

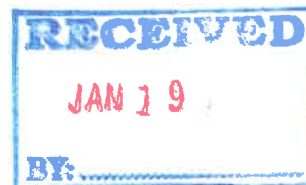


City of Key West

Office of Human Resources
1300 White Street -P.O. Box 1409
Key West, FL 33041

Telephone (305) 809-3714 / Fax (305) 809-3719

Website: www.Cityofkeywest-fl.gov



Application for Employment

PLEASE PRINT

Date: 01/15/2023

Name RALF BROOKES

Street 1217 E CAPE CORAL PARKWAY 107

City CAPE CORAL

State: FLORIDA

Zip Code: 33904

CELL PHONE: ()

EMAIL: RALFBROOKES@GMAIL.COM

How were you referred to us?

☐ Newspaper ad
☐ Current Employee

☐ School
☐ Agency

☒ On my own
☐ Other

Name of referral source:

Please note: This application form was designed for use by persons applying for various types of positions clerical, professional, technical, and administrative. Please answer the questions to the best of your ability.

Specific position for which you are applying: CITY ATTORNEY

Do you wish to work: ☒ Full time: ☐ Part time: ☐ Temporary? If part time, specify hours or days:

What is your minimum weekly salary requirement: NEGOTIABLE

Date available for work: NEGOTIABLE

Do you have any commitments to another employer that might affect your employment with us?

If applicable, do you have a driver's license: MOTOR VEH FLORIDA 7/9/26
Type State Expires

SKILLS

Typing speed _____ words per min. Typing test attached ☐ Yes ☒ No (Must be attached if required)

Years of Computer experience: 40 Type: PC/APPLE/IPAD

Software: MS 365 WORK EXCEL POWERPOINT

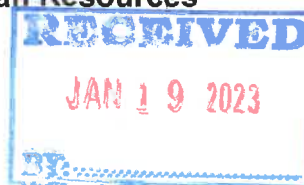
Business machines you can operate:

Other Equipment:

**THE CITY OF KEY WEST IS A DRUG FREE WORKPLACE,
EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
VETERANS PREFERENCE EMPLOYER**

E-Verify Identification # 1007014

To be considered, a signed completed application AND a signed job description
MUST be submitted to the Office of Human Resources



Revised 12/2016

EDUCATIONAL DATA:

SCHOOL	Print Name, Address, City, State & Zip	Year Graduated/ Completed	Course Type/ Major Degree/Certificate
High School	SOUTHFIELD HIGH SCHOOL	1981	
	24675 Lahser Rd, Southfield, MI 48033		
College	UNIVERSITY OF MIAMI	1985	
	CORAL GABLES FLORIDA		
Trade, Business, or Correspondence	UNIVERSITY OF FLORIDA LAW SCHOOL	1988	
	GAINESVILLE FLORIDA		
Other			

GENERAL INFORMATION

If hired, are you able to provide us with proof of identification and employment eligibility? ☒ Yes ☐ No

Have you ever been **CONVICTED** of a criminal offense? ☐ Yes ☒ No Date: _____

Place: _____ Nature: _____

(NOTE: A yes answer will not automatically disqualify you from being considered as a candidate for employment.)

Have you previously applied for employment with the City? ☒ Yes ☐ No If yes, when? about 2007

Have you previously been employed by the City? ☐ Yes ☒ No If yes, when? _____
In what position(s)? _____

Do you have relatives employed here? ☐ Yes ☒ No If yes, please list name(s) department(s) and relationship(s): _____

Person to be notified in case of emergency:

Name: _____ Telephone: _____

Address: _____ Relationship: _____

REFERENCES

Please list at least (3) three personal references, omitting former employers and relatives.

