Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 18, 2015 **Agenda Item No.** 3

Agenda Title: Selection of the Finalists for the Position of Town Manager

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[x] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager Date: 2/10/2015

Interim Town Manager

Name/Title

Originating Department: **Human Resources**	**Costs: $ -0-** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Copies of Town Manager Application Material Received; PEPIE Salary Survey; and, ICMA Members' CAO Salary and Compensation Survey Results 2014**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	**Yes I have notified everyone:** **BMT** or Not applicable in this case: **Please initial one.**

Summary Explanation/Background:

On February 10, 2015, a publicly noticed meeting via conference call was conducted among the following individuals for the purpose of identifying the semi-finalists for the position of Town Manager from among the applicants for this position:

- Kurt Bressner, former City Manager of Boynton Beach and Florida City/County Management Association (FCCMA) Senior Advisor;
- Mark Durbin, former City Manager of Kissimmee and FCCMA Senior Advisor

- Craig Hunter, former County Manager of Citrus County and former City Manager of Deerfield Beach; and
- Bambi McKibbon-Turner, Human Resources Director of the Town of Lake Park

Based upon the criteria identified by the Town Commission, the following eight applicants were selected as semi-finalists:

- Andrew M. Barton, of Mesquite, Nevada
- Lyndon L. Bonner, of Flagler Beach, Florida
- James D. Drumm, of Zephyrhills, Florida
- Gregory L. Dunham, of Kenly, North Carolina
- Robert Kellogg, of Palm City, Florida
- Mark A. Kutney, of Wellington, Florida
- Ronald R. Neibert, of Mt. Vernon, Illinois
- William R. Whitson, of Lynn Haven, Florida

Additionally, at the February 4, 2015 meeting the Commission identified the following semi-finalists for the Town Manager position:

- Manny Anon, Jr., of Miami, Florida
- Andrew M. Barton, of Mesquite, Nevada
- Lyndon L. Bonner, of Flagler Beach, Florida
- Halifax C. Clark II, of Peachtree City, Georgia
- Lawrence F. Coppola, of Port Orchard, Washington
- John O. D'Agostino, of Mansfield, Massachusetts
- James D. Drumm, of Zephyrhills, Florida
- Gregory L. Dunham, of Kenly, North Carolina
- Robert Kellogg, of Palm City, Florida
- Mark A. Kutkey, of Wellington, Florida
- Joseph F. Pinnisi, of Sanford, Florida
- William R. Whitson, of Lynn Haven, Florida

The purpose of this meeting is the identification by the Town Commission of the finalists for the Town Manager position.

Additionally, Kurt Bressner will be present at this meeting to assist the Commission in developing its list of finalists, discuss compensation expected for the new Town Manager, and discuss ideas for the interview process. A potential date for the Town Manager applicant interviews will also be discussed.

Staff was also asked to provide a survey of the Town Managers' salaries from among comparable municipalities. Attached is an excerpt from the 2014 Public Employers Personnel Information Exchange (PEPIE) Salary Survey for the position of Agency Manager, which includes the position titles of City Manager and Town Manager.

Additionally, according to 2014 Survey of 137 Florida cities conducted by the Internal City/County Management Association (ICMA), there were 22 responses for cities 5,000-9,999 in population and 15 for cities 2,500-4,999 in population.

22 Cities 5,000 to 9,999 in Population:
Minimum $74,900
Mean $113,129
Median $105,105
Maximum $189,000

15 Cities 2,500 to 4,999 in Population:
Minimum $65,000
Mean $99,575
Median $94,555
Maximum $144,385

The Town of Lake Park's population is 8,360. A copy of the ICMA survey is also attached.

Copies of the application materials received from the above applicants are attached as back-up to this agenda item, and are organized as follows: (1) Semi-finalists in alphabetical order; and (2) non semi-finalists in alphabetical order.

Recommended Motion: I move to select the following applicants as finalists for the position of Town Manager: _____

_____

_____

_____

_____

_____

Semi-Finalists

Manny Anon, Jr.

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: League of Cities Website ?

4. Applicant's Last Name: ANON, JR.

5. Full First Name: MANNY Middle Name: —

6. Applicant's Home Address: 2820 SW 81st Avenue
(*Do not use a post office box.*)

City: Miami State: FL Zip Code: 33155

Home Telephone No. (*with area code*): 786-332-4189 Cell Phone No. (*with area code*): 305-219-8083

Email Address: mannyanon@yahoo.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving: N/A

RECEIVED
JAN - 9 2015
BY: JR

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☒
If "yes", please provide the position(s) for which you applied and the date of your application(s):

N/A

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

N/A

11. May we contact your present employer? Yes ☒ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☒

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

N/A

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☒ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FL

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☒

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: JOSE MANUEL

High School or GED	
Full Name: Dade Christian	Date Graduated: June 1980
Address: 6601 NW 167th Street	
City/State/Zip Code: Hialeah FL 33015	
(305) 822-7690	
College/University	
Full Name: University of Miami	Date Graduated: May 12, 1989
Address: 1320 S. Dixie Highway	Major: Politics & Public Affair
City/State/Zip Code: Coral Gables FL 33124	Degree: B.A.
(305) 284-2211	
College/University	College of LAW
Full Name: American University Washington	Date Graduated: May 17, 1992
Address: 4801 Massachusetts Avenue, NW	Major: LAW
City/State/Zip Code: Washington DC 20016	Degree: J.D
(202) 274-4000	
Training/Vocational School	
Full Name: N/A	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Microsoft Words, PowerPoint, Excel

21. Please list any trade or professional organizations to which you currently belong:

Florida Bar Association

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: United States Army Reserve	Starting Date: 08/01/01
Address: 13601 SW 176th Street	Ending Date: Still
City/State: Perrine FL Zip Code: 33177	Final Salary: Weekend Drill
Telephone Number (with area code): 954-240-7334	
Your Immediate Supervisor: LTC Christopher Dube	
Your Position Title: International Law officer/BJA	
Duties and Responsibilities: I Advise the Commander on Administrative, Rule of Law, & Contract matters including Legal opinions, Report of Survey, Line of Duty, Article 15-6 & UCMJ (See Resume & Cover Letter)	
Reason for Leaving: I'm still a drilling Soldier	

Name of Employer: Town of Surfside	Starting Date: 07/14
Address: 9293 Harding Avenue	Ending Date: 11/14
City/State: Surfside FL Zip Code: 33154	Final Salary: $110,000
Telephone Number (with area code): 305-993-1065	
Your Immediate Supervisor: Linda Miller	
Your Position Title: Assistant Town Attorney	
Duties and Responsibilities: I prepared & Reviewed Ordinances, resolutions, Contracts and other related legal documents. Also, I attended & Advise Commission meeting, Planning & Zoning and other Boards. (See Resume & Cover Letter)	
Reason for Leaving: Personal Reasons	

Name of Employer: AFSCME Florida Council 79	Starting Date: 09/99
Address: 7005. Royal Poinciana Blvd #700	Ending Date: 01/14
City/State: Miami Spring, FL Zip Code: 33166	Final Salary: ~100,000
Telephone Number (with area code): 850-241-3849	
Your Immediate Supervisor: Alma Gonzalez	
Your Position Title: Region Director/General Counsel	

Duties and Responsibilities:
I provided Legal support for AFSCME staff and Bargaining unit members in Monroe, Miami-Dade, Broward & Palm Beach Counties. I handled all labor & Employment issues, arbitration & Administrative Hearings. I ran the day to day operation of the office & Supervised 7 staff (See Resume & Cover Letter)

Reason for Leaving: Lay off

Name of Employer: City of Miami	Starting Date: 02/97
Address: 444 SW 2nd Avenue, 9th Floor	Ending Date: 08/99
City/State: Miami FL Zip Code: 33130	Final Salary: 45,000
Telephone Number (with area code): 305-579-2444	
Your Immediate Supervisor: Charles Mays	
Your Position Title: Assistant City Attorney	

Duties and Responsibilities:
I was a trial litigator doing defense work for the City of Miami. I handled all litigation matters from answering the complaint to closing argument (See Resume & Cover Letter)

Reason for Leaving: Better Job

23. Please explain any gaps in your employment history:
None

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☒

If "yes", identify the employer and your job position, and explain why and include the date of the job action: N/A

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: MANNY ANON, JR
(please print)

Signature of Applicant — Date: 12/26/14

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

The Town of Lake Park is an Equal Opportunity Employer.

The Florida Bar

JOHN F. HARKNESS, JR.
EXECUTIVE DIRECTOR

651 EAST JEFFERSON STREET
TALLAHASSEE, FLORIDA 32399-2300

850/561-5600
WWW.FLORIDABAR.ORG

State of Florida)

County of Leon)

In Re: 983748
Manny Anon, Jr.
Town of Surfside Attorney Office
9293 Harding Ave.
Surfside, FL

I HEREBY CERTIFY that I am the duly appointed custodian of membership records of The Florida Bar.

I FURTHER CERTIFY that the records in the office of the Clerk of the Supreme Court of Florida indicate that said attorney was admitted to practice law in the State of Florida on September 24, 1993.

I FURTHER CERTIFY that the records in the office of The Florida Bar indicate that the above attorney is an active member of The Florida Bar in good standing.

Dated this 4th day of December, 2014.

Pam Gerard
Member Services & Records Manager
The Florida Bar

PG/LK:ksw1:R10

THE AMERICAN UNIVERSITY

Incorporated by Act of Congress of
The United States of America

The recognition of the successful completion of the prescribed course of study in the

Washington College of Law

and by virtue of authority granted by the Congress of the United States
has conferred upon

Manny Añón, Jr.

the degree of

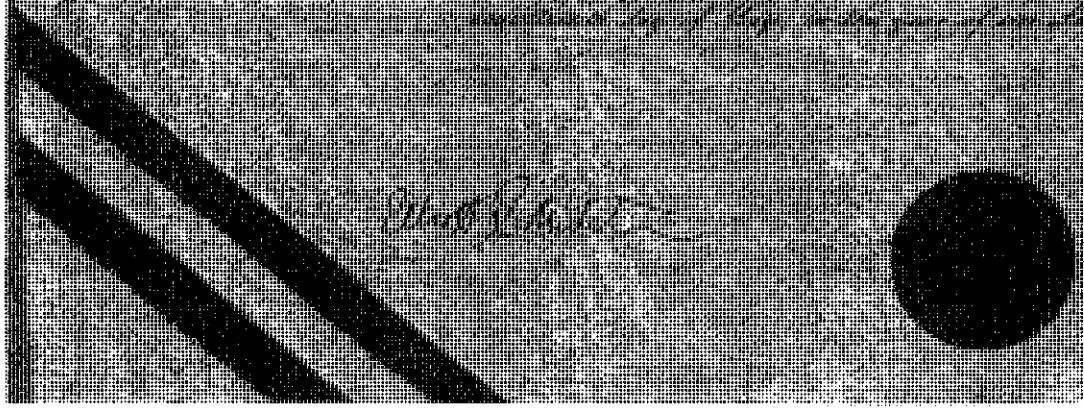
Juris Doctor

with all thoroughly prestigious responsibilities and honors thereunto appertaining
In Witness Whereof, the seal of the University and the signatures of the officers were affixed
as authorized by the Board of Trustees on Washington's Birthday in the
sesquicentennial day of Sept. in the year of our Lord, [illegible]

[illegible]

[illegible]

[illegible]



Miami-Dade Community College

Miami Florida

Has conferred on

Jose Manuel Amor

the degree

Associate in Arts

and all the rights and privileges thereunto appertaining.

In Witness Whereof, this diploma, duly signed, has been issued and the seal of the College affixed.

Issued by the District Board of Trustees of Miami-Dade Community College upon recommendation of the Faculty of the College at Miami, this month of May, A.D. 1986.

Chairman, District Board of Trustees

President

RECEIVED
JAN 9 2015
BY: ...JLR.....

December 28, 2014

Town of Lake Park/Human Resources Department
Bambi McKibbon-Turner M.S., HRM
535 Park Avenue
Lake Park, Florida 33403
humanresources@lakeparkflorida.gov

Re: Town of Lake Park Manager (Veteran's Preference)

Dear Ms. Mckibbon-Turner:

My name is Manny Anon, Jr. and I am a law graduate from The American University Washington College of Law. I am licensed to practice law in both the State of Florida, and The United States District Court of the Southern District of Florida. I am currently enrolled for an online Master in Science Degree in Human Resource Management (MSHRM) at Florida International University which starts January 10, 2015. Also, I have my Bachelors in Arts Degree in Politics and Public Affairs from the University of Miami. I am a motivated, experienced, enthusiastic, creative and dynamic leader. I am a Veteran of both Operation Iraqi Freedom and Operation Enduring Freedom. Finally, I am a native Floridian of Cuban descendents with three (3) children. I read, speak, and write Spanish fluently.

My resume reflects that I have been clerking since my second year of law school. Throughout these past twenty-one (21) years, I have worked with several different firms, including The U.S. Army Reserve Judge Advocate General Corp, AFSCME Florida Council 79, Town of Surfside, The City of Miami Attorney's Office, and The State Attorney's Office. Thus, I have been exposed to various aspects of law including: Municipal Law, Labor/Employment, Contract and Fiscal Law, Administrative law, Criminal, Commercial Litigation, and many areas within military law. Throughout these years, I have drafted and argued many pleadings, and briefs before arbitrators, special magistrates, hearing officers, and county, circuit, and administrative judges. As *Assistant Town Attorney*, I prepare and review ordinances, resolutions, contracts, and other related legal documents for the Town. As *Deputy General Counsel* for AFSCME Florida Council 79, I have argued over one-hundred (100) labor employment arbitration cases and/or administrative hearings, have resolved many other cases through settlement agreements and have negotiated many collective bargaining agreements. As *Region 5 Director/General Counsel*, I ran the day-to-day operations of the office, arbitrated cases, provided labor/employment services, negotiated collective bargaining agreements and supervised 4-5 staff representatives, 2 clerical and one attorney. As an *Assistant City of Miami Attorney*, I was assigned to the litigation department. I tried several cases and have won many other cases on summary judgments.

Also, I am a Major for The United States Army Reserve Judge Advocate General Corp. I have served honorably in both Operation Iraqi Freedom and Operation Enduring Freedom. Currently, I am assigned to the 478th Civil Affairs BN out of Perrine, Florida as the International Law Officer/Brigade Judge Advocate. I am responsible for advising commanders on Administrative and Contract Law, including legal opinions, reports of survey, Article 15-6 and UCMJ. I provide legal guidance to service members and their dependents in family, civil and criminal law. Also, I am responsible for assisting soldiers with legal questions, preparing wills, notaries and powers of attorneys while providing leadership and mentoring to junior officers. My last Commander's name is LTC John Scharett. He may be contacted at (763) 276-8296 for any work ethic questions. Also, my past senior rater, LTC Edward Merrigan (Broward Judge) may be contacted at (954) 292-353.

Also, I was employed as Assistant Town Attorney for Town of Surfside. During my tenure, I prepare and review ordinances, resolutions, contracts, legal opinions and other related legal documents for the Town.

I attended Commission, Planning and Zoning and other Board Meetings to assure compliance with Florida ethics, Sunshine meeting and public records laws. I worked closely with several directors including Public Works, Building, Code Enforcement, Parks & Recreation and Police (see references). My direct supervisor was Ms. Linda Miller and she could be contacted at (305) 993-1065.

Further, as the Deputy General Counsel and Region 5 Director/General Counsel for AFSCME Florida Council 79, I was responsible for servicing, and providing legal support in labor employment issues, hearings, arbitrations and administrative proceedings in four (4) counties: Monroe, Miami-Dade, Broward, and Palm Beach. This includes about 25 locals and over 11,000 dues paying members. As I mentioned, as Deputy General Counsel for AFSCME Florida Council 79, I argued over a 100 arbitration cases and/or administrative hearings, and resolved many other cases through settlement agreements. I negotiated or assisted in many collective bargaining agreements, including the following: Local 1363 (JMH), Local 199 (General Employees), Local 1542 (Airport), Local 121 (WASA), Local 3292 (Solid Waste), Local 1554 (Miami Beach), and Local 3293 (North Miami Beach) and many more in Dade and Broward Counties. Also, I advised local officers and employees on basic employment matters in FMLA, FLSA, EO, ADA, Workers and Unemployment Compensation and many more. As *Region 5 Director/General Counsel*, I ran the day-to-day operations of the AFSCME Florida Council 79 Region 5 Office and supervised a staff consisting of 4 staff representatives, 2 clerical and one attorney. Also, I continue to arbitrate cases, and negotiate collective bargaining agreements for the region. My supervisor was Ms. Alma Gonzalez. She can be contacted at (850) 241-3849 for any work ethic questions.

Before AFSCME, I was employed with the City of Miami as an Assistant City Attorney. I was assigned to the litigation department, and carried a caseload of about 70 tort liability cases of which I was responsible from answering the complaint, discovery, and closing argument at trial (Jury or Bench). I represented the Departments of Public Works, Risk Management Police and Fire in tort defense litigation. I have had several trials and many motions for summary judgments. My direct supervisor was Mr. Charles Mays. He could be contacted at (305) 206-1254 for any work ethic questions you might have.

Thus, I bring to the Town Manager position a vast knowledge and experience in litigation and all phases of collective bargaining negotiations within the State of Florida. I have negotiated many collective bargaining agreements as chief negotiator or legal advisor; thus, I have extensive experience in contract administration and worked with budgets. Further, I have developed a great working relationship and network with unions, and several City/County Attorney's Office, and their respective Labor and HR Departments. I have a working knowledge of state and federal labor employment laws and regulations regarding public employer and employees' duties and responsibilities. Also, I have proven leadership and supervisory skills which will enable me to supervise, hire, train, manage, and oversee Town of Park Lake staff and maintaining operations within the budget. Due to my municipal law experiences, I could ensure that labor relation matters will be in compliance with laws, regulations, ordinances, policies and procedures and union contracts. Also, I plan on acquiring my PHR Certification. Finally, I am FEMA certified in the following courses: IS 100, 200, 300, 400, 700 and 800.

For these reasons, I am writing to let you know that I am extremely interested in working for the Town of Park Lake as the City Manager. I honestly believe that the above-mentioned qualifications, knowledge, experiences, leadership skills, perseverance, and fluency in Spanish are all assets that I possess which will enable me to immediately contribute to the high demands required by the Mayor, Commission, and the citizens of Town of Park Lake. I am asking for a salary of 150,000.00 or negotiable. If there is anything else, please do not hesitate to contact me. Until then, I remain

Very truly yours,

MANNY ANON, JR., Esq.

MANNY ANON, JR.

Education

THE AMERICAN UNIVERSITY WASHINGTON COLLEGE OF LAW
Washington, D.C., J.D. – May 1992
Activities: Hispanic Law Society Association, Parliamentarian; Phi Delta Phi International Legal Fraternity; Honor Code Committee; Judiciary and Budget Committee; and Quarter-Finalist 1st Year Moot Court Competition.
Honor: Who's Who Among American Law Students.

UNIVERSITY OF MIAMI, Miami, Florida
B.A. – May 1989, Politics and Public Affair/Chemistry and Biology Minor.
Activities: Pi Sigma Alpha Honor for Political Science Majors; Kappa Sigma Fraternity, Vice President; Student Body Government, Member of the Cabinet and Chief Justice of the Supreme Court; and UM Moot Court Finalist.
Honor: Dean's List; Who's Who Among American College Students; Outstanding Young Men of America; Outstanding Young Scholar; National Association of Student Government Award; University of Mimi Leadership Certificate Program; Kappa Sigma Fraternity; Scholarship-Leadership Award; Omicron Delta Kappa Honor Society; and Order of Omega Honor Society.

MIAMI-DADE COMMUNITY COLLEGE, Kendall, Florida
A.A. May 1986, Pre-Legal/Pre-Med.
Honor: Dean's List; Achievement of Excellence Award; Phi Theta Kappa Honor Society, Vice President; Phi Alpha Phi Pre-Med Society, Vice President.

Employment History

UNITED STATES ARMY RESERVE JUDGE ADVOCATE GENERAL
United States Army Reserve, 478th Civil Affairs BN, Perrine Florida
International Law Officer
I provide legal services to soldiers and their families in family law, wills, landlord/tenant, operational, administrative and contract law.

TOWN OF SURFSIDE, Surfside, Florida
Assistant Town Attorney, July 2014 - November 2014
I prepare and review ordinances, resolutions, contracts, and other related legal documents

AMERICAN FEDERATION OF STATE COUNTY AND MUNICIPAL EMPLOYEES, North Miami, Florida
Deputy General Counsel, September 1999- January 2014
I provide legal support for AFSCME staff and bargaining unit members in Monroe, Dade, Broward, Palm Beach, Martin and Hillsborough Counties. I handle all labor and employment issues, arbitrations and administrative hearings arising out of the collective bargaining agreements.

CITY OF MIAMI ATTORNEY'S OFFICE, Miami, Florida
Assistant City Attorney, February 1997 – September 1999
I was a trial civil litigator doing defense work for the City of Miami. I handle all litigation matters from answering complaints, to closing arguments.

2820 S.W. 81st Avenue * Miami, Florida 33155 * (305) 219-8083[C]/(786) 332-4189 [H]

SANDLER & SANDLER, Coral Gables, Florida
Associate, February 1996- October 1996
I handled commercial litigation and personal injuries cases. I drafted pleadings, argued motions, attended motion calendar, and special calendar hearings.

THE LEGAL GROUP, P.A., Miami, Florida
Associate, January 1994 – July 1995
I handled all aspects of personal injury cases.

LAW OFFICES OF CARLOS E. CASUSO, Miami, Florida
Law Clerk, August 1992 – September 1993
I researched, drafted pleadings, letters and memorandums of law

RASSNER RASSNER KRAMMER & GOLD, South Miami, Florida
Independent Research Assistant, March 1992 – May 1992
Researched Commercial and Family Law issues for Mr. Monty Rassner, Esq.

UNIVERSITY OF MIAMI SCHOOL OF LAW LITIGATION SKILLS PROGRAM, Coral Gables, Florida
Visiting Law Student, August 1991 – December 1991
Trial and Pre-Trial skills and practices

GAEBE MURPHY MULLEN & ANTONELLI, Miami, Florida
Law Clerk, June 1991 – December 1991
Research, drafted pleadings, letters and memorandums of law

DADE COUNTY STATE ATTORNEY'S OFFICE, Miami, Florida
Certified Legal Intern, May 1991 – August 1991
I worked all phases of pre-trial preparation, morning calendar, deposition, research, opening argument, direct examination. I assisted in several criminal trials & proceedings.

Community

Services: National Hispanic Republican Association of Florida, Attorney; City of Miami Police Department Crisis Prevention Team, Allapattah Chairperson; Allapattah Crime Prevention, Chairperson; Allapattah YMCA, Board Member; Allapattah Community Action, Board Member; Allapattah Promotion, Board Member.
Honors: City of Miami Police Department Crisis Prevention Team Certificate of Appreciation; Allapattah Crime Prevention Certificate of Appreciation; State Senator Albert Gutman Certificate of Appreciation and Leadership; City of Miami Mayor Xavier Suarez and Mayor Joe Carollo Award of Appreciation.
Awards: Bronze Star, Meritorious Service Medal-2, Army Commendation Medal-5, Army Achievement Medal-4, Afghanistan Campaign Medal, Iraqi Campaign Medal, Global War on Terrorism Medal, National Defense Service Medal, Army Reserve Components Achievement Medal, Military Outstanding Volunteer Service Medal, Army Service Ribbon, Army Reserve Components Overseas Training Ribbon, Marine Corps Certificate of Appreciation, USASETAF Certificate of Appreciation, USASETAF Commander's Coin, 5th Corp Certificate of Appreciation, 5th Corp Commander's Coin, 2 Commander's Coins from the 174th and 478th Commander's Coin.

2820 S.W. 81st Avenue * Miami, Florida 33155 * (305) 219-8083[C]/(786) 332-4189 [H]

REFERENCES

1. **HONORABLE JUDGE EDWARD MERRIGAN**
   4230 N.E. 28th Avenue
   Ft. Lauderdale, Florida 33308
   (954) 292-3533
   edward.h.merrigan.mil@mail.mil

2. **ALMA GONZALEZ**
   Former Supervisor/AFSCME Special Counsel
   5610 Interbay Blvd #D.
   Tampa, Florida 33611
   (850) 241-3849
   ARGonzalez715@gmail.com

3. **LINDA MILLER**
   Surfside Town Attorney
   9293 Harding Avenue
   Surfside, Florida 33154
   305-993-1065
   lmiller@townofsurfsidefl.gov

4. **CHARLES MAYS**
   Attorney
   155 South Miami Avenue, PH-1B
   Miami, Florida 33130
   (305) 579-2444
   ccmays@ci.miami.fl.us

5. **WILLIAM CANDELA**
   Assistant County Attorney
   111 N.W. 1st Street, Suite 2810
   Miami, Florida 33128
   (305) 375-2147
   wxc@miamidade.gov

6. **ERIC RODRIGUEZ**
   Assistant County Attorney
   111 N.W. 1st Street, Suite 2810
   (305) 375-5151
   ear2@miamidade.gov

7. **CHRIS KURTZ**
   Miami-Dade County School Board Labor Attorney
   1450 N.E. 2nd Avenue, Suite 552
   Miami, Florida 33132-1308
   (305) 995-2380
   ckurtz@dadeschools.net

REFERENCES (Con't)

8. **JOHN COPELAN, JR.**
Former Broward County Attorney
Former Deputy City of Miami Attorney
Former General Counsel, Department of Children and Families
(954) 328-7747
colbun@live.com

9. **FRANTZ VITAL**
Attorney
6190 N.W. 11th Street
Sunrise, Florida 33313-6116
(954) 523-5123
fkvital@aol.com

10. **ROSS PRIETO**
Surfside Building Official
9293 Harding Avenue.
Surfside, Florida 33154
305-861-4863 X231
rprieto@townofsurfsidefl.gov

11. **JOE DAMIEN**
Surfside Director of Code Compliance
9293 Harding Avenue
Surfside, Florida 33154
305-861-4863 X230
jdamien@townofsurfsidefl.gov

12. **VIVIENNE DIXON-SHIMS**
President of AFSCME Local 1363/Jackson Memorial Hospital
700 S. Royal Poinciana Blvd, Suite 700
Miami Springs, FL 33166
(305) 651-6617 [W]/(786) 295-1095 [C]
afscme1363dixon@bellsouth.net

13. **JOEL HERNANDEZ, PRES./MARCELOUS STRINGER, V.P**
AFSCME Local 3292/Miami-Dade County Solid Waste
700 S. Royal Poinciana Blvd, Suite 700
Miami Springs, FL 33166
(305) 651-6617 [W]/(305) 726-4501 [C]
local3292@aol.com, marcellous.ms@gmail.com

14. **TONY EIROA**
President of AFSCME Local 1542/Miami-Dade County Airport
700 S. Royal Poinciana Blvd, Suite 700
Miami Springs, FL 33166
(305) 651-6617 [W]/(305) 905-5914 [C]
aeiroa1542@bellsouth.net

Andrew M. Barton

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: CITY MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: _____?

4. Applicant's Last Name: BARTON

5. Full First Name: ANDREW Middle Name: MARK

6. Applicant's Home Address: 1282 WEEPING ROCK TRAIL
(*Do not use a post office box.*)

City: MESQUITE State: NV Zip Code: 89034

Home Telephone No. (*with area code*): 702-613-4417 Cell Phone No. (*with area code*): 702-423-1846

Email Address: andybarton1150@yahoo.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

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JAN 23 2015
BY:

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☐ No ☑

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: NEVADA

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

[redacted]

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: LEXINGTON HIGH	Date Graduated: 6/68
Address:	
City/State/Zip Code: LEXINGTON, MA	
College/University	
Full Name: UNIVERSITY OF SOUTH FLORIDA	Date Graduated: 12/72
Address:	Major: ENGLISH
City/State/Zip Code: TAMPA, FLORIDA	Degree: BA (HONORS)
College/University	
Full Name: CITY UNIVERSITY	Date Graduated: 9/81
Address:	Major: MANAGEMENT
City/State/Zip Code: SEATTLE, WA	Degree: MBA
~~Trade/Vocational School~~ COLLEGE/UNIVS	
Full Name: [redacted] CITY UNIVERSITY	Date ~~Completed~~: GRADUATED 9/87
Address:	~~Licenses or Certifications:~~
City/State/Zip Code: SEATTLE, WA	MAJOR: PUBLIC POLICY
	DEGREE: MPA
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

WORD, EXCEL, POWER POINT, MAC OSX, PUBLISHER

21. Please list any trade or professional organizations to which you currently belong:

ICMA

[redacted]

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: CITY OF MESQUITE, NV	Starting Date: 4/15/12
Address: 10 E MESQUITE BLVD	Ending Date:
City/State: MESQUITE, NV Zip Code: 89027	Final Salary: $115,000
Telephone Number (with area code): 702-376-4019	
Your Immediate Supervisor: MAYOR ALLITMAN	
Your Position Title: CITY MANAGER	
Duties and Responsibilities: PLEASE SEE RESUME	
Reason for Leaving: CURRENTLY EMPLOYED	

Name of Employer: TOWN OF NEW CASTLE, CO	Starting Date: 5/1/2008
Address: 450 W MAIN ST	Ending Date: 4/1/12
City/State: NEW CASTLE, CO Zip Code: 81647	Final Salary: $99,300
Telephone Number (with area code): 970-984-2300	
Your Immediate Supervisor: MAYOR FRANK BOESLIN	
Your Position Title: TOWN ADMINISTRATOR	
Duties and Responsibilities: PLEASE SEE RESUME	
Reason for Leaving: ACCEPTED POSITION OF CM WITH CITY OF MESQUITE, NV	

[redacted]

Name of Employer: MEDICAL NEWSLETTER, INC	Starting Date: 2002 ~~2007~~
Address: IDAHO FALLS	Ending Date: 2007
City/State: IDAHO FALLS, ID Zip Code:	Final Salary:
Telephone Number (with area code):	
Your Immediate Supervisor: SELF EMPLOYED	
Your Position Title: OWNER/OPERATOR	
Duties and Responsibilities: PLEASE SEE RESUME	
Reason for Leaving: TO RETURN TO PUBLIC SECTOR	

Name of Employer: CITY OF FERNANDINA, FL	Starting Date: 5/1999
Address: 304 ASH ST	Ending Date: 10/2001
City/State: FERNANDINA BEACH, FL Zip Code: 32034	Final Salary: $73,000
Telephone Number (with area code): 904-277-7305	
Your Immediate Supervisor: MAYOR JOE GERRITY	
Your Position Title: CITY MANAGER	
Duties and Responsibilities: PLEASE SEE RESUME	
Reason for Leaving: PRIVATE SECTOR OPPORTUNITY	

23. Please explain any gaps in your employment history:
PLEASE SEE ATTACHED RESUME FOR ADDITIONAL EMPLOYMENT HISTORY

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

[redacted]

Name of Employer: CITY OF KIRKLAND, WA	Starting Date: 1986
Address: 123 FIFTH AVE	Ending Date: 1999
City/State: KIRKLAND, WA Zip Code: 98033	Final Salary: 61,000
Telephone Number (with area code):	
Your Immediate Supervisor: TERRY ELLIS, CM AND	DAVE RAMSAY, CM
Your Position Title: ASSISTANT TO CITY MANAGER	
Duties and Responsibilities: PLEASE SEE RESUME	
Reason for Leaving: TO ACCEPT CM POSITION WITH CITY OF FERNANDINA BEACH, FL	

Name of Employer:	Starting Date:
Address:	Ending Date:
City/State: Zip Code:	Final Salary:
Telephone Number (with area code):	
Your Immediate Supervisor:	
Your Position Title:	
Duties and Responsibilities:	
Reason for Leaving:	

23. Please explain any gaps in your employment history:

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☐

If "yes", identify the employer and your job position, and explain why and include the date of the job action:

[redacted]

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: ANDREW M. BARTON
(please print)

Andrew M. Barton — Signature of Applicant

1/22/15 — Date

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

RECEIVED
JAN 12 2015
BY: ...HR.....

Andrew M. Barton
1282 Weeping Rock Trail
Mesquite, Nevada 89034
andybarton1150@yahoo.com (702) 423-1864 (cell)

January 3, 2015

Ms. Bambi McKibbon-Turner, Director
Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Dear Ms. McKibbon-Turner:

I wish to be considered for the position of Town Manager for the Town of Lake Park. I have work experience ideally suited to the position being advertised. I possess nearly twenty years of experience in local government senior management positions. Since April 2012, I have served as City Manager of Mesquite Nevada, a city with a seasonal population of 22,000 and a full-time population of 18,500. I manage a full-service city government with a staff of 200 employees and a $20 million dollar operating budget. Previously, I served as the Town Administrator for New Castle Colorado, a municipal government with a staff of 37 and a $5 million dollar operating budget in a western Colorado community of 4500. I also served as the City of Fernandina Beach (Florida) City Manager. Fernandina Beach was a full-service government, with a staff of 204 full-time employees and an operating budget of approximately $19.5 million, a total budget of $60 million, and three enterprise funds. My prior municipal experience was as Assistant to the Manager in Kirkland, Washington (population 45,000, 390 FTE's, $55 million operating budget), for more than eleven years. While in Kirkland, I also served in the capacities of Public Information Officer, Intergovernmental Relations Coordinator, Legislative Analyst, and Ombudsman.

I can offer the Town of Lake Park considerable well-rounded experience, having have held nearly every position in a City Manager's Office as my career progressed: Intern, Staff Assistant, Assistant to the City Manager, Deputy City Manager (briefly), Town Administrator, and currently, City Manager. As previously mentioned, I have Florida municipal experience in a waterfront community.

Here are some examples of my past and present duties:

- Working cooperatively with the business sector, particularly chambers of commerce, to encourage/enhance economic development and retention of existing businesses (Mesquite, New Castle, Fernandina Beach, and Kirkland)
- Managing the City's redevelopment authority and supervising municipal economic development efforts (Mesquite)
- Oversaw the construction of capital projects (wastewater and public works facilities in New Castle, a police station, a golf-course clubhouse and a marina in Fernandina Beach)
- Developing/administering the City's annual and capital budgets (Mesquite, New Castle, Fernandina Beach, and Kirkland)
- Negotiating contracts with City bargaining units (Mesquite and Fernandina Beach)
- Working cooperatively with developers, residents, and other stakeholders in the community, to promote growth while preserving quality-of-life (Mesquite, Kirkland, New Castle and Fernandina Beach)
- Oversaw an update of the Town's Comprehensive Plan (the first in 24-years, in New Castle).
- Serving as Public Information Officer (PIO), including editing and publishing the City's newsletter (Kirkland, and Fernandina Beach)
- Serving as chief legislative analyst for the City Council (New Castle, Fernandina Beach, and Kirkland)
- Serving as liaison to advisory boards, commissions, and community groups (New Castle, Fernandina Beach and Kirkland)
- Coordinating the City's neighborhood council meeting program (New Castle, Fernandina Beach and Kirkland)
- Managing, supervising, and motivating the City's Department Heads (Mesquite, New Castle and Fernandina Beach)
- Developing and implementing a City-wide offiec technology upgrade program (New Castle and Fernandina Beach)

I believe my interpersonal skills to be my best asset. I work closely and effectively with elected officials, citizen groups, neighborhood associations, City Department Heads, and staff. I am a results-oriented team builder, and I am skilled at motivating staff. I believe in and practice participatory management. In addition, I have had extensive experience in dealing with the media. I am also very familiar with the severe budget constraints affecting all municipalities and I know how to deliver services, and manage finances efficiently.

My writing and oral presentation skills are excellent and have been refined by years of preparing reports, agenda materials, and correspondence on virtually every topic relating to local government. I have represented my employers in regional and state meetings on a variety of topics. I consider myself to be an enthusiastic, energetic, and dedicated team player, and I am deeply committed to the provision of excellent municipal services and conservative fiscal management. I believe firmly in getting out of the office and making myself accessible to residents. To that end, I hold monthly community forums (in a different locale, each month) whereby residents can ask questions about municipal services and make suggestions on how to improve service delivery.

I believe that I have much to offer the Town of Lake Park and would very much appreciate the opportunity for an interview. Should I become a finalist, I will provide local references. My present salary is $115,000/yr. Thank you in advance for considering my application.

Sincerely,
Andy Barton
Andrew M. Barton

ANDREW M. BARTON
1282 Weeping Rock Trail
Mesquite, Nevada 89034
andybarton1150@yahoo.com Phone (702) 423-1846

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JAN 12 2015
BY: HR

SUMMARY OF QUALIFICATIONS

General Management: Innovative, results-oriented manager, with twenty years of senior management experience, gained primarily in full-service municipalities. Skilled in coordination of organizational efforts, including: goal setting, budgeting, employee motivation, labor relations, and human resources administration. Strong customer service ethic.

Finance: Proficient in the preparation and administration of organizational budgets and grants.

Communications: Outstanding interpersonal skills. Very strong oral and written communication skills. Effective in fostering cooperative relationships with citizens, staff, elected officials, and the media.

Planning: Comprehensive understanding of land use and community development issues, including building/zoning code enforcement. Proven track record in environmental stewardship.

Human Resources: Experience in recruiting, hiring, training and motivating staff.

EDUCATION

City University, Seattle, WA	MPA Public Policy
City University, Seattle, WA	MBA Management
University of South Florida, Tampa, FL	BA English (with honors)

Elected to Phi Kappa Phi National Academic Honor Society

PROFESSIONAL PUBLICATIONS

Barton, Andy. *Appoint an Ombudsman*, City News, March, 1998.

Barton, Andy. *Good Complaint Resolution = Good Government*, Public Management, May, 1997.

Barton, Andy. *Annexation by Informed Consent: The Kirkland, Washington Approach to Community Involvement*, Public Management, November, 1989.

Barton, Andy, and Lynn Stokesbary. *Kirkland's Harbortown Center*, The Syllabus, April/May 1987

PROFESSIONAL EXPERIENCE

City Manager 2012 to present City of Mesquite, NV

Manage municipal government with a staff of 200 in a full-service southern Nevada community north of Las Vegas. Responsible for administration of the City's $20 million dollar operating budget, which includes a wastewater enterprise, a redevelopment authority, and a municipal airport. Report to a five-member board, elected at-large from a community of 17,500 full-time residents, and 23,000 residents seasonally. Manage the following departments: Public Works, Finance, Human Services, Police, Fire, Leisure Services, City Clerk, Information Technology, Development Services, Economic Development, and a Redevelopment Authority.

Achievements: implemented a very popular monthly citizen forum program to improve communications with Mesquite residents; negotiated three collective bargaining agreements (Teamsters, Fire, and Police); initiated a strategic planning retreat and instituted a program to

phase-in goals adopted by the City Council; oversaw implementation of Mesquite Regional Business Incorporated, a City-funded, semi-autonomous economic development enterprise. As part of an annual program designed to improve customer service to the business community, conducted an independent performance review of the City's Development Services and Fire Departments and implemented the reports' findings. Developed the City's capital and annual budgets; instituted bi-weekly project tracking and current events reports to keep the City Council better apprised of important community happenings. Work closely with community groups (downtown merchants, chamber of commerce, etc.) on various civic projects. Instituted quarterly staff goal-setting workshops.

Town Administrator 2008 - 2012 Town of New Castle, CO

Manage municipal government with a staff of 37 FTE's in a western Colorado community located near Aspen. Responsible for administration of the Town's $5 million dollar operating budget, which includes a wastewater enterprise fund. Report to a seven-member board, elected at-large from a community of 4500 residents. Manage the following departments: Public Works, Finance, Human Services, Police, Recreation, Information Technology, and Administration.

Achievements: Oversaw construction of three capital improvement projects: a wastewater treatment plant, a public works facility, and a riverfront park. Developed Town mission and core values statements as well as an employee code of ethics. Oversaw first update of Town's Comprehensive Plan in 24 years. Developed the Town's capital and annual budgets. Developed bi-weekly project tracking and current events reports to keep the Town Council better apprised of important community happenings. Instituted neighborhood council meetings to make government more accessible to town residents. Arranged and conducted first Town Council strategic planning retreat. Made improvements to the agenda process. Implemented technology improvements to modernize organizational communications and provide better, timely customer service. Worked closely with community groups on various civic projects. Served on Town's economic development committee, the purpose of which is to attract new business to the community. Initiated wellness and employee orientation programs. Developed the Town's agenda for the state legislative session. Modernized and updated the Town's human resources policies. Increased publication frequency of the Town newsletter to improve communications with residents. Instituted quarterly staff goal-setting management retreats.

Medical Newsletters, Inc. 2002 – 2007 Self-employed, Idaho Falls, ID

Created newsletters intended to promote healthcare practices.

City Manager 1999 - 2001 City of Fernandina Beach, FL

Managed full-service municipal government with a staff of 204 full-time employees in a Florida coastal resort community with a rich, historic heritage. Responsible for development and administration of a $19.5 million operating budget and a $76 million total budget, which included a $25million capital budget and three enterprise funds. City operations include a municipal airport, an 18-hole golf course, and a marina. Reported to a 5-member City Commission, elected at-large from a community population of 11,500 (20,000+ during the tourist season). Managed the following City Departments: Human Resources/Information Technology, Finance, Parks and Recreation, Public Works, Marina, Golf, Airport, Fire, and Police. Oversaw operations in various City facilities which included: three recreation centers, two municipal pools, two fire stations, a police station, a wastewater facility, and a vehicle maintenance garage. Was responsible for management/maintenance of 8-miles of Atlantic Ocean beachfront.

Achievements: Completed addition to City Marina. Oversaw site-selection/development and financing of a state-of-the art City Police Station. Opened first phase of the City's 225-acre Greenway. Developed City newsletter to improve communications with City residents. Initiated

facility beautification program. Developed City Mission and Core Values Statement. Initiated: City Wellness Program and City Employee Orientation Program. Instituted City staff appreciation picnics, and management staff retreats. Oversaw development of a new Public Works City Vehicle Maintenance Garage. Initiated development of two waterfront parks, and the rehabilitation of another. Developed weekly project-tracking and current events reports to keep the City Commission better apprised of important community happenings. Instituted customer service training throughout the organization. Initiated developer workshops to better explain land-use regulations to prospective land developers. Implemented an organization-wide information technology program (voice mail, computer network, Internet presence), which modernized organizational communications and provided better, more timely customer service. To improve service and streamline operations, conducted performance audits of City departments, and restructured departments based on audit findings. Negotiated two successful employee bargaining unit contracts for Police and Fire Departments. Worked closely with community groups (downtown merchants, service clubs, etc.) on various civic projects. Initiated anti-crime coalition task force (composed of City Public Safety staff and city residents) to reduce crime and drug trafficking in the community.

Assistant to the City Manager 1988 - 1999 City of Kirkland, WA

Key staff assistant to City Manager and member of City's senior management team. Functioned as Public Information Officer, Ombudsman, intergovernmental relations coordinator, chief legislative analyst, and special project liaison for the City. Responded to citizen inquiries and complaints directed to the Mayor, City Council, City Manager, and City departments. Orchestrated neighborhood council meetings. Edited City Update newsletter. Chaired Administrative Policy Committee. Published *Your City at Work* brochure and other brochures which promoted City outreach efforts. Served as liaison with community groups and neighborhood associations. Developed, implemented, and supervised City's Volunteer Program. Developed and administered City Manager's Office and City Council annual budgets. Maintained close working relationships with City Council, elected officials, and department heads. Analyzed and made recommendations concerning various programs under consideration by City Council. Served as City's representative and board member for local Sister City organization. Served as City's Recycling/Recycling Grants Coordinator.

Achievements: Developed effective Ombudsman and citizen complaint resolution program for City. Designed *Tell Us How We're Doing* brochure to elicit citizen feedback on government performance. Implemented surveys to assess citizen attitudes concerning City services, which lead to the decision to increase communications with citizens by increasing frequency of newsletter publication. Developed employee orientation program for the City, which emphasized the City's customer service philosophy. Developed a wellness program and an employee assistance program.

Staff Assistant 1986-1987 City of Kirkland, WA

Analyzed and implemented City numerous programs. Represented the City Manager in working with the City Council, department heads, outside agencies, and the public. Researched and analyzed legislative issues which affected City government.

Achievements: Edited and coordinated publication of a professional, well-received City newsletter. Researched and developed two programs for City employees (Employee Assistance Program and Employee Recognition Program). Organized a permanent photographic exhibit in City Hall chronicling sixty years of City history. Co-authored a City Human Services Policy which was among the first of its kind in the region. Co-authored successful grant application which enabled the City to develop a commercial tour boat facility.

Tax Officer 1983-1985 City of Bellevue, WA

Developed and implemented systems to increase tax revenues to City government. Analyzed efforts to enhance business compliance with City tax laws. Coordinated and administered a municipal tax relief program. Conducted feasibility studies for cost-effective methods of tax collection.

Achievements: Reduced total number of delinquent taxpayers by 15%. Increased business tax revenues to the City by 8%. Developed operating procedures for improved tax collection system.

Executive Director 1979-1980 Alaska Public Offices Commission, Anchorage, AK

Directed the operations of a state regulatory agency responsible for administration of campaign disclosure laws. Reported to state legislature on agency effectiveness. Developed and controlled agency budget. Revised and simplified agency operating procedures. Conducted Commission meetings and public hearings. Edited and published annual report.

Achievements: Increased agency funding by 25%. Implemented new regulations and policies to simplify disclosure laws. Developed budget tracking system.

PROFESSIONAL ORGANIZATIONS

International City/County Management Association

REFERENCES

Additional information furnished upon request.

Lyndon L. Bonner

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ■ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: The Florida League of Cities website ?

4. Applicant's Last Name: Bonner

5. Full First Name: Lyndon Middle Name: L.

6. Applicant's Home Address: 1320 South Daytona Aveune
(*Do not use a post office box.*)

City: Flagler Beach State: Florida Zip Code: 32136

Home Telephone No. (*with area code*): N/A Cell Phone No. (*with area code*): 352-209-2123

Email Address: lbonn@yahoo.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ■
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

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JAN 22 2015
BY:

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ■
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ■
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ■ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ■

13. Can you work evenings? Yes ■ No ☐

14. Can you work weekends? Yes ■ No ☐

15. Are you legally able to work in the United States? Yes ■ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ■

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

N / A

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ■ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: Florida

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ■ No ☐

If "yes", indicate class below:

Class A ■ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: 04-06-22 Endorsements: Air / MC

EDUCATION AND TRAINING

Please provide your full name if different while attending school: Lyndon L. Bonner

High School or GED	
Full Name:	Date Graduated:
Address:	
City/State/Zip Code:	
College/University	
Full Name: The University of Florida	Date Graduated: May 1991
Address: Gainesville, Florida	Major: Management
City/State/Zip Code:	Degree: Bachelor of Science Business
	Administration (BSBA)
College/University	
Full Name: Webster University	Date Graduated: May 1999
Address: Saint Louis, Missouri	Major: Finance and Statistics
City/State/Zip Code:	Degree: Master of Business
	Administration (MBA)
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

I have professional level competency with Microsoft Office and the most common proprietary applications used by local government for payroll, finance, accounts payable, budget assembly, agenda preparation, code enforcement, permitting, etc..

21. Please list any trade or professional organizations to which you currently belong:

International City / County Managers Association, ICMA – Credential Manager
Florida Governmental Finance Officers Association, FGOFA

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Self per commitment	Starting Date: April 1, 2013
Address: 3431 SW 26 Place	Ending Date: Current
City/State: Ocala, Florida Zip Code: 34474	Final Salary: N / A
Telephone Number (with area code):	
Immediate Supervisor:	
Your Position Title: Contractor's Representative	

Duties and Responsibilities:

This work includes re-negotiating development agreements, plats and submitting Special Exceptions, Conditional Use and Variance applications for residential, NON-Profit and commercial developments.

Reason for Leaving:

This is a current and long-term commitment. The practice is a voluntary consultation / mediation service for Not-For Profit organizations providing individuals assistance obtaining transitional and long term housing solutions.

Name of Employer: City of North Miami Beach, Florida	Starting Date: March 29, 2011
Address: 17011 NE 19th Avenue	Ending Date:September 30, 2012
City/State: North Miami Beach Zip Code: 33162	Final Salary: $165,276
Telephone Number (with area code): 305-948-2900	
Immediate Supervisor: City Council	
Your Position Title: City Manager	

Duties and Responsibilities:

The City Manager is the Chief Executive Officer for the City and also serves as a Pension Board Trustee, the Executive Director of the Community Redevelopment Agency (CRA), Purchasing Agent and the City's Lead Negotiator for Collective Bargaining negotiations.

Reason for Leaving:

Third Employment Agreement in 18 months not renewed. Separation was mutual and amicable. Council Letters of Recommendation are included with resume.

Name of Employer: Okeechobee County, Florida	Starting Date: April 2008
Address: 304 NW 2nd Street	Ending Date: February 2011
City/State: Okeechobee, Florida Zip Code: 34972	Final Salary: $134,744
Telephone Number (with area code): 863-763-6441	
Immediate Supervisor: Board of County Commissioners	
Your Position Title: County Administrator	

Duties and Responsibilities: I directly supervised Budget Preparation, Capital Improvements, the Road and Bridge Department, Airport, Industrial Park, Solid Waste Services, Fleet Operations, Emergency Management, Planning, Building and Code Compliance, the County's Civic Centers, Parks, Campground and Marinas and served as the Lead Negotiator / Contract Administrator to the County's Collective Bargaining Units.

Reason for Leaving:
Changes in the Commission's membership and priorities and to pursue opportunities in a more urban jurisdiction. (North Miami Beach, Florida)

Name of Employer: Sumter County, Florida	Starting Date: February 2007
Address: 209 North Florida Street	Ending Date: December 2007
City/State: Bushnell, Florida Zip Code: 33513	Final Salary: $93,420
Telephone Number (with area code): 352-793-0200	
Immediate Supervisor: County Administrator	
Your Position Title: Interim Assistant County Administrator	

Duties and Responsibilities:

Coordinated the activities and communications among assigned departments, including problem identification / resolution and completion of major Capital Improvement Projects.

Reason for Leaving: My assignment in Sumter County was a ten-month term, Contract for Services. This arrangement came about as a result of the County Administrator being called to active military duty and my being recruited to serve as the Assistant County Administrator until his return. Supervisors Letters of Recommendation available.

23. Please explain any gaps in your employment history:
Gaps between local government assignments have included family leave, continuing education, volunteer work and private sector employment, with family as my highest priority.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ■

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

[redacted]

I hereby certify that all statements in this application are true and complete. I understand that any misrepresentation or omission of information by me shall serve as a basis for termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Lyndon L. Bonner
(please print)

Lyndon L. Bonner — January 21, 2015
Signature of Applicant — Date

N / A —
Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

Webster University

School of Business and Technology

The University Board of Trustees, by virtue of the authority vested in it, and on recommendation of the University Faculty, has conferred on

Lyndon L. Bonner

the degree of

Master of Business Administration

with all the Rights and Privileges appertaining to that degree.

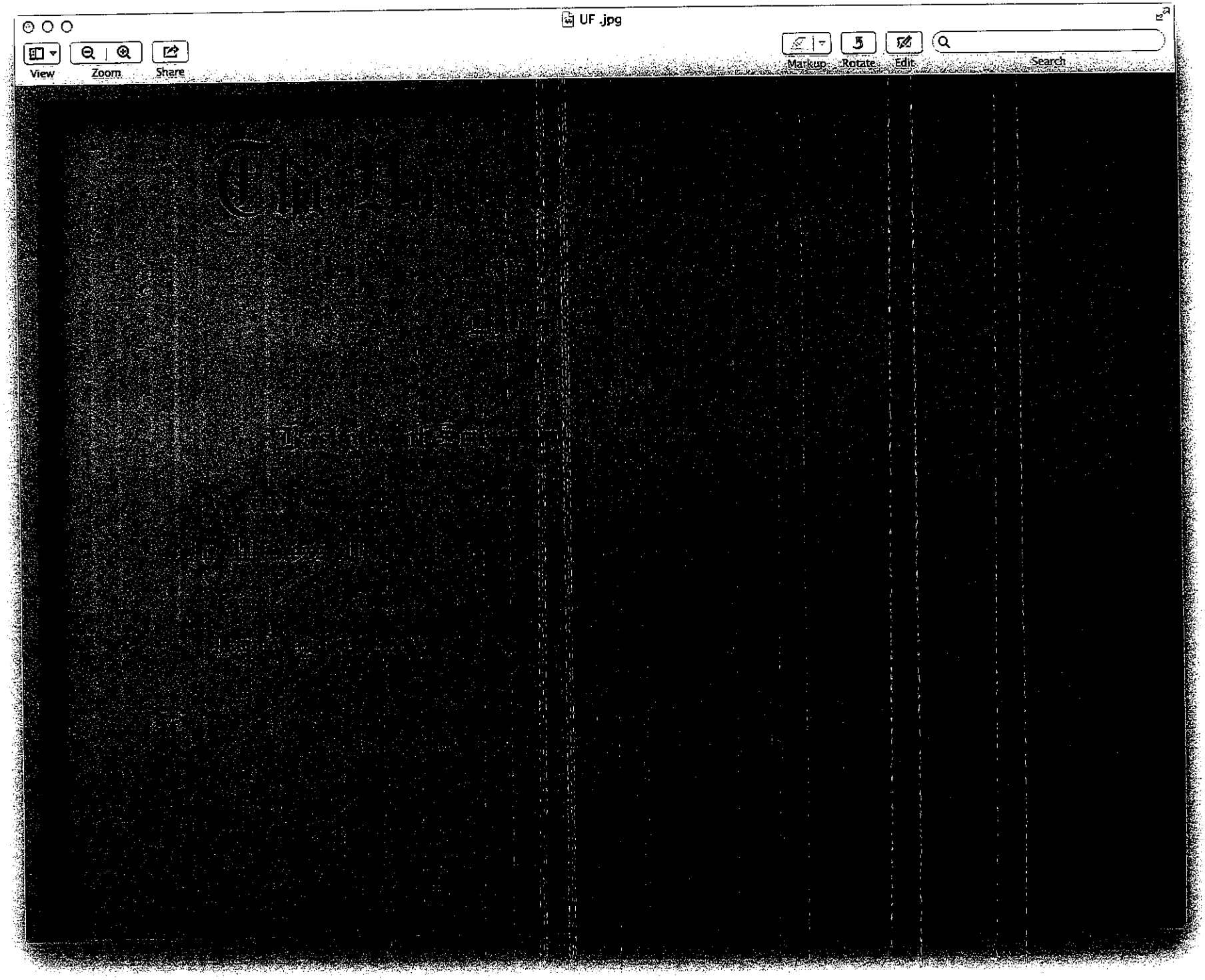
In testimony whereof we have subscribed our names and impressed the seal of the University on the diploma at Saint Louis, Missouri, May fifteenth, nineteen hundred and ninety-nine.

President

Executive Vice President

Chairman of the Board

Dean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January 14, 2015

Mrs. Bambi McKibbon-Turner M.S., HRM
Director Human Resource Department

Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Thank you for taking the time to speak with me over the phone Wednesday. Enclosed is my Cover Letter, Resume and the City's Release / Information Form as requested in the Town Manager recruitment notice. The documents are intentionally loose-bound in a slipcover to facilitate duplication.

Upon receipt, please confirm these documents were received via my personal email lyndonbonner@gmail.com or my cell phone at 352-209-2123.

Thank you!
Lyndon L. Bonner

RECEIVED
JAN 16 2015
BY: HR

January 12, 2015

RECEIVED
JAN 16 2015
BY: NR

Mayor James DuBois
Vice Mayor Kimberly Glas-Castro
Commissioner Erin Flaherty
Commissioner Michael O'Rourke
Commissioner Kathleen Rapoza

Via: United States Postal Service
Re: Lake Park Town Manager

Honorable Mayor and Commissioners:

In accordance with the recruitment notice from the Town of Lake Park website, please accept this Cover Letter and in the attachments find my Résumé and the Town's Release / Information Form, that I submit for consideration in the selection of the Town Manager. In addition to the above, the attachments also include Letters of Recommendation and a list of Professional References.

The Résumé documents a career defined by the highest levels of integrity, leadership and achievement administering Florida local governments. I have extensive, professional level experience in public and the private sector(s) effectively responding to the organizational, financial, infrastructure and the developmental issues the Town of Lake Park will have to manage over the next 10 years.

Specific to the Lake Park Town Manager Position, I am an ICMA Credentialed Manager (CM) and my academic credentials and administrative experiences exceed the preferred attributes listed for the position. This includes over twenty years of successful and verifiable experiences leading local governments with final administrative authority over budgeting, finance, procurement, organizational development, performance assessment, labor relations, risk analysis, strategic planning, utilities, governmental relations and grant administration. I have also administered general aviation facilities, marinas, industrial parks, consulting services agreements, intergovernmental contracts, Community Redevelopment Agencies (CRAs) and served as a Pension Trustee and the Lead Negotiator / Contract Administrator for Collective Bargaining Units.

I have extensive, project management and contract administration experience with a history of delivering quality results and completing projects on time and within budget. Projects range from simple landscaping work costing a few thousand dollars to multi-million dollar capital improvements. This is direct oversight responsibility for design, permitting, construction / renovation of water, wastewater and stormwater collection, treatment / reclamation and disposal systems, public buildings, recreational areas, marinas, aviation facilities, sidewalks, roads, bridges, asbestos abatement projects and historical preservation.

I have positive working relationships with State of Florida and Federal Legislators as well as the Town's regulatory agencies, including the South Florida Water Management District, Treasure Coast Regional Planning Council, Florida Department of Transportation's District 4 and the Florida Department of Environmental Protection.

Without exception, the elected officials I have served report that I excel in keeping ALL the elected officials, equally and <u>well</u> informed and that I have an outstanding record of developing and maintaining high performing organizations.

Additionally, I have Florida Costal Emergency Management experience and a comprehensive knowledge in the roles, principals and methods of emergency management, ranging from the First Responder to the executive officer with the administrative responsibilities of initiating the enabling emergency legislation to formalizing final reimbursement, closeout documents. I possess advanced "Train the Trainer" Certification from Federal Emergency Management Administrations (FEMA) and have completed Florida Emergency Preparedness Association's (FEPA) Advanced Public Information Officer Training. My NIMS Training includes Certificates for 100A, 200A and 700A.

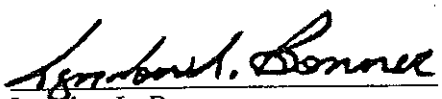
In preparing this submittal, I thoroughly reviewed the Town Charter, Code of Ordinances, Adopted 2014 - 2015 Annual Operating Budget and the City's 2011 through 2013 Comprehensive Annual Financial Reports. I also researched the "Pending Issues – December 2014" report and selected Commission Minutes from 2013 and 2014.

I am available for full-time service, in Lake Park within 5 days, upon receipt of a Commission authorized Employment Agreement. My annual base salary expectations are negotiable and will range from $110K to $145K depending upon the remaining terms and conditions of the Employment Agreement.

I am confident that my leadership skills, local government experiences and management style are an excellent fit to the existing and future needs of the elected officials, staff and the citizens of the Town of Lake Park.

If you have any questions or would like additional information, please contact me at your earliest convenience.

Sincerely,



Lyndon L. Bonner

1320 South Daytona Avenue
Flagler Beach, Florida 32136

Cell 352-209-2123

Mail Service:
3431 SW 26 Place
Ocala, Florida 34474

Lyndon L. Bonner, ICMA-CM
1320 South Daytona Avenue
Flagler Beach, Florida 32136

1. Administrative Overview:

I have over twenty years of successful Florida experience administering the full range of governmental operations and services with verifiable expertise in the areas of finance, sustainable budgeting, debt management, procurement, capital planning, organizational development, risk analysis, public safety, utility management, community planning, inter-governmental relations, grant acquisitions, labor relations and construction methods.

My career is a blend of municipal and county experiences that has imparted a valuable perspective and administrative approach that comes only from having served as both, a City Manager and County Administrator. Understanding and respecting the needs and requirements of both forms of government is key to Florida's local government future.

Major executive responsibilities include, annual General Fund and Enterprise Fund budgets exceeding $130 million dollars, $120 million Capital Improvements Plans, 400+ Full Time Employees (union and nonunion) and oversight of water utilities serving 180,000 customers. I also have extensive Florida coastal Emergency Management experience managing the preparations, response, mitigation and recovery from five designated Local State of Emergencies.

Successful economic initiatives I have been responsible include, funding agreements with Community Redevelopment Agencies, (CRA's), Special Tax Districts, (Incremental, MSTU/MSBUs), financing / constructing Capital Infrastructure, Tourism Development Councils (TDC), Enterprise Florida, Rural Areas of Critical Economic Concern (RACECs), Main Street and the Governor's Office of Tourism, Trade and Economic Development (OTTED). I have also successfully lobbied State and Federal legislators obtaining financial, technical and legislative support via Community Budget Issue Requests (CBIRs) and Special State and Federal Appropriations.

Administratively, I listen and appreciate the fact that differing perspectives often improves decision-making. I am not afraid to acknowledge someone else has a better solution. My leadership style is facilitative and participatory. I believed and work under the premise that leadership is a blend of elements, that is not always present in a superior command of facts or position of authority. I make informed decisions and accept the responsibility for my actions. I value reciprocal accountability and I provide for and expect managers to manage and be recognized and accountable for their work.

The management decisions I made over my public service career have withstood the test of time. Elected officials, citizens, staff and official documents from each jurisdiction I have served confirm that the financial strategies and the operational solutions I implemented produced the intended results and that I maintained the highest level of ethical professionalism representing local government.

In my opinion, the most significant contribution I have made to local government(s) have centered on increasing individual and organizational competencies. The accomplishments being made everyday by elected officials and staff I have had the privilege to serve is professionally motivating and personally very gratifying to witness.

2. Education:

College of Central Florida, Ocala, Florida.	AA & AS	Degree
University of Florida, Gainesville, Florida.	BSBA	Degree
Webster University, St. Louis, Missouri.	MBA	Degree

3. Professional Certifications:

Florida Notary Public	Commission Number	EE 205235
Florida County Court Mediator (Inactive)	Mediation	Certification
Advanced Public Information Official (FEPA)	Emergency Management	Certification
Emergency Coordinators "Train the Trainer" (FEMA)	Emergency Management	Certification
International City and County Managers Association	Credentialed Manager	Certification

4. Professional Affiliations:

Florida League of Cities	Past Finance and Taxation Committee
American Public Works Association	Municipal Member
Florida Planning and Zoning Association	Past Regional Representative
Florida Emergency Preparedness Association	Member
Florida Governmental Finance Officers Association	Member
International City and County Managers Association	Member

5. Current Engagement:

Title:	Investment Board and Contractor's Representative
Final Salary:	Contracted Services Agreement
Dates:	April 1, 2013 – Current
Employer:	Self

Responsibilities:
Private Land Use Consultant and Contracts Administrator responsible for the preparation of annexations agreements, land use amendments, re-zonings and permit modifications. I prepare financial analysis, concurrency statements, application documents and presentations materials, necessary for land use changes and environmental / construction permitting. This work includes re-negotiating development agreements, plats and submitting Special Exceptions, Conditional Use and Variance applications for residential, NON-Profit and commercial developments.

6. Local Governmental Administrative Experience:

Title:	City Manager
Final Salary:	$165,276 Deferred Compensation: Employer's Normal Cost Contribution Rates
Dates:	March 29, 2011 – September 30, 2012
Employer:	City of North Miami Beach, Florida – City Council
Population:	41,523 Residents, 2.5 million Metro Area and 180,000 Municipal Utility Customers
Employees:	422 Full Time Employees
Budget:	$111 Million FY 2012-2013, $121 Million FY 2010-2011
Contact:	Mrs. Audrey Hinds, Human Resource Department, 17011 NE 19th Avenue
	North Miami Beach, Florida 33162 Phone: 305-948-2900

6. Local Governmental Administrative Experience: North Miami Beach, FL. **(Continued)**

Responsibilities:
The City North Miami Beach is a full service municipal government delivering services via five divisions, General Administration, Public Services, Police, Leisure Services and Finance / Budget. The City Manager also serves as a Pension Board Trustee, the Executive Director of the Community Redevelopment Agency (CRA), Chief Purchasing Agent and the City's Lead Negotiator for Collective Bargaining negotiations. (Mayor and Council's references available)

Major Accomplishments:
1. Increased the General Fund's Unrestricted Reserve Fund Balance by $2.9 million.
2. Restored the Enterprise Construction Reserves from negative ($4) million to a positive $7 million.
3. Adjusted General Fund operations and expenditures to over come the Revenue short fall of $7.5 million dollars in 2011-2012 Budget. (CAFR documentation available.)
4. Developed and implemented organization's first financial and operational performance measures.

Title:	County Administrator
Dates:	April 2008 – February 2011
Employer:	Okeechobee County, Florida - Board of County Commissioners
Population:	39,836
Employees:	418 (Down 47 Full-Time positions from 2008)
Budget:	$121 Million FY 2007-2008, $89.7 Million FY 2010-2011.
Contact:	Mrs. Kim Hopkins, Human Resources Director
	304 NW 2nd Street
	Okeechobee, Florida 34972 Phone 863-763-6441

Responsibilities:
In addition to the requirements of Chapter 125 of the Florida Statues and the Okeechobee County Code of Ordinances, I directly supervised Budget Preparation, Capital Improvements, the Road and Bridge Department, Airport, Industrial Park, Solid Waste Services, Fleet Management, Emergency Management, Planning, Building and Code Compliance and the County's Civic Centers, Parks, Campground and Marinas. I was also responsible for supervising the work of external consulting engineers, legal counsel and grant consultants. I served as the Lead Negotiator in all matters dealing with the County's Collective Bargaining Units that included the International Association Fire Fighters and International Brotherhood Operating Engineers. (Commissioners references available.)

Major Accomplishments:
1. Secured funding and completed over $7.5 million for Building - Capital Building Projects including the complete restoration of the Historic Okeechobee County Court House and construction of a new 911 Emergency Operations Center, BOTH on time and within budget.
2. Increased Operational Reserves and maintained services and service levels while experiencing a 25% decrease in revenues.
3. Administered Specialty Grant Funded Capital Improvement Projects, including a $4.4 million airport / runway rehabilitation project, $2 million dollars in storm water management projects and affordable housing units, $1.3 million emergency bridge rehabilitation and $2.7 million dollar Florida Department of Transportation - Local Agency Projects (LAP) funding.
4. Administered the response / restoration operations of two State Declarations of Local Emergency and negotiated Final Closed-Out of FEMA Claims resulting from the 2004 Hurricane Season.

6. Local Governmental Administrative Experience: **(Continued)**

Title: Interim Assistant County Administrator / Special Projects Manager
Dates: February 2007 - December 2007
Employer: Sumter County, Florida - Board of County Commissioners
Population: 93,420
Employees: 437
Budget: $ 134 Million
Contact: Mrs. Kitty Fields, County Human Resource Director
209 North Florida Street
Bushnell, Florida 33513 Phone 352-793-0200

Responsibilities:
Coordinated the activities and communications among assigned departments, including problem identification / resolution and completion of major Capital Improvement Projects. Provide administrative assistance to the Board, County Administrators and Staff. The position's responsibilities included that of the Assistant Budget Officer, responsible for coordinating the budget process, analyzing budgetary actions and supervising the preparation of the county budgets. My major contributions to the 2007-2008 Sumter County budgets were related to implementation Capital Improvement and completing several Special Projects that has been delayed by personnel changes.

My assignment in Sumter County was a ten-month term, Contract for Services. This arrangement came about as a result of the newly appointed County Administrator being called to active military duty and my being recruited to serve as Assistant County Administrator until his return. (Supervisors references available.)

Major Accomplishments:
1. Direct and final administrative oversight responsibilities for the work of consulting engineers, contractors, compliance officials, site inspections and payment disbursements for Sumter County's portion of the Lake Panasoffkee restoration project. At the time this was the largest fresh water lake restoration effort in the United States. I also Supervised the re-permitting, completion and compliance certifications of the Sumter County Fair Grounds Exposition Center.
2. Coordinated and expedited the Emergency Permitting Review / Fee Waiver Authorizations for emergency repairs and restorations during the 2004 Federal Disaster Declaration. (An F3 tornado that killed 8 and severely injured 25 peopled, destroying 301 and damaging another 1100 homes.)
3. Responsible for the work plan to resolve the emergency weather notification failures. I negotiated the equipment purchase, Tower Leases, the geo-technical and transmitting analysis and obtained the Permitting from State and Federal regulatory agencies. This work was completed on schedule, under budget and according to officials at the Nation Weather Service was completed in the shortest time frame in the agency's history.

Title: City Manager
Dates: May 2002 - May 2006
Employer: City of Bunnell, Florida - City Commission
Contact: Mayor Catherine Robinson
P.O. 756, Bunnell, Florida 32110 Phone 386-437-7500

Responsibilities:
By Charter, the City Manager is the Chief Executive Officer of the City, responsible for all the administrative and operational functions of the City. (Mayor and Commissioners references available.)

6. Local Governmental Administrative Experience: City of Bunnell, Florida **(Continued)**

Major Accomplishments:

1. Prepared the Department of Environmental Protection (FDEP) grant and State Revolving Fund (SRF) loan documents for the $1.2 million dollar renovation of the City's Water System.
2. Secured $5.2 million grant and loan commitments and administered the renovation and capacity building project at the City's Wastewater Treatment Plant and collection system rehabilitation.
3. Negotiated an Asset Management Agreement to provide the Florida Department of Transportation road, bridge and right-of-way maintenance services in Flagler and parts of Volusia County. This led to the implementation of a new Enterprise Fund in the formation of Bunnell Maintenance Services (BMS) and netted the City an additional $800K revenue annually.
4. Administered three declared Local State of Emergency and the associated FEMA Reimbursement Claims for city buildings, road repair, drainage facilities and wastewater plant during 2004 Hurricane Season.
5. Prepared successful $500K Natural Resources Conservation Services (NRCS) Grant submittal to clean, re-grade the City's open drainage canals, attenuation and retention areas.
6. Initiated and led an aggressive annexation campaign that resulted in the incorporation of over 87,000 acres into the City. I prepared the Concurrency Analysis, negotiated the Annexation Agreement(s) and submitted the successful Comprehensive Plan and Land Use Amendments plans to all Local and State regulatory agencies. The result is that the City of Bunnell well positioned for the future as the 2rd largest city by "land mass" in the State of Florida.

Title:	Director of Public Services	
Dates:	December 1998 - July 2001	
Employer:	City of Dunnellon, Florida - City Council	
Population:	1,951 (47,000 + within City's Utility Service Area)	
Employees:	5 Department Heads and 16 full time employees.	
Contact:	Human Resources	
	20275 River Drive, Dunnellon, Florida 34431	Phone: 352-465-8500

Responsibilities:

The position of Director of Public Services was a highly responsible position that supervised the administrative and operational functions of the City's Water & Wastewater Utilities, Road & Streets, City Garage, Community Development, Building Inspections, Grant Development, Comprehensive Planning, Code Enforcement, Planning and Zoning, Facility Management, Parks and Recreation, Animal Control, Emergency Management and the Solid Waste Collection / Recycling Programs. (Mayor and Commissioner's references available)

Major Accomplishments:

1. Authored the City's Department of Environmental Protection's (DEP) Small Disadvantaged Community Wastewater Grant. Initially authorized for $9.3 million, the total Grant commitment exceeded $13 million dollars. This remains the DEP's largest, most comprehensive Small Disadvantaged Community Wastewater Grant awarded.
2. Resolved a 24 citation Compliance Order on the City's Wastewater Treatment Plant from the Florida Department of Environmental Protection. Concluded with no penalties being assessed and receipt of a letter from the DEP Compliance Section commending the City for making the WWTP a model of compliance within four months.
3. Negotiated the City's largest annexations and associated Developer Agreements, Utility Extensions, Concurrency Analysis, Comprehensive Plan and Land Development Regulations Amendments.

