

Other Equipment:

## 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: 01/17/2023 Name Stephen Brandon Dimando Street 802 Eaton Street Apt 5 City Key West State: FL **Zip Code:** 33040 EMAIL: brandon@dimando.net **CELL PHONE:** (305)304-1620 On my own How were you referred to us? Newspaper ad School **Current Employee** Other Agency 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 Full time: Part time: Temporary? If part time, specify hours or days: Do you wish to work: What is your minimum weekly salary requirement: to be determined Date available for work: to be determined Do you have any commitments to another employer that might affect your employment with us? to be determined D553-782-70-2 06/15/2028 If applicable, do you have a driver's license: FL State **Expires** SKILLS Typing speed N/A words per min, Typing test attached No (Must be attached if required) Yes Years of Computer experience: 30 Type: Standard word processing programs/ legal related formats Software: Business machines you can operate: most

## 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 <u>MUST</u> be submitted to the Office of Human Resources

**EDUCATIONAL DATA:** 

SCHOOL	Print Name, Address, City, State & Zip	Year Graduated/ Completed	Course Type/ Major Degree/Certificate	
	Vermilion High School	1988	High School	
High School	250 Sanford St. Vermilion, OH 44089			
	Heidelberg University	1993	Bachelor of Arts Business Administration	
College	310 East Market St., Tiffin, OH 44883		Political Science	
Tuede Business or	Nova Southeastertn University, Shepard Broad	1998	Juris Doctorate	
Trade, Business, or Correspondence	3305 Collage Av., Ft. Lauderdale, FL 33314			
Other				

GENERAL INFORMATION
If hired, are you able to provide us with proof of identification and employment eligibility?  Yes No Date:
Have you ever been CONVICTED of a criminal offense?
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? 2000, 2022
Have you previously been employed by the City? Yes No If yes, when? 2000, 2022 In what position(s)?
Do you have relatives employed here? Yes You If yes, please list name(s) department(s) and relationship(s):
Person to be notified in case of emergency:  Name: Roberta Brown  Telephone: 305 924 0874
Address: 615 Main St., Vertmilion, OH 44089 Relationship: Mother REFERENCES

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

Name	Address	Occupation	Telephone	
ED Melvin	Melvin 412 William St. Key		415 307 0634	
	West Florida 33040			
Donna Gross	347 Sycamore St.		216 408 6626	
	Tiffin, OH 44883	Business Owner		
Mark Goodson	PO BOX 1522	Long Time Friend	305 304 1644	
	Key West, FL 33040			

<u>EMPLOYMENT HISTORY - List all employers</u>
Please list all previous employers beginning with the present or most recent employer first (use additional sheet of paper if necessary). (<u>PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT RECORD.</u>)

EMPLOYED		Job Title	Employer Name, Address, Telephone:				
FROM:		Supervisors Name/Title:	PLEASE SEE ATTACHED F	RESUME	,		
TO:							
VOLID		Duting					
	SALARY	Duties:					
START	END						
				1 1			
Reason for L	eaving:		May we contact?	Yes _	No		
EMPLOYED  FROM:		Job Title	Employer Name, Address, Telephone:				
		Supervisors Name/Title:					
TO:							
YOUR SALARY		Duties:					
START	END						
Reason for L	eaving:		May we contact?	Yes	No		
EMPLOYED		Job Title	Employer Name, Address, Telephone:				
FROM:		Supervisors Name/Title:					
TO:							
YOUR SALARY		Duties:					
START	END						
Reason for L	eaving:		May we contact?	Yes	No		
EMPLOYED		Job Title	Employer Name, Address, Tele	phone:			
FROM:	n	Supervisors Name/Title:					
TO:							
YOUR	SALARY	Duties:					
START	END						
Reason for Leaving:		*	May we contact?	Yes	No		

