

TOWN OF HAVERHILL
INTERIM TOWN ADMINISTRATOR

The Town of Haverhill is seeking an Interim Town Manager. The current Town Administrator is retiring after 16.5 years.

Town Description:

The Town of Haverhill, incorporated 1951, is a mostly residential community located in central Palm Beach County. The town, approximately .75 square mile has 2000 +/- residents and 675 residential units. 2 gas stations and 2 strip malls consisting of a total of approximately 15,295 square feet, comprised of retail, professional services and two restaurants make up the commercial area of the Town. Since 2009, Haverhill has operated under a Council/Administrator form of government. The present Administrator has served as the only Administrator transitioning from Town Clerk to Town Administrator with the Charter change in 2009.

Town Website: <https://www.townofhaverhill-fl.gov>

Town Administrator Duties:

The Town Administrator serves as the Chief Administrative Officer of the Town. Presently the Town Administrator performs the duties of Town Clerk and Town Treasurer. The current Town Administrator oversees the Building, Public Works and Code Enforcement divisions and serves a contact/liason to the Town Council appointed Planning and Engineering consultants. Human Resources and Risk Management also fall under the purview of the Town Administrator as does Solid Waste and Recycling, Emergency Management and Flood Plain Management. There are 4 full time employees (Deputy Town Clerk, Public Works/Maintenance and Community Liaison/Code Officer) including the Town Administrator. The Building Official is contracted position, although the permitting and clerical work related to that department is maintained in-house.

The Town Administrator is responsible for all regulatory filing and reporting as required by federal, state and local agencies.

Town Attorney:

The Town Attorney, appointed by the Town Council, has served in this capacity since 1984, his firm since 1967.

Services Provided by Town, Intergovernmental Service Arrangements, and Private Sector Contract:

The Town provides Solid Waste and Recycling services to its residents through contract with Waste Pro and charges a non-ad valorem assessment for services, currently at \$291.00 per year. The Town provides Stormwater Management. Palm Beach County provides sewer and water, however, 70% of the properties are on private septic. Palm Beach County Sheriff's office provides law enforcement coverage and the Town supplements that coverage through additional patrols. The Town recently renewed the MSTU agreement with Palm Beach County Fire Rescue. The present millage rate is 4.5000 with the 2022 total taxable value at \$129,968,906 (up 12.12% from last year).

There are approximately 11 miles of roadways in the Town, 9 of which are paved. Belvedere and Haverhill Roads are maintained by Palm Beach County. There are 7 private roads in town, the remainder are maintained by the Town of Haverhill.

The Haverhill Park, a county owned and maintained park, is within the Town's boundaries. There is a ballfield owned by the Town, adjacent to the Town Hall is not being used and is on the short list for revitalization as a passive park through ARPA funding.

Town Finances:

The Town's total annual budget is \$1,549,685. (Operating budget \$1,297,235.; Special Revenue Fund – Infrastructure Surtax \$165,000.; Special Revenue Fund Building Department \$87,450.00). The Town will receive a total of \$1,023,000 in ARPA funding.

Town Council Perspective:

It has been the continued desire of the Town Council to maintain the small-town residential quality of the Town of Haverhill. Throughout history, the Town has fought against the widening of both Haverhill and Belvedere Roads and has objected to development projects abutting the Town that would increase traffic throughout its jurisdictional boundaries. The Town still mails a quarterly newsletter to its residents, and up until recently, hosted an annual picnic. The Town Administrator is a hands-on position aware of the day-to-day operations of the Town.

Current Compensation and Benefits:

The Town offers a generous benefit package including health and dental, vacation and sick, and is a participating member of the Florida Retirement System. Presently the Town does not offer a car allowance but does reimburse for mileage. A cell phone and iPad are provided. The Town Council will determine the compensation for the Interim Town Administrator.

Selection Process for Interim Town Administrator

This search is being assisted by the Florida Senior Advisor Program, a voluntary organization affiliated with the Florida City and County Management Association.

The person selected as Interim Town Administrator is encouraged to consider the permanent Town Administrator position.

Please send one (1) electronic submission to: **Jean Wible, Deputy Town Clerk at jwible@townofhaverhill-fl.gov** no later than 4:00 PM EDT on **June 29, 2022**. Application submissions must contain: a cover letter, resume, salary history and references. Please send the application submission in .pdf format. Incomplete application submissions will not be considered by the Town. The Town Council anticipates that interviews will take place in early July 2022.

Please note: Under Florida law, application packets become public record when received by the Town.

June 13, 2022