



SPECIAL TOWN COUNCIL MEETING AGENDA

April 15, 2026 at 3:00 PM

Council Chambers – 340 Ocean Drive and YouTube

NOTICE: If any person decides to appeal any decision of the Town Council at this meeting, he or she will need a record of the proceedings and for that purpose, he or she may need to ensure that a verbatim record of the proceedings is made, such record includes the testimony and evidence upon which the appeal is to be based. The Town does not prepare or provide such record. ***Persons with disabilities requiring accommodations in order to participate in the meeting should contact Caitlin E. Copeland-Rodriguez, Town Clerk, at least 48 hours in advance to request such accommodations.***

The meeting will be broadcast live on The Town of Juno Beach YouTube page and can be viewed any time at: <https://www.youtube.com/@townofjuno-beach477/streams>

HOW CITIZENS MAY BE HEARD: Members of the public wishing to comment publicly on any matter, including items on the agenda may do so by: Submitting their comments through the Public Comments Webform at: <https://www.juno-beach.fl.us/1371/Public-Comments> (*all comments must be submitted by Noon on day of Meeting*). Please be advised that all email addresses and submitted comments are public record pursuant to Chapter 119, Florida Statutes (Florida Public Records Law). Make their comment in-person; or participate from a remote location using Zoom – please contact the Town Clerk at ccopeland@juno-beach.fl.us by Noon on the day of the meeting to receive the Meeting ID and Access Code. (*Please note that all members participating via Zoom must login at least 15 minutes prior to the meeting and will be muted upon entry until Public Comments is called*).

****Please note that the Zoom meeting will lock for public comments at 3pm and no other entries will be permitted.***

All matters listed under Consent Agenda, are considered to be routine by the Town Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

CALL TO ORDER

PLEDGE ALLEGIANCE TO THE FLAG

COMMENTS FROM THE TOWN MANAGER, THE TOWN ATTORNEY, AND STAFF

COMMENTS FROM THE PUBLIC

All Non-Agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to complete a comment card with their name and address prior to the start of the meeting as well as state their name and address for the record when called upon to speak (prior to addressing the Town Council). Town Council will not discuss these items at this time.

COUNCIL ACTION/DISCUSSION ITEMS

1. Appointment of Interim Town Manager

COMMENTS FROM THE COUNCIL

ADJOURNMENT



AGENDA ITEM

Meeting Name: Special Town Council Meeting
Meeting Date: April 15, 2026
Prepared By: C. Copeland-Rodriguez, MMC, Acting Town Manager
Item Title: Appointment of Interim Town Manager

DISCUSSION:

At the April 7, 2026 Special Town Council meeting, Council gave consensus to have another Special meeting to discuss the appointment of Interim Town Manager.

Due to the vacancy in the Town Manager position, it is necessary to designate an individual to serve in an interim capacity to ensure continuity of operations and oversight of Town Functions.

OPTION #1 – Appoint In-House Staff as Interim Town Manager

Appoint Caitlin Copeland-Rodriguez, currently serving as Acting Town Manager, to serve as Interim Town Manager.

If the Council approves this option, Caitlin Copeland-Rodriguez, currently serving as Acting Town Manager, would be appointed as Interim Town Manager, subject to the following conditions:

1. The interim appointment shall be effective April 7, 2026, and shall not extend beyond July 31, 2026.
2. The interim position shall carry the same salary as the previous Town Manager.
3. Upon conclusion of the interim appointment, or at any time during the interim period if deemed appropriate by the Council, Caitlin Copeland-Rodriguez shall revert to her position as Town Clerk.
4. The Council engages an interim clerk services firm to temporarily perform Town Clerk duties during this interim period.

This appointment is intended to maintain stability and continuity in leadership while the Town Council proceeds with the process of selecting a permanent Town Manager.

OPTION #2 – Select an External Interim Town Manager

The Council may choose to appoint an Interim Town Manager from the pool of candidates outside of Town staff, including FCCMA, etc. This approach allows the Council to fill the position with a qualified individual who has not previously been part of the Town organization.

The following list of individuals provided resumes for Council's consideration (in alphabetical order by last name).

- 1) Jerome Adams for the Interim Town Manager position only.
- 2) Howard Brown for the Interim Town Manager position only.
- 3) Kathleen Gunn for Interim Town Manager; however, if a good fit, is open to being a permanent option.
- 4) Jeff Shoobridge
- 5) Pam Walker for the Interim Town Manager position only.

- 6) Jason Yarborough for Interim Town Manager; however, if a good fit, is open to being a permanent option.

Item #1.

- A third-party provider should be engaged to conduct background checks, as staff will not perform this function.
 - *This option may have a delayed start date to allow sufficient time for completion of the background check.*
 - *Staff can provide estimated costs for background check firms during the meeting.*

RECOMMENDATION:

Direct staff on how to proceed.

Attachment:

- 1) Proposal from Local Bridge Government Services for Temporary Clerk services;
- 2) Resumes.



Caitlin Copeland <ccopeland@juno-beach.fl.us>

Introduction and Interim Town Clerk Services

1 message

Lakisha Burch <admin@lbgovservices.com>

Mon, Mar 30, 2026 at 12:55 PM

To: "ccopeland@juno-beach.fl.us" <ccopeland@juno-beach.fl.us>

Cc: Lakisha Burch <admin@lbgovservices.com>

Good afternoon, Ms. Copeland-Rodriquez,

I hope this message finds you well. It was a pleasure speaking with you recently regarding your organization's current and upcoming municipal needs. I appreciated the opportunity to briefly share how my firm may be of assistance.

I would like to formally introduce Local Bridge Government Services, a firm dedicated to *bridging the gap in municipal operations*. We specialize in providing expert municipal clerk services to cities, towns, and local governments, particularly during periods of transition, staffing shortages, or when additional compliance support is needed.

With credentials as a Florida Certified Professional Clerk (FCPC) and Master Municipal Clerk (MMC), I bring both industry-recognized expertise and hands-on experience in supporting municipal functions. Most recently, I served in the Town Clerk capacity for the Town of South Palm Beach, where I supported meeting administration, records management, and operational continuity.

