative length of time a person may serve in the military and remain eligible for reemployment rights with the pre-service employer; this does not include scheduled drills and applies to per employer.

While the employee is on active duty and away from Village employment, there is potential for the employee to purchase service credit from the Florida Retirement System upon returning to active employment with the Village.

The employee is responsible for the employee portion of the medical insurance premium while deployed. If the employee opts out of coverage due to the life qualifying event, the employee will be able to opt back into medical benefits upon returning to active employment with the Village.

Jury Duty and Witness Duty

An employee who is legally summoned to serve on a jury shall be permitted absence with pay. If excused and/or released, the employee shall report to work. If selected to sit on a jury, the employee will be paid but shall remit any pay received for jury duty to the Village. Employees, while on jury duty, are only to be compensated for time in attendance which coincides with normal scheduled work periods(s). Employees working other than during normal business hours may have their schedule changed to coincide with the judicial proceedings' hours of attendance.

Employees may use their accrued leave, in accordance with Village policies, to function as a witness at trial or deposition or to attend proceedings in connection with a personal or non-Village related legal action. The employee must submit documentation of the proceedings, including any notice or subpoena compelling the employee's appearance at deposition, hearing or trial.

Domestic Violence Leave

The Village permits leave for victims of domestic violence, in compliance with Florida law, codified in Chapter 741, Florida Statutes. An employee who has worked for the Village for three (3) months or longer may take up to three (3) days of paid leave to seek an injunction for protection against domestic, dating or

sexual violence; obtain service from a victim services organization; make their home secure or find a new home; or to seek legal assistance related to domestic violence. The employee may use accrued leave in lieu of unpaid leave.

Compensatory Time

Non-Exempt employees may elect to receive compensatory time off in lieu of overtime pay. An employee who earns overtime and chooses to accrue compensatory time must indicate the amount of overtime they wish to convert to compensatory time in the Time and Labor system prior to payroll processing.

Overtime hours earned for working a Holiday may not be converted to compensatory time.

Once overtime hours are converted, compensatory time can only be used as time off and will not be paid out in lump sum unless the employee terminates employment with the Village.

The maximum annual accrual of compensatory time is eighty (80) hours in a calendar year.

Compensatory time off must be scheduled with supervisor's approval and at a time mutually convenient for the employee and the department.

If a non-exempt employee moves into an exempt position, any compensatory time earned as a non-exempt employee will be paid out prior to the employee moving into an exempt position.

If an employee terminates employment, the compensatory time balance will be paid at the time of separation at the final hourly rate.

Administrative Leave

Paid Administrative Leave will be used in the event of office closure; the time off from scheduled work will not require the use of accrued leave.

Any employee who cannot perform the essential functions of their position or charged with a crime may be placed on an unpaid administrative leave until they can demonstrate job fitness or until such charge is dismissed by the prosecuting authority or until a decision settling the case is rendered. Employees are required to inform the Department Director of a formal accusation, information or charge. An employee who is placed on unpaid administrative leave for a criminal issue pursuant to this section shall be afforded an opportunity to meet with the Village Manager to discuss the circumstances of the arrest, formal accusation or information. The meeting shall afford the employee the opportunity to explain the circumstances so that the Village Manager may, in their sole and exclusive discretion, determine the appropriate course of action, which may include, but is not limited to: continuing the leave without pay; converting the unpaid leave to one with pay pending further inquiry; reinstating the employee with back pay; and/or any other action.

Notwithstanding any limitations on the length of leave set forth elsewhere, unpaid leave under this Section may continue until the employee can demonstrate job fitness or through the resolution of the criminal proceedings related to the arrest, formal accusation or issuance of an information, or until such time as an administrative determination is rendered. Any extensions of time or continuances of any administrative proceedings (including the preliminary meeting with the Village Manager) related to unpaid leave that is attributable to, or caused by, the employee shall be deemed a waiver of any claim for back pay or other benefits lost as a result of that extension of time or continuance.

An acquittal or dismissal of the criminal charges related to the arrest, formal accusation or issuance of information (if any such action occurs prior to the conclusion of any administrative action or inquiry) shall not automatically entitle the employee to reinstatement or any other relief. Instead, upon the conclusion of the criminal proceedings, the Village may conduct (i.e., commence or continue as appropriate) an administrative investigation or inquiry and, if appropriate, impose disciplinary action up to and including termination. The resolution of the criminal charges may be used as a factor in any administrative

determination. For purposes of this rule, the fact that adjudication is withheld or any criminal proceeding which terminates upon the employee's plea of nolo contendere shall not prevent the Village from conducting its own administrative investigation and taking appropriate disciplinary action.

Leave Without Pay

A regular employee may be granted leave without pay for sickness, disability, or other sufficient reasons, which are considered in the best interests of the Village and employee. All leave without pay must be approved by the Village Manager.

Employees will be responsible for the full and total medical, dental, vision premium and supplemental insurance while on leave without pay status. If the employee is a member of the Florida Retirement System, the employee will not receive service credit or contributions for leave without pay. The employee is not covered by the Village's life insurance policy while on leave without pay.

Family and Medical Leave

Pursuant to the Family and Medical Leave Act of 1993 (FMLA), an employee must have a minimum of twelve (12) months service with the Village and at least 1,250 hours worked during the twelve (12) months preceding the date a request for FMLA leave is made to qualify for leave under the FMLA. Only hours worked are counted towards the 1,250-hour requirement. Paid leave of any kind does not constitute "hours worked".

An eligible employee is entitled to a maximum of twelve (12) weeks of unpaid leave in any 12- month period due to one or more of the following reasons:

- A. The birth of the employee's child or placement of a child with the employee for adoption or foster care.
- B. The medical need to care for an immediate family member (spouse, child, stepchild, parent, or grandparent) with a serious health condition (defined below).
- C. The inability of an employee to perform his/her job function because of a serious health condition.
- D. Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is a service member on covered active duty (or has been notified of an impending call or order to covered active duty).

Spouses employed by the Village are jointly entitled to a combined total of twelve (12) weeks of FMLA leave for the following reasons:

- A. The birth of the employee's child or to care for the child after birth.
- B. The placement of a child with the employee for adoption or foster care, or to care for the child after placement.
- C. To care for the employee's parent with a serious health condition.

FMLA leave associated with the birth or placement of a child for adoption or foster care must be completed within twelve (12) months of the birth or placement.

However, a husband and wife may each take twelve (12) weeks of FMLA leave if they are needed to care for their newborn, adopted or foster child who has a serious health condition, provided that the husband and wife have not previously exhausted their FMLA entitlements during the applicable twelve (12)-month FMLA leave period. Spouses employed by the Village are jointly entitled to a combined total of twenty-six

(26) weeks of FMLA leave during any single twelve (12)-month period for leave taken to care of a covered servicemember with a serious illness or injury and any other FMLA qualifying reason.

The terms "child" or "stepchild" include a person eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability.

The full FMLA policy and procedure can be found on the Human Resources webpage [Employee Resources](#).

Workers' Compensation

As required by Florida statutes, all Village employees and volunteers are covered under Florida's workers' compensation laws. Employees sustaining work-related injuries shall notify their immediate supervisor and/or Department Director as soon as possible after the injury and not later than the end of the workday. The Department Director will notify the Human Resource Manager as soon as possible after the accident. Benefits are not paid until after the first seven (7) calendar days of a job-connected illness or injury. If the illness or injury prevents the employee from returning to work for the Village for more than seven (7) calendar days, then beginning the eighth (8th) calendar day, the employee receives an amount equivalent to 66-2/3% of the average gross weekly salary.

An employee who sustains an on-the-job injury or sickness related to employment shall be entitled to the currently applicable Workers' Compensation benefits under Florida Statute Chapter 440. This includes medical attention, time loss and wage loss as defined in Chapter 440. Any negligence on the part of an employee shall instead cause use of sick leave accumulations or use of other forms of compensation and time. Failure to use appropriate safety equipment or where there is drug involvement, either of which may have been the cause of an accident, results in at least a 25% reduction in occupational disability payments.

The rate of pay utilized in the computation for benefits is the amount per hour paid to the employee at the time of the accident.

When an employee is injured, the following shall apply:

- The employee shall immediately notify their supervisor of any injury and in all cases at least within twenty-four (24) hours of their occurrence. An executed copy of the DWC-1 must be completed.
- The employee must completely cooperate with medical direction, advice and any physical therapy recommended, which is made available from the medical panel of providers. All authorized physical and occupational therapy sessions will be scheduled during the employee's non-duty time, if the employee is otherwise able to work, to the extent possible.
- The employee shall apply for any pension benefits (local, state, or federal) to which he is entitled to, which may result in a substitution of payments normally made by the Village.
- If the workers' compensation physician clears an employee for "light duty," placement in such status shall be at the sole discretion of the Department Director based on operational needs.

Benefits

Health, Dental and Vision

All full-time employees are eligible for group medical, dental, and vision insurance coverage. Employees that begin employment prior to the 1st of the month will be eligible for benefits on the 1st of the following month. For example, if you start employment July 28th, you are eligible for benefits on August 1st.

The Village shall seek to provide health coverage at minimal cost to employees, but the cost born by the Village and cost shared by the employee will fluctuate annually based on available funding as determined by the Village Council during the budget approval process.

Health Insurance Opt-Out

Village employees have the option to opt-out of the offered group medical insurance. If an eligible employee elects to decline the Village offered group medical insurance, the employee must submit an executed Health Insurance Opt-Out form and provide proof of insurance to Human Resources within the first thirty (30) days of employment or during the open enrollment period. The Village may elect to provide a Health Insurance Opt-Out stipend depending on available funding as determined by the Village Council during the annual budget approval process.

Voluntary Supplemental Insurance Plans

Full-time employees are eligible to participate in voluntary supplemental insurance plans at 100% of the premiums paid by the employee through after-tax payroll deductions. Supplemental insurance plans are offered at time of hire and during open enrollment periods.

Basic Life and Accidental Death and Dismemberment Insurance

The Village provides Basic Term Life insurance for all eligible employees at no cost. The benefit amount for active employees is one (1) time the employee annual salary, rounded to the next higher multiple of \$1,000, (if not already a multiple of \$1,000) to a maximum of \$100,000. The Basic Term Life insurance benefit will be paid in the event of the insured's death.

The Village provides Accidental Death & Dismemberment (AD&D) insurance, which pays a benefit in addition to the Basic Term Life benefit when death occurs because of an accident. The AD&D benefit amount equals the Basic Term Life benefit amount.

Retirement

The Village is a member of the Florida Retirement System and will make employer-based contributions for all regular employees hired after January 1, 2016. All participating employees are required to make contributions. Contribution rates are set by state legislature and adjusted on the first day of July every year.

Employees hired for six (6) months or less, temporary or seasonal employees, do not qualify for the Florida Retirement System.

