

36-3

Agenda Item #: _____

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

Meeting Date: 05/16/2017

Department: Office of Financial Management and Budget

Advisory Board: Impact Fee Review Committee

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to: Approve the appointment of Paula J. Ryan to the Impact Fee Review Committee to complete the unexpired term of James Dubois for the period May 16, 2017 – March 9, 2018.

<u>Nominee</u>	<u>Seat No.</u>	<u>Requirement</u>	<u>Nominated By</u>
Paula J. Ryan	2	Municipal	League of Cities

Summary: The Impact Fee Review Committee is composed of seven (7) members and three (3) alternate members. The voting membership of the IFRC shall include three (3) representatives from municipalities within PBC, three (3) representatives from the business community, and one (1) member selected at-large. The alternate members shall include one (1) representative from each of the three (3) categories listed above. This agenda item provides for the appointment of Paula J. Ryan for the period 05/16/2017 – 03/09/2018 to complete the unexpired term of James Dubois who resigned. Paula J. Ryan has completed the required ethics training. This Committee has 7 seats, 5 seats currently filled and diversity count of Caucasian: 4 (80%), African American: 1 (20%). The gender ratio (female: male) is 0:5. This nominee is a Caucasian female. Countywide (LB)

Background and Justification: Article 2 of the ULDC provides for an Impact Fee Review Committee. The Committee has the following powers and duties under the provisions of the Code:

1. Submit a report to the BCC whenever PBC conducts a full review or update of the impact fee system.
2. Review amendments to Article 13, Impact Fees.
3. Perform such other duties as the BCC deems appropriate.

This agenda item provides for the appointment of Paula J. Ryan to fulfill the unexpired term of the James Dubois, who resigned from the Impact Fee Review Committee.

Attachments:

- A. Advisory Board Information Form, Resume
- B. Current Impact Fee Review Board Membership List
- C. Article 2 of the ULDC
- D. League of Cities Nomination Letter

Recommended by: Shelley Brown 4/24/17
Department Director Date

Legal Sufficiency: Janet B. [Signature] 4/25/17
Assistant County Attorney Date

**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: Impact Fee Review Committee Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: _____ Years. From: 05/02/2017 To: 03/09/2018

Seat Requirement: Municipal Seat #: 2

*Reappointment or New Appointment

or to complete the term of James DuBois Due to: resignation other
Completion of term to expire on: 03/09/2018

*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: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Ryan Paula Jean
Last First Middle

Occupation/Affiliation: City Commissioner
Owner Employee Officer

Business Name: City of West Palm Beach

Business Address: 401 Clematis Street

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

Residence Address: 328 Dyer Road

City & State: West Palm Beach, FL Zip Code: 33405

Home Phone: () Business Phone: () Ext. _____

Cell Phone: 561 762-4358 Fax: () _____

Email Address: PRyan@upb.org

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

Attachment A

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>
_____	_____	_____	_____
_____	_____	_____	_____

(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 July, 2016

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: *Paula Ryan* Printed Name: Paula Ryan Date: 3/22/2017

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) 355-1915.

Return this FORM to:
 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

05/16/2017

Commissioner's Signature: _____ Date: _____

Paula J. Ryan

328 Dyer Road • West Palm Beach, FL 33405
(561) 762-4358; paularyan1@comcast.net

Goal- Objective

To work full-time for a progressive, grassroots, community-based organization that is engaged in advocacy campaigns.

ORGANIZING DIRECTOR

Community/Campaign and Issues Organizer

Affordable Housing Developer/ Campaign Leadership Organizer/ Issues Related Organizer

Leadership ability and demonstrated success by measurably increasing the production of low-cost housing/ creation of sustainable campaigns and organizational structures to ensure long-term SUCCESS!