Our core services include:

- Interim Town/City Clerk Services
- Public Records Management and Compliance
- Agenda and Meeting Administration
- Municipal Elections Support
- Records Retention and Archiving
- Policy and Procedure Development
- Staff Training and Clerk Mentorship
- Board and Council Support

To provide clarity and transparency, we offer the following monthly service packages:

Full-Time Interim Clerk Package – \$15,500/month

Includes:

- Up to 40 hours per week (160 hours/month)
- Full administration of Clerk duties, including agenda preparation, minutes, records management, ordinances/resolutions coordination, and liaison support
- Up to four (4) Council and/or Board meetings per month
- Additional hours billed at \$125/hour

Part-Time Interim Clerk Package – \$7,750/month

Includes:

- Up to 20 hours per week (80 hours/month)

- Full administration of Clerk duties as outlined above
- Up to two (2) Council and/or Board meetings per month
- Additional hours billed at \$125/hour

Local Bridge Government Services is structured to deploy quickly and efficiently, ensuring municipalities remain compliant, organized, and fully operational during times of need.

I would welcome the opportunity to further discuss how we can support your organization, whether on an interim basis or for specific projects. Please feel free to reach out at your convenience to schedule a follow-up conversation.

Thank you again for your time, and I look forward to working with you.

Warm regards,

Local Bridge Government Services
Lakisha Burch, FCPC, MMC

Founder and CEO
561-571-1358 (office)
admin@lbgovservices.com

Jerome Adams

Sebastian, FL 32958

jeromeadams@bellsouth.net

(772) 480-0662

EXECUTIVE PROFILE

Over sixteen years of management and administrative experience in strategic planning, project management, budgeting, and creating policies and procedures. Organized professional with excellent management skills and the ability to plan and oversee projects from concept to completion. Computer savvy and expert in Microsoft Office suite of products including Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

Core Strengths & Capabilities

Strategic Planning, Budgeting, Policies and Procedures, Project Management, Evaluation, Research & Analysis, Supervision, Leadership, Administration, Shared Decision Making, Detail-Oriented, Customer Service, Team Player.

EDUCATION

Master of Public Administration, Barry University

B.S. Public Administration, Indian River State College

Associates in Arts, Indian River State College

A.S. Computer Studies, College of Arts, Science and Technology

PROFESSIONAL EXPERIENCE

City Administrator / City Clerk, City of Oak Hill, FL, 10/2023 – 11/2024.

- Chief Executive Officer for the City of Oak Hill FL.
- Responsible for the day-to-day operation of all City departments and activities. Includes, Administration, Human Resources, Information Technology, Planning and Zoning, Public Works and Code Enforcement.

Vice Mayor / Councilmember, City of Sebastian, FL 11/2012 – 11/2016

- Elected in 2012 as a member of the Sebastian City Council.
- Vice Mayor from 2014 – 2016.
- Drafted policies to ensure smooth running of the city.
- Participated in meetings, hearings, and quasi-judicial hearings.
- Reviewed and made recommendations regarding the City's \$25M budget.
- Oversaw the City's Charter officers – City Manager, City Clerk and City Attorney.
- Represented the City both locally and statewide.
- Met with citizens to hear and discuss matters of concern to them.
- Provided input, solutions, and direction at council meetings for staff.

WORK EXPERIENCE

City of Oak Hill, FL
City Administrator / Clerk

10/2023 – 11/2024

- Responsible for the management of City affairs.
- Perform Administration, Information Technology, Human Resources, Finance, Payroll and Purchasing duties.
- Direct and supervise the administration of all departments.
- Attend all Commission meetings.
- Integral part of Planning and Zoning.
- See that all laws, provisions, and acts of the City Commission are faithfully executed.
- Prepare and submit the annual budget and capital program to the City Commission, and implement the final budget approved by Commission to achieve the goals of the City.
- Submit to the City Commission and make available to the public a complete report on the finances and administrative activities to the Commission at the end of each fiscal year.
- Keep the City Commission fully advised on the financial condition and future needs of the City.
- Make recommendations to the City Commission concerning affairs of the City and facilitate the work of the City Commission in developing policy.
- Provide staff support services for the Mayor and Commission members.
- Assist the Commission to develop long term goals for the city and strategies to implement these.
- Encourage and provide staff support for regional and intergovernmental cooperation.
- Promote partnerships among Commission, staff and citizens in developing public policy and building a sense of community.

St. Lucie County Board of County Commissioners, Ft. Pierce, FL
IT Helpdesk Supervisor

07/2021 – 08/2023

- Oversee and manage all helpdesk operations with a focus on meeting or exceeding customer satisfaction.
- Supervise the Helpdesk and Desktop Support team of 9 technicians.
- Prioritize, plan, and coordinate daily and long-term staff activities and projects.
- Provide support to 70 sites Countywide including the Emergency Operations Center.
- Create and maintain equipment standards. Maintain inventory of computer equipment.
- Maintain technical support knowledgebase.
- Plan and implement installation of computers, peripherals, and software. Collaborate with Manager to set goals, plan strategies and review progress.
- Assist in preparation of annual budget for computer hardware and software.
- Conduct weekly team meetings and bi-weekly one-on-one meetings to monitor performance, check on work progress, discuss challenges and develop action plans.
- Maintain cross-training of staff in different functional areas.
- Create weekly reports on helpdesk productivity and trends. Provide monthly operational metrics to the Manager.
- Maintain on-call roster for technical support and Commission meeting support.
- Interview and recommend candidates for hire.
- Provide mentorship and coaching to develop technical staff. Conduct performance evaluations.

***US Census Bureau, Orlando, Florida
IT Manager***

03/2020 – 01/2021

- Supervise a staff of nine to ensure technical issues are resolved quickly.
- First line-of-contact for all hardware, software, and telecommunication problems; troubleshooting duties, evaluating, analyzing, and coordinating automation operations to efficiently support office functions.
- Responsible for the paper and automated tracking of property to include ensuring necessary forms are accurately filled out, property management systems are updated, regular audits are performed, and secured devices are stored.
- Conduct weekly meetings with IT staff. Meet daily with Department Manager to identify issues, offer input and plan accordingly.
- Maintain office security/access. Responsible for resolving maintenance issues with property management company.

***Steward Sebastian River Medical Center, Sebastian, FL
IT Supervisor***

11/2017 – 01/2019

- Managed a team of 4 technicians providing computer support at the hospital and 18 offsite clinics.
- Prepared weekly reports, sourced and purchased necessary supplies for ongoing support, provided leadership and guidance to team members, and coordinated and ensured 24-hr technical support coverage for the hospital.

