



**Board of County Commissioners  
December 14, 2021 - Regular Meeting**

**SUBJECT**

**1:00 P.M. TIME CERTAIN - CONFIRMATION OF APPOINTMENT OF THE DIRECTOR OF THE BUILDING AND DEVELOPMENT SERVICES DEPARTMENT**

**Category**

REGULAR

**Briefings**

Briefing Provided Upon Request

**Contact and/or Presenter Information**

Dr. Scott Hopes, County Administrator, ext. 3737

**Action Requested**

Confirm appointment of Courtney Z. De Pol as the Director of the Building and Development Services Department, effective January 3, 2022.

**Enabling/Regulating Authority**

Florida Statutes, Chapter 125.74(k)

Manatee County Code, Sections 2-2-23(a)(12)

**Background Discussion**

After an extensive national search by Human Resources and County Administration, we have selected a superior candidate for the Director of Building and Development Services, Courtney Z. De Pol. Courtney comes to us with 14 years combined experience with the Federal Government, Department of the Navy, city, and the private sector. She earned her Civil Engineering degree from Vanderbilt University and has graduate coursework in engineering management from Pennsylvania State University. She is relocating to Bradenton with her family from Corpus Christi, Texas and has a start date of January 3, 2022.

**Attorney Review**

Not Reviewed (No apparent legal issues)

**Instructions to Board Records**

None

**Cost and Funds Source Account Number and Name**

Budgeted position within allocated positions

**Amount and Frequency of Recurring Costs**

N/A



## MEMORANDUM

To: Dr. Scott Hopes, County Administrator

From: Diane Vollmer, Agenda Coordinator

Date: December 13, 2021

Subject: **Agenda Update for Meeting of December 14, 2021**

*This memo and the changes indicated below are reflected in the electronic agenda.*

### Public Comments

Written comments submitted through the online Public Comment form were added to:

- Item 29 - Authorization to Advertise a Notice of Public Hearing for Adoption of Ordinance 22-08 (formerly 21-45) relating to the Acquisition, Protection, and Management of Environmental Lands on January 11, 2022
- Item 61 - Resolution R-21-189 Redistricting the County into Commissioner Districts of Contiguous Territory as Nearly Equal in Population as Practicable

### Changes to Regular Agenda

#### ADMINISTRATOR

#### Item 59 - Confirmation of Appointment of the Director of the Building and Development Services Department

Courtney De Pol's resume was added to this item.

#### Item 60 - Confirmation of Appointment of the Director of the Information Technology Services Department

This item was updated to indicate the selection of Andrew "Drew" T. Richardson as the Director.

#### ADMINISTRATOR

#### Item 61 - Resolution R-21-189 Redistricting the County into Commissioner Districts of Contiguous Territory as Nearly Equal in Population as Practicable

An email from Carol Felts and Town Hall Comment Cards submitted by Commissioner Servia were added to this item.

#### PUBLIC SAFETY

#### Item 64 - Bishop SPCA Asset Transfer and Easement Agreement

The final drafts of the agreements were attached to this agenda item.

#### FINANCIAL MANAGEMENT

#### Item 71 - Amendment No. 1 to Agreement No. 18-R068859AJ for Correctional Health Care Services

The unsigned copy of the amendment was replaced with the copy signed by NaphCare.

**Courtney Zeiders De Pol P.E.**

13937 Longboat Drive  
Corpus Christi, TX 78418

Mobile: [REDACTED]

Email: [REDACTED]