A team spirited and results driven professional recognized for leading dynamic teams and effectively interfacing with outside stakeholders, both public and private organizations including government, industry organizations and financial institutions. Results include the creation of over 10,000 low-income units in low income communities by working with community partners to create economic opportunities for low income families. As a Neighborhood Team Leader in the 2008 and 2012 for President Obama's Presidential Election Campaigns in West Palm Beach and Palm Beach I built a team of community organizers. I have continued to volunteer/ work for Organizing for Action, the Mayor's Against Illegal Guns, and Enroll America to ensure everyone has access to the American Dream.

Areas of professional expertise

- Highly skilled in low-income housing issues, including urban, suburban and rural communities.
- Senior Management Positions, CEO, CFO, Sr. V.P., and Owner.
- Building key strategic alliances and relationships with coalition partners, activists and union members.
- Finance and investment banking expertise; seeking creative solutions for complex social issues.
- Excellent writing and communications skills thereby enabling me to train and lead other team members.
- Organizational and staff leadership; strong analytical skills with the ability to work as an effective team member / leader.
- Strong public speaking and reporting skills for high impact presentations.
- Possess entrepreneurial skills needed for start-up organizations and campaigns, electoral and issues.
- Strategic thinker in all aspects of problems solving needing for reaching goals and objectives consistent with organizational mission.

- Established a 2008 Presidential Election Campaign office for President Obama with Community only resources. Prior to Obama's Campaign establishing a presence in West Palm Beach I was able to raise funds for the creation and maintenance of the local office. Over 3000 volunteers passed through our doors and over 1500 actively volunteered for grassroots electoral activity. Oversight management and training for volunteers developed my our local team.
- Established an affordable housing trust fund for the City of West Palm Beach
- Developed 5-year strategic finance plan for the City of West Palm Beach Low Income Communities.
- Utilized community-based resources to preserve existing workforce housing nationwide

VOLUNTEER EXPERIENCE

Organizing for Action- 501 C (3) issues and advocate organization to advance social progressive policies Jan 2013 to Present
Neighborhood Team Leader for Central Palm Beach County

- Develop Strategies and tactics for developing our local Chapter.
- Developed teams and structure towards generating earned media credits. Coordinate activity at regional level in the state down to team the level.
- Carries out and implements all activity on a local level by articulating the strategy and tactics to all community volunteers.
- Working on the ground directly with volunteers from issue organizations and elected officials. Team based fundraising, creation of digital content, find and train volunteers to carry out organization strategy and tactics.

Organizing for America – President Obama's Re-election Campaign June 2012 to Nov 2012
Neighborhood Team Leader – West Palm Beach and Palm Beach

- Development of Core Team Leaders to execute the OFA's Campaign strategy.

- Paula J. Ryan

- Page 2 of 3

- Train Core Team Members in Phone Banking, Canvassing, Voter Registration, Data Entry, Digital reporting, GOTV, Office protocol and procedures, interfacing and working with volunteers.
- Supply resources needed to achieve goals and objectives of the campaign, through training, providing materials and soliciting for volunteers.
- Established GOTV strategies to drive voters to the polls and educate them at the polling stations.

2008 Presidential Campaign
Neighborhood Team Leader and Activist

July 2008 to Nov 2009

At the time of the first campaign there was no organizational structure provided by the campaign. It was my desire to see Barack Obama be successful and win, particularly in Florida. As a resident of Palm Beach County I have watched the incredible electoral dysfunction for the last 20 years. Having previously not been able to get involved I took it upon myself to engage with the campaign and learn what is needed to be successful on a grassroots level. I have spent the majority of my professional career working with communities around the country to build quality housing and social service related programs for low-income families. This process entailed a great deal of grass roots organizing to gain community support. The downturn in the real estate market and the implosion of the banking industry gave me an opportunity to use my professional skills and apply them to the campaign. I started a campaign office out of my home and ultimately raised the funds needed to move to an office in a highly visible location. I raised money to build the infrastructure and began signing up volunteers. A campaign staff person was assigned later to our region. The campaign provided goals and objectives and built the infrastructure to support the local office. I was able to locate an office, negotiate a lease, establish utilities, procure furniture and phones and other office supplies and equipment to build phone banks, voter registration drives, data entry teams, visibility rallies and engage volunteers. On Election Day I was posted at a precinct, by the campaign, which was known to have voter suppression problems and issues. I developed a "Rides to Polls" program and coordinated a team of drivers for GOTV.