***St. Lucie County Board of County Commissioners, Ft. Pierce, FL
Network and Operations Coordinator***

03/2007 – 11/2017

- Supervised four sections - Systems Administration, Customer Service, Desktop Support and Applications Support (17 staff total).
- Worked closely with CIO to develop and implement strategic plan and manage projects.
- Wrote/revised department policies and procedures.
- Prepared department budget.
- Ensured 24-hr availability of all network and computer systems and oversaw the operation of two datacenters (including the Emergency Operations Center) at different geographic locations in the county, ensuring that power, cooling, access restrictions and data security were in place and maintained.

CERTIFICATIONS AND AFFILIATIONS

- American Society for Public Administrators
- Pi Alpha Alpha Honor Society for Public Affairs & Administration
- Notary Public

HOWARD W. BROWN, JR., AICP, ICMA-CM

Howardwbrownjr@gmail.com

West Palm Beach, FL 33412 ☎ 305-788-9647 <https://www.linkedin.com/in/howardwbrownjr/>

CITY MANAGER / CONTRACT CITY EXECUTIVE

City Executive Leadership – Contract-City Operations – Fiscal Management – Strategic & Land Use Planning – Intergovernmental Relations – Outsourced Services Administration

CAREER HISTORY

Leadership ☐ *Departmental Budgeting Expertise* ☐

Relationship management ☐ *Community Builder* ☐ *Technical Expertise*

CEO and Founder of Local Government Consulting Group, LLC

October 1, 2018 – Present

Incorporated in October 1, 2018, Local Government Consulting Group is a local government consulting firm that specializes in providing specialized services in the Office of the City Manager, Community Development, and Community Redevelopment Agency (CRA)

Interim City Manager, City of Fort Meade, FL (July 2025 to December 2025)

- Provided Interim City Manager Services
- Oversaw and served as Chief Advisor to the Community Redevelopment Agency (CRA)

Interim Town Manager, Town of Century, FL (December 2023 to September 2025)

- Provided part-time Interim Town Manager Services
- Oversaw and served as Chief Advisor to the Community Redevelopment Agency (CRA)

Interim City Manager, City of East Point, GA (February 2024 to October 2024)

- Provided full-time City Manager Services as Sub Consultant for Sumter Consulting.
- Developed and implemented a structurally balanced budget that earned the GFOA Distinguished Budget Presentation Award, enhancing fiscus transparency and accountability.
- Completed Phase I of the Employee Compensation Plan, adopted by City Council and integrated the strategic plan and budget, improving internal equity and workforce retention.

Senior Advisor (Sub-Consultant), Miami Dade County, FL, (January 2024 to Present)

- Provide consulting services as a Sub Consultant for MHCP Colab. Serves as Senior Advisor to two (2) CRAS: NW 79th Street and NW 7th Avenue Community Redevelopment Agencies
- Provide Economic Development Advisory services to two of the largest redevelopment agencies in Florida

Planning Consultant: *past experiences as a Planning Consultant on short term projects for the following cities: City of North Miami, City of Miami Gardens, and City of South Fulton, GA (January 2023 - December 2023)*

Village Manager, Village of Indiantown, FL

January 2019 – January 2023

Incorporated December 31, 2017, the Village of Indiantown is unique, being the 413th municipality incorporated in South Florida.

- **Negotiated a multimillion-dollar interlocal agreement** with Martin County saving the residents of the Village ~ \$1.5MM throughout the interlocal agreement for Fire Rescue Services.
- **Created and implemented a 5-year strategic action plan** together with the initial Village Council; we hit the ground running, achieving it within 3-years.
- **Negotiated and purchased a private water and sewer plant** for \$8.5MM, subsequently satisfying 80% of the loan to purchase the asset forgiven; Negotiated a 0% interest rate over a 30-year term.

City Manager, City of Bell**January 2016 – October 2018**

The City of Bell, CA, is an incorporated city in Los Angeles County, California. Accountable for the day-to-day operations of all City departments, \$32MM in annual operating and capital budgets, and 150+ employees serving a daytime population of 50,000+.

- **Led the City through its first-ever recodification** of all city codes of ordinances, including retaining a consultant to conduct a charter review for Council Consideration.
- **Prepared a balanced budget**, successfully adopted by the Mayor and Council two years in a row despite declining property, sales taxes, and rising pension costs.
- **Organized several neighborhood groups, including Neighborhood Watch**, and met regularly with residents to sell the city's Strategic Plan and City Priorities approved by the Mayor and Council.

City Manager, City of Muskogee, Oklahoma**January 2014 – January 2016**

The City of Muskogee is an incorporated city located in the Tulsa, Oklahoma, metropolitan area.

- **Collaborated with the Mayor and City Council to develop** an employee compensation plan and labor relations strategy for three collective bargaining agreements: Police, Fire, and Non-uniformed employees.
- **Wrote the Muskogee 2020 Strategic Plan**, adopted by the Mayor and City Council.
- **Oversaw day-to-day operations of all city departments** while managing a \$61MM operating and capital budget and 600+ employees serving a daytime population of more than 50,000.

City of Opa-Locka, FL**January 2010– January 2014**

The City of Opa-Locka, FL, is an incorporated city in Miami-Dade County, FL.

ACTING ASSISTANT CITY MANAGER (2013-2014)

- **Led the reorganization of the Building Services Division** to reduce the budget deficit by 25% and created the city's first Certificate of Use program, generating ~ \$1MM per annum.
- **Executed the directives of the City Manager**, Mayor, and City Council while managing a municipal organization with a \$13MM annual operating budget and 190 employees, serving a population of 16,000.
- **Directly supervised and managed** Police, Human Resources, IT, Finance, Public Works, Parks and Recreation, Planning and Community Development, Code Enforcement, and Building and Licensing Departments.

DIRECTOR, PLANNING AND COMMUNITY DEVELOPMENT (2010- 2013)

- **Prepared the city's first Annexation Plan** based on the Miami-Dade County Code and the State of Florida Annexation law
- **Managed/directed all Community Development Block Grant (CDBG)** funding, including project management/grant proposal writing.
- **Received 1.2 Million Community Challenge Planning Grant** – from the United States Housing and Urban Development Department. Only two cities within the state of Florida was awarded.

