



THE TOWN OF KENNETH CITY, FLORIDA

PUBLIC NOTICE COUNCIL MEETING

The Council of the Town of Kenneth City will meet at Community Hall, located at 4600 58th Street North, Kenneth City, Florida to discuss the agenda items of Town business listed at the time indicated below.

6:30 P.M.

July 14, 2021

Community Hall

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Roll Call
- D. Consent Agenda (*page 3*)

1. Meeting Minutes:

- March 16, 2021
- March 17, 2021
- March 24, 2021
- March 31, 2021
- April 7, 2021
- April 14, 2021
- May 12, 2021
- May 26, 2021
- June 9, 2021

- E. Public Comment – *formerly called Open Forum* (limited to 3 minutes)

Please state your name and address for the record. Public participation is encouraged. If you are addressing the Council, step to the podium and state your name and address for the record.

Public comments can also be submitted by email to the Town Clerk at Town57@kennethcityfl.org, written comments must be received by 4pm on the day of the meeting, and will be read aloud during the meeting. Please limit your comments to 400 words as the comments are limited to three minutes.

- F. Action Agenda

1. Schedule Budget Workshop (*page 46*)
2. Discuss PBA Contract Negotiations (*page 48*)
3. Pension Plan Resolution (*page 52*)
4. Emergency Resolution – Tropical Storm Elsa (*page 59*)
5. Town Manager Selection Process (*page 64*)
6. Town Clerk Selection Process (*page 324*)

- G. Mayor/Council/Attorney/Manager Comments
- H. Adjournment

Any person who decides to appeal any decision of the Town Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the Town Clerk to transcribe verbatim minutes; therefore, the applicant must make the necessary arrangements with a private reporting firm and bear the resulting expense. In accordance with the Americans with Disability Act and F.S. 286.26; any person with a disability requiring reasonable accommodation in order to participate in this meeting should call 727-498-8948 or fax a written request to 727-498-8841. www.kennethcityfl.org



D. Consent Agenda



THE TOWN OF KENNETH CITY, FLORIDA
Special Meeting Minutes
March 16, 2021

A. Call to Order

Roll Call:

Councilmember Noble

Councilmember Zemaitis

Mayor Dudley

Vice Mayor Howell

Councilmember Hautt

Attorney Mora

Town Manager Campbell

B. Discussion of Town Manager's Contract and possible separation.

Mayor Dudley opened meeting. She was handed an Agreement for Separation from Town Manager Campbell. She discussed with Attorney Mora and felt a special meeting was necessary. Mayor Dudley turned over discussion to Attorney Mora.

Attorney Mora gave a brief overview of each section of the separation agreement at issue. He explained that Mayor Dudley provided a draft Agreement for Separation from Town Manager Campbell on approximately Thursday, March 11, 2021. Attorney Mora completed the current document Monday, March 16, 2021. According to Statute 2.09 the Mayor can call a special meeting with 24 hours notice. The Mayor made the call Monday afternoon, March 16th, within the 24 hour time period. The Town of Kenneth City is organized under a Town Council form of government and in Statute 3.01 The Town Manager serves at the pleasure of the Town Council. The purpose of this meeting was to discuss an amicable separation from the Town Manager. The Town Manager had an existing employment contract set forth in 2019 that stated 16 weeks severance pay and in addition, ongoing insurance and retirement plan. The agreement as drafted stated no more than 20 weeks severance but did not include insurance or retirement contributions. The financial compensation for the Town is the same. The Town Manager was entitled to leave and sick leave as already approved and provided in the 2019 existing agreement. The contract stated that the parties bear their own attorney fees and costs. The Town Council has the final ability to accept or reject the newly drafted document. The Town Manager was contracted to stay in his position until Friday, March 19, 2021. The Council had the option to offer the Town Manager to stay on as a consultant at a rate determined by the two parties. The second option was for the Council to find an Interim Manager with the assistance of the FLC [Florida League of Cities] or the FLTMA [Florida League of Town Managers Association]. A discussion was held on the difference between termination and separation including Statute 2.15, 4-5 relating to leave and vacation pay.

Open Forum

Teresa Zemaitis – 5301 57th St N

Ms. Zemaitis stated that this meeting was in violation of proper notice requirements and that Town Officials were acting in violation Sunshine Law.

Jeff Phannes – 4494 61st Ln N

Mr. Phannes spoke on the recent election, requested an audit of the town, and suggested the Manager's dog chewed on office furniture.

Chris Vanderkooi – 5091 56 Way N:

Mr. Vanderkooi said that the Town wanted change. He said that this action defied the Town and the change they want.

Ellen Dalbo – 4726 58th St. N

Ms. Dalbo stated that Council knew the Manager had been seeking employment for two months.

Mayor/Council/Attorney/Manager/Clerk Comments

Mayor Dudley Stated she was fine with the final document.

Councilmember Zemaitis asked if the Town let the Town Manager go legally.

Attorney Mora advised that the Town of Kenneth City would provide any necessary documentation to the State of Florida.

Councilmember Noble wanted to know who owned Mr. Campbell's laptop and she wanted the Town to advise how often computers are backed up. She was always told not to bother Town Manager Campbell.

Mayor Dudley stated that Town Manager Campbell did not do anything illegal.

Attorney Mora reiterated that Town Manager Campbell met with Mayor Dudley on Thursday, March 11 with voluntary resignation. On Friday, March 12, a draft separation agreement was drawn up. On Monday, March 15, the Mayor and Town Manager exchanged drafts and revisions. At 3:45pm that Monday, the Mayor called a special meeting for this subject to be held Tuesday, March 16 at 6:30pm. Attorney Mora stressed that he had no contact or input from any councilmember during that time.

Town Attorney Mora called for any additional comments before vote.

Vice-Mayor Howell stated that Town Manager Campbell initiated his resignation. He said there was no intention to terminate him given the fact that 57% of the Town would be against that decision. Vice Mayor Howell urged Council to agree to terms of separation contract and let Town Manager go in an organized manner.

Councilmember Zemaitis stated she felt the severance was a bit much on top of the attorney fees.

Councilmember Hautt stated the Agreement is fairly standard in the industry, the money would have to be paid either way and recommended to approve contract and move forward.

Councilmember Noble said she spoke to Town Manager in private. She stated that it was his choice to resign in public.

Town Manager Campbell spoke and said he was grateful for the opportunity to serve the last 7 years. He said this was not an easy decision but election showed non-support for the Town Manager. He indicated that there were services to help with the search of a new Town Manager such as the FCCMA and others.

Motion to accept the Town Manager's Separation Agreement

Motion: Councilmember Hautt
Second: Vice-Mayor Howell

Vote:

Councilmember Noble – No
Councilmember Zemaitis – No
Mayor Dudley - Yes
Vice-Mayor Howell – Yes
Councilmember Hautt – Yes

Motion to accept the Town Manager's Separation Agreement approved.

C. Adjournment

Motion: Councilmember Zemaitis
Second: Councilmember Noble

All in favor

Meeting adjourned

Respectfully Submitted:
Eileen Bautista
Administrative Assistant



THE TOWN OF KENNETH CITY, FLORIDA
Council Meeting Minutes
March 17, 2021

A. Call to Order

B. Invocation and Pledge of Allegiance

Pastor Remington Anksorus of Crossroads Community Church

C. Roll Call

Councilmember Larry Hautt
Vice-Mayor Robert Howell
Mayor Wanda Dudley
Councilmember Megan Zemaitis
Councilmember Bonnie Noble

D. Administering of Oaths of Office & Council Appointments

Mayor Robert Howell
Councilmember Kyle Cummings
Councilmember Barbara Roberts
Appointment of Vice-Mayor Zemaitis

E. Open Forum

Paul Ash – 6412 12th Avenue

Mr. Ash strongly urged Town to have the Town Manager vacate the position immediately as would be customary in a similar corporate situation.

Chris Vanderkooi – 5196 60th Way N

Mr. Vanderkooi congratulated new Council. He felt that even though it was a contentious election, he looked forward to carrying on without cheap shots.

F. New Business

Officer of the Year
Life Safety Awards

G. Mayor/Council/Attorney/Manager/Clerk Comments

Councilmember Roberts stated that she was on the Council previously for six years and she felt there were bad vibes during the campaign and some Town officials let personal feelings get in the way of doing their job. She wanted to see the Town move ahead smoothly and she thanked the residents of the Town.

Vice-Mayor Zemaitis thanked the Mayor for putting his trust in her and she looked forward to helping guide the Town into the future.

Councilmember Cummings thanked everyone and said he would do his best for the Town.

Councilmember Noble said thank you and looked forward to working with everyone.

Mayor Howell said "FIN", the "Future Is Now". He offered to pay for the damaged council meeting room table.

Attorney Mora thanked Councilmember Cummings for becoming part of the democratic process and welcomed Councilmember Roberts and the new Mayor. He reminded everyone that we have a council form of government with three charter officials being the Town Clerk, Town Manager, and the Town Attorney. He stated that, as the Town Attorney, he advised all, not any one person. He indicated that he would advise on the means and resources the Town needed to succeed and he would continue to monitor the Florida legislature. He said it was his pleasure to serve the Town of Kenneth City.

Outgoing Town Manager Campbell said congratulations to the Mayor and Council. He said it was his pleasure to work with each and every one. He said he had seen the Town go from a Strong Mayor to Council/Manager form of government. He presented a plaque to outgoing Mayor Dudley for her years of service on behalf of the Town Council, the staff, and the people of the community. He also presented a plaque to Councilmember Hauft for his service and strong commitment to the town.

H. Adjournment

Motion: Vice-Mayor Zemaitis

Second: Councilmember Barbara Roberts

All in favor

Meeting Adjourned

Respectfully Submitted:
Ian Ryan
Administrative Assistant



THE TOWN OF KENNETH CITY, FLORIDA

Special Meeting Minutes

March 24, 2021

A. Call to Order

B. Invocation and Pledge of Allegiance

Pastor Remington Anksorus of Crossroads Community Church

C. Roll Call

Councilmember Roberts
Councilmember Zemaitis
Mayor Howell
Councilmember Cummings
Councilmember Noble via Zoom
Attorney Mora
Town Manager Campbell

D. New Business

Attorney Mora indicated that the Town was anticipating the vacancy of the Town Manager, Town Clerk, and possibly other administrative positions. Council will make all the decisions regarding replacements. All powers of the Town shall be vested in the Town Council, Chapter 2.01 in the charter states that Council shall perform all duties and obligations including but not limited to passing a budget, policies, statues. In 3.01 it states the Town Manager shall be appointed by the Town Council. There are three charter officers those being the Town Manager, Town Clerk, and Town Attorney.

The Town Council needs to decide on the following:

- a. Search for a permanent Town Manager either via the Senior Advisor Program through the Florida City County Managers Association (FCCMA) or, with a private firm. Attorney Mora provided an email outlining the details on March 23 and Matthew Campbell, the current Town Manager, also supplied a detailed memo on March 23 to the Mayor, Town Council, and Town Attorney that outlined the vacancies and strategies.
- b. Finding an Interim Town Manage could take up to 90 days after Manager Campbell's last day. The Interim Manager would maintain Town Hall's basic functions including financial issues, payroll, A/P, A/R, and vendor issues.
- c. Search for a Town Clerk.
- d. Determine how to proceed: work with the Town Attorney to guide and explain rules and remind Council of Sunshine Laws, i.e.: Council cannot meet without all other councilmembers when discussing town business.

A motion was made to retain the services of the Senior Advisor Program with FCCMA or by Vice Mayor Zemaitis
Second Mayor Howell
All in favor

Attorney Mora advised Councilmembers that the Senior Advisor would not narrow the list of candidates nor select a new Town Manager. The advisor would create an advertisement and ask the Council to approve. The councilmembers were given a questionnaire that they were to take home individually, fill out, sign it, and each one would be entered into public record. The Senior Advisor will then make a draft of all of the answers to the questionnaires.

Attorney Mora invited Pam Brangaccio with FCCMA to come up to the dais to explain the process further. She said the advisor with FCCMA would not recommend a candidate but will point out who might be qualified. The interviews will be held in the public meeting room. She recommended any new town employees receive training for elected officials in subjects such as PRR, sunshine laws, etc. Pam asked councilmembers to fill out the questionnaires in detail letting her know what they would like in a Town Manager. The full Town Council has the final decision. Council will need to know how much to involve the community: open houses, ads, resumes, questionnaires will all be open record. This process may need an advisory committee with residents, she advised. The Senior Advisor program does not do background checks, the Town would need to have that done privately or with KCPD. She advised that personal or financial issues on a background report are typically not good. Once candidates for the position are chosen, they will plead their case to the Town Council and it could take up to a day and a half to complete the interviews.

Attorney Mora asked if anyone, including Councilmember Noble, had any other questions or comments about the long-term Town Manager recruitment process. All councilmembers were satisfied.

Attorney Mora reminded Council that the current Town Manager contract ended on April 15th and there was an urgent need for an Interim Town Manager. He outlined the options available to the Council as follows:

1. Mayor suggested extending Matt Campbell's contract
2. A Councilmember suggested bringing in Former Chief of Police
3. A resume for an Interim Town Manager was given a resume by Pam Brangaccio for the position and Councilmember Zemaitis researched the candidate and said she might be worth interviewing.
4. Manager in transition through FCCMA and Pam Brangaccio
5. Pam Brangaccio said she could do an email blast to nearby Florida towns asking for retired managers or possible employee loan to Kenneth City.

Attorney Mora reminded Council that the vacancy in the Town Manager position could possibly cause havoc for capital projects, purchasing, bank issues, and charter rules that need to be completed in a timely manner. The Town Clerk function could be split if necessary due to urgency but the Town Manager was a critical function.

Councilmember Noble asked what the challenges the Interim Town Manager would be facing. Attorney Mora said the Interim Town Manager must know how to put out fires, pay bills, make professional decisions, prioritize work, must comply with regulations and begin the budget by May or June.

Pam Brangaccio reminded Council that the Interim Town Manager must work with the Police Chief, field any complaints, and there is a millage rate due by August 1st and a few other documents with deadlines.

Attorney Mora reminded Council that they will need to decide on a salary. Also, within 24-48 hour time period, decide on a day/time to talk to the candidate for Interim and possible permanent Town Manager, whose resume was submitted by Pam. Then Council will have to hold a special meeting to interview the candidate. He reminded Council that none of this information was to be discussed outside of public setting.

Councilmember Noble asked to eliminate option #1 above, to extend TM Campbell's contract. Attorney Mora asked Town Manager Matt Campbell if he had any interest in extending his contract. Town Manager Campbell said thank you, but that this was not his desire. Therefore, Attorney Mora said there was no longer a need to address option #1.

A motion was made to eliminate option #2 was made by Mayor Howell

Second: Vice-Mayor Zemaitis

All in favor

Attorney Mora stated that the Council may want to ask the Town's current accounting firm to work on the payroll debt allocation. The firm has gone through many audits and the Town has always passed. He stated that the Town Clerk had the responsibility of doing the payroll however, the Council may want to consider authorizing the Town's accounting firm to include payroll depending on the cost of that service.

Vice-Mayor Zemaitis said there had been questions regarding payroll for staff, time off, and vacation pay. Attorney Mora said that issues about payroll, contracts, and sick leave can be decided at another meeting. He stated the process for finding a Town Clerk will be a similar format but with fewer steps. He indicated that there will be another questionnaire and a salary survey. He advised that councilmembers can use the Florida Association of City Clerks (FACC) website to compare other questions and types of ads. Attorney Mora stated that Town Charter states 14 enumerated skills for the Clerk's position including keeping regular books, keeping information, provide and communicate public records, and produce a P&L if needed.

Attorney Mora suggested having the questionnaires for Town Manager and Town Clerk completed in 30 days. He asked the Council to consider if they will want a Certified Clerk which signifies three additional years of training. Attorney Mora asked Councilmember Noble if she has any questions, she answered no.

Mayor Howell stated that he prefers a Certified Clerk. He also said the last few meetings have been held at Crossroads Community Church due to COVID. He would like to suggest that Council go back to meeting in Community Hall. Mayor Howell asked if there is anyone that cannot attend the March 31st meeting.

A motion was made to resume meetings at Community Hall starting on March 31, 2021
by Mayor Howell
Second: Vice-Mayor Zemaitis
All in favor

E. Open Forum

Paul Ash, 6412 44th Ave. N

Mr. Ash stated that the Council meeting was posted on the 54th Ave. marquis but not on the 58th Street marquis. He asked that the meetings be advertised.

F. Adjournment

A motion was made to adjourn the meeting by Vice-Mayor Zemaitis
Second Councilmember Cummings
All in Favor
Meeting Adjourned

Respectfully submitted,
Ian Ryan



THE TOWN OF KENNETH CITY, FLORIDA

Special Meeting Minutes

March 31, 2021

A. Invocation

B. Pledge of allegiance

C. Roll Call

Councilmember Roberts

Vice Mayor Zemaitis

Mayor Howell

Councilmember Cummings

Councilmember Noble

Attorney Mora

Manager Campbell was absent

D. Old Business

1. Interim Town Manager Search

There was a continued discussion on the Town's transition.

Attorney Mora gave an update on the Interim Town Manager search. He told Council that there would be 2 candidates interviewing. Both were from another state with an interest in relocating to the area to perform the duties.

FCCMA Senior Advisor Pam Brangaccio contacted local managers about the vacancy.

Attorney Mora offered that there was a third candidate that Council would be interviewing. Attorney Mora suggested that Council make a decision that evening immediately after the interviews.

Attorney Mora discussed questionnaires provided by Senior Advisor and how that information would be utilized. He advised that he was not having much luck in his search for a Town Clerk. He advised that there was staff to help fill the gap in workload.

There was a discussion regarding current staff and the allocation of resources. Attorney Mora advised that it would be the Town Manager's decision on how to best allocate staff resources. He advised that negotiations with the PBA would begin soon.

There was a discussion about the powers and duties of the Interim Town Manager. Attorney Mora advised that they would be the same as the Town Manager.

Attorney Mora explained the interview process that Council would be undertaking.

Council interviewed Ms. Louis for Interim Town Manager Position.

Mayor Howell asked candidate about her desire to move to Florida.

Ms. Louis indicated that she had been visiting Florida multiple times a year and had family in the area. She expressed a desire to move to the area. She also indicated that she had been making professional connections and visiting regional conferences with the hope of finding a job in Florida.

Mayor Howell asked candidate about working in a community the size of Kenneth City.

Ms. Lewis expressed that she had worked in communities of varying sizes and that each had unique qualities.

Mayor Howell asked if she would be interested in being the Town Manager permanently.

Ms. Lewis expressed a desire to do so.

Councilmember Noble noted that the candidate had served only a couple of years in various jobs and if she would be looking for a longer-term position.

She explained her work history and indicated that she was looking for a permanent position.

Councilmember Noble asked about the candidate's familiarity with Florida's public records laws and how she would learn the laws.

Ms. Lewis expressed that she was very familiar with public records laws in her home state and would have no problem learning Florida's laws.

Councilmember Noble asked about the candidate's experience with economic development.

Ms. Lewis explained that her experience had to do with developing regulations and promoting economic development. She explained how she would approach economic development in Kenneth City.

Councilmember Noble asked about the candidate's experience with obtaining grants.

Ms. Lewis explained her previous experience with grant writing.

Councilmember Noble asked how the candidate would approach best practices for implementing policies and procedures.

Ms. Lewis expressed that she would research the Town's current policies and compare them to other communities. She said she would look to professional associations for best practices. She indicated that she would perform her analyses and bring recommendations back to Council.

Councilmember Roberts expressed that she was glad to hear that the candidate was attending regional conferences. She asked where the candidate would go to seek out help since she was not from this area.

Ms. Lewis indicated that she would look to neighboring communities to see what they are doing.

Councilmember asked the candidate if she had experienced a hurricane.

Ms. Lewis indicated that she had not experienced a hurricane but explained how she would approach emergency management procedures if such an event were to occur.

Councilmember Roberts asked how many budgets the candidate had prepared and what her role had been.

Ms. Lewis explained her previous experience in preparing and executing budgets.

Councilmember Roberts inquired about the candidate's gap in work history.

Ms. Lewis explained that she had a medical situation that led to her taking some time off from work.

Councilmember Cummings asked the candidate about her experience working with the Police Department and Police Chief.

Ms. Lewis indicated that she had extensive experience working with law enforcement and gave a detailed explanation of her experience.

Councilmember Cummings asked how the candidate would find local grants.

Ms. Lewis explained how she would seek out local, state, and federal grants. She also suggested using students to help with some of the Town's needs at no cost.

Vice Mayor Zemaitis asked the candidate if she would be comfortable wearing multiple hats in a small community with limited staff.

Ms. Lewis expressed that she had worked in a similar capacity and enjoyed a challenge.

Vice Mayor Zemaitis asked the candidate if there was anything the Council hadn't addressed that she thought would be beneficial for the Town especially in regard to streamlining costs.

Ms. Lewis indicated that she was comfortable doing that and gave previous examples where she had successfully done so.

Vice Mayor Zemaitis asked the candidate to tell Council about the biggest project that she had personally been responsible for.

Ms. Lewis explained various projects that she had worked on in the past.

Vice Mayor Zemaitis asked the candidate about communication and how she would reach out to Kenneth City residents.

Ms. Lewis explained that she would use a multi-pronged approach and discussed the various facets of the approach.

Vice Mayor Zemaitis asked the candidate how close she would be willing to live to Kenneth City.

Ms. Lewis indicated that she would be willing to live in Pinellas County.

Mayor Howell asked the candidate why she believed herself to be the best candidate for the Town to hire.

Ms. Lewis explained that she felt that she had the qualifications and experience to do the job. She also explained that she wanted to relocate to the area because she had family in the area.

Mayor Howell asked the candidate if she earned the position if she would stay with her family.

Ms. Lewis indicated that she may be able to do that in the short term but would need to find her own accommodations.

Council and the candidate had an ongoing discussion about what the expectations would be of the candidate if she were to earn the position.

Attorney Mora introduced the next candidate Lynne Ladner.

Mayor Howell introduced Lynne Ladner.

Mayor Howell asked candidate about her experience in coming to Florida.

Ms. Ladner explained that she did not but had visited Florida a few times on vacation. She indicated that she had researched the area and wanted to work in that area.

Councilmember Noble asked about the candidate's familiarity with Florida's public records laws and how she would learn the laws.

Ms. Ladner indicated that she had read through the Florida Sunshine Law Handbook. She also expressed that transparency laws were very similar from state to state. She also indicated that she had peers in Florida who she could ask for help.

Councilmember Noble asked about the candidate's experience with economic development.

Ms. Ladner explained that she had considerable experience with economic development and discussed her experience.

Councilmember Noble asked if the candidate started as Town Manager and found that the Town was just a shell, what she would do.

Ms. Ladner discussed how she would approach building up a bedroom community and the grants she would seek out.

Councilmember asked the candidate how she would determine best practices for new policies and procedures.

Ms. Ladner indicated that she would find out what was working well in other communities and would not reinvent the wheel. She said she would present the information to Council for consideration and adoption.

Councilmember Roberts asked what the candidate would do in her first 30 days on the job.

Ms. Ladner indicated that she would assess current staff and their daily tasks to determine if they were allocating staff appropriately.

Councilmember Roberts asked about the candidates experience with annexation.

Ms. Ladner explained her experience with annexation in her previous positions.

Councilmember Roberts asked the candidate if she had done her homework and researched Kenneth City.

Ms. Ladner explained what she had learned about the Town and congratulated the Council for doing a great job. She indicated that she was looking forward to working with everyone.

Councilmember Cummings asked the candidate to explain how her experience would benefit Kenneth City.

Ms. Ladner explained her past accomplishments such as obtaining grants, implementing community programs, hiring great people and how they would benefit the Town. She discussed how she would reach out to other communities to get involved and how she would get to know staff and residents.

Vice Mayor Zemaitis asked the candidate what her initial impressions of the Town were and what her priorities would be.

Ms. Ladner indicated that she would ensure that the residents had trust in the Town. She felt that with all of the changes happening in the Town, this could lead to residents losing trust in the organization.

Vice Mayor Zemaitis asked the candidate to explain the largest project she had been responsible for in her career.

Ms. Ladner explained the project she was working on now was the expansion of a wastewater facility. She discussed the details of that project and other projects she has worked on in other communities.

Vice Mayor Zemaitis asked the candidate to explain how she would reach out to residents.

Ms. Ladner explained that she would do that by speaking at civic organizations, attend school functions, and meet with residents. She also indicated that she would use social media, the Town's website, and publish a newsletter.

Vice Mayor Zemaitis asked the candidate what attracted her to Kenneth City and why she thought she would be a good fit.

Ms. Lander explained that she liked the area and the size of the Town was appropriate for her skill set as a manager generalist.

Mayor Howell asked the candidate if her current employer was aware that she was seeking other employment.

Ms. Ladner indicated that they were aware as her Council had decided not to renew her contract. There was ongoing discussion about Ms. Ladner's current employer and the changes that were taking place in that community.

Ms. Ladner expressed her interest in the position and hoped they would be working together soon.

Attorney Mora informed Council that they needed to decide how they would proceed with selecting an Interim Town Manager.

Attorney Mora explained that there was one application that was received after the deadline. He discussed the qualifications of the candidate with the Council.

Discussed applicant that submitted after the fact.

Council discussed how they felt about the candidates and selecting an Interim Town Manager at the meeting. Details such as when the candidates would begin work and compensation were discussed.

5 minutes were not recorded due to a recording error. In the missing footage, Town Council voted unanimously to select Lynne Ladner as interim Town Manager.

Attorney Mora discussed a proposal to hire a local accounting firm to perform finance functions from the Town with Council. He advised that Council could cancel the commitment on 60 days' notice. Council discussed the details of the contract.

Councilmember Noble made a motion to approve contract as written to hire the CPA firm proposed by Attorney Mora.

Second Vice Mayor Zemaitis

2. Staff Transition

Attorney Mora discussed the staff members that would be leaving the Town's employ and those that were staying. A discussion took place about current employees amongst Council. Attorney Mora advised Council that it was the Town Manager's purview to make staffing decisions. There was a discussion about making changes to the Personnel Manual.

Motion to adjourn.

Vice Mayor Zemaitis

Second Councilmember Noble

All in favor

Meeting adjourned

Respectfully submitted,

Jocilyn Martinez

Interim Town Clerk



THE TOWN OF KENNETH CITY, FLORIDA

Special Meeting Minutes

April 7, 2021

A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call

Vice Mayor Zemaitis

Councilmember Noble

Councilmember Cummings

Councilmember Roberts

Mayor Howell was not present

Attorney Mora

D. Old Business

1. Update on Town Manager Search

Attorney Mora thanked the Council for their work in the last 6 weeks with the increase in meetings. He provided an update on the Interim Manager search. He conveyed that candidate Lynne Ladner had provided the Town with a list of references and provided necessary documentation for a background check that should be completed next week. He emphasized that the references were positive. He advised that the next critical step would be the contract. He noted that a draft contract had been provided to Council. He reminded Council that they controlled the process and had the authority to select the positions. The draft employment agreement was based on previous discussions of Council along with other resources. He offered that there were a few standard things included in the draft agreement and outlined those in detail. He stated that the effective term of the agreement was April 19 but that it may take longer for the candidate to be physically present. He stated that the candidate can work remotely

if need be. The duration of the agreement was 4 months or when a permanent Town Manager is selected.

Attorney Mora suggested that the major section that needed to be discussed was Section 3 regarding compensation. He asked Council for their direction. He offered that the base salary offered to the Interim was the same as the previous Town Manager. He asked if Council had any concerns about this. Council had an ongoing discussion about the salary offered to the Interim candidate. Council gave consensus direction to Attorney Mora to stay with advertised rate of Interim Town Manager salary (which was the same as the previous Town Manager's salary).

Council also discussed the details of a housing stipend as part of the compensation package. Discussion occurred among Council about a housing stipend.

FCCMA Senior Advisor Pam Brangaccio offered that she had not discussed the details of a housing stipend with the Interim Town Manager candidate. She indicated that she had discussed housing options. She spoke about her experience as an Interim Town Manager.

Discussion continued between Council and Ms. Brangaccio regarding compensation and a housing stipend.

Teresa Zemaitis -5201 57th St N

Ms. Zemaitis indicated that she understood not wanting to give a housing stipend, but that was what was advertised. She offered that, depending on the industry, moving expenses are generally considered as it is expensive to move. She felt that it was not an unreasonable amount that was being suggested and that it was good to give the candidate options. She said that the Town wanted to move forward in a positive manner.

Inaudible

This resident was in favor of a housing stipend. This resident offered that most places give an incentive to help people relocate and get on board. He felt that the amount discussed was not unreasonable. He felt it was a positive move to put the Town in a favorable light to attract people.

Inaudible

The resident appreciated that the Town was not spending tax dollars on this. This resident agreed that the Town should give a housing stipend to help the candidate arrive. The resident expressed that the Town did not want to have a bad reputation. But, the resident expressed appreciation for trying to keep expenses down. The resident asked Ms. Brangaccio what other communities pay their managers.

Ms. Brangaccio offered this information and there was a discussion about salary.

Council gave consensus to offer the Interim Town Manager candidate \$4000 that she could take in one lump sum or multiple payments.

Attorney Mora indicated that he planned to take Council's feedback back to the candidate as soon as possible to help expedite the process.

There was a discussion about an automobile expense and use of the Town's car for the Interim Town Manager candidate.

Teresa Zemaitis -5201 57th St N

Ms. Zemaitis offered her thoughts about the Town vehicle.

Police Chief Vasquez spoke about the current usage of the Town's car.

Council gave consensus on disallowing an automobile allowance for the Interim Town Manager candidate but gave access to the Town vehicle.

Council discussion took place about the use of a cellular phone for the Interim Town Manager candidate.

Ellen Dabo 4726 58th St N

Ms. Dabo gave her opinion on a cell phone for the Interim Town Manager.

Inaudible

The resident suggested that the Interim Town Manager candidate should use the Town phone in the case of a public records request.

Council gave consensus direction to reduce the amount of a cell phone allowance to \$75 or use of a Town cell phone.

Council discussion took place about providing a computer to the Interim Town Candidate. The Council gave consensus to provide a computer.

A discussion took place amongst Council about leave benefits for the Interim Town Manager candidate. Discussion continued about current leave allowances as stated in the Personnel Manual.

Council gave consensus that the Interim Town Manager would be paid holidays and leave in the same manner as non-sworn Town personnel.

Council discussion took place about compensation for the Interim Town Manager candidate's professional development.

Council gave consensus to provide \$750 for attending FCCMA conference.

Attorney Mora advised that benefits (such as retirement contributions or insurance) were not included in this agreement. Standard contract provisions like work hours and living location were discussed. Attorney Mora offered that he would take feedback and integrate them into the agreement.

There were no additional comments from Council.

Council gave consensus to attorney Mora to move forward with the agreement. He offered that he would move as quickly as possible to get the agreement finalized.

Long-term Town Manager Recruitment

FCCMA Senior Advisor Pam Brangaccio updated Council on the recruitment process. There was a discussion amongst Council regarding the recruitment process.

Teresa Zemaitis 5201 57th St N

Ms. Zemaitis offered her opinion about living arrangements for the Town Manager. She felt that the distance should be limited to a certain number of miles.

Council gave consensus to wait 60 days before advertising the Town Manager position. Interim Town Manager candidate would have the opportunity to apply for the position.

There was a discussion among Council about how far the Town Manager should live from the Town.

Council agreed to limit the distance of the Town Manager's living arrangements to be within 12 miles of the Town within Pinellas County.

Council discussed the recruitment for an Interim and Permanent Town Clerk. Attorney Mora spoke about his efforts to secure an Interim Town Clerk. Discussion continued about the Town Clerk recruitment process.

2. Update on Staff Transition

Attorney Mora gave an update on staff vacancies He offered that the Town Manger will make decisions on how to fill employment vacancies. He conveyed that existing staff members agreed to take on additional responsibilities. Attorney Mora advised Council that they did not have the ability to interfere in the management of staff. He advised that any staff decisions should be within the purview of the Interim Town Manager.

There was a discussion about giving remaining employees additional compensation. Attorney Mora suggested that this task should be left for the Interim Town Manager. The duties of the Interim Town Manager were discussed. The Interim Town Clerk recruitment process was also discussed.

Attorney Mora offered that he would have a continued presence in Town Hall to assist remaining employees.

E. Open Forum

Ana Datson - 6397 43rd Avenue

Ms. Datson asked why there was padlock on gates at the end of park. She felt this was dangerous for children and dogs. She asked who makes the decision and would like to see the padlock removed. She continued a discussion about her confusion on Town codes. She felt that the Town was not enforcing its codes fairly.

Don Pickles - 6410 43rd Avenue

Mr. Pickles felt that the Town should consider speed bumps. He felt that someone would get hurt. He also expressed concern about how the Town was enforcing its codes.

Dan Karan - 6071 50th Avenue

Mr. Karan also had concerns about code enforcement. He wanted to know how the Town was enforcing codes. He wanted Council to be more relaxed in its enforcement of the codes.

Attorney Mora offered that the Town had previously passed an ordinance regarding code enforcement but that due to the staff transitions this was not a high priority. He articulated that an ordinance was the rule of law in a community but that there was discretion in how codes are enforced.

F. Mayor/Council/Attorney/Manager/Clerk Comments

Vice Mayor Zemaitis offered that she attended the Mayor's Council and learned about a legislative update requiring permits on the Town's website.

Attorney Mora advised that this bill had not been completely passed by the legislature. Attorney Mora updated Council on state legislation relative to the Town. He advised that he would discuss this with the new manager. There was an ongoing discussion about building permits and improvements being made to the Building Department in terms of online availability.

There was a discussion about photographs of Council members being taken.

The duties of the Town Manager and Council were discussed in terms of selecting Town Manager, Town Clerk, and staff.

G. Adjournment

Motion to adjourn

Motion Noble

Second Roberts

All in favor

Meeting adjourned

Respectfully submitted,

Jocilyn Martinez

Interim Town Clerk



THE TOWN OF KENNETH CITY, FLORIDA

Council Meeting Minutes

April 14, 2021

A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call

Councilmember Noble
Councilmember Cummings
Vice Mayor Zemaitis
Mayor Howell
Attorney Mora
Interim Manager Candidate Ladner

D. Open Forum

Janet Stone 4631 58th St N

Ms. Stone spoke about the sidewalk on 58th St and 47th Avenue. She was concerned about the condition of the sidewalk and that it may present a safety hazard for those traveling on it. She indicated that she had seen many people get hurt there. She wanted to know which jurisdiction was responsible for the sidewalk and when it would be repaired.

Mayor Howell responded that it was in the jurisdiction of Pinellas County and they were to be repairing the sidewalk. He also indicated that he thought they would be making some repairs to flood damaged areas.

E. Old Business

1. Update on Town Manager Search
Attorney Mora spoke about the update on the Town Manager search. He began by indicating that many of the contract details had been discussed at

the last meeting. He indicated that he and Interim Manager Candidate Ladner had been discussing the terms of the contract. He indicated that he wanted the Council to feel comfortable with the terms of the contract. He discussed the changes that were made to the contract to include: Ms. Ladner's contract start and end date, the termination terms of the agreement, the housing stipend and professional contribution. Attorney Mora and City Council discussed the particular details regarding the terms of the contract being negotiated. A discussion also took place regarding the location of housing within a 12 mile radius of the Town. He indicated that Ms. Ladner would also need to be apprised on Florida Sunshine Law. It was discussed that another potential candidate for Town Manager had already found employment. There was also a discussion about the Town Car and a provision of such to the Town Manager. There was also a discussion of providing a vehicle stipend.

The Council also discussed what would happen if they had to operate without a Town Manager for several weeks. Attorney Mora suggested that an Acting Town Manager be appointed in the interim period before the Interim Town Manager could begin.

Council reached a consensus on the contract terms with Ms. Ladner and directed Attorney Mora to proceed with the contract.

A discussion about the Acting Town Manager continued. The Police Chief was suggested as a possible candidate.

Council reached consensus on requesting that the Police Chief serve as the Acting Town Manager until the Interim Town Manager could start work.

Attorney Mora discussed the recruitment process for the permanent Town Manager position. He advised that the information that the Council provided at the last meeting regarding attributes they would like to see in the next Town Manager were provided to FCCMA Senior Advisor Pam Brangaccio.

2. Update on Staff Transition

Attorney Mora addressed the multitude of employment vacancies that existed in the Town. He indicated that he would be working with Ms. Ladner to address those concerns. He also discussed the recruitment of the Town Clerk and the possibilities that existed to fill that vacancy. He indicated that it was his desire to allocate the Town's resources in the best way possible to make efficient use of them. There was an ongoing discussion about the particular details of this transition.

Attorney Mora provided an update on legislation that was relevant to the Town. Some of these topics included code enforcement and short-term rentals. Staff provided some additional comments on the topic.

F. Mayor/Council/Attorney/Manager/Clerk Comments

There was a discussion between City Council and staff regarding the Town Manager transition and how information would be transmitted to the new Town Manager.

G. Adjournment

Motion Vice Mayor Zemaitis
Second Councilmember Cummings
All in favor

Respectfully submitted:
Jocilyn Martinez
Interim Town Clerk



THE TOWN OF KENNETH CITY, FLORIDA

Council Meeting Minutes

May 12, 2021

A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call:

Councilmember Roberts
Vice Mayor Zemaitis
Mayor Howell
Councilmember Cummings
Councilmember Noble
Attorney Mora
Interim Town Manager Ladner

D. Swearing-In Interim Town Manager Lynne Ladner

Mayor Howell called for the Swearing-In of Interim Town Manager Ladner. Attorney Mora performed the Swearing-In of Interim Town Manager Ladner.

E. Open Forum

Christina Henzy 4701 60th Street

Ms. Henzy spoke about the various streets and potholes that have not been taken care of for years. She inquired as to what the Town would be doing about this issue. She indicated that she continued to find the same problems and wanted to know what action would be taken. She felt that the sidewalks needed to be fixed as it was hard to walk around Town.

Paul Asche 6212 44th Avenue

Mr. Asche complained about the agenda. He also inquired as to who was responsible for the West end service road that meets 46th Avenue. He indicated that the road was barely wide enough for a car. He felt that this was something that should be taken care of now instead of in the future.

Chris Vanderkooi 5096 60th Way N

Mr. Vanderkooi inquired as to how many candidates were interviewed for the Interim Town Manager position. He also inquired as to the status of the search for the permanent Town Manager. He also inquired as to whether the Interim Town Manager would be made permanent. He felt that it was in the best interest of the Town to take a broader look at possible candidates. He felt that this was a better direction for the Town to move in and that patience would be required. He also inquired as to the status of the annual budget. He didn't feel that it would be prudent to select a new Town Manager with the expectation of fixing the budget. He felt that the crazy spending needed to be stopped as he did not want taxes to increase.

Wendy Hipes 6504 43rd Avenue N

Ms. Hipes spoke about the ongoing problem with her neighbors' home at 6426 43rd Avenue. She indicated that the grass was overgrown and the property was infested with bees. She also indicated that the electricity had been turned off at the property and that a roofer hired to repair the roof asked if her electricity could be used to do this work. She indicated that she would like something to be done.

Mayor Howell responded that the proper people would be notified.

F. Old Business

1. Update on Staff Transition

Mayor Howell introduced the item.

The purpose of this discussion was a result of citizens that have called Town Hall and requested to provide input on the 47th Avenue Parking Project.

Interim Town Manager Ladner provided an update on the project. She indicated that she met with the Town Engineer to discuss the details of the project. The project has been temporarily paused so that the citizens could provide input. She described the purpose of the project. She indicated that this was a grant-funded project that was intended to improve parking through the area and allow for parallel parking. The project was approved and bid out last October (2020) and construction was set to begin. However, there have been concerns from residents about not having input.

Attorney Mora provided a discussion on citizen input.

Interim Town Manager Ladner provided Council with project plans and continued to discuss the project in detail. There was an ongoing discussion between Interim Town Manager Ladner and Council on the project. It was established that the total cost of the project was \$200,000 and a grant had been awarded for the project in the (estimated) amount of \$56,000.

Discussion continued amongst Council about the specific details of the project such as the origin of the project and citizen involvement.

Attorney Mora recommend that Council review their packets for information on the background of the project. He recalled that this project was an effort on the part of the previous Administration regarding a multi-modal plan for the Town. He indicated that the Town Engineer did not have the authority to initiate this project. He indicated that this was included in the Town's Capital Improvement Plan and approved by Council in the Annual Budget. He offered that those documents existed and were publicly available. There was a discussion of the availability of the documents on the website. Attorney Mora suggested that there was no legal mandate to include these documents on the Town's website.

Interim Town Manager Ladner suggested that some changes be made to the Town's website such as a separate section for City Council packets.

Mayor Howell indicated that he became aware of concern from citizens about the project and requested that be to put on the agenda.

There was a discussion between Interim Town Manager Ladner and City Council about the project and the citizen engagement. Interim Town Manager Ladner advised that it was best to move forward from this point.

The termination date of the grant was discussed. It was determined that the project should be completed 12 months from now.

Attorney Mora offered that the item did not require action but suggested that Council open up the meeting to public comment.

Billy Barber 4701 60th Street

Mr. Barber expressed concern about the project as the streets are already narrow and there are no sidewalks. He was very concerned about pedestrian safety. He felt

that the Town's communication on this project was not good as he just found out about the project two days ago.

Leslie Powell 5825 45th Avenue

Ms. Powell indicated that she lived in the Town for 30 years. She felt that it was a beautiful place. She felt that the proposed parking would look bad and cause problems for families and children. She felt that the Town would be losing green space and that the parking would cause drainage problems. She felt that property values would decrease and that the residents' driveways would be used. She felt that this was very dangerous. She was also of the opinion that people do not parallel park well and that that crime would increase.

Eric Gandrey 5965 47th Avenue

Mr. Gandrey expressed that he had a couple of concerns about the project. He felt that the Interim Town Manager should have been better prepared for this meeting with information about the project. He expressed how much he loved the Town. He indicated that he used this road more than a lot of people and found it hard to believe that the Town was putting parking spots on a residential road. He felt that adding more cars to a residential street would impact law enforcement's ability to safely patrol the streets. He expressed concern about children's safety if this project were to be completed.

Barb Finnegan 5905 47th Avenue

Ms. Finnegan indicated that she lived next to the park and just found out about the project yesterday. She agreed with the project. She suggested that the sidewalk be wide so it can accommodate families and be extended at a farther distance. She indicated that she was recently walking on the sidewalk and there were large groups of people walking. Her primary concern was with people walking on the sidewalk.

Sandy Green 5912 47th Avenue N

No comment

Clark Finnegan 5905 47th Avenue

M. Finnegan wanted to thank Council for having this discussion. He cautioned citizens that they should not attack the Interim Town Manager as this was the work of the prior administration. He offered that he had discussed this issue with his neighbors. He said that people were already not parking in municipal parking, but directly on the street. People are parallel parking on the other side of the street. He indicated that a friend informed him of a situation whereby someone had an emergency, and the ambulance could not get through because there was too much traffic. He felt that the prior administration didn't take into consideration all of these factors. He indicated that the traffic in that area was constant, and he sees it all the time and the last thing to do would be to allow cars to line up on the street. He felt that it would not be a good idea to add traffic and increase the possibility of accidents. He suggested that Council halt this project and consider other alternatives.

Candy John 5875 47th Avenue

Ms. John indicated that she lived across the street from the park and that she was concerned about safety. She often sees large groups of children, dog walkers, and senior citizens walking in that area. She felt that adding the spaces was very unsafe. She expressed that the park was beautiful and was disappointed that the residents were an afterthought. She said even though there was no parking allowed in the residential streets, people do not understand the boundaries of the park and sit in their backyards. Moving forward with this project would be bringing more people into their homes and she asked Council to think about adding parking somewhere else.

Inaudible

This speaker asked Council to follow through with what was said during the campaign. The speaker emphasized how important transparency is to a Town of this size. The speaker chastised Council for approving this project. The speaker indicated that he/she liked the idea of posting things on the Town's website. A discussion ensued between the Mayor and speaker.

Wendy Hipes 6504 43rd Avenue N

Ms. Hipes asked the Council to consider other option, perhaps another sidewalk. She encouraged the public to be respectful to Council.

Leslie Powell 5825 45th Avenue

Ms. Powell indicated that in her 30 years of living in this community, she observed that there was always available parking. She has observed that the parking lot is only full once a year. She felt that this additional parking was not needed as the current parking is sufficient.

Mayor Howell asked who makes the final decision on this project. Interim Town Manager Ladner said it was the job of the City Council to direct the Town Manager to do anything. This would require a vote of the City Council. Mayor Howell and Interim Town Manager Ladner continued a conversation on the topic.

Attorney Mora added to the discussion regarding the legal parameters of ending the projects He also reviewed the meetings whereby the project was discussed. He advised that staff and legal would give recommendations at subsequent meetings. He advised that Council listen to constituents, let staff do the appropriate research and follow up at another meeting. He indicated that the Town has had significant staff change and the Town is trying to continue to function. He cautioned that the Council should not look for additional challenges through this process.

Interim Town Manager Ladner indicated that she would need a consensus from Council directing her to provide more information on the project to move forward.

There was an ongoing discussion about the grant used to fund the project. It was determined that it was a State of Florida DEP (Department of Environmental Protection) parking grant. Attorney Mora discussed the particular details of the grant.

There was a discussion amongst Council regarding the lack of workshops and it was requested to have more workshops.

Councilmember Noble made a motion to halt the discussion on this project and get more information. She felt that the 47th Avenue Parking Project should be put on hold, there should be a workshop on the 4th Wednesday of the month where more information can be provided and then the topic can be revisited.

Attorney Mora spoke about legal ramifications and advised against taking any formal action on the project.

Motion was amended to discuss the project at a special meeting.

Audience members spoke on this issue without identifying themselves.

Interim Town Manager Ladner indicated that she would take action to make sure there is proper public notification regarding any meetings on the project.

Second Vice Mayor Zemaitis

All in favor

Interim Town Manager Ladner introduced a draft service agreement with Imagine That Performance. She explained that there were not enough staff to do the work with the loss of multiple employees. She felt that the agreement would be beneficial to the Town by having short-term professional resources to keep the Town operational. She indicated that quotes were sought by similar firms. The qualifications of the consultants were discussed. It was discussed that the consultants would fill in on an as-needed basis. The tasks they would perform include fulfilling public records requests, website maintenance, project management, and FEMA and CRS compliance. Interim Town Manager Ladner felt that without professional staff, the State may feel the need to step in. Interim Town Manager Ladner introduced the item and the contract. She explained that the funds to pay the consultants were budgeted for the Town Clerk and Management Analyst therefore there would be no additional costs needed.

Council asked to speak to Rob Duncan, Managing Director of Imagine that Performance so they could ask questions about his firm.

Rob Duncan from Imagine that Performance spoke about the staffing challenges the Town was facing. He discussed the qualifications of the consultants Dr. Spina and Dr. Martinez and how their skill sets would be beneficial to the Town.

There was an ongoing discussion between Council and Interim Town Manager Ladner about other options to fill the staffing needs of the Town.

Attorney Mora offered that the Council was not committing to anything long-term with this agreement and that it would be an opportunity to stabilize the Town. The Town was still seeking long-term employees. This was just a temporary solution to

make sure the tasks are being performed and there isn't a backlog of work. He offered that this was only meant to be a short-term solution to an urgent need. Attorney Mora then went on to discuss the efforts to secure permanent employees to fill the vacant positions.

The scope of work for Imagine That Performance was discussed.

Council member Noble made a motion to hire Imagine that Performance and have the Interim Town Manager direct them as needed,

Second Councilmember Cummings

Councilmember Roberts No

Vice Mayor Zemaitis Yes

Mayor Howell Yes

Councilmember Noble Yes

Councilmember Cummings Yes

Vice Mayor Zemaitis asked about the Town Manager search. Attorney Mora discussed the details of the search over the last 3 and half weeks. He indicated that he was working in the office and met with Interim Town Manager Ladner about how to facilitate the recruitment. There was an ongoing discussion about the Town Manager's performance and list of priorities.

Town Accountants Heather Guadagnoli and Andrew Arntzen introduced themselves and thanked the Council for hiring them to work in Kenneth City. They articulated that the staff had been very accommodating. He offered that he and Heather were working diligently to get the Town up to speed and thanked the Council for the opportunity. Mr. Arntzen explained the services that the firm would provide regarding the Town's finances.

G. Mayor/Council/Attorney/Manager Comments

There was a discussion amongst Council about Budget trucks parking in the Kmart parking lot. It was determined that this was private property and the Town would be able to legally enforce there. However, Interim Town Manager Ladner indicated that she would check with the property owners.

Attorney Mora conveyed that it was a pleasure serving the community. He provided an update on legislation that was germane to Kenneth City such as short-term rentals, home-based business, zoning districts, and pedestrian safety.

Interim Town Manager Ladner thanked the Council for the opportunity to serve the Town of Kenneth City. She said that the Town was still acclimating to Council Manager form of government and she discussed how such government should function specifically the relationships between the Council, Town Manager, and employees.

Interim Town Manager Ladner announced her 30 day resignation was announced and her last day would be June 11, 2021.

H. Adjournment

Motion: Vice Mayor Zemaitis
Second: Councilmember Cummings
All in favor
Meeting adjourned

Respectfully Submitted:
Jocilyn Martinez
Interim Town Clerk



THE TOWN OF KENNETH CITY, FLORIDA

Special Meeting Minutes

May 26, 2021

A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call

Councilmember Cummings

Councilmember Noble

Councilmember Roberts

Vice Mayor Zemaitis

Mayor Howell

Interim Town Manger Ladner

Attorney Mora

D. Consent Agenda

Motion to approve Consent Agenda made by Vice Mayor Zemaitis

Second Councilmember Noble

All in favor

Motion to approve Consent Agenda passed

E. Public Comment

No public comment

F. Unfinished Business

Discussion began on the 47th avenue Parking Project. Rob Duncan of Imagine that Performance indicated that the discussion would take place in 2 parts: 1) concerns of transparency would be addressed and 2) options for moving forward on the project would be presented. Mr. Duncan discussed the meetings where the project had been discussed and indicated that a detailed project description

could not be found. He provided an overview of the history of the project to include funding. He indicated that it was difficult to find information on the project in the Town's records and recommended solutions for making the information easier to access. Dr. Steve Spina from Imagine That Performance discussed the 47th Avenue Parking Project in detail. He indicated that he met with Interim Town Manager Ladner and Town Engineer to discuss project. He gave 3 options for moving forward: do nothing, move forward with the project as proposed, and relocating parking in different pockets on the property. There was an ongoing discussion about the details of the project and options for relocating parking around the property. Dr. Spina presented 3 options for relocating parking. Council was advised that the parking lot was a nonconforming use and there would never be enough parking, as per the Town's code. There was ongoing discussion about parking and the need for additional parking.

There was a discussion about community events and the need for adequate parking for these events. There was also a discussion about the need to maintain adequate greenspace at the park.

Attorney Mora discussed the contents of the deed related to the park and the intended use.

There was a discussion about funding the project in terms of costs and funding source. It was established that the project would be funded utilizing grant money and Penny for Pinellas dollars.

Interim Town Manager Ladner recommended that the discussion of the project take place during the budget process. It was suggested that there be workshops on all capital projects so that they town could budget appropriately going forward.

Administrative Assistant Ian Ryan read two emails submitted to the Town for public comment.

Laura Uhmet 5915 47th Avenue North

Ms. Uhmet was concerned about the parallel parking project taking away some of grass area. She also expressed concern about the costs of the project and did not want taxes to go up. She articulated that the parking lot was rarely full and this project would increase the amount of vehicles of 47th Avenue. She felt this would be a safety concern for pedestrians and bicyclists.

Lois Rose 5910 49th Avenue North

Ms. Rose expressed safety concerns about the parking project. She said that she walked to the park regularly and was concerned about safety. She observed

many people walking to the park and felt that this would be dangerous. She was also concerned about the high dollar value of the project and did not want taxes to go up.

Leslie Powell 5825 47th avenue N

Ms. Powell felt that Council should forget about the project as it presented safety issues and felt that lawsuits would be forthcoming.

Clark Finnegan 5405 47th Avenue

Mr. Finnegan expressed that he appreciated what the Mayor was saying about the outcome of the meeting as he felt that a lot of people were concerned about it. He said that he liked the idea of the alternate parking. He wanted to thank the Town for the reminder fliers about the meeting.

Eric (Last name and address not announced)

This resident wanted to apologize for getting upset at the last meeting. He felt like there was a lot of back and forth and nobody knew what was going on. He felt that last week could have been avoided if more information was provided. He felt that the biggest issue was transparency. He liked the options presented and was concerned about the loss of greenery.

Mayor Howell asked Interim Town Manager Ladner to give a history of the Town's taxes and the changes made to the tax rate over time.

Inaudible

This resident asked if we could use the space for sports courts. There was ongoing discussion about the use of the space and potential options for parking.

Jessica Strickland -4526 61st Ave N

Ms. Strickland said that she appreciated all of Council's hard work on this project. She asked that the Council honor the space that the park does have and consider the limited green space.

Council continued their discussion on the 47th Avenue Parking Project and the options presented.

Council gave consensus to forego parking on 47th Avenue Parking Project. Council directed staff to provide more information on the alternative presented at a later date.

G. Action Agenda

1. Review and Approve Job Description/Advertisement for Town Clerk and Timeline for Clerk Recruitment

Interim Town Manager Ladner presented the job description and advertisement for the Town Clerk position. She discussed where she would advertise the position and the timeline for hiring. There was a discussion amongst Council about the job description and advertisement.

Council gave consensus direction to move forward with the job description and advertisement for the Town Clerk.

2. Review and Approve Revised Job Description/Advertisement for Town Manager and Timeline for Manager Recruitment

Interim Town Manager Ladner presented Council with an advertisement and brochure for the Town Manager search. There was a discussion about these amongst Council. Attorney Mora indicated that he had been informing potential candidates about the position. More discussion took place about how the process would take place on recruiting for the Town Manager.

Council gave consensus direction to move forward with the job description and advertisement for the Town Manager.

H. Mayor/Council/Attorney/Manager Comments

Attorney Mora gave an update on the legislative session and topics related to the Town such as gambling.

Attorney Mora asked the Council for direction on how to proceed with an Interim Town Manager as Interim Town Manager Ladner announced her resignation. He presented Dr. Steve Spina, Senior Consultant with Imagine that Performance (ITP), as a short-term option. There was a discussion on Dr. Spina's qualifications. He advised that an addendum could be made to the existing contract with ITP. Council discussed the terms of the contract and timeline with Rob Duncan, Manager Director of ITP.

Council gave consensus to move forward with adding an addendum to the Imagine that Performance contract to allow Dr. Spina to serve as Interim Town Manager.

Interim Town Manager Ladner discussed accomplishments that had been achieved such as CRS completion and FEMA Letter of Determination submitted. She also conveyed that PBA negotiations would begin soon. She gave a presentation on changes that had been made to the Town website.

There was a discussion about the use of Town parks, special event permitting, and liability insurance requirements. Attorney Mora advised that there was an established form and discussed the appropriate procedures for the aforementioned topics. There was ongoing discussion about the procedure for obtaining a special event permit and improvements that could be made to the process.

I. Adjournment

Motion to adjourn made by Vice Mayor Zemaitis

Second Noble

All in favor

Meeting adjourned

Respectfully submitted

Jocilyn Martinez

Interim Town Clerk



THE TOWN OF KENNETH CITY, FLORIDA

Council Meeting Minutes

June 9, 2021

A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call

Mayor Robert Howell
Vice Mayor Megan Zemaitis
Councilmember Bonnie Noble
Councilmember Barbara Roberts
Councilmember Kyle Cummings
Interim Manager Ladner
Attorney Mora

D. Swearing In – Kenneth City Police Department

- a. Officer Joshua Jackson
- b. Officer Fernando Breda
- c. Officer John Price

Deputy Chief Michael Vieno was called by Mayor to swear in police officers. Mayor Howell congratulated the three new police officers and welcomed them to Kenneth City.

E. Consent Agenda

1. Meeting Minutes: February 10, 2021
2. Police Department Reports – May, 2021
3. Fire Department Reports – May, 2021
4. Building Department Reports – May 2021
5. Finance Reports – Rev & Exp YTD 5/31/21,

Motion: Vice-Mayor Zemaitis
Second: Councilmember Cummings
All in favor

F. Public Comment/Open Forum

Clark Finnegan 5905 47th Avenue North

Mr. Finnegan commented that residents should balance negative feedback with positive feedback. He remarked that residents should take time to thank City Council for things that have been done. He praised employee Ken Moore for helping him with a local issue. He asked about setting up a watering plan for the newly planted sod along the trail. He inquired as to whether the Town had any provisions to help eradicate rats. He also inquired if the vacant Kmart building would become a Wal-Mart.

Larry Hautt 6114 41th Avenue North

Mr. Hautt expressed that he felt agitated at the last Special Council Meeting whereby a member of Council made a comments about the lack of special events in Kenneth City. He listed the special events that had been hosted by the Town and expressed that he was offended by the comments made by Councilmember.

G. Action Agenda

1. Accept FY 2020 Annual Audit

Attorney Mora discussed the FY 2020 audit and process.

Interim Manager Ladner discussed the audit, specifically referencing funds categorized as public safety. She indicated that there was a perception that all those monies were allocated to law enforcement and proceeded to delineate the cost allocations. She expressed that there was a healthy fund balance in the General Fund. She discussed Capital Projects and Red Light Camera funding but cautioned that those funding sources did have a time limit associated with them. She closed the discussion by indicating that the Town's auditors passed the FY 2020 audit as a clean audit and that no weaknesses were indicated in the audit process.

Attorney Mora indicated that the audit was to be submitted by June 30, as per state law. He indicated that the approval of the audit would allow Administration to meet that deadline. He asked that the Council approve the audit.

Motion to approve FY 2020 Annual Audit.

Motion: Councilmember Noble

Second: Councilmember Cummings

All in favor

2. Appoint representative and alternate to the Public Risk Management Casualty and Liability Board of Directors – Recommendation Rep. – Steve Spina, Alternate Vice-Mayor Zemaitis

Motion to appoint Steve Spina as representative and Vice-Mayor Zemaitis as alternate Public Risk Management Casualty and Liability Board of Directors.

Motion: Councilmember Noble

Second: Councilmember Roberts

All in favor

3. Appoint representative and alternate to the Public Risk Management Group Health Board of Directors – Recommendation Rep. – Steve Spina, Alternate Vice-Mayor Zemaitis

Motion to appoint Steve Spina as representative and Vice-Mayor Zemaitis as alternate Public Risk Management Group Health Board of Directors.

Motion: Councilmember Noble

Second: Councilmember Cummings

All in favor

4. Approve contract amendment with Imagine that Performance to designate a preferred contractor as the Interim City Manager

Attorney Mora Randy introduced the topic, discussed the Town's transition process, and the loss of the administrative team. He discussed that while the searches to fill the roles were ongoing, those roles and functions still need to be occupied. He indicated that the Town Clerk functions were not being done. He expressed the urgency of the issue and that the Imagine that Performance contract extends to August 11, 2021 but does contemplate 14 days of contract extensions. Attorney Mora drafted the Imagine that Performance contract for the Council to review. He explained the terms of the agreement and the expanded scope of services which is a greater commitment than was originally imagined. He explained the work of the Town Manager and indicated that Dr. Steve Spina would be available to the Town for 24 hours a day, 7 days a week. Attorney Mora explained the functions of the Interim Town Clerk and that those functions would be performed by Dr. Jocilyn Martinez for 12.5 hours each week. The contract pricing was discussed and that the Town was receiving a discounted

rate due to the urgency of the issue. He expressed the unorthodox nature of the Town's situation with the loss of the administrative team.

Councilmember Noble has no comments.

Councilmember Cummings had no comments.

Eileen Bautista, a temporary employee, spoke from the audience. She indicated that she loved her job.

Councilmember Roberts asked about fee structure of the contract.

Managing Director of Imagine that Performance Mr. Robert Duncan explained the fixed fee structure and the availability of the Imagine That Performance team members to the Town.

Mayor Howell also inquired about the fee structure.

There was an ongoing discussion about the fee structure.

Vice Mayor Zemaitis indicated that she previously spoke with Attorney Mora on this issue and had no comments.

Motion to approve the contract amendment with Imagine that Performance to designate a preferred contractor as the Interim Town Manager.

Motion: Councilmember Noble

Second: Vice Mayor Zemaitis

All in favor

H. Mayor/Council/Attorney/Manager Comments

Mayor Howell had no comments.

Councilmember Noble had no comments.

Vice Mayor Zemaitis apologized for offending anyone. She indicated that did not mean to offend anyone regarding events. She indicated that she spoke about events that she would like to see that the Town currently does not have.

Councilmember Cummings had no comments.

Councilmember Roberts had no comments.

Interim Manager Ladner reiterated that Administrative Assistant Ian Ryan resigned on May 27 and that this was a great loss to Kenneth City. On June 1, a temporary employee was hired to continue the Town's administrative duties.

Interim Manager Ladner expressed that she greatly enjoyed her time in Kenneth City and that her decision to leave very difficult. She indicated that was having second thoughts but that Friday, June 11 would be her last day as Interim Manager. She indicated that she would be leaving Florida on July 5 and that she could still be contacted at any time.

