

**Contact Information -- Person ID: 44598196**

Name: Tracy Caruso Address: 2115 S Ocean Blvd Unit 12  
Delray Beach, Florida 33483  
US  
Home Phone: 917-886-9370 Alternate Phone:  
Email: tracyleecarus@gmail.com Notification Email  
Preference:  
Former Last Name: Month and Day of Birth: 03/23

**Personal Information**

Driver's License: Yes, Florida , Class E  
Can you, after employment, submit proof of your legal right to work in the United States? Yes  
What is your highest level of education? Bachelor's Degree

**Preferences**

Minimum Compensation:  
Are you willing to relocate?  
Types of positions you will accept:  
Types of work you will accept:  
Types of shifts you will accept:

**Objective**

**Education**

City of Delray Beach has chosen not to collect this information for this job posting.

**Work Experience**

**Owner/President** Hours worked per week: 20  
3/2014 - 6/2020 Monthly Salary: \$0.00  
May we contact this employer? Yes  
Delray Beach Executive Suites  
delrayoffices.com  
301 W Atlantic Ave Suite 5  
Delray Beach, Florida 33444  
561-819-5656

**Duties**

I own the real estate and the business for Delray Beach Executive Suites (DBES), an executive office suite business. I've leased out office suites and virtual office packages to over 100 businesses. DBES has kept many businesses in Delray and brought a lot of new businesses to Delray. DBES has also leased to businesses who have offices elsewhere and now have a presence in Delray Beach. The types of businesses vary tremendously. We lease to nonprofits, law offices, and title companies, for example. We also lease to startups, businesses that are downsizing, and businesses that are expanding to other cities. My day to day work consists of leasing out offices, writing leases, and customer service to retain the clients we have now had for years. We have tripled in size since beginning in 2014 and we plan on continued growth. A lot of our day to day operations now are about making sure that our clients have a clean, socially distanced environment that is safe during this unprecedented time.

**Reason for Leaving**

The business is going strong. There is no option from the drop down for present. In order to continue with the form, I had to choose an end date. Sorry.

## Certificates and Licenses

City of Delray Beach has chosen not to collect this information for this job posting.

## Skills

Office Skills

Typing:

Data Entry:

## Additional Information

## References

## Resume

## Text Resume

## Attachments

## Agency-Wide Questions

- 1. Q:** The Board application MUST be completed whether you submit a resume or not. It is important that your application show all the relevant experience and skills you possess that would assist you in serving on this committee or board. Applications must be received no later than ten (10) business days prior to the first City Commission meeting where the nomination for appointment to the board will be considered. Applications may be rejected if incomplete. Resumes alone WILL be rejected. PLEASE NOTE: A) ONCE YOU SUBMIT YOUR APPLICATION, YOU WON'T BE ABLE TO ADD OR CHANGE ANYTHING and you will NOT be able to reapply for the same position(s) during that posting period. B) The City of Delray Beach is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Therefore, please be advised that all applications are public record and subject to the disclosure provisions of Chapter 119 of the Florida Statutes. In addition, please be advised that applications will remain on file in the City Clerk's Office for a period of two (2) years from the date submitted. It is the applicant's responsibility to ensure that the application on file is current.

**A:** Acknowledged, I entered all my experience and information in this application. I understand that my application may be rejected if incomplete. Also, I understand that my application needs to be completed whether I submit a resume or not and I understand that resumes alone will be rejected. I have checked my application before submitting and I understand that I won't be able to change or add anything once the application is submitted. I also understand that my application is considered a public record and will remain on file in the City Clerk's Office for a period of two (2) years from the date it was submitted.

- 2. Q:** Declaration of Personal Information Exemption Personal Information provided in this application is public information unless the applicant qualifies for an exemption pursuant to Florida Statutes. You are encouraged to thoroughly read the applicable sub-sections of F.S. 119.071. If you qualify for an exemption, your address and phone number are protected information. If you have any questions, please contact the Clerk's Office at 561-243-7056. Do you qualify for a statutory exemption from public disclosure based upon F.S. 119.071?

**A:** No

- 3. Q:** If you stated yes to the above, please list under which sub-section of F.S. 119.971 do you qualify for a statutory exemption from public disclosure?

**A:**

- 4. Q:** The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services.

**A:** Acknowledged

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**5.** Q: I identify my gender as...

A:

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**6.** Q: Age

A:

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**7.** Q: Occupation (If retired, please indicate former occupation or profession.)

A:

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**8.** Q: How many years have you lived or worked in Delray Beach?