6. Local Governmental Administrative Experience: **(Continued)**

Titles:	Senior Planner, Zoning Code Official and Emergency Management Coordinator
Dates:	November 1993 - November 1998
Employer:	City of Wildwood, Florida - City Commission
Population:	3,598
Employees:	4 Departmental. 9 Project Team
Contact:	Human Resources
	100 North Main Street, Wildwood, Florida 34785 Phone: 352-303-1332

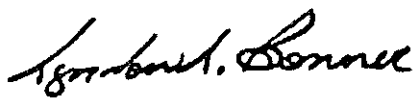
Responsibilities:
Supervised all the work related to Permitting, Comprehensive Planning and Land Use administration including, site plan reviews, environmental and developmental permitting, annexation, plats and Concurrency Determinations. Provided Special Projects financial analysis and construction review / inspections. Also served as Emergency Management Coordinator and City's grant writer.
(Mayor and Commissioner's references available)

Accomplishments:
1. Completed technical analysis for City's $5 million dollar Utility Facility Analysis Plan.
2. Project Coordinator responsible for the work necessary for the design, financing, permitting and construction of a regional water and wastewater utility. This work consisted of constructing three, potable water wells, 20 miles of transmission mains, renovation of a wastewater treatment plant doubling capacity and modifying treatment process to FDEP's Public Access / Re-Use effluent treatment standards.
3. Developed the Wildwood Senior Emergency Response Team, (WSERT). Pronounced "wizard" this program was awarded the Claude Pepper Award for Outstanding Senior Program in Florida.
4. Appointed to the Governor's Interstate 75 / Florida Turnpike Corridor Council and the Corridor Council's Technical Advisory Committee.
5. Developed submittal / schedules that secured over $2 million dollars in grant funds for Land and Capital Improvements.

7. Personal:

I am married to Pamela Lynne Bonner. Pam is a career law enforcement professional and we are blessed with a 10-year-old son, John Christopher. We volunteer in the public schools Special Events Programs and are active in Boy Scouts.

I enjoy excellent health and am an avid outdoorsman. My hobby interests include music, woodworking, power and sail boating, motorcycling, photography, biking, hiking, canoeing, camping, GeoCaching, kite flying and GM performance engine building.



City of North Miami Beach, Florida

MAYOR GEORGE VALLEJO

September 10, 2012

To Whom it may concern:

I would like to recommend Lyndon Bonner as a candidate for your open City Manager position. For the past 18 months, he has served as our City Manager, which is a charter officer here in North Miami Beach.

During his tenure, Lyndon oversaw a budget of approximately $100,000,000 covering all of our city's operations, including the three enterprise businesses we operate: the water utility, the sewer utility and the sanitation utility. I have found him to have an incredibly deep well of experience in municipal operations, especially as they translate into the financial budgets.

He is extremely focused and thorough on the tasks he is assigned by the Council. I have found him to be a person of unwavering integrity and who follows the ICMA Code of Ethics to the letter. As an example, he has made it a point to act only at the direction of the Council as a whole, pursuant to our Charter.

Lyndon was brought in with orders to tackle a very challenging situation in our City. Our finances were a mess, our reserves had been depleted and political influence abounded in the upper reaches of the administration. He made many difficult and sometimes politically unpopular decisions. However, he did right the ship, get us back on a sustainable course and stop much of the outside influence on the administration.

In the final analysis, if you are looking for a manager who knows the right call and the backbone to make it happen, I strongly recommend Lyndon. If I may provide any further assistance, please feel free to call me at my cell 786-208-5626.

Sincerely,

George Vallejo
Mayor

17011 N.E. 19th. Ave • North Miami Beach, FL 33162-3111 • (305) 948-2986 • Fax: (305) 787-6036 • www.citynmb.com

City of North Miami Beach, Florida
COUNCILWOMAN MARLEN MARTELL

August 23, 2012

To whom it may concern,

It gives me great pleasure to write a recommendation letter for Mr. Lyndon Bonner. Mr. Bonner was appointed as City Manager to the City of North Miami Beach at the beginning of 2011. Shortly, thereafter, I became an elected official. It was after that point that I had the opportunity to engage in conversations that would change the path of our city.

Mr. Bonner understood the needs of the community and developed a comprehensive financial plan that continues to be the building blocks for our city. He has left us with a roadmap that will be followed in years to come. Mr. Bonner is very well versed in administrative issues and has proven to have experience in all levels of departmental management.

He is extremely intelligent and his financial ability is unsurpassed. I believe he is a huge contributor to any city and wish him the very best in his endeavors. I believe and trust that any city that hires him will be providing their citizens with an outstanding administrator.

Sincerely,

Marlen Martell
Councilwoman

City of North Miami Beach, Florida

COUNCILMAN PHILIPPE DEROSE

August 30, 2012,

To whom it may concern:

It is with great pleasure that I write this letter of recommendation on behalf of Mr. Lyndon L. Bonner. I have known and worked closely with Mr. Bonner for approximately 2 years. He has always impressed me by his intelligence and his motivation which is evidenced in his accomplishments and contributions while working in Government agencies.

Mr. Bonner is an outstanding professional, a good communicator, and a very committed and responsible individual. Beyond his professional credentials, he is also a wonderful gentleman, very congenial, and easy going. He is self motivated and adheres to the highest standards of honesty and integrity.

I believe that your organization will benefit tremendously from the presence of such a talented and brilliant individual. I am very enthusiastic about his application and give him my highest recommendation.

I know Mr. Bonner will prove to be an asset in any position for which he is qualified. If you have any questions, please feel free to contact me at (305) 582-3246.

Sincerely,

Philippe Derose
Councilman

17011 N.E. 19th Avenue • North Miami Beach, Florida 33162-3100 • (305) 948-2986 • FAX (305) 787-6036

Board of County Commissioners
Sumter County, Florida

910 N. Main Street, Room 201 • Bushnell, FL 33513-6146 • Phone (352) 793-0200 • FAX: (352) 793-0207
SunCom: 665-0200 • Website http://sumtercountyfl.gov

November 9, 2007

To Whom It May Concern:

Mr. Lyndon Bonner was hired to serve in the capacity of Assistant County Administrator to support the Interim County Administrator, Sandra Howell, during my deployment to Afghanistan.

Upon my return Mr. Bonner was shifted to Special Projects then to the Interim Assistant Community Service Director for the sole reason of funding and the location of the majority of the projects managed by him.

Mr. Bonner was assigned the most challenging projects some of which were either involved in pending litigation, life safety code issues, or simply budgetary and timing limitations.

In each of the projects: weather alert radio antenna, agricultural center kitchen completion and life safety code updates, government office building renovation completion and pending litigation, hazard mitigation grant preparation, and the largest of the projects – the Lake Panasoffkee Canal Cleanout Project, Mr. Bonner demonstrated an extreme attention to detail and coordination, strong dedication to complete the projects within the guidelines and budgets, and a very caring team player.

Mr. Bonner continues to exhibit a "can do" attitude which is paramount in any organization.

Given any similar project or situation, I certainly recommend Mr. Bonner to accomplish the task.

Sincerely,

Bradley Arnold

Richard "Dick" Hoffman, Dist 1
Vice Chairman
(352) 753-1692 or 793-0200
910 N. Main Street
Bushnell, FL 33513

Doug Gilpin, Dist 2
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513

Michael E. Francis, Dist 3
Chairman
(352) 753-1692 or 793-0200
910 N. Main Street
Bushnell, FL 33513

Garry Breeden, Dist 4
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513

Randy Mask, Dist 5
Office: (352) 793-0200
Home: (352) 793-3930
910 N. Main Street
Bushnell, FL 33513

Bradley S. Arnold,
County Administrator
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513-6146

Gloria R. Hayward, Clerk & Auditor
(352) 793-0215
209 North Florida Street
Bushnell, FL 33513

Randall N. Thornton
County Attorney
(352) 793-4040 P.O. Box 58
Lake Panasoffkee, FL 33538

Board of County Commissioners
Sumter County, Florida

910 N. Main Street, Room 201• Bushnell, FL 33513-6146 • Phone (352) 793-0200 • FAX: (352) 793-0207
SunCom: 665-0200 • Website http://sumtercountyfl.gov

September 21, 2007

TO WHOM IT MAY CONCERN

Re: Employment of Lyndon Bonner

Lyndon Bonner was hired in February 2007 as "Interim" Assistant County Administrator for Sumter County. The Sumter County Administrator was serving active military duty after being employed only six months. My regular job was Assistant County Administrator, and I was serving as "Interim" County Administrator.

Lyndon came to Sumter County at a very challenging time. The first "Interim" Assistant County Administrator retired, the second did not work out. I needed someone with enough overall knowledge that could assist me with a variety of projects and daily concerns.

Lyndon integrated very easily into our organization. I found him to be very knowledgeable in the operation of government. I had several old projects that needed to be completed along with a couple of new projects. Lyndon was assigned an agricultural building kitchen to finish, managing of contractual conflicts and close-out of renovations of a large building the county owns. The new projects consisted of the Lake Panasoffkee canal dredging contract and a weather alert radio system for Sumter County. After the February 2, 2007 tornado, we realized the weather alert coverage for Sumter County was non-existent to poor. Through efforts of many, but coordinated by Lyndon, we now have a weather alert system that was approved and installed in record time.

Richard "Dick" Hoffman, Dist 1
Vice Chairman
(352) 753-1592 or 793-0200
910 N. Main Street
Bushnell, FL 33513

Doug Gilpin, Dist 2
(352) 793-0200
910 N. Main Street
Bushnell, FL 33513

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(352) 793-0200
910 N. Main Street
Bushnell, FL 33513

Randy Mask, Dist 5
Office: (352) 793-0200
Home: (352) 793-3930
910 N. Main Street
Bushnell, FL 33513

Bradley S. Arnold,
County Administrator
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Bushnell, FL 33513-6146

Gloria R. Hayward, Clerk & Auditor
(352) 793-0215
209 North Florida Street
Bushnell, FL 33513

Randall N. Thornton
County Attorney
(352) 793-4040 P.O. Box 58
Lake Panasoffkee, FL 33538

Our County Administrator returned in June 2007. At that time, I returned to my position as Assistant County Administrator. Lyndon was moved into a position named "Special Projects Manager" and reported to the Director of Community Services. Effective October 1, his title will again change to Interim Assistant Community Services Director where he will serve until the end date of his contract.

While all the shuffling is quite confusing to read, my desire in this documentation is to express Lyndon's versatility in county government, his attention to detail, and his ability to manage complex and controversial tasks. He is quick to remember our mission in serving citizens and approaches his assignments in that manner. Lyndon has been an asset to Sumter County.

Sincerely,

Sandra Howell

Sandra Howell
Assistant County Administrator

Professional References:

Mr. David Ellspermann, Marion County Clerk of Court	Telephone 352-671-5604
Mrs. Shairi Kamali Assistant City Manager, City of South Miami, Florida	Telephone (305) 778-7700
Mr. Mac Serda, Assistant City Manager 7011 NE 19 Avenue, North Miami Beach, Florida 33162	Telephone (305) 525-5505
Ms. Jennet Smith, (Former)Director of Finance and Budget 7011 NE 19 Avenue, North Miami Beach, Florida 33162	Telephone (305) 395-8761
Mr. Neil Fairman, President, The Plaza Group 3101 South Ocean Drive, Suite A-1 Hollywood, Florida, 33019	Telephone 954-630-8880
Mr. Reynolds Allen, Allen, Norton and Blue 324 S. Hyde Park Avenue, Suite 225, Tampa, Florida 33606	Telephone 813-251-1210

Halifax C. Clark II

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: Friend ?

4. Applicant's Last Name: Clark II

5. Full First Name: Halifax Middle Name: Carter

6. Applicant's Home Address: 520 Mountains Edge
(*Do not use a post office box.*)

City: Peachtree City State: Georgia Zip Code: 30269

Home Telephone No. (*with area code*): 770.262.2012 Cell Phone No. (*with area code*): 770.262.2012

Email Address: hcclark2@gmail.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☑ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: Georgia

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

Please provide your full name if different while attending school: _____

_____

High School or GED	
Full Name: Palm Beach Gardens High School	Date Graduated: 1974
Address: 4245 Holly Drive	
City/State/Zip Code: Palm Beach Gardens, Florida 33410	
College/University	
Full Name: Nova Southeastern University	Date Graduated: 1999
Address: 3301 College Avenue	Major: Government
City/State/Zip Code: Ft. Lauderdale-Davie, Florida 33314	Degree: Master of Public Adminstration
College/University	
Full Name: Barry University	Date Graduated: 1994
Address: 11300 NE 2nd Avenue	Major: Business
City/State/Zip Code: Miami Shores, Florida 33161	Degree: Bachelor of Professional Studies
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Microsoft Office, Incode, Spillman, USA Software

21. Please list any trade or professional organizations to which you currently belong:

Florida Police Chief Association, Palm Beach County Chiefs Association, Georgia Police Chief Association, International Association of Chiefs of Police, FBI National Academy Associates, Inc., FBI Law Enforcement Executive Development Association, Peachtree City Rotary

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Peachtree City	Starting Date: April 2008
Address: 151 Willowbend Road	Ending Date: July 2014
City/State: Peachtree City, Georgia Zip Code: 30269	Final Salary: $110,915
Telephone Number (with area code): 770.631.2505	
Your Immediate Supervisor: Dr. James L. Pennington	
Your Position Title: Chief of Police	

Duties and Responsibilities:

- Administrative, professional, and managerial work and responsible for planning and directing the operations of the Police Department, including Patrol, Criminal Investigations, and Communications.
- Planning, development, and direction of all programs and policies.
- Administrative duties include budget development and administration, policy development, and personnel administration.
- Represents the department in working with other legal authorities, governmental agencies, and the media.

Reason for Leaving:

After achieving the goals and objectives that I had set forth when I took the position as police chief over six years ago I had the desire to move back to the south Florida area and take the next step up in municipal governance.

Name of Employer: Town of Juno Beach	Starting Date: October 2000
Address: 340 Ocean Drive	Ending Date: April 2008
City/State: Juno Beach, Florida Zip Code: 33408	Final Salary: $112,247
Telephone Number (with area code): 561.626.1122	
Your Immediate Supervisor: Jeff Naftel, Town Manager	
Your Position Title: Chief of Police	

Duties and Responsibilities:

- Administrative, professional, and managerial work and responsible for planning and directing the operations of the Police Department, including Patrol, Criminal Investigations, and Communications.
- Planning, development, and direction of all programs and policies.
- Administrative duties include budget development and administration, policy development, and personnel administration.
- Represents the department in working with other legal authorities, governmental agencies, and the media.

Reason for Leaving:

Accepted position with Peachtree City

Name of Employer: Town of Juno Beach	Starting Date: 1993
Address: 340 Ocean Drive	Ending Date: 2000
City/State: Juno Beach, Florida Zip Code: 33408	Final Salary: $69,793
Telephone Number (with area code): 561.626.1122	
Your Immediate Supervisor: Mitchell L. Tyre, Chief of Police	
Your Position Title: Assistant Chief	

Duties and Responsibilities:

- Performed at a higher level of management, supervisory, and administrative duties within an assigned division overseeing the functions and operations in accordance with all statues, laws, ordinances, and regulations for which the Police Department is accountable.
- Supervising and directing personnel; providing management support in planning, developing, interpreting, and implementing various division policies, goals, and objectives of the department; and reviewing and preparing reports.
- Served on behalf of the Chief of Police in the event of his/her absence

Reason for Leaving:

Promoted to Chief of Police

Name of Employer: Town of Juno Beach	Starting Date: 1987
Address: 340 Ocean Drive	Ending Date: 1993
City/State: Juno Beach, Florida Zip Code: 33408	Final Salary: $47,238
Telephone Number (with area code): 561.626.1122	
Your Immediate Supervisor: Mitchell L. Tyre	
Your Position Title: Lieutenant	

Duties and Responsibilities:

- Supervisory and administrative law enforcement work responsible for planning, directing, coordinating, and evaluating police personnel work in the Patrol, Administrative Services, or Criminal Investigations Division.
- Planning of personnel assignments and supervising the activities of all personnel who are assigned to a particular shift, component, or division to ensure the protection of life and property, and the enforcement of laws and ordinances.

Reason for Leaving:

Promoted to Assistant Chief of Police

23. Please explain any gaps in your employment history:

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Halifax Carter Clark II
(please print)

Signature of Applicant — January 21, 2015
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor) — Date

The Town of Lake Park is an Equal Opportunity Employer.

January 15, 2015

Mayor & Council
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403-2603

Dear Mayor & Council:

I am applying for the position of Town Manager for the Town of Lake Park, Florida. I bring many attributes to the Town of Lake Park my commitment to principled leadership where the community and the city work together on establishing and reaching mutually agreed upon goals.

Working collaboratively in Juno Beach as Assistant Chief and then Chief of the Police Department, I led our state accredited and nationally recognized agency to consistently high standards. Those standards were the basis for our actions, and our many innovations were in service to our principles. As an example of my commitment to collaborative leadership is my approach to technology. Due to the inevitable financial constraints of public administration and the necessity of doing more with less staff, I recognized early on the importance of technology in the town. Consequently, I worked with Town management; the other departments; and the people in our department to make the most effective use of technology a top priority. With skillful negotiation, we achieved our goal of cost-effective higher efficiency.

I took that same approach while serving as Chief of Police of the Peachtree City Police Department. The department is a CALEA agency and under my leadership, it was recognized as a Flagship Agency twice and reviewed under the Gold Standard. During the same period under my leadership, we achieved significant community safety goals. I would apply those same principles that led to excellence in Juno Beach and Peachtree City as a City Manager in the Town of Lake Park.

My passion for city government combined with a leadership style that encourages and rewards creativity and innovation resulted in policing that met and exceeded community needs. The next step for me is to lead a city in the same way. I want to make the most of the Town of Lake Park's resources through team-building, community policing, problem solving, and the use of modern technology. You will find that I am a dedicated professional with a strong work ethic, complete integrity, and a commitment to building partnerships with residents, businesses, and other city departments and employees.

Please find included my resume. I look forward to the opportunity to discuss my attributes and qualifications in further detail.

Sincerely,

H. C. "Skip" Clark II

RECEIVED
JAN 16 2015
BY: .....

H. C. "Skip" Clark II

Home – 770.262.2012

520 Mountains Edge
Peachtree City, GA 30269
hcclark2@gmail.com

Executive Summary

Over twenty years of senior management level experience in local government. A proven, effective, results-oriented manager with vision and leadership. Strong experience with an emphasis on strategic planning and execution, fiscal management, superior service and citizen satisfaction. Demonstrated ability to work effectively with elected officials, other civic leaders, staff and all facets of the community. An innovative leader experienced in managing change while being a dedicated team player who is able to work independently within the organizational framework.

EXPERIENCE

Police Chief, City of Peachtree City, GA 2008 – 2014

The City of Peachtree City is a municipality located south of Atlanta, GA., located in Fayette County. The current population is approximately 36,000. City of Peachtree City is a "planned community" designed in and developed in 1957. The Peachtree City Police Department has 64 full time sworn employees, 2 Reserve officers (law enforcement certified), 7 civilian personnel (4 - support staff and 3 – Code Enforcement), 13 part-time employees (12 - school crossing guards and 1 – Court Bailiff), and 12 volunteers (Auxiliary Police Officer – non sworn).

Achievements:

- Initiated and completed major changes in the Peachtree City Police Department.
- Developed and trained a Crime Analysts,
- Absorbed the existing Code Enforcement Division and made it more accountable and responsive to code enforcement issues,
- Established a two officer Police K9 unit,
- Established Police Motorcycle unit,
- Implemented Crisis Intervention teams to improve the delivery of services to the community.
- Improved the use of technology including expanding the in-car computer program, providing the officers with an electronic citation system, and introducing an automatic license plate reader (ALPR) program.
- Selected and successfully negotiated a new Records Management System (RMS) at a significant savings to the City. The new RMS is compatible with the existing 911 CAD system and will improve the organization's analyst capabilities – allowing the Department to employ data-driven strategies within the community.
- Doubled the amount of specialized and advanced training.
- Committed to Succession Planning and development of the staff. Several of the existing staff completed either the Georgia Command College or the Police Management Practice course.
- Led the Department's successful effort to be reaccredited under the CALEA Gold Standard and recognized as a Flagship agency on the past two reaccreditations.

- Recognized by the International Association of Chiefs of Police (IACP) for our efforts in the National Law Enforcement Challenge (NLEC).
  - In 2010, placed 3rd for our category and won 1st Place for Technology Award from all entries,
  - In 2011, placed 3rd for our category,
  - In 2012, won 1st Place for our category, and 1st Place for Occupant Protection from all entries, and
  - In 2013, took 1st Place for our category.
- Over the past five years (2009 – 2013) we have been able to reduce the number of roadway collisions by 10%, the number of injury collisions by 21% and the number of DUI collisions by 17%.

Our efforts resulted in Peachtree City being recognized as having the lowest crime rate of Class B cities in Georgia and as one of the safest cities in the Country.

Police Chief and other positions, Police Department, Juno Beach, FL 1980 - 2008

Began as Police Officer in 1980 and rose to the rank of Chief of Police, serving in that capacity from 2000 to 2008. Also, served as Assistant Chief (seven years), Lieutenant (six years), Sergeant (five years).

Police Officer, Police Department, Royal Palm Beach, FL 1978 to 1982

EDUCATION

Master of Public Administration, Nova Southeastern University, Ft. Lauderdale-Davie, FL
Bachelor of Professional Studies, Barry University, Miami Shores, FL
Associate of .Science in Criminal Justice, Palm Beach Junior College, Lake Worth, FL

Continuing Education

Sr. Management Institute for Police, Harvard University's Kennedy School of Government, 1999
FBI – Law Enforcement Executive Development Seminar, 2010
FBI National Academy, Session #219, 2004
The Chief Executive Seminar, Florida Criminal Justice Executive Institute, 1997
The Senior Leadership Program, Florida Criminal Justice Executive Institute, 1995

CAREER ACHIEVEMENTS

Florida Police Chiefs Association – Past President
Representative for the Georgia State Association of Chiefs of Police to the IACP (SACOP)
Chair for Visual Planning Technologies (VPT), an innovative program involving the integration of records management systems for 28 municipalities covering several states. Included county, state and federal record searches. The program has since been replicated in several additional states and agencies
Georgia Chief of Police - District 10 Representative

Lawrence F. Coppola

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: Florida League of Cities website ?

4. Applicant's Last Name: Coppola

5. Full First Name: Lawrence Middle Name: Francis

6. Applicant's Home Address: 7952 SE Puget Heights Lane • P.O. Box 2427 (mailing)
(*Do not use a post office box.*)

City: Port Orchard State: WA Zip Code: 98366

Home Telephone No. (*with area code*): _____ Cell Phone No. (*with area code*): 360-731-2222

Email Address: larycoppola@wetapple.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

RECEIVED
JAN - 9 2015
BY: JR

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☒
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☒ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☒ No ☐

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

I agreed to plead guilty to Negligent Driving in June of 2010

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☒ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: WA

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☒

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

[redacted]

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: Stranahan High School	Date Graduated: June, 1968
Address: 1800 SW 5th Place	
City/State/Zip Code: Ft. Lauderdale, FL 33312	
College/University	
Full Name: Dana College	Date Graduated: June, 1978
Address: 2848 College Drive	Major: Business Administration
City/State/Zip Code: Blair, NE 68008	Degree: Bachelor of Science
College/University	
Full Name: Anthony Robbins' Mastery University	Date Graduated: September, 2011
Address: 9888 Carroll Centre Road	Major: Life and Leadership Mastery
City/State/Zip Code: San Diego, CA 92126	Degree: Certificates of Completion — Life Mastery,
	Leadership Mastery, Wealth Mastery, NLP
Training/Vocational School	
Full Name: IBEW/NECA Electrical Apprenticeship	Date Completed: June, 1972
Address: 201 SE 24th Street	Licenses or Certifications: Journeyman Wireman
City/State/Zip Code: Ft. Lauderdale, FL 33316	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Association of Washington Cities Certified and Advanced Certified Municipal Leader professional designations
Completed Association of Washington Cities Financial Planning for Cities education
Fluent in: QuickBooks; MS Office — Word, Excel, Powerpoint, Outlook, Publisher; Adobe Acrobat, Photoshop; Quark XPress
Completed local Dept. of Emergency Management Disaster Event (Hurricane, HazMat spill, etc,) Spokesmanship Training
Completed National Association of Home Builders Advanced Spokesmanship and Executive Officer education.

21. Please list any trade or professional organizations to which you currently belong:

Board Member — Kitsap Economic Development Alliance — former Board Chair, and Executive Committee member
Steering and Marketing Committee Member — Kitsap Aerospace and Defense Alliance
Board Member — Homebuilders Association of Kitsap County; Washington Affordable Housing Council;
State Director — Building Industry Association of Washington; West Sound Technology Association; Rotary
Board Member and Umpire, South Kitsap Eastern Little League;

EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Wet Apple Media	Starting Date: April 1, 1989
Address: 2497 SE Bethel Ave. Suite 203	Ending Date: December 31, 2007
City/State: Port Orchard, WA Zip Code: 98366	Final Salary: $120,000 per year
Telephone Number (with area code): 360-876-7900	
Your Immediate Supervisor: Self-Employed	
Your Position Title: President & CEO	

Duties and Responsibilities:
Responsible for all day-to-day business decisions of the company, including all financial and budgeting, personnel, purchasing, long and short-range strategic planning, marketing, public outreach, online and social media functions. Also oversaw all editorial functions of the company's publications and websites, including feature and editorial writing, editing, assignment of stories to reporters and freelancers, and composition of publications and press checking.

Reason for Leaving: Elected Mayor and Chief Administrative Official of the City of Port Orchard

Name of Employer: City of Port Orchard	Starting Date: January 1, 2008
Address: 216 Prospect Street	Ending Date: December 31, 2011
City/State: Port Orchard, WA Zip Code: 98366	Final Salary: $72,000 per year
Telephone Number (with area code): 360-876-4407	
Your Immediate Supervisor: City Council — John Clauson, Mayor	Pro-Tem — 360-340-2712
Your Position Title: Chief Administrative Official and Mayor	

Duties and Responsibilities:
In Washington's Strong Mayor form of government the Chief Administrative Official and Mayor functions as the City Manager, directly accountable for the day-to-day business operations, as well as all financial, budgetary and personnel decisions. In Port Orchard, this included leading 70 FTEs, with all Department Heads reporting directly to me. The Chief Administrative Official also represents the City on all public agency boards and commissions, and is the City's primary spokesperson and news media contact, including appearances on television and radio, interviews with the print and online media, as well as preparation and distribution of press releases.

Reason for Leaving: Term of office ended

Name of Employer: Wet Apple Media	Starting Date: January 1, 2012
Address: 2497 SE Bethel Ave. • Suite 203	Ending Date: Present
City/State: Port Orchard, WA Zip Code: 98366	Final Salary: $90,000 per year
Telephone Number (with area code): 360-876-7900	
Your Immediate Supervisor: Self Employed	
Your Position Title: President & CEO	

Duties and Responsibilities: Responsibilities include overseeing all day-to-day business operations, including budgeting, personnel short and long-range strategic planning, marketing, public relations and social media functions of the company. Also included are responsibility for all editorial, news, political, and feature reporting, as well as writing for all publications and websites operated by the company. Rejoining the company after serving as Chief Administrative Official and Mayor of Port Orchard, I led the strategic transformation from traditional print publisher with online editions, to one showcasing online, social media, and tablet/smartphone app-based publications with a printed component

Reason for Leaving:

Accepted an unsolicited offer from the E.W, Scripps Company (now Journal Communications, Inc.), a nationwide news organization, to purchase our flagship publications in 2014. Will be selling the remaining publications and other assets of the company and relocating to Florida.

Name of Employer: Gerson Lehrman Group, Inc.,	Starting Date: March, 2013
Address: New York; Dubai; Paris; Shanghai	Ending Date: Present
City/State: Zip Code:	Final Salary: $100 per hour
Telephone Number (with area code):	
Your Immediate Supervisor: Varies by assignment	
Your Position Title: Government and Business Consultant	

Duties and Responsibilities:
Recruited in 2013 to become part of a worldwide network of consultants and leading experts that provide business decision makers with insights to create better, more informed outcomes. GLG is the world's largest consultant network comprising more than 375,000 thought leaders and practitioners, including business leaders, scientists, academics, former public sector leaders and the foremost subject matter specialists. My GLG specialties are government and political affairs, government management, economic development, public policy, communications, and social media messaging.

Reason for Leaving:

23. Please explain any gaps in your employment history:

_____

_____

_____

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☒

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

_____

[redacted]

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Lawrence F. Coppola
(please print)

Lawrence F. Coppola

Digitally signed by Lawrence F. Coppola
DN: cn=Lawrence F. Coppola, o, ou, email=larycoppola@wetapple.com, c=US
Date: 2015.01.05 09:52:10 -08'00'

Signature of Applicant

January 5, 2015
Date

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

Lawrence F. Coppola

(360) 731-2222 • larycoppola@wetapple.com
Post Office Box 2427 • Port Orchard, WA 98366

January 4, 2015

RECEIVED
JAN - 9 2015
BY: JR

Ms. Bambi McKibbon-Turner, Human Resources Director
City of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Ms. McKibbon-Turner,

Please accept this letter expressing my interest in the position of Town Manager for the Town of Lake Park. My experience includes having served as the Chief Administrative Official and Mayor of the City of Port Orchard, Washington (Population 12,800, Strong Mayor form of Government), as well as successful private sector and non-profit management, economic development, land use, marketing, news media, and social media expertise. This unique combination could serve Lake Park extremely well.

This opportunity arises at a very unique time. Late last year, I accepted an unsolicited offer from the E.W. Scripps Company to purchase the media business I founded and owned for the past 26 years. After taking some time off, I'm now ready to take on new professional challenges that will leverage my unique set of skills, and offer the opportunity for what I term "Servant Leadership" — something I'm quite passionate about. Additionally, my wife and I have made a decision to leave the Pacific Northwest and return to our home state of Florida. I grew up in Ft. Lauderdale, and she is from a pioneer family in Jupiter. We still have family there, and want to raise our 10-year old in a place that is not only closer to them, but reflects our family values as well. Researching Lake Park, it appears to be a good "fit" for us.

In Washington's Strong Mayor form of government, the Chief Administrative Official and Mayor essentially functions as the City Manager. In that position, direct accountability for every facet of the day-to-day business affairs of the City also means executing the policies, direction, and decisions made by the City Council. My duties included writing and implementing the $30+ million total annual budget ($8+ million general fund) leading 70 FTEs, with all Department Heads reporting directly to me. Engaging our legislative delegation, lobbying local elected officials, individual state legislators, and often testifying in front of legislative committees at the state capital, were all part of the job. So was representing the City on numerous public agency boards and commissions.

When my term began, Port Orchard was in financial disarray, dipping into reserves to meet payroll, and suffering from a severe lack of trust and respect between staff and the previous administration. Demonstrating that leadership starts at the top by rebuilding management staff and instituting an open door policy, a strong culture of transparency and trust was established. Private sector and LEAN business practices were implemented, along with a strong, private sector-style emphasis on customer service in all departments. These changes allowed us to repay all previous inter-fund loans, and produced surplus revenues within 14 months.

Without meaning to come across as arrogant — only confident of my own abilities and experience — please check my references, and review my letters of recommendation, and the State Auditor's report I've provided. You'll find other community, business, and political leaders I've worked with, as well as former employees, view me as a strategic, bold, out-of-the-box thinker, who is effective, high-energy, and focused — a hands on executive, with a positive, yet pragmatic, common sense attitude. It's coupled with a collaborative approach, strong listening and decision-making skills, and a problem-solving, entrepreneurial attitude that routinely challenges the "We've always done it this way" mentality, while seeking out the opportunities hidden in adversity.

Additionally, if selected for this position, the Mayor and Commissioners will not only have a strong administrator dedicated to the success of the City, but someone who has "walked a mile in their shoes" politically, and understands the challenges they face on a daily basis.

My management style is open and friendly, yet very direct. People who serve with me will clearly understand what is expected of them, and that as a leader, I don't make — or settle for — excuses. Both in government, and in my own business, I've always strived to create a win/win environment where staff can grow and excel professionally, because doing so not only creates loyalty while the entire organization benefits from their success, but also aids in retention and recruitment of the best people.

I pride myself on being a man of my word who gets things done, and expects as much from myself at every level as I do from those who serve with me. While being tenacious about achieving goals, I rarely accept credit for accomplishments, choosing instead to publicly attribute that credit to the Mayor, Commissioners, and/or staff when appropriate. My job is to quietly make them, and the City, look good. I strongly believe that leading by example, and doing it with unconditional integrity, respect, transparency, and good humor, always delivers the absolute best results.

In researching Lake Park, its challenges, and its potential, I'm excited about the possibilities, and enthusiastic about playing an interactive part in its long-term future. I sincerely hope you will consider the skills, experience, and expertise I'll bring to Lake Park worthy of granting me an interview for the position.

Sincerely,

Lawrence F. Coppola

LAWRENCE F. COPPOLA **P.O. Box 2427 • Port Orchard, WA 98366**

Cell: (360) 731-2222 **E-Mail: larycoppola@wetapple.com**

SUMMARY

Over 20 years of successful government, private sector business, and industry association management and leadership experience, with a proven track record of skill and expertise in the following areas:

- Financial Operations and Budget Expertise
- Long-Term Strategic Planning and Operations Analysis
- Day-To-Day Business and Operations and Management
- Manage For Today, Invest In The Future Philosophy
- Change Management and Staff Development
- Big Picture, Unbiased, Forward Thinker
- Labor Relations and Contract Negotiations
- Legislative Testimony and Lobbying Experience

An innovative, tech savvy leader and out-of-the-box thinker with demonstrated organizational, analytical and award-winning written communications skills, as well as strong public speaking, group presentation, public meeting and forum facilitation experience. Achievement-oriented, pragmatic, "hands-on" executive skilled in carrying out the policies and direction set by the City Counci unbiasedly and with integrity. Experienced building and leveraging community partnerships and working with stakeholders, as well as finding opportunities hidden in adversity, and change management. A dedicated team player with foresight, able to work independently within the organizational framework, and who passionately believes in "Servant Leadership."

RELEVANT LOCAL GOVERNMENT EXPERIENCE

Chief Administrative Official, Mayor — City of Port Orchard, WA — 2008-12

Port Orchard is a Strong Mayor Government City with a population of 12,800 covering approximately 7.5 square miles. It is located in Kitsap County, Washington (population 272,000), and is the County Seat.

Duties and Responsibilities as Chief Administrative Official and Mayor:

• In Washington's Strong Mayor form of government the Chief Administrative Official and Mayor functions as the City Manager, directly accountable for the day-to-day business operations, as well as all financial, budgetary and personnel decisions. In Port Orchard, this included leading 70 FTEs, with all Department Heads reporting directly to the Chief Administrative Official. The Chief Administrative Official also represents the City on all public agency boards and commissions, and is the City's primary spokesperson and news media contact, including appearances on television and radio, interviews with the print and online media, as well as preparation and distribution of press releases.

• Preparation, administration, and implementation of the City's $30+ million total budget ($8+ million General Fund).

• Implementation of all City Council directed policy and decisions. Strategic planning, including identification and resolution of long-range issues facing the City.

• Primary, "hands on" point person and City contact for all economic development activities and inquiries.

• Negotiation with both public and private sector vendors on a wide variety of issues, including professional services, equipment leases and purchases, as well as service contracts.

• Responsible for the City's compliance with all County, State and Federal regulations such as health, environmental, growth management, and EEOC.

Achievements and Critical Leadership Initiatives

• Upon arrival, found the City using reserves to meet payroll. Instituted private sector and LEAN business practices which changed the City's approach to budgeting, spending, and service delivery. This stabilized long-term finances without layoffs or furloughs, and without cutting or delaying any capital projects, while enhancing services. *Net gain: $500,000+ in annual cost savings, with the City paying back all inter-fund loans and creating regular monthly reserves in just over a year, plus significantly increasing the levels of customer service.*

• Facilitated three major annexations: *Net Gain: Over $3 million in new annual revenues after the cost of service delivery. These annexations added over $450 million in assessed value to the City's tax base, along with 36 new businesses including Walmart, Fred Meyer (Kroger), Safeway, Office Depot, Staples, a championship golf course, and 31 other local firms, increasing the number of jobs within the City by more than 250.*

• Restructured the City's permitting process to make it the fastest and most certain in the Western Puget Sound region. *Net Gain: Increased revenue from both faster permit processing and additional activity.*

• Restored trust and morale among the staff, and built a high performance management team by personally recruiting three new department heads, promoting a deputy to department head, and restructuring and developing existing staff. *Net Gain: Much more productive staff, reduced employee turnover and absenteeism, resulting in reduced HR costs.*

• Personally Recruited New Employers: *Net Gain: Over 100 new family wage ($20+ per hour) jobs in the City*

• Initiated live streaming video of City Council meetings and posted those videos on the City's Web site for 24/7 citizen access. *Net Gain: Increased citizen access to their government.*

• Introduced online crime mapping and reporting, plus posted residence locations of registered sex offenders on the City's Website. *Net Gain: Fewer registered sex offenders chose to reside in the City. Crime reporting increased, which increased police focus on shorter response times — achieved our goal of two minutes or less anywhere in the City.*

• Served in a leadership role of a regional initiative to provide fiber-optic broadband as a tool in fostering economic development. *Net Gain: increased high-tech employment in both the City and the County.*

• Qualified the City as an Association of Washington Cities (AWC) "Well City:" *Net Gain: Two percent savings on City employee healthcare costs. Reduced absenteeism.*

• Instituted a Citywide "Green Initiative:" *Net Gain: $40,000 cost savings, reduced carbon footprint.*

• Installed grant-funded EV Charging Stations. *Net Result: Increased sales tax revenue from additional tourism by EV owners.*

• Overall crime was reduced 60 percent, and violent crime by 45 percent, within 24 months. *Net Result: A much safer community making it easier to successfully attract economic development, as well as more affluent residents.*

• Instituted an annual Customer Satisfaction Survey to measure the effectiveness of city services. *Net Result: Integrated survey results into the budget and the performance monitoring process, for more efficient use of tax dollars.*

• Shifted organizational focus from "budgeting cheap" to investing in the future. *Net Result: Minimized long-term costs.*

Consultant, Gerson Lehrman Group, Inc., New York; Dubai; Paris; Shanghai — 2013 to Present

Recruited in 2013 to become part of a worldwide network of consultants and leading experts that provide business decision-makers with insights to create better, more informed outcomes. GLG is the world's largest consultant network comprising more than 375,000 thought leaders and practitioners, including business leaders, scientists, academics, former public sector leaders and the foremost subject matter specialists. My GLG specialties are government and political affairs, government management, economic development, public policy, communications, and social media messaging.

Founder, President & CEO, Wet Apple Media, Port Orchard, WA — 1987 to Present

Founding this company in April of 1987, it became the region's largest independent publisher. The company published the regional business newspaper and website for more than 25 years. Served as Editor and Publisher until accepting an unsolicited offer from the E.W, Scripps Company (now Journal Communications, Inc.), a nationwide news organization, to purchase it in 2014. The company currently publishes *WestSound Home & Garden* and *Build & Remodel* magazines, and formerly published *Homes & Land Magazine* in six different markets. It also operates an automotive review website, lifestyle news website, and designs websites, tablet and smartphone apps, as well as other business collateral.

Duties and Responsibilities of the President & CEO

Responsibilities include overseeing all day-to-day business operations, including budgeting, personnel long-range strategic planning, marketing, public relations and social media functions of the company. Also included are responsibility for all editorial, news, political, and feature reporting, as well as writing for all publications and websites operated by the company.

Achievements and Critical Leadership Initiatives

Rejoining the company after serving as Chief Administrative Official and Mayor of Port Orchard:

• Led the strategic transformation from traditional print publisher with online editions, to one showcasing online, social media, and tablet/smartphone app-based publications with a printed component.

• Spearheaded the creation of new consulting services to assist both local government and the private sector, focusing on economic development, government relations, public policy, issue advocacy, lobbying services, social media strategies, communications, public relations, and political damage control. Also added were interim management services for print publishers moving into the digital space, and/or positioning their companies and/or individual publications for sale.

Education
- Dana College — Bachelor of Business Administration, Minor in Communications
- Association of Washington Cities — Certified, and Advanced Certified Municipal Leader designations
- Graduate, Association of Washington Cities — Financial Planning For Cities training
- Graduate, Kitsap County Department of Emergency Management Disaster Event Spokesmanship Training
- Graduate of National Association of Home Builders Advanced Spokesmanship Training
- Graduate, Puget Sound Regional Council — Growth Management Act local planning training
- Graduate, Anthony Robbins Mastery University
- Graduate, Anthony Robbins Leadership Academy
- Graduate of National Association of Home Builders Executive Officer Training
- Lifelong Learner, attending and graduating from numerous business education, municipal and private sector business management, computer software, personal development, and leadership trainings.

Business Management Expertise
- Organizational Finance — revenue/spending analysis and prioritization
- Budgeting — forecasting/planning/writing/administration
- Strategic Planning — charting the course for future initiatives, long-term projects and sustainability
- Marketing — Business Development, Advertising, PR, and "Hands-on" Economic Development experience
- Personnel Recruitment — ability to attract top-quality personnel with specific strengths and skills
- Unique ability to recognize situational opportunities as well as find opportunities hidden in adversity
- Extensive situational and policy analysis/strategic planning and public positioning experience

Leadership Experience
- Board Chair/Executive Committee Member, Current Board Member — Kitsap Economic Development Alliance
- Board Member/Executive Committee Member — Kitsap Regional Coordinating Council
- Puget Sound Regional Council — Kitsap Cities Representative
- Board Chair/Finance Committee Chair — HousingKitsap (Local Housing Authority)
- Rotary International Centennial Year Club President/Board Member — Port Orchard Rotary
- Steering Committee/Marketing Committee Member — Kitsap Aerospace and Defense Alliance
- State Director — Building Industry Association of Washington
- Board Member, Vice Chair — Washington Affordable Housing Council
- Board Vice Chair/Finance and Personnel Committee Chair — Kitsap Transit
- Board Chair and Vice Chair — Kitsap County Planning Commission
- President (two terms), Treasurer (two terms) — Northwest Automotive Press Association
- Board Member, Personnel Committee Chair — Kitsap County Health Department
- Board Member, Columbia Tower Club
- Board Member — Kitsap County Boys & Girls Club
- Umpire — South Kitsap Eastern Little League

Communication Skills/Experience
- Award-winning written, plus excellent public speaking, group presentation, online and broadcast media skills
- Extensive news media relations, spokesmanship, message management and delivery experience
- Social Media planning, coordination, strategic content/message management and delivery expertise
- Significant public outreach, public meeting, event, and forum facilitation experience
- Lobbying skills and the ability to leverage political outreach for positive outcomes
- Experience working across partisan political lines and consistently delivering successful, win/win results

Professional Recognition
- Kitsap County Association of Homebuilders City Official of the Year
- SBA Journalism Leadership Award Winner for Washington State and for SBA Region X; Top 5 National Finalist
- Kitsap County Association of Realtors Citizen of the Year (twice)
- Kitsap Association of Homebuilders Affiliate of the Year (twice)
- Washington Association of Realtors, Media of the Year
- Kitsap County Association of Realtors Affiliate of the Year (twice)

Washington State Auditor's Office

Accountability Audit Report

City of Port Orchard

Kitsap County

Report Date
October 1, 2012

Report No. 1008549

Issue Date
November 5, 2012

WASHINGTON
BRIAN SONNTAG
STATE AUDITOR

Washington State Auditor
Brian Sonntag

November 5, 2012

Mayor and City Council
City of Port Orchard
Port Orchard, Washington

Report on Accountability

We appreciate the opportunity to work in cooperation with your City to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role to advocate for government accountability and transparency and to promote positive change.

Please find attached our report on the City of Port Orchard's accountability and compliance with state laws and regulations and its own policies and procedures. Thank you for working with us to ensure the efficient and effective use of public resources.

Sincerely,

BRIAN SONNTAG, CGFM
STATE AUDITOR

Insurance Building, P.O. Box 40021 • Olympia, Washington 98504-0021 • (360) 902-0370 • TDD Relay (800) 833-6388
FAX (360) 753-0646 • http://www.sao.wa.gov

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Kitsap County
October 1, 2012

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Audit Summary

City of Port Orchard
Kitsap County
October 1, 2012

ABOUT THE AUDIT

This report contains the results of our independent accountability audit of the City of Port Orchard from January 1, 2011 through December 31, 2011.

We evaluated internal controls and performed audit procedures on the activities of the City. We also determined whether the City complied with state laws and regulations and its own policies and procedures.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. The following areas were examined during this audit period:

- Accounting/financial reporting
- Financial condition
- Utility billings/receivables
- Cash receipting
- Open public meeting minutes
- Payments/expenditures
- Cost allocations
- Police Department -- custody of evidence
- Seizure and forfeiture reporting

RESULTS

In the areas we examined, the City's internal controls were adequate to safeguard public assets. The City also complied with state laws and regulations and its own policies and procedures in the areas we examined.

Related Reports

City of Port Orchard
Kitsap County
October 1, 2012

FINANCIAL

Our opinion on the City's financial statements and compliance with federal grant program requirements is provided in a separate report, which includes the City's financial statements.

FEDERAL GRANT PROGRAMS

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the City's major federal program, which is listed in the Federal Summary section of the financial statement and single audit report.

Description of the City

City of Port Orchard
Kitsap County
October 1, 2012

ABOUT THE CITY

The City of Port Orchard is the county seat of Kitsap County. Originally named Sidney, the City was platted in 1886 and incorporated on September 1, 1890. The City provides municipal services to over 11,000 citizens including law enforcement, Municipal Court, streets, parks, water, sewer, storm drainage, planning and economic development. The City partners with West Sound Utility District in a joint venture that owns and operates a waste water treatment facility for the area.

An elected, seven-member City Council and an independently elected Mayor govern the City. The City Council appoints management to oversee the City's daily operations as well as its approximately 76 employees. For fiscal year 2011 the City operated on an annual budget of approximately $27.1 million.

ELECTED OFFICIALS

These officials served during the audit period:

Mayor	Lary Coppola
City Council:	John Clauson
	Carolyn Powers
	Fred Chang
	Robert Putaansuu
	Jerry Childs
	Jim Colebank
	Fred Olin

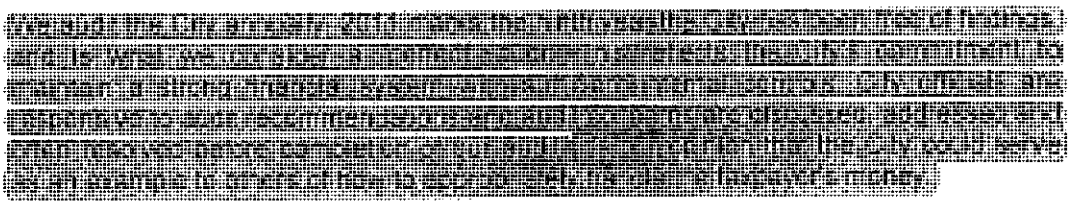
APPOINTED OFFICIALS

Clerk-Assistant to the Mayor	Patti Kirkpatrick
Treasurer	Allan Martin
Public Works Director/City Engineer	Mark Dorsey
City Development Director	James Weaver
Police Chief	Alan Townsend
Municipal Court Judge	Tarrell Decker

CITY CONTACT INFORMATION

Address:	City of Port Orchard 216 Prospect Street Port Orchard, WA 98366
Phone:	(360) 876-4407
Website:	www.cityofportorchard.us

AUDIT HISTORY



ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

Our mission is to work with our audit clients and citizens as an advocate for government accountability. As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

The State Auditor's Office employees are located around the state to deliver services effectively and efficiently.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments and fraud, whistleblower and citizen hotline investigations.

The results of our work are widely distributed through a variety of reports, which are available on our Web site and through our free, electronic subscription service.

We take our role as partners in accountability seriously. We provide training and technical assistance to governments and have an extensive quality assurance program.

State Auditor	**Brian Sonntag, CGFM**
Chief of Staff	**Ted Rutt**
Deputy Chief of Staff	**Doug Cochran**
Chief Policy Advisor	**Jerry Pugnetti**
Director of Audit	**Chuck Pfeil, CPA**
Director of Performance Audit	**Larisa Benson**
Director of Special Investigations	**James E. Brittain, CPA, CFE**
Director for Legal Affairs	**Jan Jutte, CPA, CGFM**
Director of Quality Assurance	**Ivan Dansereau**
Local Government Liaison	**Mike Murphy**
Communications Director	**Mindy Chambers**
Public Records Officer	**Mary Leider**
Main number	**(360) 902-0370**
Toll-free Citizen Hotline	**(866) 902-3900**
Website	**www.sao.wa.gov**
Subscription Service	**https://www.sao.wa.gov/EN/News/Subscriptions/**

Lawrence F. Coppola

(360) 731-2222 • larycoppola@wetapple.com
Post Office Box 2427 • Port Orchard, WA 98366

Please accept the following as the references for this position. They are broken up into the categories of employment references, community service references, and business client references. As someone who has owned my own business for many years, I've not actually worked as an employee except for my service as Chief Administrative Official and Mayor of the City of Port Orchard. Therefore, I am listing three people who worked under me at the City, two of whom have since moved on to other positions in other cities, and one who is still there.

Employment References:

Alan Townsend — Chief of Police, City of Poulsbo
(360) 779-3113 — Office
(360) 710-2426 — Wireless
atownsend@cityofpoulsbo.com

Allan Martin — Treasurer, City of Port Orchard
Former State of Washington, Assistant State Treasurer
(360) 876-7023 — Office
(360) 701-2588 — Wireless

James Weaver — Building Official, City of Bainbridge Island
(206) 780-3755 — Office
(360) 440-6950 — Wireless
jweaver@bainbridgewa.gov

Community Service References:

Congressman Derek Kilmer, 6th Congressional District of Washington State
(202) 225-5916 — Washington DC Office
(360) 373-9725 — Bremerton Office
(253) 970-9584 — Wireless
derekandjen@aol.com
joe.dacca@mail.house.gov

Cary Bozeman — President & CEO, The Bozeman Group, Bremerton, WA
Former Mayor, Cities of Bellevue and Bremerton, WA
Former CEO, Port of Bremerton
(360) 337-9375 — Wireless
cary@carybozeman.com

John Powers, Executive Director, Kitsap Economic Development Alliance
Former Mayor, City of Spokane, WA
Former Executive Director, Enterprise Washington
(360) 377-9599 — Office
(360) 536-0996 — Wireless
powers@kitsapeda.org

Jacquie Goodwill — Director of Marketing and Communications, CHI Franciscan Healthcare
(360) 774-6926 — Office
(360) 535-4918 — Wireless
Jacquie.goodwill@harrisonmedical.org

Jan Angel — Washington State Senator, 26th Legislative District
(360) 443-2409 — Office
(360) 204-0776 — Wireless
Jan.Angel@leg.wa.gov

Becky Erickson — Mayor, City of Poulsbo
(360) 779-3901 — Office
(206) 391-7569 — Wireless
berickson@cityofpoulsbo.com

Business Client References:

Dona Keating — President & CEO, Professional Options
(360) 792-9100 — Office
(206) 356-8449 — Wireless
dlk@professionaloptions.org

Russell C. Steele — CEO, Port Madison Enterprises (Suquamish Tribal Business Agency)
(360) 598-8711 — Office
(360) 340-4347 — Wireless
russell@clearwatercasino.com

Jim Carmichael — Former President & CEO, Kitsap Bank (Retired)
Former Board Chair, Economic Development Alliance of Kitsap County
(360) 876-9375 — Home
(360) 349-1585 — Wireless
jcarmichael@wavecable.com

Art Castle, Executive Director, Building Industry Association of Washington
(800) 228 4229 — Office
(360) 731-4444 — Wireless
artc@biaw.com

Amy Igloi-Creed — Owner, Amy's On The Bay Restaurant
Board Member, Association of Washington Business
Board Member, Washington Restaurant Association
(360) — 876-1445 — Office
(206) — 819-2166 — Wireless
amysonthebay@yahoo.com

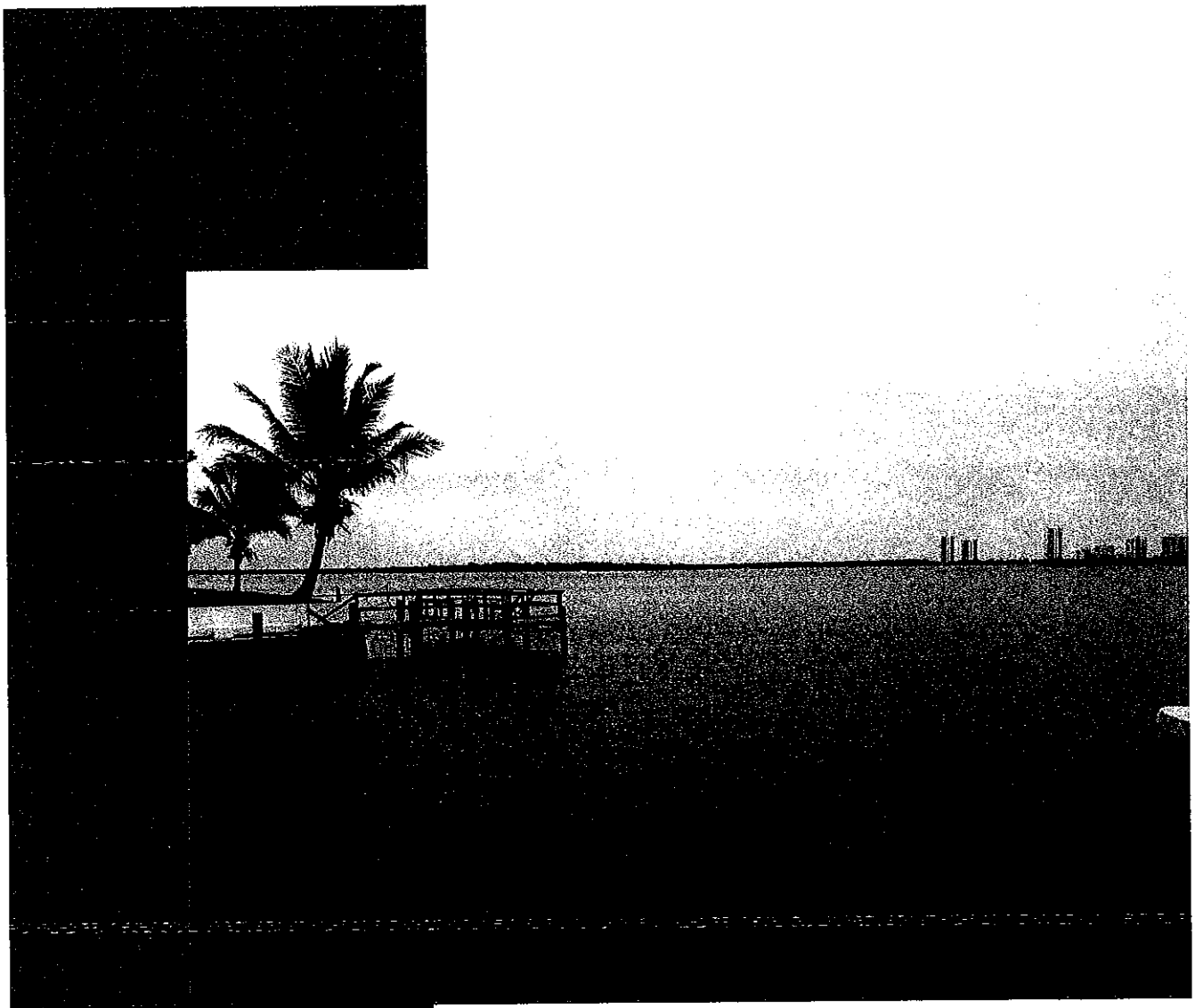
Linda Fischer — Aerospace Industry Consultant
Retired Executive, The Boeing Company
(360) 876-0768 — Home/Office

Rick Flaherty — President & CEO, Leader Corporation
(360) 895-1184 — Office
(360) 340-4026 — Wireless
rick@theleader.com

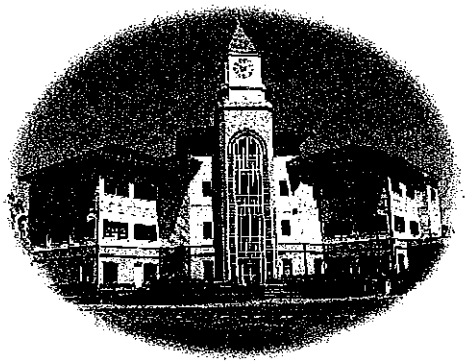
If there is any additional information you need or would like to request, please don't hesitate to call me at (360) 731-2222 or email me at larycoppola@wetapple.com.

Sincerely,

Lawrence F. Coppola



Letters of Recommendation



CITY OF PORT ORCHARD

City Council

City Hall • 216 Prospect Street • Port Orchard, WA 98366
Voice: (360) 876-4409 • Fax: (360) 895-9029
www.cityofportorchard.us

RE: Recommendation for Lawrence Coppola

We the undersigned, comprised of past and present Port Orchard City Council members, write this letter in strong support of our former Chief Administrative Official and Mayor, Lawrence F. (Lary) Coppola, for any position he may be seeking with your organization. During his term of office, he accomplished more to move our City forward on numerous fronts than any Administrator in recent memory. He worked extremely well with the Council, implementing the policies and direction we set innovatively, cost effectively, and with integrity.

Inheriting a dire financial situation, Lary implemented private sector business management principles at City Hall with dynamic results. Working closely with the City Treasurer and Finance Committee, under his leadership, and with the support of the Council, Port Orchard became one of the few Cities in the state building reserves — and doing it in the worst economic environment in a generation. This was accomplished without furloughing or laying off any employees, cutting any services, delaying or canceling any capital projects, and we were the only government in Kitsap County at the time to remain open for business five days a week. In addition, under Lary's leadership, crime — and most notably violent crime — was reduced significantly, in spite of three major retail annexations.

Lary is a tech-savvy, out-of-the-box thinker who isn't afraid to try new ideas. One example was his suggestion we abandon the traditional three-ring binders for City Council meetings, which used an average of a ream of paper per binder, per person, per meeting, and switch to Apple iPads. This resulted in a savings of almost $40,000. Another was his belief we could generate additional tourism on our downtown waterfront by installing Electric Vehicle charging stations. He found the grant money to make it happen, and it has proved successful. Both, as well as other efforts on his part, have moved us towards becoming a much "greener" City.

Lary is dedicated, resourceful, hardworking, eternally upbeat, and leads by example. He strives to find financially viable, pragmatic, win-win solutions to challenges. His ability to accomplish any task assigned to him, regardless of the resources available, is a testament to his ability and talent as a true leader. He commands the willing respect of the people who work under him. As the quality of the leadership staff he personally recruited for our City attests, he has a unique ability to attract the best and brightest to serve with him.

Of particular value to us as a City Council was Lary's team player mind-set, passion for economic development, adaptability, pragmatic embrace of change, ability to provide clear direction to staff, and unwavering commitment to exceed not only citizen/customer expectations, but often our own as well. Lary regularly represented the City on significant matters to the Legislature, other jurisdictions, and to our citizens. His ability to communicate and connect with to a wide range of individuals and large groups, both in writing and speaking in public, often was a principal reason the City prevailed on numerous matters.

As a Council we regularly received unsolicited praise from other elected officials, staff, and citizens alike commending the outstanding level of customer service, unwavering professionalism, positive, can-do attitude, and follow-through Lary brought to City Hall.

In our view, Lary is a hardworking, dedicated, top-performing leader, and any organization would be fortunate to engage his services in a leadership role. He has our highest respect, and we recommend him without reservation or hesitation. Any of us will be happy to furnish more details as needed or answer any questions.

Sincerely,

Mayor Pro-Tem John Clauson

Council Member Carolyn Powers

Council Member Jim Colebank

Council Member Jerry Childs

Council Member Rob Putaansuu

DEREK KILMER
6TH DISTRICT, WASHINGTON

1429 LONGWORTH HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-5916

Congress of the United States
House of Representatives
Washington, DC 20515–4706

To Whom It May Concern:

It is my pleasure to offer my recommendation of Lary Coppola. I have known Lary since 2004, working with him in his capacity as publisher of the Kitsap Business Journal and, more recently, when he served as Mayor of Port Orchard. From my perspective, there are three characteristics, in particular, that serve Lary well.

First, Lary has a keen interest in business and economic development. In addition to being the owner and publisher of Wet Apple Media, Lary has been active for several years on the board of the Kitsap Economic Development Alliance and the board of the Kitsap Home Builders Association. Those involvements came in handy as he worked to enhance economic development efforts in Port Orchard. Lary and I had a common interest in helping local small businesses, and we worked together on a handful of projects in that regard – from recruiting a new manufacturer to Port Orchard to securing funding for a new pier in Port Orchard to working with a local author to have one of her books turned into a film in the community. I found him to be a valuable partner in those efforts.

Second, Lary values direct and effective communication. Over the years he's written hundreds of columns and blogs, responded to thousands of constituents, and worked with dozens of community partners. He has experience and confidence running meetings, directing staff, and outreaching to partner organizations.

Finally, Lary has a strong commitment to community. Lary has been involved in a variety of community organizations – including Rotary, Housing Kitsap, the Building Industry Association of Washington, and other local organizations. His role in those organizations has been active and impactful. During his tenure as mayor, Lary was aggressive about working for the interests of Port Orchard and its citizen. For example, when the State of Washington was failing to maintain a state route in Port Orchard, he worked with me to draft legislation to ensure the state would fulfill its obligation, and he had an active presence in Olympia to help the bill get passed into law.

In closing, I believe that Lary Coppola would be an asset to your organization and am pleased to recommend him. If I can answer any questions or provide any further information, please call me at 202-225-5916.

Sincerely,

Derek Kilmer
Member of Congress

PRINTED ON RECYCLED PAPER

Professional Options

DOÑA L. KEATING
PRESIDENT/CEO

To Whom It May Concern:

It is my pleasure to recommend Lary Coppola, whom I have known since 2000 when he participated on Kitsap Regional Telecommunications Committee (KRTC), the region's efforts to provision broadband throughout the county. Since that time, I've also worked with him in his capacity as Editor and Publisher of The Kitsap Peninsula Business Journal, Housing Kitsap (formerly Kitsap County Consolidated Housing Authority), Kitsap Economic Development Alliance, Prosperity Partnership, and during his excellent servant leadership as Mayor of Port Orchard.

Lary is well-known for charting new territories and stellar execution. Whether engaged in economic development, technology, creating an informed society, or advocating for world class strategy, he brings the same intelligent, honest, innovative, and visionary attitude to each endeavour.

A natural leader who brings passion whilst delivering results, he stands apart via his willingness to objectively assess issues so that real and enduring solutions are identified and implemented.

His direct communication style breeds clarity in his environment and initiatives, and his infectious confidence engenders a can-do attitude amongst the stakeholders with whom he is engaged.

Lary is aggressive and purposeful, but an invaluable leader willing to collaborate and partner towards effective goals.

It is my firm belief Lary Coppola would be a welcome asset, bringing the highest degree of capability, integrity, and achievement to your organisation. It is a privilege to recommend him.

Sincerely,

Doña L. Keating

Business, Policy & Information Technology Consultants
800 Fifth Avenue, Suite 101-191, Seattle, WA 98104
Phone: 360.792.9100
Email: info@professionaloptions.com
Web: www.professionaloptions.com

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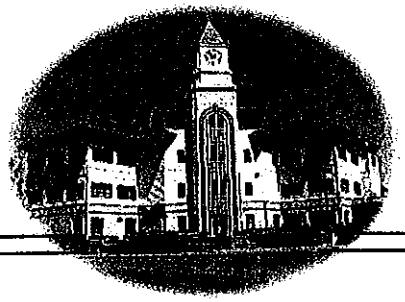

CITY OF PORT ORCHARD
Treasurer's Office
216 Prospect Street, Port Orchard, WA 98366
Voice: (360) 876-4407 • Fax: (360) 895-9029
www.cityofportorchard.us

I am writing to introduce and recommend Lary Coppola.

I have worked with Lary since 2009 when he hired me as Port Orchard City Treasurer. The City of Port Orchard remains one of the last eleven cities classified as a second class city. Under this classification Mayor Coppola served as the chief executive officer responsible for the daily operations of the City. His responsibilities were those of a City Manager.

It was refreshing to work with Lary. He brings a "can do" attitude to the job that is both practical and challenging. He asks staff to think outside the box, and looks for new opportunities while maintaining a high level of customer service on the everyday tasks at hand. His leadership on customer service is second to none.

He is a gifted communicator and motivator. He possesses skills that allow him to write and speak across a broad range of constituents. I am greatly impressed by his ability to take a complex issue, break it down to its basics, and explain it on paper in less than an afternoon.

We worked closely on three city budgets that not only maintained essential services during economic hard times but enhanced city services. My position gave me firsthand knowledge on his ability to quickly grasp finance issues; he was approachable, always giving good advice.

He sees the big picture while maintaining a sense of detail. Lary is a smart leader and there is every indication he will continue to succeed in the years ahead. Please consider his qualifications, depth of experience and keen ability to communicate across a broad spectrum of personalities.

Respectfully,

Allan J. Martin, Treasurer

Kitsap
Economic Development Alliance

4312 Kitsap Way 1 Suite 1031 Bremerton, WA 98312-2446
360.377.949911.877.465.48721 info@kitsapeda.org | www.kitsapeda.org

To Whom it May Concern

Re: Lary Coppola

I am pleased to provide this letter of support for Lary Coppola as he explores prospective opportunities to contribute his considerable private and public sector executive experience to his next leadership assignment.

The perspective I share is based upon my career comprised of thirty years of senior organizational leadership, executive management, and advisory assignments in private enterprise, professional practice and public service. It is because of this diverse and broad perspective that I am able to speak to Lary's unique skills and abilities.

I came to know Lary in the summer of 2011, when I took over leadership of the Kitsap Economic Development Alliance (KEDA) as Executive Director, and Lary, as chief administrative official and mayor of Port Orchard, had just finished his term as Chair of our Board of Directors, and was serving on KEDA's Executive Committee. While I have only known Lary a relatively short time, I unequivocally know that he is a creative and counter intuitive thinker. He sees and speaks to the obvious when others hesitate; and is quick to connect dots when they have not yet come into common view. Lary is not afraid of change - he embraces it and inspires others to reach for a new and higher level of performance within themselves and the organizations and communities they serve.

Lary is a thought leader who possesses keen analytical and communication skills. Both private and public sector leaders widely acknowledge him as an effective agent of change that makes a difference in all he undertakes.

I welcome an opportunity to discuss Lary Coppola and his many gifts with you in more detail at a later date. My phone number is 360-536-0996, feel free to give me a call at your convenience.

Regards,

John Powers

John Powers
Executive Director
Kitsap Economic Development Alliance

City of Poulsbo

Office of Police Chief Alan L. Townsend

RE: Lary Coppola

Greetings,

This letter is in support and recommendation for Lary Coppola for a leadership and management role in your agency. It is my pleasure, and without reservation that I recommend Lary for such a position. As Chief of Police of Port Orchard, I worked directly for Lary during his four years as Mayor and can say that his abilities and "can do" approaches were the best I have seen. I have served for four mayors in Port Orchard and now a fifth with my move to Poulsbo. Over this time I have seen all types of personalities and abilities in this critical leadership role. I can say without hesitation that Mayor Coppola was the most effective and successful mayor of all.

Lary came into office with a plan for success that included running the city like a business. He made it a priority to find ways to save money while providing critical and efficient levels of service; he enhanced customer service and reminded city staff that members of the public were our "customers"; and he worked diligently to find new sources of revenues to ensure we could continue to provide our high level of service to the public. For Lary, new sources of revenue weren't about new taxes. It was about new business and annexations that brought new levels of tax revenue into the community without impacting the citizens.

Mayor Coppola had goals and he conveyed those goals to all. He was the head cheerleader for his initiatives, not only within city hall, but also in the community. He believes in no nonsense government that should be nimble and subject to change to best serve its citizens. And amazingly, while being such a change agent, he had the full support of city staff.

I have found Mayor Coppola to be fair in his dealings with specific issues, especially as it pertains to city departments and other municipalities in the county and the need to work collaboratively. Lary represents the epitome of city leadership that one would come to expect from a high level leadership position. His work ethic, ability to work with others, and his willingness to adapt to an ever changing environment reflect highly on him and his abilities as a whole. He is highly articulate, efficient and detailed in his work.

During the time I have known Lary, I have come to appreciate our relationship and admire his commitment to the city, to his subordinates, and to the public. Not only does he bring with him a strong understanding of the needs of his stakeholders, but he also brings those personal qualities that are essential to building professional relationships that endure the test of time and bring continued success to him and his chosen profession.

Sincerely,

Alan L. Townsend
Chief of Police

200 NE Moe Street ♦ Poulsbo, Washington 98370
(360) 779-3113 ♦ fax (360) 779-4433
www.cityofpoulsbo.com ♦ atownsend@cityofpoulsbo.com

PORT MADISON ENTERPRISES
AN AGENCY OF THE SUQUAMISH TRIBE
15347 Suquamish Way NE, Suquamish, WA 98392

To whom it concerns,

It is my pleasure to offer this letter of recommendation for Lary Coppola. I have known Lary for some time now in Kitsap County. When Lary was first elected Mayor of Port Orchard I watched with admiration the positive changes Lary brought to the community. Lary by nature is natural leader, he is never afraid to tackle the difficult issues and he does an excellent job of listening to others.

I was fortunate to serve on the Executive Committee for the Kitsap Economic Development Alliance (KEDA) with Lary and I was afforded the opportunity to watch and enjoy his solutions to opportunities as they occurred. Lary was a difference maker for KEDA in a time the organization needed vision and leadership. Lary would bring clarity to issues that are invaluable to any organization. The KEDA meetings were always early in the morning and given the nature of my occupation, mornings are not necessarily the best of times for me. That said, because of Lary, I always looked forward to the KEDA meetings because I always felt a sense of accomplishment from that experience.

I must also confess because Lary gets the opportunity to test drive new automobiles for his publication all the time, I am somewhat envious but appreciative of what he shares about those vehicles. In fact his articles influenced my last car purchase.

In closing, it is my belief Lary would be a valuable asset to any organization. If you need additional information, please contact me at 360-340-4347 or 360-598-8711.

Sincerely,

Russell C. Steele

CEO

PME

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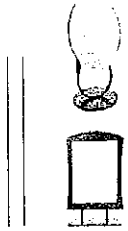

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RE: Lary Coppola, former Mayor of Port Orchard

To Whom it May Concern,

Few individuals can take a broken institution, financially challenged, low-employee esteem and fragmented departments due to the complete lack of prior leadership, and turn an entire city around in a few short years. Combine this with doing so in one of the worst economic periods of our generation.

Above and beyond the economic issues that would test any executive's acumen and patience, was repairing what is at the heart of most all municipalities - their Public Works, Building and Police Departments. Lary was able to quickly recognize that these departments were filled with mostly inept fiefdom creators with poor to no management or communication skills and bring in talented managers or remove the prior micro-managed approach that nearly destroyed the City's many departments. *No we can't* quickly turned to *"how can we be of service"* delivered with a smile and a *get-it-done now* attitude.

