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Town of Highland Beach, FL  
Town Clerk's Office

**Town of Highland Beach**  
**Town Clerk's Office**  
**3614 S. Ocean Boulevard**  
**Highland Beach, Florida 33487**  
**Phone: (561) 278-4548 Fax: (561) 265-3582**

### BOARDS AND COMMITTEES APPLICATION

This information is for consideration of appointment to a Town Board. Please complete and return this form to the Town Clerk, along with your *resume and proof of residency such as a government issued identification or voter registration card.*

PLEASE NOTE: Florida Public Records Law is very broad. Documents relevant to town business is public records and is subject to public disclosure upon request. Your information provided within this application may therefore be subject to public disclosure.

NAME: Todd Weiss PHONE: 561 302 1441

HOME ADDRESS: 1112 Russell Dr APT. NO. \_\_\_\_\_

SUBDIVISION: Boca Cove EMAIL ADDRESS: tmw14@bellsouth.net

**PLEASE SELECT THE BOARD(S) / COMMITTEE(S) ON WHICH YOU ARE INTERESTED IN SERVING IN NUMERICAL ORDER FROM 1 THROUGH 7, WITH 1 BEING YOUR FIRST CHOICE AND 7 THE LEAST CHOICE.** (A description of the responsibilities of each Board is on the back of this application.)

1 Board of Adjustment & Appeals

5 Code Enforcement Board

4 Financial Advisory Board

2 Natural Resources Preservation Board

6 Planning Board

3 Town Commission **\*\*\* (If vacancy)**

7 Other Board /Committee

### PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:

Are you a resident of Highland Beach? Yes ☒ No ☐

Are you a registered voter in Highland Beach/Palm Beach County, FL? Yes ☒ No ☐

Are you currently serving on a Town Board? Yes ☐ No ☒

Have you ever served on a Town Board/Committee? Yes ☒ No ☐

If Yes, please indicate the Board(s)/Committee(s) and dates of service:

Palma Vista HOA

Are you willing to attend monthly board meetings? In (Person / Teleconference) Yes ☒ No ☐

Per Town Code of Ordinance, I understand any member absence from three (3) consecutive meetings will be considered as resignation from the board/committee. Yes ☒ No ☐

Please list any special talent, qualification, education, or professional experience that would contribute to your service on the Board/Committee you have selected?

I was a business owner with 250 employees. I have exceptional problem solving skills. I currently manage complex projects with deadlines while driving strategic decision making.

Please summarize your volunteer experience(s):

I was on the HOA of my previous home. During this time I was focused on community development and fiscal responsibility.

Florida Law requires appointed members on the Planning and Board of Adjustment and Appeals Boards to file a Form 1 - Statement of Financial Interests Disclosure form on an annual basis.

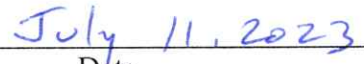
Vetting by the Board Chairperson. The Chairperson of each Board shall interview the applicant and submit a memorandum of recommendation to the Town Clerk's Office 14 days prior to the Town Commission Workshop Meeting for final appointment.

Palm Beach County Commission on Ethics requires appointed members to take the Code of Ethics Training every two (2) years.

I hereby certify that the statements and answers provided are true and accurate to the best of my knowledge.



Signature of Applicant



Date

☒ Resume Attached

**Todd Weiss**  
1112 Russell Drive  
Highland Beach, Fl 33487  
**561-302-1441**

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## **EXECUTIVE PROFILE**

*Business Development / Business Management / Performance Optimization /  
P & L Budget & Analysis / Productivity & Efficiency Improvement / Cost Reduction  
/ Leadership Training & Development / Customer Service & Satisfaction*

A results-oriented business professional with proven abilities in strategic planning, managing operations, improving efficiency of operations, and team building. Able to identify areas of strength and weakness and implement company policies, standards, changes in operation, and systems that optimize productivity and bottom-line. Demonstrated ability to motivate staff to maximize productivity and control costs through the most effective uses of manpower and available resources.

### **Summary of Qualifications**

- Able to instill vision to achieve company goals and surpass profit expectations while maintaining quality, safety, and customer service integrity through total quality management.
- Successful in creating and implementing strategic plans, setting and administering budgets, and developing improved processes to meet short and long term objectives.
- Oversee operations to ensure company requirements are met within established budget, design plans for improvements to meet production goals and provide superior customer service.
- Interview all potential management staff, evaluate performance and make recommendations for promotions. Able to establish a team-spirited environment through a positive and proactive leadership style.
- Train management in their daily jobs, including how to read profit and loss statements, cost analysis, human resource reports, enforcement of company policies and procedures, and how to ensure licensing guidelines. Empower managers to make decisions in order to better service the customer.
- Certified Operational Manager Trainer (OMT).

### **Areas of Proficiency**

Purchasing & Vendor Relations	Employee Benefits Package
Recruitment, Training & Leadership	P&L and Budget Management
Staffing and Operations Management	Customer Service & Satisfaction
Inventory Control & Product Management	Sales & Expense Forecasting & Analysis

## Work History

- Real Estate Agent William Raveis** 2018-Present
- City of Pompano Beach** June 2015-June 2018  
*Pompano Beach Pier Snack Bar*
- Required to serve the public food and beverage for city of Pompano Beach
  - Required to meet all contractual obligations for city of Pompano Beach
- Palm Beach County** October 2010-2019  
*Osprey Point Golf Course Food and Beverage*
- Required to serve the public food and beverage for Palm Beach County
  - Required to meet all contractual obligations for Palm Beach County .
- City of Boca Raton** June 2009-2019  
*Spanish River Library Café*  
*Boca Raton Municipal Golf Course*  
*Boca Raton Food and Beverage Mobile Food Carts* March 2010-2019
- Required to serve the public food and beverage for the city of Boca Raton.
  - Required to meet all contractual obligations for the city of Boca Raton.
- Draft House Restaurants, Boca Raton, FL** 1997 to 2010  
**President**
- Owner of four restaurants with sales of more than \$4.0 million annually. Monitor day-to-day operations to ensure compliance with established standards of product quality, service and clientele.
  - Set weekly business objectives, review management schedules prior to posting.
  - Evaluate individual restaurant operations and provide recommendations for improvements in procedures, products or equipment.
  - Plan and conduct weekly meetings with Management Teams. Ensure management is versed on company policies and procedures. Complete quarterly evaluation and developmental action plans for all Management Teams.
  - Review daily and weekly inventories to ensure accuracy.
  - Review monthly P&L with Store Management. Assist location management team to assess and rectify cost control problems.
  - Train, direct and motivate a staff of 150. Oversee all training and development in each unit. Recruit and develop all management personnel.

## Selected Accomplishments

- Oversaw all aspects of business operations including budgeting, cost control, payroll, accounting functions, and set/managed sales projections and growth objectives.
- Owned and participated in the opening of 4 new locations.

## Education

East Stroudsburg University, Stroudsburg , PA, 1991  
**Bachelor of Science / Restaurant Management**