

**TOWN COMMISSION WORK SESSION
TUESDAY, JULY 12, 2022
OAKLAND MEETING HALL
6:00 P.M.**

CALL TO ORDER

Vice Mayor Satterfield called the work session to order at 6:00 p.m.

ROLL CALL

COMMISSIONERS PRESENT: Commissioner McMullen
 Commissioner Polland
 Commissioner Ramos
 Vice Mayor Satterfield

COMMISSIONERS ABSENT: Mayor Stark

NEW BUSINESS:

Assistant Town Manager Candidate Meet and Greet

Town Manager Koontz introduced Jack Butler who is a candidate for the Assistant Town Manager position. Candidate packets were provided to the Commissioners, please see attached for more information. Jack provided some additional information on his background and qualifications for the position.

Highlights of the information Jack provided included the following:

- Jack has 30 years of local government experience backed by a bachelor's degree in business administration, a graduate certificate in public administration, and a master's degree in engineering. He is presently enrolled in the MPA program at Florida Gulf Coast University.
- Jack has also earned certifications as a planner (AICP), project manager (PMI), 911 center director (NENA), building contractor (State of Florida), race car driving instructor (multiple organizations), mapping scientist (ASPRS), GIS professional (GISCI), and gourmet (Chaine des Rotisseurs), and is now a candidate for certification as a building designer (AIBD).
- As a consultant, he has edited or created six national professional practice standards in such fields as traffic engineering, real property governance, and GIS, and completed complex projects for federal, state, and local governments.
- Jack is the author of more than 100 published works on such topics as governmental agency governance, computer database design, regulatory policy, and electric power pricing. He is the past president of two international professional associations and the current District III board member for the Florida City and County Management Association.

- Jack said that he has worked with local, state, and federal government all his life starting at 19 years old.
- Jack is currently working for the City of Ocoee and prior to that has worked for Hamilton County in Chattanooga, Tennessee; the Florida Department of Transportation; the Florida Public Service Commission; Athens Clarke County, Georgia; and the Northeast Georgia Regional Development Commission.

Discussion from the Town Commission was as follows:

- Vice Mayor Satterfield said that regardless of what anyone says, we will always be Mayberry and maybe work our way up to Mt. Pilot.
- Commissioner Polland said to never refer to our town as a city, we are a town.
- Commissioner Ramos said that he has been a commissioner since 2016. He replaced Commissioner Willie Welch who was a commissioner for 34 years. Commissioner Welch left big shoes to fill, and he has been trying to fill them all along. He said that he really enjoys being on the commission and is with Vice Mayor that it is Mayberry. He knows that the Town Manager wants to change that, however Oakland is known as the Mayberry of Orange County, and he wants to keep it that way. Oakland is a family; everybody knows everybody from the West side to the East side. There is one school that the kids all go to; we are a tight knit community. We also have a small staff, this is not a big corporate style and coming from a big city, you have to play more of the face of the community, and you are an HR liaison and need to be proactive and see things coming.
 - Commissioner Ramos asked about Butler and Butler LLC.
 - Jack said it was first formed in 2002 and was certified as a minority-owned and woman-owned business and primarily did work in highway safety. That also became his mechanism for getting his contractor's license which he still maintains. They primarily use that for getting discounts on materials. He also has a nursery license from the state for getting plants at wholesale prices. Butler and Butler have been around for 20 years. He has built some houses for people and done some renovations, some in Orlando on historical homes. Mostly it has been utilized for doing consulting work.
 - Commissioner Ramos commented that he liked the Butler house on Avalon, it is a nice corner, and he admires it every time he drives by.
 - Commissioner Ramos said that on Sunbiz it says Butler and Butler also does trash pick-up.
 - Jack said they have never done that under his company.
- Commissioner Polland said that he has been a commissioner for 9 years, going on 10. He replaced Mona Phipps after her 3rd year of her last term. He was appointed to finish her last year and then he ran unopposed for the next 2 elections which are 4-year terms each. We just had an election this year for the first time in 16 years he stated that he was the one who had the privilege of actually having to run and pay and all that good stuff, but he won and is glad that is over with. Commissioner Polland moved to Oakland 22 years ago but bought the property

about 4 years prior to that in 1996. They moved in during 2000. He is a Native Floridian, born and raised in Lakeland.

