

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

Meeting Date: September 9, 2014
Department: Administration
Advisory Board: County Administrator Selection Advisory Committee

I. EXECUTIVE BRIEF

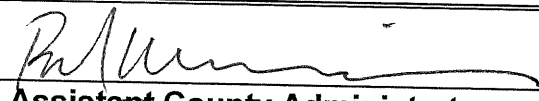
Motion & Title: Staff recommends motion to approve: appointment of the following at-large members to the County Administrator Selection Advisory Committee, effective September 9, 2014:

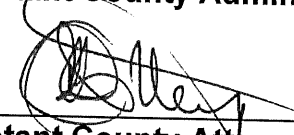
<u>Appoint</u>	<u>Seat No.</u>	<u>Seat Requirement</u>	<u>Recommended By</u>
Maziar Keshavarz	8	Resident w/knowledge of public administration/government operations	Economic Council of Palm Beach County
Steve B. Wilson	9	Same as above	Palm Beach County League of Cities

Summary: County Administrator Robert Weisman will retire from Palm Beach County government in August 2015. In March 2014, staff presented the Board of County Commissioners (BCC) options for administering a selection process for Mr. Weisman's replacement. At that time, the BCC recommended creation of a County Administrator Selection Advisory Committee (Committee), and use of an Executive Search Consultant to conduct a nationwide recruitment process. On May 6, 2014, the BCC adopted a Resolution creating the Committee. The Committee is comprised of nine members: seven District appointments and two at-large appointments (one nominated from the Economic Council of Palm Beach County and one nominated by the League of Cities). The Mayor's appointee will serve as the Committee Chair. Mr. Keshavarz, the Economic Council's nominee has disclosed that his firm, Keshavarz & Associates, Inc. has existing contracts with the County for various engineering services relating to Water Utilities and Engineering projects. The Committee provides no regulation, oversight, management, or policy-setting recommendations regarding the disclosed contracts. Disclosures of these contractual relationships at a duly noticed public meeting are being provided in accordance with the provisions of Sect. 2-443, of the Palm Beach County Code of Ethics. Countywide (DO)

Background and Justification: The Committee will be advisory in nature, and will provide input to the Executive Search Consultant, including development of selection criteria, identification of advertisement opportunities, assistance in the identification of individuals selected for interview (short list), development of selection instruments (written exercise, interview questions, etc) and other duties related to the selection process. The Committee will serve until a new County Administrator is hired. Should the new County Administrator leave in a year or less, the Committee agrees to reorganize

- Attachments:**
- Boards/Committees Applications w/Résumés for Mr. Keshavarz and Mayor Wilson
 - Resolution R2014-0657, establishing the Committee

Recommended by: 
 Assistant County Administrator Date

Legal Sufficiency: 
 Assistant County Attorney 9.5.14
Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: County Administrator Selection Advisory Committee Advisory Not Advisory
 At Large Appointment or District Appointment /District #: _____

Term of Appointment: N/A Years. From: TBD To: TBD

Seat Requirement: Resident w/knowledge of public administration/government operations Seat #: 8
 *Reappointment or New Appointment

or to complete the term of N/A Due to: resignation other
Completion of term to expire on: N/A

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: N/A

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Keshavarz Maziar
Last First Middle

Occupation/Affiliation: Civil Engineer
Owner Employee Officer

Business Name: Keshavarz & Associates, Inc.

Business Address: 711 N Dixie Highway, Suite 201

City & State: West Palm Beach, FL Zip Code: 33401

Residence Address: 66 St James Drive

City & State: Palm Beach Gardens, FL Zip Code: 33418

Home Phone: (561)-622-9746 Business Phone: (561)-689-8600 Ext.

Cell Phone: (561)-315-2375 Fax: (561)-689-7476

Email Address: maziar@keshavarz.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R2014-0824</u>	<u>WUD</u>	<u>Utility Distribution & Collection Systems Engr</u>	<u>6-3-14 / 6-3-2017</u>
<u>2004132</u>	<u>PBC Engr</u>	<u>60th Street N over M</u>	<u>10-23-2012</u>
<u>R2012-1470</u>	<u>(Attach Additional Sheet(s), if necessary) Canal</u>		
	<u>OR</u>		
	<u>NONE</u> <input type="checkbox"/>	<u>NOT APPLICABLE/</u> <input type="checkbox"/>	<u>(Governmental Entity)</u>

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountylethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

X By watching the training program on the Web, DVD or VHS on Aug 26 20 14
 By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: [Signature] Printed Name: Maziar Keshavarz Date: 8/28/2014

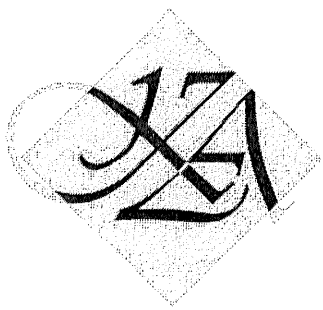
Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountylethics.com or contact us via email at ethics@palmbeachcountylethics.com or (561) 233-0724.