PROFESSIONAL EXPERIENCE

INTERNET BUSINESS SOLUTIONS AND DESIGN, West Palm Beach, Florida

April 2012 to Present

President and Owner

Consultant to businesses and individuals helping them develop and implement digital strategies to help grow their business and improve their reputation.

NEW EPIC MEDIA, West Palm Beach, Florida

July 2011 to April 2012

Consultant

Turnaround CEO for Digital On-Line Media Corporation

T-REX CAPITAL, Boca Raton, Florida

Mar 2006 to Feb 2007

Sr. Vice President of Development

- Directed and managed the day to day development responsibilities for three large projects located in West Palm Beach, St. John, V.I. and Lake Placid N.Y.

CITY OF WEST PALM BEACH

ECONOMIC AND COMMUNITY DEVELOPMENT, WEST PALM BEACH, FL

Dec 2005 to Dec 2006

Interim Director (1-year consulting assignment)

- Hired to develop Policies and Procedures for the City's housing and economic development goals and objectives
- Evaluated and restructured the Economic and Community Development Department, its policies, procedures, and staffing.
- Reviewed status of current funding program and projects, reorganized underperforming programs, and created a financial accountability system within the department and each funding program. Staffed and managed a 25 member team of associated professionals

GABLES RESIDENTIAL TRUST, Boca Raton, FL

Sep 2004 to May 2005

Development Director

- Directed and managed the day-to-day development / acquisition of a National Real Estate Investment Trust in the South Florida area. Directly interfaced with all major subcontractors, architects, planners, engineers and landscapers to bring plans to fruition without costly time delays and change orders. Responsible for development and acquisition strategies.

Paula J. Ryan

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WHITE OAK REAL ESTATE DEVELOPMENT / MANAGEMENT CORP., West Palm Beach, FL

Apr 1998 to Sep 2004

President / Owner

- Directed day-to-day operations and business development efforts for company specializing in acquisition strategies and the development / management of communities. Both organizations concentrated in workforce multi-family rental housing, concentrating in urban redevelopment, and new construction for infill areas and rural suburban neighborhoods.
- Specialized in working with local, state and federal governmental agencies, expert in the use of tax-exempt bonds and government financing. Recognized for bridging the gaps between community concerns and project needs by resolving issues utilizing institutional investors and conventional financing strategies.
- An effective liaison on behalf of the development team and local government officials including local planning and zoning departments and other permitting agencies to achieve mutually beneficial objectives.

THE RICHMAN GROUP OF FLORIDA, INC., West Palm Beach, FL

Feb 1994 to Apr 1998

President / General Manager

- Spearheaded the establishment of the Florida office in 1994 providing The Richman Group of Companies the opportunity to expand and build a solid real estate portfolio for a company that specialized in affordable housing through investment banking, syndication, and property development and asset management. Developed 5,000+ multi-family units and was involved in the acquisition, development, and financing construction and lease-up stages for each development.
- Responsibilities included: (i) Purchase and Sale Contracts, (ii) Feasibility Studies, (iii) Financial Projections, (iv) Title-Survey, and related issues, (v) Comprehensive Plans, (vi) Land Use, (vii) Zoning and Site Plan Approval, (viii) Developer Agreements, (ix) Payment and Performance Bonds, (x) Contract Negotiations with Third Party Consultants, (xi) Design and Permitting, (xii) Critical Path Schedules, (xiii) Value Engineering, (xiv) Credit Underwriting, (xv) Financing, (xvi) Closing, and (xvii) Lease-Up.