Attorney Mora announced that the Town had received 17 applications for Town Manager and 3 applications for Town Clerk. Pam Brangaccio, Senior Advisor with FCCMA, was committed to helping the Council filter out candidates for Town Manager although he acknowledged it was the Council's choice. He expressed that this was a tremendous moment for the Council and that they were in unique position as elected officials. He discussed the timeline for filling the positions.

Mayor Howell congratulated Interim Manager Ladner and expressed that he learned a great deal from her about how the Town should operate.

I. Adjournment

Motion to adjourn the meeting.
Motion – Vice Mayor Zemaitis
Second – Councilmember Cummings
All in Favor

Meeting adjourned at 7:24 p.m.

Respectfully submitted,

Jocilyn Martinez
Interim Town Clerk



F. Action Agenda

1. Schedule Budget Workshop

July 7, 2021

To: Mayor and Town Council
From: Steve Spina *SS*
Re: Schedule FY 2022 Budget Workshop

I am requesting that Council set a workshop meeting in the next couple of weeks to begin the budget process for FY 2022.

Preferred dates are Wednesday, July 21, or Wednesday, July 28. If you wish to set another date, that is fine, but we are required to submit the tentative millage rate to Pinellas County by August 4. At the workshop we will provide you with a recommendation for the millage rate, a draft copy of the proposed budget and a draft Capital Improvement Plan.

Thank you.



F. Action Agenda

2. Discuss PBA Contract Negotiations

July 5, 2021

To: Mayor and Town Council
From: Steve Spina, Interim Town Manager *SS*
Re: Kenneth City Police Department contract with Suncoast PBA

Town staff, including Town Attorney Randy Mora, Chief Eli Vazquez and myself, are currently involved in negotiating a new, three-year contract with the Sun Coast PBA, which represents the collecting bargaining unit at the Kenneth City Police Department.

As you are aware, the salary component of the contract is based on a current starting salary for new officers of \$44,000 per year with a 25-step pay plan consisting of two percent increases per step.

This starting pay is the lowest in Pinellas County (see Exhibit A attached) and is detrimental to the police department for several reasons. First, it puts the Town of Kenneth City at a disadvantage in hiring new officers, and secondly, it does not provide parity with our officers when compared to other agencies and officers in the area doing the same job. In Pinellas, law enforcement agencies utilize the Police Applicant Screening Service (PASS) to hire new officers throughout the county and different municipalities. The median salary for police officer starting pay is currently \$49,590, with many agencies operating over \$50,000 to start. As a result, it is reasonable to assume that Kenneth City PD is at a disadvantage when compared to other agencies and when competing for officers to serve this community.

As a result, the collective bargaining unit is requesting an increase in the starting pay from \$44,000 per year to \$47,000 per year. This will include a step increase of 2% across the board. This will benefit the Town by becoming more competitive with other agencies and attracting more interest in Kenneth City, and will more adequately pay our personnel rates commensurate with others in the field.

It will also benefit the department by reducing turnover rates of officers leaving for better pay and provide for the development of a cohesive department that is not constantly training new officers and replenishing uniforms, supplies and other aspects resulting from continuous turnover. Since 2018, the Department has lost 16 sworn officers -including four so far this year - resulting in a constant hiring and training regimen. The use of reserve officers to fill in gaps and new hires as implemented by Chief Vazquez has helped with this issue but not resolved it. Other impacts of high turnover are increased overtime pay. In two years, overtime costs in the police department have increased more than 30%.

The cost of this higher rate of starting pay is about \$45,000 to \$50,000 for the first year, beginning October 1, 2021, and an estimated \$12,000 for both the second and third year of the contract. Other costs associated will be higher contributions to the FRS benefit of about \$13,000 and increased FICA costs of \$3,800. Total first year costs are estimated at \$67,000.

The PBA would also like to change the shift differential pay as outlined in the current contract. Currently, officers working the second shift of 3 p.m. to 11 p.m. are paid an additional \$.75 per

hour and those working from 11 p.m. to 7 p.m. are paid an additional \$1 per hour. The PBA is proposing that those working the 3 p.m. shift be paid an additional 5% of their pay rate and those working the 11 p.m. shift be paid an additional 10%. This shift differential pay is more in line with other agencies in Pinellas County, including the Pinellas Park Police Department. Cost to implement this change is estimated between \$15,000 to \$20,000 per year, and depends on the number of officers on the shifts, which range from 3 to 4 including a sergeant and either two or three police officers. Current costs are approximately \$11,500 for shift differential pay.

In addition, officers are offered a \$40 a month stipend for uniform dry-cleaning stipend or to cover gym memberships. The PBA is asking that this amount be increased to \$50 monthly. The contract also calls for a three-week maternity/paternity leave for new parents (either through birth or adoption).

The PBA also requested that health insurance coverage for dependents be increased to help provide more affordable health care options for employees. Currently the Town pays \$920 for an employee's health care coverage and \$400 towards dependent coverage. I recommend that no change be made for the first year of the contract, and that the Town consider increasing the dependent coverage to \$600 per employee for the second year of the contract (FY 2023) and to \$800 for the third year of the contract (FY 2024). At this time, only three police officers take advantage of dependent coverage.

Also, we have tentatively agreed to pay the full cost of the employee monthly health coverage (\$920). This year, employee costs is \$943, with the Town paying the \$920, and the employee paying \$23 for the difference.

I recognize that these are some significant increases to be absorbed in one contract term and introduced in one budget year. However, there has been no increase in pay for three years and the KCPD has historically been the lowest paid agency in Pinellas, serving as a training ground for other agencies. We are bringing this to you tonight in order to obtain your input and hopefully, your approval, to move forward with the financial considerations of the contract. If you all concur, it is our intention to bring the entire contract to you at the August 11 meeting for your final approval.

This proposed upgrade to the department is necessary for its future growth and development. It is a huge investment in the KCPD and its officers. I realize other budget considerations will play a role; however, public safety is a primary function of local government and one generally supported by residents. These changes are a first step in building a stronger department.

EXHIBIT A

Pinellas Police Standards Council
JANUARY 2021
 Law Enforcement Salary Survey

AGENCY	Officer		Corporal		Detective		Sergeant		Lieutenant		Captain		Major		Asst./Dep. Chief		Agency Head	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Belleair	\$ 48,947	\$ 73,333	N/A	N/A	\$ 48,947	\$ 73,333	N/A	N/A	\$ 65,000	\$ 134,121	N/A	N/A	N/A	N/A	N/A	N/A	\$ 90,000	\$ 134,121
Clearwater	\$ 56,029	\$ 82,977	\$ 68,104	\$ 87,126	\$ 66,104	\$ 87,126	\$ 76,497	\$ 100,645	\$ 97,305	\$ 123,169	N/A	N/A	\$ 99,111	\$ 158,577	\$ 104,066	\$ 166,506	\$ 114,733	\$ 183,573
Gulfport	\$ 49,147	\$ 72,238	N/A	N/A	\$ 49,147	\$ 72,238	\$ 64,271	\$ 88,129	N/A	N/A	\$ 83,125	\$ 104,785	N/A	N/A	N/A	N/A	\$ 120,963	\$ 120,963
Indian Shores	\$ 47,806	\$ 68,173	\$ 48,762	\$ 73,649	\$ 48,762	\$ 73,649	\$ 51,234	\$ 74,227	N/A	N/A	\$ 71,544	\$ 78,832	N/A	N/A	N/A	N/A	\$ 97,928	\$ 134,738
Kenneth City	\$ 44,000	\$ 81,573	\$ 47,373	\$ 81,573	\$ 52,312	\$ 81,573	\$ 50,856	\$ 81,573	\$ 77,376	merit	N/A	N/A	N/A	N/A	N/A	N/A	\$ 92,000	merit
Largo	\$ 56,392	\$ 82,971	N/A	N/A	\$ 56,392	\$ 82,971	\$ 77,949	\$ 100,672	\$ 102,003	\$ 112,008	N/A	N/A	\$ 74,318	\$ 118,893	\$ 85,893	\$ 137,405	\$ 99,236	\$ 158,787
Pinellas Sheriff	\$ 50,221	\$ 77,949	\$ 52,821	\$ 80,549	\$ 50,221	\$ 77,949	\$ 78,367	\$ 90,351	\$ 90,508	\$ 105,374	\$ 122,915	\$ 122,915	\$ 150,000	\$ 150,000	\$ 160,000	\$ 170,000	\$ 181,887	\$ 181,887
Pinellas Park	\$ 49,605	\$ 70,066	\$ 56,587	\$ 74,970	\$ 51,093	\$ 70,066	\$ 77,073	\$ 96,253	\$ 78,163	\$ 118,934	\$ 86,277	\$ 131,281	N/A	N/A	N/A	N/A	\$ 95,234	\$ 144,909
St. Petersburg	\$ 56,326	\$ 90,372	N/A	N/A	N/A	N/A	\$ 95,380	\$ 106,993	\$ 112,647	\$ 123,252	N/A	N/A	\$ 119,874	\$ 142,951	\$ 138,793	\$ 168,003	\$ 159,077	\$ 207,204
Schools Police	\$ 44,366	\$ 67,226	N/A	N/A	N/A	N/A	\$ 53,685	\$ 81,349	N/A	N/A	N/A	N/A	\$ 69,857	\$ 83,761	N/A	N/A	\$ 90,502	\$ 99,653
Tarpon Springs	\$ 48,200	\$ 75,354	\$ 50,608	\$ 79,152	\$ 50,608	\$ 79,152	\$ 73,371	\$ 96,215	N/A	N/A	N/A	N/A	\$ 69,320	\$ 111,677	N/A	N/A	\$ 72,786	\$ 117,261
Treasure Island	\$ 50,753	\$ 80,475	N/A	N/A	\$ 50,753	\$ 80,475	\$ 71,802	\$ 90,168	\$ 75,400	\$ 113,110	N/A	N/A	N/A	N/A	N/A	N/A	\$ 91,562	\$ 137,342
USF at St. Pete.	\$ 49,000	\$ 70,000	N/A	N/A	N/A	N/A	\$ 65,000	\$ 82,000	\$ 80,000	\$ 95,000	\$ 84,000	\$ 104,000	N/A	N/A	N/A	N/A	\$ 113,120	\$ 113,120
FHP	\$ 43,175	\$ 78,016	\$ 47,482	\$ 83,642	\$ 45,235	\$ 83,642	\$ 49,576	\$ 118,238	\$ 58,195	\$ 140,480	\$ 82,400	\$ 153,121	\$ 91,670	\$ 171,895	\$ 97,000	\$ 171,985	\$ 110,000	\$ 171,985
2021 Mean	48,569	78,016	53,107	83,642	53,875	83,642	68,786	92,832	83,660	118,383	88,377	115,822	96,307	139,965	117,148	162,780	109,216	146,580
2020 Mean	\$ 48,302	\$ 75,138	\$ 50,260	\$ 80,722	\$ 51,734	\$ 78,411	\$ 67,010	\$ 89,903	\$ 76,810	\$ 111,135	\$ 86,203	\$ 113,747	\$ 96,590	\$ 130,912	\$ 110,204	\$ 146,184	\$ 103,323	\$ 138,927
Change to Mean:	\$ 1,267	\$ 2,880	\$ 2,847	\$ 2,920	\$ 2,141	\$ 2,293	\$ 1,776	\$ 2,929	\$ 6,850	\$ 7,248	\$ 2,174	\$ 2,075	\$ (283)	\$ 3,053	\$ 6,944	\$ 16,596	\$ 5,893	\$ 7,653
% Change to Mean:	2.6%	3.8%	5.7%	3.6%	4.1%	2.9%	2.7%	3.3%	8.9%	6.5%	2.5%	1.8%	-0.3%	2.3%	6.3%	11.4%	5.7%	5.5%

Notes: This survey does not include cost of benefits or account for length of service needed to reach top pay in any rank. Changes to the mean salaries, while mostly the result of pay increases to incumbents, may also reflect an employer broadening or narrowing the salary range for a particular titled position, or an individual employer creating or eliminating a certain rank or assignment within their agency since the prior survey. Pay rates for "Detective" are usually for an assignment rather than a permanent change of rank or job classification and there may or may not be a pay differential. Likewise, pay rates for "Corporal" may be an assignment rather than a permanent rank, or may be referred to as "Senior Police Officer" or "Master Patrol Officer" in some agencies. Amounts shown are base-pay and do not include overtime pay, shift differentials, stand-by pay, special or off-duty detail pay, or other allowances paid in many positions below the rank of Captain. In addition, many agencies will now hire new officers above minimum pay step if they have prior experience as an officer.

Educational Incentive Pay: In addition to the salaries shown above, officers are eligible to receive regular monthly payments based on their educational and training achievements. The annual amounts of these incentives are: \$360 for an Associates Degree, \$960 for a Bachelor's Degree - up to a total of \$1,560 for a combination of college education and special training.

*Survey is based upon a standard 8 hour shift, yearly salary (2080 hours).

*FHP Salary "Officer" through "Lieutenant" adds an additional \$4,000 for residing in Pinellas County not reflected..



F. Action Agenda

3. Pension Plan Resolution



T R A S K
D A I G N E A U L T
LLP
A T T O R N E Y S

THOMAS J. TRASK, B.C.S.*
JAY DAIGNEAULT*
ERICA F. AUGELLO*
RANDY D. MORA, B.C.S.*
ROBERT ESCHENFELDER, B.C.S.*
NANCY MEYER
JEREMY SIMON
DAVID E. PLATTE

** Board Certified by the Florida Bar in
City, County and Local Government Law*

To: Town Council, Town of Kenneth City

Cc: Dr. Steve Spina, Interim Town Manager
Dr. Jocilyn Martinez, Interim Town Clerk

From: Randy D. Mora, Town Attorney

Date: July 8, 2021

Re: Pension Plan – Designated Trustee

This Resolution addresses the identification of the designated officials to facilitate the administration of the Town's Pension Plan. This is primarily to ensure the signatory on documents and addressee for the purpose of official correspondence from the Plan Administrator are current. This person will not unilaterally have the authority to modify or amend the pension plan.

Presently, the Town's pension plan documents reference the Town's former Mayor and Town Manager. This Resolution, requested by the Plan Administrator, will formally designate Mayor Howell as the Trustee.

This Resolution may be amended in the future, as the Town continues to recruit and hire its administrative personnel.

RESOLUTION NO. 2021-02

**A RESOLUTION OF THE TOWN OF KENNETH CITY, FLORIDA
AMENDING PENSION PLAN DOCUMENTS TO CHANGE THE
INDIVIDUALS IDENTIFIED AS AUTHORIZED
REPRESENTATIVE OF THE TOWN, AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the Town of Kenneth City, a Municipal Corporation administers a Pension Plan;

WHEREAS, the Town's Pension Plan identifies individual trustees for the purpose of execution and communication of official documents or correspondence concerning the Town's Pension Plan;

WHEREAS, various Town officials have recently separated from employment with or vacated their elected positions, requiring an amendment to the Town's Pension Plan Documents;

WHEREAS, Fla. Stat. 166.041, (1) provides that a Resolution is an expression of a governing body concerning matters of administration, an expression of a temporary character, or a provision for the disposition of a particular item of the administrative business of the governing body;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Kenneth City, Florida as follows:

- 1. Purpose and Application.** Amendment Number 1, a true and correct copy of which is attached as Exhibit 1 to this Resolution, is hereby approved and adopted.
- 2. Administrative Registration and Communication.** The Town Clerk is hereby authorized and directed to execute and deliver to this Resolution and the corresponding Amendment to the Plan Administrator.
- 3. Effective Date.** This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS ____ Day of July, 2021.

Dr. Steve Spina, Interim Town Manager

Robert Howell, Mayor

ATTEST:

Dr. Jocilyn Martinez, Interim Town Clerk

APPROVED AS TO LEGAL FORM

Randy Mora, Town Attorney

**AMENDMENT NUMBER 1
TOWN OF KENNETH CITY, A MUNICIPAL CORP. PENSION PLAN**

BY THIS AGREEMENT, Town of Kenneth City, A Municipal Corp. Pension Plan (herein referred to as the "Plan") is hereby amended as follows, effective as of April 8, 2021, except as otherwise provided herein:

1. The section of the Adoption Agreement entitled "TRUSTEE(S) OR INSURER(S)" is amended as follows:

TRUSTEE(S) OR INSURER(S) (Plan Sections 1.44 and 1.84):

a. **Insurer.** This Plan is funded exclusively with Contracts and the name of the Insurer(s) is:

(1) _____ (2) _____ (if more than 2, add names to signature page).

b. **Individual Trustee(s).** Individual Trustee(s) who serve as Trustee(s) over assets not subject to control by a corporate Trustee. (add additional Trustees as necessary)

Name(s)	Title(s)
<u>Robert Howell</u>	<u>Trustee</u>
_____	_____
_____	_____

Address and telephone number

1. Use Employer address and telephone number

2. Use address and telephone number below:

Address: _____
Street

City State Zip

Telephone: _____

c. **Corporate Trustee(s)** (add additional Trustees as necessary)

Name: _____

Address: _____
Street

City State Zip

Telephone: _____

Directed/Discretionary Trustee. Unless otherwise specified below, if there is a corporate Trustee, it will serve as a Directed (nondiscretionary) Trustee (Plan Section 1.21) and if there is an individual Trustee, he or she will serve as a Discretionary Trustee (Plan Section 1.22) over all Plan assets (select all that apply; leave blank if defaults apply)

d. Directed Trustee exceptions (leave blank if no exceptions):

Directed Trustee over specified Plan assets (select all that apply; leave blank if none apply)

1. The corporate Trustee will serve as Directed Trustee over the following assets: _____
2. The individual Trustee(s) will serve as Directed Trustee over the following assets: _____

Individual Trustee will serve as Directed Trustee (may not be selected with d.1. or d.2.)

3. over all Plan assets

e. Discretionary Trustee exceptions (leave blank if no exceptions):

Discretionary Trustee over specified Plan assets (select all that apply; leave blank if none apply)

1. The individual Trustee(s) will serve as Discretionary Trustee over the following assets: _____
2. The corporate Trustee will serve as Discretionary Trustee over the following assets: _____

Corporate Trustee will serve as Discretionary Trustee (may not be selected with e.1. or e.2.)

3. over all Plan assets

NOTE: Appendix A to the Adoption Agreement (Special Effective Dates and Other Permitted Elections) or a separate agreement may be used to appoint a special Trustee for purposes of collecting delinquent contributions. If no such appointment is made, then except as provided in Plan Section 7.3(c), the Trustee will have such responsibility.

Separate trust. Will a separate trust agreement that is approved by the IRS for use with this Plan be used?

f. No

g. Yes

NOTE: If Yes is selected, an executed copy of the trust agreement between the Trustee and the Employer must be attached to this Plan. The Plan and trust agreement will be read and construed together. The responsibilities, rights and powers of the Trustee will be those specified in the trust agreement.

The Employer executes this Amendment on the date specified below.

Town of Kenneth City

Date: _____

By: _____
EMPLOYER

Robert Howell

By: _____
TRUSTEE

Transamerica 986766

ADOPTING RESOLUTION

The undersigned authorized representative of Town of Kenneth City (the Employer) hereby certifies that the following resolution was duly adopted by the Employer on the date specified below, and that such resolution has not been modified or rescinded as of the signature date below:

RESOLVED, that Amendment Number 1, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator the amendment.

The undersigned further certifies that attached hereto is a true copy of Amendment Number 1 to Town of Kenneth City, A Municipal Corp. Pension Plan approved and adopted in the foregoing resolution.

Date: _____

By: _____

[print name/title]

TOWN OF KENNETH CITY, A MUNICIPAL CORP. PENSION PLAN

**SUMMARY PLAN DESCRIPTION
MATERIAL MODIFICATIONS**

**I
INTRODUCTION**

This is a Summary of Material Modifications regarding the Town of Kenneth City, A Municipal Corp. Pension Plan ("Plan"). Unless stated otherwise, the modifications described in this summary are effective as of April 8, 2021. This is merely a summary of the most important changes to the Plan and information contained in the Summary Plan Description ("SPD") previously provided to you. It supplements and amends that SPD so you should retain a copy of this document with your copy of the SPD. If you have any questions, contact the Administrator. If there is any discrepancy between the terms of the Plan, as modified, and this Summary of Material Modifications, the provisions of the Plan will control.

**II
SUMMARY OF CHANGES**

1. Plan Trustee

There has been a change to the Plan's Trustee. The name of the Plan's Trustee is:

Robert Howell, Trustee



F. Action Agenda

4. Emergency Resolution – Tropical Storm Elsa



T R A S K
D A I G N E A U L T
LLP
A T T O R N E Y S

THOMAS J. TRASK, B.C.S.*
JAY DAIGNEAULT*
ERICA F. AUGELLO*
RANDY D. MORA, B.C.S.*
ROBERT ESCHENFELDER, B.C.S.*
NANCY MEYER
JEREMY SIMON
DAVID E. PLATTE

** Board Certified by the Florida Bar in
City, County and Local Government Law*

To: Town Council, Town of Kenneth City

Cc: Dr. Steve Spina, Interim Town Manager
Dr. Jocilyn Martinez, Interim Town Clerk

From: Randy D. Mora, Town Attorney

Date: July 8, 2021

Re: Tropical Storm Elsa: Emergency Declaration Ratification

As of July 5, 2021, Hurricane Elsa posed a serious potential threat to the residents and property of Kenneth City. Hurricane Elsa had the potential to cause extensive damage to public utilities, public buildings, public communication systems, public streets and roads, public drainage systems, commercial and residential buildings and areas. With the advice of legal counsel, and following an official declaration made by Pinellas County, the Town issued its own declaration of a state of emergency on July 5, 2021.

Given Elsa's landfall on Florida's north Gulf Coast, this emergency declarations effective application is no longer necessary. This Resolution ratifies the previous declaration while formally establishing its termination.

RESOLUTION 2021-03

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF KENNETH CITY, FLORIDA, RATIFYING THE STATE OF LOCAL EMERGENCY IN KENNETH DECLARED BY THE MAYOR DUE TO TROPICAL STORM ELSA AND ITS POTENTIAL THREAT OF HARM TO THE RESIDENTS AND PROPERTY OF THE TOWN OF KENNETH CITY; AND PROVIDING FOR AN EFFECTIVE DATE AND TERMINATION DATE.

WHEREAS, as of July 5, 2021, Hurricane Elsa posed a serious potential threat to the residents and property of Kenneth City; and

WHEREAS, Hurricane Elsa had the potential to cause extensive damage to public utilities, public buildings, public communication systems, public streets and roads, public drainage systems, commercial and residential buildings and areas; and

WHEREAS, it was therefore necessary for the Town of Kenneth City to take protective measures to ensure the safety of its residents; and

WHEREAS, on July 3, 2021 the Governor of the State of Florida promulgated Executive Order 21-150 declaring a State of Emergency as a result of Tropical Storm/Hurricane Elsa; and

WHEREAS, the Pinellas County Board of County Commissioners declared a State of Emergency effective on Sunday, July 4, 2021, and authorized County officials to order evacuations should they become necessary; and

WHEREAS, before making landfall on July 6, Hurricane Elsa was downgraded to a Tropical Storm;

WHEREAS, Chapter 252, Florida Statutes, provides authority for a political sub-division such as the Town of Kenneth City to declare a State of Emergency allowing the Town to waive the procedures and formalities otherwise required of political subdivisions by law pertaining to:

1. Performance of public work and taking whatever action is necessary to ensure the health, safety and welfare of the community.
2. Entering into contracts;
3. Incurring obligations;
4. Employment of permanent and temporary workers;
5. Utilization of volunteer workers;
6. Rental of equipment;
7. Acquisition and distribution, with or without compensation of supplies, materials and facilities;

8. Appropriation and expenditures of public funds.

WHEREAS, the Mayor of the Town of Kenneth City issued a Proclamation of Emergency on July 5, 2021 providing for declaration of a state of emergency within the Town of Kenneth City.

WHEREAS, Tropical Storm Elsa made landfall in Taylor County, Florida, on north Florida's Gulf Coast around 11 a.m. on July 6, 2021, with its outer bands providing significant rainfall within Pinellas County; and

WHEREAS, as of the date of this Resolution, the conditions causing the State of Local Emergency to be declared regarding Elsa are no longer present; and

WHEREAS, while the Town experienced severe weather conditions, the Town's emergency response and various departments have been able to manage the situation and no extraordinary powers are expected to be needed as of the date of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KENNETH CITY, FLORIDA, DULY ASSEMBLED THAT:

Section 1. Each of the above recitals are incorporated herein as the findings of the Town Council.

Section 2. A State of Local Emergency presented by Tropical Storm/Hurricane Elsa existed effective the 5th day of July 2021, for all territory within the legal boundaries of the Town of Kenneth City, Florida.

Section 3. The Town Commission ratifies the Mayor's proclamation of emergency and the waiver of any procedures and formalities as provided in Chapter 252, Florida Statutes, including any measures taken by the Town Manager to respond to the emergency.

Section 4. The State of Local Emergency presented by Tropical Storm/Hurricane Elsa is hereby terminated effective as of July 7, 2021.

Section 5. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF KENNETH
CITY, FLORIDA, THIS _____ day of July, 2021.**

Robert J. Howell, Mayor

ATTEST:

Jocilyn Martinez, Ph.D., Interim Town Clerk

Approved as to form:

Randy D. Mora, Town Attorney



F. Action Agenda

5. Town Manager Selection Process



T R A S K
D A I G N E A U L T
LLP
A T T O R N E Y S

THOMAS J. TRASK, B.C.S.*
JAY DAIGNEAULT*
ERICA F. AUGELLO*
RANDY D. MORA, B.C.S.*
ROBERT ESCHENFELDER, B.C.S.*
NANCY MEYER
JEREMY SIMON
DAVID E. PLATTE
** Board Certified by the Florida Bar in
City, County and Local Government Law*

To: Town Council, Town of Kenneth City

Cc: Dr. Steve Spina, Interim Town Manager
Dr. Jocilyn Martinez, Interim Town Clerk
Pam Brangaccio, FLC Senior Advisor

From: Randy D. Mora, Town Attorney

Date: July 6, 2021

Re: FLC Senior Advisor Charter Official Candidate Review

This memorandum is sent in follow-up to my e-mail of July 25, 2021, explaining the process for the receipt, review, and distribution of the applicant materials and the Senior Advisor's ("SA") review thereof.

I. TOWN MANAGER APPLICANTS

A. THE PROCESS

Twenty-nine (29) people applied for the Town Manager position. The SA has grouped the twenty-nine by resumes exceeding the posted qualifications (6), resumes meeting the qualifications (10), and other candidates (13).

The resumes within the three groups, are ***not*** in any ranked order. There was quite a bit of diversity in experience and backstories among the candidates. It is the Council's decision (to be made on July 14th) which of the candidates, of the 29, to interview for the position.

The SA recommends that the Town Council select five to seven candidates to interview. This is a prudent number of candidates as some may voluntarily withdraw during the interview process. Each Council member will be requested on July 14th to discuss the candidates, so the Council can efficiently reach consensus among the Council for interviews to be scheduled. The 29 resumes will be provided to the Council by the Town staff this week. A blank selection sheet for the July 14th meeting can be provided as well for each Council member.

Any review of applications is subjective but at this early stage was based on the qualifications posted for the position, the Councils' priorities for the Manager, and Kenneth City's population and staffing levels.

Ultimately, the Town Council's decision will come down to the "best fit" for the Council, as determined through the interview process. There are candidates in the second grouping that could be a good fit as well for Kenneth City. Again, *it is the Town Council's responsibility to select the candidates to interview, and who will eventually be hired from the pool of candidates.*

This preliminary review does not include reference or background checks which will be done once the Town Council identifies the candidates it intends to interview.

B. THE ADVERTISED VACANCY

As a reminder, the posted qualifications for the position, included the following:

- BA degree with a degree or course work in public administration, business administration, or closely related field;
- Minimum of five years work experience as a top level municipal or public sector administrator;
- Preference will be given to Candidates that have a MPA and/or ICMA credentialed Manager designation; and
- The job post also included Council priorities for the Manager: economic development; grant experience; intergovernmental partnerships; review and preparation of the budget; formation of staff team; effective communication with Council; and enhanced transparency to town residents regarding Council priorities, and progress on projects.

C. THE CANDIDATES

1. Candidates exceeding the posted qualifications

The following six (6) candidates have direct town management experience exceeding five years with the requisite education.

- Stanley Hawthorne
- Mark Kutney
- Patrick Marsh
- Ricardo Mendez
- Tim Rhode
- William Vance

2. Candidates meeting the posted qualifications:

The following ten (10) candidates are qualified but have less than five years of experience as a town manager or do not have direct town management experience. Instead, these candidates may have experience in specialized departments. Even so, these candidates generally possess the requisite education:

- Victor Akhimie
- Peter Cavalli
- Daniel Fitz
- Michael Foote
- Kathy Laur
- Whitney Marsh
- Quinn Robertson
- Chris Rose
- Don Rosenthal
- Wade Sparkman

3. Other Candidates:

The remaining thirteen (13) candidates who applied are as follows:

- Patrick Albritton
- Barbara Bell
- Carl Brown
- Yvonne Folek
- Thomas Henry
- Steve Johnson
- Russell Kirkpatrick
- Holly La Rochelle
- Jason Lawrence
- Alex Morales
- Michelle Orton
- Jeff Shoobridge
- Council "Eddie" Still

D. UPCOMING PROCESS & MILESTONES FOR HIRING OF NEW TOWN MANAGER

<u>DATE</u>	<u>ANTICIPATED EVENT</u>
July 14, 2021	<p>Council to <i>discuss and select candidates for interviews</i>. The SA will be present regarding the candidates and the recommended process.</p> <p>Council to identify anticipated date, timeline, and potential format for interviews and final selection process</p>
<p>July 2021 (Precise Dates TBD) Plan for additional July Meeting</p>	<p>Two days in Kenneth City with a tour of the Town conducted by staff;</p> <p>Each selected candidate will interview with the entire Council.</p> <p>A potential night-time reception for residents to meet the candidates; individual candidate interviews with individual Council members (if this step is desired by the Council as part of the process);</p> <p>A schedule will be established by the SA working with the Interim Town Manager, once the Council has selected the candidates to interview. The Senior Advisor is also planning on being on-site for the two-day process to shepherd candidates to the various appointments with Council members.</p> <p>Professional background checks need to be conducted of the candidates selected by Town Council; either through direct town contract with a recruitment firm, or through the KC Police Department, before interviews are completed by Council. It is important that the candidates be vetted by a professional agency. This process will not be done by the SA</p> <p>After the interviews with the top candidates, a final Selection by Town Council would be made, with the City Attorney to negotiate terms of contract to be brought back to the Council.</p>

II. TOWN CLERK APPLICANTS

The following four (4) individuals applied for the clerk vacancy:

- Lisa Atkinson
- Connor Donovan
- Vanessa Mutchnik
- Janice Rutan

Of these four candidates, Ms. Mutchnik is the only candidate who is a certified municipal clerk. Even so, Ms. Rutan also has several years of experience as a records management coordinator and Town Administrator. Mr. Donovan is in pursuit of a master's degree in Public Administration and presently serves as an elected official in another Pinellas jurisdiction. Finally, Ms. Atkinsons has facilitated records management and accounting for a local special district and health care facilities.

As Town Attorney, it is my recommendation you select at least two of these candidates to interview and consider for the Town Clerk vacancy. Given the smaller field of candidates, subject to the Council's availability the Town may be able to complete this process before the Town Manager recruitment process is complete.

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KENNETH CITY MANAGER APPLICANTS

As Of June 25, 2021

- | | |
|--------------------------------|----------------------------------|
| 1. Stanley D. Hawthorne | 14. Christopher Rose |
| 2. William Vance | 15. Yvonne Folck |
| 3. C. Michael Foote | 16. Patrick Albritton |
| 4. Peter Cavalli | 17. Wade Sparkman |
| 5. Michelle Orton | 18. Ricardo Mendez |
| 6. Barbara J. Bell | 19. Russel E. Kirkpatrick |
| 7. Vince Akhimie | 20. Jason Lawrence |
| 8. Whitney Marsh | 21. Don L. Rosenthal |
| 9. Steve Johnson | 22. Quinn Robertson |
| 10. Daniel Finz | 23. Patrick Marsh |
| 11. Thomas P. Henney | 24. Carl Brown |
| 12. Holly LaRochelle | 25. Alex Morales |
| 13. Kathy Laur | 26. Councel 'Eddie' Still |

Randy Mora

From: Stanley Hawthorne <hawthornestanley@gmail.com>
Sent: Thursday, June 24, 2021 3:02 PM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Kenneth City, FL Town Manager Cover Letter for SDHawthorne.pdf; Resume Stanley D Hawthorne updated 2020.pdf; References 5 for Stanley D Hawthorne UPDATED.pdf

Please accept the enclosed documents as my application for Kenneth City Town Manager. I appreciate your review and consideration.

Very truly yours,

Stanley D Hawthorne

June 24, 2021

Town of Kenneth City
6000 54th Ave N
Kenneth City, FL 33709-1806

Honorable Mayor and Members of Town Council:

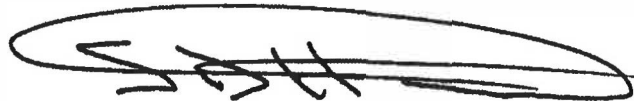
Please accept my cover letter and resume as application for Town Manager. Together, they summarize my 25 year plus record of achievement as a local government manager, most recently in Fort Lauderdale, Florida. I directly supervised the agencies of Finance, Human Resources, Risk Management, Neighbor Services, Information Technology, Strategic Planning and Management, Housing and Community Development, Economic Redevelopment Agencies, Budget, Grants and Capital Improvements as Assistant City Manager. I have also managed other full and contract service governments as City Manager or Assistant City Manager.

Real effectiveness over the course of my career has been achieved through a combination of characteristics including as a progressively experienced local government administrator specialized in strategic planning and financial management; diverse practitioner having worked in different geographical regions; caring, competent, and committed public servant; empathetic and ethical leader; responsive and accountable professional; transparent and forthright purveyor of public information; and team-oriented, appreciative and collaborative colleague. I believe that these traits of public service are invaluable for success as chief administrative officer.

While Kenneth City's gifts of people, places and things are unique, responsive services and stable finances are universally common community building goals. Meeting these ideals should be embraced as representative of aspirational good government everywhere. Kenneth City now awaits a partnering chief administrative officer as I with strength of character, commitment to performance based operations, wealth of experience, openness to others' ideas, passion for hard work, appreciation of team, love of community, and a demonstrated record of achievements.

After reading the job announcement for this position, I am confident that my background and abilities meet the Town's expectations for a Town Manager with exceptional interpersonal, leadership, communication, and negotiation skills; a seasoned individual and forward-thinking visionary who will move the Town in a positive direction following the vision, goals and policy direction of the Mayor and Council, promoting excellence and responsive service delivery by the staff team on behalf of all stakeholders, and developing effective action plans to address critical issues. Our success in reaching the community's vision and goals will depend on a unified, strategic and participatory team whose members cooperate for the attainment of the best for Kenneth City.

Very truly yours,

A handwritten signature in black ink, enclosed within a large, hand-drawn oval. The signature is stylized and appears to read 'S. Hawthorne'.

Stanley D. Hawthorne

STANLEY D HAWTHORNE

2528 Inlet Drive, Fort Lauderdale, FL 33316 (954) 683-0403 hawthornestanley@gmail.com

Education

Master of Arts in Public Administration, University of Virginia
Bachelor of Science, Troy University

Experience

President, DoyleSH Corporation	2019 ...
Assistant City Manager, Fort Lauderdale, FL	2011-2019
Assistant City Manager, Lakeland, FL	2005-2011
General Manager, Sun 'n Lake Improvement District, Sebring, FL	2002-2004
City Manager, Lauderdale Lakes, FL	1998-2002
Assistant City Manager/Director of Finance, Tamarac, FL	1994-1998
Director of Management and Budget, Hollywood, FL	1992-1994
Assistant to the City Manager, Saginaw, MI	1985-1992
Management Fellow, Charlottesville, VA	1983-1985

Professional and Civic Affiliations

Past President, Camp Fire USA Sunshine Council
Past President, Broward City/County Management Association
Member, International and Florida City/County Management Association
Member, National Forum for Black Public Administrators
Member, Government Finance Officers Association

Employment Description

2019-Present DoyleSH Corporation President

I serve as President of DoyleSH Corporation, my incorporated enterprise formed in March 2019 following my tenure at Fort Lauderdale and planned career sabbatical to consider other business opportunities. The COVID-19 pandemic has impacted those business opportunities.

2011-2019 City of Fort Lauderdale Assistant City Manager

The City of Fort Lauderdale is located in the east-central portion of Broward County encompassing nearly 36 square miles with an estimated population of 182,827. Fort Lauderdale is the largest of Broward County's 31 municipalities and one of the ten largest cities in Florida famous for its beaches, arts, culture, and events. The City employs a workforce of approximately 2,600 full-time employees with five bargaining units. As Assistant City Manager and original member of the last senior executive team, we were committed to strategic planning of improving productivity, streamlining expenses, and developing a stronger, more effective organization supporting the City's embracement of a vision based on fiscal responsibility, accountability, high ethical standards, and quality delivery of services. It is a vision that rewards excellence, not mediocrity, and above all, places the people of Fort Lauderdale first.

STANLEY D HAWTHORNE

2005-2011 City of Lakeland Assistant City Manager

Lakeland, with a population of approximately 92,000 residents in an area of 72 square miles, lies between the two major urban areas of Tampa Bay and Orlando and is experiencing the tremendous growth of the central Florida region. Services provided by the Lakeland government range from traditional police, fire, public works, and an extensive parks and recreation system to electric power production and transmission, water supply, wastewater treatment, solid waste collection, as well as services offered through its municipal parking facilities, regional airport, 27-hole golf course, and arena, performing arts and convention center. Responsibilities included assisting the City Manager in the full breadth of municipal services and direct oversight administering the City's Strategic Plan and Goals for Lakeland to be a vibrant, culturally inclusive, world-class community; human resources network and services for more than 2200 full-time employees; purchasing store of fuel, commodities and services valuing at more than \$300 million annually; and information technology, risk management, and internal audit functions.

2002-2004 Sun 'n Lake Improvement District General Manager

As General Manager for the Sun 'n Lake of Sebring Improvement District, I had a rare opportunity to return home and share the benefit of my career education and experience in the fastest growth area of the County. Sun 'n Lake originally comprised of a 25 square mile area for development has grown from an unpopulated wilderness to approaching 7500 residents today and evolved from a retirement community into a diverse melting pot of age, racial and ethnic components. In its unique charter created by the State and County, the District is wholly independent of the County and a full municipal service provider. The General Manager reports to a 5-member elected Board of Supervisors and is responsible for hiring and supervision of district employees and day-to-day operations. During my tenure, we adopted and applied energetic and innovative approaches to steer the Improvement District through the new century for reaching its growth potential.

1998-2002 City of Lauderdale Lakes City Manager

I served as the first City Manager of Lauderdale Lakes, a culturally diverse and economically challenged community of 32,000 residents. During strategic planning gatherings of the community and governing body, we determined a vision "to be the best city of its size through its commitment to safety, quality of life, government and efficient use of resources." At a staff level, we took the vision statement and applied it as a team to our daily working activities. We significantly expanded service delivery but maintained low property tax rates supplemented by grant opportunities and expanded user fees. A sampling of accomplishments included a new community center, new programs for youth and seniors, expedited building services for residents and developers, new street construction, a partnered new park and educational facility with the school board, significant technological advances including a web site (www.lauderdalelakes.org), beautiful entryway signage, a new passive park artfully landscaped by city staff, a wide variety of neighborhood improvements, improved bus transportation, crime reduction, and a community redevelopment area (CRA) designation promising significant redevelopment throughout the city.

1994-1998 City of Tamarac Assistant City Manager/Finance Director.

As Assistant City Manager/Director of Finance for the City of Tamarac, a community then of 56,000 residents with significant development opportunity abutting the Florida Everglades, I assisted the City Manager in the administration of daily city operations and special projects and in his absence, acted on his behalf managing the activities of the government. I represented the city in intergovernmental relations with federal, state and other local governments, and non-profit and private enterprises, as well as other groups and organizations. I also administered the city's \$55 million program/performance-based budget, management analysis, finance and accounting services, purchasing and contracts management and utilities' customer services.

STANLEY D HAWTHORNE

1992-1994 City of Hollywood Director of Management and Budget

The City of Hollywood with a residential population of 140,000 is located between Miami and Fort Lauderdale and is one of Florida's largest cities. During my tenure there, I served as Director of Management and Budget as well as Interim Director of the Departments of Finance and Information Services. The challenges of this mature, ocean coastal community with its golden sand beaches included strategic planning efforts for improvement to the city's aging residential sections and commercial centers, rebuilding the utilities infrastructure, and meeting the challenge of business opportunity at Port Everglades, one of the major ports on the eastern seaboard.

1985-1992 City of Saginaw Assistant to the City Manager

Saginaw is a central city in the Lower Peninsula of Michigan. It is an industrial town dominated by the General Motors automotive industry; a mature city with an economically challenged urban core and diverse population mixture. Its population dwindled from a high of near 100,000 in the 1970's to 69,000 in the 1990's. As an administrator there for seven years, the management team and I grappled with the management of limited public resources while managing growing urban problems and diversifying a one industry economic base. We met the challenges head on even with a severely restricted property tax base.

Awards, Publications, Certifications

Senior Executive Institute Alumnus

-University of Virginia

Certified Government Financial Manager

Leadership Hollywood Alumnus

Leadership Lakeland Alumnus

Executive Leadership Institute

-Harvard University, Syracuse University,
University of Texas, Wharton School

Fifty Leaders of the Future

-Ebony Magazine

Municipal Annexation,

-thesis written during my enrollment
at the University of Virginia

References available upon request

Stanley D. Hawthorne
2528 Inlet Drive
Fort Lauderdale, FL 33316
hawthornestanley@gmail.com

(954) 683-0403

Professional References

Lee Feldman, former City Manager of Fort Lauderdale and Past President of International City/County Management Association (ICMA) lfeldman1@cfl.rr.com (954) 999-2115

Doug Thomas, former City Manager, City of Lakeland dthomas18@tampabay.rr.com
(863) 860-9314

Honorable Hazelle Rogers, Mayor, City of Lauderdale Lakes hazeller@lauderdalelakes.org
(954) 914-3667

Tarlesha Smith, Human Resources Director, City of Fort Lauderdale
TaSmith@fortlauderdale.gov (954) 498-6368

Emilie Smith, Assistant City Manager, City of Sunrise esmith@sunrisefl.gov (954) 295-4122

Randy Mora

From: Billmv8611 <billmv8611@aol.com>
Sent: Monday, June 21, 2021 7:31 PM
To: Randy Mora
Subject: Fwd: KC MANAGER APPLICATION
Attachments: William Vance - Kenneth City TM1 Cover Letter .pdf; William Vance Kenneth City Resume TM .pdf

Thanks for your assistance Town Attorney Mora! Please confirm successful arrival of my attached TM application documents for Town of Kenneth City.

I remain at your service!

William Vance

-----Original Message-----

From: Billmv8611 <billmv8611@aol.com>
To: Billmv8611 <billmv8611@aol.com>
Sent: Mon, Jun 21, 2021 7:27 pm
Subject: KC MANAGER APPLICATION

June 20, 2021

Mr. Randy Mora, Town Attorney
Town of Kenneth City
6000 54th Avenue North
Kenneth City, Florida 33709

Dear Town Attorney Mora,

I have been recognized as an ICMA certified local government manager in good standing since 1994. Since the start of my career, I have successfully managed five (5) local governments in North Carolina, Virginia, Florida, and Ohio with each one being much stronger financially at the conclusion of my tenure than it was upon my arrival.

My local government management philosophies focus on Team professionalism, continual improvement ideas, adherence to chain-of-command, positivity, common sense, professional accountability, employee development, employee safety, great customer service, and guaranteeing public returns for every specific public investment made.

My local government management priorities center around maintaining active and factual lines-of communication between the Town Manager's Office and Town Commission, Department Heads, and Town Residents we collectively serve. Keeping a clean community, providing great customer services, protecting property rights, elevating property values, inclusive planning practices, and ensuring responsive, well-funded, emergency services are also high on my local government management priority list.

My local government management strengths include the attraction of economic development investments via a variety of economic development incentives supported by can-do development (planning, building, engineering) department services. Additional investments may require additional water and sewer capacities, expanded treatment facilities, and the physical infrastructure necessary to support growing communities. I have helped elected policy makers fulfill all such responsibilities throughout my career.

I have worse-case weather experience avoiding chaos and restoring hope immediately following multiple Florida hurricanes (and a tornado) during the preparation for and timely clean-up after. My weather disaster experiences include FEMA.

I would welcome an opportunity to interview and remain at your service!

Respectfully Submitted,



William (Bill) Vance

William M. Vance

1907 Salt Lick Drive
Lancaster, Ohio 43130
Cell 614-315-2102
billmv8611@aol.com

QUALIFICATION SUMMARY

- 25 years of lead local government management experience with significant achievements in fiscal management and across-the-board local government infrastructure improvements. Many years of local government management remaining.
- Successful experiences in budgeting, project management, planning, finance, capital improvement, recruitment, personnel supervision, training, and public relations.
- Innovative, common sense leader with outstanding ability to positively motivate people and maximize available resources to achieve short- and long-term goals. ICMA certified local government manager with uninterrupted good standing since 1994. Managerial strengths over local government management career focused on maintaining active lines of accurate communications with elected leadership and citizens concurrent to providing high level of responsive managerial services to same. Collectively beneficial communication and coordination with regional and State partners accomplished.

PROFESSIONAL EXPERIENCES

CURRENT – WMV, LLC Local Government Management Resources (February 2021-)

TOWN MANAGER, Town of Lauderdale-by-the-Sea, Florida (March 2019 - January 2021) In LBTS created a professional local government organization of 38 employees serving 6,000 residents and in excess of 10,000 residents during winter season. LBTS Town Manager's Office responsible for guaranteeing direction and necessary oversight to Planning and Development, Finance, Transportation & Marketing & Events, Town Clerk, Human Resources, Public Works, Risk Management, Town Engineer, CIP Infrastructure and Facility Project Administration, Building Permits, Code Enforcement, Parks and Recreation, Community-wide beautification maintenance efforts including provision of successful daily municipal litter collection & downtown/beach sanitation disposal services. Establishing and maintaining active communication between Town Manager and elected officials and management Team guarantees efficient town operations and the ability to document organizational performance levels and professional accountability.

Selected 3/2019-1/2021 Town of Lauderdale-by-the-Sea Achievements

- *Created can-do attitude in community whereby finding legal ways to say "yes" responsibly post-March 19, 2020 became the regionally well-known and practiced goal of LBTS Town Staff. LBTS Administration upgraded key heavy traffic portions of downtown LBTS electrical grid, trash services, business permitting, and responding to periodic water deficiencies.*
- *Made public safety/employee safety/Staff development amongst highest of administrative priorities. Started Town's 1st employee Safety Committee prior to COVID. Meetings monthly with all Town departments represented.*
- *As LBTS-TM restored negotiations necessary to raze and remove prominent 5 story (condemned) Old Holiday Inn Beach Hotel whose dangerous*

condition had been a topic of discussion in LBTS for previous 7-10 years. The comprehensive and complete clean-up of this site done at property-owners expense. Removal of this historic, dangerous, and regionally famous LBTS commercial blight immediately provided best new development site in-Town and significantly enhanced values of surrounding commercial and residential properties.

- *Co-managed design/construction of \$250K Friedt Rec Park Improvements.*
- *Administrated coordination of design/permitting and implementation of \$1.1M investment involving long awaited Terra Mar (inter-coastal island) stormwater piping improvements set to conclude March/April 2021.*
- *Stimulated redesign of regionally beneficial septic-to-sewer improvements benefitting LBTS, Pompano Beach, Ft. Lauderdale communities. If directed by LBTS Town Commission this project now ready for bid.*
- *Administrated coordination of regional negotiations between Pompano Beach, Ft. Lauderdale, and LBTS to activate 16" water-line connecting Pompano Beach and Ft. Lauderdale water utilities. This currently uncharged 16" water-line runs through LBTS (along A1A) and will provide additional (currently non-existent) emergency fire protection and (when necessary) potable water resources to thousands of property owners in LBTS upon 2021 execution of inter-local agreement.*
- *Initiated highest Town Commission priority (identified in LBTS-TM position opening advertisements in 2018/2019) which remain to be the historic ocean corridor El Mar Transportation Improvements.*
- *During my tenure, LBTS-TM, Town Administration, and Finance Staff secured \$2M in documented Broward MPO/Federal grant support for ocean corridor El Mar paving, sidewalk, stormwater, lighting and pedestrian improvements politically in the works for the last 8-10 years. Town CIP reserves & MPO grant funds to start project remain available and set aside within LBTS CIP account.*
- *Professionally updated/re-organized Human Resources organizational chart, classification plan and competitive salary ranges, and LBTS job descriptions with the assistance and involvement of every Town employee and adoption by Town Commission.*
- *LBTS-TM, Town Administration, and Finance Staff secured \$598K in Federal COVID Cares grants courtesy of comprehensive application process administrated by Broward County, Florida. Federal Cares money covered law enforcement, facility maintenance, and downtown spacing requirements associated with pro-active LBTS response to COVID public safety needs.*
- *LBTS total CIP-GF fund balances increased from \$18M-\$24M; 3/19-1/21.*
- *Initiated plan-of-action necessary to make way for 2021 Beach re-nourishment efforts.*

CITY MANAGER, City of Pickerington, Ohio (7/1/10 – 5/31/18)

Managed professional organization of 90+ employees that served 20,000 residents. City Manager's Office responsible for providing managerial support/supervision to Finance, City Engineer, Police, Public Works; Water, Sewer, Streets, Parks and Recreation, Development Services, Economic Development, Building Inspections/Code Enforcement and Human Resources/Risk Management Departments. Community-wide beautification effort including daily City-wide litter collection efforts. Proponent of leading by example through the routine provision of positive and visible results concurrent to providing highest levels of municipal customer service.

Selected 2010-2018 City of Pickerington Achievements

- *Successfully re-created Team concept and professionally operating local government organization where serious professionals are provided the support resources these employees need to ensure their success and in doing so the continual improvement of our local government and those it serves.*
- *Initiated individual multi-Staff supported development services meeting opportunities for potential local or outside investors designed to expedite investment in Pickerington. Goals to prioritize the collective negotiation of ways to say yes as opposed to no using necessary guidance from City Land-Development Regulations.*
- *Since July 2010 supported and coordinated responsible commercial and residential development activities exceeding \$260 million dollars to include the \$40M OhioHealth Medical Campus. Pickerington also actively serves/accommodates a 90% commercial retail occupancy retention rate.*
- *City sponsored Olde Village (Downtown Revitalization) public/private matching grant program stimulating exterior improvements to Main Street commercial properties.*
- *City established numerous TIF (tax incentive financing agreements in support of maintaining and providing for infrastructure improvements to sustain City-wide development (OhioHealth). CRA incentive experience as well.*
- *Led efforts to successfully bring together 6 Central Ohio, City/County Utilities to regionally negotiate individual multi-year water tank maintenance programs with the benefit of predictable fixed annual costs.*
- *Established 1st City Employee Safety Committee. Established 1st City Risk Management Committee chaired by 1st ever City Risk Manager.*
- *Managed multi-million dollars of water, sewer, storm-water projects.*
- *Comprehensive revision of City Land-Use Regulations (2013/2014)*
- *City successfully pursued and obtained \$15M in ODOT Federal Transportation Safety Grant Funds to expand and enhance regional thoroughfares in Pickerington.*
- *Transformed City Development services utilizing contractual inspection and plan review services whereby building and engineering departments provided highest level of development support services possible paid for by developers and not taxpayers.*
- *Maintained stream-line City operations with CM providing active support role.*
- *City established annual \$1M neighborhood paving program since 2015.*
- *No property or income tax increases since 2000 yet City General Fund reserves have increased from \$2M in 2010 to \$5.8M at conclusion of 2017 fiscal year.*
- *Led Team that negotiated historically significant 5-year trash contract and reduced residential trash rates courtesy of regional partnership with neighboring Village of Baltimore.*

TOWN MANAGER, Town of Lady Lake, Florida (3/1/04 – 10/09)

Managed professional organization of 100+ employees that served 14,000 residents, whose local government priorities centered on the provision of timely and efficient customer service concurrent to perpetual maintenance of professional accountability. Administered annual \$20M dollar budget: General, Utility & Special Revenue Funds. Administered Town provided services & Town contracted services included growth management – land use & commercial design standards negotiations, police, library, parks and recreation, streets, water, sewer, building inspections, solid waste and curbside recycling programs, active code enforcement, ongoing beautification and daily town-wide litter collection & the maintenance of an active democracy where anything is

possible, and one person's idea can make a difference. Ensured responsible development activities maintained via establishing mutually beneficial and pro-active business relationships with St. John's River and Water Management District (negotiated 20-year Consumptive Use (Water) Permit w/Florida Department of Community Affairs.

Selected 2004-2009 Town of Lady Lake Achievements

- *Creation of Team concept and introduction of professional accountability concurrent to re-establishing community pride – local governments must lead by example. Organizational foundation based upon professionalism.*
- *Successfully planned for response and then responded to aftermath of two hurricanes and one tornado (Ground Hog Day 2/2/07) services which included expedited debris removal, due to multiple debris contractors on retainer and under contract for immediate response following worse-case scenario weather events, and achieved 90% FEMA reimbursement rate, or approximately \$2M in debris removal costs reimbursed by FEMA to Lady Lake between 2004-2007.*
- *Administrated the construction of an ever-expanding wastewater treatment plant and the installation of 21,000 plus linear feet of water, sewer, reuse trunk line extensions to serve previously unserved commercial corridors.*
- *Negotiated public-private responsible development partnerships whereby private development interests successfully invested in excess of \$1M into tax base enhancing CR 466 utility trunk line extensions and concurrent water/sewer capacity treatment upgrades.*
- *Enticed and provided foundation for realized high-end commercial development activities in excess of \$100M.*
- *Instituted commercial design standards and water friendly landscaping requirements whereby the expansion of Town commercial tax base was complimentary to pre-existing historic in-town commercial developments.*
- *Fraternal Order of Police Labor Contract negotiation/contracts negotiated.*
- *Successfully applied for and established 1st Tree City USA Designation via National Arbor Day Foundation.*
- *Administrated \$600K plus in local road improvements*
- *Establishment of Solid Waste Roll-out Container and Curbside Recycling Services.*
- *Commercial Development generated \$1.5M in Supplementary School Construction Impact Fees.*

TOWN MANAGER, Town of Luray, Virginia (2/00 – 9/03)

Responsible for all planning and operations for this town of 4,800 residents. Supervised a staff of (30+) full-time and part-time employees. Administered annual \$6M budget, which included General, Water & Sewer Funds. Town provided services & contracted services included: land use-planning, police, recreation, public works, water & wastewater treatment, economic development, significant annual paving improvements plus aggressive sidewalk installation, local cable access channel, active code enforcement, ongoing beautification & daily town-wide litter collection.

Selected 2000-2003 Town of Luray Achievements

- *Creation of team concept, re-introduction of accountability in local government, community pride.*
- *Increased fund balance reserves from \$1.8M (2/00) to \$3.5M (7/03).*
- *Enhanced Town employee compensation & benefits to competitive levels, instituted*

needed job descriptions and updated pay plan. Doing so improved employee moral, attention to detail, accountability, and production.

- *Since 2/00 contributed to Luray successfully attaining & utilizing \$736K from VDOT in TEA-21 (80/20) Matching Enhancement Grants which have funded an ongoing restoration of Luray's historically recognized train depot station concurrent to the completion (6/03) of sidewalk improvements on First Street.*
- *Initiated comprehensive Downtown Revitalization Activities; in 2003 attained \$25,000 CDBG Planning Grant geared towards Luray receiving anticipated \$750K-\$1M in 2004 CDBG Downtown Revitalization Grants – Coordinated Luray's 2003 Downtown Historic District Designation as recognized by Virginia's Department of Historic Resources and the National Register of Historic Places – Coordinated Luray's 2002 formal affiliation with Virginia's Main Street Program.*
- *Creation of Luray Economic Development Committee that meets monthly and stimulates progressive local economic development and the retention of existing commercial and industrial businesses/jobs. This Town Committee instituted first Luray Farmers' Market (3/03).*
- *Creation of Luray Tree & Beautification Committee which meets monthly and coordinates ongoing attempts to improve community quality of life through progressive beautification and tree planting efforts. This Town Committee coordinated Luray's 3rd annual recognition as a Tree City USA concurrent to scheduling and hosting Annual Luray Arbor Day Celebrations since April 2000.*
- *Appointment of Town's first Safety Officer to administer Luray's first Safety Program which was recognized in 2003 by the Virginia Municipal League for its related merits.*
- *Coordinated all aspects (engineering, financing, construction) of \$1M worth of previous (2000-2003) water and sewer improvements which included waterline installations, gravity sewer extensions, sewer pump station replacement/upgrades plus telemetry equipment. Infrastructure improvements included an additional \$750K in water system improvements which included water (trunk line) installation and construction of new booster pump station necessary to improve water quality and fire protection in western and eastern Luray.*
- *Initiated design of \$1.5M Town Hall Restoration Project.*
- *Recreational greenway project funded utilizing DCR grants.*
- *Established numerous professional resources within Virginia's Economic Development Partnership, Department of Environmental Quality, Department of Conservation & Recreation, the Virginia Resource Authority, USDA-Rural Development, Virginia Department of Housing and Community Development & Virginia's Department of Historical Resources.*
- *Coordinated creation of Luray's first website @ townofluray.com.*

TOWN ADMINISTRATOR, Town of Franklinton, North Carolina (7/94 – 2/00)
Responsible for all planning and operations for this town of 2,200 residents.

Selected 1994-2000 Town of Franklinton Achievements

- *Creation of team concept, re-introduction of accountability in local government, community pride.*
- *Increased fund balance reserves over 400% (\$200K to \$800K).*
- *Successfully coordinated passage of \$1.25M Bond Referendum in 1995 to make major water and sewer improvements (new sewer pump stations, sewer main outfall line installations, water treatment finished water storage improvements i.e. new clear well-pumping station).*

- *Successfully attained in excess of \$1M in water and sewer grants from North Carolina's Revolving Loan/Grants Program (1998-2000).*
- *Initiated Curbside Recycling utilizing NC Solid Waste Grants to do so.*
- *Appointment of Franklinton's first ever planner-assistant administrator position to enhance local permit and code enforcement assistance.*
- *Creation of Franklinton Economic Development Committee which administrated pro-active downtown revitalization activities utilizing matching grant funds obtained from local industry dedicated to exterior and interior downtown building improvements.*

ASSISTANT TO TOWN ADMINISTRATOR, Town of Franklinton, NC (10/93 – 7/94) Began as a student intern, and then hired as a permanent employee. Oversaw code enforcement, served as community service supervisor, and as a grant writer.

EDUCATION

APPALACHIAN STATE UNIVERSITY (Boone, North Carolina)
B.S., Political Science Major, Public Administration Concentration. Land-Use Planning Minor (1992)

DURHAM JORDAN HIGH SCHOOL, Durham, NC (1986)

CHURCH

FAIRFIELD CHRISTIAN, Lancaster, Ohio

PROFESSIONAL REFERENCES

The Honorable Lee A. Gray
Mayor of Pickerington, Ohio
614-565-4282

The Honorable Jeff Fix
Fairfield County Commissioner/former Councilman President of Pickerington, Ohio
614-668-3881

The Honorable Jerry Schiro
Vice-Mayor & Town Commissioner of Luray, Virginia
703-474-3969

The Honorable Larry J. Kearney
Former Mayor Franklinton, North Carolina
919-426-3527

The Honorable Ruth Kussard
Town Commissioner of Lady Lake, Florida
352-348-4510

The Honorable Elliot Sokolow
Town Commissioner of Lauderdale-by-the-Sea, Florida
954-599-5800

Randy Mora

From: Michael Foote <cmichaelfoote@gmail.com>
Sent: Saturday, June 19, 2021 2:18 PM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: 2021_06-19_Cover LetterKenneth City.pdf; 2021-06-01_Foote_Resume_Crescent City.pdf; 2021-06-19_Foote_References.pdf

Good afternoon:

I have attached the requested materials to express my interest in the Town Manager position with the Town of Kenneth City.

If I have inadvertently omitted any information or if you have questions, my cell # is 720-849-0924.

Thank you

C. Michael Foote
115 N. Clymer Ave.
Indiana, PA 15701
720-849-0924; cmichaelfoote@gmail.com; Skype: michael.foote711

Town Of Kenneth City
6000 54th Ave. N
Kenneth City, FL 33709-1806

June 19, 2021

Dear Selection Committee-

Thank you for this opportunity to share with you my interest in the Town Manager position with the Town of Kenneth City. The Town appears to be a mutual fit in terms of population, size of the organization, services provided, and budget with Indiana Borough where I am currently employed. I am attracted to this position as a result of a desire to return home to Florida to continue my career in local government.

