



**AGENDA**

**SPECIAL MEETING**

**CITY OF BAY LAKE**

**1900 HOTEL PLAZA BOULEVARD**

**September 11, 2023**

**3:30 P.M.**

- I. CALL TO ORDER
- II. OATH OF OFFICE
  - Bryan Swartz
  - Tanya Peak-Smith
- III. SELECTION OF MAYOR PRO TEM FOR REMAINING 2023 TERM
- IV. CONSIDERATION TO HIRE CITY MANAGER
- V. OTHER BUSINESS
- VI. ADJOURNMENT

**Oath of Office**

**I solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States and the State of Florida, that I will, in all respects, observe the provision of the charter and ordinances of the City of Bay Lake and will faithfully discharge the duties of the office of Council.**

Bryan Swartz

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Print Name

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Council Member Signature

Date

**Jurat**

**State of Florida  
County of Orange**

Signed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_,

By \_\_\_\_\_  
Signature of Notary Public, State of Florida

(seal)

\_\_\_ Personally Known

\_\_\_ Produced Identification  
Type of Identification: \_\_\_\_\_

**Oath of Office**

**I solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States and the State of Florida, that I will, in all respects, observe the provision of the charter and ordinances of the City of Bay Lake and will faithfully discharge the duties of the office of Council.**

Tanya Peak-Smith

Print Name

Council Member Signature

Date

**Jurat**

**State of Florida  
County of Orange**

Signed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_,

By \_\_\_\_\_  
Signature of Notary Public, State of Florida

(seal)

\_\_\_ Personally Known

\_\_\_ Produced Identification  
Type of Identification: \_\_\_\_\_

**Randy Singh**

[Singhrandy302@gmail.com](mailto:Singhrandy302@gmail.com)

City of Bay Lake, Mayor Todd Watzel

Subject: Engagement Agreement

Date: September 11, 2023

Dear Mayor Watzel:

It is my pleasure to present this engagement agreement for serving as the City Manager for the City of Bay Lake.

#### BACKGROUND

In consideration of the mutual benefits and obligations outlined in this Agreement, the City of Bay Lake (the "Client") and myself (the "Consultant"), as parties to the Agreement, agree to the following:

#### SERVICES PROVIDED

Pursuant to an Interlocal Agreement, services including staffing for the provision of City services are provided by an external entity. The City was notified that the City Manager position has been vacated. The City desire to provide for City Manager service independent of the Interlocal Agreement and is requesting service of the Consultant for this responsibility.

In general, the services required of the Consultant acting as the City Manager, is to manage, monitor and provide oversight of the services provided by the external entity in order to ensure compliance with the terms of the Interlocal Agreement.

1. The Client hereby agrees to engage the Consultant to provide the Client with the following services:
  - a. Normal and customary duties of a typical City Manager position
  - b. Accounting and Financial oversight
  - c. Budget preparation and monitoring oversight
  - d. Statutory property tax administration and reporting oversight
  - e. Banking and investment oversight
  - f. Contracts and Procurement oversight
  - g. Risk Management oversight
  - h. Information technology and innovation oversight
  - i. Responsibility for Media and Public Relations
  - j. Negotiations and management of Law Enforcement contract services
  - k. Review of City Council agenda items prior to Council meetings

In certain situation, as determined by the Client, the Consultant may be requested to address special projects and other tasks.

#### TERMS OF AGREEMENT

1. The term of this agreement will begin on the date that this Agreement is executed by both Parties and will remain in full force and effect indefinitely until terminated.
2. In the event that either Party wishes to terminate this Agreement, The Party will be required to provide 30 days' written notice to the other Party.
3. The Agreement may be terminated at any time by mutual agreement of the Parties.

#### COMPENSATION

1. It is the understanding by both parties that the demand for the Consultant's service is part-time in nature and will vary from time to time. The Contractor's fee for services will be based on a flat rate of \$2,500.00 per month for routine and customary services (an equivalent of approximately 18 hours per month). Payment for the flat rate amount will be automatically paid during the first week following the month that service was provided. For example, payment of \$2,500.00 for service provided in September will be paid during the first week of October. This executed Agreement will serve as the invoice for the monthly payment to the Consultant.
2. Additionally, it is anticipated that during the course of this Agreement, special projects and tasks may arise that may require additional service of the Consultant. Once agreed by both Parties, this service will be charged on an hourly rate of \$275.00 per hour. Invoices for the additional service will be submitted to Client monthly, and will be due upon receipt, but no later than thirty (30) days after the date of issuance.

#### REIMBURSEMENTS

1. During the course of conducting official Client business, the Consultant may incur certain costs such as for travel, tolls, parking, meals, courier, etc. which will be submitted to Client for reimbursement and will be due upon receipt. Reimbursement will be based on actual costs with no overhead or other markups. Mileage will be reimbursed at the effective IRS rate.

#### NO EXCLUSIVITY

1. The Parties acknowledged that this Agreement is non-exclusive and that the Consultant is free, during and after the term of this Agreement, to engage or contract

with others for the provision of services similar to the services under the terms of this Agreement.

I look forward to working with you to accomplish your goals and vision for the City of Bay Lake.

**CONSULTANT**

By: R. Singh  
Randy Singh

Date: 9/11/2023

**ACCEPTED AND AGREED BY:**

**CITY OF BAY LAKE**

By: \_\_\_\_\_  
Todd Watzel, Mayor

Date: \_\_\_\_\_

# Randy D. Singh CPFO, CGFO

Email: [Singhrandy302@gmail.com](mailto:Singhrandy302@gmail.com)

Redacted per Section 119.071(4)(d)2 h., F.S.