PROFESSIONAL EXPERIENCE (Prior to 1994)

FLORIDA AFFORDABLE HOUSING INC., Boynton Beach, FL

1993 to 1994

Executive Vice President, Development Director (FL Non Profit)

Produced more than 1,000 units of affordable and workforce multi-family housing utilizing State and Federal funding such as HUD's CDBG and HOME programs, Section 42, IRS - Low Income Housing Tax Credits, and the State of Florida's Housing Trust Fund. All developments included conventional and non-conventional banking products, such as the Federal Home Loan Bank's Atlanta Region, Affordable Housing Program.

BOSTON CAPITAL PARTNERS, Boston, MA

1989 to 1993

Senior Investment Analyst

Predominant responsibilities included finding solutions for distressed affordable housing real estate assets throughout a 15-state territory covering more than 200 individual real-estate assets. Developed and implemented creative ideas in new debt structures and "work-outs". Responsible for the preparation of strategies detailing potential cash flows, tax and future benefits for real estate assets, including re-syndication and sales proposal analysis.

EDUCATION

UNIVERSITY OF MARYLAND, College Park, MD

Bachelor of Science Degree

- Finance and Economics, 1989
- Honors Program

Selected Ongoing Professional Development / Affiliations

International Economic Development Council Professional Courses

Leadership Palm Beach County Class of 2009

Appointed to Palm Beach County Commission on Affordable Housing

Appointed Board Member to the City of West Palm Beach's Community Redevelopment Agency Advisory Board

ARC of Palm Beach County - 501 C 3 dedicated to providing supportive services to the Developmentally Disabled.

References and Supporting Documentation Furnished upon Request



IMPACT FEE REVIEW COMMITTEE

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINT DATE	REAPPOINT DATE	EXPIRE DATE
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Appointed By : At-Large/Palm Beach County Board of County Commissioners

1	Robert Gottlieb	Member	CA	M	561-582-5969	Municipal Representative	06/19/2012	06/19/2015	06/18/2018
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3589 S Ocean Blvd Apt 127
South Palm Beach FL 33480

NOMINATED BY :

2	James Dubois	Member	CA	M	561-718-8989	Municipal Representative	03/10/2015		03/09/2018
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516 Sabal Palm Dr
Lake Park FL 33403

NOMINATED BY :

3	Vacant	Member				Municipal Representative			03/09/2018
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NOMINATED BY :

4	Vacant	Member				Business Community Representative			11/17/2017
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NOMINATED BY :

* indicates a member having an action pending

Attachment B

Appointed By : At-Large/Palm Beach County Board of County Commissioners

5	E. Llwyd Ecclestone, III Four Points Construction, LLC 1555 Palm Beach Lakes Blvd Ste 1400 West Palm Beach FL 33401	Member	CA	M	561-420-8211 X3	Business Community Representative	10/01/2004	11/18/2014	11/17/2017
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NOMINATED BY :

6	Scott D. Worley 364 S Country Club Dr Atlantis FL 33462	Member	CA	M	561-963-333	Business Community Representative	06/19/2012	11/18/2014	11/17/2017
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NOMINATED BY :

7	Arnold A. Broussard 6406 Blue Bay Cir Lake Worth FL 33467	Member	AA	M	561-315-5243	Resident of Palm Beach County	10/01/2004	11/18/2014	11/17/2017
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NOMINATED BY :

Vacant	Alternate Board Member					Resident of Palm Beach County			
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NOMINATED BY :

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

* Andrew P. Mack City of Boynton Beach 100 E Boynton Beach Blvd Boynton Beach FL 33435	Alternate Board Member	CA	M	561-742-6366	Municipal Representative	03/10/2015	10/21/2016
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NOMINATED BY :

Vacant	Alternate Board Member	Business Community Representative
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NOMINATED BY :

3 Board alternate(s) are vacant.

* indicates a member having an action pending

The IFAB shall be composed of five members. There shall be one traffic engineer, one accountant, one attorney, one representative of the general public, and one developer/builder on the IFAB. No member of the Impact Fee Review Committee may serve on the IFAB.

b. Appointment

The members of the IFAB shall be approved at large by a majority vote of the BCC.

c. Terms of Office

All IFAB members shall serve a term of three years.