I received my undergraduate degree at FIT, lived in Stuart, FL for approximately 20 years and ran a recycling program for Sarasota County. So, I am familiar with the state and wish to be a team member of an organization with sufficient financial and staffing resources to provide quality services to the taxpayers and residents of the community in a sustainable manner.

I would also like to mention that I while I have not received ICMA's Credentialed Manager designation, I have continued my pursuit of life-long learning by continuing my education through trainings offered by ICMA, Pennsylvania Municipal League, Pennsylvania State Association of Boroughs, and the Association of Pennsylvania Municipal Management focusing on various executive level topics. Of note, I participated in the 2018-2019 cohort of ICMA's Mid-Career Managers Institute (MCMi). As you may be aware, MCMi is a first step in the ICMA credentialing process. Unfortunately, due to COVID-19 my energies have been focused on many other high-priority tasks.

In reviewing the Job Description for the City Manager position, I offer a synopsis of recent work experience pertinent to the position. I am currently the Manager for Indiana Borough, PA, population 13,000+, which is the Indiana County seat and home to Indiana University of Pennsylvania. I wrote the 2019, 2020, and 2021 budgets and I currently administer an overall 2021 Budget of \$12M, \$6M General Fund including Police, Stormwater and Public Works and \$6M Enterprise/Proprietary Funds including Solid Waste-Recycling, Wastewater and Parking. I prepared the 2021 budget and a five-year CIP, including stormwater and sanitary projects plus organized/compiled all documents statutorily necessary for council to approve prior to the start of the New Year.

The Borough employs roughly 60 staff members with 66% represented by a union. Much like other communities in Western PA, we are experiencing increased incidences of concentrated rainfall causing stormwater and INI issues with the sanitary lines. I have led the effort to create a 10-20 Year Stormwater Action Plan and a coordinated a Corrective Action Plan for PADEP. I was also a member of a legal/staff team that successfully negotiated a settlement for a wastewater rate increase with the PUC.

In addition to managing stormwater and sanitary issues, I supervised a \$3.4M capital project involving the renovation of a historical building utilizing RACP and Keystone Library Grant Funds. Our team is currently negotiating two (2) union contracts, one with the Utility Workers Union #580 and the other with the Teamsters representing members of the Police union.

I have recently worked with staff to pursue and implement grant opportunities (DCED, CDBG, PADEP). Borough staff and I were also featured in recent editions of the PA Municipal Reporter and other state and national journals recognizing successful completion of various projects. In addition to our success with grants, I was able to improve the operational surplus from \$18,000 in 2018 to \$300,000 in 2019 and a projected \$900,000 for 2020. Through significant restructuring while being on the job only three months, I was able to improve the operational and financial outcomes in the Parking Department (enterprise fund) for 2019. I also improved our safety program and implemented an internal policy revision which provided an improvement in our experience modification from 1.333 to .972 and a corresponding \$40,000 savings for 2020-21,

Prior to Indiana, I was Sustainability/Solid Waste Manager for the City of Reading, PA for approximately one year. In that role I managed a \$6M budget, a team of 15, plus multiple contracts and programs. I was brought on board to bring systems and processes previously absent from the Division plus create innovative procedures to collect and manage data through establishing the use of GIS and automating many manual processes. My responsibilities also included creating community-based education/outreach campaigns through traditional and social media channels plus develop an overall communications strategy for my Division.

My government career began over 10 years ago when I moved to Gillette, Wyoming from Boulder County, Colorado to launch the Sustainability Division for the City of Gillette. The newly created position supplied a flexible environment to be innovative in creating, implementing, and managing a wide range of programs and projects that were both internal and public facing. This unique role provided the opportunity to interact with every department within the organization and work closely with Department Directors, City Manager and Council to develop policies, ordinances, code revisions, RFPs and related contracts, plus identify long-term budget considerations for use in General Fund and CIP budgets. Of note, during my time in Gillette I supervised a \$4.7M retrocommissioning and HVAC

upgrade capital project at City Hall, implemented a water conservation program, managed a \$130K recycling contract, and created a community-focused entity, Keep Gillette Beautiful.

In each of my roles I have had the opportunity to work in a cross-department and cross-division manner by managing and participating in cross-functional teams. Prior responsibilities encompassed multiple touch points throughout the organization providing solid working knowledge and leadership of government operations.

In addition, I am community focused as currently demonstrated by economic development work in the pursuit of a business/artist incubator while leveraging the Borough's designation as an Opportunity Zone, partnering with Downtown Indiana and Chamber of Commerce, and establishing VISION 30, a 10-year economic development plan. This plan seeks to leverage the Borough's various designations with financial incentives such as LERTA and community oversight through a HARB.

I trust I have adequately provided a snapshot of my experience in order to demonstrate that my eclectic background in the private, nonprofit, and public sectors provides a solid foundation in order to "hit the ground running" should I be your successful candidate. It would truly be a pleasure to be able to serve the citizens of the Town of Kenneth City.

Warm Regards,

A handwritten signature in black ink that reads "C. Michael Foote". The signature is written in a cursive style with a large, sweeping flourish at the end.

C. Michael Foote

C. Michael Foote, MA

115 N. Clymer Ave.

Indiana, PA 15701

Phone: 720-849-0924 Email: cmichaelfoote@gmail.com

Education

Master of Arts, Public Administration
University of Wyoming, Laramie, WY
2016

Master of Arts, Psychology
Naropa University, Boulder, CO
2002

Collaboration Program in Natural Resources
University of Wyoming, Laramie, WY
2016

Bachelor of Science, Oceanographic Technology
Florida Institute of Technology
1979

Mid-Career Management Institute
ICMA
2019

Awards and Honors

Milward L. Simpson Outstanding MPA Student – Off Campus (Spring 2016); University of Wyoming
Community Involvement Award- 2012; City of Gillette

Professional Summary

- Over Ten years of municipal government experience
 - Advanced career from Division Manager to Borough Manager (CAO)
 - Frequent coordination with Council, Department Heads, Division Managers, and staff
 - Create agendas for Council meetings and Borough Committee meetings
 - Budgetary planning, creation and oversight in General, Special Revenue Funds, and Proprietary Funds
 - Strategic financial planning: creation of CIP budgets, oversight of annual audit, and assessment of long-term borrowing capacity
 - Leadership- ability to shape the direction of staff through the creation of a clear vision; motivate staff through discussions to establish “Why are we doing this?”
 - Management- ability to seamlessly transition from the various management styles (coaching, democratic, visionary, servant, etc.)
 - Wrote, revised, and established Ordinances, economic development criteria, created and implemented policy
 - Public-facing projects, programs, and committees (created, managed and led)
 - HR responsibilities: recruitment, hiring, onboarding, discipline, and termination of staff
 - Written bids and RFPs for capital projects and service programs; developed collateral marketing materials; grant writing
 - Self-direction in position tasks, duties, and goal development

Professional Experience

Borough of Indiana, Borough Manager (CAO) Indiana, PA 2018-present

Administrator of a statutory municipality with a population of 13,149 and 60 employees, roughly half of which are represented by a Union. Responsible for administration of budgets, operations, community relations, economic development, human resource functions, and coordination with a 12-member Council. As Administrator, incumbent is responsible for maintaining and adhering to Federal Law plus State Statutes which direct the functionality of the municipality through Borough Code.

Responsible for community and economic sustainability through the planning, implementation, and management of programs such as Inhabit Indiana, Opportunity Zone, Historic Area Review Board, and pursuit of PHARE grants plus exploring the creation of an Incubator for stimulating the creation of new businesses.

Management of QOL (quality of life) programs including the extension of the Hoodlebug Trail into the Borough and the creation of a trailhead to incentivize visitors to the Borough. Provided leadership to staff by providing training for project management to address stormwater and related sanitary sewer issues impacting residents.

City of Reading, Sustainability/Solid Waste Manager Reading, PA 2017-2018

Division Manager for a home rule municipality with a population of 88,423 and 600 employees. Responsible for municipal sustainability, solid waste and recycling operations. Supervision of a 15-member team and the writing and management of a \$6M Enterprise Fund budget. Primary tasks included development of divisional policy, processes, systems, plus data collection and management. Responsible for ordinance compliance in the residential and commercial sector plus outreach and education programs. Conducted line item budget assessment, utility rate modeling, and enterprise fund budget review and development. Serve as staff liaison for Environmental Advisory Committee.

City of Gillette, Waste Diversion/Sustainability Manager Gillette, WY 2009- 2016

Established the position as a new Division within the City. Worked in a variety of team settings (cross-department/division/function) to plan, implement, and manage a diverse range of programs and projects. Managed budgets, capital projects, grants, and contracts. Wrote RFPs, reports, ordinances, city code, and other documents pertinent to the operations of both the Division and organization. Supervised staff and worked collaboratively with staff, advisory committees, other agencies, and members of the community. Interacted with the business community to promote programs and garner support for initiatives. Was active on a local and state level to advocate for funding support for programs as well as promote local achievements. Worked directly with Parks, Water, and Wastewater divisions. Conducted Pay-as-You-Throw revenue and rate assessments plus annexation modeling.

Created: Keep America Beautiful affiliate chapter (Keep Gillette Beautiful), Community Trails & Pathways Advisory Committee, Recycling Advisory Committee. In my role I recruited members, developed agenda, facilitated meetings, and was responsible for end products plus deliverables

Eco-Cycle, Community Relations & Business Development Manager Boulder, CO 2008- 2009

Responsible for three areas of the organization (outreach, development, and support staff), directly supervised six employees and 27 indirect reports and managed a \$1M budget. Organized the Outreach Department, wrote grants, created and supervised outreach programs, wrote contract language, and created new business opportunities and revenue streams. Worked with various constituencies to create Zero Waste methods and programs, worked on innovative processes to reduce greenhouse gas emissions, and promoting resource conservation to local businesses. Facilitated focus group interactions to identify areas of improvement within the organization and relationship with the community. Worked closely with volunteers, sponsors, donors, business community, and municipal partners.

Note: Additional work experience will be provided upon request

Professional Involvements and Affiliations

ICMA— Sustainable Communities Advisory Committee, member
APMM— Association for Pennsylvania Municipal Management- member
APWA— Solid Waste Management Technical Committee (2012-18)- Committee Chair 2017-2018
APWA— Center for Sustainability 2018-2020
APWA Central PA Chapter—Board of Directors 2017-2019
Rocky Mountain Organic Council— Secretary 2009-2010
US Green Building Council, Wyoming Chapter— Board of Directors 2010-2015, Treasurer 2011-2014
Urban Sustainability Directors Network—Associate Member 2009- 2014
Rocky Mountain Section of AWWA— Member of Conservation Committee
Rocky Mountain Chapter of APWA—Board of Directors; Sustainability Liaison 2012-2016
Institute for Sustainable Infrastructure—Accreditation Committee 2013-2014
Wyoming Solid Waste and Recycling Association— Board of Directors; Chair of Waste Diversion Committee 2011-2016
US Composting Council—Compostable Plastics Committee 2012-2014
Indiana County Solid Waste Authority—Board of Directors- 2019-pres
UCOMP—Board of Trustees- 2021-pres

Certifications

- FEMA ICS100
- Public Information Officer Course (Wyoming Law Enforcement/Homeland Security Training)

C. Michael Foote
115 N. Clymer Ave. Indiana, PA 15701
720-849-0924— cmichaelfoote@gmail.com
Skype: michael.foote711

Professional References

Laurie Bachelder-Adams
Consultant
LBA Associates
2186 S. Washington St.
Denver, CO 80210
303-733-7943
laurie@lbaassoc.com

Kate Bailey
Program Manager
Eco-Cycle Solutions
P.O. Box 19006
Boulder, CO 80308
303-444-6634 x 105
kate@ecocycle.org

Pam Boger
Administrative Services Director
(Retired)
City of Gillette
(c) 307-689-8243

Craig McOmie
Program Manager
Wyoming Department of
Environmental Quality
152 N. Durbin St.
Suite 100
Casper, WY 82601
307-473-3487
craig.mcomie@wyo.gov

Shay Lundvall
Council Member-City of Gillette
(c) 307-228-3050

Christy Gerrits
Community Member & Recycling
Advisory Committee Member
Gillette, WY
(c) 917-797-1898
Christygerrits@gmail.com

Jim Hastings
Community Member & Recycling
Advisory Committee Member
Gillette, WY
307-689-9284
jhastings@vcn.com

Randy Mora

From: Peter Cavalli <southtampatraining@outlook.com>
Sent: Friday, June 18, 2021 6:01 PM
To: Randy Mora; rmora003@gmail.com
Subject: KC MANAGER APPLICATION
Attachments: Cavalli - Cover Letter.docx; Resume (2021) - Peter Cavalli.docx; Gotwalt - Personal.docx; Del Mastro - Personal.docx; Dean - Professional.docx; Bryant-Professional.pdf; Bogner-Personal.docx; Davis-Professional.docx; Lunsford-Professional.docx

Please accept this email as my official submission for consideration regarding the Town Manager position for the Town of Kenneth City.

Respectfully,

Peter Cavalli, MPA

April 20, 2021

Dear Town of Kenneth City - Mayor, Council and Selection Committee:

I recently learned of your opening for a Town Manager, and I am writing to submit my resume for consideration. As someone with 10 more than 10 years of experience in municipal service and another 10 years of experience teaching in the field of municipal service at all levels and specializing in the sub-field of public works. I believe I am ready to take on the duties and responsibilities of a Town Manager. Furthermore, my experience was developed locally in the Tampa Bay area (including multiple Hurricanes).

My professional experience includes listening to the concerns of the citizens, stakeholders and members of the management staff of two local municipalities (St. Pete Beach and Belleair Beach) and then working with elected officials and administration to get their concerns addressed. The concerns often revolved around public works, utilities, emergency management, and the use of facilities.

Later, I taught Public Works Administration, Local Government, Division-Specific classes and numerous certification programs through Pinellas Technical College's Public Works Academy (the oldest and most recognized academic institution of its type).

This teaching involved a wide range of pertinent topics pertinent and many relevant certifications from such organizations as FEMA, OSHA, Florida Dept of Environmental Protection, Florida Dept of Transportation, Pinellas County, American Safety & Health Institute, American Heart Association, Florida Division of Emergency management, DHS, and several others. I think my unique experience in both in the management of municipal services, mentorship, and education position me to be an excellent candidate for this position.

The following is a list of my most relevant accomplishments and qualifications.

Earned Master's Degree in Public Administration, BS in Environmental Science and Policy and BA in Political Science all from the University of South Florida

Acted as a central contributor in the change of the municipal governance structure of the City of Belleair Beach as it transferred from a strong mayor form to a council/manager form of government much as the Town of Kenneth City has in previous years.

Involved to differing degrees with the construction of two City Halls (St. Pete Beach and Belleair Beach)

Involved with public communications including Web publications (newsletters, website, etc.) Worked with citizen committee to support televising City Council meetings.

Coordinated city hurricane conferences and other public appearances for citizens to speak with their elected officials on a wide array of topics in anticipation of hurricane season annually.

Implemented and initiated NPDES Annual Reporting System, MOM Annual Reporting System, CRS Annual Reporting System, ROW Management Permitting System, Statewide Mutual Aid.

Applied for, received, and managed several grants from Federal, State and Local sources
Recruited, hired and trained various city employees and managed with a heavy focus on professional development.

Lastly, I would like to point out my involvement with many of the local municipalities in Pinellas County, many local committees as well as, with many of the national/local professional associations, nonprofit organizations, and Pinellas Technical College. I believe these relationships will enable and empower me to better serve the Town of Kenneth City and its residents/businesses and find innovative and cost-effective solutions.

I believe the role of Town Manager is one of the most influential leadership roles in a city government. I have the utmost respect for this position, and I look forward to the opportunity to present my ideas.

Thank you for your consideration.

I can be reached 24 hours/day at 727-337-5309.

Sincerely,

Peter Cavalli, MPA

Peter L. Cavalli, MPA

Peter Cavalli, MPA

3204 West De Leon Street, Unit B
Tampa, FL. 33609
southtampatraining@outlook.com
727.337.5309

Summary of Qualifications

Public Administration Generalist with 20+ years' experience. Enthusiastic leader with significant education and experience the fields of local government, public works, emergency & environmental regulations, education/training and information technology.

Education

2006 M.P.A., Public Administration - University of South Florida - Tampa, FL
2006 B.S., Environmental Science & Policy - University of South Florida - Tampa, FL
2000 B.A., Political Science - University of South Florida - Tampa, FL

Additional Graduate Work

Instructional Technology/Web Design & Multimedia Applications, Non-profit Management and Management Information Systems - USF - Tampa, FL

Transition to Teaching--County Teaching Certificate-Pinellas County Schools (Certified until 2023)

Foreign Language

Conversational in Spanish
Some ability to Read and Write in Spanish

Computer / Technology Skills

Well-versed in the use of all common productivity packages (Office, iWork, OpenOffice);
Ability to use web publishing software and website management tools;
Familiar with concepts of Web Accessibility;
Much experience with presentation and project management software;
Some experience using video recording/tv production software/hardware;
Some ability and experience repairing hardware and providing technical support to colleagues

Career History

Pinellas Technical College / Public Works Academy – Instructor/Coordinator
2011 - Present

- Coordinate operations of the Nation's Oldest Public Works Academy which includes the career certificate, apprenticeship and continuing education programs.
- Instruct (locally, on-the-road/remotely) a wide variety of students from new-to-the-field employees, to experienced managers on a wide-variety of topics include local government, strategic planning, budgeting, public works operations, emergency management, etc.
- Administrative/Management Support including Curriculum Development, Strategic Planning, Finances, and Website Development/Management.
- PTC – Chair of the Safety Committee, Member of the Hospitality Committee; Former Faculty Representative
- PCSB – Member of the Strategic Planning Committee
- PWA – Chair of Investments Committee
- Awarded the "Yes I Can" Award (2018)

City of Belleair Beach – Community Services / IT Director
2005 – 2011

- Budget planning & control; Plan, propose, defend, and monitor operational and capital budgets; interface with City Council, Boards and Committees.
- Operations management of infrastructure (six functional areas)
1) Beach, Waterfront & Marina; 2) Transportation; 3) Parks and Public Areas; 4) Facilities, Vehicles and Equipment; 5) Environmental Management; and 6) Emergency Management.
- Management of information & public communications systems
Serve as IT Director and Administrator of both a Microsoft and a Linux-based Network; Webmaster and developer of www.cityofbelleairbeach.com
- Key contributor to transition from a Strong Mayor to a Council/Manager form of government: Prepared the City's first strategic plan for improving all municipal services; wrote job descriptions, reorganized staff and created a strong training and professional development program.
- Reduced Public Works Department Budget 30+% in four years while enhancing services & providing new capital projects.: Established new vendor relationships; negotiated agreements with County and local non-profit agencies for public services.
- Managed the building of the City's new City Hall/Municipal Center; Harrison Avenue Bridge and City Wide Curb& Drainage Improvements; coordinated with the US, State and Local governments as they provided for a beach renourishment project and acted as the City liaison for the Belleair Causeway Bridget Project.
- Developed an Information Technology Program: Modernized IT system infrastructure, worked with consultants to design and install network. Developed website using Drupal content management system. During City Hall Construction Project – Moved all IT Functions to temporary City Hall and back to New City Hall w/o a single day of downtime.
- Developed an Emergency Management Program: Authored a Comprehensive Emergency Management Plan consistent with FEMA NIMS and CPG 101 standards. Created emergency management/safety training program and maintained relationship with the national and local emergency management communities.
- Coordinated FEMA reimbursements for Emergency Responses to Natural Disasters.

City of St. Pete Beach – Special Projects Coordinator
2005 – 2011

- Research projects for City Council, City Manager & Department Directors: Conducted information searches, surveys, and field investigations on a broad range of topics such as tsunami risk exposure, potential revenue sources and condition of infrastructure needs.
- Co-management of Volunteer Response Team: Worked with the Fire Department to train cadre of 100+ volunteers to assist Police, Fire, and Public Works Departments during public events and natural disasters.
- Management of National Pollutant Discharge Elimination System (NPDES):
Coordinated and reported on departmental compliance activities to the Florida Department of Environmental Protection – NPDES Permit # FLS000005

- Documentation of New City Hall Construction: Tracked and photographed construction stages from groundbreaking through the issuance of the Certificate of Occupancy.
- Public education events & publicity: Organized and coordinated American Public Works Week Fair at new City Hall; wrote articles for municipal website and newsletter; contributed articles to local weekly newspapers.
- Created Right-of-Way Management Program; Researched, developed and implemented a permitting system for regulating construction and maintenance activities of utilities and contractors done on municipal ROW.
- Secured \$750,000 in grants from NOAA, \$100,000 from FEMA & \$10,000 from SWFWMD: Researched and wrote successful grant applications for infrastructure improvements and public education/information.
- Assisted in the processing and documentation necessary to obtain FEMA reimbursements for Emergency Responses to Natural Disasters.
- Represented the City in Local Mitigation Strategy Committee and the Pinellas County Solid Waste Technical Management Committee
- Submitted FEMA National Flood Insurance Program Community Rating System Annual Report and Five-Year Reaccreditation

City of New Port Richey – Development Services Intern
1998 – 1999

Pasco County – Environmental Laboratories and Public Transportation Intern
1997 – 1998

Professional Associations

- Florida City and County Management Association – Affiliate Member
 - Awaiting appointment to the Professional Development Committee
 - Previous service on Technology and Public Information Committee
- American Public Works Association – Member
 - Operations and Maintenance Task Force Member (National)
 - Certification Council Member (National)
 - FEMA/APWA Resource Typing Library Workgroup (National),
 - Panelist on the Small City/Rural Communities and Public Works Academies Panels at PWX 2020 (National).
 - Published in APWA Reporter (National) for Article on Program Analysis and in the Public Works Magazine (State) for Article on “Strategic Planning in the Field of Public Works”
 - Presented “Strategic Planning: Planning to Plan” at PWX – St. Louis (Scheduled for 9/1/2021) (National)
 - Previously on the Emergency Preparedness Subcommittee for several terms (National)
 - Award the Community Involvement Award (Branch)

- o American Water Works Association – Youth Education Advisory Committee Member
- o Public Works Academy – Ex Officio Member and Chair of Finance/Investments Committee
- o Keiser University Homeland Security Board of Advisors (2013-2014)
- o Tiger Bay Club Board of Directors (2012 – 2016)
- o Tampa Bay Purchasing Cooperative Member (2005 – 2010) Secretary (2008)
- o Pinellas Classroom Teachers Association Faculty Representative (2017 – 2019)
- o Keep Pinellas Beautiful Board Member (2003 – 2007)

Additional Qualifications (Instructor and Other Certifications)

- FEMA – L449 (Instructor Certification for following NIMS Classes): IS 700, IS 800, IS 100, and IS 200;
- DHS/University of Maryland (Preparing the States): COG/COOP Instructor
- FDOT – Maintenance of Traffic / Temporary Traffic Control Instructor (Basic/Flagger, Intermediate and Advanced Levels)
- FDEP – Qualified Stormwater Management (Tier II) & BMP Installer Instructor (Tier I)
- Pinellas County – Landscape BMP Instructor (English and Spanish)
- Univ of Florida – Green Industries BMP Instructor (GI-BMP) (In-progress 9/1/2021) (English and Spanish)
- OSHA Authorized Instructor (Construction Industry 10/30 hour Card Program);
- ASHI CPR/AED/Basic First Aid Instructor;
- FEMA – Basic Professional Development Certificate
- DHS – Homeland Security Exercise and Evaluation Program (HSEEP)

*Over 100 Certification and Instructor Credentials for aspects of Public Works, Utilities and Local Government Management – Available upon request;

* Currently preparing to sit for the APWA Certified Public Works Professional - Manager Level (CPWP-M) There are currently two with this designation in the State of Florida.

Dr. Chris Gotwalt
401 E. Jones St.
Raleigh, NC 27602
Chris.Gotwalt@jmp.com

June 11, 2021

Dear Hiring Committee for Town Manager of Kenneth City,

My name is Chris Gotwalt, I am the Chief Data Scientist of JMP, a data science and machine learning software product that is part of SAS. I am an adjunct Professor at North Carolina State University, University of Nebraska, and University of New Hampshire, and was Chair of the Quality and Productivity Section of the American Statistical Association in 2020 and am now the sitting Past-Chair.

I am writing you as a character and personal reference for Pete Cavalli, who is applying for the role of Town Manager for Kenneth City. Pete and I have been friends now for over 30 years, having met him while we were at Ridgewood High School in New Port Richey. We see each other every year when I come home to see my family, and Pete has stayed with us when he has come to North Carolina.

There are several important things I want to say about Pete. First and foremost is his decades long dedication to serving the community. This was his dream in high school, and he has pursued that dream with dedication throughout his life. Pete is always working hard to better himself, not just for himself, but always to be better able to serve the community. He is a very reliable and relationship-oriented person, that has maintained many friendships, like his friendship with me, over the course of decades.

In terms of my own relationship with him, one striking thing about Peter is his openness to listening to different viewpoints that he may not always agree with. I have seen him know when to tactfully stand his ground, and I have also seen him shift his own opinions in response to other people. I believe this is a critical skill in a leader that is often underappreciated. If Pete is serving a community with divergent perspectives on what needs to be done, I know that everyone will come away knowing they have been heard and taken seriously.

Pete has deep ties to Pinellas County, with many personal and professional connections, including many students that he has taught. I have no doubt that Pete Cavalli has the character, commitment, local relationships, interpersonal skills, and experience to build a successful team as Town Manager for Kenneth City. If you have any questions or would like to speak to me, feel free to email me or reach me by phone at 919-633-5442.

Sincerely,

Chris Gotwalt

June 16, 2021

From: Melissa M. Del Mastro
Friend from 1995 to Current
Site Manager/Staff Scientist Florida Department of Environmental Protection
Petroleum Restoration Program, Team 5
NorthStar Contracting Group, Inc.

To: Officials of Kenneth City, Pinellas County, Florida

To whom it may concern,

It is my pleasure to offer my unreserved opinion recommendation for Peter Cavalli for the position of Town Manager. My friendship with Pete began about 25 years ago at second base during the student vs. faculty softball game at St. Petersburg College (then Junior College) to which he organized as a Senator of the Student Government Association (SGA). I recognized him from around campus; I've seen him encourage students to become active in Student Government and Student Activities. He heavily dedicated his time to SGA and also spearheaded a new campus organization (Astronomy Club) all the while maintaining his excellent academic status. Our friendship formed over our similar passions for government, science, and philosophy. We had similar work ethics and I quickly came to trust Pete and cared for him as I did my own brother.

The first Father's Day after my Grandmother passed, Pete joined us for dinner at a local restaurant to celebrate my Grandfather. Pete's father passed away when he was sixteen, so I was honored that he chose to spend this day with us. At some point during the dinner, my grandfather excused himself from the table to have a moment outside. Pete explained that he wanted to take a moment to get to know my Grandfather and he knew he was silently grieving, so he joined him outside. Pete later expressed to me that when he shook my Grandfather's hand, he felt his strong but comfortable grip, and could feel the years of hard work engraved on his hands. He said he always respected and admired the work ethic of previous generations. I always treasured Pete for taking the time to become acquainted with and console my grandfather.

When I was a victim of sexual harassment in the workplace, Pete was the first person I contacted – knowing I could turn to him to exist in a safe place in that moment. Pete calmed and soothed my fears and I no longer felt distraught or confused. In the coming weeks, he provided insightful advice and guided me towards the path to a healthy work environment. To this day, I am filled with gratitude for Pete being a comfort and guiding light in a difficult situation.

For the past 25 years, I've seen Pete achieve many great professional accomplishments and personal successes, while maintaining the core of his being. Pete is innately honest, patient, kind, caring, and dependable at the core of his being. I know he preserves the work ethic of the Greatest and Silent Generations with him. I am privileged to call Pete my friend and he inspires me every day. I know Pete would enrich and enhance the town of Kenneth City by Pete's moral stature, fortitude, intelligence, and work ethic.

I anticipate this letter helped you to become better acquainted with Pete and you will give strong consideration to his candidacy. Please feel free to contact me if you have any questions.

Best regards,

Melissa M. Del Mastro
311 Como Street #202
Tampa, Florida 33606
813.924.4971
Melissa.delmastro@gmail.com

June 16, 2021

From: Brian J. Dean
Safety Education Liaison, Sunshine 811
Former Chair FWPCOA Region IV

To the Town of Kenneth City:

I am writing this letter to recommend Peter Cavalli for the position of Town Manager for the Town of Kenneth City. It has been my pleasure to work with Mr. Cavalli for over the past 10 years to provide education to the students of the Public Works Academy at Pinellas Technical College. I have observed Mr. Cavalli grow in his role at the Academy and his dedication to the student's career education is unmatched. Peter Cavalli also demonstrated his dedication to furthering his own education by obtaining his bachelor's degree in Environmental Science and Policy and his master's degree in Public Administration.

Mr. Cavalli shows strong professionalism by serving on committees in the Pinellas County Schools and with leadership positions in professional associations. These activities provide Peter with an extensive base of contacts and experience to solve problems and work toward cooperative solutions.

I have never known a person more dedicated to public service. Peter is knowledgeable, ambitious, and trustworthy. He is a leader capable of working with all stakeholders and has a strong work ethic that would make him an ideal candidate for the Town Manager position.

Regards,



Brian J. Dean
665 Palm Place
Safety Harbor, FL 34695
(727) 744-2362

June 6, 2021

TO WHOM IT MAY CONCERN:

I am writing in reference to Mr. Peter Cavalli, MPA.

I first met Pete in 2007 and immediately requested his services to assist in training of future employees and developing the local labor force available to the local municipalities through the Public Works Academy (America's oldest and most recognized education facility of this type – founded in 1989)

From 2007 to 2011 he volunteered his time and services to the Public Works Academy while working for the City of Belleair Beach as their Community Services/IT Director (and Emergency Management Coordinator). To me this demonstrated his commitment to education and his investment in the lives of people and the community as a whole.

Pete has been both involved with the administration and teaching of this program full-time since 2013.

Related to Management and Administrative Duties Pete:

- Works with the Board of Trustees to meet their goals, track progress and develop corrective actions to meet the PWA's Mission, Goals and Objectives.
- Coordinate the activities of the Public Works Academy.
- Develop and implement curriculum within requirements of the Department of Education, School Board, College and Program.
- Promote the image and market educational opportunities (through in-person, online and in print). This includes speaking and maintaining relations to industry professionals, regulatory agencies and the media.
- Worked with the School District, College and Program to develop/ update/ implement strategic planning on these multiple layers.
- Chair of the Public Works Academy's Investments and Finance Committee
- Has worked through 2 Accreditation efforts with the Council on Occupational Education for both the College and Program.
- Updated and revised Budgeting System
- Served as the Campus Safety Committee Chair as well as a member of Hospitality and Multicultural Committees
- Campus Faculty Representative for the Pinellas Classroom Teachers Association
- Member of the Florida Association for Career and Technical Education
- Maintains several committee assignments with APWA (American Public Works Association) National, APWA Chapter, APWA Branch, AWWA (American Water Works Association) and FWPCOA (Florida Water and Pollution Control Operators Association). He is currently awaiting posting at one of the FCCMA (Florida City and County Management Association).
- Has been published in National and State professional magazine and has presented at numerous Conferences and Training Events.

Relative to Technology Pete is more than competent in the following areas:

- Database Management, Spreadsheets, Web Technology
- Several Learning Management Systems
- MS PowerPoint/Apple Keynote

Pete is qualified to teach a wide variety of classes including but not limited to the following:

- FDOT Maintenance of Traffic / Temporary Traffic Control – All Levels
- FDEP Stormwater, Erosion and Sedimentation Control Inspector Training – Tier I BMP Installer and Tier II Qualified Stormwater Management Inspector
- OSHA 10/30 Hour Construction Card (Hazard Awareness in the Construction Industry)
- FEMA National Incident Management System (NIMS) and other Emergency Management Related Courses from a variety of sources.
- CPR/AED/First Aid from the AHA and ASHI
- Numerous management, supervision and leadership courses (including Strategic Planning, Program Analysis, Budgeting, etc.)

Pete works well with PTEC Staff as well as other professional groups and organizations. Pete takes ownership of assignments and tasks. Pete brings to the table a rare set of skills that have come from developing his experience, education and certifications. Moreover, he can impart them to others.

It is because of all that I have stated that I highly recommend Pete Cavalli for the position of Town Manager for the Town of Kenneth City. With my 41 years of experience in public works and education, I feel Pete will be a tremendous asset to any agency or organization and will look forward to future relations with him and any organization in which he is involved.

If I can be of assistance, feel free to contact me at 727-893-2500 ext. 2588 or bryantro@pcsb.org

Professional yours,



Rohland Bryant
Director of Training (Founding Administrator of the PWA)
PTEC Public Works

June 6th, 2021

The Town of Kenneth City

To Whom it May Concern,

I am pleased to write this letter of recommendation for Peter Cavalli. I have known Peter for 32 years going back to when we met in high school. In the years since Peter and I have shared similar personal, educational, and professional interests. I was an Environmental Scientist with the FDOH and FDOT, and now I am a Senior Planner with a consulting firm for transportation projects. Because our career paths have been so similarly aligned, Peter is one of the few friends that I can discuss work related issues. These conversations have enriched my understanding of public works, management, and planning activities due to Peter's incredibly broad understanding of so many disciplines, and their interrelations.

It is rare to find someone like Peter that has such a great understanding of so many facets of government operations. However, rarer still is Peter's personality. He is good natured, helpful, instructive, and would be an asset to anyone's team. Peter is the type of person that is focused on issues, takes a genuine interest in his work, and unselfishly takes delight when those around him succeed.

In short, I live in Five Points, just outside of Kenneth City, and highly recommend Peter Cavalli for Town Manager. If you have any further questions, I can be reached at 813-610-2531.

Sincerely,

Todd L. Bogner, AICP

June 3, 2021

**From: Rudy Davis
Mayor of the City of Belleair Beach, FL from 2005 to 2007
and current Planning and Zoning Board member.**

**To:
Officials of Kenneth City, Pinellas County, Fl**

To whom it may concern,

This letter is to provide information on the services and qualifications of Peter Cavalli who was employed by the City of Belleair Beach during my term of office and after.

At the time I took office the City had just changed its form of government from Strong Mayor to Council-Manager. This was in recognition by our residents of the need to have a professional management team to attend to the operation of our City. In implementing that team, the search for a multi-talented and experienced person to oversee the Public Works, Emergency Management departments brought Mr. Cavalli to our staff. Our City Manager conducted an extensive review of available personnel and found that Mr. Cavalli had a broad list of verifiable certifications in all of our required fields plus additional expertise in IT and Networking infrastructure, as well as website design and maintenance. These categories were eventually added to his list of responsibilities. In a small beach community as ours, the limited operating budget required a limited staff of multifunctional personnel and we were indeed fortunate to find one person that could provide all of these services to our City under the broad title of Community Services Director.

It was also at this time that Belleair Beach was building a new City Hall. During this period we were required to move our Administrative and Public Works departments into a small temporary facility. Mr. Cavalli did an admirable job of organizing and facilitating that move while maintaining all of the normal public works projects throughout the City. To his credit, he also implemented a structured program for training our Public Works staff in job related skills and OSHA safety standards that were greatly lacking at the time. To see our public works employees finally wearing safety gear, using safety cones and barricades, and using safe practices with dangerous equipment brought great comfort to our City Council. Once the new City Hall was completed, Mr. Cavalli effectively and efficiently moved all of our city functions back into the new building.

In addition, Mr. Cavalli worked with our building contractors to be certain the correct infrastructure was put in place for the City's upgraded IT and Networking facilities. He also assisted the committee that was setting up BBTv, the City's new television channel to broadcast Council meetings and other public service content for our residents. He established the City Website and maintained it singlehandedly for the duration of his employment.

After the intense storm seasons circa 2004 our city recognized that we greatly needed an Emergency Management Coordinator with the training and organizational skills that can deal with the significant issues facing a beach community during the Hurricane season. Mr. Cavalli successfully connected our City with all of the County, State and Federal Emergency Management organizations. He established emergency procedures for our City and trained our staff to effectively deal with storm and other emergency issues. He was directly involved with State, County and regional organizations such as the County NPDES (storm water coordinator committee), County Disaster Advisory Council, County Emergency Management Coordinator's Committee, Tampa Bay Regional Planning Council, Local Mitigation Strategy Committee, and the Barrier Island Council to keep our City abreast of the latest emergency management strategies and well connected to needed emergency infrastructure.

Through all of Mr. Cavalli's organizing and development work for our City it was greatly evident that he did this with excellent people skills and maintained a positive working relationship with all. He was also skillful in his contract management and budgeting tasks, which were greatly appreciated by a city with limited financial resources that required maximum mileage from its expenditures.

Peter Cavalli was also well liked by the residents of this City who often commented to me that they were very pleased with his prompt response to their calls and the courteous way he handled their issues. The professional management our residents had voted for was clearly evident in Peter Cavalli's work. City staff and City Council also found him pleasant to work with and a team player always willing to assist them in any way he could. Pete became our go to guy due to his broad range of skills and knowledge. Peter Cavalli was a tremendous asset to this community and many of us still call on him for his services.

I have continued to follow Peter Cavalli's career and his continuing education and training in a variety of fields that have broadened his management skills and public administration knowledge base. His ongoing work in grant writing, major project coordination, and disaster management obviously make him a prime prospect for any city looking for dependable leadership in a management position.

Peter has also continued to expand his association with valued community and county leaders that are important relationships for a city's successful coordination of important county wide programs. He has built a strong association with the public administration and public works training and education schools in the county that give him access to potential highly trained staff and programs that would be valuable to any city.

Without question I feel Peter Cavalli would be a well-rounded and highly trained city manager with a personality, work ethic and dedication to the job that is difficult to find and I have been through enough city manager search processes to know. Kenneth City would be well rewarded by hiring Peter Cavalli as its next City Manager.

Best regards,

**Rudy Davis
612 Belle Isle Avenue
Belleair Beach, FL 33786
727-593-3754
rudy.davis@icloud.com**

May 31, 2021

To the Town of Kenneth City:

I am writing to recommend Peter Cavalli for your position with the Town of Kenneth City. I have known Peter Cavalli for ten years when I served as the Statewide Training Coordinator for the Department of Environmental Protection and have nothing but positive things to say. There is no doubt in my mind that Mr. Cavalli will be an excellent addition to the management staff of the Town of Kenneth City. I have always known Mr. Cavalli to be of sound character, being and having a great sense of ambition. Over the course of these last ten years, I have witnessed tremendous growth in his knowledge and experienced in public administration, plus his problem-solving abilities for Pinellas Technical College. I am certain these cultivated public work skills will allow Mr. Cavalli an opportunity to provide these leadership skills for your town.

Please do not hesitate on contacting me at my personal cellular or my office if you have any further questions or requests. Thank you for your time and please give Peter Cavalli an opportunity to show you the leadership and management abilities necessary to direct the future of the Town of Kenneth City.

Regards,

Halton K. Lunsford

Halton K. Lunsford, President
Lunsford Environmental LLC
24092 Lanier Street
Tallahassee, FL 32310-9449
(850)777-7245 cellular
(850)765-3228 office
LunsfordEnvironmental@gmail.com

Randy Mora

From: Michelle Orton <mbo2565@gmail.com>
Sent: Wednesday, June 16, 2021 6:05 PM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Application for Kenneth City.pdf

Please accept my cover letter, resume, and references for the Town Manager position with Kenneth City.

If you have any questions please feel free to contact me.

Michelle Orton
863-398-4019

MICHELLE B ORTON, MPA, CFM
4805 Magnolia Preserve Drive
Winter Haven, FL 33880
863-398-4019

June 16, 2021

Town of Kenneth City
6000 54th Avenue North
Kenneth City, FL 33709

Mayor Howell & Members of the Town Council

I am applying for the Town Manager position with the Town of Kenneth City. With over 17 years of professional planning and leadership experience, formal training in public administration, and proven ability to adapt to new practices I would be a perfect candidate for this position.

Kenneth City is similar in size to the town I grew up in, where community was an essential part of my life. Today, as I see the people in Kenneth City, there is a diverse group of people. A variety of ages, income, and family households all working together is what has allowed this community to thrive and prosper within its 480 acres. This sense of belonging is what welcomes people to Kenneth City, and I would like to help them want to stay. To encourage them to see a walkable community with sidewalks, pedestrian trails and easy access from home, work, and play.

Throughout my tenor of working for various cities and counties, I bring experience, knowledge and skills from a variety positions held that will add value to Kenneth City. My leadership in projects, working with a staff budget, collaborating with different departments and municipalities, the ability to work with contractors for various projects and speaking before various boards and committees have prepared me for this position. I am always striving to learn more and am not satisfied with the status quo. Being transparent to those I work for and those I work with is essential. This is the type of person you will find in me as your Town Manager.

If you have any further questions, please do not hesitate to call.

Sincerely,



Michelle Orton

- Voting member of Forward Pinellas, Technical Coordinating Committee for beach communities in Pinellas County.
- Chairman of Forward Pinellas, Planning Advisory Committee.

City of St. Cloud

September 2004 – June 2012

St. Cloud, FL, Planner/Development Coordinator/Planning and Zoning Technician

Population in 2012: 36,371

- Prepared and presented staff reports for all long range and current planning cases.
- Chair Development Review Committee.
- Reviewed building permits for zoning.
- Coordinated and mediated community meetings for annexations including assigning land use and zoning.
- Project Manager for Florida Green Building Coalition “Green City”.

EDUCATION

Master of Public Administration

University of Central Florida, Orlando, FL

Bachelor of Arts, Public Administration

University of Central Florida, Orlando, FL

CERTIFICATES

ASFPM Certified Floodplain Manager

FEMA NIMS 100, 200, 300, 400, 700 and 800

Polk County Emerging Leaders Education Program 2019

PROFESSIONAL ASSOCIATIONS

International City/County Management Association (ICMA)

Florida City and County Management Association (FCCMA)

American Planning Association

Florida Chapter American Planning Association

Association of State Floodplain Managers

Florida Floodplain Management Association

Notary Public for the State of Florida

Michelle Orton
4805 Magnolia Preserve Drive
Winter Haven, FL 33880
863-398-4019
mbo2565@gmail.com

References

Professional References

Reid Silverboard
Retired, City Manager
rsilverboard@verion.net
11100 133rd Street
Largo, FL 33774
727-475-9824 (cell)

Paula Cohen
cohenc@mindspring.com
6410 101st Avenue N
Pinellas Park, FL 33782
727-409-6067 (cell)

Mark LeCouris
City Manager, City of Tarpon Springs
mlecouris@ctsfl.us
324 E Pine Street
Tarpon Springs, FL 34689
727-938-3711 (work)
727-420-9132 (cell)

Vicki Russo
Retired, Building Supervisor for Tarpon
Springs
Vicki.russo@yahoo.com
6041 64th Avenue N
Pinellas Park, FL 33781
727-871-6456 (cell)

Personal References

Marylee Dickson
mldfamily@yahoo.com
416 Chancellor Court
St. Cloud, FL 34769
407-346-0545 (cell)

Brigitte D'Orval
endlessflowers4@gmail.com
7104 Twelve Oaks Drive
Lakeland, FL 33813
863-899-2949 (cell)

Harry Fix
fix_h@juno.com
1702 Paradise Drive
Kissimmee, FL 34741
407-640-3845 (cell)

Randy Mora

From: eric bell <barbarajbell2121@gmail.com>
Sent: Wednesday, June 16, 2021 11:26 AM
To: Randy Mora
Subject: KC Town Manager
Attachments: Barbara Cover Letter 2021.doc; BBell Resume 2021.docx; References 2021.docx

I am excited to learn of the open Town Manager position in Kenneth City. Attached are my cover letter, resume and references. I look forward to speaking with you.

Sincerely,

Barbara Bell

Barbara J Bell

1200 Springdale Dr
Rochelle, IL 61068
(618) 599-1447
Email: barbarajbell2121@gmail.com

June 16, 2021

I am very interested in the Town Manager open position in Kenneth City. I believe my knowledge, skills and abilities are a good fit.

I was the Supervisor of Customer Service for Rochelle Municipal Utilities for almost twelve years. I reported directly to the City Manager. In addition to supervising the customer service, billing representatives and meter readers, I benchmarked customer service policies and procedures. I created the utility rates and participated in the cost of service studies. I also assisted with creating the City of Rochelle employee handbook and researching company policies. I maintained relationships with our key utility accounts and supervised the energy and water efficiency programs.

I was responsible for the electric, water, waste water, internet and garbage billing. As a result, I attended all utility staff meetings and kept informed of all related projects. I have a solid understanding of how each utility functions. I also created the agendas and ran the utility advisory board meetings.

I was in charge of creating and distributing press releases for Rochelle Municipal Utilities (RMU). I designed all flyers, advertisements and the website for RMU. I developed and implemented a communication plan for RMU which included rapid response and emergency communications.

I was also in charge of the customer service budget (\$613,000), the electric administrative budget (\$5,600,000) and the customer service CIP. I assisted with creating and maintaining the electric purchasing budget (\$21,500,000) and participated in purchasing the power for the City of Rochelle. I presented budget information and made recommendations to the City Council.

I completed the Public Administration Master's program at Northern Illinois University in 2018. The program included training in principles, practices and theories of urban planning, community/economic development and design, grant writing, and zoning/subdivision design. I look forward to applying everything I learned to the position.

The attached resume provides a more detailed description of my qualifications. Thank you for your consideration.

Sincerely,

Barbara Bell

BARBARA JOANNE BELL

1200 Springdale Dr, Rochelle, IL 61068
EMAIL: barbarajbell2121@gmail.com

CELL: (618) 599-1447
HOME: (815) 888-7166

EXPERIENCE

Supervisor, Customer Service, City of Rochelle, Rochelle Municipal Utilities, Rochelle IL. May 2008- March 2020

Rochelle Municipal Utilities is a municipal-owned utility responsible for electric, water, water reclamation and Internet services. RMU services approximately 7000 accounts.

Supervise Customer Service Representatives and Billing Clerk. Responsible for all billing functions, maintaining billing software (Caselle) and customer communications. Schedule automated meter readings using Elster meters. Maintain customer service and building budgets. Set up an integrated voice response system. Manage incentive programs for all customers. Maintain relationships with key accounts. Speak as needed to City Council and other local organizations. Maintain energy and water efficiency programs. Prepare reports and spreadsheets as needed.

Various Positions, Furst Staffing, DeKalb, IL. September 2007-May 2008

Furst Staffing is a temporary staffing agency.

Inventory Control Clerk (OS&D) at Nestle, DeKalb, IL. Research and resolve carrier coverage shortage and damage product claims. Maintain carrier relationships via telephone, fax and e-mail.

HR Assistant at Del Monte Foods, Rochelle, IL. Record attendance information, prepare graphs and charts for managers, conduct phone interviews with applicants, schedule interviews, and clerical duties as needed.

Office Manager, American Home Loans, Mt. Vernon, IL. July 2003-October 2007

American Home Loans was a branch office brokering residential and commercial mortgages.

Supervise Loan Officers. Maintain budget. Process residential and commercial mortgage applications. Recruit, screen and interview all loan officer candidates. Write and evaluate job descriptions. Maintain computer operations and systems. Responsible for all HR functions, including payroll, employee relations and training.

Human Resources Generalist, Walgreen's Distribution Company, Mt. Vernon, IL. August 2001-May 2003.

Walgreen's Distribution Center is a distribution center employing approximately 1400+ employees. There are 3 shifts (1st, 2nd, and 3rd).

Supervise non-exempt team members. Delegate job tasks. Conduct sexual harassment investigations and other investigations as needed. Create and issue documented consultations and warnings. Conduct terminations. Manage by walking around. Resolve employee insurance issues. Maintain and track employee leaves, i.e. FML, worker's compensation, short term/long term disability and personal leaves. Create and administer employee paid day request process. Recruit, screen and interview for non-exempt positions. Assist with mass hiring and mass interviews. Maintain the HR Cyborg and Kronos computer systems. Create bids, bumps, and employee information and attendance databases in FileMaker Pro.

Corporate Human Resources Manager, Kable News Co., Mt. Morris, IL. January 1998-August 2001.

Kable News Company was fulfillment/distribution center. The Illinois facility employed approximately 800+ employees and the Ohio facility employed approximately 400+ employees. There were 2 shifts (1st and 2nd) at both facilities.

Hire, supervise and evaluate non-exempt and exempt team members. Delegate job tasks. Assist exempt team members with defining goals and objectives. Make decisions regarding policies and procedures. Conduct sexual harassment investigations and other investigations as needed. Create and issue documented consultations and warnings. Conduct terminations. Create and give performance coaching sessions and performance reviews. Manage by walking around. Create, conduct and evaluate employee surveys. Create employee recognition programs. Assist with writing summary plan descriptions for medical plans. Evaluate medical and 401(k) providers. Resolve employee insurance issues. Create and deliver benefits orientations. Maintain and track employee leaves, i.e. FML, worker's compensation, short term/long term disability and personal leaves. Create and administer employee paid day request process. Manage the corporate compensation program for all job levels, using the NPEP system. Manage the company performance appraisal system. Write and evaluate job descriptions. Research and evaluate job assessments. Recruit, screen and interview for exempt and non-exempt positions, including managerial positions. Develop recruiting plans, attend job fairs, and assist with mass hiring and mass interviews. Evaluate HRIS providers. Maintain the HR systems- Cyborg and Access.

Also proficient in MS Word, Excel, Microsoft Works, Descriptions Now, COBOL, WordPerfect, DrawPerfect, Quattro, First Publish, and Turbo Pascal.

EDUCATION

Bachelor of Arts, Psychology, Northern Illinois University, 1997

Graduate Certificate in Public Management, Northern Illinois University, 2016

Master of Public Administration, Northern Illinois University, 2018

Barbara J Bell
1200 Springdale Drive
Rochelle, IL 61068
P) 618-599-1447
e-mail: barbarajbell2121@gmail.com

References

Former Supervisors:

Jeff Fiegenschuh
City Manager, City of Rochelle
P) 815-561-2000
E-Mail: jfiegenschuh@rochelleil.us

David Plyman
Former City Manager, City of Rochelle
P) 815-585-2284

Subordinate Employee:

Judith Witasik
Administrative Assistant, City of Rochelle
P) 815-562-4155
E-Mail: jwitasik@rmu.net

Others

Jessica Mueller
Water Lab Technician
P) 618-214-7487
E-Mail: jmueller@rmu.net

Human Resources

Nancy Bingham
HR Coordinator, City of Rochelle
P) 815-562-4155
E-Mail: nbingham@rochelleil.us

Randy Mora

From: Vince Akhimie <vinceakhimie@gmail.com>
Sent: Tuesday, June 15, 2021 5:57 PM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Vince Akhimie Cover LetterK.docx; V Akhimie - Resume 3 page (4)7.doc; REFERENCES 2021.docx

Randy,

Please find attached my cover letter, resume, and supporting document in application for the position of Kenneth Town, FL. Manager as advertised. Thank you.

Vince

Vince Akhimie, P.E., CPM

Cell: (863) 409-5754

E-Mail: vinceakhimie@gmail.com

<<...>> <<...>> <<...>>

VINCE AKHIMIE, CPM, P.E.

1212 Candlewood Drive, Lakeland, FL 33813

Phone: (863) 409-5754

vinceakhimie@gmail.com

June 15 2021

COVER LETTER in APPLICATION for Town Manager of the Town of Kenneth, Florida

I hereby submit my cover letter and supporting documents for the position of Town Manager of the Town of Kenneth, Florida as advertised.

My professional experience includes over 25 years of well-rounded management experience in municipal management in local government administration at the senior level, including more than seven years in positions that functioned like an Assistant City Manager. I have strong skills and abilities in municipal services, excellent community relations, and extensive experience working effectively with elected and appointed officials, governing boards, staff, citizens, and other government and non-governmental agencies.

Most of this experience has been with Florida municipalities including my recent position as Assistant City Manager for Lake City Florida. I have resided at my above address in Polk County, Florida since 1997.

My qualifications include the Bachelor's and Master's degrees from the University of Washington, Seattle, Washington. In 2002, I also earned the professional designation of Certified Public Manager (CPM), by completing a two-year graduate program in Local Government Administration at the Center for Public Management at Florida State University. In addition, I completed 50+ hours beyond the Master's degree and all but the dissertation (ABD) towards the Ph.D. with graduate coursework in Public Administration, Regional Planning, and Engineering at the University of Michigan, Ann Arbor, Michigan.

I am well prepared by my training, education and experience to be very effective and committed as Town Manager of Kenneth. I have a can-do approach and have consistently managed local government programs, community developments, grants, budgets, projects, and staff with high quality results, respect, integrity, honesty, and with excellent customer service. I am excited by the prospect of working cooperatively for the continued success of the Town of Kenneth, Florida.

Should additional information be needed, please contact me at 863-409-5754 or by e-mail at vinceakhimie@gmail.com. Thank you.

Sincerely,



Vince Akhimie CPM,PE

VINCE AKHIMIE, CPM, P.E.

1212 Candlewood Drive, Lakeland, FL 33813 since 1997

Cell: (863) 409-5754

vinceakhimie@gmail.com

SUMMARY

Over twenty-five years of progressively responsible senior executive experience in municipal management, working effectively with boards, elected officials, staff, citizens, business and community leaders, and other agencies, with expertise in:

- Community relations
- Customer service
- Staff development
- Media relations
- Finance, budget, grants
- Intergovernmental relations
- Contract negotiations
- Utilities management
- Strategic planning
- Policy analysis
- Capital projects
- Team building

EDUCATION

Florida State University, Center for Public Management Tallahassee, Florida
Completed Certified Public Manager Program and earned CPM professional designation.

University of Washington Seattle, Washington
Master of Science and Bachelor of Science degrees

University of Michigan Ann Arbor, Michigan
Completed 50 semester hours beyond the Master's degree in an interdisciplinary program combining Public Administration, Planning, and Engineering Applicant for the PhD, having completed all but the dissertation

SUMMARY OF PROFESSIONAL EXPERIENCE

Management Consulting

Vince Akhimie, P.E., CPM (formerly **Akhimie-Kask, Inc.**, Seattle, WA), offering contractual management services; for examples, for the **City of Avon Park, FL** from March to November 2013; consulted with Hartman Consulting and Design from January to November 2006. Have always consulted between career appointments which is discontinued during full-time jobs. (Continually and intermittently from 1983 – Present)

Municipal Management

Village of Oak Park, Illinois (Chicago Metropolitan Area)

Oak Park has a population of 53,000. Managed the Department of Public Works with 135 FTEs in eleven divisions, including Utilities (Water and Wastewater), Engineering, Streets, Solid Waste, Waste Reduction, Traffic Engineering, Street Lighting, Signs and Signals, Fleet Maintenance and Central Garage, and Parks and Forestry. (1992-1995)

City of Miami Beach, Florida

The City of Miami Beach is a resort community of 90,000 in summer months and 140,000 winter months. I managed Department of Public Works, 150 FTEs in 8 divisions, including Environmental Services, an annual operating budget of \$45 million and a multi-year \$400 million Capital Improvements Program. (1994-1997)

Board of County Commissioners, Polk County, FL

Polk County has a population of 600,000 with a land area of 2,000 square miles in Central Florida. Managed the County's Utilities Division with 236 full time employees, a \$182million 5-year capital improvement program and an annual budget of \$126 million including Billing & Finance Administration and Engineering. (1997-2002)

Board of County Commissioners, DeSoto County, FL

DeSoto County, FL has a land area of 637 square miles and a population of 32,000. Hired by the County Administrator to implement and did implement a new \$30 million comprehensive water and wastewater utility for DeSoto County, with a first-year budget of \$21 million. (2003-2004)

Vince Akhimie, CPM, P.E.

PROFESSIONAL EXPERIENCE (continued)

City of Oviedo, Florida

Managed the City's Public Works Department including Parks projects, beautification and right of way, Water and Wastewater Services, Solid Waste, Fleet, and Capital Projects, with 75 FTEs, annual budget and \$50 million five-year Capital Improvements Program. (2004-2006)

City of Riviera Beach, FL

For the City of Riviera Beach in Palm Beach County, Florida, managed the Department of Public Works with 50 FTEs, assisted in managing the City's Utility District with 70 FTEs and coordinated with Library Services. (2006 to 2010)

City of Bremerton, WA

For the City of Bremerton, WA with a utility service area total of population of 60,000, managed an annual operating budget of \$63 million, a multi-year C.I.P. of \$107 million, and 120 FTEs including 22 engineers. Developed new park on waterfront combined with stormwater out fall project. (2010 to 2011)

City of Avon Park, FL

Served as the Director of the Department of Public Works which included Utilities (Water, Wastewater, Reclaimed Water, and Storm Water), Streets and Street Lighting, Engineering, Solid Waste, Transportation, Parks, grant writing, budget preparation and management, capital improvement projects management and representing the City on intergovernmental matters as assigned.(2013-2014)

City of Daytona Beach, FL

For the City of Daytona Beach in Central Florida with population of 62,316 and land area of 64 square miles, Managed 156 FTE's, a \$44 million operating budget and \$130 million five-year 2017 to 2022 C.I.P. Chaired the East Volusia Regional Water Authority (EVRWA) and assisted with homeless shelter development as directed by City Manager. (2015-2017)

City of Lake City, FL

Served as **Assistant City Manager**. Was also directly in charge of the Departments of Information Technology, Lake City Gateway Regional Airport, Public Works, Natural Gas, Utilities Administration, Water, Wastewater, and Distribution and Collections.(Oct. 2019-Aug 2020)

Additional Relevant Experience:

Served as **Traffic & Parking Director** (working title **Commissioner of Transportation**) for the City of Stamford, CT, and **Executive Director** of the Greater Stamford Transit District for five year **Director of Planning and Development** for Atlantic County Transportation Authority, Atlantic City, NJ (now South Jersey Development Authority) for four years and as **Director of Transportation** for the nine-county Kentucky-Indiana Regional Planning and Development Agency (MPO) in Louisville, KY for five years, as **Traffic Eng.** for Polk County, FL for five months, as **Senior City Planner** and **Senior Civil Engineer** for the City of Ann Arbor, Michigan for seven years, and as a **Consulting Engineer** for one year with Lewis-Redford Engineers (now ENTRANCO Engineers), Bellevue, WA, Seattle area

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

Certified Public Manager (CPM), Florida State University Center for Public Management (2002 to Present)

Florida City and County Managers Association, Member (2003 to Present)

American Public Works Association (APWA), Lifetime Member (1988 to Present)

American Water Works Association (AWWA), Florida Section, Member (1993 to Present)

Vince Akhimie, CPM, P.E.

PROFESSIONAL EXPERIENCE (continued)

FEMA / NIMS Emergency Management Certifications ICS 0200, 0300, 0400, and 0700 (2007)
Management and Strategy Institute, Lean Six Sigma Certification (2018)
State of Florida, Registered Professional Engineer (1995-Present)
Board of Directors, Stamford **YMCA**, Stamford, Connecticut (1989-92)
Charter Member, **Louisville Economic Development Corporation (LEDCO)**, Louisville, KY (1980-82)
Gold Mountain Golf Course Board, **Member**, Bremerton, WA (2010-2011)
Institute for Transportation Engineers (ITE), Member (1977-91), **Fellow** (1988-1991)

CIVIC ACTIVITIES

League Organizer and Participant, **City of Lakeland Doubles Tennis**, (2004 - recent)
Mentor, **Big Brothers and Big Sisters**, Lakeland, Florida (2001 to 2005)
Member and Speaker Chairman, **Miami Beach Rotary Club**, Miami Beach, FL (1995-97)
President, **Lions Club International**, Stamford, Connecticut (1989-92)
Board of Directors, Stamford **YMCA**, Stamford, Connecticut (1989-92)

PERSONAL

Married, one son, one daughter, one son-in-law, a granddaughter, and a grandson. Enjoy playing tennis and golf and participating in civic activities.

REFERENCES
VINCE AKHIMIE, CPM, P.E.

Personal

Shelby Lowe Former Councilman City of Riviera Beach Florida, (561) 436-2641

Steve Elias, General Manager, Envisors Inc. 401 3rd Street SW., Winter Haven FL. (863) 514-9

Harold "Butch" Carter, Government Affairs Manager, Waste Management Inc. Pompano Beach. Fl. (561) 322-5528

Professional

David Vance, Administration, Tampa Convention Center FL. (813) 274-8985 or (863) 582-2290

Gloria Shuttlesworth, former City Manager, City of Riviera Beach (561) 478-8154

Joe Pinon, Assistant City Manager (now retired), City of Miami Beach, FL, (786) 547-6704

Randy Mora

From: Whitney Marsh <whitneypmarsh@gmail.com>
Sent: Monday, June 14, 2021 11:24 AM
To: Randy Mora
Subject: KC Manager Application
Attachments: WhitneyMarshResume_2021.pdf; WhitneyMarshCoverLetter_2021_Kenneth City.pdf; WhitneyMarshReferences_2021.pdf

To Whom This May Concern:

My name is Whitney Marsh, and I would like to express my sincere interest in the position for the Town Manager of Kenneth City, FL. Attached, please find my resume, cover letter, and professional references. Please feel free to contact me should you have any questions as you review my application material. I look forward to hearing from you to discuss my qualifications further.