Name	Address	Occupation	Telephone
J Allison DeFoor II	adefoor@diocesefl.org	ATTORNEY	Cell: 904-864-5141
Wayne LaRue Smith	wsmith@thesmithlawfirm.com	ATTORNEY	Cell: 305-923-4080
Ray Allen, II	rallen@carltonfields.com	Attorney at Law Carlton Fields	813.229.4270

EMPLOYMENT HISTORY - List all employers

Please list all previous employers beginning with the present or most recent employer first (use additional sheet of paper if necessary). **(PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT RECORD.)**

EMPLOYED		Job Title OWNER	Employer Name, Address, Telephone:
FROM: 1998		Supervisors Name/Title:	RALF BROOKES ATTORNEY
TO: 2023			
YOUR SALARY		Duties: SEE RESUME	
START	END		
Reason for Leaving: STILL IN BUSINESS		May we contact? ☒ Yes ☐ No	
EMPLOYED		Job Title SEE RESUME	Employer Name, Address, Telephone:
FROM: see		Supervisors Name/Title:	
TO: resume			
YOUR SALARY		Duties:	
START	END		
Reason for Leaving:		May we contact? ☒ Yes ☐ No	
EMPLOYED		Job Title SEE RESUME	Employer Name, Address, Telephone:
FROM: SEE RESUME		Supervisors Name/Title:	
TO:			
YOUR SALARY		Duties:	
START	END		
Reason for Leaving:		May we contact? ☒ Yes ☐ No	
EMPLOYED		Job Title SEE RESUME	Employer Name, Address, Telephone:
FROM: SEE RESUME		Supervisors Name/Title:	
TO:			
YOUR SALARY		Duties:	
START	END		
Reason for Leaving:		May we contact? ☒ Yes ☐ No	

MILITARY EXPERIENCE:

Were you in U.S. Armed Forces? ☐ Yes ☒ No Branch: _____
Dates of duty: From : _____ To: _____ Rank at Separation _____ Briefly describe your duties: _____

Are you a member of the National Guard or a Reserve Unit? ☐ Yes ☒ No Status: _____
Are you claiming Veterans Preference? ☐ Yes ☒ No Are you a resident of the State of Florida? ☐ Yes ☐ No
If you are claiming Veteran's Preference you must provide the following with your application:

1. Veterans, disabled veterans, and spouses of disabled veterans shall furnish a **DD-214**, or military discharge papers or equivalent certificate from the Veterans Administration, listing military status, dates of service and discharge type.
2. Disabled veterans shall also furnish a document from the Department of Defense, Veterans Administration of the Division, certifying that the veteran has a service connected disability.

NOTE: The fact that you have served in the military does not automatically entitle you to Veteran's Preference. Florida Department of Veterans Affairs, Division of Veterans Benefits and Assistance, Chapter 55A-7, reads as follows: "Veteran' or 'wartime veteran' is as defined in Section 1.01 (14), F.S. [Florida Statutes (2013)]. (a) The veteran must have served at least 1 day during a wartime period to be eligible for veterans' preference. Active duty for training shall not be allowed for eligibility. (b) A veteran who has served in a campaign or expedition for which a qualifying campaign badge or expeditionary medal has been authorized (including any armed forces expeditionary medal or global war on terrorism medal) is eligible for preference pursuant to Section 295.07, F.S." If an applicant claiming veteran's preference for a vacant position believes he or she was not afforded employment preference in accordance with the law/rules, the applicant may file a complaint with the Department of Veterans' Affairs at 9500 Bay Pines Blvd, Room 214, St. Petersburg, Florida 33708. A complaint must be filed within twenty-one (21) days after the notice of hiring decision, or within three (3) months of the date the application was filed with the employer if no notice of selection was given.

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, accomplishments, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin or handicap.) **SEE ATTACHED RESUME**

AGREEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES, REGULATIONS, AND POLICIES OF THE CITY OF KEY WEST.

I HAVE READ AND SIGNED THE JOB DESCRIPTION FOR THE POSITION IN QUESTION. I UNDERSTAND AND AGREE THAT THE JOB DESCRIPTION MAY BE AMENDED FROM TIME TO TIME. THERE IS NOTHING TO KEEP ME FROM FULFILLING THE DUTIES AS LISTED.