## **MILITARY EXPERIENCE:**

Dates	ou in U.S. Armed Forces? of duty: From :	Yes INo	Branch: Rank at S	Separation	Briefly describe your
Are you	a member of the Nationa	ence ?□Yes 🗹	No Are you a re	esident of the State	e of Florida? ☐ Yes ☐ No
1.	Veterans, disabled veterans or equivalent certificate from				
2.	Disabled veterans shall also Division, certifying that the				erans Administration of the
Depart or 'wai served not be campa global veteral accord Bay Pi after th if no n	ment of Veterans Affairs, D rtime veteran' is as defin at least 1 day during a w allowed for eligibility. ( ign badge or expeditiona war on terrorism medal) n's preference for a vac lance with the law/rules, the Blvd, Room 214, St. In the notice of hiring decision of the language of th	ivision of Veterar ed in Section 1. artime period to b) A veteran wh ry medal has be is eligible for pro- cant position be the applicant ma Petersburg, Flor on, or within thre ven. u think would be he omplishments, etc.	ns Benefits and Assi .01 (14), F.S. [Flor to be eligible for ver- to has served in a een authorized (in eference pursuant elieves he or she ay file a complaint rida 33708. A com ee (3) months of the elieves in consideri (You may exclude all li	istance, Chapter 55, ida Statutes (2013) terans' preference a campaign or expected from 295.07 to Section 295.07 to Section 295.07 to Was not afforded with the Departm applaint must be filled at the applications you for employment and you for employment and section 200.00 to the date the applications you for employment and sections are sections.	to Veteran's Preference. Florida A-7, reads as follows: "'Veteran' 3)]. (a) The veteran must have a. Active duty for training shall be dition for which a qualifying d forces expeditionary medal or 7, F.S." If an applicant claiming ed employment preference in ent of Veterans' Affairs at 9500 ed within twenty-one (21) days tion was filed with the employer of age, sex, race, religion, color, national
			AGREEMEN1	<del></del>	
I CERT	IFY THAT ANSWERS GIVE	EN HEREIN ARE	TRUE AND COMPL	LETE TO THE BES	T OF MY KNOWLEDGE.
	ORIZE INVESTIGATION OF			THIS APPLICATION	N FOR EMPLOYMENT AS MAY BE
	CATION OR INTERVIEW(S	•			G INFORMATION GIVEN IN MY LSO, THAT I AM REQUIRED TO
	BY ALL RULES, REGULAT	TONS, AND POL	ICIES OF THE CITY	Y OF KEY WEST.	,

W. HI CO	THE CITY OF	Unclassified Position			
	KEY WEST Job Description	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.

#### **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.

#### **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.

#### **EQUIPMENT TO BE USED:**

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

#### **ENVIROMENT:**

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

#### PHYSICAL REQUIREMENTS:

Standing 15%Reaching 10%

➤ Climbing 5%

➤ Using Stairs 5%
 ➤ Bending 5%
 ➤ Sitting 60%

#### **DUTIES/TASKS/JOBS:**

- 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.

#### 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 posses 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, 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 aftirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

1-17-23 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 City of Key West Human Resources Department 1300 White Street Key West, Florida 33040

#### VIA HAND DELIVERY

January 17<sup>th</sup>, 2023

S. Brandon Dimando, Esq 802 Eaton Street, Apt 5 Key West, FL 33040

TEL: 305 304-1620

Email: brandon@dimando.net

To Whom It May Concern,

Thank you in advance for your consideration of my application for the position of City Attorney. I am intimately familiar with the challenges facing the City Attorney's office and the need to instill competency, honor, fundamental fairness, and professionalism in this department for the sake of the Citizenry. I recently had a brief employment with the City and got to know how the office did and did not work. I worked for the City of Key West 20 years ago and during that historical employment was exposed and cross trained on every aspect of the job.

Between these two times with the City, I was in private practice and was in-house counsel for a wealthy family that are successful business people where among other things, I managed international and domestic law firms for the family. I look back and realize my great benefit to them was speaking in a consistent and reliable voice by interpreting and auditing the firms work on which decisions were to be made. Many of my greatest life and professional lessons were learned from this experience and the strong moral and profession manner they operated were and are instructive.

My past experience as a local assistant Public Defender instructed me on the perils of violating someone's due process and other constitutional rights and the serious consequences that may result. I have been a 35 year resident of Key West and have strong community contacts. I believe that I would excel in this position and be an asset to our community and the City.