Director, Planning and Development Services, City Of Albany, GA**October 2007– July 2010****Neighborhood Improvement Manager, City of Lilburn, GA****September 2002 – October 2007****Chief of Code Enforcement City of Lauderdale Lakes, FL****June 2000 – September 2002**

EDUCATION

Harvard University, Cambridge, MA (2022)
Certificate, Program for State and Local Government Executives

University of West Florida, Pensacola, Florida (1995)
Master of Public Administration

Florida State University, Tallahassee, Florida (1993)
Bachelor of Science in Criminology

CERTIFICATION & PROFESSIONAL DEVELOPMENT

Credentialed Manager, International City Manager's Association (ICMA)
Certified Urban Planner, American Institute of Certified Planners (AICP) - Certification No. 24680
National Incident Management Systems (NIMS) Certifications: ICS 100, 200, 300, 400, 700 & 800

BOARD APPOINTMENTS / MEMBERSHIPS

International City/County Management Association (ICMA), Full Member
Florida City and County Management Association (FCCMA), Full Member
American Institute of Certified Planners (AICP), Full Member
American Planning Association (APA), Full Member

VOLUNTEER ACTIVITIES & CIVIC CONTRIBUTIONS

Habitat for Humanity, Albany, GA
Boy Scouts of America, Tulsa, OK and Indiantown, FL
International Rotary Club of America, Rotarian, Tulsa, Ok, and Albany, GA

HONORS – AWARDS – PROFESSIONAL RECOGNITION

National Defense Service Medal – Persian Gulf War, United States Army
Humanitarian Service Medal - Hurricane Andrew Disaster Relief, United States Army
40 under 40 – most influential persons - Albany Herald, Albany, GA

KATHLEEN GUNN
910 Bay Drive #26
Miami Beach, FL 33141
718-753-5357 kgunn96@gmail.com

PROFILE

Results-driven leader with more than two decades of success in crafting and executing policy in cities in Florida and New York. Engaged and enthusiastic servant leader, skilled in team building, organization, employee development, and project management. Strategist who excels at collaboration on complex projects with diverse groups to reach consensus, ensuring equity and inclusiveness.

CAREER HIGHLIGHTS

- Lead economic development teams in three South Florida cities attracting more than \$150 million in capital investment and creating more than 950 jobs.
- Oversaw Fort Lauderdale Waterworks 2011, a \$500 million water and sewer capital improvement project, which was completed on time and within budget.
- Co-wrote and implemented the White Plains economic development plan, which resulted in \$600 million in private investment.

PROFESSIONAL EXPERIENCE

LUMINANCE LLC, Miami Beach, FL – Public Sector Consulting and Coaching provides customized consulting services across a myriad of issues, including economic development, organizational issues, team building, crisis management, leadership coaching and training, and executive wellness coaching.

Founder/Chief Executive Officer (March 2023 – current)

- Design and deliver customized public sector solutions, including training, leadership development, and interim services to fill executive positions.

Selective engagements have included Broward Sheriff's Office, City of Deerfield Beach, City of Oakland Park (interim Planning and Zoning Director), and Town of Lauderdale-by-the-Sea.

VILLAGE OF MIAMI SHORES, FL – a community in Miami-Dade County with a population of 12,000, \$46.9 million budget and more than 100 employees.

Deputy Village Manager (March 2024 – August 2025)

- Second in command of Village operations
- Created and delivered the first-ever Citizens Academy
- Oversaw zoning code rewrite to curb overbuilding
- Oversaw IT, Code Compliance, Planning and Zoning, Economic Development, Library, and Building functions

CITY OF TAMARAC, Tamarac, FL - a majority minority community located in west central Broward County in southeast Florida with a population of 72,000, \$242 million budget and more than 400 employees. The City of Tamarac has a bond rating of AA.

City Manager (September 2021 – March 2023)

- Chief Executive Officer of a high-performance organization empowering and cultivating employee leaders by aligning values, strategy, culture, and budget.
- Reduced millage rate for two consecutive years while staying within budget.
- Secured nearly \$2.5 million in new grant funding.
- Oversaw economic development efforts -5 of the largest commercial real estate transactions in Broward County including a brand-new business model Amazon facility.
- Completed Inspiration Way – A *museum without walls* public art installation.
- Invested in comprehensive technology, SMART city infrastructure, fiber optics, cloud computing, and cybersecurity.
- Won International Public Management Association for Human Resources Small Agency Award for Excellence, Cigna Culture of Well-Being Award, Center for Digital Government Digital Cities Award, Government Finance Officers Award, and ICMA Certificate of Excellence in Performance Management
- Implemented police community efforts that reduced crime by 20% in 2021.
- Administered \$10 Million in COVID-related funding.
- Maintained ranking as one of 85 Accredited and ISO Class 1-rated Fire Departments
- Increased revenue by 100% within 1st seven months of the fiscal year at the city's golf course

Assistant City Manager (September 2017 – August 2021)

- Secured more than \$800,000 in new grant funding.
- Architect and decision maker in the City's Strategic Plan, operating budget, capital improvement plan, emergency management, and major development projects.
- Oversaw Information Technology, City Clerk, Building Department, Public Information, Economic Development, Parks and Recreation.
- Co-created and directed messaging and branding across all media platforms.
- Conceived and lead economic development and redevelopment strategies.
- Developed and implemented equity initiatives in a minority majority community.

CITY OF MIRAMAR, Miramar, FL - a majority minority community located in southwest Broward County in southeast Florida with a population of 140,000, \$250 million budget and 1,000 employees.

Assistant City Manager (November 2014 – August 2017)

- Reorganized the Cultural Affairs department; reduced costs by \$1 Million per year.
- Secured more than \$350,000 in new grant funding for various City departments.
- Oversaw Community and Economic Development, Parks and Recreation, Social Services and Cultural Affairs departments.
- Spearheaded the Business First corporate outreach to cultivate small business development and the aviation industry.

CATHOLIC EXTENSION, NY, NY (May 2012 – November 2014)

Northeast Director of Development

- Exceeded major gifts fundraising goal for 2013 by 20%

CITY OF FORT LAUDERDALE, Fort Lauderdale, FL – county seat and largest city in Broward County with a population of 180,000, \$600 million budget and 2,600 employees.

Assistant City Manager (2004 –2009, 2011)

- Key Advisor, Decision Maker and Architect of executive team

- Negotiated historic pension reform saving the City in excess of \$100 million.
- Eliminated \$21 million insurance deficit in less than 5 years.
- Oversaw Planning and Zoning, Community Development, Economic Development, Parks and Recreation, Building Department, Code Enforcement, Grants and Legislative Affairs, Public Works departments and the Community Redevelopment Agency.
- Leveraged \$13 million in community redevelopment funds, resulting in \$358 million in private investments in the city's impoverished areas.
- Completed more than \$100 million in capital projects
- Directed and implemented development guidelines and master plans in the downtown, at the beach, and along the New River to ensure the right development in the right place.
- Assisted in growing the City's fund balance from \$875,000 to \$78 million over five years.
- Developed a customized grants management system for \$26M in grants.