Thank you,
Whitney Marsh
whitneypmarsh@gmail.com
727-641-5004

WHITNEY MARSH

PUBLIC WORKS ENVIRONMENTAL MANAGER

CONTACT

727-641-5004

whitneymarsh@gmail.com

Dunedin, FL

www.linkedin.com/in/whitneymarsh

COVER LETTER

June 14, 2021

Town of Kenneth City
6000 54th Avenue North
Kenneth City, FL 33709

To Whom This May Concern:

With this letter and attached resume, I would like to express my sincere interest in the opening for Town Manager of Kenneth City, FL. I am a highly qualified Public Works manager with over 13 years of experience in municipal government and the infrastructure industry. My experience is strongly focused on project management, team building, state and federal agency permitting, and environmental planning. As an accomplished government professional, I strive for cohesive teamwork by finding value in all perspectives, innovative problem solving to overcome challenges, achieving goals with streamlined processes, excellent communication inside the organization while making sure to engage the public, and promoting forward-thinking policy.

I am currently employed at the City of Dunedin, which is a Platinum Certified Green Local Government and is a designated Mission Blue Hope Spot home city. Our Public Works environmental team has worked tirelessly to push the City of Dunedin to be at the forefront of progress; promoting innovative infrastructure solutions, sustainable project development that is economically viable, community growth that is both desired and incorporates quality of life, all while engaging with the public and fellow staff members to factor in feasibility. Our projects have required diversified teams of professionals, collaboration across all Public Works disciplines, management of contractors, and community support. I have led our teams with refined business acumen, taking initiative to advance the City, while successfully navigating the governmental realm to achieve goals within the political arena. I strive to foster outstanding relationships with my co-workers and staff, City and County Commissioners, state and federal agencies, businesses, and the community.

My professional background spans knowledge of complex infrastructure projects such as roadways, bridges, stormwater installations, and solar farms; long-term research projects requiring extensive preparation, risk management, and review such as stormwater master plans, vulnerability assessments, and downtown regional planning; budget management for operations and long-range business plan outlooks; personnel management and team building; state and federal regulatory reporting; grant acquisition; as well as municipal code creation. My work has spanned across the United States, ranging from urban watersheds to rural land, from alpine ephemeral streams to coastal estuaries.

I believe I possess a unique combination of attributes that would truly foster and grow Kenneth City. I feel that I can provide steady direction to advance the community, as well as work in tandem with all departments to accomplish a wide-range of goals. I look forward to discussing my qualifications with you further, and thank you for your consideration.

Sincerely,
Whitney Marsh

WHITNEY MARSH

PUBLIC WORKS ENVIRONMENTAL MANAGER

CONTACT

727-641-5004

whitneymarsh@gmail.com

Dunedin, FL

www.linkedin.com/in/whitneymarsh

EDUCATION

**MASTER OF SCIENCE
BUSINESS MANAGEMENT**
University of Florida
2007

**MASTER OF FISHERIES &
AQUATIC SCIENCES**
University of Florida
2006

**BACHELOR OF SCIENCE
PSYCHOLOGY**
University of Florida
2004

MEMBERSHIPS

**FLORIDA STORMWATER
ASSOCIATION**
BOARD OF DIRECTORS
SWFWMD Representative
June 2017 - Present

**FLORIDA STORMWATER
ASSOCIATION
CONFERENCE
COMMITTEE MEMBER**
Subcommittee for
Sustainable Efforts
June 2015 - Present

PROFILE

Experienced Public Works Environmental Manager with the ability to lead diverse teams and oversee large scale, long-term, multi-million dollar projects in a dynamic industry. Highly motivated leader with a wide array of skills including creative problem solving, attention to detail, budget management, initiative, and a willingness to learn.

PROFESSIONAL EXPERIENCE

ENVIRONMENTAL MANAGER

City of Dunedin | Dunedin, FL | September 2019 - Present

- ❖ Manager for the City of Dunedin's Municipal Separate Storm Sewer System program
 - Prepare and manage the stormwater operations budget of over \$6 million per year
 - Oversee the 5-year stormwater capital improvement project budget, the 20-year stormwater business plan, and the environmental initiatives business plan outlook
 - Oversee maintenance of existing stormwater infrastructure; as well as design, planning, funding, and construction of stormwater capital improvement projects
 - Manage personnel responsible for maintenance operations, CIP construction oversight, inspections, training, public outreach, and enforcement actions
 - Preparation and audit oversight for NPDES state and federal permit reporting
- ❖ Manager for infrastructure vulnerability planning and solution implementation
 - Sea level rise planning and climate change initiatives include the incorporation of NOAA projections into infrastructure project upgrades, and the creation of planning tools to factor sea level rise into development/redevelopment projects
 - Primary member of the Local Mitigation Strategy working group for county-wide hazard mitigation to achieve long-range vulnerability improvement goals
- ❖ Develop and manage highly specialized Public Works projects
 - Develop objective design, lead the RFP process, manage the project through completion, implement goals, and incorporate maintenance considerations
 - Projects include the Stormwater Master Plan, interjurisdictional watershed management plans, and large stormwater installations
 - The Stormwater Master Plan is the first of its kind to encompass watershed modeling, level of service, a vulnerability assessment, downtown regional stormwater planning, environmental assessments, and a comprehensive BMP project list
- ❖ Create targeted project approaches to achieve complex goals of the organization
 - Successfully permit multi-layered projects requiring strategy, plan creation, stakeholder buy-in, and staff support such as the Toronto Blue Jays Player Development Complex for Major League Baseball Spring Training
 - Acquire a 44-acre track of unique habitat and a 31-acre lake for preservation through City, County, non-profit, and citizen fundraising efforts
 - Manage risk by identification of potential project alternatives, and the adjustments those impacts may impose on timelines, budgets, and goals
- ❖ Coordinate environmental initiatives across the City and with partner businesses
 - Developed, achieved unanimous support, and implemented City ordinances such as the Environmental Trust Fund, environmental enforcement ordinances, the Sustainability Matrix for project development, and Green Building Standards
 - Lead the Sierra Club Ready for 100 adoption by the City of Dunedin for commitment to power all municipal operations with clean, renewable energy sources
 - Represent the City at the State House of Representatives and the State Senate on proposed bills related to environmental rights and clean energy initiatives

WHITNEY MARSH

PUBLIC WORKS ENVIRONMENTAL MANAGER

CONTACT

727-641-5004

whitneymarsh@gmail.com

Dunedin, FL

www.linkedin.com/in/whitneymarsh

CERTIFICATIONS

FEMA
ICS-100

FDEP
Stormwater, Erosion, &
Sedimentation Control
Inspector

FLORIDA STORMWATER
ASSOCIATION
Level 1 & Level 2
Training

SKILLS

COMPUTER

MICROSOFT OFFICE
Word, Excel, PowerPoint,
Publisher, Outlook

ICPR4

ArcGIS

ADOBE CREATIVE SUITE
InDesign, Photoshop,
Illustrator

TYLER TECHNOLOGIES

ORACLE SOFTWARE

LANGUAGE

ENGLISH - Fluent

SPANISH - Proficient

PROFESSIONAL EXPERIENCE

STORMWATER PROGRAM COORDINATOR

City of Dunedin | Dunedin, FL | November 2013 - September 2019

- ❖ Manage multiple complex research contracts concurrently
 - Create research objectives to fulfill the legal requirements of operating the City of Dunedin's stormwater system for TMDL compliance with state and federal agencies
 - Identify forward thinking project solutions to enhance data collection and analysis
 - Create pathways for data crossover to maximize potential solutions
- ❖ Acquisition of grant funds from local, regional, state, and national sources
 - Budget development, identification of key factors for grant consideration, timeline development, resolution creation, and reporting for reimbursement
 - Successful grant awards include State Appropriation funds for a large septic to sewer conversion project, and FEMA Hazard Mitigation Grant funds for upgrades to two wastewater lift stations identified as vulnerable to the 100-year storm
- ❖ Liaison for the City of Dunedin to local, state, and federal agencies
 - Direct measures for compliance with the Florida Department of Environmental Protection issued TMDL plan implementation, audits, and reporting
 - Coordination and oversight of interlocal agreements with neighboring jurisdictions
- ❖ Stormwater representative for the NFIP Community Rating System
 - Direct audits for stormwater operations and maintenance, achieving a Class 5 rating
- ❖ Project manager for the USF Community Sustainability Partnership Program
 - Garnered the First Place Award for the Future of the Region - Community Preparedness and Resiliency by the Tampa Bay Regional Planning Council
 - Studies included long-range planning for sea level rise and incorporation of the Florida Senate Bill on Peril of Flood into the Comprehensive Plan

SCIENTIST III

AECOM | Tampa, FL | January 2008 - November 2013

- ❖ Lead environmental specialist for large scale energy projects
 - Projects included electrical transmission, over land oil transmission, under ocean natural gas transmission, LNG terminals, compressor stations, and solar farms
 - Required extensive client coordination with federal, state, and local agencies for project siting, permitting, and construction schedule development
- ❖ Extensive permitting experience throughout the United States
 - Successfully permitted projects through Federal Energy Regulatory Commission, Environmental Protection Agency for the Clean Water Act, United States Army Corp of Engineers, and United States Fish and Wildlife Service for threatened and endangered species, Migratory Bird Protection Act, Bald and Golden Eagle Protection Act, and Marine Mammal Protection Act
- ❖ Personnel management for oil and natural gas construction oversight projects
 - Operational budget tracking, right-of-way coordination, client reporting, and field personnel management throughout the United States
- ❖ Manager for NPDES compliance on environmentally sensitive construction projects
 - Personnel management, budget management, comprehensive reporting, SWPPP oversight, agency audits, and contractor training
- ❖ Lead environmental specialist of terrestrial and aquatic environmental projects
 - Coordinated efforts for environmental studies at highly urbanized marina expansions and ecosystem modeling for impingement and entrainment at power plant facilities

WHITNEY MARSH

PUBLIC WORKS ENVIRONMENTAL MANAGER

CONTACT

727-641-5004

whitneymarsh@gmail.com

Dunedin, FL

www.linkedin.com/in/whitneymarsh

PROFESSIONAL REFERENCES

LAEL GIEBEL

DIRECTOR OF FACILITY SERVICES AND SUSTAINABILITY | KnowBe4
Former co-worker and collaborator on projects during Lael's tenure at the City of Dunedin
727-543-4709 | laelgiebel@yahoo.com

JENNETTE DUNCAN

PRINCIPAL PLANNER | Tallahassee-Leon County Planning Department
Former co-worker and collaborator on projects during Jennette's tenure at the City of Dunedin
561-315-4838 | duncanjmarie@gmail.com

ERICA AUGELLO

PARTNER | Trask Daigneault, LLP
Collaborator and advisor on stormwater legal enforcement for the City of Dunedin
727-207-7698 | eafarawell@gmail.com

KATHY FLECK

DUE DILIGENCE AND REMEDIATION PROJECT MANAGER | Amazon
Former direct supervisor at AECOM
727-215-7966

KEITH FOGARTY

DIVISION DIRECTOR OF PUBLIC SERVICES | City of Dunedin
Direct supervisor at City of Dunedin – please notify prior to contacting
727-686-3865 | kfogarty@dunedinfl.net

Randy Mora

From: steve <stevejohnsonmba@gmail.com>
Sent: Friday, June 11, 2021 7:31 PM
To: Randy Mora
Subject: Application via KENNETH CITY - Town Manager listing on <https://fccma.org>
Attachments: SJohnsonCoverLtr_TownMgr.pdf; SJohnson_Resume.pdf

Please find my attached cover letter and resume in reference to the Town Manager position.

Thank you.
Steve

Steve Johnson
304.439.1290

I would like to relay my interest in the position of Town Manager.

I have been blessed with a very rewarding career that has enabled me to leverage my skills and interests in strategic leadership, financial oversight, and relationship-building in a wide range of situations. Most recently, I have had the pleasure of working as a Deputy Director in the WV Department of Commerce where I have spear-headed numerous projects that have helped improve the economic situation in West Virginia, create jobs, attract businesses and attract funding for our agency and its mission. I have to add, that your mission statement truly resonated with me. I was motivated by very similar goals when joining the WV Development Office. As a small business owner and advocate my whole career, it was a natural fit for me to take on the challenging role of growing and diversifying the economy.

Vision

I am accomplished in strategic planning and instilling a sense of accountability to the established goals. I am skilled in aligning services to meet needs and expectations. I am very knowledgeable in branding and marketing strategies that enhance exposure and access.. I have years of experience in developing policy and programs and building metrics and accountability to ensure their success.

Fiscal Administration

Adept in financial analysis, budget preparation, feasibility studies, break-even analysis, financial reporting, financial planning. Hold both a Series 6 and a Series 63 financial license. Experienced in managing and reporting on loan funds and grants.

Inclusive Leadership

I have time-tested managerial skills that I've used to successfully manage talented professionals, volunteers, and administrative personnel. I have considerable experience in developing long-term relationships built on trust and purposeful inclusion. My leadership philosophy is to lead by example while blazing the path and showing the way. I strongly believe that leadership is directly tied to the connection to those you are leading. As such, I always strive to be accessible and open to diverse points of view.

I think this position has the potential to be a wonderful fit for my skillset and experience and affords me the opportunity to bring value and energy to the position.

Thank you for your consideration.



Steve Johnson MBA, CGBP, CBA

SteveJohnsonmba@gmail.com

304.439.1290



Steve Johnson, *MBA, CGBP, CBA*
304.439.1290
SteveJohnsonmba@gmail.com

Resume

Steve Johnson, *MBA, CGBP, CBA*
304.439.1290

Education

Master of Business Administration -MBA

Wayne State College 2012–2014 Cum Laude

Bachelor of Business Administration -BBA

Marshall University 1988-1993 Cum Laude

Emphasis on Administration/Management, minor in Sociology

Professional Experience

WV Department of Commerce – WV Development Office

2013 - Present

Deputy Director - Program Lead Center, Capital Complex, Charleston, WV

Policy and System Building

- Development and execution of the Strategic Plan for the organization
- Developed the current Mission and Value statements
- Alignment of services to better meet the needs of the community and stakeholders
- Developed mechanisms and referral pipelines to raise Program awareness, increase community involvement and grow private sector investment
- Development and implementation of policy for state-wide programs
 - Developed the current Operations Guide
 - Developed the current Branding and Marketing Guide
- Formed dozens of high-level collaborative partnerships with state economic development agencies, state and federal agencies, local officials, legislators, and community leaders
- Establishing quantifiable metrics to gauge efficiency and identify areas for improvement

Administration

▪ **Financial Oversight**

- Development and oversight of program Budget, quarterly financial reporting.
- Sought out additional support and funding from community leaders/stakeholders
- Responsible for monitoring and adjusting budgets
- Prepared and presented monthly and quarterly financial reports
- Report-outs and presentations to the Board of Advisors, auditors, legislators, and stakeholders

▪ **Personnel Management**

- Oversight of a diverse staff of professional-level consultants, administrative staff, part-time employees, contractors, volunteers, and interns dispersed throughout 16 locations
- Developing and inspiring a high-performing team of dedicated professionals
- Performed employee performance evaluations, emphasizing the positive role played by every team member, giving honest and constructive feedback, and having a collaborative approach to growth and improvement
- Administered progressive discipline actions, improvement plans, structured re-trainings, and dismissals
- Handled general HR functions such as leave request, reimbursement request, payroll submissions, interviewing/hiring, and onboarding
- Planning and conducting quarterly state-wide all-staff meetings and monthly team meetings

▪ **External Relations / Collaboration**

- Collaborated with the International Division and US Foreign Services to enhance exporting initiatives and bridge the barriers to entry into exporting products
- Launched the Innovation and Technology Program in the Dept of Commerce
 - Assisting businesses in innovating existing products/processes and commercializing new products
- Lobbied for the creation of an SBIR/STTR match-funding program that is successfully attracting new R&D companies to the state
 - Drafted the Legislative Rules for the program's operation and secured sustainable funding for the future growth and support of the program
- Spearheading the development of a single-source, state-wide assistance portal
 - An unprecedented collaboration of universities, EDCs, non-traditional funders, angel investor networks, private corporations, non-profits, public service providers and a host of other entities
- Appointed to the Cannabis Advisory Board by the Secretary of Commerce
 - Vetted proposals of companies interested in obtaining licensing for growing, distributing, or retailing medical cannabis
- Represented the agency at countless speaking engagements, round tables, panel discussions
- Requested to appear at State Legislative committee meetings and have been called upon to report activities, offer suggestions, and relay technical information.
- Legislator office visits, at both the state and federal levels, to offer ideas and insights on issues facing the organization and businesses development
- Raised funds and support from community leaders and researched additional funding opportunities

Allstate Insurance and Financial Services– Barboursville, WV
2007 – 2012

Financial Principle

- **Strategic Leadership**
 - Established a strategic plan with attainable goals, timelines, and accountability
 - Strategic positioning and networking to enhance company's brand and reputation
 - Expedited growth of this startup business to become a top tier agency
 - Innovative ideas and technology adoption to enhance sales growth
 - Agency featured as a model nationally for our innovative marketing and sales techniques
- **Business Development**
 - Forged lasting local relationships to enhance referrals and generate additional growth
 - Implementation of a robust marketing campaign to drive business and revenue
 - Amassed 4 straight "Top 25" agency awards
 - Certified as a "Preferred Agency". A coveted designation from corporate
- **Financial Acumen**
 - Series 6 and 63 Financial licenses
 - Analyzed growth potentials and market trends for client recommendations
 - Financial planning – investment opportunities, budgeting, cost analysis, and risk mitigation

Professional Certifications/Training

Finance

- **FINRA** (Financial Industry Regulatory Authority)
Securities licenses – Series 6, Series 63
- **Profit Mastery Certification**
Financial Analysis
- **National Center for Entrepreneurial Technology Transfer**
commercialization process (innovation and technology)

Operations

- Certified Global Business Professional (CGBP)
- Certified Business Advisor (CBA, Kent State University)
- Social Media Marketing Certification
- Workplace Safety and Health – Diploma

Human Resources

- Workplace Diversity Training
- Managerial Communication Coursework– public speaking, speech writing, media relations
- AlignHR Team Building workshop series

Randy Mora

From: Daniel F. <dfinz954@gmail.com>
Sent: Thursday, June 10, 2021 9:56 AM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Cover Letter Kenneth City.pdf; Resume - Daniel Finz.pdf; References 6.10.pdf

To Whom it May Concern,,

I am pleased to submit my cover letter and resume for the position of Town Manager for Kenneth City, Florida. I hope to be considered for this position as I am currently residing in Florida, although my local government contracts are with jurisdictions in the Commonwealth of Virginia. Additionally what attracts me to this position, is that I have family in the area, being my brother is a Paramedic/Firefighter for a neighboring County.

I look forward to hearing from you all soon and sharing my experience and qualifications, if interviewed. Thank you.

Sincerely,
Daniel Finz
(954) 249 -7364

Daniel Finz
P.O. Box 238
Philomont, VA 20131

June 10, 2021

Dear Sir/Madam,

Thank you for the opportunity to apply for the position of Town Manager for Kenneth City, FL. I am currently the Senior Management Consultant for a Local Government Consulting Firm which works with several jurisdictions in Virginia. The firm specializes in Interim Town and City Management, Reorganization, as well as Economic Development, Strategic Planning, Land Use, and Project Management, and Utilities Compliance and Supervision.

I have ten years of public and private sector management experience and a master's degree in Business and Public Administration. I am attracted to this position because of my belief in public service, my passion for helping local governments achieve their goals, and my desire to advance my professional career in the Florida.

I believe that I have the experience to qualify me for this position. My previous role was as Town Manager of Lawrenceville, VA. Prior to that I served as an Assistant to City Manager in Manassas Park, VA, a full service rapidly growing City of over 17,000 residents in the Washington D.C. Metro area. Prior to that time, as Assistant District Manager in Florida, administering 20 Community Development Districts (quasi local governments), as well as managing several Master Planned Communities with a total population of 20,000 residents.

I served in the US Marine Corps with an honorable discharge after four years of service to our country.

My skills include: Emergency Management Operations, Performance Management and Strategic Planning, Finance and Budgeting, Economics and Events, Public and Social Safety, Economic Development and Project Management, Operations Support and Water and Wastewater Compliance.

I have served in many capacities over the past several years. I am looking for a position in local government where I can plant my roots and become an integral part of a community in the State of Florida.

I know that I will bring great energy and as well as a strong work ethic to your Town. I am a former resident of Broward County, where I went to Elementary through High School. Moreover, I have been in several emergency management operations (EM/EOC) roles off the Atlantic Coast and other bodies of water. Lastly, I am a standing member of ICMA, where I'm in the process of becoming a credentialed manager in the next few years.

Thank you for your consideration. I can be reached at 954-249-7364, or via email at dfinz954@gmail.com. I look forward to hearing from you soon.

Sincerely,

Daniel Finz

SUMMARY

7-10 years of Local Government experience, including serving as a Town Manager, Consultant to Town's, Assistant to City Manager of full-service City's. Managed and directed several Special Taxing Districts, Master Planned Communities, and Departments in the Public Sector. Worked with several elected officials on many local government related issues. Served four years in the United States Marine Corps. My expertise lies in the following areas:

- Operations and Project Management
- Field Supervision/Emergency Ops
- Code Enforcement and Compliance
- Leadership
- Utilities/Facility Management
- Financial and Budget Analysis
- Strategic Planning
- Economic Development

EDUCATION

- **Strayer University**, Loudoun County, VA. Master's Degree, MBA/MPA, Graduated with Honors in Public Administration, GPA 3.83, June 2016
- **Auburn University**, Auburn, AL, Bachelor of Liberal Arts, Criminology, Dec. 2008

EXPERIENCE**Senior Management Consultant/Town Manager, Lawrenceville, VA 2020-2021 pop.1,500**

As an independent consultant to Local Government working for Finz & Associates, a consulting firm specializing in local government services, I worked with several jurisdictions in the Commonwealth of Virginia, including Loudoun County, Prince William County, Brunswick County, the Towns of Lovettsville, Hamilton, Quantico, and Lawrenceville, Virginia. With the Finz Company, I have worked on several projects in various municipalities since early 2019 and have been performing consulting services including evaluating and reorganizing operations, establishing priorities with elected officials to implement cost effective strategies, Water and Wastewater Compliance/Utilities Supervision, Interim Town Management Services, executive recruiting and hiring, and Infrastructure Management.

The Town of Lawrenceville, Virginia, in early 2020, hired me as Town Manager to serve on an Interim basis to provide operational support and management, to the Town including managing several departments with a total of 40 employees. My duties and accomplishments during my tenure with the Town included:

- Updated Employee Manual developed a performance evaluation system, organization structure and chart and proposed a restructuring of Town Administration offices, duties, and responsibilities for more efficient and cost-effective operations.
- Identified and implemented several Grant opportunities to increase Town funding.
- Upgraded Information Technology for Town (hardware and software)
- Evaluated Water and Sewer agreements between County, the IDA, and Town of Lawrenceville and prepared recommendations as to how to proceed and consolidate agreements.
- Served as Town Liaison on Brunswick County Committee to reevaluate Water and Sewer Contracts with the IDA
- Evaluated Water and Sewer capacity in order to promote future Economic Development.
- Coordinated with Planning Commission to present alternative proposals for the Town's Streetscape Project
- Participated in the recruitment of several businesses on behalf of the Town.
- Met with existing businesses to maximize business retention at a time of economic downturn.
- Planned, prepared, and initiated the bid and construction management for capital improvements, including pedestrian walkways and Water and Wastewater infrastructure

- Facilitated discussions and coordinated economic development/Planning and Zoning efforts with Brunswick County and IDA regarding future use of the vacant HBCU parcel and commercial parcels.
- Completed an Economic Development Marketing Package including a revitalization plan, a Town branding program, and future contact list.
- Initiated a Town Branding Program for use on Vehicles, Town Signage, Apparel/Uniforms, and Letter Head
- Prepared a COVID expenditure plan and distributed COVID funds with the Town Council authorization.
- Initiated a Capital Improvement Plan, defining future projects, funding sources, and responsible parties or agencies.

Assistant to City Manager, City of Manassas Park, VA 2018 – 2019 pop:16,500

Served under the City Manager for Manassas Park, VA, a full-service municipality with a budget of over \$89M. Took the lead in strategic planning and performance management working with departments and doing outside research. Assisted the City Manager on a Downtown development project – engaging developers, managing marketing firms, and attending business meetings. Only Assistant to CM under newly developed Financial Plan to Improve Bond rating and Increase Reserves. Work Performed is as follows:

- Policy Analysis and Legislative Research
- Economic Development Analysis
- VEDP Block Grant and managing other State and Federal Monies
- Fleet analysis- conversion to consolidated lease program
- Demographic Research/Comprehensive Plan Analysis
- Social Services Facility Project Manager for Public Private Partnership
- Co-Managed the Emergency Operations Center during Hurricane Florence

Assistant District Manager, Field Services Manager, Governmental Management Services of South Florida, Public Infrastructure Management 2016 – 2018 pop: 15,000

Reported to and served at the pleasure of five-member elected Board's of Supervisors. As a member of the Management Team, I worked alongside the District Engineering Firm, the District Counsel, and Field Supervisors to manage assets, operations, and debt service for each District ranging from \$50,000 to \$15 million in assets. In addition, supervised and managed the field services for these 15 Community Development Districts (CDD) and Master Planned Communities in Miami-Dade, Broward, Palm Beach, Orange, and Osceola Counties. This included the operation and maintenance of a number of Clubhouse facilities, Public Parks, Roads, Lakes, and other parcels of land. The total population of all of these Districts was about 15,000 residents, with about 7,000 landowners of commercial, residential, and industrial properties.

- Planned, organized, and presented Capital Improvement Projects, proposed budgets to the Board, managed finances and worked with the District Engineer and District Counsel to manage development contracts
- Responsible for Field Operations including supervising team members performing operations and maintenance of Public Parks, Lakes, Roads, and Public Facilities.
- Project Coordination, Financial Analysis for Bonds.
- Implemented Capital Improvement Projects- Project Management.
- Responsible for preparing agendas/packets for monthly Board Meetings.
- Annual Hurricane Preparation.
- Maintained a safe and aesthetically pleasing community for 15,000 residents.
- Refinanced public infrastructure bonds generating savings to the community.
- Economic Development, including acquisition, financing and construction of residential and non-residential facilities
- Code Enforcement; including review, interpretation of governing documents, identifying violations, issuing citations, and pursuing enforcement

Community/Portfolio Manager, Property Management People, Inc, Frederick, MD 2015 – 2016 pop:5,000
Served as the Management of staff and contractors providing services to six communities in Northern Virginia (5K residents) including O&M, project management, emergency services, trash removal, security, etc. Prepared budgets, financial reports, management reports, contracts for approval, etc. Operations management for both public safety & for clearing snow from roads.

Site/Facilities Manager, Fimiani Development Corp, Opelika, AL (Sagauhatchee Square Plaza) 2014 – 2015
Redevelopment, Operations, and Maintenance support for a regional shopping center in East Alabama.

Independent Contractor 2010 – 2014

Worked on several projects while in the USMC Reserve, including but not limited to services in the Trades of facilities management, boat mechanics/commercial fishing, boxing and martial arts, carpentry, and private security.

Lance Corporal (LCPL), United States Marine Corp Reserves 2009 – 2013

Infantry Fire Team Leader, Weapons and Mountain Specialist.

Owner/CEO, FBL Security, Auburn, AL 2005 – 2008

Operations, CAO, Chief Financial Officer, and New Business Development.

References for Daniel Finz

Brad Bishop – United States Marine Corps. Infantry, Company Gunnery Sergeant
(334) 329 -8764

David Simpson – Mayor of Hamilton, VA. 53 E Colonial Hwy, Hamilton VA 20159
540-338-7339 drs755@gmail.com

Anne Williams – Councilwoman for the Town of Lawrenceville, VA (434) 848-9601
William_adis2@yahoo.com

Brian John – Senior Systems Engineer, Wolters Kluwer. Brian.john@wolterskluwer.com.
(443) 694-3026

Randy Mora

From: Tph <tph1@rcn.com>
Sent: Wednesday, June 9, 2021 2:35 PM
To: Randy Mora; Randy Mora
Cc: tph1@rcn.com
Subject: KC MANAGER APPLICATION
Attachments: Heeney_Resume_2021 rev 2.docx; Resume' Supplement. General town of Kenneth City FL 2021.docx; Cover letter manager City Kenneth city FL 2021.doc; Thomas Heeney list of Professional References 2021.docx

Importance: High

Dear Sir:

I am submitting my credentials for consideration of the Town Manager of the Town of Kenneth City FL. Attached you will find my cover letter, resume', resume'' supplement, and references as requested.

Thank you,
Thomas P. Heeney, MPA

215-450-2718

Thomas P. Heeney
PO. Box 1064
Sanibel, FL 33957

06/09/2021

Town of Kenneth City
6000 54th Ave. N
Kenneth City, FL 33709-1806
Hawthorne, FL 32640

Reference: Town Manager position, Town of Kenneth City, FL

To whom it may Concern:

I would like to submit my credentials for the position of Town Manager, Town of Kenneth City, FL. My experience and qualifications far exceed your requirements for the position. I will meet the demands of the city mission and job requirements.

As you'll see on the enclosed resume, the depth of my experience offers a professional, who is comfortable and successful with the administrating, auditing, research, and the preparation of reports. I am an expert in the field of public administration, and other management areas. I have extensive leadership experience with employees in the range of 80 to 102 individuals.

I have experience in management, finance, grant writing, and the skills to interact with individuals in a professional manner. As a general manager of a large corporation that completed various large government and private projects that required my financial expertise, writing skills, insuring employees training, and performance, makes me an excellent candidate for the position. As a special project supervisor for Bucks County Water and Sewer Authority in Pennsylvania, I have extensive knowledge in the operations and policies of a government authority related to management, research, writing special reports, analytical skills, developing job training programs, and grant writing.

A personal interview would allow me to demonstrate my talents. I look forward to hearing from you so that we can schedule a meeting.

Sincerely,
Thomas P. Heeney
239-472-0385

Thomas Heeney Resume

PO. Box 1064, 4539 Bowen Bayou rd.
Sanibel, FL 33957

239-472-0385

tph1@rcn.com

PROFESSIONAL SUMMARY

Proven executive in the corporate arena. Executive management experience in the automotive manufacturing industry, the electric utility construction industry, and government organization.

Key Strengths

- Strong management skills
- Experienced human resource management skills
- Strong project leadership, hands on experience in project assessment, data analysis, and reports.

PROFESSIONAL EXPERIENCE

development.

Political Science Adjunct Professor,
Florida Gulf Coast University, College of Professional Studies, Div. of Public Affairs.

06/2011 - present

Research Assistant, Dr. Peter Bergerson, PhD, Senior Professor
Florida Gulf Coast University, Fort Myers, Fl

8/2011 - Present

Management/ Special Project Manager,
Bucks County Water and Sewer Authority
1275 Almshouse road.
Warrington, Pa. 18976
215-323-2538

5/2014 -2019
Full time from May
thru August each
year.

- Perform project research, data analysis, and writing report's related to project findings, and projections of efficiency, and financial projections.
- Develop departmental training programs, and employee evaluations, projects, supervise special field project, research projects. Develop alternate operation methods for efficient, profitable, and safe workplace practices.
- Efficient in Northstar computer program, Cognos, and accounting programs used by BCWSA.
- Efficient in IBM SPSS, and Tableau Software.

Graduate Assistant to Chair Professor, College of Professional Studies
Florida Gulf Coast University.

2009-2011

- Community relations, grant work, fund raising, and internet web site

T.P.H. Electric Construction Inc.

1978-2005

General Manager Corporate Operations

- Provided leadership, management and project management skills to improve corporate productivity, quality of service and improve profitability through employment tenure.
- Specialized in high voltage pole line construction, transformer installations and system designs. Designed and installed interstate and local highway lighting, traffic signals, and underground high and medium voltage installations.

**Mercedes Benz of North America,
Inc.** One Mercedes Dr.
Montvale, N.J.

1974-1978

District manager, zone operations

- Represented corporate interest with the dealers in the Pennsylvania, New York, and Ohio areas. Counseled dealers in assigned areas related to finances, profitability, vehicle sales and vehicle service performance and goals.

United States Army

- Honorable Discharge
- Missile Parts Department Manager
- Missile crew technician

1965-1968

EDUCATION AND PROFESSIONAL DEVELOPMENT

Masters Public Administration, Florida Gulf Coast University, Fort Myers, Fl. 2009-2011
3.97 GPA.

Graduate Assistant for Dr. T. Busson, Chair Professor in the College of Professional Studies, Dr. Howard Smith, Assistant Professor, Director of MPA Program, and Dr. Peter Bergerson, Senior Professor at Florida Gulf Coast University. 2010-2011

Political Science BA, Florida Gulf Coast University, Fort Myers, Florida 2005-2009
3.92 GPA.

ADDITIONAL PROFESSIONAL EDUCATION

- **Management and finance** training with Mercedes Benz of NA.
- **Service management, technical training, and certification**, from Mercedes Benz of NA and General Motors Corporation.
- Electric and water Utility estimating training, Pennsylvania prequalified electrical contractor certification, Pennsylvania Department of Transportation Certified Concrete inspector and tester.
- Certified International Municipal Signal Association signal technician.
- Licensed master electrician, City of Philadelphia, Pa.

HONORS AND AWARDS

- Golden Key International Honor Society Atlanta, Georgia 30338
- Phi Alpha Delta Law Fraternity, International Baltimore, Maryland 21201
- Florida Gulf Coast University
Summa Cum Laude Degree of Bachelor of Arts
Political Science and Master's Degree in Public Administration.
- Commendations for work performance and letters of achievement from the U.S. Army.
- Commendations and letters of appreciation from various local governments for outstanding work in the electrical field, and contribution to revitalizations of towns in Pennsylvania.

PROFESSIONAL REFERENCES

Mr. Mario Cesarine
BMW of Fort Washington
Pennsylvania Ave.
Fort Washington, Pa.

Mr. Benjamin Jones, CEO
Bucks County Water and Sewer Authority
1275 Almshouse Road
Warrington, PA 18976

Dr. Peter Bergerson
Professor
Phone: (239)590-7813
E-Mail: pbergers@fgcu.edu
Office: Academic Building 3, # 138

Mr. Joseph Griesser, CPA
17 North Brookside Rd.
Springfield, PA 19064
610-328-9958

Thomas P. Heeney
PO. Box 1064
Sanibel, Florida 33957

PROFESSIONAL REFERENCES FOR EMPLOYMENT APPLICATION:

Mr. Mario Cesarine
BMW of Fort Washington
Pennsylvania Ave.
Fort Washington, Pa.

Mr. Benjamin Jones
Bucks County Water and Sewer Authority
1275 Almshouse Road
Warrington, PA 18976

Dr. Peter Bergerson
Professor
Phone: (239)590-7813
E-Mail: pbergers@fgcu.edu
Office: Academic Building 3, # 138

Mr. Joseph Griesser, CPA
17 North Brookside Rd.
Springfield, PA 19064
610-328-9958

Mr. Fred Silverman, Esq.
8 Orchid Lane,
Bluffton, South Carolina 29909

Thomas P. Heeney
PO Box 1064
Sanibel, Florida, 33957

06/09/2021

Reference: Town Manager of Kenneth City, FL

I am providing the following list of leadership and management skills as a supplement to my resume':

1-Leading Change:

I have the management experience, to bring about changes in organizational behavior, attitudes, and energize people to provide the job performance that is necessary to insure projects are completed properly, and on time. I have been effective in preventing negative organizational culture, and group think, in my previous job positions as a senior manager.

2- Leading People:

I have the ability to motivate people to perform at their best in normal and adverse job conditions. I provide the people under my supervision, the big picture, and stress the importance of completing the assigned task in a prompt and professional manner. When I am restricted in providing the overall goal of a particular project, my team is advised of the short term, or incremental goals that must be met to achieve success. People under my supervision; receive positive encouragement to perform at their full capabilities. When conflicts arise, the affected personnel are counseled, through listening and developing a reasonable solution, related to the issue in dispute. I have been successful in resolving personality, and job assignment conflicts that could hamper the overall team performance. If counseling fails, and the employee is disruptive, or adversely affects the overall mission of the group, termination has resulted as a last resort.

3- Results Driven:

I am results driven. It is my view that the goals of the organization must be met in according to the organization's expectations. I feel that only the best work, performance, and results are acceptable. Working under adverse conditions, I have the ability to perform at my best and bring the spirit of team work to a group, in order to succeed. During my work experience, I have always strived to analyze difficult issues, applied my technical knowledge to each situation, and develop positive cost effective solutions, to get the job done. Risk taking is not the norm; however, depending on the mission, risks are weighed according to the safety of my people, and to the necessity of meeting the organizations goal.

4-Business Acumen:

I have extensive knowledge and actual work experience in personnel management, financial analysis and management, which has been gained throughout my professional career. In addition, I have the experience to research and analyze information related to numerous issues, search out and obtain related resources of accurate and reliable information, in order to make the accurate and strong decisions.

As part of my job responsibilities, I was required to plan, direct, and execute a variety of public affairs/communications strategies targeting multiple audiences and utilizing a variety of mediums designed to gain support for, enhance awareness and understanding, and defend or justify the organization's policies and programs.

I provided strategic advice and guidance to the corporation executives on public affairs as well as interact with and maintaining relationships with key customers and government officials affected by or interested in the organization's policies and programs.

5- Building Coalitions:

I have the unique ability to build coalitions and collaborate with individuals to achieve a given goal or mission. This experience was developed at first in the U.S. Army and was later strengthened in my business career. During my business career, I have developed strong coalitions with various firms, state agencies and others involved in the projects that I was working on at the time.

6- Knowledge of and demonstrated experience implementing regulations, and business policies and practices applicable to the job position.

Functional areas: (a) contract administration; (b) facilities management; (c) public and private sector strategic human capital management; and (d) public affairs.

I have over 35 years of experience in implementing regulations, which included my experience in the U.S. Army Nuclear Missile field, which operated under NORAD. In the private sector, I was required to be knowledgeable as to the various federal, state, and local regulations that pertained to my job responsibilities. As a manager with Mercedes Benz of North America, I was involved with various U.S. Department of Transportation regulations related to automotive safety and investigated numerous product liability cases to insure that Mercedes Benz complied with the governments regulations. During my tenure with T.P. H. Electric Construction Inc., which performed several large electrical utility projects that involved federal, state, and local funding. It was my responsibility to research, interpret and implement the various Department of Transportation's and electrical agencies policies. I conducted contract negotiations, managed public relations with local and state agencies, and insured that the corporation's facilities were up to standards.

7- Knowledge of and demonstrated experience in managing a large industrial complex including land and facility use, information technology requirements, and related infrastructure management activities.

During my tenure with T.P.H. Electric Construction, Inc., it was my overall responsible to manage not only the corporation's facilities, but that of a large client in Philadelphia, Pa. In addition, we were required to design, install, and maintain the physical internet. and computer infrastructure for numerous clients. We installed the fiber optic cables, copper wiring, completed all terminations, installed the mainframe computer equipment, and performed the final operational certification test.

The company had numerous U.S. Navy, and Pennsylvania State Department of Transportation contracts to install, and maintain high voltage electrical systems, traffic signals, and Interstate high way electrical work. I was personally involved in the design, installation and final inspections of the projects over a 25 year period.

8- Describe your demonstrated executive level experience in representing a large, complex industrial organization, both orally and in writing, to Congress, stakeholders, partners, and third party reviewers, the media, and public entities.

I had extensive experiences as District manager in the Philadelphia and Ohio area for Mercedes Benz of North America, in which I provided written and oral presentations, to various organizations, dealer groups, and to various legal entities. In addition, I was responsible for media and the public dissemination of company policies, product information, and conducted new vehicle introduction shows to important individuals, in the business community. During my tenure with T.P.H Electric Construction, it was my responsibility to address the media, and provide the majority of written and oral presentation to customers, state and local government representatives. During my time with Florida Gulf Coast University, I have prepared written presentations for the general public, and participated in community relations projects.

9- **Unique analytical ability to gather, and process information**, to develop solutions to problems, or improve existing policies, to provide a more efficient effective way of performing business task.

Thank you,
Thomas P. Heeney

Randy Mora

From: Holly LaRochelle <hollyalarochelle@gmail.com>
Sent: Tuesday, June 8, 2021 10:47 PM
To: Randy Mora
Subject: KC Manager Application
Attachments: Holly LaRochelle Resume June 2021.pdf; Professional References Holly LaRochelle 2021.pdf; Cover Letter City Manager Kenneth City.pdf

Good evening,

I am excited to submit my attached application materials for the City Manager position in Kenneth City.

Thank you for your consideration,

Holly LaRochelle, MPA, PMP
(612) 889-0956

HOLLY LAROCHELLE

MPA, PMP

Minneapolis, MN 55418 ■ 612.889.0956 ■ HollyALarochelle@gmail.com
www.linkedin.com/in/holly-larochelle-PMP

6/8/2021

Bonnie Noble, Barbara Roberts, and Kyle Cummings
Kenneth City Council
6000 54th Avenue North
Kenneth City, FL 33709

Dear Council Members,

Greetings from Minneapolis! Your City Manager position caught my attention today, and I'd like to submit my application for your consideration.

After serving the public at the State and County level in Minnesota for over 12 years, I am looking to contribute to a smaller, tight-knit community in a meaningful way. My goal is to bring the education and experience I've gained at top organizations to benefit a local community that is focused on preserving their unique natural, and historic resources. This community will value citizen & employee engagement, continuous improvement, and diversity, equity & inclusion. The work will require collaboration and strategy, using data to make decisions, and leveraging technology to improve resiliency and excellence in the community.

I'd be delighted to start my next chapter in public service by relocating to a vibrant Florida community like Kenneth City, where I'd be closer to immediate family and friends in Tampa, and able to indulge my love of nature, sailing and SCUBA diving year-round.

My career has been focused on driving enterprise-wide success through strategic planning and stakeholder collaboration, and executing operational projects in Information Technology, Human Resources, and Finance. My track record of success comes from hiring and leading high-caliber talent, and encouraging professional growth at all levels. Confident I can deliver the same results with the Village of Kenneth City, I invite you to review my résumé in detail.

With 8 years of experience leading cross-functional project teams and 12 years of business process improvement and performance management I would bring valuable skills to your Executive Team. I am uniquely suited for this position because of my commitment to customer service, diversity & inclusion, and employee engagement as illustrated by my experience:

- Providing direction and leadership to mature the Hennepin County Recorder's Office Performance Management System. Launching a first-ever employee performance portal, enabling a worker-friendly environment where staff have access to their own dynamic data, in an easy-to-read visual layout.
- Chairing the Quality Council on continuous improvement and performance management programs at MN Department of Health, ensuring we continued to meet Public Health accreditation standards.
- Leading transformational organizational change through strategic planning at my local Meals on Wheels organization during an economic crisis that threatened to shutter its doors after 40 years. 9 years later the organization is accredited, serving new clients and financially stable.

I think my passion for the people in public service, and continuous improvement driven by data, is a good fit for the City Manager position. Please contact me at your convenience to discuss how I may help your organization achieve its mission to *enrich the lives of the citizens by creating an exceptional environment and providing exemplary services that enable the community to thrive and prosper.*

Sincerely,



Holly LaRoche

**STRATEGIC PLANNING, PROJECT MANAGEMENT, PERFORMANCE MEASUREMENT,
IT LEADERSHIP**

12+ years' success driving improvements in State and County government

Turning great ideas into reality is what I love to do! I'm a passionate, people-centered public servant. As a strategic leader I've helped public and non-profit organizations devise scalable, adaptable, and sustainable efficiencies, while building teams that continue to deliver value long after the project ends. I excel at communication, conveying complex technical information in simple terms to build consensus among all levels of an organization.

My goal is to apply the experience, education and expertise I've gained at top organizations to an executive level position in a city or county organization that values citizen & employee engagement, continuous improvement, and diversity, equity & inclusion. The work will require collaboration and strategy, using data to make decisions, and leveraging technology to improve resiliency and excellence in the community.

HIGHLIGHTS OF EXPERTISE

- | | | |
|------------------------------|------------------------------------|-----------------------------|
| ✓ Customer Focus | ✓ Workforce Development | ✓ Software Implementation |
| ✓ Organizational Development | ✓ Continuous Improvement | ✓ SharePoint Design & Build |
| ✓ Policy Development | ✓ Business Intelligence | ✓ Procurement & Budgeting |
| ✓ Program Management | ✓ Public Speaking & Plain Language | ✓ Real Estate |
| ✓ Change Management | ✓ Facilitation | ✓ Small Business Owner |

EDUCATION & CERTIFICATIONS

MASTER OF PUBLIC ADMINISTRATION, concentration in Performance Measurement, *Hamline University, St Paul, MN*

BACHELOR OF ARTS in Art, concentration in Cultural and Comparative Literature, *University of Minnesota, Minneapolis, MN*

Certifications & Licenses

Project Management Professional (PMP)

ITIL v3 Foundations Certification

Real Estate Broker License

Lean Six Sigma Green Belt

Competent Communicator, Toastmasters International

CAREER EXPERIENCE

QUALITY CONTROL SUPERVISOR/STRATEGIC PROJECT MANAGER

2019 - Present

REAL ESTATE RECORDER'S OFFICE, HENNEPIN COUNTY, Minneapolis, MN

Launched new quality control function, supervising a staff of 11 to efficiently review 1000 real estate records per day on average, for properties located in the 45 cities of Hennepin County (population 1.4 million). Ensure the accuracy and searchability of real property records; Provide critical data on record accuracy to drive continuous process improvement, staff development, and accountability to our residents and customers.

Key Contributions:

- Managed strategic projects to modernize performance measurement systems, business intelligence reporting, and standard auditing procedures.
 - Automated office-wide data collection and analysis, decreasing time to produce performance reports by 80%.
 - Delivered 6 new business intelligence reports and decreased data lag time from 5 weeks to 1 day.
 - Launched easy-to-use, dynamic and interactive Key Performance Indicators (KPI) dashboards for management to quickly assess office performance based on teams, individuals, work type, and date ranges.
 - Launched first-in-the-organization employee performance portal, providing friendly, accurate and timely data to employees to increase ownership and accountability.
- Standardized training, onboarding, and employee engagement procedures for Quality Control team.

continued...

PLANNING DIRECTOR**2014 - 2019****OPERATIONS BUREAU, MINNESOTA DEPARTMENT OF HEALTH, St. Paul, MN**

Led cross-functional teams of up to 12 members to deliver large, cross-agency, mission-critical project initiatives that support the goals of program modernization and outstanding end user support, for an agency of 1300 employees, to address operational bi-annual budget shortfall of \$2 million. Developed performance plans for programs and service teams. Managed ongoing end-user customer service program to deliver on-time results that positively impacted program success and delivered operational efficiencies.

Key Leadership Responsibilities:

- Chair the Quality Council, which promotes continual process improvement across the agency, and ensure continued national public health accreditation.
- Serve on the IT Strategic Business Group, which manages the business architecture and application portfolio to ensure it meets the agency's strategic IT objectives.
- Co-lead committee for maturing the agency's SharePoint implementation.
- Co-Manage the Project Portfolio for Agency Project Planning office. Mentored junior business analysts and project managers through regular community of practice meetings and tool sharing.
- Serve on the statewide IT/Business Project Management Community of Practice (COP) leadership team.

Key Contributions:

- Developed and implemented a project recognition communication process that resulted in finalist in the Governor's Better Government Award, in the category "Great Place to Work" and resulted in promotions for 2 project team members.
- Developed standard operating procedures for facilitating business analysis (such as process mapping) for internal customers.
- Implemented standard onboarding process including assigning a "buddy" system to connect, engage, and retain new employees.
- Identified a solution-sharing opportunity and coordinated work across IT and business to transfer the application to 2 additional state agencies, saving 100 FTE hours and \$10,000. Provided implementation consultation that resulted in 100% adoption.

IT BUSINESS ANALYST FOR SHAREPOINT (4/2013 - 5/2014)**2013 - 2014****SHAREPOINT SITE OWNER, DEPARTMENT OF REVENUE (1/2013 - 5/2014)****STATE OF MINNESOTA MN.IT SERVICES, St. Paul, MN**

Delivered business process consulting, training, documentation, and application consulting to successfully migrate five state agencies with over 8,000 end users from on premise SharePoint to SharePoint 2013 in the cloud. Played a key role in ensuring faster adoption and higher proficiency with the IT changes, resulting in higher value for the business users. Integrated business change management strategies and tactics into the project execution plans.

Key Contributions:

- Facilitated cross-functional committee to uncover customer concerns about cloud security. Convened IT experts to educate customers on best practices, options and recommendations to increase their security posture. Resulted in the project proceeding, rather than failing due to security concerns.
- Launched and managed a Knowledge Base containing technical documentation, process flows, and troubleshooting steps for IT staff that reduced service time-on-calls by 25%.

IT SERVICE DESK REPRESENTATIVE**2012 - 2013****STATE OF MINNESOTA MN.IT SERVICES, St. Paul, MN**

Provided Tier-1 and -2 technical support for more than 2,000 laptop and desktop workstations and 1,600 users. Determined and resolved hardware/network issues and installed software products while delivering customer service and end-user training via phone support. Troubleshot and resolved hardware, network, software, and peripheral problems on Windows 7 operating systems in both LAN and remote offices.

IT PROGRAM COORDINATOR**2009 - 2012****STATE OF MINNESOTA, DEPARTMENT OF REVENUE, St. Paul, MN**

Led program office by coordinating the Computer Purchasing, Imaging and Distribution program for 18 divisions in the Information Technology and Service Delivery Division, supporting 1,600 users on Windows Operating Systems. Managed budget of \$1.4 million. and small- to medium-size IT projects to improve customer satisfaction, efficiency and cost savings. Led a team of 5 IT delivery technicians providing direct end-user support including employee development. Developed and delivered customer service training for IT imaging staff, and technical training for division hardware and software coordinators.

Key Contributions:

- 88% reduction in time to deliver a computer from 1 day to under 1 hour; resulting in over \$2 million in additional potential productivity for tax compliance activities over 3 years.

- Reduced computer inventory 18%, and average number of computers per employee from 2 to 1.5 in the first year.
- Increased efficiency of computer deliveries 8-fold, from 1 exchange per hour to 8.3 exchanges per hour.
- Improved data security by standardizing imaging and group policy, achieving a 97% compliance rate with IRS Publication 1075 versus 62% industry average.
- 100% positive response from customer service survey.

LEGISLATIVE FISCAL NOTE COORDINATOR/MANAGEMENT ANALYST

2008 – 2009

STATE OF MINNESOTA, DEPARTMENT OF REVENUE, St. Paul, MN

Analyzed current business processes, recommended and implemented IT improvements to meet business needs for the Property Tax division. Coordinated department legislative revenue/fiscal notes for property tax-related legislative proposals, and prepared legislative summary report on all bill analyses and proposals. Communicated with legislative staff, legislators, governor's staff and commissioner's office regarding revenue estimates. Coordinated project work across divisions within the department. Provided hardware and software purchasing and coordination, and basic workstation trouble-shooting services to Property Tax Division staff. Developed and maintained Property Tax intranet site pages, and updated external webpages content.

CHAIR, BOARD OF DIRECTORS

2009 – 2011

EASTSIDE MEALS ON WHEELS, MINNEAPOLIS, MN

Led a local non-profit Meals on Wheels organization through a major budget crisis due to a 50% cut to grant funding during a recession, to fulfill its mission to provide nutritious meals to over 150 homebound neighbors in Northeast Minneapolis and St. Anthony. Presided over monthly board of director meetings using parliamentary procedures. Oversaw the Executive Director, including quarterly & annual performance reviews, and performed comparative salary studies for compensation package. Co-developed and managed an annual operating budget of \$250,000, ensuring sufficient reserves were maintained and staffing remained operational. Acted as ambassador for community outreach, public speaking and fundraising activities.

Key Contributions:

- Gained first-ever certification with the Charities Review Council for meeting trust and accountability standards.
- Implemented inaugural strategic plan with key stakeholders; facilitated subsequent annual strategic planning events, and coached Vice President to co-facilitate sessions.
- Launched first-ever fundraising function for the organization, raising 30% of lost revenue through social media campaign, and partnerships with local artists & business.
- Partnered with state organization to organize lobbying efforts, and monitor legislative funding changes
- Implemented first-ever training program for new board directors, and development of an Employee Handbook.
- Targeted and recruited 3 new board directors to fill diversity & skills gap.

REAL ESTATE BROKER, OWNER

2009 – Present

EXCLUSIVELY YOURS REALTY, LLC., MINNEAPOLIS, MN

Founded a residential real estate brokerage providing exclusive buyer agency representation. Major responsibilities included pricing and market analysis, contract negotiation, maintaining high quality referral networks for home inspections, financing, home buyer assistance, title work, and repairs.

COMMUNITY LEADERSHIP

Community Advisory Board, Common Bond Communities, 7/2020 – present

Volunteer, Doors Open Minneapolis, May 2019

Vice President, MN Association of Professional Employees, 7/2018 – 6/2020

Mentor, MN Department of Health, 2016 – 2017

President, Riverpark Toastmasters, 2011 – 2013

President, Board of Directors, Meals on Wheels, 2008 – 2011

AWARDS AND RECOGNITION

MN CUP Semifinalist – for entrepreneurship in training category, Carlson School of Business at the University of Minnesota, 2021

Better Government Award Semifinalist – for “Great Place to Work” category, Minnesota State Governor Mark Dayton, 2018

Can Do! Award – for exhibiting a can-do attitude with excellent results, MN.IT Services, 2013 & 2014

Toastmaster of the Year – for excellence in club leadership and member achievements, Area 15 Toastmasters International, 2012

1st Place for Public Relations, for excellence in club marketing and communication materials, Toastmasters International, 2012

Trainer of the Month – for excellence in developing and implementing employee training, Minnesota Department of Revenue, 2012

2nd Place, Eastern Division Speech Competition, Toastmasters International, 2009

Dean's List, for earning a semester GPA of at least 3.6, University of Minnesota, 2001 & 2002

Professional References for Holly LaRochelle

Please notify me prior to contacting my references, so I can let them know to expect your call or email. Thank you for your consideration,
Holly

Name	Title	Organization	Phone	Email
Jan Alexander	Senior Consultant	Project Consulting Group (PCG)	(651) 246-0594	Janice.L.Alexander@comcast.net
Jesse Schleusner	Administrative Manager, Recorder/Registrar of Titles office	Hennepin County	(612) 543-0780	Jesse.Schleusner@hennepin.us
Benjamin Curtis	Director, Agency Project Planning Office	Minnesota Department of Health	(651) 201-5820	Benjamin.Curtis@state.mn.us
Jim Scheibel	Professor of Practice; Former Mayor of Saint Paul, MN	Hamline University	(651) 523-2545	jscheibel01@hamline.edu
Wendy Ady	Enterprise Service Director - Application Development	MN.IT Services	(612) 701-2220	wendy.ady@state.mn.us

Randy Mora

From: Kathy Laur <klaur@cityoftonkabay.net>
Sent: Tuesday, June 8, 2021 8:21 AM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Kathy Laur Resume.doc; Kathy Laur Cover Letter - Kenneth City.docx; References 3.docx

Good morning Randy,

Please see my attached cover letter, resume and references for the Town Manager position for Kenneth City. I'm very interested in the position and hope you will consider me as a candidate.

Thank you,



Kathy Laur
City Administrator

City of Tonka Bay
4901 Manitou Rd
Tonka Bay, MN 55331

952.474.7994
klaur@cityoftonkabay.net
www.cityoftonkabay.net

PLEASE NOTE: City Hall is open 7:00am - 5:30pm, Monday-Thursday.

KATHY LAUR
289 Primrose Path North, Bayport, MN 55003
klaur@live.com, 651-247-5446

June 8, 2021

Randy Mora
City Attorney
Kenneth City, FL

RE: Town Manager

Dear Randy,

Look no further! Kenneth City has found its new Town Manager.

I have almost 10 years of experience working in municipal government and hope you will consider me for the Town Manager position. The town's mission and vision statements resonate with me as they are parallel to how I like to lead my current city.

I'm currently the City Administrator for Tonka Bay, Minnesota. I've been able to accomplish a lot in my tenure with Tonka Bay including the renovation of a \$1.9M water treatment plant, a new special assessments policy and an updated personnel policy; I also oversaw a \$504,000 refurbishing/painting of the city's water tower that was completed in October 2020 and set in motion the development of a multi-unit residential construction project slated to be complete in Summer 2021. Additionally, I have experience in labor negotiations specifically the Teamsters Public and Law Enforcement Union.

I currently manage the city's finance, clerks, and public works departments. I work directly with the city engineer, city planner and attorney. These are contracted positions with the city.

When I was the Deputy City Clerk/Administrator for the City of Lake St. Croix Beach, I succeeded in completing the reconstruction and re-dedication of the city's Veterans Memorial Park. It's worth noting that all the park's improvements were 100% paid for through donations via the creation of the Lower St. Croix Valley Veterans Memorial 501(c)3 and its website (<https://www.lscvvm.com/>). Additionally, through grants and budgeting, I was able to purchase new playground equipment for one of the two city parks. I was the main point of contact for the City Hall remodeling project saving the city thousands of dollars by using STS (Sentence to Service) for much of the labor.

Because of family in Florida (Lady Lake and Clearwater), I've been a visitor for the last 22 years.

In addition to my master's degree in Public Administration (MPA) from Hamline University in St. Paul, my bachelor's degree is in journalism and communication. I have published articles related to Tonka Bay's water treatment plant and the fire departments live burn training. I have many years of experience writing and editing for publications. I've written resolutions and drafted ordinances and I've also written a contract for a previous city's recycling provider.

Thank you for your consideration, and I look forward to the next step.

Sincerely,

Kathy Laur

Kathy Laur

SUMMARY

Ten years of local government experience with strengths in the following areas:

- Team Building
- Zoning Code Compliance
- Labor Relations
- Ethics
- Project Management
- Policy Development
- Communication
- Organizational Management/Development
- Budget Preparation and Implementation
- Customer Relations
- Mediation
- Goal-oriented

A team leader with a proven record of getting things done. Experienced in managing small and large municipal projects. A goal-oriented professional that works well in groups and independently.

EMPLOYMENT HISTORY

City Administrator

CITY OF TONKA BAY

October 2019 to present

- Responsible for all City operations.
- Enforces the City’s Zoning Codes.
- Meets with union officials and conducts labor negotiations.
- Responsible for the completion of \$1.9M Water Treatment Plant renovation.
- Collaborated with the City Engineer for the \$504,000 Water Tower rehabilitation.
- Provides direction for long-term planning and major projects (infrastructure and parks).
- Serves on Police and Fire Department Operating Committees.
- Meets quarterly with City Administrators from neighboring communities to stay connected.
- Hires employees and serves as Human Resources contact.
- Develops and administers the city budget along with the City Treasurer.
- Works with the Lake Minnetonka Conservation District to ensure best practices on the lake.
- Wrote request and received an environmental grant two years in a row – Tree Canopy Grant
- Reclassified jobs/titles within City Hall and assessed workload among employees.
- Makes sure the City’s current processes, procedures, ordinances, resolutions, and plans evolve to meet the needs of the community and the city.
- Inclusive/team approach to management.
- Experience in community redevelopment: Multi-unit apartments and townhomes where a strip mall existed.

Deputy City Clerk/Administrator

CITY OF LAKE ST. CROIX BEACH

March 2018 to Oct. 2019

- Drafted ordinances and resolutions.

- Wrote requests for grants for the two city parks, a Veteran's Memorial Park and environmental grants.
- Responsible for Zoning Code violations and administration.
- Prepared and coordinated local elections.
- Assisted City Council, Planning Commission, Environmental Advisory Committee, Veterans Memorial Advisory Committee with meeting packets, minutes, and record retention.
- Worked directly with the Parks Board Chair maintaining all licenses, applications, registrations, and insurance requirements were current.
- Prepared the monthly Newsletter, its publication and distribution and all Website and Facebook content.
- Handled newsletter and ballpark advertising to offset costs.
- Instrumental in the remodel and reorganization of the City Hall offices.
- Worked with Sentence to Service (STS) when feasible to stay within budget.
- Cultivated productive relationships with the surrounding cities.
- Served as acting City Administrator in his/her absence.

Community Development Employee

CITY OF LINO LAKES, LINO LAKES, MN

December 2017 to Feb. 2018

- Researched impervious surface requirements.
- Contributed to the Comprehensive Plan specifically the Lino Lakes Airport section.
- Put together their Spring/Summer 2018 Newsletter.
- Used Laserfiche to research properties.
- Temporary employee to broaden my skills.

Administrative Clerk

CITY OF NORTH OAKS, NORTH OAKS, MN

February 2014 to Oct. 2017

- Partnered with the Deputy Clerk/Treasurer to develop a 7-step and range scale for salary increases. Formalized a process that had been non-existent.
- Constructed a 5-year contract for the citywide recycling contractor who had been working without a contract for several years.
- Member of a panel to hire and train new city staff.
- Worked with GovOffice to design a new website that is user-friendly and easier to navigate.
- Was instrumental in pushing for and contributing to an employee policy handbook that was adopted by the City.

Editor

NORTH OAKS NEWS, NORTH OAKS, MN

March 2012 to Dec. 2013

- Wrote and published informative articles for the paper.
- Wrote and photographed interesting residents and their achievements.
- Worked within strict deadlines efficiently and effectively.