Full-time employees will also be eligible to make voluntary contributions to a deferred compensation plan at time of hire or during open enrollment periods.

Training Opportunities

Village employees are encouraged to participate in training opportunities that enhance job skills and knowledge. Based on funding availability, training opportunities may include courses, seminars, and conferences.

Authorization for training is recommended by the Department Director and approved by the Village Manager. Directors are encouraged to plan and budget for staff training accordingly.

If a non-exempt employee is required to attend training sessions, that results in more than forty (40) hours worked in the workweek, including the training and travel, the employee shall be paid overtime or compensatory time at 1.5 hours for each hour over forty.

Staff's time to attend the conference will be treated as hours worked unless all of the following conditions apply: the attendance is outside the employees' shift; the attendance is voluntary; the training is not directly related to the employee's job; and the employee does not perform productive work while attending the conference.

In any workweek in which an employee attends an approved conference, their schedule will follow the conventional 5-day/8-hours per day schedule.

Education Reimbursement

The Village is committed to the continued success of its employees and encourage advanced education. To assist employees with pursuing higher education, the Village offers tuition reimbursement for approved degree programs or courses of study at accredited education programs in accordance with Administrative Procedure #HR002.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Village provides continuation coverage in accordance with federal law [Public Law 99-272, Title X, as amended, commonly known as COBRA]. COBRA requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end ("Qualifying Events"). Notice of the rights and obligations under COBRA is provided to all employees and their families upon commencement of coverage under the Village's group health plan.

Village of Islamorada's employees have the option to continue their medical, dental, and vision insurance plans when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation, termination, divorce, legal separation, and dependent children no longer meet eligibility requirements. COBRA allows the employee to continue coverage on the Village medical, dental, and vision plans at their own expense for a limited time. Additional program requirements are available from the Human Resources Director.

Performance Management, Disciplinary Action and Appeals

It is the duty of every employee to make conscientious efforts to work and behave in accordance with the values, service standards, rules and regulations of the Village and the Department where they work. Each employee is expected to be self-disciplined and to work hard to be the best at what they do.

Performance Management

Performance management is an ongoing cycle of creating a performance plan, observing, and documenting performance and behavior, providing feedback, coaching, and mentoring, and finally, evaluating performance to assess trends and plan for the future. The goal of the performance management process is to help employees and leaders achieve the organization's overall vision.

Evaluating and managing employee performance is a continuous and, sometimes, complex process that is the primary responsibility of those holding positions that supervise others.

Managing employee performance has many components, such as:

- Setting goals and objectives to achieve successful performance.
- Evaluating the performance against goals and objectives of the position.
- Monitoring performance and coaching for improvement.
- Implementing corrective action or discipline.

Performance Evaluation

The evaluation process will allow for employee feedback and must be signed by the employee, the supervisor conducting the evaluation (where applicable), the Department Director, Human Resources Director and the Village Manager.

Employee evaluations will be conducted as follows:

Probationary – Shortly following the completion of an employee's probationary period. The evaluation will recommend continuation of employment, continuation of employment on a probationary status, or release from employment.

Mid-Year – Every employee will be evaluated in March at the midpoint of the Village fiscal year. Mid-year evaluations are to be completed by the last business day of March unless the Village Manager grants an extension.

End of Year - End of year evaluations will be conducted in September and are due by the last business day of the month unless the Village Manager grants an extension. End-of-year evaluations will be used to determine merit-based bonus or increase if funding for such is included in the approved budget. Any increase shall become effective on the first day of the first full pay period in the fiscal year. Probationary employees will not receive any evaluation other than probationary, and those elevated to continued employment following the Mid-Year evaluation will not be eligible for a merit-based bonus following their first End of Year evaluation.

Disciplinary Action

Corrective action is typically warranted when an employee is not meeting standards of attendance, performance, or conduct. To implement corrective action, the Village endorses a policy of progressive discipline in which it attempts to provide notice of deficient performance and an opportunity to improve. The Village does, however, retain the right to administer discipline in any manner it sees fit. The Human Resources Director shall be consulted before any formal disciplinary action is taken.

Progressive discipline is a process that is used to address employee performance issues, behavior, and violations of policy and/or procedures. It is called "progressive" because the consequences increase in severity if the employee does not improve. The goal is to help employees understand the problem and give them a chance to improve before moving to more serious consequences.

When an employee is not successful at meeting the requirements of the job, it is the responsibility of the immediate leader and/or the Department Director to mentor, counsel, and discipline employees to correct performance problems.

Forms of Discipline

The Village recognizes the forms of discipline (in order of severity):

Coaching for improvement (verbal warning) - The point of administering any type of coaching in a workplace setting is to change negative behaviors into positive ones. Coaching for performance sets the tone to influence and empower the employee to make the performance or behavioral changes willingly.

Written warnings - A written warning is formal documentation of an incident or violation of policy/expectations. The written warning shall be signed by the immediate supervisor or Department Director and a copy provided to the employee. A copy must also be kept in the employee's personnel file maintained by the Human Resources Director.

Performance Improvement Plans (PIPs) – A PIP is a detailed description of all areas that an employee is expected to improve with specific actions the employee is to take and/or complete by dates certain and defined measurable outcomes. A PIP must be written and delivered to the employee by the Department Director or Village Manager. PIPs must be signed by the Department Director, Human Resources Director and the employee and a copy given to the employee as well as kept in the employee's personnel file maintained by Human Resources.

Suspension – Employee's may be suspended with or without pay by the Village Manager.

Demotion – Reassignment of an employee to a position in a lower grade or at a lower pay rate/salary based upon their inability to perform their current position. Demotion is an option only for employees who have demonstrated satisfactory attendance and conduct.

Termination – Termination should be reserved for the most serious offenses and where employees show an inability to improve their attendance, conduct or performance. The Village Manager has ultimate responsibility for all terminations.

Types of Offenses

The list includes, but is not limited to, reasons which may require disciplinary action, up to discharge. A violation of any reasonable standard of employment, whether or not specifically listed herein, will result in appropriate disciplinary action, which may include discharge for the first offense, depending upon the seriousness of the offense.

- Willful or repeated violations of State or Federal law or of these policies and procedures.
- Insubordination - Refusal to respond to authority's reasonable request(s) or instruction.
- Misconduct - Behavior not conforming to prevailing standards. Misconduct may include but is not limited to the following: Fighting or inflicting bodily harm on another person, gambling, dangerous horseplay, being under the influence or possession of illegal drugs or alcoholic beverages, immoral behavior, smoking in restricted areas, any violent act or language which adversely affects morale, production, or maintenance of discipline. Rudeness or acts of disrespect to members of the public, supervisors, or other employees; on duty or off duty. Employees shall not consume or be under the influence of alcoholic beverages while on duty nor shall they use or be under the influence of,

consume or possess illegal substances while on duty, or on Village property at any time.

- Theft or pilfering – Possessing, unauthorized use of, taking, removing, destroying, or tampering with Village property without proper authorization.
- Fraud or Dishonesty – Falsification of Village documents, records, or failure to give complete information for personnel records. Intentionally making false statements either oral or written about the Village, other employees, supervisors, oneself, or work situations.
- Absenteeism or abuse of sick leave – Habitual or excessive absence from work, or failure to return to work promptly upon expiration of leave or vacation.
- Tardiness - Failure to report to assigned workstation on or before the scheduled starting time.
- Leaving assigned work area – Except for emergency reasons or with the supervisor's approval, employees are not to leave their assigned work area.
- Misuse of time – Sleeping or other acts of inattention or neglect of duty. Unauthorized sale of articles or services, distribution or posting of literature, canvassing, polling, or petitioning.
- Abuse of Village policies and procedures – Misuse or abuse of established Village policies such as vacation, sick leave, leave of absence, excused absence, or any rule, regulation, policy, or procedure.
- Safety violations – Unauthorized possession and/or use of weapons, ammunition, or explosives. Failure to observe Village and general safety practices and regulations. Neglect in the safety of others or the committing of unsafe acts in the use and care of Village property or equipment.
- Illegal driving – Driving private or Village vehicle while on Village business when not possessing a valid Florida driver's permit or liability insurance, in accordance with the Village safety policies.
- Malicious or negligent destruction of property – Willful or malicious destruction of Village property. Damage of property by failing to use proper equipment, care, and good judgment.
- Incompetence or inefficiency – Inability or failure to perform work of an acceptable standard after a reasonable trial and training period.
- Discrimination in employment – Discrimination against an employee or an applicant for employment because of race, color, national origin, sex, religion, creed, sexual orientation, handicap, or age as defined in State and Federal laws.
- Acceptance of unauthorized compensation.
- Mifeseance – The doing of a lawful act in an unlawful or improper manner so that there is an infringement on the rights of others.
- Possession, use, sale, attempt to sell or procure any illegal substances on or off Village property whether on or off duty.
- Use or procurement of alcoholic beverages while on duty. Use of alcoholic beverages while operating or riding in a Village vehicle.
- Discourteous, insulting, abusive or inflammatory language or conduct toward co-workers or the public.
- Sleeping or hiding during duty hours.

Indictments, Prosecutions, Arrests

It is the responsibility of the Village to maintain a proper workforce. Employees who are arrested, indicted by a Grand Jury, or on whom information has been filed by a prosecuting official, shall be given a pre-determined hearing to determine the effect of said action and/or circumstances surrounding said actions

have on his or her employment with the Village, which may result in disciplinary action. If the employee is tried and found guilty and the conviction is not reversed or pleads to the offense, he or she may be terminated from his or her position in the Village.

Failure to Cooperate in a Job-Related Investigation

As a condition of employment, any Village employee may be required, upon due notice, to cooperate with respect to any job-related hearing or investigation scheduled by the Village, or any person, or body authorized to act on its behalf. This duty of cooperation also extends to any “outside” agency, body or court of law with respect to any job-related matters.

Any employee who refuses to appear at any such hearing or inquiry, or who having appeared fails to answer questions related to the performance of their official job duties will be considered to have resigned from their employment with the Village.

Appeals

An employee may appeal any of the disciplinary actions listed above to the Village Manager within seven (7) calendar days after notice of the disciplinary action. All appeals must be in writing and set forth the reasons why the employee feels the action was not warranted.

Upon receipt of a timely appeal, the Village Manager shall schedule a meeting with the employee and the employee’s supervisor and/or Department Director. The Village Manager will hear the appeal and may make further inquiries into the matter. The Village Manager shall make a final decision within three (3) business days and transmit a written copy to the employee via first-class mail to the employee’s address on file within three (3) business days.

Employees that are members of the union and covered by the CBA shall follow the appeals procedures identified in the CBA and are not permitted to use the appeals procedure described herein.

Employee Complaint Procedure

Purpose

The purpose of this policy is to assure employees that file claims pertaining to a violation of these policies as well as Departmental rules and regulations that those claims will be considered fairly, rapidly and without reprisal. Disciplinary action is not subject to this section but may be appealed as described in the Disciplinary Action section of the Policy.