Lary managed to accomplish what very few Mayors or City Managers in this country have been able to do through this Great Recession — operate in the black while continuing to grow the City of Port Orchard without layoffs or mandatory shutdowns. Permitting, which once took up to six or more months, was brought down to weeks.

Please accept this recommendation as the highest level of commendation given by me personally and on behalf of our company. I believe the best form of accolade that any individual could hope to receive is the one where a member of the public and a business owner indicates that he would, without hesitation, hire this individual himself if a position of the nature Lary was seeking were available. The City lost a great mentor and Mayor.

Lary Coppola's honesty, presence, skills and work ethic will be sorely missed by all the citizens of Port Orchard, particularly businesses. He turned an awful place to have a presence into a desire to stay and expand. We wish him all the best in the future. You are welcome to call me personally at any time to confirm the above or for a more detailed discussion of Lary's contributions and management acumen.

Sincerely,

Richard A. Flaherty
President & CEO

Port Orchard, WA

To Whom it May Concern,

I am a resident of Port Orchard and have owned my steak and seafood restaurant since early 2006. My range of board experience includes Vice President and Board Member of the Port Orchard Chamber of Commerce; Board Member for the Washington Restaurant Association; Board Member for Association of Washington Business; appointment by Governor Gregoire to the Tacoma Narrows Bridge Citizens Advisory Commission; and Board Member/Executive Board Member of the South Kitsap Boys & Girls Club. I have a strong relationship with the City of Port Orchard's Council, as well as the legislators of the 26th District. Having worked with countless policy makers and politicians, few have impressed me as much as Lary Coppola.

Over the duration I have operated my business, I have had the privilege to know Lary as a successful local businessman, a dynamic politician, and a passionate community leader. Lary has championed positive changes in our business climate, and the professional community has rallied behind his fresh ideas and can-do attitude. As Mayor, he changed the culture at Port Orchard City Hall from one of, "Why it can't be done," to "If there's a way, we will find it." Lary's very effective leadership style has given Port Orchard much positive recognition. As the state auditor said after the City's last audit of his administration, ***"Port Orchard could set the example for other cities in the way they handle their citizen's money."*** Lary is a master networker and has been instrumental in recruiting new businesses and helping local businesses expand. In addition, the exceedingly effective staff he put in place makes Port Orchard the envy of the other cities in Kitsap County. But don't take my word for it, ask for recommendations from the other local elected officials.

As you can see, due to his private sector administration and leadership experience, Lary is an extraordinarily competent, and pragmatic leader — the kind both government and non-profits desperately need. You could do no better than to hire Lary Coppola — his commitment; dedication, professionalism and expertise will serve your city well. Should I be able to supply you with any other information, please do not hesitate to contact me at (206) 819-2166 or at amysonthebay@yahoo.com.

Best regards,

Amy Igloi-Creed
General Manager/Owner

Amy's On The Bay
100 Harrison Avenue
Port Orchard, WA 98366
Telephone: (360)876-1445
Fax: (360)876-3065
amysonthebay@yahoo.com
www.amysonthebay.com

From The Desk Of Senator Jan Angel

To Whom It May Concern:

This letter will serve to introduce Lary Coppola. I have known Lary for many years in many different arenas. I first worked with Lary and his firm, Wet Apple Media, as they handled much of my advertising as a real estate agent. In this capacity we associated and worked in many of the same areas, some of which were Rotary, where Lary served as Centennial Year President, the Kitsap County Association of REALTORS, the Kitsap Homebuilders Association, and the Kitsap Economic Development Alliance, just to name a few. Lary has always been a very active leader in the community and the region.

I went on to be elected as a Kitsap County Commissioner and Lary was elected as Mayor of Port Orchard. We served on many boards and organizations together in this capacity, some of which were: The Puget Sound Regional Council; The Kitsap Regional Coordinating Council; Kitsap Transit; Emergency Management and 911 Board; Kitsap Housing Authority; and the Kitsap Health Dept. Board. As we both represented much of the same areas, we worked closely together on economic development, regulatory issues, and more, to make our community the best place to live, work, and own a business. Lary was always well-prepared on the issues, on time, well groomed, and always absolutely professional.

Before being elected to the Washington State Senate, serving as a State Representative and Ranking Member of the Local Government Committee, Lary and I worked together on land use, capital facilities, economic development, and many other areas supporting local government. We both were active in the Association of Washington Cities and their related issues as well.

The one thing that stands front and center for me, over the years with Lary, is his commitment to a job and how he tackles it. He lays out his goal, sets out the action plan — pulling all employees, stakeholders, and citizens together, creates excitement in the project, and then — gets it done — with pride and integrity!

It is with great pride that I recommed to you, Lary Coppola.

26th District State Senator Jan Angel
(360) 204-0776 cell

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To Whom It May Concern:

I have known and worked with Lary Coppola for over 18 years through my tenure as the Executive Vice President of the Home Builders Association of Kitsap County and now the same role with the Building Industry Association of Washington for the past two years.

Lary was and remains an active member of the HBA of Kitsap County and as owner and publisher of the Kitsap Peninsula Business Journal has always been a strong supporter of our association, home building industry and small business. Lary served on the Government Affairs Committee, Board of Directors and is a Life Spike with over 50 spike credits. Lary also served a term as Mayor of the City of Port Orchard and while there dramatically improved permitting review in addition to managing the city's finances effectively during difficult economic conditions.

The HBA recognized Lary twice as Associate Member of the Year and as the City Official of the Year. Lary is well respected throughout the business community in Kitsap County for his ongoing efforts in support of small business and the home builders association.

Lary has served as a state director for over a decade and has served on the Washington Affordable Housing Council and Legislative Policy Committee. He has participated in determining political and legislative policy thorough efforts at the Building Industry Association of Washington.

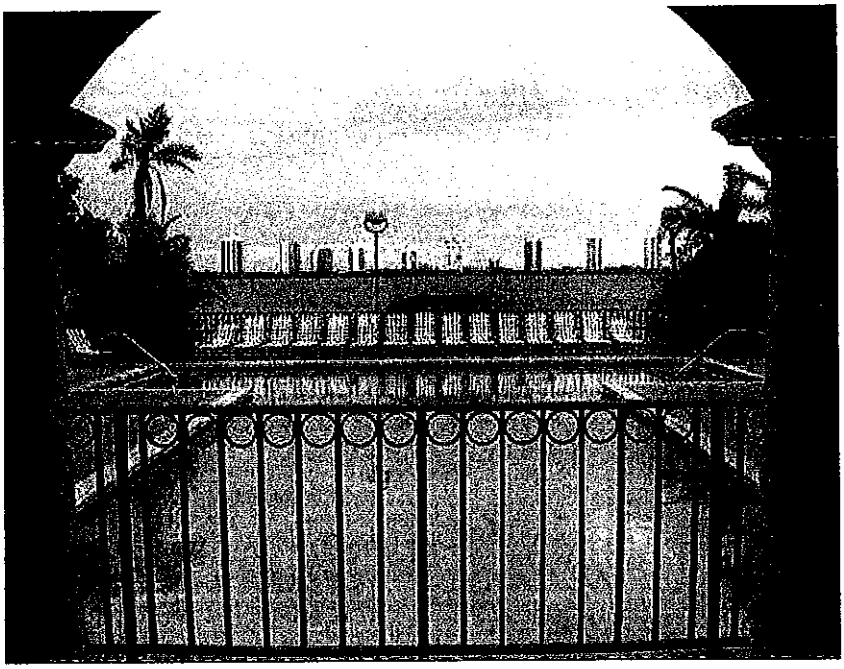
Lary is highly effective and talented professional. He is a leader. He is at his best responding to a challenge or an opportunity. Lary has experience as a successful entrepreneur, starting and building Wet Apple Publishing as well as a public official managing a small city.

Lary understands what it means to develop and work with a team to accomplish goals. He will be an asset to any organization.

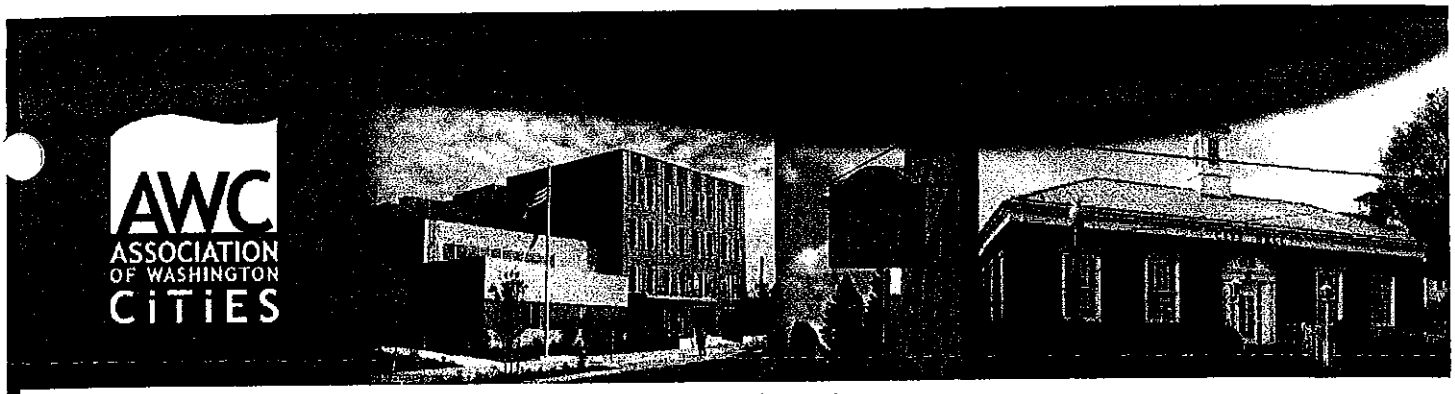
I highly recommend Lary Coppola on any endeavor he chooses to pursue. I would welcome providing any additional information.

Sincerely,

Art Castle
Executive Vice President



- **Certificates**
- **Certification Information**
- **Disclosure Information**



AWC Certificate of Municipal Leadership

You requested CML credit information for: **Coppola, Lary.**

Course name	Date	Location	Credits
Short Course on Local Planning	4/3/2002	Tacoma	2
Newly Elected Officials	1/25/2008	Lynnwood	7
City Legislative Action Conference	2/18/2009	Olympia	4
Regional Meeting	10/15/2009	Poulsbo	2
Mayors Exchange	12/2/2009	Olympia	1
Mayors Exchange	4/22/2010	Sammamish	3
AWC Annual Conference	6/23/2010	Vancouver	10
Municipal Budgeting & Fiscal Management	8/19/2010	Lynnwood	7
Mayors Exchange	10/6/2010	Wenatchee	3
Regional Meeting	10/28/2010	Bremerton	2
Mayors Exchange	12/8/2010	Olympia	3
City Legislative Action Conference (E)	2/16/2011	Olympia	3
Labor Relations Forum: Getting on the Same Page (R)	2/17/2011	Olympia	3
Mayors Exchange (E)	4/13/2011	Yakima	3
AWC Annual Conference (E)	6/23/2011	Spokane	10
Mayors Exchange (E)	9/14/2011	Mukilteo	3

Mayors Exchange (E)	12/7/2011	Olympia	3
Total credits:			**69**

Core certificate earned: 11/19/2010

Advanced certificate earned: 8/18/2011

NOTES:
The "Core" Certificate is the Certified Municipal Leader Professional Designation

The "Advanced" Certificate is the Advanced Certified Municipal Leader Professional Designation.

A requirement to earn the Advanced designation is taking — and passing — the courses on Municipal Budgeting and Fiscal management, and the Short Course on Local Planning, which deals with the laws and requirements of compliance with the state's Growth Management Act, which is quite similar to the Florida requirements.

For confirmation and/or verification of this material you can the Association of Washington Cities at (360) 753-4137. The person to talk to at AWC is Karen Tanner.

ROBBINS RESEARCH INTERNATIONAL, INC.

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KONA, HAWAII - SEPTEMBER 2001

Lary Coppola

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ANTHONY J. ROBBINS
CHAIRMAN OF THE BOARD

GA75-421

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Certificates and Disclosures...

Please find copies of my Graduate Certificate for Anthony Robbins' Mastery University, and my Master Electrician Certification. As noted on my employment application, I did graduate from Leadership Mastery as well, but it is an extension of the Life Mastery Course, and no certificate was issued for it. For more information on this course, visit http://www.tonyrobbins.com/events/leadership-mastery/

One issue I want the City to be aware of in advance...

The college I received my degree in Business Administration from, Dana College in Blair, Nebraska, closed four years ago, and it's my understanding the campus has since been sold to Midland University. Here is a link to a *Business Week* story about its closing. http://www.businessweek.com/ap/financialnews/D9GMGJ2G0.htm

As part of the application process for another position, the HR professional doing the verifications told me Dana's records have been moved, and are apparently located in several different places. While many of them were moved to the University of Nebraska, according to that HR person, not all of them were, and no one seems to know exactly which of the 126 years of records are located where. It's my understanding that some went to the schools that originally accepted Dana students when the school closed, but no one seems to be certain of that.

This has made verification of those records not located at the University of Nebraska difficult at best. This of course, includes my records. Making things even more difficult is the fact my only copy of my diploma was destroyed in a fire in the 1980s. Having been in business for myself virtually all of my adult life, I've never had any need to be able to produce a copy of it until now. I have contacted the University of Nebraska, and they are currently doing a search for my transcripts and diploma, so I can obtain a copy, but as of today, they have not found it. They have assured me they will track it down — eventually — and will contact me when they do. If during the course of this process my records are located, and a copy of my diploma obtained, I will forward it immediately.

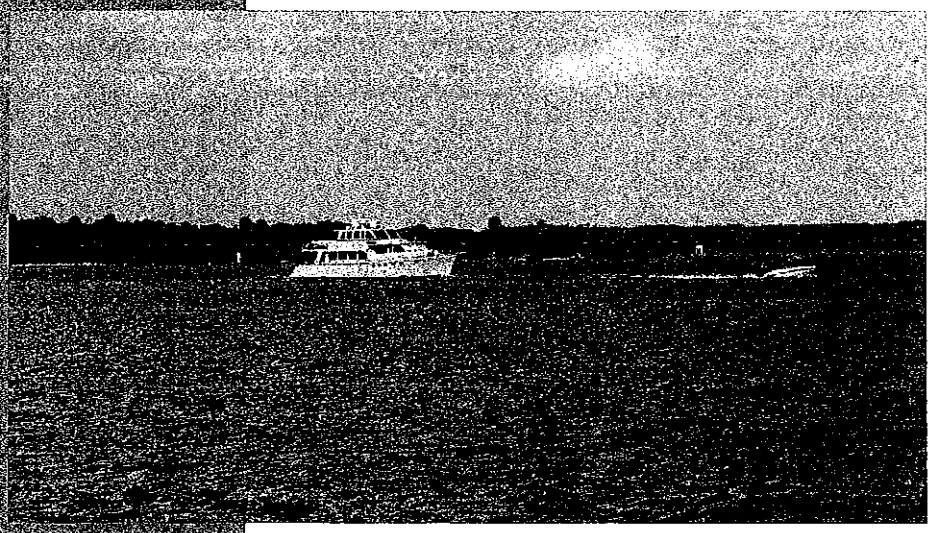
However, I did want to bring this matter to the forefront of this process as opposed to having it surface later, and having my credibility and integrity called into question.

A Resume Packet For

Lawrence F. Coppola

For the Position of Town Manager

Lake Park, Florida



- **Cover Letter**
- **Resume**
- **Employment Application**
- **References**
- **State Auditor's Report**

BY VIRTUE OF THE AUTHORITY GRANTED BY THE

State of Florida

THE BROWARD COUNTY CENTRAL
EXAMINING BOARD OF ELECTRICIANS
HEREBY AWARDS THIS

Certificate of Competency

TO

John O. D'Agostino

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department.** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
   (*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: X Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
   (*Please check one of the above boxes.*)

3. How did you first learn about this position: ICMA Website

4. Applicant's Last Name: D'Agostino

5. Full First Name: John Middle Name: Orlando

6. Applicant's Home Address: 12 Maverick Drive
   (*Do not use a post office box.*)

   City: Mansfield State: MA Zip Code: 02048

   Home Telephone No. (*with area code*):704-221-9949 Cell Phone No. (*with area code*): 704-221-9949

   Email Address: jdagostino92257@me.com

7. Social Security Number: [redacted]
   (*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No X
   If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

RECEIVED
JAN 21 2015
BY:

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No X
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No X
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes X No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No X

13. Can you work evenings? Yes X No ☐

14. Can you work weekends? Yes X No ☐

15. Are you legally able to work in the United States? Yes X No ☐

16. Have you EVER been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No X

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes X No If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: MA

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No X

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: Classical High School	Date Graduated: June 1976
Address: State Street	
City/State/Zip Code: Springfield, MA 01103	
College/University	
Full Name: Syracuse University	Date Graduated: May 1980
Address: 1000 University Ave	Major: Liberal Arts/Political Science
City/State/Zip Code: Syracuse NY	Degree: BA
College/University	
Full Name: American International College	Date Graduated: May 1990
Address: State Street	Major: Human Resource Development
City/State/Zip Code: Springfield, MA 01109	Degree: Master of Arts
Training/Vocational School	
Full Name: University of Hartford	Date Completed: June 1993
Address: Bloomfield Ave	Licenses or Certifications: Masters in Public
City/State/Zip Code: West Hartford, CT	Administration
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Proficient in Word, Excel, Power Point, Pages, Numbers and Keynote

21. Please list any trade or professional organizations to which you currently belong:

ICMA – Manager in Transition
NCCCMA – Manager in Transition (North Carolina City and County Municipal Association – Manager in Transition

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Monroe	Starting Date: 08/12/2013
Address: Post Office Box 69	Ending Date: 12/3/2013
City/State: Monroe, NC Zip Code: 28112	Final Salary: $140,000
Telephone Number (with area code): 704-282-4500	
Your Immediate Supervisor: Mayor Bobby Kilgore	
Your Position Title: City Manager	
Duties and Responsibilities: Managed the day-to-day operations of a City Government that employed 625 plus employees excluding summer help. Managed in accordance with General Statutes 160A-148. I was the Chief Administrative Officer of the municipality. I managed the full service government including water, wastewater, golf course, municipal light and municipal gas departments.	
Reason for Leaving: Newly elected City Council voted to terminate my contract. The political environment in Monroe resulted in factious board. The group that hired me in six short months became the minority group. The municipal elections resulted in a power shift on the Council.	

Name of Employer: Town of Abington	Starting Date: April 2010
Address: 500 Gliniewicz Way	Ending Date: April 2013
City/State: Abington, MA Zip Code:02351	Final Salary: $118,000
Telephone Number (with area code): 781-982-2100	
Your Immediate Supervisor: Board of Selectmen	
Your Position Title: Town Manager	
Duties and Responsibilities: Managed the day-to day operations of town government. I was the Chief Administrative and Chief Financial Officer of the Town. I prepared, analyzed and managed the municipal budget of all departments. I negotiated with all unions. I prepared and submitted five- year capital budgets for review and appropriation. I worked closely with the Superintendent of Schools to balance the municipal budget. I established transparency in a budget process that was not transparent.	
Reason for Leaving: My employment contracted ended. I was not renewed, but I was not interested in continuing with the community.	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Town of Mansfield	Starting Date:12/1/1997
Address: 6 Park Row	Ending Date: 06/30/2009
City/State: Mansfield, MA Zip Code:02048	Final Salary: 138,900
Telephone Number (with area code): 508-261-7370	
Your Immediate Supervisor: Board of Selectmen	
Your Position Title: Town Manager	

Duties and Responsibilities: Managed the day-to-day operations of town government. I was the Chief Executive and Administrative Officer for the town. I was responsible for the format, preparation, presentation and implementation of the operating and five year capital budgets for the Town. I negotiated all union contracts as the Collective Bargaining Agent. I managed the full service operations of the town including the Mansfield municipal light department, water, wastewater, commuter rail parking and downtown revitalization efforts.

Reason for Leaving: The Board of Selectmen voted not to renew my contract after twelve years of service with the town.

Name of Employer: Town of Blackstone	Starting Date: 05/95
Address: 15 St. Paul Street	Ending Date: 11/30/1997
City/State: Blackstone, MA Zip Code:	Final Salary:
Telephone Number (with area code): 508-883-1500	
Your Immediate Supervisor: Board of Selectmen	
Your Position Title: Town Administrator	

Duties and Responsibilities: Managed the day-to-day operations of town government. I was the Chief Administrative Officer for the town. I prepared the operating budget for review by the Board of Selectmen and the Finance Committee. I was the Chief Procurement Officer for the town. I assisted with the Collective Bargaining Negotiations with all unions. The Board of Selectmen had the final say on all union contracts.

Reason for Leaving: Better Job opportunity with the Town of Mansfield, MA

23. Please explain any gaps in your employment history:

Any gaps in employment are due to my job search activities. In some cases, you will see gaps of months between Mansfield and Abington and between Monroe to the present. I am actively searching for employment during these periods of unemployment.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☒ No ☐

If "yes", identify the employer and your job position, and explain why and include the date of the job

action: The City of Monroe is the only City that voted to fire me. I have worked in municipal government for the past thirty-two years. I was an at-will employee and the City Council voted to fire me.

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: John Orlando D'Agostino
(please print)

Signature of Applicant — Date: 1-20-2015

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

The Town of Lake Park is an Equal Opportunity Employer.

The

UNIVERSITY OF HARTFORD

Upon recommendation
of the Faculty of the Barney School of Business and Public Administration
and by the authority of the Board of Regents
the degree of

Master of Public Administration

is hereby conferred upon

John Orlando D'Agostino

in recognition
of the successful completion of the requirements for this degree,
together with all the associated honors, rights, and privileges.
Given under the seal of the University of Hartford,
Connecticut, September 25, 1993

Chairman of the Board of Regents

President

Senior Vice President for Academic Affairs
and Dean of the Faculty

Dean

Chair, Faculty Senate

American International College

Springfield, Massachusetts

To all to whom these presents shall come, Greeting:

On the recommendation of the Faculty, the Board of Trustees of the College by virtue of the authority vested in them do hereby confer upon

John Orlando D'Agustino

the degree of

Master of Arts in Human Resource Development

with all the Rights, Privileges and Honors appertaining to this degree.

In Witness Whereof the seal of the College and the signatures of the President and the Chairman of the Board of Trustees are hereunto affixed.

Given at Springfield, Massachusetts, this twentieth day of May in the year of our Lord, One thousand nine hundred and ninety.

With Distinction

President

Chairman of the Board of Trustees

Universitas Syracusana

In Civitate Novi Eboraci
Omnibus Ad Quos Hae Litterae Pervenerint
Salutem in Domino Sempiternam

Quoniam

John O. D'Agostino

studia et officia ei praescripta omnia honeste perfecit,

Quamobrem

Nos Cancellarius et Curatores Universitatis, auctoritate nobis commissa, ad gradum

Artium Baccalaurei

admisimus eique omnia iura privilegia dignitates insignia
ad hunc honorem ubique pertinentia concessimus.
Cuius rei hae litterae sigillo Universitatis munitae testimonio sint.

Syracusis die XXX Augusti anno Domini MCMLXXX Reiquepublicae Americanae CCV

SYRACUSE UNIVERSITY · FOUNDED A·D·1870 · SUOS CULTORES SCIENTIA CORONAT

Gershon Vincow
Decanus Collegii Artium Scientiarumque

Melvin A Eggers
Cancellarius

RECEIVED
JAN 13 2015
HR

John O. D'Agostino
12 Maverick Drive
Mansfield, MA 02048
704-221-9949 (cell)
jdagostino92257@me.com
www.johnodagostino.com

Thursday, January 8, 2015

Human Resource Department
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

To Whom It May Concern:

Re: Town of Lake Park Town Manager Position.

I write to express my interest in the position of Town Manager for the Town of Lake Park Florida. My attached resume illustrates over thirty-two plus years of progressive public management service and experience. I have managed full service municipalities for the past twenty years as a Town Manager, City Manager or Town Administrator. I have utilized best practices during my more than thirty-two plus years of municipal service. I have managed municipalities with separate enterprise funds for water, sewer, electric, gas and municipal parking. I have strategically guided municipal organizations through the development and implementation of a shared strategic vision and direction for the community. Administrative decisions are made with a careful eye on getting the best return on expenditures. I have exceptional financial management skills and experience. I have balanced over twenty operating budgets. I have accomplished this through progressive cost saving measures, without adversely impacting the level of municipal services. Many of the cost saving measures during my tenure have resulted in hundreds of thousands of dollars in savings to municipal budgets.

I have managed communities similar in size to the Town of Lake Park. I understand the importance of maintaining high quality of life standards for the community. I have worked for the Springfield Redevelopment Authority during my employment tenure with the City of Springfield, MA. I have leveraged Tax Incentives to attract meaningful industries and employment opportunities to the municipalities I have served.

I am a collaborative problem solver. I have achieved change without losing site of the long and short-range policies of the Commission. I am an effective team leader, able to motivate staff to achieve the goals necessary to move a community forward in a positive direction. Through honesty and commitment to staff, I have been able to gain their trust and respect. In order to manage and lead an organization, building trust within the rank

and file is imperative. I maintain an open door policy for staff, elected officials and residents. I am honest and truthful, and will advocate for staff as well as hold them accountable for departmental outcomes. My collaborative management style encourages input from staff before decisions are reached. To cultivate support and buy-in when decisions are reached requires the manager to develop consensus throughout the decision making process. I have successfully worked with a broad range of community stakeholders and interests to reach consensus on important issues facing the community.

The integration of technology to disseminate information ensures that accurate, concise and important information is provided to residents, elected and appointed officials. I believe in a transparent work environment. Information needs to be shared among and between all facets of government and the public to ensure that timely and accurate information facilitates informed decisions.

My management style is to become part of the community and to understand the characteristics of the community. I have achieved positive long-term results in every community I have served. I strive to reach win-win solutions to move the community forward.

I have extensive skills in grant writing, personnel administration and creative problem solving. I am a visionary leader able to motivate staff to achieve the policy goals of the Commission.

I look forward to the opportunity to interview for the position of Town Manager for the Town of Lake Park, FL.

Sincerely Yours

John D'Agostino

John O. D'Agostino
12 Maverick Drive
Mansfield, MA 02048
704-221-9949 (cell)
jdagostino92257@me.com
Website: www.johnodagostino.com

Profile:

Strong background and extensive experience in public management with strengths in fiscal planning, budget preparation/analysis as well as contract negotiations. Experienced innovative problem solver with a vision to move public and non-profit organizations forward. Proven track record for motivating staff. The ability to establish a well defined vision and direction for decision makers in accomplishing organizational mission, goals and objectives.

Accomplishments:

- Money Magazine named Mansfield Massachusetts one of the top 100 communities in the country to live and work in 2005.
- Recipient of the Tri-Town Chamber of Commerce President's Award in 2007 for attracting new and emerging businesses and industries to Mansfield.
- Implemented a new trash program in Abington saving $321,000
- Implemented a new trash program in Mansfield saving $400,000
- Negotiated Health Care plan design changes in both Abington and Mansfield MA saving hundreds of thousands of dollars.
- Successfully attracted new companies to relocate to Abington and Mansfield using tax increment financing.
- Samsonite Luggage located World Headquarters in Mansfield generating over $5 million a year to the local economy.
- Successfully balanced twenty municipal budgets ranging from $42 million (Abington) to $82 million (Mansfield).

Career History:

City of Monroe *Aug. 2013 – Dec. 2013*
City Manager

- Chief Administrative Officer of the City pursuant to G.S. 160A-148.
- City Population 33,400 resident providing full services.
- Appoint 15 Full-Time Departments Heads and set administrative policy for all departments. Responsibility for the hiring, discipline and or termination of a total of 625 plus employees.
- Working with the Assistant City Manager for Finance, to prepare, analyze, and manage the existing operating budget totaling $140 million dollars including enterprise accounts.

- Responsibility of the City Manager is to present a balanced City Manager's Budget to the City Council, within the prescribed legislative time limits established by the State of North Carolina.
- Strong interpersonal and presentation skills. Ability to work with staff, to collectively establishes a viable vision and direction for the City. Exceptional ability to work with residents and stakeholders to address important issues of the community. Strong staff advocate, with the ability to hold staff accountable for outcomes in the organization.

Town of Abington Massachusetts *Apr. 2010 – Apr. 2013*
Town Manager

- Chief Administrative and Financial Officer, Town Population 16,400.
- Appoint Full-Time Departments Heads and set administrative and financial policy for 20 departments. Responsibility for a total of 95 employees.
- Prepare, analyze, balance and manage a municipal budget totaling $48 million dollars.
- Present a balanced Town Manager's Budget to the Board of Selectmen, Finance Committee and Town Meeting.
- Strong presentation skills.
- Collective Bargaining Agent responsible for all union and non-union contracts.
- Chief Procurement Officer for the purchase of all Goods and Services bids and contracts.
- Prepare and submit five-year capital outlay plan for the Town of Abington.
- Keep the Board informed on all operational, financial and personnel matters impacting the town.
- When I assumed the position, Abington had a DOR negative free cash certification of $720,000 and $1,000.00 in Stabilization. At the fall town meeting of final year, the town will have over $ 1 million in Stabilization. Balanced three consecutive budgets with free cash certifications of $1 million last year and a projected free cash certification of $795,000 for this fall Town Meeting.
- Established a strong working partnership with the School Department.
- Worked with the Superintendent of Schools to keep the Friuli Middle School from closing in 2010, provided additional funding for the high school to re-establish accreditation standards.
- Implemented a fully integrated financial software program, established sound policies and procedures to ensure financial continuity and sound cash management practices.
- Fiscally managed the turn around of Abington's finances.
- Negotiated plan design changes with all unions saving the town over three hundred thousand dollars in the first year and projected savings the following year of over $400,000.
- Implemented a municipal waste collection and recycling program saving the Town an estimated $340,000.

Town of Mansfield Massachusetts *Dec. 1997 – Jun. 2009*
Town Manager

- Chief Executive and Administrative Officer, town population 25,000.
- Appoint, manage and set administrative policy for 24 department heads with responsibilities for a total of 215 plus employees.
- Prepare, analyze, balance and present a total municipal budget of more than $84 million to the Board of Selectmen, Finance Committee and Town Meeting.
- Collective Bargaining Agent responsible for all contract negotiations.
- Negotiated higher co-payments for doctor, emergency room and specialist visits. Also started to negotiate a shift in premium payments prior to my departure.
- One of thirteen contiguous communities in the 495 South Economic Target Area.
- Successfully leveraged Tax Increment Financing to attract companies to Mansfield. Companies included: Covidien, Medline, Tyco Valves and Controls, as well as fifteen cutting edge Biotechnology companies.
- Mansfield was designated a Gold ready community by the MassBio Technology Council.
- Generated over $300 million in investment leveraging Tax Increment Financing.
- Worked with State and Local officials to resolve issues resulting from Deutsche Bank PGA Tournament Championship.
- Chief Procurement Officer for purchases of all goods and services.
- Establish long and short-term goals for the purpose of realizing the vision set forth in the master plan for the town.
- Served as a member of the Capital Improvements Committee.
- Seek and create opportunities to successfully manage the unprecedented growth of the town.
- Address residential questions, concerns and comments on a variety of topics and issues.

Town of Blackstone Massachusetts *May. 1995 – Dec 1997*
Town Administrator

- Chief Administrative Officer for the Town of Blackstone with a population of 8,200.
- Supervised appointed department heads.
- Prepare fiscal budget of 25 million and present to the Board of Selectmen and Finance Committee to be finalized for presentation at town meeting.
- Chief Procurement Officer for purchases of all goods and services for the town.

- Assist in Collective Bargaining Negotiations for final approval by the Board of Selectmen.

City of Springfield, Massachusetts *Feb 1983 – May. 1995*
Municipal Grants Manager

- Develop, compose, coordinate and submit municipal grants for implementation.
- Secure Community Policing Grant Funds at both state and federal levels
- Managed $110 million in municipal grants.
- Coordination and administration of a team of grant writers from various departments within the city.
- Serve on the Board of Police Commissioners for the City of Springfield with a population of 125,000.

Education:

University of North Carolina at Chapel Hill, School of Government, Municipal Management *April 2014*
M.A. Public Administration, University of Hartford *June 1993*
M.A. Human Resource Dev. American International College *May 1990*
B.A. (minor Political Science-Maxwell School of Citizenship) Syracuse University *May 1980*

Affiliations and Membership:

•North Carolina City and County Management Association Member
•ICMA (International City/County Management Association)

References:

Furnished Upon Request

James D. Drumm

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: FLC website ?

4. Applicant's Last Name: Drumm

5. Full First Name: James Middle Name: David

6. Applicant's Home Address: 37309 Fountain Rd.
(*Do not use a post office box.*)

City: Zephyrhills State: FL Zip Code: 33542

Home Telephone No. (*with area code*): NA Cell Phone No. (*with area code*): 352-226-6533

Email Address: jdrumm825@aol.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

JAN 21 2015

BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☒
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☒ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☒

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☒ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FL

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☒

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: Same

High School or GED	
Full Name: Winter Haven Sr. HighSchool	Date Graduated: June 1981
Address: 500 6th St. SE	
City/State/Zip Code: Winter Haven FL 33880	
College/University	
Full Name: University of Florida	Date Graduated: June 1985
Address: Tigert Hall	Major: Political Science/Public Admin
City/State/Zip Code: Gainesville, FL 32601	Degree: B.A.
College/University	
Full Name: University of South Florida	Date Graduated: May 1988
Address: Fowler Ave	Major: Public Administration
City/State/Zip Code: Tampa, FL 33620	Degree: Master of Public Administration
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Microsoft programs: word, excel, outlook
Finance, utility billing, records management

21. Please list any trade or professional organizations to which you currently belong:

International City Management Assn. (ICMA)
Florida City/County Management Assn. (FCCMA)

EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Zephyrhills	Starting Date: 5-19-2011
Address: 5335 8th St	Ending Date: 4-25-2014
City/State: Zephyrhills FL Zip Code: 33542	Final Salary: $97,400
Telephone Number (with area code): 813-780-0009	
Your Immediate Supervisor: City Council	
Your Position Title: City Manager	

Duties and Responsibilities: managed all 11 city departments, Budget preparation and oversight, Capital planning, grants-writing and managed, Capital project management, visioning/Planning, downtown redevelopment, economic development (retail and Industrial), Collective bargaining, contract negotiations, policy review and advisement for policy changes and updates, managed Community Redevelopment Agency (CRA), Coordinated with County + State Agencies Resolved citizen complaints + concerns, Directed training + mentored staff.

Reason for Leaving: I voluntarily resigned. I learned that I did not have the 4/5 votes to renew my 3 year contract as two councilmen were wanting to rehire the former City manager who had over 20 years of service to the city. He had become a professor ~~and~~ when his 3yr contract was not renewed by the University; he actively sought re appointment as city manager. I was concerned this would cause a divide staff + Council. Separation was amicable.

Name of Employer: City of High Springs	Starting Date: March 8, 2004
Address: 110 NW 1st Av	Ending Date: Oct 21, 2010
City/State: High Springs FL Zip Code: 32643	Final Salary: $ 87,200
Telephone Number (with area code): 386-454-1416 x239	
Your Immediate Supervisor: City Commission	
Your Position Title: City Manager	

Duties and Responsibilities: managed all departments, prepared and managed Budget, Grant writing, managed Capital projects, visioning/planning, downtown redevelopment, economic development, worked with Water Mgt District and FL A Legislative delegation for funding, reviewed operations and fee structures, developed policies, negotiated contracts, prepared bid specs, negotiated Union contracts. Managed CRA and served as City Clerk.

Reason for Leaving: Resigned due to political shift of City Commission majority after a vote was taken to begin process to consider terminating my contract for "No cause".

EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Municipal Mgt/Planning Consulting	Starting Date: 3-1-2002
Address: 475 E. Haines Blvd.	Ending Date: 3-5-2004
City/State: Lake Alfred FL Zip Code: 33850	Final Salary: varied due
Telephone Number (with area code): out of business	to level of assigned
Your Immediate Supervisor: clients	work. ~ 60,000 yr.
Your Position Title: Management/Planning Consultant	

Duties and Responsibilities: Conducted management studies, conducted personnel policy studies, grant writing, managed capital construction projects, Served as Contract City Planner for two cities which involved all Planning/Zoning/landuse functions. Served as an interim Asst Town Manager - Polk City FL during this time.

Reason for Leaving: Closed business to accept the position of City manager in High Springs.

Name of Employer: City of Lake Alfred	Starting Date: 5-17-94
Address: 155 E Pomelo St.	Ending Date: 12-17-2001
City/State: Lake Alfred FL Zip Code: 33850	Final Salary: $56,200
Telephone Number (with area code): 863-291-5270	
Your Immediate Supervisor: City Commission	
Your Position Title: City Manager	

Duties and Responsibilities: managed all departments, prepared and managed Budget, Grant writing, managed Capital projects, Served as HR Dir. and Planner for City, economic development, Served on Intergovernmental Boards + Committees, negotiated contracts and developed policy, Prepared agendas, Resolved citizen concerns.

Reason for Leaving: Resigned as an election removed a "pro growth" City Commission majority and replaced it with a "NO growth" majority.

EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Auburndale	Starting Date: 8-5-1989
Address: PO Box 186	Ending Date: 4-29-1994
City/State: Auburndale FL Zip Code: 33823	Final Salary: $ 33,500
Telephone Number (with area code): 863-965-5500	
Your Immediate Supervisor: Robert Green, City Manager	
Your Position Title: Assistant City Manager	

Duties and Responsibilities: assisted in management of city departments. Assisted in preparation of Budget and Budget oversight, grant writing, managed capital projects, wrote policy and ordinances served as staff to Boards + Committees (Historic Preservation Bd. and CRA). position also involved serving as Personnel Director.

Reason for Leaving: Resigned to accept Lake Alfred city manager position

Name of Employer: Hernando County BOCC	Starting Date: Dec 5, 1988
Address: 10 N Brooksville Av	Ending Date: Aug 2, 1989
City/State: Brooksville FL Zip Code: 34601	Final Salary: $ 22,500
Telephone Number (with area code): 352-754-4000	
Your Immediate Supervisor: Charles Hetrick, county manager	
Your Position Title: Management Analyst	

Duties and Responsibilities: Conducted Organizational Analysis and Development studies, established performance criteria, assisted dept. directors with goals and Budget preparation. Presented Studies to the County Commission. Served as staff to appointed citizen advisory boards.

Reason for Leaving: Resigned to accept employment with the City of Auburndale.

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Southwest Florida Water Mgt. District	Starting Date: 4-10-1988
Address: 2379 Broad St.	Ending Date: 9-21-1988
City/State: Brooksville FL Zip Code: 34601	Final Salary: 17,500
Telephone Number (with area code): 352-796-7211	
Your Immediate Supervisor: Curtis Diggs, Personnel Mgr.	
Your Position Title: Personnel Specialist	

Duties and Responsibilities: Conducted position audits, created job descriptions, conducted salary surveys, and performed general Human Resources duties.

Reason for Leaving: Position was a 6 month Temporary Contract job, and when the contract ended, so did the funding.

Name of Employer: City of Gulfport	Starting Date: 4-20-1987
Address: 5330 23rd Ave South	Ending Date: 7-24-1987
City/State: Gulfport FL Zip Code: 33711	Final Salary: Do not recall
Telephone Number (with area code): 727-893-1000	
Your Immediate Supervisor: Kathy Rice, City Manager	
Your Position Title: Personnel Analyst (intern)	

Duties and Responsibilities:

Reason for Leaving: This was a temporary internship position

23. Please explain any gaps in your employment history:

4-25-2014 - present - actively seeking employment
10-21-2010 - 5-19-2011 - stay at home dad with toddler - actively sought employment
12-17-2001 - 3-1-2002 - Traveled to NewYork and Connecticut to visit family.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☒

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

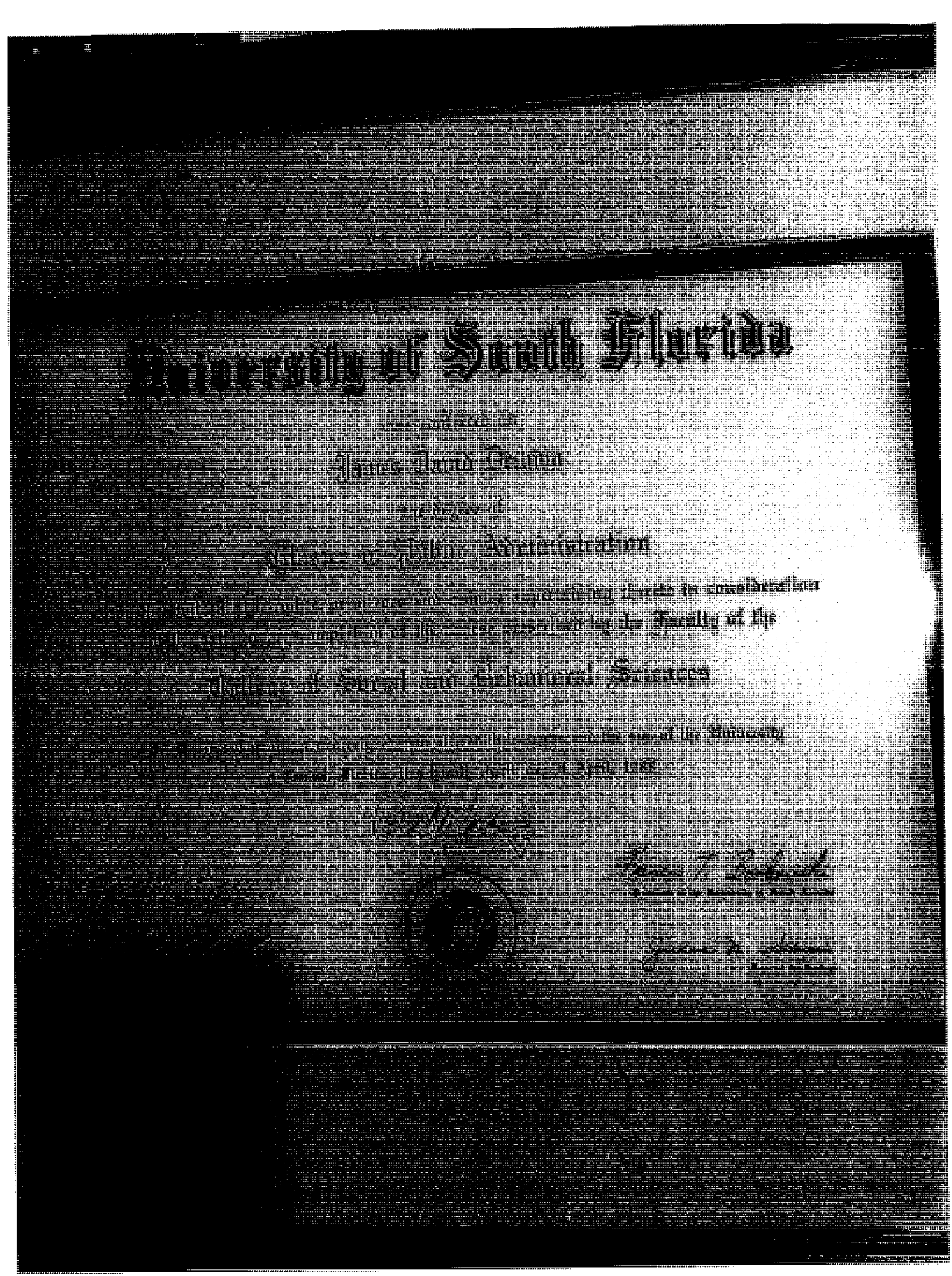
Applicant Full Name: James David Drumm
(please print)

James D. Drumm — Jan. 21, 2015

Signature of Applicant — Date

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

The Town of Lake Park is an Equal Opportunity Employer.



University of South Florida

has conferred on

James David Graham

the degree of

Master of Public Administration

[illegible] and [illegible] appertaining thereto in consideration [illegible] of the course prescribed by the Faculty of the

College of Social and Behavioral Sciences

[illegible] and the [illegible] of the University of South Florida, [illegible] April, [illegible]

[illegible]

[illegible]

[illegible]

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JAN 15 2015
BY: ...MR.....

January 12, 2015

Honorable Mayor and Town Council, Town of Lake Park
C/O Ms. Bambi McKibbon-Turner M.S. HRM
Human Resources Director
535 Lake Avenue
Lake Park, Florida 33403

Dear Mayor DuBois and members of the Town Council:

I submit my resume for the position of City Manager. I have nearly 25 years of public management experience, with the majority of this time as a Florida City Manager. I am a "hands on" manager, however I do not micromanage. I do work with the Mayor, Council, department directors and management staff as a team. We set goals, measure success and achieve results. I have a great understanding of Florida municipal law and the many varied aspects of municipal government, from record archiving, public finance, budgeting, purchasing, community planning, to excelling in program delivery in crucial areas such as emergency services and the public works capital projects. I am available to the citizens, staff, and elected officials and can develop and maintain effective relationships with local and state officials to ensure that organizational priorities are addressed.

I recently served as City Manager of Zephyrhills, Florida, in the north Tampa Bay area. I managed 165 employees and a Budget just over $60 Million. The population is 14,800 people, which swells in winter to approximately 29,000. Zephyrhills is experiencing growth also in our permanent population due to the City of Tampa rapidly moving outward with development. The State indicated that Zephyrhills was ranked 23 of the top 100 cities in growth last year. We have been very active in planning for this growth and in constructing major capital improvements to advance our City. In Zephyrhills our goal is to grow, redevelop older neighborhoods in our community, and protect our history and small town atmosphere. Zephyrhills is a full service City with police, fire, finance, human resources, water, wastewater, stormwater, streets, parks and recreation, cemetery, sanitation, fleet, planning, economic development, building, information technology, airport, golf course, industrial park, library and two museums.

I previously served six and one half years as City Manager of High Springs, Florida. High Springs is a vibrant historic eco-tourism community located just northwest of Gainesville in Alachua County. The City has full municipal services. These services I managed included police, fire, finance, state license plates (tax collection), water, wastewater, stormwater, streets, farmer's market, parks and recreation, cemetery, sanitation (contracted), planning, development and codes. I managed 69 employees and the Budget was just over $19 Million. High Springs is 22 square miles in size and currently has 5,500 residents. In High Springs, our goal was to protect the natural and historic resources of the City (and surrounding areas) while promoting tourism, sustainability and planned growth.

I also previously served seven and one half years as City Manager of Lake Alfred, Florida. Lake Alfred is a full service city located along Interstate Highway 4 between Tampa and Orlando. Services I managed in that city included police, fire, finance, water, wastewater, stormwater, streets, parks and recreation, public beach, cemeteries, sanitation, central garage, planning, building and zoning and the library. I managed 72 employees and my Budget was $7 Million. The City of Lake Alfred has approximately 5,000 residents in the city limits and 2,200 within a utility service area outside the city.

I previously served as the Assistant City Manager in Auburndale, Florida, which is approximately 13,000 in population with an additional 8,000 living in the utility service area outside the city. Auburndale also is a full service city with the same functions as High Springs and Lake Alfred. In Auburndale, I assisted in the management of 170 employees and a Budget that ranged from $12-21 Million.

I have been successful in my career with grants, which have involved road construction, drainage, sidewalks, historic preservation, Main Street Program (Downtown Redevelopment), recreation facilities, park development, beach restoration (lake), sustainability planning/implementation, farmer's market expansion, urban forestry, drainage improvements, water line extensions, sewer line extensions, fire station renovations, law enforcement programs, computers, fire equipment, housing improvements, low income rental assistance, and other community improvements.

I have a great appreciation of history and historic preservation. In the mid 1990's I worked with community stakeholders to achieve a Main Street City designation and a "Certified Local Government " designation to launch a revitalization of historic downtown Auburndale. In 2006, I again motivated the businesses owners and community leaders in High Springs and we were awarded the designation of "Main Street City". That truly provided us platform for historic preservation improvements and to market our town for visitors and for the recruitment of new businesses.

I have been active with community and intergovernmental relations, as my resume describes. I have served on multi-jurisdictional boards and committees representing my City. I have been actively involved with the Chamber of Commerce and local economic development agencies. I have been successful in working to maintain and recruit businesses in my communities.

While serving as City Manager, I have always had active press and citizen participation. I worked with committees and the elected officials as a consensus builder in addressing community concerns and in developing and prioritizing the goals and objectives for the City. Many of these goals were accomplished, such as downtown streetscaping, City Hall restoration, emergency equipment upgrades, utility extensions, purchase of County and private utility system, creation of community gardens, Community Center expansion and new park development to name just a few.

As your Town Manager, I would partner with the Mayor, Town Council and staff to efficiently and effectively provide the quality services the citizens of Lake Park have come to expect. I am confident that with my advanced education, work experience, commitment to public service, and strong work ethic that I can handle the challenge of being your Town Manager.

My wife, six year old son and I have visited Palm Beach County many times and would be happy to relocate to Lake Park. I would be pleased to discuss my interest in the position and my qualifications further either by telephone or in person. My salary expectations are negotiable and would be between $114,000-$117,000 depending on the other benefits offered. I am available by telephone at 352-226-6533. I thank you in advance for consideration of my application.

Sincerely,

James D. Drumm

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JAN 15 2015
BY: ...MR.....

James D. Drumm

P.O. Box 1377
Zephyrhills, Florida 33539
(352) 226-6533
jdrumm825@aol.com

CAREER SUMMARY

I have over 20 years of professional Florida city management experience in full service cities. I have been successful in budgeting; financial management; grant writing; capital project management; policy development; inter-governmental relations; emergency and disaster response; media relations; visioning; community planning; economic development; downtown redevelopment; developing public works and utilities infrastructure; collective bargaining; developing and mentoring city staff to their potential; and working with dedicated staff members to provide quality services to the citizens we serve.

WORK EXPERIENCE

May 2011-April 2014 — **City of Zephyrhills, Florida**

City Manager

- Management over the operation and employees of all 11 City departments with services including: police, fire, finance, human resources, water, wastewater, storrmwater, streets, parks and recreation, cemetery, sanitation, fleet, planning, economic development, building, code enforcement, general aviation airport, golf course, industrial park, library and two museums.
- Preparation and management of the annual budget ($60 Million)
- Planned and managed capital construction projects
- Supervised and participated in long/short range community planning : historic preservation, downtown re-development, economic development, industrial corridor, and airport expansion
- Prepared and presented agenda items and recommended legislation to the City Council
- Represented the City at meetings with Federal, State and County officials
- Writing and managing grant funded projects and community programs
- Analyzed codes, policies and operations so to implement improvements in efficiency and effectiveness of City services
- Developed a cohesive management team of professionals so to address improving and maintaining quality services while facing budget shortfalls due to the "Great Recession"
- Work involved many interactions with elected officials, Federal State, and County Agencies, City Boards, state/regional municipal leagues, non-profit organizations, civic groups, engineers, planners, developers and the general public
- Negotiated Collective Bargaining agreements
- Managed the Community Redevelopment Agency (CRA)

March 2004-October 2010 — **City of High Springs, Florida**

City Manager

- Management over the operation and employees of all City departments with services including: police, fire, finance, state license plates (tax collection), water, wastewater, stormwater, streets, farmer's market, parks and recreation, cemetery, sanitation (contracted), planning, development and codes.
- Preparation and management of the annual budget ($19 Million)
- Planned and managed capital projects
- Conducted long and short range community planning
- Prepared and presented agenda items and recommended legislation to the City Commission

- Represented the City on intergovernmental boards and at meeting with Federal, State and County officials
- Writing and managing grant projects
- Analyzed codes, policies and operations so to implement improvements in efficiency and effectiveness of City services
- Developed a professional management team to address customer service, operations and emergencies (i.e. Tropical storms, Hurricanes Frances and Jeanne)
- Work involved many interactions with elected officials, City Boards, state/regional municipal leagues, community organizations, engineers, planners, developers and the general public
- Responsibilities included serving as the City Clerk, which involved records management and supervision of municipal elections
- Served as Personnel Director
- Served as Community Redevelopment Agency (CRA) Executive Director.

March 2002- March 2004 **Self-Employed, Lake Alfred, Florida**

Management/Planning Consultant

- Conducted management studies
- Reviewed and conducted pay and classification studies
- Conducted personnel policy reviews and updates
- Reviewed and updated codes and policies
- Grant writing
- Supervised and conducted projects in annexation, land use planning and water/sewer utilities operations/expansions, growth management and various municipal management issues
- Served as Interim Assistant Town Manager of Polk City, Florida for14 months.

May 1994- December 2001 **City of Lake Alfred, Florida**

City Manager

- Management over the operation and employees of all City departments with services including: police, fire, finance, water, wastewater, stormwater, streets, parks and recreation, cemeteries, sanitation, central garage, planning, building and zoning and the library.
- Preparation and management of the annual Budget ($7 Million)
- Conducted long and short range community planning
- Recommended and prepared local legislation for the City Commission
- Prepared and presented agenda items
- Represented the City on intergovernmental boards at meetings and with County and State Officials
- Grant writing
- Analyzed codes, organizational policies and operations to improve efficiency and effectiveness of City services
- Interaction with elected officials, City Boards, community organizations, engineers, planners, developers and the general public
- Served as the Personnel Director
- Served as Interim Public Works Director on two separate occasions (nine months)
- Served as interim City Clerk on two separate occasions (ten months), which included the supervision of two municipal elections

August 1989- May 1994 **City of Auburndale, Florida**

Assistant City Manager

- Assisted in the management over the operations of all City departments (full service City)
- Assisted in the preparation and management of the annual Budget ($21 Million)
- Managed the City's personnel and purchasing programs
- Conducted and coordinated special projects
- Intergovernmental coordination through serving on boards and committees

- Staff coordinator to the Community Redevelopment Agency (CRA and other appointed municipal boards
- Grant writing
- Represented the City or the City Manager at meetings or conferences
- Acted as City Manager in his absence, to include representing Administration at City Commission meetings
- Analyzed organizational policies and operations so to recommend and implement effective and efficient programs
- Public relations with the press, the business community, as well as addressing public concerns communicated to the City Manager's Office

December 1988-August 1989 **The Office of the County Manager**
Management Analyst **Hernando County, Brooksville, Florida**

- Organizational analysis and development
- Conducted studies involving County procedures, policies and operations
- Analyzed data, determined results and made recommendations for improved operations
- Analyzed workflow, job duties and reporting relationships in order to improve operations and accountability
- Worked with County Commissions appointed citizen task force
- Reviewed department manager's proposed budgets and presentations
- Organized and facilitated Quality Circle Teams and created job classifications and descriptions

April- September 1988 **Southwest Florida Water Management District**
Personnel Specialist **Brooksville, Florida**

- Conducted position audits and developed job descriptions
- Analyzed benefits and salary survey data and provided recommendations to the Human Resources Director
- Water Management District comprised of 16 counties

May- July 1987 **City of Gulfport, Florida**
Personnel Analyst/Intern

- Analyzed departmental functions
- Recommended consolidations of positions and departments
- Conducted position classification studies
- Developed job descriptions for all municipal positions
- Analyzed salary survey materials
- Created employee education programs
- Conducting various personnel research projects

EDUCATION

1986-1988 **University of South Florida, Tampa, Florida**

- Master of Public Administration
  Concentration-Public Management

1981-1985 **University of Florida, Gainesville, Florida**

- Bachelor of Arts
  Major-Political Science, Concentration-Public Administration

CREDENTIAL PROGRAM

- Credentialed City Manager-International City/County Management Association (ICMA) Washington, District of Columbia, June 2005-present

PROFESSIONAL ACTIVITIES

- International City/County Management Association (ICMA)
- City Manager-Mentor: ICMA-Student Chapter-University of South Florida, Tampa, Florida
- Florida City and County Management Association, Past Board of Directors
- Florida Public Human Resources Association
- Florida Redevelopment Association
- Polk County City Management Association (past member)

INTERGOVERNMENTAL BOARDS

- East Pasco County Water Coalition, Board Member
- Florida Department of Transportation, Transportation Planning Organization Technical Advisory Committee, past member
- Alachua County BOCC-Countywide Visioning and Planning Committee
- Ridge League of Cities, past Board member
- Polk County Library Cooperative (13 municipal libraries and two county libraries), Governing Board-Past Chairman, Past Budget and Finance Committee-Chairman
- Central Florida Development Council, Past Board of Directors
- Florida League of Cities, Transportation and Urban Administration Committee, past Member and past Vice Chairman
- Southwest Florida Water Management District, Surface Water Improvement Management Committee for the Winter Haven Chain of Lakes, Past Member

COMMUNITY SERVICE

- Zephyrhills Rotary Club, Honorary Member
- High Springs Rotary Club, Past Board of Directors/Past President
- Auburndale Rotary Club, Past Board of Directors/Past President
- High Springs Chamber of Commerce, Past Board of Directors/Economic Development Chair
- Lake Alfred Chamber of Commerce, Past Board of Directors/Past President
- Auburndale Chamber of Commerce, Past Board of Directors
- Zephyrhills Economic Development Coalition, Steering Committee Member
- High Springs Main Street Organization, Economic Re-structuring Committee, Past Member
- Auburndale Main Street Redevelopment Association, Past Board of Directors, Past Secretary/Treasurer
- Lake Alfred Elementary School Advisory Council, Past Member
- East Polk County Committee of 100, Past Member

AWARDS

- **Program of Excellence Award for Community Sustainability,** ICMA 2009
- **Community Sustainability Award,** Florida City/County Management Association, 2009
- **Man of the Year**, Lake Alfred Chamber of Commerce, 1997
- **Executive Directors Award**, Auburndale Chamber of Commerce, 1993

REFERENCES

- Kenneth Compton, City Councilman (also Assistant State Attorney)
  City of Zephyrhills
  5335 8th Street
  Zephyrhills, FL 33542
  (813) 713-1850
- Jodi Wilkeson, Former City Council President (also Architect)
  City of Zephyrhills
  5335 8th Street
  Zephyrhills, FL 33542
  (813) 997-7194
- James M. Gabriel, Former Mayor/Former City Commissioner (also shop owner)
  215 S. Main Street
  High Springs, FL 32643
  (386) 588-4029
- Byran D. Williams, City Commissioner (also Methodist Pastor)
  City of High Springs
  110 1st Avenue
  High Springs, FL 32643
  (352) 871-7988
- Albertus Maultsby, City Commissioner
  City of Lake Alfred
  845 Lake Swoope Drive
  Lake Alfred, FL 33850
  (863) 956-1856
- Robert R. Green, City Manager
  City of Auburndale
  P.O. Box 186
  Auburndale, FL 33823
  (863) 965-5500
- John L. Daly, PhD., Public Administration Program
  University of South Florida
  Tampa, Florida 33620
  (813) 974-2384
- Vonnie Mikkelsen, Executive Director
  Zephyrhills Chamber of Commerce
  38550 5th Avenue
  Zephyrhills, Florida 33542
  (813) 782-1913
- Randall H. Reid, Southeast Regional Director (former Alachua County-County Manager)
  ICMA
  777 North Capitol Street NE, Suite 500
  Washington, DC 20002
  (202) 962-3502
- Judson Baggett, MBA, CPA (City of Zephyrhills independent auditor)
  Baggett, Reutimann & Associates
  6815 Dairy Road
  Zephyrhills, Florida 33542
  (813) 788-2155
- John Hagen, President
  Pasco Economic Development Council
  16506 Pointe Village Drive, Suite 101
  Lutz, Fl 33558
  (813) 926-0827

Gregory L. Dunham

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: ONLINE ?

4. Applicant's Last Name: DUNHAM

5. Full First Name: GREGORY Middle Name: LYNN

6. Applicant's Home Address: 201 S. CORBETT AVE.
(*Do not use a post office box.*)

City: KENLY State: NC Zip Code: 27542

Home Telephone No. (*with area code*): 561-906-5454 Cell Phone No. (*with area code*): 561-906-5454

Email Address: cowboys412@att.net

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

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BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☑ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FL

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

[redacted]

Please provide your full name if different while attending school: N/A

High School or GED	
Full Name: DENTON HIGH SCHOOL	Date Graduated: 1971
Address: 1007 FULTON ST	
City/State/Zip Code: DENTON, TX 76201	
College/University	
Full Name: UNIVERSITY OF NORTH TEXAS	Date Graduated: 1975
Address: 1155 UNION CIRCLE #311277	Major: POLITICAL SCIENCE
City/State/Zip Code: DENTON, TX 76203-5017	Degree: BA
College/University	
Full Name: FLORIDA STATE UNIVERSITY	Date Graduated: 1993
Address: 600 W. COLLEGE AVE.	Major: PUBLIC ADMINISTRATION
City/State/Zip Code:	Degree: MPA
TALLAHASSEE, FL 32306	
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

21. Please list any trade or professional organizations to which you currently belong:

BOARD MEMBER KENLY CHAMBER OF COMMERCE
NORTH CAROLINA CITY AND COUNTY MANAGEMENT ASSOCIATION
INTERNATIONAL CITY MANAGEMENT ASSOCIATION

[redacted]

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: TOWN OF KENLY, NC	Starting Date: OCT, 2011
Address: 207 W. SECOND ST	Ending Date: N/A
City/State: KENLY, NC Zip Code: 27542	Final Salary: $69,000
Telephone Number (with area code): 919-284-2116	
Your Immediate Supervisor: MAYOR DAVID GRADY	
Your Position Title: TOWN MANAGER	

Duties and Responsibilities: GENERAL MANAGEMENT OF ALL TOWN DEPARTMENTS. PREPARE & ADMINISTER $2.7 MILLION BUDGET. SERVE AS FINANCE DIRECTOR, HUMAN RESOURCE DIRECTOR AND PLANNING & ZONING OFFICIAL. INVESTIGATE GRANT OPPORTUNITIES AND WORK WITH CONTRACT TOWN ENGINEER TO WRITE GRANT APPLICATIONS AND WORK WITH OFFICE STAFF TO ADMINISTER GRANT PROGRAMS.

Reason for Leaving: DESIRE TO RETURN TO PALM BEACH COUNTY, FL.

Name of Employer: FRESHBERRY FROZEN YOGURT CAFE	Starting Date: FEBRUARY, 2010
Address:	Ending Date: AUGUST, 2011
City/State: WELLINGTON, FL Zip Code:	Final Salary: N/A
Telephone Number (with area code):	
Your Immediate Supervisor: I WAS THE OWNER	
Your Position Title: OWNER	

Duties and Responsibilities:

RESPONSIBLE FOR ALL OPERATIONS OF A LICENSED FLORIDA FOOD ESTABLISHMENT.

Reason for Leaving:

CLOSED THE BUSINESS.

[redacted]

Name of Employer: TOWN OF MANALAPAN, FLORIDA	Starting Date: OCTOBER, 2002
Address: 600 S. OCEAN BLVD	Ending Date: JANUARY, 2010
City/State: MANALAPAN, FLORIDA Zip Code: 33462	Final Salary: $ 100,000
Telephone Number (with area code): 561-585-9477	
Your Immediate Supervisor: TOWN COUNCIL	
Your Position Title: TOWN MANAGER	

Duties and Responsibilities: MANAGE DAILY OPERATIONS OF TOWN GOVERNMENT, INCLUDING OVERSIGHT OF STAFF, PROGRAMS AND SERVICES, ANNUAL OPERATING AND CIP BUDGETS; MANAGE, REVIEW AND DEVELOP POLICIES AND PROCEDURES; MANAGE SPECIAL PROJECTS.

Reason for Leaving: WIFE AND I WANTED TO START A RESTAURANT.

Name of Employer: VILLAGE OF WELLINGTON, FL	Starting Date: MAY, 2002
Address: 12300 FOREST HILL BLVD.	Ending Date: OCTOBER, 2002
City/State: WELLINGTON, FL Zip Code: 33414	Final Salary: $ 75,000
Telephone Number (with area code): 561-791-4000	
Your Immediate Supervisor: CHARLIE LYNN	
Your Position Title: ASST. TO VILLAGE MANAGER	

Duties and Responsibilities: RESPONSIBLE FOR THE MANAGEMENT OF PUBLIC SAFETY CONTRACTS (PALM BEACH COUNTY FIRE/RESCUE AND SHERIFF'S DEPARTMENT), MANAGED BI-WEEKLY AGENDA PROCESS, SUPERVISED OFFICE OF PUBLIC INFORMATION AND SPECIAL EVENTS, MANAGED PROGRAMS AND PROJECTS AS DIRECTED BY VILLAGE MGR AND/OR VILLAGE COUNCIL.

Reason for Leaving: IT WAS IMPLIED POSITION WOULD BECOME AN ASSISTANT VILLAGE MANAGER BUT NEVER EVOLVED

23. Please explain any gaps in your employment history:

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

[redacted]

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: GREGORY L. DUNHAM
(please print)

Signature of Applicant

01/22/2015
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

Town of Ocean Ridge, Florida
6450 N. Ocean Blvd.
Ocean Ridge, FL 33435
561-732-8331
September, 1998 – May, 2002
$75,000
Town Council
Town Manager

Manage daily operations of town government, including oversight of staff, programs and services, annual operating and CIP budgets; manage, review and develop policies and procedures; manage special projects.

Felt at the time that I wanted to go back to a larger city.

City of Palm Beach Gardens, Florida
10500 N. Military Trail
Palm Beach Gardens, FL 33410
561-799-4100
January, 1994 – August, 1998
$60,000
Bobbi Herakovich
Assistant City Manager

- Assisted City Manager is developing and administering $65 million annual budget
- Administrative supervision over Growth Management (Planning, Zoning, Building, Code Enforcement), Public Works, Parks and Recreation, City Clerk, Community Services Office
- Reviewed departmental budget request, provided advice and assistance and authorized changes as necessary
- Negotiated union contracts and other legal documents
- Developed policies and procedures to improve operations and reduce expenditures
- Managed bi-weekly council agenda packet preparation and wrote CM staff reports

Had an opportunity to assume a manager's position

Fulltime Graduate Student, Florida State University
September, 1991 – August, 1993

Town of Addison, Texas
5300 Belt Line Rd.
Dallas, TX 75254
972-450-7001
September, 1983 – September, 1991
Cannot remember salary
Ron Whitehead
Assistant City Manager (Though Addison is officially a "town", the manager and assistant carry the title of city manager and assistant city manager)

- Assisted City Manager in administering $20 million annual budget
- Administered capital improvement and maintenance programs and capital acquisitions
- Directed economic development
- Conducted fact-finding studies
- Administered Advisory Board to Addison Airport
- Conferred with representatives of other jurisdictions, developers, private industry, civic and community groups on matters of interst pertaining to assigned departments or functions
- Initiated special programs and projects as directed by the City Manager
- Chaired Addison Safety Review Board

Left to pursue an MPA degree at Florida State University

City of Bowie, Texas
302 Lindsey St.
Bowie, Texas 76230
940-872-1114
January, 1982 – September, 1983
Cannot remember salary
Kenneth Reneau
Assistant City Administrator and City Administrator, was promoted when administrator left

Manage daily operations of the city government, including oversight of departments, programs and services, annual operating and CIP budgets; manage, review and develop policy and procedures; manage special projects

Left because I wanted to return to the Dallas metro area

City of Denton, Texas and University of North Texas
215 E. McKinney St.
Denton, Texas 76201
940-349-8200
January, 1978 – January, 1982
Cannot remember salary
I had several seargents as supervisors
Patrolman

I originally went to work for the City of Denton Police Department in January of 1978. I was also enrolled as a graduate student at the University of North Texas. If an effort to more easily schedule classes around work, I went to work in a similar position for the University of North Texas. The scheduling did not improve like had hoped it would do so I went back to work for the Denton Police Department. I do not remember the exact dates for these moves.

While still a graduate student and also still working for the Denton P.D. I accepted an internship to work in the City Administrator's office in Bowie, Texas. I stayed on at Bowie and was ultimately appointed Assistant City Administrator and finally City Administrator. I never finished my graduate degree from the University of North Texas. As indicated on my application I did receive my MPA several years later from Florida State University.

RECEIVED
JAN 12 2015
BY: ....

Gregory L. Dunham
PO Box 261
201 S. Corbett Avenue
Kenly, NC 27542
(561) 906-5454
Email: cowboys412@att.net

January 9, 2015

Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, FL 33403

Dear Sir or Madam:

Please accept this letter and resume as notice to you of my interest in the position of Town Manager for the Town of Lake Park. I am confident that upon review of my educational and professional achievements, you will find my credentials well-suited for this position.

As mentioned above and indicated on the enclosed resume, I have been in various city management positions in Texas, Florida and North Carolina over the past 30 years. I am currently the Town Manager for the Town of Kenly, North Carolina. A short description of the communities I have worked for in management positions is listed below.

The Town of Kenly is a small, diverse community located on the I-95 corridor and is included in the Raleigh Metropolitan Statistical Area. Located in Johnston County, Kenly is part of the Research Triangle Economic Development Partnership Region of North Carolina. While this region offers many employment opportunities, extensive healthcare facilities, shopping venues and cultural activities, Kenly also enjoys a proud rural farming heritage that is still evident today.

The Town of Manalapan, Florida is a small, picturesque barrier island community on the Atlantic Ocean. Manalapan is located immediately south of South Palm Beach. It is one of the highest per capita income communities in Florida. Manalapan is essentially a low-density residential community of beauty and quality complementing its natural environment.

The Town of Ocean Ridge is also a small picturesque barrier island community on the Atlantic Ocean. Ocean Ridge is located 4.3 miles south of South Palm Beach. Ocean Ridge was originally founded in 1931 as the Town of Boynton Beach, which was originally part of the Town of Boynton. Four parks reside in Ocean Ridge. They provide access to public beaches as well as guided trails through natural areas along the Intracoastal Waterway.

The City of Palm Beach Gardens, Florida is home to the Professional Golfers' Association and the PGA Tour Honda Classic, which is hosted by the PGA National Resort and Spa. Several

PGA Tour golf pros make their homes in Palm Beach Gardens. The population of Palm Beach Gardens is 55,000.

The Town of Addison, Texas is a suburb of Dallas. The overnight population in Addison is 12,500 but its daytime population is well over 100,000. In only 4.5 square miles, Addison's daytime population is swelled by high-rise office buildings, over 150 restaurants, 22 hotels totaling over 4,000 rooms and the third largest general aviation airport in the United States. Addison Airport houses over 1000 planes including 200 private jets. The Town of Addison is the social and cultural center of North Dallas County.

The City of Bowie, Texas is a rural community of approximately 5,500 residents. The City of Bowie embraces its pioneer spirit every year during the Jim Bowie Days parade, rodeo and festival, and during the Western Heritage Roundup held each fall. Bowie's Second Monday Trade Days is one of the largest flea markets in North Texas.

Not reflected on the attached resume are the following additional qualifications that I would bring to this position:

- Ability to relate well with others
- Enthusiasm and initiative
- Local knowledge of Palm Beach County and coastal community dynamics
- Strong analytical skills
- Broad generalist background
- Concern for performance and accountability
- Strong customer service orientation

My wife is the Town Clerk in Juno Beach and she resides at our house we have owned in Palm Beach Gardens since 2001.

I would be seeking a salary in the $110,000 - $115,000 range.

I am anxious to discuss my qualifications with you in greater detail. I look forward to hearing from you at your earliest convenience regarding this opportunity.

Sincerely,

Gregory L. Dunham

Gregory L. Dunham
PO Box 261
201 S. Corbett Avenue
Kenly, NC 27542
(561) 906-5454
Email: cowboys412@att.net

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BY: .....