**Education:**

**Vanderbilt University** Nashville, TN

Bachelor's Degree 05/2008

**GPA:** 3.38 of a maximum 4

**Credits Earned:** 126 Semester hours

**Major:** Civil Engineering **Minor:** Mathematics; **Honors:** Cum Laude

**Pennsylvania State University, World Campus** Philadelphia, PA

Master's Coursework

**GPA:** 3.87 of a maximum 4.00

**Credits Earned:** 15 Semester hours

**Major:** Engineering Management

**Experience/Work History:**

**Department of the Navy, NAS Corpus Christi, TX**

**10/2019 – Present**

**Series: 0801 Pay Plan: GS Grade: 14**

**Deputy Public Works Officer (Supervisory)**

**Duties, Accomplishments and Related Skills:**

First level supervision of 7 employees and indirect supervision of an additional 120. Assists the Public Works Officer (PWO) in programming and execution for all NAVFAC Products and Services. Accountable for the effective and efficient leadership of personnel and the management of budgets, facility and equipment resources. Responsible for the first line supervision of the managers accountable for providing client liaison; facilities management; facilities engineering and acquisition; production and environmental services. Develops and leads a cohesive PWD team with diversity of skills to support dynamic Navy programs. Manages a budget of \$12M in annual sustainment funding with \$90M in new FY21 contracts awarded and a projected FY22 WIP of over \$130M. Manages all human resources efforts within the PWD, including coordination with NAVFAC Southeast Business and Support Lines and Manpower to ensure recruitments are processed smoothly. Responsible for directing, reviewing, coordinating and executing the construction, environmental, base operations support, planning and real estate programs for supported commands. Supervises staff who execute and manage complex, long-term, high visibility projects. Responsible for ensuring the PWD is in compliance with all Navy and NAVFAC financial regulations, working closely with PWD Financial Management to track budgets, labor expenditures, invoice processing and utility billings. Approves awards, disciplinary actions, changes in position descriptions and position classifications.

**Department of the Navy, NAS Kingsville, TX**

**06/2019 – 10/2019**

**Series: 0801 Pay Plan: GS Grade: 13**

**Deputy Public Works Officer (Supervisory)**

**Duties, Accomplishments and Related Skills:**

Same duties and responsibilities as current position, but at a smaller Public Works Department (PWD). First level supervision of 5 employees and indirect supervision of an additional 70. Managed a budget of \$6M in sustainment funding and a WIP of approximately \$35M annually.

**Department of the Navy, NAS Kingsville, TX**  
**08/2017 – 05/2019**

**Series: 0801 Pay Plan: GS Grade: 13**

**Facilities Management Division Director (Supervisory)**

**Duties, Accomplishments and Related Skills:**

First level supervisory oversight of 3 employees with second level oversight of an additional 7. Facilities Planning responsibilities included leadership, coordination, and oversight necessary to accomplish community management, space management analysis and site approval determination, working with installation and region commanders, program managers, and consultants. Led the existence and completeness efforts in support of the Financial Improvement and Audit Readiness (FIAR) initiative in order to effectively manage all installation facility assets. Responsible for planning, programming and prioritizing requirements in accordance with funding program requirements. Managed requirements for all business lines, including utilities and facilities requirements planning, programming and prioritization with regards to the Maintenance Execution Plan (MEP), Maintenance Action Plan (MAP) and Long Range Maintenance Plan (LRMP). Managed award of \$12 million in FY18 sustainment-funded projects, with an original sustainment project budget of only \$2 million.

**Department of the Navy, NAS Kingsville, TX**  
**06/2016 - 08/2017**

**Series: 1601 Pay Plan: GS Grade: 12**

**Supervisory Facility Management Specialist (Supervisory)**

**Duties, Accomplishments and Related Skills:**

First level supervisory oversight of seven employees: recurring maintenance engineering technician (RMET), production controller, work induction, facility management specialist, materials expediter, and engineering technician scope writers. Led complete overhaul of NAS Kingsville's five-year Infrastructure Condition Assessment Program (ICAP) plan, including successful inspection of over 120 facilities and 700+ non-dynamic assets in less than two years. Directed the correction of over 750 dynamic assets with attached job plans, while short staffed with no RMET, and mitigated the additional workload within the Requirements Branch. Revamped the entire Building Manager program and developed the first Building Manager Handbook for NAS Kingsville (NASK). Led development of NASK's Lead-based paint and Mold Standard Operating Procedure Manuals. Led comprehensive baseline asbestos sampling at over 150 base facilities and distribution of reports to all tenant commands. Led NASK's first Shore Installation Planning Board (SIPB) in FY16.