Procedure

Step One:

An employee shall present his/her complaint in writing to their Department Director within five (5) business days of the incident. Department Directors shall submit complaints in writing to the Village Manager.

Step Two:

The Director shall provide a written response to the complainant within three (3) business days of receiving the complaint.

Step Three:

If the complainant is not satisfied with the response from the Director, he/she may ask the Village Manager to review the complaint within seven (7) business days of the response.

Step Four:

The Village Manager shall provide a written response to the complainant within seven (7) business days of receiving the complaint. The matter will be considered closed, and the associated correspondence will be maintained in the employee's personnel file.

Exception:

If the complaint is about the Village Manager or any other person whose official or political position leads an employee to believe that the complaint may be ignored or handled improperly, the individual who experiences or sees any prohibited form of harassment which he/she is required to report may report the conduct to the Village Attorney, who shall see that it is properly processed in accordance with Administrative Procedure #HR001 and kept confidential to the extent possible. Individuals who make complaints have an obligation to assist and cooperate with the Village's investigation.

Separation from Employment

Resignation

An employee who terminates voluntarily may resign in good standing, provided the employee gives a minimum of two (2) weeks' notice to the Department Director. Department Directors are expected to give minimum resignation notification of at least thirty (30) days. Under appropriate circumstances the Director or the Village Manager may approve a shorter notice period.

Resignations shall be submitted in writing, signed by the employee, and provide an effective date. However, an oral resignation may be accepted under certain circumstances. The Department Director or the Village Manager will forward the resignation to the Human Resources Director to be placed in the employee personnel file.

Termination - Fully Vested in Florida Retirement System (FRS)

If an employee resigns and is fully vested in the Florida Retirement System (FRS) Pension Plan and has met the vesting requirements based on hire date (six-year vesting period for employees hired prior to July 1, 2011, or eight-year vesting period for employees hired July 1, 2011, or later) you may be eligible to retire immediately.

If you are in the FRS Investment Plan and have one or more years of creditable service, you are eligible to retire.

Termination - Not Fully Vested in Florida Retirement System (FRS)

Employees participating in the Florida Retirement System (FRS) Pension plan that are approaching retirement should contact an FRS representative to determine their retirement eligibility. Normal retirement eligibility is determined by your age and years of creditable service.

If you are in the FRS Pension Plan, there is a six-year vesting period for employees hired prior to July 1, 2011, and an eight-year vesting period for employees hired July 1, 2011, or later. If you are not vested in the plan, you retain ownership of that service credit, but do not qualify for a future benefit until such time that you accrue a total of six years of creditable service for employees hired prior to July 1, 2011, and an eight-year vesting period for employees hired July 1, 2011, or later (which do not have to be consecutive or with the same employer).

If you are in the FRS Investment Plan, there is a one-year vesting period. If you have less than one year in the plan, you must be re-employed with an FRS participating agency (in a benefits-earning position) within five years to retain ownership of the employer's contributions in your account. If you are not employed with a participating agency within five years, you will forfeit your unvested account balance.

If you are in the FRS Pension or Investment Plan, please contact the MyFRS Financial Guidance line at (866) 446-9377 for distribution/retirement options.

Retirement

Retirement is voluntary separation from the employment of the Village upon completion of a specified term of service with entitlement to benefits, then in effect from, a plan administered by the Village. An employee planning to retire shall advise the Human Resources Director no less than six (6) weeks in advance of the retirement date.

Medical

If disability of any kind is discovered and it impairs the employee's ability to perform the essential functions of the job or makes continuance of the job a direct threat to the safety or welfare of the employee or others, the Village may request that the employee be examined by a Village-selected physician. The following action shall be taken:

- A. An employee may be separated for disability because of a physical or mental impairment when he/she cannot perform the essential functions of the job with reasonable accommodation as determined by the Village. In all cases, the decision to separate must be supported by medical evidence acceptable to the Village Manager. The Village may require an examination at its expense and performed by a physician of its choice.
- B. If the employee cannot be accommodated to perform the essential functions of his/her job, the Village may attempt to place the employee in another vacant position that the employee can perform with or without reasonable accommodation.
- C. In accordance with the ADA, employees will be provided reasonable accommodation for qualified disabilities provided the accommodation does not cause undue hardship on the Village as determined by the Village Manager.
- D. The Village reserves the right to at any time to require an evaluation of an employee to verify their fitness for duty whenever a reasonable belief based on objective evidence exists to question fitness for duty. The failure to cooperate is considered insubordination.

Reduction in Force

The Village may reduce the number of employees because of lack of funds, shortage of work, the completion of a project, or any other causes not reflective of poor performance by the employee. The duties of any employee separated by a reduction in force may be reassigned to other employees.

Involuntary Separation

Involuntary separation is termination of employment initiated by the Village. Involuntarily separated employees are not eligible for rehire and will not receive payout of any leave balances.

Death

For record keeping purposes, separation shall be effective on the date of death. All benefits due to the employee, as of the effective date of separation will be paid to the beneficiary as designated by the employee on their benefit enrollment forms. Any final wage payments will be made to the beneficiaries listed on the employees' Village-provided life insurance.

Exit Interviews

Separated employees will be given the opportunity to participate in an exit interview electronically during the offboarding process.

Village Property

At the time of separation and prior to receiving final monies due, all records, equipment, uniforms, keys, tools, and other items belonging to the Village in the employee's custody must be turned in to the Department Director. The Director shall acknowledge receipt of such items in writing and submit the certification to the Human Resources Director for the former employee's personnel file. Any monies owed to the Village due to an employee's failure to return Village property may be offset against the employee's final paycheck or may be collected through civil action or criminal charges.

Pay on Separation

Employees who are involuntarily separated from employment with the Village, including probationary employees, are not eligible to receive payment of any accrued benefits including vacation and sick leave unless otherwise determined by the Village Manager. Any monies due to the Village may be withheld from final pay at separation. Final payments will be paid in accordance with Florida State Statutes.

Sick Leave Pay Upon Termination

Employees hired prior to September 30, 2018, who are resigning, retiring, or being laid off in good standing from the Village shall be paid for half of their sick leave balance. Employees with an effective date of hire as a full-time employee on October 1, 2018, or after will not receive payout of accrued sick leave balance.

Sick leave balance payout will be paid in full and made to an employee's beneficiary as indicated on the Village life insurance policy in the event of their death.

Vacation Leave Pay Upon Termination

Accumulated vacation leave will be paid to employees who are resigning, retiring, or being laid off in good standing with the Village. Leave will be paid out at the employee's current rate of pay. Terminated employees may be denied vacation balance payout as determined by the Village Manager.

Vacation leave balance payout will be made to an employee's beneficiary as indicated on the Village life insurance policy in the event of their death.

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Islamorada, Village of Islands Employee Policies and that I have read it, understand it, and agree to comply with it. I understand that the Village has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the policies at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify these policies. Changes can only be made if approved in writing by Village Council. I also understand that any delay or failure by the Village to enforce any rule, regulation, or procedure contained in the policies does not constitute a waiver on behalf of the Village or affect the right of the Village to enforce such rule, regulation, or procedure in the future.

I understand that neither these policies nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Village representative, I am employed "at-will" (to the extent permitted by law) and these policies do not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Village representative) or a collective bargaining agreement that conflicts with the terms of these policies, I understand that the terms of the employment agreement or collective bargaining agreement will control.

These policies are not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). These policies are not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in these policies prohibit an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

These policies supersede any previous policy statements, whether written or oral, issued by Islamorada, Village of Islands.

If I have any questions about the content or interpretation of these policies, I will contact Human Resources.

Signature

Date

Print Name

APPENDIX

Related Section	Revision/Addition	Comments
Preamble	Addition	Administration Code of Ethics added (page 5-6)
Introduction	Addition	Under “Administration” added: “The Human Resources Director shall be responsible for the administration of this Policy under the direction of the Village Manager.” (page 8)
Reporting Discrimination and/or Harassment	Addition	Added language: “If the complaint is about the Village Manager or any other person whose official or political position leads an employee to believe that the complaint may be ignored or handled improperly, the individual who experiences or sees any prohibited form of harassment which he/she is required to report may report the conduct to the Village Attorney, who shall see that it is properly processed in accordance with Administrative Procedure ##### (page 13)
Safety In Private Spaces Act	Addition	Added language: “Employees shall at all times comply with the provisions of Section 553.865, Florida Statutes, enacted by Chapter Law 2023-106, the Safety in Private Spaces Act. Any employee who willfully enters a restroom or changing facility designated for the opposite sex will be subject to discipline, except under one of the following conditions: (1) to accompany minor, elderly person, or person with disability; (2) for law enforcement or government regulatory purposes; (3) to render emergency medical assistance; (4) to clean or maintain, but only if the room is not in use; or (5) to use the room if the room designated for the opposite gender is out of service and the room is not in use. (page 16)
Smoking and Use of Tobacco	Revision & Addition	Smoking prohibited – Village owned, rented, or leased

		properties, beaches, parks and vehicles.
Use of Village Vehicles	Addition	See complete section page 20.
Working Remotely/Telecommuting	Addition	See complete section on page 25.
Special Pay	Addition	Added language: "Part-time employees who are required to work on the specified days in accordance with Founders Park operations, will be compensated at a Special Pay Rate. Hours worked on the specified days will be paid double the employee's regular rate. Special Pay will apply only to days when Village offices are closed." (page 27)
Professional License and Certification Incentives	Addition	See complete section page 27.
Holidays	Revision	Added alternate schedules reverting back to 5/8's. Added language for New Years Eve. Page 29
Vacation Leave Rollover and Cashout	Addition	Added language for both rollover in excess of 192 hours and a "cashout" option. Page 30
Sick Leave Transfer (Opt 1) and Sick Leave Pool (Opt 2)	Revision	Revises Sick Leave Transfer Program pages 31-34
Health Insurance Opt-Out	Addition	Page 39
Employee Complaint Procedure	Addition	"Exception" section page 45



ADMINISTRATIVE PROCEDURE #HR001
COMPLAINTS AGAINST CHARTER OFFICERS
EFFECTIVE DATE: 00/00/2025

I. PURPOSE AND APPLICATION

The purpose of this procedure is to establish guidelines for the filing, processing and prompt resolution of formal or informal complaints concerning the alleged actions or conduct of Village Charter Officers and its Elected Officials.

The Village takes all complaints seriously regarding the service provided by its Charter Officers and Elected Officials, and such complaints shall be addressed in a timely manner. The intake process is described below.

Complaints will be processed in accordance with this policy as well as any and all applicable federal, state or local laws and regulations.