- Commissioner Pollard asked Jack if he said he is only part-time at Ocoee right now?
 - Jack said no, he said that he got to do consulting work part-time. He is full-time at Ocoee. The first two years he worked at Ocoee he was a contractor. He was hired to managed construction projects. After a couple years, he was hired full-time. In 2012, the City of Ocoee created a different department that had a lot of pieces that didn't quite fit where they were but matched his variety of background.
 - Commissioner Pollard asked if Jack still did any consulting?
 - Jack said that his last consulting job was in 2019. The only prospects he has right now which are remote are with the Clay County Administrator who has asked him to help them write some aviation subdivision land use regulations and there is a federal project where DHP has asked him to serve as a subject matter expert on transportation safety and if that happened, it would just be a few days here and there.
- Commissioner McMullen said that he was appointed to the commission in 2006 and has been unopposed since then. He is a Florida native, growing up in Miami and going to school in Tallahassee at Florida A&M University. He is a pharmacist by trade and is still doing pharmacy work. Loves this beautiful town and is happy Jack is here. He is impressed with Jack's work with Capital Improvement Projects and grant funding. He asked Jack to tell him some of things that he has done in Ocoee with Capital Improvement Projects.
 - Jack said that initially a lot of the work was retrofitting irrigation and reclaimed water systems in existing subdivisions so there was a lot to that with the work itself and working with the neighbors. He then got into CDBG funded projects where they got into complete reconstruction of public infrastructure in some neighborhoods, and he designed and built some of the parks. He worked on the cemetery and the Lakeshore Center which is the largest venue in West Orange County. He did the original construction for the Lakeshore Center and later the expansion. He did the original work for the City Hall that they are getting ready to move into. He is a Certified Project Manager. He can do both software kind of projects as well as physical construction kind of projects.
 - Commissioner McMullen asked if Ocoee had a grant writer who wrote the grant and submitted the project and then Jack managed the project or how did that work?
 - Jack said he was the grant person. In fact, he just got one this year from Representative Demings to redo the water and sewer lines in the downtown area.
 - Commissioner McMullen said we need that same one here next year.
 - Jack said he also did the last project with the stimulus money from 2009, it was a highway reconstruction project.

- o Commissioner McMullen said that he is also involved in the Tri-County and missed the meeting where Jack received the Hometown Hero award. Commissioner McMullen also received the Hometown Hero award which Town Manager Koontz accepted on his behalf. Commissioner McMullen is also a board member with Florida League of Cities, so he looks forward to bouncing ideas off Jack and working alongside each other.
- Vice Mayor Satterfield said that he has been with the Town of Oakland since 1998. Thinks this job is a blast and to watch the town go from 600 people when he started to what it is now is phenomenal. He is a Native Floridian and was raised in Satellite Beach. Disney brought him to the Orlando area however his career was with Pepsi. He spent 30 years with Pepsi before he retired. Feels Oakland is a unique town and very special. Stated the Town Commission is a great group. They don't always agree however they always get along and they always walk out trying to see each other's perspective. Vice Mayor Satterfield wanted to make sure Jack knows that Commissioner Pollard is the liaison for the Oakland Nature Preserve; Commissioner Ramos is the MetroPlan representative; and Vice Mayor Satterfield is the representative for the school. Mayor Stark and Commissioner McMullen do everything else. They are always with Town Manager Koontz going to Tallahassee and working with the lobbyists. Everyone has a specific job and does a great job.

Town Manager Koontz said that he will get with Jack on an employment agreement, and they will start working on details. They will work on a start date and Jack can do what he needs to do with the City of Ocoee to get this process moving forward.

ADJOURNMENT:

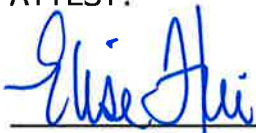
The work session was adjourned at 6:34 p.m.

TOWN OF OAKLAND



Kathy Stark, Mayor

ATTEST:



Elise Hui, Town Clerk

Introduction to Jack Butler candidate for the Asst. Town Manager

Jack Butler has 30 years of local government experience backed up by a bachelor's degree in business administration, a graduate certificate in public administration, and a master's degree in engineering. He is presently enrolled in the MPA program at Florida Gulf Coast University.