Assistant to the City Manager (2009-2011)

- Developed and implemented a strategy for \$8 million in federal stimulus dollars.
- Realized more than \$300,000 in ad valorem taxes through annexation.

WHITE PLAINS BUSINESS IMPROVEMENT DISTRICT (BID), NY (2002 –2004)

Executive Director

CITY OF WHITE PLAINS, NY, Office of the Mayor (1999 –2002)

Policy Specialist

PROFESSIONAL ORGANIZATION MEMBERSHIPS

- Broward County City Managers Association, Vice President 2018-2021
- Florida City County Managers Association, Member
- International City Managers Association, Member

EDUCATION

Master of Public Administration, Bachelor of Arts in Political Science, MAGNA CUM LAUDE

Pace University

Master of Pastoral Ministry, SUMMA CUM LAUDE

St. Thomas University

Certificate in Spiritual Direction

Inner MBA Certificate –mindful leadership program

NYU Mindful Center

Certificate of Recognition for Essentials of Fire Chaplaincy

Federation of Fire

Chaplains

Certified Professional Coach

University of Miami

AWARDS

Broward County City Manager's Association – ***Excellence in Leadership***, 2022

Contextually Engaged Theological Education Foundation, ***Mercedes Iannone Legacy***, 2023

PUBLICATIONS

Career Pathways to Local Government Leadership: How to Navigate Up the Local Government Ladder
Keep Calm and Manage On: Dealing with the Personal and Professional Challenges of Disaster Recovery

Jeff Shoobridge
 321-418-2916
 JeffShoobridge1@gmail.com

EDUCATION:

University of Central Florida- Master of Public Administration

University of Central Florida -BA Political Science/International Relations

Additional coursework in Accounting, Human Resources Management, Organizational Management, Planning/Zoning, Land Use, and Coaching (Football)

Florida State Fire College- Building construction, Plans review, and Fire prevention practices

Urban Land Institute- Planning workshop for public officials- 2018

US Navy Machinists Mate Class ‘A’ school (Nuclear Field)

CERTIFICATIONS, MEMBERSHIPS, and PROFESSIONAL AFFILIATIONS:

Member ICMA-Certification in Local Government w/ Emergency Management

FEMA/TEEX certificate in Infrastructure Protection (In Progress)

Past Board Member- Minnesota Association of Small Cities -re-appointed for continuing term

Facilities Committee-Mankato Independent School District 2019-2022

Groveland, FL- representative to the East Central Florida Regional Planning Council (past)

EXPERIENCE

JUL 2023-PRESENT

Owner/Principal David Samuels Services, LLC

- Government consulting and projects- Partner with clients to achieve operational and strategic goals while maximizing operational efficiencies
- recent project-City Hall space needs analysis for city of Groveland, FL. Population-25,000

OCT 2025-FEB 2026

City Manager- Tifton, GA

- Oversight of \$74M total budget, including \$19M general fund
- Created and implemented plan to rebuild understaffed Community Development/Building dept. for strategic stability

JUL 2024-SEPT 2025

City Administrator- Crookston, MN

- Oversight of 13 Direct Reports, including Finance, Police, Fire, Building, Parks/Rec, Public Works, Utilities, City Clerk, Human Resources, Economic Development, Housing, and a Municipal Airport
- Filled vacant positions in senior leadership, including IT Director, Finance Director, HR Coordinator, and Staff Accountant
- Partnered with Parks/Recreation Director to build sports and recreation schedule, including attracting and scheduling regional tournaments
- Contract oversight of Hockey arena contracts with University of MN and local High School

APR 2022-JUNE 2023

Town Administrator, Redington Shores, FL.

- Oversight of Processes and Procedures in all Departments; Including Finance, HR, and Administration as the Town transitions from a Commission to a Council-Manager form of government

- Transitioned the Town finance structure to increase compliance with State Statute related to restricted revenues/funds
- Reorganized building department to improve efficiency- permit approval times which improved from 45+ days to an average of 10-11 days
- Reorganized municipal structure into departments and work groups to improve efficiencies

NOV 2019-APR 2022 City Administrator, Madison Lake, Minnesota

- Duties include serving as the City Finance Director and Zoning Administrator
- City operations, focus on budgeting, development, and infrastructure improvement
- Member of the Mankato area Public Schools Facilities Committee
- Worked with the City Engineer to develop a long-term infrastructure improvement plan
- Implemented a successful 3-year plan to eliminate ongoing deficit spending
- Built relationships regionally and statewide through position as board member of MASC

NOV 2018-NOV 2019 City Council Member- City of Groveland, Florida

- Constituent outreach/problem solving
- Consensus building for intra-local agreements
- Collaboratively plan, adopt, and oversee annual municipal operating budget of \$21M
- Member- East Central Florida Regional Planning Council
- Lake County Schools Concurrency Committee
- Alternate Member South Lake Regional Water Cooperative

SEP 2015-NOV 2019 Lake County Schools/Leesburg High School

Social Studies Teacher-AP US History/US Government/Economics

- Collaboratively develop lesson plans and curricula with Department Chair
- Using effective communication skills during interactions with students, guardians, and other stakeholders from a variety of socio-economic backgrounds to achieve goals.
- Ensure that student educational records are maintained in accordance with state statute and school board policy.
- Assistant Football Coach/ Videography and Analysis (non-stipend)

NOV 2009-MAR 2011 David Samuels Realty- Mascotte, FL.

Owner/Broker

- Maintained all company records in accordance with state statute including reconciliation of company budget and state escrow accounts
- Reviewed and ensured that all contracts were completed appropriately
- Contract negotiations
- Prepared agenda for periodic sales and staff meetings and recruited and organized guest speakers.

Previous Experience includes:

Owner/President- Evelyn's Furniture

Full P&L responsibility including analysis of annual budget and earnings reports, scheduling, and organizing weekly staff/sales meetings, working with over 35 factory vendors' representatives for merchandise purchasing, inbound and outbound logistics, contracts, sales, advertising, and operations.

12 Years Restaurant management experience- Applebee's, Universal Orlando Resorts, McDonalds

Responsibilities included operations and budgeting (labor, capital, and operating).