II. DEFINITIONS

- a. Charter Officers: This shall refer to those positions created and defined within the Village of Islamorada, which positions include: Village Attorney, and Village Manager.
- b. Elected Officials: This shall refer to any person elected or appointed to hold office on the Village Council in Islamorada, Village of Islands.
- c. Complainant: This shall refer to the individual making a complaint against a Charter Officer or Elected Official.
- d. Subject: This shall refer to the individual against whom a complaint is being made (i.e., Charter Officer or Elected Official).

III. CONFIDENTIALITY AND PRIVACY INTERESTS

An essential duty of Village Charter Officers and its Elected Officials is to be accountable to the public they serve. While residents deserve to have access to some information about complaints and complaint trends, while a complaint investigation is pending, this must be balanced with the needs of the parties to have a safe, fair and impartial process with appropriate confidentiality. As such, in receiving, processing and resolving complaints, information will be kept as confidential as possible to protect the integrity of the investigation. To that end, complaints and information about the investigation must be kept confidential by all parties, witnesses, those who handle the complaint(s), and those who recommend discipline or remediation, to the fullest extent possible.



ADMINISTRATIVE PROCEDURE #HR001
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EFFECTIVE DATE: 00/00/2025

Complainants or witnesses who face reprisals as a result of being involved in the complaint process may file separate complaints of retaliation, which will be processed and resolved in the same manner as the original complaint.

IV. SUBMITTING A COMPLAINT

FOR COMPLAINTS AGAINST CHARTER OFFICERS:

A complaining party may submit a complaint to the Human Resources Director via email, regular mail or verbal communication. If the complaint is made verbally, the Human Resources Director must reduce the complaint to writing and obtain the signature of the Complainant attesting to the accuracy of the information contained in the written documentation prepared by the Human Resources Director.

FOR COMPLAINTS AGAINST ELECTED OFFICIALS:

A complaining party may submit a complaint to the Human Resources Director or the Village Attorney via email, regular mail or verbal communication. If the complaint is made verbally, the recipient of the complaint (whether the Human Resources Director or Village Attorney), must reduce the complaint to writing and obtain the signature of the Complainant attesting to the accuracy of the information contained in the written documentation prepared by the Human Resources Director or Village Attorney.

V. INTAKE REQUIREMENTS

The Village Attorney or Human Resources Director shall ensure that the following information is contained in the complaint:

- a. Date the complaint is presented
- b. Name or other identifiable information regarding the subject of the complaint
- c. Complainant contact information
 - i. Name
 - ii. Address
 - iii. Phone number
 - iv. Email address
- d. Nature of complaint, including providing as much detail as possible to assist in the resolution of the issue
- e. Desired outcome/remedy sought



ADMINISTRATIVE PROCEDURE #HR001
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EFFECTIVE DATE: 00/00/2025

VI. RESOLUTION PROCESS

- a. Barring exigent circumstances (e.g., Act of God or nature, declared emergency or unavailability of the Council members), within five (5) days of receiving a complaint, the Human Resources Director or Village Attorney (whoever receives it, as prescribed above) will contact the Village Clerk to coordinate holding a meeting (which may be a special meeting if no regularly scheduled Village Council meeting is upcoming) for the Village Council to conduct an initial evaluation of the complaint.
- b. Village Councilmember participation. If a complaint is filed against a Village Council member, the named Council member must not participate in any Council discussion or vote related to the complaint. However, that named Council member may defend and respond to allegations in the complaint during the investigative process, and may otherwise fully participate in any investigation of the complaint.
- c. Initial evaluation by the Council. Council members who are not named in the complaint will initially evaluate the complaint at a public meeting (whether at a special or regularly scheduled Village Council meeting as discussed above) to provide direction on whether the allegations in the complaint:
 - i. Are facially sufficient in whole or in part to warrant investigation; or
 - ii. Are facially insufficient to warrant investigation and are therefore subject to dismissal. The Village Council's dismissal of the complaint is not subject to review.
- d. Investigation of a complaint. If the Village Council determines that the complaint warrants investigation, the participating Village Council members shall refer the complaint for investigation by a qualified law firm or a Human Resources consultant qualified to conduct investigations. The identities of the Complainant and the Subject will remain confidential until final action on the complaint by the participating Village Council members.
- e. Timeline for investigation of the complaint. Every effort will be made to complete a prompt and thorough investigation within 45 days. For any



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investigations that exceed 45 days, regular updates concerning the progress of the investigation will be given to the Complainant and Subject.

- f. Investigation report. After the investigation of a complaint concludes, the investigator will prepare a written report with findings of fact and conclusions of law relating to the complaint. The report will be provided to the Village Attorney or Human Resources Director (whoever initially received the complaint), who is then responsible for providing the report to the participating Village Council members for such action as the participating Village Council members deem appropriate.
- g. Consideration of the investigative report. The investigative report will be placed on the agenda of the next available meeting of the full Village Council for final action. The report will be available for public inspection under the Florida Public Records Act after final Village Council action in open session.
- h. Final Action. By the affirmative vote of participating Village Council members, the Village Council may conclude to impose whatever penalties it deems appropriate, based on the findings in the report. The Village Council by majority vote may vote to dismiss the complaint if, for instance, the report finds that the allegations are unsubstantiated. If the allegations are substantiated as it relates to a Charter Officer, the Village Council may by majority vote determine to terminate the individual or impose a lesser sanction (e.g., oral or written reprimand, or placement on a Performance Improvement Plan). As it relates to elected officials, if the allegations are substantiated, the Village Council by majority vote of the rest of the Council not named in the complaint, may impose any one (1) or more of the following penalties:

- (1) Oral reprimand;
- (2) Written reprimand;
- (3) Public censure (via resolution read at a public meeting);
- (4) Referral to the Governor for action;
- (5) Referral to the Florida Commission on Ethics, Office of Inspector General, or any other agency deemed appropriate depending upon the nature of the violation;



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- (6) Any other lawful penalty deemed to be reasonable and appropriate by the Village Council.
- i. Both the Subject and Complainant will be notified as to the outcome of the complaint after the aforementioned final action by the Village Council.



ADMINISTRATIVE PROCEDURE #HR002
EDUCATION REIMBURSEMENT
EFFECTIVE DATE: 00/00/2025

I. PURPOSE AND APPLICATION

The Village believes that education has a positive impact on an employee's contribution to the Village and the employee's personal growth. The purpose of this procedure is to establish a tuition reimbursement program to help eligible employee improve skills and enhance opportunities for advancement within the Village.

II. ELIGIBILITY

All full-time employees, with the exception of employees who are covered by a Collective Bargaining Agreement, who have successfully completed a minimum of one year of continued employment with the Village are eligible to receive reimbursement.

III. COURSE REQUIREMENTS

All courses or degree programs must be from an accredited college or university or trade school.

Courses must be for credit or extended education purposes (required to fulfill specific requirements for a degree program that the employee is currently enrolled in).

Courses must be related to the employee's current job or deemed to increase the employee's knowledge, skills, abilities relative to potential advancement opportunities available within the Village.

Courses must not interfere with the employee's job responsibilities and must be taken on the employee's own time.

IV. PROCESS

During the budget preparation process, the employee should meet with his/her department head or designee to request consideration for tuition funding for the next budget year. Prior to registration, the employee is required to complete a Tuition Reimbursement Request Form and submit the form to Human Resources with course description(s) for individual classes. Alternatively, if enrolling in a degree program, the employee is required to submit an outline of all courses required (with course descriptions) for advance approval of the degree program. Once the degree program is approved, the employee will follow the process for individual classes.



ADMINISTRATIVE PROCEDURE #HR002
EDUCATION REIMBURSEMENT
EFFECTIVE DATE: 00/00/2025

After approval is obtained from Human Resources, the employee should register for the course(s) and submit the Tuition Reimbursement Request Form, proof of registration, and proof of payment to Human Resources within thirty (30) days from the date of registration. Within sixty (60) days of course completion, the employee is required to submit grade(s) to Human Resources for final review of eligible tuition reimbursement.

V. REIMBURSEMENT

Approval of tuition reimbursement requests is contingent upon the availability of funds specifically budgeted for this purpose. Should funding become insufficient to meet reimbursement requests due to increased demand, budget constraints, or for any other reason, reimbursements will be processed on a first come first served basis.

- Reimbursement is limited to \$5,250 per calendar year, per employee.
- Upon enrollment: Reimbursement will be made on the basis of fifty percent of the tuition cost upon enrollment (not to include registration fees, books, lab fees, etc.)
- Upon completion: Reimbursement will be made on the basis of twenty-five percent of the tuition cost (not to include registration fees, books, lab fees, etc.) with a passing grade of C or better upon completion of the course. Documentation of the passing grade must be submitted to Human Resources within sixty days of completion of the course to be eligible for the twenty-five percent.
- Employees who receive tuition support or financial assistance from alternate sources must report such amount(s) and shall not be eligible to be reimbursed for any amount that they do not have to repay.

VI. REPAYMENT OBLIGATION

Employees who drop or fail a course will not be eligible for reimbursement and are required to reimburse the Village for any tuition reimbursement already received within thirty (30) days of the event.

Employees who do not submit final grade(s) within sixty days of completion of course(s) are required to reimburse the Village for any tuition reimbursement already received for that course.



ADMINISTRATIVE PROCEDURE #HR002
EDUCATION REIMBURSEMENT
EFFECTIVE DATE: 00/00/2025

Employees who leave employment by their own initiative shall be required to reimburse the Village according to the following schedule:

- Within one year of completion of the course: 100%
- Within twenty-four months of completion of the course: 75%
- Within thirty-six months of completion of the course: 50%

VII. APPEAL PROCESS

If a request for tuition reimbursement is denied, the employee may file an appeal in accordance with Personnel Policy Manual "Employee Complaint Procedure".



ADMINISTRATIVE PROCEDURE FIN001
TRAVEL AUTHORIZATION & EXPENSE REIMBURSEMENT
EFFECTIVE DATE: 00/00/2025

I. PURPOSE AND APPLICATION

The attendance of Village staff and elected officials at professional meetings, conference, training courses, or Village-sponsored events to conduct official Village business benefits employees and the Village through increased awareness of technical and administrative developments and through the exchange of ideas with peers. Additionally, travel may be part of an employee's official duties.

This procedure applies to pre-approved travel authorization and reimbursement of costs after travel completion for Village employees, elected officials, and other authorized persons. The purpose of the procedure is to:

- a. Provide a reasonable and systematic means by which travel for Village purposes may be approved and controlled, consistent with efficient and economical operation, and
- b. Standardize reimbursable travel costs and procedures, approval, and submittal of such costs for Village employees and officials regardless of funding source or purpose of trip.

II. TRAVEL AUTHORIZATION – VILLAGE EMPLOYEES

Although travel costs are generally included in Village's Fund and Departmental budgets, all travel undertaken by Village employees paid for by the Village must be authorized in advance by the employee's Department Head/Director, the Finance Director, and the Village Manager. Village employees shall obtain written approval to perform the travel, attend the meeting, etc., with estimated cost information including, support documents, before making any commitment to pay registration fees, purchase tickets, or incur any other costs.