EDUCATION

1993 M.P.A Florida State University, Tallahassee, Florida
1975 B.A. University of North Texas, Denton, Texas

EMPLOYMENT HISTORY

Town Manager, Kenly, North Carolina
October, 2011 to Present

- Responsible for general management of town government
- Prepare and administer $2.7 million budget
- Administrative supervision over all departments
- Applied for and received USDA Rural Development low interest loan to buy and renovate bank building for new town hall
- Applied for and received a $750,000 Infrastructure (water & sewer) Community Development Block Grant from the North Carolina Department of Commerce
- Completed an 18 month process to develop the Town of Kenly's initial Comprehensive Land Use Plan
- Created minimum housing standards element to Kenly's Code of Ordinances
- Created Kenly's first capital reserve fund to plan for future Water and Sewer Fund capital projects
- Developing a capital reserve fund for future General Fund capital projects as well
- Increased undesignated fund balance in General Fund by 13%

Owner, FreshBerry Frozen Yogurt Café, Wellington, Florida
February, 2010 to August, 2011

- Responsible for all operations of a licensed Florida food establishment

Town Manager, Manalapan, Florida
October, 2002 to January, 2010

- Responsible for general management of town government
- Prepared and administered annual $8 million budget
- Administrative supervision over all departments
- Planned and managed successful transition from a small public safety department to contract with Palm Beach County for Fire/Rescue services
- Managed the construction of a new 2.3 mgd reverse osmosis water plant
- Initiated space study analysis to accommodate new permanent facilities for Palm Beach County Fire/Rescue and needed expansion of municipal facilities

- Successfully convinced the FDOT to include drainage improvements with their milling and resurfacing project on AIA through Manalapan
- Applied for and was awarded State Revolving Loan Fund monies for partial funding of reverse osmosis water plant
- Initiated and managed annual landscape upgrades to public facilities
- Initiated and managed hardening and renovation project for Manalapan Town Hall
- With assistance from town attorney's office, completed total rewrite of town's zoning code

Assistant to the Village Manager, Wellington, Florida
May, 2002 to October, 2002

- Responsible for the management of the public safety contracts (Palm Beach County Fire Rescue and Sherriff's Department)
- Responsible and Managing the bi-weekly Council agenda
- Supervise the Office of Public Information and Special Events
- Initiate special programs and projects as directed by the Village Manager and/or Village Council
- Grants manager

Town Manager, Ocean Ridge, Florida
September, 1998 to May, 2002

- Responsible for general management of town government
- Prepared and administered annual $3 million budget
- Administrative supervision over all departments
- As zoning official, reviewed all building applications for zoning approval
- Initiated Focus 2000 strategic plan that explored issues facing the Town including, sanitary sewer (Town is on septic), developing its own potable water system, and developing new recreational facilities
- Developed mutual aid agreement with other barrier island communities for supplement fire suppression services
- Implemented stormwater drainage study to include assessment of existing infrastructure, determine the need for detention and water quality, determine funding sources for the immediate permitting and construction of major stormwater improvements
- Successfully negotiated with neighboring city for the purchase of their property next to Town Hall
- Initiated and implemented complete code rewrite
- Applied for and was awarded State Revolving Loan Fund monies for stormwater infrastructure improvements
- Applied for and was awarded over $500,000 from Palm Beach County and Lake Worth Lagoon grant funds
- Applied for and was awarded over $300,000 in federal EPA grant funds

Assistant City Manager, Palm Beach Gardens, Florida
January, 1994 to August, 1998

- Assisted City Manager in developing and administering $65 million annual budget
- Administrative supervision over Growth Management (Planning, Zoning, Building, Engineering, Code Enforcement), Public Works, Parks and Recreation, City Clerk, Community Services Office
- Supervised assigned department heads and counseled them regarding administrative problems and procedures
- Made assignments to department heads and administrative personnel
- Reviewed departmental budget requests, provide advice and assistance and authorize changes as necessary
- Negotiated union contracts and other legal documents
- Developed policies and procedures to improve operations and reduce expenditures
- Chaired citizen committee to develop conceptual plan for new municipal complex later approved by referendum
- Managed bi-weekly Council agenda packet preparation and wrote CM staff reports

Fulltime Graduate Student, Florida State University
September, 1991 to August, 1993

Assistant City Manager, Addison, Texas
September, 1983 to September, 1991

- Assisted City Manager in administering $20 million annual budget
- Administered and formulated capital improvement and maintenance programs and capital acquisitions
- Directed economic development
- Conducted fact-finding studies
- Administered Advisory Board to Addison Airport, the third largest general aviation airport in the United States
- Conferred with representatives of other jurisdictions, developers, private industry, civic and community groups on matters of interest pertaining to assigned departments or functions
- Initiated special programs and projects as directed by the City Manager
- Chaired Addison Safety Review Board

City Administrator and Assistant City Administrator, Bowie Texas
January, 1982 to September, 1983

- Administered $5 million budget
- Interpreted and implemented City Council policies and administrative policies
- Developed departmental reorganization and new policies and procedures
- Promoted and directed the selection of site for new sanitary landfill
- Directed a study of containerized refuse collection systems
- Developed an emergency operations ordinance
- Assisted in study of alternate sources of electrical power
- Assisted in creation of subdivision regulations

Patrolman, City of Denton Police Department and University of North Texas Police Department, Denton, Texas
January, 1978 to January, 1982

- Performed duties of patrol officer, traffic accident investigator, field training officer and special weapons and tactics team

Clerk, Federal Bureau of Investigation, Dallas, Texas
February, 1976 to January, 1978

- Operated radio and teletype communication machines
- Received and processed requests for investigations
- Reviewed case leads for agents

PROFESSIONAL AFFILIATIONS

International City Management Association
North Carolina City and County Management Association
Board Member Kenly Chamber of Commerce
Past President, Palm Beach County City County Manager's Association
Graduate, LBJ School of Public Affairs Public Executive Institute, University of Texas at Austin

Robert Kellogg

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act,** please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: FCCMA NEWSLETTER ?

4. Applicant's Last Name: KELLOGG

5. Full First Name: ROBERT Middle Name: _____

6. Applicant's Home Address: 4462 SW OAKHAVEN LANE
(*Do not use a post office box.*)

City: PALM CITY State: FL. Zip Code: 34990

Home Telephone No. (*with area code*): _____ Cell Phone No. (*with area code*): 772-475-7294

Email Address: KOUSY72@YAHOO.COM

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

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BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☑ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☐ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FL0R1D4

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: MINERVA High School	Date Graduated: 1972
Address: 401 LATZER AVE.	
City/State/Zip Code: MINERVA, OHIO 44657	
College/University	
Full Name: KENT STATE UNIVERSITY	Date Graduated: 1982
Address: 221 N. MAIN ST.	Major: Political SCIENCE
City/State/Zip Code: KENT, OHIO 44242	Degree: BACHELOR OF ARTS
College/University	
Full Name:	Date Graduated:
Address:	Major:
City/State/Zip Code:	Degree:
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

KNOWLEDGE AND PROFICIENT IN WORD AND EXCEL.

21. Please list any trade or professional organizations to which you currently belong:

ICMA, FCCMA, BSA

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: TOWN OF SEWALL'S POINT	Starting Date: 9/2006
Address: 155 SEWALL'S POINT RD	Ending Date: 6/2013
City/State: SEWALL'S POINT, FL, Zip Code: 34996	Final Salary: $116,000
Telephone Number (with area code): 772-287-2455	
Your Immediate Supervisor: TOWN COMMISSION	
Your Position Title: TOWN MANAGER	
Duties and Responsibilities: SEE ATTACHED RESUME	
Reason for Leaving: NEW COMMISSION ELECTED WHICH WANTED TO MOVE IN A NEW DIRECTION.	

Name of Employer: CITY OF RITTMAN, OHIO	Starting Date: 3/87
Address: 30 N. MAIN ST	Ending Date: 9/2006
City/State: RITTMAN, OHIO Zip Code: 44270	Final Salary: $75,000
Telephone Number (with area code): 330-925-2045	
Your Immediate Supervisor: CITY COUNCIL	
Your Position Title: CITY MANAGER	
Duties and Responsibilities: SEE ATTACHED RESUME	
Reason for Leaving: ACCEPTED POSITION IN SEWALL'S POINT AS TOWN MANAGER	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: OHIO DEPARTMENT OF DEVELOPMENT	Starting Date: 6/85
Address: 77 HIGH ST	Ending Date: 3/87
City/State: COLUMBUS, OHIO Zip Code: 43215	Final Salary: $33,000
Telephone Number (with area code): 614-466-4455	
Your Immediate Supervisor: GREG CARR	
Your Position Title: DEVELOPMENT SPECIALIST	

Duties and Responsibilities:

SEE ATTACHED RESUME

Reason for Leaving:

ACCEPTED POSITION OF CITY MANAGER IN RITTMAN, OHIO.

Name of Employer: CARROLL COUNTY, OHIO	Starting Date: 1/77
Address: PUBLIC SQUARE	Ending Date: 1/85
City/State: CARROLLTON, OHIO Zip Code: 44615	Final Salary: $25,000
Telephone Number (with area code): 330-627-4869	
Your Immediate Supervisor:	
Your Position Title: COUNTY COMMISSIONER	

Duties and Responsibilities:

SEE ATTACHED RESUME

Reason for Leaving:

LOST ELECTION

23. Please explain any gaps in your employment history:
FROM 1/85 TO 6/85 WAITING FOR POSITION AT DEPARTMENT OF DEVELOPMENT.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☑ No ☐

If "yes", identify the employer and your job position, and explain why and include the date of the job action: SEWALLS POINT AS TOWN MANAGER. NEW COMMISSION ELECTED WHICH WANTED TO MOVE IN NEW DIRECTION.

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: ROBERT KELLOGG
(please print)

Robert Kellogg
Signature of Applicant

1/22/15
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

RECEIVED
JAN 13 2015
BY: JR

January 12, 2015
4462 SW Oakhaven Lane
Palm City, Florida 34990

Human Resources Department
Lake Park Town Hall
535 Park Ave.
Lake Park, FL. 33403

Human Resources Department:

I recently became aware of your search for a new Interim Town Manager and Town Manager for the Town of Lake Park through a notice in the FCCMA Newsletter. I am extremely interested in the position as it is explained, and would welcome the opportunity to meet with you.

I recently served as Town Manager in Sewall's Point, Florida. Sewall's Point consists of approximately 2,100 people and is located between the St. Lucie and Indian Rivers in Martin County.

My past experience makes me uniquely qualified for the Lake Park Town Manager position. Lake Park is seeking an administrator with strong expertise in financial management, budgeting, and communication skills. Skills in which I have proven expertise. Both in my present position and previous employment, my involvement in the day to day management further strengthens my financial background by linking finances to field operations. During my career of 30 plus years in government I have managed and been responsible for more than $600,000,000 of tax payer's money. Not once during this period has there been a citation or a finding for recovery. During my tenure in Sewall's Point, I faithfully worked to increase Sewall's Point's carryover balances in all funds, while successfully reducing the millage rate even though property values continued to decline.

My management style is an aggressive one that emphasizes a management team comprising the Mayor, Commission, Department Heads and the Administrator. The role of the Administrator is to provide the Council with information, alternatives and recommendations to make the best decisions. Staff personnel, in my view, have the best grasp of operational problems and should be given ample opportunity for input during the decision making process. Also, department heads should be given a great deal of responsibility and authority in running their operations. This style has proven successful in both Sewall's Point and Rittman.

During my tenure in Sewall's Point I have been involved from conception to completion of the town's recently completed improvements to A1A. The $850,000.00 project included new paver brick crosswalks at the intersections, the installation of new medians,

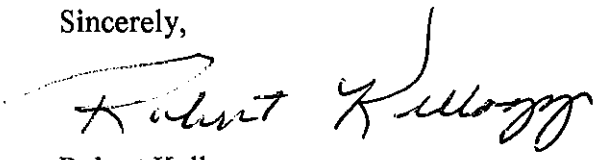
landscaping improvements, and the installation of pedestrian street lights. These improvements have made the area the focal point of the community. The project was successfully funded from the Florida Department of Transportation, the Martin County Metropolitan Planning Organization, and the Town. Through prudent fiscal management of this and other capital improvement projects we were able to control cost and successfully complete these projects at or under budget.

I am extremely interested in remaining in local government in a full-time professional position, specifically in a Town of your size. I have a strong desire to remain in Florida, which has furthered my interest in the position you have available.

I feel my extensive experience and familiarization with local government and various state and federal agencies would enable me to be an effective Administrator for the Town of Lake Park. I am confident that I have the personal characteristics and professional skills to become a valuable part of your administrative team.

In summary, I am very interested in the Lake Park Town Administrators position and believe I possess the qualifications your community is seeking in its next administrator. I will await your reply in the hope that we may meet to discuss in detail, the recruiting of your new Town Manager.

Sincerely,



Robert Kellogg

cc: Enclosures

ROBERT KELLOGG
4462 SW Oakhaven Lane
Palm City, Florida 34990

Cell: (772) 475-7294

Email: kousy72@yahoo.com

PERSONAL: [redacted] in Canton, Ohio. Wife – Jackie. Children: Kory, Kelli, and Carter. Hobbies include: computers, golf, and home repairs

HONORS & REGOGNITIONS: Recipient of "Outstanding Young Man in America" awarded by the United States Jaycees.

EDUCATION:

Bachelor of Arts in Political Science
Kent State University, Kent, Ohio 1982.

EMPLOYMENT:

September 2006 to June 30. 2013, Town Manager, Sewall's Point, Florida.

March 1987 to September 2006, City Manager, Rittman, Ohio.

1985 to 1987, Development Specialist, Ohio Department of Development, State of Ohio, Columbus, Ohio.

1977 to 1985, Carroll County Commissioner, Carrollton, Ohio.

CIVIC & PROFESSIONAL AFFILIATIONS:

International City Manager Association
Boy Scouts of America
Rotary Club (Paul Harris Fellow)

REFERENCES: A list of references is included.

SUMMARY OF EMPLOYMENT EXPERIENCE

TOWN MANAGER, SEWALL'S POINT, FLORIDA

Sewall's Point is an upscale coastal residential community of approximately 2,000 residents located between the St. Lucie and Indian Rivers in Martin County. The town has approximately 850 homes and with a taxable value of $594,000,000, and encompasses 1.23 square miles. The Town provides Police and Building Department services. Fire and EMS, water, and trash disposal are provided by Martin County.

During my tenure as Town Manager, we have made significant accomplishments; a brief synopsis follows.

Fiscal Matters

When I arrived 6 1/2 years ago I discovered that the town had not submitted their required audits and were actually three years behind. Through the efforts of Town staff we were successful bringing all required audits up-to-date, and have reduced the number of management comments from approximately thirty-three to two.

Developed and committed to writing the Town's first set of general fiscal objectives, I broadened participation in the town budget process by encouraging Commission members' involvement and formalizing supervisor's roles in budget preparation.

Citizen Outreach/Communication

Using the Town web site successfully developed and implemented an email blast system for those residents who signed up via their email address on the site. The town provides agendas of the Town Commission Meetings, and other worthwhile information such as community events, and town sponsored activities. This system was well received and provides a high level of transparency between town residents and Town Hall.

Council / Manager Relations

Effective management of a modern organization requires close and open communications between policy makers (Town Commission) and those entrusted to carry out that policy (Staff). Furthermore, this communication must be two-way. I view the Town Administration as a "Team" encompassing the Mayor, Commission, Manager and all City employees.

CITY MANAGER, RITTMAN, OHIO

Rittman is a full service, independent city of approximately 6,500 residents. It provided the customary municipal services, operated water, wastewater and EMS services. Rittman had a 2006 budget of approximately $7.2 million and 41 full-time employees in addition to a 30 person volunteer fire department and a 25 person EMS operation.

Personnel Matters

The City's full-time employees were unionized and also covered by Ohio Civil Service. We had emphasized development of the line supervisors as part of the management team, giving them more latitude in the day to day decisions and more involvement in policy development. As City Manager, I was responsible for all labor relations, including contract negotiations.

Annexation

One accomplishment that I am especially proud of was completing the annexation of 274 acres of land for the Ohio Western Reserve National Cemetery. At full capacity, the cemetery will provide burial sites for 106,000 veterans and their dependents. Working with representatives of the Veterans Administration, we were successful in overcoming a number of complicated issues to make the project a reality.

Utility Administrations

One of my first efforts was to develop a five-year Capital Improvement Budget for the City. We dramatically cut service complaints in all utilities by beginning a proactive sewer cleaning program and replacing broken sewer and water lines, as well as extending water lines in various sections of the City. In the wastewater system we completed an $8.1 million treatment plant and collector system for which we secured approximately $2.5 million in grant funds.

Development Activities

Through the cooperative efforts of City Council, the Rittman Community Improvement Corporation and the State Department of Development, we were successful in developing the City's first two industrial parks. Four new manufacturing businesses have located in the industrial park creating approximately 200 new jobs.

DEVELOPMENT SPECIALIST, OHIO DEPARTMENT OF DEVELOPMENT

As a Development Specialist with the Department of Development my primary responsibility was to assist businesses and communities in obtaining government financing for expansion and development. Many times that meant dealing with businesses from other states and countries that were looking to relocate to Ohio.

During my employment with the department I obtained the National Development Council's "Economic Development Professional" Certification by successfully completing its 160 hour training program. The program emphasizes assisting businesses by finding, structuring, and securing public and private financing.

CARROLL COUNTY COMMISSIONERS

Carroll County employed approximately 175 employees and operated with a budget of $8 million. As Chief Executive Officer, I was responsible for the entire county budget and day to day operations.

Development and funding of Carroll County's first county sewer project was a significant accomplishment. This $7.5 million project was successfully funded with a 75% Ohio EPA grant and an FmHA Grant and loan.

Planned and development the funding of Carroll County's first two industrial parks, utilizing CDBG, EDA, and FmHA financing, coupled with ARC funding.

During my tenure in Carroll County more than $6 million in state and federal grant funds were successfully secured.

REFERENCES

Mr. E. Daniel Morris
24 Ridgeland Dr.
Sewall's Point, FL. 34996
(772) 486-5677
Mr. Morris is a former Mayor, and
Town Commissioner of Sewall's Point.

Mr. Robert E. A. Smith
2288 Alamo Rd.
Carrollton, Ohio 44615
(330) 627-4300
Mr. Smith served as a Carroll
County Commissioner.

Judge Mark Klingensmith
8 Palm Court
Sewall's Point, Florida 34996
(561) 308-1717
Judge Klingensmith is a former Mayor, and
Town Commissioner of Sewall's Point.

Mr. John Laria
112 East Ohio Ave.
Rittman, Ohio 44270
(330) 925-2015
Mr. Laria is a local business owner,
and served as President of the
Rittman Chamber of Commerce.

Mr. Greg Horn, City Manager
100 West Spring Valley Road
Centerville, Ohio 45459
(937) 433-7151
Mr. Horn serves as the City Manager
of Centerville, Ohio.

Mr. James Bell, Finance Director
City of Huber Heights
6131 Taylorville Rd.
Huber Heights, Ohio 45424
(330) 347-3074
Mr. Bell previously served as
Finance Director for the City of
Rittman.

Mark A. Kutney

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
   (*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
   (*Please check one of the above boxes.*)

3. How did you first learn about this position: ICMA ADVERTISEMENT ?

4. Applicant's Last Name: KUTNEY

5. Full First Name: MARK Middle Name: ALLAN

6. Applicant's Home Address: 13627 CHATSWORTH VILLAGE DRIVE
   (*Do not use a post office box.*)

   City: WELLINGTON State: FLORIDA Zip Code: 33414

   Home Telephone No. (*with area code*): 561-793-6512 Cell Phone No. (*with area code*): 561-601-4632

   Email Address: MAKUTNEY_3254@MAIL.COM

7. Social Security Number: [redacted]
   (*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
   If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☑ No ☐
If "yes", please provide the position(s) for which you applied and the date of your application(s):
TOWN MANAGER 2006

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

11. May we contact your present employer? Yes ☐ No ☐ N/A

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?
Yes ☐ No ☑
If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FLORIDA

18. Do you have a valid Florida Commercial Driver's License (CDL)?
Yes ☐ No ☑
If "yes", indicate class below:
Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐
Expiration Date: _____ Endorsements: _____

[redacted]

Please provide your full name if different while attending school: N/A

High School or GED	
Full Name: GAR MEMORIAL H.S.	Date Graduated: 1972
Address: 250 SOUTH GRANT ST	
City/State/Zip Code: WILKES-BARRE PA 18702	
College/University	
Full Name: WILKES COLLEGE	Date Graduated: 1976
Address: 84 WEST SOUTH STREET	Major: SOCIAL SCIENCE/URBAN AFFAIRS
City/State/Zip Code: WILKES-BARRE PA 18701	Degree: BACHELOR OF ARTS BA
College/University	
Full Name: THE PENNSYLVANIA STATE UNIV.	Date Graduated: 1981
Address: 777 WEST HARRISBURG PIKE	Major: REGIONAL PLANNING
City/State/Zip Code: MIDDLETOWN PA 17057	Degree: MASTER OF REGIONAL PLANNING (MRP)
~~Training/Vocational School~~ - 2ND MASTER'S	DEGREE
Full Name: FLORIDA ATLANTIC UNIVERSITY	Date ~~Completed:~~ UNAWARD 1991
Address: 777 GLADES ROAD	~~Licenses or Certifications~~:
City/State/Zip Code: BOCA RATON FL 33431	MAJOR: PUBLIC ADMINISTRATION
	DEGREE: MASTER OF PUBLIC ADMINISTRATION (MPA)
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

BASIC COMPUTER PROGRAMS, COPIERS, SCANNER
MAP REPRODUCTION (BLUEPRINT MACHINES)
HOLDER OF 3RD CLASS RADIO TELEPHONE BROADCAST LICENSE FCC

21. Please list any trade or professional organizations to which you currently belong:

AMERICAN PLANNING ASSOCIATION, AMERICAN INSTITUTE OF CERTIFIED PLANNERS, INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOC., FLORIDA CITY/COUNTY MANAGEMENT ASSOC., PALM BEACH CITY/COUNTY MANAGEMENT ASSOC.) SOCIETY FOR HUMAN RESOURCE MANAGEMENT, FLORIDA GOVERNMENT FINANCE OFFICERS ASSOC., URBAN LAND INSTITUTE AND FLORIDA CHAPTER OF AMERICAN PLANNING ASSOCIATION.

[redacted]

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.) X-SEE DECLN

Name of Employer: TOWN OF LOXAHATCHEE GROVES	Starting Date: 10/1/11
Address: 14579 SOUTHERN BLVD, SUITE 2	Ending Date: 9/30/14
City/State: LOXAHATCHEE GROVES FL Zip Code: 33470	Final Salary: $125,000.00
Telephone Number (with area code): 561-215-7668 *	* MAYOR DAVID BROWNING
Your Immediate Supervisor: MAYOR DAVID BROWNING	
Your Position Title: TOWN MANAGER	

Duties and Responsibilities: I SERVED AS TOWN MANAGER THROUGH A MANAGEMENT COMPANY. I SERVED AS TOWN MANAGER CONDUCTING GENERAL MANAGEMENT SERVICES THROUGH A MANAGEMENT COMPANY WHICH INCLUDED TOWN CLERK, FINANCE, PLANNING & ZONING AND EMERGENCY MANAGEMENT. I MANAGED THE FOLLOWING VENDOR SERVICES PER CONTRACT: LAW ENFORCEMENT, FIRE RESCUE, SOLID WASTE PUBLIC WORKS, CODE ENFORCEMENT, ENGINEERING & BUILDING SERVICES

Reason for Leaving: THE OWNER OF THE MANAGEMENT COMPANY RETIRED FROM ANOTHER POSITION IN GOVERNMENT IN SEPTEMBER 2014 AND INFORMED ME THAT HE WANTED TO TAKE OVER AS TOWN MANAGER FOR THE REMAINDER OF CONTRACT (9/30/15). THEREFORE MY TENURE ENDED AND I EXPERIENCED A "LAY OFF" IN THE POSITION.

Name of Employer: CITY OF BELLE GLADE	Starting Date: 11/2007
Address: 110 DOCTOR MARTIN LUTHER KING JR BLVD W.	Ending Date: 4/2011
City/State: BELLE GLADE FL Zip Code: 33430	Final Salary: $130,356.72
Telephone Number (with area code): 561-996-0160	
Your Immediate Supervisor: LUMAX HARRELLE CITY MANAGER	
Your Position Title: DEPUTY CITY MANAGER	

Duties and Responsibilities: I SERVED AS CHIEF EXECUTIVE OFFICER DURING THE CITY MANAGER'S ABSENCE. 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 THE CITY'S EMERGENCY MANAGER.

Reason for Leaving: MY POSITION WAS UNFUNDED DUE TO BUDGET CONSTRAINTS

X - BEYOND MY LAST FOUR POSITIONS MY APPLICATION IS SUPPLEMENTED WITH OTHER PREVIOUS POSITIONS BY VIRTUE OF MY RESUME.

Name of Employer: TOWN OF DAVIE	Starting Date: 2/1997
Address: 6591 ORANGE DRIVE	Ending Date: 11/2007
City/State: DAVIE FLORIDA Zip Code: 33314	Final Salary: $117,462.02
Telephone Number (with area code): 954-797-1000	
Your Immediate Supervisor: THOMAS WILLI, TOWN ADMINISTRATOR	
Your Position Title: DEVELOPMENT SERVICES DIRECTOR	

Duties and Responsibilities: MY DUTIES AND RESPONSIBILITIES INCLUDED THE ADMINISTRATION AND SUPERVISION OF THE TOWN'S PLANNING ZONING, BUILDING INSPECTIONS, CODE COMPLIANCE AND ENGINEERING SERVICES DIVISIONS. I WAS RESPONSIBLE FOR THE MANAGEMENT OF APX 90 EMPLOYEES AND A BUDGET (FY 06-07). MY DEPARTMENT SERVED AS SUPPORT TO VARIOUS BOARDS AND COMMISSIONS

Reason for Leaving: I LEFT THE TOWN FOR ADVANCEMENT AND TO TAKE THE BELLE GLADE POSITION ABOVE.

Name of Employer: CITY OF HALLANDALE	Starting Date: 4/1995
Address: 400 S. FEDERAL HIGHWAY	Ending Date: 1/1997
City/State: HALLANDALE BEACH FL Zip Code: 33009	Final Salary: $74,443.00
Telephone Number (with area code): 954-458-3251	
Your Immediate Supervisor: R.J. INTINOOLA, CITY MANAGER	
Your Position Title: GROWTH MANAGEMENT DIRECTOR	

Duties and Responsibilities: I WAS RESPONSIBLE FOR THE MANAGEMENT OF 20 EMPLOYEES AND BUDGET (FY 96-97). MY DEPARTMENT SERVED AS STAFF SUPPORT TO SEVERAL BOARDS AND SPECIFIC FUNCTIONS INCLUDED PLANNING AND ZONING, BUILDING INSPECTIONS AND CODE ENFORCEMENT.

Reason for Leaving: LEFT FOR ADVANCEMENT AND TOOK THE POSITION WITH THE TOWN OF DAVIE.

23. Please explain any gaps in your employment history:
THERE WAS A GAP OF FIVE MONTHS BETWEEN THE BELLE GLADE AND LOXAHATCHEE GROVES POSITIONS. I AM CURRENTLY IN THE MIDST OF A FOUR MONTH GAP IN EMPLOYMENT

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

[redacted]

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: MARK ALLAN KUTNEY
(please print)

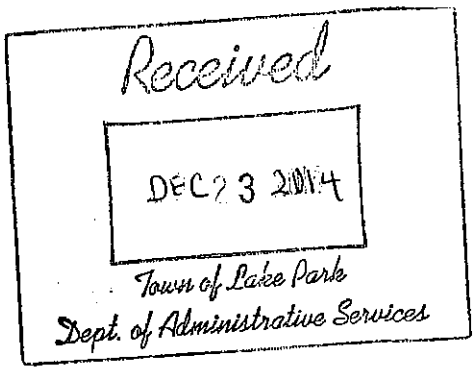
Mark A Kutney
Signature of Applicant

1/21/15
Date

N/A
Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

N/A
Date

The Town of Lake Park is an Equal Opportunity Employer.



December 19, 2014

Ms. Bambi McKibbon-Turner, Director
Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Dear Ms. McKibbon-Turner:

I recently saw your advertisement relative to the position of Town Manager, Town of Lake Park, Florida and I would like to be considered as a candidate for this position. **I believe that I possess the knowledge, skills and abilities desired for this opportunity and in conjunction with my work experience, I believe that I am a solid fit for the position.**

As you can see from my enclosed resume, I am an achievement-oriented manager with over thirty–seven years of experience (thirty-five plus years in a supervisory/management capacity) with local government (strong-mayor, city manager and county forms of government). What it may not demonstrate is the emphasis I place on building an organization that is focused on quality improvement and customer service. This approach requires establishing an organizational culture that is empowered to make decisions and act with a "bias of action" for ensuring productivity, quality enhancement, and citizen satisfaction.

In conjunction with this managerial philosophy, I bring an ability to solve problems quickly, to foresee potential problems, and implement strategies to avoid or resolve these matters in an anticipatory manner. I also have the skills and abilities to work effectively with all entities and the media.

I believe my experience and knowledge has prepared me to deal with the challenges confronting Lake Park. I am an experienced, knowledgeable, creative, enthusiastic and proactive individual that can provide leadership to the Lake Park Team.

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 believe that I am the effective leader that Lake Park is looking to employ.

Sincerely,

Mark A. Kutney, AICP, ICMA-CM
13627 Chatsworth Village Drive
Wellington, FL 33414
C (561) 601-4632

Mark A. Kutney, AICP, ICMA-CM

13627 Chatsworth Village Drive, Wellington, FL 33414-8956
H (561) 793-8512 C (561) 601-4632
makutney_3254@mail.com

DEC 23 2014
Town of
Dept. of Administration

SUMMARY OF QUALIFICATIONS

Over thirty- seven years of local government experience with thirty- five plus years in a supervisory/management capacity, and a proficiency in the following areas:

- Growth Management
- Economic Development
- Customer Service
- Strategic Planning
- Labor Relations/Collective Bargaining
- Budgeting/Capital Budgeting
- Project Management
- Human Resources
- Media Relations
- Grantsmanship
- Emergency Management

I am an ICMA Credentialed Manager and savvy leader with a commitment to the principles of Total Quality Management (TQM). Versed in managing change and specializing in dealing with high pressure/demand activities in local government. A dedicated team player with city (strong mayor and city manager forms of government) and county experience.

PROFESSIONAL EMPLOYMENT EXPERIENCE

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 3,173 (2012 BEBR estimate) and comprises 12.5 square miles. The Town conducts its activities as a contract service municipality and I serve as Town Manager conducting general management services for the Town through a management company. Specifically, these general management services include general administrative duties, Town Clerk, Finance; Planning and Zoning and Emergency Management. The Town also provides the following services through major contract vendors including: Law Enforcement and Fire Rescue via Palm Beach County; Solid Waste Management; Public Works; Code Enforcement; Engineering Services; and Building Services. A number of minor services are also provided including Special Magistrate, auditing and debris removal services.

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 process for the purpose of permitting the College to build their fifth branch campus along with associated commercial development in the town.

- I was responsible for guiding the adoption of the 2012-2013 all funds budget through the Town Council with an approved reduction of 9.37 percent and a General fund reduction of almost 27 percent.

- 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.

- Implemented the Town's first Capital Improvements Program and Budget.

- Successfully guided the Town in the completion of the construction of the 148th Culvert Bridge Project and the OGEM treatment (Open Grade Emulsified Mix) of ¾ mile sections of North Road.

- Monitored and directed Town recovery activities during Tropical Storm Isaac.

- Served as the Town's Chief Procurement Officer and handled numerous recruitments 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 2009-2010 is $18,168,426 and the City has 92 full time employees allocated throughout the various funds. The Deputy City Manager, works under the direction of the City Manager and acts 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 / waste water service provider to the Glades area. This Board is

responsible for all business decisions of the Authority's 24 million dollar utility operation. In **November, 2010 I was elected chairman of the GUA Authority Board by members of the Governing Board.**

Accomplishments:

- In conjunction with Palm Beach County Emergency Management, I coordinated the reviews, 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 waste water services to an independent utility authority.
- Assisted the City Manager with the successful negotiation and development of contracts to outsource the management of the City's golf course and commercial campground/marina to separate management entities.
- 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.
- 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.

Acting City Manager for the City of Belle Glade, Florida
September 3, 2008-November 2, 2008

I assumed the duties of Acting City Manager as a result of 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. Responsibilities included: the administration and supervision of the Town's Planning and Zoning; Building; Code Compliance; and Engineering Services Divisions. 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.

Specific functional duties included: the development of the Comprehensive Plan and Long Range Planning Program; Development Review and processing of Development Related applications (i.e. rezoning, special permits, variances, site plan review and the like); code

compliance process; permitting and inspections; economic development; special planning and design studies and various other functions.

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 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.
- 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.

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 Statute. 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 improvement program-**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.

- 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, 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**

Owner of consulting concern specializing in planning and management services. Clients included the Town of Lake Clarke Shores and Kohl & Mighdoll. Provided services to Barker, Osha & Anderson, Inc. and Executive Management Consultants as a subcontractor. Scope of services included: Developing Comprehensive Plans; developing land development regulations; serving as an expert witness; and the development of planned agreements.

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 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
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/waste water 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 chairman 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

mail.com

Town Manager

From: "Mark Kutney" <makutney_3254@mail.com>
To: humanresources@lakeparkflorida.gov
Date: Dec 19, 2014 1:36:14 PM

Hello Ms. Mckibbon-Turner:

I am pleased to submit and looking forward to competing for the Town Manager position in Lake Park. Attached please find a letter of interest, resume and completed Release of Information and Contact Information. Please consider me as a candidate for the Town Manager Opportunity. Should you need any further information or have any questions concerning my candidacy, please contact me.

Thank you for your consideration.

Sincerely,

Mark A. Kutney, AICP, ICMA-CM
Former Town Manager
Town of Loxahatchee Groves, Florida

Attachments

- Cover Letter Town of Lake Park Florida.doc
- Lake Park Release of Information.pdf
- Mark Kutney Resume 2014.doc

December 19, 2014

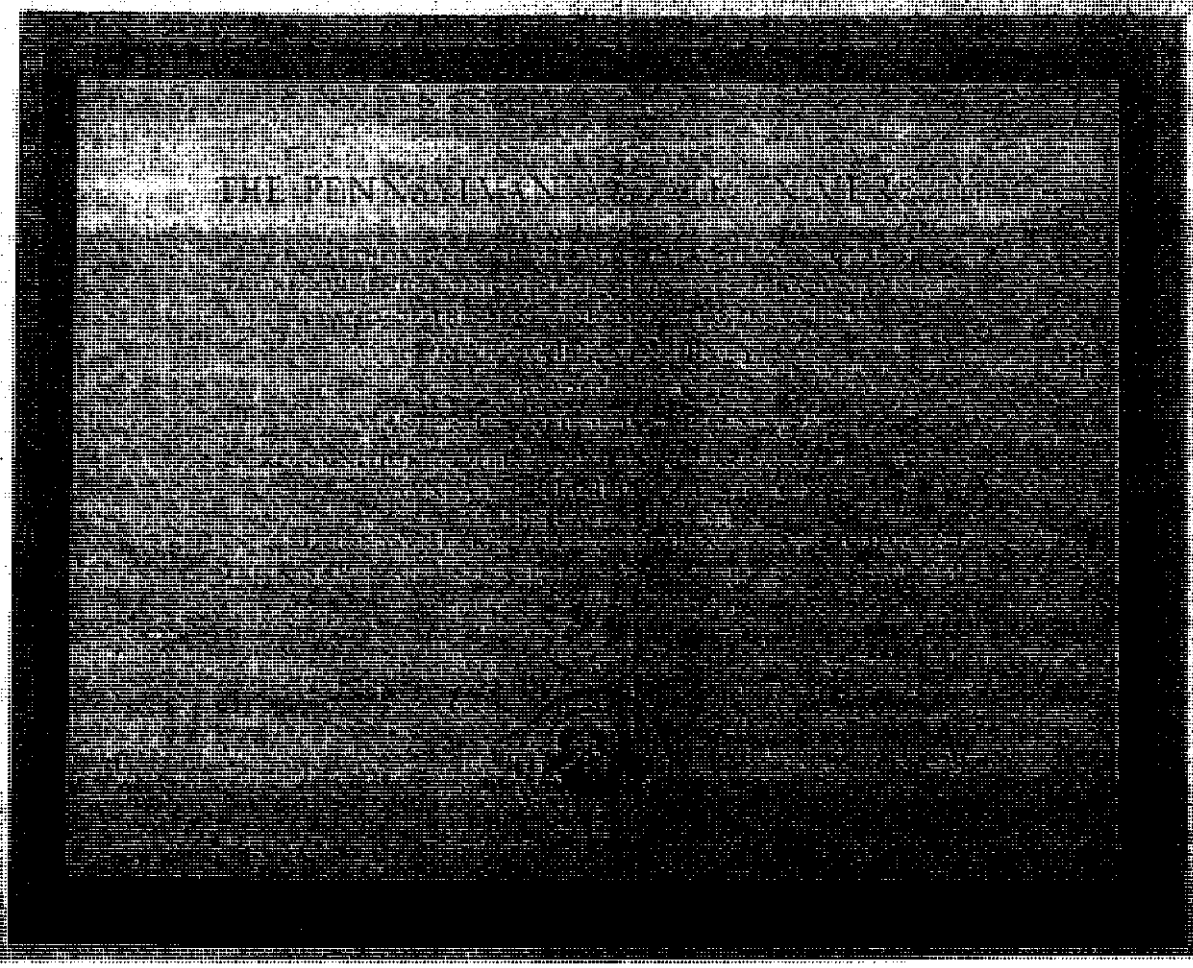
Ms. McKibbon-Turner:

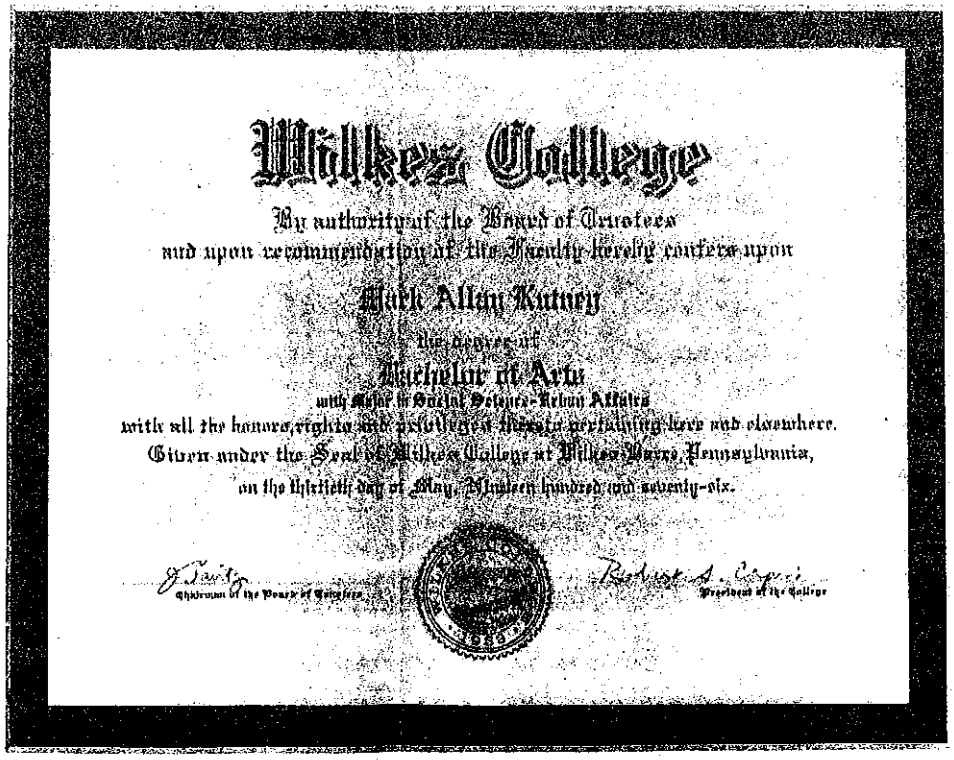
RE: Town Manager/Application of Mark A. Kutney

Pursuant to your request, enclosed is the entire hard copy of the email transmission that I sent you earlier today. This hard copy submittal includes the original Release of Information and Contact Information. Should you need anything further, please do not hesitate to contact me.

Sincerely,

Mark A. Kutney, AICP, ICMA-CM





Wilkes College

By authority of the Board of Trustees
and upon recommendation of the Faculty hereby confers upon

Mark Allan Kutney

the degree of

Bachelor of Arts

with Major in Social Science-Urban Affairs

with all the honors, rights and privileges thereto pertaining here and elsewhere.
Given under the Seal of Wilkes College at Wilkes-Barre, Pennsylvania,
on the thirtieth day of May, Nineteen hundred and seventy-six.

Chairman of the Board of Trustees

President of the College

AICP

MARK A. KUTNEY

HAS QUALIFIED AS A

MEMBER

AMERICAN INSTITUTE OF CERTIFIED PLANNERS

MAY 1983

DATE OF MEMBERSHIP

CHAIRPERSON

EXECUTIVE SECRETARY

The National Honor Society for Public Affairs and Administration

Pi Alpha Alpha

ΠAA

This is to certify that

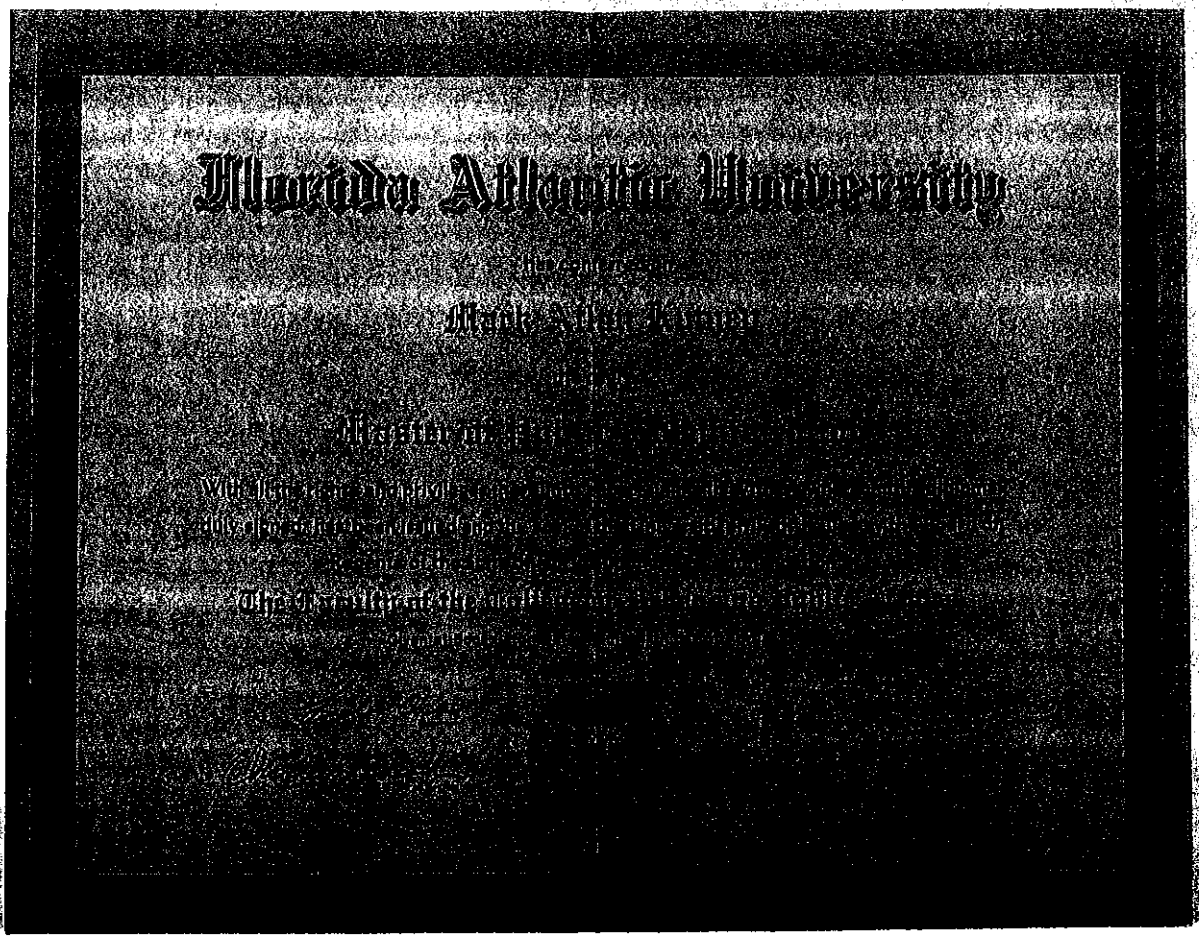
Mark A. Kutney

has been elected a member of Pi Alpha Alpha by the Florida Atlantic University Chapter on the 4th of April 1991

National Director

Chapter President

Chapter Secretary


Florida Atlantic University

Ronald R. Neibert

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: ICMA Website ?

4. Applicant's Last Name: Neibert

5. Full First Name: Ronald Middle Name: Raymond

6. Applicant's Home Address: 4219 Fox Creek Rd.
(*Do not use a post office box.*)

City: Mt. Vernon State: Illinois Zip Code: 62864

Home Telephone No. (*with area code*): 618-244-1009 Cell Phone No. (*with area code*): 618-316-0185

Email Address: ron.neibert@yahoo.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☒
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☒ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☒

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☒ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: Illinois

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☒

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: Dwight D Eisenhower	Date Graduated: 1978
Address: 12700 Sacramento	
City/State/Zip Code: Blue Island, IL	
College/University	
Full Name: Eastern Illinois University	Date Graduated: 1982
Address: 600 Lincoln Ave.	Major: Geography
City/State/Zip Code: Charleston, IL 61920	Degree: Bachelor of Science
College/University	
Full Name: Southern Illinois University Edwardsville	Date Graduated: N/A
Address: PO Box 1047	Major: Geography
City/State/Zip Code: Edwardsville, IL 62026	Degree:
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Microsoft Word, Excel, Powerpoint, Adobe Acrobat

21. Please list any trade or professional organizations to which you currently belong:

Illinois City/County Managers Association, Illinois Tax Increment Association, Illinois Enterprise Zone Association

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Mt. Vernon, Illinois	Starting Date: February 2007
Address: 1100 W. Main St.	Ending Date: Current
City/State: Mt. Vernon, IL Zip Code: 62864	Final Salary: $106,448.00
Telephone Number (with area code): 618-242-6402	
Your Immediate Supervisor: Mayor Mary Jane Chesley	
Your Position Title: City Manager	
Duties and Responsibilities: Conduct day-to-day management of a local municipal government.	
Reason for Leaving: N/A	

Name of Employer: City of Vandalia, Illinois	Starting Date: June 1997
Address:	Ending Date: February 2007
City/State: Vandalia, IL Zip Code:	Final Salary: $66,000.00
Telephone Number (with area code): 618	
Your Immediate Supervisor: Mayor Ricky Gottman	
Your Position Title: City Administrator	
Duties and Responsibilities: Conducted day-to-day management of a local municipal government.	
Reason for Leaving: Accepted position in Mt. Vernon.	

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Greater Wabash Regional Planning Comm.	Starting Date: May, 1989
Address: 10 W. Main St.	Ending Date: July, 1992
City/State: Albion, IL Zip Code: 62806	Final Salary: $31,000.00
Telephone Number (with area code): 618-445-3612	
Your Immediate Supervisor: Steve Whetstone	
Your Position Title: Executive Director	
Duties and Responsibilities: Managed day-to-day operations of a four county regional planning agency.	
Reason for Leaving: Accepted position in Mt. Carmel	

Name of Employer: City of Fairview Heights, IL	Starting Date: July, 1987
Address: 10025 Bunkum Rd	Ending Date: May, 1989
City/State: Fairview Heights, IL Zip Code: 62208	Final Salary: $23,000.00
Telephone Number (with area code):	
Your Immediate Supervisor: Eric Zoph	
Your Position Title: Planning Technician / Acting Director	
Duties and Responsibilities: Conducted administrative planning activities for a municipal government.	
Reason for Leaving: Accepted position at Greater Wabash.	

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: United States Marine Corps	Starting Date: February 1985
Address: N/A	Ending Date: September, 1986
City/State: Camp LeJeune, NC Zip Code:	Final Salary: $ 18,000.00
Telephone Number (with area code): N/A	
Your Immediate Supervisor: Colonel William Marcantel	
Your Position Title: 1st Lt. Maritime Ships Decision Support Sys.	

Duties and Responsibilities: Developed and maintained first Marine Corps computer system to track equipment aboard civilian ships.

Reason for Leaving: Left Marine Corps to attend graduate school

Name of Employer: United States Marine Corps	Starting Date: February, 1984
Address: N/A	Ending Date: February, 1985
City/State: Okinawa Japan Zip Code:	Final Salary: $16,000.00
Telephone Number (with area code): N/A	
Your Immediate Supervisor: Lt. Colonel Anthony Motto	
Your Position Title: 2nd Lt. Maintenance Mgt. Officer	

Duties and Responsibilities: Managed equipment maintenance program for a Marine Corps engineering battalion.

Reason for Leaving: Transferred to Camp LeJeune.

22. EMPLOYMENT HISTORY (continued)

Name of Employer: City of Columbia, Illinois	Starting Date: October 1995
Address: 208 Rapp St.	Ending Date: June 1997
City/State: Columbia, IL Zip Code: 62236	Final Salary: $ 40,000.00
Telephone Number (with area code): 618-281-7144	
Your Immediate Supervisor: Mayor Lester Schneider	
Your Position Title: Economic Development Coordinator	
Duties and Responsibilities: Managed municipal economic development program.	
Reason for Leaving: Accepted position in Vandalia.	

Name of Employer: City of Mt. Carmel, Illinois	Starting Date: July, 1992
Address: 219 N Market St.	Ending Date: October, 1995
City/State: Mt. Carmel, IL Zip Code: 62463	Final Salary: $ 36,000.00
Telephone Number (with area code): 618-262-4822	
Your Immediate Supervisor: Mark Bader	
Your Position Title: Director of Economic Development	
Duties and Responsibilities: Managed municipal economic development program,	
Reason for Leaving: Accepted position in Columbia.	

23. Please explain any gaps in your employment history:
September 1986 - July 1987 attended graduate school.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☒

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Ronald R. Neibert
(please print)

Ronald R. Neibert
Signature of Applicant

1/23/15
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

RONALD R NEIBERT 4219 Fox Creek Road, Mt. Vernon, Illinois 62864
Home: (618) 244-1009 Cellular: (618) 316-0155 E-Mail: ron.neibert@yahoo.com

January 16, 2015

Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, FL 33403

Dear Sir or Madam:

I am responding to the posting for the position of Town Manager of Lake Park, Florida listed on the International City/County Manager's Association website. I have a strong interest in this position and have submitted my resume for consideration.

I am currently serving as City Manager for the City of Mt. Vernon, Illinois. During my tenure with the City and in previous positions, I have had the opportunity to perform all of the job functions indicated in the posted job description. Specific areas of expertise include: economic development, budgeting and finance, labor negotiations, Tax Increment Financing, human resources and comprehensive planning. Given my education and successful experiences, I feel that I can make a positive impact on the Town of Lake Park. My salary expectations for this position are in the amount of approximately $125,000 per annum.

I would like to thank you for taking the time to review my resume and look forward to speaking with you to discuss the possibility of serving the citizens of Lake Park.

Sincerely,

Ronald R. Neibert

Attachments

RONALD R NEIBERT

4219 FOX CREEK ROAD
MT. VERNON, ILLINOIS 62864
HOME: (618) 244-1009 CELLULAR: (618) 316-0155
E-Mail: ron.neibert@yahoo.com

SUMMARY

More than twenty-five years of local government experience with expertise in the following areas:

* Economic Development Marketing/Negotiations
* Labor Negotiations and Relations
* Grant Writing and Administration
* Employee Benefits Programs
* Land Use Planning and Zoning
* Financial Operations and Budget
* Tax Increment Financing
* Municipal Law and Procedures

An innovative leader with demonstrated skills and success in the area of economic development. Experienced in managing in difficult financial circumstances. Achievement-oriented with the ability to strategically address all situations. A dedicated team player who is able to work well within all areas of a community to address local challenges and goals.

RELEVANT LOCAL GOVERNMENT EXPERIENCE

City Manager, City of Mt. Vernon, IL **2007-Present**

Mt Vernon is a city with a population of 15,200 covering approximately 11 square miles. It is located in south-central Illinois at the intersection of Interstates 57 & 64. Mt Vernon is the home of Continental Tire of North America and Walgreens Distribution Center. It is also the county seat of Jefferson County and serves as the retail center for the region.

Duties and Responsibilities as City Manager:

* Chief executive officer of a municipal government with 160 employees, a $25 million operating budget and a $26 million capital budget. Management responsibility for the following functions: police, public works, water and sewer utility, parks, recreation, planning, zoning, finance, tourism, economic development and human resources.
* Implementation of Council-directed policy. Administration of the City's day-to-day operations as well as identification and resolution of long range issues.
* Preparation and administration of the City's operating and capital budgets.
* Serve as chief negotiator for the City's six bargaining unit contracts.
* Media representation of the City including appearances on television and radio, interviews with the print media and preparation of press releases and work in social media.
* Responsible for the City's compliance with County, State and Federal regulations such as health, programmatic and EEOC.

Achievements:

* Instituted a city-wide "self-insured" health insurance plan saving the City approximately $1.5 million over the last six years.
* Prepared and administered six annual balanced operating budgets.
* Restored financial integrity to the water and sewer utility fund by eliminating the deficit through strategic revenue enhancements and reduction of departmental expenses.
* Structured and negotiated numerous economic development agreements, creating over 1,200 jobs and inducing over $1 billion in private investment.
* City received over $18 million in State and Federal grants to fund City initiatives and projects. Personally structured project to develop the new 100-acre Mt. Vernon Industrial Park and received $4.62 million in grant funds for construction.
* Created and administered four new Tax Increment Financing Districts that resulted in over $12 million in private investment in Mt. Vernon's Downtown District.
* Managed City's $45 million capital program which resulted in the improvement of City infrastructure and the development of a new $6 million water park and $2 million branding initiative.

City Administrator, City of Vandalia, IL **1997-2007**

Vandalia is located approximately 60 miles east of St Louis, Missouri on Interstate 70. Vandalia has a population of 7,000 and is home to the Vandalia Correctional Center.

Duties and Responsibilities as City Administrator:

* Chief executive officer of a municipal government with 55 employees and a $12 million operating and capital budget. Management responsibility for the following functions: police, public works, water and sewer utility, planning/zoning, finance, economic development and human resources.
* Served as chief negotiator for the City's three collective bargaining unit contracts.
* Managed City's economic development program which included Enterprise Zones, Tax Increment Financing Districts and Revolving Loan Funds.
* Managed all City human resource activities.
* Wrote and managed all grants for City programs and projects.
* Prepared and administered annual municipal budget.

Achievements:

* Developed complete City economic development attraction and marketing program.
* Completed City's first 10-year comprehensive plan.
* Revised and improved City's zoning ordinances.
* Created and administered the City's first Tax Increment Financing Districts which resulted in many new investments on the City's main street.
* Implemented new city "self-insured" health insurance program saving the City hundreds of thousands of dollars during my tenure.
* Coordinated public relations and lobbying program that prevented the closure of Vandalia Correctional Center, the region's largest employer.
* City awarded almost $2 million in grants to support community projects.

Economic Development Coordinator, City of Columbia, IL **1995-1997**

Columbia is located approximately 20 miles southeast of St Louis, Missouri on Interstate 255. Columbia has a population of approximately 8,000.

Duties and Responsibilities as Economic Development Coordinator:

* Managed City's economic development program which included Tax Increment Financing Districts and Revolving Loan Funds.
* Wrote and managed all grants for city programs and projects.
* Negotiated all Tax Increment Agreements for the City.
* Initiated and managed City's first Main Street Program.
* Served as technical advisor to Columbia Heritage and Preservation Commission.

Achievements:

* Developed complete City economic development attraction and marketing program.
* Created and administered the City's first Tax Increment Financing Districts which resulted in the creation of almost 50 new jobs.
* City awarded almost $500,000 in grants to support City economic development projects, resulting in almost $5 million in new investments.

Director of Economic Development, City of Mt. Carmel, IL **1992-1995**

Mt. Carmel is located in eastern Illinois approximately 40 miles northeast of Evansville, Indiana. Mt. Carmel has a population of approximately 8,000.

Duties and Responsibilities as Director of Economic Development:

* Directed all of City's economic development programs which included Tax Increment Financing Districts, Enterprise Zone and Revolving Loan Funds, marketing and business retention programs.
* Wrote and managed all grants for City programs and projects.
* Negotiated all Tax Increment Agreements for the City.

Achievements:

* Developed complete City economic development attraction and marketing program.
* Created and administered the City's first Tax Increment Financing Districts, which resulted in the creation of almost 125 new jobs.
* City awarded almost $1.25 million in grants to support City economic development projects.
* Worked with local entrepreneurs to establish two new manufacturing start-up facilities.

Executive Director, Greater Wabash Regional Planning Commission , Albion, IL 1989-1992

The Greater Wabash Regional Planning Commission was a four-county agency serving the counties of Edwards, Wabash, Wayne and White Counties in east-central Illinois.

Duties and Responsibilities as Executive Director:

* Responsible for programmatic and administrative activities of a four-county regional agency. Administrative activities included budgeting, personnel and records maintenance.
* Wrote and managed all grants from the Illinois Department of Commerce, Federal Economic Development Administration and Rural Development Administration.
* Provided economic development assistance to regional communities.
* Served as liaison for local communities with state and federal agencies.

Achievements:

* Developed complete City economic development attraction and marketing programs for regional communities.
* Created and administered the Region's first Revolving Loan Fund which resulted in the creation of almost 200 new jobs.
* Regional communities awarded almost $8.25 million in grants to support local economic development and infrastructure projects.
* Initiated first grant-funded regional housing rehabilitation program.

Planning Technician and Acting Director of Planning, City of Fairview Heights, IL 1987-1989

The City of Fairview Heights is located on Interstate 64 approximately 12 miles east of St. Louis, Missouri. It serves as the regional retail center for St. Clair County, Illinois.

Duties and Responsibilities as Planning Technician and Acting Director:

* Responsible for administrative functions of the City's Planning and Land Use Department.
* Provided technical planning and zoning advice to City Council, Planning Commission and Zoning Board of Appeals.
* Provided economic development assistance to regional communities.

Achievements:

*Completed largest petition annexation in the City's history, incorporating over 1,200 residents and 3 square miles of territory.

OTHER PROFESSIONAL EXPERIENCE

First Lieutenant, United States Marine Corps, 6th MAB 1985-1986
Officer in Charge, Maritime Ships Decision Support System

Supervised others in the design, implementation and management of the first Marine Corps automated data processing system used in the inventory and tracking of Marine Corps equipment aboard civilian-operated ships. Awarded Navy Achievement Medal for superior service.

Second Lieutenant, United States Marine Corps, 9th Engineer Support Battalion 1984-1985
Maintenance Management Officer

Duties included supervision of the maintenance program of a unit account consisting of over 1,200 individual pieces of Marine Corps engineering equipment and a budget of $2.3 million. Responsibilities included direct supervision of six maintenance management personnel. During this period the unit's overall equipment readiness increased from 76% to 92%.

EDUCATION

Southern Illinois University at Edwardsville **Graduate Coursework**
Completed all graduate level coursework in Geography. Primary coursework was concentrated in the areas of Land Use Planning and Economic Development.

Eastern Illinois University **Bachelor of Science**
Majored in Geography with coursework focusing on Cartography and general geographic principles.

AFFILIATIONS AND CERTIFICATIONS

*Illinois City/County Managers Association
*Illinois Enterprise Zone Association
*Illinois Tax Increment Association
*National Incident Management System (NIMS) Certified

Joseph F. Pennisi

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: TOWN WEBSITE ?

4. Applicant's Last Name: PENNISI

5. Full First Name: JOSEPH Middle Name: F

6. Applicant's Home Address: 947 FAWN HILL PL
(*Do not use a post office box.*)

City: SANFORD State: FL Zip Code: 32771

Home Telephone No. (*with area code*): _____ Cell Phone No. (*with area code*): 518·221·8827

Email Address: JFP1234@GMAIL.COM

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

_____
_____
_____

RECEIVED
JAN 22 2015
BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☑ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FLORIDA

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: BISHOP EUSTACE PREP	Date Graduated: 6/7/1972
Address: RT. 70	
City/State/Zip Code: PENNSAUKEN, NJ.	
College/University	
Full Name: GEORGETOWN UNIV	Date Graduated: 5/16/1976
Address:	Major: GOVERNMENT
City/State/Zip Code: WASHINGTON, DC	Degree: BA
College/University	
Full Name: UNIVERSITY OF PENNSYLVANIA	Date Graduated: 5/1980
Address:	Major: PUBLIC POLICY/FINANCE
City/State/Zip Code: PHILADELPHIA, PA	Degree: MA
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

MICROSOFT OFFICE SUITE

21. Please list any trade or professional organizations to which you currently belong:

INTERNATIONAL CITY COUNTY MANAGERS ASSOCIATION
GOVERNMENT FINANCE OFFICERS ASSOCIATION
FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: SEMINOLE COUNTY BOCC	Starting Date: 4/8/2013
Address: 1101 E 1ST ST.	Ending Date: 11/7/2014
City/State: SANFORD, FL Zip Code: 32771	Final Salary: 137,400
Telephone Number (with area code): 407 665-7176	
Your Immediate Supervisor: NICOLE GUILLET	
Your Position Title: RESOURCE MGT. DIRECTOR	
Duties and Responsibilities: SEE PREVIOUSLY SUBMITTED RESUMÉ	
Reason for Leaving: RESIGNED WITH CHANGE OF COUNTY MANAGER	

Name of Employer: NEW YORK STATE SENATE	Starting Date: 10/2009
Address: RM 314 CAPITOL	Ending Date: 4/2013
City/State: ALBANY, NY Zip Code: 12207	Final Salary: 150,000
Telephone Number (with area code):	
Your Immediate Supervisor: SEN. ANDREA STEWART-COUSINS	
Your Position Title: SECRETARY, SEN. FINANCE COMM.	
Duties and Responsibilities: SEE PREVIOUSLY SUBMITTED RESUMÉ	
Reason for Leaving: RETIRED FROM STATE SERVICE	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: NYS WORKERS' COMPENSATION BD	Starting Date: 9/2007
Address: 20 PARK ST.	Ending Date: 10/2009
City/State: ALBANY, NY Zip Code: 12207	Final Salary: 143,000
Telephone Number (with area code):	
Your Immediate Supervisor: ZACHARY S. WEISS	
Your Position Title: EXECUTIVE DIRECTOR	

Duties and Responsibilities:

SEE PREVIOUSLY SUBMITTED RESUMÉ

Reason for Leaving: BETTER OPPORTUNITY

Name of Employer: ALBANY COUNTY, NY	Starting Date: 2/1/1995
Address: 112 STATE ST. RM. 200	Ending Date: 9/10/2007
City/State: ALBANY NY Zip Code: 12207	Final Salary: 102,000
Telephone Number (with area code):	
Your Immediate Supervisor: MICHAEL G. BRESLIN	
Your Position Title: DEPUTY COUNTY EXECUTIVE / COMM. OF MGT. & BUDGET	

Duties and Responsibilities:

SEE PREVIOUSLY SUBMITTED RESUMÉ

Reason for Leaving: BETTER OPPORTUNITY

23. Please explain any gaps in your employment history:

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: JOSEPH F. PENNISI
(please print)

Signature of Applicant — Date: 1/22/2015

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

The Town of Lake Park is an Equal Opportunity Employer.

Joseph F. Pennisi
447 Fawn Hill Place
Sanford, FL 32771
518.221.8827

jfp1234@gmail.com

December 19, 2014

Bambi McKibbon-Turner M.S., HRM, Director
Town of Lake Park Human Resources Department
Lake ParkTown Hall
535 Park Avenue
Lake Park, Florida 33403

Dear Ms. McKibbon-Turner:

I write in support of my application for the position of Town Manager for the Town of Lake Park. Enclosed you will find a copy of my resume and Release of Information and Contact Information Form.

As you can see from a review of my resume, I have enjoyed a career of over thirty-five years operating in high level public sector positions providing economic development expertise, outcome-based management, financial administration, and policy advice in support of organizational objectives. Over that period of time I have developed a reputation as an innovative leader, collaborator, and team builder committed to the goals of performance, integrity, transparency, and accountability.

I have been a consensus builder and a communicator, both within my organizations and throughout the communities they have served. I am a creative problem solver, never accepting things as they are when greater effectiveness and efficiency are possible for the organizations I lead. As such, my career has been marked by a number of significant achievements that have seen my level of responsibility in government consistently increase over the years.

I attribute much of my career success to the fine education I received in the undergraduate program in Government at Georgetown University and in the masters degree program in Public Policy at the University of Pennsylvania where much of my coursework was taken in the Wharton School of Finance.

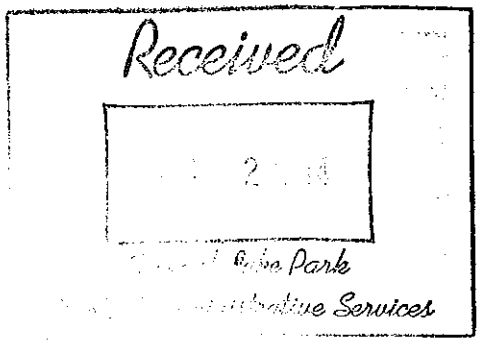
With respect to the position of Town Manager, I bring experience as a Chief Operating Officer during my years with Albany County, New York, housing and economic development experience during my years as Commissioner of Housing and Community Development for the City of Albany and Florida local government experience in my most recent position with Seminole County.

In summary, I am certain that my combination of personal qualities, experience, and expertise will ensure successful performance as Lake Park's next Town Manager. I look forward to working with you during the recruitment process, to a successful consideration of my application, and to embarking on the next stage in my career serving the residents of Lake Park.

Best regards,

Joseph F. Pennisi

Received
DEC 22 2014
Town of Lake Park
Dept. of Administrative Services



Joseph F. Pennisi
447 Fawn Hill Place
Sanford, Florida 32771
518.221.8827
jfp1234@gmail.com

SUMMARY

More than thirty-five years of county, state and city government experience with expertise in the following areas:

- **Budget and Financial Management**
- **Operations and Project Management**
- **Performance and Outcome Measurement**
- **Policy Analysis and Development**
- **Housing, Economic and Community Development**
- **Public Communication and Intergovernmental Relations**
- **Team Building and Mentoring**
- **Systems Redesign and Change Management**

An innovative leader with demonstrated organizational, analytical and communication skills. Experienced in encouraging and managing change. A dedicated team player who is able to work independently within an organizational structure. Committed to the goals of performance, integrity, transparency and accountability in service to community objectives.

EXPERIENCE

SEMINOLE COUNTY, FLORIDA
Director, Department of Resource Management — April, 2013 - November, 2014

Lead department responsible for overseeing all financial related activities under the auspices of the Board of County Commissioners. Carry out the Department's mission to provide sound financial management support and transparent information that promotes community trust and responsible use of the County's resources. Oversee operation of Budget and Fiscal Management Division, Purchasing & Contracts Division, Grants and Debt Administration, Internal Support Services, Risk Management and MSBU Program.

Key Accomplishments:

- Won Government Finance Officers Association award for distinguished budget presentation.
- Anchored team making presentation to major rating agencies in support of County's bond issuance for new Sports Complex project, reaffirming the County's AA bond rating.

NEW YORK STATE SENATE FINANCE COMMITTEE
Secretary — October, 2009 - April, 2013

Acted as chief fiscal adviser to the New York State Senate majority/minority conference. Directed staff of professionals and support personnel in providing analysis and policy advice with respect to the New York State budget to members of the conference. Analyzed all legislation introduced into the Senate for potential fiscal impacts. Directed flow of legislation through the Committee. Provided advice on gubernatorial appointments coming before the Committee. Acted as liaison between conference members and State agencies with respect to questions of budget and funding of programs and projects. Served as one of three board members of the New York State Deferred Compensation Board responsible for management of $12 billion in member assets.

NEW YORK STATE WORKERS' COMPENSATION BOARD
Executive Director — September, 2007 - October, 2009

Chief Operating Officer of this State agency administering the Workers' Compensation Law and related laws. Provided administrative leadership and coordinated activities of staff carrying out agency policies and programs. Assisted the Chair in the formulation of necessary policy and responsible for effectuating policy as directed by the Chair. Represented the Chair at meetings and conferences concerned with programs, policies and procedures of the Board. Evaluated objectives and accomplishments of Board programs and reported to the Chair. In the absence of the Chair, acted for him as authorized and performed other functions as designated by the Chair. This agency has a budget of $205 million supporting 1450 employees.

Key Accomplishments:

- Chosen by newly elected governor to implement sweeping workers' compensation reform legislation, reducing insurance rates for New York State businesses by 25% over two years.
- Greatly expedited provision of benefits to workers injured in the course of their employment.
- Appointed Chair of Governor's Self Insurance Task Force.
- Appointed Board member of the Albany Convention Center Authority, served as Treasurer.
- Initiated "Workers' Compensation 2015" envisioning and agency redesign process.
- Improved agency outcomes and processes while holding budget constant for three fiscal years.

ALBANY COUNTY, NEW YORK
Deputy County Executive — November, 2002 – September, 2007

As highest appointed official in County government and sole deputy, acted for and in place of the elected County Executive. Acted as chief operating officer responsible for day to day management of all County Departments under control of County Executive. Provided policy and program advice to the County Executive. Established process and procedures to implement programs and initiatives. Also responsible for maintaining relations with legislative branch of government, separately elected officials of County government and leaders of other governments. Represented County Executive on various boards and other governmental bodies. The County of Albany has a population of 304,000 and a budget of $607 million supporting 2400 employees.

Key Accomplishments:

- Oversaw major facilities upgrade process which resulted in virtually all County Employees occupying new or renovated space.
- Designed Economic Development Grant Program to incentivize creation of a new high technology business park.
- Assisted in the creation of a new Department of Children, Youth and Families to better serve those populations in the County.
- Appointed Board member of the Albany Convention Center Authority, served as Treasurer.
- Served as member and treasurer of the Albany County Convention and Visitors Bureau.
- Served as Treasurer of Capital District Youth Center, Inc., multi-county non profit organization that provided substantial savings to county governments in providing secure youth detention services.
- Created Albany County Housing Trust Fund and worked in collaboration with non profit housing developers to create additional units of affordable housing.

Commissioner, Department of Management and Budget — January, 1997 – November, 2002
Budget Director — February, 1995 – January, 1997

Responsible for developing the County Executive's annual budget proposal, negotiating through legislative budget process, and monitoring the adopted County Budget. Provided fiscal, program and

policy advice to the County Executive. Lead organizational change designed to drive efficiency and effectiveness. Served as management consultant to County departments. Served as the County's chief investment officer and tax enforcement officer. Supervised the Divisions of Finance, Information Services and Real Property Tax Service.

