



— POSITION AVAILABLE —

TOWN MANAGER | *Apply by May 8, 2020*

Welcome to the Town of Montverde

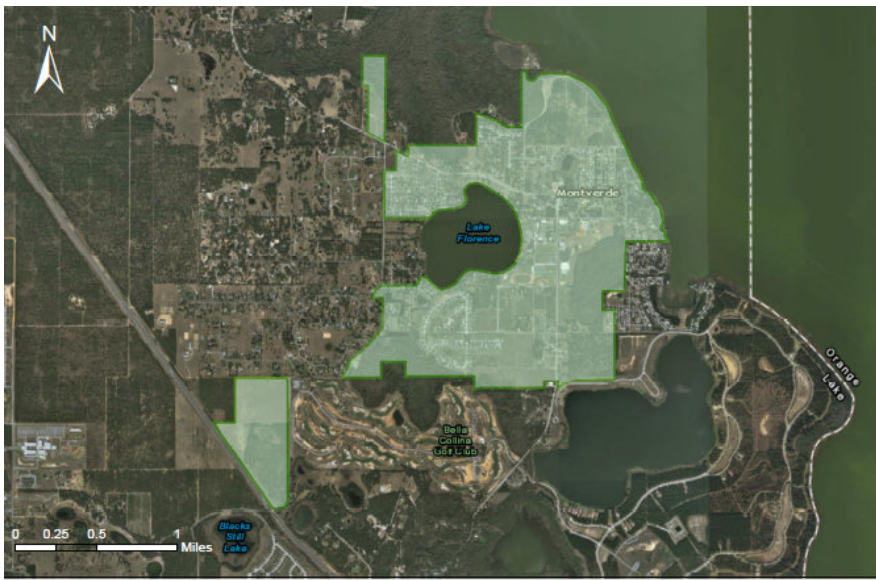
Set among rolling hills of central Florida on the western shore of stunning Lake Apopka, Montverde is one of Florida's hidden treasures. While it is only 30 minutes west of Orlando, it could not be more different. The town is a quiet place where residents are friendly and relish their small town atmosphere and tranquility. They have no desire to duplicate their neighbors' rapid growth. Instead they are content with the lack of traffic (the town has a blinking light but there is no need for a stop light), waterfront vistas, fresh air, and open spaces. It is simply a wonderful place to live, work, and play.

Many of Montverde's attractions are outdoors, and Florida's natural beauty is on full display here. Lake Apopka is the fourth largest lake in Florida. Nearly 300 bird species are found here. The Lake Apopka Wildlife Trail showcases bobcats, bald eagles, great blue herons, otters and alligators. Once known as the bass fishing capital of the Eastern United States, the lake is being returned to its natural state after years of pollution from the farms that once occupied its north shore. Over 1.5 million bass fingerlings have been released into the lake, and it is anticipated that Lake Apopka will soon regain its status as a fisherman's





Map 1: Town of Montverde



Map 2: Montverde Town Limits

paradise. A much smaller lake, Lake Florence, lies within the town limits. Other lakes dot the area giving the surrounding county its name—Lake County.

Montverde has four parks (the three largest are Kirk Park, Lake Florence Park, and Trussett Park) as well as walking and biking trails. The Kirk Park Community Building is a popular venue where residents can hold events at no cost. In the spring, the surrounding park hosts a concert series that showcases local bands and artists while November brings Montverde Day Carnival and Music Festival. The latter is a huge event that brings crafts booths, food vendors, and entertainment to the community. Other popular events include Montverde Idol and the annual Light Up Montverde where a town Christmas tree is lit, and

Santa makes an appearance. A seasonal movie is shown and s'mores, hot chocolate, and hot dogs provided by the Fire Department. Unfortunately, with COVID-19, all community events are on hold.

While Montverde's quiet, peaceful atmosphere and size do not encourage nightlife, entertainment and culture can be found in nearby cities—particularly in Orlando. Known for its amusement parks, it hosts the Orlando Museum of Art, the Cornell Fine Arts Museum, and the Dr. Phillips Center for the Performing Arts. The Amway Center offers concerts, the NBA's Orlando Magic and minor league professional ice hockey. Major league professional soccer can be found at the Orlando City Stadium where the Orlando City Lions (men's) and the Orlando Pride (women's) play their home games. For the more scientifically minded, the Orlando Science Center engages visitors with interactive and informative exhibits. Not to be overlooked is the Florida Film Festival.

Then there are Florida's famed theme parks including Walt Disney World (hosting the Magic Kingdom, Epcot, Disney's Hollywood Studios, Disney's Animal Kingdom, and two water parks), Universal Studios (with its Islands of Adventure

and the Wizarding World of Harry Potter World), and SeaWorld. All are within an hour's drive. In fact, many Montverde residents work part time at Disney—not so much for the money as for the free passes they are given and which they use for their grandchildren and friends. Just a little further away lies LEGOLAND in Winter Haven.