Office Assistant

NORTH OAKS HOMEOWNERS' ASSOCIATION, NORTH OAKS, MN Sept. 2010 to Jan. 2013

- The city of North Oaks is a private community and doesn't own any property. The HOA handles all Public Works and Park and Recreation.

- Single handedly accomplished the planning and executing of the North Oaks Community Fair and Parade. Success was measured by breaking even financially on the event both years I planned and executed it.
- Developed a new system for scheduling ball fields throughout the community.
- Helped bridge the gap between the HOA and the City. The result was a collaborative working relationship between the two offices.

EDUCATIONAL HISTORY

Master’s in Public Administration (MPA)
 HAMLINE UNIVERSITY, ST. PAUL, MN

Bachelor of Arts in Journalism and Communication
 MARQUETTE UNIVERSITY, MILWAUKEE, WI

ACTIVITIES

2019–present	Member of the ICMA
2018–present	Member of the MCMA (Municipal and City/County Managers Assoc.)
2017–present	MCMA Conference Planning Committee
2016–present	Coffee and Careers
2016–present	National Association of Professional Women

RELEVANT EXPERIENCE AND COURSEWORK

2019 ICMA Small Cities Scholarship Award to attend the ICMA Conference
 2019 MCMA Conference Attendee – *Forging Impactful Communities*
 2019 MCFOA Conference Attendee
 2019 IIMC, Athenian Dialog
 2018 MCMA Conference Attendee – *The Renewed & Redefined Community Leader*
 2018 LMC (League of Minnesota Cities) Clerks’ Orientation Conference
 2017 MCMA Conference Attendee – *Designing our Communities, Designing our Connections*
 2016 MCMA Conference Attendee – *The Power of an Engaged Team & Community*
 2016 Hamline Insights and Trends – *Developing Your Organizations Culture*
 2015 Women in Public Service

References

Dave Engstrom, City Administrator/Clerk
Lake St. Croix Beach
16455 20th St. South
Lake St. Croix Beach, MN 55043
651-436-7031
dengstromlscb@comcast.net

Stephanie Marty, Deputy City Clerk/Treasurer
City of North Oaks
100 Village Center Drive, Suite 230
North Oaks, MN 55127
651-248-9816
smarty@cityofnorthoaks.com

Craig Waldron, City Government Professional
The Waldron Company
2843 Fernwood St.
St. Paul, MN 55113
612-961-7443
waldronco@gmail.com

Randy Mora

From: Christopher Rose <chris.rose.florida@gmail.com>
Sent: Monday, June 7, 2021 6:04 PM
To: Randy Mora
Subject: Town Manager
Attachments: Chris Rose Cover Letter.pdf; Chris Rose Resume.pdf; Chris Rose References.pdf

I am writing to apply for the Town Manager position. As requested, I have attached my resume, a cover letter, and references to this email.

Would you be kind enough to confirm receipt of this application and let me know if there is anything else that you might require from me?

Thank you! Have a wonderful day.

Sincerely,
Chris Rose
305-812-0407

CHRISTOPHER M. ROSE

305-812-0407 • Chris.Rose.Florida@gmail.com
<https://www.linkedin.com/in/chris-rose-40760420/>
333 Aragon Avenue • Apartment 506 • Coral Gables, Florida 33134

June 7, 2021

The Honorable Mayor Robert J. Howell and
Honorable Members of the City Council
Kenneth City Town Hall
6000 54th Avenue North
Kenneth City, Florida 33709

Dear Mayor Howell:

As “A Safe, Friendly Small Town,” Kenneth City deserves a City Manager who will help the City Commission achieve its goals and ensure excellent service delivery. As a public servant with more than 22 years of Florida local government administrative and operational experience, I have the skills, vision, and passion needed to help you serve the residents, businesses, and visitors of Kenneth City. I’m also proud to have led large teams, prioritized multiple and conflicting needs in several budgets, achieved the adoption of a large infrastructure bond, and implemented a new recycling system. I humbly request that you consider me for the position of City Manager.

I have held various leadership positions in local government, from a county Deputy Department Director to city Budget Director. In these roles, I have been responsible for Fiscal Management, Staff Management, Policy Facilitation, and Service Delivery – the top four executive responsibilities identified by the International City/County Management Association for effective local government leadership.

Concerning the responsibility of fiscal management, it has been the highlight of my career to prepare the budget for the City of Miami during financially healthy times and lean times. I also led the team that developed and achieved approval for the \$400 million *Miami Forever Bond Program* that has funded infrastructure repairs and improvements for years to come. During my time, I implemented a new public input processes for the annual budget with 15 separate public meetings each year, and then pivoted to videoconference public meetings during the pandemic. I have the analytical skills necessary to craft a multi-million-dollar budget and the soft skills to explain both the big picture and the details to all stakeholders.

Regarding staff management, I have supervised a staff ranging from 12 to more than 150 employees, encouraging many of them to perform at the top of their abilities and then progress to higher-level positions. I have a pace-setting management philosophy – having high expectations of my staff, playing to their unique strengths, and anticipating that they have high expectations of me. This also carries with it the implicit agreement that I understand and participate in their work, as one cannot lead without getting into the trenches with those who directly deliver services. I have ridden with code enforcement officers and building inspectors, moved boxes and furniture with GSA employees, sat on design committees with planning professionals, performed data entry with my clerks, filled potholes with the road crews, and required my administrative leaders to ride along with their respective operations staff. I know how to lead a team and encourage staff to improve their own customer service. I love to help staff make their work meaningful to themselves and to those whom they serve.

In terms of policy facilitation, it has been my privilege to help elected officials and other community leaders identify, work toward, and achieve their goals. Together, we have ensured that the right work is done in the right way. I have written resolutions and ordinances, developed white papers and policy briefs, lobbied other governments and public entities to change their policies, been deposed as the city's expert witness, and designed and helped design innovative new programs and methods of delivering new services. I have worked to ensure that my jurisdiction's strategic plan aligns with the needs of our elected officials, that our budget aligns to that strategic plan, and that the performance measures of each strategic area support necessary improvements or continued service delivery.

I developed a foundation of service delivery while I was a Deputy Department Director with the Miami-Dade County Department of Solid Waste Management. I led the team that implemented a new single-stream curbside recycling program for 351,000 households, working with 11 municipalities and navigating the policy decisions that surrounded this project before adoption. Then, mid-implementation, we terminated the contract for cart delivery due to poor performance and briefly absorbed operations in-house while quickly getting another vendor in place to continue with minimum disruption. These challenges resulted in a new, improved, and less-expensive service to our residents.

Kenneth City seems to be community that knows what it likes and takes a practical approach to achieving those goals. Whether dealing with the mundane (like urban chickens), to the enjoyable (the City Carnival), or the truly challenging (managing growth, addressing policing procedures, or ensuring pedestrian safety), the elected and appointed officials have focused on getting the right things done. I want to be a part of the team that continues this achievement. I trust that this letter and resume provide an idea of who I am and how I could assist. I look forward to hearing from you.

Sincerely,



Christopher Rose

CHRISTOPHER M. ROSE

305-812-0407 • Chris.Rose.Florida@gmail.com
<https://www.linkedin.com/in/chris-rose-40760420/>
333 Aragon Avenue • Apartment 506 • Coral Gables, Florida 33134

LEADERSHIP THROUGH INTEGRITY, TRANSPARENCY, AND TEAM-BUILDING EXECUTIVE EXPERIENCE IN BUDGETING, STRATEGIC PLANNING, GENERAL OBLIGATION BONDS, AND LABOR NEGOTIATIONS

More than 22 years of local government experience in South Florida with 15 years of executive experience. Led teams ranging from 19 to 160 employees. Prepared operating budgets of more than \$1 billion in multiple years during times of surplus and deficit. Managed grants, grant agreements, bonds, and bond covenants for the City of Miami. Led the team that developed the \$400 million Miami Forever General Obligation Bond Program and oversaw the effort to gain voter approval and its initial implementation. Possess the analytical skills necessary to craft a multi-million-dollar budget at the City of Miami and the soft skills to explain both the big picture and the details to all stakeholders with diplomacy. Successful at rolling out new, publicly visible programs in high-pressure, deadline-driven situations such as a new residential curbside recycling program for 351,000 households. Enthusiastic about personnel development, process improvement, innovation, data transparency and analysis, strategic planning, performance measurement, and prioritization of those services important to the communities served. An accomplished career of doing the right things in the right way.

PROFESSIONAL EXPERIENCE

Department Director, City of Miami – Office of Management and Budget August 2013 – January 2021

- Led a team of 19 employees over a seven-year period, developing budgets, providing advice, negotiating contracts, and explaining the meaning of the situation and the data to Elected Officials, City Leadership, peer Department Directors, citizens, and citizen groups
- Responsible for the annual development and adoption of the City operating budget of \$1.166 billion and the multi-year capital budget of \$763 million, recommending specific and strategic courses of action and monitoring the City's financial situation monthly during years of surpluses and deficits
- Provided monthly written and oral presentations to the City Commission on the financial status of the City and regularly presented to the volunteer Finance Committee and to all City Department Directors
- Negotiated Collective Bargaining Agreements with the City's four labor unions; provided creative ways to settle long-standing labor disputes; recommended changes to revenue streams to allow for increased expenditures; recommended workforce and expenditure reductions when in accordance with the priorities of the City's leadership
- Drafted legislation ranging from budget resolutions to ordinance updates, and financial reports to continue compliance with multiple bond covenants and grant agreements
- Achieved bond ratings upgrades from all three major ratings agencies over the last seven years: Fitch, Moody's, and Standard & Poor's
- Assisted in defense of prior City administration's actions during investigations by the Security and Exchange Commission and the Internal Revenue Service
- Championed strategic planning, performance measurement, and financial reporting to elected officials, peer executives inside the government, citizens, and other stakeholders in the City
- Improved financial and operational transparency with the publication of Proposed and Adopted Budgets while improving citizen accessibility to the budget with the publication of the Budget-in-Brief and online documents
- Successfully implemented a new budgeting system and continued its usage and upgrades

Assistant Director, Miami-Dade County – Public Works and Waste Management Dept. Oct. 2011 – July 2013

- Managed the merging of two departments for the Department Director, consolidating the engineering-oriented department of 823 positions (Public Works) with the daily-service-oriented department of 997 positions (Solid Waste Management) – two departments with different systems, methods, corporate cultures, and employee personalities
- Performed all of the same duties as when holding the position of Deputy Director of the Solid Waste Management Department, now for the larger merged department
- Led a team of 160 employees within the total department of 1,732 employees; oversaw a departmental operating budget of \$629.323 million and a capital budget of \$962.286 million

Deputy Director, Miami-Dade County – Department of Solid Waste Management Dec. 2006 – Oct. 2011

- Oversaw, managed, and coordinated all aspects of administration, including accounts payable, accounts receivable, financial reporting, procurement, budget development, budget adherence, bond administration, human resources, strategic planning, records management, intergovernmental affairs, tracking of state and federal legislation, information technology, customer service, planning, outreach, and media relations, while leading a staff of 160 employees
- Implemented the single-stream residential recycling program to more than 351,000 households and more than doubled participation and collection of recycled materials at a lower cost to the County
- Implemented the new Scalehouse System technology solution for revenue collection of more than \$100 million annually for the County's solid waste disposal system
- Oversaw the production of the Comprehensive Annual Financial Report for two enterprise funds of the Solid Waste Utility for six consecutive years

Capital Budget Coordinator, Miami-Dade County – Office of Management and Budget Mar. 2003 – Dec. 2006

- Led a team of two Budget Analysts; coordinated the development and publication of the annual \$2 billion Capital Budget; ensured accurate presentation and reporting of the financial, physical, and timely progress of all County capital projects
- Integrated two information technology systems to budget and monitor all capital projects; developed the new operating budgeting technology solution for the entire County

Budget Analyst, Miami-Dade County – Office of Management and Budget July 1998 – Mar. 2003

- Analyzed departmental operating and capital budgets and recommended solutions to functional and financial issues that were discovered during the analysis
- Negotiated interdepartmental disputes; responded to requests from the Mayor, the Board of County Commissioners, County leadership, media, citizens, and citizen groups
- Developed and wrote departmental budget narratives, position papers, memoranda, and budget ordinances

Co-Owner and Co-Operator, The Word Christian Bookstore Nov. 1993 – Aug. 1996

- Began this retail business from nothing after perceiving a market need in the community; successfully guided it through the first three years; profitable in each year after the start-up year

EDUCATION

- **Master's in Public Administration**, Florida State University, Tallahassee, Florida May 1998
- **Bachelor of Arts in Political Science**, Wheaton College, Wheaton, Illinois Sept. 1992

CHRISTOPHER M. ROSE

305-812-0407 • Chris.Rose.Florida@gmail.com
https://www.linkedin.com/in/chris-rose-40760420/
333 Aragon Avenue • Apartment 506 • Coral Gables, Florida 33134

PROFESSIONAL REFERENCES

Fernando Casamayor
Assistant City Manager
City of Miami
Miami Riverside Center (MRC)
444 SW 2 Avenue
Miami, Florida 33130
305-416-1009
FCasamayor@miamigov.com

Mayor Francis X. Suarez
City of Miami
3500 Pan American Drive
Miami, Florida 33133
305-250-5300
fsuarez@miamigov.com

Dr. Nzeribe Ihekwa
Assistant City Manager
City of Miami
Miami Riverside Center (MRC)
444 SW 2 Avenue
Miami, Florida 33130
305-416-1003
nzeribe@miamigov.com

CHRISTOPHER M. ROSE

305-812-0407 • Chris.Rose.Florida@gmail.com
https://www.linkedin.com/in/chris-rose-40760420/
333 Aragon Avenue • Apartment 506 • Coral Gables, Florida 33134

PERSONAL REFERENCES

Frank and Desiree Andreu

(current Neighbors)
333 Aragon Avenue
Apartment 507
Coral Gables, Florida 33134
786-856-9003
FrankAndreu@fgmws.com

Tom and Erica Schuster

(Previous Neighbors)
8705 SW 192 Street
Cutler Bay, Florida 33157
305-613-0202

Teresa Enriquez

Executive Chief Assistant Public Defender
Miami-Dade Public Defender's Office
(we served on the Board of *Do the Right Thing* together)
Bennett H. Brummer Building
1320 NW 14th Street
Miami, Florida 33125
305-545-1600
tze@pdmiami.com

Randy Mora

From: Yvonne Folck <yfolck@hotmail.com>
Sent: Monday, June 7, 2021 12:10 PM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Kenneth City.docx; RESUME.docx; YVONNE FOLCK REFERENCES.docx

Submitting an application for Town of Kenneth City Manager

Town of Kenneth City
Manager Position

06/07/2021

Dear Council Members,

I have been successful in executing multi million dollar projects for a remote community in Alaska to improve economic development possibilities and community infrastructure. Researching and writing grants from private and several government funding sources has been the work I have done for 25 years. If a project needs to be planned, executed and financed this is my forte.

As the Kenneth City Manager I would bring success to your infrastructure needs and increase your intergovernmental presence. My ability to work with several government agencies, to include state and federal, at the same time will move your projects forward with great speed. I state, "my entire career has been in sales" because it is always necessary to "sell" your projects and needs to funders, partners, and the community at large resulting in the greatest investments.

My service in a remote Alaskan community gave me great opportunity to wear several hats and lead the community in economic development, coastal preservation, and community driven changes. Kenneth City shares many of my values and vision for a wonderful community to live in. Thank you for this opportunity to present myself.

Sincerely,
Yvonne Folck

Yvonne Folck
1660 N. Dolton Point, Crystal River, FL 34429
Cell: 716-870-4754
Email: yfolck@hotmail.com

Summary of Qualifications

- Executed \$11,000,000 infrastructure project from concept to construction in 3 years
- Strategic planner who implements plans for growth and sustainability
- Collaborator bringing many levels of government and private business together

Professional Experience

CEO, Wild Women Unite LLC, Crystal River, FL 2002 - 2019

- Developed and executed a business to teach women outdoor skills
- Contracted partners within the industry for supplies and instructors
- Provided weekend workshops with one hundred plus participants
- Directed international network of 1500 women
- Secured a trademark “Wild Women Unite”
- Marketed and sold franchise rights in 5 states and Canada
- Sold Wild Women Unite trademark and business in 2019

Planner/Grant Writer/Coastal Manager, Bristol Bay Borough, Naknek, AK 2005 – 2009

- Served at the will of Planning Commissioners: identifying community concerns; researching the issues, permitting laws, state and federal

regulations in preparation for public meetings

- Executed \$11,000,000 infrastructure project with local, regional, state, federal and private funding sources
- Presented projects to State Senate, Legislative Committees and Budget Office for partnership buy in
- Secured \$14,000,000 commitment from private businesses for brick and mortar improvements
- Conducted public meetings to rewrite the Bristol Bay Borough Comprehensive Plan
- Rewrote the Coastal Management Plan to include enforceable policies controlling development and mitigating environmental impact
- Executed 1st Bureau of Land Management mapping of the Borough

Education

- Completion Federal Grant Management Workshop regarding acceptable reporting and financial management using “Federal Grant Management Circular”
- Certified Competent Communicator
- Crisis Intervention Specialist
- Leaders Institute, New York State Tug Hill Commission, Watertown, NY
- BA Ithaca College, Ithaca, NY

Professional Organizations & Committees

- Toastmasters International
- Fire Standards Council, State of Alaska, Governor Sarah Palin’s Office
- NYS Attorney General Committee “ Community Education for Non Discrimination Practice”

YVONNE FOLCK REFERENCES

Professional

Clyde Eddie Clark (907) 246-4224

Steve Morsted (540) 315-2369

Fred Pike (907) 246-4457

Personal

Suzanne Suchan (716) 548-5013

Robin Cowdery (585) 721-1408

Annette Snedaker (407) 608-2098

Randy Mora

From: patrick albritton <tt96albritton@gmail.com>
Sent: Sunday, June 6, 2021 5:20 PM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Patrick Albritton Resume 2021.docx; Patrick Albritton References 2021.docx; Patrick Albritton Cover Letter_Kenneth.docx

To Whom it Concerns,

Please find attached my cover letter, resume, and references.

Thank you,
Patrick

--

Patrick Albritton
tt96albritton@gmail.com

Patrick M. Albritton

✉ tt96albritton@gmail.com

☎ (406) 868-2364

📍 12530 Hawk Stone Drive, Colorado Springs, CO 80921

6 Jun 2021

Position: Town Manager – Kenneth City, FL

To Whom it Concerns,

I have spent the last 25 years successfully directing large national and international infrastructure programs working with local, state, federal and international government stakeholders. I have a proven record leading large teams, setting strategic direction, driving innovation, and delivering complex systems on schedule and within budget. My communication skills and recognized expertise in establishing strong relationships with colleagues and customers are perfectly in line with your requirements. My demonstrated ability to instill a common vision and inspire dynamic teams based on trust and mutual respect are essential attributes ready to help Kenneth City grow into the next decade.

Please review a list of my recent career highlights:

Deputy Department Head, Department of Civil & Environmental Engineering **June 2019 - Present**
United States Air Force Academy (USAFA)

- ✓ Responsible for academic facilities, safety & emergency management, strategic construction program and support contract; ensures safety of 850 personnel; Manages 1.1M sqft of higher education real estate - \$158M in new construction; Provided sustainability facility input; established goals and strategies creating 5-year roadmap
- ✓ Life cycle management Program Manager; works with CFO to fund lab equipment for 28 academic majors; Dean of Faculty's Crisis Action Team Representative; Drafted Disease Containment Plan Annex, managed Norovirus outbreak and COVID-19, maintained clean academic environment with zero known classroom related COVID spread to date

Director, Program Management Office (PMO) **2018 – 2019**
Headquarters Air Forces Central Command, Al Udeid Air Base (AUAB), Qatar

- ✓ Built matrixed PMO with 9 organizations; began construction in 6 months; planned 140+ projects for 50-year base master plan; Led development of 10 dormitories and 2 dining facilities (\$640M); authored supporting force protection and logistical plan; fixed campus flow while increasing quality of life for 8,000+ personnel
- ✓ Authored and implemented PMO communication plan and multiple project charters; managed execution, governance and documentation of construction projects; created, refined and executed construction quality assurance and quality control; assured requirements were in scope; reduced risk through continuous issue tracking

As a civil engineer, a certified project manager, facility manager and expert in business continuity I am adeptly positioned to assume the responsibility of this position. In addition, I have a successful history of building and leading diverse teams, collaborating across cultures, encouraging and sustaining a respectful work environment, empowering others and delivering professional customer service to all stakeholders. I can help deliver this ethos of excellence throughout Kenneth City by advocating for ALL: residents, employees, businesses and partner governments. Removing obstacles so those executing the work is essential; but building and sustaining a team that values and represents the organization's vision is paramount – that would be my role.

I am seeking continued strategic personal and professional growth following a successful military career. I believe that my experiences align perfectly to fulfill both of our goals.

I look forward to scheduling an interview at your earliest convenience. Please call (406) 868-2364, or email me at tt96albritton@gmail.com. Thank you for your consideration.

Sincerely,



Patrick Albritton

Patrick M. Albritton, PMP, CFM, CBCP

(406) 868 2364 ♦ 12530 Hawk Stone Drive, Colorado Springs, CO 80921 ♦ tt96albritton@gmail.com

LinkedIn: www.linkedin.com/in/patrick-albritton-pmp-cfm-cbcp-2716ab89

Senior Executive Profile

- ♦ **Air Force Veteran with 25 years of experience primarily in city management.** Trusted to operate and maintain airport, academic, industrial, residential and commercial activities worldwide. Career supported by Bachelors and Masters in Civil Engineering and Engineering Management along with certifications in Project/Facility Management and Business Continuity.
- ♦ **Extensive background in facilities and infrastructure planning, management and construction.** Responsibilities include supporting small city sized government and civilian stakeholders, by maintaining existing infrastructure, and designing/constructing new to meet growth or modernization. Also experienced in emergency planning, management and response as Emergency Operations Center (EOC) director.
- ♦ **Proven record leading large teams, setting strategic direction, driving innovation, and delivering complex systems.** Experience in fast-paced, high intensity environments with dynamic schedule and cost requirements. Exemplary communication skills with expertise in establishing strong relationships with colleagues and customers. Ability to instill a common vision, develop teams and inspire organizational change based on trust and mutual respect.

- Strategy Development & Implementation
- Lifecycle Management
- Exercise, Test & Evaluation
- Resource & Change Management
- Stakeholder Engagement
- Logistics & Security Planning
- Industrial Control Systems Cybersecurity
- Budget Planning & Control
- Business Continuity

Top Secret security clearance (TS-SCI)

Professional Experience

Deputy Department Head, Department of Civil & Environmental Engineering **June 2019 - Present**
United States Air Force Academy (USAFA)

Supervises 28-course civil & environmental engineering curricula with 4 divisions & 18 faculty members

- Responsible for academic facilities, safety & emergency management, strategic construction program and support contract; ensures safety of 850 personnel; manages 1.1M square feet of higher education real estate - \$158M in new construction
- Life cycle management Program Manager; works with Chief Financial Officer to fund lab equipment for 28 academic majors
- Provided facility input to USAFA's Sustainability Workshop; established goals and strategies creating 5-year roadmap
- Collaborated with facility engineers on energy management system; established window insulation pilot study
- Dean of Faculty's Crisis Action Team Representative; Drafted Disease Containment Plan Annex, managed Norovirus outbreak and COVID-19, maintained clean academic environment with zero known classroom related COVID spread to date

Director, Program Management Office (PMO) **2018 – 2019**
Headquarters (HQ) Air Forces Central Command, Al Udeid Air Base (AUAB), Qatar

Developed strategic vision for \$3.5B recapitalization of AUAB supporting coalition partners and Government of Qatar

- Built matrixed PMO with 9 organizations; began construction in 6 months; planned 140+ projects for 50-year base master plan
- Led development of 10 dormitories and 2 dining facilities (\$640M); authored supporting force protection and logistical plan; fixed campus flow while increasing quality of life for 8,000+ personnel
- Authored and implemented PMO communication plan and multiple project charters; managed execution, governance and documentation of construction projects; created, refined and executed construction quality assurance and quality control; assured requirements were in scope; reduced risk through continuous issue tracking

Deputy Chief, Facilities Division **2017-2018**

Deputy Chief of Staff for Logistics, Engineering and Force Protection, Pentagon

Built, advocated, and justified United States Air Force (USAF) military construction (MILCON) program to USAF Corporate Structure, Office of Secretary of Defense, Office of Management and Budget and Congressional staffers

- Developed infrastructure program advocacy; \$6B in facility sustainment and operational budgets supporting a \$255B facility inventory; prepared senior leaders for testimony to Congress:
- Provided oversight and advocacy for the cybersecurity of over 1,900 USAF civil engineer industrial control systems
- Led strategic communication team; ensured effective change management and unity of effort across civil engineering enterprise

Chief, Installation Support Requirements **2015-2017**
Air Force Reserve (AFR), Pentagon

Led AFR enterprise-wide installation support portfolio (\$2.5B); integrated 22 operational and personnel funding program elements with Headquarters Air Force staffs: protected critical resources (71 sites/2,741 facilities)

- Programmed, tracked expenses and advocated funding for 11 civil engineering programs totaling \$300M per year
- Represented AFR to US Senate & House of Representatives on all facility operations, maintenance and construction issues

Commander, 23 Civil Engineer Squadron (City Engineer/Manager)

2013-2015

Moody Air Force Base (AFB), Georgia

Commanded 335 personnel and 76 contract man-year equivalents, provided emergency management, explosive ordnance disposal and fire response for 5.5K personnel and aircraft. Air Combat Command's #1 CE squadron – Curtin Award (#2/55 USAF)

- Operated 833 facilities: 2.8M square feet worth \$1.6B on 118K acres; \$8.9M budget, \$2.5M utilities expenditures and \$2.2M facility related contracts; Air Combat Command's #1/12 Fire Dept (Sanborn Awd); #1/12 EOD team (Stryzak Awd)
- Managed \$150M construction and design programs (beddown, demolition and energy); surpassed operational goals

Commander, 451 Expeditionary Support Squadron (City Engineer/Manager)

July 2014 – January 2015

Kandahar Air Base, Afghanistan (6-month deployment)

Led 159 personnel: 9 career fields and 4 nations, supported 1.5K personnel across 2 locations, oversaw 15-member security detail

- Managed \$1.6M internet infrastructure contract; guaranteed personnel had link to home and education
- Directed 48 airfield and garrison infrastructure projects valued at \$5.4M; led 2 mobile airfield arresting system installs - created divert landing strips for all fighter aircraft; oversaw \$9.4M security system; protected 23 km grid, 360 zones with a 98% detection rate; neutralized 26 explosive devices

Commander, 336 Training Support Squadron (City Engineer/Manager)

2011-2013

USAF Survive, Evade, Resist and Escape (SERE) School, Fairchild AFB, Washington

Commanded 114-person squadron with 11 major functional areas including civil engineering, logistics, medical, information technology and administrative functions; managed Air Education and Training Command's 2nd largest parachute jump program

- Directed all support functions for the USAF SERE school; managed resources valued over \$70M and a \$1.9M budget; won Balchen Post Award for excellence in snow removal operations
- Led 13 projects worth \$4.6M at 3 geo-separate locations; programmed \$56M in out-year projects; maintained \$7.3M vehicle fleet (90% in-service); managed SERE medical clinic; conducted 17 search and recovery missions saving 16 lives

Chief, Nuclear Infrastructure Management

2009-2011

Air Force Strategic Deterrence and Nuclear Integration, Pentagon

Advocated USAF Corporate Structure annually for nuclear infrastructure/facility requirements for sustainment, restoration and modernization funding; developed policy, plans, & guidance for nuclear infrastructure and facilities

Program Manager - Facility Sustainment, Restoration, Modernization, & Demolition

2008-2009

Directorate of Civil Engineering, Pentagon

Managed \$18B; advocated USAF Corporate Structure annually, garnered \$450M for the Dormitory Quality of Life program and \$1.25B for the AF Energy Conservation program, led nuclear-related facility maintenance program; designed roadmap, accelerated identification of \$62M in requirements

Education

- Air War College, Senior Executive Professional Education, Air University, Montgomery, AL, 2013
- MS, Military Science, USMC University, Quantico MCB, 2008
- MS, Engineering and Environmental Management, Air Force Institute of Technology, WPAFB, 2000
- BS, Civil Engineering with Honors, Texas Tech University, Lubbock, TX, 1996

Publications

- Albritton, P.M. 2008. AFRICOM Engineers: Using Water in the Fight for Regional Security. Master's Thesis, United States Marine Corps Command and Staff College
- Albritton, P.M. 2000. Methodology for Evaluating the Impact of Aircraft Shelter Systems on Aircraft Operations at Forward Operating Locations. Master's Thesis, Air Force Institute of Technology

Professional Certifications and Affiliations

Certifications

- Program Management Professional (PMP) – Project Management Institute (PMI), 2021
- Certified Facility Manager (CFM) – International Facility Manager Association (IFMA), 2017
- Certified Business Continuity Professional (CBCP) – Disaster Recovery Institute International (DRII), 2016

Affiliations

- Project Management Institute (PMI)
- Society of American Military Engineers (SAME)
- International Facility Managers Association (IFMA)
- Discovery Canyon Campus Parent Advisory Group
- Disaster Recovery Institute International (DRII)
- Tau Beta Pi (National Engineering Honor Society)
- Chi Epsilon (National Civil Engineering Honor Society)
- Military Connected Youth Program

Patrick M. Albritton

✉ tt96albritton@gmail.com

☎ (406) 868-2364

📍 12530 Hawk Stone Drive, Colorado Springs, CO 80921

References:

- 1. Everett Thomas, Sr**
Maj Gen, USAF-Ret
Lockheed Martin
King of Prussia, Pennsylvania
321-474-3859
everett.h.thomas@lmco.com

Relationship:
Supervisor and lifelong mentor. I was his Executive Officer from 2005 to 2006 while he was the Wing Commander of 341 Space Wing, Malmstrom AFB, Great Falls, Montana.
- 2. Timothy Green**
Maj Gen, USAF-Ret
Strategic Advisor for National Security Initiatives,
Center for Infrastructure Renewal
Texas A&M University
College Station, Texas
979-317-1208
tsgreen@tamu.edu

Relationship:
The USAF Civil Engineer and supervisor at Headquarters Air Force, Pentagon from 2017 to 2018. Hand selected me to create and lead the Program Management Office to implement \$3.5B in infrastructure improvements.
- 3. Paul Murray**
Brigadier General, USAF
Air Combat Command
Joint Base Langley-Eustis, Virginia.
paul.murray@us.af.mil

Relationship:
Air Force Central Command's Chief of Staff while I was the Director, Program Management Office at Al Udeid Air Base, Qatar. I had daily interactions with Brig Gen Murray in the execution of my job with the US Embassy and the various military entities in Qatar from 2018 to 2019.
- 4. Gerald Johnson**
Senior Technical Advisor for Air Force Strategic Deterrence & Nuclear Integration
Pentagon, VA
202-498-2059
gerald.johnson@us.af.mil

Relationship:
My immediate supervisor at the Pentagon working Air Force construction program from 2017 to 2018
- 5. Joel Sloan**
Colonel
United States Air Force Academy
Dept of Civil and Environmental Engineering
Colorado Springs, CO
540-267-5452
joel.sloan@usafa.edu

Relationship:
My immediate supervisor at USAFA from 2019 to present.
- 6. Joe Suhajda**
Lieutenant Colonel
United States Air Force Academy
Dept of Management
Colorado Springs, CO
719-213-9825
Joseph.Suhajda@usafa.edu

Relationship:
Peer instructor at USAFA. I have known Joe since 1998. I attended graduate school with his wife, Colonel Sierra Suhajda.

Randy Mora

From: wt spark <wtspark@gmail.com>
Sent: Saturday, June 5, 2021 10:28 AM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Manager2.docx; Cover Letter (2).docx

Greetings,

Please see attached for your consideration. Thank you

Wade Sparkman
901 South Surf Road #308
Hollywood, FL 33019
904.753.1380
WTSPARK@GMAIL.COM
05-23-2021

Greetings,

I have been employed in executive leadership positions since 2002. Responsibilities over Finances, Budgets, and Administrative Services have been the center of my public service experience. I am a graduate of the CDC's Leadership Institute and a former Mentor for the Institute.

As a Supervisor and Director in Fernandina Beach for more than 16 years, I gained extensive experience in leadership skills responsible for 18 state and county compliance public programs and all administration aspects. All required meticulous and complex legal interpretation of the State Statutes and Florida Administrative Codes requiring excellent communication, education, and negotiation skills in a politically challenging environment. I was responsible for Budgets, Revenue Forecasting, Procurements, PCARD Administrator, Human Resources, Training Coordinator for Disaster Preparedness, Safety Training Coordinator, Field Training Coordinator, Lead Public Information Officer, and Customer Service. I served on the Development Review Board for 21 years for construction permitting and growth development. I also was responsible for the training of 80 staff members with FDOH for strategic planning initiatives, Sterling, and National Accreditation which demonstrated the capacity for leading an organization through a continuous quality improvement management process.

For three years I served with the Florida Department of Corrections as the Budget and Human Resources Manager for 432 employees of which 300 were Officers. I managed a 19 million budget responsible for all human resources, labor relations (union contracts), facilities, assets/inventory, warehouse, logistics, contracts (commodities & services), all forms of procurements, financial reporting, benefits, Risk, fleet, budgets, enforcement, 5 Year CIP, training, and leadership development for a State prison and three other correctional facilities.

Currently serving as the Budget/Finance Manager, I am responsible for business services, multiple budgets, trust funds, grants, revenue, customer service, project management, fleet, operations, multiple facilities, warehouse, assets/inventory, financials, and human resource functions including talent management, benefits, risk, labor relations and disciplinary actions according to Federal/State laws and four collective bargaining agreements for 96 positions. Currently, I am responsible for creating a new Enterprise Fund operation including business plans, finance, and accounting operations.

I have acquired the knowledge and skills to lead, monitor and assess program performance establishing benchmarks and standards to successfully exceed the established mission, values and vision as well as creating new procedures and technology to adequately adjust to changes in a fluid environment.

Lastly, I am dedicated lifelong learner and administrator who leads by example with energy and vision.

Respectfully,

Wade Sparkman

WADE SPARKMAN

901 South Surf Road, Hollywood, Florida 33019 | wtpark@gmail.com | 904-753-1380

SKILLS

Active Listening	Kaizen	Financial Reporting
Time Management	Manpower Modeling	Budget Management
Policy Development	Talent Acquisition	Performance Audits
Identification of Key Causes	Disaster Preparedness	Process Improvement
Performance Management	Process Development	Talent Management

EXPERIENCE

BUDGET/FINANCE MANAGER

BROWARD COUNTY

August 2018 to PRESENT

- Direct and coordinate the planning, implementation, and evaluation of administrative and business services in accordance with business strategies for short term and long-term goals. These services include personnel services, financial services, inhouse and online sales and inventory and logistics management. Responsible for capital outlay planning, preparation and analysis of Requests for Proposals, Requests for Qualifications, Invitations to Negotiate, contracts, plans, and specifications including ability to negotiate and manage contractual arrangements, procurement, site maintenance, operations and evaluation of products and services provided and purchased. Manages the development and adoption of the Five-Year Capital Improvement Program, annual budget development process. Prepare Board Agenda Items. Accounting or inventory and assets, depreciation, and disposal.
- Administer the functions of financial accounting, revenue forecasting, accounts payable, accounts receivable, financial reporting, payroll, purchasing, cash receipts, investments, records retention, and destruction. Manage multiple budgets and grants, perform cost-benefits analysis, Develops, and implements policies, procedures, and controls to ensure compliance with laws, regulations, County Ordinances, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standard Board (GASB) Responsible for a new Enterprise Fund business plan including budget, revenue projections, profit margins, services, staffing, marketing, and equipment. Disaster preparedness, response, accounting, and FEMA reimbursements.
- Direct the planning, development, implementation, and evaluation of the agency's personnel services. Provide recruitment, interviewing, hiring, on-boarding, NEO training to supervisors, divisions, benefits, safety, and security training. Responsible for 96 employees, payroll, EAP, risk management, public relations, and customer service. Responsible for Public Records Requests, respond to media requests and monitor employee's interaction with media. Conduct Pre-Disciplinary and Disciplinary hearings in accordance with county policies and four collective bargaining units.
- IT systems – Microsoft10 programs/Outlook, Teams, NIMS 100-700 WebEx, PCARD, Bid Sync, KRONOS, ORS/NEO GOV, Peoplesoft, Skillport, Chameleon, INOVA, EBI, E-Verify, Oracle-Cloud, ERP, AIM, Adobe Pro, Agenda Quick and Legistar

BUDGET MANAGER and HUMAN RESOURCES MANAGER

FLORIDA DEPARTMENT OF CORRECTIONS-Dade Correctional

January 2016 To December 2018

- Manage the business operations for the Dade Correctional Institution with desired results that are consistent with the overall organizational strategy and mission. Manage contractual issues

pertaining to operations and maintenance contracts, commodity contracts, and professional services contracts. Analyzes programs to assess value, evaluate budgetary needs and set goals for the mission or the agency. Directs the onsite operations of the safety, environmental, risk management, logistics, warehouse and mail services, special project construction and sustainability services. Facilities management of four sites, inventory, and asset accounting.

- Human Resources manager for 432 employees. Oversee recruitment, interviewing, hiring, on-boarding, NEO, safety, security, and operations training, performance reviews, re-classifications, promotions, demotions, disciplinary procedures, and dismissals in conjunction with collective bargaining units. Administration of benefits, KRONOS Manager, and People First Administrator.
- Oversee the processing of all invoices and pay documents for the procurement of goods and services through My Florida Marketplace, PCARD transactions, in compliance with contract terms and conditions. Monitors fund balance for all funds and provides written overview. Supervise daily cash operations for departments, bank account reconciliations, deposits, and related audits. Manage a 13-million-dollar budget. Periodic reporting on budget by category, object code and cost center. Disaster preparedness, response, accounting, and FEMA reimbursements.
- Certified Contract Manager for contracts with The South Florida Water Management District, City of Homestead, City of Florida City, and FDOT. Prepare and manage five-year Capital Improvement Plan.
- IT Systems – DAVID, E-Verify, My Florida Market Place, Florida Fiscal Portal, FLAIR, EBI, E-Verify, PCARD, Outlook, People First, KRONOS, AIM, Adobe

Director and Consultant

FDOH and FDVA
2002 -2014

- Senior Leadership background with executive management experience in long range planning and identifying strategic goals that align with the mission of the agency, application of statutes and codes. Nassau County Development Review Board Member for 20 years. Review and issue permitting for all developments, utilities, improvements, commercial, industrial and storm water treatment and storage for all county developments according to county ordinances, growth management, FDEP, FDOT, Water Management District. Manage the Healthy Beach's, potable water quality, wetlands delineation, surface water quality, facilities, air quality programs and oversee coastal, intracoastal and freshwater ways in conjunction with FDEP, ST. Johns River Water Management District, St. Johns River Keepers and St. Mary's River Keepers. Responsible for the management of 18 state compliance programs to ensure the safety, welfare, and health of the community. Responsible for the licensing and inspection of child-care facilities, public and private schools, juvenile justice facilities, nursing homes and assisted living facilities.
- Direct the planning, development, implementation, and evaluation of the division's personnel services. Provide recruitment, interviewing, hiring, on-boarding, and training of supervisors, field, professional and disaster preparedness staff. Responsible for 12 employees FMLA, ADA, Workers Comp, EEO, HIPPA, harassment, diversity, public relations, safety and security laws and regulations. Disaster Preparedness Coordinator, Safety Coordinator and Fleet Manager., SPNS and accounting for FEMA reimbursements.
- Budget development and management, provides long-range cost estimates, plans, and advises on effective and efficient means for the acquisition and use of funds to support programs and activities, revenue forecasting, financial reporting, audits, procurement, fleet purchases and management, office lease negotiation, property, and county ordinance development. Florida Certified Contract Manager, contract management of grants, interagency agreements, MOU's and services with state, County, and nonprofit agencies. Manages the development and adoption of the Five-Year Capital Improvement Program Assists in the annual budget development process.
- Demonstrated knowledge of health policy issues, experience in public speaking, and working with elected officials, governmental bodies, community partners, and the media as Lead PIO. Demonstrated capacity for leading an organization through a continuous quality management

process including directing, budgeting, assessing, planning, implementing, evaluation and monitoring. An Administrator who demonstrates capacity to advocate for the mission of the organization.

EDUCATION

VALDOSTA STATE UNIVERSITY, VALDOSTA, GA
BBA MANAGEMENT
St. Louis University, St. Louis, MO
LEADERSHIP

LEADERSHIP

Rayonier Environmental Board	Hostage Negotiator
Florida CEHP	Executive Leadership Team
Nassau County Development Review Board	Employee Satisfaction Chairman
Disaster Preparedness Coordinator	Treasurer
Safety Committee Chairman	Davis Productivity Recipient
Disaster Coordinator Chairman	Lead PIO
Sterling	National Accreditation

REFERENCES –

Ronnie Nessler 904-699-2617
Cevera Burgess 904-753-1972
Mike Mullin 904-753-2344
Jeff Smith 786-349-6225
Alessandra Medri 954.325.2082
Mike Godwin 904-535-8643

Randy Mora

From: Ricardo Mendez <rjmcivilpe@icloud.com>
Sent: Saturday, June 5, 2021 5:10 AM
To: Randy Mora
Subject: KC Town Manager Application
Attachments: Cover Letter City Manager-2021.pdf; Resume City Manager Ricardo Jose Mendez 2021.pdf; Professional Reference Letters (10) Ricardo J. Mendez.pdf

RICARDO MENDEZ-SALDIVIA, MBA, PE, CGFM, ICMA–CM

905 Brickell Bay Dr. Suite 323 Miami, Florida 33131 | (305) 924-2534 | rjmcivilpe@gmail.com

June 5, 2021

Kenneth City, Florida
Human Resources

Subject: Town Manager

Dear Personnel Officer:

I have attached my resume and references in support of my application for the subject-referenced position. I have over 30 years of professional experience in public and private sectors reorganizing departments, implementing strategic management plans, delivering complex infrastructure programs, implementing financial recovery plans, and helping distressed municipalities while saving local governments significant financial resources. I became a professional City Manager by accomplishing a complete career track in the county and municipal government serving in the capacity of Section Head, Division Manager, Assistant Director, Director of four Departments (Finance, Administration, Program Management and Public Works), Assistant City Administrator, Chief Operating Officer, and Chief Administrative Officer. Therefore, completing the entire protocol to become an ICMA–CM.

I have developed expertise in municipal planning, programming, budget development and control, operations management, accounting, reporting, and auditing. Thus, becoming a Certified Government Financial Manager experienced in every aspect of municipal financial management and proficient with GASB principles, practices, and compliance. As a professional City Administrator, I bring hands-on expertise in community affairs, planning, economic development, operational analysis, labor-management relations, collective bargaining, intergovernmental relations, IT, procurement, risk & bond management, real estate, building, emergency management, public works, and public safety. As a registered professional civil engineer, I would bring expert knowledge in program management, planning, and implementation of capital programs up to \$2 Billion, including facilities and public infrastructure, e.g., transportation, water & sewer systems–treatment plants, and environmental compliance.

As Chief Operating Officer for the City of Harrisburg, PA, I led the City's Financial Recovery Plan with 130 management improvement, cost containment, and revenue-enhancing initiatives across 20 Departments and Bureaus, including public safety. Under my leadership, the City completed the past due 2009, 2010, 2011, and 2012 Comprehensive Annual Financial Reports and three audits within 16 months. After eliminating chronic delays, errors, and omissions, I developed the City's in-house capacity and processes in several departments to assure completion and delivery of future audits, budgets, projects, and programs on time; therefore, winning the GFOA Budget Award for excellence in financial reporting in 2013.

Additionally, following the City Receivers' direction, I developed and implemented strategic management plans for all City Departments and Bureaus. These achievements led to stabilizing the City's financial operations and reorganizing several departments, allowing significant improvements in morale and the overall City administration. Not only were we able to place the City on an economic recovery fast-track and avoid one of the largest municipal bankruptcies in the Country but help the City emerge out of State Receivership within three years as opposed to other cities in PA which have been under Receivership for 20 years. Our successful municipal recovery plan and management improvement model now serve as an example to help other financially distressed municipalities organize and rebuild management operations. Through these efforts, I was able to earn an outstanding performance evaluation from both the Mayor and the City Receiver, a retired US Airforce General, after my first year of service as City Administrator.

During my professional manager career, I ensured adopted policies, directives, resolutions, and ordinances implementation and provided recommendations on agenda issues, management operations, and policy implementation to elected officials. I have had direct oversight responsibility for hiring, firing, development, and performance of Department Directors, Bureau Chiefs, over 1,500 municipal employees, and served as Chief Negotiator with five unions: FOP, IAFF, AFSCME, PBA, and IUPAT. I also led the administration and implementation of numerous government programs and prepared multiple budgets for several Departments and Cities. Moreover, I have served as Chief Financial Officer in charge of assessing Cities' financial conditions, recommending policy alternatives, and implement cost-effective measures to enhance and deliver local government vital and necessary services.

Thanks for your kind consideration, and I look forward to hearing from you soon.

Sincerely,

Ricardo Mendez-Saldivia, MBA, PE, CGFM, ICMA–CM

RICARDO JOSE MENDEZ, MBA, PE, CGFM, ICMA-CM

905 Brickell Bay Drive # 323 Miami, FL 33131 | (305) 924-2534 | rjmcivilpe@gmail.com

SUMMARY

Provide innovative leadership helping county and municipal governments improve management operations, achieve financial stability, compliance with regulatory agencies, and increase trust and confidence in the administration. Ability to manage resources under budgetary constraints allowing effective and efficient delivery of vital and necessary services including public safety, utilities, and infrastructure projects. Possess skills in analyzing highly complex issues and providing solutions in fast-paced political environments. Delivered a \$2B Capital Improvement Program on time for the first time in years leading to voters' approval of additional bonds.

I led the implementation of one of the most successful Municipal Financial Recovery Plans in the country with over 130 revenue-enhancing and management improvement initiatives in all City Departments and Bureaus; therefore, helping the City avoid further default of financial and contractual obligations and bankruptcy. These accomplishments not only placed the City on a fiscal recovery track but led the City out of State Receivership in less than 3 years. I have 25 years of professional experience and developed expertise in the following areas:

- Strategic Management
- Collective Bargaining & Labor Relations
- Operations Management & Improvement Process
- Organizational Analysis & Development
- Project & Program Management
- Building, Zoning, Permitting & Code Enforcement
- Community Planning & Redevelopment
- Financial Analysis & Budget Development
- Capital Improvements & Bond Programs
- Sustainability & Environmental Management
- Public Safety & Emergency Management
- Conflict Resolution & Team Building
- Stormwater & Utilities Management
- Water/Sewer Plants Operations & Compliance

RELEVANT LOCAL GOVERNMENT EXPERIENCE

CITY OF WEST PALM BEACH, FL, 2020-PRESENT

Assistant City Administrator

Population served: 120,000 Budget: \$800M Employees: 1,700

Brought on board to oversee the City's daily management operations with direct oversight responsibility for all infrastructure and development. Serve as the City's Assistant Chief Administrative Officer providing leadership and management supervision to multiple departments and bureaus, including sustainability, planning, building, zoning, development services, code enforcement, information technology, utilities, engineering, parking administration, and the support services department. Also, I lead the planning and implementation of the City's multimillion-dollar capital improvement plan. Additionally, I have direct oversight responsibility for management operations, maintenance, rehabilitation, and environmental compliance of the City's water & wastewater treatment plants providing water & sewer services to Palm Beach County and multiple municipalities. Advised the Mayor and City Commission on fiscal policy, financial management, budgetary matters, capital improvements, resource management, improvement process, and compliance with State and Federal regulatory agencies.

Other responsibilities include planning, design, construction, rehabilitation, and modernization of Citywide public infrastructure and facilities, e.g., land development, transportation-roadways, water, sewer, drainage, stormwater, water & wastewater treatment plants, utilities, environmental, parks, and municipal buildings. Also, I am responsible for preparing

and administering budgets, coordination of Board-appointed committees, personnel, community planning, litigation coordination, risk management, purchasing, grants, construction-program management, and projects coordination with local and state regulatory agencies. Supervise all department directors, including professional engineers, registered architects, accountants, senior local government managers, and administrators.

Among the achievements as Assistant City Administrator for the City of West Palm Beach FL

- Improved the City's management operations and administration by identifying priorities, stressing accountability, implementing performance measures, and establishing a professional management system in every department.
- Addressed underlying chronic issues that had been challenging the City for years while curing audit findings.
- Significant accomplishments were made in the City's financial management and reporting compliance, budgeting and revenue, cost containment and reduction while balancing the City's budget amid significant environmental and internal challenges.
- Improved service levels while providing all vital and necessary services to City and County residents, notwithstanding all significant budgetary challenges.

CITY OF HARRISBURG, PA, 2012-2013

Chief Operating Officer and Chief Financial Officer

Population served: 250,000 Budget: \$170M Employees: 500

Brought on board to implement the City's Financial Recovery Plan, improve management operations, and avoid bankruptcy. I served as the City's Chief Administrative Officer and Chief Financial Officer providing leadership and management supervision to 20 departments and bureaus including public safety. I improved the City's management operations and administration by identifying priorities, stressing accountability, implementing performance measures, and establishing professional managementsystems in every department that addressed underlying chronic issues which had been challenging the City for years. Consequently, under my leadership, significant accomplishments were made in the City's financial management and reporting compliance, budgeting and revenue, cost containment and reduction, tax administration, building and housing, economic development, infrastructure sustainability, stormwater management, public works, capital improvements, facilities and fleet management, public safety, sanitation, IT, and workforce and collective bargaining. Advised Mayor and Council on fiscal policy, financial management, budgetary matters, capital improvements, resource management, improvement process, and compliance with State and Federal regulatory agencies. I also served as the Business Administrator and Chief Negotiator for the City's three labor union contracts, chaired labor-management committee meetings and heard final step grievances. I had direct oversight responsibility for management operations, maintenance, rehabilitation, and environmental compliance of the City's water & wastewater treatment plants providing utility services to six municipalities within a region of 550,000.

Achievements as Chief Operating Officer & Chief Financial Officer, City of Harrisburg PA

- Successfully led City's recovery and operations during times of great turmoil and uncertainty. Arrived after a new City Administration was in the throes of working out a Recovery Plan, a Receiver had been appointed and many City employees left creating a dearth of knowledge. Notwithstanding, I was able to make a difference and work with the City Receiver, Elected Officials, staff, private sector, State and Federal government officials to turn the situation around and implement a comprehensive Financial Recovery Plan, improve management operations in every department, stabilize the City's financial management and avoid one of the largest municipal bankruptcies in the nation
- Placed the City in full compliance with the Securities & Exchange Commission avoiding significant penalties
- Completed four years of past-due Comprehensive Annual Financial Reports within 13 months after taking over, allowing the City to complete its 2009, 2010, 2011, and 2012 audits and fast-track the financial recovery process
- Developed the City's in-house capacity and processes to assure the completion and delivery of future audits on time
- Identified and addressed priorities in every department enhancing the City's overall administration
- Led the City's recovery and improvement process providing a clear path to a fiscally solvent future

Achievements as Chief Operating Officer & Chief Financial Officer, City of Harrisburg, PA Cont.

- Demonstrated the efficacy of bankruptcy versus implementing a strategic recovery plan
- Allowed public officials to foresee challenges and put a timeline on the City's progress and fiscal recovery
- Avoided bankruptcy's devastating effects on public safety, pensions, and cost to taxpayers
- Made significant early progress in the Financial Recovery Plan implementation helping eliminate the City's debt over time, clarify the stranded debt remaining after City asset transactions were in place, and provide clear options following those transactions in the coming months, not years
- Placed the City on track to eliminate the structural deficit over time allowing a financially stable and efficient future
- Established priorities, identified responsible parties, phases, and set milestones and deadlines to complete 130 initiatives across departments, past due audits, and all City projects and programs eliminating all chronic delays
- Implemented over 50% of the Financial Recovery Plan in 13 months accelerating the City's recovery process
- Improved chart of accounts enabling the City to effectively monitor grants and meet auditing requirements
- Successfully completed every assignment from the City's Receiver including 4 past due Comprehensive Annual Financial Reports, corresponding audits, and development of strategic plans for every Department and Bureau
- Worked cooperatively and collaboratively with City and State officials towards achieving all recovery goals
- Set strategic course of action utilizing planning tract under new State legislation accomplishing a clear path to fiscal solvency and reduction of a structural deficit that had challenged the City for more than 20 years
- Reduced personnel and operating costs while maintaining levels of service combining and sharing City resources
- Identified new revenue sources and restructured City operations reducing the structural deficit and balancing the budget
- Streamlined City operations consolidating department functions and implementing outsourcing strategies—sanitation
- Eliminated chronic delays and delivered City budgets on time enhancing trust and confidence in the administration and winning the GFOA Budget Excellence Award in 2013
- Led the City out of distressed status and emerge out of State Receivership in record time
- Improved City communications and established a transparent administration
- Accomplished the greatest management progress, transparency, and openness in the City's recent history
- Earned public recognition and praises for achieving significant early progress and completion of the City's recovery plan from the Financial Recovery Committee, Receiver, Elected Officials, Chamber of Commerce, and State Officials
- Negotiated with Federal & State regulatory agencies such as EPA, DOJ, and State EPA avoiding significant penalties and accomplishing suitable plans for environmental compliance of the City's water & wastewater treatment plants
- Negotiated City overcharges in the water & sewer rates with six municipalities avoiding costly litigation
- Negotiated CBA with three Unions, FOP, IAFF, AFSCME, and eliminated the long-standing backlog of grievances
- Brokered important agreements with union leaders eliminating costly unfair labor practice claims
- Expanded the fire contingency adding 9 firefighters and reducing the Fire Bureau's overtime
- Worked closely with the business community, State Department of Community & Economic Development, and Business Advisory Council in the implementation of an integrated long-term economic development plan
- Streamlined the City's residential and commercial construction permitting process helping redevelopment plans
- Accelerated demolition of blighted buildings in targeted areas around the City helping economic development
- Enhanced City ordinances allowing faster condemnation of disruptive properties and recovering demolition expenses
- Engaged real estate developers with planning, building & zoning plans attracting multimillion-dollar investments
- Worked hand in hand with private sector developers and community partners to break ground on several projects helping job creation while increasing minority participation
- Oversaw investment of Federal CDBG funds in home construction and community projects enhancing the quality of life, reducing the City's unemployment, and revitalizing neighborhoods
- Boosted parking revenue by implementing handheld IT devices and addressing scheduling, supervision, and training
- Enhanced education, accessibility, and enforcement efforts improving the City's recycling
- Increased revenue by developing and monitoring an enforcement process of the City's loan portfolio

Achievements as Chief Operating Officer & Chief Financial Officer, City of Harrisburg PA. Cont.

- Empowered law enforcement to improve criminal investigations and decrease homicide rate accomplishing a 90% clearance rate and overall crime decrease with a 47% decline in homicides since 2010 and 13% decline in robbery
- Facilitated implementation of the City's illegal gun reward program netting over 100 handguns
- Increased public access to law enforcement holding weekly public safety briefings and increasing walking patrols
- Improved communications between police and citizens by walking and biking targeted neighborhoods with officers
- Worked with safety council engaging citizens in programs to assist law enforcement and promote crime prevention
- Enabled utilization of modern technology like computerized crime mapping allowing police to aggressively and proactively address areas of concern improving safety and quality of life
- Forged key relationships aiding law enforcement coordination with County District Attorney's Office, Federal Prosecutors, ATF, County Response Team, and Capitol Police
- Able to leverage State Police personnel, equipment, and financial resources for the City's special events
- Facilitated integration of the City's prisoner booking center into the County's booking center saving significant resources while enabling additional police officers for street patrol duties
- Oversaw establishment of four police sub-stations and deployment of mobile police sub-station vehicles
- Oversaw reinstatement of the Police Athletic League program providing safe mentoring to City youth
- Coordinated installation of new surveillance cameras around the City to help reduce crime and illegal dumping
- Made significant improvements to the health and safety of City residents by improving illegal dumping operations and developing an effective pickup schedule resulting in 536 tons of bulk waste
- Oversaw storm inlet and potholes repairs saving the City significant financial resources
- Developed and implemented the City's Capital Improvement Program including all infrastructure and facilities
- Reorganized the City's Engineering operations and implementation of the City's water & sewer and transportation projects including street widening, ADA compliance, decorative crosswalks, streetlights, and sign installations
- Upgraded the City's handling of building & zoning permits, inspections, complaint citations, and condemnations by implementing a strategic plan enhancing site inspection and establishing project control measures
- Managed planning, design, construction, operations, maintenance, and rehabilitation of City facilities improving interior structure, security, ADA compliance, overall maintenance, and installing energy-efficient HVAC systems
- Made the highest and best use of City land by partnering with the public and private sector to implement the Right-the-Blight initiative and constructing a state-of-the-art City Health Center helping economic development and paving the way for the City to build a newly designed Industrial Manufacturing Park
- Promoted Green Economic Development Plans including implementing the use of alternative fuel in City vehicles (natural gas & electric), green infrastructure, and improving efficient lighting in buildings and streets
- Pioneered enhancement of stormwater quality and purchasing energy in bulk (electricity, natural gas, and fuel) generating significant cost savings, helping to balance the budget, and eliminating the structural deficit over time
- Worked with community partners and identified the highest and best use of City-owned vacant lots to create green parcels that absorb storm run-offs and allow portable outdoor fresh markets
- Administered Right-the-Blight initiative calling for the removal of blight through an aggressive demolition plan, enhancing sanitation routing systems, code enforcement, and conducting quarterly bulk cleanups
- Identified and recovered lost revenue by improving discovery, enhancement, and audit services generating over 100 additional business licenses per year and a significant increase in City revenue

City of Sweetwater, Director, Finance Department, Sweetwater, FL, 2014-2016

After implementing the City of Harrisburg Financial Recovery Plan that enabled the City to emerge from State Receivership and avoid filing for bankruptcy, I was selected by a newly appointed Mayor with the approval of federal, state, and local law enforcement agencies including the State Attorney's Office, FBI, Florida Department of Law Enforcement, and Miami-Dade County Ethics Commission to help the City in distress avoid financial default; State Oversight Board; stiff penalties from creditors and agencies including IRS; renegotiate collective bargaining agreements; ensure compliance with federal, state, local laws, and regulations; serve in the capacity of deputy administrative officer and finance director; organize the City finances; reopen the Finance Department; prepare the City's budget within

weeks of Charter's deadline, among other critical needs and priorities.

Achievements as Finance Department Director, City of Sweetwater, FL

- Reorganized and reopened the finance department earning praises from elected, county, and state officials
- Implemented a successful vendor-repayment plan reopening most of the City accounts which had been closed
- Prepared and delivered the City budget to the Commission after only a few weeks since appointment meeting Charter's deadline
- Negotiated collective bargaining agreements with police (PBA) and employee (IUPAT) unions avoiding costly labor litigation
- Saved the City significant financial resources in contract negotiations with health care providers and vendors
- Developed and implemented a successful financial recovery plan tailored to City needs avoiding default and State Oversight Board
- Obtained approval and earned praises from Governor's financial team and State Auditor General after conducting financial recovery plan oral presentations to Tallahassee Officials
- Completed all pending City audits including federal, state, and local grantor agencies
- Pioneered implementation of new IT systems enhancing productivity, accounting, and reporting while enabling checks and balance
- Realized significant savings negotiating a settlement agreement with the Internal Revenue Service and an achieved compliance
- Saved the City significant financial resources while addressing all grant eligibility compliance issues with State and local officials
- Led section heads, division managers, department directors, and elected officials in budget development and control techniques
- Developed a high-performance financial team capable of safeguarding City assets and completing City budgets/projects on time
- Implemented planning and programming to develop the City's financial goals, objectives, and budget based on critical priorities
- Accomplished continuity of vital and necessary services during the worst cash flow-financial challenge in the City's history
- Developed in-house capacity to complete future audits on time earning praises from external auditors, federal, state, local officials
- Eliminated significant bank statement reconciliation backlog developed over the years curing chronic audit findings and delays
- Pioneered implementation of a central accounting system enhancing operations, accounting, and reporting
- Achieved reliability, consistency, and compliance with Generally Accepted Accounting Principles and best practices
- Gathered, analyzed, prepared, and presented critical financial information timely enabling prompt/key decision making
- Eliminated chronic delays and led annual audit process preparing/providing all required information to external auditors timely
- Successfully led the City budget development and approval process producing multiple budget documents on time
- Prepared multiple budget revisions while conducting periodical budget analysis and fulfilling all City Commission requests
- Established a General Ledger monthly account reconciliation process completing over 1000 GL accounts
- Fostered a priority-based spending culture by addressing operations performance, budget control, and cash flow management
- Addressed encumbrances and vacancies making sure everyone understands spending priorities and adheres to the budget
- Prioritized and managed the City's cash flow effectively avoiding financial default and disruption of vital and necessary services
- Implemented financial reporting system adhering to contract billing and collection schedules helping steady cash flow to support critical operational requirements
- Updated all necessary business policies and accounting practices strengthening the City's policies and procedures
- Effectively worked with Mayor, Commission, Auditors, Auditor General, and Governor Office helping consensus building
- Enhanced grant management activities and ensured eligibility requirements compliance with federal, state, and local agencies
- Implemented new financial system training for City employees maximizing individual and organizational goals
- Fostered communication and achieved internal integration among departments, divisions, and sections
- Researched and organized all City investment activities including money market and simple interest-bearing accounts
- Negotiated new capital leases for property, plant, and equipment including new vehicles
- Mentored City employees reinforcing professional development and standards from ICMA, GFOA, and AGA Code of Ethics
- Balanced overwhelming workload while assisting human resources every step including all finance-staffing issues
- Forecasted City revenue accurately helping balance the budget and eliminate multiple budget revisions
- Effectively refined City goals and objectives to prepare the City budget according to the most critical needs and priorities
- Accomplished a professional operation, effective and efficient management of resources, and overall compliance
- Prepared and delivered all-important annual financial reports timely including insurance and workers compensation

Achievements as Finance Department Director, City of Sweetwater, FL Cont.