Key Accomplishments:

- Developed seven consecutive County budgets that either reduced or held steady the County's real property tax levy.
- Created Department of Management and Budget, consolidating County's financial and information technology functions and eliminating overlap and inefficiency.
- Instituted performance measurement and outcome based budgeting practices throughout County government.
- Implemented a County-wide Integrated Financial System.
- Consistently improved County's return on invested funds.
- Drove total transformation of County's information technology infrastructure.
- Lead reorganization of County government into clusters of like services to encourage collaborative approaches to problem solving and break down service provision silos.
- Won Government Finance Officers Association award for distinguished budget presentation four consecutive years.
- Developed in-house budget development and monitoring system which greatly enhanced efficiency and transparency of budget development process.
- Oversaw operations at county owned 17,000 seat sports and entertainment arena, turning it from a substantial drain on county resources, to a consistent profit center.

NEW YORK STATE SENATE FINANCE COMMITTEE
Assistant Secretary/Staff Director — January, 1994 – February, 1995

Directed staff of professionals and support personnel in providing analysis and policy advice with respect to the New York State budget to the minority conference of the New York State Senate. Provided advice on gubernatorial appointments coming before the Committee. Acted as liaison between conference members and State agencies with respect to questions of budget and funding of programs and projects.

CITY OF ALBANY, NEW YORK
Commissioner, Department of Housing & Community Development — May, 1987 – January, 1994

Provided overall direction of City of Albany's community development and affordable housing initiatives, responsible for full range of activities including policy formulation, program development, and project implementation. Formulated and administered annual consolidated housing and community development budget of over $8 million with a staff of 50. Provided policy advice to Mayor as Chair of Albany Housing and Neighborhood Revitalization Task Force and Homeless Housing Task Force.

Key Accomplishments:

- Responsible for the development and rehabilitation of over four hundred of units of affordable housing for the City of Albany.
- Instituted programs and projects responsible for the designation of Albany as an All America City by the National Civic League.
- Created and served as founding president of the Albany Affordable Housing Partnership, a public private partnership of City government, neighborhood non profits and the banking community to fund affordable housing and economic development initiatives.
- Created and served as founding president of Capital City Housing Development Fund Company under New York State law to independently develop affordable housing.
- Served as Commissioner of the Albany Human Rights Commission.
- Secured millions of dollars in Federal Community Development Block Grant and Urban Development Action Grant funds for the City.

NEW YORK STATE ROOSEVELT ISLAND OPERATING CORPORATION
SAFE AFFORDABLE HOUSING FOR EVERYONE, INC. (SAHE)
President — April, 1983 – January, 1986

Reporting to the Commissioner of Housing who acts as Chair of this New York State Public Benefit Corporation, responsible for the management, operation, and future development of the Roosevelt Island New Community. Specific management responsibilities included provision of security, infrastructure maintenance, Island-wide transportation, operation of aerial tramway system linking Roosevelt Island with Manhattan and liaison with community leaders, state legislature and other elected officials. Provided the same duties for predecessor corporation, SAHE, Inc.

Key Accomplishment:

- Drafted and worked for passage of State Legislation creating this public benefit corporation to continue development of the Roosevelt Island New Community in the City of New York.

NEW YORK STATE DIVISION OF HOUSING AND COMMUNITY RENEWAL
Deputy Commissioner, Finance and Administration — February, 1983 – August, 1985

Responsible for all fiscal, housing finance, and administrative functions of this state agency. Specific responsibilities included: housing portfolio finance and audit, budget, human resources, internal finance, management information systems, administrative analysis, centralized services. Offered policy advice to Commissioner in support of agency budget, programmatic and legislative initiatives. Acted as liaison between agency, state control and support agencies, and legislative committees. Served as Board Member Designate of New York State Housing Finance Agency. SONYMA.

NEW YORK STATE ASSEMBLY WAYS AND MEANS COMMITTEE
Senior Legislative Budget Analyst — June, 1980 – February, 1983

As staff to Ways and Means Committee, assisted in the exercise of legislative and budgetary oversight responsibilities for all state housing agencies and statewide court system. Duties included budget analysis and negotiation, drafting and amendment of necessary legislation, expenditure projection, analysis of bonding activities of housing finance agencies under consideration by the Public Authorities Control Board and coordinating flow of legislation into the committee.

US DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION
Community Planner/Project Manager — March, 1977 - July, 1978

Provided project management services for Economic Development Administration grants made to local governments throughout northern New Jersey under the Local Public Works federal economic stimulus program.

EDUCATION

UNIVERSITY OF PENNSYLVANIA, SCHOOL OF PUBLIC AND URBAN POLICY
Master of Arts in Public Policy, 1980
Concentration: Urban Economics and Public Finance — Research Fellow
Coursework included: Microeconomics, urban economics, urban modeling, banking and finance, statistics and econometrics, state and local finance, real estate finance, public management. Majority of coursework completed in Wharton School of Finance.

GEORGETOWN UNIVERSITY, COLLEGE OF ARTS AND SCIENCES
Bachelor of Arts, Cum Laude, 1976
Major: Government National Political Science Honor Society Coursework included: political science, public policy analysis, public administration, business administration.

AFFILIATIONS PRESENT

INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION
Member

GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)
Member

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION (FGFOA)
Member

FLORIDA ASSOCIATION OF COUNTIES
Member

AFFILIATIONS PAST

NATIONAL CONFERENCE OF STATE LEGISLATURES
Member

NATIONAL ASSOCIATION OF LEGISLATIVE FISCAL OFFICERS
Member

NEW YORK STATE GOVERNMENT FINANCE OFFICERS ASSOCIATION (NYSGFOA)
Member

NEW YORK STATE ASSOCIATION OF COUNTIES
Member

NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS
Member

PERSONAL INFORMATION

BORN:	June 7, 1954
MARITAL STATUS:	Married
HEALTH:	Excellent

References available upon establishment of mutual interest

William R. Whitson

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: Advertisement ?

4. Applicant's Last Name: Whitson

5. Full First Name: William Middle Name: R

6. Applicant's Home Address: 529 Northshore Circle
(*Do not use a post office box.*)

City: LYNN HAVEN State: FL Zip Code: 32444

Home Telephone No. (*with area code*): _____ Cell Phone No. (*with area code*): 386-846-0657

Email Address: WWWhitson0@aol.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

RECEIVED
JAN 23 2015

BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☑ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FL

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

[redacted]

Please provide your full name if different while attending school: William R. Whitson

High School or GED	
Full Name: Milton High School	Date Graduated:
Address: 5445 Stewart St.	May 1976
City/State/Zip Code: Milton, FL. 32570	
College/University	
Full Name: Univ. of West FL	Date Graduated: March 1981
Address: 11000 Univ. Prky.	Major: Pol Science
City/State/Zip Code: Pensacola, FL. 32514	Degree: BS
College/University	
Full Name: Univ. of West FL	Date Graduated: December 1982
Address: 11000 Univ. Prky.	Major: Public Admin.
City/State/Zip Code: Pensacola, FL. 32514	Degree: MPA
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

PC, iphone, copier, SCANNER

21. Please list any trade or professional organizations to which you currently belong:

ICMA, FCCMA. I AM ALSO AN ICMA Credentialed Local govt. MANAGER.

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Local Govt. Vissions, LLC	Starting Date: Sept. 2014
Address: 529 Northshore Circle	Ending Date: —
City/State: Lynn Haven, FL Zip Code: 32444	Final Salary:
Telephone Number (with area code): 386-846-0687	
Your Immediate Supervisor: Self Employed	
Your Position Title: Managing Director - Owner	
Duties and Responsibilities: Created Self owned Consulting Business to support Local government operations and needs. I currently have 1 short term contract with the FLC. I will be conducting special training Summits around the State of FL on the impacts of Congressional changes to the NFIP. See FLC website for more information	
Reason for Leaving:	

Name of Employer: City of Panama City	Starting Date: Jan, 2011
Address: #9 Harrison Ave.	Ending Date: Aug, 2014
City/State: Panama City, FL. Zip Code: 32401	Final Salary: 89,500
Telephone Number (with area code): 850-872-3014	
Your Immediate Supervisor: Mr. Ken Hammons, Former CM	
Your Position Title: CRA Director	
Duties and Responsibilities: SEE Attached Resume and/or LinkedIn Profile	
Reason for Leaving: New Management - Position Eliminated	

Name of Employer: City of EAST Ridge	Starting Date: Feb. 2009
Address: 1517 Tombras Ave.	Ending Date: Aug. 2010
City/State: EAST Ridge, TN Zip Code: 37412	Final Salary: 112K
Telephone Number (with area code): 423-867-7711	
Your Immediate Supervisor: Mayor and Council	
Your Position Title: City MANAGER	

Duties and Responsibilities:

See Attached Resume and/or LinKedin profile

Reason for Leaving:

Resigned - Election pending for new MAYOR/COUNCIL. Details can be explained.

Name of Employer: City of PANAMA City	Starting Date: April 2008
Address: #9 HARRISON Ave.	Ending Date: Feb. 2009
City/State: PANAMA City, FL. Zip Code: 32401	Final Salary: 81K
Telephone Number (with area code): 850-872-3014	
Your Immediate Supervisor: Mr KEN HAMMONS, Former CM	
Your Position Title: Interim Budget Director	

Duties and Responsibilities:

See Attached Resume and/or LinKedin Profile

Reason for Leaving:

Accepted CM position with EAST Ridge

23. Please explain any gaps in your employment history:

ANY GAPS IN EMPLOYMENT history HAVE OCCURRED due to transitions that are UNFORTUNATELY part of the local GOVERNMENT MANAGEMENT PROFESSION. EACH CAN be explained

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: However, I have been forced to resign due to political changes

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: William R. Whitson
(please print)

William R. Whitson — Signature of Applicant

1/22/2015 — Date

_____ — Signature of Applicant's Parent or Legal Guardian (if applicant is a minor)

_____ — Date

The Town of Lake Park is an Equal Opportunity Employer.

January 7, 2014

Human Resources Dept.
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

To Whom it May Concern:

Attached to this cover letter you will find a copy of my professional resume and Town of Lake Park HR Form as application for the position of Town Manager of Lake Park, Florida.

I believe you will find my experience and background to be well suited for the position that was advertised. I am an ICMA Credentialed local government Manager with over 20 years of experience in local government operations. I have been a City Manager, Assistant City Manager and a Department Head in my career. I also have experience in working with Community Redevelopment Agency's (CRA's) in two different Florida communities. Thus, I understand and fully appreciate the position requirements you are seeking. I have a great deal of experience and strengths in the areas of:

- economic development (especially redevelopment)
- general management/budget/finance and administration
- intergovernmental relations/legislative affairs
- strategic planning and community partnerships
- technology application
- emergency management
- community development/planning/code enforcement
- human resources and related matters
- environmental protection
- communications and public speaking

I am known as a "can do" person with good vision and a reputation for innovation. I am a strong leader and problem solver who can work with a wide variety of elected officials, citizens and organizations on complex issues to achieve positive results. Your advertisement mentioned a person who could collaborate with other organizations and work to establish and maintain open communications with the community. This describes the approach and experience I have had to develop and practice at several points in my career. I truly believe in the power of partnerships and I have worked on several creative partnerships in my career.

I am very familiar with the daily requirements of running a local government in Florida including government in the sunshine, strong internal controls and the need for good fiscal management. My communication and coordination skills have been highly developed after many years of work for both federal agencies and local governments of various size and complexity. I have extensive experience in working with CRA's and have strong skills and experience in the field of economic development. I would be interested in discussing the goals and direction of Lake Park further to see what goals we may share in common. I love Florida and consider myself a native of this beautiful area of the country. It would be my honor to be considered for the position of Town Manager in Lake Park.

RECEIVED
JAN - 9 2015
BY: HR

In closing, I am also well-known across the State among the Manager's Association because I have served as the President of FCCMA. Many in the profession can attest to my skills and abilities to work with elected officials and citizens given my many years of experience throughout the State. In my most recent employment search, I am not merely looking for the next assignment in my local government career; rather, I am looking for an organization where I can demonstrate professionalism and make a strong contribution to the community and my new home town for many years to come.

I hope you find all the information you need regarding my background and experience. I look forward to hearing from you at your earliest convenience. Should you wish to call me please feel free to call my personal cell phone at 386-846-0687.

Sincerely,

William R. Whitson

William R. Whitson, ICMA-CM
529 Northshore Circle
Lynn Haven, Fl. 32444
E-Mail: wwwhitson@aol.com

Cell Phone: 386-846-0687

EXPERIENCE SUMMARY

International City Management Association (ICMA) Credentialed Manager with twenty (20) years' experience in local government management and administration. Thirty (30) years of combined professional management and administration at both the local and federal government levels with experience in economic development, utility management, emergency management, program development, project management, budget & finance, human resources, public relations, grants, environmental protection and intergovernmental relations.

CAREER HIGHLIGHTS SUMMARY

- Recruitment of three multi-million dollar economic development projects for the City of Port Orange – Environics, Palmer Chiropractic University and PYA Monarch; creating hundreds of new jobs and over $30 million dollars in new tax base. Led efforts to complete a new $13 million food distribution facility at new industrial park in Cairo, Georgia in a one year time frame.

- Coordinated the development of the Riverwalk Memorandum of Understanding (MOU) outlining a major downtown waterfront redevelopment effort valued at $350+ Million dollars in Port Orange, Fl.

- Worked with Council Members to lower ad valorem property tax rate in Cairo, Georgia from 7.90 mills to 7.52 mills. Worked to Reduce tax rate in East Ridge by 1.2 cents per hundred.

- Served as lead staff on the new City Marina redevelopment projects for Downtown Panama City launched in 2012/13. Worked to develop innovative grant incentive programs that have attracted hundreds and thousands of dollars in new investment and supported various redevelopment activities in the City.

- Led efforts to successfully work between FDOT, City officials and citizens to re-design S.R. 5/Nova Road in Port Orange. Also, coordinated $1.2 M effort to redesign Jenks Ave. as a professional corridor in Panama City, Fl.

- Led efforts to develop the Florida Coalition EMAC response to Hurricane Katrina in south Mississippi delivering nearly $1 million dollars of recovery aide in 13+ missions.

- Appointed by ICMA in 2007 to serve on the National Emergency Management Network Board of Directors (NEMN). NEMN pioneered new emergency management software development for State/Local government use.

- Significant emergency management experience – Incident Command staff in Hurricanes Erin, Opal, Charley, Frances & Jean. Also served in incident command leadership for East Ridge, Tn. Flood-2009/2010

- Provided significant leadership in planning and constructing a new 15,000 sq. ft. multi-purpose City Hall building in Milton, Florida hardened for emergencies with State/FEMA grant and also helped secure award of $2.2M in BP funding for various marina improvements in Panama City.

- Created a new prison inmate work program to address City Street & drainage maintenance backlogs in Milton Florida and East Ridge, TN.

- Negotiated contracts in Milton, Fl. for new City customers in excess of $3.1 million dollars in local utilities.

- Planned and organized the establishment of a new field office for the U.S. Environmental Protection Agency (EPA) to protect the environmental quality of the Gulf of Mexico.

PROFESSIONAL EXPERIENCE

Director, Panama City, Florida (pop 38,000) 2011- 2014

Served as Director of the Panama City Community Redevelopment Agency (CRA) with four separate CRA Districts established under FS Ch 163. Total budget of approx. $4 Million and seven full-time staff. In addition, CRA is responsible to contract and manage expanded community Policing Services (6 FT Police Officers) as well as maintenance of various CRA properties and assets. Successfully negotiated contract service agreements; developed marketing and long-range planning efforts, organized community input for design and creation of new public spaces including streets, parks, downtown marina/streetscape and various urban development projects. Awarded and administered redevelopment grants. Grant program attracted numerous new jobs and hundreds of thousands of dollars in new investment. Led design development efforts for the Downtown Marina Project valued at over $13 Million. Responsible for planning and administration of various grant and construction projects such as the MLK Blvd. beautification and Jenks Ave improvement valued at over $1.2 Million. Implemented aggressive new efforts to increase and automate Code Enforcement targeted at properties that lowered property values. Worked as a key part of the City team to successfully secure the expansion of i Sirona/Nant Health in Panama City a medical software company with over 400+ jobs. Negotiated agreements to leverage over $18Million in new parking improvements at Bay Medical Center.

City Manager, City of East Ridge, Tennessee (pop 20,000) 2009- 2010

Served as City Manager for full service City. Budget of approx. $14 Million and 140 employees. Services include police, fire, solid waste, streets, parks, library, building and code enforcement, traffic control, animal control and municipal court. Worked to secure $2 Million in new federal grant funding during employment. Responded to reduce tax burden, re-organized the City staff saving significant resources and improve service delivery. Secured significant savings in employee health care costs. Successfully lead efforts to respond to major flood events in September, 2010. Worked closely with developers and elected officials to lay economic development foundation and plans that helped secure future Bass Pro- shop site selection for the City.

Budget Director/Special Assistant, City of Panama City, Florida (Pop 38,000) 2008-2009

Served as Director of Budget working directly for the City Manager. Budget of approx. $60 Million and 550 employees. Services included police, fire, solid waste, water & sewer, marina, streets, parks, building and code enforcement. Successfully oversaw budget process and additional special projects for the City Manager to include bio-diesel initiative, and various issues associated with organizational efficiency and community redevelopment.

City Manager, City of Cairo, Georgia (pop. 9,500) 2006- 2008

Served as City Manager under newly revised Council/Manager form charter; a full service City with a budget of approx. $34.3 million and 170 employees. Services included cable TV/internet, electric, water, sewer, gas, landfill, garbage collection, roads/streets, parks, municipal court, small municipal airport, cemeteries, joint development industrial park, police, fire and building dept./code enforcement. Responsible for daily management of all Depts. and operations including NIMS training and preparation for City staff. Worked closely with the South Georgia Governmental Services Authority (SGGSA), Municipal Electric Association of Georgia (MEAG) and the Georgia Municipal Association (GMA) on various projects, intergovernmental issues and legislative matters.

Assistant City Manager, City of Port Orange, Fl. (pop. 55,000) 1998- 2006

Served as the Assistant City Manager providing major leadership and policy input to support the operation and management of the City of Port Orange. The City is a full service City with over 450 employees and a budget of over $85+ million dollars with a reputation for creativity, innovation and leadership in local government throughout Florida. Major responsibilities included management of the technology department, economic development programs, inter-governmental relations on a wide variety of topics, emergency management, grant programs including CDBG & SHIP funding as well as a Neighborhood Investment (NIP) Grant Program, franchise agreements, citizen service delivery and citizens complaint tracking system and a wide variety of special programs and projects under the supervision of the City Manager. Established innovative outreach programs such as team development of the City of Port Orange web site, a 3CMA SAVY Award winner- 2003. Served as part of (NIMS) Incident Command structure for several natural disasters including wildfires of 1998, Hurricanes Charley, Francis and Jean. Responsible for organizing and leading a coalition of Florida local governments responding to long-term recovery efforts in south Mississippi after Hurricane Katrina. Responsible for the City's Legislative Programs. Served as the lead staff for City CRA's, environmental issues & programs. Served as Property Manager & Project Officer for well over $10 million dollars in capital improvement projects and other special initiatives. Led efforts to create POG-TV, the first local government channel in Voulsia County. Served as acting City Manager in absence of the City Manager when designated.

Management Assistant, Office of the City Manager, City of Pensacola Fl. (pop. 60,000) 1997

Served as a member of City Manager's senior staff. Worked on a variety of complex policy issues including development of special assessment districts, Local option sales tax, City facility lease agreements, downtown re-development RFP's, various technology issues and cell tower siting policies.

City Manager, City of Milton, Fl. (pop. 8,500) 1993-1997

City services included police, fire, water services for approx. 15,000 customers, operation of an award winning 2.5 million gallon wastewater treatment plant, natural gas franchise serving over 10-15,000 customers, solid waste collection, public works operations and a downtown re-development advisory board. Exercised management oversight for all City operations including supervision of 110 employees and a budget of $10 million dollars. During my tenure, the City successfully completed over $4 million dollars in capital improvements. Provided management direction for $1.8 million in grants/aide awarded to the City. Developed several new funding mechanisms for including sewer impact fees. Improved technology systems as well as customer service levels. Successfully worked with City Council to increase budget revenue growth by 35% with no increase in property taxes. Developed new utility service systems for various customers. Organized staff to effectively respond to Tropical Storm Alberto, and Hurricanes Erin & Opal in 1995.

United States Environmental Protection Agency 1983 - 1993

Assistant Director for Operations, Gulf of Mexico Program, Stennis Space Center, Mississippi (five years)

Exercised delegated management authority for twenty-five Federal, State and contractor support personnel. Served as Acting Director in absence of the Program Director. Responsibilities included Program Budget Officer, office management and administration, program planning and strategic assessment.

Communication Strategist, U.S. EPA -Washington, D.C. (Three years)

Presidential Management Intern, U.S. Dept. of the Army & U.S. EPA HQ's (two years) Contract operations, Personnel, Regional Operations & Comptroller's Office assignments.

Assistant to the Director of Community & Economic Development, City of Milton, Florida 1982-83

EDUCATION & TRAINING

Masters Degree, Public Administration (MPA), University of West Florida
Bachelor of Arts, Political Science (BA); University of West Florida

ICMA Credentialed Manager 2002- present. Recognized for excellence in the credentialing process by ICMA Credentialing Board in 2013. Top 1% of all management reports submitted in the U.S.

FEMA ISO courses completed 100, 200, 300, 400, 700 & 800

COMMUNITY INVOLVEMENT, AWARDS & PROFESSIONAL ASSOCIATIONS

- Member, International City/County Management Association (ICMA), Georgia City/County Manager's Association, Florida City/County Management Association (FCCMA) & Tennessee Manager's Association 1993 – present
- Awarded Florida League of Cities- State of Florida Municipal Employee of the Year Award in 2006
- President, Florida City/County Management Association (FCCMA) in 2005-2006. During Presidency initiated efforts to create a new Center of Excellence in Florida Local Government at Florida State University and conducted Tour De Florida bicycle charity ride across the State of Florida and establishment of Standing Long-Term Disaster Recovery Strike Teams
- FCCMA Board of Directors, 2001 – 2006 (Past President of FCCMA)
- Member of Various Florida League of Cities Policy Committees 1995 – 2006. Selected by the Georgia Municipal Association (GMA) to serve on the City Manager's Advisory Committee 2007-08.
- Member, Port Orange Rotary 1999 – 2002.
- Member Cairo, Georgia Rotary- 2008
- Officer & President of Operation Cinderella- Panama City Garden Club 2012- 2014
- Florida Governor's Task Force on Water Supply & Funding 1996 – 1997
- President & Member, Milton Kiwanis 1996 – 1997; East Ridge, Tn. Kiwanis Member 2009- 2010
- Awarded U.S. EPA Bronze medal for commendable service- 1988

Flood Insurance:

What Every Municipal Official Needs to Know About the National Flood Insurance Program and the Community Rating System

GENERAL DESCRIPTION

Will rising flood insurance rates in 2015 swamp the property values in your area or inhibit economic development potential? Learn how changes to the National Flood Insurance Program (NFIP) and new rate increases scheduled for April 2015 could impact your citizens and business community. The NFIP has a Community Rating System (CRS) similar to Insurance Service Office (ISO) ratings for fire insurance. Local governments in Florida can use the CRS to improve ratings by implementing some basic tools. **These initiatives can be put in place no matter where you are in the state.** Be proactive and learn what steps local elected officials can take to be prepared and to encourage business investment in your community.

Speaker: *William R. Whitson,* Managing Director, Local Government Visions, LLC; and *Danny Hinson* CFM, FPEM, Florida Community Rating System Initiative, Mitigation/NFIP, Florida Division of Emergency Management

Participants will have an opportunity to network among themselves for best practices and innovations.

DATES AND LOCATIONS

February 3 (Registration deadline - 1/23/15)
Location: City of Belleair Bluffs, City Hall, 2747 Sunset Blvd., Belleair Bluffs, FL 33770

February 11 (Registration deadline - 2/3/15)
Location: Atrium Executive Center, 8695 College Parkway, Suite 1181, Fort Myers, FL 33919

February 12 (Registration deadline - 2/3/15)
Location: Winter Park Community Center, 721 New England Avenue, Winter Park, FL 32789

February 17 (Registration deadline - 2/9/15)
Location: Steven Foster State Park, City of White Springs, 11016 Lillian Saunders Drive, White Springs, FL 32096

February 18 (Registration deadline - 2/9/15)
Location: Chautaqua Hall, 95 Circle Drive, DeFuniak Springs, FL 32435

February 26 (Registration deadline - 2/9/15)
Location: City of Wilton Manors, Hagen Park Community Center, 2020 Wilton Drive, Wilton Manors, FL 33305

PROGRAM AGENDA

8:30 a.m.	Sign in and continental breakfast
9:00 a.m.	Welcome and Introductions
9:30 a. m.	Overview of the National Flood Insurance Program in Florida
10:30 a.m.	Break
10:45 a.m.	Community Rating System Best Management Practices
12:00 p.m.	Lunch
12:45 p.m.	How You Can Achieve Insurance Discounts Using the Community Rating System
3:00 p.m.	Wrap Up & Adjourn

Who:	Municipal and County Elected Officials and Staff, Managers, Clerks
What:	One-day FLC University Summit: **Flood Insurance - What Every Municipal Official in Florida Needs to Know About the National Flood Insurance Program and the Community Rating System**
When:	Choose from six different dates
Where:	Choose from six different locations
Cost:	Free to FLC member city officials and staff. However, please register in advance to guarantee a seat and a lunch. We cannot guarantee reservations after the cutoff date.

FLORIDA LEAGUE OF CITIES, INC.

FLORIDA INSTITUTE OF GOVERNMENT

TO REGISTER

What Every Municipal Official In Florida Needs to Know About the National Flood Insurance Program and Community Rating System

Each workshop is limited to the first 100 registrants. Participation is limited on a space-available basis, and to city-affiliated interests.

Select your summit location/date:

☐ **February 3 – Belleair Bluffs**
Register online at *https://members.flcities.com/FLC/Events/Event_Display.aspx?EventKey=FLCU020315*

☐ **February 11 – Ft. Myers**
Register online at *https://members.flcities.com/FLC/Events/Event_Display.aspx?EventKey=FLCU021115*

☐ **February 12 – Winter Park**
Register online at *https://members.flcities.com/FLC/Events/Event_Display.aspx?EventKey=FLCU-21215*

☐ **February 17 – White Springs**
Register online at *https://members.flcities.com/FLC/Events/Event_Display.aspx?EventKey=FLCU021715*

☐ **February 18 – DeFuniak Springs**
Register online at *https://members.flcities.com/FLC/Events/Event_Display.aspx?EventKey=FLCU021815*

☐ **February 26 – Wilton Manors**
Register online at *https://members.flcities.com/FLC/Events/Event_Display.aspx?EventKey=FLCU022615*

Registration is also available online in the Events Calendar at *www.floridaleagueofcities.com,* or complete and email the following form to Jan Piland at *jpiland@flcities.com* or fax to (850) 222-3806.

REGISTRATION FORM

Name:_____
First M.I. Last

First Name or Nickname: _____
(As you wish it to appear on your badge)

Title:_____

City Affiliation: _____

Mailing Address: _____

City: _____ State:_____ Zip:_____

Phone: _____

Email (required):_____

***Please note there is no charge for members of the Florida League of Cities to attend. Any cancellations must be received no less than seven days before the scheduled workshop. You may substitute another individual in your place by notifying us prior to the date of the workshop.**

Attendees will receive a post-event letter as confirmation of attendance to be used for any continuing education purposes. The letter will be mailed within three weeks of the event.

Non Semi-Finalists

Warren P. Brown

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: EMPLOYMENT WEBSITE ?

4. Applicant's Last Name: BROWN

5. Full First Name: WARREN Middle Name: PAUL

6. Applicant's Home Address: 153 LYNBER LN
(*Do not use a post office box.*)

City: CLYDE State: OH Zip Code: 43410

Home Telephone No. (*with area code*): 419.547.3007 Cell Phone No. (*with area code*): 419.463.7802

Email Address: wbrown71439@woh.rr.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

RECEIVED
JAN 21 2015
BY: .....

Town Employment Application Form
Revised 12/17/2014
Previous editions obsolete

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☑ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☑ No ☐

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: OHIO

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: PLEASANTVILLE HS	Date Graduated: JUNE 1974
Address: 701 MILL RD.	
City/State/Zip Code: PLEASANTVILLE, NJ 08232	
College/University	
Full Name: ASBURY COLLEGE	Date Graduated: JUNE 1978
Address: 1 MACKLEM DR.	Major: EDUCATIONAL / PHYS. ED / RECREATION / SPANISH
City/State/Zip Code: WILMORE, KY 40390	Degree: B.A.
College/University	
Full Name:	Date Graduated:
Address:	Major:
City/State/Zip Code:	Degree:
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	COLLEGE ATTACHED - NO LONGER HAVE H.S.

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

LAW ENFORCEMENT / CORRECTIONS, NIMS / FEMA, MOST MS OFFICE SUITE OF PRODUCTS, USE OF ALL HAND TOOLS

21. Please list any trade or professional organizations to which you currently belong:

NATL ASSOC. COUNTY ADMINISTRATORS, OHIO COUNTY ADMIN. ASSOC., OHIO MUNICIPAL CLERKS ASSOC., SANDUSKY COUNTY TOWNSHIP ASSOC.

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: SANDUSKY CO. COMMISSIONERS	Starting Date: JAN 2016
Address: 622 CROGHAN ST.	Ending Date: PRESENT
City/State: FREMONT OH Zip Code: 43420	Final Salary: $88K plus
Telephone Number (with area code): 419 334. 6100	
Your Immediate Supervisor: DAN POLTER	
Your Position Title: COUNTY ADMINISTRATOR	
Duties and Responsibilities: OPERATE AS CEO OVERSEEING NUMEROUS OPERATIONS OF THE COUNTY, 18 DIRECT REPORTS, 30-50 INDIRECT REPORTS, 600 FTE'S ACROSS THE COUNTY, BUDGET RESPONSIBILITIES, PIO, FOIA	
Reason for Leaving: N/A	

Name of Employer: SANDUSKY CO CLERK OF COURTS	Starting Date: JAN 2001
Address: 100 N PARK AVE	Ending Date: DEC 2015
City/State: FREMONT, OH Zip Code: 43420	Final Salary: $72K
Telephone Number (with area code): 419. 334. 6161	
Your Immediate Supervisor: SELF / TAXPAYERS	
Your Position Title: CLERK OF COURTS (ELECTED)	
Duties and Responsibilities: DIRECTED OPERATIONS OF FOUR FELONY & MISDEMEANOR COURTS, 20-30 STAFF, RECORD RETENTION FOR ALL COURTS, MOTOR VEHICLE TITLING AGENCY	
Reason for Leaving: APPOINTED AS COUNTY ADMINISTRATOR	

22. EMPLOYMENT HISTORY (CONTINUED)

Name of Employer: FREMONT MUNICIPAL COURT	Starting Date: SPRING '95 or '96
Address: 323 S. FRONT ST.	Ending Date: DEC 2000
City/State: FREMONT, OH Zip Code: 43420	Final Salary: $35-38K
Telephone Number (with area code): 419. 332. 1529	
Your Immediate Supervisor: MICHAEL BURKETT (RETIRED)	
Your Position Title: CHIEF BAILIFF / PROBATION OFFICER	
Duties and Responsibilities: COURT SECURITY, SUPERVISION OF CRIMINAL OFFENDERS, PRESENTENCE INVESTIGATIONS, GRANT WRITING, COURT PAPER SERVICE	
Reason for Leaving: ELECTED TO OFFICE	

Name of Employer: SANDUSKY CO. COURT OF COMMON PLEAS	Starting Date: SPRING '88
Address: 100 N. PARK AVE	Ending Date: SPRING '95 or '96
City/State: FREMONT, OH Zip Code: 43420	Final Salary: $30-35K
Telephone Number (with area code): 419. 334. 6169	
Your Immediate Supervisor: HARRY SARGEANT (RETIRED)	
Your Position Title: CHIEF PROBATION OFFICER	
Duties and Responsibilities: SUPERVISION OF ADULT OFFENDERS, SUPERVISION OF CRIMINAL OFFENDERS, PRESENTENCE INVESTIGATIONS, DOMESTIC RELATIONS INVESTIGATIONS, COURT SECURITY, GRANT WRITING	
Reason for Leaving: LATERAL MOVE FOR BETTER PAY	

23. Please explain any gaps in your employment history: [redacted]

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☐

If "yes", identify the employer and your job position, and explain why and include the date of the job action: [redacted]

22. EMPLOYMENT HISTORY (continued)

Name of Employer: SANDUSKY CO. SHERIFF OFFICE	Starting Date: SPRING '85
Address: 2323 COUNTRYSIDE DR.	Ending Date: SPRING '88
City/State: FREMONT, OH Zip Code: 43420	Final Salary: $25K - 30K
Telephone Number (with area code): 419.334.6231	
Your Immediate Supervisor: DAVE GANGNER (DECEASED)	
Your Position Title: CHIEF CORRECTIONS OFFICER	
Duties and Responsibilities: AS SERGEANT OF THE SAN QUENTIN ADD'TL CORRECTIONS STAFF, CARE CUSTODY & CONTROL OF UP TO 77 INCARCERATED PERSONS	
Reason for Leaving: APPOINTED AS CHIEF PROBATION OFFICER	

Name of Employer:	Starting Date:
Address:	Ending Date:
City/State: Zip Code:	Final Salary:
Telephone Number (with area code):	
Your Immediate Supervisor:	
Your Position Title:	
Duties and Responsibilities:	
Reason for Leaving:	

23. Please explain any gaps in your employment history:
FULL 30 YRS OF EMPLOYMENT LISTED - ADD'TL EMPLOYMENT AS SCHOOL TEACHER, YMCA PHYSICAL DIRECTOR, GENERAL LABORER

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Warren Paul Brown
(please print)

Warren Brown
Signature of Applicant

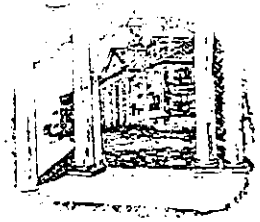
20-JAN-2015
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

Asbury College



WILMORE KENTUCKY

To all to whom these presents may come

Greetings

The Faculty of Asbury College certifies that

Warren Paul Brown

has completed the studies and satisfied the requirements for the degree of

Bachelor of Arts

In Testimony Whereof *and in accordance with the authority vested in us by the Board of Trustees in meeting assembled we have hereunto subscribed our names and affixed the seal of the College this fifth day of June.*

A. D. 1978

Roger W. Kusche
Vice President and Dean

Terry L. Meckstroth
Registrar

Dennis F. Kinlaw
President

19 December 2014

Selection Committee – Town Manager
Lake Park, FL

Selection Committee Members,

I write to you today requesting consideration as you ponder the appointment of your Town Manager. I apologize for the length of this cover letter but trying to encapsulate my experience in just a few paragraphs will not give you sufficient information from which to make a decision. I surmise you will attempt to fill the aforementioned position from within the current staff. If so, I applaud you as this is what I attempt to do in my current position. If not, any consideration directed toward me is appreciated in advance.

I have, in almost thirty years of serving the public, developed a very well-rounded knowledge base of every facet of county government. Having been an elected official prior to being appointed to my current position and having started as an entry level communications officer in our county law enforcement community, I understand the concerns of line staff as well as those of middle and upper management. I have "risen through the ranks". In my experience I have learned that all governmental entities have unique issues with which to contend but an administrator/manager whose vision is clear, who leads by example, and who is willing to listen and learn can make all the difference. I am a consensus builder and a skilled generalist, which are traits that I believe transcend the boundaries of cities, townships and counties and their operational differences.

Although I may not be able to place behind my name the letters indicating an advanced degree and certain credentialing (MA, ICMA, AICP) I do not view that as a hindrance. Life and employment know-how, the ability to get the job done, attain goals and muster the best out of people, are more times than not a better indication of one's abilities. In the event the aforementioned credentialing would be found to be a necessity, I expect that over time I could obtain same.

I can and will bring to you grant writing and implementation experience, having been successful in the garnering of criminal justice and substance abuse treatment grants. Several of these grants are still continuing from my initial involvement decades ago. Most recently I was the lead player in the writing of a grant proposal with the Ohio Department of Transportation for the Sandusky County Transportation Improvement District.

I am responsible for reviewing 30 departmental budgets annually and recommending spending limits based on the revenue certifications offered by the office of the County Auditor. As part of the 2014 budget process I was a key player in the arduous selection process of the county's new health insurance carrier. During the year I am consistently looking at the budgets and am the first in the line of consideration when changes are requested in same. By the time a review of this paperwork is had, my 2015 budget process will be behind me. Suffice it to state that it has involved numerous budget preparations, first-second and in some cases third reviews and my opining heavily in making vital decisions to make necessary cuts to many general funds budgets. Revenue certification was almost $800K short of the 2015 budget requests.

During my tenure as County Administrator I have sought out, found, and effectively implemented, innovative avenues which have resulted in reduced costs to Sandusky County in its utilities (phone, data/I.T. and electric consumption). I am currently serving as the lead committee member in the procurement of a new countywide phone system. This project will cost approximately $200-300K and our committee has been performing its due diligence for almost six months ferreting out the best fit for the county.

As County Administrator I have been an integral part in the negotiation of several union contracts for three separate unions. These have been successful processes generally settling in amicable terms with give/take offered on each side but in recent times conciliation has been part of the process.

I was a lead individual working in conjunction with our County Auditor, bond counsel and our financial advisor in the restructuring of the county's debt which included negotiation for the acquisition of certain facilities at our county airport.

I am currently working with an engineering firm and construction firm in the oversight of an addition being built at our Juvenile Justice Center. In a current status I am also an integral part of the team that is negotiating a sewer service/rate contract for county residents that are served by a local municipality.

Except for the hired I.T. staff, I am the most knowledgeable person in the county when questions are raised about the I.T. infrastructure of the county offices, which was built during my tenure as the elected Clerk of Courts and largely funded by that elected office.

The review of lease agreements, countywide purchasing issues, outside vendor contracts and/or similar matters falls under my purview. I also am the lead in the preparation of Requests for Proposals and Statements of Qualification when projects are anticipated and/or outside vendor contracts come to an end and require re-bidding.

In my current capacity I am required to provide for the Commissioners good judgments and wise counsel. Additionally, I frequently represent them in a myriad of community/governmental relationships. The development and implementation of policies/procedures is an effort in which I am directly involved when those matters need addressed. I have, over the years, developed first name relationships with state and federal legislators and have spent time in Washington, D.C. advocating for the county and our communities.

I have some experience in economic development and have been involved, albeit not as a lead player but as a funding impetus, in an effort to bring businesses that were originally in a tri-state area and moved to Mexico back to our immediate area in Project Olé. Most recently I am involved in a joint county/township effort to secure property for development near the Ohio Turnpike where infrastructure grants will be sought to establish a warehouse/distribution center.

In my current setting I have performed two jobs over the course of my time as the County Administrator. When I accepted the position the loss of two key individuals allowed the Board of Commissioners to replace two staff persons with one. My current duties include handling the Clerk to the Board of Commissioners responsibilities. The savings to the county have been substantial under this current staffing configuration.

I have alluded to some of my work abilities/accomplishments in the previous paragraphs and by way of expansion, not embellishment, I share the following comments.

I have approached every position I have ever held as though it was the most important job in the system. The many years spent in the public sector have taught me that nothing is more important than the "public trust" and protecting the hard-earned dollars of our taxpayers. I am a leader who will get down in the trenches and use the shovel if there is no one left to perform that task. I am one who leads by example believing that the example of hard work and tenacity must be offered from a "top down" approach. Those who have observed my work ethic will attest to the fact that I regularly come in early and stay late. They will, when asked, refer to me as honest, innovative, an independent thinker, committed to the job, and one who appreciates the hard work that others exhibit. I have and always will maintain and "open door" policy. I recognize that such a cliché often rolls off the lips of those in public service with little thought behind the words but that is not the case when I make that comment. My staff will state that I take time for all the residents in Sandusky County, even those encountered from my former criminal justice career, which from time to time leaves my staff slightly unsettled when those involved in that system come to pay me a visit. I cannot stress enough that my leadership is the byproduct of my willingness to do whatever it takes to get the job done. All in all and with no intent to appear a braggart, working with or for me is a situation to desire if one is not afraid to give any situation at hand their best effort. I am one who expects integrity, honesty and hard work from those supervised but can only do so when I exhibit the same qualities.

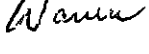
I would be remiss if I did not advise you that I am party to a matter of litigation that involves the Whirlpool Corporation. My daughter, ^Alexa Brown^ was the former face of the well-known Clyde Cancer Cluster. My wife is the lead plaintiff in that litigation.

My fairly Type A personality and my almost seven-day-workweek attitude will not allow me to watch from the sidelines. This offers you my almost undivided attention to the affairs of your constituents. I am not looking for a "**soft landing**" and expect no "**honeymoon period**". If selected my tenure with Lake Park will be long and productive.

Although it may not have any bearing on your selection but to attest to my holistic approach to life, I would offer that I am a skilled musician having performed in an amateur and professional manner in vocal music for most of my lifetime. I have played in the past the trumpet, tuba and continue today to use my bass guitar in a church setting. I am, albeit in a limited manner, familiar with the stage having been involved in several musical productions as a lead actor, pit orchestra member, chorus member and technical advisor.

In closing, thank you for looking at me as a possible candidate for the Town Manager position and I trust that the not too distant future holds a time that I will meet you face to face.

Sincerely,



Warren Brown

153 Lynber Ln.
Clyde, OH. 43410
(419) 547-3007 – landline
(419) 463-7802 – cell
wbrown71439@woh.rr.com

Received
DEC 26 2014
Town of Lake Park
Dept. of Administrative Services

OBJECTIVE:

To bring to the Town Manager position management/leadership skills learned, a voice of logic and encouragement developed over many years, and a welcoming attitude, all tempered with a firm belief that government is established to ***serve and communicate*** with its constituents.

EXPERIENCES:

2010-present: **Sandusky County Administrator – Fremont, OH.**

- Responsible for the overall day to day operations of the county
- Provide counsel to the county commissioners in a myriad of major decisions including hiring/firing of staff
- Prepare, offer modifications, monitor and evaluate all aspects of all county departmental budgets ($18M plus in general fund) (tens of millions more in non-general funds) – total county budget including discretionary funds, investments, etc. - $83M plus (FY '15)
- Direct oversight over all aspects of following offices: Human Resources/Risk Management Office, Information Technology, Dog Warden, Facility Management, Treatment Alternatives to Street Crime (TASC), Electronic Monitoring (criminal justice related), Community Work Program (jail related), Courthouse Security Teams
- Daily working relationship with facilitating oversight over the offices of the Emergency Management Agency (EMA), Emergency Medical Services (EMS), and Sanitary Engineer
- Indirect oversight over the entire county workforce (600+ staff)
- Develop, maintain and enhance rapport with all elected/appointed officials at county, state and federal levels
- Public Information Officer (PIO), media relations manager
- Daily working relationship with County Prosecutor, Civil Assistant Prosecutor and County Auditor

2001-2010: **Sandusky County Clerk of Courts (elected position) – Fremont, OH.**

- Responsible for all personnel matters for 18-23 employees in five separate offices
- Responsible for record retention in those offices and for the Common Pleas Court
- Developed, implemented and adjusted budget of $1-2M
- Pursued, developed, implemented grants
- Developed relationships with state and local agencies and elected officials
- Responsible for all departmental interaction in public relations and the media

ADDITIONAL EXPERIENCE:

1979-1981 - Teaching positions in NJ
1981-1983 - Physical Director Sandusky County YMCA
1983-1985 - Laborer local seed farm
1985-1988 - Deputy Sheriff
1988-2001 - Supervisory criminal justice positions in the courts in Sandusky County and the City of Fremont.

EDUCATION:

1974-1979: B.A. in Education, Asbury College, Wilmore, KY.
Numerous professional development courses over the years

SALARY HISTORY:

2010-present: $85-88K
2001-2010: $70-72K

PROFESSIONAL REFERENCES:

Dan Polter – Sandusky County Commissioner
622 Croghan St. - Fremont, O. 43420 - (419) 355-8447 home, (419) 552-0087 cell

Terry Thatcher – Sandusky County Commissioner
622 Croghan St. - Fremont, O. 43420 - (419) 332-3095 home, (419) 680-6802 cell

Duane Kimmet - Director, Sandusky County Facility Management
1073 N. Fifth St. - Fremont, O. 43420 - (419) 334-6249 work, (419) 366-3614 cell

Alan Mortensen, Esq. – Dewsnup, King & Olsen
36 S. State St., Suite 2400
Salt Lake City, UT 84111 - (800) 404-8520 work, (801) 556-6867 cell

Gary Kirsch – Director, Sandusky County I.T.
100 N. Park Ave. - Fremont, O. 43420 - (419) 334-6247 work, (419) 307-1976 cell

Brad Smith – Juvenile/Probate Judge
100 N. Park Ave. – Fremont, O. 43420 – (419) 334-6204 work, (419) 608-6803 cell

Louie Chapman, Jr.

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: Professional Referral ?

4. Applicant's Last Name: Chapman, Jr

5. Full First Name: Louie Middle Name: None

6. Applicant's Home Address: 4757 N Classical Boulevard
(*Do not use a post office box.*)
City: Delray Beach State: FL Zip Code: 33445
Home Telephone No. (*with area code*): 561-270-7268 Cell Phone No. (*with area code*): 860-983-5106
Email Address: l_chapman@yahoo.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

RECEIVED
JAN 22 2015
BY: NR

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☑ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: Florida

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

_____

High School or GED	
Full Name: B.T. Washington High School	Date Graduated: June, 1970
Address:	
City/State/Zip Code: Norfolk, VA 23504	
College/University	
Full Name: Norfolk State University	Date Graduated: May, 1974
Address: Corprew Avenue	Major: Social Science
City/State/Zip Code: Norfolk, VA 23504	Degree: Bachelor of Social Science
College/University	
Full Name: University of Virginia	Date Graduated: May, 1977
Address:	Major: Planning
City/State/Zip Code: Charlottesville, VA 22903	Degree: Master of Planning
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Computer proficient

21. Please list any trade or professional organizations to which you currently belong:

Full member, ICMA

10. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Delray Beach	Starting Date: April, 2013
Address: 100 NW 1st Avenue	Ending Date: July, 2014
City/State: Delray Beach, FL Zip Code: 33444	Final Salary: $165,000
Telephone Number (with area code):	
Your Immediate Supervisor: Cary Glickstein, Mayor	
Your Position Title: City Manager	

Duties and Responsibilities:

SERVED AS CHIEF ADMINISTRATIVE OFFICER FOR THE CITY OF DELRAY BEACH. THE CITY MANAGER IS RESPONSIBLE FOR PROVIDING DIRECTION TO THE ADMINISTRATIVE DEPARTMENTS INCLUDING POLICE, FIRE, PLANNING AND COMMUNITY DEVELOPMENT, ENVIRONMENTAL SERVICES (WATER/PUBLIC WORKS), PARKS AND RECREATION, ECONOMIC DEVELOPMENT, CITY CLERK, FINANCE, AND HUMAN RESOURCES. RESPONSIBLE FOR THE IMPLEMENTATION OF CITY COMMISSION POLICY, BUDGET DEVELOPMENT & MANAGEMENT, DELIVERY OF ESSENTIAL SERVICES TO RESIDENTS.

Reason for Leaving:

LOST THE CONFIDENCE OF A MAJORITY OF THE CITY COMMISSION

Name of Employer: Town of Bloomfield, CT	Starting Date: June, 1993
Address: 800 Bloomfield Avenue	Ending Date: April, 2013
City/State: Bloomfield, CT Zip Code: 06002	Final Salary: $157,000
Telephone Number (with area code): 860-769-3502	
Your Immediate Supervisor: Sydney T. Schulman, Mayor	
Your Position Title: Town Manager	

Duties and Responsibilities:

WORKED FOR NEARLY 20 YRS FOR A NINE-MEMBER, PARTISAN ELECTED GOVERNING BODY. DUTIES AND RESPONSIBILITIES SIMILAR TO THOSE DESCRIBED AS CITY MANAGER OF DELRAY BEACH.

Reason for Leaving:

ACCEPTED ANOTHER POSITION

22. EMPLOYMENT HISTORY (CONTINUED)

Name of Employer: City of Charlottesville, VA	Starting Date: July, 1986
Address: City Hall	Ending Date: May, 1993
City/State: Charlottesville, VA Zip Code: 22903	Final Salary: $60,000
Telephone Number (with area code):	
Your Immediate Supervisor: Cole Hendrix, City Manager	
Your Position Title: Assistant City Manager	

Duties and Responsibilities:

SERVED AS OPERATIONS MANAGER UNDER THE GENERAL DIRECTION OF THE CITY MANAGER. RESPONSIBLE FOR DAY-TO-DAY OPERATIONS OF POLICE, FIRE, PLANNING + COMMUNITY DEVELOPMENT, HUMAN RESOURCES, PARKS AND RECREATION, SOCIAL SERVICES, REGISTRAR, AND JOB TRAINING.

Reason for Leaving:

ACCEPTED ANOTHER POSITION

Name of Employer: City of Petersburg, VA	Starting Date: Apri, 1981
Address: City Hall	Ending Date: July, 1986
City/State: Petersburg, VA Zip Code:	Final Salary:
Telephone Number (with area code):	
Your Immediate Supervisor: Leonard Muse, Director of Planning	
Your Position Title: Commercial Revitalization Coordinator/CD Admin	

Duties and Responsibilities:

RESPONSIBLE FOR COORDINATING THE REVITALIZATION EFFORTS OF AN OLDER COMMERCIAL AREA. ALSO RESPONSIBLE FOR THE DEVELOPMENT OF THE CITY'S ANNUAL CDBG PROGRAM.

Reason for Leaving:

ACCEPTED ANOTHER POSITION

23. Please explain any gaps in your employment history:

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

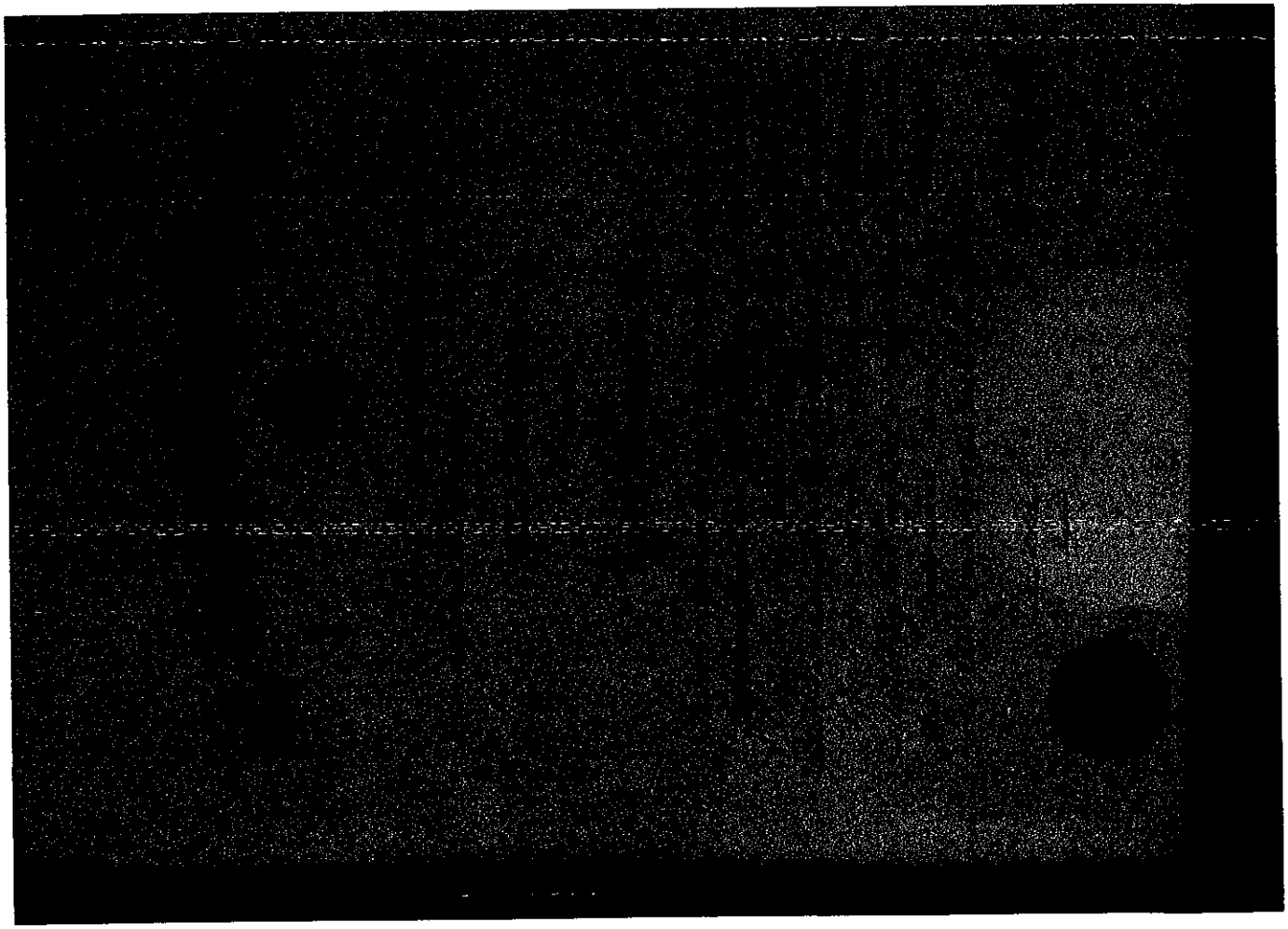
I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Louie Chapman, Jr
(please print)

Louie Chapman, Jr. — 1/21/15
Signature of Applicant — Date

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

The Town of Lake Park is an Equal Opportunity Employer.



4757 N Classical Boulevard
Delray Beach, Florida 33445-1210
January 5, 2015

Bambi McKibbon-Turner, M.S., HRM
Director,
Department of Human Resources
Town of Lake Park, FL
535 Park Avenue
Lake Park, FL 33403

RE: Town Manager

Dear Mrs. McKibbon-Turner,

I wish to express my interest in the position of Town Manager of Lake Park, FL.

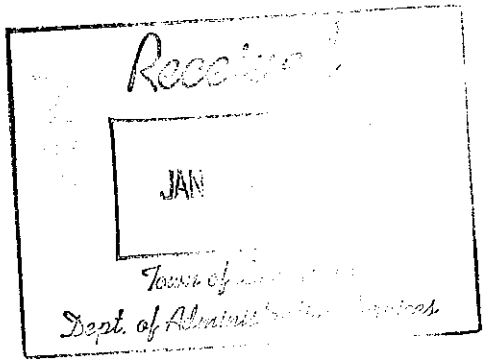
I have a team building style of management. I believe in developing the talents of the people around me, the members of my team. A Team work approach, while maintaining accountability and transparency are high priorities to me. My goal is to provide the citizens with high quality services for the tax dollars they invest into the local government.

Finally, I believe that the Council and Manager have to develop and maintain a close level of trust, a bond, between the elected and appointed official. From this base of trust, the two partners can launch program initiatives, and approaches that lead to the ultimate goals of a better, stronger community.

I am certain that my experiences, philosophy, skills, and approaches would be an asset to the community of Lake Park. My resume is attached.

Very Truly Yours,

Louie Chapman, Jr.



LOUIE CHAPMAN, JR.

4757 N Classical Boulevard, Delray Beach, Florida 33445-1210,
l_chapman@yahoo.com
561.270.7268 (H), 860.983.5106 (C)

PROFESSIONAL EXPERIENCE

City Manager
City of Delray Beach, FL
April 2013 to July 2014

The City Manager serves as the Chief Executive Officer to the vibrant beach community of Delray Beach, FL. Delray Beach is a full service community that offers its citizens a variety of services. The City Manager supervises the departments of Police, Fire, Parks and Recreation, Planning and Zoning, Community Improvement, Environmental Services, and Economic Development. The City Manager also supervises the City Clerk, Chief Financial Officer, and Human Resources. . As City Manager, I was responsible for the development and management of the annual operating and capital budgets. The City offers its citizens a wide array of civic and cultural activities to enhance the high quality of life offered to our part and full-time residents. The City Manager is responsible for day-to-day operations of a community of 63,000 people under the policy direction of a five-member City Commission.

Town Manager
Town of Bloomfield, CT
June 1993 to April 2013

The Town Manager serves as Chief Executive Officer for Bloomfield, CT, oversees the departments of Police, Planning and Engineering, Public Works, Leisure Services, Social and Youth Services, Human Resources, and Financial Services. Interfaces with a variety of different citizens and citizen groups, local, State and Federal agencies. Directly involved in the development and refinement of economic development strategies.

Assistant City Manager

City of Charlottesville, VA

July 1986 – May 1993

Under the general supervision of the City Manager, responsible for the day-to-day operations of the departments of Police, Fire, Public Works, Social Services, Parks and Recreation, Human Resources, Planning and Community Development, General Registrar, and the Job Training Partnership Program (JTPP). Responsible for implementation of training programs within the organization. Created improved procedures to expand applicant pools to include minority group members and women.

Commercial Revitalization Coordinator/Community Development Administrator
City of Petersburg, VA
April 1981- July 1986

Coordinated the revitalization program for an older commercial area of the City. Set up a revolving loan program to assist property owners in the rehabilitation of structure in the target area. As the program administrator, planned and implemented the City's annual Community Development Block Grant (CDBG) program. Coordinated the planning and implementation activities with Inspections, Public Works, Parks and Recreation and the Petersburg Redevelopment and Housing Authority. Conducted public hearing, workshops and other citizen participation activities essential the implementation of a successful CDBG program. Wrote various progress reports and newsletters.

Director, Virginia Winterization Program
Virginia Association of Community Action Agencies (VACCA)
Richmond, VA
November 1979 – April 1981

Responsible for the planning, implementation and day-to-day oversight of the statewide program to assist low-income persons with energy-related housing rehabilitation. Many of the programs were operated in partnership with community action agencies or non-profit housing corporations.

Community Development Administrator,
City of Petersburg, VA
March 1978 – November 1979

Responsible for planning and implementation of the city's annual Community Development Block Grant (CDBG) program.

Zoning Administrator,
City of Petersburg, VA
August 1977 – March 1978

Served as the chief zoning enforcement and sub-division compliance officer for the City. Responsible for the technical review and approval of residential and commercial development plans.

EDUCATION

Master of Planning, University of Virginia

Bachelor of Arts in Social Science, Norfolk State University

Robert J. Daniels

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: LEAGUE OF CITIES WEBSITE ?

4. Applicant's Last Name: DANIELS

5. Full First Name: ROBERT Middle Name: JAMES

6. Applicant's Home Address: 456 OLIVE CIRCLE
(*Do not use a post office box.*)

City: JUPITER State: FLORIDA Zip Code: 33458

Home Telephone No. (*with area code*): 786 877 2008 Cell Phone No. (*with area code*): 561 339 4026

Email Address: RJDAN14@AOL.COM

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

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BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☑ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FL

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

XII. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: PALM MANOR	Date Graduated: 1974
Address:	
City/State/Zip Code: HOLLYWOOD FL 33021	
College/University	
Full Name: FLORIDA ATLANTIC UNIVERSITY	Date Graduated: 1994
Address: 777 GLADES RD	Major: BUSINESS ADMINISTRATION
City/State/Zip Code: BOCA RATON FL 33431	Degree: BBA
College/University #	
Full Name: FLORIDA ATLANTIC UNIVERSITY	Date Graduated: 1999
Address: 777 GLADES RD	Major: PUBLIC ADMINISTRATION
City/State/Zip Code: BOCA RATON FL 33431	Degree: MPA
Training/Vocational School	
Full Name: FBI NA #207 SESSION	Date Completed: 2001
Address:	Licenses or Certifications: MANAGEMENT
City/State/Zip Code: QUANTICO, VA.	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

MICROSOFT OFFICE SOFTWARE; DISPATCH PROGRAMS; GEOGRAPHICAL INFORMATION SYSTEMS; COMMUNICATION SKILLS; POLICY IMPLEMENTATION SKILLS; ABILITY TO DEVELOP COOPERATIVE RELATIONSHIPS; THOROUGH UNDERSTANDING OF THE MUNICIPAL BUDGET PROCESS; BEST PRACTICES FOR FINANCIAL MANAGEMENT.

21. Please list any trade or professional organizations to which you currently belong:

DADE COUNTY CHIEFS; NATIONAL ACADEMY ALUMNI ASSOCIATION; FLORIDA POLICE CHIEFS ASSOCIATION; ASSOC. OF PUBLIC SAFETY COMM OFFICIALS INTERNATIONAL POLICE CHIEF ASSOCIATION; AMERICAN COLLEGE OF FORENSIC EXAMINERS; ASSOCIATION OF GOVERNMENT ACCOUNTANTS; FLORIDA PUBLIC PENSION TRUSTEE ASSOC.

23. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: North Bay Village	Starting Date: 07/10
Address: 1666 Kennedy Causeway	Ending Date: Current
City/State: North Bay Village FL Zip Code: 33141	Final Salary: 121,000
Telephone Number (with area code): 305 756 7171	
Your Immediate Supervisor: Janice Rosado	
Your Position Title: Chief of Police	
Duties and Responsibilities: Hired as the Chief of Police for a diverse community just east of the City of Miami. The department and the city was in turmoil as union politics and decimated professional Government protocols. Accountability and order of conduct were instituted to change the agency into a police department with a community policing philosophy. Worked as interim City Manager for six months.	
Reason for Leaving: Desire to work in Palm Beach County.	

Name of Employer: Buckeye Police Department	Starting Date: 04/09
Address: 503 E. Monroe Ave	Ending Date: 03/10
City/State: Buckeye, AZ Zip Code: 85326	Final Salary: 115,500
Telephone Number (with area code): 623 349 6000	
Your Immediate Supervisor: Steven Cleveland	
Your Position Title: Chief of Police	
Duties and Responsibilities: Worked as Chief of Police for a 660 square mile jurisdiction and a population of fifty thousand. Developed strategies to combat fiscal crisis while planning for future growth.	
Reason for Leaving: Family Health Reasons	

Name of Employer: Juno Beach Police Dept	Starting Date: 02/06
Address: 530 Ocean Drive	Ending Date: 04/09
City/State: Juno Beach, FL Zip Code: 33058	Final Salary: 96,000
Telephone Number (with area code): 561 656 0330	
Your Immediate Supervisor: H. C. Clark II "Skip"	
Your Position Title: Asst. Chief	
Duties and Responsibilities: Hired to develop a progressive organization that empowers personnel to make a difference in the community. We developed weaknesses into strengths.	
Reason for Leaving: opportunity in Buckeye Arizona	

Name of Employer: Florida Atlantic University	Starting Date: 02/05
Address: 777 Glades Rd	Ending Date: 12/05
City/State: Boca Raton FL Zip Code: 33431	Final Salary: 98,000
Telephone Number (with area code):	
Your Immediate Supervisor:	
Your Position Title:	
Duties and Responsibilities: Stabilized a department in turmoil and raised the bar of accountability while initiating the accreditation process. Instituted church values of ethics, integrity, honesty and professionalism. Chaired member of the planning committee for facilities for over seven campuses.	
Reason for Leaving: opportunity in Juno Beach	

23. Please explain any gaps in your employment history:
N/A

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Boca Raton Police Dept	Starting Date: 06/78
Address: 100 NW 2nd	Ending Date: 02/05
City/State: Boca Raton, FL Zip Code: 33021	Final Salary: 107,000
Telephone Number (with area code): 561 338 1200	
Your Immediate Supervisor: Andy Scott	
Your Position Title: Assistant Chief	
Duties and Responsibilities: Managed a nationally recognized department with recognized success in dealing with the dynamics of change. I was part of the city's planning review committee and was responsible for the city's Homeland Security. I successfully planned for supplying municipal services to a newly annexed area with a large regional mall.	
Reason for Leaving: Retired	

Name of Employer:	Starting Date:
Address:	Ending Date:
City/State: Zip Code:	Final Salary:
Telephone Number (with area code):	
Your Immediate Supervisor:	
Your Position Title:	
Duties and Responsibilities: N/A	
Reason for Leaving:	

23. Please explain any gaps in your employment history:
The only gap in my employment history is when I was processing with another organization.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

[redacted]

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Robert J Daniels
(please print)

Signature of Applicant

1/22/15
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

ROBERT J. DANIELS

456 Oriole Circle • Jupiter, Florida 33458 • (561) 339-4026 • rjdan14@aol.com

January 14, 2015

Human Resources Department
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

To whom it may concern:

I am honored to present this documentation as my submission for the position of Town Manager with the Town of Lake Park. I have over thirty (30) years of municipal government experience in South Florida and over fifteen (15) years in a senior management position. My career started in the Boca Raton Police Department where I ascended through the ranks to the number two position in the agency, Assistant Chief of Police. The Boca Raton Police Department was staffed by 200 police officers and 100 civilians. The Department is nationally and state accredited and I had responsibility over a budget of $35 million dollars. I then spent one year as the interim Chief of Police at Florida Atlantic University Police Department, over three years as the Assistant Chief of Police at the Juno Beach Police Department, and one year as the Chief of Police of the Buckeye (Arizona) Police Department. Family health concerns caused me to return to Florida, sacrificing my career for my family. I am currently the Chief of Police in North Bay Village in Miami-Dade County, Florida. I also served as the Interim City Manager for a period of six months.

I was educated at Florida Atlantic University with a Bachelors degree in Business Administration with a concentration in Finance and Personnel Management and a Masters degree in Public Administration with a concentration in budgeting and administration. I also graduated from the FBI National Academy 207th Session and the Florida Department of Law Enforcement Chief's Executive Seminar. I also attended leadership studies at the University of Virginia. I am a certified police officer in the State of Florida.

I believe that I am uniquely qualified to provide the visionary and innovative leadership, direction, strategic planning, operations and administrative expertise that should be expected from an administrator in this position. I have benefited from serving as the catalyst for professionalism in an internationally recognized community and have the capability of tearing down the silos that negatively affect communications and team building. I have been involved in launching initiatives inside my City, as well as across our community while coordinating the response to high profile events (e.g. Anthrax bio-terrorism investigations) and introducing progressive management practices, have honed my internal leadership and management expertise. I have been involved in Developmental Planning in Juno Beach, Buckeye, and in my current position. I have also worked closely with the Community Redevelopment initiatives in Boca Raton to include a major annexation project in the western area of the City.

I have demonstrated the ability to develop strong working partnerships; I have excellent communication and problem-solving skills, and a solid foundation in the fundamentals of community-oriented law enforcement and public administration. My experience as an assessor and team leader for both the Commission for Florida Law Enforcement Accreditation (CFA) and the Commission on Accreditation for Law Enforcement Agencies would be a definite asset to the Lake Park community as it reviews the best methods for the delivery of law enforcement services.

I realize that a resume alone cannot detail all of my qualifications nor adequately convey my ability to carry out the responsibilities of this position. I would welcome an opportunity to meet with the selection committee to answer any questions they may have about my experience and abilities.

Sincerely,

Robert J. Daniels

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JAN 15 2015

BY: .....

ROBERT J. DANIELS

456 Oriole Circle
Jupiter, FL 33458 rjdan14@aol.com (561) 339-4026

GOVERNMENT EXECUTIVE

Visionary in developing the structure, mission and direction of organizations committed to community service. Organized and executed numerous cultural changes and reengineering strategies, taking each component and the entire agency to new levels of performance. Demonstrated success across functional disciplines and achieved significant results that can be measured in increased community support, protection and quality of life.

Derived success through leadership and motivation of people, empowering teams to perform at optimal levels and created a commitment to a common vision. Adept at traversing diverse agendas to forge collaboration, partnerships and alliances among municipal and state government, professional organizations, businesses and the community at large.

PROFESSIONAL EXPERIENCE

NORTH BAY VILLAGE POLICE DEPARTMENT – North Bay Village, Florida 2010- Present

Hired as the Chief of Police for a community located in the middle of Biscayne Bay, just east of the City of Miami and west of Miami Beach. The Department and City was in turmoil as union politics had decimated professional police protocols. Accountability and orders of conduct were instituted to change the Agency from the political machine it was to an apolitical Department with a Community Policing philosophy. Worked as the Interim City Manager for six months.

- Calmed labor unrest by successfully negotiating a new labor agreement and instituting a labor-management committee.
- Improved internal and external communications.
- Instituted the standards for the delivery of professional law enforcement services with the highest level of integrity.
- While Interim City Manager for six months, developed improved communications with the City Commission, initiated a park development project, and brought a successfully closure to a main line sewer and beautification project.
- Revitalized the City's Code Enforcement functions and Emergency Management Response.

BUCKEYE POLICE DEPARTMENT – Buckeye, Arizona 2009 – 2010

Hired as Chief of Police for this 660 square mile jurisdiction with a year round population of 50,000 and a staff of 95 individuals. Developed strategies to combat fiscal crisis while planning for future growth. Oversight of court security and code enforcement functions with 911 call center.

- Emphasis is on developing a professional department and repairing damage to community relations.
- Implemented exemplary practices of leadership for supervisors and staff.
- Instituted three phase plan for a new police radio communications system.
- Modified processes to flow efficiently and under accreditation standards.
- Organized training in Community Policing Concepts and Problem-Solving.
- Improved internal communication by instituting suggestion boxes and quarterly meetings.
- Implemented "Calls For Service" Diversion Program.
- Initiated process for strategic plan utilizing a cross section of the Department.

- Changed the patrol work schedule to minimize the use of overtime while maximizing opportunities for In Service Training.
- Revised Code of Ordinances to streamline operations and instituted fee based services.
- Instituted fair and equitable promotional process.
- Streamlined the budgetary process with input from members of the Department. Responsible for all budget

JUNO BEACH POLICE DEPARTMENT – Juno Beach, Florida 2006 – 2009

Hired as the Assistant Chief of Police to work with the Chief of Police to establish a progressive organization that empowers personnel to make a difference in the community while setting the members of the agency up for success, developing weaknesses into strengths. Completed the responsibilities of the Chief of Police in his absence and served four months as the Interim Chief of Police.

- Developed lines of communication internally with agency members and with the Community.
- Instituted an internal recognition program to better recognize the heart of the organization.
- Streamlined the recruitment process for officers and dispatchers while employing innovative retention strategies resulting in a fully staffed organization in year two of implementation.
- Utilized part time temporary positions to cover staffing.
- Identified opportunities for volunteers to assist the Department while demonstrating the value of volunteers to the members of the organization.
- Implemented the Incident Command Structure in response to major events within the jurisdiction.
- Developed a mentoring process for sergeants and training officers.
- Represented the Agency in collective bargaining negotiations while maintaining a rapport with line officers during the process.
- Member of the Town of Juno Beach Developmental Review Committee and Civic Association.
- Developed an Image Capture Enforcement Program and started research on an Alarm Monitoring Project.
- Developed additional funding sources from grant opportunities, trust funds, and other revenue sources.
- Educated members of the department on the budget process and sought feedback.

FLORIDA ATLANTIC UNIVERSITY POLICE SERVICES – Boca Raton, Florida 2005

Hired for the position of Deputy Chief but was elevated to the position of Interim Chief of Police after four months. Stabilizing a department in turmoil and raising the bar of accountability as the Agency strived to achieve accredited status with the Commission on Accreditation for Law Enforcement Agencies, Inc was the first charge. The importance of communications and accessibility to all levels of the 100+ employee organization has been stressed as well as the critical values of ethics, integrity, honesty, and professionalism.