Montverde has 650 homes (approximately 90% of which are homesteaded). Within the town limits, detached single family dwellings range between \$200,000 and \$500,000 with the average home selling for a little over \$300,000. Mobile homes are less expensive and just outside the town boundaries lie some homes selling in the multiple millions. Montverde has the added bonus of being very safe—the average crime rates are all lower than the surrounding area.



The Lake County Public Schools are very good, although outside the town limits. Montverde is the home to a prestigious private boarding school, the Montverde Academy. It is highly rated for its academics, its diversity, and its athletics. In fact, its basketball team was the top ranked high school team in the United States for four of the past six years. For higher education, the Lake-Sumter State College's South Lake Campus is just south of Montverde. Other popular colleges and universities within a relatively easy drive include the University of North Florida, the University of Florida, Florida State University, the University of Central Florida, University of South Florida, University of Miami, Stetson, and Florida International University.



If you like to travel, the Orlando International Airport is the best option. As the busiest airport in Florida and the tenth busiest in the United States, it is a gateway to the world. If you are a seafarer, the world's second busiest cruise port—Port Canaveral—is just over an hour to the east. Of course, the best part of any vacation is returning home to the tranquility of Montverde.

What makes Montverde truly special is its residents. They are the soul of the town, welcoming to all while looking out for each other. The participation in community events is high and the way neighbors help neighbors make for a safe and enriching family life. They are Montverde's real treasure! The location and perfect year-round weather are simply nice extras.

We invite you to join us in paradise and become our next Town Manager.

Table 1: Montverde Demographics

Estimated Population: 1,622			
Distribution by Race		Distribution by Age	
White	92.2%	0 to 5	3.2%
Black	6.4%	6 to 64	83.7%
Asian	0.8%	Over 65	13.1%
Two or More Races	0.6%		
Total	100%		
Hispanic Ethnicity (all races)	17.9%		

Educational Achievement (Over Age 25)	
High School or Higher	94.6%
Bachelor's Degree or Higher	35.1%

Other Statistics	
Median Age—Montverde	39.6
Median Age-U.S.	37.8
Median Household Income	\$87,589
Poverty Rate	0.8%

Source: U.S. Census Bureau and Cubit

History

Montverde was home to early Native Americans, and artifacts, such as arrowheads, beads and pottery can sometimes be found here. Settlers of European origin began to arrive in 1865 and the area's hills gave the town its name, "Monte Verde," the Spanish phrase for "green mountain."

In its early days, Montverde was known for its grapes, citrus and vegetables. The area's growth was encouraged by the arrival of the Tavares and Gulf Railroad in 1887, which was used to haul agricultural products to market. The Montverde Academy, opened in 1912, and the town was incorporated in 1925 with a strong mayor and five council members. Over the years, the town was home to a cement plant, a facility that dried and processed moss for use in furniture, and the

original manufacturing plant for Snapper Lawn Mowers. In 1969, rail operations in the town ceased, and part of its rail bed is now part of the Lake Apopka Loop Trail.

In 2019, Montverde's electors, with strong support from its elected officials, approved changing the form of government to the council-manager plan. The transition will occur this November when one of the council positions will be eliminated and the mayor will become part of the council.

Demographics

See Table 1 (left) for Montverde's Demographics.

Climate

Montverde has two main seasons: the hot, rainy summer season, which lasts from May to September, and the moderate, dry season, which runs from October to April. During the summer months, the high temperatures are typically around 91°F while the lows are in the low to mid 70s. The afternoons often bring short bursts of rain and thunder. During the cooler season, the high temperatures are in the low to mid-70s with the lows in the low 50s. Snow is something that happens well north of here, and it has been quite a few years since the area has experienced a frost. The average annual rainfall is 52 inches, the town sees around 235 sunny days per year.

Hurricanes do strike Florida from time to time, especially during hurricane season (June 1 to November 30), though their impact tends to be relatively minor in Montverde due to its inland location.

Geography

Located in Lake County and lying on the southwest shore of Lake Apopka, Montverde covers approximately 2.0 square miles. Orlando is 24 miles to the east, and Tampa is about 90 miles southwest. The area is characterized by rolling hills and the town's average elevation is 108 feet. Sugarloaf Mountain at 312 feet is the fifth highest point in Florida and lies about 6 miles northwest of town.