11 Years as a Trainer at Walt Disney World Resorts (Customer Service Mindset)

Military:

US Navy- 1986-1990 Honorable discharge

REFERENCES:

Jason Moran, LeSueur County, MN Chief Asst Prosecutor	507.330.4955
Kent Hoehn, Mayor Madison Lake, MN	507.380.7870
Bobby Bennett, City Manager Tifton, Ga	229.392.3195
Patricia Burt, Vice Mayor Madison Lake, MN	507.420.4391
Kenny Later, Former Commissioner, Redington Shores	727.423.4242

MEMO

TO: Madison Lake City Council

FROM: Jason Moran, City Attorney

RE: Jeff Shoobridge, Contract Review

DATE: October 28, 2021

Dear Council Members:

It is time to once again review City Administrator Jeff Shoobridge's Contract. His Contract was approved on October 7, 2019 with an effective date of November 4, 2019. It calls for a review at the 24 month mark. We have hit the 24 month mark.

Under the terms of the Contract he is to receive an increase in his annual salary amount to the tune of \$5,000 for satisfactory performance. I would submit that his performance is not simply satisfactory, it is exemplary. Jeff consistently strives to improve the City. His work on the Capital Improvement Plan is excellent. He is constantly looking for ways to save the City money and improve the budget outlook. For the first time in a very long time we have a solid and well prepared budget. He holds the employees accountable while encouraging them to do their best. He has excellent communication skills and this is apparent in how he deals with residents. He tackles challenges with ease and is personable. His knowledge of municipal matters is excellent. In sum, his performance is, in my opinion, exceptional. I would recommend the raise and continued employment.

Certainly if individual Council Members wish to discuss this review privately with me I am at your availability. Barring no issues, we should do a review at the next meeting.

JLM



PAM MAC'KIE WALKER

EXPERIENCED GOVERNMENT LEADER

EDUCATION

JURIS DOCTORATE

UNIVERSITY OF MISSISSIPPI
1984

BACHELOR OF SCIENCE

DELTA STATE UNIVERSITY
1978

KEY SKILLS

Experienced leader with strong interpersonal and communication skills; experienced negotiator and team builder who enjoys working collaboratively to achieve goals

Certified Circuit Civil Mediator
January 2016

Leadership Florida Alumnus
Class XVI

CONTACT

pamelasmackie@gmail.com

(239) 246-5939

7591 159th Ct. N.

Palm Beach Gardens, FL 34118

EXPERIENCE

TOWN MANAGER, SEWALL'S POINT, FLORIDA

JUNE 2013 – OCTOBER 2019

Served elected Town Commission as chief executive to implement policy and goals; drafted annual budgets and produced monthly reports; managed small staff including Town Clerk, Police Chief, and Building Official and oversaw all outside contractors including Town Engineer and Town Attorney; administered resiliency grants from State of Florida and federal agencies; coordinated Town's emergency management response with Martin County.

INTERGOVERNMENTAL REPRESENTATIVE, SOUTH FLORIDA WATER MANAGEMENT DISTRICT

DECEMBER 2010 – JANUARY 2013

DIRECTOR OF LEGAL & CORPORATE AFFAIRS, BONITA BAY GROUP (REAL ESTATE DEVELOPER)

2005 – 2008

DEPUTY EXECUTIVE DIRECTOR, SOUTH FLORIDA WATER MANAGEMENT DISTRICT

2000 – 2005

Deputy Executive Director of Florida's largest water management agency, successfully acquiring over 100,000 acres of land for ecosystem restoration programs, negotiating and closing transactions with a total value in excess of a billion dollars; created and implemented land acquisition strategy lauded in U.S. Congressional Report as "unprecedented in history." Managed over 1,000,000 acres of public land holdings; supervised staff of 100+.

COUNTY COMMISSIONER, COLLIER COUNTY, FL

1994 – 2001

Served two terms, re-elected without opposition; led criminal investigation that resulted in the conviction of unethical public officials in Collier County.

MAC'KIE LAW – PRIVATE REAL ESTATE PRACTICE

1985 – 1998

Naples, Florida real estate development and transactions.

Jason L. Yarborough

3670 Lakewood Blvd., North Port, FL 34287

321-305-1708

yarborough.jason@gmail.com

April 7, 2026

The Honorable Mayor Dave Santilli and Members of the Town Council

Town of Juno Beach

340 Ocean Drive

Juno Beach, FL 33408

Dear Mayor Santilli and Members of the Town Council:

I am writing to express my interest in serving as Interim Town Manager for the Town of Juno Beach. With more than 30 years of local government leadership experience, including service as City Manager and Deputy City Manager, I believe I can provide steady, professional leadership during a period of transition while respecting the Town Council's policy direction and the community character that is clearly important to Juno Beach.

A meaningful part of my career has involved serving communities that value thoughtful decision-making, preservation of community character, and measured change. As City Administrator for the City of Lake Helen, I worked in a small community with a distinctly slow-growth and rural orientation. That experience reinforced for me the importance of listening carefully to elected officials and residents, maintaining organizational stability, and ensuring that municipal operations are carried out professionally and consistently in a manner that reflects the priorities of the governing body.

My background also includes leading strategic planning efforts in organizations that benefited from a clearer long-term direction. As City Manager for the City of Groveland, I initiated the City's first strategic planning process, including visioning and goal-setting sessions with the City Council and community. In Palm Bay, I led the development of the Utilities Department's first comprehensive strategic plan, which helped align priorities, decision-making, and organizational focus. Those experiences taught me that even in an interim role, one of the most valuable contributions a manager can make is to provide continuity, sharpen focus, and help elected officials and staff stay aligned on priorities.

Throughout my career, I have worked closely with elected bodies in both small and larger organizations, prepared and presented budgets, supported policy implementation, managed senior staff, coordinated intergovernmental matters, and helped organizations navigate transition points with professionalism and discretion. In an interim capacity, my approach would be straightforward: provide calm and steady executive leadership,

maintain service quality, support the Town Council's direction, communicate openly, and help position the organization for long-term success.

Thank you for your time and consideration. I would welcome the opportunity to speak with you about how my experience could be of service to Juno Beach during this transition.

