

Council
Michael J. Napoleone, Mayor
John T. McGovern, Vice Mayor
Tanya Siskind, Councilwoman
Maria Antuña, Councilwoman
Amanda Silvestri, Councilwoman

Manager
Jim Barnes

LOI No. 202516

Title: Letters of Interest-Special Magistrate

Bid Opening: April 16, 2025 at 5:00 pm

Addendum Date: April 7, 2025

ADDENDUM NO. ONE

PURPOSE: The purpose of this Addendum/NOTICE is to make changes, additions, deletions, revisions, and clarifications to the Letters of Interest (LOI) documents for the Letters of Interest-Special Magistrate. Bidders shall review the Addendum requirements in detail.

Question 1: Is there an incumbent for this position?

Response 1: There are currently three incumbent special magistrates, one of whose term is expiring. Wellington is seeking applicants interested in either replacing or supplementing the current Wellington special magistrates.

Question 2: We understand that any ordinance issue will be subject to a hearing if there is a violation. What are the most common violations that the county sees?

Response 2: The most common violations relate to property maintenance.

Question 3: How many hearings per year does the Village expect that the Special Magistrate would handle?

Response 3: This is difficult to project because it depends upon the number of notices of violation/notices of hearing that are mailed out and no compliance is obtained prior to the hearing date. During 2024, there were a total of 653 matters on the special magistrate agenda, many of which were consent items. The average number of monthly cases is 54.

Question 4: Are these hearings required to be conducted in person?

Response 4: Yes, they are conducted in person.

Question 5: Would the Village of Wellington consider a zoom option for the hearings?

Response 5: No, the Village of Wellington will only conduct these hearings in person.

Question 6: How often will these Special Magistrate hearings be held?

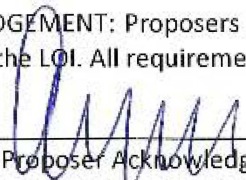
Response 6: Special Magistrate hearings are held each month on the third Thursday of the month.

Question 7: Will the Special Magistrate be responsible for putting liens on properties for non-payment of violations pursuant to Fl. Stat. 162.09 and Code of Ordinances Village of Wellington, Florida, Chapter 2, Article IV, Section 2-199 and 2-200?

Response 7: No. The Special Magistrate is only responsible for entering an initial Order Finding Violations and, if not corrected, an Order Imposing Penalty/Lien. The Clerk to the Special Magistrate takes care of recording the Order Imposing Penalty/Lien, which converts it from a fine to lien. Please note that Sections 1-99 and 2-200 of Wellington's Code of Ordinances has been renumbered as 2-38 and 2-39 and is available at:

https://library.municode.com/fl/wellington/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIVC_OCO_S2-39DULIACFOCOCOL

ACKNOWLEDGEMENT: Proposers must acknowledge receipt of any and all Addenda. Failure to do so may result in rejection of the LOI. All requirements of the proposal documents remain unchanged except as cited herein.



Signature of Proposer Acknowledging Receipt of
Addendum No. (1) One to be attached in front of LOI

ALAN S. ZANGEN, P.A.
ATTORNEY AT LAW

ALAN S. ZANGEN*

270 S. CENTRAL BOULEVARD
SUITE 108
JUPITER, FL 33458

TELEPHONE (561) 793-2400
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* MEMBER FLORIDA BAR, NEW YORK BAR
AND ILLINOIS BAR

April 8, 2025

LETTER OF INTEREST # 202516

Via email: mmiserendino@wellingtonfl.gov

Maria Miserendino, Procurement Agent
Village of Wellington
12300 Forest Hill Blvd.
Wellington, FL 33414

Dear Ms. Miserendino,

Please consider this as my application for re-appointment as a Special Magistrate for the Village of Wellington.

I am a current member in good standing of the Florida Bar. I have been a member of the Florida Bar since April 12, 1979: Florida Bar # 271691.

I have been a practicing Attorney in Palm Beach County for over 45 years.

Until 2023 I had lived and practice in Wellington for approximately 43 years.

For the past 20 years I have been serving as the Special Magistrate for the Village of Wellington and I am well aware of the Wellington municipal codes. And ordinances. Prior to serving as Special Magistrate, I served on the ACME Improvement District Code Enforcement Committee for approximately 10 years.

Thank you for considering my re-appointment as Special Magistrate to the Wellington Code Enforcement Board.

A copy of my resume is attached for your review together with a copy my Certificate of Good Standing.

Sincerely,

Alan S. Zangen

Alan S. Zangen, Esq.
Encls.

Alan S. Zangen

270 S. CENTRAL BLVD., SUITE 108

JUPITER, FLORIDA 33458

Phone: 561-793-2400

Email: ASZ@Zangenlaw.com

PROFESSION:

1981 - Present: Law Firm:

Alan S. Zangen, P.A.

45 year experienced attorney, well-versed in all facets of law, the firm engages in, but is not limited to the areas of Real Estate Law; General Business & Contracts; Condominium & Homeowners' Associations; Corporate Law; Estate Planning; and Probate.

VITAE

1990-1991	Instructor, Legal Assistant Program, South College
1979-1980	Law Assistant, Judge Sullivan, New York State Bronx Supreme Court
1978	Legal Intern, U.S. Attorney's Office, Chicago, Illinois

EDUCATION

1978	The Univ of Illinois Law School, Chicago, Illinois; JD
1973	New York University; Bachelor of Science, Political Science

CIVIC ASSOCIATIONS

Past and Present

Special Magistrate:	Village of Wellington - Code Enforcement Board
Past Board of Trustee:	Palms West Hospital
Past V.P./Corporate Counsel:	Central Palm Beach County Chamber of Commerce
Past President:	Binks Estates Homeowners' Association
Past Chairman:	ACME Code Enforcement Board
Participant:	Leadership Palm Beach County, Class of 1991
Past Director:	Boys and Girls Club of Wellington
Past Director:	Architectural Review Committee: Acme Improve. Dist. and 1st Wellington, Inc.
Past Member:	Charter Review Committee, Acme Improvement District
Past Member:	Planning Committee, Acme Improvement District
Past Director	Wellington Lions Club
Past Director:	Crestwood Performing Arts League
Past Member:	Wellington Exchange Club

PROFESSIONAL ASSOCIATIONS

Past and Present

Palm Beach County Bar Association
Florida Bar Association
New York Bar Association
Illinois Bar Association
Attorneys Title Insurance Fund Agent
American Bar Association



The Florida Bar

651 East Jefferson Street
Tallahassee, FL 32399-2300

Joshua E. Doyle
Executive Director

850/561-5600
www.FLORIDABAR.org

State of Florida)

County of Leon)

In Re: 0271691

Alan Scott Zangen
270 S Central Blvd Ste 108
Jupiter, FL 33458-8816

I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **April 12, 1979**.

The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 8th day of **April, 2025**.

Cynthia B. Jackson, CFO
Administration Division
The Florida Bar

PG:R10
CTM-338445