SIGNATURE OF APPLICANT

1/15/23
DATE

RALF BROOKES

Board Certified in City County and Local Government Law by The Florida Bar



Ralf G. Brookes, Attorney. 1998-present. Local government law practice - Representing local governments, public and private sector clients, public interest groups and not-for-profit organizations. Prepare and present to local government councils, commissions and boards, review and file applications, litigate approvals and denials, prepare and defend ordinances, land development regulations, comprehensive plan amendments, settlements, development agreements, administrative proceedings on local, state and federal agency permits, approvals, challenges and appeals in state and federal courts, state agencies, counties and municipalities.

CITY ATTORNEY LOCAL GOVT EXPERIENCE:

- **Ralf Brookes Attorney, Captiva Erosion Prevention District**, 2020 to present
- **Of Counsel, Vose Law Firm** outside City Attorney **City of Naples** (pop. 20,000), 2020 to present
- **Town of Yankeetown, Florida**, (Levy County, population 760) City Attorney 2006 – 2022
- **City of Madeira Beach, Florida** (Pinellas County, population 4,406) City Attorney 2017-2020
- **City of St Pete Beach, Florida** (Pinellas County, population 10,086) City Attorney 2007-2008
- **City of Bradenton Beach Florida**, (Manatee County, population 1,536) 2004 – 2009

As City/Town Attorney: Meet with and advise City Manager and Departments; Municipal Law; Contracts, RFQs/RFPs; Disputes, Litigation, Comprehensive Plan Amendments, Land Development Code Amendments and review of development application, variances, planned developments, development agreements; legislation, ordinances, audits, sunshine law, public records law; grants, government and public works projects.

COUNTY ATTORNEY EXPERIENCE:

- **Monroe County (the “Florida Keys”) - Land Use Litigation Counsel** (1992-1998) Representing Monroe County Florida in land use litigation in state and federal courts, serve as counsel for Growth Management Division, counsel for Planning Department, Planning Commission and Code Enforcement; prepared and defended vacation rental ordinance, noise ordinances, resolutions and land development regulations, development agreements, comprehensive plan amendments, defended Monroe County in state and federal court.
- **Sarasota County Assistant County Attorney** (1990 – 1992) Advise County Attorney, Board of County Commissioners of Sarasota County; Planning Commission, Planning, Natural Resources, Code Enforcement, Solid Waste Departments, interagency and interlocal agreements; Pollution Control

LAW FIRM EXPERIENCE:

- **Fine Jacobson Schwartz Nash Block & England** (1988-1990) Miami, Tallahassee; Land Use

EDUCATION:

University of Florida –Law School Gainesville, Florida, Juris Doctorate (J.D. 1988)

- Jessup’s Cup Moot Court Team;
- UF Law Center for Governmental Responsibility Fellowship

University of Miami - Bachelor Science Degree, Marine Sciences & Geology, Coral Gables, (B.S. 1985)

University of Florida Law School – Conservation Clinic and Env and Land Use Law Program,
Practitioner in Residence 2013 under direction of Professors Ankersen and Hamann 2013

Florida Gulf Coast University (FGCU) - Adjunct Professor Env Law from 2005 – 2014
Environmental & Land Use Law Masters of Public Administration Program PAD 5620.

PROFESSIONAL:

Admitted to Florida Bar – 1988 (Over 22+ years as member in good standing)

Board Certified: City, County and Local Government Law by The Florida Bar – **2004 to date**

Florida Federal Courts: Admitted Middle District Fla., Southern District Fla., Northern District Florida

Florida State Courts: Admitted all state circuits, all appellate district courts, Florida Supreme Court

The Florida Bar, Sections and Committees:

- **City, County and Local Government Law Section**, to present
- **Environmental and Land Use Law Section (ELULS)**, Executive Council, 1993-2001
- **Administrative Law Section** Executive Council, 1991- 1999