Respectfully,

Jason L. Yarborough

JASON L. YARBOROUGH**3670 Lakewood Blvd., North Port, FL 34287****Phone: (321) 305-1708****E-Mail: yarborough.jason@gmail.com****SUMMARY**

More than 30 years of local government experience with expertise in the following areas:

- Economic Development
- Customer Service
- Business Operations and Expansion
- Process Improvement
- Intergovernmental Coordination
- Innovation
- Leadership
- Strategic Planning and Operational Analysis
- Financial and Debt Management
- Planning

An ICMA Credentialed Manager with significant local government experience and demonstrated skills in leadership, capital finance and project management, revenue stabilization, operations optimization, and growth-related infrastructure expansion.

PROFESSIONAL EXPERIENCE***Assistant /Interim/ Deputy City Manager City of North Port, FL*****2018-Present**

North Port is located on the west coast of Florida between Tampa and Fort Myers, the City is one of the fastest growing cities in the U.S. and home to 95,000 residents with a build-out population of about 250,000. Covering 104 square miles, North Port is the largest city in Sarasota County and is accessible via I-75. It is a full-service city with over 965 employees and a budget of \$321M. As Deputy City Manager, I oversaw Utilities (Water, Wastewater and Reclaimed), Public Works (Road & Drainage, Facilities, Fleet and Solid Waste) and Development Services (Planning, Building, Code Enforcement, Natural Resources and Economic Development), which includes over 399 employees and combined budgets of \$182M.

Achievements:

- Served as Acting City Manager from July 2020 to September 2020; Appointed Interim City Manager from November 2020 to August 2021; Promoted to Deputy City Manager from December 2023 to April 22, 2026.
- Negotiated the developer agreement for a master-planned community encompassing the Atlanta Braves Spring Training Stadium, 21,000 homes, and over 900,000 square ft. of commercial, resulting in the developer constructing and dedicating to the City major parks, utilities including water and wastewater plants, fire stations, and a police substation as well as land for general government services.
- Coordinated the design of the Public Safety Complex with Police and Fire Rescue Departments to be constructed in a large, master-planned community.
- Proposed and developed a Special District to fund the infrastructure, including water and wastewater utilities, to activate over 3,000 acres of commercial and industrial area and bring the needed road improvements necessary to attract a third interchange on I-75.
- Served on the City's labor negotiating team for the PBA Union Contract, resulting in a quick union contract with minimal fiscal impact to the City.
- Represented the City on the interlocal government committee to pass the 1-cent surtax for city and county infrastructure projects.
- Negotiated development agreement with a large, master-planned community regarding the distribution of over \$100 Million in transportation impact fees
- Presented a balanced budget despite an unexpected \$4.5 million revenue shortfall due to COVID impacts on local and state economies.
- Implemented a new Thank You notice to residents that comply with code enforcement requirements.
- Initiated Economic Development Market Feasibility Study, which identified commercial properties to market to specific target industries for recruitment.
- Successfully championed for infrastructure improvements using American Rescue Plan funds to make key commercial properties more shovel ready with potential of adding over \$1B to City's tax base while

Jason L. Yarborough

Page 2

creating 9,000+ jobs.

- Oversaw the development of a recyclable waste transfer station resulting in a recurring annual savings of \$550,000.

City Administrator, City of Lake Helen, FL

2014-2018

Lake Helen is a city with a population of approximately 3,000 and a projected buildout population of 6,000. The City has a “slow growth” and rural focus while surrounded by faster growing urban communities. It is in Volusia County (population 500,800), 35 miles north of Orlando.

Duties and Responsibilities as City Administrator:

- Direct and supervise the administration of all departments, offices and agencies of the City in accordance with Federal, State and City laws.
- Prepare and submit the annual budget, budget message and capital program to the Commission.
- Administer financial transactions of City, including investments, withdrawals and expenditures.

Achievements:

- Attracted and negotiated the annexation of a commercial project that will double City's tax base.
- Led City through recovery from two hurricanes within 11 months of each other including securing debris removal resource in a hyper competitive market environment significantly below market rates. Researched and coordinated use of innovative app to document monitoring activities for FEMA reimbursement purposes. Initiated and obtained burn and debris site permits from state agencies. Successfully obtained reimbursements from FEMA for debris removal and hurricane preparation costs.
- Implemented a fire assessment resulting in a sustainable funding source for City's fire service.
- Negotiated 5-year extension of solid waste contract with no rate increases first two years and annual CPI increases only for the remaining years.
- Secured grant for Downtown Master Plan that will result in enhanced economic development.
- Negotiated joint planning agreement with neighboring city, resulting in Lake Helen having access to wastewater utility services for commercial projects.
- Secured several years of Community Development Block Grant (CDBG) funding for road paving projects.
- Revised Land Development Code using mostly “in-house” resources, saving \$77,000 versus outsourcing.
- Worked with staff to reduce the number of audit comments from eighteen to two.
- Negotiated a 50% reduction in cost of service with the Volusia County Fire Department for City coverage.
- Oversaw the modernization and upgrading of City's computer and telephone networks.

Utilities Director, Port Orange, FL

2013-2014

The City of Port Orange is a community of 56,000 residents along the east coast of Florida located on the Halifax River adjacent to Daytona Beach. The Utility system is full service providing, water, wastewater and reuse services inside and outside of the City.

Achievements:

- Awarded the Florida Department of Environmental Protection 2013 Operations Excellence Award for Large Water Treatment Plants.
- Awarded the Most Improved Class A Water Treatment Plant Award by the American Water Works Association- Florida Section.

Jason L. Yarborough

Page 3

Community Manager, Special District Services, Inc.

2011-2013

Community Manager for Barefoot Bay Recreation District under contract with Special District Services. Barefoot Bay is an independent special district in Brevard County, Florida, which provides community services such as golf, pools, general maintenance, community centers, architectural review/code enforcement, and two dining and beverage facilities for over 9,000 residents through its 84 employees.

Duties and Responsibilities as Community Manager:

- Develop, implement and supervise overall policies and operating procedures for the special district.
- Responsible for all compliance and reporting requirements for the State of Florida by the district.
- Supervise, analyze and report on all staff, departments, activities and projects to the elected board.
- Oversee all accounting, financial and budgeting activities.

Achievements:

- Created progressive grant acquisition program resulting in 50% funding of all capital projects with grant funds.

Utilities Director, Palm Bay, FL

2005 – 2011

The City of Palm Bay has grown to approximately 107,000 residents, with a projected build-out population of 300,000. It is an east coast community located on the Indian River Lagoon about 70 miles southeast of Orlando, Florida. Palm Bay is the 7th largest city by land size (100 square miles) and 19th largest city by population in Florida. The City ranked 11th 'Most Innovative City in America' and 18th 'Best Bang for the Buck' city in the nation according to 2010 Forbes.com, due to its rich heritage in high-tech research and development along with manufacturing.