Table 2: Principal Employers, Lake County, FL

Employer	Industry	Employees
Lake County Public Schools	Education	5,435
Lake County Government	Government	1,844
Leesburg Regional Medical	Medical	1,826
Florida Hospital Waterman	Medical	1,482
South Lake Hospital, Inc.	Medical	1,143
Villages of Lake-Sumter, Inc.	Amenities	1,120
Lake Port Square	Residential	500
Lifestream Behavioral Center	Medical	500
Dura-Stress, Inc.	Manufacturing	425
Hewitt Contracting Company, Inc.	Engineering	370

Source: Lake County, FL 2018 CAFR

Commerce

Montverde has a very limited commercial base. Beyond the Montverde Academy, the town has two restaurants (Willie’s BBQ that is open Friday and Saturday, and a small coffee shop), a small strip shopping plaza, and a few offices. Working residents primarily commute to other communities. Table II above shows the principal employers in Lake County.

The Government

Beginning in November 2020, Montverde will convert from the strong mayor form of government to the council-manager plan. At that time, the Mayor will become a member of the Town Council and one of the current 5 Council positions will be eliminated. All the town’s elected positions serve staggered, two-year terms and are elected at-large. The town does not have term limits. The Council’s current members are long time residents and serve because they love Montverde and want to protect their community. They are collegial, have a great deal of respect for each other and for staff.

The Town Manager will be responsible for carrying out the Council directives and overseeing the Town’s day-to-day operations.

Montverde is an extremely lean government with only five full time and three part time employees. The staff works four 10 hour days. Chart 1 (located on top of page 6) provides the town’s organizational structure.

Montverde contracts with the County Sheriff for one deputy eight hours a day who is supplemented by the Florida Highway Patrol for 50 hours per month to do traffic enforcement. Fire service is provided by a volunteer Fire Department. Planning, engineering and the town attorney functions are all provided by third party contractors. They supplement the work of a number of committees and boards

which include: Planning and Zoning, Parks and Recreation, Public Safety, Visioning, Cemetery, and Historic. The Parks and Recreation committee manages the Montverde Day Carnival and Music Festival.

The FY 2020 Proposed Budget has a General Fund budget of \$1,405,375. The property tax rate is 2.83 mils. Montverde has no debt, and would prefer it to remain that way. The town’s buildings and vehicles are in extremely good condition.

The Challenges and Opportunities

Montverde has been extremely well run, is financially sound and very lean. Further, the town’s primary revenue sources are relatively stable. Hence, while Montverde is not immune to the impacts of an economic downturn, it does not have the issues many cities do.

Montverde’s biggest challenge is to protect its current quality of life. Residents love their community and do not want it to change. Development is the most significant threat. Fortunately, Lake Apopka forms a natural barrier to the east, the Bella Collina development covers the land to the south, and large lot estates and the Florida Turnpike largely cover the land to west. Thus far, Montverde has been able to control its surroundings. When Pineloch Management

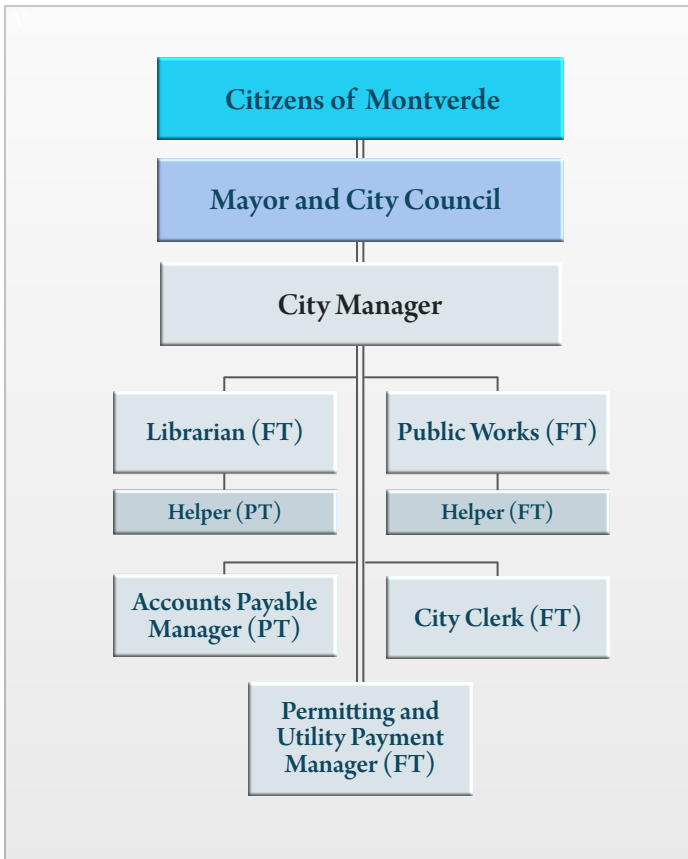


Chart 1: Town of Montverde Organizational Structure after 2020

Corporation wanted to develop 117 acres to Montverde’s southwest, the town annexed the property and limited the development to 234 homes. That is still a significant number given the town has only 650 homes currently. A slightly smaller undeveloped property lies north of Osgood Road and is within the town limits so the Council will have control there. Additional undeveloped land lie to the north of town. All in all, the community is relatively protected, but one must be ever vigilant.