Return this FORM to:
 Patty Hindle, County Administration
 301 N. Olive Avenue, Suite 1101, West Palm Beach, FL 33401
 T: (561) 355-3229/F: (561) 355-3982/Email: phindle@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____



KESHAVARZ & ASSOCIATES

Civil Engineers – Land Surveyors

711 N. Dixie Highway, Suite 201

West Palm Beach, FL 33401

MAZIAR KESHAVARZ, P.E.

Principal in Charge



Maziar Keshavarz is a Registered Civil Engineer with in depth experience in general civil engineering associated with private and public projects. Maziar's involvement with his profession began in 1981 and has taken him through a complete cycle of progression from hands on design to management. Maziar, the firm's founder and President, is a practicing principal whose philosophies, ideas and policies define K&A's culture of service. Engaged in every project, his main role is one of initiation, strategization and guidance. Benefitting from a 33 year tenure in Palm Beach County's Civil Engineering arena, aside from the vast technical knowledge, he is keenly aware of the intricate socio-political nuances in the community through which he leads and conducts all negotiations and advocacy done on behalf of the firm's clients. Maziar, who moved to PBC in 1981, has accumulated his professional experience entirely in the South Florida region.

Education **Civil Engineering, USA** - Bachelor of Science, Florida Institute of Technology; Melbourne, Florida, 1981

Advanced "A" Level Pure Mathematics, United Kingdom - General Certificate of Education, South Shields Marine & Technical College, South Shields, England,

Registrations Professional Engineer, State of Florida, 1986
Professional Engineer, U.S. Virgin Islands, 1992

Professional Organizations & Affiliations (past and present)
Executive Committee Member, Economic Council of Palm Beach County, Inc.
Vice President, Board of Directors, Community Land Trust of PBC, Inc.
Founding Member, PBC Regulatory Climate Task Force
Founding Member, "Six Pillars Initiative", "Infrastructure, Growth Leadership"
Advisory Committee Member, Eco-Art South Florida
National Society of Professional Engineers
Florida Engineering Society
Member, PBC M/WBE Professional Services Subcommittee
Academic Advisory Committee, New England Institute of Technology
Board Member, Palm Beach County Code Enforcement
Panel of Arbitrators, American Arbitration Association

Professional Experience
1987 - Present: President, KESHAVARZ & ASSOCIATES, INC.
1983 - 1987: Project Manager/Associate, WEYANT & ASSOCIATES, INC., CONSULTING ENGINEERS, PLANNERS & SURVEYORS
1981 - 1983: Design Engineer, ROBERT E. OWEN & ASSOCIATES, INC., ENGINEERS, PLANNERS & SURVEYORS

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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Seat Requirement: Resident w/knowledge of public administration/government operations Seat #: 9

*Reappointment or New Appointment

or to complete the term of N/A Due to: resignation other

Completion of term to expire on: N/A

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: N/A

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Wilson Steve B.
Last First Middle

Occupation/Affiliation: Substitute Teacher / Mayor of the City of Belle Glade

Owner Employee Officer

Business Name: School District of Palm Beach County / City of Belle Glade

Business Address: 3300 Forest Hill Blvd. / 110 Dr. MLK Blvd. W.

City & State West Palm Beach, FL 33406 Zip Code: Belle Glade, FL 33430

Residence Address: 609 SW 12th Street

City & State Belle Glade, Florida Zip Code: 33430

Home Phone: () 561-449-4671 Business Phone: 561-992-1609 Ext.

Cell Phone: () 561-449-5621 Fax: 561-993-1813

Email Address: dbuff@belleglade-fl.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)
OR

NONE

NOT APPLICABLE/
(Governmental Entity)

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on _____ 20_____
 By attending a live presentation given on June 16, 20 11

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Steve B. Wilson Printed Name: Steve B. Wilson Date: 9-04-2014

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____



Belle Glade Mayor, Steve B. Wilson

Mayor Wilson was born in Belle Glade, Florida. When Mayor Wilson was 5 years old, his family relocated to the City of Boston. In 1977, he moved back to Belle Glade, where he graduated from Glades Central Community High School. In 1983, he earned his Bachelor of Science Degree in the School of Criminology from Florida State University. Mayor Wilson was employed with the Department of Corrections for over twenty-eight years, retiring in 2012. Mayor Wilson is not only a dedicated husband and Father; he is also a devoted Christian. He is a member of St. John First Baptist Church in Belle Glade where he serves as a Deacon. Mayor Wilson is affiliated with numerous statewide organizations, groups, committees, and boards, and is currently serving as President of the Palm Beach County League of Cities. He has earned several business and community awards, and devotes his life to improving the quality of life for the residents of Belle Glade.