Florida League of Cities:

- **Florida Municipal Attorney's Association** Member
- **Florida Municipal Attorney's Association Speaker** Noise Ordinances

The Florida Chamber of Commerce,

- Growth Management Short Course
- Environmental Permitting Short Course

The Florida Bar, Continuing Legal Education (CLE) Programs

- City, County and Local Government Section of the Florida Bar
- Environmental and Land Use Law Section of the Florida Bar
- Administrative Law Section of the Florida Bar
- University of Florida Law program, speaker and guest lecturer

Continuing Legal Education, CLE-International Programs,

- Dealing With Government
- Litigating Land Use and Takings Claims
- Defending Local Government Land Use Denials
- Regulatory Takings under the U.S. and Florida Constitution
- Wetlands Regulations

Southwest Florida Chamber of Commerce “Issues 08” Southwest Florida Legislative Delegation

A Sustainable Southwest Florida: Creating a Vision. Participant City Attorney



Board Certified in City County and Local Government Law by The Florida Bar

FLSD Bar Admission Status and Admission Date Look-up

Disclaimer: The search results will contain information that is on file as of the date indicated below, generated from the Southern District of Florida's CM/ECF Attorney Database. Every effort is made to ensure the information in the database is accurate and up to date. As per the CM/ECF Administrative Procedures, 3D.: Users shall maintain current contact information ([Administrative Order 2005-38](#) ).

This database is considered the property of the United States District Court for the Southern District of Florida, any commercial use of this database or the information included therein is strictly prohibited.

You may search by full or partial name and/or Florida Bar Number.

Example: **mit** will return **Mitchell**

The less specific the query, the more results will be shown.

Information Current as of 02/02/2023 - 08:45 AM

New Search

Search:

Name	Bar #	FLSD Bar Status	FLSD Admission Date
Ralf Gunars Brookes	778362	Member in Good Standing	02/11/1994
Ralf R. Rodriguez	138053	Member in Good Standing	10/16/1998

Discipline/Suspend/Disbar: [Contact Attorney Admissions for more information](#)

Exempt: Not a member of this Court's Bar, appearing on behalf of a Government Agency. [Click here for more information.](#)

Fee Delinquent: Not a member in good standing. [Click here for more information.](#)

Florida Bar Number Not Found: [Contact The Florida Bar for information](#)

Member in Good Standing: Member in good standing of the U.S. District Court Southern District of Florida Bar

Not in Good Standing: [Contact Attorney Admissions for more information](#)

Pro Hac Vice: Not a member of this Court's Bar. [Click here for more information.](#)

Membership Withdrawn: Not a member of this Court's Bar - membership withdrawn.

RULE 3. RETENTION OF MEMBERSHIP IN THE BAR OF THIS COURT

To remain an attorney in good standing of the bar of this Court, each member must remain an active attorney in good standing of The Florida Bar, specifically including compliance with all requirements of the Rules Regulating The Florida Bar, as promulgated by the Supreme Court of Florida. Attorneys who are not in good standing of the bar of this Court may not practice before the Court.

Effective December 1, 1994. Amended effective Jan. 1, 1996; April 15, 2007; December 1, 2011; December 1, 2015; December 1, 2017.

	THE CITY OF KEY WEST Job Description	Unclassified Position	
		DATE OF REVISION	12/05/2022
POSITION	City Attorney		
DEPARTMENT	City Attorney's Office	ANNUAL SALARY	Based on experience & qualifications
JOB CODE	20006	GRADE	04C

PHYSICAL LOCATION:

➤ City Hall – Key West FL

REPORTING RESONSIBILITIES:

➤ Reports directly to City Commission.

YES, I HAVE THE FOLLOWING KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS AND CAN PERFORM THE FOLLOWING:

GENERAL FUNCTIONS:

This position directs, coordinates, advises and administers all legal matters concerning the City of Key West. Provides legal advice and direction to the entire City Staff, City Commission and boards, in the best interest of the City. Supervises legal staff.