In order to obtain approval, all individuals proposing to travel at Village expense must prepare and submit a Travel Authorization Request form (Attachment A) approved and signed by the Department Head/Director and submitted to the Finance Department. The Finance Department will verify that sufficient funds are available within the budgeted travel line item, and the Finance Director will sign off to confirm this verification. The Finance Department will forward the request to the Village Manager for final approval.



ADMINISTRATIVE PROCEDURE FIN001
TRAVEL AUTHORIZATION & EXPENSE REIMBURSEMENT
EFFECTIVE DATE: 00/00/2025

Failure to obtain the proper authorization prior to departing for the trip or incurring travel-related expenses relieves the Village of any responsibility to reimburse the costs of such travel from Village funds. When utilizing a Village vehicle for travel outside of Islamorada, failure to obtain the proper travel authorization prior to departing for the trip may result in disciplinary action.

III. TRAVEL AUTHORIZATION – ELECTED OFFICIALS & CHARTER OFFICERS

The Village will directly pay travel-related expenses for elected officials and charter officers, including the Mayor, Vice Mayor, and Council Members, or will reimburse expenses incurred by elected officials or charter officers for travel related to official duties. Payment to elected officials or charter officers for official travel will not exceed the expenses actually and necessarily incurred in carrying out official duties. The Village Clerk will assist elected officials in arranging travel and in preparing travel authorizations to determine estimated costs prior to travel. Any elected official or charter officer wishing to travel on official business and represent the Village should seek the approval of the members of the Village Council at a public meeting before the travel takes place.

IV. TRAVEL AUTHORIZATION – CONTRACTORS OR CONSULTANTS

Advance authorization of travel to be undertaken at Village expense by Village contractors or consultants shall be in accordance with the specific contractual requirements of the agreement between the Village and the contractor or consultant.

V. TRAVEL EXPENSES

Employees, elected officials, contractors or consultants traveling on Village business shall receive reimbursement of reasonable transportation costs and reasonable lodging costs in accordance with this procedure. Meals shall be reimbursed at either per-diem rates, or at actual reasonable expense supported by itemized receipts. Other reasonable incidental travel expenses, such as taxi fares, tolls, parking fees and registration fees, will be reimbursed at actual cost with a receipt or proof of payment. Excessive or unwarranted expenses will not be reimbursed. The following is the basis upon which reimbursement of travel expenses will be approved.

a. Transportation



ADMINISTRATIVE PROCEDURE FIN001
TRAVEL AUTHORIZATION & EXPENSE REIMBURSEMENT
EFFECTIVE DATE: 00/00/2025

- i. Travelers are expected to use the mode of travel that is most advantageous to the Village. All travel, whether by public transportation, privately-owned vehicle, or for-hire conveyance shall be the most direct, practical route. In cases where an employee travels by an indirect route for his or her own convenience, any extra costs will be borne by the employee. Reimbursement for expenses shall be based on the charges that would have occurred by a usually traveled route. Any deviations from a direct route must be explained on the Travel Authorization Request and/or Travel Expense Report.
- ii. The use of privately-owned vehicles for official travel is allowed when appropriate Village-owned vehicles are not available or upon prior approval by Department Head/Director and Village Manager. Whenever travel is by private vehicle, the traveler shall be entitled to a mileage reimbursement at the fixed rate specified in the current year IRS Standard Mileage Rates. When two or more authorized persons travel in one private vehicle, only the person supplying the vehicle shall receive such mileage reimbursement. Mileage shall be from point of origin to point of destination.
- iii. Employees shall use a Village Sun Pass transponder, available from the Finance Department if not already assigned to a vehicle, when traveling in Village vehicles and on the Florida toll road system. Employees shall also use the Village's fuel card assigned to each Village vehicle when traveling using a Village vehicle.
- iv. Air travel must be booked using economy or tourist class air fares unless no other alternative is available. Air travelers must attach their boarding passes or print a "screen shot" of their electronic boarding pass to the completed Travel Expense Report. If a ticket is canceled or changed strictly for the convenience of the traveler, the cancellation or associated change fees may not be reimbursable from Village funds. Travelers should carefully evaluate the circumstances and risk of cancellation prior to purchase of airline tickets.



ADMINISTRATIVE PROCEDURE FIN001
TRAVEL AUTHORIZATION & EXPENSE REIMBURSEMENT
EFFECTIVE DATE: 00/00/2025

- v. Vouchers submitted for payment of unused nonrefundable airline tickets, cancellation penalties or exchange penalties must include documentation indicating that the costs were necessarily incurred in conducting Village business or the costs were incurred because of the illness of the traveler or the illness or death of a member of the traveler's immediate family.
 - vi. Airport shuttle services may be considered when extended trips would result in airport parking charges in excess of the cost of the shuttle service. Reasonable shuttle services with fares most advantageous to the Village must be utilized.
 - vii. Car rentals will be reimbursed at actual cost for the days approved for Village-reimbursable travel. A detailed receipt/invoice from the car rental agency must be provided with the complete Travel Expense Report.
 - viii. Reimbursements for taxicabs, Uber, Lyft, or similar ride-share services to and from airports or events, parking fees and tolls will be reimbursed at actual costs only when receipts are provided. Maximum reimbursable tip is 20% for services.
- b. Lodging
- i. Lodging expenses may vary with the area traveled, but all expenditures must be reasonable. Elected officials, employees and contractors traveling on official business for the Village are expected to use reasonably priced lodging accommodations. If a traveler chooses to upgrade a room due to personal preference (view, amenities, etc.), the traveler may be responsible for the cost difference between the standard room and upgraded room.
 - ii. When traveling within the State of Florida, the traveler must make every effort to seek exemption from payment of sales and resort taxes on rental of hotel rooms. The Finance Department will supply the Village's Tax-Exempt certificate to employees and elected officials along with a Village travel credit card. It is the traveler's responsibility to confirm all hotel charges upon check-out, verify there are no additional unauthorized fees and that the taxes have been removed. If



ADMINISTRATIVE PROCEDURE FIN001
TRAVEL AUTHORIZATION & EXPENSE REIMBURSEMENT
EFFECTIVE DATE: 00/00/2025

a traveler fails to have the taxes removed it will be their responsibility to contact the hotel for a refund.

- iii. A traveler may not claim subsistence allowance, per diem or lodging reimbursement for overnight travel within 50 map miles of his or her headquarters or residence (whichever is closer) unless the circumstances necessitating the overnight stay are fully explained by the traveler and approved by the Department Director and Village Manager.
- iv. The Village is responsible for lodging expenses for nights required for travel. The Village is not responsible for additional lodging charges. If an employee or elected official arrives earlier than necessary or extends more days than necessary for the purpose of the travel, the employee or elected official is responsible for payment of those expenses.

c. Meals

- i. The Per Diem reimbursement for meals without a receipt will be at the current amounts specified annually by the Federal Government by the General Services Administration as set forth in 41 C.F.R. Section 301-11.6, as amended, for the Miami area. Meal periods designated for reimbursement are as follows:
 - 1. Breakfast: When travel begins before 6:00 am and extends beyond 8:00 am
 - 2. Lunch: When travel begins before 12 Noon and extends beyond 2:00 pm
 - 3. Dinner: When travel begins before 6:00 pm and extends beyond 8:00 pm, or when travel occurs during nighttime hours due to special assignment
- ii. As an alternative to the per diem rates specified above, reimbursement for meals may be based on reasonable actual expenditures supported by the submission of detailed receipts. A receipt for a meal must include both an itemized listing of the food and beverage items purchased and proof of payment with a maximum



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reimbursable tip of 20% for services. The Village will not reimburse receipts without detail.

- iii. The Village will not reimburse the cost of alcoholic beverages or the associated costs such as taxes and tips. Separate checks are recommended for the purchase of alcoholic beverages.
- iv. The total reimbursement for any combination of per diem and actual meal expenses will not exceed \$85.00 per day for an individual traveler unless the circumstances necessitating the excessive costs are fully explained in writing by the traveler and approved by the Village Manager.
- v. Maximum reimbursement for tips is 20% of the total cost of food and non-alcoholic beverages.
- vi. Charter Officers (Village Manager and in-house Village Attorney) may pay for or be reimbursed for meals during meetings with at least one other guest and wherein official Village business is discussed. The reimbursement amount may be for the actual cost of the meals, excluding alcoholic beverages, with a maximum tip of 20%. A detailed receipt must be provided to the Finance Department with the reimbursement request or to support a Village credit card charge. The name(s) of the guest(s) shall be provided with the reimbursement request.

d. Other expenses

- i. Reimbursement for training, registration, and conference fees related to Village business will be based on actual cost. When requesting reimbursement, a brochure, agenda, invoice or other document detailing such fees and what they include must be provided with the Travel Expense Report. Any meals, lodging or other reimbursable expenses included in the registration fee will be deducted in accordance with the allowances provided for those items. Pre-planning to obtain advance registration discount rates and minimizing the number of staff who attend the same training session or conference is encouraged.



ADMINISTRATIVE PROCEDURE FIN001
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- ii. The employee may be reimbursed for the actual and necessary fees for attending additional educational opportunities which are not included in the basic registration fees that directly relate to the employee's position. Such expenses may include, but are not limited to, additional training sessions and other meal functions. It shall be the responsibility of the employee to substantiate that the charges are proper and necessary.
- iii. Miscellaneous tips for services outside the business purpose of the travel may be reimbursed if verifiable with a receipt. Excessive or generous tips may not be reimbursed even with receipts.

VI. TRAVEL ADVANCES

The Finance Department will make payments in advance to vendors for room deposits, registration or tuition fees and tickets on common carriers to cover the costs of travel that has been approved by the Village Manager. Such advances will be made to a vendor with the appropriate invoices or documentation along with a check request or credit card authorization request.

Cash Advances for travelers are available and must be requested one week prior to departure. Travel advance requests received less than 24 hours prior to travel could result in the travel advance not being processed before the expected departure time. Travelers may request a cash advance equal to the estimated mileage reimbursement and cost of meals based on per diem rates. The traveler will still need to complete the travel expense report upon returning from the travel. If the traveler fails to submit the travel expense report within 30 days of return from travel, the Village may require the traveler to refund any cash advance provided.

VII. REIMBURSEMENT

- a. Within thirty (30) days after return from authorized travel, the Village employee, official or contractor shall complete the Travel Expense Report form (Attachment B) which itemizes actual trip expenses and submit it to the Finance Department for reimbursement. Receipts for lodging, registration fees, transportation, and all other expenses for which reimbursement of costs is requested or has been made in advance must be attached to the



ADMINISTRATIVE PROCEDURE FIN001
TRAVEL AUTHORIZATION & EXPENSE REIMBURSEMENT
EFFECTIVE DATE: 00/00/2025

Travel Expense Report form, as well as any other documentation required by Section 3.0. If itemized receipts for meal expenses are not provided, such meals may be reimbursed at the specified per diem rates.