- Maintained accounting, reporting, auditing, and administrative policies and procedures up to date
- Conducted facility assessment and capital assets inventory curing chronic audit findings and achieving GAAP compliance
- Accomplished consolidation and sharing of City services and assets further enhancing financial resources
- Sought maximum efficiencies in the City's banking relationships and opened several accounts to bring the City in compliance
- Eliminated all chronic delays addressing public records requests
- Negotiated all city insurance policies realizing savings in new premiums and avoided lapses of coverage at any time
- Established a management system that allows maximum productivity, safeguards assets, and addresses future needs
- Enhanced integrity of all cash management functions including daily cash deposits, transportation, and logistics
- Eliminated chronic delays in completing filings with government agencies timely including the State Auditor General
- Eliminated chronic delays submitting reports timely e.g., FHWA-536/Local Highway Finance Report and FDLE grants reports
- Pioneered new culture embracing financial and purchasing policy and procedures, deadlines, and agency compliance
- Successfully led the City's financial recovery thru extenuating circumstances avoiding significant tangible/intangible losses
- Despite financial distress, the City never stopped providing vital and necessary services and started to build reserves
- Established internal controls to ensure future compliance with GASB, human resources legislation, and the law
- Implemented performance evaluations following ICMA, GFOA, and AGA guidelines
- Led the RFP process, negotiated with vendors, and outsourced payroll operations
- Negotiated existing loans and capital leases with financial institutions achieving fair and balanced rates, terms, and agreements
- Saved the City significant financial resources by correcting errors on pay scale tables required to process employee retro payments
- Achieved quality control, accuracy, transparency, and improved overall City management earning praises from the Governor's Office, State Auditor General, City Auditors, Miami-Dade County Ethics Commission, federal officials, and elected officials

SEMINOLE TRIBE OF FLORIDA, HOLLYWOOD, FL 2009-2009*Chief Administrative Officer*

Population: 5 reservations Budget: \$100M Employees: 6,000

Brought on board to lead and improve management operations in several departments including, planning, building, zoning, public works, environmental resources, and construction management and oversee completion of \$300M investment in 8 water & wastewater treatment plants. Ensured Council adopted policies, resolutions, and ordinances were enforced and implemented. Direct oversight responsibility for utility management, preparation and administration of budgets, personnel, community planning, litigation coordination, risk management, grants, economic development, and growth management. Led multimillion-dollar negotiations with private and public entities and coordinated lobbying efforts with the Federal government.

Achievements:

- Built high-performance professional management team eliminating costly errors and omissions in public infrastructure planning, development, operations, maintenance, and rehabilitation
- Conducted water & sewer plant operations assessments holding vendors accountable and saving financial resources
- Implemented improvement plans allowing savings in water & wastewater treatment plant projects
- Restored financial integrity in the handling of utility construction, operations, and maintenance
- Pioneered integration of technology streamlining financial and budget development operations
- Developed a Quality Management Program increasing productivity, morale, and customer satisfaction

PALM BEACH COUNTY SCHOOL DISTRICT, 2006-2007*Director, Program Management Department*

Population: 1.4M Budget: \$2B Employees: 27,000

Brought on board to reorganize the department, implement policies and procedures, improve operations, and lead the implementation of a \$2Billion Capital Improvement Program including planning, design, construction, rehabilitation, and modernization of Countywide public infrastructure and facilities. Oversaw completion of over 100 projects including land development, transportation, environmental, water & sewer, utilities, stormwater management, parks, and school buildings. Direct oversight responsibility for preparation and

administration of budgets, coordination of Board-appointed committees, personnel, community planning, litigation coordination, risk management, purchasing, grants, construction management, and coordination with local and state regulatory agencies.

Achievements:

- Delivered all projects on time and received praises from Oversight Committee and *The Palm Beach Post*
- Saved millions of dollars by enhancing project control operations and improving contract negotiations
- Reorganized department operations, developed and empowered staff improving morale and productivity
- Delivered CIP on time which had not been accomplished by the previous two administrators
- Developed a records management system enhancing the ability to defend against multi-million-dollar claims
- Avoided substantial monetary damages by achieving sound financial resolutions during mediation and arbitration
- Implemented professional training and developed policy and procedures safeguarding District's assets
- Established new payment approval system handling \$1M/day and ensured vendor's performance
- Eliminated budget disparities and streamlined budget development process
- Crossed-trained support staff; therefore, the department no longer relied on one individual
- Opened lines of communication among staff and stakeholders achieving internal integration
- Successfully met all permitting challenges with state and federal agencies avoiding significant penalties and delays
- Achieved consistent operational guidelines, established internal controls, and accomplished a professional management operation enhancing trust and confidence in the Administration

CITY OF MIAMI BEACH, FL, 1999-2001

Assistant Director, Public Works Department

Population: 100,000 Budget: \$34M Employees: 250

Served in the capacity of acting director. Brought on board to reorganize department operations, oversee implementation of a \$250M Capital Improvement Program (CIP), and a \$92M General Obligation Bond program. Direct oversight responsibility for municipal utility services, budget preparation, and administration (projects, program, and department budget), coordination with oversight committees, community planning, litigation coordination, risk management, purchasing, grants, personnel, and construction management.

Achievements:

- Saved millions of dollars implementing a Quality Management Program increasing productivity and morale
- Led implementation of \$250M CIP leading to the issuance of a \$92M GO Bond to address public needs
- Restructured department operations and developed high-performance management teams
- Developed and implemented a financial system and guidelines improving the handling of capital expenditures
- Pioneered integration of IT systems enhancing department financial and management operations
- Led City operations through difficult challenges during change and enhancement of community assets
- Reduced city liabilities and ensured vendors' performance by amending contracts
- Appointed as emergency manager and coordinated efforts with local, state, and federal government
- Implemented fee schedule saving the City significant financial resources in contract negotiations
- Performed job audits, reclassifications addressing inequities and granting over 20 promotions for the first time in years

MIAMI-DADE COUNTY, FL, 1993-1999

Special Administrator

Population: 2.5M Budget: 100M Employees: 1000

Started as County Civil Engineer, earned promotions to Special Administrator and appointments to several County Committees. Played a lead role in review and approval of the largest residential, commercial, and industrial land development projects in Miami-Dade County such as The Airport Expansion and The Beacon Trade Port. Developed expertise in administration of multiple public infrastructure-related services and facilities including planning, design, construction, maintenance, and rehabilitation of traffic & transportation, water & sewer, environmental, and stormwater management projects. Responsible for budget preparation and implementation. Led team of senior County professionals. Conducted negotiations with local, state, and federal agencies. Accomplished the County's Supervisor Certification Program learning multiple departments operations.

Achievements:

- Accomplished significant savings in County's financial resources while negotiating important agreements with the federal, estate, and local officials including FAA, DOT, EPA, South Florida Regional Planning Council, and the School Board
- Appointed as County emergency manager and able to successfully coordinate with local, state, and federal agencies
- Ensured developers fair share contributions to public infrastructure saving substantial County financial resources
- Completed county projects timely while leading a senior team of professionals during the fastest growth and development
- Pioneered implementation of County information technology systems eliminating a 5-yr backlog in the data processing

OTHER PROFESSIONAL EXPERIENCE**Sr. Civil Engineer/President/ RA Consulting Engineers/Civil Infrastructure Corporation, Miami, FL, 2008-Present**

- Served as chief operations officer and work directly with city and county officials
- Oversaw implementation of Capital Improvements, General Obligation, and Storm Water Bond Programs
- Negotiated, executed, and managed multimillion-dollar contracts and prepared/administered budgets
- County/municipal management consulting - planning/implementation of state, county, and municipal projects and programs

Project Executive, Roger Development / Keyes Company, Coral Gables, FL, 2002-2005

- Served as director of operations
- Oversaw construction, land development, and project management operations
- Successfully accomplished all project requirements with local and state government agencies regulations
- Coordinated project development with utility companies, government agencies, consultants, and banking officials

EDUCATION**Master of Business Administration – magna cum laude – Finance & Management, 1996**

University of Miami, Coral Gables, FL

Bachelor of Science Civil Engineering, 1987

Florida International University, Miami, FL

LICENSURE / REGISTRATION / CERTIFICATES

- ICMA–Credentialed Local Government Manager
- Certified Government Financial Manager
- Registered Professional Civil Engineer
- Certified Quality Control Manager
- Municipal Financial Reporting & Compliance, Securities & Exchange Commission

PROFESSIONAL AFFILIATION

- International City/County Manager Association
- Government Finance Officer Association
- Association of Government Accountants

RICARDO MENDEZ-SALDIVIA, MBA, PE, CGFM, ICMA-CM

905 Brickell Bay Dr # 323 Miami Florida 33131 | (305) 924-2534 | rjmcivilpe@gmail.com

Professional References

1. Major General (US Air Force) William B. Lynch, City Receiver, City of Harrisburg, PA
2. Fred A. Reddig, Head of Pennsylvania Governor's Office for Local Government Affairs
3. Faye W. Johnson, ICMA-CM, City Administrator, City of West Palm Beach
4. Alex Penelas, Mayor, Miami-Dade County
5. Arthur C. Johnson, Ph.D., Superintendent, Palm Beach County School District
6. John J. Ritsema, P.E., Division Chief, Miami-Dade County
7. Aristides Rivera, P.E., Assistant County Manager, Miami-Dade County
8. Matthew D. Schwartz, Assistant City Manager, City of Miami Beach
9. David Shen, Ph.D., P.E., Dean, School of Engineering, FIU
10. Luis A. Prieto-Portar, Ph.D., P.E, Chairman, School of Civil & Environmental Engineering, FIU

May 7, 2013

Recommendation: Ricardo Mendez-Saldivia

To whom it may concern:

Mr. Ricardo Mendez-Saldivia asked that I provide a letter of recommendation for him. I am most pleased to do so.

Mr. Mendez-Saldivia has served as the Chief Operating Officer and Chief of Staff for the City of Harrisburg, Pennsylvania for the last year. As the Receiver for the City of Harrisburg, I worked closely with him. Harrisburg is a city of 50,000 and is designated as a financially distressed municipality under Pennsylvania Act 47.

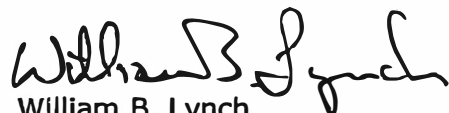
Mr. Mendez-Saldivia arrived during a time of great turmoil and uncertainty. A new City Administration was in the throes of working out a Recovery Plan. A Receiver had been appointed, and many city employees left, creating a dearth of knowledge. Mr. Mendez-Saldivia arrived and made a difference. He brought professionalism, knowledge and courtesy. He also brought organizational ability and detailed oriented planning that assigned responsibility and set milestones and deadlines.

He was particularly effective on the financial management side; a critical area of the City's operation. In large part because of his drive, the City completed overdue audits for 2009, 2010 and 2011. More importantly, in-house capacity was developed and processes instituted to assure an on time 2012 audit completion as well.

While, improvement in financial management was perhaps the most dramatic result of his engagement, he was also particularly effective with the City's unions. He instituted regular meetings and engagements, driving grievance numbers down to historic lows. Part of the Recovery Plan involves a complicated matrix of tasks and initiatives to be undertaken by City government. He set up a program management system to track progress on each initiative. Thanks largely to his systematic approach; we have completed nearly 50% of those initiatives.

Mr. Mendez-Saldivia arrived at a time when the City of Harrisburg needed him. His time here has been marked by success and beneficial change. He quickly realized that we needed more than a technocrat. We needed someone who could contribute to the change in culture that would be required if we were to really change persistent patterns of thought and old habits. He brought a professional manager's competence tempered with a human touch.

Best Regards,



William B. Lynch
Receiver for the City of Harrisburg

May 23, 2013

To whom it may concern:

I would like to provide this letter of recommendation for Ricardo Mendez-Saldivia. I have had the opportunity to work with Mr. Mendez-Saldivia during his tenure as Chief Operating Officer for the City of Harrisburg from May 2012 to May 2013.

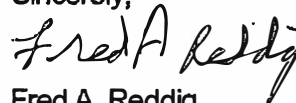
Ricardo's performance in this position was excellent. He was an asset to the City during a very critical time in it's history. Under the direction of the Mayor he was responsible for implementing a Court confirmed recovery plan for the City and managing its various departments to insure the continuation of critical City services. One of his key accomplishments was addressing a backlog of City audits. Under his direction over the last year, the 2009, 2010 and 2011 audits were completed and work was started on preparation for the 2012 audit.

In his position, Mr. Mendez-Saldivia exhibited excellent communication skills, was extremely organized, and able to effectively multi-task to ensure that all projects under his purview were completed in a timely manner.

Ricardo was always willing to offer assistance and had an excellent rapport with the many individuals he worked with. I have been consistently impressed with his positive attitude and productivity during the time he worked for Harrisburg. I am confident that he will devote himself in a similar manner to other similar positions in the future.

He would be an asset to any employer in a senior level management position in local government. I would recommend him for any endeavor he chooses to pursue in that field.

Sincerely,



Fred A. Reddig
Special Assistant for Act 47 and
Local Government Affairs

DCED

400 North St., 4th Floor | Commonwealth Keystone Bldg. | Harrisburg, PA 17120-0225 | 717.787.3003 | F 717.787.6866 | newPA.com



City Administrator's Office
401 Clematis Street
West Palm Beach, FL 33401
Telephone: 561-822-1400

March 10, 2021

To Whom It May Concern:

This letter serves as a reference for Ricardo Mendez-Saldivia. Mr. Mendez-Saldivia served the City of West Palm Beach as an Assistant City Administrator. His portfolio of responsibilities included providing executive oversight and direction to Public Utilities, Public Works, Engineering, Information Technology, Support Services and other functional areas of the City. During his tenure, Ricardo served the City in an ethical and professional manner and was a contributing member of our Executive team.

Mr. Mendez-Saldivia possesses the skill sets and demonstrated talents to perform well and be a dedicated asset to any organization which he may be a part of in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Faye W. Johnson', with a long horizontal flourish extending to the right.

Faye W. Johnson, MPA
City Administrator, ICMA-CM



OFFICE OF THE MAYOR MIAMI-DADE COUNTY, FLORIDA

ALEX PENELAS
MAYOR

July 23, 2002

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation on behalf of Mr. Ricardo Mendez, who has applied for a position with your city.

I have known Ricardo for several years; he is intelligent, and is someone of great overall character and integrity. During his tenure at Miami-Dade County, Ricardo performed his obligations well and was a committed public servant. He proved to be efficient and effective within several departments he worked with, and gained experience in budgetary preparations and forecasts. I am certain he will bring these same principles and professionalism to your jurisdiction.

I have also known Ricardo to be a compassionate individual who takes a great interest in his community and the overall welfare of the people surrounding him. He works diligently at ensuring a positive working environment and people that have worked with him, speak very highly of him. I am confident that Ricardo will benefit the city, and carry out his responsibilities with the utmost care and distinction.

If you have any questions or need and further information, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Penelas", written over a horizontal line.

Alex Penelas
Mayor



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

SUPERINTENDENT'S OFFICE
3340 FOREST HILL BOULEVARD, C-316
WEST PALM BEACH, FL 33406-5869

PH: 561-434-8200 FX: 561-434-8571

ARTHUR C. JOHNSON, Ph.D.
SUPERINTENDENT

ANN KILLETS
CHIEF ACADEMIC OFFICER

JOSEPH M. MOORE
CHIEF OPERATING OFFICER

WILLIAM S. GRAHAM
CHAIR

MONROE BENAIM, M.D.
VICE-CHAIR

PAULETTE BURDICK
MARK HANSEN
ROBERT J. KANJIAN
DR. SANDRA S. RICHMOND
DEBRA I. ROBINSON, M.D.

April 25, 2007

Ricardo Mendez
905 Brickell Bay Dr, Apt 32
Miami, FL 33131

Dear Ricardo:

On our inaugural **District-wide Employee Appreciation Week**, we want to express our appreciation for your contributions as: Director Program Management
Program Management

In addition, we thank you for being a valued employee with the School District of Palm Beach County.

As an important member of the District staff, you contribute to our overall success in making a difference in the lives of over 170,580 children that we serve. Your talents, time and commitment to excellence helps us to attain the District's goals!

Sincerely,

Arthur C. Johnson, Ph.D.
Superintendent

Ann Killets
Chief Academic Officer.

Joseph Moore
Chief Operating Officer.



PUBLIC WORKS DEPARTMENT
SUITE 1610
111 N.W. 1st STREET
MIAMI, FLORIDA 33128-1970
(305) 375-2960

July 10, 2002

To Whom It May Concern:

Mr. Ricardo Mendez has demonstrated excellent ability to perform and engage in responsible level engineering and management work during his tenure in Miami-Dade County. I worked with Mr. Mendez during a five-year period ending in 1999. He is a well-qualified professional and has shown excellent management and leadership skills. Mr. Mendez has conducted himself with professionalism, effectiveness, and respect for his subordinates, peers, and supervisors. In addition, Mr. Mendez has an excellent educational background and interpersonal skills. He has always acted within the department's guidelines and procedures. He has an exceptional ability to see the big picture in complex situations and to proceed accordingly.

I am confident that he will succeed in future tasks which he undertakes with any organization within the public or private sector.

Very truly yours,

A handwritten signature in blue ink, appearing to read "John J. Ritsema".

John J. Ritsema, P.E.
Chief, Construction Division

JJR:nc



March 29, 1999

Mr. Ricardo J. Mendez
Construction Division

Dear Mr. Mendez,

It is a pleasure to present you with a 5 year Service Award in recognition of your continuous service with Miami-Dade County Government. It is the unselfish and conscientious effort of each employee that makes possible the successful operation of this department.

We hope you will remain with Dade County many more years and that they will be increasingly rewarding ones for you.

Sincerely,



Aristides Rivera, P.E., P.L.S.
Acting Director

AR/gc

CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH FLORIDA 33139



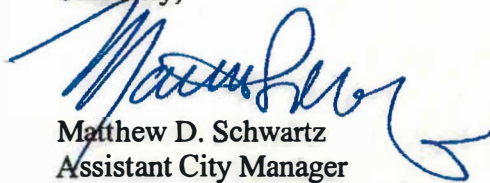
OFFICE OF THE CITY MANAGER

TELEPHONE: (305) 673-7010
FAX: (305) 673-7782

TO WHOM IT MAY CONCERN:

During his tenure with the City of Miami Beach, Ricardo Mendez has demonstrated excellent technical, management, and interpersonal skills. Mr. Mendez hard work, dedication, knowledge, and experience added great value to the city's operations. He always complied with city rules, regulations, and handled himself with honesty and integrity. In addition, Mr. Mendez has shown progressive leadership. Definitely a team player, Ricardo is an excellent professional whose ability and skills will be a great asset for any organization within the public and private sectors.

Sincerely,



Matthew D. Schwartz
Assistant City Manager



FIU FLORIDA INTERNATIONAL UNIVERSITY

Hope, Knowledge, and Opportunity

July 9, 2002

To Whom It May Concern:

The purpose of this letter is to strongly recommend that Mr. Ricardo Mendez., an excellent civil engineering administrator, be given the most favorable consideration in his job application.

Mr. Mendez received his BSCE degree from Florida International University (FIU), the Public University at Miami in 1987. He was one of the brightest students that have ever graduated from our program. In addition, he also received a MBA degree from University of Miami in 1996.

As Mr. Mendez's instructor in his Transportation and Traffic Engineering class, I can assure you that he has excellent educational training and great interpersonal skills. It is a great pleasure for me to recommend such an outstanding engineer for this prestigious administrative position. Mr. Mendez is the type of student that we wish all of our students could be.

Should you have any questions, please do not hesitate to call me at (305) 348-3055. My FAX number is (305) 348-2802. My e-mail address is shen@eng.fiu.edu.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "L. David Shen", with a long horizontal flourish extending to the right.

L. David Shen, Ph.D., P.E., T.E.
Professor & Chairman
Director, Lehman Center for Transportation Research



FIU FLORIDA INTERNATIONAL UNIVERSITY

Hope, Knowledge, and Opportunity

23 July, 2002

Subject: Letter of Recommendation for Mr. Ricardo J. Méndez.

Gentlemen:

I am writing to enthusiastically support Mr. Ricardo J. Méndez's application to your City Managers position.

I have known Mr. Méndez for about seventeen years. First as a student in our Civil and Environmental Engineering Program, from which he graduated in 1987. Subsequent to his graduation, I have followed his professional career with Gopman-Pepper, Miami-Dade County and the City of Miami Beach. These last few years I have been able to closely observe Mr. Méndez, because I frequented his Department of Public Works in relation to several large projects, wherein I participated as designer or consultant.

In all these positions, Mr. Méndez impressed all his colleagues and the general public by his charming and mature personality, always bright, and full of energy. He has a plethora of leadership skills and will immeasurably benefit your community with his enthusiastic management skills.

Given all these attributes, I have no hesitation in assuming that it will place him among the top candidates for any city manager position. I strongly recommend him to you, and am very happy to further amplify his qualifications to you. Please feel free to call me at the University at 305-348-2825.

Sincerely,

A handwritten signature in blue ink, appearing to read "Luis A. Prieto-Portar".

Prof. Luis A. Prieto-Portar, Ph.D., P.E.
Department of Civil and Environmental Engineering
Florida International University
Phone: 305-348-2825 ; Fax: 305-348-2802 ; E-mail: prieto@eng.fiu.edu

Randy Mora

From: Russell E Kirkpatrick <russsdiver@yahoo.com>
Sent: Thursday, June 3, 2021 9:54 PM
To: Randy Mora
Subject: KC MANAGER POSITION
Attachments: Cover.docx; Resume.docx; Andy letter of reco.docx; Bob LOR.docx; DD-214 .pdf; FEMA 800 CERT.pdf; FEMA CERT 100.pdf; FEMA CERT 200.pdf; Graduate Transcripts.pdf; Lee_Terry_Recomendation.pdf; Mayor Recomendation.docx; Rod Paterson Recommendation .docx

Sincerely, Russell E Kirkpatrick, MPA
4234 N 92nd Ave Omaha Nebraska 68134
Cell (479) 295-8420
Russsdiver@yahoo.com

Russell E. Kirkpatrick, M.P.A.
4234 N 92nd Ave Omaha, Nebraska 68134

Cell phone: (479) 295-8420 Russdiver@yahoo.com

Date 06/03/2021

Town Manager Town of Kenneth City, FL

I have over 35 years of Public and Private sector management experience.

Most recently as the City Manager for Vale, Oregon, I supervised forty-eight (48) employees in various departments including public works, water dept, airport, fire and EMS, library, municipal swimming pool, and the administrative staff for City Hall. Under my leadership, the fire and EMS captain positions were consolidated into one, saving \$25,000 a year. In addition, I purchased a new ambulance for the EMS department, Saving the City an additional \$20,000.00 to the fiscal year budget. I secured a \$2.5 million-dollar, USDA grant for waste-water infrastructure improvement.

My experience included budget development and approval through several council/citizen budget hearings where, under my direction, significant expenditure reductions were made to reflect potential fiscal impacts of the current Covid-19 pandemic. Almost \$10,000 in medical premium costs were saved compared to the previous fiscal year with my new approach to cost comparison between several providers.

I negotiated with a developer for significant improvement to the city's airport with planning and development of new airport hangers and commercial aviation interests. After years of neglect, public works crews, with my planning and direction, restored airport runway striping, cleaned unsightly and unsafe debris along the runways, and negotiated relocation of a gun club near the airport's runway protective zone. Seeing a need to update the City's Master Plan, I began a strategic planning process which would involve elected officials, citizens, and staff.

To facilitate communications between elected officials and staff and promote team building, I emailed a weekly memo to city council members with important and timely topics likely to affect city operations and potential policy issues. In addition, I conducted weekly departmental meetings with department heads and supervisors.

I am also a US Navy Honorable Discharged Veteran from (1975) to (1979) and a Former Chief of Police with the City of Eastvale, Texas from (1982) to (1987)

To further enhance my career skills, I completed a Master of Public Administration Degree in (2013) and a Bachelor in Communications degree in (2011) and graduated Suma Kum Lade I am also certified in FEMA Communications & FEMA National Management Information System (NIMS); ICS-100/200/800.

Sincerely

Russell E Kirkpatrick, MPA

Russell E. Kirkpatrick, M.P.A.

4234 N 92nd Ave Omaha, Nebraska 68134 (479) 295-8420 | Russdiver@yahoo.com

Introduction

I am self-motivated, a problem solver, and a successful Private & Public Municipal manager engaging stakeholders in planning and implementing community visions and goals.

Skills & Abilities

Revised the City of Vale, Oregon municipal administration management and public works operations.

Finalized 1.1 Million Dollar USDA Sidewalks-to-School grants for city of Vale, OR

Updated and rewrote Employee Policy and Procedures manual for city of Vale, OR

Established new (2020) lease agreement for city of Vale, OR Airport master plan.

Negotiated and finalized Police and Sheriff's Department contract for the City of Vale OR

Negotiated and purchased New City Hall for the City of Vale, OR (July 2020)

Negotiated and purchased a New Ambulance for the City of Vale, OR

Refinanced (2) USDA Loans for city of Vale, OR culminating in Saving the City \$500,000,00

U.S. Navy Petty Officer 3rd Class Petty Officer - Honorable Discharge (1975) to (1981)

Master Scuba Diver Trainer Instructor

Commissioned Police Officer and Police Chief, State of Texas (1986)

Scottsdale, Arizona Professional School of Real Estate (1993)

State of Arizona and Nebraska Real Estate License (1994)

Directed program analysis/evaluations for both the public and private sectors.

Effective communicator utilizing various public media resources including print and social media.

FEMA Communications & FEMA National Management Information System (NIMS); ICS-100,200,800

Work Experience

City Manager

City of Vale, Oregon

February 2020 to August 2020

Understanding the role of a City Manager includes the exercise of mature judgment, the ability to resolve municipal issues related to continual quality public service, and Interdepartmental relations. Having a strong financial management background along with project management, town planning, land use skills, as well as significant knowledge of municipal laws and a proven team builder, and effective communications are critical skills. The ability to cultivate relationships, advance current initiatives, and be accountable to the Mayor and City Council are important qualities.

City Manager / Internship

City of Yerington, Nevada

August 2019 to January 2020

Participated in an Internship and Job-Shadowing program for city manager career training involving municipal budgeting, program goals, implementation of policies, and public works - Water operations.

Risk Mitigation - Driver Support Trainer & National Recruiter

Tyson Foods, Springdale, AR
August 2014 to August 2019

Recruited Class A CDL drivers and implemented department-wide safety and employee occupational training and motor vehicle safety programs. Proficient with various mobile communication systems.

Project Manager

VIP Homes, Omaha, Nebraska
September 2007 to August 2014

Coordination of job sites and subcontractors for new construction, remodel development from permit planning to job completion this includes contractual review to keep in compliance of the original contracts.

Education

Master Public Administration M.P.A. – (January – 2013)

Bellevue University, Bellevue, NE

Bachelor of Arts (BA) Communications – (June – 2011)

Bellevue University, Bellevue, NE Dean's Scholar List; Magna Kum Laude

United States Congressional Intern

Nebraska 2nd Congressional District
Omaha, Nebraska
January 2011 to June 2011

Assisted the congressman in corresponding with constituents, attended congressional functions, and addressed information on policy and strategic planning for the congressman in the legislative office.

Leadership and Community Involvement

Nebraska Business Development Center, Most Outstanding Veteran (2011)
Veterans in Business Forum 3rd Quarter award (November 11, 2011) Veterans Day award
Former Director/State of Nebraska Chapter/Honor and Remember Flag / September 2010 to July 2012

November 9, 2020

To whom it may concern,
Reference: Russell E. Kirkpatrick, MPA

I am writing this letter of recommendation regarding Russell E Kirkpatrick, MPA

I currently hold the position as a Government Contracting Specialist with the Center for Industrial Research and Services (CIRAS) with Iowa State University in Council Bluffs, Iowa. I am in business to assist businesses throughout the western portion of Iowa in doing business with towns, cities, counties, states and federal governments.

Several years ago, I had the pleasure of working with Russell E Kirkpatrick and IBI Interstate Bureau of Investigations where he and his associates were seeking to secure a \$1-million dollar funding opportunity with the Federal government under a two-week deadline. Russell E Kirkpatrick and his team for which he headed successfully researched and edited a lengthy proposal for his company under this strict deadline. It is rare to see someone excel under such pressure, but Russell E Kirkpatrick proved his abilities to his company, and employees, this left a strong impression of his talents with me.

His top qualities include having a great work ethic, superior organization skills, being highly responsible, personable and a deadline-driven individual. Having worked with countless businesses, and proof-reading numerous grant proposals and solicitations each day, I state with the upmost confidence that Russell E Kirkpatrick, MPA has a tremendous talent and knowledge in his ability.

His interpersonal skills are one-of-a-kind, and his integrity towards producing top quality products in all that he does is irreplaceable. I highly encourage you to consider Russell as the newest member of your team. Russell's education and experiences set him apart from other people I have worked with in similar situations. I believe Russell is the individual you are looking for and please contact me directly for any additional comments or recommendations.

Sincerely,

Andrew L. Alexander
Government Contracting Specialist
CIRAS, Iowa State University
149 West Broadway, Council Bluffs, Iowa
(402) 547-0333 andyalex@iastate.edu

01/15/2020

To Whom It May Concern

Reference: Russell E. Kirkpatrick, MPA

I think highly of Russell E. Kirkpatrick and therefore it is my great pleasure to write a letter of recommendation on his behalf.

Russell's most recent experience in the public sector has been an internship/job-shadowing program with the City of Yerington. During his tenure, he gained an extensive understanding of managing the daily operations of a municipality and creation of public policy. His experiences included creating and managing a budget, interpreting the financial condition of a municipality through financial statements, public safety policies and procedures. municipal water and sewer operations, land use planning, zoning, and building regulations, municipal code compliance, city airport operations, interaction between staff and elected officials, crafting public policy from inception through presentation to a city council to adoption and implementation.

I have known Russell over sixteen years. During that time, I have come to appreciate his integrity and character. I have personally witnessed some extraordinary measures Russell has undertaken when faced with stressful situations in a work environment. In one case, he helped an employee suffering a heart attack by contacting emergency personnel, comforting the employee until medical help arrived and following up after the incident offering words of encouragement. Russell is a very likeable and ambitious person. I have no doubt he would be an asset to any organization. His dedication, integrity, and character will greatly enhance your operation.

Sincerely,

Robert Switzer, MBA, MPA

City Manager

Yerington, Nevada 89447

Cell: (775) 431-4534

LEE TERRY
NEBRASKA, 2ND DISTRICT

WASHINGTON OFFICE:
2331 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-4155

DISTRICT OFFICE:
11717 BURT STREET, SUITE 106
OMAHA, NE 68154
(402) 397-9944
Talk2Lee@mail.house.gov
www.house.gov/terry



Congress of the United States
House of Representatives

HOUSE COMMITTEE ON
ENERGY AND COMMERCE
SUBCOMMITTEES:
COMMERCE, TRADE AND
CONSUMER PROTECTION
COMMUNICATIONS, TECHNOLOGY
AND THE INTERNET
REPUBLICAN DEPUTY WHIP
REPUBLICAN POLICY COMMITTEE
REPUBLICAN STEERING COMMITTEE

May 31, 2011

To Whom It May Concern:

Please accept this letter of recommendation for Russell Kirkpatrick. From the first day of his internship Russell was highly motivated to make the most of the experience.

I know Russell from his five month internship at my district office from January through May 2011. As an intern his duties included communicating with constituents over the phone and through written correspondence, performing casework, and various research projects. Russell worked diligently to complete all of his tasks and quickly adapted to the constantly changing environment that occurs in a congressional office.

Russell was very inquisitive about the congressional process and driven to learn more about how things work in Washington. This drive for knowledge led him to volunteer to attend and help with several meetings outside of the office. During these meetings, as well as in the office, Russell showed professionalism and carried himself confidently into all of the situations that he encountered.

Additionally, Russell is very self-motivated. He always took it upon himself to stay busy during his time here. Staff members regularly sought his help on various tasks because Russell would always follow through and could be trusted to complete the task.

It was a joy to have Russell as part of our team. Please do not hesitate to contact Charles Isom at my district office at (402) 397-9944.

Sincerely,


Lee Terry
Member of Congress

LT: sh

February 28, 2020

Good morning, Russ!

I was very much happy to hear from you and get your note of appreciation. It was my pleasure to get to know you little and sincerely hope that our association and friendship will prove to be long term. You are an inspiration, Sir!

You have demonstrated the power of education, perseverance, and determination to see a goal to an achievable end. You accepted the advice of Mr. Switzer and went back to school and obtained your MPA. A feat in itself that had you stopped there would be worthy of many accolades. However, you undertook an apprenticeship with Mr. Switzer to enhance those educational training in the pragmatic operations of city government. Again, I extend my heartiest of congratulations to strive in the betterment of yourself when many of compatible age to you might just say it is too late in life for me.

I have no doubt the citizens and city government will be well served in the administration of their affairs. You will also demonstrate a far sighted vision to see their city prospers and growth in the years to come.

I know Mr. Switzer shall remain in contact with you and provide any advice and assistance you may need. May I also pledge to you that I am more than willingly to provide whatever assistance a humble Mayor of Yerington can do to help facilitate your objectives.

Sincerely,

John J. Garry
Mayor Yerington, Nevada

Work cell: (775) 430-6379
Personal cell: (714) 369-3499

Personal Letter of Recommendation

August 16, 2019

To Whom This May Concern,

Greetings, my name is Rod Patterson and proud to offer my recommendation of Russell E. Kirkpatrick to whom I have known and worked with for five years as a friend and co-worker.

During my relationship with Russ I have experienced an individual who shows up earlier than asked, works hard and carries himself in a polite, respectable manner. In addition, Russ is a family-oriented man who has always presented himself with levelheadedness and grace. As a friend Russ has been extremely helpful with any problem and always ready to lend his support. Without his knowledge and help I wouldn't be where I am now.

Please do not hesitate to contact me if you should require any further information.

Rod Patterson

479-387-2320

Rpatterson8025@gmail.com

624

THIS IS AN IMPORTANT RECORD
SAFEGUARD IT.

1. LAST NAME-FIRST NAME-MIDDLE NAME KIRKPATRICK, RUSSELL EUGENE		2. SEX M	3. SOCIAL SECURITY NUMBER 507 02 3437		4. DATE OF BIRTH YEAR MONTH DAY 56 08 07																												
5. DEPARTMENT, COMPONENT AND BRANCH OR CLASS NAVY USN		6. GRADE, RATE OR RANK GMG3		7. DATE OF RANK YEAR MONTH DAY 77 06 16	8. PAY GRADE E-4																												
9. SELECTIVE SERVICE NUMBER		10. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, STATE AND ZIP CODE		11. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, State and ZIP Code) OMAHA, NEBRASKA 68134																													
12. DATE OF SEPARATION FROM ACTIVE DUTY AND TRANSFERRED TO NAVAL RESERVE.			13. STATION OR INSTALLATION AT WHICH EFFECTED NAVAL STATION, SAN DIEGO, CA. 92134																														
14. AUTHORITY AND REASON			15. EFFECTIVE DATE YEAR MONTH DAY 79 02 09	16. REENLISTMENT CODE																													
17. CHARACTER OF SERVICE HONORABLE			18. TYPE OF CERTIFICATE ISSUED NA		19. REENLISTMENT CODE																												
20. LAST DUTY ASSIGNMENT AND MAJOR COMMAND USS KINKAID (DD-965)			21. COMMAND INSTALLED IN NAVAL RESERVE PERSONNEL CENTER, NEW ORLEANS, LOUISIANA 70146																														
22. TERMINAL DATE OF RESERVE/MSR OBLIGATION YEAR MONTH DAY 81 02 26		23. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City, State and ZIP Code) OMAHA, NEBRASKA 68134		24. DATE ENTERED ACTIVE DUTY THIS PERIOD YEAR MONTH DAY 75 03 19																													
25. PRIMARY SPECIALTY NUMBER AND TITLE GMG-0000		26. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER NA		27. RECORD OF SERVICE																													
28. SECONDARY SPECIALTY NUMBER AND TITLE GMG-0000		29. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER NA		<table border="1"> <thead> <tr> <th></th> <th>YEARS</th> <th>MONTHS</th> <th>DAYS</th> </tr> </thead> <tbody> <tr> <td>(a) NET ACTIVE SERVICE THIS PERIOD</td> <td>03</td> <td>09</td> <td>21</td> </tr> <tr> <td>(b) PRIOR ACTIVE SERVICE</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>(c) TOTAL ACTIVE SERVICE (a+b)</td> <td>03</td> <td>09</td> <td>21</td> </tr> <tr> <td>(d) PRIOR INACTIVE SERVICE</td> <td>00</td> <td>00</td> <td>22</td> </tr> <tr> <td>(e) TOTAL SERVICE FOR PAY (c+d)</td> <td>03</td> <td>10</td> <td>13</td> </tr> <tr> <td>(f) FOREIGN AND/OR SEA SERVICE THIS PERIOD</td> <td>03</td> <td>00</td> <td>01</td> </tr> </tbody> </table>			YEARS	MONTHS	DAYS	(a) NET ACTIVE SERVICE THIS PERIOD	03	09	21	(b) PRIOR ACTIVE SERVICE	00	00	00	(c) TOTAL ACTIVE SERVICE (a+b)	03	09	21	(d) PRIOR INACTIVE SERVICE	00	00	22	(e) TOTAL SERVICE FOR PAY (c+d)	03	10	13	(f) FOREIGN AND/OR SEA SERVICE THIS PERIOD	03	00	01
	YEARS	MONTHS	DAYS																														
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(d) PRIOR INACTIVE SERVICE	00	00	22																														
(e) TOTAL SERVICE FOR PAY (c+d)	03	10	13																														
(f) FOREIGN AND/OR SEA SERVICE THIS PERIOD	03	00	01																														
30. INDOCHINA OR KOREA SERVICE SINCE AUGUST 8, 1964 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		31. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED (In Years) SECONDARY/HIGH SCHOOL 11 Yrs (1-12 grades) COLLEGE ___ YRS		32. PERSONNEL SECURITY INVESTIGATION																													
33. TIME LOST (Preceding 120 Yrs) NONE		34. DAYS ACCRUED LEAVE PAID 02		35. DISABILITY SEVERANCE PAY <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES AMOUNT 91																													
36. SERVICE MEN'S GROUP LIFE INSURANCE COVERAGE <input checked="" type="checkbox"/> \$15,000 <input type="checkbox"/> \$5,000 <input type="checkbox"/> \$10,000 <input type="checkbox"/> NONE		37. PERSONNEL SECURITY INVESTIGATION A. TYPE 91		B. DATE COMPLETED 75-0A-01																													
38. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED NONE																																	
39. REMARKS FORK TRUCK HANDLING SCHOOL - MOTORCYCLE SAFETY COURSE - SHIPBOARD SECURITY FORCE COURSE "INDIVIDUAL REQUESTS COPY OF THE DD FORM 214" AUTHORITY: RPM 3840240.2R SEPARATION CODE: MBK REENLISTMENT CODE: RE-4																																	
40. MAILING ADDRESS AFTER SEPARATION (Street, RFD, City, County, State and ZIP Code) 4234 N. 92 AVENUE, OMAHA, DOUGLASS NEBRASKA 68134			41. SIGNATURE OF PERSON BEING SEPARATED <i>Russell E Kirkpatrick</i>																														
42. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER M. J. HATCHER, ENS, USN ASSISTANT PERSONNEL OFFICER BY DIRECTION OF THE C.A.			43. SIGNATURE OF OFFICER AUTHORIZED TO SIGN <i>M. J. Hatcher</i>																														

DD FORM 214N
1 NOV 72PREVIOUS EDITIONS OF THIS
FORM ARE OBSOLETE
S/N 9102-LF-002-0202THIS IS AN IMPORTANT RECORD
SAFEGUARD IT.REPORT OF SEPARATION FROM ACTIVE DUTY
BUREAU OF NAVAL PERSONNEL COPY 2

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

RUSSELL E KIRKPATRICK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.d

National Response Framework, An Introduction

A handwritten signature in black ink, appearing to read "JDS", with a long horizontal line extending to the right.

Issued this 29th Day of October, 2020



0.3 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

RUSSELL E KIRKPATRICK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.c

Introduction to Incident Command System, ICS-100

A handwritten signature in black ink, appearing to read "J. Stern", written over a horizontal line.

Issued this 27th Day of October, 2020



0.2 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

RUSSELL E KIRKPATRICK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.c

Basic Incident Command System for Initial Response

A handwritten signature in black ink, appearing to read "J. Stern", written over a horizontal line.

Issued this 28th Day of October, 2020



0.4 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Bellevue University

1000 Galvin Road South
Bellevue, NE 68005-3098

OFFICE OF THE REGISTRAR

Unofficial Transcript - Undergraduate

In accordance with the Family Rights and Privacy Act of 1974, this transcript must not be released to a third party without written authorization from the student.

Name: Russell Kirkpatrick
Student ID: 21018855

Transfer Totals: 2.000

Institution Info: Bellevue University
Print Date: 2013-02-03
Other Institutions Attended

Bellevue University
Metropolitan Community College
General Education Diploma
Law Enforcement Training

Transfer Credit from PADI AMERICAS, INC.
Applied Toward College of Arts & Sciences Program

Fall 2010/2011

Transfer Totals: 12.000

External Degrees

General Education Diploma
General Education Diploma 1978-10-20

Transfer Credit from Metropolitan Community College
Applied Toward College of Arts & Sciences Program

Fall 2010/2011

Transfer Totals: 2.040

Transfer Credits

Transfer Credit from ACE MILITARY TRAINING SMARTS
Applied Toward College of Arts & Sciences Program

Fall 2010/2011

Transfer Totals: 24.000

Transfer Credit from Law Enforcement Training
Applied Toward College of Arts & Sciences Program

Fall 2010/2011

Transfer Totals: 24.000

Transfer Credit from REAL ESTATE LICENCE
Applied Toward College of Arts & Sciences Program

Fall 2010/2011

Beginning of Undergraduate Record

Bellevue University
 1000 Galvin Road South
 Bellevue, NE 68005-3098

OFFICE OF THE REGISTRAR

Unofficial Transcript - Undergraduate

Name: Russell Kirkpatrick
Student ID: 21018855

											<u>Units</u>									
							Win 2009													
							College of Arts & Sciences				Term GPA	3.335	Term Totals	12.000	12.000	12.000	40.020			
							Communication Arts Major				Transfer Term GPA		Transfer Totals	0.000	0.000	0.000	0.000			
											Combined GPA	3.335	Comb Totals	12.000	12.000	12.000	40.020			
<u>Course</u>		<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>					Cum GPA	3.478	Cum Totals	21.000	21.000	21.000	73.050			
LA	400	American Vision and Values	3.000	3.000	A-	11.010					Transfer Cum GPA		Transfer Totals	0.000	0.000	0.000	0.000			
LA	410	Tradition and Change	3.000	3.000	A-	11.010					Combined Cum GPA	3.478	Comb Totals	21.000	21.000	21.000	73.050			
LA	420	Freedom and Responsibility	3.000	3.000	A-	11.010					Sum 2010									
							<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>					College of Arts & Sciences					
															Communication Arts Major					
											<u>Course</u>		<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>			
Term GPA	3.670	Term Totals	9.000	9.000	9.000	33.030					BI	206	Nutrition through the Lifespan	3.000	3.000	C+	6.990			
Transfer Term GPA		Transfer Totals	0.000	0.000	0.000	0.000					CA	235	Commun in Social Relations	3.000	3.000	A	12.000			
Combined GPA	3.670	Comb Totals	9.000	9.000	9.000	33.030					CA	305	Conflict and Communication	3.000	3.000	A	12.000			
Cum GPA	3.670	Cum Totals	9.000	9.000	9.000	33.030					CA	358	Comm with Emotional Intelligen	3.000	3.000	A	12.000			
Transfer Cum GPA		Transfer Totals	0.000	0.000	0.000	0.000														
Combined Cum GPA	3.670	Comb Totals	9.000	9.000	9.000	33.030					<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>						
							Spr 2010													
							College of Arts & Sciences													
							Communication Arts Major													
<u>Course</u>		<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>														
CA	208	Critical Thinking & Communicat	3.000	3.000	A-	11.010														
CA	308	Business	3.000	3.000	A-	11.010														
CA	325	Communication Organizational	3.000	3.000	A-	11.010														
HI	151	American History to 1877	3.000	3.000	C+	6.990														
							<u>Attempted</u>	<u>Earned</u>	<u>GPA</u>	<u>Points</u>					Fall 2010					
															College of Arts & Sciences					

Bellevue University

1000 Galvin Road South
Bellevue, NE 68005-3098

OFFICE OF THE REGISTRAR

Unofficial Transcript - Undergraduate

Name: Russell Kirkpatrick
Student ID: 21018855

Communication Arts Major							<u>Attempted</u>	<u>Earned</u>	<u>GPA</u>	<u>Points</u>			
<u>Course</u>		<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>							
CA	109	Oral Communication Skills	3.000	3.000	A-	11.010	Combined GPA	3.832	Comb Totals	12.000	12.000	12.000	45.990
CA	202	Small Group Interaction	3.000	3.000	A	12.000	Cum GPA	3.667	Cum Totals	57.000	57.000	57.000	209.040
CA	309	Comm: Putting Theory into Prac	3.000	3.000	A	12.000	Transfer Cum GPA		Transfer Totals	64.040	64.040	0.000	0.000
CA	450	Diversity and Communication	3.000	3.000	A	12.000	Combined Cum GPA	3.667	Comb Totals	121.040	121.040	57.000	209.040
							Academic Standing Effective 2011-03-29: Good Standing						
							Spr 2011						
							College of Arts & Sciences Communication Arts Major						
			<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>	<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>	
Term GPA	3.917	Term Totals	12.000	12.000		47.010	EN 102	Composition II	3.000	3.000	A-	11.010	
Transfer Term GPA		Transfer Totals	64.040	64.040		0.000	MA 101	Intermediate Algebra	3.000	3.000	B	9.000	
Combined GPA	3.917	Comb Totals	76.040	76.040		47.010							
Cum GPA	3.623	Cum Totals	45.000	45.000		163.050			<u>Attempted</u>	<u>Earned</u>	<u>GPA</u>	<u>Points</u>	
Transfer Cum GPA		Transfer Totals	64.040	64.040		0.000	Term GPA	3.335	Term Totals	6.000	6.000	6.000	20.010
Combined Cum GPA	3.623	Comb Totals	109.040	109.040		45.000	Transfer Term GPA		Transfer Totals	0.000	0.000	0.000	0.000
							Academic Standing Effective 2011-02-15: Good Standing						
							Win 2010						
							College of Arts & Sciences Communication Arts Major						
<u>Course</u>		<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>			<u>Attempted</u>	<u>Earned</u>	<u>GPA</u>	<u>Points</u>	
CA	228	Writing for Media	3.000	3.000	A	12.000	Cum GPA	3.635	Cum Totals	63.000	63.000	63.000	229.050
CA	301	Persuasion	3.000	3.000	A	12.000	Transfer Cum GPA		Transfer Totals	64.040	64.040	0.000	0.000
CA	323	Public Relations	3.000	3.000	A	12.000	Combined Cum GPA	3.635	Comb Totals	127.040	127.040	63.000	229.050
EN	101	Composition I	3.000	3.000	B+	9.990	Academic Standing Effective 2011-06-23: Good Standing						
							Undergraduate Career Totals						
			<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>	Cum GPA:	3.635	Cum Totals	63.000	63.000	63.000	229.050
Term GPA	3.832	Term Totals	12.000	12.000		45.990	Transfer Cum GPA		Transfer Totals	64.040	64.040	0.000	0.000
Transfer Term GPA		Transfer Totals	0.000	0.000		0.000	Combined Cum GPA	3.635	Comb Totals	127.040	127.040	63.000	229.050
							Degrees Awarded						
							Degree:	Bachelor of Arts					
							Confer Date:	2011-06-30					

Bellevue University

1000 Galvin Road South
Bellevue, NE 68005-3098

OFFICE OF THE REGISTRAR

Unofficial Transcript - Undergraduate

Name: Russell Kirkpatrick
Student ID: 21018855

Degree Honors: With Distinction
Plan: Communication Arts
Degree Requirements Completed: June 04, 2011

End of Unofficial Transcript - Undergraduate

Student is in good standing and is eligible to return unless otherwise stated. A paper transcript is official when it bears a signature and raised seal of the Registrar. An electronically transmitted official transcript carries an imbedded digital signature and certification that the Office of the Registrar is the place of origination.

Registrar's Signature

Bellevue University
 1000 Galvin Road South
 Bellevue, NE 68005-3098

OFFICE OF THE REGISTRAR

Unofficial Transcript - Graduate

In accordance with the Family Rights and Privacy Act of 1974, this transcript must not be released to a third party without written authorization from the student.

Name: Russell Kirkpatrick
Student ID: 21018855

		<u>Attempted</u>	<u>Earned</u>	<u>GPA</u>	<u>Points</u>
				<u>Units</u>	
Institution Info:	Bellevue University	Term GPA	3.853	Term Totals	9.000 34.680
Print Date:	2013-02-03	Transfer Term GPA		Transfer Totals	0.000 0.000
Other Institutions Attended	Bellevue University	Combined GPA	3.853	Comb Totals	9.000 34.680
	Metropolitan Community College	Cum GPA	3.853	Cum Totals	9.000 34.680
	General Education Diploma	Transfer Cum GPA		Transfer Totals	0.000 0.000
	Law Enforcement Training	Combined Cum GPA	3.853	Comb Totals	9.000 34.680
Academic Standing Effective 2012-02-23: Good Standing					

Spr 2012

College of Prof Studies
 Master of Public Administration Major

External Degrees
 General Education Diploma
 General Education Diploma 1978-10-20

<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
MPA 620	Org Modeling & Decision Theor	4.000	4.000	A	16.000
MPA 625	Human Resources & Org Effect	4.000	4.000	B	12.000
MPA 635	Public Admin Term 2 Project	1.000	1.000	C+	2.330

Beginning of Graduate Record

Fall 2011

College of Prof Studies
 Master of Public Administration Major

<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
MPA 600	Foundation in Public Admin	4.000	4.000	A-	14.680
MPA 605	Comm in the Public Sector	4.000	4.000	A	16.000
MPA 615	Public Admin Term 1 Project	1.000	1.000	A	4.000

		<u>Attempted</u>	<u>Earned</u>	<u>GPA</u>	<u>Points</u>
				<u>Units</u>	
Term GPA	3.370	Term Totals	9.000	9.000	30.330
Transfer Term GPA		Transfer Totals	0.000	0.000	0.000
Combined GPA	3.370	Comb Totals	9.000	9.000	30.330
Cum GPA	3.611	Cum Totals	18.000	18.000	65.010
Transfer Cum GPA		Transfer Totals	0.000	0.000	0.000
Combined Cum GPA	3.611	Comb Totals	18.000	18.000	65.010
Academic Standing Effective 2012-06-26: Good Standing					

Sum 2012

College of Prof Studies
 Master of Public Administration Major

Bellevue University
 1000 Galvin Road South
 Bellevue, NE 68005-3098

OFFICE OF THE REGISTRAR

Unofficial Transcript - Graduate

Name: Russell Kirkpatrick
Student ID: 21018855

<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>							
MPA 640	Strategic Planning/Policy Dev	4.000	4.000	A	16.000	Cum GPA	3.769	Cum Totals	36.000	36.000	36.000	135.690
						Transfer Cum GPA		Transfer Totals	0.000	0.000	0.000	0.000
						Combined Cum GPA	3.769	Comb Totals	36.000	36.000	36.000	135.690
MPA 645	Finance for the Public Admin	4.000	4.000	A	16.000							
MPA 655	Public Admin Term 3 Project	1.000	1.000	A	4.000	Graduate Career Totals						
						Cum GPA:	3.769	Cum Totals	36.000	36.000	36.000	135.690
						Transfer Cum GPA		Transfer Totals	0.000	0.000	0.000	0.000
						Combined Cum GPA	3.769	Comb Totals	36.000	36.000	36.000	135.690
		<u>Attempted</u>	<u>Earned</u>	<u>GPA</u>	<u>Points</u>							
				<u>Units</u>								
Term GPA	4.000 Term Totals	9.000	9.000	9.000	36.000							
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000							
Combined GPA	4.000 Comb Totals	9.000	9.000	9.000	36.000							
Cum GPA	3.741 Cum Totals	27.000	27.000	27.000	101.010							
Transfer Cum GPA	Transfer Totals	0.000	0.000	0.000	0.000							
Combined Cum GPA	3.741 Comb Totals	27.000	27.000	27.000	101.010							
Academic Standing Effective 2012-10-12: Good Standing												

Degrees Awarded

Degree: Bachelor of Arts
 Confer Date: 2011-06-30
 Degree Honors: With Distinction
 Plan: Communication Arts

End of Unofficial Transcript - Graduate

Student is in good standing and is eligible to return unless otherwise stated. A paper transcript is official when it bears a signature and raised seal of the Registrar. An electronically transmitted official transcript carries an imbedded digital signature and certification that the Office of the Registrar is the place of origination.

Fall 2012

College of Prof Studies
 Master of Public Administration Major

<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>							
MPA 660	Contemporary Iss in Public Adm	4.000	4.000	A-	14.680							
MPA 665	Public Admin Leadership	4.000	4.000	A	16.000							
MPA 675	Public Admin Term 4 Project	1.000	1.000	A	4.000							
		<u>Attempted</u>	<u>Earned</u>	<u>GPA</u>	<u>Points</u>							
				<u>Units</u>								
Term GPA	3.853 Term Totals	9.000	9.000	9.000	34.680							
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000							
Combined GPA	3.853 Comb Totals	9.000	9.000	9.000	34.680							

 Registrar's Signature

Randy Mora

From: Jason Lawrence <jjlawrence89@gmail.com>
Sent: Wednesday, June 2, 2021 4:02 PM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Lawrence Cover Letter.pdf; JLawrence.pdf; References.pdf

Please accept my application for the Town Manager position advertised with the Town of Kenneth City.

Thank you,

Jason Lawrence

Jason Lawrence
3322 Robinhood Road
Tallahassee, FL 32312

June 2, 2021

City of Kenneth City
4600 58th Street North
Kenneth City, FL 33709

RE: Town Manager

Please accept my cover letter and résumé for the position of Town Manager advertised with the Town of Kenneth City, Florida.

If the Town seeks a candidate with an extensive background in public administration including organizational management, public finance, strategic planning, human resources, policy implementation, intergovernmental affairs, as well as experience working closely with elected officials and overseeing the work of other senior managers, then it should closely examine my qualifications.

My career in public service includes several roles in local and state government. Currently, I work as the Finance Administrator for the City of Tallahassee's public transportation service, StarMetro. In this role, I am primarily responsible for the oversight of a \$22 million budget including state and federal grants, as well as a capital asset portfolio that exceeds \$100 million. Additionally, I am responsible for all administrative activities within the enterprise including human resources and information technology. Within this role, I manage a team of seven financial and administrative professionals including two supervisors.

Before being promoted into my role at StarMetro, I served as a Strategic Innovation Consultant within the City Manager's Office. In this role, I worked on a cross-functional leadership team tasked with developing Tallahassee's first five-year Strategic Plan. Additionally, I led teams of department heads and senior managers in completing large-scale projects including but not limited to procurements, and community engagement initiatives.

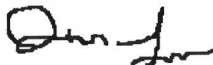
Prior to working for the City of Tallahassee, I served as the Commission-appointed Finance Manager for the City of Lake Helen. In this role, I managed all financial and administrative activities including accounting, budget development, capital planning, grants management, procurement, and payroll. In addition to these core duties, I managed the City's water utility billing and payment cycle, served as the administrator of Lake Helen's Police Pension Fund, managed the City's internship program, and led its legislative advocacy and intergovernmental initiatives.

I also worked as a Management and Budget Analyst for the County of Volusia, where I was responsible for developing and monitoring budgets for several major funds including the Daytona Beach International Airport, Economic Development, and County Library System. Before transitioning into local government, I held subsequent roles in state government including the Florida House of Representatives and the Office of the Attorney General.

I am an active member several professional organizations including the International City and County Management Association (ICMA), where I previously served on its Scholarship and Graduate Education committees; the Florida City and County Management Association (FCCMA), in which I serve on the Communications Committee; as well as the Government Finance Officers Association (GFOA), in which I review monthly submissions for the “Distinguished Budget Presentation Award,” and serve as a temporary finance professional for other municipal finance departments experiencing leadership transition. In September 2020, I was accepted into the GFOA’s Leadership Academy, which is designed to equip government finance professionals with leadership and management skills to better serve their communities. As part of my GFOA membership, I am pursuing designation as a Certified Public Finance Officer, which I expect to attain by December 2021. Finally, I am completing coursework to attain the Incident Command System certification through the Federal Emergency Management Agency.

My public finance and organizational management experience, I believe, well qualifies me for the Town Manager position. Should my application be selected for further consideration, I can be reached by phone at (407) 489-9771 or via email at jjlawrence89@gmail.com.

Thank you,

A handwritten signature in black ink, appearing to read "Jason Lawrence".

Jason Lawrence, MPA

Jason Lawrence

3322 Robinhood Road
Tallahassee, FL 32312

(407)489-9771
jjlawrence89@gmail.com

- Education:** Florida State University
Master of Public Administration: December 2015
- Florida Agricultural and Mechanical University
Bachelor of Arts, Political Science and Economics: December 2011
- Certifications:** Government Finance Officers Association
Certified Public Finance Officer (CPFO): *Expected, 12/2021*
- Competencies:** Public Finance, Organizational Management, Public Transit, Intergovernmental Affairs, and Strategic Planning
- Professional Experience:**
- Finance Administrator**
- City of Tallahassee* **March 2020 – Present** **Tallahassee, FL**
- Promoted to Finance Administrator of StarMetro, the City's public transportation system, leading both the agency's finance and administrative divisions
 - Manage a \$22 million budget including General Fund proceeds, as well as state and federal grants
 - Manage CARES Act and other federal coronavirus recovery funds
 - Develops departmental strategic plan and dashboard, monitors and reports performance data
 - Supervise eight financial and administrative professionals; serves as Director in absence of Chief Transit Officer
 - Serves on the City's Bloomberg Philanthropies Innovation Team addressing community infrastructure gaps
- Strategic Innovation, Sr. Consultant**
- City of Tallahassee* **January 2019 – March 2020**
- Serve as in-house consultant for the City Manager's Office to enhance strategic capacity and business performance throughout the organization
 - Lead teams of department heads, and other management staff to implement new, design-led approaches to complex problems involving people, processes and systems
 - Serve as lead in the compilation of the City's first Strategic Plan; collaborate with departments to develop, track, and analyze performance metrics
 - Serve as Acting Director of Office of Strategic Innovation, as required; assists City Manager in maintaining relations with elected officials and implementing Commission policy directives
 - Complete special projects including the 2019 Municipal Broadband Assessment; interview process for Police Chief; as well as coordinating the Annual Commission Retreat and compiling the City's first Annual Report
 - Prepare policy memos, management reports, and Commission agenda items and presentations including the City's 'No-Gift' policy as part of the 2019 Ethics Ordinance
 - Represent the City Manager's Office both internally and at public events
- Finance Manager**
- City of Lake Helen* **March 2017 – January 2019** **Lake Helen, FL**
- Commission-appointed Director of all City financial activity including a \$4.3 million budget and capital program, procurement, accounting and financial reporting, and grants; serve as administrator of police pension fund
 - Manage finances for the City's Water Utility Enterprise including quarterly billing and payment cycle; develop annual rate adjustments and capital plan; improve customer relations through enhanced business processes
 - Redevelop the City's annual budget document, earning its first "Distinguished Budget Presentation Award" from the Government Finance Officers' Association
 - Responsible for the supervision and professional development of City Hall staff including an internship program
 - Represent the City in intergovernmental groups such as the regional transportation planning organization (TPO), local hazard mitigation strategy group, and cooperative purchasing groups
 - Create the City's Legislative Advocacy program through engaging its local, state and federal delegation
- Management and Budget Analyst**
- County of Volusia* **Feb. 2016 – March 2017** **DeLand, FL**
- Assist the County Council, and County Manager in the development and implementation of an \$800 million budget
 - Provide technical assistance to departments in all aspects of the nine-month budgetary process including funding recommendations, capital planning, budget amendments and revisions, forecasting, and procurement
- Management Fellow**
- Leon County Government* **Sept. 2015 – Feb. 2016** **Tallahassee, FL**
- Complete special projects related to Citizen Engagement, Economic Development, and Intergovernmental Affairs
 - Represent the County Administrator's Office at public events, and meetings of citizen groups
- Grants Manager**
- Office of the Attorney General* **May 2013 – Sept. 2015** **Tallahassee, FL**
- Manage federal grants exceeding \$2.5 million; performs monthly financial and annual operational audits
- References:** *Available upon request*

References

Leondrae Camel, MPA
City Manager
City of South Bay, FL
PH: (561) 914-6673
Email: camell@southbaycity.com
Years Known: 3

Raoul Lavin, MPA
Assistant City Manager
City of Tallahassee
PH: (850)891-8488
Email: raoul.lavin@talgov.com
Years Known: 6

Robyn Lawrence, MPA
Assistant Budget Director
Palm Beach County Government
PH: (850)443-3616
Email: rllawren1@gmail.com
Years Known: 4

Brian Rothwell, MPA
Assistant to the County Manager, County of Volusia
PH: (386) 527-3097
Email: brothwell@volusia.org
Years Known: 3

Jason Yarborough, ICMA-CM, MPA
Assistant City Manager
City of North Port
PH: (321)305-1708
Email: yarborough.jason@gmail.com
Years Known: 2

Randy Mora

From: Don Rosenthal <donnierosenthal63@gmail.com>
Sent: Tuesday, June 1, 2021 10:04 PM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Alex Deeb letter of recommendation.pdf; City of Kenneth, Florida Cover letter.doc; City of KENNETH, Florida References.docx; City of KENNETH, florida Resume.docx; Clearview Design recommendation letters.pdf; David Engle's Letter of Recommendation.docx; PATRICK GASSAWAY'S LETTER OF RECOMMENDATION.docx

Please find my resume, cover letter, general references and some personal references attached. Your review of these documents is very much appreciated.