- Instituted promotional and swearing in ceremonies as a method of recognizing exemplary performance and promoting pride in the Agency.
- Formed a policy review committee to involve non-command members in the process of policy development to obtain a better acceptance of changes and career development.
- Formed a training committee to give employees feedback on the training needs for the agency.
- Instituted a cross-sectional team to develop a Mission, Vision, and Value Statement that was representative of the agency to be utilized as a guide for recruitment, promotions, and discipline.
- Instituted suggestion boxes and quarterly communication meetings with the Chief as a method to maintain quality feedback between the administration and line-level personnel.
- Reorganized the Traffic and Parking services into the mainstream of the department.
- Reorganized all fiscal responsibilities under a reclassified position of Operations Manager.
- Empowered all employees to make a difference in their respective work areas to improve and recreate processes developed around a common mission and shared values.

- Opened lines of communications by developing a proactive suggestion policy, roll call meetings and interaction with the union leadership.
- Developed a leadership-mentoring program with senior management and supervisors as a precursor to a formal leadership development program.
- Increased the communication between administrators at the different campus locations and the department to foster a cooperative atmosphere on issues of mutual concern and a platform for strategic planning.
- Instituted an enhanced screening process for police applicants to include psychological screening and written work product samples to aid in the search for the best employees.

BOCA RATON POLICE SERVICES DEPARTMENT – Boca Raton, Florida 1978 to 2005

Career that started in 1978 with advancement over 26 years to the rank of Assistant Chief of Police, leading and managing in a nationally recognized department serving a population of 80,000+ with a recognized success in managing the dynamics of change. Worked with Police Officials at a major Florida University that has a main campus surrounded by the City of Boca Raton, developing protocols and policies, while improving communications. Challenged to introduce a fresh perspective and leadership that would create an agency prepared for the new millennium while improving performance while enhancing the quality of service. Also challenge with supplying police services to a newly annexed area with a large regional mall. As the second in command, designated to act as Chief of Police during his absence and have a dramatic impact on the agency.

Strategic, Financial & Operational Management

- Outlined a new mission, vision and direction to transform the view of the police department from "status quo" into a leading edge organization, embracing positive change and raising the bar of expectation.
- Experience in applying a pragmatic fiscal discipline and the effective allocation of resources and personnel while increasing the seizure of criminal assets.
- Co-facilitated the development of a strategic plan focusing on leadership development, recruitment, training and technology to provide the agency with the necessary tools to enhance performance
- Maintained open lines of communication with the community, City Manager, Mayor, City Council, department heads, and other agencies to promote collaboration and common goals.
- Prepared the agency for successful accreditation with State and National accreditation organizations.

Leadership & Team Building

- Co-Developed a top-flight management team that accepts the responsibility of improving the quality of life for our residents.
- Empowered all employees to make a difference in their respective work areas to improve and recreate processes developed around a common mission and shared values.
- Created a twelve-hour work schedule and district concept that increased the deployment of resources to the patrol function.
- Opened lines of communication at all levels by developing a proactive suggestion policy, roll call meetings and interaction with the leadership of the union representatives.
- Instituted cross-disciplinary teams addressing homelessness, sober houses, tutoring, neighborhood centers, recruiting and other contemporary issues.
- Instituted the Community Involved Traffic Enforcement (CITE) program, and approach that requires community-based solutions for traffic problems.
- Led the Agency's investigative response to Anthrax bio-terrorist attack, including multi-agency federal, state and local coordination including the expeditious development of related procedures.
- Led the development of preliminary plans for a Police/Fire training facility, which involved interaction with several city departments.

Technology & Equipment Optimization

- Undertook major radio systems implementation project and seamless relocation of the Communications Center.
- Played an integral role in the selection of a new Records Management System, Computer-Aided Dispatch (CAD) system, field reporting module and Mobile Computer Terminal (MCT) application that drove dramatic improvements in efficiency and officer access to key information in the field. Also implemented a crime analysis Geographic Information System (GIS).
- Developed several Capital Improvement projects to include refurbishment of an indoor firearms range, an automated vehicle locator system, and high-speed modems to replace existing laptop modems when technology changes.
- Formed an alliance with Boca Raton Community Hospital to place Automatic External Defibrillators in police patrol vehicles.

Homeland Security

- Coordinated critical facility assessments, mobilized all City Departments to address areas of concern, developed a response plan for each alert level, and oversight of the terrorism annex to the City's Emergency Management Plan.
- Developed a proposal for a unit of Domestic Protection Officers, who are government employees charged with the responsibility for providing security at all critical City-owned facilities.
- Responsible for Domestic Security issues citywide and a member of the Regional Domestic Security Task Force.

EDUCATION & TRAINING

FBI Executive Active Shooter	2013	Ethics & Corruption Investigations	2013
CALEA Certified Team Leader	2005	ICS 100, 200, 300, 400, 700, & 800	2007
Homeland Security Level III Certification College of Forensic Examiners	2003	Director Homeland Security City of Boca Raton	2002
Florida Atlantic University **Masters in Public Admin.**	1999	University of Virginia Post graduate course work	2001
Federal Bureau of Investigation **FBI Nation Academy**, 207th Session	2001	FDLE Criminal Justice Executive Institute Chief Executive Seminar – Class 29	2001
CALEA Certified Assessor	2000	CFA Certified Team Leader/Assessor	1999
Florida Executive Development Federal Bureau of Investigation	1999	**Certified Government Financial Manager** Association of Government Accountants	1996
Florida Atlantic University **Bachelors in Business Admin.**	1994	Management Development Certification Police Traffic Management Institute of Government – PBCC	1991
Institute of Police Traffic Management	1984	Attended over 100 related courses.	

PROFESSIONAL ASSOCIATIONS AND AFFILIATIONS

International Association of Chiefs of Police, Florida Police Chief's Association, Miami-Dade County Chiefs of Police Association, Association of Government Accountants, Association of Public-Safety Communications Officials, National Academy Alumni Association, Florida Public Pension Trustee Association, American College of Forensic Examiners International.

Best regards,

Julie D. Masters
QC Operations Manager
Residential Valuation Services
Wells Fargo | 301 S Tryon St 9th Floor | Charlotte, NC 28282
MAC Z2951-010
Cell# 904-563-6475

Julie.D.Masters@wellsfargo.com
This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply e-mail and delete this message. Thank you for your cooperation.

Bruna DiCenso

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: ICMA website ?

4. Applicant's Last Name: DiCenso

5. Full First Name: Bruna Middle Name:

6. Applicant's Home Address: 6322 Blue Bay Circle
(*Do not use a post office box.*)

City: Lake Worth State: FL Zip Code: 33467

Home Telephone No. (*with area code*): (561) 444-2254 Cell Phone No. (*with area code*): (561) 777-2661

Email Address: bdicenso@yahoo.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:
N/A

RECEIVED
JAN 21 2015
BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☒ No ☒
If "yes", please provide the position(s) for which you applied and the date of your application(s):

Unsure

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

N/A

11. May we contact your present employer? Yes ☐ No ☒

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☒

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

N/A

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☒ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: Florida

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☒

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: N/A Endorsements: _____

[redacted]

Please provide your full name if different while attending school: Name did not change

High School or GED	
Full Name: Springfield High School	Date Graduated: June, 1986
Address: 101 S. Lewis	
City/State/Zip Code: Springfield, IL 62704	
College/University University of IL	
Full Name: Univ. of IL at Springfield	Date Graduated: May, 1993
Address: Shepphard Rod	Major: Communication
City/State/Zip Code: Springfield, IL 62794	Degree: Bachelors
College/University	
Full Name:	Date Graduated:
Address:	Major:
City/State/Zip Code:	Degree:
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

MS Office Suite, Internet Research, Copy, Scan, Fax

21. Please list any trade or professional organizations to which you currently belong:

N/A

[redacted]

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: PDI, Inc.	Starting Date: 1/5/2015
Address: 300 Interpace Pkwy	Ending Date: Current
City/State: Parsippany, NJ Zip Code: 07054	Final Salary:
Telephone Number (with area code):	
Immediate Supervisor: Peter DeCarlo	
Your Position Title: Part-time Pharmaceutical Sales	
Duties and Responsibilities: Part-time respiratory relationship building with healthcare providers and pharmacists.	
Reason for Leaving: I am looking for full-time employment	

Name of Employer: Self Employed	Starting Date: 7/2010
Address: 6322 Blue Bay Circle	Ending Date: 12/2014
City/State: Lake Worth, FL Zip Code: 33467	Final Salary:
Telephone Number (with area code): 561-777-2661	
Immediate Supervisor: Me	
Your Position Title: Consultant	
Duties and Responsibilities: Economic and Urban Consultant for municipalities, political entities, medical clinics, a country club and municipal developers.	
Reason for Leaving: I moved to Florida in 2012 and my contracts ended in 2014.	

[redacted]

Name of Employer: IL Dept. of Public Health	Starting Date: 11/2014
Address: 535 W. Jefferson	Ending Date: 8/2012
City/State: Springfield, IL Zip Code: 62701	Final Salary:
Telephone Number (with area code): 217-785-1455	
Immediate Supervisor: Bill Moran	
Your Position Title: Executive	

Duties and Responsibilities:

Part-time outreach and program management for the Ryan White Part B Grant.

Reason for Leaving:

Relocated to Florida with my spouse for his career.

Name of Employer: City of Springfield, IL	Starting Date: 6/2005
Address: 800 E. Monroe	Ending Date: 7/2010
City/State: Springfield, IL Zip Code: 62701	Final Salary:
Telephone Number (with area code): 217-789-2377	
Immediate Supervisor: Michael Farmer	
Your Position Title: Business Projects Mgr.	

Duties and Responsibilities:

Enterprise Zone Administrator, Tax Increment Finance Administrator

Reason for Leaving:

Became consultant and went out on my own.

23. Please explain any gaps in your employment history:

There are no gaps to report

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☒

If "yes", identify the employer and your job position, and explain why and include the date of the job action: N/A

I hereby certify that all statements in this application are true and complete. I understand that any misrepresentation or omission of information by me shall serve as a basis for termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Bruna Elizabeth DiCenso
(please print)

Bruna E. DiCen
Signature of Applicant

1/20/2015
Date

N/A
Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

Bruna E. "Bissi" DiCenso
6322 Blue Bay Circle
Lake Worth, Florida 33467
Phone: 561.777.2661
Email:

RECEIVED
JAN 13 2015
BY: NR

January 11, 2015

Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Dear Hiring Director:

I respectfully submit my resume for the position of Town Manager for the town of Lake Park, as advertised on www.icma.org.

My strength is the ability to bring diverse opinions and agendas together to accomplish unified, cohesive goals. I developed my leadership skills with the Greater Springfield, Illinois Chamber of Commerce, the Illinois Development Finance Authority, The Illinois Department of Commerce and Economic Opportunity, The City of Springfield Office of Planning and Economic Development and the Illinois Department of Public Health HUD HOPWA office.

With over 24 years of government management experience, my skills are an ideal fit for the role. My experience encompasses Tax Increment Finance Administration, Enterprise Zone Tax Abatement Calculations, business attraction, retention and expansion, redevelopment of blight, HUD housing and disaster recovery. I bring a fresh perspective, high energy and proven results to your city.

My expertise is utilizing TIF funds, CDBG funds, and Enterprise Zone benefits to bridge the financing gap, bringing proposed projects to fruition to create jobs, revitalize blight and grow the tax base. I am experienced in the areas of planning, zoning, permitting, wastewater, EPA requirements and workforce development. I have worked with CDBG Disaster Recovery funds. I am licensed Realtor in the State of Florida and also a Notary Public.

I enjoy public speaking in front of large groups and have extensive experience presenting projects to city council, explaining plans and programs to neighborhood associations, developers and civic groups and presenting to Boards of Directors and elected officials to outline project phases and process timelines. I skillfully negotiated with local labor unions for TIF use and successfully ended a lawsuit against the City of Springfield.

As the employer, you are hiring a professional, well-spoken, ethical leader who embraces diversity and practices community inclusion. I am flexible, team-oriented and passionate about economic development and civic engagement.

Please do not hesitate to call me with any questions you may have at 561-777-2661.

Sincerely,

Bruna E. DiCenso

Bruna "Bissi" DiCenso

BRUNA "BISSI" DICENSO

6322 Blue Bay Circle Lake Worth, Florida 33467 (561) 777-2661

GOVERNMENT ADMINISTRATIVE PROFESSIONAL

SUMMARY OF QUALIFICATIONS:

- Consensus builder, strategic partnership and relationship builder with executive level experience.
- Skilled negotiator who excels at finding common ground and bringing opposing opinions together to create one cohesive voice.
- Strong leader who leads by example and is passionate about business development.
- Self-motivated, innovative professional with a keen eye for detail and excellent business acumen.
- Strong decision maker who fosters positive relationships with key clients, stakeholders, employees, management and executives.

Consultant – Self Employed, Springfield and Chicago, Illinois and Lake Worth, Florida 07/2010-Present

- Conducts public hearings for clients in accordance with the Tax Increment Finance Statutes; gathers and analyzes input and attitudes of constituents.
- Researches parcels of land, zoning, permitting and environmental regulations for land development, performs due diligence and structures deals utilizing public and private funds.
- Capacity building, skillfully builds consensus to form one cohesive voice, neighborhood stabilization initiatives to cure blight utilizing CDBG.
- Manages all facets of project management (budget, schedule, procurement, quality & risk) for municipal redevelopment projects including planning, reimbursements, auditing certified payroll, recordation of façade easements and closeout.
- Contract execution, compliance and management, including redevelopment agreements and leases.
- Interfaces directly with developers to define project requirements.
- Prepares scope of work, project delivery resource requirements, cost estimate and budget, schedule and milestones, quality control, and risk identification.
- Conducts standard request for capital improvement proposals; completes bid analysis; recommends resources to municipal leaders.
- Workforce Development program design, implementation and management.
- Leads project delivery resources and team providing project guidance and direction to achieve project goals.
- Implements communication plan for meetings, written reports and meeting minutes to keep client and project resources informed.
- Facilitates project meetings, implements project documentation governance aligned with laws, ordinances, statutes and client requirements.
- Tracks progress of each project against goals, objectives, approved budgets, approved timelines.
- Reports status and variances, creates action plans to meet objectives, budget and schedule.
- Demonstrates ability to identify project risks, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate project risks.

FLORIDA CLIENTS - PRIVATE COUNTRY CLUB, MUNICIPAL CONTRACTOR, MEDICAL MARKETER,
Lake Worth, Florida 2013-2014

Office Manager/Community Development/Marketing

- Researched county ordinances, permitting and zoning requirements for pump station replacement, water main repairs and ground water discharging.
- Coordinated utility work with the Superintendent of Golf, the POA and 19 HOA courts.
- Wrote columns and articles for the General Manager for national golf magazines and industry journals.
- Researched trends in country club management, municipal growth and natural medical therapies.
- Analyzed sales against payroll and suggested options for cutbacks and cash flow.
- Developed policies for disaster recovery evacuations, safety and cleanup.
- Presented referral options for physicians with patients with hyperlipidemia.
- Assists in the research and hiring of executive staff.

- Conducted strategic facilities planning for clients who had multiple sites or were considering expanding to multiple sites, including assessment of client's facilities, space needs, program goals, financial capacity, and service area demographics and packaged the financial terms of the deal.
- Recommended and prioritized disposition, consolidation, and/or relocation strategies based on findings from assessment.
- Managed all aspects of such site visits including coordinating Project Team Members and outside real estate professionals as necessary.
- Coordinated all predevelopment work associated with projects including due diligence on buildings and land, building acquisition oversight, preparing RFQs and RFPs for hiring architects, engineers, contractors, and other professionals.
- Solicited bids from and secured various real estate professionals and vendors for work on projects. Evaluated and made recommendations on bids and negotiated terms of work and approved hiring of vendors in conformity with procurement policies.
- Worked with lender's Closing and Escrow Services (CES) Department and government officials to coordinate the financial closing of projects prior to construction.
- Prepared written reports and analyses as necessary for projects, including real estate project feasibility reports, facility assessment reports, and other consulting reports as required by the project.
- Assessed the status of projects against the plan and schedule, identified actual or potential problems, and facilitated and guided solutions to ensure that the projects were completed as planned.
- Maintained files and informed Director of apprised progress through regular updates or meetings and by copying city Mayor on important correspondence related to the project.
- Made presentations to and facilitated meetings with clients, represented Director and Mayor at meetings, presentations and events, when requested by the Director or Mayor and prepared written materials on projects for other city departments as needed.
- Met with potential clients, developed consulting proposals with assistance from the Director and followed-up as necessary to obtain redevelopment agreements.

HIGHLIGHTS:

- Created first TIF program for homeowners ensuring neighborhood revitalization.
- Created first TIF Super Sunday Sales program for retailers and restaurants that extended weekend hours of operation for downtown businesses.

EDUCATION

Bachelor of Arts, Communications, University of Illinois at Springfield
Licensed Realtor and **Notary Public**, State of Florida

NOTABLE

The Greater Springfield, Illinois Leadership Institute - Graduate

2000 National SBO/SBAP Conference – Moderator

Illinois Times, Wednesday, Aug. 15, 2007 – Article Mention

State Journal Register, October 23, 2008 – Quoted

VOLUNTEER

The March of Dimes, Chef's Auction Fundraiser – Board Member 2003-2007, Springfield, IL

Springfield Animal Protective League – Fundraiser, Sponsor and Animal Advocate 1993-2012 Springfield, IL

Bethesda Health – Volunteer 2012-Present, Palm Beach County, Florida

Justin Bartlett Animal Rescue – Volunteer-2014-Present, Palm Beach County, Florida

REFERENCES
Bruna E. DiCenso

Mr. Michael Daly
Chief of Staff, Retired
U.S. Senator Richard "Dick" Durbin
Chicago, Illinois
(312) 209-4587

Mr. Daniel Kovats
Downstate Regional Field Director
U.S. Senator Richard "Dick" Durbin
Springfield, Illinois
(773) 351-7818

Mr. Cory Jobe
Alderman, Ward 6, City of Springfield, IL
Springfield, Illinois 62704
(217) 622-9630

Mr. Michael J. Farmer
Director, Department of Planning and Economic Development, City of Springfield, IL
800 E. Monroe Street
Springfield, Illinois 62701
(217) 789-2377

Mr. Leslie Karen
General Manager, Winter Park Racquet Club
2111 Via Tuscany
Winter Park, Florida 32789
561-308-8843

Sheila Stocks-Smith
Former Mayoral Candidate and City of Springfield Education Liaison
2167 Greenbriar Drive
Springfield, Illinois 62704
(217) 691-9124

Ms. BethAnn Hudson
Oncology Specialty Representative, Genentech
1634 Bates
Springfield, Illinois 62704
(217) 741-2031

Alan L. Grindstaff

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: Internet ?

4. Applicant's Last Name: Grindstaff

5. Full First Name: Alan Middle Name: Lyman

6. Applicant's Home Address: 908 S James Ct
(*Do not use a post office box.*)

City: Maize State: KS Zip Code: 67101

Home Telephone No. (*with area code*): 817-458-2997 Cell Phone No. (*with area code*): 817-304-9418

Email Address: lyman_alan@hotmail.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

RECEIVED JAN 25 2013 BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☒
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☒ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☒

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☒ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: TX

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☒

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: Alan L. Grindstaff

High School or GED	
Full Name: American Fork H.S.	Date Graduated: 1972
Address:	
City/State/Zip Code: American Fork, UT	
College/University	
Full Name: University of Utah	Date Graduated: 1980
Address:	Major: Nutrition
City/State/Zip Code: Salt Lake City, UT	Degree: Bachelor of Science Degree
College/University	
Full Name: Brigham Young University	Date Graduated: 1983
Address:	Major: Public Administration
City/State/Zip Code: Provo, UT	Degree: MPA
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Word Perfect Office; Microsoft Office; Financial software; CASELLE; Municipal Software; Spread sheets; Copiers; Fax Machines; Printers

21. Please list any trade or professional organizations to which you currently belong:

ICMA
BYU City/County Management Alumni & Friends

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: A L G Consulting	Starting Date: 2012
Address: 908 S James Ct.	Ending Date: Current Position
City/State: Maize, KS Zip Code: 67101	Final Salary:
Telephone Number (with area code): 817-304-9418	
Immediate Supervisor: Alan Grindstaff	
Your Position Title: Senior Consultant	

Duties and Responsibilities:

Work with businesses and cities on the following: Finance; Development; Location; start-up businesses; Growth; Planning; Safety; Personnel; Economic Development; and as requested.

Reason for Leaving:

Name of Employer: City of Crowley	Starting Date: 2012
Address: 201 East Main	Ending Date: 2012
City/State: Crowley, TX Zip Code: 76036	Final Salary: $90,000.00
Telephone Number (with area code): 817-297-2201	
Immediate Supervisor: Mayor and City Council	
Your Position Title: City Manager	

Duties and Responsibilities:

Manage all operations of a full service city.

Reason for Leaving: Resigned

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Jasper	Starting Date: 2006
Address: 465 South Main	Ending Date: 2010
City/State: Jasper, TX Zip Code: 75951	Final Salary: $83,500.00
Telephone Number (with area code): 409-964-6109	
Immediate Supervisor: Mayor and City Council	
Your Position Title: City Manager	
Duties and Responsibilities: Manage all operations of a full service city including the power utility.	
Reason for Leaving: Resigned	

Name of Employer: City of Union City	Starting Date: 2003
Address: 5047 Union Street	Ending Date: 2005
City/State: Union City, GA Zip Code: 30291	Final Salary: $80,000.00
Telephone Number (with area code): 770-964-2288	
Immediate Supervisor: Mayor and City Council	
Your Position Title: City Administrator	
Duties and Responsibilities: Manage all operations of a full service city and a regional jail.	
Reason for Leaving:	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: City of Ephraim	Starting Date: 1986
Address: 5 South Main	Ending Date: 2003
City/State: Ephraim, UT Zip Code: 84627	Final Salary: $42,000.00
Telephone Number (with area code): 435-283-4631	
Immediate Supervisor: Mayor and City Council	
Your Position Title: City Administrator	

Duties and Responsibilities:

Managed all operations of a full service city and power utility.

Reason for Leaving:

Name of Employer: U.S. Army Reserve	Starting Date: 1976
Address: Bldg. 108	Ending Date: 2002
City/State: Ft. Douglas, UT Zip Code:	Final Salary: $15,000.00
Telephone Number (with area code):	
Immediate Supervisor: Commander	
Your Position Title: Major	

Duties and Responsibilities:

Commander; Operations Officer; Chief of Patient Administration Division; Supply Officer; MRO; Mobilization & Education Officer

Reason for Leaving: Retired

23. Please explain any gaps in your employment history:

I was a consultant during any gaps.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☒ No ☐

If "yes", identify the employer and your job position, and explain why and include the date of the job action: At Union City I was asked to leave without cause. False allegations had been made but an independent Judge investigated and held a hearing and found I had done nothing wrong. The allegations were false.

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application are true and complete. I understand that any misrepresentation or omission of information by me shall serve as a basis for termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

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I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Alan L. Grindstaff
(please print)

Alan L. Grindstaff
Signature of Applicant

22 January 2015
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

ALAN L. GRINDSTAFF
908 S James Court
Maize, KS 67101

C: 817-304-9418
H: 817-458-2997
lyman_alan@hotmail.com

January 5, 2015

Town of Lake Park
Attn: Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, FL 33403

Subject: Town Manager Search

Ladies and Gentlemen:

I am interested in working for Town of Lake Park. The enclosed resume will provide you details concerning my extensive and diverse experience, training, and proven abilities.

I am seeking the position of Town Manager that will utilize over twenty five successful years of experience. I supervised over 200 employees; wrote and maintained budgets; managed all city funds; capital projects; and maintaining, updating, and building municipal buildings

In Crowley changes were made in the Library and the Police Department improving operations. In Jasper City, Texas, the sewerage treatment plant was running close to capacity, a centrifuge/burner unit was installed which brought the plant well under capacity and reduced annual operating costs by $200,000.00 per year. Snow College is located in Ephraim, Utah. I worked closely with the College administration and student population. Also, I have worked closely with community groups and volunteers. The Regional Jail in Union City, Georgia was running a deficit each month and was $500,000.00 in the hole. Working with the staff I got the deficit covered and the regional jail then made a $185,000.00 net profit. I have strong experience in keeping all budgets in balance and building reserve funds. Jasper and Ephraim are public power cities. I have extensive experience with public utilities including water, sewer, storm water, and power.

I am confident that I will bring new energy, insight, dedication, vision, and proven executive management abilities to Lake Park. I am a quick learner and lead people to success.

Thank you for taking the time from your busy schedule to read my letter and resume. I look forward to an interview at your earliest convenience.

Sincerely,

Alan L. Grindstaff

Alan L. Grindstaff

Enclosure: Resume, References, Reference Letters

RECEIVED
JAN 19 2015
BY: JAR

ALAN L. GRINDSTAFF
908 S James Court
Maize, KS 67101

C: 817-304-9418
H: 817-458-2997
lyman_alan@hotmail.com

MANAGER

Over 25 successful years as a Manager/Administrator, a Credentialed Manager performing such key duties as supervising over 200 employees, implementing and maintaining budgets, overseeing the funding, as well as building and updating municipal buildings, a Director on the Southeast Texas Groundwater Conservation District Board, Vice President of the Sam Rayburn Municipal Power Agency, hiring, training, and terminating employees, as well as handling questions, concerns, and grievances which occurred. Result oriented professional who gives 110% to all responsibilities... Excellence in financial control and reporting as shown by receiving the Certificate of Achievement for Excellence in Financial Reporting each year in Jasper City...Excels in quickly identifying and instituting resolution to problems as in reducing over $500,000 overtime pay in one year to less than $50,000 the next year in Union City.

PROFESSIONAL EXPERIENCE

General

- Directed all safety engineering, OSHA compliance, reduced Workers Comp insurance rate 15%
- Managed and directed operational changes in Police Department and Library
- Reduced police overtime from $500,000.00 to $50,000.00
- Managed design and construction of new City Halls, Technology Centers, and other buildings
- Supervised street improvement projects, street upgrades, and new streets
- Chairman Sanpete County Utah Economic Development Board
- Carbon County Wyoming Economic Development Board member
- Managed economic development of restaurants, banks, strip malls, welding, chemical plants, etc.
- Managed and directed preparation and cleanup for Hurricane Gustav and Hurricane Ike
- Supervised actions during and after two "100 year" floods
- President of the Chamber of Commerce for a year

Finance

- Wrote $30 million dollar annual budgets along with capital improvement budgets
- Operated within budget guidelines ending the fiscal year with reserves
- Retired bonds early such as a Department of Agriculture bond 20 years early
- Turned around a $500,000 annual deficit at jail to annual profit of $185,000.
- Researched and implemented a financial software program city wide

Development

- Managed and directed Comprehensive Plan update
- Directed writing of master transportation plan

Personnel

- Instituted performance evaluation program
- Reduced employee turnover from 60% to less than 20%
- Wrote new policy and procedures manual and a Police policy and procedures manual

Utilities

- Upgrading of sewerage treatment plant reducing annual operating costs by $250,000.
- Managed closing a Landfill and opening a new landfill meeting all EPA requirements
- Wrote inter-local agreement for the use of new landfill, County and all cities signed, in use today
- Managed power substation upgrades, line upgrades, and Hydro Generation facility
- Supervised upgrade of drinking water sources, storage, and distribution exceeding EPA standards

ALAN L. GRINDSTAFF
908 S James Court
Maize, KS 67101

C: 817-304-9418
H: 817-458-2997
lyman_alan@hotmail.com

Major, United States Army Reserve 1976 - 2002

Directed all Medical Operations on Special Forces Team
Superior Unit Rating while Commander of Medical Group
Rated Excellent during all Inspector General Inspections while Medical Supply Officer
Movement Readiness Officer in Medical Brigade
Operations Officer in Medical Brigade
Managed field operation exercises
Director of Patient Administration Division

EMPLOYMENT HISTORY

ALG Consulting	Senior Consultant	Current	2012-Current
Crowley, Texas	City Manager	1- Year	2012-2012
Jasper, Texas	City Manager	4+ Years	2006-2010
Union City, Georgia	City Administrator	2+ Years	2003-2005
Ephraim, Utah	City Administrator	16+ Years	1986-2002
Duchesne, Utah	City Administrator	2+ Years	1984-1986

EDUCATION

Master of Public Administration
BRIGHAM YOUNG UNIVERSITY

Bachelor of Science
UNIVERSITY OF UTAH

CREDENTIALS

Credentialed Manager
Brigham Young University George W. Romney Institute of Public Management
ICMA
Commander USAR
Eagle Scout

ALAN L. GRINDSTAFF
908 S James Court
Maize, KS 67101

C: 817-304-9418
H: 817-458-2997
lyman_alan@hotmail.com

REFERENCES

Edward Short
Building Official, Sunrise Engineering
1245 East North Eden Circle
Sandy, Utah 84094
801-580-1855

Jesse Johnson
Council Member
725 Meadowcrest
Crowley, Texas 76036
(817) 297-4254
(817) 229-4828

Billy Davis
Mayor of Crowley
629 Meadowcrest Dr.
Crowley, Texas 76036
(817) 692-6469
billy@ci.crowley.tx.us

Dale Cheatham
City Manager Burleson
1439 Valley Creast Drive
Burleson, TX 76028
(682) 224-5609
dalecheatham@gmail.com

David Barber
Former Mayor of Jasper
1150 Quail Ridge Drive
Jasper, Texas 75951
(409) 384-5459
gulfweld@cmaaccess.com

Gloria Monzingo
Council Member
260 Kim Drive
Jasper, Texas 75951
(409) 384-2661
(409) 384-9475
gjmaddox@yahoo.com

Joe Whitener
Human Resource Director
P.O. Box 650
Jasper, Texas 75951
(409) 383-6109
jwhitener@jaspertx.org

Ralph Moore
Mayor of Union City
5754 Rock Road
Union City, Georgia 30291
(770) 964-2288
(770) 969-7380
caram@bellsouth.net

Greg Kelley
Public Works Director
P.O. Box 610
Jasper, TX 75951
(409) 384-9996
g+kelley@cmaaccess.com

David Ingram
7 Lake Shire Hill
Newnan, Georgia 30263
(770) 254-1700
(678) 201-5984
davidingram@charter.net

Robert Warnick
Former Mayor of Ephraim City
310 South 400 East
Ephraim, Utah 84627
(435) 283-4562

William McDaniel
5865 FM 252
Jasper, TX 75951
(409) 662-9720
suebilsam@yahoo.com

Wincy Walker
1206 Woodland Park
Jasper, TX 75951
(409) 384-3507
wincy@att.net

Charlie Ratcliff
1809 S. Wheeler
Jasper, TX 75951
(409) 384-4348

Gulf Welding Supply Co.
4688 NORTH WHEELER - HWY. 96 NORTH
TELEPHONE (409) 384-5459
FAX (409) 384-6635
JASPER, TEXAS 75951

To Whom It May Concern:

This is a letter to recommend Alan Grindstaff for the job he has applied for. As Mayor of Jasper, Texas from 2003 to 2009, I was part of Mr. Grindstaff's hiring process. He came in at a particularly troubled time for the City as we had recently been devastated by Hurricane Rita.

Before his hiring, we had had city managers who had grown up in Jasper and cronyism was rampant. The infrastructure had suffered for more than 30 years. Mr. Grindstaff had a huge challenge ahead. I found him to be professional, very knowledgeable of city and state requirements and ordinances, able to manage staff (without favoritism) and set priorities for infrastructure rebuilding. In short, I have lived in Jasper most of my life and, in my opinion; he was by far the best city manager that the City of Jasper has ever had.

Unfortunately, politics in a small town changes with elections. There were a handful elected who wanted their own man in. It was our cities loss. If it were in my power, I would hire him again today. I hope you will strongly consider his application. If you have any questions please call me at (409) 384-5459 or at my cell number (409) 382-9545.

Sincerely,

David G. Barber
Former Mayor, Jasper

April 7, 2011

To Whom It May Concern:

I was on Jasper City Council that hired Alan Grindstaff. That council and mayor were very pleased with his job performance as city manager. He brought a lot of fresh ideas into our town and city hall.

Living here since the late 60's I can say that Mr. Grindstaff is the best city manager Jasper has ever had. As a business owner here in Jasper, I can easily see the improvements he brought into our town.

When I was on City Council I routinely got feedback from our city employees on how much they respected Mr. Grindstaff. They felt that he respected them and if there was a better way of doing things, he let them know without ridicule. One department head said that he "for the first time enjoy coming to work." Another told me that he had never worked under "a man with as much integrity as Mr. Grindstaff." I was always impressed that the men who worked under him were the first to voluntarily sing his praises. They were the ones whose respect he had earned on the job and were a better judge of that than those of us who say on the council.

As a council member I can attest that Mr. Grindstaff was organized, followed city policies, very good budgeting and was fiscally responsible with our tax dollars. He was good with staff and hiring new employees. He left jasper City Hall in a much better shape than he found it. He is an excellent manager.

Mr. Grindstaff is a man of unquestionable character and integrity, did a good job for Jasper and it would be in your best interest to hire him...I would again in a minute...without hesitation!

Respectfully,

Gloria Mangrum

Reference: Letter of Recommendation for Alan Grindstaff

It gives me a great deal of pleasure to write this Letter of Recommendation on behalf of Mr. Alan Grindstaff.

I have had the distinct pleasure of having been associated with him for nearly ten years while we both served as commissioned Officers in the United States Army Reserve. His service in the Army Reserve followed several years of active duty in the Army Officer Corps. During this time I found Mr. Grindstaff to be a highly motivated, innovative, competent, and committed professional individual.

As Mr. Grindstaff advanced in rank and responsibilities, I had the opportunity to observe and evaluate him as a person as well as his performance in various positions and areas. Some of his areas of responsibilities included serving in the Plans, Operations and Training section where he later became the Training Officer, a position critical to the success of any military unit, especially in one of the size and technical nature of ours – a 700 member, Batallion-sized Military Hospital. Later, as his rank increased, he was promoted to Supply Officer with responsibility for over a million dollars worth of military equipment.

Among Mr. Grindstaff's other unit assignments was that of Mobilization Officer. When our unit was activated for Operation Desert Storm in 1990, we were lauded for our readiness status and preparation, and the unit performed in an exemplary manner overseas. I attribute much of that success to his efforts.

Mr. Grindstaff was highly esteemed and appreciated by all members of the unit, both fellow officers and enlisted personnel. Because of his dedication, skills and perseverance, he improved every section or department to which he was assigned. His subordinates were treated with respect -- a trait not always found in those with Officer rank – and his friendliness and always present "can do" attitude brought out the best in those who served with him. It was well known that he was always looking for ways to help others in performing their duties and responsibilities. That earned him the respect of many – something not all Officers achieve during their careers.

Mr. Grindstaff – or Major Grindstaff – certainly has my highest recommendations. He is well educated, has much experience in both Public Administration and Military matters, and always goes the extra mile. With the blending of his civilian and military education and experience, I have absolutely no doubt that he is, and will continue to be, a distinct asset to any organization with which he may choose to affiliate.

Respectfully Yours,

Leo A. Thomsen
Lieutenant Colonel, (Ret)
United States Army Reserve

CHAMBERLAIN ASSOCIATES
ATTORNEYS AT LAW
225 NORTH 100 EAST
POST OFFICE BOX 100
RICHFIELD, UTAH 84701

TELEPHONE 435-896-4461
TELEFAX 435-896-5441

KEN CHAMBERLAIN
RICHARD K. CHAMBERLAIN

To the Official Concerned:

Re: Alan Grindstaff

This letter is to express only a part of the limitless capabilities of Alan Grindstaff. I have known Mr. Grindstaff for a number of years as a valued personal acquaintance and in his work as a professional administrator of extraordinary qualities, efficiency and accomplishment, not only in performance but also as to the respective successful completion.

Although I may not be particularly distinguished in any of the following, my own background is as an attorney of over 40 years' experience in positions of Assistant Attorney General, District and County Attorney, attorney for several municipalities and as nationally recognized bond counsel (in the most-consulted nationwide directory).

It is with such background that I assess the professional and administrative qualities of Mr. Grindstaff. I have also been engaged in public relations as well as personnel management in issues within both the private sector and the public domain where I deal with the legal affairs of municipal, educational and general corporation and carefully-managed organizations involving public and personal life-reality situations in each of which disciplines I have known Mr. Grindstaff to have performed with excellence.

Mr. Grindstaff has been an executive in municipal administration and also as a highly-regarded municipal executive being city manager of Ephraim City and in the public relations management of a geographically wide-spread and highly demanding governmental position dealing with personnel and corporate management (principally but not exclusively municipal).

I have not encountered a person better suited or qualified than Mr. Grindstaff to undertake any responsibility with other than effectiveness in an unerring accomplishment of result. He is of very high intelligence, quick of mind and action, unchallengeable spirit and a person who would discharge any assignment with swift dispatch and absolute loyalty. I do not know a person with a more finely-tuned ability to detect and manage any situation which may be presented to an executive.

Mr. Grindstaff willingly, cheerfully and without reservation can and does achieve anything

Morris O. Casperson, CPA

P.O. Box 115
Ephraim, Utah 84627-0115
Phone: 1-435-283-2006
Fax: 1-435-283-5955

July 3, 2002

Re: Alan Grindstaff

To Whom It May Concern

I am writing this letter of recommendation for Alan Grindstaff.

I have known and worked with Alan for the past 10+ years. I have been the auditor for Ephraim City for the past 10 years and for the last 6 months I have been Mayor of Ephraim.

As I have worked with Alan I have found him to be a very hard worker. If the front window was busy and needed help, Alan would be the first to pitch in and help. He has saved Ephraim City a lot of money in managing the City, he very conscience in budgeting and financial affairs. If I need something done, I know if I assign the task to Alan that it will be completed.

You might ask the question, "If Alan is so good and valuable why is he wanting to leave the City?". My answer is that I believe that Alan has progressed as far as he can with the City and would like to continue progressing rather than coasting.

Please give Mr. Grindstaff every consideration.

Sincerely,

Morris Casperson

Morris Casperson, CPA
Mayor of Ephraim City

COUNCIL MEMBERS
Dean Cox
Craig Johnson
Don Olson
Lynn Schiffman
Garth Sorenson

ADMINISTRATOR
Alan Grindstaff

PUBLIC WORKS DIRECTOR
Chad Parry

EPHRAIM CITY CORPORATION

5 S. Main, Ephraim, Utah 84627
Phone 435-283-4631
Fax 435-283-4867

Morris O. Casperson, Mayor

RECORDER
Wendy Hansen

TREASURER
Gayleene Duncan

POLICE CHIEF
Ron Rasmussen

POWER SUPERINTENDENT
Alma Lund

DIRECTOR OF PLANNING
Thomas Cluff

August 9, 2002

To Whom it May Concern:

It is with a great deal of sadness and immense pleasure that I recommend to you for employment with your organization, Mr. Alan L. Grindstaff.

I am deeply saddened that I will no longer be working with Alan after so long a period of time. However, your organization could not gain a more competent and caring individual than Alan.

I have worked with Alan since 1988. I was employed part time by Ephraim City as a justice court clerk. The court was in serious trouble at that time and the city in danger of losing their court system. Alan was a tireless advocate for retaining the city's justice court system. Due to Alan's financial savvy the city decided to keep their court, which today is flourishing, a moneymaker for its general fund budget.

In 1991 I took a full time position as the city clerk. I came into the position virtually untrained due to medical problems my predecessor was experiencing. I have worked very closely with Alan the past eleven years on a variety of issues, ranging from personnel to far more complex financial concerns.

The old phase squeezing a nickel to get a dime springs to mind when I think of Alan's ability to handle very diverse financial situations. He has taught us to be accountable for the public monies we are entrusted with, while at the same time not forgetting the human element, acknowledging community needs and working together to find ways to assuage the public outcry for more and more, with less and less. Alan is always willing to listen and take creative and non-traditional approaches to funding projects. A quality that shows a level of commitment rarely displayed these days.

One of the qualities I admire most in Alan is his sense of community. Alan and his family believe in making their community a better place to live. They are avid community supporters. Alan has a deep belief that making our communities better places to live and raise our children benefit all that have a vested interest in the community. This philosophy is a mainstay in Alan's life, one he has passed on to his children, and instilled in co-workers.

Kenneth D. Knight

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: website ?

4. Applicant's Last Name: Knight

5. Full First Name: Kenneth Middle Name: Dale

6. Applicant's Home Address: 710 S Wells
(*Do not use a post office box.*)

City: Galva State: Tx Zip Code: 77957

Home Telephone No. (*with area code*): N/A Cell Phone No. (*with area code*): 214-914-2351

Email Address: knight.kenp@juno.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

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JAN 22 2015
BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☑ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☑ No ☐

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

Plead "no contest" to a charge of negligent driving in 2008.

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: TX

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

[redacted]

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: Calais High School	Date Graduated: 6/75
Address: River Road	
City/State/Zip Code: Calais, ME 04619	
College/University	
Full Name: San Francisco State	Date Graduated: 5/85
Address: 1600 Holloway Ave	Major: Political Science
City/State/Zip Code: San Francisco, CA 94132	Degree: Bachelors of Arts
College/University	
Full Name: Sonoma State	Date Graduated: 5/94
Address: 1801 E Cotati Ave	Major: Public Administration
City/State/Zip Code: Rohnert Park, CA 94928	Degree: Masters of Arts
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Over 20 years of Public Admin. I have worked with a variety of municipal software platforms.
Word / WordPerfect
Excel

21. Please list any trade or professional organizations to which you currently belong:

ICMA (International City Managers Assoc)
TCMA (Texas City Managers Assoc)

[redacted]

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Montgomery	Starting Date: 9/2014
Address: 101 Old Plantersville Rd	Ending Date: 12/2014
City/State: Montgomery, TX Zip Code:	Final Salary: $50 per hr
Telephone Number (with area code): 281-224-9224	
Your Immediate Supervisor: Mayor John Fox	
Your Position Title: Interim City Admin	
Duties and Responsibilities: CAO of City	
Reason for Leaving: Finished Contract as Interim	

Name of Employer: City of Edna	Starting Date: 7/2014
Address: 126 W Main	Ending Date: 7/2014
City/State: Edna, TX Zip Code: 77957	Final Salary: $66,000
Telephone Number (with area code): 361-550-6402	
Your Immediate Supervisor: Mayor Joe D. Haines	
Your Position Title: City Manager	
Duties and Responsibilities: CEO/CAO of City.	
Reason for Leaving: Council voted 3-2 to terminate my contract.	

[redacted]

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

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Address: 101 Old Plantersville Rd	Ending Date: 12/2014
City/State: Montgomery, TX Zip Code:	Final Salary: $50 per hr
Telephone Number (with area code): 281-224-9224	
Your Immediate Supervisor: Mayor John Fox	
Your Position Title: Interim City Admin	
Duties and Responsibilities: CAO of City	
Reason for Leaving: Finished Contract as Interim	

Name of Employer: City of Edna	Starting Date: 7/2014
Address: 126 W Main	Ending Date: 7/2014
City/State: Edna, TX Zip Code: 77957	Final Salary: $66,000
Telephone Number (with area code): 361-550-6402	
Your Immediate Supervisor: Mayor Joe D. Haynes	
Your Position Title: City Manager	
Duties and Responsibilities: CEO/CAO of City.	
Reason for Leaving: Council voted 3-2 to terminate my contract.	

[redacted]

Name of Employer: City of Flatonia	Starting Date: 11/2008
Address: 125 E Main	Ending Date: 5/2011
City/State: Flatonia, TX Zip Code: 78941	Final Salary: $62,000
Telephone Number (with area code): 361-781-4171	
Your Immediate Supervisor: Mayor Bryan Wilson	
Your Position Title: City Manager	

Duties and Responsibilities:
CEO/CAO of City

Reason for Leaving:
Resigned to take Edna position

Name of Employer: City of Rainier	Starting Date: 7/2007
Address: 106 West B St	Ending Date: 12/2007
City/State: Rainier, OR Zip Code: 97048	Final Salary: ?
Telephone Number (with area code): 503-556-7301	
Your Immediate Supervisor: Mayor	
Your Position Title: Interim City Administrator	

Duties and Responsibilities:
CAO of City

Reason for Leaving:
Completed Contract to service as Interim.

23. Please explain any gaps in your employment history:
In the City Management profession it sometimes takes a while to find another position. I have also moved - for family considerations - and had to establish myself in a new state.

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☒ No ☐

If "yes", identify the employer and your job position, and explain why and include the date of the job action: City of Edna - City Manager - July 2014 - Certain members of the council disagreed with my leadership.

[redacted]

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Kenneth Dale Knight
(please print)

Signature of Applicant

1/22/15
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

Kenneth D. Knight
710 S Wells
Edna, TX 77957
214-914-2351

RECEIVED
JAN 15 2015
BY: ....NA.....

January 13, 2015

Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Dear Mayor and City Council:

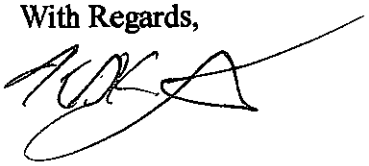
I am writing to express my interest in the Town Manager's position for the Town of Lake Park. I believe that my education, background, and experience may match the Town's profile for a Town Manager.

In reviewing the community profile I believe that the Town of Lake Park meets my aspirations as my home for the foreseeable future as I hope I will meet yours as Town Manager. With over 25 years of experience in the public sector and nearly 20 as a Manager/Administrator in mostly rural/suburban communities; I am looking to find a town where I can become established for the long-term. I believe that my management experience in multiple states and communities shows my ability to adapt to the challenges and opportunities that the Town of Lake Park has available.

My experience in administration, budgeting and finance, public utilities, and grant administration skills will fit nicely with the needs of Lake Park. In my most recent position we have conducted a city-wide drainage study, concluded an upgrade to the city's wastewater treatment plant, and are currently designing a gateway monument for the city. In my past positions I have managed the siting, design, and construction of a new wastewater treatment facility that required working with state and federal agencies in acquiring a new effluent discharge permit. Having working in several high disaster prone states; I have extensive experience in disaster planning. I have worked with the Federal Railroad Administration in implementing a Quiet Zone for all rail-crossings in the community. During my career as a City Manager; I have supervised the full gambit of public utilities including water, wastewater, electric, gas, and cable television. I have also had the opportunity to work with a variety of funding agencies to construct public utilities, an industrial park, recreational parks and trails, administrative office buildings, and public works facilities. I consider project management and administration one of my greatest strengths. I have also implemented a community based effort to increase code compliance in a citizen friendly fashion that, while respecting personal property rights, also promoted community values in cleaning up the community and improving the overall 'look' of the city. I have upgraded administrative policies and procedures; performed staffing analysis to ensure the city is 'right-sized'; guided the community through comprehensive planning for water/wastewater, parks and recreation, zoning implementation, and housing. All the while, of course, keeping the elected officials properly notified and in keeping with the directives that they set before me.

I received my Master's in Public Administrator and a Bachelor's in Political Science. The opportunity to return to Florida with a niece going to university Florida and a sister living there makes a community such as Lake Park a definitely fit in with my career and personal plans and I hope that upon reflection of my background and experiences that you will concur that my abilities match well with the position of City Manager for Lake Park.

With Regards,



KENNETH D. KNIGHT

710 S. Wells, Edna, TX 77957 ♦ knight.ken@juno.com ♦ 214-914-2351

QUALIFICATIONS

An experienced and resourceful public manager offering a multifaceted background:

- City Manager/Administrator
- Assistant County Manager
- Local Government Consultant
- Governmental Analyst
- Finance
- United Stated Air Force

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EXPERIENCE

Chief Executive Officer in multiple municipalities in four diverse states.

Developed and presented operational and capital budgets to Council and citizen review committees.

Administered operational and capital budgets and have received no negative Management Letters from auditors.

Drafted and revised municipal ordinances to reflect Council policy decisions.

Reviewed and made recommendations on numerous bid submissions concerning a variety of series from lawn care to wastewater/water treatment plant construction.

Implemented a Quiet Zone for all Railroad Crossings within the city.

Wrote and managed a variety of grants (State Economic Development grants, CDBG grants, EDA grants, USDA grants, State Parks grants, Downtown Improvement grants, etc.)

Acted as city's representative to regional agencies, such as regional state transportation advisory boards, council of government's, regional economic development agencies, and so forth.

Participated in the design and review for the construction of a new administration building, public works/utilities complex, and the refurbishment of existing facilties.

Actively engaged in economic/community development including hosting businesses, trade groups, and agents for interested parties seeking development opportunities.

EDUCATION

1990-1994 Masters of Arts, Public Administration, California State University – Sonoma
1981-1985 Bachelors of Arts, Political Science, California State University – San Francisco

EMPLOYMENT HISTORY

City Manager/Administrator

City of Montgomery, TX (Interim Position)	09/2014 – 12/2014
City of Edna, TX	07/2011 – 07/2014
City of Flatonia, TX	11/2008 – 06/2011
City of Rainier, OR (Interim Position)	07/2007 – 12/2007
City of Sumas, WA (Interim Position)	07/2006 – 06-2007
City of Port Orford, OR	02/2004 – 09/2005
Town of Newport, ME	05/1998 – 04/1999
Town of Jackman, ME	02/1995 – 05/1998

Various Staff Positions

County Coordinator (Assistant County Administrator), Desoto County, FL	05/2001 – 09/2002
Management (Budget) Analyst, City of Largo, FL	02/2000 – 04/2001
Information Systems Technician, City of Santa Rosa, CA	02/1988 – 06/1994
General Ledger/Accounts Receivable, GATX Leasing Corporation, San Francisco, CA	05/1984 – 11/1987
Accounting Operator, California Canners and Growers, San Francisco, CA	04/1980 – 04/1984

United States Air Force 02/1976 – 02/1980

REFERENCES

Ray Chavarria, Former Councilmember
City of Edna, TX
361-781-2178
raychavarria73@gmail.com

Mayor Joe D. Hermes
City of Edna. TX
361-550-6402

Mayor Bryan Milson
City of Flatonia, TX
361-865-2488
kmilson@sbcglobal.net

Mayor John Fox
City of Montgomery, TX
281-324-0024

Mayor James Aubom
City of Port Orford, OR
541-332-1307
aubum@aol.com

Brad Ryan, Public Works Director
City of Edna, TX
361-781-4171

Violet L. Leffingwell

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: LEAGUE OF CITIES ?

4. Applicant's Last Name: Leffingwell

5. Full First Name: Violet Middle Name: LEE

6. Applicant's Home Address: 433 BARNETT STREET
(*Do not use a post office box.*)

City: West Palm Beach State: FL. Zip Code: 33405

Home Telephone No. (*with area code*): 561-512-8504 Cell Phone No. (*with area code*): SAME

Email Address: lleffingwell@townofmangoviapark.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:
N/A

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BY:

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

N/A

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

N/A

11. May we contact your present employer? Yes ☑ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

N/A

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] uing State: FL

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: N/A Endorsements: N/A

EDUCATION AND TRAINING

Please provide your full name if different while attending school: Violet Lee Reynolds

High School or GED Lake Worth High	
Full Name: Violet Lee Reynolds	Date Graduated: 1959
Address:	
City/State/Zip Code: Lake Worth, Fl. 33405	
College/University Palm Beach Junior College	
Full Name: Violet Lee Heffingwell	Date Graduated:
Address: Lake Worth, Fl. 33405	Major: Law Enforcement
City/State/Zip Code:	Degree: A.S.
College/University F.A.U.	
Full Name: Violet Lee Heffingwell	Date Graduated: N/A
Address: Boca Raton, Fl.	Major: Criminal Justice
City/State/Zip Code:	Degree: B.S.
Training/Vocational School Building Official - Dept of Professional Regulation	
Full Name: Violet Lee Heffingwell	Date Completed: 1980's
Address: Tallahassee, Fl.	Licenses or Certifications:
City/State/Zip Code:	Building Official License BU-432
NOTE: Please attach copies of degrees or certificates at the time of application.	By request

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

All office Equipment

21. Please list any trade or professional organizations to which you currently belong:

League of Cities
Building Officials Assoc
Palm Beach County League of Cities, Florida League of Cities
Palm Beach County Manager Assoc.

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Town of Mangonia Park.	Starting Date: 2006
Address: 1755 E. Tiffany Drive	Ending Date: Still Employed
City/State: Mangonia Park, FL Zip Code: 33407	Final Salary: 90,000
Telephone Number (with area code): 561-848-1235	
Your Immediate Supervisor: Mayor William Albury	
Your Position Title: Town Manager Water	
Duties and Responsibilities: Utilities Director, Grants and management Zoning, Planning, Special Events, development	
Reason for Leaving: Still employed	

Name of Employer: Town of Glen Ridge	Starting Date: 5 years
Address: 1501 Glen Road	Ending Date: 2006
City/State: Glen Ridge, FL Zip Code: 33406	Final Salary:
Telephone Number (with area code): 561-697-8868	
Your Immediate Supervisor: Mayor Alice McClane	
Your Position Title: Town Manager, Building Official, Code Enforcement	
Duties and Responsibilities: Clerk duties, Minutes, Finance, Agendas Grants	
Reason for Leaving: Other Full Time Employment was working part Time for Mangonia Park at same Time	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Town of Cloud Lake	Starting Date: PART TIME
Address: 100 LANG Road	Ending Date: 13 years
City/State: Cloud Lake, FL Zip Code: 33406	Final Salary: 2010 ending
Telephone Number (with area code): 561-686-2815	
Your Immediate Supervisor: Clerk, Mayor Dorothy GRAVLIN	
Your Position Title: Building and Code Enforcement	
Duties and Responsibilities: INSPECTIONS, REPORTS, HEARINGS CODE ENFORCEMENT, PERMITS, PLAN REVIEW	
Reason for Leaving: Worked for them until 2010, when I was dx with stage four CANCER And started receiving Treatment. Continued with Full Time in MANGONIA PARK.	

Name of Employer: Town of Lake Clarke Shores	Starting Date:
Address: 1701 Barbados Rd	Ending Date: 5 years.
City/State: Lake Clarke Shores, FL Zip Code: 33406	Final Salary: Full Time
Telephone Number (with area code): 561-964-1515	
Your Immediate Supervisor: Town Manager	
Your Position Title: Building Official/Code Enf.	
Duties and Responsibilities: Building, Inspections, Permit review, development grants, zoning	
Reason for Leaving: was working part time for them Ridge & Cloud Lake at the same time	

23. Please explain any gaps in your employment history:
No GAPS - worked for several cities and towns at the same time, with different duties in each

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Violet Lee Heffingwell
(please print)

V. Lee Heffingwell — 1/8/15
Signature of Applicant — Date

N/A — N/A
Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

The Town of Lake Park is an Equal Opportunity Employer.

Violet L. Leffingwell

5615128504 | 433 Barnett St. WPB, FL 33405

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BY: .....

January 13, 2015

To the Town of Lake Park and Coucilpersons,

I have been in the Municipal Government for over 25 years. During my career I have been in the position to affect the positive change in a few different areas in Palm Beach County. From The Palm Beach gardens to The Town of Mangonia Park. I have been an effective Building Official, overseeing planning, zoning and issuing permits. Over my time in different Municipalities I have sought to bring in grants to help improve each township. These grants have included everything from parks and recreations to restoration of water systems. My goal has always been to help improve the town for the people that live there. Over the past 4 years I have brought in an over $4 Million dollars. I have taken The Town of Mangonia Park from a reserve of $0 to over $1 million. Along with grants that I have acquired and overseeing Building and Code Enforcement, I negotiated the contract with PBSO to take over duties and patrols for Mangonia Park. The average contract negotiation settled at 3%, I was able to negotiate the contract to 1%. I believe the Town of Lake Park is a great area in Palm Beach County with the potential of becoming one of the best, if not the best, with assets like the Lake Park Marina. I look forward to working closely with the Mayor, Council People, and Citizens of Lake park to seeing the town reach its fullest potential. Salary Desired: Amount already budgeted for Fiscal Year 2014-2015

Sincerely,

Violet L. Leffingwell

Violet L. Leffingwell

433 Barnett St. WPB, FL 33405 • 561-512-8504 •

Professional Summary

Extensive background in Town Management, grant writing, contract negotiations and code enforcement. Well versed in zoning and code compliance laws. Record of improving a towns' budget and infrastructure. Well rounded in the day to day operations of town management. In charge of balancing yearly budget.

Core Competencies

- Planning and Zoning
- Contract Negotiations
- Water Plant Management
- Budget Planning
- Grant Writing
- Town Management
- Real Estate Deals
- Project Planning and Development

Professional Experience

Town of Mangonia Park West Palm Beach **2006 - present**
Town Manager/Water Plant Director

- *Utilities Director*
- *Zoning, Planning and Development*
- *Budget Planning and Grant Writing*
- *Special Events*

Town of Glen Ridge West Palm Beach **2000 - 2006**
Town Manager/Building Official/Code Enforcement

- Building Inspections, permits and planning
- Budget Planning
- Clerk Duties
- Grants and Financing

Town of Cloud Lake West Palm Beach **1997 - 2010**
Building Official/Code Enforcement

- Plan Review
- Building inspections, reports and permits
- Code enforcement

Town of Lake Clarke Shores West Palm Beach **1992 - 1997**
Building Official/Code Enforcement

- Building Inspections
- Permit Review
- Zoning
- Development of grants

Patrick J. Lynch

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: Job Posting (ICMA) ?

4. Applicant's Last Name: LYNCH

5. Full First Name: Patrick Middle Name: James

6. Applicant's Home Address: 167 Cordoba Circle
(*Do not use a post office box.*)

City: Royal Palm Beach State: FL Zip Code: 33411-1320

Home Telephone No. (*with area code*): 561-790-0155 Cell Phone No. (*with area code*): 561-282-8554

Email Address: PatLynch@bellsouth.net

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☒
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☒ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☒

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☒ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FL

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☒ No ☐

If "yes", indicate class below:

Class A ☒ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: 8-9-2018 Endorsements: TPX

EDUCATION AND TRAINING

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: Thomas Jefferson High School	Date Graduated: June, 1970
Address: 6560 Braddock Road	
City/State/Zip Code: Alexandria, VA 22312	
College/University	
Full Name: University of Maryland	Date Graduated: June, 1974
Address: 7950 Baltimore Avenue	Major: Law Enforcement
City/State/Zip Code: College Park, MD 20742	Degree: Bachelor of Arts
College/University	
Full Name: Florida Atlantic University	Date Graduated: May, 1998
Address: 777 Glades Road	Major: Public Administration
City/State/Zip Code: Boca Raton, FL 33431	Degree: Master of Public Administration
Training/Vocational School	
Full Name: University of Louisville	Date Completed: 1997
Address: 2301 South Third Street	Licenses or Certifications: Administrative Officers
City/State/Zip Code: Louisville, KY 40292	Course
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Computer literate Microsoft Office, familiar with office equipment

21. Please list any trade or professional organizations to which you currently belong:

Police Benevolent Association

Fraternal Order of Police

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Palm Beach Sheriff's Office	Starting Date: 10-1977
Address: 3228 Gun Club Road	Ending Date: 4-2010
City/State: West Palm Beach, FL Zip Code: 33406	Final Salary: $90,000/annual
Telephone Number (with area code): 561-688-3000	
Your Immediate Supervisor: Various	
Your Position Title: Various	
Duties and Responsibilities: Various positions and responsibilities during 33 year tenure. See resume	
Reason for Leaving: Retirement	

Name of Employer: Palm Beach Police Department	Starting Date: 7-1974
Address: 360 South County Road	Ending Date: 10-1977
City/State: Palm Beach, FL Zip Code: 33480	Final Salary: $20,000/annual
Telephone Number (with area code): 561-655-1600	
Your Immediate Supervisor: Various	
Your Position Title: Various	
Duties and Responsibilities: Various police duties during three year employment. See resume	
Reason for Leaving: Employment at Palm Beach Sheriff's Office	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Palm Beach State College	Starting Date: 1984
Address:	Ending Date: 2010
City/State: Zip Code:	Final Salary: $30.00/hour
Telephone Number (with area code): 561-868-4000	
Your Immediate Supervisor: Various	
Your Position Title: Adjunct Instructor	
Duties and Responsibilities: Part time adjunct instructor various departments. See resume	
Reason for Leaving: Retirement from Sheriff's Office	

Name of Employer:	Starting Date:
Address:	Ending Date:
City/State: Zip Code:	Final Salary:
Telephone Number (with area code):	
Your Immediate Supervisor:	
Your Position Title:	
Duties and Responsibilities:	
Reason for Leaving:	

23. Please explain any gaps in your employment history:

NONE--RETIREMENT 2010

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☒

If "yes", identify the employer and your job position, and explain why and include the date of the job action: N/A

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Patrick James LYNCH
(please print)

Signature of Applicant — January 9, 2015 Date

N/A
Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

The Town of Lake Park is an Equal Opportunity Employer.

Patrick J. Lynch
167 Cordoba Circle
Royal Palm Beach, FL
33411-1320

January 9, 2015

Ms. Bambi McKibbon-Turner
Human Resources Department
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403-2603

Dear Ms. McKibbon-Turner:

Please accept the attached application and resume for the position of Town Manager, as posted on the ICMA web page. I have thirty-six years as a criminal justice professional, with a broad range of managerial experience which would make me one of the best candidates for this position.

I started my career as a police officer, and have served in all capacities within the law enforcement community. However, my experiences make me a better candidate than other applicants.

I have prepared and managed budgets for the various commands I led. I was also a Commander of the agency Special Weapons and Tactics unit, making critical decisions in dangerous situations. I established networks within the public sector community, realizing that law enforcement is just one facet of a problem, and other stakeholders are affected and should be involved in planning and implementation. I'm a firm believer in the saying "the time to meet someone is not in the middle of a crisis" and have established relations with many local, state and federal agencies to further these ends.

I have a strong sense of volunteerism, both within my profession and my personal life. I chaired the agency Safety Committee, recommending workplace safety initiatives throughout the entire agency. I coached youth leagues in football, basketball and baseball, and was also a youth leader with the Boy Scouts of America and the Girl Scouts of America. My volunteerism continues after retirement. I serve on several boards and charities.

If you need further information or would like to schedule an interview, I can be reached at 561-790-0155. Thank you for your time.

Sincerely,

Patrick J. Lynch

RECEIVED
JAN 13 2015
BY: HR

RECEIVED
JAN 13 2015
BY: ...NR.....

PATRICK J. LYNCH
167 Cordoba Circle
Royal Palm Beach, FL 33411
Home (561) 790-0155
Cell (561) 282-8554
E-Mail PatLynch@bellsouth.net

EDUCATION:

2001
Federal Emergency Management Administration—Professional Development Curriculum
Professional Development Series Certificate in Emergency Management

1995 – 1998
Florida Atlantic University, Boca Raton, Florida
Masters of Public Administration

1998
University of Louisville, Louisville, Kentucky
Advanced Administrative Officers Course

1997
University of Louisville, Louisville, Kentucky
Administrative Officers Course
Dean's Scholar

1970 - 1974
University of Maryland, College Park, Maryland
Bachelor of Arts—Law Enforcement

EXPERIENCE:

Palm Beach County Sheriff's Office,
1977 – 2010 RETIRED ***Deputy Sheriff—Palm Beach Sheriff's Office***

I have served in many varied capacities in my career at the Sheriff's Office. As a patrol deputy, my duties embraced many activities. I was responsible for crime prevention duties, criminal investigations, traffic enforcement, and any other activity necessary for the suppression of crime and the apprehension of criminals. These duties played a leading role in the accomplishment of the primary goals of the Sheriff's Office. I was consistently commended for the high activity level constantly maintained and the completeness of my assignments. I served as a Detective in the Crime/Property and Tactical Units. My additional responsibilities included surveillance and covert investigations leading to the arrest of criminals and successful clearances of investigations. These duties were carried out with excellent evaluations from supervisors.

As a Corporal in the Bureau of Training, I was responsible for presenting quality instruction to the members of the Sheriff's Office and the community at large. I maintained proficiency in current teaching techniques and subject matter for all the high liability subjects mandated by the Bureau of Training. I prepared lesson plans and outlines consistent with teaching standards and developed programs for the implementation of block training utilized during a shift. This was an innovative training concept at the time, and has since become a standard within the Bureau of Training.

As a Sergeant, I was responsible for the supervision of a shift. I have a working knowledge of the functions and duties of all the subordinates on the shift. I was responsible for guiding, counseling, and evaluating subordinates. I have served as a District Patrol Sergeant, Parks Enforcement Sergeant, Contracts Sergeant, Airport Sergeant, and Detective Sergeant (Crime/Persons). As a Detective Sergeant, I was also responsible for the assignment of complex cases and ensuring that the investigations were coordinated with other bureaus and appropriate agencies. I provided leadership and guidance in the supervision of my personnel in their investigations. I prepared monthly statistical reports on the activity of the bureau.

As a District Lieutenant, I was responsible for planning, directing and supervising a complex district. I have a working knowledge of the functions and duties of all the subordinate personnel within the district. I attended Staff meetings and disseminated pertinent information relative to the functioning of the district. I was responsible for the preparation and implementation of action plans for problem areas within the district. As a Lieutenant in Emergency Services, I was assigned as liaison with Palm Beach County Division of Emergency Management with responsibilities to integrate law enforcement responsibilities into the Comprehensive Emergency Management Plan. I was responsible for policies that provided for the protection of life and property and the maintenance of law and order through the coordination of law enforcement activities before, during, and after a disaster. I also represented the Palm Beach Sheriff's Office on the Statewide Task Force. I responded to requests for assistance under the State Mutual Aid statutes and other mutual aid agreements with other organizations. I was the administrator for the Dialogic Communicator database and scenario entry. I was the main contact for law enforcement and security issues for any emergency in Palm Beach County requiring the integration of various local and state agencies, and was an integral part of the County's response during the terrorist attacks of September 11, 2001.

After the terrorist attacks of September 11, 2001, I created the Homeland Security Division within the Sheriff's Office, and was its first Captain. I was responsible for the protection of the citizens and visitors of Palm Beach County, along with the protection of critical facilities and infrastructure from crime, disaster and terrorism. The three components of Homeland Security within the Sheriff's Office are Governmental Affairs, Strategic Intelligence Section, and Emergency Planning. Governmental Affairs is responsible for coordination, retrieval, monitoring, and initiation of legislative acts, laws, or matters affecting PBSO Homeland Security. The Strategic Intelligence Section is responsible for Inter-agency criminal intelligence and specialized criminal investigations. Emergency Planning is responsible for emergency event planning in matters affecting the Sheriff's Office and its responsibilities under State Statutes and County Ordinances.

Throughout my career at the Sheriff's Office, I have also served as Chair of the agency Safety Committee, a volunteer position, for the last six years. I am responsible for establishing procedures for evaluating the effectiveness of measures to protect employees from safety and health hazards in the workplace, reviewing and updating workplace safety rules, updating the workplace safety program, and assisting management in monitoring workplace safety education and training.

I was also a member of the agency SWAT team for nineteen years. I was responsible for the resolution of critical incidents, such as hostage takings, barricaded subjects, quelling civil disorders, or any type of tactical situation that might arise. I have served as team member, squad leader, assistant team leader, medical liaison and SWAT Commander. I was also responsible for the coordination of specialized equipment and training for the Team.

1974 – 1977 ***Police Officer—Town of Palm Beach, FL***

A police officer with the Town of Palm Beach for three years. I served as a patrol officer and narcotics officer, conducting undercover investigations involving illegal drug activity.

American Red Cross

1982 – Present ***Board of Directors***

I have been a volunteer with the American Red Cross since 1982. In that time, I have served as Chair of the Health and Safety Committee, Glades Area Advisory Committee, Emergency Services Committee, and Service Delivery Committee, which is my current assignment. I am a member of the Board of Directors for the Greater Palm Beach Area Chapter. As chair of the Glades Area Advisory Committee, I was responsible for the implementation of service delivery for Hendry County, which was identified as a "gap" county with no availability for services. I coordinated several meetings with Hendry County commissioners, administrators, and the emergency management director. I led the effort to develop a disaster plan for Hendry County, and assisted in the implementation of shelter guidelines for that county.

Palm Beach Community College

1984 – 2010 ***Adjunct Instructor***

I taught Political Science and First Aid courses for credit and also taught in the Criminal Justice recruit academies. I also teach advanced programs in instructor techniques and medical emergencies. I am certified through Criminal Justice Standards and Training as an instructor in general topics and as a high liability instructor in the areas of Defensive Tactics, Pursuit Driving, Firearms, Medical Emergencies, and Human Diversity.

Law Enforcement Assistance Foundation

1990 – Present ***Board of Directors***

LEAF assists law enforcement officers that are seriously injured in the line of duty in Palm Beach County. This includes federal, state and local Police Officers. Recently the LEAF Board recognized that Reserve Officers and Community Service Aides who are involved in police activities are also subject to many of the dangers of certified police officers. The LEAF Board adopted policies that now cover these law enforcement

employees. LEAF also gives grants to officers that suffer a catastrophic injury while off duty. Our major fundraising activity is the annual LEAF golf tournament. We have been assisted in our efforts by Donald Trump, Greg Norman, Nick Price, the Palm Beach County Commission, Palm Beach County PBA, Fraternal Order of Police and many other community and political leaders. LEAF is endorsed by every law enforcement agency in Palm Beach County and has been recognized by the Governors. I have volunteered at many fundraising projects and currently am a member of the Board of Directors.

Adjunct Instructor at Large
1992 - 2010
Utilizing training and experience gained while assigned to the Bureau of Training and as a member of the Special Response Team, I am called periodically to teach courses in tactics, management, firearms, medical emergencies, and incident command systems by several independent organizations, including the American Society of Law Enforcement Trainers (ASLET), International Association of Law Enforcement Firearms Instructors (IALEFI), National Tactical Officers Association (NTOA), and the Casualty Care Research Center, a part of the Department of Homeland Security, among others.

Village of Royal Palm Beach
2014 – Present ***Commissioner—Planning and Zoning Commission***
As a resident of the Village of Royal Palm Beach, I was appointed to serve as a volunteer on the Planning and Zoning Commission.

Extended Arm
2014 – Present ***Board of Directors***
Extended Arm is a 501 (c) (3) charity to bring hope to the hopeless, to seek out and reach the addicted, homeless and lost in our neighborhoods, bringing "education that empowers". Extended Arm is currently reaching out to the community now by feeding, clothing, listening and counseling. I have volunteered at many fundraising projects and currently am a member of the Board of Directors.

SPECIAL ACHIEVEMENTS:

2001 State of Florida Exemplary Volunteer in Governance—American Red Cross
1998 Clifford Olsen Health & Safety Award—American Red Cross
1997 Special Commendation for disaster assistance during the Kentucky floods - Southern Police Institute
1996 Leadership Glades—Belle Glade Chamber of Commerce
1992 Humanitarian Award for coordinating transportation of relief supplies from the South Florida Fairgrounds to Dade County—PBSO & PBA
1989 Jefferson Award—American Institute for Public Service

Paul J. Martin, Jr.