- b. All expenses must be included on the report, including any advance items paid for by the Village. If the total amount of the Travel Expense Report exceeds the total cost authorized by the Village Manager on the associated Travel Authorization Request, additional Village Manager review/approval will be required prior to issuance of the reimbursement.
- c. The Finance Director will verify the amount of reimbursement based on the provisions of this procedure. The Finance Director may require an explanation of any expenditure considered excessive or questionable and/or may request Village Manager review of such questions prior to issuance of the reimbursement.
- d. Expense reimbursement to Village employees and elected officials will be done through payroll.
- e. Expense reimbursement to other authorized persons shall be done by check request through the Finance Department.



Council Communication

To: Mayor and Village Council
From: Terry Abel, Fire Chief
Date: May 6, 2025
SUBJECT: **Resolution Approving the Purchase of a 2027/8 Sutphen F Series Program Pumper Truck to Replace Current 2013 Sutphen Custom Pumper Truck and Authorizing Disposal of Surplus Property TAB 17**

Background:

In the fall of 2013, The Village purchased a Sutphen Sheild Custom Pumper Truck for \$397,600.00 to replace a 1988 Simon-Duplex pumper truck which had well exceeded its useful lifespan. The 2013 Sutphen Sheild Custom Pumper truck was immediately placed in service and has served the community well for the past 12 years.

During internal long-term strategic planning efforts, the 2013 truck was identified as an item that would need replacing in the next few years. When we contacted the dealer for an unrelated item, he mentioned that build times were roughly four years out from order date. With that knowledge, fire department admin staff placed the future replacement of this engine in the budget process for FY 2024-2025 for consideration. The purchase price of the truck was discussed however, no funding was set aside during this fiscal year because payment is due upon delivery, and it was decided to pursue one of the following options: fund $\frac{1}{4}$ over the next 4 years, fund $\frac{1}{3}$ over the next three years, or simply fund the whole amount during the delivery year, which if approval is given tonight that would not occur until late summer 2028.

The normal replacement schedule for front line apparatus (engines and ladders) is fifteen (15) years. Rescue trucks (ambulances) have a shorter replacement cycle of approximately eight (8) years due to their more frequent use.

Analysis:

The increased mechanical failures, extended periods for repairs, significantly increased replacement construction time, and age of the current apparatus support efforts and a request to replace the existing 2013 truck. The Village's Fire Rescue Department has earned an Insurance Services Organization (ISO) rating of two (2). The highest score that can be received is one (1) and the lowest score is ten (10). An ISO score affects property insurance premiums in an area and can even cause an insurer to deny coverage in some circumstances. Properly functioning apparatus strategically placed and responding to all dispatched structure fires is a critical scoring area where ISO points can be lost if updated equipment and apparatus are not in use. To be clear, the current truck is operating as it should however over time apparatus have increased frequency of issues and to wait until the truck reaches the point of failure or completely out of service puts the Village four years behind, putting this vehicle's replacement in motion will ensure smoother transition from one

aged out hopefully still functioning apparatus into a new updated apparatus, thus ensuring proper coverage of our constituents.

Islamorada Fire Rescue has full fleet of Sutphen trucks protecting the Village. We find the trucks to be extremely reliable, easy to maintain and work on when needed. Most parts can be found at normal auto parts stores with a few exceptions and do not have any proprietary components like many other manufacturers. The business is Ohio based, family owned, not publicly traded and they care about the communities they put their apparatus in. The owner of the company comes to the Keys regularly and stops by every trip to touch base and make sure we are still satisfied with their product.

In accordance with the Village's Purchasing Ordinance, the Village may "piggyback" the Sourcewell Coop Contract #113021-SUT for the purchase of a Sutphen F Series Pumper truck from South Florida Emergency Vehicles, LLC.

The attached resolution would approve a Purchase Agreement (Exhibit A) for the purchase of a Sutphen aerial ladder truck from South Florida Emergency Vehicles, LLC, by "piggybacking" the competitive bid process of the Sourcewell Coop Contract #113021-SUT, to procure the apparatus. The Sutphen F Series Pumper truck would be used as a first response unit replacing the 2013 Sutphen Sheild Custom Pumper truck. Resolution would also approve proper disposal of 2013 when new truck is received.

Budget Impact:

Exhibit A is a Purchase Agreement for the purchase of the new Sutphen F Series Pumper truck with a total cost not to exceed \$1,003,339.72.

Based on cost estimates for a new pumper truck purchase, staff requested to include a request for \$1,200,000.00 in the FY 24-25 Capital Project Fund budget, or one of the other options discussed in the background section of the Council Communication. There is an option to pay up front however after speaking with finance director that is currently not an option but there is still the option of a \$15,000.00 cost savings if payment is made within 72 hours of delivery to South Florida Emergency Vehicles, that would be approximately a month prior to our delivery date as there are dealer installed items that customize the truck to our needs at that point.

The proposal has been competitively bid through the Sourcewell Cooperative Purchasing, and the Village would piggyback that bid. The trade-in value for a 2013 unit is unknown until that time comes.

The primary revenue source for the Capital Project Fund is Local Government Discretionary Sales Surtax for Infrastructure, and purchase of public safety vehicles and equipment is an allowable use of this revenue source.

Staff Impact:

Staff would work with South Florida Emergency Vehicles (SFEV) to enter into an agreement to purchase the new Sutphen F Series Pumper truck. Staff would coordinate with SFEV to conduct all in service training required for new apparatus and placement of all tools, hoses and equipment for apparatus will occur within the first week of ownership. Fire Rescue staff will work with Finance staff to arrange for proper disposition of the 2013 Sutphen after arrival of the new truck following Village procedures at the time.

Recommendation:

It is recommended that the Village Council adopt the Resolution, thereby approving the Purchase Agreement for a Sutphen F Series Pumper truck by utilizing the Sourcewell Coop Contract #113021-SUT in a piggyback bid process at an estimated cost of \$1,003,339.27.

- Attachments:**
1. Resolution-2027 Sutphen F Series Pumper Truck
 2. Exhibit 1 Sutphen Proposal

RESOLUTION NO. 25-

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA PIGGYBACKING SOURCEWELL COOP CONTRACT #113021-SUT AND APPROVING THE PURCHASE OF A SUTPHEN F SERIES PUMPER TRUCK FROM SOUTH FLORIDA EMERGENCY VEHICLES, LLC; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE NECESSARY DOCUMENTS; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; PROVIDING FOR PIGGYBACKING OF COMPETITIVE BID; DECLARING THE 2013 SUTPHEN SHIELD CUSTOM PUMPER AS SURPLUS PROPERTY; AUTHORIZING DISPOSAL OF THE SURPLUS PROPERTY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Islamorada, Village of Islands (the "Village") is in need of a new pumper fire truck for the Islamorada Fire Rescue Department; and

WHEREAS, the Village's current fire truck, a 2013 Sutphen Shield Custom Pumper (the "Current Fire Truck"), has exhausted its useful life due to its continued use through the past 15 years, and requires various costly repairs; and

WHEREAS, the Village desires to utilize and piggyback the Sourcewell Coop Contract #113021-SUT and accept the competitive bid submitted by South Florida Emergency Vehicles, LLC in response thereto, for the purchase of a 2027/2028 Sutphen F Series Pumper Truck (the "New Fire Truck"); and

WHEREAS, the Village Council desires to approve the Purchase Agreement attached hereto as Exhibit A for the purchase of the New Fire Truck through South Florida Emergency Vehicles, LLC at a cost not to exceed the proposal set forth in Attachment 1 to the Purchase Agreement, The primary revenue source for the Capital Project Fund is Local Government Discretionary Sales Surtax for Infrastructure and paid for upon delivery; and

WHEREAS, the Village Council finds that this Resolution and the purchase of the New Fire Truck for the Village Fire Department is in the best interest of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated

into this Resolution by this reference.

Section 2. Approval of Piggyback Purchase. The Village Council hereby piggybacks the Sourcewell Coop Contract #113021-SUT and accepts the bid submitted by South Florida Emergency Vehicles, LLC for the purchase of the New Fire Truck for the Village Fire Department, at a cost not to exceed One Million Three Thousand Three Hundred Thirty Nine Dollars and Twenty Seven Cents (\$1,003,339.27) as set forth in the proposal attached as Exhibit 1 to the Purchase Agreement attached hereto.

Section 3. Declaration of Surplus Property. The Village Council hereby declares the Current Fire Truck a surplus asset and authorizes the Village Manager to dispose of the surplus vehicle. The Village Manager is authorized to take all necessary and expedient action to effectuate the disposal of the surplus vehicle.

Section 4. Authorization of Village Officials. The Village Manager and/or his designee and the Village Attorney are authorized to take all actions necessary to implement the terms and conditions of the Agreement.

Section 5. Execution of Agreement. The Village Manager and the Village Attorney are authorized to execute any required Agreements on behalf of the Village and/or documents to implement the terms and conditions of any required Agreements and to execute any amendments thereto, subject to the approval as to form and legality by the Village Attorney.

Section 6. Authorization of Fund Expenditure. Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds to purchase the fire apparatus.

Section 7. Effective Date. This Resolution shall take effect immediately upon adoption.

Motion to adopt by _____, seconded by _____.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA:

Mayor Sharon Mahoney _____

Vice Mayor Don Horton _____

Councilman Steve Friedman _____

Councilwoman Deb Gillis _____

Councilwoman Anna Richards _____

PASSED AND ADOPTED this ____ day of _____, 2025.

SHARON MAHONEY, MAYOR

ATTEST:

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS ONLY

JOHN QUICK, VILLAGE ATTORNEY



SUTPHEN PROPOSAL

TO THE:

Islamorada Fire Rescue
81850 Overseas Hwy Islamorada, Florida 33036
Chief Terry Abel

DATE: April 4, 2025

South Florida Emergency Vehicles hereby proposes and agrees to furnish the following firefighting equipment upon your acceptance of this proposal:

One (1) Sutphen F Series Program Pumper \$ 1,003,339.27

****Pricing is based on Sourcewell Cooperative Purchasing Contract #113021-SUT.**

If the invoice for this unit is paid within 72 hours of its arrival at South Florida Emergency Vehicles a Price Deduction will be applied to the sum of.....\$ -15,000.00

TOTAL with Deduction \$ 988,339.27

This unit shall be manufactured completely in accordance with the following proposal. Delivery will be **36-38 months** from the date of the contract signing or purchase order and could be subject to delays from all causes beyond our control.