4. Secretary and Staff

The Impact Fee Coordinator shall serve as Secretary of the IFAB. The staff of PZB shall be the professional staff of the IFAB. County Attorney shall attend meetings to serve as counsel to the IFAB. The Impact Fee Coordinator shall represent PBC by presenting PBC's position to the IFAB.

5. Meetings

a. General

General meetings of the IFAB will be called as necessary to carry out business, but no more frequently than once a month. Special meetings may be called by the Chair of the IFAB, or in writing by a majority of appointed members of the Board. Staff shall provide 24-hour written notice to each IFAB member for a special meeting.

J. Impact Fee Review Committee

1. Establishment

There is hereby created an Impact Fee Review Committee (IFRC).

2. Powers and Duties

The IFRC shall have the following powers and duties under the provisions of this Code:

a. submit a Report to the BCC whenever PBC conducts a full review or update of the impact fee system relating to:

- 1) the implementation of Article 13, IMPACT FEES;
- 2) actual levels of service for the impact fees exacted in Article 13, IMPACT FEES;
- 3) the collection, encumbrance, and expenditure of all impact fees collected pursuant to Article 13, IMPACT FEES;
- 4) the validity and assumptions in the technical memoranda used to support the impact fee schedules in Article 13, IMPACT FEES; and
- 5) any recommended amendment to Article 13, IMPACT FEES.

b. review amendments to Article 13, IMPACT FEES prior to their consideration by the BCC.

c. perform such other duties as the BCC deems appropriate.

3. Board Membership

a. Qualifications

The IFRC shall be composed of seven members and three alternate members appointed by the BCC. The membership of the IFRC shall include three representatives from municipalities within PBC, three representatives from the business community, and one member selected at large. The voting membership of the IFRC shall include three representatives from municipalities within PBC three representatives from the business community, and one member selected at large. The alternate members shall include one representative from each of the three categories above. An alternate member shall be authorized to vote in place of an absent voting member appointed from the same category and shall count toward a quorum.

4. Officers

a. Secretary

The Impact Fee Coordinator shall serve as Secretary of the IFRC.

5. Meetings

a. General or Special Meetings

General meetings of the IFRC shall be held as needed consistent with its powers and duties. Special meetings may be called by the Chair of the IFRC, or in writing by a majority of appointed members of the IFRC. 24-hour written notice shall be given to each IFRC member for a special meeting.

6. Annual Report

The IFRC shall submit an annual report to the BCC. The form, substance and submittal date for the report shall be established by the County Administrator in a Policy and Procedure Memorandum. [Ord. 2009-040]

K. Planning Commission

1. Establishment

There is hereby established a Planning Commission (PLC). [Ord. 2008-003]

2. Powers and Duties

Attachment C



**Palm Beach County
LEAGUE of CITIES, Inc.**

April 6, 2017

Mr. Willie Swoope
Impact Fee Coordinator
2300 N. Jog Road
West Palm Beach, FL 33411-2741

RE: Impact Fee Review Committee

Dear Mr. Swoope:

At its March 29, 2017 meetings, the Palm Beach County League of Cities appointed Commissioner Paula Ryan to fill the regular League seat to represent the League on the Impact Fee Review Committee, which was left vacant due to the retirement of Mayor James DuBois of Lake Park.

If you have any questions or need further assistance, please contact our office at 355-4484.

Sincerely,

JeRiise Hansen
Office Manager

cc: Commissioner Paula Ryan – City of West Palm Beach

www.leagueofcities.org | rradcliffe@pbcgov.org
Richard Radcliffe, Executive Director
(561) 355-4484 | (Fax) 355-6545
P.O. Box 1989, Gov. Center, West Palm Beach, FL 33402
Office: 301 North Olive Ave., Suite 1002.17 West Palm Beach, FL 33401



Florida League of Cities
SUPPORTING PARTNER



National League of Cities
Associate Members

Attachment D