Regards,

. Brandon Dimando

**Driver License Check** 

Stephen Brandon Dimando

As of Jan 18, 2023, at 10:42 AM driver license number D553-782-70-215-0 is VALID.

This license is a Class <u>E</u>. Restrictions are <u>(NONE ON RECORD)</u>. Endorsements are <u>(NONE ON RECORD)</u>. Motorcycle endorsements are <u>(NONE ON RECORD)</u>.

Expiration Date is Jun 15, 2028. 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 eligible for Driving School Election. Information regarding Driving School Election can be found at the <u>HSMV</u> Home Page – Driver License – Driving Courses.

Your Personal Information in Florida motor vehicle and driver records is blocked in accordance with the <u>Driver Privacy Protection Act</u>.

Your Social Security Number has been verified. Thank you.

Our department has been notified by the Florida Department of Financial Services that the State of Florida may have unclaimed property belonging to you. Please visit <a href="https://www.fltreasurehunt.gov">www.fltreasurehunt.gov</a> for more information.

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

### **Arrest Search Results**



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

Return to Home Page

Search Again



The Monroe County Sheriff's Office is a state and nationally accredited law enforcement agency.



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If you use assistive technology (such as a screen reader, eye tracking device, voice recognition software, etc.) and have difficulty accessing information on Keysso.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@keysso.net.

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## **Registered Offender List**

Search Criteria: dimando, stephen, FL

No offenders found based off the search criteria.

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Register (/Account/Register)

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Home (https://monroeclerk.com/) Court Records (/Attorney/SearchCriteria) FAQ (/Home/FAQ) Glossary of Terms (/Home/GlossaryOfTerms)

7				_		_	
#	Case	Description (/Attorney/	Ту 🔻	Status T	DOB ( 🔻	Judge 🝸	Date (
1.	18-DR- 001074-K	STEPHEN DIMANDO vs ROZSA DIMANDO	Dissolu	Case Closed		Bonnie J Helms	09/07/2018

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

#### **Key West**

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

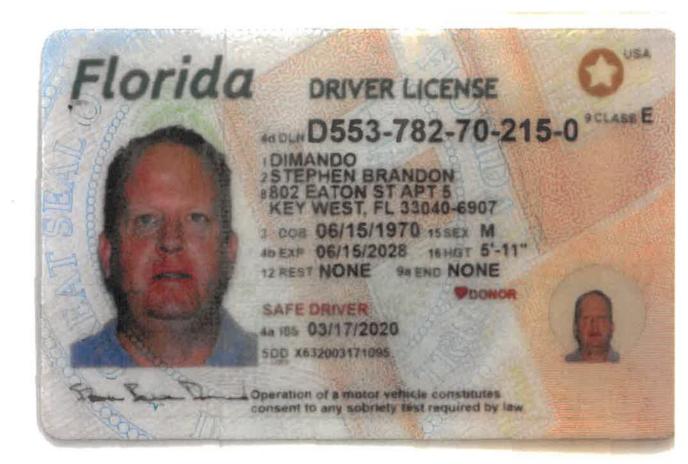
#### Marathon

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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## 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

Attorney not found. (Florida Bar Number: 159281, Name:STEPHEN DIMANDO)

New Search

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.

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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

Attorney not found. (Florida Bar Number: 159281, Name: S.BRANDON DIMANDO)

New Search

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.

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

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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

Attorney not found. (Florida Bar Number: 159281, Name: BRANDON DIMANDO)

New Search

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.

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

## brandon@dimando.net 305 304 1620 Key West, FL 33040

#### Skills

- · Litigation Management
- Court Procedures
- · Primary Authority Research
- · Commercial Real Estate
- · Legal Case Management
- Establishing Effective Relationships
- · Case Law and Outcome Analysis
- Time Management
- Judgment and Decision Making
- Legal Interpretation and Adaptation
- Litigation Experience
- Municipal and Code Enforcement experience.