This proposal shall be valid for thirty (30) days. If the contract or purchase order is not received within this proposed duration, we reserve the right to extend, withdraw, or modify our proposal, including pricing, delivery times, and prepayment discounts as applicable.

Should any changes be required as mandated by NFPA, EPA, or other Federal, State or Local Governments, or changes due to part availability or vendor relationships, such changes shall be documented on a change order and purchaser shall be responsible for additional charges as applicable. These may include but are not limited to changes that affect the major vendors of the fire apparatus industry such as pump manufacturer, seat manufacturer, electrical power supplies (generators) and powertrain (engine & transmission)

Respectfully submitted by:



David Stonitsch
Sales Rep. for the Sutphen Corp.
South Florida Emergency Vehicles



Levi Leyland
Sales Rep. for the Sutphen Corp.
South Florida Emergency Vehicles

Please Issue Purchase Order to:

SUTPHEN CORPORATION

6450 Eiterman Road | Dublin, OH 43016 | 1-800-848-5860

TERMS & CONDITIONS

Changes to National Fire Protection Association ("NFPA") 1900, Environmental Protection Agency ("EPA") or changes legislated by Federal, State or Local Governments or changes in parts availability or vendor relationships that impact the cost to manufacture the truck may incur additional charges which shall be borne by the Purchaser. These may include but are not limited to changes that affect the major vendors of the fire apparatus industry such as pump manufacturers, seat manufacturers, electrical power supplies (generators) and powertrain (engine & transmission). Any such changes shall be documented on a change order executed by both Sutphen and Purchaser.

Sutphen shall provide written notice to the Purchaser as soon as it reasonably believes any cost increase provision may be invoked. Sutphen shall provide, upon written request, documentation of such changes and increases.

Sutphen will use its reasonable best efforts to deliver the apparatus within the timeframe quoted herein, provided that such delivery date shall be automatically extended for delays beyond Sutphen's control, including, without limitation, strikes, labor disputes, riots, civil unrest, pandemics, war or other military actions, sabotage, government regulations or controls, fire or other casualty, or inability to obtain materials or services. If such delay occurs, Sutphen shall give notice of delay to Purchaser. Purchaser shall not be entitled to any discount or reduction in price for such delay and Sutphen shall not be liable for any damages (compensatory, incidental, consequential or otherwise) related to such delay.

Final payment shall be made at the time of final inspection at the factory. Should payment be delayed, Sutphen reserves the right to charge interest at the rate of one and one-half percent (1.5%) per month, beginning on the day after payment is due.

Delivery, payment, and transfer of the Manufacturer's Certificate of Origin (MCO) shall take place at Sutphen during final inspection, and upon payment in full in accordance with these terms. Sutphen reserves the right to withhold delivery of the MCO until payment in full is received. If Purchaser requires any third-party equipment mounting, the apparatus shall be moved to the third-party facility by the dealer or Purchaser for such mounting. Such third-party work shall not delay or offset payment to Sutphen. The apparatus shall be

Please Issue Purchase Order to:

SUTPHEN CORPORATION

6450 Eiterman Road | Dublin, OH 43016 | 1-800-848-5860

tested per NFPA #1900 at Sutphen's manufacturing facility. Purchaser agrees that the apparatus and equipment being purchased hereunder shall not be driven or used in any manner until it is paid for in full. In the event there are any shortages or omissions with the apparatus at time of completion, Purchaser may withhold a sum equivalent to the price of any such shortages as determined by Sutphen.

In the case of any default in payment hereunder or in the payment on any notes, negotiable paper, obligations or other instruments issued by Purchaser, Sutphen may take full possession of the apparatus and equipment or of the piece or pieces upon which default has been made, and any payments that have been made theretofore shall be applied as rent in full for the use of the apparatus and equipment up to the date of taking possession by Sutphen.

Sutphen warrants to Purchaser that all goods and services furnished hereunder will conform in all respects to the terms of this order, including any applicable change orders, drawings, specifications, or standards incorporated herein, and/or shall be free of defects in materials, workmanship, and free from such defects in design. In addition, Sutphen warrants that the goods and services are suitable for and will perform in accordance with the purposes for which they were intended, for a period of one year from the Warranty Registration Date, unless an extended warranty is purchased.

The purchase price provided for herein does not include any federal, state or local sales tax, duties, imposts, revenues, excise or other taxes which may hereafter be imposed by governmental authority or otherwise and which are made applicable to the apparatus or equipment covered by this Proposal. In the event that any such taxes are subsequently imposed and become applicable, the purchase price herein shall be increased by the amount of such taxes and such sum shall be immediately paid by Purchaser to Sutphen. To the extent applicable, the prices and deliveries set forth herein are subject to the Defense Production Act.

Sutphen shall provide insurance insuring the apparatus and equipment against loss by fire, theft, or collision and insuring against property damage and personal injury through the completion of the apparatus and transfer of the Manufacturer's Certificate of Origin.

Please Issue Purchase Order to:

SUTPHEN CORPORATION

6450 Eiterman Road | Dublin, OH 43016 | 1-800-848-5860

After the execution of this Agreement, Purchaser shall have no right to terminate the Agreement. Sutphen may, in its absolute and sole discretion, accept Purchaser's request to terminate the Agreement. In the event Sutphen accepts Purchaser's request to terminate the Agreement, Sutphen may charge a cancellation fee. The following charge schedule based on costs incurred may be applied, at Sutphen's sole discretion: (a) 10% after order is accepted by Sutphen; (b) 30% of the Purchase Price after production has commenced. The cancellation fee may increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing.

These Terms and Conditions ("T&C") contained in the Proposal provided herein take precedence over all previous negotiations, oral or written, and no representations or warranties are applicable except as specifically contained in these or in any subsequently signed agreement between the Parties. No waiver of any of the provisions of these T&C shall be deemed a waiver of any other provision, whether similar, nor shall any waiver constitute a continuing waiver. If a Purchase Order is issued, this Proposal, including the Terms and Conditions contained herein, shall supersede the terms in the Purchase Order where terms may be inconsistent.

This Proposal shall be governed and controlled as to interpretation, enforcement, validity, construction, effect and in all other respects by the laws, statutes, and decisions of the State of Ohio. Exclusive jurisdiction and venue for any litigation at all related to this in the Franklin County Court of Common Pleas, Columbus, Ohio, and the parties hereto consent and submit to the general jurisdiction of this court. All of these T&C shall be binding upon and inure to the benefit of and be enforceable by Sutphen, Purchaser, their successors and assigns.

Please Issue Purchase Order to:

SUTPHEN CORPORATION

6450 Eiterman Road | Dublin, OH 43016 | 1-800-848-5860

ORDINANCE NO. ____

**AN ORDINANCE OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA,
AMENDING CHAPTER 2 "ADMINISTRATION", SECTION 2-332;
PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE
CODE; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Village Council of Islamorada, Village of Islands (the "Village Council") has a number of boards, committees and commissions of the Village that requires the Village Council to appoint members periodically; and

WHEREAS, the Village Council desires to provide for a uniform date for the appointment, removal and terms of members to various boards, committees and commissions of the Village; and

WHEREAS, the Village currently has boards, committees and commissions, but no uniform date for the appointment of such members in the Village Code; and

WHEREAS, the Village Council finds that providing a uniform appointment date and amending any inconsistent provisions in the Village Code is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** The above recitals are true and correct and are incorporated herein by this reference.

Section 2. **Amendments to the Code.** Chapter 2 entitled "Administration", is hereby amended as set forth herein:

Additional text is shown as <u>underlined</u> ;	deleted text is shown as strikethrough
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ARTICLE V. – Village Board, Committees and Commissions.

Sec. 2-332. Appointment to Board, Committee or Commission.

Each member of a board, committee or commission shall be appointed by a majority vote of the village council. Appointments, when available, shall be made during a regular village council meeting in May of each year. In the event that the regular village council meeting in May is cancelled, or appointments are otherwise unable to be made, the term of the board members shall not expire until appointments are made at the next regular village council meeting.

Section 3. Repeal of Conflicting Provisions. The provisions of the Village of Islamorada Code and all Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 4. Severability. The provisions of this Ordinance are declared to be severable and if any sentence, section, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sentences, sections, clauses or phrases of the Ordinance but they shall remain in effect it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 5. Inclusion in the Code. It is the intention of the Village Council and it is hereby ordained the provisions of this Ordinance shall become and be made part of the Village of Islamorada Code, that sections of this Ordinance may be renumbered or re-lettered to accomplish such intentions, and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

Section 7. Effective Date. This Ordinance shall become effective immediately upon adoption.

[Remainder of the page intentionally left blank.]

The foregoing Ordinance was offered by _____, who moved its adoption on first reading. This motion was seconded by _____, and upon being put to a vote, the vote was as follows:

Mayor Sharon Mahoney	_____
Vice Mayor Don Horton	_____
Councilwoman Deb Gillis	_____
Councilman Steve Friedman	_____
Councilwoman Anna Richards	_____

PASSED on first reading this ____ day of _____, 2025.

The foregoing Ordinance was offered by _____, who moved its adoption on second reading. This motion was seconded by _____, and upon being put to a vote, the vote was as follows:

Mayor Sharon Mahoney	_____
Vice Mayor Don Horton	_____
Councilwoman Deb Gillis	_____
Councilman Steve Friedman	_____
Councilwoman Anna Richards	_____

PASSED AND ADOPTED on the second reading this ____ day of _____, 2025.

SHARON MAHONEY, MAYOR

ATTEST:

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE SOLE USE AND BENEFIT OF
ISLAMORADA, VILLAGE OF ISLANDS ONLY

JOHN J. QUICK, VILLAGE ATTORNEY

Status Update

Update for May 6, 2025, Council Meeting

Items are added to this report per direction of a majority of the Village Council provided during meetings of the Village Council. The purpose of this report is to document and track Village Council direction to the Village Manager and subsequently staff provided at public meetings that is not otherwise memorialized through adoption of an ordinance or resolution. The items that appear on the report are to be addressed by the Village Manager and/or responsible staff based on the level of priority determined by the Village Manager. The report will be updated for inclusion in the agenda package of each regular Village Council meeting.

If there are items on the report that the Village Council, Village Manager, or Village Attorney would like to discuss, they may request discussion prior to adjournment of the meeting. Otherwise, the report is included for informational purposes.

VILLAGE MANAGER (VM)

#VM23-6

Strategic Plan

Date of direction: November 7, 2023

Responsible Party: Village Manager

Direction: On November 7, 2023, Council consensus to begin Strategic Planning process at the first Village Council Meeting in January 2024.

Actions accomplished:

- Kimberly Matthews from Monroe County was to create a process roadmap to be used by the Village for a successful SP process. Ms. Matthews reported that the process roadmap would be delivered on or before April 08, the last day of her authorized support to Village operations under the agreement with Monroe County.