Jack has also earned certifications as a planner (AICP), project manager (PMI), 911 center director (NENA), building contractor (State of Florida), race car driving instructor (multiple organizations), mapping scientist (ASPRS), GIS professional (GISCI), and gourmet (Chaine des Rotisseurs), and is now a candidate for certification as a building designer (AIBD).

As a consultant, he has edited or created six national professional practice standards in such fields as traffic engineering, real property governance, and GIS, and completed complex projects for federal, state, and local governments.

The author of more than 100 published works on such topics as governmental agency governance, computer database design, regulatory policy, and electric power pricing, he is the past president of two international professional associations and the current District III board member for the Florida City & County Management Association.

Jack and his wife Adriana built their home in 2019; it is located 2.5 miles from Oakland Town Hall and has an Instagram following of more than 12,000 people. They have two children, Mia (14) and Max (11); both attend local public schools.

301 Avalon Road
Winter Garden, Florida 34787
March 23, 2022

Mr. Stephen Koontz
Oakland Town Manager
Via online submission at Glassdoor

Dear Mr. Koontz,

Please accept this letter and its attachment as my application for the position of Assistant Town Manager in Oakland. The included resume lists my general education and experience qualifications. This letter provides specific qualifications based on your stated desires.

Like most applicants for such positions, I rose through the ranks in a functional area, but, unlike most, my experience spans many functions:

1. **Financial Services**—I managed the \$20 billion work program administration system at the Florida DOT, wrote primers on financial planning for the Florida Public Service Commission, and provided proposed policy testing for GASB. More recently, I have been drafted by the Florida League of Cities to serve as their informal advisor regarding ARPA. My bachelor's degree in business administration focused on business systems and data analysis.
2. **Human Relations**—In addition to the natural learning process inherent in public management while in state and local government positions, I have more specific experience, such as publishing a book on creating technical job descriptions.
3. **Public Works**—I designed, contracted for, and managed multiple water and sewer utility system projects and was a public works division director in two metropolitan counties and assistant city engineer in a medium-sized city. I have a master's degree in engineering.
4. **Transportation**—I have written multiple professional practice guides; was a member of the TRB panel that developed the *Highway Safety Manual*; served as the traffic signal engineer in Athens, GA; and operated the highway safety research program at the Florida DOT, where I also served as strategic planner.
5. **Facilities**—I am a Florida-licensed contractor and ran my own construction company. I designed and completed adaptive re-use modifications to publically owned historic structures and managed the construction of West Orange County's largest event venue.
6. **Fleet**—As a consultant, I developed specifications for trash collection vehicles for multiple cities and conducted a complete assessment of the City of Longwood's fleet operations with recommended corrective actions. As an employee of Ocoee, we provide and support IT equipment in all city vehicles.
7. **Parks and Cultural Affairs**—I designed and built multiple active and passive park projects, remodeled several recreational facilities, developed a facility rental pricing plan, and deployed online tools for facility rentals. In Ocoee, my department supports our DEI citizen advisory board and manages community relations, 24x7 TV station, and public events.

As a frequent change agent, I have been a consultant and employee selected for new and innovative assignments that sought to make significant improvements in operating programs across multiple public sectors. These experiences ranged from replacing the budget management system at the Florida DOT to modernizing the way the City of Ocoee accepts and processes building permits. It would not be an exaggeration to say that my department was specifically created in 2012 so that I could correct numerous customer service issues and to undertake needed process changes.

Mr. Stephen Koontz

March 23, 2022

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In addition to succeeding during more than 25 years of local government experience recognized by ICMA, I earned certifications as a planner (AICP), project management professional (PMI), mapping scientist in geographic and land information systems (ASPRS), 911 center director (NENA), Level 4 CJIS agent, and scientific researcher (Sigma Xi). These credentials demonstrate my ability to learn and apply best practices across the range of COO responsibilities.