A second challenge is how to provide fire protection. Currently, the town uses volunteers and staffing is becoming more difficult. It is simply not as easy to find volunteers as it once was. Under consideration is a proposal from Lake County to assume control over fire protection for Montverde and to build a new fire station. A decision is expected in the relatively near future.

The third challenge is the town is on septic tanks. At some point Montverde will need to install sewer lines and identify a way to treat the wastewater. The town is hoping its next (first) town manager will have

expertise in this area as well as in finding money to fund the new system.

Finally, the individual will be the first Town Manager in a 95 year old town. New roles will need to be defined and the transition will undoubtedly take some time to complete. Some hiccups will likely occur along the way. The good news is everyone is very supportive of the change in the form of government so it should be easy to make adjustments and resolve any problems that occur.

The Ideal Candidate

The town is looking for an experienced, professional manager who has a track record of achievement and a broad skill set. The individual will be very friendly with an easy manner and outstanding communications skills. He/she will work with the Council as a supporter and an advisor while keeping all the elected officials equally and well informed. The best candidate’s only agenda will be that of the Town Council. He/she will believe in transparency, and be completely open and honest with the elected officials—telling them what they need to hear, not what they want to hear. The individual will understand politics, but not be involved in it.

The manager will work well with the public, keeping them informed and earning their trust. The individual will relate well to and understand the needs of every element of the community. It will be important that he/she makes it easy for people to work with the town government, and that they feel welcome. Montverde is a small town and strong interpersonal skills will be critical. He/she will be professional with a sense of humor. Nothing will rile or upset the manager.

The best candidate will be someone who spends time in the community meeting with residents, actively listening to their concerns and working towards finding ways to improve Montverde’s already excellent quality of life. The individual will realize that listening, tact and finesse just as important as simply providing the correct answer. The manager will believe strongly in outstanding customer service and lead by example. He/she will understand how to work with people and resolve problems in a timely manner. The customer is not always right but does deserve to have his/her concerns heard and for the town to make an effort to help them.

With a very small staff, the individual will need to be knowledgeable of every function of government and be comfortable working shoulder to shoulder with employees to accomplish whatever needs to be done. He/she will be a leader (not a bureaucrat) and problem solver who is intelligent, outgoing, upbeat, cheerful, positive, persistent, and patient. The manager will have strong analytical skills. When a decision needs to be made, the ideal candidate will gather the necessary information, and not hesitate. He/she will be able to anticipate the outcome of actions, and by doing so, steer Montverde in a way that protects its quality of life and small-town feel. The ideal candidate will recognize some change is inevitable and work with the Council and community to ensure the change always has a positive impact. Additionally, he/she will be constantly seeking new sources of funding and ways to improve operations.

The individual will collaborate with staff and empower them, not just direct them. Micromanagement will not be a word in the manager's vocabulary. Instead he/she will be respectful, mentor, and delegate. At the same time, the best candidate will expect goals to be achieved and work to be completed properly. While empathetic, accountability will be important.

The ideal candidate will have a proven track record in finance, particularly in budgeting and grants. Excelling in intergovernmental relations will be critical, as Montverde needs to work with others to leverage the resources it has. Experience in a small town is highly desirable as is experience with disaster management. The ideal candidate will have at least ten years' experience as a Town Manager or an Assistant Town Manager. The individual is expected to have at least a bachelor's degree in business administration, public administration, urban planning or a related field.

Compensation

The salary range is \$90,000 to \$120,000 and the salary will depend on qualifications and experience. Benefits are excellent.

The Town Manager

The selected candidate will be the Town's first town manager and will have the full support of the Town Council. While the staff is excellent, there are no internal candidates.

Residency

The Town Manager is not required to live within the town's boundaries.

How to Apply

E-mail your resume and cover letter to Recruit37@cb-asso.com by May 8, 2020. Questions should be directed to Colin Baenziger at (561) 707-3537 or Rick Conner at (915) 227-7002.

Confidentiality

Under Florida's public records act, once an application is submitted, it is deemed a public record. As a practical matter, we do not expect any media coverage.

The Process

Applications will be screened between May 9th and June 9th. Finalists will be selected on June 10th. Interviews will be held on June 15th and 16th. A selection will be made shortly thereafter.

Other Important Information

The Town of Montverde is an Equal Opportunity Employer and encourages women, minorities and veterans to apply. A veteran's preference will be awarded per Florida law.

Additional Information

For additional information about the town visit:

<https://mymontverde.com/>