YES, I HAVE THE FOLLOWING KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS AND CAN PERFORM THE FOLLOWING:

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers, City officials and the general public.
- Able to see and hear well enough to perform the duties of this job description.
- Able to work at least forty hour workweek and additional hours as required.
- Computer literate.
- Able to climb stairs.
- Able to use equipment and/or materials as specified in this job description.
- Able to use legal research resources in researching appropriate responses to legal questions.

YES, I HAVE THE FOLLOWING KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS AND CAN PERFORM THE FOLLOWING:

EQUIPMENT TO BE USED:

- Personal computer equipment with various businesses related software, telephone, copy and fax machine.

ENVIROMENT:

- Air-conditioned office environment, 2nd floor. Requires climbing stairs. Various city buildings.

PHYSICAL REQUIREMENTS:

- Standing 15%
- Reaching 10%
- Climbing 5%

YES, I HAVE THE FOLLOWING KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS AND CAN PERFORM THE FOLLOWING:

YES, I HAVE THE FOLLOWING KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS AND CAN PERFORM THE FOLLOWING:

- Using Stairs 5%
- Bending 5%
- Sitting 60%

**DUTIES/TASKS/JOB:**

YES, I HAVE THE FOLLOWING KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS AND CAN PERFORM THE FOLLOWING:

- Performs legal research, advice and direction to City Commission, City Manager, City departments, boards and agencies, consistent with the City Charter, and/or ordinances in the best interest of the City.
- Supervises activities of Assistant City Attorneys and department administrative staff.
- Serves as legal advisor in the resolution of complex legal matters.
- Investigates claims and complaints by or against City government, recommends action to be taken.
- Represents City in civil litigation, court actions and before quasi-judicial or administrative agencies of government.
- Participates in City Commission and advisory board meetings.
- Explain and interpret City Charter/Ordinance/Code questions to the City Commission, City Manager, City Departments and boards consistent with the City Charter and/or ordinances.
- Prepares and drafts or reviews, revises and approves contracts, deeds, pleadings, agreements and other legal documents for various City departments in the best interest of the entire City.
- Advise the City staff and Commission on day-to-day legal matters.
- Perform other legal services for the City as directed by the City Commission or requested by City staff through their City department head.
- Responsible for department budget.
- Effectively, collaboratively and respectfully work with every department to support our community needs.
- Reviews documents prepared by staff, revises same; reviews work of outside counsel and directs same.
- Drafts and/or approves City contracts.
- Performs other duties as assigned.

YES, I HAVE THE FOLLOWING KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS AND CAN PERFORM THE FOLLOWING:

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Knowledge of City Code and Charter.
- Knowledge of judicial and administrative procedures and rules of evidence.
- Knowledge of established precedents and sources of legal reference applicable to municipal activities.
- Knowledge in preparing civil law cases.
- Knowledge in analyzing and preparing a variety of legal documents, researching legal problems and in preparing legal opinions.
- Ability to express ideas clearly and concisely, both orally and in writing, in an effective and comfortable manner with elected City officials, co-workers and the general public.
- Ability to establish and maintain effective and respectful working relationships with the general public, co-workers, elected and appointed officials and members of diverse backgrounds.
- Must possess J.D. from an accredited law school.
- Member of Florida Bar.
- Must possess license/certification to practice law in the State of Florida.
- Must be admitted to practice or obtain certification within twelve months of hire in front of the United States District Court for the Southern District of Florida.
- Demonstrated successful litigation experience.
- Ten or more years minimum of prior related work experience.

Periodically duties, equipment, material and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I, RALE BROOKES, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.