The foregoing addressed what I have learned and accomplished, but you also need to know who I am as a person. The most concise way to describe me is to say that I am a polymath, which is someone who values life-long learning across a wide variety of subjects. I was the only child in the gifted program at my high school, but I was also a starter on the varsity football team and student council vice president. I completed high school and college in three years each. I became a pilot at the age of 14. When the planes I could afford to fly proved to be too slow, I switched to racecars. I was a professional and amateur racecar driver for 30 years and a driving instructor for 25 of those years. My awards during that time include my being rookie of the year, driver of the year, Southeast Division champion, and Volunteer of the Year for the Southeast Division. I was also the regional executive of the Sport Car Club of America's Dixie Region when we won the national Region of the Year award and president of the Sunshine Bimmers Chapter of the BMW Car Club of America.

My ability to learn quickly and to be innovative also has work benefits. Early in my career, I was the only person in the State of Georgia certified to design sanitary landfills. Later, I was one of less than 100 people to ever earn the credential of Certified Mapping Scientist in the field of geographic and land information systems, which qualified me to serve as the chair of the oversight committee for the commercialization of NASA technology related to hazard mitigation and security. Using specifications I drafted, the Florida DOT was the first in the country to use digital video and Hamilton County Tennessee was the first to use digital aerial photography for mapping. I am one of a small group of people who are experts in transportation database design. My books on the subject are the general reference documents used by vendors, academicians, and practitioners. I became a licensed Florida contractor after building my own house. The 20-hour licensing test has a passing rate of 38%; I scored 92 out of 100 points. I specialized in historic home reconstruction. One of my first projects involved an Orlando house with exterior walls made of stacked wooden bomb transport boxes.

Your assistant town manager has to be someone who can implement your direction and a supervisor to ensure that each task is completed correctly. I can offer the Town of Oakland technical skills and management abilities tempered for resiliency by a wide range of local government experiences. I look forward to speaking with you soon regarding this exciting opportunity. You can reach me anytime at 407-717-0247 or abutler@mpzero.com. Thank you for your consideration.

Sincerely,

Jack A. Butler, MEng, AICP

Jack Allison Butler

407-717-0247

abutler@mpzero.com

Rated by employers and clients as a consistently excellent manager and value-added creator of work processes and innovative strategies for getting true achievement from staff, I have been able to lead positive change in an environment where my team members felt valued. Although the transition from technician to manager came early in my career, I remain a leader in multiple professional fields that require the ability to both see the big picture and drill down into the details. I am a hands-on manager, but never a micromanager.

Employment Positions Held

Multiple Positions, City of Ocoee, FL, 2006-Present—

Director of Support Services (2012-Present): Manage a multi-functional unit of work groups staffed by 22 positions involved in code enforcement, budget and financial management, capital construction, tele-communications, community relations, parades and special events, Ocoee TV, GIS, media contacts, social media, purchasing, and information systems. Conduct special projects for the city manager; e.g., fire service fee, design and construction of the largest event venue in West Orange County, buy/sell real estate, and craft/revise city ordinances. Interact extensively and directly support elected officials. Lead performance quality and operational decision-making with transparency. Deploy extensive productivity support tools.

Capital Improvement Program Manager, (2006-12): Develop and manage the City's \$42 million capital investment program, including all budget and financing. Apply for and manage state and federal grants; more than \$4 million awarded. Create and implement a new financial management process for capital expenditures. Lead historic preservation projects. Produce multiple components of the city's EAR. (Employment in 2006-2008 was under contract; HR records will show a hire date of February 2008.)

Managing Member, Butler & Butler, LLC (self-employed), Winter Garden, FL, 2002-2019 —

Provide services to government agencies and private-sector clients throughout the USA and Canada, often through a prime contractor. Example projects include:

- Develop and implement asset-centric governance structures and procedures.
- Operate construction division specializing in historic building reuse and restoration.
- Technical lead and chief author, *Applications of Enterprise GIS for Transportation, Guidance for a National Transportation Framework (AEGIST)*, which is the proposed Federal standard for roadway data reporting and the foundation for State DOT analyses. Currently being implemented by 19 states.
- Lead multi-jurisdiction IT programs for Denver, Boulder County, State of Colorado, and the Liberty Consolidated Planning Commission (Coastal Georgia).
- Write books on transportation GIS (Esri), human resource management (URISA), and geography (EFFE Press). Columnist and policy paper author for multiple publications dealing with the built environment.
- Participate on numerous national research project panels and peer exchanges; develop and teach training programs in topics ranging from transportation system management and field force automation to 3D GIS and wholesale electric power.
- Edit six national data standards; provide training for the World Bank on land management in EU.
- Develop comprehensive plans and development ordinances for local governments.