**Department of Navy, NAF Atsugi, Japan**  
**11/2014 - 06/2016**

**Series: 1640 Pay Plan: GS Grade: 12**

**Facility Operations Specialist**

**Duties, Accomplishments and Related Skills:**

Managed day-to-day tenant work requirements by validating customer requirements, verifying scopes of work, and conducting facility site visits. Identified funding sources for respective work requests. Determined which programs and requests should be initiated, dropped, backlogged or curtailed. Used current backlog to assist in programming for future years. Provided data for management on manpower and resources, including annual inspection summaries via our infrastructure condition assessment program (ICAP), backlog of maintenance, scheduling and minor construction program plans. Provided technical engineering assistance and advice to tenants based on tenant activities. Wrote task orders for both regional and local IDIQ contracts. Oversaw development of forecasts for manpower availability and schedule work to ensure efficiency and workforce productivity.

**City of Norfolk, Department of Transportation, Norfolk, VA**  
**09/2012 - 05/2013**

**Civil Engineer II**

**Duties, Accomplishments and Related Skills:**

Managed Virginia Department of Transportation and Federal Highway Administration-funded projects that impact the City of Norfolk, ensuring quality and on-time delivery. This included writing project scopes and specifications, interviewing design firms, reviewing designs, writing and reviewing contracts for bid, awarding contracts, inspecting work, tracking payment, closing out projects. Initiated requests for engineering design studies, identified needs for maintenance, repair or construction, and applied for funding to execute these projects. Monitored and

tracked budgets for all VDOT-funded transportation-related projects, including major infrastructure, emergency/service, recurring, and minor project expenditures.

**Bay, Ltd, Highway Division, Corpus Christi, TX**

**05/2011 - 05/2012**

**Project Engineer**

**Duties, Accomplishments and Related Skills:**

Oversaw multiple projects in Corpus Christi and surrounding cities and counties. Worked directly under Highway Division Manager to manage and mitigate risk on all jobs from initial bidding phases through project acceptance. Developed detailed project schedules, project estimates, resource plans, and status reports; tracked key project milestones and adjusted project plans and/or resources to meet needs of customers. Responsible for projects post-award, coordinate with the owner and architect-design firm, following through to construction and project completion/final payment.

**Anchor Construction Company, Washington, DC**

**06/2008 - 05/2011**

**Project Manager**

**Duties, Accomplishments and Related Skills:**

Oversaw multiple projects in the Metropolitan area, Maryland and Virginia. Job responsibility spanned from initial estimating and conception to final billing. Bid contracts in all aspects: obtain bonds and insurance, analyze specification/plan, detailed take-offs, price materials and subcontracting inquiry; Supervised, inspected and scheduled work to best coincide with all parties to insure contract execution in a timely and efficient manner; Negotiated change orders with owner and subcontractors; Determined monthly invoice from field reports; Visited sites to assist foreman with technicalities as they arise. Responsible for projects post-award, coordinated with the owner and architect-design firm, and followed through to construction and project completion/final payment.

**Skills/Accomplishments:**

Professional Engineer, Texas, Lic #126905

Facilities Engineering, DAWIA Level III Certified

**Activities, Honors and Awards:**

NAVFAC HQ, Leadership Development Program, Level III Cadre, 2019 - Present

NAVFAC SE, Supervisor of the Year, 2017

NAVFAC SE, Supervisor of the Quarter, FY17 Q4

NAVFAC Far East, On the Spot Award, 2016

NAVFAC Far East Employee of the Quarter, FY16 Q2

American Society of Civil Engineers (ASCE) - Member



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**UPDATED/REPLACED**