## HIGHLIGHTS

- A professional with over 30 years of experience in management, accounting, financial planning, and budgeting encompassing a steady progression of increasing accomplishments and responsibilities
- Professional management skills: ability to monitor activities, recognize and analyze problems, and implement productive corrective actions when necessary
- Ability to develop positive relationships with key stakeholders including elected officials, media, business leaders, etc.

## PROFESSIONAL EXPERIENCE

### Consulting and Other Services: Various Clients **06/22 – Present**

- Town of Eatonville
- Seminole Tribe
- Ratetopix Corporation

### Visit Orlando – Chief Financial Officer, Orlando, FL **10/20 - 05/22**

- Oversaw the financial operations of the organization
- Directed the development and preparation of the annual budget
- Provided financial, economic, and budgetary guidance to the President & CEO, Board, Executive Committee, and the Audit Committee
- Directed the Research Development operations of the organization
- Directed the Legal, Procurement and Contracts functions
- Directed the Information Technology Department
- Coordinated the County's Tourist Development Tax funding for Visit Orlando
- Managed the Sports Incentive Fund and Committee on behalf of Orange County Government

### Orange County Government – Board of County Commissioners, Orlando, FL **09/95 – 10/20**

#### *Deputy County Administrator*

**12/18 – 10/20**

- Directed the development and preparation of the annual county budget (~\$5 billion)
- Provided financial, economic, and budgetary guidance to the Mayor, the Board of County Commissioners, constitutional officers, county departments, and various outside agencies
- Liaison for all constitutional officers relating to budgetary, real estate, facilities, and other matters
- Oversaw the Community and Family Services Department including the Regional History Center, Cooperative Extension, Head Start, Youth & Family Services, Community Action, Mental Health & Homelessness, Citizens' Commission for Children, Neighborhood Services, Office of Aging, Citizens Resources & Outreach, and Parks & Recreation
- Oversaw the Administrative Services Department including Real Estate Management, Procurements and Contracts, Fleet Management, Facilities Management, Capital Projects, and Business Development
- Managed the Office of Management & Budget
- Managed the Information Technology Department
- Oversaw the Human Resources Department
- Oversaw the Risk Management Department including Professional Standards and Public Records
- Oversaw the Tourist Development Tax including the funding for Visit Orlando
- Oversaw Arts and Cultural affairs office

#### *Assistant County Administrator*

**01/15 – 12/18**

- Directed the development and preparation of the annual county budget (~\$4.3 billion)

- Provided financial, economic, and budgetary support to the Mayor, the Board of County Commissioners, constitutional officers, county departments, and various outside agencies
- Liaison for all constitutional officers relating to budgetary, real estate, facilities, and other matters
- Oversaw the Community and Family Services Department
- Oversaw the Administrative Services Department
- Oversaw the Office of Management & Budget
- Oversaw the Office of Economic Trade and Tourism Development

***Manager - Office of Management & Budget***

***11/02 – 12/14***

- Managed the development and preparation of the annual county budget
- Responded to inquiries from citizens and various media outlets regarding budgetary matters
- Managed various financial models to protect and ensure the strength of the county's fiscal health
- Ensured fiscal safeguards and safety nets were established to accommodate any unforeseen circumstances

***Budget Administrator - Office of Management & Budget***

***06/98 – 11/02***

- Managed the coordination of the county's Capital Improvement Program relating to financing and budgeting

**Lynx, Orlando, FL**

**09/97 – 06/98**

***Manager of Financial Planning & Budget***

- Developed and managed the organization's annual budget
- Developed short and long-range financial plans and financial models
- Coordinated with Lynx's funding partners on various financial matters
- Supervised staff

**Orange County Government, Orlando, FL**

**09/95 – 09/97**

***Revenue Coordinator - Office of Management & Budget***

- Responsible for forecasting the county's revenues and recommend allocations of fiscal and other resources
- Developed, implemented, and managed the county's first short and long-range financial planning model
- Developed and implemented the Local Option Gas Tax distribution formula for the county and cities within Orange County
- Implemented and managed the first Local Area Network (LAN) system

**Crossroads Hospitality Co., Orlando, FL**

**04/95 – 09/95**

***Property Accountant - Comptroller's Department***

- Managed the financial affairs of several hotels nationwide

**The Port Authority of New York & New Jersey, New York**

**07/87 – 04/95**

***Accountant - Comptroller's Department***

- Responsible for various aspects of finance and accounting

## **EDUCATION**

- **Bachelor of Business Administration – Accounting**  
The City University of New York – Bernard M. Baruch College
- **Engineering - Audio Engineer**  
The Institute of Audio Research – New York, New York



## **PROFESSIONAL CERTIFICATIONS**

- **CPFO**  
Certified Public Finance Officer (Certified within the U.S. and Canada)
- **CGFO**  
Certified Government Finance Officer (Certified within the State of Florida)

## **PROFESSIONAL ASSOCIATIONS**

- **GFOA**  
Government Finance Officers Association
- **FGFOA**  
Florida Government Finance Officers Association

## **BOARDS AND COMMITTEES**

- Member of the Nemours Children Hospital Board of Managers
- Served on the Florida Citrus Sports Board (Camping World Stadium)
- Served on the Central Florida Expressway Authority - Audit Committee
- Served on the Orange County Audit Committee
- Served on the Orange County Deferred Compensation Committee
- Chaired the Orange County Medical Oversight Committee
- Chaired the Orange County Risk Management Committee
- Chaired the Visit Orlando Retirement Benefits Committee
- Chaired the Visit Orlando Medical Benefits Committee
- Served on the board of Goodwill of Central Florida