Applicant Signature

1/15/23

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY,
AFFIRMATIVE ACTION, VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

City Hall - Human Resources Office
1300 White Street
Key West FL 33040
Telephone: (305) 809-3714
Fax: (305) 809-3719

Florida

DRIVER LICENSE



9 CLASS E



4a DAN **B622-727-63-249-0**

1 **BROOKES**
2 **RALF GUNARS**
3 **8564 OAKSHADE CIR # 3 APT 201**
4 **FORT MYERS, FL 33919-3371**

5 DOB **07/09/1963** 15 SEX **M** 16 **SAFE DRIVER**
12 EXP **07/09/2025** 16 HGT **6'-00"**
12 REST **A** 9a END **NONE**



4a ISS **04/13/2018**

5DD **X531903262298**

REPLACED **03/26/2019**

Ralph C. Brook

Operation of a motor vehicle constitutes
consent to any sobriety test required by law.



Arrest Search Results



No results were found for the search criteria that you entered:

ralf brookes



[Return to Home Page](#)

[Search Again](#)



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Accessibility Policy

The Monroe County Sheriff's Office is committed to providing access to all individuals—with or without disabilities—seeking information on Keyso.net. To provide this information, we've built Keyso.net to conform to American with Disabilities Act (as amended). The ADA requires that all individuals with disabilities have access to, and use of, information and data comparable to that provided to individuals without disabilities, unless an undue burden would be imposed on us.

If you use assistive technology (such as a screen reader, eye tracking device, voice recognition software, etc.) and have difficulty accessing information on Keyso.net, please contact us and provide the URL (web address) of the material you tried to access, the problem you experienced, and your contact information. We'll contact you and attempt to provide the information you're seeking.

You may contact us by telephone at (305) 292-7000 or via email web@keyso.net.

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Some pages on this website may contain links to third party sites not operated by the Monroe County Sheriff's Office. These sites may not adhere to ADA standards. The Monroe County Sheriff's Office is not responsible for the content and accessibility of those sites, their partners, or advertisers.

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Registered Offender List

Search Criteria: brookes, ralf, FL

No offenders found based off the search criteria.

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(/)

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[Login \(/Account/Login\)](#)

[Home \(https://monroe-clerk.com/\)](https://monroe-clerk.com/)

[Court Records \(/Attorney/SearchCriteria\)](#)

[FAQ \(/Home/FAQ\)](#)

[Glossary of Terms \(/Home/GlossaryOfTerms\)](#)

Drag a column header and drop it here to group by that column

#	Case Numbe...	Description (/Attorney/ReadCaseList...	Type (/At...	Status (/Attor...	DOB (/Attom...	Judge Name ...	Date (/Attom...
No Results Found!							
10 items per page No items to display							

Monday - Friday, 8:30 am - 5:00 pm

Key West

500 Whitehead Street
Key West, FL 33040
305-292-3458

Marathon

3117 Overseas Highway
Marathon, FL 33050
305-289-6027

Plantation Key

88770 Overseas Highway Ste 2
Plantation Key, FL 33070
305-852-7145

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Ralf Brooks

Driver License Check

As of Feb 2, 2023, at 10:04 AM driver license number **B622-727-63-249-0** is **VALID**.

This license is a Class E. Restrictions are A. Endorsements are (NONE ON RECORD). Motorcycle endorsements are (NONE ON RECORD).

Expiration Date is **Jul 9, 2026**. You may purchase a driver history via mail or electronically.

After review of your driver record, it is determined that you are eligible to obtain service via FLHSMV's self-service portal.

Please visit www.GoRenew.com to request a replacement online.

You are not eligible for Driving School Election. Within the past year, you elected to attend school on Jan 12, 2023. You have elected to attend school 4 time(s) in your lifetime. Information regarding Driving School Election can be found at the [HSMV Home Page – Driver License – Driving Courses](#).

Your Personal Information in Florida motor vehicle and driver records is blocked in accordance with the [Driver Privacy Protection Act](#).

Your Social Security Number has been verified. Thank you.

When you check your license by entering the number above, if it shows "**VALID**" it simply indicates that the department has already received information and cleared your record. You may disregard any notice you received and print the response as your latest official receipt from this agency.

[Would you like to look up another record?](#)

1.024