Public Works Division Director, Hamilton County, Chattanooga, TN, 1997-2001—

Create and direct new entrepreneurial regional planning and engineering agency serving Hamilton County, 10 cities, 7 utility districts, joint E-911 center, local planning agencies, FEMA, GAO, TVA, several non-governmental organizations, and private-sector firms. The major accomplishments in the position were:

- Design and implement one of the highest quality GIS mapping systems in USA.
- Establish the foundation for and deploy the initial implementation of the city/county 311 system.

- Create the countywide addressing, subdivision review, and digital plat recording processes.
- Initiate the multi-partner program that resulted in Chattanooga becoming “The Gigabit City” and a new technology center at the University of Tennessee at Chattanooga.

Multiple Positions, Florida Department of Transportation, Tallahassee, FL, 1986 to 1997—

Statewide Strategic Planner, Office of Policy Planning (1995-97): Create the *State of the State* report, the *Florida Transportation Plan – Short-range Component*, and other major agency policy documents. **Internal Consultant for Program Improvement, Office of Information Systems (1993-1995):** Provide leadership to adopt information technology at the enterprise level as a means of improving bridge, safety, and pavement management activities in compliance with federal ISTEA requirements.

Manager of Transportation Statistics Office (1988-1993): Direct federal and state planning programs and lead creation of the first statewide GIS map. Provide policy and technical guidance on project design parameters statewide. Provide testimony to state legislative committees. Secure and manage grants.

Manager of System Support Section (1986-88): Upgrade the Work Program Administration System managing \$20 billion in capital investments, craft budget, and report agency performance to Legislature.

Utility Systems/Communications Engineer, Florida Public Service Commission, 1984-1986.

Assistant Director of Transportation, Athens Clarke County, Georgia, 1979-1984.

Senior Developer & Physical Planner, Northeast Georgia Regional Development Commission, 1974-1978.

Degrees and Certifications

Master of Engineering, University of Colorado Denver, 2005; focus on strategic data visualization and analysis.

Certificate in Supervisory Management, Certified Public Manager Program, Florida State University, 1998.

Bachelor of Business Administration in Business Systems (Honors), University of Georgia, 1974.

Certified Planner, American Institute of Certified Planners, Certificate No. 012713, Member No. 103372; 1997.

Certified Contractor, State of Florida, License No. CRC1328041, 2005.

Certified Project Management Professional, Project Management Institute, No. 1975750 (inactive), 2016.

Certified Mapping Scientist - Geographic & Land Information Systems, ASPRS, No. R120GS (inactive), 1995.

Professional Affiliations

International City/County Management Association (full member): Governmental Affairs & Policy Committee

Florida City and County Management Association (full member): Board of Directors (2021-2024); Professional Development Comm.; symposium speaker on DEI and ARPA; webinar developer and instructor

Florida League of Cities: Practitioners’ Legislative Comm.; Winner, 2022 Home Rule Hero award

American Planning Association and American Institute of Certified Planners: Metro Orlando Chapter member

Strong Towns: member of Transportation System Design Guide launch committee

Urban & Regional Information Systems Association (URISA): President (2012-13), Board of Directors (2006-09 and 2011-2014); workshop developer/instructor; multiple award winner

GIS Certification Institute: President (2008-09), Treasurer, (2007-08), Delegate to the Council of Geospatial Organizations (2008-09), Ethics Officer (2010-13), Chair of Certification and Ethics committees; co-developer of the Code of Ethics and Rules of Conduct; author, *Ethics Procedure Manual*

National Academies of Science: Panel member, research project NCHRP 17-26 (created the *Highway Safety Manual*); Investigator for NCHRP 20-27(3) project; reviewer and instructor for *Highway Capacity Manual*

Confrérie de la Chaîne des Rôtisseurs, Republic of France: Chevalier (inducted in 2016)

NASA Committee for Technology Commercialization – Safety & Security: Chair, Oversight Comm., 2001-2