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: LEAGUE OF CITIES OF PALM BEACH

4. Applicant's Last Name: MARTIN, JR

5. Full First Name: PAUL Middle Name: JOSEPH

6. Applicant's Home Address: 3540 SOUTH OCEAN BLVD
(*Do not use a post office box.*)

City: PALM BEACH State: FL Zip Code: 33480

Home Telephone No. (*with area code*): 631.757.7100 Cell Phone No. (*with area code*): 631.757.7100

Email Address: pauljmartinjr@gmail.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

RECEIVED
JAN 15 2015
BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☒
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☒ No ☐ SELF EMPLOYED

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☒

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☒ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: FL

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☒

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: MARTIN VAN BUREN HS	Date Graduated: 6/60
Address: HILLSIDE AVE — 230-17	
City/State/Zip Code: QUEENS VILLAGE NY 11427	
College/University HOFSTRA UNIVERSITY	
Full Name:	Date Graduated: 1/70
Address: HEMPSTEAD TPKE	Major: BUSINESS
City/State/Zip Code: 11549	Degree: BBA — 4 YR DEGREE
College/University	
Full Name:	Date Graduated:
Address:	Major:
City/State/Zip Code:	Degree:
Training/Vocational School	
Full Name: GOLD COAST SCHOOLS	Date Completed: VARIOUS
Address: 5600 HIATUS RD	Licenses or Certifications:
City/State/Zip Code: TAMARAC FL, 33321	FLCAM 38827 FL INSURANCE W109650 FL REAL ESTATE SL3243320 FL PROVIDER/INSTRUCTOR #
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use: # PVD 397, #0006185

MY BACKGROUND IS VERY STRONG IN THE COMPUTER FIELD WITH THE ABILITY TO PROGRAM. WITH OTHER SPECIAL SKILLS AM FAIRLY FAMILIAR.

21. Please list any trade or professional organizations to which you currently belong:

LEAGUE OF CITIES OF PALM BEACH

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: CAPITAL SOLUTION PLUS	Starting Date: 1/2008
Address: 401 S. COUNTY RD, #3301	Ending Date:
City/State: PALM BEACH, FL Zip Code: 33480	Final Salary: $150,000 PLUS BONUS
Telephone Number (with area code): 631.757.7185	
Your Immediate Supervisor: SELF EMPLOYED	
Your Position Title: SENIOR CONSULTANT	

Duties and Responsibilities:
FOCUSED ON ADVISING SENIOR EXECUTIVES ON FINANCIAL PLANNING ON THE NEEDS OF THE ORGANIZATON.

Reason for Leaving:
STILL WITH CSP.

Name of Employer: WASHINGTON MUTUAL BANK	Starting Date: 2001
Address: LONG ISLAND EXPWAY	Ending Date: 2008
City/State: MINEOLA, NY Zip Code: 11788	Final Salary: $300,000
Telephone Number (with area code):	
Your Immediate Supervisor: COMPANY NEW UNDER CHASE	
Your Position Title: SENIOR FINANCIAL OFFICER	

Duties and Responsibilities:
PROVIDED EXTENSIVE FINANCIAL SERVICES WITH HOME MORTGAGES AND OTHER LENDING.

Reason for Leaving:
WASHINGTON MUTUAL BANK WAS TAKEN OVER BY CHASE IN 2008

22. EMPLOYMENT HISTORY (continued)

Name of Employer: CHELSEA'S MILITARY SALES CORP	Starting Date: 6/1990
Address: 100 CRossways Park West	Ending Date: 6/2000
City/State: Woodbury, NY Zip Code: 11797	Final Salary: $30,000 per year
Telephone Number (with area code):	
Your Immediate Supervisor: DECEASED - CEO	
Your Position Title: VICE PRESIDENT	

Duties and Responsibilities:

RECRUITED, HEAD, DIRECTED AND MOTIVATED A 10 PERSON TEAM THAT PROVIDED THE ADMINISTRATIVE AND TECHNICAL SIDE OF THE BUSINESS

Reason for Leaving:

BETTER OPPORTUNITY.

Name of Employer:	Starting Date:
Address:	Ending Date:
City/State: Zip Code:	Final Salary:
Telephone Number (with area code):	
Your Immediate Supervisor:	
Your Position Title:	

Duties and Responsibilities:

Reason for Leaving:

23. Please explain any gaps in your employment history:

THERE WERE NONE

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☒

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

[redacted]

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: PAUL J. MARTIN JR
(please print)

Signature of Applicant — Date: 1/15/2005

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

The Town of Lake Park is an Equal Opportunity Employer.

Paul J Martin, Jr.

3540 South Ocean Blvd, E-102
Palm Beach , FL 33480

Mobile (631) 757-7100
pauljmartinjr@gmail.com

January 15th, 2015

Attn: Human Resources Department....(Confidential)
Lake Park Town Hall
535 Park Avenue
Lake Park, FL 33403

Re: Town Manager
Town of Lake Park
Lake Park, FL 33403

Enclosed is the information packet in response to your advertisement for the aforementioned position. I am a successful senior-level business executive with extensive experience and a proven track record in P&L operations management, sales and marketing, accounting and finance, and management consulting.

During my tenor I served as Director/Vice President, Operations of the Overseas Military Sales Group. This company is still authorized by the US Congress and Department of Defense to sell automobiles to military personnel at military installations throughout the world.

My career also includes successful sales and marketing experience, as a Senior Residential Loan Officer with Washington Mutual Bank(WAMU), at that time the largest savings and loan bank in the US until absorbed by Chase Bank in September of 2008. While with WAMU I produced and serviced over $1B of mortgage loans and was in the President's Club.

Presently I am a Senior Consultant /Executive of Capital Solutions Plus, Inc, a management consulting firm that assists senior-level executives in resolving core operating issues and securing strategic business financing. Today I have consulted for over 25 companies. Below is a few of my consulting engagements have included;

- Assisting an aircraft manufacturing sub-contractor in securing commercial financing to expand its plant in support of the Lockheed Martin F-135 project.
- Acting as a sales agent for a computer company and successfully selling its hardware and software to targeted Fortune 500 prospects.
- Advising for an innovative global green technology company that designs and installs energy-efficient lighting solutions for the commercial and industrial lighting market.

Today I am a Member of the League of Cities of Palm Beach, which has given me a tremendous insight into the municipality world. In addition, I hold five (5) Florida Licenses which has broadened my knowledge considerably. Also since Lake Park has a Marina, as an interesting note I am a Coast Guard approved sailor, and have practiced raced as a member of the crew with America's Cup personnel.

I look forward to discussing how I can contribute to the Town of Lake Park's future success.

Sincerely,

Paul J. Martin, Jr.

RECEIVED
JAN 15 2015
BY: .....

Enclosure: Documents Requested by Lake Park

Paul J Martin, Jr.

3540 South Ocean Blvd, E-102
Palm Beach, FL 33480

Mobile (631) 757-7100
pauljmartinjr@gmail.com

Top-Tier P&L Management Executive

With 15 Plus Years Management Experience and Expertise In:

Startup Operations ... Management Consulting ... Information Technology Management
Sales & Marketing ... ... Software Development ... Accounting & Finance Management

Senior-level P&L executive, Director/Vice President of Operations, who, totally built and integrated the IT applications of Overseas Military Sales Group (OMSG) of all company departments in real time and user similar/friendly. As VP of Financial Services of OMSG also, built and managed a profitable global financial services organization from the ground up that established a $500M portfolio of limited-recourse automobile loans. Seasoned Director/VP of Operations, who specified, implemented and managed a global, web-based automobile acquisition network that facilitated the on-line purchase of 20,000 autos per year in 27 countries. Successful management consultant who advises and consults with Presidents, CEO's, and other senior-level executives in resolving core operating issues and securing strategic business financing. Proven IT Manager and software developer with Shell Oil, OMSC and the CPM Foundation.

Financial services sales pacesetter who originated over $1B in Retail Mortgage Loans that included funding and borrower servicing. Accomplished accounting and finance manager who was instrumental in the consolidation of 32 US Divisions into 4 Regional Markets, and headed a Regional Internal Audit team with Shell Oil Company. Volunteer Chairman of a non-profit organization that has secured over $1M for charities and has funded a Full Fellowship at Memorial Sloan-Kettering Cancer Center. Persuasive speaker and presenter who utilizes exceptional interpersonal, communications, and leadership skills to lead and motivate cross-functional teams to surpass corporate objectives.

Global Senior-Level Executive Management ... P&L Operations Executive... Business Finance
Profit Improvements ... Executive Management Consultant ... Risk Management
Speaker & Presenter ... Sales Field Sales Leader ... Risk Management
Team Leadership & Motivation ... Organizational Management

PROFESSIONAL EXPERIENCE

Capital Solutions Plus, Northport, NY • 2008-Present

Strategic executive management consulting firm focused on advising senior executives on financial planning and capital acquisition through financial sources that include venture capital firms, banks, private equity funds, hedge funds, etc.,

Founder, Chairman/CEO, Senior Consultant

Founded, built, and grew a successful executive management consulting business focused in the areas of strategic planning, business development, and finance to emerging, turnaround, and high-growth organizations. Consults with Presidents, CEOs, CFOs, and other senior executives to resolve core operating issues, fund the implementation of growth strategies, and drive revenue and profit improvements. Counsels and advises clients on quantification of capital needs, credit acquisition, domestic and international factoring, and identification of appropriate private investors and venture capital groups.

- Assisted a privately-held aircraft sub-contractor in arranging commercial financing for plant expansion to support the Lockheed Martin new F-135 jet being built for US and NATO forces.
- Instrumental in assisting a US Company that provides non-combat equipment to the Columbian Air Force with establishment of international letters of credit, purchase financing, and factoring of accounts receivable.
- Engaged as sales agent and successfully sold client's computer equipment and software to corporations with Main Frame Computers facilitating Virtual Compiling Applications that increased flexibility and reduced operating expenses.

- Currently advising a NYSE consumer products company in creating and implementing a subscription retail finance program that will substantially increase sales.

Overseas Military Sales Group, Woodbury, NY • 1990-2000

Worldwide organization that is the only on-base organization authorized to sell Chrysler, Ford, and Harley-Davidson to military personnel stationed overseas.

Vice President, Financial Services Division
Vice President, Operations

Senior operations management leader who recruited, led, directed, and motivated the 120-person team tasked with specifying and managing the implementation of the automated business systems network required to accept and deliver online orders for automobiles from overseas military personnel in 27 countries. Instrumental in directing Information Technology Department in development of the network concept, the acquisition of hardware and software, the development of workflow applications, and the international systems installation and training.

Further promoted to Vice President, Financial Services Division to create and grow a financial services business capable of financing auto sales, extended warranties, and sales of after-market products to military personnel stationed around the globe. Orchestrated the negotiation of credit lines with Chrysler Financial, GMAC, Ford Credit, Harley Davidson, and Chase Automotive Financing. Designed and built a global support organization. Orchestrated the creation a self-insured warranty agreement sales operation that financed the sales of extended warranties.

- Led and directed the transition from a manual system to a global sales and delivery website and systems network that enabled military personnel in 27 countries to purchase automobiles or motorcycles online for delivery at their foreign duty post or upon return to the US.
- Established credit lines and developed finance programs with the top five automobile and motorcycle finance organizations.
- Built a highly-profitable credit portfolio of $500M that incurred losses of less than 1%.
- Developed and managed a successful, self-funded extended warranty business.
- Spearheaded dramatic increases in sales and profitability of global OSMG operations.

Washington Mutual Bank (WAMU), New York, NY • 2001-2008

WAMU was the largest USA S&L Bank and Mortgage Servicer. Absorbed by JPMorgan Chase in 9/2008.

Senior Residential Loan Officer

Recruited to WAMU as a Residential Loan Officer to apply extensive financial services expertise to the sales of home mortgages. Instrumental in developing numerous sales programs that instituted beneficial changes for the lending process including increased focus on risk management.

- Achieved President's Club status as a Top 10% producer beginning in the first year.
- Originated more than $1B in residential home mortgages that included borrower servicing.

Career Notes: Prior experience with Overseas Military Sales Group as Office Manager, US Operations and Director, Operations; also as Supervisor of General Accounting and IT, Eastern Region with Shell Oil.

EDUCATION & CREDENTIALS

Hofstra University, Long Island, NY
Bachelor of Business Administration (BBA)
State of NY Notary Public 1-17-2015 • State of Florida Real Estate Realtor 9-30-2016
State of Florida Community Association Manager 9-30-2016
State of Florida and New York Insurance License for Life, Health, Fixed and Variable Annuities
State of Florida Licensed Instructor/Provider in Solar Energy

COMMUNITY LEADERSHIP

Volunteer Chairman of a Non-Profit Organization for Gift of Life and Sloan Kettering Memorial Cancer Center Securing Over $1M for Charities and Funded a Full Fellowship.
Paul Harris Fellow Award of Rotary International for Children's Gift of Life Program

Scott S. Randall

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: ICMA Newsletter ?

4. Applicant's Last Name: Randall

5. Full First Name: Scott Middle Name: Stanton

6. Applicant's Home Address: 4912 Sereno Dr
(*Do not use a post office box.*)

City: Albuquerque State: NM Zip Code: 87112

Home Telephone No. (*with area code*): 303 241-2356 Cell Phone No. (*with area code*): None

Email Address: Scottrandall1955@yahoo.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

RECEIVED
JAN 16 2015
BY: HR

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☒
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☒ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☒ No ☐

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

JUNE, 2014 - DUI AND MISDEMEANOR BATTERY - BOTH CHARGES DISMISSED

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☒ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: NM

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☒

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: Oak Lawn Community	Date Graduated: 6/73
Address:	
City/State/Zip Code: Oak Lawn, IL	
College/University	
Full Name: Western Illinois Univ	Date Graduated: 6/78
Address:	Major: Poli Sci. - Public Admin
City/State/Zip Code: Macomb, IL	Degree: BA
College/University	
Full Name: Western Illinois Univ	Date Graduated: No
Address:	Major: MBA
City/State/Zip Code: Macomb, IL	Degree:
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

21. Please list any trade or professional organizations to which you currently belong:

ICMA - Credentialed Manager
NREL - Energy Executive
ICMC - Member

22 EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: LACOE	Starting Date: 4/2013
Address: 190 Central Park Sq	Ending Date: 7/2016
City/State: Las Cruces, NM Zip Code: 87544	Final Salary: 132,500
Telephone Number (with area code): 505-661-4849	
Your Immediate Supervisor: Bill Want	
Your Position Title: Executive Director	
Duties and Responsibilities: See Resume	
Reason for Leaving: Resigned	

Name of Employer: Hot Springs Village	Starting Date: 12/2010
Address: 695 De Soto Blvd	Ending Date: 10/30/12
City/State: Hot Springs, AR Zip Code: 71909	Final Salary: 136,300
Telephone Number (with area code): 501-922-5536	
Your Immediate Supervisor: Jerry	
Your Position Title: General Manager	
Duties and Responsibilities: See Resume	
Reason for Leaving: Termination, Without Cause	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Town of Superior	Starting Date: 3/10/09
Address: 122 Coal Creek Dr	Ending Date: 10/8/10
City/State: Superior, CO Zip Code: 80027	Final Salary: 126,000
Telephone Number (with area code): 303-499-3675	
Your Immediate Supervisor: Andrew Muckle	
Your Position Title: Town Manager	
Duties and Responsibilities: See Resume	
Reason for Leaving: Resigned	

Name of Employer: City of Auburn Hills	Starting Date: 12/26/04
Address: 1899 Squirrel Rd	Ending Date: 5/1/06
City/State: Auburn Hills, MI Zip Code: 48326	Final Salary: 118,900
Telephone Number (with area code):	
Your Immediate Supervisor:	
Your Position Title: City Manager	
Duties and Responsibilities: See Resume	
Reason for Leaving: Terminated, without cause	

23. Please explain any gaps in your employment history:

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☒ No ☐

If "yes", identify the employer and your job position, and explain why and include the date of the job action: 10/30/12 - Hot Springs Village - Gen Mgr - Election of New Board
5/1/06 - Auburn Hills - City Mgr - Vote of No Confidence

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: _____
(please print)

_____ _____
Signature of Applicant Date

_____ _____
Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) Date

The Town of Lake Park is an Equal Opportunity Employer.

SALARY PROGRESSION
OF
SCOTT S. RANDALL

Los Alamos Commerce & Development Corp. (4/13 to Present)	Start: $ 132,500	Ending: $ 132,500
Hot Springs Village, Arkansas (12/10 to 10/12)	Start: $ 130,000	Ending: $ 136,300
Town of Superior, Colorado (3/7 to 10/10)	Start: $ 115,000	Ending: $ 126,000
City of Auburn Hills, Michigan (12/04 to 5/06)	Start: $108,000	Ending: $ 118,965
City of Clayton, Missouri (6/97 to 9/03)	Start: $ 92,000	Ending: $ 110,240
Village of Streamwood, Illinois 11/92 to 12/96)	Start: $ 75,500	Ending: $ 88,176
Village of LaGrange, Illinois (1/88 to 11/92)	Start: $ 48,000	Ending: $ 68,426
Town of Normal, Illinois (6/84 to 1/88)	Start: $ 31,600	Ending: $ 39,500
City of Portage, Michigan (2/83 to 6/84)	Start: $ 23,000	Ending: $ 26,500
City of South Haven, Michigan (1/81 to 2/83)	Start: $ 18,000	Ending: $ 19,900
Western Illinois Regional Council (7/78 to 1/81)	Start: $ 14,100	Ending: $ 16,500

Personal Resume of
Scott S. Randall

RECEIVED
JAN 16 2015
BY: WR

Present Address:

4915 Sereno Drive
Albuquerque, NM 87112

Telephone: (303) 241-2356
E-Mail: Scottrandall1955@yahoo.com

Professional Summary:

Senior level executive with diverse experience in governmental finance, budgeting and revenue enhancement; creating effective public and private partnerships; implementing successful economic development projects; capital improvement planning and construction; and developing public education/community outreach programs.

Work History:

Los Alamos Commerce and Development Corporation (4/13 – 7/14) – Served as Executive Director of a multi-faceted, not-for-profit economic development agency responsible for business attraction and retention, job creation and increasing private sector investment for a community of 18,000. Principle activities included overseeing the Los Alamos Chamber of Commerce, Main Street and Creative District programs, operation of two visitor centers, comprehensive business assistance services and managing a diverse real estate portfolio, including the Los Alamos Research Park. Significant accomplishments included:

- Construction of Trinity Place, a 400,000 SF, Kroger-based, multi-tenant retail center
- Attraction of numerous new retailers, including Fusion Sports and UnQuarked, a multi-tenant wine tasting facility
- Creation of the innovative "Virtual Incubator", in partnership with LANL and other regional entities
- Renegotiation of existing long term debt and lease agreements that resulted in annual savings in excess of $150,000

Hot Springs Village, Arkansas (12/10 – 10/12) – Served as General Manager for a privately-owned, full-service, gated community consisting of more than 40 square miles and serving a constituency of 34,000 property owners and 15,000 residents; with oversight of a $33 million operating and capital improvement budget and 550 employees. Significant accomplishments included:

- Reducing the annual operating budget by more than $3 million by streamlining operations, staff reductions and renegotiating service agreements; reducing amenity subsidies through an increase in user fees; and disposing of assets; all resulting in a
- Developed an inventory of capital assets and a 20-year capital improvements program; and funded the first year, $7 million CIP
- Implementing comprehensive marketing, community education and outreach efforts, including creation of a new, multi-tenant Visitor Center
- Developed a formal review process and negotiated the community's first commercial development agreement agreements resulting in two new multi-tenant, mixed-use buildings; and a new 99-unit assisted living facility

Town of Superior, Colorado (3/07 – 10/10) – Served as Town Manager for a young, upscale, suburban municipality in the Denver metropolitan area, with a population of 14,000; responsibilities include oversight of a $33 million annual operating budget, lean staff and emphasis on providing exceptional community services through third-party vendors and intergovernmental service agreements. Significant accomplishments included:

- Developed and began implementation of an energy self-sufficiency initiative which included conservation, solar and wind components; resulting in the community producing 120 percent of its electrical consumption
- Initiated cooperative library service and code enforcement programs
- Led community visioning process for development of a comprehensive plan for Town Center development; negotiated annexation and development agreements for new residential subdivision; successfully recruited an array of new retail operations, including the Town's first hotel facility (Hilton Garden Inn); and retained Key Equipment Finance, the Town's largest employer

City of Auburn Hills, Michigan (12/04 – 5/06) – Served as City Manager for a fast-growing suburb of Detroit, with a population of 20,400 and a daytime population of 90,000; supervising 14 departments with 189 full-time personnel and a budget of $69 million. Significant accomplishments included:

- Implemented a multi-faceted economic development program, including retail attraction and business retention components resulting in 1.2M SF of new commercial occupancy, $350M in new investment and 1500 new jobs; and development of a regional business incubator in partnership with Oakland University
- Developed an array of property maintenance codes and a system for enforcement

Scott Randall & Associates (9/03 – 12/04) – Provided management consulting services to a variety of public and private sector clients. Engagements included interim municipal management, executive recruitment, association management, grant procurement and administration services.

City of Clayton, Missouri (6/97 – 9/03) – Served as City Manager for a progressive, upscale, inner-ring suburb of St. Louis, with a permanent population of 15,900 and a daytime population of 80,000; supervising seven departments with 185 full-time employees and a $30.1 million budget. Significant accomplishments included:

- Leading the most prolific construction boom in the City's rich history, consisting of more than two million square feet of new commercial development and large scale multi-family dwellings in the central business district, continued reinvestment in high-end residential neighborhoods, and extraordinary institutional expansion; as well as the retention of St. Louis County, Enterprise Rent-a-Car and other commercial businesses within the City
- Initiated a regional (three community) study of cooperative efforts that resulted in more than two dozen intergovernmental agreements, with numerous service enhancements and cost efficiencies; and oversaw the introduction of regional light-rail transit
- Enhanced the City's financial position by introducing its first multi-year financial plan, reducing reliance on property tax, the strategic use of debt, and implementation of two (then) unique revenue enhancements (telecommunications tax on wireless and ROW degradation) all of which resulted in a significant upgrade in the City's bond rating
- Helped implement a multi-faceted public art initiative
- Built a $20 million, 134,000 square foot, state-of-the-art community recreation center, in cooperation with the local school district.

Village of Inverness, Illinois (1/97 -6/97) – Served as the Interim Village Administrator for an upscale residential community of 6,500 located in the northwest suburbs of Chicago. Responsible for developing the community's first operating and capital improvements budget, communications plan and code enforcement programs; and selection of a permanent Village Administrator.

Village of Streamwood, Illinois (11/92 -12/96) – Served as Village Manager of a fast-growing, full-service community of 33,600, supervising seven departments with 172 full-time employees and a $27 million budget. Significant accomplishments included:

- Implementing a multi-year financial planning process, re-engineering various municipal services and a long-term CIP which ultimately led to a freeze in local property tax rates and the elimination of all existing debt

- Oversaw an aggressive economic development program including a successful (an unique) retail TIF district; the aggressive annexation of unincorporated property for residential development
- Improved employee relations within a heavily-unionized environment

Village of LaGrange, Illinois (1/88 – 11/92) – Served as Village Manager of a mature, full-service suburban community of 15,300; accountable for six departments with 96 employees and a budget of $18.2 million. Principle accomplishments included:

- Initiated a successful economic development program including CBD TIF District, with streetscape, façade renovation and public amenity components; recruiting a myriad of new retailers to the Village; and an aggressive retention program for commercial and industrial operators
- Upgraded all municipal facilities, including construction of a new public safety facility
- Improved the budgetary and financial management systems by introducing a multi-year budget; elimination of one operating department and the merge of two others; reduction in number of employees; all resulting in stabilizing local property taxes, the elimination of all short-term debt and funding an aggressive CIP with funds on-hand.

Town of Normal, Illinois (6/84 – 1/88) – Served as Assistant City Manager, responsible for Town-wide administration including oversight of seven departments. In addition, assumed responsibility for economic development, community relations, risk management and labor relations. Significant accomplishments included:

- The successful recruitment of Diamond Star Motors, resulting in more than $1B in new investment, construction of a 2M SF facility and 2900 jobs; and numerous ancillary developments
- Creation of the Municipal Insurance Cooperative (MICA), a multi-government self-insurance pool

City of Portage, Michigan (2/83-6/84) – Served as Assistant to the City Manager; responsible for general management, grant procurement, public information and special projects.

City of South Haven, Michigan (1/81-2/83) – Served as Director of Community Development; responsible for all economic development and community development activities including central business district revitalization, industrial park development and the administration of various state and federal grant programs.

Western Illinois Regional Council (7/78 – 1/81) – Served as Manager of Community Services, supervising a staff of seven and responsible for all local government technical assistance activities including planning, grantsmanship and grant implementation.

Community Activities (representative):

Los Alamos Main Street – President
Leadership Los Alamos
Superior Chamber of Commerce
Auburn Hills Boys & Girls Club
Clayton Recreation, Sports and Wellness Commission
East-Central Dispatch Consortium – Vice Chair
St. Louis Art Fair – Executive Board
St. Louis Jazz Festival – Board of Directors
LaGrange Area United Way
Fifth Ward Alderman – City of Macomb, Illinois (two terms)

Professional Memberships (representative):

International City/County Management Association – Credentialed Manager
ICMA – Governmental Affairs and Policy Committee (2008-2010)
Colorado Municipal League – Fiscal Issues Committee (2007-2010)
Colorado City/County Management Association
National Renewable Energy Laboratory – Energy Executives – 2009
Oakland County (MI) City Managers Association – President
St. Louis (MO) Area City Management Association – Vice-President

Education:

(1978 – 1981) Western Illinois University
Macomb, Illinois
Completed 51 semester hours of instruction toward Master of Business Administration degree program

(1973 – 1978) Western Illinois University
Macomb, Illinois
B.A. Political Science
Baccalaureate Certificate in Public Administration

(1969 – 1973) Oak Lawn Community High School
Oak Lawn, Illinois

Brian J. Redshaw

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way. A separate application containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: ICMA Website ?

4. Applicant's Last Name: Redshaw

5. Full First Name: Brian Middle Name: Joseph

6. Applicant's Home Address: 419 Brookshire Court
(*Do not use a post office box.*)

City: Sergeant Bluff State: IA Zip Code: 51054

Home Telephone No. (*with area code*): 712-943-9747 Cell Phone No. (*with area code*): 712-223-5259

Email Address: iowahawk77@gmail.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

RECEIVED
JAN 23 2015
BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☒ No ☐
If "yes", please provide the position(s) for which you applied and the date of your application(s):

Town Manager 3/6/12

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

11. May we contact your present employer? Yes ☒ No ☐

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☒

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☒ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: Iowa

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☒

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED East High School	
Full Name: Brian Joseph Redshaw	Date Graduated: 5/1973
Address: 5011 Mayhew	
City/State/Zip Code: Sioux City, IA 51106	
College/University University of Iowa	
Full Name: Brian Joseph Redshaw	Date Graduated: 5/1977
Address: ~~Bellas Center~~ Jesup Hall	Major: Political Science
City/State/Zip Code: Iowa City, IA 52242	Degree: BA
College/University University of S. Dakota	
Full Name: Brian Joseph Redshaw	Date Graduated: 7/1979
Address: Kellas Center Room 222	Major: Public Administration
City/State/Zip Code: Vermillion SD 57069	Degree: MPA
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

WORD, EXCEL, OUTLOOK, POWERPOINT

21. Please list any trade or professional organizations to which you currently belong:

International City Management Association

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Sergeant Bluff	Starting Date: 6/4/12
Address: 401 4th Street	Ending Date: 12/10/13
City/State: Sergeant Bluff IA Zip Code: 51054	Final Salary: 87500
Telephone Number (with area code): 712-943-4244	
Immediate Supervisor: Jon Winkel	
Your Position Title: City Administrator	

Duties and Responsibilities:
General Management of Fire and Ambulance, City Clerk, Police Department, Parks and Recreation, Public Library, Bldg Insp, Public Works Department (water, sewer, electric)

Reason for Leaving:
Resignation

Name of Employer: City of Hibbing	Starting Date: 9/1/04
Address: 401 E. 21st Street	Ending Date: 4/6/11
City/State: Hibbing MN Zip Code: 55746	Final Salary: 84,468
Telephone Number (with area code): 218-262-3486	
Immediate Supervisor: Rick Cannata	
Your Position Title: City Administrator	

Duties and Responsibilities:
General Management of City Assessor, City Engineer, Bldg Inspection, City Clerk, Fire and Ambulance, Public works department, Parks and recreation, Memorial Building, Public Library, Police, Cemetery, Economic Develop Human Resources

Reason for Leaving:
Termination

27. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Town of Syracuse	Starting Date: 5/17/99
Address: 310 N. Huntington	Ending Date: 8/31/04
City/State: Syracuse IN Zip Code: 46567	Final Salary: 57000
Telephone Number (with area code): 574-457-3348	
Immediate Supervisor: Barb Carwile	
Your Position Title: Town Manager	

Duties and Responsibilities:
General Management of Fire and Ambulance, Town Clerk, Police, Public Works, Parks and Recreation, Water and Sewer utilities, bldg inspection

Reason for Leaving:
Resignation

Name of Employer: City of Hoisington	Starting Date: 5/1/97
Address: 109 E. 1st Street P.O. Box 418	Ending Date: 10/26/98
City/State: Hoisington KS Zip Code: 67544	Final Salary: 49[illegible]800
Telephone Number (with area code): 620-653-4125	
Immediate Supervisor: Clayton Williamson	
Your Position Title: City Manager	

Duties and Responsibilities:
General Management of Fire and Ambulance, City Clerk, Police, Public Works, Park and Recreation, Water-Sewer-electric utilities, Power Plant, Public Library

Reason for Leaving:
termination

2. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Town of Grand Lake	Starting Date: 9/6/96
Address: 1026 Park Avenue P.O. Box 99	Ending Date: 3/31/97
City/State: Grand Lake CO Zip Code:	Final Salary: 40000
Telephone Number (with area code): 970-627-3435	
Immediate Supervisor: Gene Stover	
Your Position Title: Town Manager	

Duties and Responsibilities:
General Management of Town Clerk, Public Works Department (Streets), water, parks and recreation, sheriff's contract for law enforcement

Reason for Leaving:
end of probationary period

Name of Employer: City of Oconto	Starting Date:
Address: 1210 Main Street	Ending Date:
City/State: Oconto WI Zip Code: 54153	Final Salary: 40000
Telephone Number (with area code): 920-834-7711	
Immediate Supervisor: Dwaine Konshak	
Your Position Title: City Adm / Acct	

Duties and Responsibilities:
general management of fire and ambulance, City Clerk, Police, Public Works, Parks & Rec, Water-sewer utilities, public library

Reason for Leaving:
end of probationary period

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Caldwell Banker	Starting Date: 10/15/94
Address: 1401 50th Street	Ending Date: 8/17/95
City/State: West Des Moines IA Zip Code: 50266	Final Salary: commission
Telephone Number (with area code):	
Immediate Supervisor: Barry Hesse	
Your Position Title: Sales Associate	

Duties and Responsibilities:
listing and sales of residential real estate, marketing and use of multiple listing service

Reason for Leaving:
Resignation

Name of Employer: City of Waukee	Starting Date: 2/1/80
Address: 230 W. Hickman Road	Ending Date: 10/15/94
City/State: Waukee IA Zip Code: 50263	Final Salary: 37,681
Telephone Number (with area code): 515-987-4522	
Immediate Supervisor: Floyd Rosenkranz	
Your Position Title: City Clerk/Adm	

Duties and Responsibilities:
general management of fire-first responders, police, public works, water-sewer-natural gas utilities, parks and recreation, building inspection, public library

Reason for Leaving:
Resignation

23. Please explain any gaps in your employment history:
In-Transition between positions

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☒ No ☐

If "yes", identify the employer and your job position, and explain why and include the date of the job action: 10/26/98 City of Hoisington termination of contract
4/6/11 City of Hibbing termination of contract

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application are true and complete. I understand that any misrepresentation or omission of information by me shall serve as a basis for termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Brian Joseph Redshaw
(please print)

Signature of Applicant — 1/21/2015 Date

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

Received
DEC 26 2014
Town of Lake Park
Dept. of Administrative Services

Brian J. Redshaw
419 Brookshire Court
Sergeant Bluff IA 51054
iowahawk77@gmail.com

December 22, 2014

Human Resources Department
Town of Lake Park
535 Park Avenue
Lake Park FL 33403

Dear Sirs:

It is my desire to apply for the position of Town Manager as advertised on the ICMA website.

An updated resume has been included for your reference. Hopefully it would answer any questions that you might have about my background. If not, please feel free to contact me at my residence at 712-943-9747.

I believe that I am the candidate who possesses the skill-set to be successful as the Town Manager. I have a number of qualities which makes me uniquely qualified for this position. Through my career, I have developed the ability to be a well prepared leader of the community. I have a skill-set which makes me both positive and personable. I am a Team-Player who will work well with the City Council and members of the staff. I am an Outstanding Communicator, Strategic Thinker and a Skilled Facilitator. I am fiscally conservative, exercise sound judgment, have a high standard of integrity and am committed to the organization. I adhere to the Total Quality Management approach to organizations. I have a good educational background which allows me to critically look at alternatives, and the maturity to evaluate and make wise choices. I am also a change agent who is always looking for new ways to solve problems and provide services. I take my role as public servant very seriously and do my best to lead by example. Finally, I have experience working in a growing suburb of the metropolitan Des Moines area. During this tenure, I had extensive involvement in annexation, TIF districts and infra-structure development.

One of my strong suits is financial management. Over the last six and one half years, I have been involved in budget cutbacks by the City of Hibbing. One half of their budget comes from Local Government Aide (LGA) and the State of Minnesota has been struggling to balance their budget. We have had an informal hiring freeze for over four years. Departmental budgets are in a continual review process. The State of Minnesota was proposing a reduction of $1.3 million in the 2012 Budget. I have also managed a

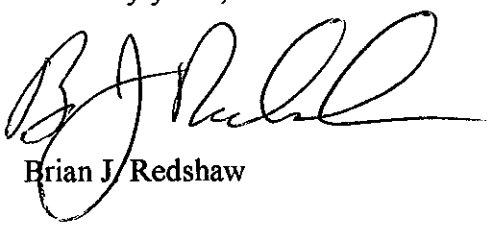
municipal gas utility in Waukee IA which was financially in trouble in 1980. Two large rate increases were implemented and I had the resolve to bring the City through the crisis even though the solution was not well received by the citizens. Over the last eighteen months, we have implemented SCADA systems for the water and electric systems in Sergeant Bluff. We have also implemented GPS system coordinating all of our mapping data. An upgrade to the remote meter reading system was also made. Over the last eighteen months, we have implemented SCADA systems for the water and electric systems in Sergeant Bluff. We have also implemented GPS system coordinating all of our mapping data. An upgrade to the remote meter reading system was also made. I have shown myself to be very successful in implementing change and handling a dynamic environment which has been essential in dealing with the natural gas and electric industries. I have been able to handle people well whether they are citizens, council members or employees.

My salary history information is as follows: FY 79-80 $16,000; FY 93-94 $37,631; FY 95-98 $40,000 to $49,200; FY 99-04 $50,000 to $57,000; and FY 05-11 $74,000 to $84,468 plus $5000 car allowance and FY12-14 $82,500 to $87,500 plus $4200 car allowance.

I have eight professional references for your use: Donald L. Bailey, Jr., former Mayor of Waukee IA, 515-987-1114; Frank Bigelow, Hibbing City Council, 218-262-1622; Tim Harkonen, Hibbing City Council, 218-263-8127; Carol F. Koble, former Syracuse Town Councilman, 574-457-2064; Tom Perzanowski, former Syracuse Town Marshal, 321-693-3156; Floyd W. Rosenkranz, former Mayor of Waukee IA, 940-482-1913; Jon Winkel, Mayor of Sergeant Bluff IA, 712-333-5539 and Jeff Young, former City Clerk of Hibbing MN, 218-969-8966.

I would gladly answer any questions that you might have in the future. If any other documents are necessary, please let me know and I can fax them to you.

Sincerely yours,



Brian J. Redshaw

BJR/bjr
encl.

Received
DEC 26 2014
Town of Lake Park
Dept. of Administrative Services

BRIAN J. REDSHAW

ADDRESS:

419 BROOKSHIRE COURT
SERGEANT BLUFF IA 51054
HOME: 712-943-9747
CELL: 712-223-5259
E-MAIL: iowahawk77@gmail.com

EDUCATION:

Master of Public Administration Degree (M.P.A.) with an emphasis in Public Management, University of South Dakota, Vermillion SD 57069. Degree received in July of 1979 with a G.P.A. of 3.36.

Bachelor of Arts Degree (B.A.) with a Major in Political Science, University of Iowa, Iowa City IA 52242. Degree received in May of 1977 with a G.P.A. of 3.05. A minor was received in Economics.

MUNICIPAL EXPERIENCE:

June 2012 to December 2013 – City Administrator of Sergeant Bluff, IA The Official 2010 Census count was 4227. Supervision of 27 full-time employees. The total budget for FY2014 is $12,348,388.

September 2004 to April 2011 – City Administrator of Hibbing, MN.
The Official 2010 Census count was 16,361. Supervision of 151 full-time employees. The total budget for the City of Hibbing in 2011 was $14,939,732

May 1999 to August 2004 – Town Manager of Syracuse, IN.
The Official 2000 Census count was 3038. Supervision of fifty (50) full-time employees. The total budget including utilities was $4,500,000.

May 1997 to October 1998 – City Manager of Hoisington, KS.
The Estimated 1995 Census count was 3212. Supervision of forty (40) full-time employees. The 1998 total budget including utilities was $3,958,096

September 1996 to March 1997 – Town Manager of Grand Lake, CO

August 1995 to May 1996 – City Administrator / Accountant of Oconto, WI.

February 1980 to October 1994 – City Clerk / Administrator of Waukee, IA.

Annexation Experience in Waukee IA
Budget Formulation Experience in all seven communities
Fund Accounting Experience in all seven communities
Mountain Community Experience – Grand Lake CO
Lake Community Experience – Syracuse IN
Police Experience in all but one of the communities (Grand County Sheriff's Contract)
Fire Experience with both volunteer and full-time departments
Parks & Recreation Experience in all seven communities
Union Negotiation Experience (AFSCME, IAFF, Police Federation, MAPE, & Teamsters)
Comprehensive Planning Experience and Infrastructure Development
Economic Development Experience
Grant Administration Experience
Electric Distribution and Generation Experience in Hoisington KS
Natural Gas Distribution Experience in Waukee IA
Sanitation and Recycling Experience in Hibbing MN and Hoisington KS
Water Distribution Experience in five of the seven communities
Wastewater Experience in five of the seven communities (Special District – Grand Lake)
Worked in a suburb of the metropolitan Des Moines area.

PROFESSIONAL MEMBERSHIPS:

Current member of the International City Management Association and current member of the Iowa City/ County Management Association. I was also a member of the Coalition of Greater Minnesota Cities and am an active participant in the Labor & Employee Relations Committee of the CGMC. I have experience with the Kansas Association of City / County Management as well as the League of Municipalities. I have previously been involved with the Iowa Municipal Finance Officers' Association, Iowa Municipal Association of Utilities, Northern Municipal Distributors Group, American Waterworks Association, and American Public Gas Association. I previously worked with the Kansas Municipal Utilities, Kansas Municipal Gas Agency and the Kansas Municipal Energy Agency. I was also a member of the Kansas Rural Water Association.

I have completed Sessions I-III of the Municipal Clerk's Institute at Iowa State University in Ames, Iowa for a total credit of 10.2 C.E.U.'s.

In January of 1995, I completed the Dale Carnegie Training Course in West Des Moines In June of 2005, I successfully completed a Chamber Leadership Course in Hibbing MN.

I have been a member of Rotary International from 1999 to 2011. Prior to that I was a member of Lions Club in Iowa and Kiwanis Club in Wisconsin and Kansas. I am a Founding Member of the John C. Maxwell Certification Program since March 2011.

James A. Slaughter

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: ICMA Job Listing ?

4. Applicant's Last Name: Slaughter

5. Full First Name: James Middle Name: Andrew

6. Applicant's Home Address: 40 Masters Place
(*Do not use a post office box.*)

City: Beacon State: New York Zip Code: 12508

Home Telephone No. (*with area code*): (845) 440-8401 Cell Phone No. (*with area code*): (973) 493-1521

Email Address: boydmellon@msn.com

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☒
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

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JAN 22 2015
BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☒ No ☐
If "yes", please provide the position(s) for which you applied and the date of your application(s):

Town Manager submission fall 2005

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☒
If "yes", please print name, relationship to you and the Town department in which your relative works:

11. May we contact your present employer? Yes ☒ No ☐ present employer - The Slaughter Group, Ltd (my company)

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☒

13. Can you work evenings? Yes ☒ No ☐

14. Can you work weekends? Yes ☒ No ☐

15. Are you legally able to work in the United States? Yes ☒ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☒

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☐ No ☒ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] Issuing State: New York

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☒

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☒ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: James A Slaughter

High School or GED	
Full Name: Gateway High School	Date Graduated: 1972
Address: Mosside Boulevard	
City/State/Zip Code: Monroeville, Pa	
College/University	
Full Name: University of Pittsburgh	Date Graduated: April 1976
Address: 4200 Fifth Avenue	Major: Urban Studies
City/State/Zip Code: Pittsburgh, Pa 15260	Degree: Bachelor of Arts
College/University ~~University of Pittsburgh~~	
Full Name: University of Pittsburgh	Date Graduated: ~~[illegible]~~ April 1980
Address: 4200 Fifth Avenue	Major: Public Administration
City/State/Zip Code: Pittsburgh, Pa 15260	Degree: Master of Public Administration
Training/Vocational School College	
Full Name: Vermont/Norwich College	Date Completed: October 1981
Address:	Licenses or Certifications: Urban & Regional Planning
City/State/Zip Code: Plainfield, Vermont	Master of Arts
	Certificate in Historic Preservation
NOTE: Please attach copies of degrees or certificates at the time of application.	Brown University

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Background + training in Project/Construction Management

21. Please list any trade or professional organizations to which you currently belong:

American Planning Association, Urban Land Institute
Applying to International City/~~County~~ Management Association

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Peekskill	Starting Date: September 2011
Address: 840 Main Street	Ending Date: January 2015
City/State: Peekskill, New York Zip Code: 10566	Final Salary: $60,000
Telephone Number (with area code): (914) 734-4160	
Your Immediate Supervisor: Nick Piro	
Your Position Title: Director of Economic Development	

Duties and Responsibilities: Managed downtown initiatives for arts, culture and business development. Developed marketing campaign for business attraction & industrial square footage. Administered redevelopment of Lower Jay Street and 9 Corporate Drive.

Reason for Leaving: Budget cutbacks, position phased out

Monthly

Name of Employer: Scenic Hudson, Inc	Starting Date: April 2007
Address: One Civic Plaza Suite 201	Ending Date: April 2008
City/State: Poughkeepsie Zip Code: 12601	Final Salary: $104,000
Telephone Number (with area code): (845) 473-4440	
Your Immediate Supervisor: Neil Sullivan	
Your Position Title: Director of Land Use Advocacy	

Duties and Responsibilities: Managed the Land Use Advocacy team on strategic planning, site development application for waterfront municipalities in the Hudson Valley.

Reason for Leaving: Scenic Hudson decided to return to merge with Land Trust agency.

22. EMPLOYMENT HISTORY (continued)

Name of Employer: City of Newburgh	Starting Date: April 30, 2013
Address: 83 Broadway	Ending Date: [illegible]
City/State: Newburgh, NY Zip Code: 12550	Final Salary: $120,000 - Interim
Telephone Number (with area code): (845)	91,000 - Planning
Your Immediate Supervisor: City Council (646) 326-1936	
Your Position Title: Interim City Manager / Director	of Planning and Development

Duties and Responsibilities:
Administered the ~~[illegible]~~ day to day operation for a staff of 260 managed personnel and administered asset management of capital resources - Designs economic development policies and plans

Reason for Leaving:
Was the interim City Manager for one year, was not selected. New City Manager [illegible]

Name of Employer: The Slaughter Group	Starting Date: January 2000
Address: 40 Masters Place	Ending Date:
City/State: Beacon, New York Zip Code: 12508	Final Salary: Variable
Telephone Number (with area code):	
Your Immediate Supervisor: NA	
Your Position Title: President	

Duties and Responsibilities:
Administer economic development projects for economic residential development, business retention + attraction
Preparation of state and federal grants

Reason for Leaving:
I was looking for a position that provided benefits

23. Please explain any gaps in your employment history:

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☑ No ☐

If "yes", identify the employer and your job position, and explain why and include the date of the job action: New Manager - City of Newburgh brought in new team
Scenic Hudson have budget cutbacks

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: James A. Slaughter
(please print)

James A. Slaughter
Signature of Applicant

January 21, 2015
Date

Signature of Applicant's Parent or Legal Guardian
(if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

Vermont College

of

Norwich University

Montpelier Vermont

This certifies that

James Andrew Slaughter

has satisfactorily completed the requirements of the

Goddard Graduate Program

and is therefore awarded the degree of

Master of Arts

Given this 9th day of October 1981

University of Pittsburgh

Pittsburgh, Pennsylvania

To all persons to whom these presents may come, Greeting
Be it known that

James Andrew Slaughter

having satisfied the requirements for the degree of

Bachelor of Arts

is now admitted to that degree with all the rights, privileges and immunities thereunto appertaining.

In Witness Thereof, we the Trustees of the University have caused our corporate seal and the proper signatures to be hereunto affixed. Given at Pittsburgh, Pennsylvania, on the twenty-second day of April in the year of our Lord one thousand nine hundred and seventy-six

University of Pittsburgh

Pittsburgh, Pennsylvania

To all persons to whom these presents may come, Greeting
Be it known that

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Vermont College

of

Norwich University

Montpelier Vermont

This certifies that

James Andrew Slaughter

has satisfactorily completed the requirements of the

Goddard Graduate Program

and is therefore awarded the degree of

Master of Arts

Given this 9th day of October 1981

January 12, 2014

Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Dear Sir or Madam:

I am submitting my name for consideration as Town Manager for the Town of Lake Park, Florida. I have completed an assignment as the Interim City Manager and Director of Planning and Development for the City of Newburgh. My duties entailed:

- Identification of new sources of revenue and department self-efficiency for three departments in preparing and successful passage of $42,172,589 FY 14 City Budget
- Development of a new policy for distributing city-owned parcels for economic and redevelopment initiatives
- Providing direction in labor negotiations and analyzing potential realignment of city departments
- Administered Asset Management of capital resources and programs in conjunction with capital improvements including water, sewer and transportation
- Designs economic development policies and plans in commercial, industrial, residential and retail development

In addition, I managed departments and agencies for local and state governments in four states and worked in short segments as Acting City Manager. I have state legislative experience as Executive Director of the African American Affairs Commission in lobbying for legislation and programs to enhance the lives of African – Americans in Connecticut.

I am also the President of The Slaughter Group, a consulting firm that works with adaptive reuse, business and residential development, contract submissions and parking projects. I work with clients on retail recruitment, landlord assistance in tenant identification and leasing for office, manufacturing and warehouse properties. In addition, I served as Director of Land Use Advocacy for Scenic Hudson, Inc which advocated for sound waterfront planning and sustainability along the Hudson River. I coordinated the production of Revitalizing *Hudson Riverfronts "Illustrated Conservation and Development Strategies for Creating Healthy, Prosperous Communities"* handbook.

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As Director of Policy, Planning and Development for the City of East Orange, my duties included management of planning projects, zoning approvals, housing development, rehabilitation projects and economic development. I was responsible for ten redevelopment projects, totaling $ 1.2 billion with seven completed projects during my tenure. One project was the Cicely Tyson School of Performing and Fine Arts, which included a K-12 facility and performing arts center totaling $144.0 million. I provided redevelopment advice to the Mayor and received a commendation for East Orange's fiscal and economic revitalization from the New Jersey Legislature.

The management of staff has range from 4 to my previous responsibility of 256 employees. I created Management Development Associates, Inc and worked with the Martin Luther King Drive Neighborhood Development Corporation in Jersey City, NJ. This project was a journey from conceptual ideas to construction management over a ten-year period. Our work was recognized and I was a recipient of the Paul Davidoff Award for "Advocacy Planning" from the American Planning Association.

I can be contacted at (845) 440-8401 or (973) 493-1521, (cell) and via email at boydmellon@aim.com, if there are any questions.

Sincerely,

James A. Slaughter
Encl.

JAMES A SLAUGHTER
40 MASTERS PLACE
BEACON, NEW YORK 12508
(845) 440-8401
EMAIL – boydmellon@aim.com

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JAN 22 2015
BY: .....

OBJECTIVE -

Incorporate public administration techniques and policies in managing a municipality, educational institution or business through proper resource utilization.

PROFESSIONAL EXPERIENCE

4/2013 – City of Newburgh –Director of Planning and Economic Development Interim City Manager (6/2013-6/2014)

Administered day to day operation for the City of Newburgh, managing a staff of 260 employees

Manages the preparation and successful passage of the FY 2014 Budget of $42, 172,589 entailing resource usage, financial trends and development of the 2013 Bond Anticipation Note

Administers staff including selection of personnel to fill open positions, progressive discipline and long term management plans

Administered Asset Management of capital resources and programs in conjunction with capital improvements including water, sewer and transportation

Designs economic development policies and plans in commercial, industrial, residential and retail development

Administers the River of Opportunities Program to attract small to moderate size commercial, industrial and warehouse businesses to the City of Newburgh

Established Business Concierge Services to expedite site plan, permit and business relocation

9/2011–12/2012 - City of Peekskill – Peekskill, NY – Director of Economic Development

Managed downtown initiatives for arts, culture and business development

Administered new marketing campaign for business attraction and retention

Worked with landlords to fill commercial and industrial rental square footage

Administered the redevelopment of the Lower South Street Redevelopment Area, 9 Corporate Drive and Downtown Peekskill

1/2009 – The Slaughter Group – Beacon, NY - President

Administers projects for economic development, housing production, parking analysis and preparation of state and federal grants, corridor planning, parking analysis and mixed income housing production

Develops economic development policies to create mixed use projects and transit oriented development along transportation and riverfront corridors

James A. Slaughter -

3/2007– 4/2009 Scenic Hudson - Poughkeepsie, NY – Director of Land Use Advocacy

Managed the Land Use Advocacy Team in strategic planning, site development application for waterfront municipalities in the Hudson Valley

Managed campaigns with local organizations, land trust groups to engage developers for alternative development plans

2/2002 – 5/2007 City of East Orange, New Jersey Department of Policy Planning and Development – Director

Managed a staff of thirty and administered 10 redevelopment projects with designated developers with seven completed projects including residential, mixed/adaptive use projects/retail development with regional and national firms

Developed Business Improvement Districts for Central Avenue and Main Street corridors

Project Manager for the development of the $144.0 million Cicely Tyson Community School of Performing and Fine Arts

Worked with developers and building owners towards leasing different classes of warehouse, office and retail space

5/2000-2/2002 African American Affairs Commission Hartford, Connecticut - Executive Director

Administered a legislative agency which interacted with the governor's office, legislators and special interest groups

Restructured agency to be proactive for recommending proposed legislation and program coordination with various advocacy agencies

EDUCATION

Vermont College /Norwich University - MA Urban & Regional Planning
University of Pittsburgh - MPA Public Administration
University of Pittsburgh - BA Urban Studies
Drew University - Certificate in Historic Preservation

AWARDS

Paul Davidoff Award - American Planning Association
Certificate of Commendation - New Jersey Legislature

Mark E. Stivers

TOWN OF LAKE PARK
An Equal Opportunity Employer
EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department**, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: Town Manager
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: ICMA Website ?

4. Applicant's Last Name: Stivers

5. Full First Name: Mark Middle Name: Edward

6. Applicant's Home Address: 1909 Shady Oak Drive
(*Do not use a post office box.*)

City: Mont Joy State: PA Zip Code: 17552

Home Telephone No. (*with area code*): N/A Cell Phone No. (*with area code*): (717) 468-0415

Email Address: MStivers153@gmail.com New: (717) 475-4673

7. Social Security Number: [redacted]
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:
N/A

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JAN 23 2015
BY: .....

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

N/A

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

N/A

11. May we contact your present employer? Yes ☐ No ☑

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

N/A

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☐ No ☑ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: _____ Issuing State: _____

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐
Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name: Gaithersburg High School	Date Graduated: Spring 1983
Address: 35 N Summit Ave	
City/State/Zip Code: Gaithersburg MD 20877	
College/University	
Full Name: Shippensburg University	Date Graduated: Summer 1987
Address: 1871 Old Main Drive	Major: Geo-Environmental Studies
City/State/Zip Code: Shippensburg PA 17257	Degree: BA
College/University Temple University	
Full Name:	Date Graduated: January 2010
Address: 580 Meeting House Road	Major: Community + Regional Planning
City/State/Zip Code: Ambler PA 19002	Degree: Master
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

Microsoft Office Suite, ESRI ArcMap, GPS, docStar

21. Please list any trade or professional organizations to which you currently belong:

American Planning Association (Inc. PA Chapter), AICP, ICMA
Pennsylvania State Association of Boroughs.

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: Manheim Borough	Starting Date: May 2013
Address: 15 E High Street	Ending Date: N/A
City/State: Manheim PA Zip Code: 17545	Final Salary: 79,567.00
Telephone Number (with area code): (717) 665-2461	
Your Immediate Supervisor: David Fenicle	
Your Position Title: Borough Manager	
Duties and Responsibilities: Day to day operation of the Borough. Preparation of budgets, manage of finances, overseeing of staff, management of projects, Working with federal, State, & local government agencies. Writing, securing & managing grants.	
Reason for Leaving: Currently Employed.	

Name of Employer: East Hempfield Township	Starting Date: March 2007
Address: 1700 Nissley Road	Ending Date: May 2013
City/State: Landisville PA Zip Code: 17538	Final Salary: 63,000
Telephone Number (with area code): (717) 898-3100	
Your Immediate Supervisor: Robert Krimmel	
Your Position Title: Director of Planning & Development	
Duties and Responsibilities: Management of Zoning Officer, Stormwater/planning Officer, and building Code inspectors; Department budget, provide staff support for the Planning Commission, Zoning Hearing Board (Board of Adjustments) and the Board of Supervisors. I also did site inspections & inspection of Storm water Facilities for MS4 Compliance, grant writing	
Reason for Leaving: To take the job as Borough Manager in Manheim Borough.	

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Lancaster County Planning Comm	Starting Date: July 2003
Address: 150 N Queen Street Suite 320	Ending Date: March 2007
City/State: Lancaster PA Zip Code: 17603	Final Salary: ~~$~~ 45,000
Telephone Number (with area code): (717) 299-8333	
Your Immediate Supervisor: James Cowhey	
Your Position Title: Senior Community Planner	

Duties and Responsibilities: Administration of the County Subdivision + Land Development Ordinance, coordination + development of Municipal + regional Comprehensive Plans, grant applications, infrastructure planning.

Reason for Leaving:

To take the job as Director of Planning + Development at East Hempfield Township

Name of Employer: YWAM - Amsterdam	Starting Date: September 1994
Address: Sadijksplein 18	Ending Date: June 2003
City/State: Amsterdam NL Zip Code:	Final Salary: ~~$~~ 30,000
Telephone Number (with area code):	Lived on Support + Donations
Your Immediate Supervisor: Armando Benner	
Your Position Title: Staff Member, Leadership Team	

Duties and Responsibilities: Various positions including the head of finance, Board of Directors, Director of Schools, and leader of the Short Term Evangelical Ministries

Reason for Leaving: To Move back to the U.S.A.

23. Please explain any gaps in your employment history: N/A

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☒

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: Mark E Stivers
(please print)

Signature of Applicant — Date: 1/21/15

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor) — Date

The Town of Lake Park is an Equal Opportunity Employer.

Mark E Stivers, AICP
1909 Shady Oak Drive
Mount Joy, PA 17522

January 7, 2015

Bambi McKibbon-Turner M.S., HRM
Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

RE: Employment - Town Manager

Thank you for considering me for the position of Town Manager.

I have been involved in local government since 1988 when I began my career with the Lancaster County Planning Commission as a Planning Technician. Over the years, I have learned the importance of quality leadership in creating a strong community. This inspired me to complete my senior thesis for my master's degree on the importance of leadership for creating a strong and sustainable community in 2009 (Temple University).

I had the privilege of living and working nine years in Amsterdam, Netherlands, a major international city. While there, I was able to apply my planning degree in my work for a non-profit multi-national organization in a multi-cultural city. Through this experience, I learned the value and impact of good planning, leadership, and working with many cultures in order to develop an incredible sense of place. I have been able to apply this knowledge and experience to my jobs since returning to the U.S.

I like working in a teams as both a team member and as well as in a leadership role. I have strong skills in communication, delegation, coordination, and in seeing a project through to completion. I am involved in several committees and groups here in Lancaster and throughout the State.

My fiancé and I are looking to relocate to Florida to be closer to family.

I would like the opportunity to talk with you and discuss this position and my qualifications. My email address is MStivers153@gmail.com and my phone number is 717.468.0415.

Sincerely,

Mark E. Stivers, AICP

RECEIVED
JAN 13 2015
BY: NR

MARK E. STIVERS, AICP

1909 Shady Oak Drive • Mount Joy, PA 17552 • 717-468-0415 • mstivers153@gmail.com

OBJECTIVES

- To serve in a career that will utilize my skills, training, and life experience to facilitate the growth of a community and to empower the residents and businesses to fulfill their goals and the visions for their community.
- To work in an environment that will enable and encourage me to administer the values, goals, and principles of the community with integrity.

EMPLOYMENT

BOROUGH MANAGER May 2013 – Present
Manheim Borough (Pop 4,800) *Lancaster, PA*
As Borough Manager, my responsibilities include the day-to-day operations of Manheim Borough. This includes the preparation of the annual budget and fiscal management, overseeing staff and departments, including public works, to ensure projects and goals are completed. I am responsible for the hiring, evaluating, and discharging of staff in accordance with written polices and applicable laws. I supervise the administration of borough personnel policies and benefit programs and maintain a working relationship with area leaders including the Chief of Police, and adjacent municipal officials. I prepare and propose short term and long term goals and objectives for consideration by Borough Council including police department contract negotiations, tax revenue evaluations, FEMA flood risk management, resolutions, and redevelopment plans. I represent the Borough in contacts with Federal, State, County, and local governments and prepare information and reports for use by Council in their decision making. I work with local media outlets and community organizations to keep the public informed and promote cooperation with Borough activities and plans–as well as meeting with local business owners and managers to determine their needs and goals.

DIRECTOR OF PLANNING & DEVELOPMENT March 2007 – May 2013
East Hempfield Township (Pop 24,000) *Lancaster, PA*
As Director of Planning and Development, my responsibilities included the management of department that consisted of planning, zoning, stormwater management, and building codes. My responsibilities included overseeing the department budget; supervising staff that consisted of zoning and development personnel, and building code inspection. I was responsible for staff evaluations and discipline, as well as providing staff support for the Board of Supervisors, Planning Commission, and Zoning Hearing Board; and assisting the public and developers in coordination of projects. I trained for storm water inspection to be certified to inspect stormwater facilities for compliance with MS4 criteria as well as initiated a mapping system for MS4 facility location and recording. I prepared reports, documents, and other information for use by the Supervisors in making decisions. I instituted and launched a document management system for the Township utilizing DocStar.

SENIOR COMMUNITY PLANNER 1992 – 1994 & July 2003 – March 2007
Lancaster County Planning Commission *Lancaster, PA*
As a senior community planner, I was responsible for the administration of the County subdivision and land development ordinance administration, coordination and development of multi-municipal comprehensive plans, grant applications, and infrastructure planning. I also provide individualized training for municipal officials including planning commission, zoning bearing board (board of adjustments), and governing body.

CHRISTIAN MISSIONARY September 1994 – June 2003
Youth With A Mission (YWAM) *Amsterdam, The Netherlands*
YWAM is an international, interdenominational Christian missionary organization. I served as faculty for the University of the Nations leading and teaching in missionary training schools and counseling schools

for young adults from many nations. During this tenure, I visited teams in different nations to provide support and help with team dynamics and worked with the homeless and needy in the city. I served as a member of the leadership team which led an international staff of over 50 supervised the accounting department, and prepared budgets. I organized programs and ministry opportunities for 10-day to eight-week outreaches for 20 to 200 people taught on schools that are associated the University of the Nations, worked with the city, area churches, and other organizations to serve and reach out to the homeless in the city, and traveled to and worked in 12 different countries. I also provided technical support including managing the computer network and running a commercial kitchen.

TRANSPORTATION/ENVIRONMENTAL PLANNER 1989 - 1992
Herbert, Rowland, & Grubic and the Lancaster County Planning Commission *Lancaster & Harrisburg, PA*
My responsibilities included transportation data collection and analysis, public presentations, writing reports, reviewing plans for ordinance compliance, analyzing intersections, environmental data collection and development of environmental impact statements. I worked developing the foundation for the County transportation model. I served as staff for the County MPO preparing reports for their information and action.

EDUCATION

Masters of Science – Community and Regional Planning 2005 – 2010
Temple University *Harrisburg & Ambler, PA*

Bachelor of Arts degree – Geo-Environmental Studies 1984 – 1987
Shippensburg University *Shippensburg, PA*

SKILLS and EXPERIENCE

I serve on the following State, regional and County committees: the Board of the Manheim Chamber of Commerce, the Board of the Manheim Area Economic Development Corporation, the Penn Township Industrial Development Authority, the Transportation Technical Advisory Committee the Bicycle/Pedestrian Advisory Committee; the Lancaster County TIP Update Subcommittee, the Lancaster County Long Range Transportation Plan Subcommittee. I have also served on the PSATS (Pennsylvania State Association of Township Supervisors) MS4 Subcommittee; and the Lancaster County Housing Affordability Task Force. I have also had the opportunity to present planning related information as a guest teacher at Millersville University and York College.

I have served on the Executive Board of the PA Chapter of the American Planning Association(APA/PA), serving as Treasurer for three years and served on the Annual Conference Committee on three occasions, chairing the program committee twice. I currently serve on the APA/PA Professional Development Committee and Legislative Committee as well as the APA/AICP Student Awards Committee. I am a member of the ICMA, American Planning Association, and the American Institute of Certified Planners. While on the Executive Committee, I represented the Association on such tasks as working with PennDOT to develop "Integrating Transportation & Land Use in Comprehensive Plans Handbook (Pub 688)", and "Improving the Land Use – Transportation Connection through Local Implementation Tools (Pub 662)."

I was certified as an Emergence Medical Technician for over 5 years and served my local community as a volunteer, working with a local ambulance association. I am an Eagle Scout with the Boy Scouts of America.

I am proficient in Microsoft Office including Word, Outlook, Excel, and PowerPoint. I have training and experience using ESRI GIS. I have set up document management systems using DocStar.

I enjoy cooking, music, reading, movies, hiking, camping, bicycling, woodworking, and time with friends and family

Terry K. Suggs

TOWN OF LAKE PARK

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

Please type or print clearly. Do not use pencil. Do not revise or reformat this application form in any way.
A separate application form containing the applicant's original signature is required for each position. Applications will not be accepted by fax. Completed applications must be submitted **by the applicant directly to the Human Resources Department,** Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Applications must be complete at the time they are submitted. Please answer each question or insert "N/A" if the question is not applicable. Applications are accepted only for advertised positions.

In accordance with the provisions of the **Americans with Disabilities Act**, please notify the Human Resources Department at 561-881-3310 in advance if you require special accommodations to participate in the employment application process.

1. Position Applied For: TOWN MANAGER
(*Please state the position applied for exactly as it has been advertised.*)

2. Is this position: ☑ Full-time ☐ Part-time ☐ Temporary ☐ Intermittent (Seasonal)
(*Please check one of the above boxes.*)

3. How did you first learn about this position: WEBSITE ?

4. Applicant's Last Name: SUGGS

5. Full First Name: TERRY Middle Name: KEITH

6. Applicant's Home Address: 3312 VIRGINIA LANE
(*Do not use a post office box.*)
City: GREEN COVE SPRINGS State: FL Zip Code: 32043
Home Telephone No. (*with area code*): N/A Cell Phone No. (*with area code*): 352.283.4605
Email Address: TEKE00@MSN.COM

7. Social Security Number: [redacted].
(*The Town of Lake Park requests your social security number for the purpose of conducting pre-employment background checks, pre-employment physical examinations and drug screens, employment benefits, and income reporting. Your social security number will be used solely for these purposes.*)

8. Have you ever worked for the Town of Lake Park? Yes ☐ No ☑
If "yes", please provide position title(s), department(s), dates of employment, and reason for leaving:

RECEIVED
JAN 22 2015

9. Have you ever applied for a position with the Town of Lake Park before? Yes ☐ No ☑
If "yes", please provide the position(s) for which you applied and the date of your application(s):

_____

_____

_____

10. Do you have any relatives currently employed by the Town of Lake Park? Yes ☐ No ☑
If "yes", please print name, relationship to you and the Town department in which your relative works:

_____

11. May we contact your present employer? Yes ☐ No ☑

12. Is there any reason that you would not be able to perform the responsibilities and tasks of the position for which you are applying? Yes ☐ No ☑

13. Can you work evenings? Yes ☑ No ☐

14. Can you work weekends? Yes ☑ No ☐

15. Are you legally able to work in the United States? Yes ☑ No ☐

16. Have you **EVER** been arrested, received a Notice to Appear, been charged, convicted, entered a plea of *nolo contendere* (no contest), entered a plea of guilty, been found guilty or had adjudication withheld in a criminal offense; or, are there any criminal charges now pending against you?

Yes ☐ No ☑

If "yes", please describe the charge and the outcome of the charges (please be sure to respond thoroughly and accurately to this question. Failure to answer accurately and fully or failure to disclose requested details on this application form will be counted as an omission of relevant facts and will be grounds for disqualification from consideration or revocation of job offer if recommended for hire):

_____

_____

_____

_____

17. Do you have a valid Florida (or out-of-state) driver's license? Yes ☑ No ☐ If your answer is "yes", please provide your driver's license number below and the issuing state:
Driver's License Number: [redacted] ıg State: FL

18. Do you have a valid Florida Commercial Driver's License (CDL)?

Yes ☐ No ☑

If "yes", indicate class below:

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Chauffeur's License ☐

Expiration Date: _____ Endorsements: _____

19. EDUCATION AND TRAINING HISTORY

Please provide your full name if different while attending school: _____

High School or GED	
Full Name:	Date Graduated:
Address:	
City/State/Zip Code:	
College/University	
Full Name: BARRY UNIVERSITY	Date Graduated: 12. 2013
Address: 11300 NE 2ND AVE	Major: PUBLIC ADM
City/State/Zip Code: MIAMI SHORES, FL 33161	Degree: MASTERS
College/University	
Full Name: FLORIDA STATE UNIV.	Date Graduated:
Address: 600 W. COLLEGE AVE	Major: PUBLIC ADM
City/State/Zip Code: TALLAHASSEE, FL 32306	Degree: CERTIFIED PUBLIC MGR.
Training/Vocational School	
Full Name:	Date Completed:
Address:	Licenses or Certifications:
City/State/Zip Code:	
NOTE: Please attach copies of degrees or certificates at the time of application.	

20. Please list all special skills, computer programs, office machines, equipment, tools, etc. that you are able to use:

OFFICE, EXCEL, PUBLISHER, QUICKBOOKS, ETC.

21. Please list any trade or professional organizations to which you currently belong:

FLORIDA ASSOCIATION OF CODE ENFORCEMENT
FLORIDA CITY / COUNTY MANAGEMENT ASSOCIATION
INTERNATIONAL CITY / COUNTY MANAGEMENT ASSOCIATION

22. EMPLOYMENT HISTORY

Commencing with your most recent employer, including self-employment, part-time employment, and military service (if applicable), please list in reverse chronological order your COMPLETE employment history. Please attach an addendum if needed to complete this section. (NOTE: If you are supplementing your application with a resume, all of the following requested information must be provided in your resume.)

Name of Employer: City of Keystone Heights	Starting Date: 9. 2011
Address: PO Box 420	Ending Date: Current
City/State: Keystone Hts, FL Zip Code: 32656	Final Salary: 62,000
Telephone Number (with area code): 352.473.4807	
Your Immediate Supervisor: City Council	
Your Position Title: City Manager	

Duties and Responsibilities: Chief Administrative Officer, Preparation of Annual Operating and Capital Improvement Budget, Human Resource Management, Planning and Zoning, Director of Community Redevelopment, Draft Policy and Procedure Manuals, Conduct City Elections and Municipal Airpark Board

Reason for Leaving:
Career Advancement - Looking to Expand Experience in a More Comprehensive Municipal Service Base.

Name of Employer: Alachua County	Starting Date: 5-2005
Address: 12 SE 1st Street	Ending Date: 9.2011
City/State: Gainesville, FL Zip Code: 32601	Final Salary: 43,000
Telephone Number (with area code): 352.374.5219	
Your Immediate Supervisor: Milton Towns	
Your Position Title: Operations Manager	

Duties and Responsibilities: Managed Countywide Solid Waste Drop-off Disposal Programs, Preparation of Annual Budget, Set Fee Schedule, Managed Contracts and Provided Customer Service for 300,000 Customers.

Reason for Leaving:
Career Advancement - Appointed City Manager

22. EMPLOYMENT HISTORY (continued)

Name of Employer: Alachua County	Starting Date: 8-1999
Address: 12 SE 1st Street	Ending Date: 5-2005
City/State: Gainesville, FL Zip Code: 32601	Final Salary: 37,000
Telephone Number (with area code): 352-374-5219	
Your Immediate Supervisor: Hilton Townes	
Your Position Title: Inspector	

Duties and Responsibilities:
Developed Policy & Procedures For Enforcement of Environmental / Solid Waste Code, Developed Education Materials and Performed Inspections Countywide For Compliance.

Reason for Leaving:
Internal Promotion

Name of Employer: Alachua County	Starting Date: 10-1997
Address: 12 SE 1st Street	Ending Date: 8-1999
City/State: Gainesville, FL Zip Code: 32601	Final Salary: 30,000
Telephone Number (with area code): 352-374-5219	
Your Immediate Supervisor: Rick Wolf	
Your Position Title: Zoning Inspector	

Duties and Responsibilities:
Interpretation of Unified Land Development Code, Assist Residents With Zoning Regulations And Performed Countywide Inspections.

Reason for Leaving:
Internal Transfer. Recruited To Develop Enforcement Program

23. Please explain any gaps in your employment history:
N/A

24. Have you ever been fired, removed or dismissed from any position at any time?

Yes ☐ No ☑

If "yes", identify the employer and your job position, and explain why and include the date of the job action: _____

25. APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION

I hereby certify that all statements in this application, and accompanying resume if provided, are true and complete. I understand that any falsification, misrepresentation or omission of information by me shall serve as a basis for disqualification from consideration for employment or termination of my employment with the Town of Lake Park. I further understand that unless this application is completed in detail, it will not be considered.

I hereby give my consent to the Town of Lake Park to investigate and verify any information provided on this application form and successive documents completed for the purpose of employment consideration. All applicants shall be subject to a criminal background check. I consent to have background checks, pre-employment physical examinations, drug testing, reference checks and any other necessary investigations undertaken to determine my suitability for employment.

I hereby authorize any representative of the Town of Lake Park, bearing this release, or copy hereof, to obtain any information in your files pertaining to my educational background, attendance, employment history and disciplinary records. I hereby release any person who provides personnel file or applicant information pertaining to me from all claims of liability that might otherwise result from such information. I hereby release the Town of Lake Park or its employees from any and all liability for damages resulting from reference checks, background checks associated with this application.

I am further aware and understand that the Town of Lake Park requires its employees to adhere to numerous policies, rules, regulations and procedures, including but not limited to: (1) fingerprinting of its employees upon application and employment; (2) Equal Employment Opportunity Policy; (3) a Drug Free Workplace Policy; (4) drug screening requirements; and (5) a Tobacco Free Workplace Policy.