Duties and Responsibilities as Utilities Director:

- Planned, developed and implemented proposals and programs to administer revenues to maintain and expand services in accordance with needs of the service area as ascertained by surveying and conferring with residents and public officials.
- Responsible for all operations, engineering, construction and finance activities, and for direct and delegated supervision of all 119 employees of the water and wastewater treatment plants, distribution and collection systems and related facilities. Managed a budget of \$32M.
- Oversaw the performance of the annual debt tests and compliance with all utilities system bond covenants.

Achievements:

- Awarded the Association of Metropolitan Water Agencies 2010 Gold Award for Exceptional Utility Performance. The award recognizes outstanding achievement in implementing the nationally recognized U.S. Environmental Protection Agency's (EPA) Attributes of Effectively Managed Water Sector Utilities.
- Awarded Southeast Desalting Association 2010 Membrane Plant Operations Award for superior operations.
- Awarded Florida Department of Environmental Protection 2010 Domestic Wastewater Plant Operations Excellent Award (Large Community Category).
- Awarded Florida Department of Environmental Protection 2009 Water Plant Excellence Award (Large Community Category) in recognition for regulatory compliance, high level of maintenance, and continuous improvement.
- Awarded First Place for Outstanding Water Distribution System 2008 by the Florida Section of the AWWA.
- Orchestrated application with the Drinking Water State Revolving Fund resulting in No. 1 ranking over all other Florida water utilities for American Reinvestment and Recovery Act funds.
- Oversaw the installation of 497,212 linear feet of water line resulting in an additional 6,220 new water accounts.

Jason L. Yarborough

Page 4

- Initiated an optimization committee comprised of internal staff that made operational changes resulting in an overall reduction of electrical consumption for total water and wastewater treatment by over 31%.
- Started the department's environmental management system, which resulted in the department becoming the first utility in the nation to have all divisions and sections simultaneously ISO 14001 registered on the initial audit. This management system institutionalized the cultural value of continuous improvement within the department.
- Reduced operational budget by \$1.1M without diminishing level of service to customers.
- Negotiated with state regulatory agency to obtain a 20-year permit for water withdrawal and an increase of 22% of water withdrawal over the previous permit.
- Negotiated a 33% reduction in staffing hour requirements for two wastewater plants from the state regulatory agency.
- Oversaw the financing and construction management of over \$50M in capital projects.
- Managed the completion of a new utilities administration building and 4 MGD reverse osmosis water treatment plant while keeping project costs under budget.
- Headed completion of the department's first comprehensive strategic plan, resulting in unanimous support by the Utility Advisory Board and City Council.
- Worked with neighborhood groups desiring water service for over 2,000 lots resulting in the city's first, successful special assessment vote by a single-family neighborhood.
- Instituted the department's first computer maintenance management system to assist with better asset management.
- Created the department's permit review and inspection fees structure for cost recovery of services provided to the land development community.
- Carried out the impact fee study updating the water and wastewater impact fees and indexing the fees to a construction cost indicator to remain current with construction costs.
- Oversaw the development of water, wastewater, and reuse water master plans.
- Directed the implementation of an automated meter-reading program improving operational efficiency.
- Strengthened the department's operational efficiency through reorganization and creation of the Business Operations Division.

City Manager, Groveland, FL

1998-2005

Groveland is a city with a population of approximately 6,000 and a projected population of 30,000. It is located in South Lake County, Florida (population 241,000), 30 miles west of Orlando and 25 miles from Walt Disney World. Groveland was the 8th fastest growing city in Florida from 2000-2003.

Duties and Responsibilities as City Manager:

- Chief executive officer of a municipal government with 65 employees and an \$18M budget. Oversight responsibility for the following functions: water and wastewater utilities, police, fire, roads, stormwater, parks, recreation, planning & zoning, finance, general services and personnel.
- Executed policies adopted by City Council. Responsible for the city's day-to-day operations.
- Prepared and oversaw the city's operating and capital budgets.
- Negotiated developer and interlocal agreements with public and private sector organization on a range of issues from growth and utilities to fire and dispatch service contracts. Represented the city to the Media including appearances on television, interviews with the print media and preparation of press releases.

Achievements:

- Formed utility district to protect future growth areas for the city.

Jason L. Yarborough

Page 5

- Executed purchase of two private water systems and a private wastewater system (valued at \$3.0 million) in the Groveland Utility District and integrated them into the existing utility system.
- Improved internal controls in finance department resulting in a decrease in the number of negative audit comments by 50%.
- Secured USDA grant funding for new wastewater treatment plant.
- Initiated community and city council visioning and goal setting sessions.
- Renegotiated wastewater treatment plant purchase agreement with developer, reducing the city's purchase price by 16%.
- Installed over 23 miles of water and sewer force mains using \$2.1 million in state and federal grants along with developer impact fees.
- Resolved dispute with neighbor city over utility service districts, resulting in improved relationship with that city.
- Created a Tax Increment Finance (TIF) based community redevelopment area for revitalizing the downtown.
- Reviewed and negotiated over 40 site plans and development agreements for new commercial and residential developments.
- Coordinated the development of the city's first utility impact fees used to expand infrastructure affected by growth.
- Created planning overlay district that resulted in favorable settlement with state planning agency regarding two large residential/mixed-use developments.
- Worked with county and regional economic development agencies to bring businesses to industrial park serviced by city.

Assistant City Manager/ City Clerk, Mary Esther, FL

1996 – 1998

Mary Esther is a community of 4,500 with a daytime population of approximately 30,000. It is a seaside community in Northwest Florida with a major mall that functions as the retail and entertainment center for a three-county area.

Duties and Responsibilities:

- Assisted the city manager in directing the overall operation of the city departments: fire, police, water and sewer utility, finance, library, streets, stormwater, and parks.

Achievements:

- Coordinated a \$550,000 CDBG grant project for stormwater system retrofit.
- Created an aggressive grant acquisition program resulting in funding of \$2,665,000.

EDUCATION

Harvard University/ Kennedy School of Government

Senior Executives in State and Local Government Program

Florida Government Finance Officers Association

Completed courses in operating and capital budgeting, debt and cash management and governmental accounting practices. Became a Certified Government Finance Officer in 1997.

University of West Florida

MPA Degree

Loyola University

Bachelor of Arts