A:

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**9.** Q: Employer name and address

A:

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**10.** Q: Home Phone

A:

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**11.** Q: Mobile Phone

A:

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**12.** Q: Business Phone

A:

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**13.** Q: Please contact me at the following phone number

A:

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**14.** Q: Please contact me at the following address.

A:

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**15.** Q: Do you or any of your family members work for or serve on the board of directors of any organization which has contracted with or applied for funding from the City of Delray Beach?

A: No

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**16.** Q: Do you anticipate any involvement of this kind in the future? If yes, please describe the relationship.

A:

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**17.** Q: Have you previously been employed by the City of Delray Beach?

A: No

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**18.** Q: Have you served on the City Commission in the last year?

A: No

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**19.** Q: Are you currently serving or have you previously served on any City boards?

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A: Yes

20. Q: If yes to above, then please list the boards that you have served on, and your contributions to each?

A: Currently Historic Preservation Board Vice Chair

21. Q: Do you have any relatives employed by the City of Delray Beach?

A: No

22. Q: EXPLANATION: If you entered yes for the question above, what is the name of the relative and your relationship. (Please indicate N/A if not applicable)

A:

23. Q: Are you a registered voter?

A: Yes

24. Q: How does your education or experience compliment the powers and duties of the Board?

A: I've serve on many boards and I've been on the HPB for the past two years. I'm the Vice Chair. I love serving on this board and would like to be able to continue with this important work. Historic Preservation is very important for our community.

25. Q: Please list any professional certifications, licenses or certificates that you possess that relate to the board for which you are applying.

A:

26. Q: **Valid e-mail address is necessary to be able to receive notifications from City Clerk's department including but not limited to notices to schedule an interview, application received or rejected notices, etc. Most correspondence will be done through e-mail notifications. Please ensure that valid e-mail address shows on your application and that you remember your login information.**

A: Acknowledged. It is my responsibility to provide a valid e-mail address for correspondence and e-mail notifications. I understand that if I don't check my e-mails or forget my login information, I might miss important messages regarding the position I applied for, and/or any tests or pre-requisites that might be required of me, which could result in missing the opportunity to be considered for the position.

27. Q: I understand and agree that: The City of Delray Beach participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

A: I understand and agree

### Supplemental Questions

1. Q: I am interested in serving on the following committees, boards, groups or authorities. (Select up to 3 committees from the list below:)

A: Downtown Development Authority  
Historic Preservation Board  
Planning and Zoning Board

2. Q: Please list any community activities that relate to this position.

A: -Historic Preservation Board Vice Chair  
-Palm Beach County Cares Co Chair

-PBC Join Holocaust Task Force Co Chair  
-Atlantic Grove Condominium Association Vice President  
-Villas of Ocean Crest Former Vice President

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- 3.** Q: List any experience that would assist you in serving on this committee, board, commission, or authority  
A: -See business experience in Delray Beach as Owner/President of DBES and list of current and past board experience in Delray Beach from question 2.
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- 4.** Q: Please indicate any activities you are involved with that may present a conflict of interest with the committee, board, commission, or authority you are applying for.  
A: None.
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- 5.** Q: How did you hear about the vacancy on this committee, board, commission, or authority?  
A: Other
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- 6.** Q: If "other" was selected for question #6, please describe here.  
A: I'm currently on the HPB and I know that my term is up August 31, 2020.
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- 7.** Q: Why do you want to serve on this committee, board or commission?  
A: I believe it's a civic duty to be involved in your community. I live and work in Delray Beach. It's important to me to be able help in any way I can. For HPB, I want to preserve Delray Beach history for current and future generations to understand and enjoy. In addition to historic properties that are coming up for the board to review, there are districts that are up for historic designation such as Frog Alley. I want to be a part of the board that moves these designations forward. I love Delray Beach and I want to help to preserve everything that makes this place special.
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- 8.** Q: What unique abilities/skillset/perspective would you bring if selected?  
A: I feel that my past/current experience as Vice Chair is HPB is the ideal experience for continuing on this board.
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- 9.** Q: Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?  
A: See above. I'm the current Vice Chair for HPB.
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- 10.** Q: Have you ever attended a meeting of the board or committee for which you are applying?  
A: Yes
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- 11.** Q: I understand that by applying to this committee, board, commission, or authority, I am offering a reasonable portion of my time to the City of Delray Beach and the requirements that accompany this position, including, but not limited to, routine meetings, hearings and responsiveness to the public.  
A: Yes, I understand