I voluntarily agree to abide by all Town policies if I am hired by the Town of Lake Park.

I further declare that if I am employed by the Town of Lake Park, and thus a recipient of public funds, that I affirm that I will support the Constitution of the United States and the State of Florida.

Applicant Full Name: TERRY KEITH SUGGS
(please print)

T Suggs
Signature of Applicant

1-20-15
Date

Signature of Applicant's Parent or Legal Guardian (if applicant is a minor)

Date

The Town of Lake Park is an Equal Opportunity Employer.

January 12, 2015

Bambi McKibbon-Turner M.S., HRM
Director Human Resources Department
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Dear Ms. McKibbon-Turner:

I would like to request your consideration of my qualifications for the position of Town Manager. The published job announcement described a specific set of skills and abilities the Town Commission would like for the incoming manger to possess, and I believe I possess those preferred skills. I hold Master's Degree in Public Administration and a Certified Public Manager designation from Florida State University. My experience encompasses financial management, community redevelopment, human resource management, planning and zoning, public works, code enforcement, enterprise funds and capital projects. My public service career spans more than 18 years. Salary expectation for this position is $100,000 annually.

I grew up in a farming family of six children and understand the strong commitment to a work ethic required to be successful. My personal management style is one of a strong sense of duty and service to council and community, combined with a deep sense of loyalty to staff. This style of management combined with open and honest dialogue with elected officials, community leaders, civic organizations and city staff has proven successful. I also recognize the importance of community involvement, and am currently involved with Rotary International, Kiwanis, and several local outreach organizations, as well as serving on committees of professional organizations such as Florida City/County Management Association and Florida Association of Code Enforcement.

I believe my municipal experience, formal education and work ethic make me a viable candidate for the City Manager position for the Town of Lake Park. Thank you in advance for your consideration of my qualifications as a possible candidate.

In public service,

Terry K. Suggs, MPA, CPM, FCCMA, ICMA

TERRY K. SUGGS

3312 Virginia Lane, Green Cove Springs, Florida 32043
Phone: 352-283-4605 Email: teke00@msn.com

Experienced municipal manager with diverse municipal background spanning more than 18 years focused on financial stability and staff management, capital and infrastructure projects, planning and zoning and community redevelopment.

Areas of Expertise

Financial Management	Municipal Policy and Procedures	Strategic Planning
Community Development	Staff Performance Management	Motivated Leader
Strong Interpersonal Skills	Analytical Thinker	Enterprise Funds

Work History

City Manager — September 2011 - Present
City of Keystone Heights, FL

Preparation of the annual operating and capital improvement program budget, review and process budget amendments and ensure compliance with budgeted programs and long-term planning

Produce and analyze quarterly revenue and expenditure forecasts to identify current and future trends affecting financial condition

Responsible for all aspects of human resources management including recruitment, wage and salary administration, benefits, payroll, classifications, program development and establish performance objectives and performance measures

Update Policy and Procedure Manuals outlining established methods of performing work in accordance city policy

Oversee projects within the Community Redevelopment District

Conduct annual city council elections, serve as a chair of the canvassing board, and maintain statistics on election results, voting history and voter registration

Represent city council at Keystone Municipal Airpark Authority Board meetings

Successes:

Crafted City's first formal comprehensive strategic plan

Assisted in securing a $683,000 in Housing Rehabilitation and Recreation Grants

Implemented street preservation plan to extend the life of roadway network by an additional 20 years and save an estimated $11 million

Re-established code enforcement department and implemented policy and procedures

Negotiated cost sharing agreements with Board of County Commissioners and County School Board on capital projects

Concluded fiscal years 2012, 2013, and 2014 financial audits with no critical management comments

Operations Supervisor — May 2005 – September 2011
Alachua County Public Works, Gainesville, FL

Recruited for management of the countywide solid waste drop-off disposal program

Developed and administered multi-million program budget, forecasted and set taxpayer fee rate schedule

Managed public/private contracts

Established and implemented policies and procedures to promote additional revenue sources and eliminate cost

Alachua County Development Review Committee

Successes:

Turned the rural collection center program around from an initial budget deficit of $216,000 to a reserve fund balance of more than $1 million in 4 years

Implemented a metal recycling program and developed a non-resident user permit fee designed to allow neighboring counties to participate in program

Reduced taxpayer fee rates 36% following implementation of new programs

Appointed to County's Development Review Committee in 2008 as one of only three voting members countywide in recognition of body of work

Zoning Compliance Inspector — October 1997 – May 2005
Alachua County Growth Mgmt/Public Works, Gainesville, FL

Interpretation of Unified Land Development Code

Research and assist customers with zoning rules and regulations

Investigation of potential zoning infractions

Case preparation and presentation of testimony at code enforcement hearings and county court

Successes:

Assisted former State Senator Rod Smith with creation of glitch bill reducing civil citation filing fees from a proposed $250 filing fee to a $10 filing fee benefiting code enforcement offices statewide saving one county an estimated $500,000 annually

Effectively co-managed debris clean-up following hurricanes in 2004 resulting in maximizing federal reimbursement dollars from FEMA

Received Police Service Award for work in blighted neighborhoods

Ad Valorem Tax Appraiser — September 1991 – March 1994
Jacksonville, FL

Performed ad valorem appraisals on residential properties and vacant land

Assisted in the development of the certified tax roll

Defended assessed value during Valuation Adjustment Board Hearings

Successes

Awarded Certified Florida Evaluator Designation by Florida Department of Revenue

Education

Master of Public Administration, Barry University: 2013
Certified Public Manager, Florida State University: 2010

Professional Organizations

Florida City/County Management Association – Education Committee
Florida Association of Code Enforcement – Past President
Florida League of Cities
International City/County Management Association

Community Organizations

Keystone Heights Kiwanis Club
Keystone Heights Rotary Club
Non-Profit Scholarship Endowment Organization Past President

References

Donnie Bowles
Michael Baker Corporation
Engineer
904-380-2508

Robert Hamilton, J.D.
Florida Association of Code Enforcement
Board Attorney
407-857-7067

Shawn O'Rourke, CEP
City of Oviedo
Code Compliance Manager
407-971-5786

Susan Fraser
SLF Consulting
Planner
904-591-8942

Rich Komando
Kopelousos, Bradley & Garrison
City Attorney
904-269-1111

Richard Wolf
Alachua County
Asst. Director Growth Management
352-374-5247

Letters Available Upon Request

Salary Surveys

2014 PEPIE SALARY SURVEY

Agency Manager

Employer	Your Title	FLSA Status	Match (L,S,H)	Exec. (Y/N)	Supv. Level	Minimum	Midpoint	Maximum	Total EE in Dept.	Total Budget	Average Actual Salary	Reports to	Comments	Population (2013)
City of West Palm Beach	City Administrator	E	S	Yes	A	$164,057	$205,251	$246,445	5	$1,010,359.00	$195,000	Mayor		102,436
Palm Beach County Sheriff's Office	Sheriff	E	H	Yes	A	$171,468	$171,468	$171,468	3628	$509,243,437.00	$171,468	Board of County Commissioners		N/A
City of Margate	City Manager	E	S	Yes	A	$139,062	$167,084	$195,105			$179,696			53,456
Clerk & Comptroller, Palm Beach County	Clerk and Comptroller	E	S	Yes	A	$162,549	$162,549	$162,549	765	$62,363,102.00	$162,549			N/A
City of Delray Beach	City Manager	E	S	Yes	A	$117,436	$152,672	$187,907		$494,200.00	$160,014	Mayor/Commission		60,072
Broward County Housing Authority	Chief Executive Officer	E	S	Yes	A	$116,451	$151,387	$186,322	2		$180,678	Board of Commissioners		N/A
City of Hallandale Beach	City Manager	E	S	Yes	A	$132,556	$149,021	$165,484	7	$1,023,369	$165,000	City Commission		38,632
Martin County BOCC	County Administrator	E	H	Yes	A			$200,000	7		$140,000	Board		N/A
City of Plantation	Mayor	E	S	Yes	A	$15,000	$82,500	$150,000	11	$1,081,452.00	$117,221	Council		90,268
City of Boca Raton	City Manager	E		Yes	A					$324,146,400 Entire City	$222,280	City Council		89,407
City of Boynton Beach	City Manager	E	S	Yes	A	Contract		Contract	7	$3,702,995.00	$169,950	City Commission		71,097
City of Coconut Creek	City Manager	E	S	Yes	A				7	$1,818,300.00	$200,283	Mayor		56,792
City of Coral Springs	City Manager	E		Yes	A	N/A			8	156,536,037 entire city	$213,282	City Commission		121,604
City of Dania Beach	City Manager	E	S	Yes	A	Contract		Contract	3	$780,519.25		Commission	Contract - no range	30,731
City of Deerfield Beach	City Manager	E	S		A				4	$904,357.00	$158,175	Commission		78,041
City of Greenacres	City Manager	E	S	Yes	A				BFT/6PT	$1,083,044.00	$169,539	Mayor/Council		38,696
City of Lauderdale Lakes	City Manager	E	H	Yes	A				2	$300,810.00	$156,905	City Commission		34,062
City of Oakland Park	City Manager	E	H	Yes	A					$714,348.00		Commissioners		43,286
Palm Beach Gardens	City Manager	E	S	Yes	A	$0		$0	4	$892,252.00	$201,801	City Council		50,699
City of Parkland	City Manager	E	S	Yes	A						$180,899	City Commission	Contractual - Unclassified Salary Grade	26,518
City of Pembroke Pines	City Manager	E	S	Yes	A				5	$559,764.00	$274,996	comm.		106,329
CITY OF POMPANO BEACH	City Manager	E	S		A	N/A		N/A	4	$781,474	$180,250	Commissioners		104,410
CITY OF RIVIERA BEACH	CITY MANAGER	E	S	Yes	A	CONTRACT			12	$898,434	$160,500	CITY COUNCIL		33,263
City of Stuart	City Manager	E	S	Yes	A	N/A		N/A	5	$403,625.00	$155,000	City Commission		16,078
CITY OF TAMARAC	City Manager	E		Yes	A						$214,832	City Commission		63,155
Health Care District of Palm Beach County	Chief Executive Officer	E	S	Yes	A	At Board Discretion		At Board Discretion			$247,208	Board		N/A
Palm Beach County School District	Superintendent	E	H	Yes	A				4		$236,385	School Board	Contract - no range	N/A
SOUTH FLORIDA WATER MANAGEMENT DISTRICT	EXECUTIVE DIRECTOR	E	S	Yes	A	Contract				$622.2MM	$165,006	GOVERNING BOARD		N/A
Town of Davie	Town Administrator	E	S	Yes	A	CONTRACT		CONTRACT	8	$1,980,062	$190,000	Town Council/Mayor		96,830
Town of Jupiter	Town Manager	E	S	Yes	A						$180,000	Town Council	Contract	58,298
Town of Lantana	Town Manager	E	S	Yes	A				3	$360,471.00	$117,000	Town Council	Contractual	10,867
Town of Palm Beach	Town Manager	E	S	Yes	A	Contract			12	$802,669.00	$220,000	Town Council		8,649
The Village of Royal Palm Beach	Village Manager	E		Yes	A	Contract			1.5	$717,671.00	$178,911	Mayor/Council		36,306
Village of Tequesta	Village Manager	E	S	Yes	A				2		$163,147	Village Council	contract supersedes ranges	5,803
Village of Wellington	Village Manager	E		Yes	A						$216,299	Council		60,202

	Minimum	Midpoint	Maximum
Average:	$127,323	$155,241	$185,031
3rd Quartile:	$162,926	$168,180	$195,105
1st Quartile:	$124,997	$152,029	$168,476
Median:	$135,810	$157,610	$186,322

Actual Salary Results

3rd Quartile:	$201,801	Simple Average:	$183,160
1st Quartile:	$162,549		

ICMA 100th ANNIVERSARY 1914 ■ 2014

ICMA Members' CAO Salary and Compensation Survey Results 2014

Highlights

- The overall median base salary for chief appointed officials (CAOs) in city-type government is $122,925; for county CAOs, it's $135,110.
- 81% percent of ICMA member CAOs reported that their base salaries are publicly available on the local government website.
- In a majority of cases overall, benefit packages for CAOs are calculated in the same manner as for other employees of the local government.

ICMA's annual CAO Salary and Compensation Survey is now a member benefit. For the last several years the survey has been sent to local government managers and chief administrative officers regardless of whether they are ICMA members. The 2014 survey, which was conducted in June-August, was an electronic survey sent only to ICMA members who are chief administrative officers or managers in U.S. local governments. ICMA is pleased to be able to offer our members this exclusive salary and benefit information.

Identifying a "typical" salary and benefits for a city or county manager or chief appointed official (CAO) is difficult because of the many variables that have an impact on the compensation package. "ICMA Guidelines for Compensation" state that the compensation of local government managers should be "fair, reasonable, transparent, and based on comparable public salaries nationally and regionally."[1] But what is fair and reasonable? If the CAO is a city, county, or town manager, he or she serves as the chief executive officer (CEO) of a major enterprise, with more lines of business than most comparably sized private companies. If the CAO works for a mayor or county executive, he or she serves as chief operating officer, again with substantial executive responsibilities for a highly complex organization. Additionally, the actual range of services for which the CAO is responsible varies widely.

While ICMA recommends that compensation benchmarks be established in accordance with comparable local government and/or public sector agencies, there is no consensus on what external positions are appropriate for benchmarking CAO pay. ICMA guidelines are broad, stating that "compensation should be based on the position

requirements, the complexity of the job reflected in the composition of the organization and community, the leadership needed, labor market conditions, cost of living in the community, and the organization's ability to pay."[ii]

There is no average CAO any more than there is an average city, county, or town. Responses show that pay practices vary widely according to the size, location, and philosophy of each local government. The survey was designed to collect information on compensation for CAOs that would reflect the norms around the country and to examine practices in relation to the principles contained within the "ICMA Guidelines for Compensation."

Survey Methodology

The 2014 *ICMA CAO Salary and Compensation Survey* was sent to all ICMA members who hold the position of CAO in U.S. local governments. This included 49 CAOs in Special Districts and Directors of Councils of Governments. The survey response rate was 33%, with 1,122 surveys submitted from among 3,393 mailed (Table 1).

Table 1 shows the overall totals, including CAOs in special districts and councils of government, but when the responses are arrayed by population, form of government, and metropolitan status, the special districts and councils of government are not included. Of the 49 CAOs in Special Districts and Directors of Councils of Governments who were sent surveys, nine responded.

Table 1 Survey Response

	Local governments surveyed with ICMA member CAOs (A)	No. CAOs in each local government responding	
		No.	% of (A)
Total	3,393	1,122	33.1%
Population group			
Over 1,000,000	13	3	23.1%
500,000-1,000,000	23	12	52.2%
250,000-499,999	62	17	27.4%
100,000-249,999	190	78	41.1%
50,000-99,999	347	127	36.6%
25,000-49,999	519	196	37.8%
10,000-24,999	890	289	32.5%
5,000-9,999	621	196	31.6%
2,500-4,999	411	115	28.0%
Under 2,500	268	80	29.9%
Geographic division			
New England	276	81	29.3%
Mid-Atlantic	225	71	31.6%
East North-Central	612	196	32.0%
West North-Central	479	160	33.4%
South Atlantic	726	241	33.2%
East South-Central	72	31	43.1%
West South-Central	250	93	37.2%
Mountain	265	95	35.8%
Pacific Coast	439	145	33.0%
Metro status			
Metropolitan Statistical Area	2,164	706	32.6%
Micropolitan Statistical Area	451	166	36.8%
NECTA	191	65	34.0%
Undesignated	536	176	32.8%
Form of government			
Unavailable	16	3	18.8%
Mayor-council	688	206	29.9%
Council-manager	2,166	723	33.4%
Commission	27	8	29.6%
Town meeting	106	32	30.2%
Representative town meeting	21	7	33.3%
County commission	27	13	48.1%
Council-administrator (manager)	246	102	41.5%
Council-elected executive	47	19	40.4%

The Core Principles of the ICMA Code of Ethics

Compensation and personnel matters should be guided by the core principles of the ICMA Code of Ethics. ICMA affirms that the standard practice for establishing the compensation of local government managers be fair, reasonable, transparent, and based on comparable public salaries nationally and regionally. ICMA members should act with integrity in all personal and professional matters in order to merit the trust of elected officials, the public and employees. Local government managers have an ethical responsibility to be clear about what is being requested and to avoid excessive compensation.

Elected officials perform a critical governance role providing oversight of the management of the organization. To that end, they must be engaged in establishing the process for determining the compensation for all executives appointed by the governing body.

Compensation should be based on the position requirements, the complexity of the job reflected in the composition of the organization and community, the leadership needed, labor market conditions, cost of living in the community, and the organization's ability to pay.

Source: "ICMA Guidelines for Compensation" (2010), 1, icma.org/Documents/Document/Document/302085.

Base Salary

It is not possible to determine from the survey what the base salary benchmark should be for the CAO in any specific jurisdiction. In brief, the "ICMA Guidelines" recommend that the following factors be considered in establishing CAO pay:

- Scope of services provided
- Requirements of the job
- Experience needed to successfully perform
- Market pay for comparable public sector executives
- Local government's financial position
- The individual CAO's credentials, experience, and expertise.

To ensure that respondents reported the same information, survey instructions defined *base salary* as follows:

This amount is not necessarily your taxable income. It is your salary before any pre-tax contributions are deducted to arrive at taxable income. For example, if your salary is $250,000 and you put $17,000 in pre-tax dollars into a retirement account, your base salary is $250,000.

Base salary is generally related to population size of the local government; however, even within each population category and within the same geographic regions, the specifics are unique. Arguably, in smaller local governments the

CAOs may have a breadth of hands-on responsibility uncommon in large communities, and managers in large communities typically bring to their positions extensive experience acquired in smaller communities. A small community may have a strong financial capacity while a large city may have a weak financial position, or vice versa. This reality is reflected in the wide variation in base pay.

Survey results show that the overall median salaries for city and county ICMA member CAOs are $122,925 and $135,110, respectively. The median amounts for 2014 by population group are shown in Table 2.

Table 2 Median Salary for CAOs

	City CAO Median salary	County CAO Median salary
Total	$122,925	$135,110
Over 1 million	$357,500	$305,000
500,000-1,000,000	$239,000	$183,016
250,000-499,999	$228,000	$177,000
100,000-249,999	$206,000	$156,275
50,000-99,999	$176,206	$133,149
25,000-49,999	$142,800	$114,000
10,000-24,999	$125,000	$107,500
5,000-9,999	$101,644	$94,295
2,500-4,999	$87,244	-
Under 2,500	$72,000	-

Appendix Tables A and B show the mean, median, minimum, and maximum salaries for cities and counties, respectively, within each state by population group.

Base Salary Documentation

Documentation of base salary is important for providing transparency to taxpayers and shielding CAOs from accusations of trying to hide their compensation. Asked whether their base salaries are documented in contracts or letters of agreement with the appointing authority, 81% of respondents overall responded in the affirmative (not shown).

The most notable variation occurs when the data are arrayed by form of government, with 83% of respondents serving in council-manager governments and 71% of those in mayor-council governments reporting base salary documentation. In the former case, the full council is normally responsible for setting compensation, while in the latter case, compensation may be negotiated between only the mayor and the CAO.

Base Salary Publicly Accessible on the Local Government Website

While salaries are a matter of public record, they are not always easy for the public to access. For maximum transparency, 47% of respondents reported that their base salaries are publicly available on the local government website (Table 3).

Table 3 Base Salary Publicly Accessible on Local Government Website

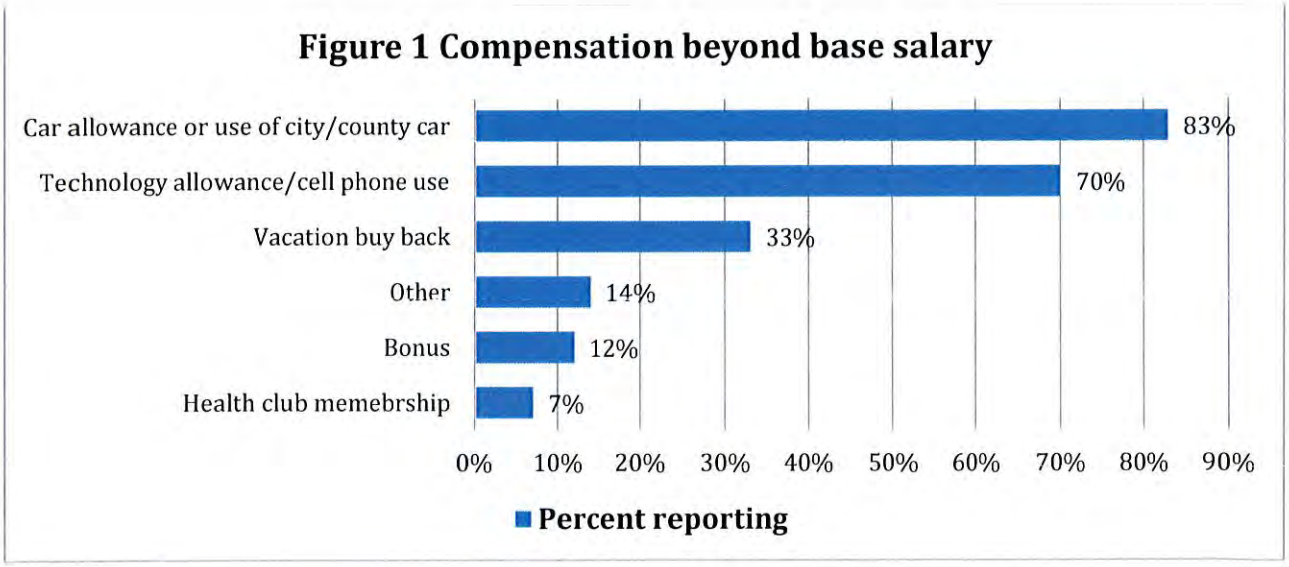
		Yes		No	
Classification	No. reporting	No.	% of (A)	No.	% of (A)
Total	1,094	513	46.9%	581	53.1%
Population group					
Over 1,000,000	3	3	100.0%	-	0.0%
500,000-1,000,000	11	7	63.6%	4	36.4%
250,000-499,999	17	10	58.8%	7	41.2%
100,000-249,999	76	45	59.2%	31	40.8%
50,000-99,999	121	66	54.5%	55	45.5%
25,000-49,999	190	94	49.5%	96	50.5%
10,000-24,999	285	134	47.0%	151	53.0%
5,000-9,999	194	92	47.4%	102	52.6%
2,500-4,999	113	35	31.0%	78	69.0%
Under 2,500	75	23	30.7%	52	69.3%
Geographic division					
New England	80	49	61.3%	31	38.8%
Mid-Atlantic	69	41	59.4%	28	40.6%
East North-Central	195	112	57.4%	83	42.6%
West North-Central	156	57	36.5%	99	63.5%
South Atlantic	231	72	31.2%	159	68.8%
East South-Central	30	6	20.0%	24	80.0%
West South-Central	91	23	25.3%	68	74.7%
Mountain	94	43	45.7%	51	54.3%
Pacific Coast	139	106	76.3%	33	23.7%
Form of government					
Unavailable	3	1	33.3%	2	66.7%
Mayor-council	200	76	38.0%	124	62.0%
Council-manager	704	353	50.1%	351	49.9%
Commission	8	3	37.5%	5	62.5%
Town meeting	32	19	59.4%	13	40.6%
Representative town meeting	7	3	42.9%	4	57.1%
County commission	13	5	38.5%	8	61.5%
Council-administrator(manager)	99	41	41.4%	58	58.6%
Council-elected executive	19	8	42.1%	11	57.9%

Compensation beyond Base Salary

Beyond base pay, the only additional compensation that is common practice is car allowance (83% reporting) (Figure 1).

A few respondents wrote in other types of compensation, such as civic club membership, educational allowances, country

club membership, longevity pay, ICMA membership, conference expenses. The average amount of cash compensation received in 2014 above base salary was $6,669 (not shown).



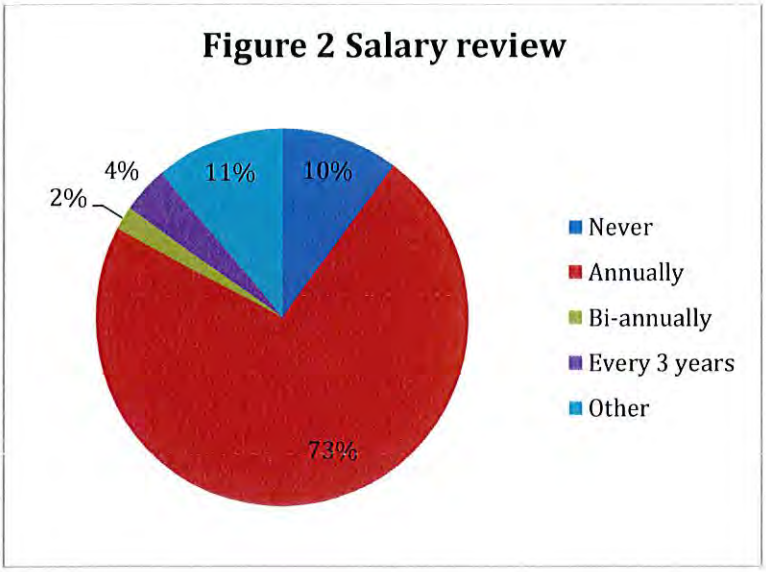
Salary and Performance Review

Annual performance evaluations of the manager/CAO can benefit both the manager and the governing body, identifying successes and missed opportunities as well as future goals and objectives. The review process offers an occasion for discussion among all parties and can help the governing body avoid some of the pitfalls of unclear direction. A majority of all respondents reported an annual performance evaluation (84%), regardless of whether compensation is considered during that process (Table 4).

Table 4 Annual Performance Evaluation

		Yes		No	
Classification	No. reporting	No.	% of (A)	No.	% of (A)
Total	1,089	919	84.4%	170	15.6%
Population group					
Over 1,000,000	3	3	100.0%	-	0.0%
500,000-1,000,000	11	11	100.0%	-	0.0%
250,000-499,999	17	12	70.6%	5	29.4%
100,000-249,999	76	58	76.3%	18	23.7%
50,000-99,999	121	106	87.6%	15	12.4%
25,000-49,999	187	164	87.7%	23	12.3%
10,000-24,999	283	245	86.6%	38	13.4%
5,000-9,999	194	160	82.5%	34	17.5%
2,500-4,999	112	87	77.7%	25	22.3%
Under 2,500	76	65	85.5%	11	14.5%
Geographic division					
New England	79	67	84.8%	12	15.2%
Mid-Atlantic	69	41	59.4%	28	40.6%
East North-Central	192	158	82.3%	34	17.7%
West North-Central	155	135	87.1%	20	12.9%
South Atlantic	232	194	83.6%	38	16.4%
East South-Central	30	20	66.7%	10	33.3%
West South-Central	90	78	86.7%	12	13.3%
Mountain	95	88	92.6%	7	7.4%
Pacific Coast	138	130	94.2%	8	5.8%
Form of government					
Unavailable	3	2	66.7%	1	33.3%
Mayor-council	201	154	76.6%	47	23.4%
Council-manager	698	612	87.7%	86	12.3%
Commission	8	6	75.0%	2	25.0%
Town meeting	32	27	84.4%	5	15.6%
Representative town meeting	7	6	85.7%	1	14.3%
County commission	13	9	69.2%	4	30.8%
Council-administrator(manager)	99	80	80.8%	19	19.2%
Council-elected executive	19	15	78.9%	4	21.1%

While a majority of respondents also reported having annual salary reviews (73%), 11% indicated other frequencies of salary review while 10% reported no salary review at all (Figure 2). Consistent with the "ICMA Guidelines" concerning transparency, 91% of respondents indicated that their total compensation package is available to all members of the governing body (not shown).



Transparency

1. Local government managers should provide their total compensation package to the governing body when requesting compensation changes so that the governing body has a comprehensive view of the compensation package.
2. In the interest of fairness and transparency, there should be full disclosure to the governing body, prior to formal consideration and approval, of the potential cost of any benefit changes negotiated during employment.
3. When the terms and conditions of employment are being renegotiated with the employer and at the end when the employment is being terminated, ICMA members have a duty to advise the elected officials to seek legal advice.
4. In the interests of transparency, the salary plan and salary ranges for local government positions, including that of the manager, should be publicly accessible on the agency's website.

Source: "ICMA Guidelines for Compensation" (2010), 3, icma.org/Documents/Document/Document/302085.

Furlough Days

Furlough days were reported by 4% overall, with an average number of ten furlough days. CAOs reporting in localities in the Pacific Coast division show the highest percentage reporting furlough days (12%) (not shown).

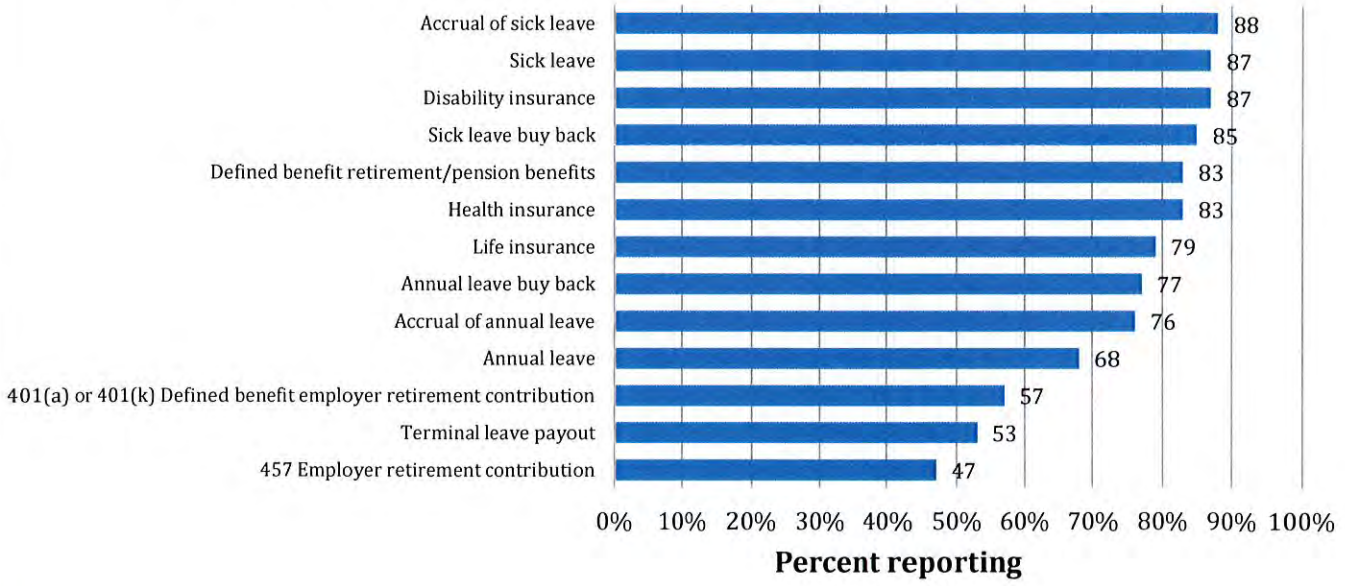
Benefits

The survey collected information on benefits provided to CAOs, with attention given to how those benefits are calculated—that is, whether they are calculated using the same process used to calculate the benefits for other employees. The following definition was provided to survey respondents:

The "same" does not necessarily mean the same dollar amount; it means that the benefit is determined in the same manner, e.g., if health insurance premiums paid by the employee are based on type of coverage, is that how your premium contribution is calculated?

A majority of respondents reported that their benefits are calculated in the same manner as the benefits are calculated for other employees, with the exception of the 457 employer retirement contribution (Figure 3).

Figure 3 Benefits calculated the same as for other employees



Employment Contracts/Agreements

Eighty-nine percent of CAOs reported having an employment agreement or contract (not shown), although there is noticeable variation between the percentages reported in mayor-council localities (80%) and those in council-manager (92%) localities. In 90% of the cases the agreement documents the CAO's full compensation. In addition, respondents reported that the agreement

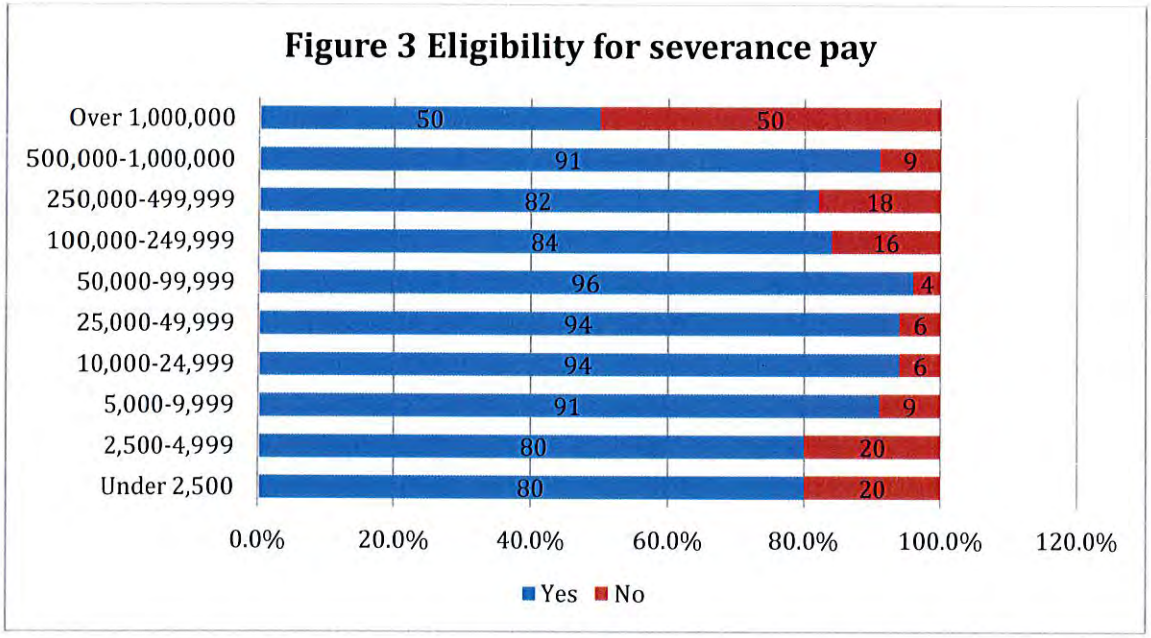
- was approved in a public session (96%)
- is available to the public upon request (99%)
- is posted on the local government website (18%).

The facts that an employment agreement is typically approved in a public session and is available to the public upon request reflect the value of transparency to the public.

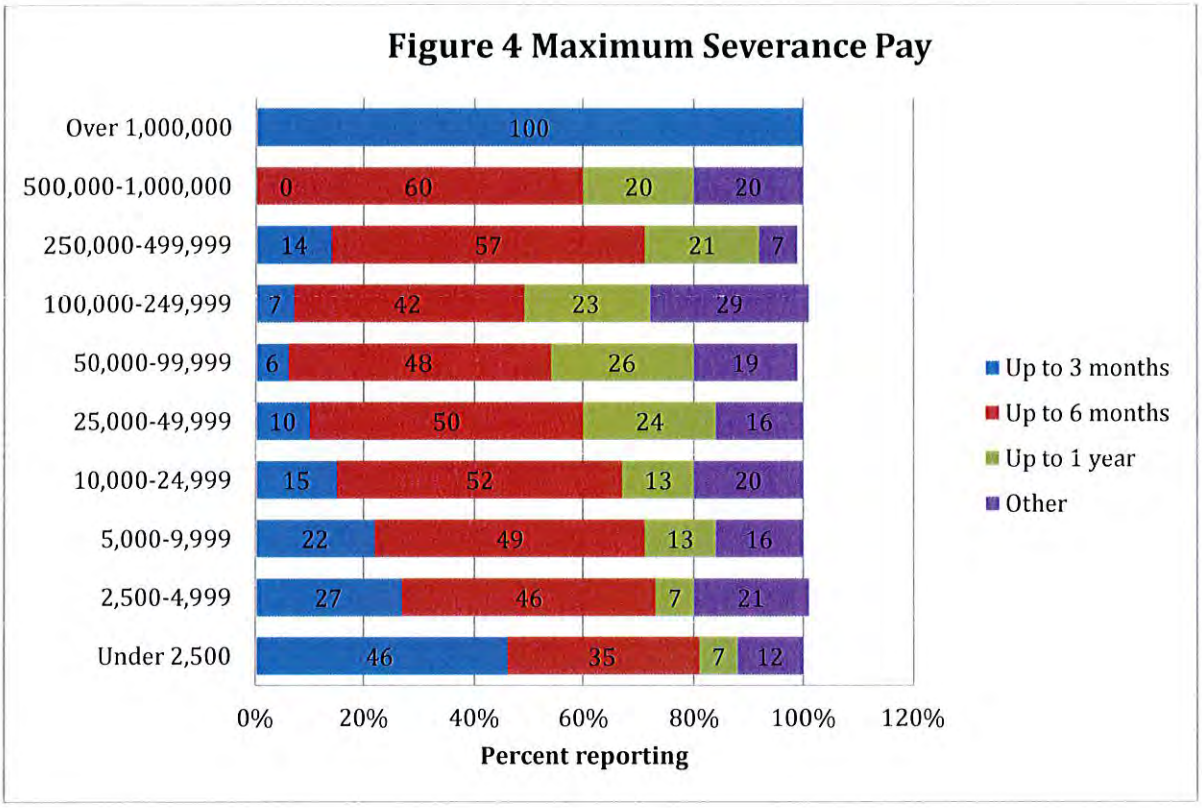
Severance Benefits

Because CAOs serve at the pleasure of elected officials, their positions can be more vulnerable to political shifts than those of other professions. To financially buffer CAOs from the consequences of suddenly finding themselves without

a job, severance benefits are particularly important. Overall, 78% of respondents reported that they are eligible to receive severance pay (Figure 3).



Of those who have an employment agreement, 84% reported that the severance pay is specified in their contracts (not shown). For the plurality of respondents (45%) and for all population groups except the very smallest, the amount of severance pay reported is typically up to six months (Figure 4), although the ICMA model employment agreement recommends one year.



Summary

- Base salaries are generally correlated to the size of the local government, but variations are extremely broad, distorting the value of a calculated mean or average.
- The CAO base salary is documented; the total compensation package is available to all members of the governing body; and, in a majority of jurisdictions with populations of 25,000 or more, the base salary is posted on the local government's website.
- Most CAOs receive an annual salary review and an annual performance review.
- Most CAOs receive a car allowance.
- Typical benefit packages for CAOs, usually calculated for the CAO in the same manner as for other local government employees are reported by a majority with the exception of the 457 employee retirement contribution (47%).
  - health insurance
  - disability insurance
  - annual leave
  - sick leave
  - accrual of annual leave
  - accrual of sick leave

- annual leave buy-back
- sick leave buy-back
- terminal leave payout
- defined benefit retirement/pension benefits
- 401(a) or 401(k) defined contribution employer retirement contribution
- 457 employer retirement contribution.

- CAOs have an employment agreement or contract that is approved in a public session and made available to the public upon request.
- CAOs are eligible to receive severance pay, which is specified in the employment agreement and most commonly, amounts to either six months or a year of pay.

Results of the 2014 *ICMA Compensation Survey for Local Government Chief Appointed Officials* serve several purposes. Survey data demonstrate the impossibility of establishing actual salary benchmarks outside of a specific market; however, survey data do establish the norms for compensation practices across local governments.

There will always be variations based on characteristics of the local government, including its financial condition and service provisions, and on characteristics of the CAO, such as tenure, experience, and education. Nonetheless, with data on what the majority of respondents report, norms can be established, providing a framework for elected officials when determining compensation packages in conjunction with the "General Compensation Guidelines for all Employees" (see sidebar).

General Compensation Guidelines for all Employees

1. Each local government should establish benchmark agencies which are determined using set criteria, such as, but not limited to

   Close geographic proximity

- Similarity with regard to the nature of the services provided
- Similarity in employer size/population size
- Similarity in the socio-economic makeup of the population
- Other similar employers in the immediate area

2. The local government should develop appropriate compensation levels that are in line with their labor market. Doing so will enable the organization to establish and maintain a reputation as a competitive, fair, and equitable employer as well as a good steward of public funds.
3. When considering any salary or benefit changes, the immediate and anticipated long-term financial resources of the organization always should be taken into account.

4. Appropriate financial practices should be followed to both disclose and properly fund any related future liability to the local government.

Source: "ICMA Guidelines for Compensation" (2010), 3 icma.org/Documents/Document/Document/302085.

Appendix A: City CAO Base Salaries by State and Population

		2014 City CAO Base Salaries				
		Total N	Minimum	Mean	Median	Maximum
Overall total		**978**	**$45,000**	**$130,327**	**$122,925**	**$400,000**
Alabama	Total	5	$82,400	$147,500	$161,100	$175,000
	50,000-99,999	2	$169,000	$172,000	$172,000	$175,000
	10,000-24,999	2	$150,000	$155,550	$155,550	$161,100
	Under 2,500	1	$82,400	$82,400	$82,400	$82,400
Alaska	Total	3	$108,000	$135,333	$135,000	$163,000
	5,000-9,999	1	$163,000	$163,000	$163,000	$163,000
	2,500-4,999	1	$108,000	$108,000	$108,000	$108,000
	Under 2,500	1	$135,000	$135,000	$135,000	$135,000
Arizona	Total	19	$60,000	$140,180	$132,500	$315,000
	Over 1 million	1	$315,000	$315,000	$315,000	$315,000
	100,000-249,999	1	$189,000	$189,000	$189,000	$189,000
	50,000-99,999	2	$154,000	$171,225	$171,225	$188,449
	25,000-49,999	5	$115,000	$137,700	$137,500	$157,000
	10,000-24,999	5	$111,525	$129,295	$132,500	$138,470
	5,000-9,999	3	$107,000	$115,667	$120,000	$120,000
	2,500-4,999	1	$75,000	$75,000	$75,000	$75,000
	Under 2,500	1	$60,000	$60,000	$60,000	$60,000
Arkansas	Total	3	$72,000	$112,167	$112,000	$152,500
	50,000-99,999	2	$112,000	$132,250	$132,250	$152,500
	10,000-24,999	1	$72,000	$72,000	$72,000	$72,000
California	Total	87	$97,500	$200,347	$206,000	$285,577
	250,000-499,999	1	$255,000	$255,000	$255,000	$255,000
	100,000-249,999	15	$206,000	$241,910	$237,931	$285,577
	50,000-99,999	22	$175,086	$214,503	$212,694	$247,876
	25,000-49,999	18	$175,000	$212,415	$217,935	$285,000
	10,000-24,999	17	$110,000	$173,289	$161,300	$225,393
	5,000-9,999	9	$104,000	$142,054	$140,000	$187,541
	2,500-4,999	3	$97,500	$143,092	$161,124	$170,653
	Under 2,500	2	$167,805	$175,153	$175,153	$182,500
Colorado	Total	34	$65,000	$126,252	$130,000	$212,000
	100,000-249,999	1	$206,128	$206,128	$206,128	$206,128
	50,000-99,999	2	$180,996	$196,498	$196,498	$212,000
	25,000-49,999	2	$130,000	$131,500	$131,500	$133,000
	10,000-24,999	10	$105,000	$144,982	$149,250	$174,000
	5,000-9,999	9	$95,000	$120,881	$117,961	$150,000
	2,500-4,999	2	$75,000	$120,295	$120,295	$165,590
	Under 2,500	8	$65,000	$81,512	$81,500	$102,000

		2014 City CAO Base Salaries				
		Total N	Minimum	Mean	Median	Maximum
Connecticut	Total	12	$94,000	$134,367	$131,352	$192,000
	50,000-99,999	1	$192,000	$192,000	$192,000	$192,000
	25,000-49,999	5	$120,000	$136,536	$134,258	$155,399
	10,000-24,999	3	$125,000	$132,117	$131,352	$140,000
	5,000-9,999	2	$94,000	$103,500	$103,500	$113,000
Delaware	Total	6	$80,030	$107,899	$109,250	$139,000
	25,000-49,999	2	$121,540	$130,270	$130,270	$139,000
	5,000-9,999	1	$98,500	$98,500	$98,500	$98,500
	Under 2,500	3	$80,030	$96,117	$88,322	$120,000
Florida	Total	56	$60,000	$138,371	$131,070	$266,737
	100,000-249,999	4	$180,000	$197,841	$198,000	$215,362
	50,000-99,999	7	$139,194	$176,446	$165,000	$266,737
	25,000-49,999	9	$130,906	$166,316	$163,729	$225,000
	10,000-24,999	16	$113,000	$140,260	$133,035	$191,500
	5,000-9,999	7	$87,500	$117,929	$103,000	$220,000
	2,500-4,999	8	$71,739	$96,544	$93,723	$129,400
	Under 2,500	5	$60,000	$82,280	$80,000	$109,500
Georgia	Total	27	$63,000	$125,727	$125,000	$183,400
	100,000-249,999	2	$140,020	$161,710	$161,710	$183,400
	50,000-99,999	3	$165,000	$167,208	$167,208	$169,416
	25,000-49,999	5	$123,000	$137,900	$140,000	$152,000
	10,000-24,999	9	$105,525	$131,725	$125,000	$162,000
	5,000-9,999	3	$98,500	$107,065	$100,296	$122,400
	2,500-4,999	4	$64,386	$87,959	$93,000	$101,450
	Under 2,500	1	$63,000	$63,000	$63,000	$63,000
Idaho	Total	4	$85,000	$111,046	$115,954	$127,275
	25,000-49,999	1	$117,800	$117,800	$117,800	$117,800
	10,000-24,999	1	$114,109	$114,109	$114,109	$114,109
	5,000-9,999	1	$85,000	$85,000	$85,000	$85,000
	Under 2,500	1	$127,275	$127,275	$127,275	$127,275
Illinois	Total	62	$58,195	$140,208	$144,840	$240,000
	50,000-99,999	9	$111,000	$167,336	$174,100	$205,000
	25,000-49,999	16	$105,000	$159,186	$158,875	$240,000
	10,000-24,999	16	$106,015	$142,262	$144,840	$196,500
	5,000-9,999	12	$78,795	$123,318	$116,150	$159,640
	2,500-4,999	8	$58,195	$85,661	$80,921	$140,700
	Under 2,500	1	$200,660	$200,660	$200,660	$200,660
Indiana	Total	5	$56,000	$84,000	$85,000	$126,000
	10,000-24,999	3	$85,000	$99,000	$86,000	$126,000
	5,000-9,999	1	$67,000	$67,000	$67,000	$67,000
	Under 2,500	1	$56,000	$56,000	$56,000	$56,000

		2014 City CAO Base Salaries				
		Total N	Minimum	Mean	Median	Maximum
Iowa	Total	29	$55,070	$112,723	$106,000	$208,910
	50,000-99,999	3	$150,000	$176,303	$170,000	$208,910
	25,000-49,999	3	$122,850	$147,459	$144,527	$175,000
	10,000-24,999	8	$95,936	$131,708	$129,710	$174,715
	5,000-9,999	6	$75,000	$95,015	$96,802	$106,000
	2,500-4,999	5	$69,122	$80,745	$72,000	$106,000
	Under 2,500	4	$55,070	$67,547	$66,370	$82,378
Kansas	Total	32	$55,000	$106,563	$95,000	$190,000
	100,000-249,999	3	$172,500	$180,167	$178,000	$190,000
	50,000-99,999	2	$135,653	$140,327	$140,327	$145,000
	25,000-49,999	3	$125,000	$130,876	$130,876	$136,751
	10,000-24,999	5	$93,888	$118,355	$115,000	$139,316
	5,000-9,999	6	$82,000	$96,230	$93,687	$115,350
	2,500-4,999	8	$67,433	$90,337	$90,834	$117,000
	Under 2,500	5	$55,000	$65,740	$69,630	$74,855
Kentucky	Total	5	$79,050	$99,870	$96,000	$121,600
	25,000-49,999	1	$86,000	$86,000	$86,000	$86,000
	10,000-24,999	2	$116,699	$119,150	$119,150	$121,600
	5,000-9,999	2	$79,050	$87,525	$87,525	$96,000
Maine	Total	10	$74,160	$98,709	$96,410	$121,290
	25,000-49,999	2	$119,800	$120,545	$120,545	$121,290
	10,000-24,999	2	$110,320	$114,660	$114,660	$119,000
	5,000-9,999	3	$80,000	$94,173	$82,500	$120,020
	2,500-4,999	2	$74,160	$77,080	$77,080	$80,000
	Under 2,500	1	$80,000	$80,000	$80,000	$80,000
Maryland	Total	16	$72,000	$125,150	$116,000	$209,936
	50,000-99,999	2	$207,040	$208,488	$208,488	$209,936
	25,000-49,999	2	$132,048	$139,428	$139,428	$146,808
	10,000-24,999	3	$90,000	$117,067	$115,000	$146,200
	5,000-9,999	5	$90,002	$118,672	$117,000	$154,620
	2,500-4,999	2	$80,000	$92,500	$92,500	$105,000
	Under 2,500	2	$72,000	$88,500	$88,500	$105,000
Massachusetts	Total	39	$81,600	$144,918	$146,930	$330,000
	100,000-249,999	1	$330,000	$330,000	$330,000	$330,000
	25,000-49,999	8	$137,000	$152,066	$149,000	$171,995
	10,000-24,999	17	$96,735	$147,995	$157,292	$175,786
	5,000-9,999	11	$81,600	$127,387	$131,500	$163,440
	2,500-4,999	2	$86,000	$97,621	$97,621	$109,242

		2014 City CAO Base Salaries				
		Total N	Minimum	Mean	Median	Maximum
Michigan	Total	42	$50,000	$100,167	$98,628	$159,000
	100,000-249,999	1	$145,000	$145,000	$145,000	$145,000
	50,000-99,999	5	$123,500	$141,300	$137,000	$159,000
	25,000-49,999	7	$85,000	$111,349	$115,000	$122,600
	10,000-24,999	9	$89,000	$102,245	$99,286	$118,000
	5,000-9,999	7	$66,000	$93,078	$88,280	$123,000
	2,500-4,999	9	$70,000	$83,590	$80,000	$98,684
	Under 2,500	4	$50,000	$63,000	$66,000	$70,000
Minnesota	Total	36	$51,000	$107,827	$112,675	$149,699
	50,000-99,999	1	$149,699	$149,699	$149,699	$149,699
	25,000-49,999	5	$115,602	$131,133	$131,064	$148,000
	10,000-24,999	12	$109,000	$121,576	$115,675	$143,000
	5,000-9,999	5	$92,997	$107,455	$108,000	$121,280
	2,500-4,999	8	$66,500	$92,641	$95,799	$115,000
	Under 2,500	4	$51,000	$64,691	$62,500	$82,764
Mississippi	Total	1	$138,000	$138,000	$138,000	$138,000
	25,000-49,999	1	$138,000	$138,000	$138,000	$138,000
Missouri	Total	32	$75,000	$121,085	$120,000	$187,500
	100,000-249,999	1	$151,000	$151,000	$151,000	$151,000
	50,000-99,999	2	$131,000	$159,250	$159,250	$187,500
	25,000-49,999	7	$115,000	$138,216	$132,000	$174,400
	10,000-24,999	8	$91,000	$121,516	$116,500	$160,963
	5,000-9,999	8	$88,580	$116,197	$112,396	$158,000
	2,500-4,999	6	$75,000	$89,333	$84,750	$115,500
Montana	Total	3	$117,000	$122,889	$121,668	$130,000
	100,000-249,999	1	$130,000	$130,000	$130,000	$130,000
	50,000-99,999	1	$117,000	$117,000	$117,000	$117,000
	25,000-49,999	1	$121,668	$121,668	$121,668	$121,668
Nebraska	Total	6	$68,000	$98,294	$98,209	$131,506
	25,000-49,999	1	$131,506	$131,506	$131,506	$131,506
	5,000-9,999	2	$97,918	$102,959	$102,959	$108,000
	2,500-4,999	2	$85,842	$92,171	$92,171	$98,500
	Under 2,500	1	$68,000	$68,000	$68,000	$68,000
Nevada	Total	3	$85,000	$165,497	$190,000	$221,490
	500,000-1,000,000	1	$221,490	$221,490	$221,490	$221,490
	50,000-99,999	1	$190,000	$190,000	$190,000	$190,000
	25,000-49,999	1	$85,000	$85,000	$85,000	$85,000
New Hampshire	Total	12	$70,500	$102,884	$98,250	$135,000
	25,000-49,999	2	$133,017	$134,009	$134,009	$135,000
	10,000-24,999	3	$103,000	$113,500	$112,500	$125,000
	5,000-9,999	5	$70,500	$87,997	$92,123	$110,160
	2,500-4,999	1	$93,500	$93,500	$93,500	$93,500
	Under 2,500	1	$92,602	$92,602	$92,602	$92,602

		2014 City CAO Base Salaries				
		Total N	Minimum	Mean	Median	Maximum
New Jersey	Total	9	$118,000	$140,940	$144,000	$181,000
	25,000-49,999	2	$146,000	$163,500	$163,500	$181,000
	10,000-24,999	6	$118,000	$136,104	$142,000	$154,000
	5,000-9,999	1	$120,000	$120,000	$120,000	$120,000
New Mexico	Total	6	$80,000	$120,990	$112,515	$172,910
	50,000-99,999	2	$153,000	$162,955	$162,955	$172,910
	10,000-24,999	2	$80,000	$100,500	$100,500	$121,000
	5,000-9,999	1	$104,030	$104,030	$104,030	$104,030
	2,500-4,999	1	$95,000	$95,000	$95,000	$95,000
New York	Total	14	$87,500	$147,696	$164,046	$198,400
	50,000-99,999	1	$188,589	$188,589	$188,589	$188,589
	25,000-49,999	3	$108,000	$153,006	$168,185	$182,832
	10,000-24,999	3	$182,173	$190,947	$192,268	$198,400
	5,000-9,999	5	$87,500	$118,146	$93,000	$165,000
	2,500-4,999	1	$163,092	$163,092	$163,092	$163,092
	Under 2,500	1	$93,480	$93,480	$93,480	$93,480
North Carolina	Total	45	$48,000	$111,616	$98,500	$245,000
	500,000-1,000,000	1	$245,000	$245,000	$245,000	$245,000
	250,000-499,999	1	$215,000	$215,000	$215,000	$215,000
	100,000-249,999	4	$170,222	$195,359	$201,567	$208,080
	50,000-99,999	1	$180,633	$180,633	$180,633	$180,633
	25,000-49,999	2	$135,000	$137,500	$137,500	$140,000
	10,000-24,999	6	$78,000	$114,384	$119,434	$141,235
	5,000-9,999	9	$80,550	$95,896	$94,000	$132,000
	2,500-4,999	11	$65,374	$85,343	$83,300	$115,865
	Under 2,500	10	$48,000	$83,751	$80,750	$118,000
North Dakota	Total	1	$120,000	$120,000	$120,000	$120,000
	10,000-24,999	1	$120,000	$120,000	$120,000	$120,000
Ohio	Total	36	$64,300	$119,434	$118,000	$240,000
	250,000-499,999	1	$240,000	$240,000	$240,000	$240,000
	100,000-249,999	1	$152,000	$152,000	$152,000	$152,000
	50,000-99,999	2	$133,736	$147,437	$147,437	$161,138
	25,000-49,999	7	$111,000	$136,919	$133,000	$185,436
	10,000-24,999	10	$106,500	$117,636	$119,000	$125,000
	5,000-9,999	7	$75,820	$108,478	$104,021	$141,682
	2,500-4,999	7	$64,300	$93,461	$88,000	$123,760
	Under 2,500	1	$64,375	$64,375	$64,375	$64,375

		2014 City CAO Base Salaries				
		Total N	Minimum	Mean	Median	Maximum
Oklahoma	Total	24	$62,000	$110,596	$110,653	$156,570
	250,000-499,999	1	$145,000	$145,000	$145,000	$145,000
	50,000-99,999	1	$156,570	$156,570	$156,570	$156,570
	25,000-49,999	3	$117,000	$132,820	$132,861	$148,600
	10,000-24,999	8	$103,000	$113,094	$111,500	$125,000
	5,000-9,999	8	$76,000	$98,277	$98,231	$120,750
	2,500-4,999	3	$62,000	$87,768	$90,000	$111,305
Oregon	Total	23	$49,000	$103,788	$102,000	$170,000
	50,000-99,999	1	$145,000	$145,000	$145,000	$145,000
	25,000-49,999	3	$140,000	$151,667	$145,000	$170,000
	10,000-24,999	5	$119,025	$127,436	$129,717	$135,000
	5,000-9,999	3	$95,160	$107,553	$97,500	$130,000
	2,500-4,999	7	$60,000	$85,282	$87,632	$106,180
	Under 2,500	4	$49,000	$57,577	$55,154	$71,000
Pennsylvania	Total	41	$45,000	$105,210	$104,000	$175,000
	100,000-249,999	1	$96,420	$96,420	$96,420	$96,420
	25,000-49,999	6	$107,380	$126,926	$129,378	$139,548
	10,000-24,999	20	$75,000	$119,584	$112,875	$175,000
	5,000-9,999	10	$59,600	$82,750	$82,274	$102,000
	2,500-4,999	2	$64,715	$68,216	$68,216	$71,717
	Under 2,500	2	$45,000	$49,998	$49,998	$54,995
Rhode Island	Total	5	$113,465	$119,073	$120,000	$126,000
	25,000-49,999	2	$113,465	$117,733	$117,733	$122,000
	10,000-24,999	3	$113,900	$119,967	$120,000	$126,000
South Carolina	Total	8	$85,455	$129,960	$111,645	$175,917
	50,000-99,999	1	$153,000	$153,000	$153,000	$153,000
	25,000-49,999	2	$175,203	$175,560	$175,560	$175,917
	10,000-24,999	3	$85,455	$98,550	$98,550	$111,645
	5,000-9,999	1	$101,000	$101,000	$101,000	$101,000
	Under 2,500	1	$107,500	$107,500	$107,500	$107,500
South Dakota	Total	4	$75,347	$92,110	$88,244	$116,604
	10,000-24,999	2	$90,000	$103,302	$103,302	$116,604
	5,000-9,999	1	$86,488	$86,488	$86,488	$86,488
	Under 2,500	1	$75,347	$75,347	$75,347	$75,347
Tennessee	Total	20	$46,872	$124,883	$129,726	$205,000
	100,000-249,999	1	$160,652	$160,652	$160,652	$160,652
	50,000-99,999	2	$135,297	$150,861	$150,861	$166,424
	25,000-49,999	7	$91,084	$143,745	$134,000	$205,000
	10,000-24,999	7	$89,000	$107,823	$106,971	$131,589
	2,500-4,999	2	$46,872	$89,659	$89,659	$132,445
	Under 2,500	1	$95,000	$95,000	$95,000	$95,000

		2014 City CAO Base Salaries				
		Total N	Minimum	Mean	Median	Maximum
Texas	Total	65	$60,000	$156,029	$150,000	$400,000
	Over 1 million	1	$400,000	$400,000	$400,000	$400,000
	500,000-1,000,000	1	$239,000	$239,000	$239,000	$239,000
	250,000-499,999	1	$228,000	$228,000	$228,000	$228,000
	100,000-249,999	3	$177,400	$201,845	$185,685	$242,451
	50,000-99,999	9	$152,000	$197,067	$200,000	$248,000
	25,000-49,999	13	$149,795	$176,117	$165,000	$250,000
	10,000-24,999	16	$102,156	$141,321	$139,879	$210,000
	5,000-9,999	12	$78,254	$130,782	$135,000	$165,000
	2,500-4,999	6	$71,000	$87,333	$82,500	$117,000
	Under 2,500	3	$60,000	$83,912	$70,000	$121,737
Utah	Total	14	$65,500	$118,718	$122,000	$187,058
	100,000-249,999	2	$140,000	$163,529	$163,529	$187,058
	50,000-99,999	1	$143,000	$143,000	$143,000	$143,000
	25,000-49,999	4	$118,000	$125,843	$122,000	$141,372
	10,000-24,999	1	$133,150	$133,150	$133,150	$133,150
	5,000-9,999	5	$75,448	$97,993	$96,140	$131,000
	Under 2,500	1	$65,500	$65,500	$65,500	$65,500
Vermont	Total	1	$85,000	$85,000	$85,000	$85,000
	5,000-9,999	1	$85,000	$85,000	$85,000	$85,000
Virginia	Total	17	$64,200	$128,700	$115,000	$181,000
	50,000-99,999	1	$178,602	$178,602	$178,602	$178,602
	25,000-49,999	4	$153,350	$169,218	$171,761	$180,000
	10,000-24,999	5	$115,000	$142,982	$140,049	$181,000
	5,000-9,999	4	$85,000	$94,868	$92,080	$110,313
	2,500-4,999	1	$78,000	$78,000	$78,000	$78,000
	Under 2,500	2	$64,200	$80,020	$80,020	$95,840
Washington	Total	20	$114,400	$149,533	$142,800	$236,000
	100,000-249,999	1	$236,000	$236,000	$236,000	$236,000
	50,000-99,999	3	$165,000	$166,336	$165,000	$169,008
	25,000-49,999	3	$142,800	$160,680	$159,300	$179,940
	10,000-24,999	9	$114,400	$139,880	$140,454	$155,400
	5,000-9,999	3	$115,158	$121,719	$124,000	$126,000
West Virginia	Total	1	$92,450	$92,450	$92,450	$92,450
	10,000-24,999	1	$92,450	$92,450	$92,450	$92,450
Wisconsin	Total	32	$61,000	$94,864	$93,983	$150,000
	50,000-99,999	2	$134,000	$142,000	$142,000	$150,000
	25,000-49,999	2	$116,847	$127,755	$127,755	$138,663
	10,000-24,999	9	$81,342	$102,878	$102,336	$127,265
	5,000-9,999	13	$70,741	$88,715	$90,000	$105,390
	2,500-4,999	1	$92,016	$92,016	$92,016	$92,016
	Under 2,500	5	$61,000	$64,987	$65,000	$68,934

		2014 City CAO Base Salaries				
		Total N	Minimum	Mean	Median	Maximum
Wyoming	Total	3	$106,000	$145,457	$143,370	$187,000
	50,000-99,999	1	$187,000	$187,000	$187,000	$187,000
	10,000-24,999	1	$106,000	$106,000	$106,000	$106,000
	5,000-9,999	1	$143,370	$143,370	$143,370	$143,370

Appendix B: County CAO Base Salaries by State and Population

		2014 County CAO Base Salaries				
		Total N	Minimum	Mean	Median	Maximum
Overall total		**134**	**$58,785**	**142,194**	**$135,110**	**$305,000**
Alaska	Total	2	$130,000	$155,500	$155,500	$181,000
	50,000-99,999	1	$181,000	$181,000	$181,000	$181,000
	10,000-24,999	1	$130,000	$130,000	$130,000	$130,000
Arizona	Total	2	$155,000	$159,000	$159,000	$163,000
	100,000-249,999	2	$155,000	$159,000	$159,000	$163,000
California	Total	5	$160,000	$196,776	$172,380	$305,000
	Over 1 million	1	$305,000	$305,000	$305,000	$305,000
	100,000-249,999	1	$172,380	$172,380	$172,380	$172,380
	50,000-99,999	1	$176,500	$176,500	$176,500	$176,500
	25,000-49,999	1	$170,000	$170,000	$170,000	$170,000
	10,000-24,999	1	$160,000	$160,000	$160,000	$160,000
Colorado	Total	5	$129,000	$140,195	$142,476	$154,500
	500,000-1,000,000	1	$154,500	$154,500	$154,500	$154,500
	250,000-499,999	1	$144,000	$144,000	$144,000	$144,000
	100,000-249,999	1	$131,000	$131,000	$131,000	$131,000
	10,000-24,999	2	$129,000	$135,738	$135,738	$142,476
Florida	Total	8	$110,000	$163,221	$177,500	$190,556
	500,000-1,000,000	3	$180,000	$184,524	$183,016	$190,556
	250,000-499,999	2	$175,000	$181,340	$181,340	$187,680
	50,000-99,999	2	$129,282	$139,757	$139,757	$150,232
	25,000-49,999	1	$110,000	$110,000	$110,000	$110,000
Georgia	Total	13	$90,200	$131,143	$132,800	$178,500
	100,000-249,999	5	$132,800	$151,040	$144,000	$178,500
	50,000-99,999	4	$127,500	$135,837	$135,563	$144,720
	25,000-49,999	3	$90,200	$97,937	$98,611	$105,000
	10,000-24,999	1	$112,500	$112,500	$112,500	$112,500
Idaho	Total	1	$142,181	$142,181	$142,181	$142,181
	10,000-24,999	1	$142,181	$142,181	$142,181	$142,181
Illinois	Total	4	$58,785	$142,704	$135,416	$241,200
	500,000-1,000,000	1	$241,200	$241,200	$241,200	$241,200
	100,000-249,999	2	$114,281	$135,416	$135,416	$156,550
	50,000-99,999	1	$58,785	$58,785	$58,785	$58,785
Iowa	Total	1	$187,000	$187,000	$187,000	$187,000
	100,000-249,999	1	$187,000	$187,000	$187,000	$187,000
Kansas	Total	9	$93,000	$130,878	$115,856	$201,000
	500,000-1,000,000	1	$201,000	$201,000	$201,000	$201,000
	250,000-499,999	1	$190,000	$190,000	$190,000	$190,000
	100,000-249,999	1	$136,000	$136,000	$136,000	$136,000
	50,000-99,999	2	$94,000	$103,271	$103,271	$112,542
	25,000-49,999	4	$93,000	$111,089	$108,178	$135,000

		2014 County CAO Base Salaries				
		Total N	Minimum	Mean	Median	Maximum
Kentucky	Total	1	$134,000	$134,000	$134,000	$134,000
	100,000-249,999	1	$134,000	$134,000	$134,000	$134,000
Louisiana	Total	1	$169,000	$169,000	$169,000	$169,000
	100,000-249,999	1	$169,000	$169,000	$169,000	$169,000
Maryland	Total	1	$102,500	$102,500	$102,500	$102,500
	25,000-49,999	1	$102,500	$102,500	$102,500	$102,500
Michigan	Total	6	$72,315	$121,890	$124,109	$160,709
	500,000-1,000,000	1	$160,709	$160,709	$160,709	$160,709
	250,000-499,999	1	$116,400	$116,400	$116,400	$116,400
	100,000-249,999	1	$123,000	$123,000	$123,000	$123,000
	50,000-99,999	2	$125,218	$129,458	$129,458	$133,697
	10,000-24,999	1	$72,315	$72,315	$72,315	$72,315
Minnesota	Total	5	$89,440	$108,489	$108,000	$132,600
	50,000-99,999	1	$132,600	$132,600	$132,600	$132,600
	25,000-49,999	2	$108,000	$111,000	$111,000	$114,000
	10,000-24,999	1	$98,404	$98,404	$98,404	$98,404
	5,000-9,999	1	$89,440	$89,440	$89,440	$89,440
Missouri	Total	1	$101,439	$101,439	$101,439	$101,439
	100,000-249,999	1	$101,439	$101,439	$101,439	$101,439
Nebraska	Total	1	$130,000	$130,000	$130,000	$130,000
	100,000-249,999	1	$130,000	$130,000	$130,000	$130,000
Nevada	Total	1	$195,000	$195,000	$195,000	$195,000
	250,000-499,999	1	$195,000	$195,000	$195,000	$195,000
New Hampshire	Total	2	$95,000	$100,500	$100,500	$106,000
	50,000-99,999	1	$106,000	$106,000	$106,000	$106,000
	25,000-49,999	1	$95,000	$95,000	$95,000	$95,000
New Jersey	Total	1	$175,574	$175,574	$175,574	$175,574
	100,000-249,999	1	$175,574	$175,574	$175,574	$175,574
New Mexico	Total	1	$180,000	$180,000	$180,000	$180,000
	50,000-99,999	1	$180,000	$180,000	$180,000	$180,000
New York	Total	4	$93,725	$119,348	$119,334	$145,000
	100,000-249,999	1	$133,668	$133,668	$133,668	$133,668
	50,000-99,999	2	$105,000	$125,000	$125,000	$145,000
	25,000-49,999	1	$93,725	$93,725	$93,725	$93,725
North Carolina	Total	17	$98,802	$149,361	$156,000	$228,000
	500,000-1,000,000	1	$228,000	$228,000	$228,000	$228,000
	250,000-499,999	1	$179,000	$179,000	$179,000	$179,000
	100,000-249,999	7	$156,000	$175,027	$171,000	$217,768
	50,000-99,999	5	$101,675	$117,531	$115,028	$134,000
	25,000-49,999	1	$121,337	$121,337	$121,337	$121,337
	10,000-24,999	1	$98,802	$98,802	$98,802	$98,802
	5,000-9,999	1	$99,150	$99,150	$99,150	$99,150

		2014 County CAO Base Salaries				
		Total N	Minimum	Mean	Median	Maximum
North Dakota	Total	1	$103,000	$103,000	$103,000	$103,000
	10,000-24,999	1	$103,000	$103,000	$103,000	$103,000
Ohio	Total	2	$97,376	$136,188	$136,188	$175,000
	500,000-1,000,000	1	$175,000	$175,000	$175,000	$175,000
	100,000-249,999	1	$97,376	$97,376	$97,376	$97,376
Oregon	Total	4	$120,500	$142,030	$141,310	$165,000
	250,000-499,999	1	$165,000	$165,000	$165,000	$165,000
	100,000-249,999	1	$147,400	$147,400	$147,400	$147,400
	25,000-49,999	1	$120,500	$120,500	$120,500	$120,500
	10,000-24,999	1	$135,220	$135,220	$135,220	$135,220
Pennsylvania	Total	2	$94,000	$102,000	$102,000	$110,000
	250,000-499,999	1	$110,000	$110,000	$110,000	$110,000
	100,000-249,999	1	$94,000	$94,000	$94,000	$94,000
South Carolina	Total	4	$92,358	$165,215	$156,500	$255,500
	250,000-499,999	2	$158,000	$206,750	$206,750	$255,500
	50,000-99,999	1	$155,000	$155,000	$155,000	$155,000
	10,000-24,999	1	$92,358	$92,358	$92,358	$92,358
Tennessee	Total	1	$200,000	$200,000	$200,000	$200,000
	50,000-99,999	1	$200,000	$200,000	$200,000	$200,000
Virginia	Total	21	$89,500	$150,347	$152,863	$260,998
	250,000-499,999	1	$236,747	$236,747	$236,747	$236,747
	100,000-249,999	2	$176,000	$218,499	$218,499	$260,998
	50,000-99,999	5	$155,615	$170,933	$160,000	$199,800
	25,000-49,999	7	$115,808	$139,525	$140,000	$157,000
	10,000-24,999	6	$89,500	$108,702	$107,250	$126,703
West Virginia	Total	1	$120,000	$120,000	$120,000	$120,000
	100,000-249,999	1	$120,000	$120,000	$120,000	$120,000
Wisconsin	Total	6	$86,500	$114,531	$103,897	$175,654
	100,000-249,999	1	$175,654	$175,654	$175,654	$175,654
	50,000-99,999	2	$102,000	$112,640	$112,640	$123,280
	25,000-49,999	2	$93,960	$99,877	$99,877	$105,794
	10,000-24,999	1	$86,500	$86,500	$86,500	$86,500

[i] "ICMA Guidelines for Compensation" (2010), 1, icma.org/Documents/Document/Document/302085.

[ii] Ibid.