Next Step(s): Village is focusing on the Comp Plan update and will roll in an Implementation Element. The Comp Plan RFP was released on May 29, 2024 as RFP 24-10. Upon Completion of the Comp Plan, the Village will initiate a strategic planning cycle to bridge Comp Plan updates.

#VM24-04

Relocation of Public Works Materials and Machinery from Founders Park

Date of Direction: April 9, 2024

Responsible Party: Village Manager

Direction: Council directed staff to research suitable properties and authorized the Village Manager to pursue Council's stated goal to remove the DPW operations from Founders Park

Actions Accomplished: Council Members Gregg and Rosenthal indicated they were aware of sites that may potentially be a fit. Council Member Jolin and Vice Mayor Mahoney indicated they could be available for a Special Call meeting if necessary.

Next Step(s): The Village Manager is exploring alternatives

#VM24-05

Sea Oats Beach – Issue with Boaters off the Sunset Beach and Protection of Turtles at that Location

Date of direction: June 11, 2024

Responsible Party: Environmental Resources Manager/Village Manager

Direction: Council Member Gregg asked for staff to look at options for closing nearshore boating access to the beach off Sunset Drive on Lower Matecumbe in an effort to reduce the numbers of boaters just offshore. The boaters are impacting the residents' quality of life and potentially endangering turtles who are nesting or otherwise using the beach.

- Council Member Jolin requested to expand the effort Village-wide and asked for a solution to the ongoing noise issues.

Actions accomplished:

- Peter Frezza has compiled information necessary to brief the council on considerations and potential next steps if they desire to move forward on establishing a new vessel exclusion zone off Sunset Beach Dr.

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- Staff presented this information at the July 9, 2024 Regular Village Council Meeting.
- Staff requested a proposal from WSP for a 'feasibility study' for the permitting process for a new buoy system to delineate a vessel exclusion zone in this area.
- Staff had articles published in local newspapers and have compiled public comments that have been received.
- Staff received the proposal from WSP for a 'feasibility study' for the permitting process for a new buoy system to delineate a vessel exclusion zone in this area, for a cost of \$52,492.
- Staff are awaiting direction on proceeding with the feasibility study. This would be a necessary first step. Staff are also taking into consideration the nearshore water regulations citizens advisory's committee recommendation to NOT move forward with the establishment of this new vessel exclusion zone, but rather to include this discussion within a focus on long-term planning and management for all nearshore waters within the Village. The committee recommended having this topic as an agenda item at an upcoming Village Council meeting.
- Staff presented the proposal from WSP to the Village Council by January 7, 2025. The Village Council requested a revised proposal for a reduced cost that just included the feasibility component of the project. Staff also discussed the project proposal with Ryan Matthews of Gray Robinson.
- Staff requested a revised proposal from WSP which just included the feasibility component.
- Staff presented a revised feasibility study proposal to the Village Council at the March 18, 2025 Regular Village Council Meeting.
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Next Step(s): The Council did not approve the feasibility study proposal and made a motion that passed which was to "continue this item" until the comprehensive plan update discussions.

PLANNING (PL)

#PL23-01

Transfer of Development Rights (TDRs) in the Village Code

Date of direction: March 2, 2023

Responsible Party: Planning Director

Direction: On 3/02/2023, Council consensus to address inconsistencies in TDR section of the Code related to habitat classifications.

Actions accomplished:

- In June 2023, the Planning Department had a conference call with DEO regarding the TDR ordinance. The Planning Department received feedback on how to proceed with changes that DEO would support.
- On February 22nd the Planning Director spoke with Rebecca Jetton regarding the Council's request and asked her to begin the work of addressing the inconsistencies and recommending potential changes to the ordinance.
- Daniel Parobok & Rebecca Jetton have provided Planning Director with Draft

Next Step(s): Updates will be made and a draft will be brought to LPA in June.

#PL23-05

Rezoning of properties at Village incorporation

Date of direction: September 28, 2023

Responsible Party: Planning Director

Direction: On 9/28/2023, Council consensus to investigate how properties were rezoned at incorporation and ways to address perceived oversights in rezoning.

Actions accomplished:

- In September 2023, Planning Director and Village Attorney began discussions about potential actions.

Next Step(s): This item will be considered as part of the Comprehensive Plan Update.

#PL23-06

Possible update to Environmental Standards in the Village Code

Date of direction: November 7, 2023

Responsible Party: Planning Director

Direction: On 11/07/2023, Council consensus to compare Environmental Standards in the Village Code with Monroe County and consider updates for more consistency with County.

Council Directed Actions and Policies Status Report

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Actions accomplished:

- Village Biologist/Sr. Environmental Planner has begun looking at the Environmental Standards and comparing with the Monroe County Standards.
- Daniel Parobok presented his analysis to the Council on April 11th.
- Council has asked for additional review and recommendations.

Next Step(s): This item will be considered as part of the Comprehensive Plan Update.

#PL24-01

Accessory Dwelling Units

Date of direction: January 11, 2024

Responsible Party: Planning and Development Services

Direction: The Planning Director should research and prepare a presentation to the Village Council on Accessory Dwelling Units.

Actions accomplished:

- Staff had scheduled, advertised and began preparations for a workshop on June 4, 2024.
- Village Manager cancelled the workshop.

Next Step(s): The discussion of ADU's will be incorporated into the Comprehensive Plan Update.

Other Items to be Handled as part of the Comprehensive Plan Update:

Food Truck Ordinance

Vessel Exclusion Zones

#PL25-01

Windley Key Parking Area

Date of direction: December 10, 2024

Responsible Party: Planning and Development Services, Public Works

Direction: The Village will use the concept plan to design and create a parking area on Windley Key in front of Angler's Way

Actions accomplished:

- Staff is working on design and engineering

Next Step(s): After design and engineering, bid documents will be created.

#PL25-02

Island Silver and Spice Public Workshop

Date of direction: June 11, 2024

Responsible Party: Originally Village Manager's Office now Planning and Development Services

Direction: The Village should conduct a public workshop on potential uses for Island Silver and Spice.

Actions accomplished:

Next Step(s): At the March 18, 2025 meeting the Village Council asked for a list of Village owned properties and for other properties to be included in the workshop..

PUBLIC WORKS (PW)

#PW23-01

The Fills

Date of direction: ongoing since 2014

Responsible Party: Public Works Director

Direction: On August 17, 2023, Council adopted Resolution No. 23-08-77 approving consultant to update the Master Plan for the Fills to remove all parking, turn lanes, underpass and passive park amenities and to design demolition of existing parking. At the RVCM on December 12, 2023, Councilman Rosenthal expressed concern over the delayed timeline for work on the Fills by FKAA and FDOT and its impact on the Village's efforts to control parking and use. The Village Council directed that Village staff should reach out to FDOT to see if boulders could be placed in the areas of the Fills where traffic cones and tape have been placed and in the areas

Council Directed Actions and Policies Status Report

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where parking is currently available to effectively create the limitations on parking and use that the Village is ultimately seeking. Council's goal is to decrease overtime expense for staff to sit at the Fills to control access.

Actions accomplished:

- As of November 8, 2023, requisite survey of entire Fills underway.
- On December 13, 2023, Public Works Director A J Engelmeyer spoke with his contact at FDOT about the Village's request to place boulders along the Fills and to ask what could be done to keep people from parking in the clear zone that would result between the boulders and the Overseas Highway.
- By the meeting on January 9, 2024, FDOT confirmed that the Village could place boulders along the right of way on the Fills outside of the clear zone.
- Staff has confirmed with FDOT that the clear zone for the fills area is 36 feet. All boulders and other above ground hazards are required to be placed outside of the clear zone.
- Draft design plans containing the removal of the parking areas and the remediation of the asphalt removed have been provided to staff for review.
- FDOT Permit Application for removal of parking areas and the remediation of the asphalt removed is pending.
- The Public Works Director will begin project once permit approval has been granted by FDOT. Work to be completed by public works department. At this juncture, DEP and FDOT are discussing how to configure and manage access points they wish to maintain near the boat ramp that is presently closed.

Next Step(s):

The Director of Public Works will provide a status update at the May 6, 2025, Council Meeting.

#PW23-02

Founders Park Baseball Field Improvement Project

Date of direction: August 17, 2023

Responsible Party: Public Works Director

Direction: Following presentation of preliminary proposal for the update to the baseball field at Founders Park on August 17, 2023, Council gave direction to be kept up-to-date and to be afforded the opportunity provide input at each stage of the project. At its meeting on 12/12/2023, the Village Council authorized the Village Attorney to continue working with the attorney for the Monroe County School District (MCSD) to update the Interlocal Agreement between the two parties. Council also directed the Village Manager to communicate with staff from the MCSD and Coral Shores High School to schedule a community meeting to explain the general concept of the improvement project and seek input from the public.

Actions accomplished:

- At the November 9, 2023, RVCM, the Village Attorney reported that he is reviewing a proposed ILA provided by the School Board and has made changes in the interests of the Village. Per Council direction at the December 12, 2023, RVCM, the Village Attorney continues to work on all of the agreements needed between the Village and the MCSD.
- On December 14, 2023, Village staff reached out to Patrick Lefere of the MCSD requesting the best point of contact to coordinate the community meeting and suggesting a meeting in January 2024.
- The Village Attorney confirmed that a final version of the ILA and other related documents will be presented to the Village Council for approval at a future meeting and that no construction will commence until the Village Council has approved the project.
- A community workshop was held by the Village on March 4, 2024. Interim Village Manager Kimberly Matthews facilitated and Patrick Lefere from the MCSD presented, answered questions and took comments from the public.
- Draft ILA and Operating Agreement has been with School Board attorneys since March 7, 2024.
- The Village Manager met with MCS Superintendent Theresa Axford and Patrick LaFere on April 23, 2024.
- The Interlocal Agreement, which is the umbrella agreement that has been in effect for several years and authorizes School use of our existing baseball facilities, will be renewed prior to any agreement regarding the baseball field licensing.
- Monroe County Schools gave a brief presentation to Council at the May 7, 2024 meeting, outlining their proposed path forward to gain consensus on a prospective field renovation and associated operating plan.

Next Step(s):

The Village Manager has reinitiated discussions with the School and will provide an update to Council at the May 6, 2025 meeting.

VILLAGE ATTORNEY (VA)

#VA24-2

Legislative Priorities Workshop

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Date of direction: April 9, 2024

Responsible Party: Village Attorney

Direction: Schedule a legislative priorities workshop before the end of June as required in Council's Meeting Procedures.

Actions accomplished: Ryan Matthews of GrayRobinson presented a Legislative session wrap-up summarizing actions taken and noted that the Legislature is expected to convene for its 2025 session in March. He surmised that a June workshop would give a good lead time to finalize legislative priorities by the late fall.

The Legislative Agenda Workshop was held on June 11, 2024

Next step(s): Ryan Matthews will attend an upcoming meeting to give a post-session report to the Council.