Don Rosenthal

Sent from [Mail](#) for Windows 10

Don L. Rosenthal

Florida 34655

donnierosenthal63@gmail.com

www.linkedin.com/in/don-rosenthal

(630) 742-6817

May 31, 2021

RE: City Manager

Dear Mayor Howell and Council,

Please accept this letter and my professional resume as a formal expression of interest in your recently advertised position of **Town Manager**. I am a highly competent, ethical servant leader, who believes very strongly in setting the example for the behavior desired from his team.

My decisions are driven by the relative data in a team setting to gather as much front line, intermediate, and management input as possible and to establish buy in where possible, of all parties prior to making critical decisions. I am a strong believer in citizen participation and proactive government transparency and the intrinsic value of the "team."

Over the years, I have developed a considerable amount expertise in successfully engaging with both citizens, developers, the media and various other specific stakeholders. My innovations have led to large increases in revenue, while controlling costs through innovation in technology, process improvements, creative thinking and general budget and capital budget management, while insuring sound fiscal management.

I was awarded the **2019 Tampa Bay Builders Association Award** for leadership, innovation and commitment to improving regulatory processes while maintaining high standards that protect the community.

My career includes over 25 years of successful stewardship of communities ranging from smaller rural areas with 20K residents to fast-growing metropolitan areas with over 550K residents. Every city and county I have served has offered unique challenges, yet the fundamental objectives are always the same – to create an efficient management team with a collaborative approach to meeting the needs of the city in a fiscally responsible manner and delivering services that contribute to a thriving community, while improving the team environment and preparing for employee time surges with large numbers of critical employees retiring within 5 years of each other and preparing for the needed solutions that are needed when valuable team members retire.

In all my roles, I have proactively collaborated with department leaders, community representatives, Developers and government agencies to ensure alignment in securing funds, forward-looking planning, and strategically choosing projects that support community growth. Everything that I have ever done has been with a view to vastly improving customer service to the citizens, developers, other organizations served and to meet the objectives of the Mayor and Council or Commissioners and County Manager.

Select Career Highlights:

- Past roles in the successful Leadership of Office of Economic Growth, Building Departments, Planning & Development, Metropolitan Planning Organization, Code Enforcement, Zoning, and Community Development, Capital Improvement Planning, and Infrastructure Maintenance (Ex: Roads and Bridges).
- Implemented the Accela software program to improve management of building projects. Greater service enabled a fee adjustment which coupled with greater department efficiency resulted in the county's building department accumulating over \$28M in funds that were then used to greatly enhance services and improve efficiencies throughout the branch
- Secured a \$3M+ Florida DEO job creation grant, and sourced an experienced regional industrial park developer to build an 885,000 square foot industrial park generating approximately 1,500 full time jobs.
- **Certified Manager by the ICMA-CM, the International City/County Manager Association and Florida Certified Manager.**

- Instituted the Accela system to vastly improve customer service and fiscal accountability for the Building, Permit Technicians, Plan Review and Inspections team
- Introduced electronic plan review to speed up review process to further increase customer service levels
- ***Brought Economic Development to Lacoochee, that had been neglected for 50-years, creating new jobs and opportunities for the first time in those 50 years***

There are other relevant professional and personal accomplishments in my background that could be of interest to you. Please contact me at (630) 742-6817 to set a time to meet and explore how my skills and experience can be of value to you.

Thank you for your time.

Don Rosenthal

donnierosenthal63@gmail.com



Don L. Rosenthal

6335 Cardinal Crest Drive, New Port Richey, Florida 34655 • donnierosenthal63@gmail.com • Cell: (630)742-6817

Dynamic leader with over 25 years of expertise in City and County Management contributing strategic, operational, and financial stewardship that supports the success of growing communities.

- ☑ Trusted leader who empowers people and innovates through vision, technology initiatives, strong community relationships, proactive government agency partnerships, and a dedication to serve.
- ☑ Forward-looking strategist who partners with community and department leaders to develop and implement projects that improve infrastructure, attract niche industries, support job growth, and improve quality of life.
- ☑ Expertise in applying technological solutions to enhance productivity, expand and improve services, and create new streams of revenue that add millions in surplus to City and County budgets.
- ☑ History of successful stewardship of communities ranging from rural areas with 50K residents to over 550K residents living in fast-growing metropolitan areas including the City of Atlanta.

Key Areas of Expertise

Governmental Operations, Strategic Planning & Operations, Financial Operations & Multi-Million Dollar Budgets, Customer Relations & Support, Accela System Design & Implementation, Program & Project Management, Multi-Department Leadership, Communications, Strategic Partnerships, Employee Training & Development

CAREER EXPERIENCE

COMMERCIAL/REDEVELOPMENT PROJECT LIAISON / Pasco County, Florida **01/19/ 2020 to 02/01/2021**

Appointed to a newly created leadership position spearheading all new commercial and redevelopment projects in Pasco County, Florida. Partner with County Engineer, Design Professional, Developer, and Contractor to ensure cohesion and timely department action on all active development projects.

- Partner with the Office of Economic Development to collaborate in County Planning Meetings and ensure that all commercial and redevelopment projects are in alignment with the County’s vision for growth.
- Serve as the Point-of-Contact for the public and ensure that contractors and developers have the knowledge and resources to navigate the permitting process with minimal confusion and delays.

ASSISTANT COUNTY ADMINISTRATOR / Pasco County, Florida **2014 to 2019**

Managed over 285 County employees and administered over \$347M in county funds for a region of over 550,000 residents. Directed the Office of Economic Growth, Building, Permitting, Plan Review, Unlicensed Contractors, Minimum Standards, Planning and Development, Long Range Planning, Metropolitan Planning Organization, Code Enforcement, Traffic Control/Monitoring/Signal Repair, County Engineer, Capital Improvement Plan, Stormwater, Road and Bridge, Real Estate, Survey, and Project Management.

- Identified over \$15M in USDA grants and county funds to provide clean drinking water and complete off-site road improvements for the Lacooshee area of Pasco County. Transformed a blighted area into a new industrial zone that created 100 new full-time jobs with an additional 500 projected within 3 years of launch.
- Re-zoned 97 acres of the Old Pasco Road Spray Field. Secured a \$3M+ Florida DEO job creation grant, and sourced an experienced regional industrial park developer who will purchase the land at market value and build an 885,000 square foot industrial park generating approximately 1,500 full-time jobs.

- Obtained \$22M in federal funding to extend the airport runway by six hundred feet to allow corporate jets to utilize the airport facility at the Zephyrhills Airport and capitalize on access to an existing rail spur.
- Implemented the VuSpex System allowing Building Inspectors to conduct inspections via the contractor's smartphone, which delivers significant savings in travel time, gas, vehicle maintenance. The software was critical to maintaining business continuity during the Covid-19 social distancing period.
- Deployed the Accela software program to improve management of building projects and launch a customer portal. Improved reporting delivered over \$2M in recovered payments on delinquent accounts. Greater efficiency resulted in the county's building department accumulating over \$28M in surplus funds.
- Launched the *Open Counter* program, which uses Artificial Intelligence to keep itself up-to-date on construction, zoning or planning information, and accurately answers customer inquiries. Migrating customer inquiries from staff to the automated process saves \$95K per year with high customer satisfaction.
- Recipient of the Nov 2019 Innovation and Leadership Award from the Tampa Bay Builders Association.

DIRECTOR OF OFFICE OF BUILDINGS / Atlanta, Georgia

2010 to 2014

Managed a team of 115 including Inspectors, Plan Reviewers, and Certified Permit Technicians serving 425,000 city residents. Directed operations, process improvement, and budget administration for Permitting, Site Development, Zoning, Planning, Plan Review and Inspection functions for Public Works, Office of Buildings, Site Development, and Erosion Control.

- Established communication and productive relationships within the community including Attorneys, Developers, and Contractors who then supported much needed changes for the growth of the City.
- Gained approval from the City Council Board of the City of Atlanta to transition the Office of Buildings to an Enterprise Fund that was self-financed through fees to services to the public. Generated an average of \$12M in annual revenue creating a surplus to the department's \$6M in annual operational expenses.
- Led a \$1.1M project to implement Accela software. Trained specially assigned teams and strategically increased permit fees (that had not been increased in 20 years), which increased revenue from \$4.5M per year to up to \$15M per year depending on the level of construction activity each year.
- Led a 1-year project to transition from City Clerks to Certified Permit Technicians. Of 62 Clerks, 41 completed the Certification and earned a 50% salary increase while reducing overall labor costs for the City.
- Implemented a "triage process" that analyzed why submissions of development projects were failing by almost 70%. Used findings to conducted outreach to contractors and developers, which reduced the fail rate to less than 10% and also improved response turnaround time from 30+ days to 10 days.

BUILDING AND SAFETY MANAGER / Reno, Nevada

2007 to 2010

Managed the Building Department including Plan Review, Building Inspection, Permitting and Code Enforcement serving a population of 250,000 residents. Provided leadership and mentorship for a team of 140 employees and held financial stewardship over a \$6M budget and an Enterprise Fund of \$13M.

- Used existing training programs to fine-tune customer service performance resulting in turnaround times from 30 days to 10 days in Planning and Inspections.
- Optimized use of Accela software to support increases in revenue and ensure residents received top quality service that made them comfortable with fee schedules.
- Implemented zones of responsibility that allowed for better staffing in the Inspection Department. Reduced our roll-over rate (postponed inspections) to zero over a 90-day time period using the new zone approach.
- Invested in cross-training for trade inspectors to increase the inspector ability to inspect multiple trade work on projects, which increased departmental capacity and reduced labor costs.

DIRECTOR OF COMMUNITY DEVELOPMENT / Downers Grove, Illinois

2005 to 2007

Director of Code Services, Downers Grove, Illinois

2000 to 2005

Managed Community Development and exercised managerial responsibility for Building, Code Enforcement, Planning, Economic Development and Zoning departments serving a community of 50,000 residents. Led planning, development, and operations related to Community Development activities. Spearheaded greater understanding of urban renewal and housing/retail mixes to stimulate growth and development.

- Led large-scale projects generating tax revenue that met and exceeded projections at the two-year mark.
- Consolidated departmental efforts and completed new projects made possible by incremental tax revenue.
- Created and deployed an in-house software program to optimize the building and planning process.
- Initially hired to lead the Code Services Department and subsequently promoted to an expanded role as the Director of Community Development.

EDUCATION

MBA in Finance and Accounting - Regis University
B.S. in Psychology and Military Science - Loyola University

PROFESSIONAL AFFILIATIONS

Certified Manager - ICMA-CM (International City/County Manager Association)
Certified Public Manager - State of Florida
1st Lieutenant-Ansbach, Germany - United States Army



February 18, 2020

To Whom It May Concern:

I have known Don Rosenthal; the Assistant County Administrator for Pasco County for approximately 5 years. As a Real Estate Developer in Pasco, Pinellas, and Hillsborough Counties for 40 years, I have had experience in dealing with countless county officials and permitting personnel. I have been extremely impressed by Don's effectiveness, communication skills, and efficiency. There have been many instances when time delays would have been lengthy and costly if it weren't for Don. His ability to identify and solve complex problems with ease is extremely rare.

Don is reliable, dedicated and efficient. His ability to cut through layers of redundant red tape and get the job done has been invaluable. He multitasks effectively and is able to handle a high-volume workload in a stressful environment.

He will be missed and I highly recommend him to any potential employer or governmental entity. Please don't hesitate to contact me if I can provide any further information.

Sincerely,

Alex R. Deeb, Owner

THE DEEB COMPANIES

(727)243-1084 Alexrdeeb@gmail.com



October 30, 2019

Re: Don Rosenthal
Letter of Recommendation

To Whom It May Concern:

I am honored to provide this letter of recommendation for Don Rosenthal. During the past five years, I have had the opportunity to be one of the many recipients of the good solid work Don has contributed while being an Assistant County Administrator for Pasco County. His personal commitment to improving the customer's experience has been amazing for those of us that depend on the performance of a local government.

Don's role as the head of the Development Services Branch for Pasco County required his personal skills to be dedicated to the building and permitting departments. I can personally testify that Don's intellect and interpersonal skills have been key to the successful implementation of the Accela software. Further, his personal integrity has been instrumental in reshaping the staff's perspective and their attitudes toward services they provide us. There is no doubt in my mind that Don Rosenthal has had a profoundly positive impact on Pasco County government and all those people that have worked with him.

If you should have any questions about my experiences with Don, please don't hesitate to contact me directly at (813) 494-1497 for a personal conversation.

Sincerely,

HEIDT DESIGN

B. Patrick Gassaway, P.E.
President

List of References:

Commissioner Mike Moore (813)777-6171
Senator Wilton Simpson (813) 355-7660
Toxie Hall (Clearview Design) (813) 601-7246
Stewart Gibbons (Developer) (813)340-1915
Jennifer Motsinger (TBBA) (813) 434-5027
Barbara Wilhite (Land Use Attorney) (727) 278-1335
Commissioner Ron Oakley (813) 714-0435
Commissioner Jack Mariano (727) 534-8846

DAVID H. ENGEL
5722 Biscayne Court
New Port Richey, FL 34652

April 3, 2020

Greetings:

I have worked closely with Don Rosenthal for approximately two years. I am the Pasco Economic Growth Manager and my office is part of Development Services – Administration under the direction and supervision of Mr. Rosenthal. This letter is not solicited by Mr. Rosenthal but I thought it important to highlight his extraordinary leadership and management skills from someone who directly reported to him and, was part of the Branch leadership team.

Just as a quick bit of background, I have over twenty-five years of government and private sector department head experience. I worked fourteen years as a Planning and Development Director, and another decade as a senior research analyst on Wall Street in New York City. This diverse experience allowed me to observe different types of organizations, personalities and leadership skills. From the most flawed to the remarkable.

Don Rosenthal is a very special person. His engaging personality and desire to bring out the best in people is always evident. Don's ability to bring staff together, and create an environment of teamwork, enthusiasm and achievement is always evident. Mr. Rosenthal's connection to the local community and public is exemplary. Throughout Pasco County, Don has a reputation for customer service and empathy.

Pasco County is currently one of the most rapidly developing areas in Florida. Often, County resources are strained to keep up with the burgeoning service demand. Don has a skill and expertise in finding cost effective solutions to this rapidly changing environment understanding and deploying leading-edge technology and innovation.

Personally, I have observed Don Rosenthal's commitment to special need areas of the County well beyond what is expected of his office. Don initiated an impressive industrial redevelopment project in the northeastern rural part of the County which has not seen a major employer since a mill closed its doors over forty years ago. In less than one year, Mr. Rosenthal cobbled together state and federal funding for over \$6 Million in roadway infrastructure, and worked with the local private development community to master plan industrial development that will create 500 to 700 new full-time jobs. Additionally, Mr. Rosenthal created a commercial

redevelopment revolving loan program in order to address high unemployment, depressed property values and urban blight along commercial corridors in older areas located in the County's westside. Don did all of this while he managed the Development Services branch which processes and manages explosive growth along the southern tier of the County.

In every sense, Don Rosenthal is a servant leader. I have seen him assume responsibility of low morale, dysfunctional, inefficient agencies where he engages staff, improves process and turns the unit around into a best practices team.

I understand that Don is at a point in his career where he is in a position to move to his next level that provides him a unique opportunity to broaden his contribution and expand his leadership role. For all of the above, I highly recommend that you give Don Rosenthal your most serious consideration.

Very truly yours,

David H. Engel, MCRP, AICP



**HEIDT
DESIGN**

P: (813) 253-5311 | F: (813) 464-7629
5904-A Hampton Oaks Pkwy.
Tampa, FL 33610
www.heidtdesign.com

October 30, 2019

**Re: Don Rosenthal
Letter of Recommendation**

To Whom It May Concern:

I am honored to provide this letter of recommendation for Don Rosenthal. During the past five years, I have had the opportunity to be one of the many recipients of the good solid work Don has contributed while being an Assistant County Administrator for Pasco County. His personal commitment to improving the customer's experience has been amazing for those of us that depend on the performance of a local government.

Don's role as the head of the Development Services Branch for Pasco County required his personal skills to be dedicated to the building and permitting departments. I can personally testify that Don's intellect and interpersonal skills have been key to the successful implementation of the Accela software. Further, his personal integrity has been instrumental in reshaping the staff's perspective and their attitudes toward services they provide us. There is no doubt in my mind that Don Rosenthal has had a profoundly positive impact on Pasco County government and all those people that have worked with him.

If you should have any questions about my experiences with Don, please don't hesitate to contact me directly at (813) 494-1497 for a personal conversation.

Sincerely,

HEIDT DESIGN

**B. Patrick Gassaway, P.E.
President**

Civil Engineering | Planning & GIS | Transportation Engineering | Ecological Services | Landscape Architecture

Engineering Business Certificate of Authorization No. 28782
Landscape Architecture Business Certificate of Authorization No. LC26000405



October 29, 2019

To Whom it May Concern:

As President of Clearview Land Design and Chairman of the Tampa Bay Builders Association Governmental Affairs Committee, I wanted to let you know how much I enjoyed working with Don Rosenthal during his five-year tenure at Pasco County.

Don first arrived with a helpful background in the procedural as well as technological processes employed by several other mid-size to large cities and regions. This experience allowed him to immediately begin to impact the unwieldy Pasco County system in a positive way. At a time of historically unprecedented growth in Pasco County, Don has steadily and systematically improved the various processes that impact economic development in Pasco County.

And while overseeing this change, Don was always readily available to discuss (and dislodge) any process problems we encountered. I always appreciated that.

As a result, Don left behind a more efficient Pasco County that was able to "do more with less" in a time of growth as well as a Pasco County that was known as a welcoming business environment. Don will be a great asset to any County or City in need of development expertise and employee management strategy.

Sincerely,

CLEARVIEW LAND DESIGN, P.L.



Toney A. Hall, P.E.
President

TAH/mrt

C:\Users\MRThiele\Desktop\2019.10.29 Don Rosenthal Letter October 29.docx

Randy Mora

From: Quinn Robertson <quinn.m.robertson@gmail.com>
Sent: Tuesday, June 1, 2021 1:37 PM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Press Articles.docx; Quinn Robertson Municipal Cover Letter VER 1.0.docx; Reference Information.docx; Quinn Robertson Resume Municipal Manager.doc

To whom it may concern,

Please review and accept the attached document for consideration regarding the Kenneth City Town Manager position.

Thank you,

Quinn Robertson, MBA

Quinn Robertson, MBA

212 Spotswood Lane, Colonial Beach, VA, 22443 | (228) 282-3848 | quinn.m.robertson@gmail.com

To whom it may concern,

Due to significant Council turnover and subsequent change in visionary direction, I left the Town of Colonial Beach to pursue opportunities that support deliberate, organized growth initiatives targeted to enhance the quality of life to the citizen therein.

With years of managerial experience in local and federal government, I'm ready to bring value-added contributions to Kenneth City, FL. I have a proven track record of revitalizing local government by proactively examining their financials while simultaneously ensuring that the organization is capitalizing on operational efficiencies. With a dynamic approach to leadership, I plan to positively impact operations thus, ensuring taxpayer dollars are responsibly allocated to Council's directive.

As Town Manager of Colonial Beach, VA, I inherited a town that was 18 months away from bankruptcy and turned it into a prosperous, vibrant community currently enjoying an economic renaissance not witnessed in decades. I was able to reduce expenditures by \$600,000 (8% of total Budget) while increasing revenue by 10% leading to a balanced budget with contingency line items sustainable for the foreseeable future. During this time, I reorganized staff for efficiency and introduced new technology while operating on flatline budget. Because of this dynamic approach, the citizenry enjoyed an increase in services while experiencing minimal disruption to historical services offered. I would also like to highlight (below) some of the noteworthy accomplishments that occurred during my tenure that should provide insight into my management philosophy:

- The town is a coastal town that grows to 20,000-30,000 during the summer months. Some of these folks are day-trippers but a lot are second home occupants. From a management perspective, one has to effectively manage a fluctuating population requirement that tops out around 25k folks for roughly six months.
- During my tenure as town manager, the town did not take on any additional debt which has bolstered the town's net position exponentially. When COVID hit, I was able to produce a budget that will bring forth positive revenue streams designed to fund CIP line items regardless of adverse COVID revenue affects.
- One of my success stories as town manager was being able to bring the largest economic deal in town history to fruition. During COVID, I was able to sell 2.5-3 million dollars of dormant property to a developer who intends to inject a 25-million-dollar investment into the town. My rough estimates are that the tax base alone will be around 500 to 750k annually without the incidental revenue calculations. When compared to the budget, the 750k is another 10% pure increase in tax base. Additional monies and subjective "goodness" will be found in the secondary and tertiary monetary affects the development will produce.
- I would also like to share that I was responsible for developing a recreational facility sponsored partially by an NFL player who donated money (Torrey Smith). What makes this operation worth sharing is that the million-dollar recreational facility did not cost the tax

payers additional monies and that my administration of the grant facilitated the donations necessary to complete the recreational park.

- I was able to successfully replace 35-year-old financial/municipal software with current windows-based technology which has favorably impacted efficiencies across all departments. I also brought in the MS Office Cloud based operating system which further increased efficiencies. Simply put, I modernized the internal municipal operating system/standard which now has the town operating above the county's capabilities.

In summary, I bring a depth and breadth of experience in meeting local government needs and I believe my extensive military and federal leadership experience, when coupled with my recent experience in local government management compare favorably to over ten years of municipal management experience. (see resume').

Sincerely,

Quinn Robertson, MBA

Quinn M. Robertson, MBA

212 Spotswood Lane, Colonial Beach, Virginia 22443
(228) 282-3848 | quinn.m.robertson@gmail.com

Qualifications

- Municipal and Federal Government
- Superior public speaking ability
- 15 years senior management experience
- Process Improvement Expert
- Risk Management / Quality Control
- Technology Assessment and Management
- Fluent in Microsoft Office
- Expert in Municipal Budget analysis
- Expert in Leadership
- Business Systems Expert
- Municipal Growth Management
- Project Management
- Policy and Procedure Development
- Grant Administration
- Economic Adviser
- Coastal regulatory experience

Work Experience

Town Manager, Colonial Beach, VA, February 2018-November 2020, Colonial Beach, VA

- Responsible for all operational facets of Town Operations (Police, Public Works, Zoning, Finance, Administration)
- Successfully managed seasonal/tourist population base swelling estimated at 30,000
- Overhauled municipal budget and operational environments that resulted in 20% revenue swing (1.5 million dollars) that fought off looming bankruptcy trends by previous leadership.
- Identified, developed and executed largest real estate development initiative in town history, expected to inject over 25 million dollars into local economy.
- Systematically overhauled town operations for balanced budget requirements that included the modernization of IT infrastructure resulting in new efficiencies
- Successfully developed a budget during COVID-19 that is on track to produce significant revenue surpluses designed to provide leadership with CIP funding sources.
- Produced multimillion-dollar revenue strategies to support town operations that ultimately positioned the town for future city status anticipated for the upcoming 2020 census.
- Developed and implemented a functional plan to revitalize a 75-year-old decaying infrastructure.
- Increased tourism initiatives through marketing campaigns that produced a 30% increase during the rainiest tourist season in 49 years.
- Developed, introduced and implemented numerous operating SOP's otherwise absent from town operations.
- Increased the waning general fund through increased revenue and property sell resulting in over a 1-million-dollar (15-20% swing) to the general fund. Additionally, the developer is positioned to inject 25-27 million dollars into the local economy which is the largest development effort in town history.
- Administered and led the development of a recreational facility scoped at 1 million dollars which was funded primarily through private donorship.
- Restructured staff alignments to optimize town efficiencies resulting in an increase in operational activity and employee satisfaction.

- Managed multiple grants totaling in over a 1 million dollars while successfully implementing a comprehensive parking plan designed to bring in over 500K annually. Awarded multiple environmental grants focused on coastal resiliency.
- Negotiated numerous contracts for outsourced services, reducing the over-all expenditures by 30% and implementing web-based municipal software designed to replace “30-year-old” technology resulting in a dramatic increase in staff productivity.
- Through leadership, developed a renewed vigor to task completion and culturally changed the organizations approach to customer service and value-added activities.

Pentagon Senior Business Analyst, Business Systems Efficiency Expert, March 2017 – February 2018
iCIO Inc., Crystal City, VA

- Senior Business Systems Analyst for the Assistant Secretary of the US Army, providing efficiency expertise involving Department of Defense business processes and Information Technology systems.
- Responsible for policy development and implementation
- Performed strategic level organizational development management practices that affected billion dollar project initiatives with an immeasurable amount of downline employees.
- Initiated, coordinated and performed efficiency operations across multi-tiered IT system functionalities, involving Program Executive Office’s and Commands for the purpose of providing synergistic solution sets for short- and long-term system integration, maturation and migration operations.
- Advisory to “End 2 End” (i.e. cradle-to-grave) business architecture processes designed to identify “As-Is”, current state operations and “To-Be”, desired operations, ultimately identifying all process “touch points” and process gaps.
- Presenting briefings to high level dignitaries

Intelligence and Security Command, US ARMY Business Development, Capture and Proposal Expert,
November 2015 – November 2016

Trident Proposal Management (Booz Allen Hamilton), Alexandria, VA

- Deputy to the Senior Project Management Officer, providing operational support to, streamlining processes and increasing efficiencies across the holistic proposal lifecycle
- Coordinated all logistics and preparations for multiple partner-level review teams per proposal, enabling maximum effective feedback for over 20 participants
- Performed as the administrator initially designing, coordinating and implementing multiple projects

Intelligence and Security Command Program Manager, February 2015 – October 2015

Charles F. Day & Associates, LLC. – Fredericksburg, VA

- Program Manager for projects in scope of 1-12 million dollars
- Responsibility for account management; supervision of employees and external consultants; handling daily staff assignments; planning and administering budgets; controlling income and revenue; and tracking program expenses
- Directs, defines and coordinates resolutions to program issues

Director/ Program Manager, Afghan National Military Intelligence Center, 2012 - 2014

New Century, Inc. – Kabul, Afghanistan

- Responsible for the creation, implementation and development of National Military Intelligence Center
- Managed and directed 16 senior advisors associated with the National Military Intelligence Center who were responsible for thousands of downline employees.
- Program and Project management: established effective communications with the project stakeholders regarding interdependent timelines and requirements, as well as key project actions and decisions
- Developed, instituted, and ensured the project strategy regarding the institutional decision making Process was aligned to the business strategy implemented.
- Responsible for preparing budgets and/or additional investment requests, updating financial plans against actuals, and delivering to the budget by effective management of cost, schedule and resource

Senior Economic Advisor, 2012

Strategic Social Inc., Kabul, Afghanistan

- Provided budget formulation and justification support for the country of Afghanistan economic development functions to the International Security Forces Afghanistan
- Produced economic models and policies to support Afghanistan economic growth initiatives spanning in scope from villages to the capital city of Kabul (est. Pop. 4 million)
- Worked with US Ambassador's staff on strategic economic models that directly influence the Afghan Ministry of Economics policies
- Interacted and instructed Afghan Business Advisors in economic theory and implementation procedures
- Presenting briefings to high level dignitaries

Senior Intelligence Analyst IV, 2011 – 2012

BAE Systems, TBOC, Newport News, VA

- Developed and performed municipal planning initiatives through game theory modeling software systems to support training objectives, designed to manage civilian population bases ranging from 200 to 500k population epicenters.
- Provided population base analysis support (municipal) of gaming activities including interpreting and presenting results and recommendations to senior military and civilian decision makers
- Responsible for the municipal modeling training for elements varying in scope for up to 6000 employees.

US ARMY, 2003-2011

- Performed Leadership roles increasing in responsibility for 9 years culminating in over 150 downtrace personnel
- Responsible for the municipal functions of a portion of Baghdad (est. pop. 500k-1 million) including all public works infrastructure, schools, hospitals, security, and electrical grid
- Performed municipal analysis for portions of Afghanistan roughly the size of West Virginia
- Performed analysis on local level political atmospherics to align policy with public priorities
- Routinely managed department size elements comparable to municipal city management organizations of 20-50k population bases'
- 10 years' experience in project and program manager for multiple efforts
- Directly responsible for over 30 million dollars of assets
- Performed mentor/advisor role to high level foreign officials

- Trained and qualified over 10-15k individuals in various subject matter
- Authored and presented numerous white papers, policies, official briefings to high level officials
- Versed in numerous acquisition procurement methodologies
- Provided support to new technology initiatives through design, specification development, and pilot testing
- Presented briefings to high level dignitaries
- Promoted rapidly from entry level position to the leadership position of Captain, equating to the top 6% of US ARMY

Education

Radford University, Masters Business Administration, Radford Virginia 1999

Radford University, Bachelors of Business Administration, Radford Virginia 1998

- Concentration in Operations Management.

Professional Development

- ICMA Member and completed all entry level coursework leading toward the credentialing process
- Military Intelligence Officer Captain's Career Course, Military Intelligence School, Ft. Huachuca, AZ
- Diploma, Field Artillery Officer Basic Course, Field Artillery School, Ft. Sill, OK
- Diploma, Officer Candidate School, Ft. Benning, GA
- Planning Commission Member, Town of Colonial Beach, VA
- Virginia BZA (Board of Zoning Appeals) Certified (November, 2017)

Reference Information:

Patrick Ey

Town of Colonial Beach (Council Member)

pey.cb64@outlook.co

(804) 761-5846

Jim Cornwell

Town Attorney, Colonial Beach

jcornwell@cornwellesq.com

(540) 230-8803

Mike Warner

Co Worker (US ARMY)

Jmwarn1@gmail.com

(615) 688-3752

Wayne Kennedy

Mayor (Colonial Beach, VA)

(804) 761-3314

Press Articles

[Richmond developer plans big investment in Colonial Beach | Local Business News | fredericksburg.com](#)

Summary: The sale of dormant municipal property for 2.6 million dollars that is scheduled to produce over 25 million dollars of investment thus significantly increasing tax base indefinitely.

[Richmond-based developer is planning a \\$25 million-plus project in Colonial Beach with town homes, condos and a hotel | Business News | richmond.com](#)

Summary: same initiative as above but hit the Richmond circulation

[Taking care of home: Torrey Smith Park opens in Colonial Beach | Sports News | fredericksburg.com](#)

Summary: Recreational Facility built with minimal taxpayer money

[Colonial Beach New Town Manager, Route 301 Corridor Study and Tourism Highlight COMREL | Features | dcmilitary.com](#)

Summary: One of numerous meetings that illustrates multi-level government interactions to facilitate economic growth and partnership opportunities

Randy Mora

From: Patrick Marsh <patmar0620@gmail.com>
Sent: Tuesday, June 1, 2021 11:57 AM
To: Randy Mora
Subject: KC Manager Application - Patrick Marsh
Attachments: Cover letter Town of Kenneth City, FL - Town Manager.docx; Reference List 2021.docx; Resume - Patrick Marsh.docx

Randy, I have attached my resume, cover letter, and references for the Town Manager position. Please let me know if you need anything additional.

Regards,

Patrick Marsh

Patrick Marsh



patmar0620@gmail.com



(608) 212-2707



5990 47th Ave. NW, Rochester, MN 55901

June 1, 2021

Town of Kenneth City
Human Resources Department
6000 54th Avenue North
Kenneth City, FL 33709-1806

To: To whom it may concern,

I was excited to see your listing for the Town Manager position on the ICMA website. As a dynamic City Manager/Administrator and Economic Development Director with over thirty years of professional experience in the public sector, including eighteen in local government management, I am confident that I would be a valuable asset to the Town of Kenneth City.

Your job listing mentions a need for someone with a broad range of knowledge of local government management, planning and economic development, which are all areas I have extensive experience in. I was most recently employed by the City of Fitchburg, Wisconsin, where I honed my skills in local government management, while focusing on business growth and retention in the community. While employed there, I successfully managed a balanced budget while playing an active role in growing the equalized value of the community. Fitchburg is one of the fastest growing communities in Wisconsin and has been for the last four years.

I am confident that my proven track record of excellent work ethic, unparalleled attention to detail, and knack for team building will make me an immediate asset to Kenneth City, and allow me to contribute to the team's success.

I look forward to discussing the Town Manager position and my qualifications with you in more detail. I am available to talk at your earliest convenience. I will be in touch next week to follow up, just to make sure you've received my application.

Thank you so much for your time and consideration.

Sincerely,

Patrick S. Marsh

Patrick Marsh

ICMA – Credentialed Manager



Tel: 608-212-2707



patmar0620@gmail.com



5990 47th Avenue NW
Rochester, MN 55901

EDUCATION

Master's Degree

Major: Public Administration
Northern Illinois University - 2004

Bachelor of Arts

Major: Business/Public Adm.
Augustana College - 1988

EXPERTISE

Leadership

Team Management

Economic Development

Tax-Increment Finance

Finance & Budgeting

Planning & Zoning

Land-Use

Sustainability

Transportation

CAREER OBJECTIVE

To utilize my thirty years of local government experience, including eighteen years of local government management, to provide exceptional local government management in an effort to increase quality of life for residents, business, and, visitors to the community.

EXPERIENCE

City Administrator – City of Fitchburg

Fitchburg, Wisconsin – September 2015 to January 2021

- Chief Appointed Official for the City of Fitchburg
- Primary contact for elected officials (Mayor and eight Common Council members)
- Primary contact for business recruiting, retention and expansion
- Responsible for the day-to-day management of fifteen department heads.
- Lead staff for annual budget preparation and management
- Liaison between local organizations such as the Chamber of Commerce and the City

City Administrator & Economic Development Director – City of Monona

Monona, Wisconsin – November 2007 to September 2015

- Chief appointed official for the City of Monona
- Primary contact for elected officials (Mayor and six Common Council members)
- Primary contact for business recruiting, retention and expansion
- Responsible for the day-to-day management of ten department heads
- Served in the role of Deputy Clerk and assisted with elections, etc.

Village Administrator & Economic Development Director –

Coal Valley, Illinois – June 2003 to November 2007

- Chief appointed official for the Village of Coal Valley
- Primary contact for elected officials (Village President and six Trustees)
- Primary contact for all planning and economic development activities
- Responsible for the annual budget and daily management of four department heads

Patrick Marsh

ICMA – Credentialed Manager



Tel: 608-212-2707



Patmar0620@gmail.com



5131 East Cheryl Pkwy
Apartment # 207
Fitchburg, WI 53711

EXTRA

Board of Directors

Illinois City/County Managers
Association, 2005-2007

Board of Directors

Wisconsin City/County Managers
Association, 2008-2012

Board of Directors

Cities & Village Mutual Insurance
Company, 2014-2015

Volunteer Coach

Monona Youth Recreation
Baseball, Football, Wrestling
2010-2015

TECHNICAL SKILLS

Efficient in Microsoft software

Word, Excel

EXPERIENCE CONTINUED

Assistant City Manager – City of Eldridge

Eldridge, Iowa – December 2002 to June 2003

- Assisted the City Manager with day-to-day operation of the City
- Assisted the City Manager with budget preparation and management
- Lead staff person for all economic development, planning and zoning activities
- Primary contact for all property maintenance complaints
- Primary liaison between the City Council and City staff

Director of Operations – iPower Distribution Group

Rock Island, Illinois – July 2000 to December 2002

- Lead staff member for a multi-disciplinary, twelve business conglomeration focused on providing one-stop opportunities for industrial material replacement and operation (MRO)
- Reported to a twelve member Board of Directors on monthly operations of company operations
- Lead staff liaison between member companies and industrial clients (Case IH, John Deere, and, Honeywell)
- Managed eight employees

Senior Planner – Bi-State Regional Commission

Rock Island, Illinois – February 1989 to July 2000

- Lead staff person for all transit and park and recreational activities in a two state, five county and forty plus local governments in the Quad City Metropolitan Area and adjacent rural counties
- Assisted local governments with land and right-of-way acquisition for multi-use trails throughout the region
- Coordinated multi-use trail development with the state-wide network of regional trail systems in northern Illinois
- Assisted local governments with comprehensive planning and park and recreation master plans

Intern – Duane Olivier Associates & City of Moline

Moline, Illinois – September 1987 to March 1988

- Assisted local governments with planning documents and asset management inventory systems
- Assisted business consultant with various planning and economic development projects for local governments
- Reviewed local government ordinances for compliance
- Attended city council and village board meetings to experience governing operations of local government

Patrick Marsh – Professional Reference List 2021

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Phone</u>	<u>email address</u>
Craig Wagner,	Business Owner,	Rock Island, IL.,	(309) 314-4620,	cwagner@rilcoinc.com
William Cole,	City Attorney,	Monona, Wi.,	(608) 228-3995	wcole@axley.com
Daniel Bahr,	Former Alderman,	Fitchburg, Wi.,	(608) 225-3020	danbahr@gmail.com
Robb Kahl,	Former Mayor,	Monona, Wi.,	(608) 212-1076	r.kahl@cbgwi.com
Chris Armstrong,	Developer,	Fitchburg, Wi.,	(608) 445-2769	chris@avanteproperties.com
Jason Gonzalez,	Former Mayor,	Fitchburg, Wi.	(608) 445-2069	jgonzalez@uwalumni.com
Scott Kelly,	Business Owner,	Fitchburg, Wi.	(608) 576-0490	scott_kelly@AJG.com
Daniel Owen,	Pastor,	Fitchburg, Wi.	(717) 877-8105	dowen@blackhawkchurch.org
Leah Kimmell,	HR Director,	Monona, WI.	(608) 222-2525	lkimmell@ci.monona.wi.us
Jacob Anderson,	Parks Dir.,	Monona, WI.	(608) 212-2525	janderson@ci.monona.wi.us

Randy Mora

From: Carl Brown <brownca@goldmail.etsu.edu>
Sent: Tuesday, June 1, 2021 10:34 AM
To: Randy Mora
Subject: KC Manager Application
Attachments: References.docx; Resume.docx; Cover Letter.docx

Dear Human Resources,
I would appreciate consideration for this position.
Thank you

--
Carl Alexander Brown

Dear Human Resources,

I would appreciate consideration for your City Manager position. I am currently the Grants Administrator with the Jacksonville Transportation Authority where I am developing an Indirect Cost Rate proposal, review monthly project progress reports, and support managers and staff regarding questions pertaining to grant details and financial information.

Previously I was a Financial Reporting Analyst for Alexandria, VA where I engaged in tracking/analyzing grants, CIP, and general fund revenues/expenditures to determine fund health and identify reimbursement opportunities. I also served as the City's POC for grant access, assisted in capital allocations and CAFR obligations, and assisted the Finance Director with supplemental appropriation ordinances for City Council.

Before that I was the Senior Fiscal Analyst for Tampa, FL's Police and Fire Departments (243 million in combined overall operating expenditures). As such I assisted in the administration of their grants, monitored their budgets, applied for hurricane reimbursement funds, and prepared their resolutions for City Council.

I also was a Budget/Management Analyst for the Department of Homeland Security in Santa Fe, New Mexico and engaged in accounting duties, grant tracking, and budget analysis. I also processed purchase orders, travel vouchers, generated funding streams for purchase requests, performed journal entries, and ran the Fleet and Facilities Departments.

I hold a Master's in Public Administration with coursework in City Management & Economic Development and a concentration in Urban Planning from East Tennessee State University, Johnson City, TN. My BA is in Political Science from Occidental College, LA, CA.

My previous career before Public Administration was as an actor in LA, CA for 11 years. During those 11 years I also worked in the hospitality industry as a bartender, server, and supervisor in hotels and fine dining establishments.

Thank you,
Carl Brown
818-606-4485
brownca@goldmail.etsu.edu

CARL BROWN

Cell: 818-606-4485

brownca@goldmail.etsu.edu

EDUCATION

Master of Public Administration, Urban Planning Concentration Dec. 2013 (4.0 GPA)

East Tennessee State University (ETSU), Johnson City, TN

B. A. in Political Science May 1999

Occidental College, Los Angeles, CA

PROFESSIONAL EXPERIENCE

Grants Administrator, Jacksonville Transportation Authority, Jacksonville, FL, July 2020 – Current

- Lead the Indirect Cost Rate Proposal project for submission to FTA and FDOT in order to obtain reimbursement for costs which would have otherwise been unrealized
- Review monthly progress reports for completeness & accuracy
- Support project managers & other staff regarding questions pertaining to funding sources/match amounts
- Utilize Oracle and Trams to report on grant details and spend downs

Financial Reporting Analyst, City of Alexandria, Alexandria, VA, December 2017- July 2020

- Track and monitor General and non-General Fund revenue/expenditures (grants, state/federal aid, developer contributions)
- Assist in developing the annual CAFR
- Support daily Finance Department administrative operations (budget amendments/capital allocation, communications, JE's, workflow processes, council docket tasks)
- Analyze funds/grants to assess where bond draws and grant reimbursements need to be performed
- Serve on the COVID FEMA reimbursement team

Senior Fiscal Analyst, City of Tampa, Tampa, FL, June 2015-November 2017

- Maintain the Police and Fire Departments' budgets (\$243,000,000 total expenditures)
- Author and review City Resolutions appropriating/transferring funds
- Process Federal grants, setup Capital Improvement Projects, and perform monthly projections
- Track grant expenditures in the General Ledger and the Project & Grants module
- Serve on Request for Proposal committees
- Serve as the Fire & Police Department's lead for FEMA emergency reimbursement funds

Budget/Management Analyst, Department of Homeland Security, Santa Fe, NM, July 2014-June 2015

- Analyzed/maintained/audited and submitted the Agency's budget
- Tracked/maintained/audited the Agency's Federal grants
- Served in the absence of the procurement officer performing multiple duties using the statewide accounting system (SHARE) including: the creation of expenditure reports, creating pivot tables, creating funding streams for purchase requests, entering purchase orders, creating request for proposal, creating purchase modifications, and executing journal entries
- Ran the Fleet Department (33 cars)
- Assisted in running the Facilities Department

Municipal Technical Advisory Service Intern, Johnson City, Johnson City, TN, Jan. 2013- June 2013

- Assisted in analyzing/maintaining/auditing Johnson City's FY 2012/13 budget
- Assisted in planning/forecasting for FY 2013/14 budget
- Prepared spreadsheets and performed statistical evaluation
- Engaged in financial and performance analysis
- Used survey results and met with community leaders to develop a neighborhood plan for the Planning Dept.

Public Safety Consultant, Habersham County, Habersham County, GA, June 2012 - Sept. 2012

- Collected, assessed, and monitored EMS, Fire, and Police records to determine overall efficiency
- Developed spreadsheets and charts to communicate and delineate workload per incident
- Made recommendations to integrate databases for transparency, cost cutting, modification of shift hours, and restructure the deployment of forces
- Applied ArcGIS and SPSS statistical analysis to create kernel density hotspot maps reflecting vehicle accident locations/frequency and correlating variables

PROFESSIONAL DEVELOPMENT

Acting: Hosted a Nationally Televised AMC "Date Night Show"
Performed on VH1's "Dance Cam Slam"
Booked multiple commercials
Trained for film/television/stage

Software: ORACLE, HYPERION, MUNIS, SHARE, ArcGIS, Microsoft Office Suite (Extensive Excel/Power Point), SPSS,
Management Scientist

Certificates: VGFOA single audit, Multiple NIMS 100-700

References

Spence, Karen (My Former Supervisor)

Assistant Comptroller, City of Arlington, VA

(703) 965-5361

Valdez, Ivy

Grants Manager, City of Tampa, FL

(813) 274-7850

Herbert, Ray

Fiscal Services Team, City of Tampa, FL

(813) 748-7439

Fraser, Carmen

Accounting Reporting Director, City of Alexandria, VA

(703) 746-3900

Lo Cicero, Nick (Was his Fiscal Analyst)

Head Chief of Fire, City of Tampa, FL

(813) 274-7011

Riley, Bryan (Was his Fiscal Analyst)

Chief of Fire - EMS, City of Tampa, FL

(813) 451-8110

Baumaister, Mike (Was his Fiscal Analyst)

Police Major, City of Tampa, FL

(813) 244-5880

Jenkins, Milt (Was his Fiscal Analyst)

Chief of Fire – Administration, City of Tampa, FL

(813) 310-3672

Montoya, Adolfo (Former Supervisor)

Deputy Director, Department of Finance, Santa Fe, NM

(505) 827-0290

Greaves, Ian

Comptroller, City of Alexandria, VA

(703) 746-4314

Randy Mora

From: Alex Morales <alexmorales39@hotmail.com>
Sent: Monday, May 31, 2021 4:34 PM
To: Randy Mora
Subject: KC MANAGER APPLICATION
Attachments: Alex Morales - Kenneth City Town Manager Position.pdf

Dear Sir/Madam:

My 30+ years of experience in government, social services, and non-profits is an excellent match to the qualifications you are seeking in your new Town Manager. I bring to the table a record of outstanding compliance with Federal, state, local, and agency regulations, reduced spending, increased efficiency, and increased customer and employee satisfaction.

At the Bergen County Board of Social Services, I led a transformation effort that included:

- Streamlining a top-heavy organization to reduce expenses and improve customer service.
- Implementing a new service delivery model that reduced time to issue benefits from over 180 days to 30 days.
- Managing design construction (rehab) of 55,000 sq. ft. of office space - completed on time and under budget.
- Coordinating move-in of 240 employees with no disruption to customer service.
- Repairing working relationship with community partners

From 2002 to 2009 I worked as Executive Director of the Hialeah Housing Authority, leading an overhaul of the physical inventory, policies, and internal controls that achieved:

- High Performer designation from HUD in the Public Housing Program.
- High Performer designation from HUD in the Section 8 Program.
- 25% improvement in Customer Satisfaction Surveys.
- Over 1 million dollars in grant funds during the 2009 fiscal year.
- Investment of over 25 million dollars in capital improvements.
- Financial stability and viability for all lines of business obtaining program reserves of over \$10 million.

At the Bergen County Board of Social Services, I oversaw an agency with 240 employees that serves over 30,000 families and administers over \$600 million dollars annually in Food Stamps, Medicaid, TANF, General Assistance and related programs. At the Hialeah Housing Authority, I oversaw a wide range of programs that included over 1,100 Public housing units, 545 Affordable housing units, 300 workforce housing units, over 4,300 Section 8 vouchers, 10 elderly meals sites serving over 1,000 people per day, FSS program, Senior Activities Program, Adult Day Care Center, and Child Day Care Center. I am certified as a Public Housing Manager (PHM – NAHRO) and a Senior Housing Manager (NAHRO).

At the City of Boston, Bergen County Board of Social Services, Hialeah Housing Authority, City of Hialeah, and previous employers, I gained valuable experience analyzing work processes, procedures, and resources and crafting solutions to improve productivity, profitability, and customer satisfaction. I believe this experience makes me uniquely qualified for the Town Manager position currently available with the Town of Kenneth City. If you agree that a meeting could be to our mutual benefit, please contact me at 305-303-0358 or email at alexmorales39@hotmail.com. I look forward to speaking with you.

Sincerely,

Alex Morales

Alex Morales

790 Hyde Park Avenue, #26
Boston, Massachusetts 02136
Telephone: 305-303-0358
alexmorales39@hotmail.com

May 31, 2021

Town of Kenneth City
Human Resources Department
6000 54Th Avenue North
Kenneth City, Florida 33709

Re: Kenneth City Town Manager Position

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Sincerely,



Alex Morales

Enclosures

ALEX MORALES

790 Hyde Park Avenue, #26 ♦ Boston, Massachusetts 02136 ♦ 305-303-0358 ♦ alexmorales39@hotmail.com

A highly experienced Executive who has demonstrated the ability to lead diverse teams of professionals and non-professionals to new levels of success in a highly regulated, fast-paced environment. Strong technical and business qualifications with an impressive track record of more than 30 years of successful, profitable, experience in organizational management, communication, grant management, and project management. Proven ability to successfully analyze an organization's critical requirements, identify deficiencies and potential opportunities, and develop innovative and cost-effective solutions for enhancing competitiveness, increasing revenues, and improving customer service offerings. Demonstrated history of revitalizing distressed lines of business and obtaining efficiency, profitability, and improving resident/customer satisfaction.

ACCOMPLISHMENTS

- Successful collective bargaining negotiations.
- Reduced time to issue benefits from over 180 days to 30 days
- Managed construction (rehab) of 55,000 sq. ft. of office space which was completed on time and under budget.
- Coordinated move-in of 240 employees with no disruption to customer service.
- Significant reductions in Health and Worker's Compensation Insurance costs
- High Performer designation from HUD in the Public Housing and Section 8 Programs.
- Obtained 25% improvement in Customer Satisfaction Surveys.
- Over 20 million dollars in grant funds secured during my tenure.
- Directed investment of over 25 million dollars in capital improvements.
- Directed operations of over 220 employees and \$50 million annual budget
- Expanded services to hundreds of new families.
- Financial stability and viability for all lines of business obtaining program reserves of over \$10 million at the Hialeah Housing Authority.
- Facilitated the Strategic Planning process for the Board and established long term plans for the agencies.

PROFESSIONAL EXPERIENCE

CITY OF BOSTON, BOSTON CENTERS FOR YOUTH AND FAMILIES, Boston, MA

2017 - Present

Regional Operations Manager

• Responsible for the supervision and overall operations at nine community centers in the City of Boston which address community needs through a variety of programs. Ensure programming offers opportunities to youth, families, and elderly residents including Arts, Sports, Community Service, and Educational opportunities. Other responsibilities include Grant writing and management, personnel functions, and community relations. Create and implement policies and procedures to streamline operations and improve accountability.

BERGEN COUNTY BOARD OF SOCIAL SERVICES, Rochelle Park, NJ

2012 - 2016

Interim Management Consultant

• Reporting to a ten-member Board, I was responsible for supervision of all 240 employees, including planning and directing the work of all administrative, management, supervisory, and security personnel, and contracted services. Responsibilities included preparation and management of the annual operating budget; administration and management of all agency programs; providing professional and technical advice and presentations to public officials and private organizations relating to the agency and its programs. Also responsible for grant management, oversight of all personnel functions, and labor relations.

PROFESSIONAL EXPERIENCE (CONTINUED)

ABBIE J. WEIST, INC., Fort Myers, Florida

2010 - 2015

Grant Writer/Consultant

- Research, prepare, organize, write, format, and submit detailed and comprehensive funding applications in accordance with instructions and notices of funding availability issued by federal and State agencies. Perform program development services, provide technical assistance, evaluation, and studies.

BARBIE BAKERY, Hialeah, Florida

2010 - 2012

Administrator

- Manage all retail and production operations. Hire, train, supervise, reward, and discipline a work force of thirty employees. Assess and analyze customer feedback and achieve improved customer service. Sales have increased 8%-11% each year. Manage purchasing and inventory.

HIALEAH HOUSING AUTHORITY, Hialeah, Florida

2002 - 2009

Executive Director

- Reporting to a five-member Board of Commissioners, I was responsible for overall agency operations administering a budget of over \$50 million and 150 employees. Oversaw the strategic management and planning for the agency and oversaw operations and service delivery in order to provide streamlined operations, reduced operating costs, and greater customer satisfaction. Interfaced with employees, community partners, Board Members, public officials, and customers to develop and maintain organizational strategies, operational efficiencies, and outstanding services. Provided professional and technical advice and presentations to public officials and private organizations relating to the agency and its programs. Other significant responsibilities also included grant management, oversight of all personnel functions, and labor relations.

EDUCATION

Master of Arts - Political Science, (1990)

THE JOHNS HOPKINS UNIVERSITY, Baltimore, Maryland

Bachelor of Arts - Politics and Public Affairs, (1987)

UNIVERSITY OF MIAMI, Coral Gables, Florida

Additional Skills

Bilingual - Fluent in Spanish, both verbally and written.

Salary Requirement: Negotiable

Alex Morales

790 Hyde Park Avenue, #26
Boston, Massachusetts 02136
Telephone: 305-303-0358
alexmorales39@hotmail.com

References

Bergen County Board of Social Services Board Members

Tom Toronto
Bergen County Board of Social Services Board Member
6 Forest Avenue, Paramus, NJ 07657
201-291-4050 / 201-406-4376 • toronto@bergenunitedway.org

Mayor Vince Barra
Bergen County Board of Social Services Board Member
201-873-7000 • VinceBarra@aol.com

Dr. Deborah Viola
Bergen County Board of Social Services Board Member
201-370-4669 • Deborah.Viola@wmchealth.org

Dr. Joan Voss
Bergen County Freeholder
Bergen County Board of Social Services Board Member
One Bergen County Plaza, Hackensack, New Jersey 07601
201-336-6279 / 551-486-4977 • joanvoss52@yahoo.com

Hialeah Housing Authority Board Member

Anita Wydra
Former Hialeah Housing Authority Commissioner
5737 West 15 Court, Hialeah, Florida 33012
305-761-4435 • anaialvarez@bellsouth.net

Former Community Stake Holder

Mayor Raul Martinez
Mayor of Hialeah, Retired
700 West 76 Street, Hialeah, Florida 33014
305-823-8686 / 305-336-5785 • rlm5000@bellsouth.net

Council “Eddie” Still

478-256-6763 | | still1324@gmail.com | Byron, GA 30132

SUMMARY/COVER LETTER

I'm a military Veteran with a strong Commitment to work and ethics. I'm results oriented. I have a passion for people that affords me a goal ending process to work towards satisfaction in every aspect of my career and family life. I'm not afraid to get my hands dirty and as a result, I feel I can be a strong and resourceful leader.

Results oriented Manager with over twenty eight years progressively responsible experience in Public administration managing responsibilities in local, county and state government. Demonstrated proficiency in coordinating programs and interfacing with professionals of all levels; coupled with strong ability to assess services and support, including human service programs and general information dissemination. Profound knowledge of the government policies pertaining to budgeting and accounting coupled with outstanding knowledge of municipal election laws and procedures. Highly skilled in county and city planning, economic development, and personnel management as well as possess strong concepts of all State and Federal laws and regulations. Good working experience on MS Office (Word, Excel, PowerPoint, and Outlook).

SKILLS

- Profit and revenue-generating strategies
- Persuasive negotiations
- Budgeting and P&L
- Product and service management

EXPERIENCE

Management/Sales Manager, Mikes Garage Doors, March 2009-Current
Macon, GA

- Developed and significantly grew within a 200 mile radius of the Macon territory over 12 years.
- Reduced process gaps by hiring, supervising, and coaching 12/15 employees on sales strategies and protocols, optimizing performance, growth, and profitability.
- Projected more than \$1.5 million in sales during a yearly time frame and achieved 100% of target.
- Generated sales by executing complete sales cycle process and break-even rate-tracking through contract negotiations and close.
- Created and finalized quotes to complete deals between company, vendors, and customers.
- Managed day to day operations including but not limited to Sales, customer service and satisfaction, job completion, and integrity of products delivered. Cost affect and hands on completion when needed.
- Ordered materials for projects and Maintaining inventory for sales and future stock.

Commissioner, Crawford County, GA, 2002-2010
Knoxville, GA

Day to day operations included oversee County ordinances, budgeting, and appropriation of funds for all county activities; building and maintaining county roads; making and enforcing civil and criminal resolutions and ordinances not in conflict with state law, including those for land use and building construction; supporting and implementing state and federal mandates. Hiring of county employees.

Implemented grants to initiate a severe weather update system, including sirens, phone notifications. This system is also useful for boil water notices, etc. Established grants for expansion of the water system, fire department and public safety.

Business Owner/Operator, Affordable Overhead Door, 2004-2009
Byron , GA

Managed the day to day operations, including installs. customer service, billing, supervising of 8/10 employees.

EDUCATION AND TRAINING

High School Diploma

Bachelors Degree/Business Administration

MILITARY SERVICE\MILITARY POLICE

Served in the Air Force, 1982-1986

E4 Rank

Military Police

Grenada

ACCG MEMBER

Multiple classes included finances, Local and Government Laws, Citizen Engagement, County Operations and Management. Economic and Community Development, Intergovernmental Relations, Leadership Development, Public Safety, Revenue and Finance, Social Issues.

Certified County Commissioner

Notary

REFERENCES:

Bob Cabe: 478-954-3879, 6327 Big Daddy Dr., PCB, FL 32407, baysidemarina@knology.net

Fabien Hollis: 478-957-8294, 640 GA Hwy 128, Roberta, GA 31078, f.hollis@crawfordcountyga.org

Ben Powell: 478-973-7994, 66 Cypress Lane, Roberta, GA 31078, powellelectricalight@gmail.com

Jim Broome: 678-662-2382, P.O. Box 8098, Chattanooga, TN 37414, jgbroone@epbfi.com

Eddie Taylor: 478-662-3069, 302 Timberline Circle, Byron, GA 31008

**ACCG Lifelong Learning Academy
Edward (Eddie) Still
Former Chairman at Crawford County**

[Print Summary](#) [Edit Certificate Dates](#)

[Lifelong Learning Academy Program Overview](#)

[2019 ACCG Lifelong Learning Academy Training Education Calendar](#) [Specialty Track and Cross Over Courses](#)

Commissioners Training Program			
Required Courses (30 hours for certification)			
#	Course	Date	Hours
A01	Financial Management I	2/5/2007	6
A02	Personnel/Human Resources	2/6/2006	6
A03	County Gov't Law/Personal Liability	2/2/2004	6
A05	Economic Development	1/12/2007	6
A06	Excellence in Government	1/11/2003	6
Total Required			30
Elective Courses (18 hours for certification)			
#	Course	Date	Hours
B01	Ethics (6 Hrs)		
B02	Teamwork Through Teambuilding (3 Hrs)		
B03	Planning and Goal Setting (3 Hrs)		
B04	Public Speaking (6 Hrs)		
B05	Image Identity (6 Hrs)		
B06	Managing Meetings and Parliamentary Procedures (6 Hrs)		
B07	Planning and Zoning (6 Hrs)		
B08	Public Safety (3 Hrs)		
B09	Public Works (3 Hrs)		
B10	New Commissioner Training	12/3/2002	6
B100	County Government 101 (6 Hrs)		
B101	Public Health & Public Safety (6 Hrs)		
B11	Impact Fees (6 Hrs)		
B12	Conflict Resolution	4/12/2003	6
B13	Capital Improvement Programs (6 Hrs)		
B14	Community and Media Relations (6 Hrs)		
B15	Boards and Authorities (6 Hrs)		
B16	County Commission Planning Session (6 Hrs)		
B17	Financial Management II (6 Hrs)		
B18	Emergency Management (6 Hrs)		
B19	City-County Cooperation (6 Hrs)		
B20	Housing (6 Hrs)		
B21	Environmental Management (6 Hrs)		
B22	Human Services (6 Hrs)		
B23	Planning for Quality Growth (6 Hrs)		
B24	Public Works and Transportation (6 Hrs)		
B25	County Govt. Fundamentals (6 Hrs)		
B26	Federal and State Relations: The Art of Getting Things Done	9/27/2004	6
B27	Board Leadership	2/9/2009	6
B28	Effective Meeting Management (6 Hrs)		
B29	Commission and Staff Relations (6 Hrs)		

To: Kenneth City, FL. Mayor and Council
From: Jeff Shoobridge
Mayor and Council;

I would like to thank you for taking the time to consider my qualifications to fill the position of your next City Manager. I am a transplanted Floridian, having grown up in SW Florida (Port Charlotte and Cape Coral) with most of my adult years in Central Florida (primarily South Lake County). Most recently I was a Council Member for the City of Groveland until accepting my current position as City Administrator of Madison Lake, MN. I am a Navy veteran and graduate of the Navy's Nuclear Field Class 'A' school for Machinists Mates with a background in both the public and private sectors. I have several years of executive experience in the retail furniture and real estate industries with additional operations management experience in the restaurant industry. This, tied to my experience on the Groveland, FL City Council and current position as City Administrator of Madison Lake, MN combined with significant undergraduate coursework in both political science and public administration and my graduate work towards my Masters in Public Administration at the University of Central Florida (1 class remaining as of June 2021), coursework at the Florida State Fire College and completion of the Urban Land Institute planning workshop for public officials makes me a great fit for the position. I am interested in the position both because of the position itself and my family in the area, I recently have been graced with the birth of a daughter and this change in my family has created a desire to be back near extended family despite a very strong relationship with my current City.

