

**SPECIAL MEETING MINUTES OF THE TOWN COUNCIL**  
**Southwest Ranches, Florida**

Thursday 6:34 PM

January 29, 2025

13400 Griffin Road

Present:

Mayor Steve Breitzkreuz

Russell Muñiz, Town Administrator

Vice Mayor Bob Hartmann

Debra Ruesga, Town Clerk

Council Member Jim Allbritton

Emil C. Lopez, Town Financial Administrator

Council Member Gary Jablonski

Keith Poliakoff, Town Attorney

Council Member David S. Kuczenski, Esq.

Special Meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Grand Oaks Conference Room. The meeting, having been properly noticed, was called to order by Mayor Breitzkreuz at 6:34 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

**Discussion**

**3. Charter Officer Evaluations**

Mayor Breitzkreuz opened the discussion and spoke about evaluations that were handled in the past at Town Council Meetings and how sometimes Town Council comments did not go over well with the public. He felt the Charter Officers deserve to know what is going well or not going well. Council Member Jablonski stated he does that continually. He felt there must be formal conversations like the special meeting happening at the present to know where the Charter Official has come from and where that person is going. Vice Mayor Hartmann had been utilizing evaluation forms since 1984 as a manager in his professional life and felt the form didn't work for staff in a leadership role. He has never worked in a job where staff are provided with informal feedback, particularly at the end of the year at salary increase time. That's what formal evaluations are for. He speaks to his staff every two weeks to make sure the goals are met instead of waiting until the end of the year. Council Member Jablonski spoke to the fact that the Town Council work in the private sector where privacy, confidentiality and record retention laws are quite different than in the public sector, which an evaluation tool is kept for many years after. Town Attorney Poliakoff suggested that at the end of the year, the Town Council should have a one on one discussion with each of the Charter Officers and then have a group meeting at the end of the year to discuss any criticisms privately and then at the Town Council meeting discuss the positives of the Charter Officer's job performance. Mayor Breitzkreuz asked Town Attorney Poliakoff "Is the public Town Council Meeting even necessary?" to which Town Attorney Poliakoff replied, "the public forum is to consider salary increases or bonuses that can be summarized at a very high level". Town Administrator Muñiz addressed the Mayor and Town Council and provided them a copy of an informal salary and benefit survey that Town Clerk Ruesga had compiled. Council Member Kuczenski stated he was surprised that the Town's salaries were lower than other municipalities in the County. Further discussion ensued.



The following motion was made by Council Member Kuczenski and seconded by Vice Mayor Hartmann and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitkreuz voting yes.

**MOTION: TO APPROVE A SALARY INCREASE OF 10% FOR THE TOWN ADMINISTRATOR AND TOWN FINANCIAL ADMINISTRATOR AND A 13% INCREASE FOR THE TOWN CLERK RETROACTIVE TO JANUARY 1, 2025 WITH NO ADDITIONAL INCREASE TO THE TOWN'S CONTRIBUTION TOWARDS THE CHARTER OFFICER'S RETIREMENT ACCOUNTS.**

Town Administrator Muñiz addressed an item in his and Town Financial Director Lopez's contract regarding the cash out and roll-over portion of unused PTO (paid time off) days. He requested the Town Council consider amending their contracts to allow the ability to roll over up to 5 days from the previous year to the next.

The following motion was made by Vice Mayor Hartmann and seconded by Council Member Kuczenski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitkreuz voting yes.

**MOTION: TO APPROVE AN AMENDMENT TO THE CHARTER OFFICER'S CONTRACTS ALLOWING THE ROLLOVER OF UP TO 5 (FIVE) UNUSED PTO DAYS FROM THE CURRENT YEAR TO THE NEXT YEAR. THE ROLLOVER MUST BE USED WITH THE NEXT YEAR AND THE EVALUATION FOR CHARTER OFFICERS MUST BE COMPLETED BY JANUARY 31<sup>ST</sup> OF EACH YEAR .**

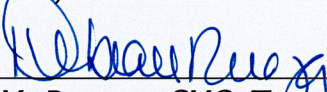
#### **4. Pending Legal Matters**

Town Attorney Poliakoff spoke on several pending legal matters and requested to increase Government Law Group's hourly rate for federal litigation cases from \$175.00 per hour to \$275.00 per hour. Town Council authorized the rate increase.

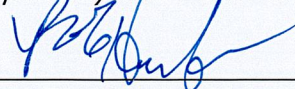
#### **5. Adjournment**

Meeting was adjourned at 8:39 p.m.

*Respectfully submitted:*

  
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Debra M. Ruesga, CMC, Town Clerk

Adopted by the Town Council on this 27<sup>TH</sup> day of March, 2025.

  
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Steve Breitkreuz, Mayor



PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.