RESOLUTION NO. R-2014-0657

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA; PROVIDING FOR THE CREATION OF THE COUNTY ADMINISTRATOR SELECTION ADVISORY COMMITTEE; PROVIDING FOR MEMBERSHIP; PROVIDING FOR MEETINGS AND ORGANIZATION; PROVIDING FOR MEMBER REMOVAL; PROVIDING FOR DUTIES AND FUNCTIONS; PROVIDING THAT COMMITTEE ACTION IS ADVISORY ONLY; PROVIDING FOR ASSISTANCE TO THE COMMITTEE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFORMANCE WITH THE UNIFORM POLICIES AND PROCEDURES FOR ADVISORY BOARDS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County desire to create the County Administrator Selection Advisory Committee, to assist the Consultant selected to coordinate the search for the new County Administrator;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, THAT:

Section 1. Creation of the County Administrator Selection Advisory Committee.

There is hereby established an Advisory Committee to be known as the County Administrator Selection Advisory Committee, which shall serve at the pleasure of the Board of County Commissioners of Palm Beach County until such time as the County Administrator is employed by the Board of County Commissioners of Palm Beach County.

Section 2. Membership: The County Administrator Selection Advisory Committee ("Committee") shall consist of nine (9) members appointed by the Board of County Commissioners of Palm Beach County. Appointments shall be based upon nominations from the following:

- a. Seven (7) nominations from the Board of County Commissioners and two (2) at large;
One (1) from each of the (7) County Commissioners, one (1) from the Palm Beach County League of Cities and one (1) from the Economic Council of Palm Beach County. The Mayor's appointee will act as the Committee Chair.
- b. Nominees shall be a resident of Palm Beach County, should have knowledge of public administration and government operations, and shall be committed to serve the needs of the committee and citizens of Palm Beach County.

Section 3. Meetings and Organization. The Committee shall establish a time and place for holding meetings as may be necessary and shall adopt such rules of organization and procedure as may be required. Meetings shall be governed by Robert's Rules of Order.

Members shall be governed by the applicable provisions of the State Ethics Code and the Palm Beach County Code of Ethics. A majority of members currently appointed to the Committee shall constitute a quorum for the transaction of business and the concurrence of a majority of members present and voting shall be required to take any official action. All meetings of the Committee and any of its subcommittees shall be open to the public, duly advertised and otherwise comply with all applicable requirements of Florida's "Sunshine" Law as set forth in Chapter 286 Florida Statutes. Minutes shall be taken at each meeting.

Section 5. Removal. All members serve at the pleasure of the Board of County Commissioners of Palm Beach County and may be removed without cause upon majority vote by the Board of County Commissioners of Palm Beach County. Any member that fails to attend three (3) consecutive meetings or that fails to attend more than one-half of the meetings scheduled during a calendar year shall be automatically removed for lack of attendance. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting.

Section 6. Duties and Functions. The Committee shall assist the Consultant selected by the County to conduct the search for the County Administrator. Duties shall include, but not be limited to: development of the selection criteria for the position; identification of advertisement opportunities; identification of individuals selected for interview ("short list"); development of selection instruments (written exercise(s), interview questions, etc.); and other duties related to the selection process as identified by the Consultant.

Section 7. Committee Action Advisory Only. The actions, decisions, and recommendations of the Committee shall not be final or binding on the Board of County Commissioners of Palm Beach County but shall be advisory only.

Section 8. Assistance to the Committee. The Committee may call upon any department or other agency of the County, regional, state, federal, or local governments for information or advice in the performance of its work. Staff from County Administration and Human Resources shall provide administrative support to the Committee. The County Attorney's office shall act as legal counsel to the Committee at all its meetings and shall provide such legal advice and assistance as may be requested by the Committee.

Section 9. Severability. If any section, sentence, clause, phrase, or word of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holdings shall in no way affect the validity of the remaining portions of this Resolution.

Section 10. Uniform Policies and Procedures of Advisory Boards. The Committee shall be subject to the uniform policies and procedures established by the Board of County Commissioners of Palm Beach County for Advisory Boards as currently set forth in Resolution No. 2013-0193, as may be further amended by action of the Board of County Commissioners of Palm Beach County.

Section 11. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was offered by Commissioner Burdick who moved its adoption. The motion was seconded by Commissioner Valeche and upon being put to a vote, was as follows:

	ABSENT	AYE	NAY
COMMISSIONER Priscilla A. Taylor, Mayor	_____	<u> X </u>	_____
COMMISSIONER Paulette Burdick, Vice Mayor	_____	<u> X </u>	_____
COMMISSIONER Hal R. Valeche	_____	<u> X </u>	_____
COMMISSIONER Shelley Vana	_____	<u> X </u>	_____
COMMISSIONER Steven L. Abrams	_____	<u> X </u>	_____
COMMISSIONER Mary Lou Berger	_____	<u> X </u>	_____
COMMISSIONER Jess R. Santamaria	_____	<u> X </u>	_____

The Mayor thereupon declared the Resolution duly passed and adopted this 6th day of May, 2014.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY: [Signature]
County Attorney

PALM BEACH COUNTY, FLORIDA,
BY ITS BOARD OF COUNTY COMMISSIONERS

[Signature]
Sharon Bock, Clerk & Comptroller
Deputy Clerk ★

