



Office of the
Town Clerk

March 11, 2025

Commission-appointed Board Volunteer List:

On August 21, 2013 the Town Commission adopted Ordinance No. 10-2013 Board Nomination Process, which modified the self appointed process for filling vacancies on Commission-appointed boards.

In section 2-2112 (i) "Nomination for action on vacancies" states that the clerk shall prepare a list of volunteers, including members seeking reappointments. Below is the list of volunteers for Commission-appointed boards.

New applicant:

Sally Brockhoff has applied for appointment to the Library Board as an alternate member. The Library Board currently has zero regular memberships and two alternate positions available.

A nomination to fill a vacancy may be made by any member of the Commission. For a nominee to be appointed or reappointed there must be a second and majority vote of the Commission.

If you have any questions regarding the volunteer list please contact me.

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3311
Fax: (561) 881-3314

www.lakeparkflorida.gov



The Town of Lake Park

Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents, and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified when your nomination to be on a board has been made.

Please print the following information:

Name: Brockhoff Sally
Last First Middle

Address: 326 E Ilex Drive, Lake Park, FL 33403

Birthday: Month: Oct Day: 13

Telephone: home _____ work _____ cell 845.891.6141

E-Mail Address sbrockhoff1@gmail.com

	Yes	No
Are you a resident of Lake Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If so, which one(s): _____

Have you been convicted of a crime ☐ Yes ☒ No

If so, when? _____ where? _____

Please indicate your preference by number "1" through "3" of which board you wish to serve, with #1 being the most desired and #3 being the least desired.

<u>Active Boards:</u>			
Choice #	Board	Choice #	Board
<input type="checkbox"/> _____	CRA Board (Community Redevelopment Agency)	<input type="checkbox"/> _____	Planning & Zoning/ Historic Preservation Board *
<input type="checkbox"/> <u>1</u> _____	Library Board		
<input type="checkbox"/> _____	Stormwater Policy Steering Committee		
<input type="checkbox"/> _____	Floodplain Management Committee	<input type="checkbox"/> _____	Tree Board

<u>Inactive Boards:</u>	
Code Compliance	Construction Board of Adjustments & Appeals
Harbor Marina Advisory Board	

Please note: Membership on these (*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a).

Your Name: Sally Brockhoff

Please indicate the reason for your interest in your first and second choices:

I love the library - I think that it is an important part of the
community. I love to read and I see its value over watching TV or
other activities that young people are involved in. I also want to
be involved in my community.

Number of Meetings of the above boards you have attended in the past six months: 0

Your educational background: (High school, College, Graduate School or other training)
Bachelor of Business with Florida Atlantic University.

What is/was your profession or occupation: Recruiter / Operations Manager

How long: 12 years

Please indicate employment experience that you feel relates to your desired service on an
advisory board or committee: I have always worked in business operations in any position
that I have held. I have worked to create new ideas to
drive more business or involvement with success.

Please indicate other general experience or community involvement that you feel qualifies you to
serve on the boards you have chosen: I read a lot annually, I love books and what
they can inspire. I am meticulously organized.
I live in this community and moved here
because I saw the tremendous value of this area
and I want to be a part of it.

Feel free to attach additional sheets if necessary. Also, please attach your resume, if available.
Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake
Park, Florida 33403.

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE
TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY
BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature:  Sally Brockhoff Date: 3/3/2025

Sally Brockhoff

Cell: 845.891.6141

Email: SBrockhoff1@gmail.com

Location: Lake Park, FL

WORK EXPERIENCE:

CORCORAN, Palm Beach, Florida

Agent Experience Manager

April 2022 – Current

- Developed and implemented strategic recruiting plans to attract high-caliber real estate professionals. Exceeded my recruitment goals by 250% and top recruiter of all corporate offices.
- Managed the full recruitment lifecycle, including job postings, resume screening, interviewing and onboarding. Responsible for all employment contracts and benefits sign up, sign on bonuses and renewals of contacts.
- Specialize in high-level business development strategies directly with regional vice president for market share expansion/trends, annual growth goals, and competition assessment.
- Regional stakeholder for products development team to ensure agents have access to the latest tools and technology to improve efficiency and productivity.
- Provided day to day support to agents, addressing inquiries and resolving issues related to processes, technology, and client interactions. Served as liaison between agents and various departments to help them get the support they needed.
- Implemented initiatives to boost positive work culture, organized team-building activities, recognition and retention programs and regular check ins – resulting in a 98% retention rate.
- Created a resource library for agents with step-by-step training materials and weekly newsletter with happenings, updates and agent recognition.
- Maintained all office and employee records, paid all taxes and scheduled annual office maintenance.

CITY OF PALM BEACH GARDENS, Palm Beach Gardens, Florida

Programmer, Tennis and Pickleball Center

April 2019 - April 2022

- Develops events and programs for the Palm Beach Gardens Tennis and Pickleball Center.
- Organizes and manages room rentals and large events.
- Develops materials to assist in staff training.
- Reviews incoming resumes and manages hiring websites for new potential candidates.
- Processes installment billing for programs and memberships.

TJX COMPANIES, Jacksonville Beach, Florida

Operations Manager

December 2014 - April 2019

- Hired and led a team of 70 associates
- Met sales goals by training and providing feedback, motivation and rewards to employees
- Designated by headquarters as a Subject Matter Expert in operations
- Traveled to several locations upon request to contribute to opening new stores
- Leveraged past experience to on board all new hires and responsible for new employee orientation
- Developed and executed recruitment plans/activities, including job postings, talent sourcing, resumes screening, pre-screen interviews, reference verification and compensation analysis
- Managed payroll systems, confidential information, which included coaching documents and performance action plans
- Performed audits with Human Resources and Loss Prevention to ensure compliance
- Served as Leave of Absence liaison, with the Corporate Office, and ensured all cases in compliance
- Assisted with Employee Benefits enrollment and troubleshooting

EDUCATION | LICENSES:

Bachelors in Business | Florida Atlantic University, Boca Raton, FL | 2025

Associates in Communication Palm Beach State College, Palm Beach Gardens, FL | 2021

Sales Associate Real Estate License | 2024

Notary Public | 2022

Re: Nomination needed for Library Board applicant

From Mary Beth Taylor <mtaylor@lakeparkflorida.gov>

Date Mon 3/10/2025 3:49 PM

To Laura Weidgans <lweidgans@lakeparkflorida.gov>

Sent from my iPad

On Mar 6, 2025, at 1:43 PM, Laura Weidgans <lweidgans@lakeparkflorida.gov> wrote:
I nominate Sally Brockhoff to serve on the library board.

Good afternoon,

We received an application from Sally Brockhoff to serve on the Library Board. Since the Board is full at the time, she would be placed as an alternate. Does anyone wish to nominate Ms. Brockhoff? Her application and resume are attached for your review.

Laura Weidgans

Deputy Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
561-881-3311

<Outlook-njcg4dlz.png>

Please Note: Florida has a very broad public records law. Written communications regarding Town business are public records available to the public upon request. Your email communications are therefore subject to public disclosure. If you do not want your email released in response to a public records request, do not send electronic mail to this entity, instead contact this office by telephone. Section 688.6076 F.S.

<20250306135323.pdf>