### **Education And Training**

1998

J.D.:

Nova Southeastern University Ft. Lauderdale, Florida

1994

#### **Bachelor of Arts:**

Business Management/ Political Science

Heidelberg University Tiffin, OH

#### Certifications

- Licensed Florida Attorney, in good standing since 1998,
- · under bar number 159281
- Member of the Federal Bar for the Southern District of Florida

## S. Brandon Dimando

### Summary

Works great with fellow attorneys, support staff and other stakeholders to meet legal demands. Always ready for challenging questions and ambitious goals. Hardworking and reliable Attorney with strong ability and experience with governmental law. Highly organized, proactive and punctual with teamoriented mentality. A high personal standard of professionalism, ethics, and morals.

### Experience

#### **Assistant City Attorney, City of Key West**

Key West, FL

July 2022 - January 2023

- Advisor and researcher for the then City Attorney, Shawn Smith of a variety of pending legislative topics.
- Advisor to various City Departments as assigned by the then City Attorney.
- Primary City Prosecutor for Civil Citations, Municipal Criminal cases and for the Code Enforcement Special Master.
- · Contract review and drafting.

#### Self-employed - Business Consultant/Legal Advisor

Key West, FL

2005 - Current

- Specializing in commercial real estate transactions, litigation in the building development and property management industry.
- Evaluated data involving assets, income, liabilities, expenditures, legal, risk and compliance matters to assist in the organizational plan of action for a Family that operates as Mathews Development Company, Inc., based in the Panhandle of Florida.
- Mathews Development has owned several long term apartment buildings locally on Stock Island and Key West for over 15 years. This company is a real estate holding and development company with significant properties and units in Santa Rosa Beach Florida.
- Personal Legal Advisor to the individual members of the Mathews Family assisting with estate planning, outside law firms and financial management.
- Personal Legal advisor to Michael Thomas, (Previous owner of Cityview Trolley Tours of Key West) and his companies that are based out of Naples, Florida and Boston, Massachusetts. Mr. Thomas is in the Sightseeing business and has real estate holdings.

## Cityview Trolley Tours Of Key West, Inc. - General Manager, Business Development

Key West, Florida 2012 - 2018

 Delivered exceptional client experiences in the sightseeing industry through hands-on leadership of over 30 associates and managers by developing

- effective business strategies, systems and procedures in Key West.
- Developed employee handbook, detailed job descriptions and workflow plans to formalize operational and safety systems and procedures to adhere to OSHA requirements.
- Maximized time and employee productivity, consolidating data, payroll and accounting programs into centralized systems.
- Facilitated organizational transformations and eventual sale of the company and its subsidiaries by supporting corporate ownership restructuring efforts for collaborative change management.

#### **Self Employed - Private Practice Attorney**

Key West, FL 2009 - 2012

- A retail practice doing a little bit of everything: contracts, civil and criminal
- Specialized in commercial real estate transactions and litigation.

#### Mathews Development Company, Inc. - Development Manager/ International Transaction Law

Isla Bastimentos, Bocas Del Toro, Country Of Panama 2006 - 2009

- Coordinated extensive planning, development of project milestones, budget, and execution for a complex land acquisition and development of a eco friendly vacation village community.
- Identified international business issues and mitigated risk by ensuring regulatory compliance and managed local law firms for the company.
- Executed the sale of this project after the real estate collapse of 2008.

#### **City of Key West - Assistant City Attorney**

Key West, Florida 2000 - 2005

- Conducted municipal legal research and analysis to draft legal opinions, studies, ordinances and reports at a time when the city had 3 to 4 attorneys and underwent a major rewrite of its code of ordinances.
- My primary duties were to represent the City in most all of the quasi judicial boards and code enforcement proceedings. I was an advisor to the police department, building, code enforcement, risk management and human resources department, City Manager and City Clerk.
- I independently and second chaired with outside council in all types of municipal litigation and insurance claims.
- Participated in planning department decision making and the Land Development code.
- Regularly met with and advised decision makers and elected officials.

## **Monroe County Public Defender's Office - Assistant Public Defender** *Key West, FL*

1997 - 2000

- Significant trial experience with the misdemeanor and third degree felony dockets.
- Represented clients before court in oral debate by constructing favorable and truthful narrative around presented evidence and facts.
- Conferred with judges and opposing counsel to discuss and settle case disputes.