My greatest strength lies in a pragmatic, adaptive leadership style that focuses on collaboration and consensus building with the recognition that adaptation to appropriately fit a given situation is required to achieve the best data-driven results. I believe that any policy or project must have stakeholder buy-in to be successful and that buy-in is often contingent on people knowing that even if the outcome is not what they had hoped or lobbied for, that their voice was heard and considered. I pride myself on being approachable, fair, and ethical while supporting a growth mindset of always being better today than yesterday.

No leader can be honest without acknowledging their weaknesses, I recognize that I have the tendency to give individuals "the benefit of the doubt" and this can become a weakness. To address this, time has taught me to "trust but verify" while maintaining positive, respectful, professional relationships that continue to encourage diverse perspectives by addressing items in a timely fashion professionally and constructively.

Regarding accomplishments during my tenure in Madison Lake, I drafted and negotiated terms for a 5-year service agreement for Fire Services to outlying townships which reduced the City share of Fire Department costs from $\approx 40\%$ of the Fire budget to $\approx 31\%$, gained a \$61,000 concession for City projects included in a MNDoT state highway project, negotiated the re-start of a 12 year dormant residential development, and in conjunction with the City Attorney, renegotiated a tax-increment financed developers agreement that had no activity for 3 years, and renegotiated a sewer treatment agreement with the neighboring major city resulting in cost savings of over \$18,000 per year. I have improved processes that resulted in better operational efficiencies and cost savings while improving service levels. Specifically, in working with accounting staff to streamline operations while implementing a new accounting software system, we uncovered errors in coding and accounting that, when corrected, resulted in a \$28,000 refund

to the city in overpaid sales taxes (with interest) and clearer pictures of department costs. These process improvements have been part of my work on a 3-year plan to shift the City from a history of deficit spending to sound financial planning to also include a comprehensive Capital Improvement Plan. Currently the city is on a path to achieve fiscal neutrality in the next 2 years while simultaneously embarking on a multi-year, pay as you go road and infrastructure improvement plan. This is all being accomplished with the city remaining the second lowest tax rate in the county. The single accomplishment I am most proud of is the implementation of a Blue Cross/Blue Shield zero deductible health plan and a \$25,000 basic life insurance policy for full-time city employees at no cost to the employee as a transition from paying a taxable health stipend to providing city paid benefits, increasing the availability of employee benefits while reducing overall costs to the City.

While serving on the City Council of Groveland, FL., I am proud to have worked with my fellow Council Members and City Leadership team to improve the quality of life for residents, including the renovation of a central city park and authorizing the construction of a new 33,000 sq ft Public Safety Complex. Additionally, as part of a forward-thinking Council, we voted to approve the purchase of a vacated well with its attached, valid consumptive use permit, to accommodate a shortage in the city consumptive use permit from the water district (a creative solution from City Manager Hein, saving the city approx. \$3M), and having been a part in attracting the \$150 million robotic distribution center for Kroger/Ocado to the city of Groveland which is expected to produce nearly 500 high paying jobs.

During the first six months my efforts will involve:

- Meeting with staff, elected officials, citizen groups, and county/state officials to assess city operations, concerns, positions, and dynamics- Open and regular lines of communication are essential to the success of the City
- Learning the Council's goals and perspectives-- this effort will be the key to formulating the appropriate strategic directions
- Assessing the City's position regarding growth and operations opportunities and ensuring alignment with anticipated future trends
- Familiarization with the City's codes
- Assessing current performance measures that will be used to determine if staff and I are meeting organizational goals set by Council and citizens' expectations, making adjustments where needed
- Consistently working toward a continuous improvement mindset, improving operational models, and raising standards

Again, Thank You for your consideration, you may find my resume attached with a summary of my written evaluation from May 2020 administered by the City Attorney and a separate PDF copy of City Council minutes from November of 2020 where City Council voted unanimously to double the previously agreed on salary increase for "exceptional performance" (no written evaluation was performed).

I look forward to the opportunity to continue in the process.

Jeff Shoobridge

Jeff Shoobridge
113 Cedar Path
Eagle Lake, MN 56024
321-418-2916
JeffShoobridge1@gmail.com

EDUCATION:

University of Central Florida -BA Political Science/International Relations-2012

Additional coursework in Accounting, Human Resources Management, Organizational Management, Planning/Zoning, Land Use, Public Administration, Public Budgeting, and Coaching

UCF Currently enrolled- Master of Public Administration (expected graduation DEC 2021)

UCF- Graduate Certificate in Urban and Regional Planning- Expected completion Summer 2022

Florida State Fire College- Building construction, Plans review, and Fire prevention practices

Urban Land Institute- Planning workshop for public officials- 2018

US Navy Nuclear Field Machinists Mate Class ‘A’ school

CERTIFICATIONS, MEMBERSHPS, and PROFESSIONAL AFFILIATIONS:

Member ICMA

Board Member- Minnesota Association of Small Cities

Mankato Area Schools Facilities Committee

FEMA ISO100, ISO200

State of Florida 5 Year Professional Educator Certificate EXP 06/2023-Social Sciences 6-12

EXPERIENCE:

NOV 2019-Pres. City Administrator, Madison Lake, Minnesota

- City operations, focus on budgeting, development, and infrastructure improvement
- Direct oversight of Municipal budget of \$2.3M, including Police, Fire and Public Works
- Additional duties include City Zoning Administrator
- Worked with the City Engineer to develop a long-term infrastructure improvement plan
- Implemented a 3-year plan to eliminate ongoing deficit spending

NOV 2018-NOV 2019 City Council Member- City of Groveland, Florida

- Constituent outreach/problem solving
- Consensus building for intra-local agreements
- Collaboratively plan, adopt, and oversee annual municipal operating budget of \$21M
- Member- East Central Florida Regional Planning Council
- Lake County Schools Concurrency Committee
- Member, Florida League of Cities
- Alternate Member South Lake Regional Water Cooperative

SEP 2015-NOV 2019 Lake County Schools/Leesburg High School

Social Studies Teacher-AP US History/US Government/Economics

- Collaboratively develop lesson plans and curricula using multiple delivery methods including classroom instruction and distance learning utilizing computer-based learning management systems (LMS) including Schoology, Canvas, Blackboard, Skyward, and Webcourses.
- Using effective communication skills during interactions with students, guardians, and other stakeholders from a variety of socio-economic backgrounds to achieve goals.

- Ensure that student educational records are maintained in accordance with state statute and school board policy.
- Assistant Football Coach/ Videography and Analysis

NOV 2009-MAR 2011 David Samuels Realty- Mascotte, FL.
 Owner/Broker

- Maintained all company records in accordance with state statute including reconciliation of company budget and state escrow accounts
- Reviewed and ensured that all contracts were completed appropriately
- Contract negotiations
- Prepared agenda for periodic sales and staff meetings and recruited and organized guest speakers.

JUL 2007-NOV 2009 Weichert Realtors/Hallmark Properties-Orlando, FL.
 Sales/Listing agent

- Negotiated sales agreement to be the exclusive representative for an upscale builder and contract extension upon expiration.
- Contract negotiation/review
- Honored as Listing Agent of the Month 5 times.
-

OCT 2006- DEC 2017 Walt Disney World-Orlando, FL.
 F&B Server/Trainer

- Provide exemplary service to guests to maximize their vacation enjoyment.
- Train new employees in location policies and procedures using direct and online instruction.
- Provide feedback using effective communication skills to trainees and management about service opportunities and performance and training issues

Previous Experience includes:

Owner/President- Evelyn's Furniture

Full P&L responsibility including analysis of annual budget and earnings reports, scheduling and organizing weekly staff/sales meetings, working with over 35 factory vendors' representatives for merchandise purchasing, inbound and outbound logistics, contracts, sales, advertising, and operations.

12 Years Restaurant management experience- Applebee's, Universal Orlando Resorts, McDonalds

Responsibilities included operations, budgeting (labor, capital, and operating), scheduling, conflict resolution, and succession planning.

Military:

US Navy- 1986-1990 Honorable discharge

REFERENCES:

Mike Hein, City Manager, Groveland, FL	352.345.3035
Sean Parks, Lake County FL County Commissioner, District 2	352.988.7099
Scott Underwood Department Chair, South Lake H.S.	352.552.2957
John Terlew, Finance Director-City of Groveland, FL	850.766.1072
Jason Moran, City Attorney, Madison Lake, MN	507.330.4955

City Administrator Evaluation

City of Madison Lake-Jeffrey Shoobridge

Performance Evaluation Forms were presented to individual members of the City Council, along with the City Attorney. Each supplied the City Attorney with completed Performance Evaluation Forms. A total of 6 were presented for Summary. Several council members did leave blank some metrics and some evaluation areas identifying that not enough time had passed to make a clear, solid evaluation, or an inexperience in dealing with the subject on particular metrics; this is not abnormal and is expected with this type of evaluation. Blanks were not utilized in the tabulation of metric scores.

In the Individual Characteristics Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Professional Skills and Status Area Jeff scored a cumulative average of 4 out of 5; above average. He demonstrated above average competence in that metric.

In the Relations with Elected Members Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Policy Execution Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Reporting Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Citizen Relation Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Staffing Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Staffing Area Jeff+ scored a cumulative average of 4 out of 5; above average. He demonstrated above average competence in that metric.

In the Fiscal Management Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Community Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In sum, based upon the scoring methodology Jeff scored a 4+; above average.

The individual comments regarding strengths the following were noted:

Knowledge to search and find answers to situations that arise.

Knowledge of government

Is a rule follower

Positive attitude

Good fit for the City

Excellent communication skills

Detail oriented

Good disposition

Allows the Council to make decisions as opposed to giving a personal opinion

Does not debate the council to sway a vote

Administers the council's directives well

Directs the council when they sway off topic

Excellent technical skills for budget analysis

Showed good initiative in contacting elected officials to receive grant money

Good leadership skills during the pandemic noted



Council Meeting Minutes

Madison Lake City Council

Monday, November 16th at 6:00 p.m.

525 Main Street

Madison Lake, Minnesota

1) Call Meeting to Order & Pledge of Allegiance

Mayor Hoehn called the meeting to order at 6:01 p.m.

2) Roll Call

- a) **Council Members Present:** Mayor Kent Hoehn, Carolyn Hiniker, Laurinda Sohre, Pat Burt, Ryan Sanders
- b) **Staff Present:** City Administrator Jeff Shoobridge, Deputy Clerk Liz Wille
- c) **Others Present:** City Attorney Jason Moran, City Engineer Jason Femrite

3) Consent Agenda

Note: All items listed under the Consent Agenda are considered routine or non-controversial and will be approved with one motion. If a Council Member wishes to discuss any of these items, they may ask that the item be removed from the Consent Agenda.

- a) Approval of the agenda of this meeting
- b) Approval of the minutes of the October 15th, 2020 meeting
- c) Approval of the minutes of the October 19th, 2020 meeting
- d) Approval of the vendor claims in the amount of \$84,431.37
- e) ~~Resolution 2020-27 Adopting the 2021 Meeting Schedule~~

Motion by Burt, seconded by **Sohre** to approve the consent agenda with Resolution 2020-27 being pulled from the consent agenda to 6c under Ordinances and Resolutions.

Roll Call: Ayes: Hoehn, Burt, Hiniker, Sanders, Sohre

Nays: None

Motion Carried

4) Open Public Comments- None

5) Appearances & Presentations

a) Feasibility Studies for Road Repairs – Jason Femrite

- i) Jason Femrite, the City Engineer, gave Council a Preliminary Engineering Report for projects on Chestnut, Lake, Pine, and Spruce

Motion by Sohre, seconded by **Burt** to accept the Preliminary Engineering Report and call for public hearing.

Roll Call: Ayes: Hoehn, Burt, Hiniker, Sanders, Sohre

Nays: None

Motion Carried

b) 2020 YTD Budget Update

6) Ordinances and Resolutions

a) Public Hearing – Fee Schedule

- i) **Motion by Sanders**, seconded by **Burt** to close the regular meeting and open the public hearing.

- ii) Public comment was called for three times, with no public comments to enter into the record.
- iii) **Motion by Sohre**, seconded by **Burt** to close the public hearing and reconvene into open session.

Motion by Burt, seconded by **Hiniker** to adopt the 2021 Fee Schedule.

Roll Call: Ayes: Hoehn, Burt, Hiniker, Sanders, Sohre
Nays: None
Motion Carried

b) **Resolution 2020-28 Appointing Phillip Wills as Police Chief**

Motion by Burt, seconded by **Sanders** to approve Resolution 2020-28 Appointing Phillip Wills as Police Chief for the City of Madison Lake.

Roll Call: Ayes: Hoehn, Burt, Hiniker, Sanders, Sohre
Nays: None
Motion Carried

c) **Resolution 2020-27 Adopting the 2021 Meeting Schedule**

Motion by Sohre, seconded by **Burt** to approve Resolution 2020-27 Adopting the 2021 Meeting Schedule keeping the City Council meetings on the first and third Monday of each month.

Roll Call: Ayes: Hoehn, Burt, Hiniker, Sanders, Sohre
Nays: None
Motion Carried

7) New Business

a) **Benefit Discussion**

- i) City Administrator Shoobridge has found a health insurance plan through Blue Cross Blue Shield.
- ii) The Council wants to move away from the Health Stipend.

Motion by Burt, seconded by **Sanders** to move forward with the following:

- Existing employees will have the option to either take the new insurance plan OR keep the health stipend in the amount of \$8,300. The health stipend will not increase, and if an employee decides to take the health insurance, they will not be able to go back to the health stipend.

- New Employees will be offered Health Insurance through BCBS. No health stipend will be offered to new employees.

Roll Call: Ayes: Hoehn, Burt, Hiniker, Sanders, Sohre
Nays: None
Motion Carried

b) **Authorization for posting of open police positions**

Motion by Sanders, seconded by **Sohre** authorizing Chief Wills to post Police Department openings for 1 full-time officer and 2 part-time officers

Roll Call: Ayes: Hoehn, Burt, Hiniker, Sanders, Sohre
Nays: None
Motion Carried

c) **City Administrator Evaluation**

Motion by Sohre, seconded by **Burt** approving the contracted \$5,000 increase to the City Administrator salary plus an additional \$5,000 due to exceptional performance.

Roll Call: Ayes: Hoehn, Burt, Hiniker, Sanders, Sohre
Nays: None
Motion Carried

8) **Old Business**

9) **Administration Report**

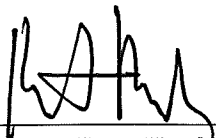
i) Administrator Shoobridge presented Council with his written report

10) **Council Report**

11) **Adjournment**

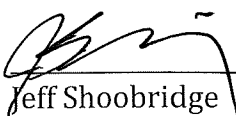
Motion by Sanders, seconded by **Burt** to adjourn the meeting at 8:48 p.m.

Roll Call: Ayes: Hoehn, Burt, Hiniker, Sanders, Sohre
Nays: None
Motion Carried



Mayor Kent Hoehn

Attest:



Jeff Shoobridge
City Administrator

VA



U.S. Department
of Veterans Affairs



Member ID

Card Expires: 03/09/2031

122830 [REDACTED]

Plan ID (80840)

7346 243 588



VA HEALTHCARE ENROLLEE
SERVICE CONNECTED

Member

JEFFREY J SHOOBRIDGE



Timothy Rhode

4460 Danbury Drive Brookfield, WI 53045 262-232-1161 Trhodesfrancis@gmail.com

June 24, 2021

Town of Kenneth City
Mayor Robert J. Howell and City Council
4600 58th Street North
Kenneth City, FL 33709

Dear Mayor Howell:

Please find enclosed my resume for the position of Town Manager. I offer you and the Council my leadership and experience in budgeting, human resource management, economic development, tax increment financing, and Bid district coordination. More specifically, 17 years of successful municipal management with a strong service-oriented approach. As you can see from my resume, I offer Kenneth City strong administrative leadership, transparency, and the ability to be a "people person" during my time managing communities.

Additionally, I've created and implemented initiatives such as performance-based management and financial trends monitoring. These programs have simplified and outlined the trends and performances of my staff, thereby allowing elected officials and citizens additional transparency into their local government.

I feel I am a strong candidate for the Town Manager position. I am confident my 17 years of experience in the public sector coupled with my education and five years in the private sector enable me to make a significant contribution to your community. I also feel, after reviewing my resume and speaking with individuals I've worked with, you'll find I am hardworking, and a highly self-motivated team orientated person who can meet the needs of your next Town Manager.

I would appreciate an opportunity to discuss my knowledge, skills, and abilities, as well as my work history. I may be contacted at (262) 232-1161 or by email at Trhodesfrancis@gmail.com. Mr. Howell, thank you for your time and consideration of my application.

Sincerely,

Tim Rhode

Timothy Rhode

4460 Danbury Drive · Brookfield, WI 53045 · 262-232-1161 · TRhodestfrancis@gmail.com

PUBLIC PROFESSIONAL EXPERIENCE

Village of Hartland, WI Population 9,320; 262-367-2714

1/20 -6/21 Village Administrator

- Managing the day-to-day operations of a Village with 74 FTE and a total budget of 15.3 million dollars. Full-service community located in upscale Lake Country.
- Project manager of rapid downtown mill/overlay to minimize downtown business interruption.
- Implemented first performance review process tied to wage and compensation.
- Managed three successful Plan Unit Developments in the Village totaling \$104,800,000 of new value which met the Village Board goals and objectives for new development.
- Managed staff during COVID-19 with minimal office closure or impact to residents.

Town of Cedarburg, WI Population 6,200; 262-377-4509

5/16 –12/19 Town Administrator

- Managing the day-to-day operations of a Township with 12 FTE and a total budget of 3.5 million dollars.
- Project manager of \$1.7 million Korb Sports Complex project; a regional sports facility including 8 ball fields and 3 soccer/football fields. Led the fundraising team which raised an additional \$750,000 in private funds for the public project.
- Negotiated town/city/school agreements achieving Town Board goals and objectives.

City of St. Francis, WI Population 9,433; 414-481-2300

5/11 – 5/16 City Administrator

- Managing the day-to-day operations of an urban community with 72 FTE and a total budget of 10 million dollars. Full-service community bordering the City of Milwaukee.
- Designed and implemented first employee handbook, first personnel performance review process, and electronic time keeping/payroll system.
- Successfully negotiated contracts with Police, Fire and Dispatch Union in post Act 10/32 environment, accomplishing goals and objectives of the City Council.
- Led Project Team on new 45,000 sq ft/\$11.5-million-dollar Civic Center (police/fire/city hall) on budget/time.
- Updated and revised strategic plan from 2003 with vision for lake front development.
- Created new TIF District with 10-million-dollar project plan for retail and industrial redevelopment along Layton Avenue.
- Web development with municipal applications and implementation of text/email alerts and social media.

Village of Butler, WI Population 1,982; 262-783-2525

2/06 – 5/11 Village Administrator/ Clerk

- Managed the day-to-day operations of an urban community with 22 FTE and a total budget of 4.4 million dollars. Full-service community bordering the City of Milwaukee.
- Developed successful initiatives within the Village TIF District including: new project plan, 6 million dollars of redevelopment and creation of a 5 year Community Development Authority strategic plan for redevelopment of our “main street” intersection.
- Project manager major construction projects: New Library (2008), Remodeled Village Hall (2010) and resurfaced Hampton Ave, our downtown “main street,” fully funded by ARRA (2010).

Timothy Rhode

4460 Danbury Drive · Brookfield, WI 53045 · 262-232-1161 · TRhodestfrancis@gmail.com

City of Monticello, IA Population 3,749; 319-465-6435

3/04 – 2/06 City Administrator

- Managed the day-to-day operations of a rural community with 33 FTE and 24 PTE/volunteer and a total budget of 5.5 million dollars.
- All economic development responsibilities including Chairmen of the six County Hwy 151 development organization.
- Created and implemented various new initiatives including: \$350,000 in airport grants, \$450,000 in Vision Iowa grants, alternative revenue sourcing from utility franchise fee, highway commercial district, and nuisance ordinance.
- Project manager for the construction of the Mary Lovell LeVan Renaissance Center: a 2.4 million dollar addition to City Hall housing Police, Veterans Hall/ Senior Center, Library and Council Chambers.

City of Waukesha, WI Population 66,327; 262-524-3745

2/03 – 3/04 MPA City Administrator Internship

- Implementation and creation of new GASB 34 financial accounting standards, completed both financial trends monitoring report, and cost analysis boiler plate for City service. Created and implemented Performance Measurements Project.
- Assist in the day-to-day operations of a community with 503 FTE and total budget of 109 million dollars.

PRIVATE PROFESSIONAL EXPERIENCE:

12/96 – 12/02 Professional Management and Sales/ Consulting Position with Enterprise Rent-A-Car, PageNet and Pitney Bowes.

PROFESSIONAL AND LOCAL AFFILIATIONS:

- Hartland BID Board of Directors, Lake County Rotary Club
- Cedarburg Chamber of Commerce Board Member, Ozaukee County Economic Development Board Member, Troop 56 Scoutmaster
- Member of St. Francis Association of Commerce, executive member of the St. Francis Economic Development Committee and board member of the South Shore Experience, St. Francis Arts Council
- UWM Graduate School mentor program leader
- Member of MMSD TAT Council, Butler Area Chamber of Commerce Board of Director, MAMEA Member and Member of Be SMART Coalition
- Chair of the Hwy 151 Development Committee, Youth Assets Co-Chair, Co-Chair of the Monticello Community Planning Board, Vice President of the Monticello Rotary, Marketing Monticello Co-Chair, and Jones County Empowerment board member
- ICMA/WCMA – International/Wisconsin City Managers Association member

EDUCATION:

- University of Wisconsin-Whitewater, Whitewater WI:
B.S. Public Policy and Administration/ Emphasis in Management. December 1996
- University of Wisconsin-Milwaukee, Milwaukee WI:
Master of Public Administration/ Municipal Management Track. May 2004

Timothy Rhode

4460 Danbury Dr • Brookfield, WI 53045 • 262-232-1161 • Trhodestfrancis@gmail.com

June 25, 2021

References

<u>NAME</u>	<u>POSITION</u>	<u>PHONE/EMAIL</u>
Dave Salvaggio	Cedarburg Town Chairman	262-302-0531
Torin Misko	Hartland Police Chief	262-424-6756
Eric Ryer	Town Administrator	Eryer@town.cedarburg.wi.us
Adam Monticelli	Cedarburg Director of DPW	Amonticelli@specopsductwork.com
Al Richards	Mayor of St. Francis	414-698-3259

June 25, 2021

Dear City Attorney:

I recently saw your advertisement relative to the position of Town Manager, Kenneth City, Florida and I would like to be considered as a candidate for this position. **I am a candidate with demonstrated success working in a collaborative and participative environment with emphasis on customer service, and economic development. I have experience in finance, personnel, public relations, water & wastewater utilities and excellent written and oral communication skills. Further, my background comports with the attributes desired by the Town for its next Town Manager. In short, my experience, knowledge, background, skills, and abilities make me a solid fit for this opportunity.**

With this background, and my two Masters Degrees in Public Administration (with Honors from Florida Atlantic University) and Regional Planning (The Pennsylvania State University), I am the effective leader that Kenneth City is seeking to employ.

Sincerely,

Mark A. Kutney, AICP, ICMA-CM
Former City Manager
City of Brooksville

1071 Candlelight Blvd. Apt B31
Brooksville, FL 34601

Mark A. Kutney, AICP, ICMA-CM
1071 Candlelight Blvd., B 31; Brooksville, FL 34601
C (561) 601-4632
makutney_3254@mail.com

SUMMARY OF QUALIFICATIONS

An experienced local government manager and leader with a proficiency in the following areas:

- Growth Management
- Economic Development
- Customer Service
- Strategic Planning
- Labor Relations/Collective Bargaining
- Sustainability
- Budgeting/Capital Budgeting
- Project Management
- Human Resources
- Media Relations
- Grantsmanship
- Emergency Management
- Airport Management

I am an ICMA Credentialed Manager and savvy leader with a commitment to the principles of Total Quality Management (TQM). I am a proven leader versed in managing change and specializing in dealing with high pressure/demand activities in local government. Further, I am a dedicated team player with city (strong mayor and city manager forms of government) and county experience.

PROFESSIONAL EMPLOYMENT EXPERIENCE

City Manager for the City of Brooksville

November 2017- June 2021

The City of Brooksville is located in central Hernando County and is the County Seat. The 2020 BEBR population estimate had the City at 15 residents short of 9,000 population. The City is comprised of about 12 square miles. As City Manager, I was responsible for the following Departments and major Functions: Fire; Finance; Parks & Recreation; Community Development (including CRA); Public Works; Utilities (including Sanitation); City Clerk; Cemetery; Human Resources; Information Technology; and Business Development. Law Enforcement was provided by the Hernando County Sheriff's Office through contract. The adopted FY 2021 General Fund Budget was \$9,737,331 and the City's all funds budget for FY 2021 was \$47,754,889.

Accomplishments

- Guided City Council in the decision to contract with the Hernando County Sheriff's Office (HCSO) to deliver Law Enforcement Services. I negotiated the contract with

Mark Kutney Resume

- the Sheriff that was favorable to the City. I successfully handled the transition from Brooksville PD to the Sheriff and completed the deposition of police department assets.
- Reorganized 65% of the City to make it more efficient and effective.
 - Led Staff efforts with Civics Plus to develop a **new website** for the City.
 - Negotiated a new **Collective Bargaining Agreement** with Fire Union Local 4661 in 2020 and successfully guided the modification of a **Fire Assessment** methodology from the Availability Method to the Demand Method.
 - In conjunction with the Florida Rural Water Association **developed new water and sewer rates** that were urgently needed and ultimately adopted by City Council.
 - Prepared and developed the **Economic Development Strategic Plan** which was adopted by City Council in July 2020.
 - Guided the preparation of new “state of the art “**procurement and personal policies manual** through City Council.
 - Guided the preparation and adoption of a new **compensation/classification plan** through City Council that corrected numerous salary structure problems within the City.
 - Upon my arrival in Brooksville, I corrected many problems of the existing financial situation. The City had low reserves, had been overspending and was facing serious budget cuts and tax increases. Through my efforts, I built up reserves, overhauled spending practices and other financial remedies. Ultimately, the City was able to **reduce its millage rate by over 1 mill** during my tenure and City reserves are now at healthier levels.
 - Created a new **Capital Improvements Plan** and set up a continuous **Roadway Management Plan** that provides yearly maintenance enhancements of deteriorated roadways.

Town Manager for the Town of Loxahatchee Groves October 2011-September 2014

The Town of Loxahatchee Groves is located in central Palm Beach County and was incorporated as Palm Beach County’s 38th municipality on 6/23/06. The Town has a population of 3,185 (2013 Florida BEBR estimate) and comprises 12.5 square miles. The Town conducts its activities as a contract service municipality and I served as Town Manager conducting general management services for the Town through a management company. Specifically, these general management services included general administrative duties, Town Clerk, Finance; Planning and Zoning and Emergency Management. The Town also provided the following services through major contract vendors that I supervised and managed including: Law Enforcement and Fire

Mark Kutney Resume

Rescue via Palm Beach County; Solid Waste Management; Public Works; Code Enforcement; Engineering Services; and Building Services. A number of minor services were also provided including but not limited to Special Magistrate, auditing and debris removal services (with estimated employees of 150-200). The Town had four funds that comprised the Budget. These funds included a General Fund, Transportation Fund, Capital Improvements Fund, and Solid Waste Fund. The adopted budget for the Town's FY 15 General Fund was \$2,095,897 and the budget for all funds was \$4,873,466.

Accomplishments

- I was presented with the Awards of Financial Reporting Achievement by the Government and Finance Officers Association of the United States and Canada (GFOA) for **preparation of the Comprehensive Annual Financial Reports (CAFR)** for Fiscal Year Ended September 30, 2011; the Fiscal Year ended September 30, 2012; and the Fiscal Year ended September 30, 2013.
- I successfully guided Palm Beach State College through the Comprehensive Plan and development process for the purpose of permitting the College to build their fifth branch campus along with associated commercial development in the Town.
- Working with the Town Attorney, the Palm Beach County Sheriff's Office and other agencies, drafted new legislation and conducted code/police enforcement efforts to resolve a serious illegal equestrian manure dumping problem occurring throughout the Town.
- I led the efforts that implemented the conversion of the Town's wireless computer system and replaced such with new computer hardware and software; creation of a new website; and through a forensic data recovery firm recovered one terabyte of electronic files that were deleted due to mismanagement of the previous management firms.
- **Negotiated and brokered a verbal agreement with the Central Palm Beach County Chamber of Commerce to purchase and/or lease the Chamber Headquarters as the Town's new Town Hall.** At the end of my tenure, the Town Council agreed to move forward and purchase the facility.
- I implemented the Town's first **Capital Improvements Program and Budget.**
- Successfully guided the Town in the completion of construction for the 148th Culvert Bridge Project; the OGEM treatment (Open Grade Emulsified Mix) of $\frac{3}{4}$ mile sections of North Road; and OGEM resurfacing of Marcella Boulevard, Compton and Bryan Roads.
- Monitored and directed Town recovery activities during Tropical Storm Isaac.
- Served as the Town's Chief Procurement Officer and handled numerous procurements and bids including the bid for Solid Waste Services and the Request for Qualification (RFQ) under Florida CCNA requirements for various Town Engineering Services.

Deputy City Manager for the City of Belle Glade, Florida

2007-2011

The City of Belle Glade is located on the southeastern shore of Lake Okeechobee and is the largest city within the greater glades area of Palm Beach County. The City has a population of 17,107 (2009 Florida BEBR estimate) and comprises 4.65 square miles. The City's adopted total budget for fiscal year 2008-2009 was \$26,030,111 and the City had 168 full time employees allocated throughout the various funds. As the Deputy City Manager, I worked under the direction of the City Manager and acted as Chief Executive Officer during the City Manager's absence. As Deputy City Manager, I served as a Chief of Staff for the City Manager, and I was responsible for review and coordination of City Commission business agenda items. I also served as the City's **Airport Manager** and **Emergency Manager**.

In addition to consulting and advising the City Manager about community/program needs, I was the **Project Manager** for several high profile projects including the **Belle Glade Boat Lock Design and the Strategic Business Plan for Belle Glade Airport**. I was also an appointed (by the Belle Glade City Commission) member of the Glades Utility Authority (GUA) Governing Board, an independent water / wastewater service provider to the Glades area. This Board was responsible for all business decisions of the Authority's 24 million dollar utility operation. In **November 2010, I was elected Chair of the GUA Authority Board by members of the Governing Board**.

Accomplishments:

- In conjunction with Palm Beach County Emergency Management, I coordinated the review, preparation and City Commission adoption of the **Continuity of Operations Plan (COOP)** for Emergency Operations.
- I played an instrumental role in the review, negotiations, amendment and City Commission adoption of an Interlocal Agreement with Palm Beach County and the cities of Pahokee and South Bay to create the Glades Utility Authority. This agreement essentially transferred the City's water and wastewater services to an independent utility authority.
- I led the efforts and program to have all City Staff trained in the basic FEMA courses dealing with Incident Command System (ICS) and National Incident Management System (NIMS).
- I handled negotiations with Palm Beach County for the creation of an **Interlocal Service Boundary Agreement (ISBA)** and in conjunction with this effort, prepared and developed a new application format, procedures, and requirements related to the City's program for future annexation efforts.
- I coordinated the successful adoption and the Florida Department of Community Affairs (DCA) notice of intent compliance finding for the EAR based amendment to the comprehensive plan.
- I was responsible for guiding the adoption of the 2008-2009 Budget through the City Commission as the Acting City Manager and coordinated the completion the **2005-2006 Audit/CAFR** that was several years behind schedule.

Mark Kutney Resume

- On a continual basis, I was responsible for the successful review and coordination of all agenda reports and business items that were presented before the City Commission twice monthly.
- In conjunction with City Staff and the City Attorney, I led the review and negotiation of a tri-party **Interlocal Agreement** with Palm Beach County regarding the **construction of a civic center/branch library** within the City. I further supervised the coordination, permitting and construction inspections of the same.

Acting City Manager for the City of Belle Glade, Florida September 3, 2008-November 2, 2008

I assumed the duties of Acting City Manager due to the City Manager being discharged.

Development Services Director for the Town of Davie, Florida

1999 to 2007

The Town of Davie known for its open space system and western theme development has a population of over 90,000 and an area of 35.6 square miles. My responsibilities included the administration and supervision of the Town's Planning and Zoning; Building Inspections; Code Compliance; and Engineering Services Divisions. I was responsible for the management of eighty (80) employees and a total department budget of \$8,923,309 (FY 06-07). The Department served as staff support to the Planning and Zoning Board, Site Plan Committee, Unsafe Structures Board, and Special Magistrate Code Hearing Process.

Accomplishments:

- Successfully guided the preparation and adoption of the Town's **Housing and Transportation Elements** Amendments to the Comprehensive Plan. Florida DCA found the Amendments in compliance.
- Prepared, supervised and guided the adoption of the **Griffin Road Corridor Zoning District**. This mixed-use project was a major planning and design effort resulting from condemnation of Griffin Road Right of Way and the increase of a two (2) lane section into six (6) lanes. New mixed-use developments occurred along the corridor as a result.
- Successfully updated and revised staff planning reports to withstand legal challenges associated with Quasi-Judicial Hearings.
- Updated and revised code compliance mitigation guidelines for fairness and equity.
- Successfully guided the preparation of the **Citizens' Action Plan for the State Road 7 Corridor**.
- In conjunction with my Supervisory Management Team, developed and guided the preparation of the Development Services Department **Strategic Management Plan**.
- Principal author of the Town of Davie **Customer Service Guidelines**.
- Principal author and successfully guided the adoption of the Town's **Cost Recovery Program** related to Development Review Applications.
- Successfully guided and prepared the strategic plan relative to initiatives for **LEED /Green Planning and Sustainability** efforts in the Town.

Director of Growth Management for the City of Hallandale, Florida 1995 -1999

Accomplishments:

- Supervised the preparation of the City's 1995 Evaluation and Appraisal Report (EAR) as required by Florida Statutes. The South Florida Regional Planning Council review staff promoted the Report as a model for other cities to use.
- Prepared, supervised, and implemented a City-wide strategic improvement program/**plan-A Comprehensive Approach to Code Enforcement.**
- Successfully amended, reformatted and guided legislation adopting a **Minimum Property Maintenance Occupancy Code** through the City Commission. The Project had languished for over 8 years prior to my involvement.

Community Development Director for the City of Titusville, Florida 1991-1995

Accomplishments:

- Successfully completed the **City's Land Development Regulations** and guided this legislation as well as **City-wide Administrative Rezonings** through the City Council in accordance with State Law.
- Supervised the completion of **Titusville Commons Parking Facility and Sylvan Park Community Center.**
- Guided the successful completion of the planning phases for the **Space Walk of Fame Riverwalk Project.**

Planning and Development Director for the City of Greenacres, Florida 1984-1991

Accomplishments:

- Successfully guided the passage of legislation that amended the majority of the Zoning Ordinance, initiated growth control measures and administratively rezoned the majority of the City.
- During my tenure, I was responsible for the review and site planning of over **1 million square feet of commercial and shopping center development.**
- Successfully completed the City's Comprehensive Plan pursuant to the 1985 Growth Management Act. The Plan was completed almost entirely in-house.

Planning and Management Consultant, Diversified Planning Consultants, Lake Worth, Florida 1985-1991

Senior Planner in the Current Planning Division of the Sarasota County Planning Department 1982-1984

Assistant Executive Director for the City of Wilkes-Barre, Pennsylvania Department of Planning and Development 1978-1982

Research Analyst for the City of Wilkes-Barre, Pennsylvania Department of Planning and Development 1977-1978

SPEECHES AND PRESENTATIONS

- Presentation on “**Local Government and Private Consultants Working Together**” at the 2007 Florida Planning and Zoning Association Annual State Conference.
- Presentations on “**Visions and Realities; Let’s Make a Deal**” **Rethinking Redevelopment in a Changing Market** at the 2007 Broward Alliance Redevelopment Conference.
- Presentation on “**Linking Land Use-Plans and Regulations**” Classroom on Wheels seminar series, Sarasota Vocational Center.
- Speech on “**Small City Planner’s Perspective on Doing the Comprehensive Plan In-House**” at the Florida League of Cities seminar on Comprehensive Planning-The Nuts and Bolts Problems.
- Speech on “**Architectural Review and Community Appearance Boards**” at the Florida Planning and Zoning Association Annual Conference.
- Numerous other presentations before various organizations bodies and social clubs.

ADDITIONAL COMMUNICATION SKILLS

Holder of a 3rd class Radiotelephone Broadcast License through the Federal Communications Commission

EDUCATION

Master of Public Administration with Honors, Florida Atlantic University

Master of Regional Planning, The Pennsylvania State University

Bachelor of Arts in Urban Affairs, Wilkes College (currently Wilkes University)

Continuing Education:

The Certificate in Public Sector Human Resource Management

The Certificate in Internal Investigations, Council on Education in Management in Association with the George Washington University, School of Business and Public Management

Certificate in Process Management, University of Florida Leadership Development Institute

Certificates from the Emergency Management Institute, FEMA in the following study courses:

IS-00100.a

Introduction to the Incident Command System, ICS-100

IS-00100.PWa

Introduction to the Incident Command System ICS-100 for Public Works

Mark Kutney Resume

IS-00200.a	ICS for Single Resources and Initial Action Incidents, ICS-200
IS-00700.a	National Incident Management System (NIMS) and Introduction
IS-00800.b	National Response Framework, Introduction
G-300	Intermediate Incident Command for Expanding Incidents
G-400	Advanced ICS for Command and General Staff: Complex Incidents

Certificate of Achievement from the National League of Cities Emergency Management Training Program PER-284 Crisis Leadership for Local Officials NLCI

OTHER EDUCATION AND TRAINING

Numerous Certificates and Educational Units obtained can be furnished upon request.

PROFESSIONAL AFFILIATIONS

- Governing Board Member- Glades Utility (GUA) –Independent Governmental Authority responsible for providing water/wastewater services for the cities of Belle Glade, Pahokee, and South Bay, and the unincorporated areas of Palm Beach County (Glades area) 2009-2011. **I was elected Board Chair in November, 2010.**
- American Planning Association
- American Institute of Certified Planners, Certification No. 4501
- International City/County Management Association (member number 247890)
- Florida City and County Management Association
- Palm Beach City County Management Association
- Florida Chapter of the American Planning Association
- Society for Human Resource Management
- Florida Government Finance Officers Association
- Urban Land Institute
- Davie/Cooper City Rotary Club, member 1999-2007, Board of Directors member 2006-2007
- Town of Davie, Elected member, Board of Trustees, Management & General Employees' Pension, 2007
- Brooksville Kiwanis Club member and member of Board.

References for Mark A. Kutney, AICP, ICMA-CM

Pat Brayton, Mayor
City of Brooksville
201 Howell Avenue
Brooksville FL 34601
Cell (352) 232-2233
Home (352) 796-4840

Robert Battista, Vice Mayor
City of Brooksville
201 Howell Avenue
Brooksville FL 34601
Cell (352) 584-8964
Home (352) 796-8840

Gretchen R.H. (Becky) Vose, ESQ.
Vose Law Firm
324 W. Morse Boulevard
Winter Park, FL 32789
Cell (407) 448-0111
Office (407) 645-3735



F. Action Agenda

6. Town Clerk Selection Process

KENNETH CITY CLERK CANDIDATES

- Vanessa Mutchnik
- Janice Rutan
- Lisa Atkinson
- Connor Donovan

Randy Mora

From: vmutchnik1980@gmail.com
Sent: Thursday, June 17, 2021 11:18 AM
To: Randy Mora
Subject: KC TOWN CLERK APPLICATION
Attachments: Town of Kenneth City.doc; Vanessa Mutchnik Resume.docx; References.docx

Please see my attached cover letter and resume for the position of Town Clerk. I understand the cutoff date was yesterday. I apologize for my lateness. I hope you will consider me for the position.

I look forward to hearing from you soon.

Take care,

Vanessa

Vanessa M. Mutchnik
(561) 239-3605

Vanessa Mutchnik Mutchnik, MMC
(561) 239 – 3605
vmutchnik1980@gmail.com

June 17, 2021

Town of Kenneth City
Human Resources Department

Attention: Town Clerk Position

Dear Hiring Manager,

Please accept this letter and resume as notice to you of my interest in the position for Town Clerk for the Town of Kenneth City, Florida. I am confident that upon review of my educational and professional achievements, you will find my credentials well-suited for this position.

As indicated on my resume, I have worked as a municipal clerk for over the past 16 years. I started in local government in January 2004 as the Assistant to the Town Manager/Deputy Clerk for Town of South Palm Beach. I was promoted to Town Clerk a year later. In this position, I not only handled the Town Clerk Department but was also in charge of the Human Resource and Finance Department, which included bi-weekly payroll. I quickly learned the art of multitasking. I stayed in this position until January of 2008, when I was offered the Town Clerk position for the Town of Juno Beach. In this role, I handled all the clerk day-to-day functions, as well as manage the front desk department, facilitate the Town's website and newsletter, coordinate the monthly Town community events, and serve as the Town's municipal election supervisor. After 10 years with the Town of Juno Beach, I was offered the position of Town Clerk/Human Resources Manager for the Town of Jupiter Island. This position put my organizational and multitasking skills to the test as I not only handled all the human resources responsibilities for the 100 plus Town employees, but also served as the Town Clerk. I was in this position for almost 3 years.

Not reflected on my resume are the following additional qualifications that I would bring to this position:

- Ability to relate well with others
- Enthusiasm and initiative
- Knowledge of community dynamics
- Strong analytical skills
- Broad generalist background
- Concern for performance and accountability
- Strong customer service orientation

I am anxious to discuss my qualifications with you in greater detail and look forward to hearing back from you regarding this opportunity. Thank you for your consideration.

Sincerely,

Vanessa M. Mutchnik
Vanessa M. Mutchnik, MMC

VANESSA M. MUTCHNIK

(561) 239-3605

vmutchnik1980@gmail.com

Administrative Director with over 16 years experience in municipal government management. Dedicated civil servant with the ability to multi-task and handle several projects at once. I have a strong desire to civil service and working in local municipal government.

WORK EXPERIENCE:

Town Clerk/Human Resources Manager

Town of Jupiter Island, Florida 03/2018 – 12/2020

- Streamlined employee recruitment for the Town by hiring and retaining over 50 employees within 2 years of employment and facilitated their enrollment by overseeing all background checks, drug screenings and credit checks.
- Administered and guided employee benefits (medical, dental, vision, 401K and 457 plans, short- and long-term disability), worker's compensation claims, FMLA request, short- and long-term disability claims and Town policies and procedures.
- Worked closely with the Town's Labor Attorney on the development of the Town's Statements of Understanding and COVID Statement of Understanding in regards to the COVID-19 CARES ACT.
- Managed the Town's property and liability insurance conducting yearly review and renewals, resulting in a 10% reduction in the insurance premium.
- Performed the statutory duties of Town Clerk pursuant the Town Charter by certifying and attesting all Town documents, kept the "Town Seal", completed public records request, coordinated records retention, legal notification and bid openings, in accordance with Florida State law.
- Oversaw the day-to-day functions of the Town Clerk's office and the 14 Town Boards and Commissions by preparing dockets, attending all meetings, transcribing minutes, drafting resolutions, ordinances and proclamation and researching agenda items.
- Served as the Election Supervisor for the Town, facilitating the Town's municipal election, certifying the results, and swearing in new elected officials.

Town Clerk

Town of Juno Beach, Florida 01/2008 – 03/2018

- Oversaw the day-to-day functions of the Town Clerk's office by supervising both the executive secretary and front desk receptionist, prepared and attended all Council and Board meetings, transcribed the minutes, drafted resolutions and ordinance for the Town Council to approve, attested all Town documents, maintained an accurate up-to-date filing system, managed the Town's records department, prepared the yearly budget for my department, facilitated the ethics training for elected officials and facilitated all public records request in accordance with Florida state law.
- Served as the Town's Elections Supervisor for 8 municipal elections by preparing and providing the necessary documentation for residents to run for an open position and ensured that the candidates and the Town were in compliance the State of Florida Election Code.
- Maintained relationships with Local and State Representatives as well as County Commissioners and other Municipal Representatives, including communication between the Town Council, their constituents, and various media outlets.
- Facilitated in the development of the Town website, making it easier for the public to access information and managed the social media for the Town, ensuring the Town's social media pages were up-to-date and informed the public with accurate important information.
- Public Information Officer (PIO) for the Town under the National Incident Management Systems (NIMS) during a national disaster.

- Coordinated the yearly community events for the Town by contacting vendors, applying for permits and effectively advertising the event.
- Implemented the “Juno Beach Contact Program”, a welfare check service for residents of Juno Beach.

Town Clerk/Assistant to the Town Manager

Town of South Palm Beach, Florida 01/2004 – 01/2008

- Responsible for all the Town human resources functions, including hiring, training and supervising of administrative support staff as well as performed all the accounts payable duties and the bi-weekly payroll.
- Oversaw the day-to-day functions of the Town Clerk’s office by maintaining an accurate up-to-date filing system, drafted resolutions and ordinances, prepared and attended all Town Council and Board meetings, transcribed minutes, certified and attested all Town documents, facilitated public records request and was the records retention coordinator for the Town as well as the Town’s Election Supervisor.
- Supervised Building Department by assisting with permit applications and business occupational licenses and assisted with the Finance Department, working closely with the Town Manager to prepare yearly budget, making sure all departments were fiscally equipped to operate at the highest efficiency.
- Point of contact person between the elected Town Council Members, their constituents and various media outlets.

EDUCATION:

Florida State University, Tallahassee, FL

Master of Science in Applied American Politics, 2003

Florida State University, Tallahassee, FL

Bachelor Degree in Political Science, 2002

CERTIFICATIONS:

- *Master Municipal Clerk, February 2013*
- *Certified Municipal Clerk, September 2010*

TECHNOLOGY SUMMARY:

- *MS Office (Word, Excel, PowerPoint, Publisher)*
- *Laserfiche Records Management,*
- *Optiview Records Management*
- *BS&A Software*

PROFESSIONAL AFFILIATIONS:

- *International Institute of Municipal Clerks,*
- *Florida Association of City Clerks*
- *Palm Beach County Municipal Clerks Association*

References

- Ruben Cruz, Director of Planning, Zoning and Building
Phone - 561-348-4797
Email rcruz@tji.martin.fl.us

- Janice Rutan, Town Administration
Phone – 5613106229
Email jrutan@townofhaverhill-fl.gov

- Monica Shaner, Utility Director
Phone - 772-349-6061
Email mshaner@tji.martin.fl.us

Randy Mora

From: sdrjcr@aol.com
Sent: Thursday, June 3, 2021 9:21 PM
To: Randy Mora
Subject: KC TOWN CLERK APPLICATION
Attachments: Resume 6-2021 - Rutan.pdf; Cover Letter Kenneth City.pdf

Good Evening:

I attach my resume and cover letter for your consideration in filling the position of City Clerk. I was quite excited to hear of this opportunity and hope to meet with you to discuss my interest, qualifications and experience in local government that would make me an ideal candidate for Kenneth City City Clerk!

I look forward to hearing back from you.

Janice C. Rutan
561-310-6229

JANICE C. RUTAN

135 Palm Beach Plantation Boulevard ~ Royal Palm Beach ~ FL ~ 33411
561-310-6229 ~ sdrjcr@aol.com

June 3, 2021

Kenneth City Town Hall
6000 54th Avenue North
Kenneth City, FL 33709
via e-mail: Randy@cityattorneys.legal

Good evening:

I am quite excited to submit my resume for your consideration in filling the position of City Clerk for Kenneth City.

In reviewing my credentials and employment history in local government, I hope you relate my experience to be as vast and diversified as what is needed for the City of Kenneth. I am quite versed in Florida Statutes as they address municipal government, specifically as to the requirements of the position of City Clerk, open meetings, public records, elections, agendas, public notices, etc. I have no doubt that I would perform each function completely, accurately, timely and professionally while maintaining the professional decorum each task requires.

I have familiarized myself with the City Charter and am confident that I would be able to meet all duties and responsibilities set forth for the position of City Clerk.

My husband and I are looking to relocate out of Palm Beach County and have dear friends who live near Kenneth City. If hired, the transition would be quite smooth as we could relocate with friends close by while I continue my career, doing what I love, in local government.

I hope to be given the opportunity to meet with you and discuss my experience and qualifications that would fit right in with the position of City Clerk for Kenneth City.

I thank you in advance for your consideration of my application. I look forward to hearing back from you.

Sincerely yours,

Janice C. Rutan

Janice C. Rutan

JANICE C. RUTAN

**135 Palm Beach Plantation Boulevard ~ Royal Palm Beach ~ Florida ~ 33411 ~ 561-310-6229
sdrjcr@aol.com**

EXPERIENCE:

March 2009 - Present

Town Administrator

October 2005 - March 2009

Town Clerk/Assistant Town Administrator

Town of Haverhill ~ 4585 Charlotte Street ~ Haverhill ~ Florida ~ 33414

In March of 2009, after an approved Charter amendment changing the form of government from strong Mayor/Council to Administrator/Council, I was appointed the Town of Haverhill's first Town Administrator. The Town Administrator serves as the Chief Administrative Officer of the Town as well as performing the duties of Finance Director and Town Clerk. All regulatory and reporting responsibilities fall under my purview. I serve as director of human resources and perform the duties of that department including the hiring, firing and management of personnel. All financial matters, including budget preparation and implementation, accounts payable and receivables, grant application, reporting and implementation are handled by the Town Administrator. I prepare Capital Improvement plans and budgets and maintain the Town's fixed asset inventory. I serve as the Planning and Zoning liaison and am the point person for all land use and comprehensive plan amendments. I oversee the Department of Public Services including Building Department, Code Enforcement and Public Works.

The Town Administrator also assumes the responsibility for all aspects of the Municipal Clerks office including serving as the Clerk to Council, preparing the agenda, recording and preparation of meeting minutes. Responsible for meeting the notification and legal ad requirements of all meetings and public hearings. Coordination of meetings and the Council calendar are managed by my office. As the Town's Records Management officer, I administer the Town's records management program by maintaining the inventory of municipal records, retention schedules, retrieval, and ultimate destruction of records in accordance with the State's retention schedule. Under my supervision, all records are logged, scanned, and maintained in a comprehensive data base including mail, minutes, ordinances, resolutions, contracts, agreements, and licenses. I serve as the Supervisor of Elections for municipal elections. As the Public Information officer for the Town, I serve as the liaison with the media, public, other jurisdictions, departments, and entities. Application and issuance of building permits, business tax receipts and all permits and licenses are handled through my office and under my supervision.

April 2000 - October 2005

Records Management Coordinator:

Village of Wellington ~ 12300 Forest Hill Boulevard ~ Wellington ~ Florida ~ 33414

Managed and coordinated all records for the Village in accordance with State guidelines to ensure access, inspection, and proper disposition of public records. I recommended through research, design and competitive bidding the purchase of a Village wide electronic records management system for all departments and divisions that would interface with present systems and meet the need of each division and department. I coordinated the installation, implementation, training, and management of electronic record keeping and electronic records management for all Village departments and divisions through the scanning and cataloguing of documents, maps, and records into the electronic document management system. Maintained a comprehensive database and full inventory of Village records, for both on and off site storage, and maintained a comprehensive records disposition inventory in accordance with Florida Statutes. Served as Public Information Officer in the retrieval of records for citizens and easy access through the electronic management system.

Provided Administrative support for the Village Clerk by attending, recording, and transcribing minutes of Village Council meetings and other boards and committees as assigned. Transmitted, catalogued, and maintained database for all Ordinances, Resolutions, Contracts and Agreements. Recorded all easements, deeds, plats and other documents as needed with the Clerk of the Circuit Court. Assisted

with all municipal elections; coordinated polling locations and election workers. I served as liaison with the County Tax Appraiser and Tax Collector for ad valorem, non ad valorem tax rolls and other tax assessments for both the Village of Wellington and special taxing district Acme Improvement District.

April 1999 - April 2000

Administrative Assistant to the Director of Planning, Zoning and Building.

Village of Wellington ~ 14000 Greenbriar Boulevard ~ Wellington ~ Florida ~ 33414

Provided Administrative support for the Village's first Planning, Zoning and Building Department since incorporation in 1998. Assisted with the day to day activities in managing. Coordinated all meetings, maintained calendars and organized special events for the Director. Prepared all memos, correspondence and directives on behalf of the Director. Assisted in the preparation of the budget, served as purchasing liaison for the department and coordinated payroll for all department employees. Prepared agendas, legal advertisements, attended, recorded and transcribed the minutes for the Planning, Zoning and Adjustment Board

November 1997 - April 1998

Town Clerk

Town of Lantana ~ 500 Greynolds Circle ~ Lantana ~ Florida ~ 33462

Responsible for attending all Town Council meetings. Assisted with the preparation of agendas through the coordination of Staff reports and back up material. Attended, recorded and transcribed minutes. Prepared, documented and coordinated the transmittal and filing of all Town Council adopted Ordinances, Resolutions, Orders, Contracts and Agreement. Scheduled all meetings. Maintained calendars and made all travel arrangements for the Town Manager and Town Council. Served as the Records Manager. Supervised all municipal elections. Maintained all personnel records. Prepared and managed budget for Clerk's Department.

July 1994 - August 1996 Town

Clerk Pro Tem.

Town of Jamestown ~ 93 Narragansett Avenue ~ Jamestown - Rhode Island ~ 02835

Served as Town Clerk Pro Tem. Clerk to Town Council, Recorded of Deeds, Registrar of Voters, Canvassing Clerk, Probate Clerk, Registrar of births, marriages and deaths. Keeper of the Official Records and Keeper of the Seal. Prepared agendas, attended recorded and transcribed all minutes of the Town Council and Probate Court. Issued all business licenses, beverage licenses and occupational licenses. Served as Clerk to the Harbors issuing mooring permits, slip rentals and coordinator for all State and Federal environmental agencies.

November 1984 - April 1992

Town Clerk

Town of New Shoreham ~ Old Town Road ~ Block Island ~ Rhode Island ~ 02807

Served as an elected Town Clerk for the Town of New Shoreham for two consecutive terms. Appointed to position in 1990. Served as Clerk to the Town Council; Recorded of Deeds, Registrar of Voters, Canvassing Clerk, Probate Clerk, Passport Clerk, Registrar of births, marriages and deaths. Keeper of the Official Records and Keeper of the Seal. Prepared agendas, attended recorded and transcribed all minutes of the Town Council and Probate Court. Issued all business licenses, beverage licenses and occupational licenses. Sexton to the Cemetery and Federal Passport Clerk. Notary Public. Served as Interim Town Manager and served on Town Manager Search Committee May 1991 - October 1991. Prepared Department Budget and maintained financial reports for both Town Clerk Department and Probate Court.

PROFESSIONAL AFFILIATIONS:

Florida Association of City Clerks

Palm Beach County Municipal Clerks Association

Florida League of Cities

Palm Beach County League of Cities

Florida City and County Managers Association

Palm Beach County City Managers Association

REFERENCES AVAILABLE UPON REQUEST

Randy Mora

From: Lisa Atkinson <atkinson.lisa77@gmail.com>
Sent: Tuesday, June 1, 2021 10:36 AM
To: Randy Mora
Subject: KC Town Clerk Application
Attachments: Atkinson_Lisa.PDF

Thank you in advance for your consideration

Sent from my iPhone

LISA ATKINSON

329 137th Ave Cir #3, Madeira Beach, FL 33708 - p: (727)272-4373 – Atkinson.Lisa77@gmail.com

PROFESSIONAL PROFILE

Self-driven Professional looking to expand experience, using existing skill set to further the marketing efforts of a Skilled Nursing Facility.

SKILLS SUMMARY

Organization
Customer Service
Excel

Windows & Vista
Admissions
Team Building

Word
Leadership
Creative Problem Solving

CAREER HISTORY

Pinellas Park Water Management District, Government Municipality, Pinellas Park, FL 2015 – Present

- Accounting for the office – Payroll, AP and filing of 941's.
- Preparation of Public Board Meetings and Minutes.
- Re-employment Filing.

Signature HealthCARE, Skilled Nursing Rehab, Pinellas Park, FL 2012-2015

Admissions Director

- Developed and implemented a team based, facility-level Marketing Plan that included an analysis of the local healthcare market.
- Extensive external sales calls to doctors, hospitals, and ALF's.
- Directed development of Public Relations Campaign.
- Worked in tandem with Administrator and DON to develop admissions support team.
- Maintained existing relationships with referral sources.
- Knowledgeable regarding Medicaid and Medicare and how each can benefit a resident in Skilled Nursing.

Signature HealthCARE, Skilled Nursing Rehab, Pinellas Park, FL 2006 – 2012

Life Enrichment Director

- Planned, organized and directed a program of activities for residents.
- Developed programs, which provided opportunities for entertainment, exercise, relaxation, and expression, while fulfilling social and spiritual needs.
- Assisted the physically, emotionally, and cognitively impaired residents.
- Met regularly with families to explore appropriate level pursuits for their loved one.
- Consistently maintained standards for activity scheduling and documentation as established by corporate policy as well as regulatory requirements.
-

EDUCATION

- St Petersburg College Associates in Business Administration 2001.

Randy Mora

From: connor donovan <cad7272@gmail.com>
Sent: Tuesday, June 1, 2021 12:00 AM
To: Randy Mora
Subject: KC TOWN CLERK APPLICATION
Attachments: Connor Donovan Resume.docx; Cover Letter for Kenneth City.docx

Good Evening Randy,

My name is Connor Donovan, and I have attached a cover letter and resume for the City's review. Also just a heads up, the Kenneth City website has a typo that leaves out the "r" in attorney on your email, which may affect potential applicants. Thank you for the opportunity.

Best Regards,

Connor Donovan

Connor Donovan

858 Briar Oak Ct., Tarpon Springs, FL 34689 | 727-656-5917 | cad7272@gmail.com

5/31/2021

Kenneth City Town Hall
6000 54th Avenue North
Kenneth City, FL 33709

Dear Hiring Manager,

I am interested in the position of Town Clerk that was posted on your website this past weekend. I am currently serving as a City Commissioner in Tarpon Springs, and I believe my experience in this capacity would allow me to bring knowledge and enthusiasm to the position.

Serving as an elected official has given me a unique perspective on Council expectations and staff operations. I have a deep understanding of the dynamics between the City Council, staff, and residents. I have attended hundreds of public meetings and presented dozens of budget items before the commission. I am in constant contact with residents, and I pride myself on being organized. I am graduating with my Master's Degree in Public Administration from USF this Fall, and I have a genuine passion for public service.

I can be reached anytime at 727-656-5917. Thank you for the opportunity to apply for this position.

Sincerely,

Connor Donovan

Connor Donovan

858 Briar Oak Ct., Tarpon Springs, FL, 34689

727-656-5917

cad7272@gmail.com

Education

- Currently pursuing a Master's Degree in Public Administration from the University of South Florida – Anticipated Graduation Date: December 2021
- Bachelor's Degree in Public Policy and Administration – St. Petersburg College – graduated magna cum laude
- Tarpon Springs High School

Professional Experience

Tarpon Springs City Commissioner, (April 2019 – Present)

- Youngest ever elected City Commissioner in Tarpon Springs history
- Serves on the Board of Commissioners which is responsible for adopting a budget of \$63 Million
- Develops and leads major budget initiatives that help the community
- Cultivates a strong relationship between staff and elected officials to deliver team-driven results
- Appointed to and serves on the Pinellas County Homeless Leadership Alliance
- Appointed to and served on Forward Pinellas, a land use and transportation planning Agency

Donovan Insurance Solutions, Tarpon Springs, FL (May 2016 – present)

Sales Executive

- Conducts meetings on potential clients and organizes plans to contact them
- Sells Commercial and Personal lines Insurance using proven sales techniques
- Services existing client's policies and manages customer satisfaction
- Organizes office sales and commissions

Certificates and Licenses

- Licensed FL General Lines Insurance Agent (License # W329366)
- FEMA IS-00029 – Public Information Officer Awareness
- FEMA IS-00100.b – Introduction to Incident Command System
- FEMA IS-00700.b – Introduction to the National Incident Management System
- President of the International City and County Management Association Student Chapter – St. Petersburg College (2018)